



**Called Council Meeting**

**AGENDA**

**Monday, July 17, 2023**

**6:00 PM**

**City Hall**

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**I. CALL TO ORDER**

- 1. Invocation**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Consent Agenda**
  - [a.](#) June 13, 2023 Council Minutes
  - [b.](#) June 13, 2023 Executive Session Minutes
  - [c.](#) May 16, 2023 Planning Commission Minutes
  - [d.](#) May 23, 2023 Historic Preservation Commission Minutes
  - [e.](#) May 11, 2023 Downtown Development Authority Minutes
  - [f.](#) June 8, 2023 Downtown Development Authority Minutes
  - [g.](#) May 11, 2023 Conventions and Visitors Bureau Minutes
  - [h.](#) June 8, 2023 Conventions and Visitors Bureau Minutes

**II. PUBLIC FORUM**

- 1. Public Comment(s)**

**III. BUSINESS ITEMS**

- 1. City Administrator Update**

## **2. Assistant City Administrator Update**

### **3. Department Requests**

- a. Airport:** Tentative Allocation Approval Request
- b. Police:** Forensic Recovery for Evidence Device (FRED)
- c. Public Works:** Walton Road – Sidewalk Replacement Discussion
- d. Utilities:** Third Amendment to Power Purchase Contract
- e. Utilities:** Reserved Sewer Treatment Capacity Agreement
- f. Utilities:** Sewer Installation Development Agreement
- g. Utilities:** West Spring Street – Natural Gas Main Replacement Bid Approval

## **IV. NEW BUSINESS**

### **1. Public Hearing(s)**

- a.** Conditional Use - 533 Plaza Drive
- b.** Rezone - 408 Knight Street
- c.** Zoning Ordinance Code Text Amendment #16

### **2. New Business**

- a.** Application - Beer & Wine Package Sales - Quick Pic Foods
- b.** Application - Spirituous Liquors and Beer & Wine On-Premise Consumption - Will Henry's Monroe
- c.** Historic Preservation Commission Appeal - 1251 South Madison Avenue
- d.** Conditional Use - 533 Plaza Drive
- e.** Rezone - 408 Knight Street
- f.** Preliminary Plat - The Overlook of Monroe
- g.** Preliminary Plat - Ayefour Development, Phase II
- h.** Appointment - Downtown Development Authority & Convention & Visitors Bureau Authority & Urban Redevelopment Agency
- i.** Approval - Zoning Ordinance Code Text Amendment #16
- j.** 1st Reading - Alcoholic Beverage Ordinance Amendment

## **V. DISTRICT ITEMS**

### **1. District Items**

**2. Mayoral Update**

**VI. EXECUTIVE SESSION**

**1. Personnel Issue (s)**

**VII. ADJOURN**

**VIII. DEPARTMENT REPORTS & INFORMATION**

- 1. Monthly Central Services Report**
- 2. Monthly Code Report**
- 3. Monthly Economic Development Report**
- 4. Monthly Finance Report**
- 5. Monthly Fire Report**
- 6. Monthly Police Report**
- 7. Monthly Solid Waste Report**
- 8. Monthly Streets & Transportation Report**
- 9. Monthly Telecom Report**
- 10. Monthly Water, Sewer, Gas & Electric Report**

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
	Norman Garrett	Council Member
	Tyler Gregory	Council Member
	Nathan Little	Council Member
	David Dickinson	Council Member
	Logan Propes	City Administrator
	Beverly Harrison	Interim City Clerk
	Paul Rosenthal	City Attorney
	Russell Preston	City Attorney

Absent:	Charles Boyce	Council Member
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Staff Present:	Danny Smith, Andrew Dykes, Beth Thompson, Rodney Middlebrooks, Brian Thompson, Chris Bailey, Brad Callender, Kaitlyn Stubbs, Sara Shropshire, Les Russell, Paula Wilson, Amylee Hammond, Teri Giles, Hayden Harrison, Caitlin Talford, Sonja Caterina, Eli Yeater, Chloe Juhan
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Visitors:	Dessa Morris, Lisa Parks Ellis, Antonio Ramey, Horice Willis, Terrence Atkism, Roger Hillman, Katie Harms, Clint Jones, Meredith Howard, Kim Jolly, Tara Polson, Shauna Mathias, Clayton Mathias, Julie Sams, Kirklyn Dixon, Chris Hall, Crystal Tollison, Juli Tredwell, Lori Volk, Adriane Brown, Caffrey Russell, Cristena Atkinson, Char Boyce, Johnny Atkinson, Jason Sams, Latasha Jones, Geraldine Reed, Charles Head, Brian Zeis, Eleanor Ehlen
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**I. CALL TO ORDER – JOHN HOWARD**

**1. Invocation**

Pastor Horice Willis with the Tabernacle Baptist Church gave the invocation.

**2. Roll Call**

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

**3. Approval of Agenda**

Add Item 2. Real Estate Issue (s) and Item 3. Legal Issue (s) under Section VI – Adjourn to Executive Session. Remove Item 2 (d). Vines of Monroe Subdivision Appeal under Section IV – New Business.

To approve the agenda as amended.

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

**4. Approval of Consent Agenda**

- a. May 9, 2023 Council Minutes
- b. May 9, 2023 Executive Session Minutes
- c. April 18, 2023 Planning Commission Minutes
- d. April 25, 2023 Historic Preservation Commission Minutes
- e. April 13, 2023 Downtown Development Authority Minutes
- f. April 17, 2023 Downtown Development Authority Minutes
- g. April 13, 2023 Conventions and Visitors Bureau Minutes

To approve the consent agenda as presented.

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

**II. PUBLIC FORUM****1. Public Presentations**

- a. City Hall Graduating Seniors

Mayor John Howard recognized the two City interns that are graduating and presented them with a gift.

*No Action.*

- b. Students from the University of Liverpool

Mayor John Howard recognized and introduced the University of Liverpool students, who are visiting through the University of Georgia Global Studies Program.

Ms. Eleanor Ehlen, a representative of the group, discussed the program and their trip.

*No Action.*

- c. Walton Works Presentation

Ms. Dessa Morris, with the Walton County Development Authority, gave a brief presentation. She stated there are 8,630 new advanced manufacturing jobs coming to the community within the next two and a half years, and they are not just industrial jobs. There are 35 industries located in Walton County. They hosted a Regional Job Fair with 42 companies in April. She discussed the various grants that she has been involved in recently. The Department of Education awarded Monroe Area High School Manufacturing Pathway a SME Prime Grant for \$375,000. The Walton Foundation awarded a total of \$32,165 in grant funds for different programs. She discussed grants from the Northeast Georgia Regional Commission that have been awarded and some that are still in progress. They partnered with the Student Success Alliance to help graduating senior with interviews. She discussed the Externship Program, Community Impact Day & Housing Expo, and Workforce Wednesdays. The best place for someone looking for a job is their website at [www.walton.works/jobs](http://www.walton.works/jobs) or they can call or text Dessa Morris at 770-601-1215.

*No Action.*

**d. Waste and Recycling Workers Week Proclamation**

Mayor John Howard presented the Proclamation for Waste and Recycling Workers Week, June 17 – 23, 2023.

Mr. Danny Smith recognized the employees that were present.

*No Action.*

**2. Public Comments**

Ms. Lisa Parks Ellis, of 117 Norris Street, spoke concerning homelessness. There are many reasons why a person might be homeless. She questioned whether everyone has turned a blind eye to those that are in distress. A situation can change in a blink of an eye, and homelessness can cause mental and physical problems. She discussed where the homeless sleep. She requested for Council to help the homeless; the City of Monroe needs a homeless shelter.

Mr. Antonio Ramey, of 202 South Jackson Street, stated he is a Deacon and Chairman at the Tabernacle Baptist Church. He requested for Council to consider changing the name of South Jackson Street to Daniel Ramey Lane. He explained that Daniel Ramey passed away on November 30, 2022. He was their pastor for 20 years and a proponent for the community. The change would be an honor to his name. The church is the only thing located on the street.

Ms. Geraldine Reed, of 1239 Fairview Drive, discussed affordable housing and the information that she obtained from the Mayor in Madison. She has heard about the GICH Program. She requested for Council to call her. She would like to help in any way that she can, but she does not know where to start. Something needs to be done, because there are too many people that cannot find somewhere to live.

Mr. Charles Head stated he was born and raised in Monroe. He stated the City had discussed having a walking trail along the railroad. He suggested having a trolley that would come from Monroe to Social Circle. He would really like to see that happen.

**III. BUSINESS ITEMS****1. City Administrator Update**

City Administrator Logan Propes stated there was a Community Impact & Housing Expo held on May 27, with over 200 participants. There were 30 homeownership application completed through Habitat for Humanity. He thanked everyone involved in making the event a success. He explained the housing front moves slowly, and there are lots of regulations and zonings that will have to be changed. It is a nationwide issue. Walton County will send the tax digest within the next couple of weeks; the City can then work on setting the millage rate. Hopefully, the City can discuss some type of roll-back. He stated there are around a hundred million dollars' worth of GDOT Projects that are scheduled for Monroe over the next ten years.

Council Member Norman Garrett questioned the City being able to implement something to help homeowners with their taxes.

Mr. Propes explained there is a mechanism that basically freezes the assessment for the primary home of a homeowner; they would pay on the same assessed value each year. That would not apply to the commercial or industrial digest value. Therefore, the commercial and industrial millage rate and taxes would have to go up dramatically each year to compensate for the freeze

of the homeowners. Walton County does not have a tremendous amount of commercial and industrial properties, so it would not affect them as much as it would Monroe. He stated it is a balancing act that could be studied. The City of Monroe has no control over the assessments; they are controlled at the County level and are checked by the Georgia Department of Revenue. Mr. Propes agreed that the assessments are high, but the rollback takes the inflationary value that has grown and rolls that value back off of the taxes to equalize the amounts. This must be done equally across the entire tax digest.

## 2. Assistant City Administrator Update

Assistant City Administrator Chris Bailey stated the Terminal Building has been completed; it was built with over \$800,000 in grant funds. The DOT Survey identified 89 obstructions that involve 18 different parcels. Approximately one third of the parcels are owned by the City, and those can be done later this year. The City will work with FAA and DOT on getting grant funding to remove the remainder; it will be a two-to-three-year process. They are waiting on pricing to come in for the guard rail on Marable Street; it will be installed within the next couple of months. The noise signs and parking signs that were requested by DDA have been installed. There has been over 900 feet of sidewalks rehabbed this year. The Request for Bids for the West Spring Street Natural Gas Replacement Project are out. There were approximately 8,000 people at the Flower Festival on May 20. There will be a luncheon on June 22 for Waste & Recycling Workers Week.

## 3. Department Requests

### a. Utilities: IRU (Indefeasible Right of Use) Agreement

Mr. Brian Thompson recommended approval of the Indefeasible Right of Usage Agreement with Georgia Network Operations Company, LLC. He explained existing fibers that are owned by the City will be traded to Georgia Network Operations Company, LLC and Georgia Transmission Corporation. The negotiations have been ongoing for several months. He discussed the fiber routes. He requested to use \$250,000 from CIP Funds to construct the agreed upon line and to turn over the six fibers. Ownership of the new construction lines going from Social Circle to Rivian will be split between GNOC and the City. GNOC will reimburse the City of Monroe for the cost of the fiber extensions, provide Monroe with 10 gigs of Direct Internet Access on a diverse route, and Monroe will provide GNOC fiber transport to multiple substations. This will give the City a true redundant path. It is a 20-year agreement, which has been reviewed by Peter Floyd from Alston & Bird. He explained the City will be responsible for maintaining the lines.

Mayor, Council, Mr. Propes, and Mr. Thompson discussed the details of the agreement.

To approve the Indefeasible Right of Use Agreement with Georgia Network Operations Company, LLC.

*Motion by Little, seconded by Garrett.  
Passed Unanimously*

### b. Utilities: Easement Acquisition Services for Raw Water Main Replacement

City Administrator Logan Propes explained his recommendation to purchase an easement at 1125 North Broad Street that is associated with the Raw Water Main Replacement / Extension for the amount of \$160,000. Property access is needed for the project path and completion. It is necessary to install a pipe for raw water and a pipe for finished water; the pipes will run from the

Alcovy River to the Water Plant. The property has been appraised by Crossroads Appraisal Group and coordinated through Primacq Group during the easement acquisition process. He stated the amount fits within the project budget for right-of-way acquisition.

To purchase the easement at 1125 North Broad Street for \$160,000.00.

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

**IV. NEW BUSINESS**

**1. Public Hearings**

**a. Rezone – 414 Davis Street**

Mr. Brad Callender presented the rezone request from B-2 and PRD to R-1A at 414 Davis Street. The applicant is requesting the rezone in order to develop two single-family residences on two infill lots. The two infill lots will be access off of Bell Alley and will front on Davis Street. The Planning Commission recommends approval of the rezone request as submitted without conditions.

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

Mr. Brian Zeis, with Anjer Construction, spoke in favor of the rezone. He is present to answer any questions.

Ms. Crystal Tollison questioned the rezone and whether it has to go before the HPC.

Mr. Callender answered the rezone request is from B-2 and PRD to R-1A. The rezone will allow the property to be subdivided under the infill lot rule. Two single family residences will be built. He stated the property is not in a Historic District.

Ms. Tollison questioned the house that is currently on the property.

Mr. Callender explained there is an existing single-family structure that was used as a church for many years. The applicant proposes to raze that structure and construct two single-family homes.

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

**b. Conditional Use – 121 Victory Drive**

Mr. Brad Callender presented the application for conditional use of this property to allow a telecommunications tower on a property currently operating as a wholesale and retail sand and gravel hauling business. It is the current location of Georgia Sand and Stone Hauling and Retail Center, which has been located on the property the past few years. Telecommunication towers are conditional uses in the M-1 (Light Industrial / Manufacturing) Zoning Districts. The subject property has been Zoned M-1 since the City adopted Zoning. The proposed telecommunication tower will be 150 feet in height, with potential to have 4 carriers. The site will be fenced and enclosed, with some modest landscaping around the edges. He explained the cell tower must be at least the height of the tower away from any residential structure; and they do comply. The Planning Commission recommends approval of the conditional use request as submitted with the



following three (3) conditions. The telecommunication tower shall not be taller in height than described in the Conditional Use application and supporting documents. The developer shall submit a Structural Tower Analysis with the building permit application. The analysis shall be signed and sealed by a professional structural engineer licensed in the State of Georgia. The analysis shall include a structural analysis, drawings, calculations, and supporting documentation that includes the following: Tower height and design, including technical, engineering, and other pertinent factors governing selection of the proposed design. A cross-section of the tower structure shall be included. Total anticipated capacity of the structure, including number and types of antennae which can be accommodated on the tower. Evidence of structural integrity of the tower structure. Failure characteristics of the tower and demonstration that site and setbacks are of adequate size to contain debris. The developer shall provide satisfactory evidence that FAA, FCC, and any other appropriate State review authority requirements for the proposed tower are met or that the tower is exempt from those regulations with the building permit application.

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

Ms. Katie Harms, with Atlas Tower 1, LLC, spoke in favor of the conditional use. The tower will be able to fit four carriers; the top carrier will be AT&T. She explained the tower will help to bring better coverage to the area for any type of carrier.

Ms. Latasha Jones stated that her parents live on the property; it is their retirement home. She is a Navy Veteran and has also worked for NASA, so she is very familiar with RF. She discussed how radiation works. She would not have put her parents in front of an antenna tower. She requested for Council not to approve the conditional use, and to do more research on the effects of radiating in a residential area.

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

## **2. New Business**

### **a. Rezone – 414 Davis Street**

To approve the rezone without conditions.

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

### **b. Conditional Use – 121 Victory Drive**

Council Member Tyler Gregory questioned whether there is any information on radiation.

Mr. Brad Callender stated it is nonionized radiation; it basically works like a microwave. He believes it will be replacing what is on top of the Water Tower, which is approximately a quarter of a mile away from this location.

City Attorney Paul Rosenthal discussed the Federal Telecommunications Act from the mid 90's; it concerned local governments trying to completely exclude cell towers. Federal Law preempts that from happening. Cell towers cannot specifically be excluded from areas where the City Ordinances allow them under certain guidelines and structures. Based upon Mr. Callender's

representation, the applicant has complied with those guidelines. He stated the issue to be considered is whether it is an appropriate use under the City Zoning Ordinance.

Vice-Mayor Larry Bradley questioned whether this will be replacing what is on top of the Water Tower.

Mr. Callender answered that to be his understanding.

Ms. Katie Harms stated it is not a relocation, but T-Mobile could move over to their tower.

To approve the conditional use as submitted subject to the following three (3) conditions: The telecommunication tower shall not be taller in height than described in the Conditional Use application and supporting documents. The developer shall submit a Structural Tower Analysis with the building permit application. The analysis shall be signed and sealed by a professional structural engineer licensed in the State of Georgia. The analysis shall include a structural analysis, drawings, calculations, and supporting documentation that includes the following: Tower height and design, including technical, engineering, and other pertinent factors governing selection of the proposed design. A cross-section of the tower structure shall be included. Total anticipated capacity of the structure, including number and types of antennae which can be accommodated on the tower. Evidence of structural integrity of the tower structure. Failure characteristics of the tower and demonstration that site and setbacks are of adequate size to contain debris. The developer shall provide satisfactory evidence that FAA, FCC, and any other appropriate State review authority requirements for the proposed tower are met or that the tower is exempt from those regulations with the building permit application.

*Motion by Dickinson, seconded by Bradley.  
Voting no Garrett.  
Passed 6-1.*

**c. FY2022 Audited Financial Statements (ACFR)**

Finance Director Beth Thompson recognized Sonja Caterina, Hayden Harrison, Caitlin Talford, Paula Wilson, and Chere Day for their hard work and help each day in the Finance Department. She introduced Mr. Ryan Jones with Mauldin & Jenkins to present the 2022 Annual Comprehensive Financial Report (ACFR), with the final audit numbers; and the request to approve the FY2022 Audited Financial Statements.

Mr. Ryan Jones presented highlights from the FY2022 Audit. He discussed the Auditor's Discussion & Analysis, which is a summary of the audit results, stating the audit went smoothly. He explained that they rendered an unmodified audit report, meaning a clean opinion of the audit for the year ending December 31, 2022. He commended the City of Monroe for going above and beyond what is required by State Law in preparing and reporting the Annual Comprehensive Financial Report. The City should be proud for receiving an award each year from the Government Finance Officers Association for the ACFR. He stated that Ms. Thompson and the finance staff were very cooperative and transparent getting them everything they needed so the audit could be completed in an official, effective, and timely manner. He discussed the implementation of GASB 87, which concerns reporting of long-term lease liabilities and lease receivables. There were a couple of audit findings, which were basically clerical accounting errors. There were audit adjustments for lease receivables that were not identified and a material adjustment that had to be posted in the Forfeited Drug Fund. He discussed some of the new standards, which will be changing for 2023.

Mayor, Council, Ms. Thompson, and Mr. Jones discussed the findings, audit adjustments, and GASB 84 in detail.

To approve the FY2022 Audited Financial Statements.

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

**d. Vines of Monroe Subdivision Appeal**

*Removed from agenda.*

**e. Appointments (6) – Development Impact Fee Advisory Committee**

Mr. Brad Callender explained adoption of Impact Fees requires for municipalities to establish a Development Impact Fee Advisory Committee. The committee is required to be composed of not less than five (5) and not more than ten (10) members, with at least 50% of the members representing the development, building, or real estate industries. A total of five (5) Monroe citizens, which comply with the required criteria, have been identified to serve on the committee.

To appoint Carole Queen, Clairissa Pequignot, Chad Draper, Nathan Farmer, and Jennifer Mata to the Development Impact Fee Advisory Committee.

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

**f. Discussion – Change South Jackson Street to Daniel Ramey Lane**

Mayor Howard explained that he received a letter from Mr. Tony Ramey requesting the change of South Jackson Street to Daniel Ramey Lane.

Vice-Mayor Larry Bradley questioned whether the Post Office has to do anything.

City Administrator Logan Propes stated there are several steps that will have to be taken. The Post Office will have to be notified, but they do not have to give approval. The motion would be to start the official process of changing a street name.

To start the official process of changing South Jackson Street to Daniel Ramey Lane.

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

**V. DISTRICT ITEMS****1. District Items**

Council Member Lee Malcom stated the City crews do an amazing job cleaning up the litter, but requested for the County to be contacted about helping with the litter on the outlying streets.

Council Member Norman Garrett questioned whether power and water will be installed at Mathews Park.

Mr. Chris Bailey explained the City is trying to keep the park in a sun up to sun down time frame. It is hard to maintain water usage with a small staff. Anyone having an event on the weekends can reach out to the City, and the City will work with them. The goal is to have power and water, but it will take time.

City Administrator Logan Propes discussed coming up with a facilities rental program, to more efficiently rent the spaces. Security of the power and water would be a part of that; it would give some accountability.

Council Member Tyler Gregory congratulated the Accounting Department on another great audit. He thanked Danny Smith for his help with a neighbor.

**2. Mayoral Update**

Mayor John Howard stated Mathew McClung has been with the Police Department for 21 years. The City of Monroe has been named a Tree City again. He thanked everyone involved with the Community Impact Day. The next group from the UGA Global Studies Program will be coming on July 4 from Africa. The City received the Official Notice to Proceed from GDOT for the truck route. The Northeast Georgia Regional Council named Logan Propes as the Local Administrator of the Year.

**VI. EXECUTIVE SESSION**

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

**RETURN TO REGULAR SESSION**

To enter into a real estate purchase contract with H. M. Arnold Properties, Inc. to purchase approximately 1.72 acres located at 216 Davis Street, Monroe, Tax Parcel M16-130 and approximately 1.56 acres located at 524 South Madison Avenue, Monroe, Tax Parcel M17-105 with the following terms: Purchase Price shall be \$950,000.00 total for both parcels. City shall have a 150-day due-diligence inspection period, including the right to appraise, survey, and complete environmental testing of the property. Closing to occur within 60 days after due-diligence is completed. Earnest Money shall be in the amount \$10,000.00 and is fully-refundable through the due-diligence period. Standard terms and conditions of commercial real estate purchase contract to be drafted and approved by the City Attorneys. The Mayor and City Administrator shall be authorized to sign any and all documents necessary to effectuate the purchase, including, but not limited to, the Purchase and Sale Agreement and any and all

**MAYOR AND COUNCIL MEETING**

**JUNE 13, 2023**

**6:00 P**

documents at Closing to consummate the same. Funds to purchase this property shall be allocated from the City’s available ARPA funds.

*Motion by Malcom, seconded by Dickinson.  
Voting no Garrett, Crawford.  
Passed 5-2.*

**VII. ADJOURN**

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

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**MAYOR**

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**INTERIM CITY CLERK**

The Mayor and Council met for an Executive Session.

Those Present:	John Howard	Mayor
	Larry Bradley	Vice-Mayor
	Lee Malcom	Council Member
	Myoshia Crawford	Council Member
	Norman Garrett	Council Member
	Tyler Gregory	Council Member (via phone)
	Nathan Little	Council Member
	David Dickinson	Council Member
	Logan Propes	City Administrator
	Beverly Harrison	Interim City Clerk
	Paul Rosenthal	City Attorney
	Russell Preston	City Attorney

Absent:	Charles Boyce	Council Member
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Staff Present:

**I. Call to Order – John Howard**

**1. Roll Call**

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

**II. Legal Issue (s)**

**1. Legal Matter Matter**

Legal matters were discussed, including attorney-client discussions.

To enter into a real estate purchase contract with H. M. Arnold Properties, Inc. to purchase approximately 1.72 acres located at 216 Davis Street, Monroe, Tax Parcel M16-130 and approximately 1.56 acres located at 524 South Madison Avenue, Monroe, Tax Parcel M17-105 with the following terms: Purchase Price shall be \$950,000.00 total for both parcels. City shall have a 150-day due-diligence inspection period, including the right to appraise, survey, and complete environmental testing of the property. Closing to occur within 60 days after due-diligence is completed. Earnest Money shall be in the amount \$10,000.00 and is fully-refundable through the due-diligence period. Standard terms and conditions of commercial real estate purchase contract to be drafted and approved by the City Attorneys. The Mayor and City Administrator shall be authorized to sign any and all documents necessary to effectuate the purchase, including, but not limited to, the Purchase and Sale Agreement and any and all documents at Closing to consummate the same. Funds to purchase this property shall be allocated from the City’s available ARPA funds.

*Motion by Malcom, seconded by Dickinson.  
Voting no Garrett, Crawford.  
Passed 5-2.*

**III. Real Estate Issue (s)**

**1. Real Estate Matter**

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

**IV. Personnel Issue (s)**

**1. Personnel Matter**

Personnel matters were discussed, including attorney-client discussions.

**V. Adjourn to Regular Session**

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

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**MAYOR**

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**INTERIM CITY CLERK**

**MONROE PLANNING COMMISSION  
MEETING MINUTES—May 16, 2023**

**Present:** Mike Eckles, Shauna Mathias, Randy Camp, Rosalind Parks

**Absent:** Nate Treadaway

**Staff:** Brad Callender—City Planner  
Laura Wilson—Code Assistant

**Visitors:** Brian Zeis, Michael Powers

Call to Order by Chairman Eckles at 5:30 pm.

Motion to Approve the Agenda

Motion Parks. Second Camp.  
Motion carried

Chairman Eckles asked for any changes, corrections or additions to the April 18, 2023 minutes.  
Motion to approve

Motion Camp. Second Mathias.  
Motion carried

Chairman Eckles asked for the Code Officer’s Report: None

Old Business: None

**The First Item of Business** is Rezone Case #2329, a request for a rezone from B-2/PRD (Planned Residential District) to R-1A at 414 Davis St. The applicant wishes to subdivide the lot into two infill overall district lots in order to construct a single-family residence on each lot. Staff recommends approval without conditions. Brian Zeis, owner and applicant, spoke in favor of the project. Zeis showed the Commission Members images of what the new houses would look like.

Callender: Can we add the images to file?  
Zeis: Sure

Chairman Eckles: Anyone else here to speak in opposition? None

Motion to approve

Motion Camp. Second Mathias.  
Motion Carried



**The Second Item of Business** is Conditional Use Permit Case #2230, a request for a conditional use permit at 121 Victory Dr. to allow for a telecommunication tower. The property is being currently used for a wholesale and retail sand and gravel hauling operation. A site on the south side of the property that is not currently being used by the sand and gravel operation has been chosen for the telecommunication tower. The tower will be a typical galvanized metal pole, 150 ft tall with four carriers. The equipment at the base of the tower will be fenced in with maple trees around it. Due to requirements in the city’s Code of Ordinance’s, the nearest residence must be at least the same distance away from the tower as the tower is tall. In this case, the nearest residence must be 150 feet away. Staff recommends approval with conditions (as stated in the staff report dated 5/3/2023). Michael Powers from Atlas Tower spoke in favor of the project.

Powers: The tower is being started by AT&T but will have the ability to hold additional carriers or first responder equipment. AT&T is now a partner with the first responder network. The industry is regulated by the Federal Communications Commission. Therefore, the project will comply with all local and federal regulations.

Commission Mathias: When are you starting construction?

Powers: Love to get the project done this year; earliest start date is likely October 1<sup>st</sup>

Commissioner Camp: Do the towers have a capacity limitation?

Powers: There are specific engineering standards based on what it is designed for. We take the heaviest equipment currently being used in the US and multiple it by 400%. Then the engineers design it to hold that load. There is duplicity in the mechanical engineering. The tower itself is made in another state so the manufacturer of the tower will apply national standards for load capacity, their state requirements, Colorado’s engineering requirements as well as Georgia’s requirements.

Chairman Eckles: Are you in agreement with all the conditions listed?

Powers: To be clear, the 150ft requirement, does that include the lightening rod?

Callender: I was not considering the lightening rod as part of the physical structure because in the event of a failure the lightening rod is designed to break off.

Powers: We do accept all the conditions in Section 2

Chairman Eckles: Anyone else here to speak in opposition? None

Motion to approve with conditions stated

Motion Parks. Second Mathias  
Motion carried

Chairman Eckles entertained a motion to adjourn.

Motion to adjourn

Motion Camp. Second Parks  
Meeting adjourned; 5:53pm

Historic Preservation Commission  
Meeting Minutes  
Regular Meeting—May 23, 2023

Present: Laura Powell, Elizabeth Jones, Marc Hammes, Fay Brassie

Absent: Jane Camp

Staff: Brad Callender, City Planner  
Sara Shropshire, Dir. of Community Development  
Laura Wilson, Code Admin

Visitors: Rob Goudiss, Kelly & Allen Connerley, Chanch Edwards, Shannon Sturgill, Greg Gajownik

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

Motion to approve agenda as submitted

Motion Hammes. Second Powell  
Motion carried

Chairman Jones asked if there were any changes or corrections to the previous months' minutes.  
To approve as submitted.

Motion by Hammes, Second by Brassie  
Motion carried.

Old Business:

**The First Item of Old Business:** Request for COA #1915, a request to demolish 1251 S. Madison Ave. The request was first heard by the Historic Preservation Commission at the December 27, 2022 regular meeting. Rob Goudiss of Arnold Properties spoke in favor of the request. The request was tabled for the April 2023 meeting at the request of the applicant to allow time for any businesses or citizens interested in purchasing the property. One party expressed interest in the structure but ultimately concluded it was too difficult to move without destroying the structure.

Note: Chairman Jones read Section 54-174 (B) of the Code of Ordinances into the record; these ordinances detail considerations for the demolition and relocation of historic structures. Some of the main concerns of the Commission are

- No detailed plan for the property should the demolition be approved
- Belief that the property could provide reasonable economic return if restored

Discussion continued:

- Goudiss: We are not interested in selling a piece of the property with the structure on it; that might allow a new owner in the future to come in and change the zoning to allow different uses
- Hammes: What are you going to do with the lot after demolition?
  - Goudiss—no development plans; house has been cited as dangerous, not inhabitable by the City Code Department
  - Chairman Jones—is this due to neglect?
  - Goudiss—that is for someone else to determine; the only plan is to demolish the dwelling

- Goudiss—as we presented early in this process, the cost to renovate the structure with the conditions that would be placed by this Commission is more than we can uphold
  - Chairman Jones—we have heard your estimation of costs but we have not heard what kind of income it could bring in if restored
  - Goudiss—we are in the rental business; restoration is just not what we do

Chairman Jones: Any questions from the public? None

Commissioner Hammes: What are the future plans for the structure? Are you going to sell it in two months and put apartments on it?

Goudiss: Everything is subject to change but there are no plans for development on that property; I only want to comply with the City Code Department

Callender: Have you had a real estate estimate done of the property to show its value with the proposed improvements?

Goudiss: No

Callender: It could have a much higher value than the cost of the improvements if it is restored

Motion to approve

Motion by Hammes, Second -none  
Motion dies for lack of a second

Motion to deny because it would ruin the aesthetic of the district 54-174 (b)(2); one the last remaining examples of Victorian architecture with Eastlake trim & original roof 54-174 (b)(4); belief that the property could make a reasonable economic return 54-174 (b)(7);

Motion by Brassie, Second Powell  
Motion carried 2-1 (Hammes oppose)

Chairman Jones: Motion approved to deny demolition

**The Second Item of Old Business:** Request for COA #2216, a request for a shed at 120 Mears St.; Kelly and Allen Connerley spoke in favor of the project. The shed will be used for storage; especially during the current renovation project. It will also be used for wheelchair storage.

Commissioner Brassie: Is it temporary?

K. Connerley: We would like to keep it.

Commissioner Hammes: Will you keep it in the same place?

K. Connerley: That is really the only place we have to keep it; the lot is full

Commissioner Brassie: The accessory building on the lot stands out for two reasons; the color of the roof and the shape of the roofline. Generally, you want the accessory structure to mimic the main structure. It may have been denied if you had come to us first because it does not go with your building. If you keep it, you need to make it not stand out. The white trim makes it more visually interesting than the building.

Wilson: (addressed to the commission members) This is an accessory structure, not attached to the building, and not permanent. Additionally, you do not have any say over paint color.

Chairman Jones: We are not going to decide what color you paint it (the accessory structure). Does anyone else have any questions?

Commissioner Powell: Typically, you put a shed in the back where it cannot be seen. That is not an option here but the shed is really in the best place.

Chairman Jones: Any questions from the public—no

Motion to approve

Motion by Hammes, Second Powell  
Motion carried 2-1 (Brassie opposed)

**The Third Item of Old Business:** Request for COA #2221, a request for exterior renovations including signage at 134 N. Broad St.; Chanch Edwards with Nehemiah Construction spoke in favor of the project. The applicant would like to replace the existing windows with single pane to match the surrounding buildings. There will be three lights on the sign and one light on either side of the entrance door. Previously there was some questions about the color of brick that will be added in the rear to fill up the hole caused by the smaller door.

Edwards: It will be the best looking back of a building in a terrible looking alley in downtown.

Commissioner Brassier: You are removing the shutters?

Edwards: Yes

Chairman Jones: Any questions?

Wilson: Are you making any changes to the windows?

Edwards: Replace the current brown windows (6/6 light pattern) with black windows (1/1) light pattern to match the rest of downtown

Chairman Jones: Any questions from the public—no

Motion to approve as presented

Motion by Brassie, Second by Powell  
Motion carried

**The Fourth Item of Old Business:** Request for COA #2229, a request for exterior changes including porches and an addition at 314 S. Wayne St. The applicant and property owner Shannon Sturgill spoke in favor of the project. He provided the Commission a brief recap of the work done on the property:

- Previously used as warehouse
- Rear addition with shed roof had a massive leak—roof replaced by extending the existing gable which resulted in the house increasing by 7.5 sq feet
- 10x16 deck removed—requesting to put back same dimensions

The main items left to be discussed are the front porch pickets and the rear deck.

Commissioner Brassie: I spoke with Pat in the Code Office and Brad (contractor for 314 S. Wayne St.) to try to come up with a plan for the balustrades so that the front porch and back porch are compatible. Perhaps the front could be at 34 inches and the back at 36 inches. The house also had a double newel post on the stairs that needs to be restored.

Sturgill: When I purchased the house, it only had one post

Commissioner Brassie: Need to restore both handrails in the front and the one along the side in the back

Sturgill: Right now, in the front and along the side we have 33.5” and none of those porches are more than 30” off the ground.

Wilson: We have confirmed with Patrick Kelley, head of the Code Office that the front railings can be less than current code height. The porch in the back must be at code height which is 36”.

Sturgill: We can do that

Commissioner Brassie: I was trying to work with Brad to make sure that the transition from the front to the back porch was not so jarring. We still want to have the handrails with the double newel posts.

Chairman Jones: Any questions from the public—no

Motion to approve 34-inch balustrade in the front to go with the 36-inch balustrade in the back, handrails will be same height has the railings with the double newel posts with round caps, and rebuilding the back deck on the same dimensions (with no newel posts)

Motion by Brassie, Second by Powell  
Motion carried

**The Fifth Item of Old Business:** Request for COA #2226, a request for exterior changes including signage at 130 S. Broad St. The applicant was not present to speak in favor of the project.

Motion to table until June 27, 2023

Motion by Hammes, Second by Powell  
Motion carried

New Business

**The First Item of New Business:** Request for COA #2404, a request for a 10’x16’ shed at 110 Mears St. The applicant, Greg Gajownik, executive pastor at Walton Community Church spoke in favor of the project. Walton Community Church is requesting a shed for storage purposes.

Commissioner Hammes: Is this where you plan to keep the shed?

Gajownik: Yes, we think that is the best spot. It is as far back on the property as we think we can put it.

Chairman Jones: Any questions from the public—no

Motion to approve as presented

Motion by Hammes, Second by Powell  
Motion carried

**The Second Item of New Business:** Request for COA #2405, a request for signage at 100 S. Broad St. for The Roe restaurant. Chad Draper with Bolt Construction spoke in favor of the project. Of the two options, the applicant prefers the option with “THE” centered over the “ROE”. The letters will be aluminum and painted black and gold.

Commissioner Brassie: Will the sign be centered on the building? Can you pull the “THE” down into the “ROE” space to give the sign more visual weight on that side so you do not notice the sign is off center? It is about a foot off center if you stand in front of it.

Callender: I think the only way it impacts it, is if you look at the sign from directly across the street. The optics of the photograph are throwing things off a bit.

Commissioner Brassie: Is the size alright?  
Wilson: The size is well within code requirements.

Callender: Is the sign back lit?  
Draper: No

Motion to approve as presented  
Motion by Hammes, Second by Powell  
Motion carried

Motion to adjourn  
Motion by Hammes, Second by Powell

Adjourned at 7:07 pm

**CITY OF MONROE  
DOWNTOWN DEVELOPMENT AUTHORITY  
MAY 11, 2023 – 8:00 A.M.**

The Downtown Development Authority met for their regular meeting.

Those Present:	Lisa Reynolds Anderson Meredith Malcom Andrea Gray Whit Holder Wesley Sisk Chris Collins Myoshia Crawford Lee Malcom	Chairman Vice-Chairman Secretary Board Member Board Member Board Member City Council Representative City Council Representative
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Staff Present: Leigh Ann Aldridge, Beth Thompson, Beverly Harrison, Chris Bailey, Kaitlyn Stubbs, Sara Shropshire

Visitors:

**I. CALL TO ORDER**

**1. Roll Call**

Chairman Anderson noted that all Committee Members were present. There was a quorum.

**2. Approval of Previous Meeting Minutes**

**a. April 13, 2023 Minutes**

To remove Ross Bradley from being a Board Member.

To approve the minutes as amended.

*Motion by M. Malcom, seconded by Collin.  
Passed Unanimously*

**b. April 17, 2023 Minutes**

To approve the minutes as presented.

*Motion by Collin, seconded by M. Malcom.  
Passed Unanimously*

**3. Approval of Financial Statements**

**a. March Financials**

The Committee discussed whether line items with zero activity will come off at some point.

Ms. Beth Thompson explained that items cannot be removed, but she can exclude the items with no activity from the report. She will be closing the CVB account with Wells Fargo this week. The DDA account with Wells Fargo will have to stay open longer, due to the automated transactions going through the account.

The Committee discussed whether or not there should be an expiration date on the Downtown Dollars.

To approve the March 2023 Financials.

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

**II. PUBLIC FORUM**

There were no public comments.

**III. CITY UPDATE**

Committee Member Lee Malcom stated she appreciates everything that the Downtown Development Authority did in support of the Alcohol Ordinance situation, and the argument letter read by Chairman Anderson was great. They can move forward with the Ordinance cleanup, and possibly include the expansion of the Entertainment District out to the Mill area.

Committee Member Meredith Malcom questioned whether the expansion would match the DDA District boundaries.

Committee Member Whit Holder stated the Walton Mill redevelopment is ongoing. Recruiting businesses can be difficult, because the businesses want to be inside the Entertainment District. He feels that expanding the Entertainment District to the DDA boundaries will be a big benefit for the ongoing redevelopment of the Mills.

Committee Member Chris Collin discussed the beautiful grounds and green spaces at the Mills, where people could walk around and enjoy those spaces. He thanked Council and Council Member Lee Malcom for standing up for their opinions.

Chairman Anderson thanked Committee Member Andrea Gray for putting their concerns into such a great letter. She thanked Council Member Lee Malcom and Council Member Myoshia Crawford for their support.

**IV. COUNTY UPDATE**

There was no update from the County.

**V. COMMUNITY WORK PLAN & REPORTS**

**1. Downtown Design**

Ms. Leigh Ann Aldridge stated the planters look beautiful. She discussed the meeting regarding parking that she and Ms. Sara Shropshire had with the Carl Vinson Institute. They have great ideas about branding and signage for the current parking. She explained they will need guidance on what the City wants done. Their idea is to connect more parking areas and improve the look of the lots; their goal is to make the areas visibly inviting. They will help the City to make the most of the current parking areas.

The Committee and Mr. Chris Bailey discussed signs and sign placement.

Committee Member Chris Collin requested for the City to take a look at the path between LR Burger and the Visitors Center to see if it is safe enough. The LR Burger staff parks at the Visitors Center and walks back and forth.

Mr. Chris Bailey stated he would get someone to check the path, and then get with Mr. Middlebrooks.



The Committee and Ms. Aldridge discussed the pocket park planters. The consensus was to terminate the services for those planters, and to send a letter notifying about the termination.

**2. Redevelopment Projects**

Ms. Leigh Ann Aldridge stated Gwinnett Appliance has requested to extend their lease, because they need more time before their new lease is ready.

Mr. Chris Bailey explained the City will not be able to get started on the project until mid-July.

To extend the Gwinnett Appliance lease until the end of July.

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

The Committee and Mr. Chris Bailey discussed the Wayne Street Project details, lot design, and timeline. They also discussed the building next to Malcom and Malcom Realty.

Committee Member Meredith Malcom discussed the meeting with Mr. Bruce Verge concerning the water tower signage. The LED lights will be able to change colors for holidays and events. She is waiting for Mr. Verge to come back with the design, pricing, and the contribution amount from IMEC.

Committee Member Andrea Gray questioned whether the project will need to be bid out or whether it could be done as a sole source project.

Mr. Chris Bailey explained it could be done as a preference or donation project. Mr. Verge could donate the structure, and the install could be done under professional services.

The Committee discussed the time frame for the project and the possibility of raising funds for the remainder of the cost.

**3. Entertainment Draws**

Ms. Leigh Ann Aldridge stated that the First Friday Concert was a big success, with about 6,500 people. The Flower Festival will be on May 20.

Committee Member Chris Collin stated the concert was a great night. There were people everywhere, without any incidents.

The Committee discussed the possibility of using the Town Green for concerts this year and the logistics for when concerts are held there.

**VI. PROGRAMS**

**1. Farmers Market**

Ms. Leigh Ann Aldridge stated opening day for the Farmers Market was a huge success, with about 2,500 people and 60 vendors.

The Committee discussed a possible pay increase for the Market Manager, Audrey Fuller.

**VII. FUNDING**

**1. Sponsorship**

**a. 2023 Sponsorship Update**

Ms. Leigh Ann Aldridge stated the sponsorships are still coming in.

**2. Façade Grants**

There were no façade grants.

**3. Community Event Grants**

There were no community event grants.

**VIII. NEW BUSINESS**

The Committee discussed the open position for a board member and possible suggestions for filling the position, which will be posted until filled.

Mr. Chris Bailey explained the position must be posted for a minimum of ten days.

The Committee and Ms. Aldridge discussed the Main Street Reporting changes, education for the board members, and the DDA Reform.

**IX. ANNOUNCEMENTS**

**1. Next Meeting – June 8, 2023 at 8:00 am at City Hall**

The Committee discussed possible dates for the Summer Retreat, which will tentatively be July 24 from 8:00 to 4:00.

Committee Member Lee Malcom requested information on the rezone for the landfill on Highway 78. She questioned whether it is for household garbage or recycling.

Committee Member Wesley Sisk explained it is a Transfer Station, not a landfill. This has been a controversial topic. The owner of Roll Off Systems also owns the Walton C&D Landfill, and that is who is proposing this facility. They are family owned and operated; they employ over 100 people. He is in full support of it, because he has seen numerous trash related issues in Gwinnett County over the years. He discussed the steps that garbage goes through prior to getting to the landfill, the growth of Walton County, and the need for another landfill. He stated what better place to put a landfill than between two others, on a four-lane highway, on over 100 acres. He explained that a Transfer Station is a holding area for garbage before it goes to a landfill; it is only passing through there. The smell on Highway 78 is coming from wet sheetrock and gypsum; there is not any household garbage in those existing landfills. The new facility would sort the sheetrock out and haul it somewhere else.

The Committee discussed various landfill issues at different locations.

**X. ADJOURN**

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

**CITY OF MONROE  
DOWNTOWN DEVELOPMENT AUTHORITY  
JUNE 8, 2023 – 8:00 A.M.**

The Downtown Development Authority met for their regular meeting.

Those Present:	Lisa Reynolds Anderson Meredith Malcom Andrea Gray Chris Collins Lee Malcom	Chairman Vice-Chairman Secretary Board Member City Council Representative
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Those Absent:	Myoshia Crawford Whit Holder Wesley Sisk	City Council Representative Board Member Board Member
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Staff Present:	Leigh Ann Aldridge, Logan Propes, Beth Thompson, Beverly Harrison, Chris Bailey, Kaitlyn Stubbs, Dwayne Day
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Visitors:	Nolan Gray
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**I. CALL TO ORDER**

**1. Roll Call**

Chairman Anderson noted that all Committee Members were present except Myoshia Crawford, Whit Holder, and Wesley Sisk. There was not a quorum, so no action could be taken.

**2. Approval of Previous Meeting Minutes**

**a. May 11, 2023 Minutes**

The Committee reviewed the minutes to be approved next month.

**3. Approval of Financial Statements**

**a. April Financials**

The Committee reviewed the financials to be approved next month.

**II. PUBLIC FORUM**

There were no public comments.

**III. POCKET PARK UPDATE**

Ms. Camille Garrison, a landscape designer, gave an update on the Pocket Park. She has been Chairman of the Farm to Table Event Committee for the past six years. She helps create Bikes, Trikes, and Magical Lights through Childers Park, is on the Tree Board, and loves Downtown Monroe. There was a historic freeze last December. The first quarter of this year she assessed the situation, did a heavy cleanup, weeded, and mulched. The second quarter she spent \$1,200 on plants; she also put in over 30 hours replanting, replacing, weeding, mulching, and fertilizing. She created a sensory garden in the park, with each plant having a small label and description.

She discussed replacing plants as the die or get damaged. Ms. Garrison stated that \$4,000 annually covers the plant costs, materials, and some of her time. She usually takes a loss on the total amount of time she spends in the park annually. She discussed the various plants in detail. She has met with two contractors about ways to fix the leaning arch; she plans to pay for it to be welded in the third quarter. She plants tulip bulbs each fall, waters weekly, and blows everything out. She also puts a Christmas tree and reindeer on the roof each year.

The Committee, Ms. Garrison, Ms. Leigh Ann Aldridge, Mr. Logan Propes, and Mr. Chris Bailey discussed the various plants, watering, and cleanup in detail. They discussed using City resources for things like getting the welding done.

Chairman Anderson stated they will discuss it more at the Retreat.

#### **IV. FARMERS MARKET UPDATE**

Ms. Audrey Fuller, Manager of the Farmers Market, gave an update. She stated there are 86 approved vendors this year; some of them are on a rotating schedule. One of the produce vendors has already started coming this year and a few others will be starting within the next couple of weeks.

The Committee, Ms. Fuller, and Ms. Aldridge discussed adjusting the timing. The market could start later in the season, possibly around the middle of May.

Ms. Fuller explained a lot of the greenhouse vendors go to the bigger areas where they can make more money. She stated there is a waiting lists for the artisan vendors.

The Committee and Ms. Fuller discussed the quantity of visitors, types of vendors, and making new guidelines. They discussed whether the artisan vendors are a conflict to downtown businesses.

Ms. Fuller stated getting farmers is going to get harder and harder. She suggested the possibility of going to the State Farmers Market to pick up some fruits and vegetables to bring back to the market.

#### **V. CITY UPDATE**

City Administrator Logan Propes discussed DDA getting back to the Committee system, which can be talked about at the Retreat. Ms. Kaitlyn Stubbs will send the Executive Summary to the Committee Members. He met with GDOT yesterday about signaling the ramps for Highway 11 and Highway 78 at the bridge. Mr. Dwayne Day will be more dedicated to the Downtown area and will be in charge of the golfcart. He discussed easements for the alleyway behind Blue Rooster.

The Committee, Mr. Propes, and Mr. Bailey discussed the alleyway, utility relocations, and the time frame for completion.

Mr. Chris Bailey discussed areas that will be focused upon. He stated the two-hour parking signs and noise signs have been installed.

Committee Member Andrea Gray questioned the progress for the Town Green.

Mr. Propes answered construction completion is still on schedule for late July. Earlier this week they decided to completely redo the streets on South Madison Avenue and Church Street.

The Committee and Ms. Aldridge discussed the four applicants that have applied for the vacant board seat and the interview process.

**VI. COUNTY UPDATE**

There was no update from the County.

**VII. COMMUNITY WORK PLAN & REPORTS**

**1. Downtown Design**

Chairman Anderson read a letter from Ms. Kim Mulkey Smith concerning the vandalism, trash, and activities at the Hammock Park. She stated that Ms. Susan Brown also called her with basically the same concerns.

The Committee, Ms. Aldridge, and Mr. Bailey discussed the issues at the Hammock Park and alternative ideas for the area.

City Administrator Logan Propes stated staff will work on some potential ideas and bring suggestions to the Retreat.

**2. Redevelopment Projects**

There were no projects.

**3. Entertainment Draws**

Ms. Leigh Ann Aldridge stated there were about 6,000 people at the First Friday Concert. She is already getting calls about Fall Fest and the Christmas Parade. There were around 8,000 people at the Flower Festival; they are looking at moving it to June next year, due to the feedback.

Committee Member Andrea Gray discussed Downtown being dead the week of Memorial Day, which was when the Book Fair was held.

The Committee and Ms. Aldridge discussed the Garden Tour.

*Committee Member Chris Collin left at 9:08.*

**VIII. PROGRAMS**

There were no programs.

**IX. FUNDING**

**1. Sponsorship**

Ms. Leigh Ann Aldridge stated the sponsorships are still coming in.

**2. Façade Grants**

There were no façade grants.

**3. Community Event Grants**

There were no community event grants.

**X. NEW BUSINESS**

There was no new business.

**XI. ANNOUNCEMENTS**

**1. Next Meeting – July 13, 2023 at 8:00 am at City Hall**

**2. Yearly Board Retreat – July 24, 2023 from 8:00 am to 5:00 pm**

**XII. ADJOURN**

**CITY OF MONROE  
CONVENTION & VISITORS BUREAU AUTHORITY  
MAY 11, 2023 – 9:00 A.M.**

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

Those Present:	Lisa Reynolds Anderson Meredith Malcom Andrea Gray Whit Holder Wesley Sisk Chris Collins Myoshia Crawford	Chairman Vice-Chairman Secretary Board Member Board Member Board Member City Council Representative
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Staff Present: Leigh Ann Aldridge, Logan Propes, Beth Thompson, Beverly Harrison, Chris Bailey, Kaitlyn Stubbs, Sara Shropshire

Visitors:

**I. CALL TO ORDER**

**1. Roll Call**

Chairman Anderson noted that all Committee Members were present. There was a quorum.

**2. Approval of Previous Meeting Minutes**

**a. April 13, 2023 Minutes**

To approve the minutes as presented.

*Motion by Sisk, seconded by Collin.  
Passed Unanimously*

**3. Approval of Financial Statements**

**a. March Financials**

The Committee discussed different line items and amounts on the Financial Report.

Ms. Beth Thompson explained the amounts. She will rename a line item for direct mail.

To approve the financials as presented.

*Motion by Sisk, seconded by Collin.  
Passed Unanimously*

**II. CHAIRMAN UPDATE**

There was no update.

**III. DIRECTOR UPDATE**

Ms. Leigh Ann Aldridge discussed details for the new commercials and some businesses not being able to be featured.

*City Administrator Logan Propes arrived at 9:11.*

The Committee discussed becoming more digital and social media forward, which would be cheaper and allow for more.

Chairman Anderson stated the commercials still need to be done in order to reach the older generation.

The Committee and City Administrator Logan Propes discussed the need to modernize, utilizing Instagram, promoting, expanding the digital footprint, being able to provide links, increasing followers, tagging, and sharing items. They discussed the cost of using an outside service versus the benefit.

Chairman Anderson stated that someone from DDA needs to be added so they are able to post items.

Mr. Propes explained he would look at creating it here at the City and having more people to create and post items.

Chairman Anderson suggested having a gathering event to help business owners learn about using social media for advertisements.

Mr. Aldridge explained the Chamber of Commerce already has a Summit Event scheduled for next week, and they teaching how to use social media.

Committee Member Meredith Malcom requested for something to be sent to all of the business owners in downtown before the next meeting asking them to tag Downtown Monroe or hash tag Downtown Monroe Ga in everything that they post, which will build up followers and promote more going on in Downtown.

The Committee and Mr. Propes discussed coming up with a plan for social media marketing.

**IV. OLD BUSINESS**

Chairman Anderson questioned whether there was a hotel update.

City Administrator Logan Propes stated it is a slow methodical progress for downtown; the issue is the site. He does not know about outside of town.

*Committee Member Myoshia Crawford left at 9:30.*

The Committee discussed possible sites for hotels in the downtown area.

**V. NEW BUSINESS**

Ms. Leigh Ann Aldridge stated the Main Street Meet Up on April 21 went great; the City received lots of compliments and good feedback.

**VI. ANNOUNCEMENTS**

**1. Next Meeting – June 8, 2023 at 9:00 am at City Hall**

**VII. ADJOURN**

*Motion by Sisk, seconded by M. Malcom.  
Passed Unanimously*



**CITY OF MONROE  
CONVENTION & VISITORS BUREAU AUTHORITY  
JUNE 8, 2023 – 9:00 A.M.**

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

Those Present:	Lisa Reynolds Anderson Meredith Malcom Andrea Gray Lee Malcom	Chairman Vice-Chairman Secretary City Council Representative
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Those Absent:	Myoshia Crawford Whit Holder Wesley Sisk Chris Collins	City Council Representative Board Member Board Member Board Member
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Staff Present:	Leigh Ann Aldridge, Logan Propes, Beth Thompson, Beverly Harrison, Chris Bailey, Kaitlyn Stubbs, Dwayne Day
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Visitors:	Nolan Gray
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**I. CALL TO ORDER**

**1. Roll Call**

Chairman Anderson noted that all Committee Members were present except Myoshia Crawford, Whit Holder, and Wesley Sisk. There was not a quorum, so no action could be taken.

**2. Approval of Previous Meeting Minutes**

**a. May 11, 2023 Minutes**

The Committee reviewed the minutes to be approved next month.

**3. Approval of Financial Statements**

**a. April Financials**

The Committee reviewed the financials to be approved next month.

The Committee and Ms. Aldridge discussed increasing followers by tagging and using hashtags with the Downtown businesses.

City Administrator Logan Propes, the Committee, Ms. Aldridge and Mr. Bailey discussed spot lighting a couple of businesses each week to help build relations with the business owners.

**II. CHAIRMAN UPDATE**

Chairman Anderson explained that she has been discussing the QR Code Project with Ms. Kim Smith. After a lot of research, they have decided that using a bronze sign will be much better than a window decal. The price has been negotiated down from \$1,200 to \$600. Ms. Smith does not see any problems with doing some fundraisers to cover the cost of the signs. Ms. Anderson discussed the possibility of CVB contributing funds to help with the project.

The Committee, Ms. Aldridge, and Mr. Bailey further discussed the project, funding, designs, and installation.

Ms. Anderson stated they would like to get started on the project in August. They would be starting with 13 sites. Monroe would be the first community in the State to do this type of project.

**III. DIRECTOR UPDATE**

Ms. Leigh Ann Aldridge stated the commercial details are being worked out; it will be scheduled to be done during the last week of June.

The Committee and Ms. Aldridge discussed the Shopping and Dining Guide.

**IV. OLD BUSINESS**

There was no old business.

**V. NEW BUSINESS**

Vice-Chairman Meredith Malcom explained Mr. Bruce Verge is still working on the concept design and price for the Water Tower sign.

Committee Member Lee Malcom discussed contacting Mr. Steve South about possibly becoming a sponsor.

Ms. Meredith Malcom stated the 2024 Fall Sponsorship needs to be on the Planning Agenda.

**VI. ANNOUNCEMENTS**

**1. Next Meeting – July 13, 2023 at 9:00 am at City Hall**

**VII. ADJOURN**

## ASSISTANT CITY ADMINISTRATOR UPDATE

July 17<sup>th</sup>, 2023

### Facilities & Grounds Maintenance

- Trash Collection – 4,500 lbs
- Grounds Maintenance – 287.3 acres
- Cemetery Improvements – Complete (Oak Hill)

### CDBG 2022 Sewer Project

- Bryant, Glen Iris, Stowers (northern section)
- Public hearing – April 13, 2022
- Public notifications – social media, newspaper

### Blaine Station Phase II

- Corner space demo – bid review / 2024 CIP inclusion
- Staff Redevelopment – divide by classification
- RFP/Q issuance – August/September 2023

### Georgia Utility Training Academy

- Training area building repairs – 2023 CIP
- Citywide training program development and tier training
- 2023 Safety class schedule, GDOT flagging

### Airport

- Terminal Building construction – May 31, 2022 (210/90/60 NOTAM) tCO
- Fall Festival – October 22, 2023
- 100LL Fuel Sales (2023) – 6,720.6 gallons, \$40,256.66 revenue
- FY24 Taxiway Construction Tentative Allocation – \$372,501/\$20,695
- FY23 Taxiway Design – contract execution
- Maintenance – brush clearing on northeast side
- DOT Inspection Schedule – April 27, 2023, response complete
- LIDAR survey, obstruction removal – 2024/2025
- Capital Improvement Projects – FY23 to FY27
- Deed Search / Property Map update project – FAA requirement 2022

- Maintenance Hangar site plan, grading package, agreement – TBD
- 12/24-unit t-hangar site plan discussion, grading package, terms – 2023 CIP
- MGSA Lease Renewal – 2023
- Bipartisan Infrastructure Law (BIL) - \$17.3 million for 82 general aviation airports (\$110k-\$295k), double AIP funding for 5 years, \$159k in 2022 w/5% local match, \$145k in 2023 w/5% local match

### **City Branding / Logo**

- Gateway signage at Charlotte Rowell / GA Hwy 11 – in progress

### **Parks**

- Town Green construction – August 31, 2022 (Completion July 2023)
- Playground mulch – complete 2023
- Community Garden – iron tree installation
- Pilot Park – pinwheel project (2022) A Child’s Voice
- Pilot Park – new equipment installation
- Mathews Park phase II – complete
- Mathews Park parking addition – almost complete
- Mathews Park – 2023 Arbor Day celebration (2/25/23)
- Green Street improvements – planning, grant search
- Dennis S. Coker Park pocket park – planning
- Rental/Lease Program – in process

### **Streets / Stormwater**

- Traffic Calming – NTP September 12, 2022, complete January 27, 2023
- Sweeper Usage – ETA (10/23), expanded contractor route currently
- Library parking lot rehabilitation – front complete / back (July 2023 50%)
- Traffic Study – Baker Street / South View Drive (11)
- Traffic Study – Edwards Street
- Municipal Court parking lot rehabilitation – complete
- Road & Signage Assessment Survey – 2023 CIP (Keck & Wood)
- Stormwater Masterplan – pending MS4 designation
- North Lumpkin Street Alleyway Phase II – easement process
- North Madison Avenue – early 2024

- 2022 LMIG – complete
- 2023 LMIG – summer/fall 2023 (Walton Road)
- Sidewalk rehabilitation – (2021) 1,985’ (2022) 2,105’ (2023) planning
- ROW maintenance – ongoing
- Stormwater Retention Pond Inspections & Plan Reviews – started
- Georgia Department of Transportation (GDOT) – downtown patching (3/8)
- Leaf Season – October 31<sup>st</sup> to February 28<sup>th</sup>

### **MyCivic Implementation**

- Public Implementation – July/August 2023

### **Solid Waste**

- Monday Holiday Schedule – Tuesday, Wednesday, Thursday, Friday
- Monday/Tuesday Route Changes – March 6<sup>th</sup>, social media, door hangars
- Great American Cleanup Week – April 23-29, 2023
- Waste & Recycling Workers Week for June 17-23, 2023
- Automated Side Loader Garbage Truck delivery – extended ETA (TBD)
- Mini Rear Loader Garbage Truck delivery – ETA (3/23)
- Solid Waste Transportation contract approval – complete
- Transfer Station Rehabilitation – 2023 CIP, March 9-10<sup>th</sup> closure

### **Procurement / Inventory**

- Milner-Aycock Building – contract
- Terminal Building – construction start 5/31/22
- Town Green – construction start 8/31/22
- By-Pass – utility relocation scheduling, material on hand
- Blaine Station Redevelopment RFP/Q – May 2023
- West Spring Street – natural gas replacement 7/13/23
- Walton Road Sidewalk – LMIG sidewalk replacement/addition 7/13/23
- Visitor Center / Old City Hall – exterior rehabilitation discussion

### **Downtown Development Authority**

- Parking Study – ongoing (signage, usage, lighting, safety, condition)
- Car Show – March 18<sup>th</sup> (18k)

- Georgia Downtown Association (GDA) – April 21<sup>st</sup>
- First Friday Concerts – May 5<sup>th</sup>, June 2<sup>nd</sup>, August 4<sup>th</sup>, September 1<sup>st</sup>
- Farmers Market – May 6<sup>th</sup> start
- Flower Festival – May 20<sup>th</sup> (8k)
- Fall Fest – October 14<sup>th</sup>
- Light up the Night – November 2<sup>nd</sup>
- Bikes, Trikes, & Magical Lights Parade – November 16<sup>th</sup>
- Christmas Parade – December 7<sup>th</sup>

### **Tree Board**

- Arbor Day Celebration – Mathews Park February 25<sup>th</sup>
- Educational Opportunities – GUTA, Georgia Forestry Commission Training
- Social Media Education – Arbor Day, Gardening Week



**To:** City Council  
**From:** Chris Bailey, Assistant City Administrator  
**Department:** Airport  
**Date:** 07/05/23  
**Subject:** Tentative Allocation – Project Allocation Approval Request

**Budget Account/Project Name: 2024 Capital Improvement Project**

**Funding Source: SPLOST**

**Budget Allocation:** N/A

**Budget Available:** N/A

**Requested Expense:** \$20,695.00      **Company of Record:** GDOT/GMC

**Description:**

Staff recommends the approval of the request to accept the FY24 Tentative Allocation (TA) of federal funding assistance (AIP, BIL) amount of \$372,501 for the taxiway rehabilitation project at the Cy Nunnally Memorial Airport. This project will be a normal 90/5/5 project and require a 5%, or \$20,695, match by local funding. This project will be slated for the 2024 Capital Improvement Project list by the City of Monroe. The confirmation response to the GDOT is required no later than July 31, 2023.

**Background:**

The City of Monroe is continually striving to leverage grants from federal sources, AIP allocations, newly created BIL monies, and state funding for the improvements and additions to the Cy Nunnally Memorial Airport.

**Attachment(s):**

Tentative Allocation Letter – 1 page



Russell R. McMurry, P.E., Commissioner  
One Georgia Center  
600 West Peachtree NW  
Atlanta, GA 30308  
(404) 631-1990 Main Office

June 30, 2023

Via email

The Honorable John Howard, Mayor  
City of Monroe  
P. O. Box 1249  
Monroe, GA 30655

Dear Mayor Howard:

The Department is pleased to announce a tentative allocation of federal funding assistance, to include AIP and BIL, in the amount of \$372,501 for Taxiway Rejuvenation, Crack Seal and Marking at the Cy Nunnally Memorial Airport.

Please confirm, by letter, no later than **July 31, 2023**, your intent to proceed with and fund this project in the state’s Fiscal Year 2024, which ends June 30, 2024. State funding for this project if unconfirmed by this date may be reassigned.

State funding assistance to match the federal share of this project must be formally requested by letter to the Department’s Commissioner. See attached sample letter. **This project will require matching funds from City of Monroe estimated in the amount of \$20,695.** This is a tentative allocation of funds, the actual contract amount will be based on competitive bids received to accomplish the project. Any work seeking reimbursement with federal funds must have been reviewed and approved by the Department prior to work commencing in order to be considered eligible.

The Department has scheduled this project to be ready for contract in **March 2024**. Please note if the project does not meet the agreed upon schedule the Department will consider moving the project in order to accommodate other projects or consider deferring the project to the next fiscal year. Nick Sayles has been assigned as your Project Manager to assist in this tentative allocation award, including but not limited to, overall project coordination, federal and state guidance, and project review and scheduling. Please communicate with your project manager each month regarding your project’s status and schedule.

As acknowledgement to this tentative allocation award, please provide a confirmation letter. See attached example.

Please contact Nick Sayles, Aviation Project Manager, at (779) 435-4680 if you have any questions. We look forward to the successful completion of this project.

Sincerely,

Leigh Ann Trainer

Digitally signed by Leigh Ann Trainer  
DN: C=US, E=ltrainer@dot.ga.gov,  
O=GDOT, OU=Division of  
Intermodal, CN=Leigh Ann Trainer  
Date: 2023.06.30 12:08:10-04'00'

Leigh Ann Trainer, Assistant Director  
Division of Intermodal

cc: Jamie Boswell, State Transportation Board  
Chris Bailey, Assistant City Administrator

Attachment





**To:** City Council  
**From:** R V Watts – Chief of Police  
**Department:** Police  
**Date:** 06/20/2023  
**Subject:** Forensic Recovery for Evidence Device (FRED)

**Budget Account/Project Name:**

**Funding Source:** Investigative Supplies  
**Budget Allocation:** \$23,000.00  
**Budget Available:** \$46,000.00  
**Requested Expense:** \$22,623.76      **Company of Record:** Digital Intelligence, Inc.

**Description:**

FRED Workstation used for Digital Evidence Collection, Analysis, and Preservation.

**Background:**

The City of Monroe Police Department collects, processes, analyzes, and preserves digital evidence in a variety of cases. These cases can range from thefts to crimes against a person such as child abuse/molestation, sexual offenses, or homicides. The use of cell phones and computers is continuously growing and the storage capacity of these devices is getting increasingly larger. The evidence held on these devices is vital for the successful prosecution of the offender and for giving aid to the victims. This system will allow the City of Monroe Police Department to efficiently reduce the time needed to collect, process, analyze and preserve digital evidence for court. Currently, the digital devices collected to be processed are exceeding the capacities of a standard desktop computer. In order to maintain a position of advantage, the City of Monroe Police Department requires this system to stay ahead of the technology it processes as evidence in criminal cases.

**Attachment(s):**

Quote #Q20230621-8



# Quote

Digital Intelligence, Inc.  
17165 West Glendale Drive  
New Berlin, WI 53151

Date
Jun 21, 2023

Quote #
Q20230621-8

Voice: (262) 782-3332  
Fax: (262) 782-3331  
Email: sales@digitalintelligence.com

Digital Intelligence  
Fed Tax ID # 39-1957034

Customer Billing
Joshua Reynolds City of Monroe Police Department 140 Blaine Street Monroe GA 30655 United States Phone 7706520612 jreynolds@monroega.gov

Customer Shipping
Joshua Reynolds City of Monroe Police Department 140 Blaine Street Monroe GA 30655 United States Phone 7706520612

Item	Description	Qty	Unit Cost	Total
F12301R	<b>FRED DX Forensic Workstation with 1 RAID</b>  <u>Customer selected options:</u> Motherboard Chipset: Intel® C621 Chipset Motherboard OS: [T0045] Windows 11 Pro 64 bit CPU (Qty 2 x Xeon® Scalable Processor Series): [T1354B] Gold 5220 CPU 18 core, 2.2/3.9 GHz, 24.75 MB Cache RAM: [T2327C] 256 GB ECC Memory PC4 23400 DDR4-2933 MHz (8x32GB) Graphics Card - Upgrades may delay fulfillment of order due to market shortage.: [T0038] Nvidia RTX 3080, 10 GB, 320 bit GDDR6X, 8704 CUDA Cores OS Drive - Internal PCIe M.2 SSD: [T3044B] 1 TB M.2 NVMe PCIe Solid State Drive - PRO Series Drive 2 - Internal PCIe M.2 SSD: [T3099C] 2 TB M.2 NVMe PCIe Solid State Drive - PRO Series Drive 3 - Internal PCIe M.2 SSD: [T3099C] 2 TB M.2 NVMe PCIe Solid State Drive - PRO Series Drive 4 - SATA Interface: None Selected [T3077B-OMIT] Drive 5 - SATA Interface: None Selected Drive 6 - USB 3.2 Interface: None Selected [T3095-OMIT] Drive 7 - USB 3.2 Interface: None Selected Drive 8 - USB 3.2 Interface: None Selected RAID Drive Set 1: [T3142] 5 x 18 TB SATA Hard Drive - Capacity: ~72 TB configured as RAID5 NIC (Network Interface Card) Options are in addition to the on-board 1 Gigabit network ports : 10 Gigabit Network Card - 1 port CAT6A Copper [T6238] Training: No Training  <u>Standard features:</u> Windows 11 Professional (64 bit) [T0045] Other Operating System included: <ul style="list-style-type: none"> <li>• SUSE Professional Linux (64 bit)</li> </ul> System Restore Media - Bootable Blu-ray disc containing restore environment and factory configured operating system images  Hardware Write Blocking:	1	\$22,249.00	\$22,249.00

Digital Intelligence® Ultrabay 4u hardware write-blocker with touch screen display:

- Integrated IDE Drive Write Blocker
- Integrated SATA Drive Write Blocker
- Integrated SAS Drive Write Blocker
- Integrated USB 3.0/2.0 Write Blocker
- Integrated FireWire IEEE 1394b Write Blocker
- Integrated PCIe Write Blocker
- Write-Block and Read/Write visibility via Lock/Unlock LEDs
- Read and write mode capabilities for all device ports controlled via front panel
- Allows simultaneous imaging of 2 attached devices

Digital Intelligence® Forensic Media Card Reader - Read-Only and Read/Write switchable

Digital Intelligence® Imaging Workshelf - Extendable/Retractable with integrated ventilation

**Detailed System Specifications:**

- ATX Tower Case 12 x 5¼" Bays
- 1200 Watt Modular power supply
- Dual Intel® Socket P (LGA 3647) Motherboard for Intel® Xeon® Scalable Processors Family (205W)
- Intel® C621 Chipset
- 12 DIMM Slots supporting DDR4 2666/2400 Registered ECC (RDIMM, LR-DIMM) Memory
- 7 PCI-Express 3.0(x16) Slots
- 8 ports Intel® 6 Gb/s SATA Controller
- 2 ports ASMedia® 6 Gb/s SATA Controller
- 4 x U.2 connector
- 1 x M.2 Socket 3, with M Key
- 2 Intel® I210-AT Gigabit LAN RJ45 ports
- Realtek® S1220A 7.1-Channel High Def Audio CODEC
- 1 x Optical S/PDIF out
- 1 x 8-channel Audio I/O
- 1 PS/2 Ports (Keyboard & Mouse Combo)
- 4 USB 2.0 ports - Back Mounted
- 3 USB 3.0 ports - Front Mounted
- 5 USB 3.1 Gen 1 ports - Back Mounted
- 1 USB 3.1 Gen 1 Type C port - Back Mounted
- 1 USB 3.1 Gen 2 port - Back Mounted
- 1 USB 3.1 Gen 2 Type C port - Back Mounted
- 2 x Shock Mounted SATA Removable Hard Drive Bays
- 3 x HotSwap Shock Mounted Removable Hard Drive Bays with Read Only switch
- BD-R/BD-RE/DVD-RW/CD-RW Blu-ray Burner Dual-Layer Combo Drive

Single RAID Chassis Option - [T5109]

8 Channel PCIe 12 Gb/s SAS/SATA RAID Controller

Qty 1 - 5 bay Drive Chassis

103 key Keyboard and Mouse Combo - Wireless [T7703]

Toolbox containing: Adapters, Cables, Precision Electronics Tool Kit and OEM Documents

Other Software included: Symantec Ghost

Warranty: 3 years

Dimensions: 23 ¾" High, 9 ¼" Wide, 25 ¼" Deep (With Feet)  
 23 ¼" High, 8 ½" Wide, 25 ¼" Deep (Without

Feet)

Weight: 92 lbs

**Subtotal \$22,249.00**

Shipping - UPS Second Day Air \$374.76

**Standard Terms & Conditions**

- All prices are in U.S. Dollars.
- Shipping cost does not include import taxes or fees. Non-U.S. recipients pay all applicable import taxes or fees.
- This quote is valid for 30 days from date of issue.
- To order please contact Digital Intelligence by email, phone or fax using the contact info listed at the top of this quote.
- Payment in full is required prior to shipment unless credit terms are approved in advance by Digital Intelligence.

Thank you for your interest.

Prepared by: Digital Intelligence website [automated]



**To:** City Council  
**From:** Chris Bailey, Assistant City Administrator  
**Department:** Streets  
**Date:** 07/14/23  
**Subject:** Walton Road – Sidewalk Replacement Discussion

**Budget Account/Project Name: 2023 Capital Improvement Project (CIP) – Walton Road Sidewalk**

**Funding Source: 2019 SPLOST**

<b>Budget Allocation:</b>	\$0.00	
<b>Budget Available:</b>	\$1,503,971.21	
<b>Requested Expense:</b>	\$343,687.50	<b>Company of Record:</b> HD Construction

**Description:**

This is a discussion topic for approval/denial for the replacement of approximately 3,164 linear feet of curb/gutter and sidewalks, and the addition of approximately 571 linear feet of curb/gutter and sidewalks on Walton Road. The lowest bid for this project is for \$343,687.50 as submitted by HD Construction. This project would carry an approximate 30-day completion timeline and would need to precede the LMIG paving project planned for Walton Road in the fall. This project followed procurement guidelines and was a sealed bid process because of the estimated cost of the project.

**Background:**

The City of Monroe is continually striving to replace and add sidewalks throughout the city for the overall safety of citizens, aesthetics, and add to the walkable nature of the city.

**Attachment(s):**

- Bid Package – 6 pages
- Bid Submission Summary – 1 page

**CITY OF MONROE**

**INVITATION TO BID**

**SIDEWALK REPLACEMENT – WALTON ROAD**

June 12, 2023



The City of Monroe is located between Atlanta and Athens metro areas with a diverse population of about 14,928 per the 2020 census, and serves as the county seat of Walton County. Monroe has a Council/Administrator form of government with a mayor elected at large and eight (8) councilmembers, who are elected by district or super-district. The mayor and members of the Council serve four-year terms, which are staggered by election.

The City of Monroe will be accepting Bids to contract services for the replacement of approximately 4,240 feet of sidewalk, curb and gutter, ADA ramps, and driveway aprons along Walton Road. The proposed timeline of the construction component of this replacement project is not to exceed thirty (30) days. Maps (Exhibit A) of the area are provided, but site visits are encouraged for better accuracy of the submission and do not require the City of Monroe to be present.

When downloading this document, please notify the City of Monroe at [purchase@monroega.gov](mailto:purchase@monroega.gov) of your company name and contact information, so that you may be copied on any additional addendums during the process. Any questions about this Invitation to Bid should be in writing only and directed to [purchase@monroega.gov](mailto:purchase@monroega.gov) prior to **5:00 pm on June 28, 2023**, at which point no other questions will be allowed (*all times referenced are considered Eastern Standard Time*). A full list of questions and answers will be provided to companies of record and posted on the website as an addendum no later than **5:00 pm on June 30, 2023**.

This project will be administered by the City of Monroe through the Assistant City Administrator and Central Services Manager being the main point of contact for all questions during preliminary procedures and the bidding process. After a contract is awarded a project manager will be designated.

**BID SCHEDULE**

The following outlines the timeline of dates to be followed for this specific bid process.

Invitation to Bid	June 12, 2023	9:00 am
Question Due Date ( <i>EMAIL</i> )	June 28, 2023	5:00 pm
Answers	June 30, 2023	5:00 pm
Submission Deadline	July 13, 2023	3:00 pm
Contract Award	July 17, 2023	6:00 pm
Notice to Proceed	July 18, 2023	9:00 am

**SCOPE OF SERVICES REQUESTED**

The following details the scope of services requested for the removal and installation of curb, gutter, and sidewalk along Walton Road. The work to be done consists of furnishing all labor, materials, and equipment for the sidewalk installation and replacement including but not limited to the demolition and disposal of existing concrete sidewalk, the construction of new curb and gutter (Exhibit B), concrete sidewalk, ADA ramps, driveway aprons, and related work for sidewalk reconstruction.

- 3,164 feet replacement of curb and gutter.
- 3,164 feet replacement of 5-foot sidewalk.
- 571 feet of new curb and gutter.
- 571 feet of new sidewalk.
- 500 feet replacement driveway aprons (25 driveways).
- Installation of 8 ADA ramps with red inlaid warning detector.
- Final grading with grassing.
- **NOTE:** all construction should adhere to Georgia Department of Transportation (GDOT) Construction Standards and Details (Exhibit B).
- **NOTE:** the contractor is responsible for calling and communicating with Georgia811 for all utility locates prior to start, and during construction of the project.
- **NOTE:** the contractor will provide traffic control in accordance with the Manual on Uniform Traffic Control Devices (MUTCD).
- **NOTE:** any damage to property by the awarded contractor is the sole responsibility of the contractor for repair and resolution.
- **NOTE:** no bid, performance, or payment bonds required.
- **NOTE:** timeline for completion is not to exceed thirty (30) days.

**SUBMISSION FORMAT**

The following outlines the formatted order of items required for bid submissions. All items should be included and clearly defined for ease of location and evaluation. Failure to include any requested items may result in the disqualification of the bid submission.

1. Company Information: Brief history of the company, date of incorporation, number of full-time employees, financial statements of the last fiscal year.
2. Reference: Provide a minimum of five (5) references for the installation/replacement of sidewalks in the State of Georgia. Include the name of the organization, city, county, contact name, contact information, project cost, and project start/completion dates.
3. Provide line-item pricing on the included pricing sheet (Exhibit C).
4. Timeline: Provide an anticipated starting date (*from proposed NTP of July 18, 2023*) and days expected to complete the described project.
5. Deviations: Explanation of any deviations to the specifications as outlined in this document.

**SUBMISSION**

Provide two (2) copies of the bid submission, including one (1) original. Bids may be submitted in person to the City of Monroe or by mail, but must be received no later than **3:00 pm on July 13, 2023**. Sealed bids shall be submitted in a completely sealed envelope, and addressed to:

City of Monroe  
**Sidewalk Replacement – Walton Road**  
Attn: Chris Croy  
215 North Broad Street  
Monroe, GA 30655

**EVALUATION**

Evaluation of submitted bids will be based on the lowest bid that, in its sole discretion, is the most responsive and responsible to the City of Monroe. The City of Monroe reserves the right to shortlist, interview, and negotiate with those submitting bids.

**CONSIDERATIONS**

The City of Monroe reserves the right to withdraw this Invitation to Bid, reject any or all responses, and to waive any irregularity, variance or informality whether technical or substantial in nature, in keeping with the best interests of the City of Monroe. This bid plus the resulting agreement, shall be consistent with all terms and conditions associated with contracts entered into by the City of Monroe. The City of Monroe is not liable or responsible for any cost(s) incurred during the preparation, presentation, or submission as a response to this bid request.

The City of Monroe may, at its discretion, change, add or remove features and functions from final contract for the installation/relocation of natural gas mains at any time.

The submitted bid fee and structure shall remain effective for a period of no less than ninety (90) days.

Any unauthorized contact regarding the bid with staff or elected officials may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City of Monroe.

We thank you in advance for your submission and welcome any questions you may have during the process.

Chris Croy  
Central Services Manager, City of Monroe  
215 North Broad Street, P.O. Box 1249  
Monroe, GA 30655  
(770) 266-5172



EXHIBIT A



EXHIBIT B

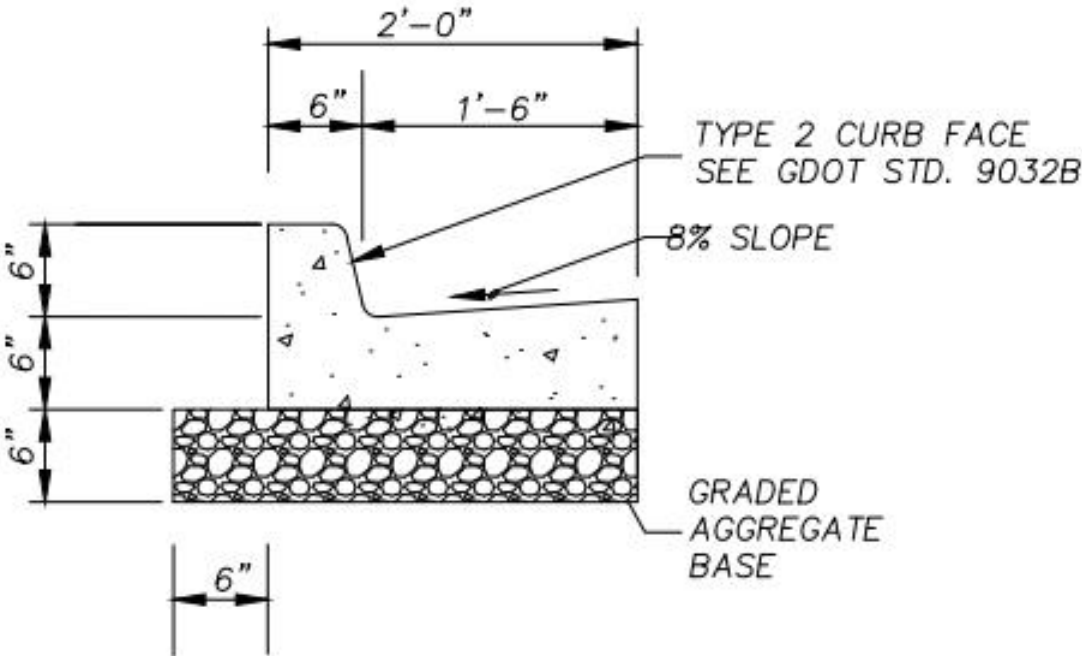


EXHIBIT C

PRICE SHEET				
Item Description	Measure Units	Bid Quantity	Unit Price	Total Price
Replacement Curb & Gutter (demo included)	Feet	3,164		
Replacement 5' Sidewalk (demo included)	Feet	3,164		
New Curb & Gutter	Feet	571		
New 5' Sidewalk	Feet	571		
Driveway Aprons (demo included)	Feet	500		
ADA Ramp Installation	Unit	8		
Final Grading and Grassing	Unit	1		

Total Bid Price

Additional Costs (if applicable)

**Bid Summary**

<b>Company</b>	<b>Proposed Cost</b>
<b>Tri Scapes</b>	no bid
<b>Sol Construction</b>	no bid
<b>Pathway Construction Company</b>	\$458,314.56
<b>Excelsis Construction</b>	no bid
<b>HD Construction</b>	\$343,687.50
<b>Peach State Construction</b>	\$555,505.20
<b>Dickerson Group</b>	no bid
<b>International Waste Services</b>	no bid
<b>Black Oak</b>	\$489,569.00
<b>Backbone Infrastructure</b>	no bid
<b>Lagniappe Development</b>	\$528,782.35
<b>A&amp;S Paving</b>	\$354,043.00
<b>R&amp;B Developer</b>	\$566,421.00
<b>C&amp;S Construction</b>	\$869,028.25
<b>DAF Concrete</b>	\$544,978.00
<b><i>Average Bid Total</i></b>	<b><i>\$523,369.87</i></b>



**TO: Solar Participants**

**FROM: MEAG Power**

**DATE: June 30, 2023**

**SUBJECT: Third Amendment to the Power Purchase Contract (“PPC”) between  
Municipal Electric Authority of Georgia and the Undersigned  
Participant**

---

Attached for your consideration and approval is a third amendment to your Solar Power Purchase Contract (PPC). This third amendment will increase your entitlement share to the output received under the Solar Purchase Power Agreement (SPPA) in accordance with your expressed interest in acquiring all or a portion of the now unsubscribed 0.6589520 MWs.

MEAG Power is requesting an expedited approval of this third amendment, with a deadline of July 14<sup>th</sup>, in order to maintain the project schedule and November 2024 Commercial Operation date.

Please contact your Regional Manager with any questions.

THIRD AMENDMENT TO THE POWER PURCHASE CONTRACT  
BETWEEN MUNICIPAL ELECTRIC AUTHORITY OF  
GEORGIA AND THE UNDERSIGNED PARTICIPANT

This Third Amendment to the Power Purchase Contract (this “**Amendment**”), made and entered into as of \_\_\_\_\_, 2023, 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 City of Monroe (a “**Solar Participant**”), a political subdivision of the State of Georgia.

WITNESSETH:

WHEREAS, the Authority has previously entered into the Power Purchase Contract (“PPC”) made and entered as of August 11, 2021, with the City of Monroe;

WHEREAS, Section 1.2 of the PPC established the calculation for determining the Solar Participant’s Entitlement Share. The City was notified of its awarded MW amount and Entitlement Share in a letter dated September 21, 2021 from Peter M. Degnan;

WHEREAS, the Authority and the Solar Participant amended the PPC pursuant to that certain First Amendment to the PPC, dated October 20, 2022, whereby Section 1.1 of the PPC was amended by adding Exhibit B to the PPC (incorporating into the PPC Amendment No.1 to the Solar Power Purchase Agreement (SPPA));

WHEREAS, the Authority and certain Solar Participants further amended the PPC by executing Amendment No. 2 to the SPPA;

WHEREAS, one Solar Participant with an awarded MW amount of 0.6589520 MWs has elected not to continue in the Solar Project;

WHEREAS, other Solar Participants have expressed an interest in acquiring all or a portion of the now unsubscribed 0.6589520 MWs;

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.

The City agrees to increase its Entitlement Share of the Solar Project in accordance with the following formula:

- (a) The calculation reflecting each City’s existing entitlement share as a percentage of the total entitlement shares of the Solar Participants entering into this Third Amendment. That percentage share will be multiplied by the unsubscribed 0.6589520 MWs to determine the increase of the Solar Participants MW amount.
- (b) That MW amount increase will then be added to the City’s awarded MW amount from the September 21, 2021 letter (Adjusted MWs), and the City’s new Entitlement Share will be the Adjusted MWs divided by the number of MWs comprising the Solar Project (80 MWs) .

2.

All other provisions of the Power Purchase Contract between Municipal Electric Authority of Georgia and the Solar Participant shall remain in full force and effect and binding upon the parties hereto.

3.

In witness whereof, the Authority has caused this Amendment 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 Amendment 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: James E. Fuller  
Title: President and CEO

ATTEST:

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

(SEAL)

*[Solar Participant Signature is on the next page]*



CITY OF MONROE

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_



**To:** City Council  
**From:** Logan Propes  
**Department:** Administration  
**Date:** 7-14-2023  
**Subject:** AGREEMENT FOR RESERVED SEWER TREATMENT CAPACITY

**Budget Account/Project Name:** N/A

**Funding Source:** N/A

**Budget Allocation:** N/A

**Budget Available:** N/A

**Requested Expense:** N/A      **Company of Record:** Down to Earth Properties, LLC

**Description:**

Staff recommends approval of the agreement for reserved sewer treatment capacity with Down to Earth Properties, LLC as presented but subject to final technical negotiations with City Legal Counsel and the City Administrator.

**Background:**

For some time now, Down to Earth Energy has worked with the City of its future installation of their proprietary wastewater treatment system. The site will be on M-1 industrial zoned property on Vine Street. Since the build out and set up of the facility takes some time, it is recommended that a reserved capacity agreement be completed for 75,000 gallons per day. All eventual discharge to the sewer system will conform to EPD and City of Monroe standards.

**Attachment(s):**

Agreement

STATE OF GEORGIA  
COUNTY OF WALTON

**AGREEMENT FOR RESERVED SEWER TREATMENT CAPACITY**

This Agreement for Reserved Sewer Treatment Capacity (“the Agreement”) is made and entered into this \_\_\_ day of \_\_\_\_\_, 2023 (“Effective Date”), by and between the City of Monroe, Georgia, a Municipal Corporation chartered under the laws of the State of Georgia (hereinafter the “City”), and Down to Earth Properties, LLC, a Georgia limited liability company (hereinafter the “Company,” with both the City and Company being referred to herein collectively as the “Parties”).

**PREAMBLE:**

WHEREAS, the City is committed to ensuring the continuation of quality growth and development within its corporate limits; and

WHEREAS, said quality growth and development includes the supplying of certain adequate sanitary sewer services to businesses and residents; and

WHEREAS, the City maintains a sanitary sewer system as a municipality and as a utilities provider to accomplish the same; and

WHEREAS, the City maintains a system and protocols for reserving sewer capacity for future needs of the City’s sewer services; and

WHEREAS, the Company is the owner of that certain piece of real property identified in the attached Exhibit A (the “Property”); and

WHEREAS, the City wishes to incentivize the Company, by and through itself, or its subsidiaries, related or affiliated companies, to develop said Property for the purposes of continued, quality growth and development of the City and the City’s industrial base; and

WHEREAS, the Company intends to develop and build-out the Property pursuant to the proposal shown in the attached Exhibit B; and

WHEREAS, in order to incentivize said build-out and development, the Company requires certain sewer capacity guarantees on the part of the City concerning a reserved City sewer system discharge capacity; and

WHEREAS, the City wishes to provide said guaranteed sewer system use and capacity guarantees in order to provide the Company the necessary incentives to develop the Property as proposed; and

WHEREAS, City is authorized to enter into this Agreement pursuant to Article 9, Section 2, Paragraph 3 of the Georgia Constitution, among other provisions of Georgia law; and

WHEREAS, the Parties hereto acknowledge and assent this Agreement shall become effective upon the Effective Date listed hereinabove, and shall be complied with in accordance with its terms;

NOW, THEREFORE, for and in consideration of the covenants and agreements hereinafter stated, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the Parties, the Parties agree as follows:

**AGREEMENT:**

1. *General Development Requirements.* The Company shall complete any and all specific conditions of this Agreement, as well as comply with all applicable rules, regulations and conditions of the current City ordinances, the City zoning ordinance, standard water main and sewer specifications and applicable development regulations of the City, except where the same may be specifically excepted herein, or in the Property’s zoning, in the development, build-out and construction of the Property. If there is a conflict between said applicable ordinances and regulations, the terms of this Agreement or the Property’s zoning shall govern.

2. *Reserved Capacity.* The Parties acknowledge and assent that upon the completion of construction and development of the planned Company facility to be located at the Property (the “Facility”), up to Seventy-Five Thousand (75,000) gallons-per-day (“GPD”) of sanitary sewer treatment capacity, per day, per a seven (7) day standard week, will be required to operate the Facility at its intended use and sewer capacity. As of the Effective Date, the City shall hereby reserve, maintain, guarantee and set aside City sewer service capacity to the Property in the

guaranteed amount of Seventy-Five Thousand (75,000.00) GPD of sewer treatment discharge capacity in the City’s sewer system for the sole and exclusive use of the Company and Property (the “Reserved Capacity”). The Reserved Capacity is guaranteed by the City with the intention said Reserved Capacity provide sewer treatment discharge for the Company’s operation of the Facility upon build-out, construction, completion and operation of the Facility at a future date. The City’s guarantee of the Reserved Capacity is an incentive for the Company to develop the Facility, and good and valid consideration for the same pursuant to the terms of this Agreement.

3. *Date of Operation.* As of the Effective Date, the City and Company anticipate and intend for the Facility to be partially operational and require sewer services consisting of an amount not to exceed 50 percent (%) of the Reserved Capacity on or before July 1, 2024. As of the Effective Date, the City and Company anticipate and intend for the Facility to be fully operational and require sewer services up to and in the Reserved Capacity amount on or before January 1, 2025. The City acknowledges, assents and guarantees said aforementioned discharge capacities will be available to the Company by said dates. If Company has failed to begin to use of at least fifty percent (50%) or less of the Reserved Capacity by January 1, 2025 the City may in its discretion elect to re-allocate the remaining GPD sewer treatment discharge capacity of the unused Reserved Capacity. Said re-allocation can only be undertaken by the City after the Company is provided sixty (60) days’ notice of the City’s intention to do, in writing, statutory overnight courier, to the address provided hereinafter.

4. *Option for Additional Capacity.* The Parties acknowledge and assent that the Reserved Capacity is a GPD minimum guarantee of sewer treatment discharge capacity on the part of the City, pursuant to the terms hereof, as of the Effective Date. The Parties anticipate the Facility will require an additional, higher GPD sewer treatment discharge capacity rate at a future date. The Parties acknowledge and agree the City intends to construct additional treatment capacity to be available at a future time. The Company understands and acknowledges that due to weather, permitting and other factors outside the City’s control, the City may not be able to provide a discharge amount larger than Reserved Capacity amount at a future date, but the City will use its best efforts to cause the additional capacity to be completed as quickly as possible if not immediately available.

5. *Connection.* The Company shall develop all sanitary sewer systems on the Property, subject only to further agreement between the Parties, to allow the extension of sewage treatment services in the amount of the Reserved Capacity from the Property to the City sewer system. Said systems shall include but not be limited to infrastructure, development of sewer lines, and related sewer line work on the Property necessary to provide sewer treatment in the Reserved Capacity by the City.

6. *Service Charges.* In accordance with the City’s regulations and based upon the volume of discharge of sewage from the Company into the applicable sewer treatment facility, the end users of sewer service provided hereunder shall be invoiced on a regular basis by the City in its capacity as a utilities provider for services rendered at a rate to be determined in the ordinary course of the City’s water service and sewer utility services, as applicable, and in accordance with applicable law. Service charges and surcharges may be changed by the City from time to time as determined in the discretion of the City and in accordance with applicable law.

7. *Prohibition Against Industrial Discharge.* The Company and any successors, assigns, and end users, shall not discharge any industrial waste from the Company into the City sewage treatment system, unless the Company, or its affiliates, successors, assigns, or end users, have entered into a separate “industrial sewer use” agreement with the City. For purposes of this provision, “industrial waste” shall mean any waste, sewage, effluent or discharge from a new or existing non-domestic source which is regulated under the federal Clean Water Act, Section 307 (b), (c) or (d), as amended, 33 U.S.C. § 1317 (b), (c) and (d), and any federal, state or local regulations pursuant thereto. Without limiting any of the foregoing, the Company and any successors, assigns, and end users shall comply with the City sewer ordinances.

8. *Transfer of Reserved Capacity.* Except for permitted assignment or transfer of the Reserved Capacity to an entity that is a parent, subsidiary, affiliated or related entity of the Company as described herein, or to a tenant of the Property, no portion of the Reserved Capacity shall be sold, transferred, or assigned to any other person, entity or 3<sup>rd</sup> party without the written consent of the City. Furthermore, no portion of the Reserved Capacity shall be used by Company or any other person or entity for any Company located outside the Company without the written consent of the City, unless said person is a parent, subsidiary, affiliated, related entity or tenant of

the Property and/or Company. The parties specifically acknowledge and assent that Company is permitted to assign, convey, lease or align the Reserved Capacity to an entity that is a parent, subsidiary, affiliate or related entity of Company’s without further notice and without further permission of the City. Additionally, the parties specifically acknowledge and assent that Company is permitted to assign, convey, lease or align the Reserved Capacity to an entity that is a tenant on the Property without further notice and without further permission of the City. The terms and conditions of this Agreement shall apply and inure to said assignee of the Reserved Capacity as applicable.

9. *Safety.* Company shall be responsible for safety and security related to and during the performance of the services contemplated in this Agreement and shall take all measures necessary to ensure that it and its contractors, subcontractors and other persons or firms engaged by or through Company provide and maintain a safe working environment and properly protect (i) all persons at or in proximity to the services, including those in adjacent locations, from risk of injury and danger to health; and (ii) property and equipment from damage or loss.

10. *Future Changes in Development Specifications.* The Property shall be developed to the standards established by the development regulations, ordinances, guidelines, standards, rules and conditions of the City (the “Development Standards”) in effect as of the Effective Date of this Agreement and any future amendments to the Development Standards which are in effect at the time of the issuance of the land disturbance permit of the particular aspect of the Property to which the amendments apply or in accordance with approved construction plans previously submitted by Developer and approved by the City.

11. *Indemnification.* The Parties for themselves and all entities performing work under the terms of this Agreement hereby specifically promise and warrant to fully indemnify and hold harmless the other Party, their agents, assigns and/or representatives against any and all claims, causes of action, actions, liens, demands, rights to causes of action, damages and claims of damages sustained, or claimed to have been sustained, on account of any known and unknown personal injuries, deaths and/or property damage occurring during the performance of the work subject to this Agreement, if any, or arising out of or in any way related to this Agreement or the performance of such work in furtherance of this Agreement, whether or not said claims, causes of

action, actions, liens, demands, rights to causes of action or damages may have resulted in whole or in part from the negligent acts or omissions of the other Party, its agents, assigns and/or representatives

12. *Rights Cumulative.* All rights, powers and privileges conferred hereunder upon parties hereto shall be cumulative but not restrictive to those given by law. No waiver of any default hereunder shall be implied from any omission to take any action on account of such default if such default persists or is repeated, and no express waiver shall affect any default other than the default specified in the express waiver and that only for the time and to the extent therein stated. One or more waivers by a party shall not be construed as a waiver of a subsequent breach of the same covenant, term or condition.

13. *Notices.* All notices, requests, demands or other communications required or permitted to be given hereunder shall be in writing by U.S. certified mail, return receipt requested, or statutory overnight delivery, and shall be addressed and delivered to each Party at the addresses set forth below. By giving prior written notice thereof, either Party may from time to time and at any time change its address for notices hereunder:

To the City:  
City of Monroe  
215 N. Broad Street  
Monroe, GA 30655

To the Company:  
Down to Earth Properties, LLC  
201 Bold Springs Ave.  
Monroe, GA 30655

14. *Cooperation.* On and after the date of this Agreement, either of the Parties shall at the request of the other, make, execute and deliver or obtain and deliver all instruments and documents and shall do or cause to be done all such other things which either Party may reasonably require to effectuate the provisions and intentions of this Agreement.

15. *Force Majeure.* In case by reason of force majeure, any Party hereto shall be rendered unable wholly, or in part, to carry out its obligations under this Agreement then if such



Party shall give notice and full particulars of such force majeure in writing to the other Party within a reasonable time after occurrence of the event or cause relied on, the obligation of the Party giving such notice, so far as it is affected by such force majeure, shall be suspended during the continuance of the inability then claimed, but for no longer period. Such Party, shall endeavor to remove or overcome such inability with all reasonable dispatch. The term “force majeure” as employed herein, shall mean act(s) of God, strikes, lockout(s) or other industrial disturbance(s), act(s) of public enemy, order(s) of any kind of the Government of the United States or the State of Georgia or any civil or military authority, insurrections, riots, epidemics, pandemics, landslides, lightning, earthquakes, fires, hurricanes, storms, floods, washouts, droughts, arrest, restraint of government and people, civil disturbances, explosions, breakage or accident(s) to machines, sewer lines, or any other cause(s) outside the Party’s control which prevent performance under this Agreement.

16. *Captions and Definitions.* Captions, any definitions, and the description headings of the separate articles, sections and paragraphs contained in this Agreement are inserted for convenience only and shall not control or affect the meaning or construction of any of the provisions hereof. Any terms used in this Agreement which are not otherwise defined herein shall be defined in the manner prescribed by the City ordinances and regulations, if the same is applicable.

17. *Severability.* The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, all of which other provisions shall remain in full force and effect.

18. *Authority and Representations.* Each Party executing or attesting this Agreement warrants and represents that they are fully authorized to do so. Each Party also stipulates that they have been afforded an adequate opportunity to read this Agreement and to consult with an attorney prior to executing the same, and that all signatures are given knowingly, voluntarily, and with full awareness of the terms contained herein. The Parties also agree that this Agreement has been prepared after negotiations and, as a result, neither Party may be considered the sole author thereof, and it should not be construed in favor or against either party by a court of competent jurisdiction.

19. *Effective Date.* This Agreement shall be effective between the Parties, their successors and assigns, as of the Effective Date first written above.

20. *Previous Statements.* All previous written or transcribed plans, documents, letters, electronic correspondence, notes, minutes and memorandums, together with all oral representations and agreements concerning all matters set forth in this Agreement have been incorporated herein, and the terms and conditions of this Agreement shall supersede any previous agreement between the Parties concerning the subject matter hereof.

21. *Amendments and Modification.* This Agreement represents the entire understanding of the Parties hereto, and any amendments, changes, additions or deletions shall be made in writing upon the mutual agreement of the Parties, executed by the City and the Company.

22. *Binding Effect.* This Agreement shall be binding upon the undersigned Parties and their affiliates and/or subsidiaries, agents, heirs, administrators, executors, successors and assigns. The promises and covenants contained within this Agreement shall run with the land. The Parties expressly stipulate that there are no third-party beneficiaries to this Agreement, except for any subsidiary or affiliate of the Company.

23. *Applicable Law.* The laws of the State of Georgia shall govern the validity, interpretation, performance and enforcement of this Agreement and any dispute involving this Agreement without regard to conflicts of laws principles.

24. *Enforcement.* This Agreement may be enforced by the Superior Court of Walton County or any other court in the State of Georgia having jurisdiction over the same.

25. *Times is of the Essence.* The Parties agree that time shall be of the essence of this Agreement.

26. *Counterparts.* This Agreement may be executed in counterparts and each such counterpart, and all counterparts together, shall constitute the original Agreement, whether in electronic or original form, as the same may be applicable.

[Remainder of Page Intentionally Left Blank]

[Signature Page Follows]

IN WITNESS WHEREOF, the undersigned hereto have set his hand and affixed his seal on the Effective Date first above written.

Signed, sealed and delivered in the presence of:

**COMPANY**

\_\_\_\_\_  
Unofficial Witness

\_\_\_\_\_  
(SEAL)

By: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission expires \_\_\_\_\_.

Signed, sealed and delivered in the presence of:

**CITY OF MONROE**

\_\_\_\_\_  
Unofficial Witness

\_\_\_\_\_  
John S. Howard  
Mayor

\_\_\_\_\_  
Notary Public  
My Commission expires \_\_\_\_\_.

Attest: \_\_\_\_\_  
City Clerk  
(CITY SEAL)



**To:** City Council  
**From:** Logan Propes  
**Department:** Administration  
**Date:** 7-14-2023  
**Subject:** SEWER INSTALLATION DEVELOPMENT AGREEMENT

**Budget Account/Project Name:** N/A

**Funding Source:** N/A

**Budget Allocation:** N/A

**Budget Available:** N/A

**Requested Expense:** N/A      **Company of Record:** Down to Earth Properties, LLC & MTW Property Holdings, LLC

**Description:**

Staff recommends approval of the sewer installation development agreement with Down to Earth Properties, LLC as presented but subject to final technical negotiations with City Legal Counsel and the City Administrator.

**Background:**

For some time now, Down to Earth Energy has worked with the City of its future installation of their proprietary wastewater treatment system. The site will be on M-1 industrial zoned property on Vine Street. All eventual discharge to the sewer system will conform to EPD and City of Monroe standards. The City is also working on an Industrial Pre-Treatment Plan with our engineers to ensure full EPD compliance on our side as well. This agreement gives some allowance in the fact that there are several city sewer connections that flow through the property and must be re-routed.

**Attachment(s):**

Agreement

**SEWER INSTALLATION DEVELOPMENT AGREEMENT**

GEORGIA, WALTON COUNTY

This Sewer Installation Development Agreement (“Agreement”) is made and entered into this \_\_\_ day of \_\_\_\_\_, 2023 (“Effective Date”), by and between the City of Monroe, Georgia, a municipal corporation chartered under the laws of the State of Georgia (hereinafter “City”), Down to Earth Properties, LLC, a Georgia limited liability company (hereinafter “DEP”) and MTW Property Holdings, LLC, a Georgia limited liability company (“MTW,” with all collectively referred to as the “Parties” or “Party” as applicable).

**PREAMBLE:**

WHEREAS, the City is committed to ensuring the continuation of quality growth and development within its corporate limits; and

WHEREAS, said quality growth and development includes the supplying of certain adequate sanitary sewer services to businesses and residents; and

WHEREAS, the City maintains a sanitary sewer system as a municipality and as a utilities provider to accomplish the same; and

WHEREAS, this Agreement pertains to those certain tracts of land in Walton County, Georgia, the same being owned by DEP and MTW respectively; and

WHEREAS, DEP is the owner of that certain tract of land more particularly identified as Tract 1 in the attached Exhibit A (the “DEP Property”); and

WHEREAS, MTW is the owner of that certain tract of land more particularly identified as Tract 2 in Exhibit A (the “MTW Property,” with both the DEP Property and MTW Property being referred to herein collectively as the “Properties” or “Property”); and

WHEREAS, the City maintains a sanitary sewer system as a municipality and as a utilities provider to accomplish the same; and

WHEREAS, it has come to the attention of both the City, DEP and MTW that certain sewer installations and developments on the Properties, the same having been undertaken prior to either

the DEP or MTW’s ownership thereof, require needed attention and improvement in order to property provide sewer services to the Properties and certain, other adjacent tracts of real property; and

WHEREAS, the City, DEP and MTW shall all benefit from the improvement to certain sanitary sewer system infrastructure development on the Properties; and

WHEREAS, the City, DEP and MTW wish to establish the agreement between themselves and obligations of the Parties hereto for the purposes of said sewer system development; and

WHEREAS, City is authorized to enter into this Agreement pursuant to Article 9, Section 2, Paragraph 3 of the Georgia Constitution, among other provisions of Georgia law; and

WHEREAS, the Parties hereto acknowledge and assent this Agreement shall become effective upon the Effective Date listed hereinabove, and shall be complied with in accordance with its terms;

NOW, THEREFORE, for and in consideration of the covenants and agreements hereinafter stated, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the Parties, the Parties agree as follows:

**AGREEMENT:**

1. *General Development Requirements.* DEP and MTW shall complete any and all specific conditions of this Agreement, as well as comply with all applicable rules, regulations and conditions of the current City ordinances, the City zoning ordinance, standard water main and sewer specifications and applicable development regulations of the City, except where the same may be specifically excepted herein, or in the specific zoning of the Properties, in the development, build-out and construction of the anticipated sewer system installations on the Properties. If there is a conflict between said applicable ordinances and regulations, the terms of this Agreement or the current zoning shall govern.

2. *Specific Development Requirements and Agreement Terms.*

a. DEP shall install, build-out and construct certain water and sewer system line improvements in accordance with the specific terms and conditions outlined in the

- attached Exhibit B (the “Sewer System Specifications”). Said improvements shall be installed on or adjacent to the DEP Property as depicted in the attached Exhibit C (“DEP Property Sewer System Easement”);
- b. DEP and MTW shall install, build-out and construct water and sewer system line improvements in accordance with the specific terms and conditions outlined in the Sewer System Specifications, with said improvements installed on or adjacent to the DEP Property and the MTW Property, as depicted in the attached Exhibit D (“Joint Property Sewer Easement”);
  - c. The City shall install, build-out and construct water and sewer system line improvements in accordance with the specific terms and conditions outlined in the attached Exhibit E (the “City Sewer System Specifications”). Said improvements shall be installed on or adjacent to the DEP Property and MTW Property as depicted in the attached Exhibit F (“City Installation Sewer Easement”);
  - d. The Parties acknowledge and assent to the fact that certain adjacent tracts of real property [List Tax Parcel ID Nos. here—M0200294A00; M02100020DP; M0200288; M0200287] not owned by DEP or MTW are currently tapped and connected to existing water and sewer treatment lines located on DEP Property or MTW Property. The City, in coordination with DEP and MTW, shall at the City’s sole cost, expense and liability, construct, disconnect and reconnect said sewer lines at said properties and connect the same to the Joint Property Sewer Easement sewer lines. The City shall assume full responsibility for coordinating said restructure of sanitary sewer line connections with the applicable adjacent property owners;
  - e. Upon completion of the aforementioned terms, DEP and MTW shall grant to the City a shared ten foot (10’) sanitary sewer easement consisting of a five foot (5’) portion of the DEP Property and a five foot (5’) portion of the MTW Property as depicted in the attached Exhibit H (“City Sewer Easement”). The City Sewer Easement shall include minimum necessary entry, access and maintenance easements for the City;
  - f. As due and valid consideration for the Parties entering into this Agreement, and the build-out of sewer system installation, and granting of certain easements, the City shall waive any and all sewer tap fees associated with connection of said water and sewer system located on the DEP Property and the MTW Property to the City’s sanitary sewer

system for DEP, MTW and any related or affiliated entity, subsidiary or parent company of either;

- g. At a date and time not earlier than [two (2) years] after completion and dedication to the City of the Property Sewer Improvements, and upon sixty (60) days' written notice to the City, the DEP shall have the right to re-obtain and reclaim sole and exclusive ownership of the City Installation Sewer Easement, and shall be required to thereafter maintain the same according to City specifications, at a future date ("Reversion Right"), at no cost to the DEP, or DEP's successors in interest.

3. *Date of Effectiveness.* This Agreement shall be effective between the Parties, their successors and assigns on the Effective Date listed hereinabove.

4. *Previous Statements and Agreement Terms.* All previous written or transcribed plans, documents, letters, electronic correspondence, notes, minutes and memorandums, together with all oral representations and agreements concerning all matters set forth in this Agreement have been incorporated herein, and the terms and conditions of this Agreement shall supersede any previous agreement between the Parties. The Parties agree that time shall be of the essence of this Agreement. This Agreement may be executed in counterparts and each such counterpart, and all counterparts together, shall constitute the original Agreement.

5. *Amendment and Modification.* This Agreement represents the entire understanding of the parties hereto, and any amendments, changes, additions or deletions shall be made in writing upon the mutual agreement of the Parties, executed by the same.

6. *Binding Effect.* This Agreement shall be binding upon the undersigned and their agents, heirs, administrators, executors, successors and assigns. The promises and covenants contained within this Agreement shall run with the land. The Parties expressly stipulate that there are no third-party beneficiaries to this Agreement. DEP and MTW shall, however, have the right to assign and convey any rights or obligations pursuant to this agreement to a parent, subsidiary, affiliate or related entity of DEP's or MTW's without permission of the City, and shall provide written notice of the same thereto.

7. *Future Changes in Development Specifications.* The Property shall be developed to the standards established by the development regulations, ordinances, guidelines, standards, rules



and conditions of the City (the “Development Standards”) in effect as of the Effective Date of this Agreement and any future amendments to the Development Standards which are in effect at the time of the issuance of the land disturbance permit of the particular aspect of the Properties to which the amendments apply or in accordance with approved construction plans previously submitted by DEP and approved by the City.

8. *Captions and Definitions.* Captions, the description headings of the separate articles, sections and paragraphs contained in this Agreement are inserted for convenience only and shall not control or affect the meaning or construction of any of the provisions hereof. Terms used in this Agreement which are not otherwise defined herein shall be defined in the manner prescribed by City ordinances, as applicable.

9. *Severability.* The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, all of which other provisions shall remain in full force and effect.

10. *Authorization.* The Parties executing or attesting this Agreement warrants and represents that they are fully authorized to do so. Each Party also stipulates they have been afforded an adequate opportunity to read this Agreement and to consult with an attorney prior to executing the same, and that all signatures are given knowingly, voluntarily, and with full awareness of the terms contained herein. The Parties also agree that this Agreement has been prepared after negotiations and, as a result, neither Party may be considered the sole author thereof, and it should not be construed in favor or against either Party by a court of competent jurisdiction.

11. *Applicable Law.* The laws of the State of Georgia shall govern the validity, interpretation, performance and enforcement of this Agreement and any dispute involving this Agreement without regard to conflicts of laws principles.

12. *Indemnification.* The Parties for themselves and all entities performing work under the terms of this Agreement at either’s request, hereby specifically promise and warrant to fully indemnify and hold harmless the other Party, their agents, assigns and/or representatives against any and all claims, causes of action, actions, liens, demands, rights to causes of action, damages and claims of damages sustained, or claimed to have been sustained, on account of any known and unknown personal injuries, deaths and/or property damage occurring during the performance of

the work subject to this Agreement or arising out of or in any way related to this Agreement or the performance of such work in furtherance of this Agreement, whether or not said claims, causes of action, actions, liens, demands, rights to causes of action or damages may have resulted in whole or in part from the negligent acts or omissions of the other Party, its agents, assigns and/or representatives.

13. *Rights Cumulative.* All rights, powers and privileges conferred hereunder upon Parties hereto shall be cumulative but not restrictive to those given by law. No waiver of any default hereunder shall be implied from any omission to take any action on account of such default if such default persists or is repeated, and no express waiver shall affect any default other than the default specified in the express waiver and that only for the time and to the extent therein stated. One or more waivers by a party shall not be construed as a waiver of a subsequent breach of the same covenant, term or condition.

[Remainder of Page Intentionally Left Blank]

[Signature Page Follows]

IN WITNESS WHEREOF, the undersigned hereto have set his hand and affixed his seal on the Effective Date first above written.

Signed, sealed and delivered  
in the presence of:

**DEP**

\_\_\_\_\_  
Unofficial Witness

\_\_\_\_\_  
(SEAL)

By: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission expires \_\_\_\_\_.

Signed, sealed and delivered  
in the presence of:

**MTW**

\_\_\_\_\_  
Unofficial Witness

\_\_\_\_\_  
(SEAL)

By: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission expires \_\_\_\_\_.

[Signatures Continue On Following Page]

Signed, sealed and delivered  
in the presence of:

**CITY OF MONROE**

\_\_\_\_\_  
Unofficial Witness

\_\_\_\_\_  
John S. Howard  
Mayor

\_\_\_\_\_  
Notary Public  
My Commission expires \_\_\_\_\_.

Attest: \_\_\_\_\_  
City Clerk  
(CITY SEAL)



**To:** City Council  
**From:** Chris Bailey, Assistant City Administrator  
**Department:** Natural Gas  
**Date:** 07/05/23  
**Subject:** West Spring Street – Natural Gas Replacement Bid Approval

**Budget Account/Project Name: 2023 Capital Improvement Project (CIP) – Gas Main Renewal**

**Funding Source: 2023 Capital Improvement Project**

<b>Budget Allocation:</b>	\$300,000.00	
<b>Budget Available:</b>	\$300,000.00	
<b>Requested Expense:</b>	\$352,560.00	<b>Company of Record:</b> Southern Pipeline

**Description:**

Staff recommends the approval of the request to accept the low bid of \$352,560 from Southern Pipeline for the replacement of approximately 7,420 feet of natural gas mains in the West Spring Street areas from Carwood Drive to White Oak Lane. This project is for the replacement of steel gas mains in that service area due to excessive corrosion as determined by the annual leak surveys and/or cathodic protection readings in recent years. The remainder of the funding for the project will be moved from the Natural Gas Extension 2023 CIP item. This project followed procurement guidelines and was a sealed bid process because of the estimated cost of the project.

**Background:**

The City of Monroe is continually striving to replace all steel gas mains throughout the city for the overall safety of the system to customers. The annual leak survey and cathodic protection readings help dictate the timing of which steel mains to replace.

**Attachment(s):**

- Bid Package – 5 pages
- Bid Submission Summary – 1 page

**CITY OF MONROE**

**INVITATION TO BID**

**Natural Gas Main Replacement – West Spring Street**

June 12, 2023



The City of Monroe is located between Atlanta and Athens metro areas with a diverse population of about 14,928 per the 2020 census, and serves as the county seat of Walton County. Monroe has a Council/Administrator form of government with a mayor elected at large and eight (8) councilmembers, who are elected by district or super-district. The mayor and members of the Council serve four-year terms, which are staggered by election.

The City of Monroe is currently seeking competitive bids for the replacement of approximately 7,420 feet of natural gas mains as detailed within this document. This project is entirely located on West Spring Street from Carwood Drive to White Oak Lane, to include sections of Mountainview Drive, Forest Lane, Pine View Drive, Breedlove Drive, and Swanson Drive. The proposed timeline of the construction component of this replacement project is not to exceed 60 days. Maps (Exhibit A) of the area are provided, but site visits are encouraged for better accuracy of the submission and do not require the City of Monroe to be present.

When downloading this document, please notify the City of Monroe at [purchase@monroega.gov](mailto:purchase@monroega.gov) of your company name and contact information, so that you may be copied on any additional addendums during the process. Any questions about this Invitation to Bid should be in writing only and directed to [purchase@monroega.gov](mailto:purchase@monroega.gov) prior to **5:00 pm on June 28, 2023**, at which point no other questions will be allowed (*all times referenced are considered Eastern Standard Time*). A full list of questions and answers will be provided to companies of record and posted on the website as an addendum no later than **5:00 pm on June 30, 2023**.

This project will be administered by the City of Monroe through the Assistant City Administrator and Gas Superintendent being the main point of contact for all questions during preliminary procedures and the bidding process. After a contract is awarded a project manager will be designated.

**BID SCHEDULE**

The following outlines the timeline of dates to be followed for this specific bid process.

Invitation to Bid	June 12, 2023	9:00 am
Question Due Date (EMAIL)	June 28, 2023	5:00 pm
Answers	June 30, 2023	5:00 pm
Submission Deadline	July 13, 2023	2:00 pm
Contract Award	July 17, 2023	6:00 pm
Notice to Proceed	July 18, 2023	9:00 am

**CERTIFICATION REQUIREMENTS**

Below are the absolute operator qualification requirements to be followed.

1. All Operator Qualifications must be active and documentation provided for all employees that will participate in the installation, replacement, or construction of natural gas mains as requested in this Invitation to Bid.
2. An active drug and alcohol testing plan is required from the Offeror, along with the most recent Pipeline and Hazardous Materials Safety Administration (PHMSA) drug and alcohol testing data for all employees that will participate in the installation, replacement, or construction of natural gas mains as requested in this Invitation to Bid.

**SCOPE OF SERVICES REQUESTED**

The following details the scope of services requested for the replacement of natural gas mains located on and in the areas of West Spring Street.

- 3,320 feet replacement of 2” steel pipe with 2” plastic pipe, installed at a 3’ depth.
- 4,100 feet replacement of 2” steel pipe with 4” plastic pipe, installed at a 3’ depth.
- Pressure test at 90 psi for a period of no less than 24 hours and provide chart recording verifying pressure test completion.
- Tie-in of all services to include 15 long side services and 14 short side services.
- Tie-in of 2” main on 3 long side towers and 3 short side towers.
- Tie-in of 2” tap on steel pipe, to also cut and cap steel pipe, contractor responsible for control fittings and taps associated.
- **NOTE:** all material will be provided by the City of Monroe (*unless otherwise noted above*).
- **NOTE:** no bid, performance, or payment bonds required.
- **NOTE:** timeline for completion is not to exceed 60 days.

**SUBMISSION FORMAT**

The following outlines the formatted order of items required for bid submissions. All items should be included and clearly defined for ease of location and evaluation. Failure to include any requested items may result in the disqualification of the bid submission.

1. Company Information: Brief history of the company, date of incorporation, number of full-time employees, financial statements of the last fiscal year.
2. Reference: Provide a minimum of three (3) references for installation/relocation of natural gas mains in the State of Georgia. Include the name of the organization, city, county, contact name, contact information, project cost, and project start/completion dates.
3. Provide line-item pricing on the included pricing sheet (Exhibit B).
4. Operator Qualifications: Active and documented Operator Qualifications must be provided in this section for all employees involved in the construction aspect as requested.
5. Drug and Alcohol Documentation: Active and documented PHMSA Drug and Alcohol data, and drug and alcohol programs of the Offeror must be provided in this section for all employees involved in the construction aspect as requested.
6. Timeline: Provide an anticipated starting date (*from proposed NTP of July 18, 2023*) and days expected to complete the described project.
7. Deviations: Explanation of any deviations to the specifications as outlined in this document.

**SUBMISSION**

Provide two (2) copies of the bid submission, including one (1) original. Bids may be submitted in person to the City of Monroe or by mail, but must be received no later than **2:00 pm on July 13, 2023**. Sealed bids shall be submitted in a completely sealed envelope, and addressed to:

City of Monroe  
**NATURAL GAS MAIN REPLACEMENT – WEST SPRING STREET**  
Attn: Chris Bailey  
215 North Broad Street  
Monroe, GA 30655

**EVALUATION**

Evaluation of submitted bids will be based on the lowest bid that, in its sole discretion, is the most responsive and responsible to the City of Monroe. The City of Monroe reserves the right to shortlist, interview, and negotiate with those submitting bids.

**CONSIDERATIONS**

The City of Monroe reserves the right to withdraw this Invitation to Bid, reject any or all responses, and to waive any irregularity, variance or informality whether technical or substantial in nature, in keeping with the best interests of the City of Monroe. This bid plus the resulting agreement, shall be consistent with all terms and conditions associated with contracts entered into by the City of Monroe. The City of Monroe is not liable or responsible for any cost(s) incurred during the preparation, presentation, or submission as a response to this bid request.

The City of Monroe may, at its discretion, change, add or remove features and functions from final contract for the installation/relocation of natural gas mains at any time.

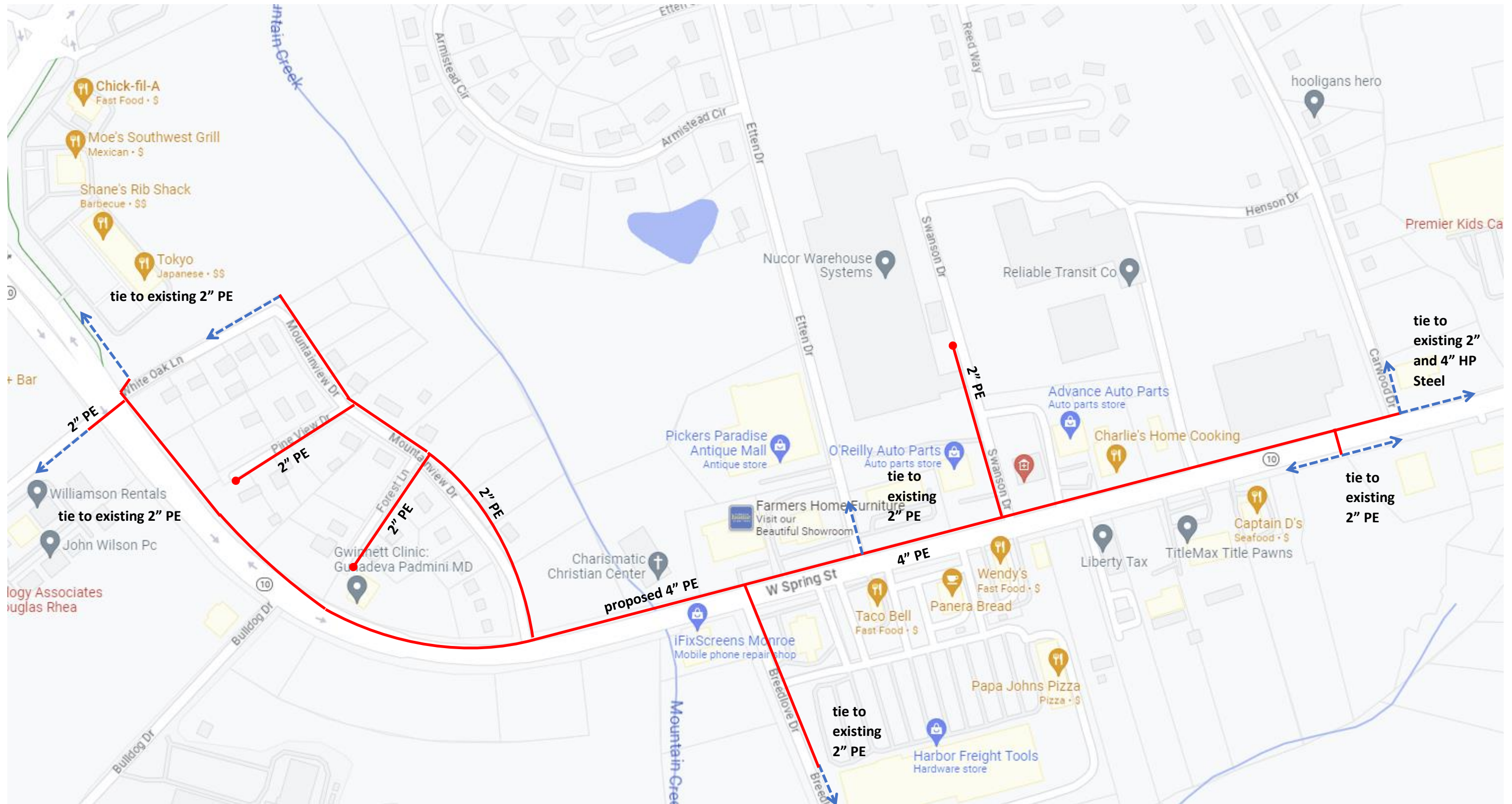
The submitted bid fee and structure shall remain effective for a period of no less than ninety (90) days.

Any unauthorized contact regarding the bid with staff or elected officials may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City of Monroe.

We thank you in advance for your submission and welcome any questions you may have during the process.

Chris Bailey  
Assistant City Administrator, City of Monroe  
215 North Broad Street, P.O. Box 1249  
Monroe, GA 30655  
(770) 266-5406





PRICE SHEET				
Item Description	Measure Units	Bid Quantity	Unit Price	Total Price
2" Plastic Pipe ( <i>Installation</i> )	Feet	3,320		
4" Plastic Pipe ( <i>Installation</i> )	Feet	4,100		
Pressure Test & Chart Recording	Unit	1		
2" Long Side Service Conversion	Unit	15		
2" Short Side Service Conversion	Unit	14		
2" Long Side Tower/Main Tie-in	Unit	3		
2" Short Side Tower/Main Tie-in	Unit	3		
2" Tap on Steel Pipe, Cut, Cap	Unit	1		
Rock Removal (if necessary)	Feet	N/A		

**Total Bid Price**

Additional Costs (if applicable)
<p>Rock Removal (if necessary) should be provided as a per foot cost in the Rock Removal line item above but not included in the total bid price.</p>





**To:** City Council  
**From:** Brad Callender, Planning & Zoning Director  
**Department:** Planning & Zoning  
**Date:** 7/5/2023  
**Subject:** CUP #2431 – 533 Plaza Drive – Residential Uses in the M-1 Zoning District

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

**Description:**

The property owner of 533 Plaza Drive is petitioning for a Conditional Use approval in order to allow for residential uses in the M-1 zoning district. The property owner has converted an office building into a multi-family building without any permits.

**Background:**

Please refer to the attached staff report for complete details regarding this CUP request.

**Recommendation:**

The Planning Commission voted unanimously to recommend denial of the Conditional Use request.

If the Conditional Use request is approved, staff does recommend that is be subject to 4 conditions:

1. The property owner shall obtain building permits and comply with all applicable building codes and life-safety requirements.
2. The building shall substantially conform to the number of bedrooms and proposed limitations described in the applicant’s narrative, regardless of any depictions shown on the floor plan included in this application.
3. The developer shall reduce the number of designated parking spaces on the site to a total of 8 spaces. The existing additional impervious surface not designated for parking shall be removed and replaced with landscaping and/or grassed areas.
4. Any change to or modification to the building not included in the applicant’s narrative, shall result in this Conditional Use being automatically revoked.

**Attachment(s):**

Staff Report  
Application Documents



**Planning  
City of Monroe, Georgia**

**CONDITIONAL USE STAFF REPORT**

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**APPLICATION SUMMARY**

**CONDITIONAL USE CASE #:** 2431

**DATE:** June 9, 2023

**STAFF REPORT BY:** Brad Callender, Planning & Zoning Director

**APPLICANT NAME:** Kailash Tandrian

**PROPERTY OWNER:** Kailash Tandrian

**LOCATION:** West side of Plaza Drive – 533 Plaza Drive

**ACREAGE:** ±2.153

**EXISTING ZONING:** M-1 (Light Industrial/Manufacturing District)

**EXISTING LAND USE:** Office building renovated into a multi-family building (without permits)

**REQUEST SUMMARY:** The owner is petitioning for Conditional Use approval on this property in order to lawfully convert the existing office building into a multi-family building.

**STAFF RECOMMENDATION:** Staff recommends denial of this Conditional Use request. If the Conditional Use request is approved, staff does recommend that it be subject to conditions.

**DATES OF SCHEDULED PUBLIC HEARINGS**

**PLANNING COMMISSION:** June 20, 2023

**CITY COUNCIL:** July 17, 2023

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**REQUEST SUMMARY**

**CONDITIONAL USE PERMIT REQUEST SUMMARY:**

The applicant is requesting approval of a Conditional Use in order to allow an existing office building be converted into a multi-family residential building. The primary issue with this Conditional Use request is the applicant renovated the existing office building without permits or zoning approval and converted the building into a multi-family structure approximately one year before the City was aware of the occurrence. In late March of this year, the Monroe Police Department was attempting to serve warrants to individuals at the location when the conversion from an office building into a multi-family structure was discovered. The applicant purchased the property over a year ago in March of 2022 and converted the structure without any permits or approvals. Once the discovery was made by the Police Dept., the City Marshals issued notices of violations and the Code Office required all tenants to vacate the premises.

The applicant’s narrative states the intent was initially to provide low-income housing to tenants, with that intent now being changed to a church program to help people with rental housing. The company and program the applicant refers to in the narrative were formed two weeks after the violations were discovered on the property. The applicant’s company is registered with the Georgia Secretary of State as a for-profit domestic LLC at the applicant’s home address, and not to any church or religious entity.

The existing office building has substantial renovations made by the applicant resulting in the conversion of the structure into 4 apartments. Each apartment varies in size with varying numbers of bedrooms and bathrooms in each apartment. Since no permits were ever applied for nor any inspections performed, the resulting apartment layouts and bedroom locations do not comply with basic building code and life-safety requirements. For example, two of the apartments have bedrooms with no windows or means of emergency egress, creating a hazardous and unsafe environment for tenants. One apartment has one small kitchen window with no other windows at all throughout the entire apartment.

The applicant proposes now to limit the bedroom count in the apartments with non-compliant bedrooms. The applicant submitted a floor plan of the building with the completed floor layouts, with no proposal to limit or remove the non-compliant rooms. If approved, building permits will be required and removal of those non-compliant bedrooms will be necessary.

**PROPOSED PROJECT SUMMARY:**

- Land Use Conversion – Office Building into Apartments
  - Site Area – ±2.153 Acres
  - Existing Building Floor Area – ±4,680 Sf
  - Total # of Proposed Units – 4
    - Upper Floor Units
      - 850 Sf – 2 Bedroom
      - 1,730 Sf – 2 Bedroom
    - Lower Floor Units
      - 1,245 Sf – 1 Bedroom
      - 855 Sf – Studio Apartment

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**STAFF ANALYSIS**

THE ANALYSIS OF THE APPLICATION IS MADE BASED UPON THE “STANDARDS FOR CONDITIONAL USE APPLICATION DECISIONS” AS SET FORTH IN SECTION 1425.5 OF THE *CITY OF MONROE ZONING ORDINANCE*.

- (1) **The proposed use will not be detrimental to adjacent properties or the general neighborhood, the proposed use will not significantly adversely affect public health, safety, morality and welfare, and the proposed use as designed will minimize adverse effects on the surrounding neighborhood:** The improper and unlawful conversion of the structure into an apartment building is an example of how to not create additional housing in the City of Monroe. The building was finished without any permits, resulting in bedrooms without means of emergency egress. Luckily, no fire or other emergency occurred in the building resulting in the tragic and unnecessary loss of life. Even if this request is approved, there is concern the same pattern will be repeated and the apartments will be leased to an extent that is not permitted by building or life-safety codes.

- (2) **The applicable standards in Article X have been met:** There are no standards applicable to Residential Uses located in the M-1 zoning district in Article X of the Zoning Ordinance.
- (3) **The proposed use is consistent with the Comprehensive Plan, and the conditional use is compatible with the community development pattern:** The subject property is located in the West Sub-Area as identified in the Monroe Comprehensive Plan. The existing character of this vicinity of the West Sub-Area is predominantly non-residential north of the site along Mayfield Drive and a mixture of residential and non-residential development south of the site along Plaza Drive. The land use goals for the West Sub-Area are to retain an even mix of office, retail, industrial, residential, and parks/recreational uses. With the West Sub-Area already containing a mixture of uses, the requested Conditional Use does not conflict with the land use goals for the sub-area.
- (4) **A rezoning to allow the requested use as a permitted use would not be appropriate:** Rezoning the property to a zoning district more conducive for residential uses would be more appropriate. Under the M-1 zoning district in the Zoning Ordinance, any residential use regardless of what type, is allowed in the M-1 zoning district as a Conditional Use.

Allowing the full range of, or essentially, any residential use in the M-1 zoning district is unusual. For example, the applicant is requesting a Conditional Use for multi-family development. The property is only ±2.153 acres in size. If the applicant were requesting a rezone to R-2, one of the few zoning districts where multi-family is allowed by right, the minimum size of the property would need to be a minimum of ±5.00 acres. Multi-family residential is only allowed by right in R-2, P and B-1 zoning districts and as a conditional use in the B-2 and B-3 zoning districts. The term “residential uses” itself is general and non-specific compared to the specific land use designations in the R districts, i.e. single-family, townhomes, apartments etc.

In Section 630.2 of the Zoning Ordinance, there are ten statements describing the specific intent and purpose of the M-1 zoning district. The first statement describing the M-1 zoning district is to provide appropriately located areas for a range of light industrial uses, and limited commercial uses that are compatible therewith, for the employment of residents of the city and region. The remaining nine descriptions are specific to industrial development within the City. None of the descriptions mention establishing new residential development under M-1 zoning.

The Zoning Ordinance should be amended to not allow any type of residential uses in the M-1 zoning district. The property was originally developed as an office building for an ambulance service, which is an appropriate use in the M-1 zoning district. The applicant renovated the structure without permits and converted the building into an unsafe and non-compliant multi-family building. Had the applicant requested Conditional Use approval prior to engaging in the redevelopment of the site for multi-family development, the recommendation to not allow a multi-family building in the M-1 zoning district, as described above, would remain unchanged.

- (5) **The proposed use will not be injurious to the natural environment or the other property in the immediate vicinity, or unconstitutionally diminish property values within the surrounding neighborhood:** The conversion of the existing office building to apartments should not be injurious to other properties in the immediate vicinity of the site and should not negatively impact property values on adjacent properties. Other non-residential developments in the vicinity could

be influenced by the unlawful conversion of this structure into a multi-family building and pursue similar courses of action resulting in additional unpermitted and unlawful uses of properties not intended for residential purposes.

- (6) Off-street parking and loading, and access thereto, will be adequate:** The site currently has two driveways off Plaza Drive accessing a parking area in front of the building and a paved area to the rear of the building. The site is over parked for a 4-unit apartment building with ±18 existing spaces and unstriped parking occurring at the rear of the building. Only 6 parking spaces would be required under Section 520 of the Zoning Ordinance, with 8 being the 120% maximum allowed without a variance. The total parking on the site will need to be reduced to contain no more than 8 parking spaces. If approved, staff has added a condition at the end of this report to address this issue.
- (7) Public facilities and utilities are capable of adequately serving the proposed use, and the use would not lead to a major negative change in existing levels of public service, or fiscal stability:** Public services and utilities are currently serving the existing office building. The conversion from offices to apartments should not have any impact on the City’s abilities to continue to provide public services and utilities. If the conversion to apartments is allowed, the applicant will be required to obtain individual taps for water service to each apartment.
- (8) The use will not be an extension of a use which will cause a damaging volume of (a) agricultural, (b) commercial, (c) industrial, or (d) higher density residential use into a stable neighborhood of well-maintained single-family homes, nor likely lead to decreasing surrounding property values, neighborhood deterioration, spreading of blight, or additional requests of a similar nature which would expand the problem:** The uses north of the site along Mayfield Drive are non-residential and uses south of the site along Plaza Drive are a combination of multi-family residential and non-residential uses. If the existing office building remains as is or if conversion to a multi-family building is allowed, surrounding properties will likely be unaffected. The harm in allowing the building to be converted would influence other non-residential properties in the vicinity and city-wide that it is acceptable to not obtain the necessary permits for uses that are not authorized in the hopes that the City may not discover the violations. The applicant has already finished apartments with more bedrooms than are included in this Conditional Use request. There is no guarantee the applicant will not continue to rent the apartments in the same manner as they were improperly established with bedrooms that do not comply with any building codes or life safety requirements.
- (9) The use would not significantly increase congestion, noise, or traffic hazards:** Whether used as originally permitted for an office building or as a residential use, the site should not have any significant increase in congestion, noise, and or traffic hazards.
- (10) Granting this request would not have a “domino effect,” in that it becomes the opening wedge for further rapid growth, urbanization or other land-use change beyond what is indicated in the Comprehensive Plan:** Allowing the applicant to convert the existing office building into a multi-family structure will result in an undesirable trend of establishing multi-family development on properties zoned for Industrial purposes. To further complicate matters in this case, the applicant



converted the existing office building into multi-family apartment units without any permits resulting in unsafe and non-compliant life-safety conditions. If this request is granted, an unwanted domino effect could result in a trend being established city wide that it is appropriate to improperly convert structures without any permits or approval into unlawful and unapproved uses of property with hopes the City may not discover the violation.

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**STAFF RECOMMENDATION**

Based upon the City Council’s policies, decision making criteria and standards outlined in the Zoning Ordinance of the City of Monroe, staff recommends *denial* of the requested Conditional Use. However, if the Conditional Use is approved, staff recommends that it be subject to the following conditions:

1. The property owner shall obtain building permits and comply with all applicable building codes and life-safety requirements.
2. The building shall substantially conform to the number of bedrooms and proposed limitations described in the applicant’s narrative, regardless of any depictions shown on the floor plan included in this application.
3. The developer shall reduce the number of designated parking spaces on the site to a total of 8 spaces. The existing additional impervious surface not designated for parking shall be removed and replaced with landscaping and/or grassed areas.
4. Any change to or modification to the building not included in the applicant’s narrative, shall result in this Conditional Use being automatically revoked.



# City of Monroe

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

## CONDITIONAL USE PERMIT

PERMIT #:	2431	DESCRIPTION:	CONDITIONAL USE to allow Residential in M-1
JOB ADDRESS:	533 PLAZA DR	LOT #:	39
PARCEL ID:	NM06C033	BLK #:	
SUBDIVISION:		ZONING:	
ISSUED TO:	Kailash Tandrian	CONTRACTOR:	Kailash Tandrian
ADDRESS:	1131 John Deere Rd	PHONE:	
CITY, STATE ZIP:	Monroe GA 30656	OWNER:	
PHONE:		PHONE:	
PROP.USE VALUATION:	\$ 0.00	DATE ISSUED:	5/26/2023
SQ FT:	0.00	EXPIRATION:	11/22/2023
OCCP TYPE:			
CNST TYPE:			
INSPECTION REQUESTS:	770-207-4674 lwilson@monroega.gov		

FEE CODE	DESCRIPTION	AMOUNT
PZ-09	CONDITIONAL USE PERMIT	\$ 300.00
<b>FEE TOTAL</b>		<b>\$ 300.00</b>
<b>PAYMENTS</b>		<b>\$- 300.00</b>
<b>BALANCE</b>		<b>\$ 0.00</b>

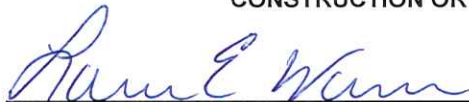
### NOTES:

The Planning Commission will hear and make recommendation on this request for a Conditional Use to allow Residential Use in M1 at 533 Plaza Dr on June 20, 2023 at 5:30pm. The Monroe City Council will hear and make a decision on this request on July 17, 2023 at 6:00pm. Both meetings will be held in the Council Chambers at City Hall; 215 N. Broad St. Monroe, GA 30655

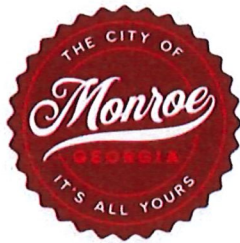
### NOTICE

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS STARTED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISION OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

  
 \_\_\_\_\_  
 (APPROVED BY)

6/13/23  
 \_\_\_\_\_  
 DATE



# CITY OF MONROE

## CONDITIONAL USE APPLICATION

**CONDITIONAL USE LOCATION & DESCRIPTION**

Address: 533 Plaza Drive

Parcel #: NM06C033 Council Districts: 3 / 7

Zoning: M1 Acreage/Square Feet: 2.153 Acres

Type of Conditional Use Requested: Residential

**PROPERTY OWNER & APPLICANT INFORMATION**

Property Owner: Kailash Tandrian Phone #: 917-478-6076

Address: 1131 John Deere Road City: Monroe State: GA Zip: 30656

Applicant (If different than owner): \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**CONDITIONAL USE INFORMATION**

**Describe the nature of the proposed use, including without limitation the type of activity proposed, number of occupants and/or employees, hours of operation, number of vehicle trips, water and sewer use, and similar matters (1425.1(1)(b)):** To bring the existing structure into conformance with the City of Monroe's Zoning Ordinance.

The Rama Krishna Davi Amman Seva Dham Mandir (church) desires to use the existing structure, which is already configured for residential living, to house participants of their church outreach program. There will be four apartments which would house no more than twelve individuals total. There will be no more than eight vehicles parked on the premises. Due to the small number of individuals residing there, there is no significant impact upon water or sewer use nor would there be any significant increase in vehicle trips. These details will be described in further detail in the attached Letter of Intent.

**Describe the location of the proposed structure(s) or use(s) and its relationship to existing adjacent uses or structures, and use of adjacent properties (1412.1(1)(c)):** The existing structure is located in a transitional area between an industrial complex with outdoor storage and apartment complexes on both sides of Plaza Drive. There are no developments immediately adjacent to the structure. This quadplex, would provide an appropriate transitional use between the existing industrial use and the more intensive residential uses of the apartment complexes. These details will be described in further detail in the attached Letter of Intent.

**CONDITIONAL USE INFORMATION CONT.**

Describe the area, dimensions and details of the proposed structure(s) or uses(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 (1425.1(1)(d)): The two-story

structure contains approximately 4,680 square feet of floor space. It is divided into four apartments. There are 16 parking spaces including one that is handicap accessible. The property has two driveways onto Plaza Drive. Applicant is not requesting any variances. Applicant intends to perform exterior beautification which will be described further in the attached Letter of Intent.

Select all existing utilities available and/or describe proposed utilities (1425.1(1)(e)):

- City Water     Private Well     City Sewer     Septic Tank     Electrical     Gas     Telecom

**REQUIRED SUBMITTAL ITEMS**

- Completed Application
- Fee (see Fee Schedule)
- Survey Plat
- Typed Detailed Description of the Request
- Site Plan; Drawn to scale
- Deed
- Proof of all property taxes paid in full
- Other information as required by Code Enforcement

I HEREBY CERTIFY THAT I HAVE EXAMINED AND UNDERSTAND ALL INFORMATION ON THIS APPLICATION AND THAT THE ABOVE STATEMENTS AND INFORMATION SUPPLIED BY ME ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING WORK TO BE PERFORMED SHALL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. APPLICANT HERBY AUTHORIZES THE 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: *Kaitaal Jandria* DATE: 5/5/2023

A PUBLIC NOTICE SIGN WILL BE PLACED ON THE SUBJECT PROPERTY PRIOR TO THE PUBLIC HEARING AND REMOVED BY THE CODE DEPARTMENT. THE PUBLIC NOTICE SIGN MUST REMAIN ON THE SUBJECT PROPERTY UNTIL AFTER THE CITY COUNCIL MEETING DECIDES THE MATTER.

PROPERTY OWNER'S AUTHORIZATION SIGNATURE IF NOT THE APPLICANT

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

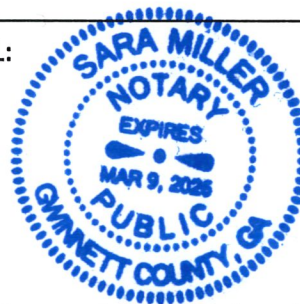
NOTARY PUBLIC:

SWORN TO AND SUBSCRIBED BEFORE THIS 5th DAY OF May, 2023

NOTARY SIGNATURE: *Sara Miller*

DATE: May 5, 2023

SEAL:



It is the responsibility of the applicant and not the staff to ensure that a complete application with all required materials are submitted. Applications and submittals found to be incomplete and incorrect will be rejected. Each applicant is responsible for compliance with the Disclosure of Campaign Contributions and/or Gifts outlined in Section 1450 of the Zoning Ordinance.

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.

CURVE CHART				
CURVE #	CHORD BEARING	RADIUS	ARC LENGTH	CHORD LENGTH
C1	S 03°00'43" E	490.46'	348.22'	340.95'

LINE CHART		
LINE #	BEARING	DISTANCE
L1	S 25°53'42" E	29.45'
L2	N 68°45'48" E	100.00'

**SURVEYOR'S CERTIFICATE**

THIS PLAT IS A RETRACEMENT OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT SUBDIVIDE OR CREATE A NEW PARCEL OR MAKE ANY CHANGES TO ANY REAL PROPERTY BOUNDARIES. THE RECORDING INFORMATION OF THE DOCUMENTS, MAPS, PLATS, OR OTHER INSTRUMENTS WHICH CREATED THE PARCEL OR PARCELS ARE STATED HEREON. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. 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.

4/18/2023

JOHN F. BREWER, III  
PLS#2905

DATE

SURVEY LEGEND	
B.S.L.	- BUILDING SETBACK LINE
CMP	- CORRUGATED METAL PIPE
DB	- DEED BOOK
DE	- DRAINAGE EASEMENT
DIP	- DUCTILE IRON PIPE
FDC	- FIRE DEPARTMENT CONNECTION
FES	- FLARED END SECTION (STORM)
FFE	- FINISHED FLOOR ELEVATION
GI	- GRATE INLET
HDPE	- HIGH DENSITY POLYETHYLENE
IE	- INVERT ELEVATION
OCS	- OUTLET CONTROL STRUCTURE
PB	- PLAT BOOK
PTP	- POWER TELEPHONE POLE
RCP	- REINFORCED CONCRETE PIPE
SSE	- SANITARY SEWER EASEMENT
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
TYP	- TYPICAL
●	- PROPERTY CORNER FOUND
○	- PROPERTY CORNER
⊗	- CONCRETE MONUMENT FOUND
⊕	- ELEVATION BENCHMARK
Δ	- DELTA (SURVEY CONTROL)
ACU	- AIR CONDITIONING UNIT
CB	- CATCHBASIN
CO	- CLEANOUT
FO	- FIBER OPTIC (MARKER)
FH	- FIRE HYDRANT
GV	- GAS VALVE
GM	- GAS METER
GMK	- GAS MARKER
GW	- GUY WIRE/ANCHOR
HW	- HEADWALL
JB	- JUNCTION BOX
LP	- LIGHTPOLE
MH	- MANHOLE
SSMH	- SANITARY SEWER MANHOLE
TPED	- TELEPHONE PEDESTAL
WI	- WEIR INLET
WM	- WATER METER
WV	- WATER VALVE
UP	- UTILITY POLE
TXMR	- TRANSMISSION UTILITY POLE
TXMR	- POWER TRANSFORMER
---	- FENCE LINE
---	- OVERHEAD UTILITY
---	- OVERHEAD POWER
---	- UNDERGROUND POWER
---	- OVERHEAD TELEPHONE
---	- UNDERGROUND TELEPHONE
---	- TRAFFIC UTILITY
---	- FIBER-OPTIC
---	- NATURAL GAS
---	- FLOODPLAIN
---	- SANITARY SEWER
---	- SEWER FORCEMAIN
---	- SANITARY SEWER SERVICE
---	- WATERLINE

**SURVEY NOTES:**

THE FIELD DATA UPON WHICH THIS PLAT IS BASED UPON HAS A CLOSURE PRECISION OF ONE FOOT IN 31,658 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 183,376 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 NAVD83, ESTABLISHED ON-SITE NETWORK GPS OBSERVATIONS WITH A LEICA GS16 GNSS RTK RECEIVER.

A PORTION OF SUBJECT PROPERTY IS LOCATED WITHIN AREAS HAVING ZONE DESIGNATIONS OF "ZONE AE", DETERMINED TO BE WITHIN A SPECIAL FLOODPLAIN BY THE SECRETARY OF HOUSING AND URBAN DEVELOPMENT, ON FLOOD INSURANCE RATE MAP NO. 13247C0136E WITH AN EFFECTIVE DATE OF 12/8/2016 FOR COMMUNITY NUMBER 130227, CITY OF MONROE, WALTON COUNTY, GEORGIA.

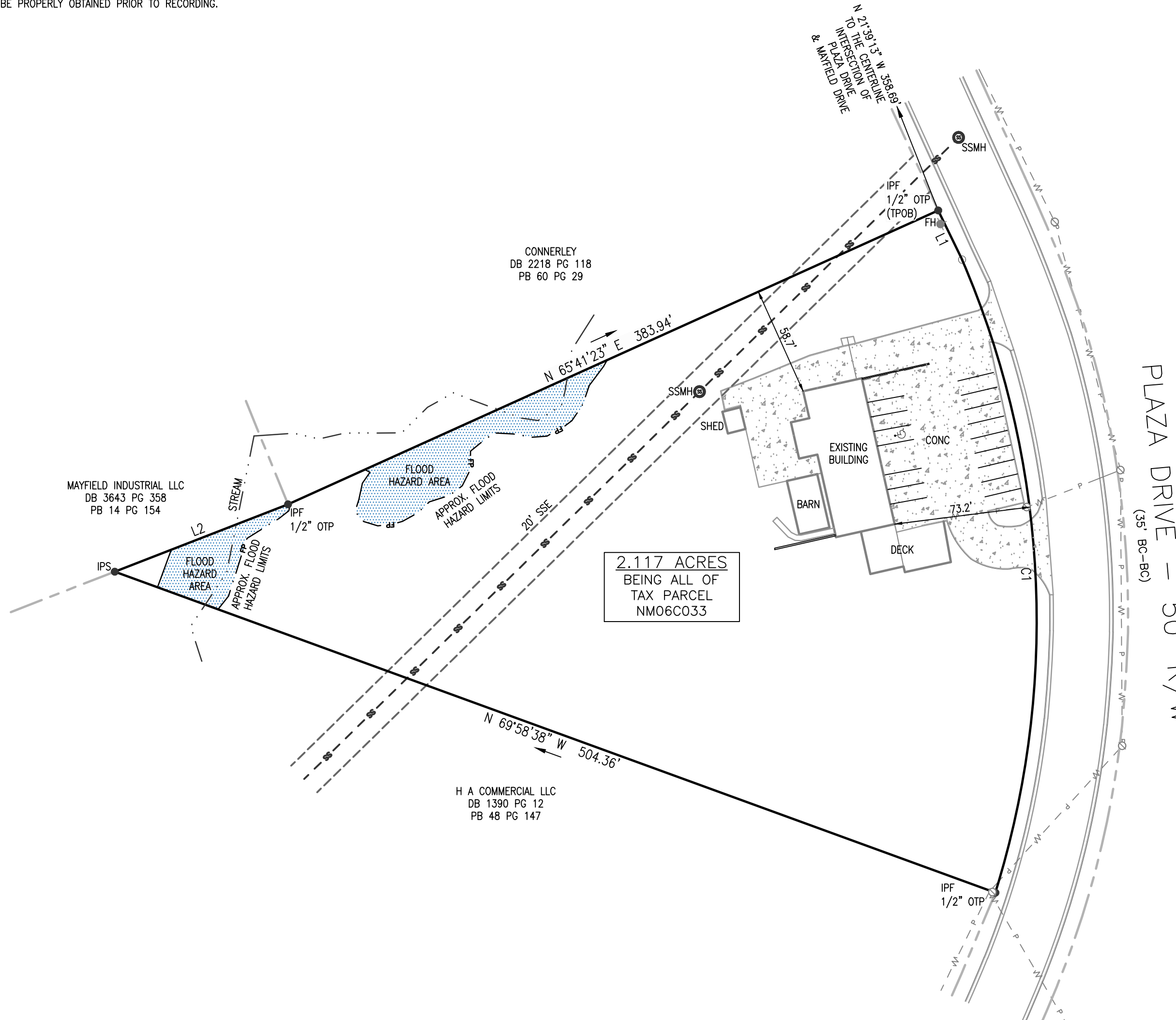
FIELDWORK COMPLETED: 4/11/2023.

AN EXISTING NATIONAL GEODETIC SURVEY MONUMENT WAS FOUND TO BE WITHIN 500' OF SUBJECT PROPERTY, AS SHOWN.

THIS SURVEY DOES NOT INTEND TO REPRESENT A DIVISION OF AN EXISTING TAX PARCEL.

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.



2.117 ACRES  
BEING ALL OF  
TAX PARCEL  
NM06C033

PLAZA DRIVE - 50' R/W  
(35' BC-BC)



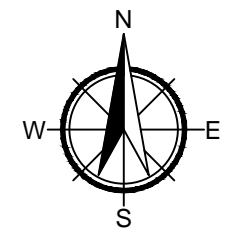
**W&A ENGINEERING**  
A Better Communities Collaborative Company

ATHENS • ATLANTA • AUGUSTA  
BIRMINGHAM • NASHVILLE

1002 South Broad Street  
Monroe, GA 30655

770.267.4703

INFO@WAENGINEERING.COM  
WWW.WAENGINEERING.COM



GA WEST, ZONE 1002  
NAD 83

SITE PLAN FOR:  
**KAILASH TANDRIAN**

533 PLAZA DRIVE  
LAND LOT 39, 3RD DISTRICT  
CITY OF MONROE,  
WALTON COUNTY, GEORGIA

PROJECT NOTES:  
-PARKING:  
15 STANDARD SPACES  
1 ADA SPACE

DATED: 4/19/2023



REFERENCES:  
DEED BOOK 5093 PAGE 426  
PLAT BOOK 39 PAGE 193

OWNER OF RECORD:  
KAILASH TANDRIAN  
1131 JOHN DEERE RD  
MONROE, GA 30656



23-0312

Tony Powell  
Brian Edwards  
Nathan Powell  
W. Charles Ross



**POWELL & EDWARDS**  
ATTORNEYS AT LAW

Jay Crowley  
Mandy Williams  
Laura Walsh  
Laura Shoop

May 5, 2023

Brad Callender, Planning Director  
City of Monroe  
215 North Broad Street  
PO Box 1249  
Monroe, Georgia 30655

**RE: APPLICATION FOR CONDITIONAL USE PERMIT AND LETTER  
OF INTENT FOR 533 PLAZA DRIVE, MONROE.**

Dear Mr. Callender:

Powell & Edwards, P.C. submits this Letter of Intent on behalf of Kailash Tandrian (the “Applicant”) to request a Conditional Use Permit to allow for a Residential Use in the existing structure located at 533 Plaza Drive, Monroe and having Walton County Tax ID Number of NM06C033 (the “Property”).

Applicant is the owner of a 4,680 square foot, two story building that is configured as four separate residential apartments on a 2.153-acre parcel which is zoned M-1 and contains sixteen paved parking spaces. The property also has a wraparound driveway leading to the rear of the structure which is not utilized except to access a storage building, shed and LP gas tank. The Applicant purchased the property in 2022 and found it in the present configuration. Applicant, who is a member of the Rama Krishna Davi Amman Seva Dham Mandir (church) purchased the property with the intention of providing housing to individuals in need, and in fact, did provide such housing. Applicant was unaware that this was not a permitted use under the property’s zoning classification. Unfortunately, a friend or relative of at least one of the residents was wanted by law enforcement and was located on the property. This alerted the City of Monroe to the unauthorized use of the property. Once Applicant was made of aware of this issue by Monroe’s Department of Code Enforcement, Applicant began the process of attempting to become code compliant. Unfortunately, Applicant’s initial attempt to make application for a Conditional Use was returned to him as incomplete. He then retained counsel to assist in his application. At this time, Applicant also had all of the existing tenants vacate the Property.

Applicant’s Counsel reviewed the Monroe Zoning Ordinance with Applicant and discussed concerns with Applicant’s proposed use. It was determined that rather than to simply provide low-income housing, that rather, it might be used as part of his church’s structured program to help people who have difficulty in obtaining a traditional rental housing to re-

**A PROFESSIONAL CORPORATION**

P.O. Box 1390 • Lawrenceville, Georgia 30046-1390 • [powelledwards.com](http://powelledwards.com) • 770.962.0100  
Street Address For Direct Deliveries Only • 10 Lumpkin Street Lawrenceville, GA 30046

May 5, 2023  
Page 2

establish their credit so that they can transition to mainstream rental housing and possibly, one day, home ownership. The program, known as Get a Second Chance Housing, is administered through the church. There will be a meaningful background check and no convicted felons or individuals with pending criminal charges may be on the property at all. Any tenant allowing such person on the Property will be asked to leave the program and residence. Additionally, residents will be required to attend classes through the church in managing finances, preparing a resume and interviewing techniques. They will also be required to participate in maintaining the property.

Applicant, through Counsel, has had significant contact with the City Planning Department and understands that for the Mayor and Council to even consider this request considerable changes have to be made to the property. First and foremost, any life safety concerns must be resolved. To that end, the bedroom count has been significantly reduced. The attached floorplan now shows the quadplex to hold an 850 square foot, two-bedroom unit and a 1,730 square foot two-bedroom unit on the top floor, and a 1,245 square foot one-bedroom unit and an 855 square foot studio apartment on the lower level. All bedrooms have an egress window or will have one installed before habitation. Applicant is also aware that the current zoning ordinance requires a brick veneer on all multi-family buildings. Applicant is open to having a condition imposed which requires some level of brick veneer to be added to the structure, but would ask that consideration be given to the fact that neither of the adjacent large apartment complexes have any brick veneer.

As you are aware, Residential use is currently permitted under the M1 zoning district with a Conditional Use Permit. It is also understood that this property falls into the West Sub-Area Plan of the 2022 Comprehensive Plan. This area provides for higher density residential uses and seems to be an appropriate location for the use under the Plan. As you will see from the attached photographs, these apartments are not indicative of low-income housing. These are very well-appointed residences. The Applicant has a vested interest in maintaining them. The Applicant is a retired New York City Police Officer and is committed to keeping up the Property.

The Applicant and his Counsel welcome the opportunity to meet with you and your staff to answer any questions or to address any concern relating to the matters set forth in this Letter of Intent or in its Application for a Conditional Use filed herewith. The Applicant respectfully requests your approval of this Application.

Respectfully submitted,

POWELL & EDWARDS, P.C.

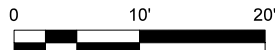
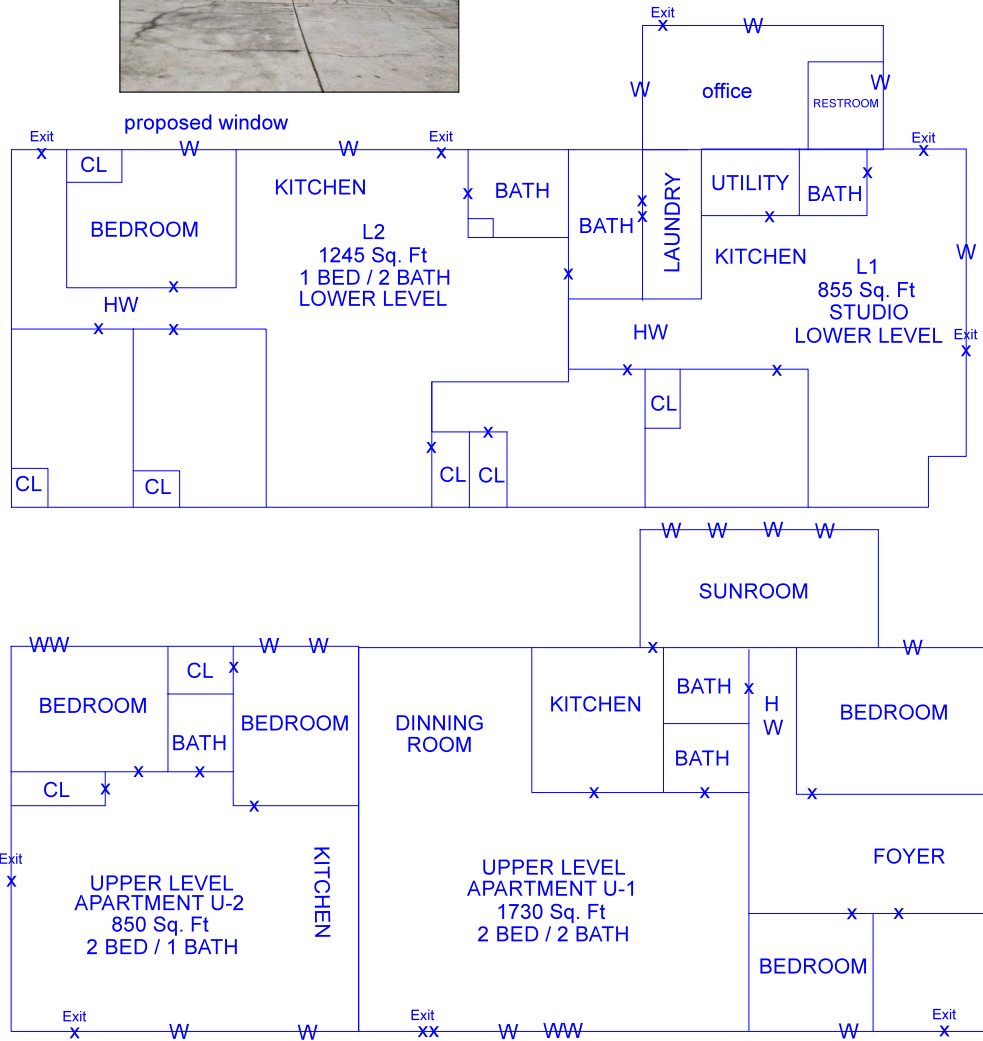
W. Charles "Chuck" Ross  
Attorney for Applicant



VICINITY MAP  
NOT TO SCALE



W = WINDOW  
X = DOOR  
CL = CLOSET



SCALE 1"=10'

DRIVEWAY IN BACK OF STRUCTURE FOR LOADING AND UNLOADING

4 UNITS  
+/- 2.15 ACRES  
16 PARKING SPACES  
1 HANDICAPPED  
2 DRIVEWAY ENTRANCES FROM PLAZA DRIVE

BUILDING IS CURRENTLY CONNECTED TO CITY WATER, SEWER, AND ELECTRICAL

EXISTING APARTMENT COMPLEX  
2 STORY

NOT FOR RECORDING

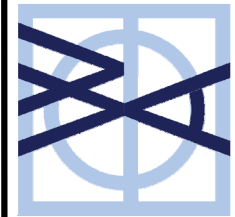
CONDITIONAL REZONE CONCEPT PLAN

PLAZA DRIVE

PROJECT NO 230132  
APRIL 10TH, 2023

PARCEL NM06C033  
LANDLOT 39 3RD DISTRICT  
WALTON COUNTY, GEORGIA

**W&A ENGINEERING**  
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1002 South Broad Street  
Macon, Georgia 30685  
770.287.4703  
info@WAengineering.com  
www.WAengineering.com





EX 2-1

After recording return to  
DICKINSON & WILLIS, LLC  
ATTORNEYS AT LAW  
338 NORTH BROAD STREET  
MONROE, GEORGIA 30655  
FILE # 22-058

BK: 5093 PG: 426-427  
Filed and Recorded  
Mar-04-2022 02:03:35PM  
DOC#: D2022-003716  
Real Estate Transfer Tax Paid \$244.00  
1472022001100

Karen P. David  
CLERK OF SUPERIOR COURT Walton County GA.

space above line for recording

**LIMITED WARRANTY DEED**

STATE OF GEORGIA  
COUNTY OF WALTON

THIS INDENTURE, Made the 2<sup>nd</sup> day of March in the year two thousand and twenty two, between **WILLIAM SHEA**, of the County of Walton and State of Georgia, as party or parties of the first part, hereinafter called "Grantors," and **KAILASH TANDRIAN**, of the County of Walton and State of Georgia, as party or parties of the second part, hereinafter called "Grantee" (the words "Grantors" and "Grantee" to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH that: Grantors for and in consideration of the sum of Ten (\$ 10.00) Dollars and other valuable considerations in hand paid at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents does grant, bargain, sell, alien, convey and confirm unto the said Grantee:

All that tract or parcel of land lying and being in the City of Monroe, Walton County, Georgia, G.M.D. 419, fronting on Plaza Drive, containing 2.153 acres, more or less, Said land being more fully shown and described by that certain plat of survey entitled "Survey for Malcom's Building Center, Inc.", dated December 1, 1986, by John F. Brewer, Georgia Registered Land Surveyor No. 2115, said plat being recorded in Plat Book 39, Page 193, Walton County, Georgia Records, which plat is incorporated herein and made a part hereof by reference. Said lands being bounded on the North by lands now or formerly of Malcom's Building Center, Inc.; on the East by the West right of way line of Plaza Drive, and on the South by Lot 9 of Monroe West Subdivision.

Map/Parcel #NM06C-00000-033-000

This Deed is given subject to all easements and restrictions of record.



TO HAVE AND TO HOLD the said tract or parcel of land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining, to the only proper use, benefit and behoof of the said Grantee forever in FEE SIMPLE.

AND GRANTOR WILL WARRANT and forever defend the right and title to the above described property unto Grantee against the claims of any persons owning, holding or claiming by, through or under Grantor.

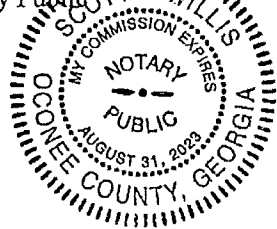
IN WITNESS WHEREOF, the Grantors have signed and sealed this deed, the day and year above written.

Signed, sealed and delivered in presence of:

*J. M. M.*  
Witness

*William Shea* (SEAL)  
WILLIAM SHEA

*Scott P. Willis*  
Notary Public



## 2022 Property Tax Statement

Tax Commissioner  
 303 South Hammond Drive STE 100  
 Walton County Government Building  
 Monroe, Georgia 30655

Ph: 770-266-1736, Fax: 770-267-1416

CALCATERRA JOHN & CALCATERRA  
 MELISSALYNN  
 401 STALLSWORTH ROAD  
 MC DONOUGH, GA 30252

Bill No.	Due Date	Current Due	Prior Payment	Back Taxes	*Total Due*
2022-6525	11/15/2022	\$0.00	\$3679.13	\$0.00	Paid 10/27/2022

Map: NM06C-00000-033-000

Printed: 05/05/2023

Location: 533 PLAZA DR

Account No: 097875 010

The Tax Commissioner is the tax collector and is not responsible for values nor for rates. If you feel the assessed fair market value of your property is incorrect, please contact the Tax Assessors office at 770-267-1352.

**RETURN THIS PORTION WITH PAYMENT**

(Interest will be added per month if not paid by due date)

Payments made after the due date are subject to interest and penalties governed by Georgia Code. State law requires all tax bills to be mailed to owner of record on January 1st. If property has been sold, please contact our office.

Tax Commissioner  
 303 South Hammond Drive STE 100  
 Walton County Government Building  
 Monroe, Georgia 30655



**Tax Payer:** CALCATERRA JOHN & CALCATERRA  
 MELISSALYNN

**Map Code:** NM06C-00000-033-000 Real

**Description:** #10 MONROE WEST 2.15AC

**Location:** 533 PLAZA DR

**Bill No:** 2022-6525

Ph: 770-266-1736, Fax: 770-267-1416

Building Value	Land Value	Acres	Fair Market Value	Due Date	Billing Date	Payment Good through	Exemptions		
0.00	0.00	2.1500	\$246,300.00	11/15/2022	09/07/2022				
Entity	Adjusted FMV	Net Assessment	Exemptions	Taxable Value	Millage Rate	Gross Tax	Credit	Net Tax	
CITY TAX		\$0	\$98,520	\$0	\$98,520	0.007060	\$1,153.37	-\$457.82	\$695.55
COUNTY		\$0	\$98,520	\$0	\$98,520	0.010413	\$1,320.96	-\$295.07	\$1,025.89
SCH BOND		\$0	\$98,520	\$0	\$98,520	0.002134	\$210.24	\$0.00	\$210.24
SCHOOL		\$0	\$98,520	\$0	\$98,520	0.017737	\$1,747.45	\$0.00	\$1,747.45
<b>TOTALS</b>					<b>0.037344</b>	<b>\$4,432.02</b>	<b>-\$752.89</b>	<b>\$3,679.13</b>	

State law requires all tax bills to be mailed to the owner of record on January 1st. If property has been sold, please contact our office.

This bill is not sent to your mortgage company. If you have an escrow account, please forward a copy of this bill to your mortgage company. We encourage you to pay by mail or on our website at [www.waltoncountypay.com](http://www.waltoncountypay.com)

Certain persons are eligible for certain homestead exemptions from ad valorem taxation. In addition, certain elderly persons are entitled to additional homestead exemptions. Applications must be filed by April 1st.

For eligibility requirements regarding exemptions or questions about your value, contact the Tax Assessors office at 770-267-1352.

<b>Current Due</b>	\$3,679.13
<b>Penalty</b>	\$0.00
<b>Interest</b>	\$0.00
<b>Other Fees</b>	\$0.00
<b>Previous Payments</b>	\$3,679.13
<b>Back Taxes</b>	\$0.00
<b>Total Due</b>	<b>\$0.00</b>
<b>Paid Date</b>	10/27/2022



533 P2A DR. REAR OF BUILDING.

101



533 PLAZA DRIVE REAR OF BUILDING

102



533 PLAZA PARKING LOT.







533 PLAZA SIDEVIEW BLDG- APT. L1

105



A# LIVING RM. AND KITCHEN





U2 LIVING RM.



U.2 LIVING ROOM.



APT. L1 LIVING RM.

110



L2 KITCHEN





**To:** City Council  
**From:** Brad Callender, Planning & Zoning Director  
**Department:** Planning & Zoning  
**Date:** 7/5/2023  
**Subject:** Rezone #2432 – 408 Knight Street – R-2 to R-1A to allow for subdivision of the property and development of a new single-family residence

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

**Description:**

The property owner of 408 Knight Street is petitioning for a rezone from R-2 to R-1A in order to allow for the subdivision of the property into two lots for the development of a new single-family dwelling. An existing single-family dwelling on the parent tract will remain on one of the new lots.

**Background:**

Please refer to the attached staff report for complete details regarding this rezoning request.

**Recommendation:**

The Planning Commission voted unanimously to recommend approval of the rezone from R-2 to R-1A as submitted without conditions.

**Attachment(s):**

- Staff Report
- Application Documents





**Planning  
City of Monroe, Georgia  
REZONE STAFF REPORT**

---

**APPLICATION SUMMARY**

**REZONE CASE #:** 2432

**DATE:** June 9, 2023

**STAFF REPORT BY:** Brad Callender, Planning & Zoning Director

**APPLICANT NAME:** Hope Monroe, Inc.

**PROPERTY OWNER:** Hope Monroe, Inc.

**LOCATION:** Southwest corner of Knight Street and Pine Park Street – 408 Knight Street

**ACREAGE:** ±0.56

**EXISTING ZONING:** R-2 (Multi-Family, High Density Residential District)

**EXISTING LAND USE:** Single-family dwelling

**ACTION REQUESTED:** Rezone R-2 to R-1A (Medium Lot Residential District)

**REQUEST SUMMARY:** The owner is petitioning for a rezone in order to subdivide the property and construct one new single-family dwelling on a new lot.

**STAFF RECOMMENDATION:** Staff recommends approval of this rezone request as submitted without conditions.

**DATES OF SCHEDULED MEETINGS**

**PLANNING COMMISSION:** June 20, 2023

**CITY COUNCIL:** July 17, 2023

---

**REQUEST SUMMARY**

**REZONE REQUEST SUMMARY:**

The applicant is requesting approval of a rezone to R-1A (Medium Lot Residential District) in order to subdivide the subject property into two lots. The subject property currently contains one single-family residence. The existing residence was constructed in 1920. The applicant proposes to construct a new single-family dwelling on the newly subdivided lot.

**PROPOSED PROJECT AMENDMENT SUMMARY:**

- Rezone – Subdivide into two (2) R-1A single-family residential lots
  - Site Area – ±0.52 Acres
  - Proposed Lots - ±0.241 Acres/10,498 Sf (existing dwelling lot) and ±0.279 Acres/12,154 Sf
    - A new R-1A compliant single-family dwelling will be constructed on the new lot

---

**STAFF ANALYSIS**

THE ANALYSIS OF THE APPLICATION IS MADE BASED UPON THE “STANDARDS FOR ZONING MAP AMENDMENT APPLICATION DECISIONS” AS SET FORTH IN SECTION 1421.8 OF THE *CITY OF MONROE ZONING ORDINANCE*.

- (1) The location, present use, and zoning classification of the subject property, and its suitability and economic viability for use as currently zoned:** The subject property is currently zoned R-2 (Multi-Family, High Density Residential District). The subject property has been zoned R-2 since the City adopted zoning. A single-family residence has been on the property since 1920. Under the current zoning, the property is unable to be subdivided due to the minimum required lot size for an R-2 property.
  
- (1) The proposed use and zoning classification of the subject property:** The applicant is requesting the rezone to R-1A (Medium Lot Residential District) to subdivide the property. The existing single-family dwelling will remain on one new lot and a new single-family dwelling will be constructed on the second new lot.
  
- (2) The existing land uses and zoning classification of nearby property, whether the zoning proposal seeks a use consistent with the use and development of adjacent and nearby property, and to what extent the zoning proposal will adversely affect adjacent or nearby property:** Properties located north, south and west of this site along Knight Street and Pine Park Street are zoned R-2 and predominantly contain single-family residences. Property east of the site across Pine Park Street is zoned R-1A as part of the Felker Park property. The requested rezone to allow for subdividing the property into two single-family residential lots should not adversely affect any of the adjacent or nearby properties.
  
- (3) Whether the zoning proposal will result in a use which could adversely affect existing infrastructure including without limitation streets, transportation facilities, utilities, schools, police and fire protection, and municipal personnel:** The requested rezone to subdivide the property into two lots for single-family residences should not adversely affect any existing infrastructure or City services.
  
- (4) Whether the zoning proposal is consistent with the Comprehensive Plan:** The subject property is located in the Downtown Sub-Area as identified in the Monroe Comprehensive Plan. The existing character of this vicinity of the Downtown Sub-Area is predominantly residential. The future character will be predominantly residential smaller lot and multi-family focused in this vicinity of the sub-area. The proposed rezone to subdivide the property into two lots for single-family residences meets the intent of the goals of the Comprehensive Plan.
  
- (5) Whether there are other factors or existing or changing conditions regarding the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal:** The requested R-1A zoning is necessary in order to subdivide the property into individual lots for the existing single-family residence and a new residence on one of the resulting lots. The subject property cannot be subdivided due to the minimum 5-acre lot size requirement of the underlying R-2 zoning.

---

**STAFF RECOMMENDATION**

Based upon the City Council’s policies, decision making criteria and standards outlined in the Zoning Ordinance of the City of Monroe, staff recommends approval of the requested rezone to allow for the subdivision of the property and the construction of a new single-family dwelling.



# City of Monroe

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

## REZONE PERMIT

PERMIT #:	2432	DESCRIPTION:	Rezone R-2 to R-1A
JOB ADDRESS:	408 KNIGHT ST	LOT #:	
PARCEL ID:	M0170214	BLK #:	
SUBDIVISION:		ZONING:	R-2
ISSUED TO:	HOPE MONROE, INC.	CONTRACTOR:	HOPE MONROE, INC.
ADDRESS:	338 N BROAD ST	PHONE:	
CITY, STATE ZIP:	MONROE GA 30655	OWNER:	
PHONE:		PHONE:	
PROP. USE VALUATION:	\$ 0.00	DATE ISSUED:	5/26/2023
SQ FT:	0.00	EXPIRATION:	11/22/2023
OCCP TYPE:			
CNST TYPE:			
INSPECTION REQUESTS:	770-207-4674 lwilson@monroega.gov		

FEE CODE	DESCRIPTION	AMOUNT
PZ-01	REZONE REQUEST TO R-1/R-1A	\$ 300.00
<b>FEE TOTAL</b>		\$ 300.00
<b>PAYMENTS</b>		\$- 300.00
<b>BALANCE</b>		\$ 0.00


### NOTES:

The Planning Commission will hear and make recommendation on this request for a Rezone from R-2 to R-1A at 408 Knight St. on June 20, 2023 at 5:30pm. The Monroe City Council will hear and make a decision on this request on July 17, 2023 at 6:00pm. Both meetings will be held in the Council Chambers at City Hall; 215 N. Broad St. Monroe, GA 30655

### NOTICE

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS STARTED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISION OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

  
\_\_\_\_\_  
(APPROVED BY)

6/13/23  
DATE



# CITY OF MONROE

## REZONE APPLICATION

### REZONE LOCATION & DESCRIPTION

Address (or physical location): 408 Knight Street

Parcel #(s): M0170214

Acreage/Square Feet: 0.56 acres Council Districts: 06 / 08

Existing Zoning: R2 Proposed Zoning: R1A

Existing Use: single-family residential

Proposed Use: single-family residential

### PROPERTY OWNER & APPLICANT INFORMATION

Property Owner: Hope Monroe, Inc. Phone #: 404-455-7992

Address: 338 N. Broad Street City: Monroe State: GA Zip: 30655

Applicant (if different than owner): \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### REZONE INFORMATION

Describe the current zoning of the subject property and abutting properties. Describe all existing uses on abutting properties (1421.4(2)(c)): Current zoning is R2. Abutting properites are zoned R2.

Existing uses on current property and surrounding properites are residential.

Provide a statement explaining the intent of the requested zoning change, the proposed use, and any special or unusual parts of the rezoning request (1412.4(2)(d)): We are seeking to divide the existing parcel into two parcels in order to construct another single-family residence on the new lot that will be created by the subdivision.

**REZONE INFORMATION CONT.**

Describe the suitability for development under the existing zoning vs. the proposed zoning. Describe all existing uses and structures (1421.4(2)(e)): The parcel is suitable for the proposed development as it matches the existing neighborhood.

Describe the duration of vacancy or non-use if the property is vacant and unused at the time the application is submitted (1421.4(2)(f)): The portion of the lot that will become a new parcel is vacant land at this time. It has been vacant as long as we have owned it.

Select all existing utilities available and/or describe proposed utilities (1425.1(1)(k)):

- City Water
- Private Well
- City Sewer
- Septic Tank
- Electrical
- Gas
- Telecom

**REQUIRED SUBMITTAL ITEMS (1421.4(2))**

*SELECT THE APPLICABLE ITEMS FOR THE REQUEST*

- Completed Application
- Fee (see Fee Schedule)
- Typed Legal Description
- Typed Detailed Description of the Request
- Survey Plat
- Deed
- Proof of all property taxes paid in full
- Site Plan

Drawn to scale, showing the following:

- Proposed Uses/Buildings
- Proposed Improvement Information
- Parking
- Traffic Circulation
- Landscaping/Buffers
- Stormwater/Detention Structures
- Amenities

Commercial & Industrial Rezoning Site Plans shall also include the following in addition to the items listed for Site Plans:

- Maximum Gross Square Footage of Structures
- Minimum Square Footage of Landscaped Area
- Maximum Structure Height
- Minimum Square Footage of Parking & Drives
- Proposed Number of Parking Spaces
- Required Buffers

Residential Rezoning Sites Plans shall also include the following in addition to the items listed for Site Plans:

- Maximum # of Dwelling Units/Lots
- Maximum Structure Height
- Minimum Square Footage of Dwellings
- Minimum Lot Size
- Maximum Lot Coverage
- Maximum Structure Height
- Location of Amenities
- Required Buffers

For Planned Districts, the applicant must submit a pattern book for review before submitting any rezoning application. Any submittal of a rezone application for a Planned District which has not undergone a preliminary review by staff will be considered incomplete. The pattern book and rezoning site plan shall include all of the applicable items listed above as well as any identified by staff during the preliminary review process:

- Pattern Book Review Completed
- Other Items as identified as required by the Code Enforcement Officer

I HEREBY CERTIFY THAT I HAVE EXAMINED AND UNDERSTAND ALL INFORMATION ON THIS APPLICATION AND THAT THE ABOVE STATEMENTS AND INFORMATION SUPPLIED BY ME ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING WORK TO BE PERFORMED SHALL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. APPLICANT HERBY AUTHORIZES THE 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:  DATE: 4/12/2023

A PUBLIC NOTICE SIGN WILL BE PLACED ON THE SUBJECT PROPERTY PRIOR TO THE PUBLIC HEARING AND REMOVED BY THE CODE DEPARTMENT. THE PUBLIC NOTICE SIGN MUST REMAIN ON THE SUBJECT PROPERTY UNTIL AFTER THE CITY COUNCIL MEETING DECIDES THE MATTER.

*PROPERTY OWNER'S AUTHORIZATION SIGNATURE IF NOT THE APPLICANT*

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTARY PUBLIC:

SWORN TO AND SUBSCRIBED BEFORE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

NOTARY SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

SEAL:

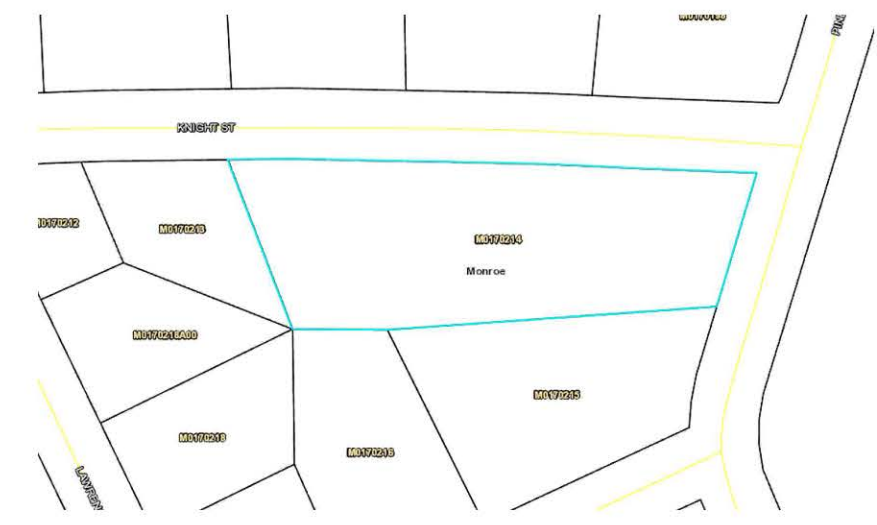
**It is the responsibility of the applicant and not the staff to ensure that a complete application with all required materials are submitted. Applications and submittals found to be incomplete and incorrect will be rejected. Each applicant is responsible for compliance with the Disclosure of Campaign Contributions and/or Gifts outlined in Section 1450 of the Zoning Ordinance.**

# DIVISION PLAT OF SURVEY

## A DIVISION OF PARENT TAX PARCEL: M0170214

### LOTS 32 AND 33 OF MONROE COTTON MILLS SUBDIVISION LAND LOT 66 OF THE 3RD LAND DISTRICT, 419TH G.M.D. CITY OF MONROE, WALTON COUNTY, GEORGIA

DEED REFERENCE: DB. 4200, PG. 301  
PLAT REFERENCE: PB. 10, PG. 215



#### TEXT LEGEND

- |         |                          |
|---------|--------------------------|
| C/L=    | CENTERLINE               |
| C&G=    | CURB & GUTTER            |
| DE=     | DEED BOOK                |
| RCP=    | REINFORCED CONCRETE PIPE |
| CMF=    | CORRUGATED METAL PIPE    |
| EP=     | EDGE OF PAVEMENT         |
| FE=     | FINISHED FLOOR ELEVATION |
| VE=     | VERTICAL ELEVATION       |
| SEB=    | SEWER DRAIN SET          |
| BS=     | BUILDING SETBACK         |
| ND=     | NEW OR FORMERLY          |
| NPL=    | NON-PLAT LINE            |
| P.B.=   | PLAT BOOK                |
| P.O.B.= | POINT OF BEGINNING       |
| P.O.C.= | POINT OF COMMENCEMENT    |
| R.O.W.= | RIGHT OF WAY             |
| DI=     | DROP INLET               |
| WM=     | WATER METER              |
| WV=     | WATER VALVE              |
| FES=    | FLARED END STRUCTURE     |
| SSMH=   | SANITARY SEWER MANHOLE   |
| GW=     | GUY WIRE                 |

#### SYMBOL LEGEND

- |        |                |
|--------|----------------|
| ⊙ PP = | POWER POLE     |
| — P —  | OVERHEAD POWER |
| X —    | FENCE LINE     |

THIS BLOCK RESERVED FOR THE CLERK OF THE SUPERIOR COURT.

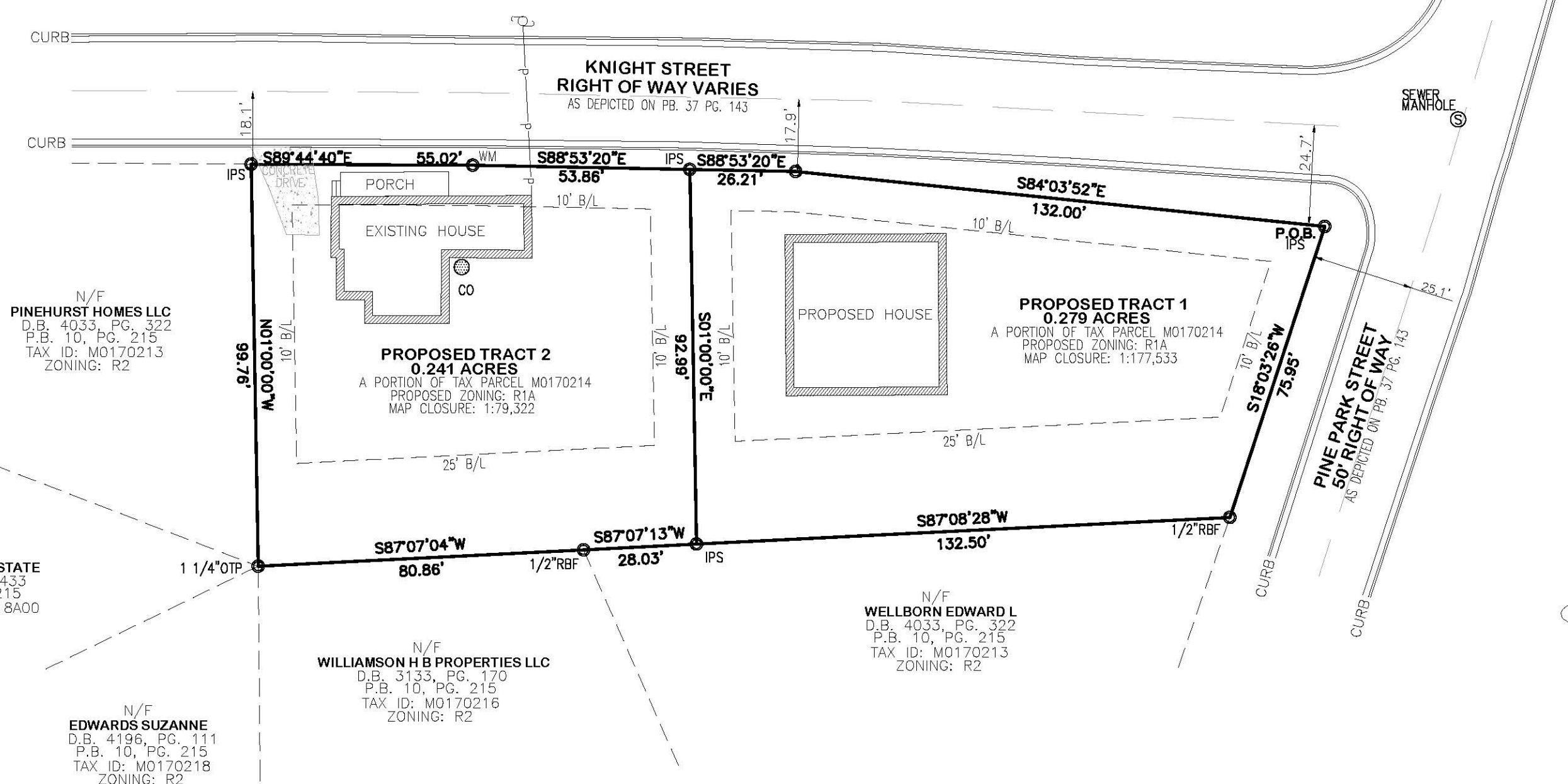
#### SURVEYOR CERTIFICATION

AS REQUIRED BY SUBSECTION (d) OF O.C.G.A. SECTION 15-6-87, 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 THE 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 15-6-87.

THE DIVISION OF THE PROPERTY DEPICTED IS SUBJECT TO THE APPROVAL AND ACCEPTANCE BY THE CITY OF MONROE.  
Joseph P. Brewer Ga. RLS #3209 7-26-2022

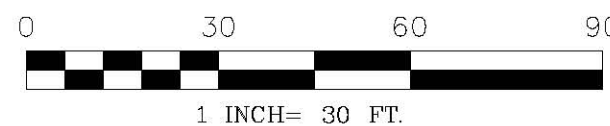
#### ZONING REQUIREMENTS:

1. PROPOSED PROPERTY ZONING: R1A
2. MINIMUM LOT AREA= 10,000 SQ. FT.
3. MINIMUM LOT FRONTAGE= 50 FEET
4. LOTS SERVED BY CITY OF MONROE WATER
5. LOTS SERVED BY CITY OF MONROE SEWER
6. BUILDING SETBACKS:  
FRONT: 10 FEET  
SIDE: 10 FEET  
REAR: 25 FEET



#### SURVEYOR'S NOTES

1. THE EQUIPMENT USED TO OBTAIN THE LINEAR AND ANGULAR MEASUREMENTS WAS A CARLSON BRX7 MULTI-FREQUENCY GPS.
2. THERE WAS A POSITIONAL TOLERANCE OF LESS THAN 0.1' PER BOUNDARY POINT WHILE OBTAINING FIELD EVIDENCE FOR THE PRODUCTION OF THIS PLAT.
3. THE HORIZONTAL DATUM FOR WHICH THIS SURVEY IS BASED WAS OBTAINED BY THE USE OF GPS. A CARLSON NETWORK RTK ROVER WAS USED TO COLLECT CORRECTED MEASUREMENTS REPORTED BY A REAL TIME NETWORK OPERATED BY EGPS SOLUTIONS, INC.
4. THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURE.
5. THE BEARING BASIS USED TO PREPARE THIS PLAT IS BASED UPON NAD-83, GEORGIA STATE PLANE, WEST ZONE COORDINATES. ALL DIRECTIONS AND DISTANCES SHOWN HEREON ARE A GROUND LEVEL PROJECTION OF THE SYSTEM.
6. THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE ABSTRACT AND EASEMENTS MAY AFFECT THE SUBJECT PROPERTY THAT ARE NOT SHOWN HEREON.



#### FLOOD NOTE

NO PORTION OF THE SUBJECT PROPERTY LIES IN A DESIGNATED SPECIAL FLOOD HAZARD AREA PER WALTON COUNTY FEMA FLOOD MAP NUMBERS 1329C0137, DATED 12-08-2016. THE PROPERTY LIES IN A FLOOD ZONE "X".

DIVISION SURVEY FOR:

**HOPE MONROE, INC.**

NO.	DATE:	REVISION:

DATE: 7/26/2022	LAND LOT: 66	GMD: 419TH
CITY: MONROE	COUNTY: WALTON	DRAWN BY: PALMER
JOB NUMBER: 22-592	SCALE: 1"=30'	DATE OF FIELD WORK: 6/29/2022

PREPARED BY: A Georgia Land Surveying Firm: LSF# 001105

**acre**  
PROFESSIONAL SURVEYORS  
LAND DEVELOPMENT SURVEYING AND MAPPING

**ACRE GROUP, INC.**  
139 W. WASHINGTON ST. | MADISON | GEORGIA 30650 | 706-431-4990



**408 Knight Street Rezone**

Hope Monroe Inc. owns the parcel at 408 Knight Street, which is currently zoned R2 with one single-family residence on the lot. We are seeking to rezone the lot to R1A and subdivide the parcel into two R1A lots. The newly created R1A lot that is vacant land at this time would then be an available lot for the construction of a new single-family residence.

Legal Description

408 Knight Street

All that tract or parcel of land lying and being in Land Lot 66 of the 3<sup>rd</sup> Land District, City of Monroe, Walton County, Georgia and being more particular described as follows;

**BEGINNING** at an iron pin set at an intersection formed by the Southerly right of way of Knight Street (right of way varies) and the westerly right of way of Pine Park Street (50' right of way) said point being the **POINT OF BEGINNING**;

THENCE along the right of way of Pine Park Street South 18 degrees 03 minutes 26 seconds West for a distance of 75.95 feet to a ½ inch rebar found; THENCE leaving the right of way of Pine Park Street South 87 degrees 08 minutes 28 seconds West for a distance of 132.50 feet to an iron pin set; THENCE South 87 degrees 07 minutes 13 seconds West for a distance of 28.03 feet to a ½ inch rebar found; THENCE South 87 degrees 07 minutes 04 seconds West for a distance of 80.86 feet to a 1 ¼ inch open top pipe; THENCE North 01 degrees 00 minutes 00 seconds West for a distance of 99.76 feet to an iron pin set on the right of way of Knight Street; THENCE along the right of way of Knight Street the following four (4) courses and distances South 89 degrees 44 minutes 40 seconds East for a distance of 55.02 feet to a point; THENCE South 88 degrees 53 minutes 20 seconds East for a distance of 53.86 feet to an iron pin set; THENCE South 88 degrees 53 minutes 20 seconds East for a distance of 26.21 feet to a point; THENCE South 84 degrees 03 minutes 52 seconds East for a distance of 132.00 feet to an iron pin set, said point being **POINT OF BEGINNING**.

Said tract described above contains 0.520 acres or 22,667 square feet.

2-1  
KB

Recorded 03/13/2018 03:46PM Deed  
KATHY K. TROST Doc: WD  
WALTON COUNTY CLERK OF COURT  
Georgia Transfer Tax Paid : \$28.40  
Bk 04200 Pg 0301-0302

\* After recording return to  
DICKINSON & WILLIS, LLC  
ATTORNEYS AT LAW  
338 NORTH BROAD STREET  
MONROE, GEORGIA 30655  
FILE # 18-055

space above line for recording

**LIMITED WARRANTY DEED**

STATE OF GEORGIA  
COUNTY OF WALTON

THIS INDENTURE, Made the 8<sup>TH</sup> day of March in the year two thousand and eighteen, between **ANDREW LOREN WILLIAMS**, of the County of Walton and State of Georgia, as party or parties of the first part, hereinafter called "Grantors," and **HOPE MONROE, INC.**, a Georgia Corporation, as party or parties of the second part, hereinafter called "Grantee" (the words "Grantors" and "Grantee" to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH that: Grantors for and in consideration of the sum of Ten (\$ 10.00) Dollars and other valuable considerations in hand paid at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents does grant, bargain, sell, alien, convey and confirm unto the said Grantee:

All that tract or parcel of land, together with all improvements thereon, situate, lying and being in the State of Georgia, County of Walton, City of Monroe, located in GMD 419, being Lots No. 32 and 33, according to a survey entitled "Map Showing Subdivision For: Monroe Cotton Mills," Dated August 21, 1963, prepared by Pickrell & Pickrell, recorded in Plat Book 10, Page 215, Clerk's Office, Walton County Superior Court. Reference to said survey is hereby made and the same is incorporated herein for a more complete description of the property conveyed.

*AW*

TO HAVE AND TO HOLD the said tract or parcel of land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining, to the only proper use, benefit and behoof of the said Grantee forever in FEE SIMPLE.

AND GRANTOR WILL WARRANT and forever defend the right and title to the above described property unto Grantee against the claims of any persons owning, holding or claiming by, through or under Grantor.

IN WITNESS WHEREOF, the Grantors have signed and sealed this deed, the day and year above written.

Signed, sealed and delivered in presence of:

*Rachel O. Chubb*

Witness

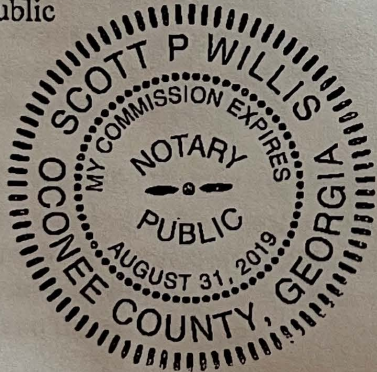
*Andrew Loren Williams*

ANDREW LOREN WILLIAMS

(SEAL)

*Scott P. Willis*

Notary Public





**To:** City Council  
**From:** Brad Callender, Planning & Zoning Director  
**Department:** Planning & Zoning  
**Date:** 7/5/2023  
**Subject:** Zoning Ordinance Amendment #16

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

**Description:**  
 16<sup>th</sup> Amendment to the current Zoning Ordinance.

**Background:**  
 The purpose of the amendment to the Zoning Ordinance is to modify the procedures for the Corridor Design Overlay District for compliance with House Bill 1405 (Effective July 1, 2023). The modifications include extending the timelines for submittal and advertising, including adding provisions for appeals of decisions in the Corridor Design Overlay District.

**Recommendation:**  
 The Planning Commission voted unanimously to recommend approval of all the proposed Zoning Ordinance Amendments as presented at the June Planning Commission meeting without any changes.

**Attachment(s):**  
 Zoning Ordinance Amendment 16 Resolution

AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF THE CITY OF MONROE, GEORGIA, TO COMPLY WITH HOUSE BILL 1405 ‘ZONING PROCEDURES LAW’

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

ARTICLE I.

The Zoning Ordinance of the City of Monroe, officially adopted June 10, 2014, and effective July 1, 2014, as thereafter amended, is hereby amended by implementing the below text amendment as follows, underlined sections are added, stricken sections are being removed.

**16<sup>th</sup> AMENDMENT – JULY 17, 2023**

***643.4 Application to Corridor Commission for Certificate of Appropriateness***

(1) Approval of Alterations or New Construction.

If a property is within the Corridor, no building permit shall be issued and no material change in the appearance of such property, or of a structure, site, or work of art within the Corridor, shall be made or be permitted to be made by the owner or occupant thereof, unless or until application for a Certificate of Appropriateness (“COA”) has been submitted to and approved by the Commission. Any approved changes shall conform to all the requirements specified in the COA and this section. Building Permits related to interior changes to existing buildings in the Corridor as of the date of this Ordinance are exempt from the requirement of obtaining a COA from the Commission.

(2) Approval of New Construction within Designated Districts.

The Commission may issue a COA for new projects and structures constructed within the Corridor. These structures shall conform in design, scale and setback, to the requirements specified in Section 643A.

(3) Application Process.

(a) An application for a COA shall be accompanied by such relevant drawings, photographs, or plans reasonably required by the Commission per this section and shall be submitted to the Code Enforcement Officer at least ~~forty five (45)~~ sixty (60) days prior to the Commission’s regularly scheduled meeting.

(b) For Minor Changes to existing development and/or buildings, no COA shall be required. Minor Changes are defined solely as: changes in type of roofing material, removal of non-conforming signs or structures and installation of irrigation, and alterations involving less than Five Thousand Dollars (\$5,000.00) expense to existing elevations or site plans.

(4) Acceptable Commission Reaction to Applications for COA.

(a) The Commission shall, after the public hearing described below, approve the application and issue a COA, as presented, or as modified by the Commission with conditions, if it finds that the proposed change(s) in the appearance would not have a substantial adverse effect on the Corridor. In making this

determination, the Commission shall consider impervious surface, parking, parking islands, green space, signage, trees, landscaping, buffers, lighting, the architectural value and significance, the historical value and significance, architectural style, general design arrangement, texture, and material of the architectural features involved, and the relationship thereof to the exterior architectural style, and appurtenant features of other development and structures in the Corridor, all of these considered in the context of the standards set forth below.

(b) The Commission shall deny a COA, if it finds based on the Corridor Guidelines in Section 643A that the proposed change(s) would have substantial adverse effects on the Corridor or any structure therein.

(5) Public Hearings on Applications for Certificates of Appropriateness, Notices.

Public hearings and notice shall comply with Section 1440 of this Ordinance.

~~Fifteen (15) to Forty Five (45) At least thirty (30) days prior to review of a COA by the Commission, the Commission shall inform the owners of any property likely to be affected by reason of the application, and shall give applicant and such owners an opportunity to be heard. Said notice shall be via newspaper advertisement and signage in the same manner as for zoning hearings as outlined in Section 1440 of this Ordinance. Commission notice, hearings and actions shall be conducted the same as Planning Commission and Mayor and Council hearings and actions.~~

(6) Interior Alterations.

In its review of all applications for a COA, the Commission shall not consider interior arrangement or use having no effect on exterior features, safety or utility.

(7) Deadline for Approval or Rejection of Application for COA.

The Commission shall act on an application for a COA within not more than ~~Sixty (60)~~ Ninety (90) days after the filing thereof by the applicant, unless such a decision is deferred by the Commission to a future meeting of the Commission.

(8) Appeals ~~to Mayor and Council~~; Building Permits.

~~(a) Any Applicant aggrieved by a decision of the Commission may appeal said decision to the Council. Said appeal shall be filed in writing with the Code Enforcement Officer within 30 days of the decision of the Commission.~~

~~(b) On appeal, the Council may uphold the decision of the Commission or reject the decision made by the Commission and enter a different decision on the COA if the Council finds that the Commission abused its discretion by acting arbitrarily and/or in violation of constitutional rights in reaching its decision. 4~~

(a) Appeals shall comply with Section 1446 of this Ordinance.

~~(e)~~ In cases where the application covers a change in the appearance of a structure which would require the issuance of a building permit, the rejection of the application for a COA by the Commission shall be

binding upon the Code Enforcement Officer charged with issuing building permits and, in such case, no building permit shall be issued.

(9) Requirement of Conformance with COA.

Work not in accordance with an issued COA is expressly prohibited.

(10) COA Void if Construction not Commenced.

A COA shall become void unless construction is commenced within six (6) months of date of issuance. Certificates of Appropriateness shall be issued for Eighteen (18) months, at which time they shall expire. A new application must be made and a new COA obtained for any construction or other modification after Eighteen (18) months from the original COA.

(11) Recording of Applications for COA.

The Commission shall keep a public record of all applications for COA, and of minutes of the Commission's proceedings in connection with said applications.

(12) Acquisition of Property.

The Commission may, when authorized by the Mayor and Council, and when reasonably necessary or appropriate for the preservation of a unique property, enter into negotiations with the owner for the acquisition by gift, purchase, exchange, or otherwise, of the property or any interest therein to the City.

**1440.1 Published Notice.**

(1) Planning Commission Hearing. A public notice shall be published in the official legal organ of Walton County, Georgia, or in a newspaper of general circulation in Monroe at least days fifteen (15) days and not more than forty-five (45) days prior to the scheduled meeting of the City of Monroe Planning Commission, stating that the Planning Commission will hold a hearing and stating the purpose, time, date, and location of the hearing, location of the property being considered, the present zoning classification, and a brief description of the nature of the requested action.

(2) City Council Hearing. A public notice shall be published in the official legal organ of Walton County, Georgia, or in a newspaper of general circulation in Monroe at least fifteen (15) days and not more than forty-five (45) days prior to the scheduled meeting of the Council, stating that the Council will hold a hearing and stating the purpose, time, date, and location of the hearing, location of the property being considered, the present zoning classification, and a brief description of the nature of the requested action.

(3) Corridor Design Commission. A public notice shall be published in the official legal organ of Walton County, Georgia, or in a newspaper of general circulation in Monroe at least days thirty (30) days prior to the scheduled meeting of the City of Monroe Corridor Design Commission, stating that the Corridor Design Commission will hold a hearing and stating the purpose, time, date, and location of the hearing, location of the property being considered, the present zoning classification, and a brief description of the nature of the requested action. Additional notice shall be mailed to the owner of the property that is the subject of the proposed action.

(4) Notwithstanding any other provision of this chapter to the contrary, when a proposed zoning decision relates to an amendment of the zoning ordinance to revise one or more zoning classifications or



definitions relating to single-family residential uses of property so as to authorize multifamily uses of property pursuant to such classification or definitions, or to grant blanket permission, under certain or all circumstances, for property owner to deviate from the existing zoning requirements of a single-family residential zoning, such zoning decision shall follow the required notice procedures of O.C.G.A. § 36-66-4(h)(1).

**Section 1446 Public Hearing Procedures Before The Corridor Commission.**

Whenever a public hearing is required by this Ordinance or by state law to be held by the Corridor Commission prior to a proposed zoning action, such hearing, conducted by the Corridor Commission, shall be governed by this Section, which is adopted pursuant to O.C.G.A. Section 36-66-5(a).

1446.1 Administrative Record. Minutes of the meeting will be taken by the Secretary of the Corridor Commission

1446.2 Presiding Officer to Call the Meeting to Order. The public hearing shall be called to order by the presiding officer, who shall summarize the requirements as to speakers’ conduct and time limits, and other matters of procedure.

1446.3 Staff Report. The Code Enforcement Officer shall report on the criteria contained in Section 643 of this Ordinance.

1446.4 Speakers’ Conduct. All speakers shall speak only from the lectern, shall address only the merits of the pending application, and shall address remarks only to the Corridor Commission. Each speaker shall refrain from personal attacks on any other speaker, any discussion irrelevant to the pending application, or any other inappropriate behavior. No debate or argument between speakers or with the Corridor Commission members will be allowed. Speakers shall not repeat previous comments, as repetition deprives other speakers of valuable time to provide new information. The presiding officer or his/her designee shall refuse a speaker the right to continue, if the speaker, after once being cautioned, continues to violate any section of this Ordinance. Speakers should provide supporting documentation prior to the date of the hearing.

1446.5 Applicant’s Initial Presentation. The applicant or applicant’s representative shall present and explain the application after being permitted to proceed. The applicant will be allowed not less than ten (10) minutes combined total to make an initial presentation and subsequent rebuttal, but the applicant and all supporters shall have a combined time limit of no more than fifteen (15) minutes.

1446.6 Other Interested Parties. After the applicant’s presentation, interested persons who support the application, after being permitted to speak by the presiding officer, may address the proposed application by standing and stating their name, address, and interest and any comments on the pending application. Persons other than the applicant who support the application are allowed to speak in support of the pending application for no more than two (2) minutes each, and are also subject to the fifteen (15) minute combined total time limit. Persons opposing an application are allowed at least ten (10) minutes total as a group (and in no event less than the combined time used by the applicant in its initial presentation and any supporters), to address their opposition to the application. The opponents shall have a combined total time limit of no more than fifteen (15) minutes. It is suggested that supporters and opponents each obtain one (1)

spokesperson to present their views. No individual except the applicant, or an attorney, or a designated representative of a group, shall speak longer than two (2) minutes or more than one time.

1446.7 Applicant’s Rebuttal/Summary. The applicant may make brief rebuttal/summary remarks using any reserved time, after which the presiding officer shall close the public hearing.

1446.8 Deliberation and Action by the Corridor Commission; Appeal. At the close of the public hearing, the Corridor Commission shall deliberate and take action. Deliberation may include questions to applicants, supporters and/or opponents. Actions shall be by majority vote. The Corridor Commission shall vote on all matters before the Corridor Commission.

1446.9 Appellate Procedure. Any person or persons who may have a substantial interest in any decision of the Corridor Commission may appeal said final decision to the Superior Court of Walton County, Georgia. Such appeal shall be filed with the Clerk of said Court by filing a notice of appeal in writing, setting forth plainly, fully, and distinctly wherein such decision is contrary to law. Such notice of appeal shall be filed within thirty (30) days after the decision of the Corridor Commission is rendered. A copy of the notice of appeal shall be served on the Chairmen of the Corridor Commission. Appeals to the Superior Court of Walton County shall comply with the provisions of O.C.G.A. § 36-66-5.1.

**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. Mayor and Council waive second reading of this Ordinance in accordance with Section 2-96 of the Code of Ordinances of the City of Monroe.

**READ AND ADOPTED** on this 17th day of July, 2023.

**CITY OF MONROE, GEORGIA**

By: \_\_\_\_\_ (SEAL)

**John S. Howard, Mayor**

Attest: \_\_\_\_\_ (SEAL)

**Beverly Harrison, Interim City Clerk**



# OCCUPATIONAL TAX APPLICATION CITY OF MONROE

PO Box 1249 - Monroe, GA 30655  
770-207-4674 - dchambers@monroega.gov

### Business Contact Information

Business Name: NRIRATI LLC  
Ownership Type:  Corporation  LLC  Sole Proprietor  Partnership  Non-profit  
DBA: QUICK PTC FOODS  
Physical Location: 1100 S MADISON AVE, MONROE, GA 30655  
Mailing Address: 1060 ASHFORD MANOR CT SW  
Business email: nrirati30047@gmail.com Business Phone: 404-723-0156

### Business Owner Contact Information

Owner(s) Name: NRIRATI PAUL  
Owner's Email: nrirati30047@gmail.com / NIRUPOM16@gmail.com Owner's Phone: 404-723-0156 ✓  
Local / Emergency Contact: \_\_\_\_\_ Phone: 404-458-8422  
Property Owner's Name: Farmbrough Properties LLC Phone: 770-313-9501

### Reason for Application

New Business  Change of Ownership  DBA Change  Change of Address  
 Change of Business Activity  Short Term Rental

### Business Information

Business Description: Convenience Store/Grocery Store  
Residential or Commercial? Is this a home based (office only) business? Commercial  
NAICS Code (<https://www.census.gov/naics>): \_\_\_\_\_  
Start Date: 08/01/23 Number of Employees: 2 FullTime \_\_\_\_\_ PartTime \_\_\_\_\_  
Total weekly PartTime hours: \_\_\_\_\_ /40 = \_\_\_\_\_ (FullTime Equivalent) + \_\_\_\_\_ (FT) = \_\_\_\_\_ (Total FT)  
Federal Tax ID (EIN): 92-0418339 GA State & Use Tax: 20282208286  
GA Professional License Number(s): \_\_\_\_\_  
E-Verify Number: N/A or Exempt? Yes  
Gross Receipts: (Estimated from start of business to end of calendar year) \_\_\_\_\_  
OR Number of Practitioners\*: \_\_\_\_\_

\*Under O.C.G.A. 48-13-9(c)1-18 practitioners have the right to pay \$400 per practitioner

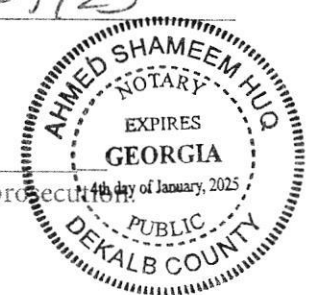
### Questions

1. Have you ever been convicted of a felony or are you disqualified to receive a license by reason of any matter or thing contained in the laws of this state or city? NO
2. Will a sign be installed on the building or property (permit required)? N/A (Sign Existed)

I, NRIRATI PAUL, do solemnly swear that the information on this application is true, correct to the best of my knowledge, training, and ability, and that no false or misleading statement is made herein to obtain a business occupational tax certificate. I understand that if I provide false or misleading information in this application I may be subject to criminal prosecution and/or immediate revocation of my business occupational tax certificate issued as a result of this application. I understand that I must comply with any and all ordinances of the City of Monroe.

Signature: [Signature] Print Name: Nrirati Paul Date: 05/25/23

Subscribed and sworn before me this 25th day of May, 2023  
Notary Public Signature and Seal: [Signature]  
Any false statement, misrepresentation of fact(s) or omission may be cause for criminal prosecution.  
O.C.G.A. 16-10-20





CITY OF MONROE

ALCOHOLIC BEVERAGE LICENSE APPLICATION

INSTRUCTIONS: PLEASE PRINT OR TYPE APPLICATION AND ANSWER ALL QUESTIONS.

Please fill out entire application leaving no sections blank; please mark sections that do not apply N/A

Please check the licenses that you are applying for.

CITY OF MONROE

ALCOHOLIC BEVERAGE LICENSE FEES

CONSUMPTION ON PREMISE:

LICENSE FEE:

BEER/WINE	\$1000.00
NON PROFIT PRIVATE CLUB	\$600.00
PRIVATE CLUB WITH SUNDAY SALES	\$750.00

NP  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DISTILLED SPIRITS	\$3000.00
NON PROFIT PRIVATE CLUB-ONLY	\$600.00
NON PROFIT PRIVATE CLUB WITH SUNDAY SALES	\$750.00

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PACKAGE:

LICENSE FEE:

BEER/WINE	\$2000.00
HOTEL/MOTEL IN ROOM SERVICE	\$250.00
GROWLERS	\$2000.00

2000.00  
\_\_\_\_\_  
\_\_\_\_\_

ALCOHOL BEVERAGE CATERER:

LICENSE FEE:

ALCOHOL BEVERAGE CATERER BEER AND WINE	\$1000.00
----------------------------------------	-----------

\_\_\_\_\_

ALCOHOL BEVERAGE CATERER DISTILLED SPIRITS	\$1000.00
--------------------------------------------	-----------

\_\_\_\_\_

WHOLESALE DEALERS:

LICENSE FEE:

PRINCIPAL PLACE OF BUSINESS - CITY

BEER/WINE

\$1500.00

DISTILLED SPIRITS

\$2000.00

PRINCIPAL PLACE OF BUSINESS - NOT IN CITY

\$100.00

TEMPORARY LICENSE:

LICENSE FEE:

NON PROFIT ORGANIZATIONS

\$25.00 PER DAY

FOR PROFIT ORGANIZATIONS

\$150.00 PER DAY

SPECIAL EVENT VENUES

\$300.00

REGISTRATION

**There is a \$250.00 non-refundable administrative/investigative fee for all licenses except for a Beer/Wine Amenities License which the fee is \$200.00.**

**There is no application fee for wholesale dealers. This administrative / investigative fee applies to new applications only-does not apply to renewals.**

1. Full Name of Business NRIRATI LLC

Under what name is the Business to operate? QUICK PIC FOODS

Is the business a proprietorship, partnership or corporation? Domestic or foreign?  
DOMESTIC, CORPORATION

2. Address: a) Physical: 1100 S MADISON AVE, MONROE GA 30655

b) Mailing: SAME AS ABOVE

3. Phone 404-723-0156 Beginning Date of Business in City of Monroe 09/19/2022

4.  New Business  Existing business purchase

If change of ownership, enclose a copy of the sales contract and closing statement.

5. Federal Tax ID Number

Georgia Sales Tax Number

6. Is business within the designated distance of any of the following:

CHURCH, SCHOOL GROUNDS, COLLEGE CAMPUS (See Land Survey Requirements)

Beer and Wine 100 Yards Yes  No

Liquor 100 Yards (Church) or 200 Yards (School) Yes  No

7. Full name of Applicant NRIRATI PAUL

Full Name of Spouse, if Married MUKTA RANI PAUL

Are you a Citizen of the United States or Alien Lawful Permanent Resident? US CITIZEN

Birthplace SYLHET, BANGLADESH

Current Address 1060 ASHFORD MANOR CT SW City LILBURN St GA Zip 30047

Home Telephone 404-723-0156

Number of Years at present address ONE YEAR

Previous address (If living at current address less than 2 yrs).

4109 IDLEVALE DR, TUCKER, GA 30084

Number of years at previous address MORE THAN 16 YEARS

8. If new business, date business will begin in Monroe \_\_\_\_\_

If transfer or change of ownership, effective date of this change \_\_\_\_\_

**If transfer or change of ownership, enclose a copy of the sales contract and closing statement.**

Previous applicant & D/B/A \_\_\_\_\_

9. What is the name of the person who, if the license is granted, will be the active manager of the business and on the job at the business? List address, occupation, phone number, and employer NRIRATI PAUL, Managing Member

1100 S MADISON AVE, MONROE, GA 30655

PHONE: 404-723-0156

10. Has the person, firm, limited liability company, corporation, applicant, owner/owners, partner, shareholder, manager or officer been arrested, convicted or entered a plea of nolo

contendere within ten (10) years immediately prior to the filing of this application for any felony or misdemeanor of any state or of the United States, or any municipal ordinance involving moral turpitude, illegal gambling or illegal possession or sale of controlled substances or the illegal possession or sale of alcoholic beverages to minors in a manner contrary to law, keeping a place of prostitution, pandering, pimping, public indecency, prostitution, solicitation of sodomy, or any sexually related crime. If yes, describe in detail and give dates.

NONE

11. Has the applicant been convicted under any federal, state or local law of any felony, within fifteen (15) years prior to the filing of application of such license? NO

12. Do you own the land and building on which this business is to be operated? NO

13. Does this establishment have a patio/open area intended to be used for consumption of alcoholic beverages?  yes or  No

14. If operating as a corporation, state name and address of corporation, when and where incorporated, and the names and addresses of the officers and directors and the office held by each.

NRIRATI LLC, DBA QUICK PIC FOODS. DATE OF INCORPORATION :09/19/2022

1100 S MADISON AVE, MONROE, GA 30655

15. If operating as a corporation, list the stockholders (20% or more) complete addresses, area code and telephone numbers, residential and business, and the amount of interest of each stockholder.

NRIRATI LLC

QUICK PIC FOODS

1100 S MADISON AVE, MONROE, GA 30655

404-723-0156

16. If operating as a partnership, list the partners with complete addresses, area code and telephone numbers, residential and business, and the amount of interest or percent of ownership of each partner. N/A

\_\_\_\_\_  
\_\_\_\_\_

17. If partnership or individual, state names of any persons or firms owning any interest or receiving any funds from the corporation.     N/A    

\_\_\_\_\_  
\_\_\_\_\_

18. Does applicant receive any financial aid or assistance from any manufacturer or wholesaler of alcoholic beverages? If yes, explain.     NO    

\_\_\_\_\_

19. Does the applicant have any financial interest in any manufacturer or wholesaler of alcoholic beverages? If yes, please explain.  
                                    NO    

\_\_\_\_\_

20. State whether or not applicant, partner, corporation officer, or stockholder holds any alcoholic beverage license in other jurisdiction or has ever applied for a license and been denied. (Submit full details)     NO    

\_\_\_\_\_

21. Does you or your spouse or any of the other owners, partners or stockholders have any interest in any liquor store or wholesale liquor business?  
                                            NO    

**22. If a retail grocery business in existence for more than six (6) months:**

A statement from the applicant with documentary evidence provided that the business has had or will have gross sales of merchandise, other than malt beverages and wine, of more than three thousand dollars (\$3000.00) per month average for six (6) successive months preceding the filing of the application for this license or renewal thereof.

**If a retail grocery business in existence for less than six (6) months:**

A statement from the applicant with documentary evidence provided, that the business has had or will have gross sales of merchandise, other than malt beverages and wine, of more than three thousand dollars (\$3000.00) per month average for six (6) successive months from its inception; and within ten (10) days upon completion of six (6) months' verifying the statement required herein; and upon failure to provide such verification as prescribed herein, the license shall be suspended until such verification is made.

\_\_\_\_\_



23. If a club, a statement that the club has been organized or chartered for at least one (1) year; a statement that during the past year the club has held regular monthly meetings; and a statement that the club has at least fifty (50) members.

24. Character References: (For the applicant)

1. AHMED S HUQ  
 Name  
3330 SHADY OAK DR  
 Address  
DORAVILLE GA 30340 404-784-2030  
 City State Zip Telephone

2. MANSURA AKTER  
 Name  
3256 MERCER UNIVERSITY DR Apt # 304  
 Address  
ATLANTA GA 30341 816-673-6916  
 City State Zip Telephone

3. MIRAZUL HUQ  
 Name  
1583 STONEGATE WAY SW  
 Address  
SNELLVILLE GA 30078 678-549-9631  
 City State Zip Telephone

This the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

*Paul* (Signature Applicant)

Managing Member (Title i.e. Partner, General Partner, Manager, Owner, etc.)

Noirati Paul (Print Name)

Or: \_\_\_\_\_ (Signature of Corporate Officer)

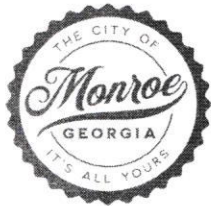
\_\_\_\_\_ (Printed Name and Title of Corporate Officer)

Signed, sealed and delivered in the presence of: Delores Chambers

Notary Public:

Executed: *PS 5-31-23*





# OCCUPATIONAL TAX APPLICATION

## CITY OF MONROE

PO Box 1249 - Monroe, GA 30655  
770-207-4674 - dchambers@monroega.gov

### Business Contact Information

Business Name: Will Henry's Monroe, LLC  
Ownership Type:  Corporation  LLC  Sole Proprietor  Partnership  Non-profit  
DBA: Will Henry's Monroe  
Physical Location: 138 N Midland Ave Monroe, GA 30655  
Mailing Address: 418 Woodland Road Monroe, GA 30655  
Business email: dannyclack56@yahoo.com Business Phone: 4042346902

### Business Owner Contact Information

Owner(s) Name: Herbert Daniel Clack Jr  
Owner's Email: dannyclack56@yahoo.com Owner's Phone: 4042346902  
Local / Emergency Contact: Christopher Duane Wilson Phone: 4044277920  
Property Owner's Name: 138 N Midland Ave, LLC Phone: 4042346902

### Reason for Application

New Business  Change of Ownership  DBA Change  Change of Address  
 Change of Business Activity  Short Term Rental

### Business Information

Business Description: Restaurant  
Residential or Commercial? Is this a home based (office only) business? Commercial  
NAICS Code (<https://www.census.gov/naics>): 722511  
Start Date: 8/1/2022 Number of Employees: 2 FullTime 130 PartTime  
Total weekly PartTime hours: 540 /40 = 13.5 (FullTime Equivalent) + 12 (FT) = 15.5 (Total FT)  
Federal Tax ID (EIN): 88-3956029 GA State & Use Tax: 20289598813 / 308-876675  
GA Professional License Number(s): N/A  
E-Verify Number: \_\_\_\_\_ or Exempt? Exempt  
Gross Receipts: (Estimated from start of business to end of calendar year) \$300,000.00  
OR Number of Practitioners\*: N/A

**\*Under O.C.G.A. 48-13-9(c)1-18 practitioners have the right to pay \$400 per practitioner**

### Questions

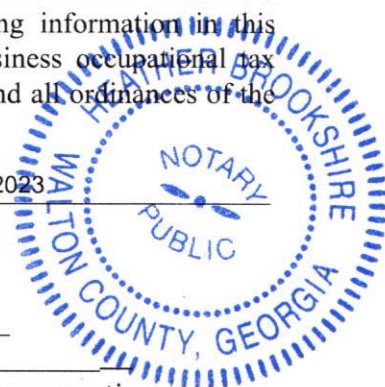
1. Have you ever been convicted of a felony or are you disqualified to receive a license by reason of any matter or thing contained in the laws of this state or city? No
2. Will a sign be installed on the building or property (permit required)? Yes

I, Herbert Daniel Clack Jr, do solemnly swear that the information on this application is true, correct to the best of my knowledge, training, and ability, and that no false or misleading statement is made herein to obtain a business occupational tax certificate. I understand that if I provide false or misleading information in this application I may be subject to criminal prosecution and/or immediate revocation of my business occupational tax certificate issued as a result of this application. I understand that I must comply with any and all ordinances of the City of Monroe.

Herbert Daniel Clack Jr  
Signature

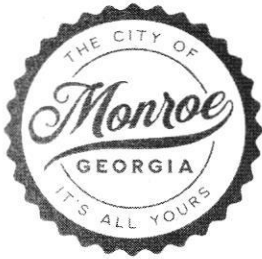
Herbert Daniel Clack Jr  
Print Name

06/30/2023  
Date



Subscribed and sworn before me this 30 day of June, 20 23  
Notary Public Signature and Seal: Heather Brookshire

Any false statement, misrepresentation of fact(s) or omission may be cause for criminal prosecution.



### CITY OF MONROE

#### ALCOHOLIC BEVERAGE LICENSE APPLICATION

INSTRUCTIONS: PLEASE PRINT OR TYPE APPLICATION AND ANSWER ALL QUESTIONS.

Please fill out entire application leaving no sections blank; please mark sections that do not apply N/A

Please check the licenses that you are applying for.

### CITY OF MONROE

#### ALCOHOLIC BEVERAGE LICENSE FEES

**CONSUMPTION ON PREMISE:**

**LICENSE FEE:**

BEER/WINE	\$1000.00	<input checked="" type="checkbox"/>
NON PROFIT PRIVATE CLUB	\$600.00	<input type="checkbox"/>
PRIVATE CLUB WITH SUNDAY SALES	\$750.00	<input type="checkbox"/>

DISTILLED SPIRITS	\$3000.00	<input checked="" type="checkbox"/>
NON PROFIT PRIVATE CLUB-ONLY	\$600.00	<input type="checkbox"/>
NON PROFIT PRIVATE CLUB WITH SUNDAY SALES	\$750.00	<input type="checkbox"/>

**PACKAGE:**

**LICENSE FEE:**

BEER/WINE	\$2000.00	<input type="checkbox"/>
HOTEL/MOTEL IN ROOM SERVICE	\$250.00	<input type="checkbox"/>
GROWLERS	\$2000.00	<input type="checkbox"/>

**ALCOHOL BEVERAGE CATERER:**

**LICENSE FEE:**

ALCOHOL BEVERAGE CATERER BEER AND WINE	\$1000.00	<input type="checkbox"/>
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ALCOHOL BEVERAGE CATERER DISTILLED SPIRITS	\$1000.00	<input type="checkbox"/>
--------------------------------------------	-----------	--------------------------

6. Is business within the designated distance of any of the following:

CHURCH, SCHOOL GROUNDS, COLLEGE CAMPUS (See Land Survey Requirements)

Beer and Wine 100 Yards Yes  No

Liquor 100 Yards (Church) or 200 Yards (School) Yes  No

7. Full name of Applicant Herbert Daniel Clack Jr

Full Name of Spouse, if Married Kimberly Anderson Clack

Are you a Citizen of the United States or Alien Lawful Permanent Resident? Citizen

Birthplace Atlanta

Current Address 471 Beaumont Drive City Stone Mountain St GA Zip 30087

Home Telephone 404-234-6902

Number of Years at present address 11

Previous address (If living at current address less than 2 yrs).

\_\_\_\_\_

Number of years at previous address \_\_\_\_\_

8. If new business, date business will begin in Monroe ~~08/01/2022~~ 9/1/2023 RAW

If transfer or change of ownership, effective date of this change \_\_\_\_\_

**If transfer or change of ownership, enclose a copy of the sales contract and closing statement.**

Previous applicant & D/B/A \_\_\_\_\_

9. What is the name of the person who, if the license is granted, will be the active manager of the business and on the job at the business? List address, occupation, phone number, and employer Herbert Daniel Clack Jr 404-234-6902

471 Beaumont Drive Stone Mountain, GA 30087

Owner HDC Auto Sales & Leasing d.b.a. Will Henry's Tavern

10. Has the person, firm, limited liability company, corporation, applicant, owner/owners, partner, shareholder, manager or officer been arrested, convicted or entered a plea of nolo

WHOLESALE DEALERS:

LICENSE FEE:

PRINCIPAL PLACE OF BUSINESS - CITY

BEER/WINE

\$1500.00

\_\_\_\_\_

DISTILLED SPIRITS

\$2000.00

\_\_\_\_\_

PRINCIPAL PLACE OF BUSINESS – NOT IN CITY

\$100.00

\_\_\_\_\_

TEMPORARY LICENSE:

LICENSE FEE:

NON PROFIT ORGANIZATIONS

\$25.00 PER DAY

\_\_\_\_\_

FOR PROFIT ORGANIZATIONS

\$150.00 PER DAY

\_\_\_\_\_

SPECIAL EVENT VENUES

\$300.00

REGISTRATION

\_\_\_\_\_

**There is a \$250.00 non-refundable administrative/investigative fee for all licenses except for a Beer/Wine Amenities License which the fee is \$200.00.**

**There is no application fee for wholesale dealers. This administrative / investigative fee applies to new applications only-does not apply to renewals.**

1. Full Name of Business Will Henry's Monroe, LLC

Under what name is the Business to operate? Will Henry's Monroe

Is the business a proprietorship, partnership or corporation? Domestic or foreign?

~~Corporation~~ LLC

2. Address: a) Physical: 138 N Midland Ave Monroe GA 30655

b) Mailing: 418 Woodland Rd Monroe GA 30655

3. Phone 404-234-6902 Beginning Date of Business in City of Monroe 08/01/2022

4.  New Business  Existing business purchase

If change of ownership, enclose a copy of the sales contract and closing statement.

5. Federal Tax ID Number 88-3956029 Georgia Sales Tax Number 20289598813 / 308-876675

contendere within ten (10) years immediately prior to the filing of this application for any felony or misdemeanor of any state or of the United States, or any municipal ordinance involving moral turpitude, illegal gambling or illegal possession or sale of controlled substances or the illegal possession or sale of alcoholic beverages to minors in a manner contrary to law, keeping a place of prostitution, pandering, pimping, public indecency, prostitution, solicitation of sodomy, or any sexually related crime. If yes, describe in detail and give dates.

No

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11. Has the applicant been convicted under any federal, state or local law of any felony, within fifteen (15) years prior to the filing of application of such license? No

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---

12. Do you own the land and building on which this business is to be operated? No

13. Does this establishment have a patio/open area intended to be used for consumption of alcoholic beverages?  yes or [ ] no

14. If operating as a corporation, state name and address of corporation, when and where incorporated, and the names and addresses of the officers and directors and the office held by each.

Will Henry's Monroe, LLC 138 North Midland Avenue, Monroe, Georgia 30655 08/01/2022 Georgia

Herbert Daniel Clack Jr 471 Beaumont Drive, Stone Mountain, Georgia 30087 Owner

Christopher Duane Wilson 418 Woodland Road, Monroe Georgia 30655 Owner

15. If operating as a corporation, list the stockholders (20% or more) complete addresses, area code and telephone numbers, residential and business, and the amount of interest of each stockholder.

Herbert Daniel Clack Jr 404-234-6902 50% 471 Beaumont Drive, Stone Mountain, GA 30087

Christopher Duane Wilson 404-427-7920 50% 418 Woodland Road, Monroe, GA 30655

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16. If operating as a partnership, list the partners with complete addresses, area code and telephone numbers, residential and business, and the amount of interest or percent of ownership of each partner.

17. If partnership or individual, state names of any persons or firms owning any interest or receiving any funds from the corporation. Herbert Daniel Clack Jr  
Christopher Duane Wilson

18. Does applicant receive any financial aid or assistance from any manufacturer or wholesaler of alcoholic beverages? If yes, explain. No

19. Does the applicant have any financial interest in any manufacturer or wholesaler of alcoholic beverages? If yes, please explain.  
No

20. State whether or not applicant, partner, corporation officer, or stockholder holds any alcoholic beverage license in other jurisdiction or has ever applied for a license and been denied. (Submit full details) Holds Licnese with the State of Georgia, Gwinnett County, and City of Lawrenceville for Will Henry's Tavern, Inc. and HDC Auto Sales & Leasing, Inc d.b.a. Will Henry's Tavern

21. Does you or your spouse or any of the other owners, partners or stockholders have any interest in any liquor store or wholesale liquor business?  
No

**22. If a retail grocery business in existence for more than six (6) months:**

A statement from the applicant with documentary evidence provided that the business has had or will have gross sales of merchandise, other than malt beverages and wine, of more than three thousand dollars (\$3000.00) per month average for six (6) successive months preceding the filing of the application for this license or renewal thereof.

**If a retail grocery business in existence for less than six (6) months:**

A statement from the applicant with documentary evidence provided, that the business has had or will have gross sales of merchandise, other than malt beverages and wine, of more than three thousand dollars (\$3000.00) per month average for six (6) successive months from its inception; and within ten (10) days upon completion of six (6) months' verifying the statement required herein; and upon failure to provide such verification as prescribed herein, the license shall be suspended until such verification is made.

23. If a club, a statement that the club has been organized or chartered for at least one (1) year; a statement that during the past year the club has held regular monthly meetings; and a statement that the club has at least fifty (50) members.

24. Character References: (For the applicant)

1. Richard Streicher

---

Name  
6703 Trail Side Drive

---

Address  
Flowry Branch Ga 30542 678-372-3254

---

City State Zip Telephone

2. Tom Denmark

---

Name  
1020 Seratoga Ct

---

Address  
Braselton Ga 30517 678-772-3409

---

City State Zip Telephone

3. Harrell Wilson

---

Name  
1232 Fairwinds Drive

---

Address  
Loganville Ga 30052 770-757-0002

---

City State Zip Telephone

This the 30<sup>th</sup> HDC day of June 2023.

Herbert Daniel Clack Jr. (Signature Applicant)

Owner \_\_\_\_\_ (Title i.e. Partner, General Partner, Manager, Owner, etc.)

Herbert Daniel Clack Jr (Print Name)

Or: Chris Duane Wilson (Signature of Corporate Officer)

Christopher Duane Wilson (Printed Name and Title of Corporate Officer)

Signed, sealed and delivered in the presence of: Heather Brookshire

Notary Public: Heather Brookshire

Executed: 6/30/23





June 5, 2023

Mr. Logan Propes  
**City Administrator**  
**City of Monroe, Georgia**  
215 N. Broad Street  
Monroe, Georgia 30655

**Re: 1251 S. Madison Avenue, Monroe, Georgia 30655**

**Appeal Request Historic Preservation Commission Notice of Decision  
Denying the Demolition Request for 1251 S. Madison Ave**

Dear Mr. Propes:

**This letter is Formal Request of Appeal for the Denied Decision for  
Demolition of 1251 S. Madison from the Historic Preservation  
Commission.**

As representative of H.A. Commons, LLC/Arnold Property Management, rightful owners of 1251 S. Madison Avenue, please file and schedule the Appeal for the governing body of the City Council of the City of Monroe to hear in accordance to Section 54-136 of the Monroe Code of Ordinances.

In accordance with Section 54-136 of the Monroe Code of Ordinances, an appeal of this determination to the City Council must be filed within 15 days from the date of this notice. Details of Section 54-136 can be found below:

“Any person adversely affected by any determination made by the historic preservation commission relative to the issuance or denial of a certificate of appropriateness may appeal such determination to the city council. The appeal must be applied for within 15 days after notification is sent. The city may approve, modify, or reject the determination made by the commission, if the mayor and city council find that the commission abused its discretion in reaching its decision. Appeals from decisions of the city made pursuant to the Historic Preservation Act may be taken to the superior court of the county, in the manner provided by law, for appeals from conviction for municipal or county ordinance violations.”

Thank you in advance for your full cooperation on this request.

Rob Goudiss  
H.A. Commons, LLC / Arnold Property Management  
P.O. Box 391  
Monroe, Georgia 30655

**CC: Laura Wilson, Code Department Assistance**




## Historic Preservation Commission

---

Elizabeth Jones – Chairman  
Fay Brassie  
Jane Camp  
Marc Hammes  
Laura Powell

 215 N Broad Street  
P. O. Box 1249  
Monroe, GA 30655

 (770) 267-3429

May 25, 2023

Rob Goudiss  
H.A. Commons LLC / Arnold Property  
PO Box 391  
Monroe, GA 30655

RE: Historic Preservation Commission Notice of Decision Denying the Demolition Request for 1251 S. Madison Ave

Dear Rob Goudiss:

Please be advised that your request to demolish the structure at 1251 S. Madison Ave Monroe, GA 30655 (Parcel #M0200190) was denied by the Historic Preservation Commission on May 23, 2023. The Historic Preservation Commission found that the proposed demolition would adversely affect the viability of the South Madison Avenue / Pannell Road Historic District, in accordance with the Monroe Code of Ordinances Sec 54-174(b)(2). This decision was reinforced by a lack of a plan for redevelopment of the parcel as required in Sec 54-174(b)(5). Additionally, the Historic Preservation Commission recognized the structure as being one of the few remaining examples of Victorian architecture with Eastlake trim and its original roof pursuant to Sec 54-174(b)(4). The Historic Preservation Commission also considered that the building could earn a reasonable economic return should it be restored as referenced in Sec 54-174(b)(7). In accordance with Section 54-136 of the Monroe Code of Ordinances, an appeal of this determination to the City Council must be filed within 15 days from the date of this notice. Details of Section 54-136 can be found below:

*“Any person adversely affected by any determination made by the historic preservation commission relative to the issuance or denial of a certificate of appropriateness may appeal such determination to the city council. The appeal must be applied for within 15 days after notification is sent. The city may approve, modify, or reject the determination made by the commission, if the mayor and city council find that the commission abused its discretion in reaching its decision. Appeals from decisions of the city made pursuant to the Historic Preservation Act may be taken to the superior court of the county, in the manner provided by law, for appeals from conviction for municipal or county ordinance violations.”*

If you have any questions regarding this letter, please call the City of Monroe Code Department at 770-207-4674.

Sincerely,

Laura Wilson  
Code Department Assistant



# City of Monroe

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

## HISTORIC PRESERVATION MTG PERMIT

PERMIT #:	1915	DESCRIPTION:	HISTORIC PRESERVATION - DEMOLITION
JOB ADDRESS:	1251 S MADISON AVE	LOT #:	
PARCEL ID:	M0200190	BLK #:	
SUBDIVISION:		ZONING:	R-1
ISSUED TO:	ROB GOUDISS	CONTRACTOR:	ROB GOUDISS
ADDRESS:	PO BOX 391	PHONE:	
CITY, STATE ZIP:	MONROE GA 30655	OWNER:	
PHONE:		PHONE:	
PROP. USE:	RESIDENTIAL	DATE ISSUED:	12/19/2022
VALUATION:	\$ 0.00	EXPIRATION:	6/17/2023
SQ FT:	0.00		
OCCP TYPE:			
CNST TYPE:			
INSPECTION REQUESTS:	770-207-4674 lwilson@monroega.gov		

FEE CODE	DESCRIPTION	AMOUNT
COA-03	Historic Preservation Regular Meeting	\$ 100.00
<b>FEE TOTAL</b>		\$ 100.00
<b>PAYMENTS</b>		\$ -100.00
<b>BALANCE</b>		\$ 0.00

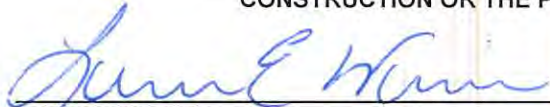
**NOTES:**

The Historic Preservation Commission will hear your request for demolition at 1251 S. Madison Ave on December 27, 2022 at 6p.m. in the Council Chambers at City Hall; 215 N. Broad St. Monroe, GA 30655

**NOTICE**

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS STARTED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISION OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

  
\_\_\_\_\_  
(APPROVED BY)

12/19/22  
DATE



215 North Broad Street  
 Monroe, GA 30655  
 Tel (770) 267-3429  
 Fax (770) 267-3698

Receipt Number: R00460581 149  
 Cashier Name: LAURA WILSON  
 Terminal Number: 34  
 Receipt Date: 12/19/2022 11:11:37 AM

**Transaction Code: BP - Building Projects Payment**

Payment Method: Cash Payment Reference:

<b>Name: GOUDISS, ROB</b>	<b>\$100.00</b>
	<b>Total Balance Due: \$100.00</b>
Amount: \$100.00	
	<b>Total Payment Received: \$100.00</b>
	<b>Change: \$0.00</b>



Certificate of Appropriateness Application—Historic District

Please fill out each section completely and provide all necessary documentation. Incomplete applications will not be accepted.

Under the Zoning Ordinance for the City of Monroe, properties located within a Historic District are required to obtain a Certificate of Appropriateness (COA) from the Historic Preservation Commission for proposed work that will result in material change in the appearance of the historic property, or of a structure, site, or work of art within a historic district.

Project Address: 1251 South Madison Avenue Parcel # 110200190

Project Type (circle): New Construction, Renovation of Existing Structure, Signage, Demolition

Property Owner: H.A. Commons, LLC / Arnold Property

Address: P.O. Box 391, Monroe, GA 30655

Telephone Number: 404-277-4661 Email Address: rgarnoldprop@gmail.com

Applicant: <u>Rob Goudiss</u>
Address: <u>P.O. Box 391 Monroe, GA 30655</u>
Telephone Number: <u>404-277-4661</u> Email Address: <u>rgarnoldprop@gmail.com</u>

Estimated cost of project: \_\_\_\_\_

Please submit the following items with your application:

- \_\_\_\_ Photographs of existing condition of the property to show all areas affected
- \_\_\_\_ Map of the property showing existing buildings, roads, and walkways
- \_\_\_\_ Map of the property showing the location and design of the proposed work
- \_\_\_\_ Façade elevations which illustrate how the finished design will look in relation to the existing structure including rooflines if applicable
- \_\_\_\_ Architectural floorplans (new construction only)
- \_\_\_\_ Written description of the project including proposed materials
- \_\_\_\_ Owner authorization statement, if applicant is not the property owner
- \_\_\_\_ Application Fee \$100 (Additional fees required for demolition)

RECEIVED #1915

REASON FOR DEMOLITION - ECONOMIC FEASIBILITY

Please submit all application materials in hardcopy to the Code Department and digitally at lwilson@monroega.gov

RAJoli  
Signature of Applicant

12/16/2022  
Date































Janaury 24, 2023

Historic Preservation Society  
Demolition Permit Request  
215 N. Broad Street  
Monroe, Georgia 30655

Re: 1251 S. Madison Avenue  
Monroe, Georgia 30655

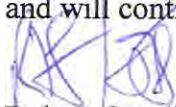
Demolition Request

Historical Preservation Meeting  
January 24, 2023

To The Historical Society Board:

Please accept this formal letter as request for Demolition for the above mentioned address. Attached for your consideration is the rough estimate for renovation. This estimate does not include a completed renovation. This will only provide a very minimal effort to restore and will not complete the project for occupancy. We deemed Economic Deficiency.

Thank you for your consideration and understanding. Our companies have always attempted to provide attention and consideration to all matters of the Historical Society and will continue our focus of providing assistance as warranted.



Robert Goudiss  
Jonathan Skelton  
Arnold Properties Management  
Arnold Property Companies

**Prepared For**

Arnold Properties - Jonathan Skelton  
 365 Plaza Dr.  
 Monroe, GA 30655  
 (770) 846-9895

**BISHOP CPM**

618 Marable St.  
 Monroe, Ga 30656  
 Phone: (404) 437-0796  
 Email: bishopcpm@gmail.com  
 Web: www.facebook.com/bishopcpm

Estimate # 171  
 Date 01/24/2023  
 PO # 1251 South Madison Ave  
 Business / Tax # 404-437-0796

**Description****Total**


---

Clean Up and Safety Inspection \$2,500.00

Clean up and safety inspection must be performed before repairs can begin and are described as follows:

Remove all low hanging limbs away from roof

Remove all trash, leaves, limbs, and debris from yard around underpinning

Remove all vines off house and remove all bushes near house to clear workspace

Remove tree and stump that's lifting side stairs

Remove all waste from property

---

Demolition of All Underpinning \$2,550.00

House will require extensive structural demo, repairs, and inspections, making it necessary to first remove all underpinning, with work described as follows:

Remove all block and vinyl underpinning to expose complete crawl space

Clean and remove all waste from property

---

Front Porch Demolition \$3,500.00

Structural damage to front porch is beyond repair and porch must be removed; work described as follows:

Remove complete front porch, including roof over porch, decking, framework, and piers

Break up and remove front concrete steps  
Machine lift and remove side steps

Clean and remove all waste from property

---

Kitchen and Laundry Demolition \$7,500.00

Kitchen and Laundry/Utility Area are structurally beyond state of repair and must be removed; described as follows:

Remove complete kitchen and laundry area, including roof covering and roof structure, all siding and framed walls, all interior wall covering, all floor decking, all joist framing, all piers, and all plumbing and electrical.

Clean and remove all waste from property

---

Structural Leveling and Pier Replacement \$22,500.00

Piers are deteriorating and leaning, and are no longer properly supporting weight of structure. 15 piers will need to be replaced before framework repairs are made; described as follows:

Raise house to level where needed  
(Entire structure may not be able to be leveled through this process and may require framework repairs to further level complete structure.)

Support work area on jacks and stilts while replacing piers

Replace piers with new 8 inch cinder block piers (15)

Rest structure upon new piers

Clean and remove all waste from property

---

Front Porch Construction (approx 425sqft) \$20,525.00

Build front porch to match pre-existing porch, including framework, decking, posts, railing, porch roof decking, metal roof cover, ceiling, trim, underpinning, front steps(2), and side steps(4)

---

Kitchen Construction (120sqft - framework only) \$4,200.00

Build kitchen to match pre-existing, including framework, floor decking, roof decking, and exterior osb

---

Laundry/ Utility Room Construction (175sqft- framework only) \$4,200.00

Build laundry area to match existing including framework, floor decking, roof decking, and exterior osb

---

Galvanized Slate Roof Replacement

\$43,225.00

- Remove all roof covering
  - Repair slat decking
  - Install new synthetic felt
  - Install new metal roof of similar design
- 

Window Replacement x14

\$17,200.00

Replace all windows with similar product acceptable to historical standard and code

Replace all interior and exterior trimming and seals with like materials

---

Front Door and Trim Replacement

\$1,500.00

Replace front door with original historical type design

Replace all framework and trim

---

Front Door #2 Replacement

\$1,200.00

Replace second door on front of house with original historical type design

Replace all framework and trim

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Back Door Replacement x2

\$2,000.00

Replace back doors with original historical type design

Replace all framework and trim

---

Electrical Upgrades and Repairs

\$13,000.00

Upgrade panel to 200amp panel or greater  
Rewire entire structure to new panel

Install wiring for stove, hot water heater, smoke detectors, GFCI breakers, HVAC units, and all other devices and components to meet current code.

---

Plumbing Upgrades and Repairs

\$6,200.00

Remove all cast iron drains and main vents

Install all new pvc drain lines connecting to city inlet, including all vents, traps and clean-outs

Install all new pex/cpvc supply lines for all fixtures and exterior outlets/faucets

---

<b>Subtotal</b>	\$151,800.00
<hr/>	
<b>Total</b>	<b>\$151,800.00</b>

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**Notes:**

This estimate is for 1251 South Madison Ave. This is a partial estimate on major repairs and does not include siding or exterior trim repairs. It does not include bathroom remodeling, finishing kitchen, any fixtures, HVAC system, floors or floor coverings. It doesn't include any cosmetic enhancements or repairs which all will have to be continued on a separate estimate.

---

Thank you for your confidence in BISHOP CPM. We really appreciate your business.



---

Signed on: 01/24/2023  
BISHOP CPM

---

Arnold Properties - Jonathan Skelton



**Laura Wilson**

---

**From:** P DEXTER Adams <dexadams@uga.edu>  
**Sent:** Wednesday, March 15, 2023 7:41 PM  
**To:** Laura Wilson  
**Subject:** Walton Historical Society Letter

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Ms. Wilson--

I believe you have received a copy of a letter of concern and opposition from the Historical Society of Walton County regarding H.A. Properties request to demolish the house at 1251 S. Madison Avenue. Please submit our letter that it may be presented/read at Historic Preservation Committee and/or City Council meetings which concern this matter.

Thank you.

Dexter Adams, Vice-President  
Historical Society of Walton Co.

Dexter Adams, ASLA  
607 Highway 11, South  
Monroe, GA 30655  
[770-267-8380](tel:770-267-8380)  
cell: [706-424-6437](tel:706-424-6437)



# The Historical Society of Walton County, Inc.

Post Office Box 1733  
Monroe, Georgia 30655

February 13, 2023

Monroe Historic Preservation Committee  
215 South Broad Street  
Monroe GA 30655

Dear Committee Members,

It has come to the attention of the Historical Society of Walton County that HA Properties has approached the Historic Preservation Committee of Monroe to request that the home at 1251 South Madison be demolished. The Society would like to voice its concern over this request.

The home at 1251 South Madison lies in the South Madison/Pannell Historic District and was built in 1910. It is a lovely example of Late Victorian architecture. It is one of only two surviving homes in the City with its original tin-shingled roof.

The owner of the property has claimed that he has no plans for development of the property and that the lot will remain green space. The Society would like to instead see the home saved and possibly sold to someone who will perform necessary repairs and make it a functional single-family residence.

At a time when the City of Monroe is undergoing remarkable revitalization, the Society feels that demolition of this house would substantially and negatively impact the South Madison/Pannell Historic District. This District is the smallest of the City's nine Historic Districts and cannot afford to lose a historic home.

Thank you for your attention to this matter. Please let the Society know how we may be of service to you in your endeavors.

Sincerely,

Al Stephens  
President

Dexter Adams  
Vice President

  
Jennifer Mata  
Secretary

Gail Huie Smith  
Treasurer

Steve Brown  
Board Member

Susan Brown  
Board Member

Dianne Cown  
Board Member

Wes Peters  
Board Member

**Laura Wilson**

---

**From:** Dawn Griffin <dbgriff52@gmail.com>  
**Sent:** Wednesday, March 15, 2023 12:20 PM  
**To:** Laura Wilson  
**Subject:** Historic Preservation

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Laura, you have received the Museum's letter stating our disagreement with Harry Arnold Properties request to demolish the house at 1251 S. Madison Ave. Our reasons are stated in my letter dated February 27, 2023.

Please make public note of our letter at any pertinent Historic Preservation Committee meetings as well as any pertinent City Council Meetings.

Thank you.

Dawn Griffin

--

Sent from Gmail Mobile



February 27, 2023

Monroe Historic Preservation Commission  
215 South Broad Street  
Monroe, GA 30655

To Whom It May Concern,

The Monroe Museum would like express concern for the request by HA Properties to demolish the home at 1251 South Madison.

Steve Berry, Founder of History Matters sums it up best; *"For most people, history starts with simply learning about their family or their community. A concerted effort to preserve our heritage is a vital link to our cultural, education, aesthetic, inspirational and economic legacies...all of the things that quite literally make us who we are."* The Monroe Museum exists to preserve and share the history and culture of Monroe, Georgia. Our *Mission* is to gather, display, and offer for research artifacts of Monroe and the surrounding communities. Our *Purpose* is to help foster a greater awareness and appreciation of Monroe's culture and history by promoting interaction with our collection and the communities historic landscape. Part of the historic landscape to be shared is the architecture that can be found in our community.

As you are aware in the "Georgia Historic Preservation Act," The General Assembly states that the historical, cultural, and aesthetic heritage of this state is among its most valued and important assets and that the preservation of this heritage is essential to the promotion of the health, prosperity, and general welfare of the people. (Ga. L. 1980, p. 1723, section 1, 44-10-21). A statement that the Monroe Museum also holds to be true. Furthermore, the Georgia Historic Preservation Act (Section 44-10-22) under *Definitions* states... "Historic property" means a structure, site or work of art, including the adjacent area necessary for the proper appreciation or use thereof, deemed worthy of preservation by reason of its value to the municipality, county, state, or region for one or more of the following reasons:

- (A) It is an outstanding example of a structure representative of its era;
- (B) It is one of the few remaining examples of a past architectural style.

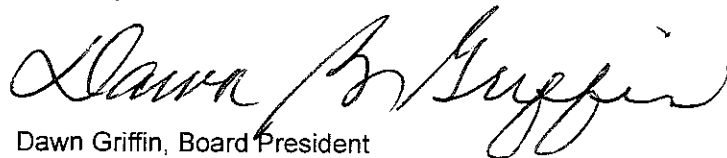
Although, there are other reasons cited within the *Definitions*, these reasons alone demonstrate the value for our community in preserving this property.

The home at 1251 South Madison lies in the South Madison/Pannell Historic District and was built in 1910. It is an example of the late Victorian architecture and is **one of only two** remaining homes in the city with its original tin-shingled roof. Preservation of the home on 1251 South Madison and other artifacts allows Monroe the opportunity to provide an authentic historic experience for citizens and visitors like no other. Being able to offer a live view of an historic artifact is priceless and significantly contributes to making Monroe, the region and the state unique.

Address: 227 South Broad Street, Monroe, GA 30655 | Mailing Address: PO Box 506, Monroe, GA 30655

Thank you for the opportunity for us to share our request to preserve this home. If you have any questions or we may be of assistance, please contact Steve Brown, Historian ([stevebrownmonroega@gmail.com](mailto:stevebrownmonroega@gmail.com)).

Sincerely,

A handwritten signature in cursive script that reads "Dawn Griffin". The signature is written in black ink and is positioned above the typed name.

Dawn Griffin, Board President  
Monroe Museum

cc: Steve Brown, Historian  
Monroe Museum Board  
Kim Smith



**To:** City Council  
**From:** Brad Callender, Planning & Zoning Director  
**Department:** Planning & Zoning  
**Date:** 7/5/2023  
**Subject:** CUP #2431 – 533 Plaza Drive – Residential Uses in the M-1 Zoning District

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

**Description:**

The property owner of 533 Plaza Drive is petitioning for a Conditional Use approval in order to allow for residential uses in the M-1 zoning district. The property owner has converted an office building into a multi-family building without any permits.

**Background:**

Please refer to the attached staff report for complete details regarding this CUP request.

**Recommendation:**

The Planning Commission voted unanimously to recommend denial of the Conditional Use request.

If the Conditional Use request is approved, staff does recommend that is be subject to 4 conditions:

1. The property owner shall obtain building permits and comply with all applicable building codes and life-safety requirements.
2. The building shall substantially conform to the number of bedrooms and proposed limitations described in the applicant’s narrative, regardless of any depictions shown on the floor plan included in this application.
3. The developer shall reduce the number of designated parking spaces on the site to a total of 8 spaces. The existing additional impervious surface not designated for parking shall be removed and replaced with landscaping and/or grassed areas.
4. Any change to or modification to the building not included in the applicant’s narrative, shall result in this Conditional Use being automatically revoked.

**Attachment(s):**

Staff Report  
Application Documents



**Planning  
City of Monroe, Georgia**

**CONDITIONAL USE STAFF REPORT**

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**APPLICATION SUMMARY**

**CONDITIONAL USE CASE #:** 2431

**DATE:** June 9, 2023

**STAFF REPORT BY:** Brad Callender, Planning & Zoning Director

**APPLICANT NAME:** Kailash Tandrian

**PROPERTY OWNER:** Kailash Tandrian

**LOCATION:** West side of Plaza Drive – 533 Plaza Drive

**ACREAGE:** ±2.153

**EXISTING ZONING:** M-1 (Light Industrial/Manufacturing District)

**EXISTING LAND USE:** Office building renovated into a multi-family building (without permits)

**REQUEST SUMMARY:** The owner is petitioning for Conditional Use approval on this property in order to lawfully convert the existing office building into a multi-family building.

**STAFF RECOMMENDATION:** Staff recommends denial of this Conditional Use request. If the Conditional Use request is approved, staff does recommend that it be subject to conditions.

**DATES OF SCHEDULED PUBLIC HEARINGS**

**PLANNING COMMISSION:** June 20, 2023

**CITY COUNCIL:** July 17, 2023

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**REQUEST SUMMARY**

**CONDITIONAL USE PERMIT REQUEST SUMMARY:**

The applicant is requesting approval of a Conditional Use in order to allow an existing office building be converted into a multi-family residential building. The primary issue with this Conditional Use request is the applicant renovated the existing office building without permits or zoning approval and converted the building into a multi-family structure approximately one year before the City was aware of the occurrence. In late March of this year, the Monroe Police Department was attempting to serve warrants to individuals at the location when the conversion from an office building into a multi-family structure was discovered. The applicant purchased the property over a year ago in March of 2022 and converted the structure without any permits or approvals. Once the discovery was made by the Police Dept., the City Marshals issued notices of violations and the Code Office required all tenants to vacate the premises.

The applicant’s narrative states the intent was initially to provide low-income housing to tenants, with that intent now being changed to a church program to help people with rental housing. The company and program the applicant refers to in the narrative were formed two weeks after the violations were discovered on the property. The applicant’s company is registered with the Georgia Secretary of State as a for-profit domestic LLC at the applicant’s home address, and not to any church or religious entity.

The existing office building has substantial renovations made by the applicant resulting in the conversion of the structure into 4 apartments. Each apartment varies in size with varying numbers of bedrooms and bathrooms in each apartment. Since no permits were ever applied for nor any inspections performed, the resulting apartment layouts and bedroom locations do not comply with basic building code and life-safety requirements. For example, two of the apartments have bedrooms with no windows or means of emergency egress, creating a hazardous and unsafe environment for tenants. One apartment has one small kitchen window with no other windows at all throughout the entire apartment.

The applicant proposes now to limit the bedroom count in the apartments with non-compliant bedrooms. The applicant submitted a floor plan of the building with the completed floor layouts, with no proposal to limit or remove the non-compliant rooms. If approved, building permits will be required and removal of those non-compliant bedrooms will be necessary.

**PROPOSED PROJECT SUMMARY:**

- Land Use Conversion – Office Building into Apartments
  - Site Area – ±2.153 Acres
  - Existing Building Floor Area – ±4,680 Sf
  - Total # of Proposed Units – 4
    - Upper Floor Units
      - 850 Sf – 2 Bedroom
      - 1,730 Sf – 2 Bedroom
    - Lower Floor Units
      - 1,245 Sf – 1 Bedroom
      - 855 Sf – Studio Apartment

---

**STAFF ANALYSIS**

THE ANALYSIS OF THE APPLICATION IS MADE BASED UPON THE “STANDARDS FOR CONDITIONAL USE APPLICATION DECISIONS” AS SET FORTH IN SECTION 1425.5 OF THE *CITY OF MONROE ZONING ORDINANCE*.

- (1) **The proposed use will not be detrimental to adjacent properties or the general neighborhood, the proposed use will not significantly adversely affect public health, safety, morality and welfare, and the proposed use as designed will minimize adverse effects on the surrounding neighborhood:** The improper and unlawful conversion of the structure into an apartment building is an example of how to not create additional housing in the City of Monroe. The building was finished without any permits, resulting in bedrooms without means of emergency egress. Luckily, no fire or other emergency occurred in the building resulting in the tragic and unnecessary loss of life. Even if this request is approved, there is concern the same pattern will be repeated and the apartments will be leased to an extent that is not permitted by building or life-safety codes.



- (2) **The applicable standards in Article X have been met:** There are no standards applicable to Residential Uses located in the M-1 zoning district in Article X of the Zoning Ordinance.
- (3) **The proposed use is consistent with the Comprehensive Plan, and the conditional use is compatible with the community development pattern:** The subject property is located in the West Sub-Area as identified in the Monroe Comprehensive Plan. The existing character of this vicinity of the West Sub-Area is predominantly non-residential north of the site along Mayfield Drive and a mixture of residential and non-residential development south of the site along Plaza Drive. The land use goals for the West Sub-Area are to retain an even mix of office, retail, industrial, residential, and parks/recreational uses. With the West Sub-Area already containing a mixture of uses, the requested Conditional Use does not conflict with the land use goals for the sub-area.

- (4) **A rezoning to allow the requested use as a permitted use would not be appropriate:** Rezoning the property to a zoning district more conducive for residential uses would be more appropriate. Under the M-1 zoning district in the Zoning Ordinance, any residential use regardless of what type, is allowed in the M-1 zoning district as a Conditional Use.

Allowing the full range of, or essentially, any residential use in the M-1 zoning district is unusual. For example, the applicant is requesting a Conditional Use for multi-family development. The property is only ±2.153 acres in size. If the applicant were requesting a rezone to R-2, one of the few zoning districts where multi-family is allowed by right, the minimum size of the property would need to be a minimum of ±5.00 acres. Multi-family residential is only allowed by right in R-2, P and B-1 zoning districts and as a conditional use in the B-2 and B-3 zoning districts. The term “residential uses” itself is general and non-specific compared to the specific land use designations in the R districts, i.e. single-family, townhomes, apartments etc.

In Section 630.2 of the Zoning Ordinance, there are ten statements describing the specific intent and purpose of the M-1 zoning district. The first statement describing the M-1 zoning district is to provide appropriately located areas for a range of light industrial uses, and limited commercial uses that are compatible therewith, for the employment of residents of the city and region. The remaining nine descriptions are specific to industrial development within the City. None of the descriptions mention establishing new residential development under M-1 zoning.

The Zoning Ordinance should be amended to not allow any type of residential uses in the M-1 zoning district. The property was originally developed as an office building for an ambulance service, which is an appropriate use in the M-1 zoning district. The applicant renovated the structure without permits and converted the building into an unsafe and non-compliant multi-family building. Had the applicant requested Conditional Use approval prior to engaging in the redevelopment of the site for multi-family development, the recommendation to not allow a multi-family building in the M-1 zoning district, as described above, would remain unchanged.

- (5) **The proposed use will not be injurious to the natural environment or the other property in the immediate vicinity, or unconstitutionally diminish property values within the surrounding neighborhood:** The conversion of the existing office building to apartments should not be injurious to other properties in the immediate vicinity of the site and should not negatively impact property values on adjacent properties. Other non-residential developments in the vicinity could

be influenced by the unlawful conversion of this structure into a multi-family building and pursue similar courses of action resulting in additional unpermitted and unlawful uses of properties not intended for residential purposes.

- (6) Off-street parking and loading, and access thereto, will be adequate:** The site currently has two driveways off Plaza Drive accessing a parking area in front of the building and a paved area to the rear of the building. The site is over parked for a 4-unit apartment building with ±18 existing spaces and unstriped parking occurring at the rear of the building. Only 6 parking spaces would be required under Section 520 of the Zoning Ordinance, with 8 being the 120% maximum allowed without a variance. The total parking on the site will need to be reduced to contain no more than 8 parking spaces. If approved, staff has added a condition at the end of this report to address this issue.
- (7) Public facilities and utilities are capable of adequately serving the proposed use, and the use would not lead to a major negative change in existing levels of public service, or fiscal stability:** Public services and utilities are currently serving the existing office building. The conversion from offices to apartments should not have any impact on the City’s abilities to continue to provide public services and utilities. If the conversion to apartments is allowed, the applicant will be required to obtain individual taps for water service to each apartment.
- (8) The use will not be an extension of a use which will cause a damaging volume of (a) agricultural, (b) commercial, (c) industrial, or (d) higher density residential use into a stable neighborhood of well-maintained single-family homes, nor likely lead to decreasing surrounding property values, neighborhood deterioration, spreading of blight, or additional requests of a similar nature which would expand the problem:** The uses north of the site along Mayfield Drive are non-residential and uses south of the site along Plaza Drive are a combination of multi-family residential and non-residential uses. If the existing office building remains as is or if conversion to a multi-family building is allowed, surrounding properties will likely be unaffected. The harm in allowing the building to be converted would influence other non-residential properties in the vicinity and city-wide that it is acceptable to not obtain the necessary permits for uses that are not authorized in the hopes that the City may not discover the violations. The applicant has already finished apartments with more bedrooms than are included in this Conditional Use request. There is no guarantee the applicant will not continue to rent the apartments in the same manner as they were improperly established with bedrooms that do not comply with any building codes or life safety requirements.
- (9) The use would not significantly increase congestion, noise, or traffic hazards:** Whether used as originally permitted for an office building or as a residential use, the site should not have any significant increase in congestion, noise, and or traffic hazards.
- (10) Granting this request would not have a “domino effect,” in that it becomes the opening wedge for further rapid growth, urbanization or other land-use change beyond what is indicated in the Comprehensive Plan:** Allowing the applicant to convert the existing office building into a multi-family structure will result in an undesirable trend of establishing multi-family development on properties zoned for Industrial purposes. To further complicate matters in this case, the applicant

converted the existing office building into multi-family apartment units without any permits resulting in unsafe and non-compliant life-safety conditions. If this request is granted, an unwanted domino effect could result in a trend being established city wide that it is appropriate to improperly convert structures without any permits or approval into unlawful and unapproved uses of property with hopes the City may not discover the violation.

---

**STAFF RECOMMENDATION**

Based upon the City Council’s policies, decision making criteria and standards outlined in the Zoning Ordinance of the City of Monroe, staff recommends *denial* of the requested Conditional Use. However, if the Conditional Use is approved, staff recommends that it be subject to the following conditions:

1. The property owner shall obtain building permits and comply with all applicable building codes and life-safety requirements.
2. The building shall substantially conform to the number of bedrooms and proposed limitations described in the applicant’s narrative, regardless of any depictions shown on the floor plan included in this application.
3. The developer shall reduce the number of designated parking spaces on the site to a total of 8 spaces. The existing additional impervious surface not designated for parking shall be removed and replaced with landscaping and/or grassed areas.
4. Any change to or modification to the building not included in the applicant’s narrative, shall result in this Conditional Use being automatically revoked.



# City of Monroe

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

## CONDITIONAL USE PERMIT

PERMIT #:	2431	DESCRIPTION:	CONDITIONAL USE to allow Residential in M-1
JOB ADDRESS:	533 PLAZA DR	LOT #:	39
PARCEL ID:	NM06C033	BLK #:	
SUBDIVISION:		ZONING:	
ISSUED TO:	Kailash Tandrian	CONTRACTOR:	Kailash Tandrian
ADDRESS:	1131 John Deere Rd	PHONE:	
CITY, STATE ZIP:	Monroe GA 30656	OWNER:	
PHONE:		PHONE:	
PROP.USE VALUATION:	\$ 0.00	DATE ISSUED:	5/26/2023
SQ FT:	0.00	EXPIRATION:	11/22/2023
OCCP TYPE:			
CNST TYPE:			
INSPECTION REQUESTS:	770-207-4674 lwilson@monroega.gov		

FEE CODE	DESCRIPTION	AMOUNT
PZ-09	CONDITIONAL USE PERMIT	\$ 300.00
<b>FEE TOTAL</b>		<b>\$ 300.00</b>
<b>PAYMENTS</b>		<b>\$- 300.00</b>
<b>BALANCE</b>		<b>\$ 0.00</b>

NOTES:

The Planning Commission will hear and make recommendation on this request for a Conditional Use to allow Residential Use in M1 at 533 Plaza Dr on June 20, 2023 at 5:30pm. The Monroe City Council will hear and make a decision on this request on July 17, 2023 at 6:00pm. Both meetings will be held in the Council Chambers at City Hall; 215 N. Broad St. Monroe, GA 30655

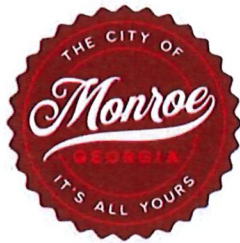
NOTICE

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS STARTED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISION OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Sam E. Wann  
(APPROVED BY)

6/13/23  
DATE



# CITY OF MONROE

## CONDITIONAL USE APPLICATION

**CONDITIONAL USE LOCATION & DESCRIPTION**

Address: 533 Plaza Drive

Parcel #: NM06C033 Council Districts: 3 / 7

Zoning: M1 Acreage/Square Feet: 2.153 Acres

Type of Conditional Use Requested: Residential

**PROPERTY OWNER & APPLICANT INFORMATION**

Property Owner: Kailash Tandrian Phone #: 917-478-6076

Address: 1131 John Deere Road City: Monroe State: GA Zip: 30656

Applicant (If different than owner): \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**CONDITIONAL USE INFORMATION**

**Describe the nature of the proposed use, including without limitation the type of activity proposed, number of occupants and/or employees, hours of operation, number of vehicle trips, water and sewer use, and similar matters (1425.1(1)(b)):** To bring the existing structure into conformance with the City of Monroe's Zoning Ordinance.

The Rama Krishna Davi Amman Seva Dham Mandir (church) desires to use the existing structure, which is already configured for residential living, to house participants of their church outreach program. There will be four apartments which would house no more than twelve individuals total. There will be no more than eight vehicles parked on the premises. Due to the small number of individuals residing there, there is no significant impact upon water or sewer use nor would there be any significant increase in vehicle trips. These details will be described in further detail in the attached Letter of Intent.

**Describe the location of the proposed structure(s) or use(s) and its relationship to existing adjacent uses or structures, and use of adjacent properties (1412.1(1)(c)):** The existing structure is located in a transitional area between an industrial complex with outdoor storage and apartment complexes on both sides of Plaza Drive. There are no developments immediately adjacent to the structure. This quadplex, would provide an appropriate transitional use between the existing industrial use and the more intensive residential uses of the apartment complexes. These details will be described in further detail in the attached Letter of Intent.

**CONDITIONAL USE INFORMATION CONT.**

Describe the area, dimensions and details of the proposed structure(s) or uses(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 (1425.1(1)(d)): The two-story

structure contains approximately 4,680 square feet of floor space. It is divided into four apartments. There are 16 parking spaces including one that is handicap accessible. The property has two driveways onto Plaza Drive. Applicant is not requesting any variances. Applicant intends to perform exterior beautification which will be described further in the attached Letter of Intent.

Select all existing utilities available and/or describe proposed utilities (1425.1(1)(e)):

- City Water     Private Well     City Sewer     Septic Tank     Electrical     Gas     Telecom

**REQUIRED SUBMITTAL ITEMS**

- Completed Application
- Fee (see Fee Schedule)
- Survey Plat
- Typed Detailed Description of the Request
- Site Plan; Drawn to scale
- Deed
- Proof of all property taxes paid in full
- Other information as required by Code Enforcement

I HEREBY CERTIFY THAT I HAVE EXAMINED AND UNDERSTAND ALL INFORMATION ON THIS APPLICATION AND THAT THE ABOVE STATEMENTS AND INFORMATION SUPPLIED BY ME ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING WORK TO BE PERFORMED SHALL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. APPLICANT HERBY AUTHORIZES THE 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: *Kaitaal Jandra* DATE: 5/5/2023

A PUBLIC NOTICE SIGN WILL BE PLACED ON THE SUBJECT PROPERTY PRIOR TO THE PUBLIC HEARING AND REMOVED BY THE CODE DEPARTMENT. THE PUBLIC NOTICE SIGN MUST REMAIN ON THE SUBJECT PROPERTY UNTIL AFTER THE CITY COUNCIL MEETING DECIDES THE MATTER.

PROPERTY OWNER'S AUTHORIZATION SIGNATURE IF NOT THE APPLICANT

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

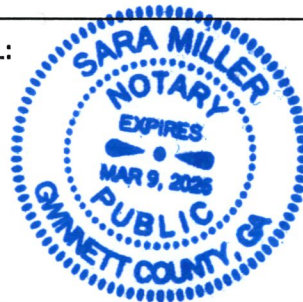
NOTARY PUBLIC:

SWORN TO AND SUBSCRIBED BEFORE THIS 5th DAY OF May, 2023

NOTARY SIGNATURE: *Sara Miller*

DATE: May 5, 2023

SEAL:



It is the responsibility of the applicant and not the staff to ensure that a complete application with all required materials are submitted. Applications and submittals found to be incomplete and incorrect will be rejected. Each applicant is responsible for compliance with the Disclosure of Campaign Contributions and/or Gifts outlined in Section 1450 of the Zoning Ordinance.

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.

**SURVEYOR'S CERTIFICATE**

THIS PLAT IS A RETRACEMENT OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT SUBDIVIDE OR CREATE A NEW PARCEL OR MAKE ANY CHANGES TO ANY REAL PROPERTY BOUNDARIES. THE RECORDING INFORMATION OF THE DOCUMENTS, MAPS, PLATS, OR OTHER INSTRUMENTS WHICH CREATED THE PARCEL OR PARCELS ARE STATED HEREON. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. 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.

4/18/2023

JOHN F. BREWER, III  
PLS#2905

**SURVEY LEGEND**

- B.S.L. - BUILDING SETBACK LINE
- CMP - CORRUGATED METAL PIPE
- DB - DEED BOOK
- DE - DRAINAGE EASEMENT
- DIP - DUCTILE IRON PIPE
- FDC - FIRE DEPARTMENT CONNECTION
- FES - FLARED END SECTION (STORM)
- FFE - FINISHED FLOOR ELEVATION
- GI - GRATE INLET
- HDPE - HIGH DENSITY POLYETHYLENE
- IE - INVERT ELEVATION
- OCS - OUTLET CONTROL STRUCTURE
- PB - PLAT BOOK
- PTP - POWER TELEPHONE POLE
- RCP - REINFORCED CONCRETE PIPE
- SSE - SANITARY SEWER EASEMENT
- 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
- TYP - TYPICAL
- PROPERTY CORNER FOUND
- PROPERTY CORNER
- CMF-CONCRETE MONUMENT FOUND
- ELEVATION BENCHMARK
- DELTA (SURVEY CONTROL)
- AIR CONDITIONING UNIT
- CB - CATCHBASIN
- CO - CLEANOUT
- FO - FIBER OPTIC (MARKER)
- FH - FIRE HYDRANT
- GS - GAS VALVE
- GM - GAS METER
- GM - GAS MARKER
- GUY WIRE/ANCHOR
- HW - HEADWALL
- JB - JUNCTION BOX
- LP - LIGHTPOLE
- MH - MANHOLE
- SSMH - SANITARY SEWER MANHOLE
- TPED - TELEPHONE PEDESTAL
- WI - WEIR INLET
- WM - WATER METER
- WV - WATER VALVE
- UTILITY POLE
- TRANSMISSION UTILITY POLE
- XFMR - POWER TRANSFORMER
- FENCE LINE
- OVERHEAD UTILITY
- OVERHEAD POWER
- UNDERGROUND POWER
- OVERHEAD TELEPHONE
- UNDERGROUND TELEPHONE
- TRAFFIC UTILITY
- FIBER-OPTIC
- NATURAL GAS
- FLOODPLAIN
- SANITARY SEWER
- SEWER FORCEMAIN
- SANITARY SEWER SERVICE
- WATERLINE

**SURVEY NOTES:**

THE FIELD DATA UPON WHICH THIS PLAT IS BASED UPON HAS A CLOSURE PRECISION OF ONE FOOT IN 31,658 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 183,376 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 NAVD83, ESTABLISHED ON-SITE NETWORK GPS OBSERVATIONS WITH A LEICA GS16 GNSS RTK RECEIVER.

A PORTION OF SUBJECT PROPERTY IS LOCATED WITHIN AREAS HAVING ZONE DESIGNATIONS OF "ZONE AE", DETERMINED TO BE WITHIN A SPECIAL FLOODPLAIN BY THE SECRETARY OF HOUSING AND URBAN DEVELOPMENT, ON FLOOD INSURANCE RATE MAP NO. 13247C0136E WITH AN EFFECTIVE DATE OF 12/8/2016 FOR COMMUNITY NUMBER 130227, CITY OF MONROE, WALTON COUNTY, GEORGIA.

FIELDWORK COMPLETED: 4/11/2023.

AN EXISTING NATIONAL GEODETIC SURVEY MONUMENT WAS FOUND TO BE WITHIN 500' OF SUBJECT PROPERTY, AS SHOWN.

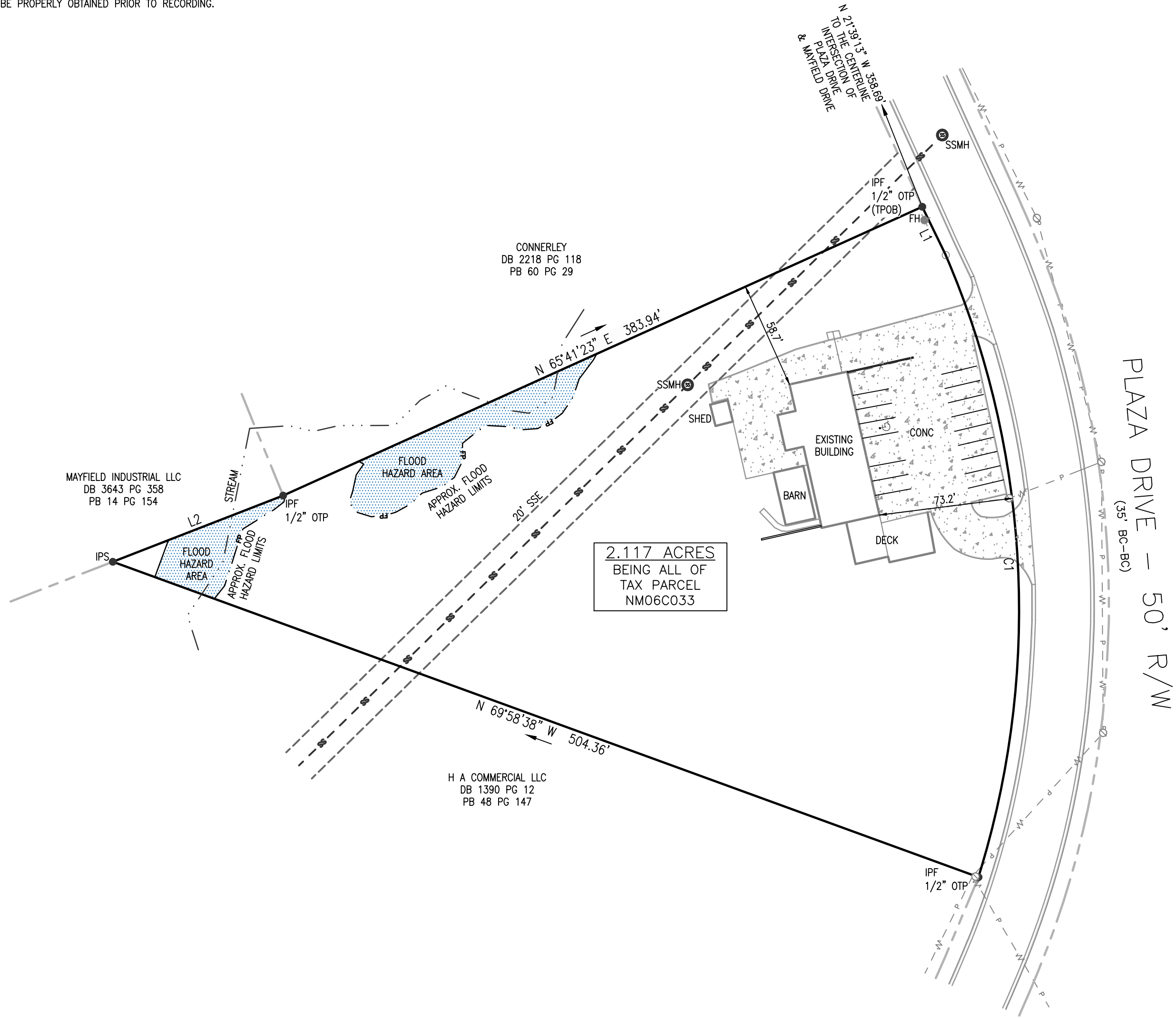
THIS SURVEY DOES NOT INTEND TO REPRESENT A DIVISION OF AN EXISTING TAX PARCEL.

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.

CURVE CHART				
CURVE #	CHORD BEARING	RADIUS	ARC LENGTH	CHORD LENGTH
C1	S 03°00'43" E	490.46'	348.22'	340.95'

LINE CHART		
LINE #	BEARING	DISTANCE
L1	S 25°53'42" E	29.45'
L2	N 68°45'48" E	100.00'



2.117 ACRES  
BEING ALL OF  
TAX PARCEL  
NM06C033

PLAZA DRIVE - 50' R/W  
(35' BC-BC)



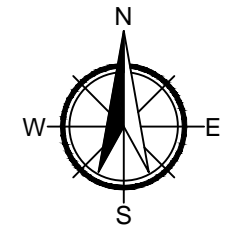
**W&A ENGINEERING**  
A Better Communities Collaborative Company

ATHENS • ATLANTA • AUGUSTA  
BIRMINGHAM • NASHVILLE

1002 South Broad Street  
Monroe, GA 30655

770.267.4703

INFO@WAENGINEERING.COM  
WWW.WAENGINEERING.COM



GA WEST, ZONE 1002  
NAD 83

SITE PLAN FOR:

**KAILASH TANDRIAN**

533 PLAZA DRIVE  
LAND LOT 39, 3RD DISTRICT  
CITY OF MONROE,  
WALTON COUNTY, GEORGIA

**PROJECT NOTES:**

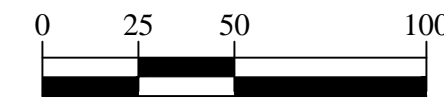
- PARKING:
- 15 STANDARD SPACES
- 1 ADA SPACE

DATED: 4/19/2023



REFERENCES:  
DEED BOOK 5093 PAGE 426  
PLAT BOOK 39 PAGE 193

OWNER OF RECORD:  
KAILASH TANDRIAN  
1131 JOHN DEERE RD  
MONROE, GA 30656



SCALE 1" = 50'

23-0312

Tony Powell  
Brian Edwards  
Nathan Powell  
W. Charles Ross



Jay Crowley  
Mandy Williams  
Laura Walsh  
Laura Shoop

May 5, 2023

Brad Callender, Planning Director  
City of Monroe  
215 North Broad Street  
PO Box 1249  
Monroe, Georgia 30655

**RE: APPLICATION FOR CONDITIONAL USE PERMIT AND LETTER  
OF INTENT FOR 533 PLAZA DRIVE, MONROE.**

Dear Mr. Callender:

Powell & Edwards, P.C. submits this Letter of Intent on behalf of Kailash Tandrian (the “Applicant”) to request a Conditional Use Permit to allow for a Residential Use in the existing structure located at 533 Plaza Drive, Monroe and having Walton County Tax ID Number of NM06C033 (the “Property”).

Applicant is the owner of a 4,680 square foot, two story building that is configured as four separate residential apartments on a 2.153-acre parcel which is zoned M-1 and contains sixteen paved parking spaces. The property also has a wraparound driveway leading to the rear of the structure which is not utilized except to access a storage building, shed and LP gas tank. The Applicant purchased the property in 2022 and found it in the present configuration. Applicant, who is a member of the Rama Krishna Davi Amman Seva Dham Mandir (church) purchased the property with the intention of providing housing to individuals in need, and in fact, did provide such housing. Applicant was unaware that this was not a permitted use under the property’s zoning classification. Unfortunately, a friend or relative of at least one of the residents was wanted by law enforcement and was located on the property. This alerted the City of Monroe to the unauthorized use of the property. Once Applicant was made of aware of this issue by Monroe’s Department of Code Enforcement, Applicant began the process of attempting to become code compliant. Unfortunately, Applicant’s initial attempt to make application for a Conditional Use was returned to him as incomplete. He then retained counsel to assist in his application. At this time, Applicant also had all of the existing tenants vacate the Property.

Applicant’s Counsel reviewed the Monroe Zoning Ordinance with Applicant and discussed concerns with Applicant’s proposed use. It was determined that rather than to simply provide low-income housing, that rather, it might be used as part of his church’s structured program to help people who have difficulty in obtaining a traditional rental housing to re-

**A PROFESSIONAL CORPORATION**



May 5, 2023  
Page 2

establish their credit so that they can transition to mainstream rental housing and possibly, one day, home ownership. The program, known as Get a Second Chance Housing, is administered through the church. There will be a meaningful background check and no convicted felons or individuals with pending criminal charges may be on the property at all. Any tenant allowing such person on the Property will be asked to leave the program and residence. Additionally, residents will be required to attend classes through the church in managing finances, preparing a resume and interviewing techniques. They will also be required to participate in maintaining the property.

Applicant, through Counsel, has had significant contact with the City Planning Department and understands that for the Mayor and Council to even consider this request considerable changes have to be made to the property. First and foremost, any life safety concerns must be resolved. To that end, the bedroom count has been significantly reduced. The attached floorplan now shows the quadplex to hold an 850 square foot, two-bedroom unit and a 1,730 square foot two-bedroom unit on the top floor, and a 1,245 square foot one-bedroom unit and an 855 square foot studio apartment on the lower level. All bedrooms have an egress window or will have one installed before habitation. Applicant is also aware that the current zoning ordinance requires a brick veneer on all multi-family buildings. Applicant is open to having a condition imposed which requires some level of brick veneer to be added to the structure, but would ask that consideration be given to the fact that neither of the adjacent large apartment complexes have any brick veneer.

As you are aware, Residential use is currently permitted under the M1 zoning district with a Conditional Use Permit. It is also understood that this property falls into the West Sub-Area Plan of the 2022 Comprehensive Plan. This area provides for higher density residential uses and seems to be an appropriate location for the use under the Plan. As you will see from the attached photographs, these apartments are not indicative of low-income housing. These are very well-appointed residences. The Applicant has a vested interest in maintaining them. The Applicant is a retired New York City Police Officer and is committed to keeping up the Property.

The Applicant and his Counsel welcome the opportunity to meet with you and your staff to answer any questions or to address any concern relating to the matters set forth in this Letter of Intent or in its Application for a Conditional Use filed herewith. The Applicant respectfully requests your approval of this Application.

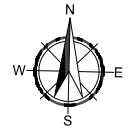
Respectfully submitted,

POWELL & EDWARDS, P.C.

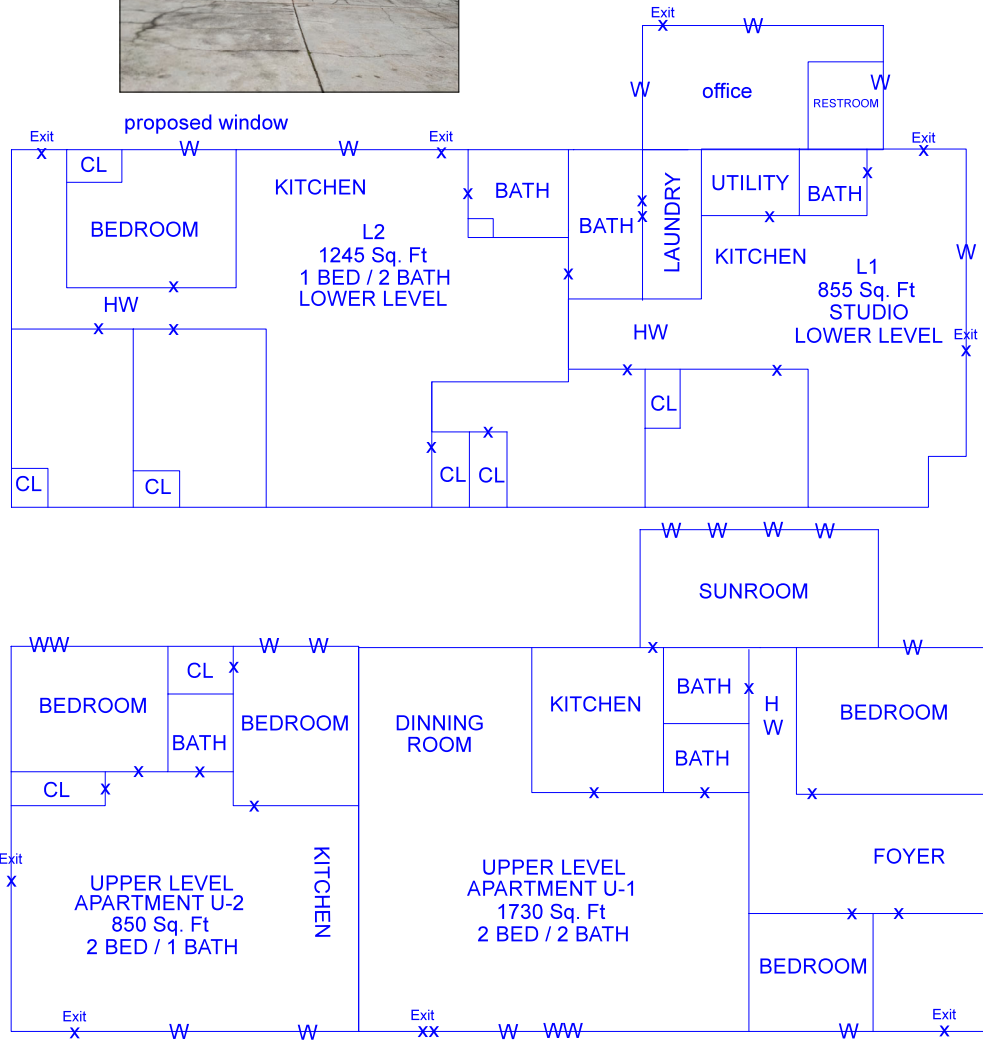
W. Charles "Chuck" Ross  
Attorney for Applicant



VICINITY MAP  
NOT TO SCALE



W = WINDOW  
X = DOOR  
CL = CLOSET



DRIVEWAY IN BACK OF STRUCTURE FOR LOADING AND UNLOADING

4 UNITS  
+/- 2.15 ACRES  
16 PARKING SPACES  
1 HANDICAPPED  
2 DRIVEWAY ENTRANCES FROM PLAZA DRIVE

BUILDING IS CURRENTLY CONNECTED TO CITY WATER, SEWER, AND ELECTRICAL

EXISTING APARTMENT COMPLEX  
2 STORY

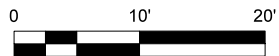
NOT FOR RECORDING

CONDITIONAL REZONE CONCEPT PLAN

PLAZA DRIVE

PROJECT NO 230132  
APRIL 10TH, 2023

PARCEL NM06C033  
LANDLOT 39 3RD DISTRICT  
WALTON COUNTY, GEORGIA



SCALE 1"=10'

**W&A ENGINEERING**  
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ATHENS • ATLANTA • AUGUSTA • BIRMINGHAM • MONROE • NASHVILLE  
1002 South Broad Street  
Macon, Georgia 30685  
770.287.4703  
info@WAengineering.com  
www.WAengineering.com

EX 2-1

After recording return to  
DICKINSON & WILLIS, LLC  
ATTORNEYS AT LAW  
338 NORTH BROAD STREET  
MONROE, GEORGIA 30655  
FILE # 22-058

BK: 5093 PG: 426-427  
Filed and Recorded  
Mar-04-2022 02:03:35PM  
DOC#: D2022-003716  
Real Estate Transfer Tax Paid \$244.00  
1472022001100

Karen P. David  
CLERK OF SUPERIOR COURT Walton County GA.

space above line for recording

**LIMITED WARRANTY DEED**

STATE OF GEORGIA  
COUNTY OF WALTON

THIS INDENTURE, Made the 2<sup>nd</sup> day of March in the year two thousand and twenty two, between **WILLIAM SHEA**, of the County of Walton and State of Georgia, as party or parties of the first part, hereinafter called "Grantors," and **KAILASH TANDRIAN**, of the County of Walton and State of Georgia, as party or parties of the second part, hereinafter called "Grantee" (the words "Grantors" and "Grantee" to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH that: Grantors for and in consideration of the sum of Ten (\$ 10.00) Dollars and other valuable considerations in hand paid at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents does grant, bargain, sell, alien, convey and confirm unto the said Grantee:

All that tract or parcel of land lying and being in the City of Monroe, Walton County, Georgia, G.M.D. 419, fronting on Plaza Drive, containing 2.153 acres, more or less, Said land being more fully shown and described by that certain plat of survey entitled "Survey for Malcom's Building Center, Inc.", dated December 1, 1986, by John F. Brewer, Georgia Registered Land Surveyor No. 2115, said plat being recorded in Plat Book 39, Page 193, Walton County, Georgia Records, which plat is incorporated herein and made a part hereof by reference. Said lands being bounded on the North by lands now or formerly of Malcom's Building Center, Inc.; on the East by the West right of way line of Plaza Drive, and on the South by Lot 9 of Monroe West Subdivision.

Map/Parcel #NM06C-00000-033-000

This Deed is given subject to all easements and restrictions of record.



TO HAVE AND TO HOLD the said tract or parcel of land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining, to the only proper use, benefit and behoof of the said Grantee forever in FEE SIMPLE.

AND GRANTOR WILL WARRANT and forever defend the right and title to the above described property unto Grantee against the claims of any persons owning, holding or claiming by, through or under Grantor.

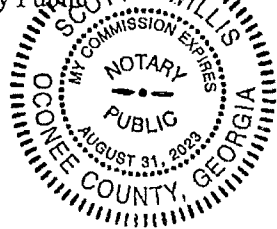
IN WITNESS WHEREOF, the Grantors have signed and sealed this deed, the day and year above written.

Signed, sealed and delivered in presence of:

*J. M. M.*  
Witness

*William Shea* (SEAL)  
WILLIAM SHEA

*Scott P. Willis*  
Notary Public



## 2022 Property Tax Statement

Tax Commissioner  
 303 South Hammond Drive STE 100  
 Walton County Government Building  
 Monroe, Georgia 30655

Ph: 770-266-1736, Fax: 770-267-1416

CALCATERRA JOHN & CALCATERRA  
 MELISSALYNN  
 401 STALLSWORTH ROAD  
 MC DONOUGH, GA 30252

Bill No.	Due Date	Current Due	Prior Payment	Back Taxes	*Total Due*
2022-6525	11/15/2022	\$0.00	\$3679.13	\$0.00	Paid 10/27/2022

Map: NM06C-00000-033-000

Printed: 05/05/2023

Location: 533 PLAZA DR

Account No: 097875 010

The Tax Commissioner is the tax collector and is not responsible for values nor for rates. If you feel the assessed fair market value of your property is incorrect, please contact the Tax Assessors office at 770-267-1352.

**RETURN THIS PORTION WITH PAYMENT**

(Interest will be added per month if not paid by due date)

Payments made after the due date are subject to interest and penalties governed by Georgia Code. State law requires all tax bills to be mailed to owner of record on January 1st. If property has been sold, please contact our office.

Tax Commissioner  
 303 South Hammond Drive STE 100  
 Walton County Government Building  
 Monroe, Georgia 30655

Ph: 770-266-1736, Fax: 770-267-1416



**Tax Payer:** CALCATERRA JOHN & CALCATERRA  
 MELISSALYNN

**Map Code:** NM06C-00000-033-000 Real

**Description:** #10 MONROE WEST 2.15AC

**Location:** 533 PLAZA DR

**Bill No:** 2022-6525

Building Value	Land Value	Acres	Fair Market Value	Due Date	Billing Date	Payment Good through	Exemptions		
0.00	0.00	2.1500	\$246,300.00	11/15/2022	09/07/2022				
Entity	Adjusted FMV	Net Assessment	Exemptions	Taxable Value	Millage Rate	Gross Tax	Credit	Net Tax	
CITY TAX		\$0	\$98,520	\$0	\$98,520	0.007060	\$1,153.37	-\$457.82	\$695.55
COUNTY		\$0	\$98,520	\$0	\$98,520	0.010413	\$1,320.96	-\$295.07	\$1,025.89
SCH BOND		\$0	\$98,520	\$0	\$98,520	0.002134	\$210.24	\$0.00	\$210.24
SCHOOL		\$0	\$98,520	\$0	\$98,520	0.017737	\$1,747.45	\$0.00	\$1,747.45
<b>TOTALS</b>					<b>0.037344</b>	<b>\$4,432.02</b>	<b>-\$752.89</b>	<b>\$3,679.13</b>	

State law requires all tax bills to be mailed to the owner of record on January 1st. If property has been sold, please contact our office.

This bill is not sent to your mortgage company. If you have an escrow account, please forward a copy of this bill to your mortgage company. We encourage you to pay by mail or on our website at [www.waltoncountypay.com](http://www.waltoncountypay.com)

Certain persons are eligible for certain homestead exemptions from ad valorem taxation. In addition, certain elderly persons are entitled to additional homestead exemptions. Applications must be filed by April 1st.

For eligibility requirements regarding exemptions or questions about your value, contact the Tax Assessors office at 770-267-1352.

<b>Current Due</b>	\$3,679.13
<b>Penalty</b>	\$0.00
<b>Interest</b>	\$0.00
<b>Other Fees</b>	\$0.00
<b>Previous Payments</b>	\$3,679.13
<b>Back Taxes</b>	\$0.00
<b>Total Due</b>	<b>\$0.00</b>
<b>Paid Date</b>	10/27/2022



533 P2A DR. REAR OF BUILDING.

191



533 PLAZA DRIVE REAR OF BUILDING





533 PLAZA PARKING LOT.





533 PLAZA SIDEVIEW BLDG- APT. L1

195







U2 LIVING RM.



U.2 LIVING ROOM.



APT. L1 LIVING RM.

200





L2 KITCHEN





**To:** City Council  
**From:** Brad Callender, Planning & Zoning Director  
**Department:** Planning & Zoning  
**Date:** 7/5/2023  
**Subject:** Rezone #2432 – 408 Knight Street – R-2 to R-1A to allow for subdivision of the property and development of a new single-family residence

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

**Description:**

The property owner of 408 Knight Street is petitioning for a rezone from R-2 to R-1A in order to allow for the subdivision of the property into two lots for the development of a new single-family dwelling. An existing single-family dwelling on the parent tract will remain on one of the new lots.

**Background:**

Please refer to the attached staff report for complete details regarding this rezoning request.

**Recommendation:**

The Planning Commission voted unanimously to recommend approval of the rezone from R-2 to R-1A as submitted without conditions.

**Attachment(s):**

- Staff Report
- Application Documents



**Planning  
City of Monroe, Georgia  
REZONE STAFF REPORT**

**APPLICATION SUMMARY**

**REZONE CASE #:** 2432

**DATE:** June 9, 2023

**STAFF REPORT BY:** Brad Callender, Planning & Zoning Director

**APPLICANT NAME:** Hope Monroe, Inc.

**PROPERTY OWNER:** Hope Monroe, Inc.

**LOCATION:** Southwest corner of Knight Street and Pine Park Street – 408 Knight Street

**ACREAGE:** ±0.56

**EXISTING ZONING:** R-2 (Multi-Family, High Density Residential District)

**EXISTING LAND USE:** Single-family dwelling

**ACTION REQUESTED:** Rezone R-2 to R-1A (Medium Lot Residential District)

**REQUEST SUMMARY:** The owner is petitioning for a rezone in order to subdivide the property and construct one new single-family dwelling on a new lot.

**STAFF RECOMMENDATION:** Staff recommends approval of this rezone request as submitted without conditions.

**DATES OF SCHEDULED MEETINGS**

**PLANNING COMMISSION:** June 20, 2023

**CITY COUNCIL:** July 17, 2023

**REQUEST SUMMARY**

**REZONE REQUEST SUMMARY:**

The applicant is requesting approval of a rezone to R-1A (Medium Lot Residential District) in order to subdivide the subject property into two lots. The subject property currently contains one single-family residence. The existing residence was constructed in 1920. The applicant proposes to construct a new single-family dwelling on the newly subdivided lot.

**PROPOSED PROJECT AMENDMENT SUMMARY:**

- Rezone – Subdivide into two (2) R-1A single-family residential lots
  - Site Area – ±0.52 Acres
  - Proposed Lots - ±0.241 Acres/10,498 Sf (existing dwelling lot) and ±0.279 Acres/12,154 Sf
    - A new R-1A compliant single-family dwelling will be constructed on the new lot

---

**STAFF ANALYSIS**

THE ANALYSIS OF THE APPLICATION IS MADE BASED UPON THE “STANDARDS FOR ZONING MAP AMENDMENT APPLICATION DECISIONS” AS SET FORTH IN SECTION 1421.8 OF THE *CITY OF MONROE ZONING ORDINANCE*.

**(1) The location, present use, and zoning classification of the subject property, and its suitability and economic viability for use as currently zoned:** The subject property is currently zoned R-2 (Multi-Family, High Density Residential District). The subject property has been zoned R-2 since the City adopted zoning. A single-family residence has been on the property since 1920. Under the current zoning, the property is unable to be subdivided due to the minimum required lot size for an R-2 property.

**(1) The proposed use and zoning classification of the subject property:** The applicant is requesting the rezone to R-1A (Medium Lot Residential District) to subdivide the property. The existing single-family dwelling will remain on one new lot and a new single-family dwelling will be constructed on the second new lot.

**(2) The existing land uses and zoning classification of nearby property, whether the zoning proposal seeks a use consistent with the use and development of adjacent and nearby property, and to what extent the zoning proposal will adversely affect adjacent or nearby property:** Properties located north, south and west of this site along Knight Street and Pine Park Street are zoned R-2 and predominantly contain single-family residences. Property east of the site across Pine Park Street is zoned R-1A as part of the Felker Park property. The requested rezone to allow for subdividing the property into two single-family residential lots should not adversely affect any of the adjacent or nearby properties.

**(3) Whether the zoning proposal will result in a use which could adversely affect existing infrastructure including without limitation streets, transportation facilities, utilities, schools, police and fire protection, and municipal personnel:** The requested rezone to subdivide the property into two lots for single-family residences should not adversely affect any existing infrastructure or City services.

**(4) Whether the zoning proposal is consistent with the Comprehensive Plan:** The subject property is located in the Downtown Sub-Area as identified in the Monroe Comprehensive Plan. The existing character of this vicinity of the Downtown Sub-Area is predominantly residential. The future character will be predominantly residential smaller lot and multi-family focused in this vicinity of the sub-area. The proposed rezone to subdivide the property into two lots for single-family residences meets the intent of the goals of the Comprehensive Plan.

**(5) Whether there are other factors or existing or changing conditions regarding the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal:** The requested R-1A zoning is necessary in order to subdivide the property into individual lots for the existing single-family residence and a new residence on one of the resulting lots. The subject property cannot be subdivided due to the minimum 5-acre lot size requirement of the underlying R-2 zoning.

---

**STAFF RECOMMENDATION**

Based upon the City Council’s policies, decision making criteria and standards outlined in the Zoning Ordinance of the City of Monroe, staff recommends approval of the requested rezone to allow for the subdivision of the property and the construction of a new single-family dwelling.



# City of Monroe

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

## REZONE PERMIT

PERMIT #:	2432	DESCRIPTION:	Rezone R-2 to R-1A
JOB ADDRESS:	408 KNIGHT ST	LOT #:	
PARCEL ID:	M0170214	BLK #:	
SUBDIVISION:		ZONING:	R-2
ISSUED TO:	HOPE MONROE, INC.	CONTRACTOR:	HOPE MONROE, INC.
ADDRESS:	338 N BROAD ST	PHONE:	
CITY, STATE ZIP:	MONROE GA 30655	OWNER:	
PHONE:		PHONE:	
PROP.USE		DATE ISSUED:	5/26/2023
VALUATION:	\$ 0.00	EXPIRATION:	11/22/2023
SQ FT	0.00		
OCCP TYPE:			
CNST TYPE:			
INSPECTION REQUESTS:	770-207-4674 lwilson@monroega.gov		

FEE CODE	DESCRIPTION	AMOUNT
PZ-01	REZONE REQUEST TO R-1/R-1A	\$ 300.00
<b>FEE TOTAL</b>		\$ 300.00
<b>PAYMENTS</b>		\$- 300.00
<b>BALANCE</b>		\$ 0.00


### NOTES:

The Planning Commission will hear and make recommendation on this request for a Rezone from R-2 to R-1A at 408 Knight St. on June 20, 2023 at 5:30pm. The Monroe City Council will hear and make a decision on this request on July 17, 2023 at 6:00pm. Both meetings will be held in the Council Chambers at City Hall; 215 N. Broad St. Monroe, GA 30655

### NOTICE

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS STARTED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISION OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

  
\_\_\_\_\_  
(APPROVED BY)

6/13/23  
DATE



# CITY OF MONROE

## REZONE APPLICATION

### REZONE LOCATION & DESCRIPTION

Address (or physical location): 408 Knight Street

Parcel #(s): M0170214

Acreage/Square Feet: 0.56 acres Council Districts: 06 / 08

Existing Zoning: R2 Proposed Zoning: R1A

Existing Use: single-family residential

Proposed Use: single-family residential

### PROPERTY OWNER & APPLICANT INFORMATION

Property Owner: Hope Monroe, Inc. Phone #: 404-455-7992

Address: 338 N. Broad Street City: Monroe State: GA Zip: 30655

Applicant (if different than owner): \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### REZONE INFORMATION

Describe the current zoning of the subject property and abutting properties. Describe all existing uses on abutting properties (1421.4(2)(c)): Current zoning is R2. Abutting properites are zoned R2.

Existing uses on current property and surrounding properites are residential.

Provide a statement explaining the intent of the requested zoning change, the proposed use, and any special or unusual parts of the rezoning request (1412.4(2)(d)): We are seeking to divide the existing parcel into two parcels in order to construct another single-family residence on the new lot that will be created by the subdivision.

**REZONE INFORMATION CONT.**

Describe the suitability for development under the existing zoning vs. the proposed zoning. Describe all existing uses and structures (1421.4(2)(e)): The parcel is suitable for the proposed development as it matches the existing neighborhood.

Describe the duration of vacancy or non-use if the property is vacant and unused at the time the application is submitted (1421.4(2)(f)): The portion of the lot that will become a new parcel is vacant land at this time. It has been vacant as long as we have owned it.

Select all existing utilities available and/or describe proposed utilities (1425.1(1)(k)):

- City Water     Private Well     City Sewer     Septic Tank     Electrical     Gas     Telecom

**REQUIRED SUBMITTAL ITEMS (1421.4(2))**

*SELECT THE APPLICABLE ITEMS FOR THE REQUEST*

- Completed Application
- Fee (see Fee Schedule)
- Typed Legal Description
- Typed Detailed Description of the Request
- Survey Plat
- Deed
- Proof of all property taxes paid in full
- Site Plan

Drawn to scale, showing the following:

- Proposed Uses/Buildings
- Proposed Improvement Information
- Parking
- Traffic Circulation
- Landscaping/Buffers
- Stormwater/Detention Structures
- Amenities

Commercial & Industrial Rezoning Site Plans shall also include the following in addition to the items listed for Site Plans:

- Maximum Gross Square Footage of Structures
- Minimum Square Footage of Landscaped Area
- Maximum Structure Height
- Minimum Square Footage of Parking & Drives
- Proposed Number of Parking Spaces
- Required Buffers

Residential Rezoning Sites Plans shall also include the following in addition to the items listed for Site Plans:

- Maximum # of Dwelling Units/Lots
- Maximum Structure Height
- Minimum Square Footage of Dwellings
- Minimum Lot Size
- Maximum Lot Coverage
- Maximum Structure Height
- Location of Amenities
- Required Buffers

For Planned Districts, the applicant must submit a pattern book for review before submitting any rezoning application. Any submittal of a rezone application for a Planned District which has not undergone a preliminary review by staff will be considered incomplete. The pattern book and rezoning site plan shall include all of the applicable items listed above as well as any identified by staff during the preliminary review process:

- Pattern Book Review Completed
- Other Items as identified as required by the Code Enforcement Officer



I HEREBY CERTIFY THAT I HAVE EXAMINED AND UNDERSTAND ALL INFORMATION ON THIS APPLICATION AND THAT THE ABOVE STATEMENTS AND INFORMATION SUPPLIED BY ME ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING WORK TO BE PERFORMED SHALL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. APPLICANT HERBY AUTHORIZES THE 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:  DATE: 4/12/2023

A PUBLIC NOTICE SIGN WILL BE PLACED ON THE SUBJECT PROPERTY PRIOR TO THE PUBLIC HEARING AND REMOVED BY THE CODE DEPARTMENT. THE PUBLIC NOTICE SIGN MUST REMAIN ON THE SUBJECT PROPERTY UNTIL AFTER THE CITY COUNCIL MEETING DECIDES THE MATTER.

*PROPERTY OWNER'S AUTHORIZATION SIGNATURE IF NOT THE APPLICANT*

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTARY PUBLIC:

SWORN TO AND SUBSCRIBED BEFORE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

NOTARY SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

SEAL:

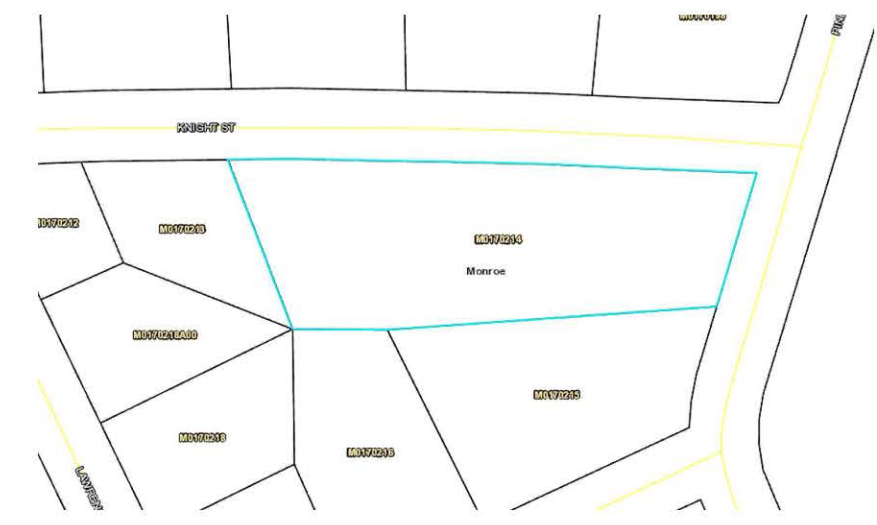
**It is the responsibility of the applicant and not the staff to ensure that a complete application with all required materials are submitted. Applications and submittals found to be incomplete and incorrect will be rejected. Each applicant is responsible for compliance with the Disclosure of Campaign Contributions and/or Gifts outlined in Section 1450 of the Zoning Ordinance.**

# DIVISION PLAT OF SURVEY

## A DIVISION OF PARENT TAX PARCEL: M0170214

### LOTS 32 AND 33 OF MONROE COTTON MILLS SUBDIVISION LAND LOT 66 OF THE 3RD LAND DISTRICT, 419TH G.M.D. CITY OF MONROE, WALTON COUNTY, GEORGIA

DEED REFERENCE: DB. 4200, PG. 301  
PLAT REFERENCE: PB. 10, PG. 215



#### TEXT LEGEND

- |         |                          |
|---------|--------------------------|
| C/L=    | CENTERLINE               |
| C&G=    | CURB & GUTTER            |
| DE=     | DEED BOOK                |
| RC=     | REINFORCED CONCRETE PIPE |
| CM=     | CORRUGATED METAL PIPE    |
| EP=     | EDGE OF PAVEMENT         |
| FE=     | FINISHED FLOOR ELEVATION |
| VE=     | VERTICAL ELEVATION       |
| SE=     | SEWER D/N SET            |
| BS=     | BUILDING SETBACK         |
| ND=     | NEW OR FORMERLY          |
| NPL=    | NEIGHBORLY LINE          |
| P.B.=   | PLAT BOOK                |
| P.O.B.= | POINT OF BEGINNING       |
| P.O.C.= | POINT OF COMMENCEMENT    |
| R.O.W.= | RIGHT OF WAY             |
| DI=     | DROP INLET               |
| WM=     | WATER METER              |
| WV=     | WATER VALVE              |
| FES=    | FLARED END STRUCTURE     |
| SSMH=   | SANITARY SEWER MANHOLE   |
| GW=     | GUY WIRE                 |

#### SYMBOL LEGEND

- |     |                |
|-----|----------------|
| PP= | POWER POLE     |
| P=  | OVERHEAD POWER |
| X=  | FENCE LINE     |

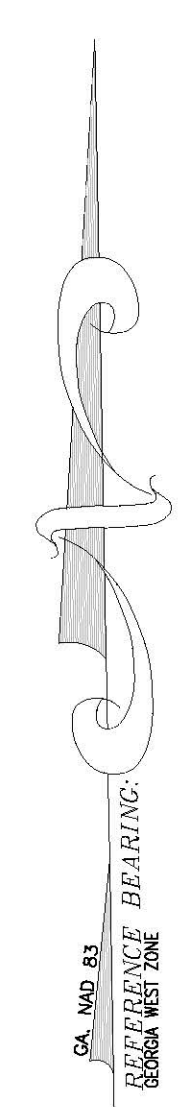
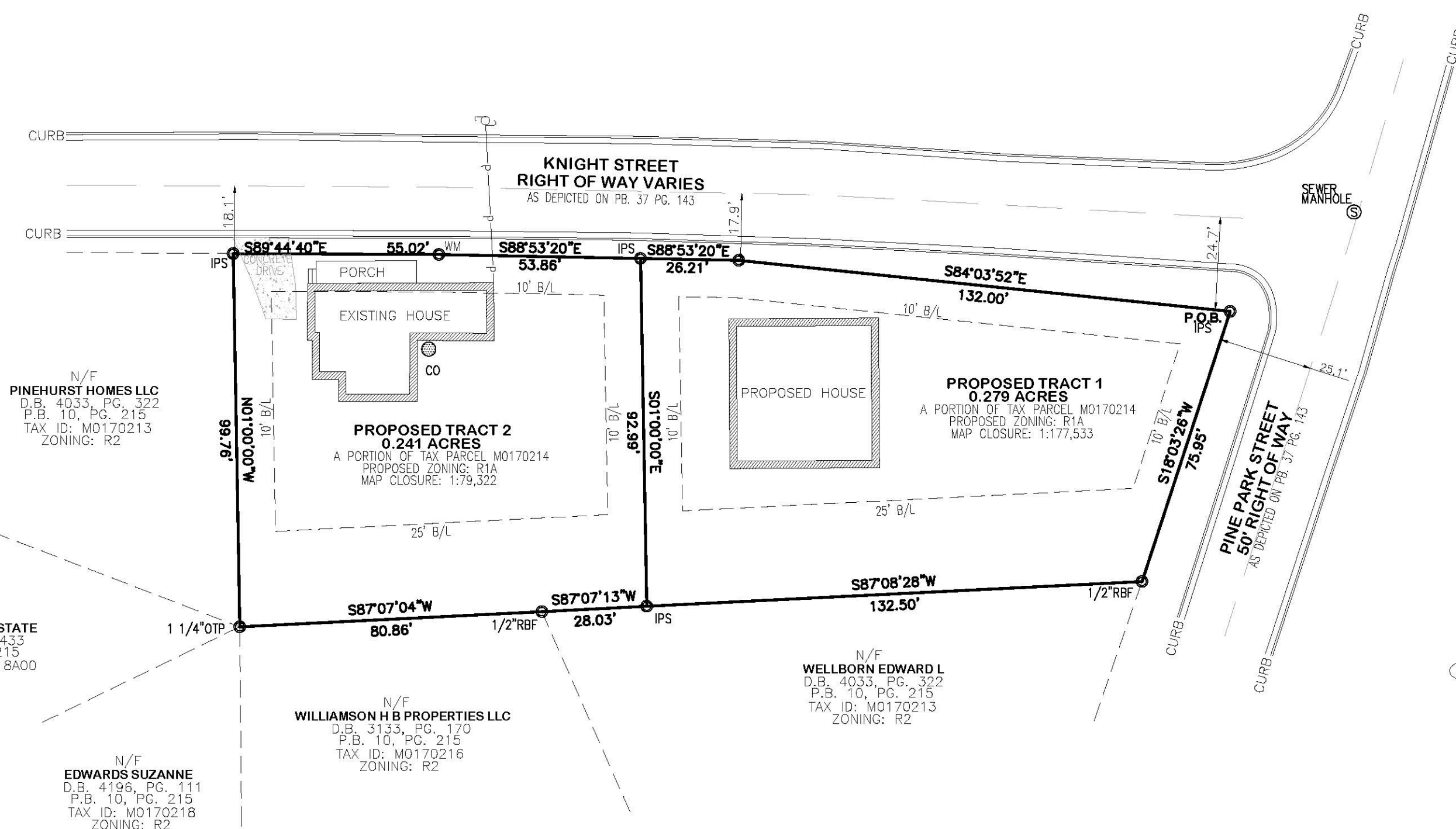
#### SURVEYOR CERTIFICATION

AS REQUIRED BY SUBSECTION (d) OF O.C.G.A. SECTION 15-6-87, 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 THE 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 15-6-87.

#### ZONING REQUIREMENTS:

1. PROPOSED PROPERTY ZONING: R1A
2. MINIMUM LOT AREA= 10,000 SQ FT
3. MINIMUM LOT FRONTAGE= 50 FEET
4. LOTS SERVED BY CITY OF MONROE WATER
5. LOTS SERVED BY CITY OF MONROE SEWER
6. BUILDING SETBACKS:  
FRONT: 10 FEET  
SIDE: 10 FEET  
REAR: 25 FEET

THE DIVISION OF THE PROPERTY DEPICTED IS SUBJECT TO THE APPROVAL AND ACCEPTANCE BY THE CITY OF MONROE.  
Joseph P. Brewer Ga. RLS #3209 7-26-2022



#### SURVEYOR'S NOTES

1. THE EQUIPMENT USED TO OBTAIN THE LINEAR AND ANGULAR MEASUREMENTS WAS A CARLSON BRX7 MULTI-FREQUENCY GPS.
2. THERE WAS A POSITIONAL TOLERANCE OF LESS THAN 0.1' PER BOUNDARY POINT WHILE OBTAINING FIELD EVIDENCE FOR THE PRODUCTION OF THIS PLAT.
3. THE HORIZONTAL DATUM FOR WHICH THIS SURVEY IS BASED WAS OBTAINED BY THE USE OF GPS. A CARLSON NETWORK RTK ROVER WAS USED TO COLLECT CORRECTED MEASUREMENTS REPORTED BY A REAL TIME NETWORK OPERATED BY EGPS SOLUTIONS, INC.
4. THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURE.
5. THE BEARING BASIS USED TO PREPARE THIS PLAT IS BASED UPON NAD-83, GEORGIA STATE PLANE, WEST ZONE COORDINATES. ALL DIRECTIONS AND DISTANCES SHOWN HEREON ARE A GROUND LEVEL PROJECTION OF THE SYSTEM.
6. THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE ABSTRACT AND EASEMENTS MAY AFFECT THE SUBJECT PROPERTY THAT ARE NOT SHOWN HEREON.



#### FLOOD NOTE

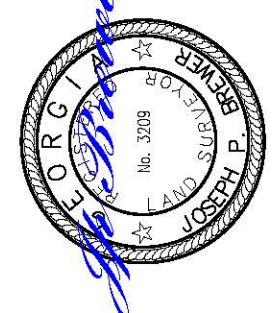
NO PORTION OF THE SUBJECT PROPERTY LIES IN A DESIGNATED SPECIAL FLOOD HAZARD AREA PER WALTON COUNTY FEMA FLOOD MAP NUMBERS 1329C0137, DATED 12-08-2016. THE PROPERTY LIES IN A FLOOD ZONE "X".

DIVISION SURVEY FOR:

HOPE MONROE, INC.

NO.	DATE:	REVISION:

DATE: 7/26/2022 LAND LOT: 66 GMD: 419TH  
CITY: MONROE COUNTY: WALTON DRAWN BY: PALMER  
JOB NUMBER: 22-592 SCALE: 1"=30' DATE OF FIELD WORK: 6/29/2022



PREPARED BY: A Georgia Land Surveying Firm: LSF# 001105

**acre**  
PROFESSIONAL SURVEYORS  
LAND DEVELOPMENT SURVEYING AND MAPPING

ACRE GROUP, INC.  
139 W. WASHINGTON ST. | MADISON | GEORGIA 30650 | 706-431-4990

### **408 Knight Street Rezone**

Hope Monroe Inc. owns the parcel at 408 Knight Street, which is currently zoned R2 with one single-family residence on the lot. We are seeking to rezone the lot to R1A and subdivide the parcel into two R1A lots. The newly created R1A lot that is vacant land at this time would then be an available lot for the construction of a new single-family residence.

Legal Description

408 Knight Street

All that tract or parcel of land lying and being in Land Lot 66 of the 3<sup>rd</sup> Land District, City of Monroe, Walton County, Georgia and being more particular described as follows;

**BEGINNING** at an iron pin set at an intersection formed by the Southerly right of way of Knight Street (right of way varies) and the westerly right of way of Pine Park Street (50' right of way) said point being the **POINT OF BEGINNING**;

THENCE along the right of way of Pine Park Street South 18 degrees 03 minutes 26 seconds West for a distance of 75.95 feet to a ½ inch rebar found; THENCE leaving the right of way of Pine Park Street South 87 degrees 08 minutes 28 seconds West for a distance of 132.50 feet to an iron pin set; THENCE South 87 degrees 07 minutes 13 seconds West for a distance of 28.03 feet to a ½ inch rebar found; THENCE South 87 degrees 07 minutes 04 seconds West for a distance of 80.86 feet to a 1 ¼ inch open top pipe; THENCE North 01 degrees 00 minutes 00 seconds West for a distance of 99.76 feet to an iron pin set on the right of way of Knight Street; THENCE along the right of way of Knight Street the following four (4) courses and distances South 89 degrees 44 minutes 40 seconds East for a distance of 55.02 feet to a point; THENCE South 88 degrees 53 minutes 20 seconds East for a distance of 53.86 feet to an iron pin set; THENCE South 88 degrees 53 minutes 20 seconds East for a distance of 26.21 feet to a point; THENCE South 84 degrees 03 minutes 52 seconds East for a distance of 132.00 feet to an iron pin set, said point being **POINT OF BEGINNING**.

Said tract described above contains 0.520 acres or 22,667 square feet.

2-1  
KB

Recorded 03/13/2018 03:46PM  
KATHY K. TROST  
WALTON COUNTY CLERK OF COURT  
Georgia Transfer Tax Paid : \$28.40  
Bk 04200 Pg 0301-0302

Deed  
Doc: WD

\* After recording return to  
DICKINSON & WILLIS, LLC  
ATTORNEYS AT LAW  
338 NORTH BROAD STREET  
MONROE, GEORGIA 30655  
FILE # 18-055

space above line for recording

**LIMITED WARRANTY DEED**

STATE OF GEORGIA  
COUNTY OF WALTON

THIS INDENTURE, Made the 8<sup>TH</sup> day of March in the year two thousand and eighteen, between **ANDREW LOREN WILLIAMS**, of the County of Walton and State of Georgia, as party or parties of the first part, hereinafter called "Grantors," and **HOPE MONROE, INC.**, a Georgia Corporation, as party or parties of the second part, hereinafter called "Grantee" (the words "Grantors" and "Grantee" to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH that: Grantors for and in consideration of the sum of Ten (\$ 10.00) Dollars and other valuable considerations in hand paid at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents does grant, bargain, sell, alien, convey and confirm unto the said Grantee:

All that tract or parcel of land, together with all improvements thereon, situate, lying and being in the State of Georgia, County of Walton, City of Monroe, located in GMD 419, being Lots No. 32 and 33, according to a survey entitled "Map Showing Subdivision For: Monroe Cotton Mills," Dated August 21, 1963, prepared by Pickrell & Pickrell, recorded in Plat Book 10, Page 215, Clerk's Office, Walton County Superior Court. Reference to said survey is hereby made and the same is incorporated herein for a more complete description of the property conveyed.

TO HAVE AND TO HOLD the said tract or parcel of land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining, to the only proper use, benefit and behoof of the said Grantee forever in FEE SIMPLE.

AND GRANTOR WILL WARRANT and forever defend the right and title to the above described property unto Grantee against the claims of any persons owning, holding or claiming by, through or under Grantor.

IN WITNESS WHEREOF, the Grantors have signed and sealed this deed, the day and year above written.

Signed, sealed and delivered in presence of:

*Rachel O. Clark*

Witness

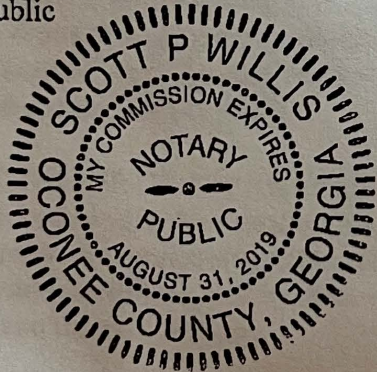
*Andrew Loren Williams*

ANDREW LOREN WILLIAMS

(SEAL)

*Scott P. Willis*

Notary Public





**To:** City Council  
**From:** Brad Callender, Planning & Zoning Director  
**Department:** Planning & Zoning  
**Date:** 7/5/2023  
**Subject:** Preliminary Plat #2434 – The Overlook of Monroe – 319 S. Madison Ave. – 7 Townhomes

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

**Description:**

The property owner of 319 S. Madison Ave. is petitioning for preliminary plat approval in order to allow for the development of 7 townhomes.

**Background:**

Please refer to the attached staff report for complete details regarding this preliminary plat request.

**Recommendation:**

The Planning Commission voted unanimously to recommend approval of the preliminary plat without corrections.

**Attachment(s):**

- Staff Report
- Preliminary Plat



**Planning  
City of Monroe, Georgia  
PRELIMINARY PLAT REVIEW**

---

**APPLICATION SUMMARY**

**PRELIMINARY PLAT CASE #:** 2434

**DATE:** June 9, 2023

**STAFF REPORT BY:** Brad Callender, Planning & Zoning Director

**PROJECT NAME:** The Overlook of Monroe

**DEVELOPER:** The Overlook of Monroe, LLC

**PROPERTY OWNER:** The Overlook of Monroe, LLC

**DESIGN CONSULTANT:** Alcovy Consulting Engineering

**LOCATION:** East side of S. Madison Ave. and the west side of Milledge Ave.

**ACREAGE:** ±0.647

**EXISTING ZONING:** B-2 (General Commercial District)

**EXISTING LAND USE:** Cleared and graded in preliminary stage of development

**ACTION REQUESTED:** The owner is requesting Preliminary Plat approval to subdivide the property into 7 townhome lots with 1 common area lot.

**STAFF RECOMMENDATION:** Staff recommends approval of this Preliminary Plat as submitted.

**DATE OF SCHEDULED PUBLIC HEARINGS**

**PLANNING COMMISSION:** June 20, 2023

**CITY COUNCIL:** July 17, 2023

---

**PRELIMINARY PLAT SUMMARY**

The applicant is requesting approval of a Preliminary Plat to subdivide the site into 7 townhome lots with 1 common area lot. Vehicular access to townhomes will be via private drive off S. Madison Ave. at the rear of the townhomes. The townhomes will be oriented to have 4 townhomes facing S. Madison Ave. and 3 townhomes facing Milledge Ave.

**PROJECT SUMMARY:**

- Project Name – Overlook of Monroe
- Development Type – Townhomes
- Site Area – ±0.647 Acres
- Proposed Lots – 7; smallest lot ±2,217 Sf and largest lot ±2,360 Sf
  - 1 Common Area lot is included in the development





# City of Monroe

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

## MAJOR SUBDIVISION PERMIT

PERMIT #:	2434	DESCRIPTION:	PRELIMINARY PLAT - The Overlook of Monroe
JOB ADDRESS:	319 S MADISON AVE	LOT #:	65
PARCEL ID:	M0160125	BLK #:	3
SUBDIVISION:	THE OVERLOOK OF MONROE	ZONING:	B2
ISSUED TO:	New Leaf Georgia LLC	CONTRACTOR:	New Leaf Georgia LLC
ADDRESS:	PO Box 256	PHONE:	
CITY, STATE ZIP:	Statham GA 30666	OWNER:	
PHONE:	706-424-0999	PHONE:	
PROP.USE VALUATION:	\$ 0.00	DATE ISSUED:	5/26/2023
SQ FT:	0.00	EXPIRATION:	11/22/2023
OCCP TYPE:			
CNST TYPE:			
INSPECTION REQUESTS:	770-207-4674 lwilson@monroega.gov		

FEE CODE	DESCRIPTION	AMOUNT
PZ-05	PRELIMINARY PLAT REVIEW (PER LOT)	\$ 240.00
<b>FEE TOTAL</b>		<b>\$ 240.00</b>
<b>PAYMENTS</b>		<b>\$- 240.00</b>
<b>BALANCE</b>		<b>\$ 0.00</b>

### NOTES:

The Planning Commission will hear and make recommendation on this request for a Preliminary Plat at 319 S Madison Ave on June 20, 2023 at 5:30pm. The Monroe City Council will hear and make a decision on this request on July 17, 2023 at 6:00pm. Both meetings will be held in the Council Chambers at City Hall; 215 N. Broad St. Monroe, GA 30655

**NOTICE**

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS STARTED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISION OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

  
\_\_\_\_\_  
(APPROVED BY)

6/13/23  
DATE



# CITY OF MONROE

RECEIVED  
#2434

## PRELIMINARY PLAT APPLICATION

Project Name: The Overlook of Monroe

Project Location: 319 S. Madison Ave.

Development Type: Residential

Parcel #: M0160124 & M0160125 Acreage: 0.647 AC Total Lots or Units: 7

Applicant: Bruce Hendley Phone #: 706-424-0999

Address: PO Box 256 City: Satham State: GA Zip: 30666

Property Owner: New Leaf Georgia, LLC Phone #: 706-424-0999

Address: PO Box 256 City: Satham State: GA Zip: 30666

Developer: Same as Owner Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Designer: Alcovy Consulting Engineering Phone #: 770-466-4002

Address: 485 Edwards Rd. City: Oxford State: GA Zip: 30054

I HEREBY CERTIFY THAT I HAVE EXAMINED AND UNDERSTAND ALL INFORMATION ON THIS APPLICATION AND THAT THE ABOVE STATEMENTS AND INFORMATION SUPPLIED BY ME TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING WORK TO BE PERFORMED SHALL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT.

SIGNATURE OF APPLICANT: *Bruce Hendley* DATE: 5/3/23

SIGNATURE OF OWNER: *Bruce Hendley* DATE: 5/3/23

**FEE: \$30 PER LOT/UNIT; \$150 MINIMUM**

It is the responsibility of the applicant and not the staff to ensure that a complete application with all required materials are submitted. Applications and submittals found to be incomplete and incorrect will be rejected.

**AUTHORIZATION STATEMENT**

I hereby submit this Preliminary Plat as authorized agent/owner of all property shown thereon, 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**

This Preliminary Plat has been reviewed and approved for general compliance with the Zoning Ordinance and Development Regulations of the City of Monroee.

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.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By: \_\_\_\_\_, Chairman

By: \_\_\_\_\_, Secretary

**CERTIFICATE OF APPROVAL BY MAYOR AND COUNCIL**

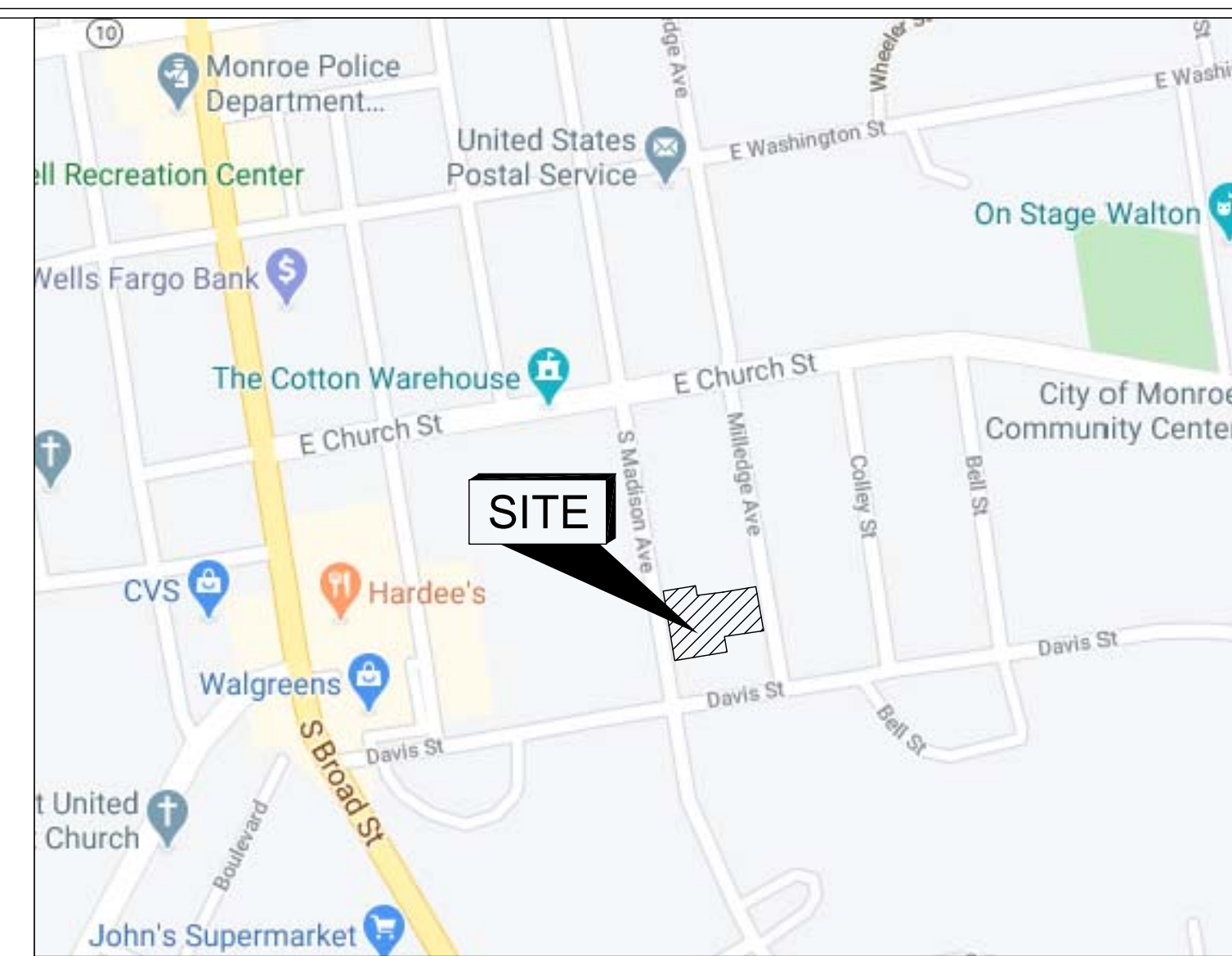
The Preliminary Plat shown hereon has been found to comply with the Zoning Ordinance and the Development Regulations of the City of Monroe and is hereby given Preliminary Approval by the City of Monroe Mayor and Council. This Preliminary Approval does not constitute approval of a Final Plat. This Certificate of Approval shall expire and be null and void one (1) year from the date of this Certificate of Approval if no Site Development Plans are approved and no Final Plat is recorded. If Site Development Plans are approved within one (1) year from the date of this Certificate of Approval, this Certificate of Approval shall extend to the expiration of Site Development Plans. If no Final Plat is recorded by the expiration of the Site Development Plans, then this Certificate of Approval shall expire and be null and void in its entirety and shall require a new Preliminary Plat Approval by the City of Monroe Mayor and Council.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By: \_\_\_\_\_, Mayor

By: \_\_\_\_\_, City Clerk

TOTAL SITE AREA = 0.647 ACRES
TOTAL DISTURBED AREA = 0.65 ACRES
THERE ARE NO STATE WATERS ON THE SITE.
THERE ARE NO NWI WETLAND ON SITE. UPON A SITE VISIT, THERE WERE NO VEGETATION WHICH INDICATES WETLANDS ON SITE.



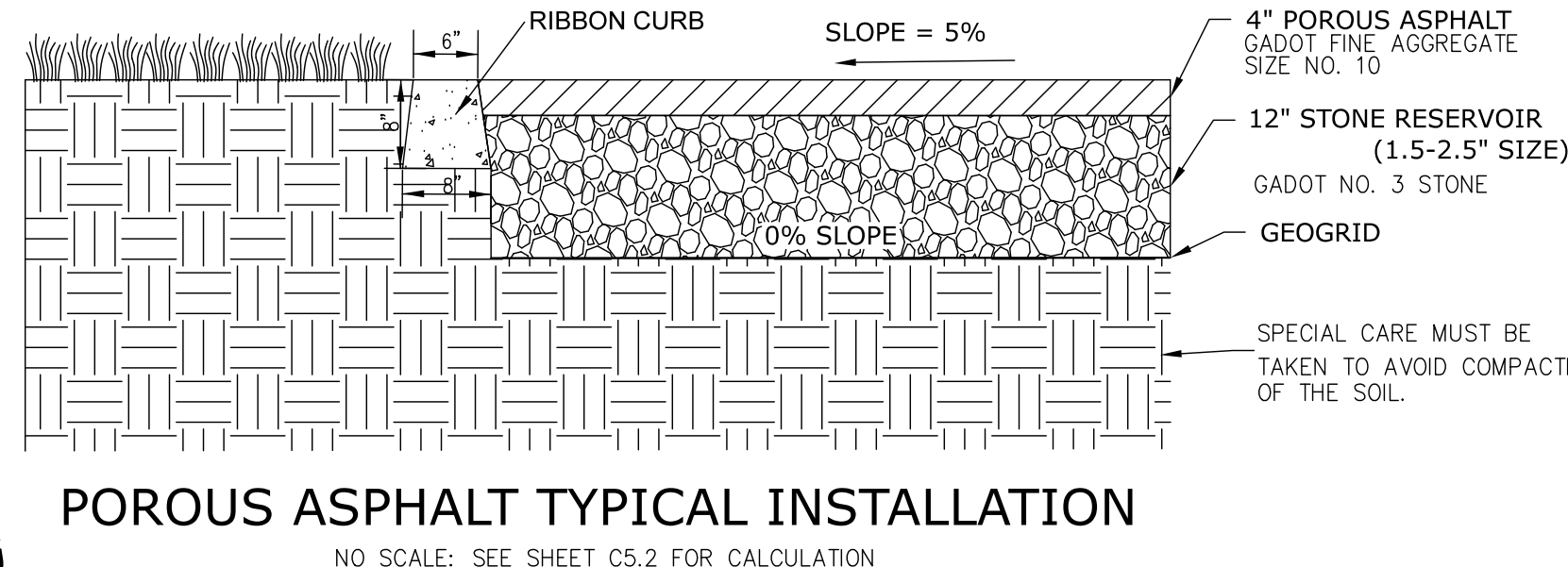
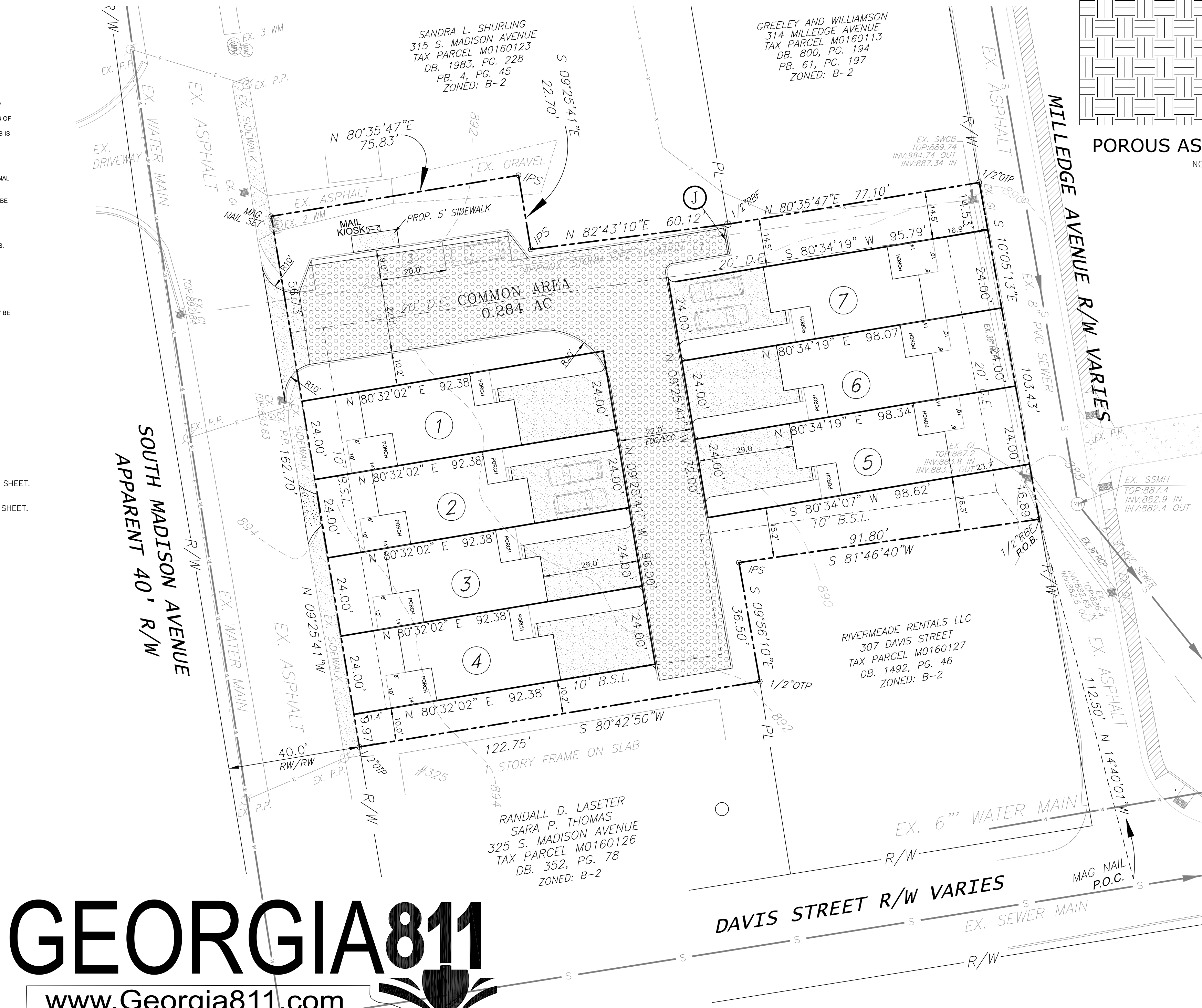
**VICINITY MAP N.T.S.**

- SITE PLAN NOTES:**
1. ALL WORK AND MATERIALS SHALL COMPLY WITH ALL CITY OF MONROE REGULATIONS AND CODES AND D.S.H.A. STANDARDS.
  2. CONTRACTOR SHALL REFER TO THE ARCHITECTURAL PLANS FOR EXACT LOCATIONS AND DIMENSIONS OF SIDEWALKS, PRECISE BUILDING DIMENSIONS AND EXACT BUILDING UTILITY ENTRANCE LOCATIONS.
  3. ALL DISTURBED AREAS ARE TO RECEIVE SEED, MULCH AND WATER UNTIL A HEALTHY STAND OF GRASS IS ESTABLISHED.
  4. ALL ISLANDS WITH CURB & GUTTER SHALL BE LANDSCAPED. THOSE ISLANDS ARE TO HAVE 18" CURB & GUTTER.
  5. ALL CURBED RADII ARE TO BE 5' UNLESS OTHERWISE NOTED. STRIPED RADII ARE TO BE 5'.
  6. ALL DIMENSIONS AND RADII ARE TO THE FACE OF CURB UNLESS OTHERWISE NOTED.
  7. THERE ARE EXISTING STRUCTURES TO BE REMOVED AS SHOWN. CONTACT ENGINEER IF ANY ADDITIONAL STRUCTURES ARE FOUND.
  8. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL RELOCATIONS, INCLUDING BUT NOT LIMITED TO, ALL UTILITIES, STORM DRAINAGE, SIGNS, TRAFFIC SIGNALS & POLES, ETC. AS REQUIRED. ALL WORK SHALL BE IN ACCORDANCE WITH GOVERNING AUTHORITIES SPECIFICATIONS AND SHALL BE APPROVED BY SUCH. ALL COST SHALL BE INCLUDED IN BASE BID.
  9. BOUNDARY AND TOPOGRAPHIC INFORMATION TAKEN FROM A SURVEY BY ALCOVY SURVEYING AND ENGINEERING, INC., DATED 3-28-15.
  10. TOTAL SITE AREA IS 0.647 ACRES.
  11. SITE HAS NO EXISTING OR PREVIOUSLY EXISTING LANDFILLS AND NO PROPOSED ON-SITE BURIAL PITS.
  12. THERE ARE NO CEMETERIES OR OTHER SIGNIFICANT OR HISTORICAL AREAS ON THE SITE.
  13. SITE SHALL COMPLY WITH CITY OF MONROE B2 ZONING AND THE CONDITIONS APPROVED BY CITY COUNCIL.
  14. WATER AND SEWER SERVICE BY CITY OF MONROE.
  15. HANDICAP RAMPS REQUIRED AT ALL SIDEWALK CROSSINGS.
  16. THE PROPERTY OWNER ASSOCIATION SHALL BE RESPONSIBLE FOR MAINTENANCE OF STORM WATER MANAGEMENT SYSTEM OUTSIDE OF THE RIGHT-OF-WAY INCLUDING DETENTION AND WATER QUALITY FACILITIES, LAKES, STORM DRAINAGE, AND/OR WATER COURSES.
  17. NECESSARY BARRICADES, SUFFICIENT LIGHTS, SIGNS AND OTHER TRAFFIC CONTROL METHODS AS MAY BE NECESSARY FOR THE PROTECTION AND SAFETY OF THE PUBLIC SHALL BE PROVIDED AND MAINTAINED THROUGHOUT THE WIDENING OF AND CONSTRUCTION ON ROADS IN CITY OF MONROE.
  18. STREETLIGHTS ARE TO BE DESIGNED AND INSTALLED BY POWER PROVIDER.
  19. THERE ARE NO NWI WETLANDS ON THE SITE.
  20. THERE ARE NO STATE WATERS ON SITE.
  21. HOA REQUIRED.
  22. PROPOSED USE: TOWNHOMES WITH COMMON AREA.
  23. SITE SETBACK: FRONT SETBACK - 10' SIDE SETBACK - 10' REAR SETBACK - 10'

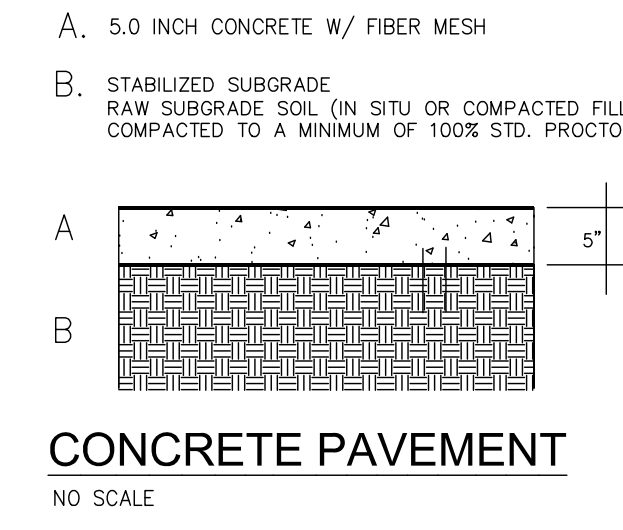
**SITE PLAN KEYED NOTES**

- (A) AREA STRIPED WITH SWSL/4"ACMP @ 45° AT 2'-0" O.C.
- (Dg) 24" CONCRETE CURB AND GUTTER (TYPE A) TYPICAL. SEE DETAIL SHEET.
- (Df) 24" CONCRETE CURB AND GUTTER (TYPE B) TYPICAL. SEE DETAIL SHEET.
- (J) PARKING CURB/WHEEL STOP

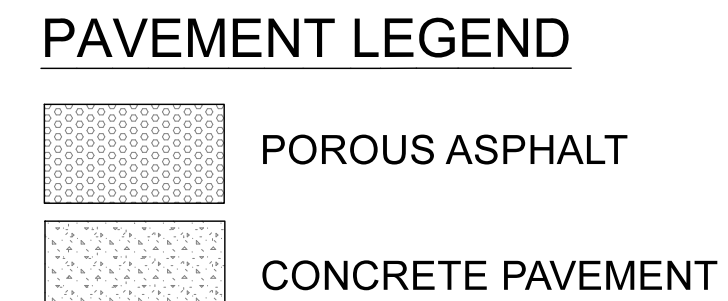
- LEGEND**
- R.B.F. = REBAR FOUND
  - I.P.S. = IRON PIN SET WITH CAP STAMPED "ALCOVY"
  - C.M.F. = CONCRETE MONUMENT FOUND
  - O.T.P. = OPEN TOP PIPE
  - C.T.P. = CRIMPED TOP PIPE
  - R/W = RIGHT OF WAY
  - P.L. = PROPERTY LINE
  - C.L. = CENTER LINE
  - B.S.L. = BUILDING SETBACK LINE
  - L.L. = LAND LOT
  - L.L.L. = LAND LOT LINE
  - G.M.D. = GEORGIA MILITIA DISTRICT
  - T.B.M. = TEMPORARY BENCH MARK
  - R. = RADIUS
  - CH. = CHORD
  - TAN. = TANGENT
  - N/F. = NOW OR FORMERLY
  - D.B. = DEED BOOK
  - P.B. = PLAT BOOK
  - P.G. = PAGE
  - D.E. = DRAINAGE EASEMENT
  - S.S.E. = SANITARY SEWER EASEMENT
  - F.F.E. = FINISHED FLOOR ELEVATION
  - (MH) = MANHOLE
  - (DI) = DRAIN INLET
  - (FH) = FIRE HYDRANT
  - (LP) = LIGHT POLE
  - (PP) = POWER POLE
  - (PL) = POWER LINE
  - (FL) = FENCE LINE
  - (WL) = WATER LINE
  - (GL) = GAS LINE
  - (V) = VALVE
  - (W) = WELL
- (DISTANCE) = DEED OR PLAT CALL  
 P.O.C. = POINT OF COMMENCEMENT  
 P.O.B. = POINT OF BEGINNING



**POROUS ASPHALT TYPICAL INSTALLATION**  
NO SCALE: SEE SHEET C5.2 FOR CALCULATION



**CONCRETE PAVEMENT**  
NO SCALE



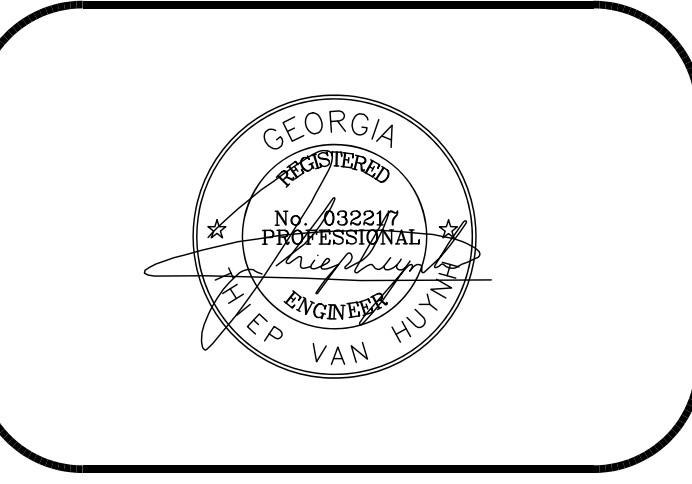
LOT #	AREA	AREA
1	0.0188 ACRES	820 SQ. FT.
2	0.0094 ACRES	409 SQ. FT.
3	0.0230 ACRES	1,002 SQ. FT.
4	0.0246 ACRES	1,070 SQ. FT.
5	0.0227 ACRES	989 SQ. FT.
6	0.0229 ACRES	997 SQ. FT.
7	0.0306 ACRES	1,333 SQ. FT.



**A.C.E.**  
 ALCOVY CONSULTING ENGINEERING AND ASSOCIATES, LLC.  
 P.O.C. TIP HUYNH, P.E.  
 485 Edwards Rd.  
 Oxford, Georgia 30054  
 Phone: 770-466-4002  
 tipacello@gmail.com

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**PRELIMINARY PLAT**

**PROPOSED THE OVERLOOK OF MONROE**

PARCEL: M0160124 & M0160125  
 LAND LOT: 65  
 DISTRICT: 3RD  
 319 S MADISON AVE.  
 CITY OF MONROE, GA

DATE: 11/15/2021  
 SCALE: 1" = 20'

**OWNER/DEVELOPER**

NEW LEAF GEORGIA, LLC.  
 P O BOX 256  
 STATHAM, GA 30666  
 BRUCE HENDLEY  
 706-424-0999  
 bruce@hendleyhomesga.com

24 HOUR - EMERGENCY CONTACT  
 BRUCE HENDLEY  
 706-424-0999  
 bruce@hendleyhomesga.com

**REVISIONS**

NO.	DATE	DESCRIPTION
1	1/25/22	UTILITY COMMENTS
2	2/08/22	UTILITY COMMENTS
3	3/28/23	REVISE SEWER LINE

JOB No. 18-033  
**C-1.2**



**To:** City Council  
**From:** Brad Callender, Planning & Zoning Director  
**Department:** Planning & Zoning  
**Date:** 7/5/2023  
**Subject:** Preliminary Plat #2435 – Ayefour Development Phase II – Northwest corner of SR 11 and Charlotte Rowell Blvd. – 6 commercial lots

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

**Description:**

The property owner of two properties located on the north side of Charlotte Rowell Blvd., the west side of SR 11, the south side of Double Springs Church Road, and the east side of Double Springs Church Road Connector is petitioning for preliminary plat approval in order to allow for the development of 6 commercial lots.

**Background:**

Please refer to the attached staff report for complete details regarding this preliminary plat request.

**Recommendation:**

The Planning Commission voted unanimously to recommend approval of the preliminary plat without corrections.

**Attachment(s):**

- Staff Report
- Preliminary Plat



**Planning  
City of Monroe, Georgia  
PRELIMINARY PLAT REVIEW**

---

**APPLICATION SUMMARY**

**PRELIMINARY PLAT CASE #:** 2435

**DATE:** June 9, 2023

**STAFF REPORT BY:** Brad Callender, Planning & Zoning Director

**PROJECT NAME:** Ayefour Development, Phase II

**DEVELOPER:** Ayefour Development, Inc.

**PROPERTY OWNER:** Rowell Family Partnership, Still Family Realty, LLC & Ayefour Development, Inc.

**DESIGN CONSULTANT:** Precision Planning

**LOCATION:** North side of Charlotte Rowell Blvd., west side of SR 11, south side of Double Springs Church Road, and the east side of Double Springs Church Road Connector

**ACREAGE:** ±17.758

**EXISTING ZONING:** B-3 (Highway Commercial District)

**EXISTING LAND USE:** Partially developed with an undedicated street

**ACTION REQUESTED:** The owner is requesting Preliminary Plat approval to subdivide the property into 6 commercial lots.

**STAFF RECOMMENDATION:** Staff recommends approval of this Preliminary Plat as submitted.

**DATE OF SCHEDULED PUBLIC HEARINGS**

**PLANNING COMMISSION:** June 20, 2023

**CITY COUNCIL:** July 17, 2023

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**PRELIMINARY PLAT SUMMARY**

The applicant is requesting approval of a Preliminary Plat to subdivide two existing properties into 6 commercial lots. One new street will be dedicated off Double Springs Church Road and Double Springs Church Road itself will be extended to Saratoga Way.

**PROJECT SUMMARY:**

- Project Name – Ayefour Development Phase II
- Development Type – Commercial Subdivision
- Site Area – ±17.758 Acres
- Proposed Lots – 6; smallest lot ±1.00 acres and largest lot ±9.996 acres



# City of Monroe

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

## MAJOR SUBDIVISION PERMIT

PERMIT #:	2435	DESCRIPTION:	PRELIMINARY PLAT 6 LOTS
JOB ADDRESS:	HWY 138	LOT #:	
PARCEL ID:	M0040003 & M0050045	BLK #:	
SUBDIVISION:		ZONING:	B-3
ISSUED TO:	Lee Rowell	CONTRACTOR:	Lee Rowell
ADDRESS:	PO Box 1936	PHONE:	
CITY, STATE ZIP:	Monroe GA 30655	OWNER:	
PHONE:	706-342-1104	PHONE:	
PROP. USE:		DATE ISSUED:	5/26/2023
VALUATION:	\$ 0.00	EXPIRATION:	11/22/2023
SQ FT:	0.00		
OCCP TYPE:			
CNST TYPE:			
INSPECTION REQUESTS:	770-207-4674 lwilson@monroega.gov		

FEE CODE	DESCRIPTION	AMOUNT
PZ-05	PRELIMINARY PLAT REVIEW (PER LOT)	\$ 180.00
<b>FEE TOTAL</b>		\$ 180.00
<b>PAYMENTS</b>		\$- 180.00
<b>BALANCE</b>		\$ 0.00


### NOTES:

The Planning Commission will hear and make recommendation on this request for a Preliminary Plat at the intersection of Charlotte Rowell Blvd and Hwy 11 on June 20, 2023 at 5:30pm. The Monroe City Council will hear and make a decision on this request on July 17, 2023 at 6:00pm. Both meetings will be held in the Council Chambers at City Hall; 215 N. Broad St. Monroe, GA 30655

### NOTICE

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS STARTED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISION OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

  
\_\_\_\_\_  
(APPROVED BY)

6/13/23  
DATE



RECEIVED  
#2435

# CITY OF MONROE

## PRELIMINARY PLAT APPLICATION

Project Name: Ayefour Development, Phase II

Project Location: GA Hwy 138 @ GA Hwy 11

Development Type: Commerical B-3

R/W Dedicated = 1.136 AC.  
R/W Abandoned = 0.199 AC.

Parcel #: MO040003 & MO0500045 Acreage: Total 16.423 Total Lots or Units: 6

Applicant: Rowell FLP / Ayefour Development Phone #: 770-318-6153

Address: P.O. Box 1936 City: Monroe State: GA Zip: 30655

Property Owner: Rowell FLP & Ayefour Development, Inc. Phone #: 770-318-6153

Address: P.O. Box 1936 City: Monroe State: GA Zip: 30655


Developer: Ayefour Development, Inc. Phone #: 770-318-6153

Address: P.O. Box 1936 City: Monroe State: GA Zip: 30655

Designer: Precision Planning, Inc. Phone #: 770-267-8800

Address: 802 E. Spring St. City: Monroe State: GA Zip: 30655

I HEREBY CERTIFY THAT I HAVE EXAMINED AND UNDERSTAND ALL INFORMATION ON THIS APPLICATION AND THAT THE ABOVE STATEMENTS AND INFORMATION SUPPLIED BY ME TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING WORK TO BE PERFORMED SHALL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT.

SIGNATURE OF APPLICANT:  DATE: 5/4/23

SIGNATURE OF OWNER:  DATE: 5/4/23

**FEE: \$30 PER LOT/UNIT; \$150 MINIMUM**

It is the responsibility of the applicant and not the staff to ensure that a complete application with all required materials are submitted. Applications and submittals found to be incomplete and incorrect will be rejected.

- Compose
- Inbox
- Sent
- Starred
- Blocked
- Important
- Spam
- Trash
- Archives
- Spam
- Trash
- Categories
- More

6:50e

Monroe 138@11 / BOE

Inbox

Reply

Forward



Donny James

To me

7:24 PM (1 hour ago)

Lee,

Here is area summary:

**AREA SUMMARY**

TRACT 1 = 1.247 ACRES

TRACT 2 = 1.000 ACRES

TRACT 3 = 1.858 ACRES

TRACT 4 = 1.000 ACRES

TRACT 5 = 1.322 ACRES

TRACT 6 = 9.996 ACRES

**TOTAL ACRES = 16.423 ACRES**

(TOTAL CONTAINS 1.136 ACRES  
OF RIGHT-OF-WAY TO BE DEDICATED  
& 0.199 ACRES OF RIGHT-OF-WAY TO BE ABANDONED)

Labels

- [Small]Trash
- AMKX
- Financial - Bank
- Financial - Other
- Financial - Tax 20
- Google Alerts
- Home
- Home
- Home
- Home

Thank You,



Pause mobile notifications while you're using this device



To pause Gmail mobile notifications while you're active on this device, allow your browser to detect if you're active or away. Click Continue and then Allow when prompted by your browser.

Continue

No thanks



PROPERTY INFORMATION: 1245 & 1125 NORTH BROAD STREET MONROE, GEORGIA 30655

OWNER/DEVELOPER: LEE ROWELL P.O. BOX 1936 MONROE, GA 30655

SURVEYOR: PRECISION PLANNING INC. 400 PIKE BOULEVARD LAWRENCEVILLE, GEORGIA 30046

PLAT & DEED REFERENCES: RIGHT-OF-WAY ABANDONMENT PLAT FOR LEE ROWELL, PREPARED BY PRECISION PLANNING, INC. (JOB# 12198), DATED 2/1/16, REVISED 14/17, RECORDED IN PLAT BOOK 115, PAGE 6, WALTON COUNTY RECORDS.

SURVEY FOR AYEFOUR DEVELOPMENT, PREPARED BY PRECISION PLANNING, INC. (JOB# 08129), DATED 7/18/08, RECORDED IN PLAT BOOK 104, PAGE 62, WALTON COUNTY RECORDS.

RIGHT-OF-WAY ABANDONMENT PLAT FOR LEE ROWELL, PREPARED BY PRECISION PLANNING, INC. (JOB# 08129), DATED 2/1/16, LAST REVISED 14/17, RECORDED IN PLAT BOOK 115, PAGE 6, WALTON COUNTY RECORDS.

ALTA/CASM LAND TITLE SURVEY FOR UNITED STATES POSTAL SERVICE, PREPARED BY PRECISION PLANNING, INC. (JOB# 08158), DATED 4/1/08, LAST REVISED 9/11/08.

ALTA/CASM LAND TITLE SURVEY FOR WH CAPITAL, LLC, PREPARED BY PRECISION PLANNING, INC. (JOB# 08227), DATED 9/17/08, LAST REVISED 10/29/08.

GEORGIA DEPARTMENT OF TRANSPORTATION RIGHT-OF-WAY PLANS FOR CHARLOTTE ROWELL BOULEVARD, PREPARED BY PRECISION PLANNING, INC. (JOB# 05274A) DATED 9/20/01. GDPT PROJECT# CSSTP-0007-00 9103

OTHERS AS NOTED ON SURVEY

ALL DEED & PLAT REFERENCES SHOWN HEREON ARE RECORDED IN THE CLERK OF SUPERIOR COURTS OFFICE OF WALTON COUNTY, GEORGIA.

THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF AN ABSTRACT OF TITLE. THE TITLE RESEARCH PERFORMED IN THE PREPARATION OF THIS SURVEY IS LIMITED TO THE INFORMATION NECESSARY TO RETRACE THE BOUNDARY LINES OF THE SUBJECT PROPERTY AND THE ADJOINERS. THIS SURVEY DOES NOT CONSTITUTE A TITLE EXAMINATION BY THE SURVEYOR. MATTERS OF RECORD WHICH AFFECT THE SUBJECT PROPERTY MAY NOT BE SHOWN HEREON.

SURVEY NOTES: 1) ALL AREA INCLUDES EASEMENTS WITHIN. 2) THIS IS A PRELIMINARY PLAT FOR APPROVAL & IS NOT TO BE USED TO TRANSFER OR CONVEY PROPERTY. A SUBDIVISION PLAT WILL BE PREPARED AT A LATER DATE FOR SUBDIVISION PURPOSES. 3) 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. 4) 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.

EQUIPMENT USED: A TRIMBLE S6 ROBOTIC TOTAL STATION & A CARLSON BRX7 GNSS MULTI-FREQUENCY (L1/L2/L5) RECEIVER, CONNECTED TO THE eGPS GNSS REAL TIME NETWORK WAS USED TO OBTAIN THE LINEAR & ANGULAR MEASUREMENTS USED IN THE PREPARATION OF THIS PLAT.

FIELD CLOSURE STATEMENT: THE FIELD DATA UPON WHICH THIS PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 40,100 AN ANGULAR ERROR OF 1.9 SECONDS PER ANGLE POINT & WAS ADJUSTED USING LEAST SQUARES.

THIS PLAT IS BASED ON FIELD RUN BOUNDARY SURVEY PERFORMED BY PPI & WAS COMPLETED ON 02/17/2023.

PLAT CLOSURE STATEMENT: THIS PLAT HAS BEEN CALCULATED FOR CLOSURE & IS ACCURATE WITHIN ONE FOOT IN TRACT 1= 1,265,365 FEET. TRACT 2= 664,215 FEET. TRACT 3= 1,594,390 FEET. TRACT 4= 80,687,446 FEET. TRACT 5= 6,622,645 FEET. TRACT 6= 483,202 FEET.

HORIZONTAL & VERTICAL DATUM: HORIZONTAL: NORTH AMERICAN DATUM OF 1983(2011) GEORGIA STATE PLANE, WEST ZONE. VERTICAL: NORTH AMERICAN VERTICAL DATUM OF 1988. ORTHOMETRIC HEIGHTS WERE COMPUTED USING GEOID 18. UNIT OF MEASUREMENTS IS U.S. SURVEY FOOT. DISTANCES SHOWN ARE HORIZONTAL AT GROUND LEVEL. THE DATUMS FOR THIS SURVEY WERE ESTABLISHED UTILIZING GLOBAL NAVIGATION SATELLITE SYSTEM (GNSS) BASED ON POSITIONAL VALUES FOR THE VIRTUAL REFERENCE STATION NETWORK (VRS) PROVIDED BY eGPS SOLUTIONS.

FLOOD NOTE: BY GRAPHICAL PLOTTING ONLY, NO PORTION OF THE SURVEYED AREA LIES WITHIN A 100 YEAR FLOOD HAZARD AREA PER FIRM PANEL 13297C0130F, DATED DECEMBER 15, 2022. THIS OPINION IS NOT A CERTIFICATION OF FLOOD HAZARD STATUS, BUT IS AN INTERPRETATION OF THE REFERENCED MAP AND PUBLIC DATA. IF THE EXACT LOCATION OF ELEVATION(S) OF FLOOD HAZARD BOUNDARIES ARE NECESSARY, A MORE DETAILED STUDY MAY BE NEEDED. THIS FIRM ASSUMES NO RESPONSIBILITY OR LIABILITY FOR THE ACCURACY OF THE ABOVE REFERENCED MAP OR PUBLIC DATA.

THIS PLAT WAS PREPARED FOR THE EXCLUSIVE USE OF THE PERSON(S) OR ENTITY NAMED IN THE CERTIFICATE OF APPROVAL. THIS CERTIFICATE DOES NOT EXTEND TO ANY UNNAMED PERSON WITHOUT AN EXPRESS RE-CERTIFICATION BY THE SURVEYOR NAMED SAID PERSON. PURSUANT TO RULE 1806-09 OF THE GEORGIA STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS, THE TERM "CERTIFICATE OF APPROVAL" RELATING TO LAND SURVEYING SERVICES SHALL MEAN A SIGNED STATEMENT BASED ON FACTS AND KNOWLEDGE KNOWN TO THE LAND SURVEYOR AND IS NOT A GUARANTEE OR WARRANTY EITHER EXPRESSED OR IMPLIED.

INFORMATION REGARDING THE REPUTED PRESENCE, SIZE, CHARACTER AND LOCATION OF EXISTING UNDERGROUND UTILITIES AND STRUCTURES IS SHOWN HEREON. THERE IS NO CERTAINTY OF THE ACCURACY OF THIS INFORMATION AND IT SHALL BE CONSIDERED IN THAT LIGHT BY THOSE USING THIS DRAWING. THE LOCATION AND ARRANGEMENT OF UNDERGROUND UTILITIES AND STRUCTURES SHOWN HEREON MAY BE INACCURATE AND UTILITIES AND STRUCTURES NOT SHOWN MAY BE ENCOUNTERED. THE OWNER, HIS EMPLOYEES, HIS CONSULTANTS AND HIS CONTRACTORS SHALL HEREBY DISTINCTLY UNDERSTAND THAT THE SURVEYOR IS NOT RESPONSIBLE FOR THE CORRECTNESS OR SUFFICIENCY OF THIS INFORMATION.

- GENERAL NOTES: 1. ZONED B3, CONTAINS 6 LOTS, AND IS LOCATED IN THE CITY OF MONROE. PROPOSED USE IS COMMERCIAL BUSINESS. 2. YARD REQUIREMENTS: FRONT = 35 FT REAR = 20 FT SIDE = 15 FT MINIMUM LOT SIZE = NONE MINIMUM LOT WIDTH = 100 FT 3. ALL CONSTRUCTION TO COMPLY WITH CITY OF MONROE STANDARDS. 4. EACH BUILDING AND ITS RELATIVE LOCATION TO PROPERTY LINES AND OTHER STRUCTURES SHALL COMPLY WITH THE 2012 INTERNATIONAL BUILDING CODE (IBC) WITH GEORGIA STATE AMENDMENTS WITH REGARDS TO THE HEIGHT AND AREA REQUIREMENTS OF IBC TABLE 503 AND THE FIRE RESISTANCE AND HORIZONTAL SEPARATION REQUIREMENTS OF IBC TABLES 601 AND 602. 5. THE CITY OF MONROE ASSUMES NO RESPONSIBILITY FOR OVERFLOW OR EROSION OF NATURAL OR ARTIFICIAL DRAINS BEYOND THE EXTENT OF THE STREET RIGHT OF WAY, OR FOR THE EXTENSION OF CULVERTS BEYOND THE POINT SHOWN ON THE APPROVED AND RECORDED SUBDIVISION PLAT. 6. TWO (2) CONTOUR INTERVAL SHOWN TAKEN FROM NOAA TOPOGRAPHIC SURVEY.

- B3 COMMERCIAL ZONING DISTRICT STANDARDS: -LOTS: -MINIMUM LOT AREA: NONE -LOT COVERAGE, MAX: 60% -MINIMUM LOT WIDTH, MIN: 100' -MINIMUM FRONTAGE, MIN: 100' -MINIMUM YARD REQUIREMENTS: FRONT: 35 FEET SIDE: 15 FEET REAR: 20 FEET -BUILDINGS: -MAXIMUM HEIGHT: 35 FEET -MINIMUM BUILDING GROUND FLOOR AREA, MIN: 2,000 SQUARE FEET

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 IF NO SITE DEVELOPMENT PLANS ARE APPROVED AND NO FINAL PLAT IS RECORDED. IF SITE DEVELOPMENT PLANS ARE APPROVED WITHIN ONE (1) YEAR FROM THE DATE OF THIS CERTIFICATE OF APPROVAL, THIS CERTIFICATE OF APPROVAL SHALL EXTEND TO THE EXPIRATION OF SITE DEVELOPMENT PLANS. IF NO FINAL PLAT IS RECORDED BY THE EXPIRATION OF SITE DEVELOPMENT PLANS, THEN THIS CERTIFICATE OF APPROVAL SHALL EXPIRE AND BE NULL AND VOID IN ITS ENTIRETY AND SHALL REQUIRE A NEW PRELIMINARY PLAT APPROVAL BY THE CITY OF MONROE MAYOR AND COUNCIL.

DATED THIS DAY OF 20 BY: THE CITY OF MONROE MAYOR AND CITY COUNCIL MAYOR BY: CITY CLERK, CITY OF MONROE

AUTHORIZATION STATEMENT:

I HEREBY SUBMIT THIS PRELIMINARY PLAT AS AUTHORIZED AGENT/OWNER OF ALL PROPERTY SHOWN THEREON, 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:

THIS 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.

DATED THIS DAY OF 20 BY: CHAIRMAN BY: SECRETARY

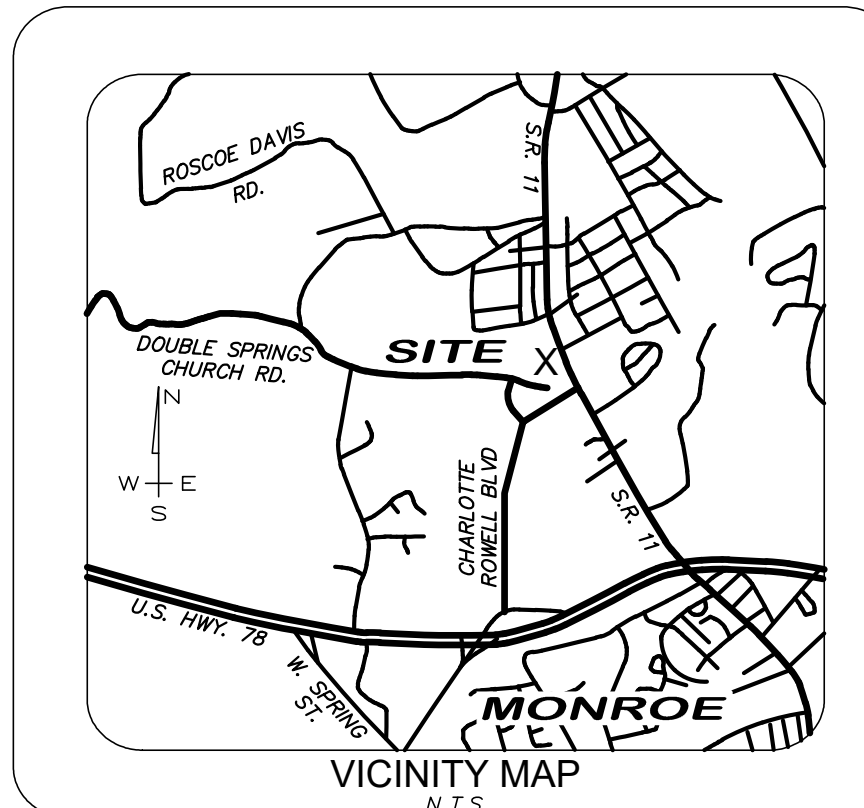
WATER SERVICE NOTE: LOTS TO BE SERVED BY CITY WATER.

WASTE WATER NOTE: LOTS TO BE SERVED BY CITY GRAVITY SANITARY SEWER.

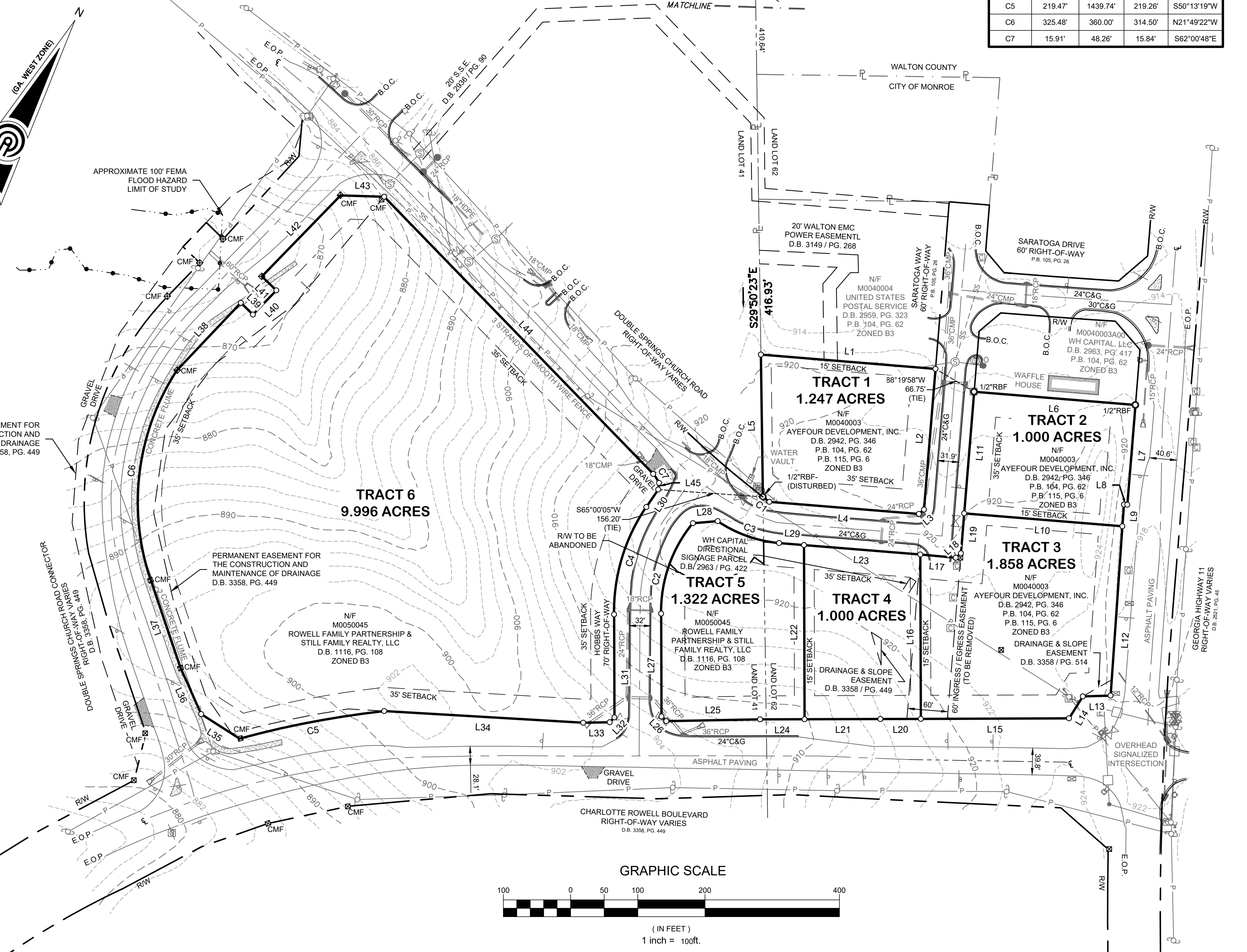
LINE TABLE with columns: LINE, LENGTH, BEARING. Contains 21 line entries for the tract boundaries.

LEGEND: Symbols and abbreviations for various features including iron pin found, concrete monument found, utility lines, easements, and other survey markers.

AREA SUMMARY: TRACT 1 = 1.247 ACRES, TRACT 2 = 1.000 ACRES, TRACT 3 = 1.858 ACRES, TRACT 4 = 1.000 ACRES, TRACT 5 = 1.322 ACRES, TRACT 6 = 9.996 ACRES. TOTAL ACRES = 16.423 ACRES. (TOTAL CONTAINS 1.136 ACRES OF RIGHT-OF-WAY TO BE DEDICATED & 0.199 ACRES OF RIGHT-OF-WAY TO BE ABANDONED)



CURVE TABLE with columns: CURVE, LENGTH, RADIUS, CHORD, BEARING. Lists curve data for the tract boundaries.



PRECISION Planning Inc. logo and contact information. Includes 'AYEFOUR DEVELOPMENT PHASE II PRELIMINARY PLAT SHEET TITLE' and '1 OF 1'.

FILE PATH: E:\SD\KIPRO\09129\DWG\SURVEY\08129\_PRELIMINARY PLAT.DWG - DONNY JAMES PLOT DATE: 5/25/2023 5:23 PM

**APPOINTMENTS**

Updated

May 9, 2023

**Appointed**

**Term Expires**

**DOWNTOWN DEVELOPMENT AUTHORITY and  
CONVENTION & VISITORS BUREAU AUTHORITY and  
URBAN REDEVELOPMENT AGENCY (Three-year term)**

*(As of 4/10/07 Changed from 6-year terms to 3-year terms) (URA created 12/11/2018)*

Myoshia Crawford	Council member	December 31, 2023
Wesley Sisk	December 8, 2020	December 31, 2023
Andrea Gray	December 8, 2020	December 31, 2023
Meredith Malcom	December 14, 2021	December 31, 2024
<b>Ross Bradley</b>	<b>December 14, 2021</b>	<b>December 31, 2024</b>
Chris Collin	December 14, 2021	December 31, 2024
Whit Holder	December 13, 2022	December 31, 2025
Lisa Reynolds Anderson	December 13, 2022	December 31, 2025



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 215 N Broad Street  
Post Office Box 1249  
Monroe, GA 30655

 (770) 267-3429

July 10, 2023

Dear Mayor Howard & Council,

The Downtown Development Authority Board currently has one member vacancy. The DDA & a City of Monroe HR representative conducted multiple interviews and have selected a candidate for recommendation.

We recommend that **Brittany Palazzo** be appointed to fill this vacancy, effective immediately & ending December 31, 2024.

Mrs. Palazzo lives within the city limits; her mailing address is 204 Walton Street, Monroe, GA 30655. Mrs. Palazzo's email address is addisonswonderland@yahoo.com & her daytime phone number is (678) 462-2679.

Thank you for your consideration of this item. Please feel free to reach out with any questions or concerns.

Sincerely,

Lisa Reynolds Anderson, DDA Board Chairman &  
Sarah Johnson, City of Monroe Employee Relations  
Specialist



**To:** City Council  
**From:** Brad Callender, Planning & Zoning Director  
**Department:** Planning & Zoning  
**Date:** 7/5/2023  
**Subject:** Zoning Ordinance Amendment #16

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

**Description:**  
 16<sup>th</sup> Amendment to the current Zoning Ordinance.

**Background:**  
 The purpose of the amendment to the Zoning Ordinance is to modify the procedures for the Corridor Design Overlay District for compliance with House Bill 1405 (Effective July 1, 2023). The modifications include extending the timelines for submittal and advertising, including adding provisions for appeals of decisions in the Corridor Design Overlay District.

**Recommendation:**  
 The Planning Commission voted unanimously to recommend approval of all the proposed Zoning Ordinance Amendments as presented at the June Planning Commission meeting without any changes.

**Attachment(s):**  
 Zoning Ordinance Amendment 16 Resolution

AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF THE CITY OF MONROE, GEORGIA, TO COMPLY WITH HOUSE BILL 1405 ‘ZONING PROCEDURES LAW’

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

ARTICLE I.

The Zoning Ordinance of the City of Monroe, officially adopted June 10, 2014, and effective July 1, 2014, as thereafter amended, is hereby amended by implementing the below text amendment as follows, underlined sections are added, stricken sections are being removed.

**16<sup>th</sup> AMENDMENT – JULY 17, 2023**

***643.4 Application to Corridor Commission for Certificate of Appropriateness***

(1) Approval of Alterations or New Construction.

If a property is within the Corridor, no building permit shall be issued and no material change in the appearance of such property, or of a structure, site, or work of art within the Corridor, shall be made or be permitted to be made by the owner or occupant thereof, unless or until application for a Certificate of Appropriateness (“COA”) has been submitted to and approved by the Commission. Any approved changes shall conform to all the requirements specified in the COA and this section. Building Permits related to interior changes to existing buildings in the Corridor as of the date of this Ordinance are exempt from the requirement of obtaining a COA from the Commission.

(2) Approval of New Construction within Designated Districts.

The Commission may issue a COA for new projects and structures constructed within the Corridor. These structures shall conform in design, scale and setback, to the requirements specified in Section 643A.

(3) Application Process.

(a) An application for a COA shall be accompanied by such relevant drawings, photographs, or plans reasonably required by the Commission per this section and shall be submitted to the Code Enforcement Officer at least ~~forty five (45)~~ sixty (60) days prior to the Commission’s regularly scheduled meeting.

(b) For Minor Changes to existing development and/or buildings, no COA shall be required. Minor Changes are defined solely as: changes in type of roofing material, removal of non-conforming signs or structures and installation of irrigation, and alterations involving less than Five Thousand Dollars (\$5,000.00) expense to existing elevations or site plans.

(4) Acceptable Commission Reaction to Applications for COA.

(a) The Commission shall, after the public hearing described below, approve the application and issue a COA, as presented, or as modified by the Commission with conditions, if it finds that the proposed change(s) in the appearance would not have a substantial adverse effect on the Corridor. In making this

determination, the Commission shall consider impervious surface, parking, parking islands, green space, signage, trees, landscaping, buffers, lighting, the architectural value and significance, the historical value and significance, architectural style, general design arrangement, texture, and material of the architectural features involved, and the relationship thereof to the exterior architectural style, and appurtenant features of other development and structures in the Corridor, all of these considered in the context of the standards set forth below.

(b) The Commission shall deny a COA, if it finds based on the Corridor Guidelines in Section 643A that the proposed change(s) would have substantial adverse effects on the Corridor or any structure therein.

(5) Public Hearings on Applications for Certificates of Appropriateness, Notices.

Public hearings and notice shall comply with Section 1440 of this Ordinance.

~~Fifteen (15) to Forty Five (45) At least thirty (30) days prior to review of a COA by the Commission, the Commission shall inform the owners of any property likely to be affected by reason of the application, and shall give applicant and such owners an opportunity to be heard. Said notice shall be via newspaper advertisement and signage in the same manner as for zoning hearings as outlined in Section 1440 of this Ordinance. Commission notice, hearings and actions shall be conducted the same as Planning Commission and Mayor and Council hearings and actions.~~

(6) Interior Alterations.

In its review of all applications for a COA, the Commission shall not consider interior arrangement or use having no effect on exterior features, safety or utility.

(7) Deadline for Approval or Rejection of Application for COA.

The Commission shall act on an application for a COA within not more than ~~Sixty (60)~~ Ninety (90) days after the filing thereof by the applicant, unless such a decision is deferred by the Commission to a future meeting of the Commission.

(8) ~~Appeals to Mayor and Council;~~ Building Permits.

~~(a) Any Applicant aggrieved by a decision of the Commission may appeal said decision to the Council. Said appeal shall be filed in writing with the Code Enforcement Officer within 30 days of the decision of the Commission.~~

~~(b) On appeal, the Council may uphold the decision of the Commission or reject the decision made by the Commission and enter a different decision on the COA if the Council finds that the Commission abused its discretion by acting arbitrarily and/or in violation of constitutional rights in reaching its decision. 4~~

(a) Appeals shall comply with Section 1446 of this Ordinance.

~~(e)~~ In cases where the application covers a change in the appearance of a structure which would require the issuance of a building permit, the rejection of the application for a COA by the Commission shall be

binding upon the Code Enforcement Officer charged with issuing building permits and, in such case, no building permit shall be issued.

(9) Requirement of Conformance with COA.

Work not in accordance with an issued COA is expressly prohibited.

(10) COA Void if Construction not Commenced.

A COA shall become void unless construction is commenced within six (6) months of date of issuance. Certificates of Appropriateness shall be issued for Eighteen (18) months, at which time they shall expire. A new application must be made and a new COA obtained for any construction or other modification after Eighteen (18) months from the original COA.

(11) Recording of Applications for COA.

The Commission shall keep a public record of all applications for COA, and of minutes of the Commission's proceedings in connection with said applications.

(12) Acquisition of Property.

The Commission may, when authorized by the Mayor and Council, and when reasonably necessary or appropriate for the preservation of a unique property, enter into negotiations with the owner for the acquisition by gift, purchase, exchange, or otherwise, of the property or any interest therein to the City.

**1440.1 Published Notice.**

(1) Planning Commission Hearing. A public notice shall be published in the official legal organ of Walton County, Georgia, or in a newspaper of general circulation in Monroe at least days fifteen (15) days and not more than forty-five (45) days prior to the scheduled meeting of the City of Monroe Planning Commission, stating that the Planning Commission will hold a hearing and stating the purpose, time, date, and location of the hearing, location of the property being considered, the present zoning classification, and a brief description of the nature of the requested action.

(2) City Council Hearing. A public notice shall be published in the official legal organ of Walton County, Georgia, or in a newspaper of general circulation in Monroe at least fifteen (15) days and not more than forty-five (45) days prior to the scheduled meeting of the Council, stating that the Council will hold a hearing and stating the purpose, time, date, and location of the hearing, location of the property being considered, the present zoning classification, and a brief description of the nature of the requested action.

(3) Corridor Design Commission. A public notice shall be published in the official legal organ of Walton County, Georgia, or in a newspaper of general circulation in Monroe at least days thirty (30) days prior to the scheduled meeting of the City of Monroe Corridor Design Commission, stating that the Corridor Design Commission will hold a hearing and stating the purpose, time, date, and location of the hearing, location of the property being considered, the present zoning classification, and a brief description of the nature of the requested action. Additional notice shall be mailed to the owner of the property that is the subject of the proposed action.

(4) Notwithstanding any other provision of this chapter to the contrary, when a proposed zoning decision relates to an amendment of the zoning ordinance to revise one or more zoning classifications or

definitions relating to single-family residential uses of property so as to authorize multifamily uses of property pursuant to such classification or definitions, or to grant blanket permission, under certain or all circumstances, for property owner to deviate from the existing zoning requirements of a single-family residential zoning, such zoning decision shall follow the required notice procedures of O.C.G.A. § 36-66-4(h)(1).

**Section 1446 Public Hearing Procedures Before The Corridor Commission.**

Whenever a public hearing is required by this Ordinance or by state law to be held by the Corridor Commission prior to a proposed zoning action, such hearing, conducted by the Corridor Commission, shall be governed by this Section, which is adopted pursuant to O.C.G.A. Section 36-66-5(a).

1446.1 Administrative Record. Minutes of the meeting will be taken by the Secretary of the Corridor Commission

1446.2 Presiding Officer to Call the Meeting to Order. The public hearing shall be called to order by the presiding officer, who shall summarize the requirements as to speakers' conduct and time limits, and other matters of procedure.

1446.3 Staff Report. The Code Enforcement Officer shall report on the criteria contained in Section 643 of this Ordinance.

1446.4 Speakers' Conduct. All speakers shall speak only from the lectern, shall address only the merits of the pending application, and shall address remarks only to the Corridor Commission. Each speaker shall refrain from personal attacks on any other speaker, any discussion irrelevant to the pending application, or any other inappropriate behavior. No debate or argument between speakers or with the Corridor Commission members will be allowed. Speakers shall not repeat previous comments, as repetition deprives other speakers of valuable time to provide new information. The presiding officer or his/her designee shall refuse a speaker the right to continue, if the speaker, after once being cautioned, continues to violate any section of this Ordinance. Speakers should provide supporting documentation prior to the date of the hearing.

1446.5 Applicant's Initial Presentation. The applicant or applicant's representative shall present and explain the application after being permitted to proceed. The applicant will be allowed not less than ten (10) minutes combined total to make an initial presentation and subsequent rebuttal, but the applicant and all supporters shall have a combined time limit of no more than fifteen (15) minutes.

1446.6 Other Interested Parties. After the applicant's presentation, interested persons who support the application, after being permitted to speak by the presiding officer, may address the proposed application by standing and stating their name, address, and interest and any comments on the pending application. Persons other than the applicant who support the application are allowed to speak in support of the pending application for no more than two (2) minutes each, and are also subject to the fifteen (15) minute combined total time limit. Persons opposing an application are allowed at least ten (10) minutes total as a group (and in no event less than the combined time used by the applicant in its initial presentation and any supporters), to address their opposition to the application. The opponents shall have a combined total time limit of no more than fifteen (15) minutes. It is suggested that supporters and opponents each obtain one (1)



spokesperson to present their views. No individual except the applicant, or an attorney, or a designated representative of a group, shall speak longer than two (2) minutes or more than one time.

1446.7 Applicant’s Rebuttal/Summary. The applicant may make brief rebuttal/summary remarks using any reserved time, after which the presiding officer shall close the public hearing.

1446.8 Deliberation and Action by the Corridor Commission; Appeal. At the close of the public hearing, the Corridor Commission shall deliberate and take action. Deliberation may include questions to applicants, supporters and/or opponents. Actions shall be by majority vote. The Corridor Commission shall vote on all matters before the Corridor Commission.

1446.9 Appellate Procedure. Any person or persons who may have a substantial interest in any decision of the Corridor Commission may appeal said final decision to the Superior Court of Walton County, Georgia. Such appeal shall be filed with the Clerk of said Court by filing a notice of appeal in writing, setting forth plainly, fully, and distinctly wherein such decision is contrary to law. Such notice of appeal shall be filed within thirty (30) days after the decision of the Corridor Commission is rendered. A copy of the notice of appeal shall be served on the Chairmen of the Corridor Commission. Appeals to the Superior Court of Walton County shall comply with the provisions of O.C.G.A. § 36-66-5.1.

**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. Mayor and Council waive second reading of this Ordinance in accordance with Section 2-96 of the Code of Ordinances of the City of Monroe.

**READ AND ADOPTED** on this 17th day of July, 2023.

**CITY OF MONROE, GEORGIA**

By: \_\_\_\_\_ (SEAL)

**John S. Howard, Mayor**

Attest: \_\_\_\_\_ (SEAL)

**Beverly Harrison, Interim City Clerk**

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

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

**ARTICLE I.**

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

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

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

**ARTICLE II.**

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

**ARTICLE III.**

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

**FIRST READING.** This 17th day of July, 2023.

**SECOND READING AND ADOPTED** on this 8th day of August, 2023.

**CITY OF MONROE, GEORGIA**

**By: \_\_\_\_\_(SEAL)**

**John S. Howard, Mayor**

**Attest: \_\_\_\_\_(SEAL)**

**Beverly Harrison, City Clerk**

**EXHIBIT "A"**

**Chapter 6 – Alcoholic Beverages**

**Sec. 6-1. – Definitions**

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

Alcohol means ethyl alcohol, hydrated oxide of ethyl, or spirits of wine, from whatever source or by whatever process produced.

Alcoholic beverage means and includes all alcohol, distilled spirits, beer, malt beverage, wine or fortified wine as defined in this section.

Beer or malt beverage means any alcoholic beverage obtained by the fermentation of any infusion or decoction of barley, malt, hops, or any other product, or any combination of such products in water containing not more than 14 percent alcohol by volume, and including ale, porter, brown, stout, lager, beer, small beer and strong beer. The term "malt beverage" does not include sake, known as Japanese rice wine.

Brewery means a large or industrial scale manufacturer of alcoholic malt beverages for the purpose of wholesale distribution. Such use must be connected to public water and sewer.

Brewpub means any restaurant in which malt beverages are manufactured, subject to the barrel production limitation prescribed in O.C.G.A. § 3-5-36. Barrels of malt beverages sold to licensed wholesale dealers for distribution or to the public for consumption off the premises as authorized by State law shall not be used when determining the total annual gross food and beverage sales as required under this chapter.

Distilled spirits or spirituous liquor means any alcoholic beverage obtained by distillation or containing more than 21 percent alcohol by

volume, including but not limited to, all fortified wines.

Distiller means a manufacturer of distilled spirits.

Distillery means a large or industrial scale manufacturer of alcoholic distilled spirits for the purpose of wholesale distribution. Such use must be connected to public water and sewer.

Eating establishment means any public place, including a place available for rental by the public, selling prepared food for consumption by the public on the premises with a full service kitchen. A full service kitchen will consist of a three-compartment pot sink, a stove or grill permanently installed, and refrigerator, all of which must be approved by the health and fire departments. An eating establishment will be prepared to serve food every hour they are open.

Fortified wine means any alcoholic beverage containing more than 24 percent alcohol by volume made from fruits, berries, or grapes, either by natural fermentation or by natural fermentation with brandy added. Fortified wine includes, but is not limited to, brandy.

Governing authority means the mayor and council of the City of Monroe.

Growler means a reusable, resealable, and professionally sanitized glass jug used to transport malt beverages or wine for off-premises consumption that is not to exceed 64 ounces and is filled with malt beverages or wine from a keg by a licensee, or an employee of a licensee, with a malt beverage and/or wine license for consumption off premises issued by the City of Monroe.

Hotel means any facility, or any portion of a facility, where a room, rooms or lodgings are furnished for value to any person, persons or legal entity, including a hotel, motel, inn, bed and breakfast, lodge, or any other place in which

rooms, lodgings or accommodations are regularly furnished for value. For the purposes of this article, such hotel shall maintain a minimum of four separate and distinct rooms available for hire. Motels and bed and breakfast establishments meeting the qualifications set out in this definition for hotels shall be classified in the same category as hotels.

Indoor commercial recreational establishment means and is limited to an establishment which:

(1) Regularly serves prepared food, with a full service kitchen (a full service kitchen will consist of a three-compartment pot sink, a stove or grill permanently installed, and a refrigerator, all of which must be approved by the health and fire departments), prepared to serve food every hour they are open and deriving at least 70 percent of its total annual gross sales from the sale of prepared meals or foods and recreation activities; and

(2) Wherein the sale of food and alcoholic beverages is incidental to its primary enterprise and activity on the premises.

The primary activity on the premises of the indoor commercial recreational establishment shall be family-oriented in nature, generally meaning a use which attracts a range of individuals from all age groups. Uses may specifically include, but are not limited to, dinner theatres, bowling centers, and other similar uses. Outdoor commercial recreation is not included, nor shall concession sales of alcoholic beverages be permitted. Bingo parlors, dance halls, nightclubs, taverns, billiard parlors, video arcades, skating arenas, adult entertainment and/or sexually related entertainment activities, and similar uses are specifically excluded from this definition of indoor commercial recreational establishments.

Indoor publicly owned civic and cultural center means and is limited to publicly owned establishments in which:

The sale of food and alcoholic beverages are incidental to its primary enterprise and activity on the premises. Indoor publicly owned civic and cultural centers may include any publicly owned building or facility where events or functions are held for the purpose of recognizing and advancing the civic, cultural, artistic and entertainment interests of the City of Monroe.

License means an authorization granted by the city to operate as a retail consumption dealer, retail package dealer, or wholesale dealer or manufacturer as outlined under this chapter.

Licensee means the individual to whom a license is issued or, in the case of a partnership, corporation or limited liability company, all partners, officers, and directors of the partnership, corporation or limited liability company.

Liter means a metric measurement currently used by the United States.

Manufacturer means any maker, producer, or bottler of an alcoholic beverage. The term "manufacturer" also means in the case of distilled spirits, any person engaged in distilling, rectifying, or blending any distilled spirits; in the case of malt beverage, any brewer.

~~Micro brewery shall mean a manufacturer of malt beverages of up to 15,000 barrels per year for the purpose of wholesale distribution of a majority of its product with incidental sales to the public either for on-site consumption or for package sales carryout not to exceed 288 ounces per person per day. Such use must be connected to public water and sewer. (No restaurant component).~~

*Microbrewery means an establishment in which not more than fifteen thousand (15,000) barrels*

*of beer or malt beverages are manufactured or brewed on the licensed premises in a calendar year and in which such manufactured or brewed beer or malt beverages may be sold for consumption on the premises and consumption off premises, subject to the limitations prescribed in O.C.G.A. § 3-5-24.1. As used in this definition, the term "barrel" shall be defined as set forth in O.C.G.A. § 3-5-1.*

~~Micro distillery shall mean a producer of alcoholic distilled spirits of up to 500 barrels per year for the purpose of wholesale distribution with incidental retail sales to the public for on-site consumption. Such use must be connected to public water and sewer. (No restaurant component).~~

*Microdistillery means an establishment in which not more than 10,000 barrels of distilled spirits are manufactured on the licensed premises in a calendar year and in which such manufactured distilled spirits may be sold for consumption on the premises and consumption off premises, subject to the limitations prescribed in O.C.G.A. § 3-4-24.2. As used in this definition, the term "barrel" shall be defined as set forth in O.C.G.A. § 3-4-1.*

Package means a bottle, can, keg, barrel, or other original consumer container. Retail package alcoholic beverages shall include all alcoholic beverages in their original container, sold at retail to the final consumer, and not for resale.

Person means any individual, firm, partnership, cooperative, nonprofit membership corporation, joint venture, association, company, corporation, agency, syndicate, estate, trust, business trust, receiver, fiduciary, limited liability company or other group or combination acting as a unit, body politic, or political subdivision, whether public, private, or quasipublic.

Retail consumption dealer means any person who sells alcoholic beverages for consumption

on the premises, at retail, only to consumers and not for resale.

Retail package dealer means any person who sells unbroken packages, at retail, only to consumers and not for resale.

Special Events Facility means a facility that meets all of the following criteria:

- (1) Is regularly available for use to public or private groups or persons for a fee;
- (2) Regularly is rented for a fee for special occasions such as weddings, meetings, banquets, catered events, parties or similar gatherings;
- (3) Is located within either the boundaries of the Downtown Development Authority of the City of Monroe, or the City of Monroe's Designated Historic Districts;
- (4) Hosts a minimum of 18 events for a fee per calendar year;
- (5) Consists of a minimum of 1,000 square feet of rentable meeting and/or event space;
- (6) Has adequate and accessible restroom facilities.

Wholesaler or wholesale dealer means any person who sells alcoholic beverages to other wholesale dealers, to retail package dealers, or to retail consumption dealers.

Wine means any alcoholic beverage containing not more than 24 percent alcohol made from fruits, berries, or grapes either by natural fermentation or by natural fermentation with brandy added. Wine includes, but is not limited to, all sparkling wines, champagnes, combinations of such beverages, vermouths, special natural wines, rectified wines, and like products. The term "wine" does not include cooking wine mixed with salt or other ingredients so as to render it unfit for human consumption as a beverage. A liquid shall first

be deemed to be a wine at the point in the manufacturing process when it conforms to the definition of wine contained in this section.

*Wine Shop means a retail establishment that specializes primarily in the sale of wine and wine-related products.*

**Sec. 6-11. – Fees enumerated**

License fees applicable to this chapter shall be as follows:

(1) Retail dealers of distilled spirits to be consumed on the premises, \$3,000.00 per year.

(2) Retail dealers of beer and wine to be consumed on the premises, \$1,000.00 per year.

(3) Retail dealers of beer and wine sold in original packages for consumption off the premises, \$2,000.00 per year.

(4) Wholesale dealers in beer and wine, whose principal place of business is in the city, \$1,500.00 per year.

(5) Wholesale dealers in distilled spirits whose principal place of business is in the city, \$2,000.00 per year.

(6) Wholesale dealers in alcoholic beverages whose principal place of business is not in the city, \$100.00 per year.

(7) Temporary license for nonprofit organizations, \$25.00 per day, ~~maximum ten days per year.~~

(8) Temporary license for for-profit organizations, \$150.00 per day, ~~maximum ten days per year.~~

~~(9) Non profit private club, beer and wine to be consumed on the premises, \$600.00 per year; Sunday sales, \$150.00 per year additional.~~

*(9) Non profit private club, beer and wine to be consumed on the premises, \$1,000.00 per year.*

~~(10) Non profit private club, distilled spirits to be consumed on the premises, \$600.00 per year; Sunday sales, \$150.00 per year additional.~~

*(10) Non profit private club, distilled spirits to be consumed on the premises, \$3,000.00 per year.*

(11) Hotel/motel "in-room service," \$250.00 per year.

(12) Distilleries or microdistilleries, ~~\$1,500.00~~ \$3,000.00 per year.

(13) Breweries or microbreweries, \$1,000.00 per year.

(14) Brewpubs, \$750.00 per year.

*(15) Wine Shops, \$750.00 per year.*

(156) Beer and wine amenities license, \$100.00 per year.

(167) Alcoholic beverage caterer beer and wine license, \$1,000.00 per year.

(178) Alcoholic beverage caterer distilled spirits license, \$1,000.00 per year.

*(19) Special Events Facility, beer and wine to be consumed on the premises, \$1,000.00 per year.*

*(20) Special Events Facility, distilled spirits to be consumed on the premises, \$3,000.00 per year.*

**Sec. 6-17. – Suspension or revocation of license**

(a) A license may be suspended or revoked by the code enforcement officer where the licensee furnishes fraudulent or untruthful information in the application for a license and for failure to pay all fees, taxes or other charges imposed under the provisions of this chapter.

(b) Whenever the state shall revoke any permit or license to sell alcoholic beverages, the city license issued hereunder shall thereupon be

automatically revoked. The chief of police, upon notice of this revocation from the code enforcement officer, shall take the necessary steps to see that signs are removed and that all alcoholic beverage sales cease.

(c) Any licensed establishment that is found to be in violation of section 6-38 or 6-41 shall be subject to immediate license revocation.

(d) The code enforcement officer shall revoke the license of any licensee whose license has been suspended two or more times in any consecutive twelve-month period.

(e) The code enforcement officer shall revoke the license for any premises where alcoholic beverages have been sold or distributed during a period of suspension.

(f) The code enforcement officer may suspend or revoke the license of any establishment which does not meet the licensing qualifications set forth in this chapter at any time such knowledge becomes known to him.

(g) An act or omission of a licensee, owner of more than 20 percent interest in the licensed establishment, or employee of the licensee or licensed establishment willingly or knowingly performed which constitutes a violation of federal or state law relating to alcoholic beverages or of any provision of this chapter, will subject the licensee to suspension or revocation of its license in accordance with the provisions of this chapter, when the code enforcement officer determines to his own satisfaction that the act or omission did occur, regardless of whether any criminal prosecution or conviction ensues; provided, however, in the case of an employee, the code enforcement officer must determine that the acts of the employee were known to or under reasonable circumstances should have been known to the licensee, were condoned by the licensee, or where the licensee has not established practices

or procedures to prevent the violation from occurring.

(h) Whenever it can be shown that a licensee under this chapter no longer maintains adequate financial responsibility upon which issuance of the license was conditioned, or whenever the licensee has defaulted in any obligation of any kind whatsoever, lawfully owing to the city, the license shall be revoked.

(i) Wherever this chapter permits the code enforcement officer to suspend any license issued under this chapter but does not mandate the period of such suspension, such discretion shall be exercised within the guidelines of this subsection.

(1) No suspension shall be for a period of time longer than the time remaining on such license.

(2) The following factors shall be considered on any revocation or suspension as set out above:

a. Consistency of penalties mandated by this chapter and those set by the code enforcement officer.

b. Likelihood of deterring future wrongdoing.

c. Impact of the offense on the community.

d. Any mitigating circumstances or remedial or corrective steps taken by the licensee.

e. Any aggravating circumstances or failure by the licensee to take remedial or corrective steps.

*(j) In addition to the above, a license may be suspended or revoked by the City Council upon recommendation of the code enforcement officer to suspend or revoke the license of a licensee for good cause. The code enforcement officer may consider the public health, public safety, or public well-being of the City's citizens in making his recommendation to the City Council. Upon receipt of the code enforcement officer's*

recommendation, a hearing shall be set in accordance with Section 6-18 below.

**Sec. 6-34. – No consumption outside premises**

(a) Except as otherwise permitted in this chapter, it is prohibited for customers to leave a licensed premises with open alcoholic beverages, and it is the licensee's responsibility to ensure that no open beverages are sold and carried out. However, nothing in this section shall be construed to prohibit the carrying out of alcoholic beverages for consumption at a publicly owned or privately owned golf course.

(b) Except as otherwise permitted in this chapter, it is prohibited for customers to gather outside an alcoholic beverage establishment and consume alcoholic beverages.

(c) Except as otherwise permitted in this chapter, it is prohibited for the manager or any employee to allow persons to gather outside an alcoholic beverage establishment and consume alcoholic beverages.

(d) Notwithstanding any other contrary provision of law, any eating establishment which is licensed to sell alcoholic beverages for consumption on the premises may permit a patron to remove one unsealed bottle of wine per patron for consumption off premises. ~~if the patron has purchased a meal and consumed a portion of the bottle of wine which has been purchased on the premises with such meal.~~ A partially consumed bottle of wine that is to be removed from the premises must be securely corked and resealed by the licensee or its employees before removal from the premises. The partially consumed bottle of wine shall be placed in a bag or other container that is secured in such a manner that it is visibly apparent if the container has been subsequently opened or tampered with, and a dated receipt for the bottle of wine and meal shall be provided by the

licensee and attached to the container. If transported in a motor vehicle, the container with the resealed bottle of wine shall be placed in a locked glove compartment, a locked trunk, or the area behind the last upright seat of a motor vehicle that is not equipped with a trunk.

**Sec. 6-36. – Monroe historic downtown entertainment district.**

(a) The provisions of this section are intended to set forth certain exceptions and provisions applicable only to licensees whose establishments are located within the Monroe Historic Downtown Entertainment District (as hereinafter defined) holding licenses to sell alcoholic beverages for consumption on the premises. Except as specifically set forth in this section to the contrary, all such licensees remain subject to all other provisions of this chapter.

(b) As used in this chapter, the term "Monroe Historic Downtown Entertainment District" shall be defined as: All that area of public space, streets, sidewalks, open areas, and all parcels and tracts of real property in the area of the city bound as follows: on the North by East Marable Street, on the South by Walker Street, on the West by Wayne Street, and on the East by Madison Avenue, including all parcels and tracts of real property that have road frontage on or touch any of the aforementioned boundary roads, also including all parcels that front on Broad Street between East Marable Street and Walker Street. The code enforcement officer shall maintain an official map of the Monroe Historic Downtown Entertainment District in his office at all times.

(c) Outside consumption of alcoholic beverages by the drink shall be permitted within the Monroe Historic Downtown Entertainment District under the following conditions:

(1) Any licensee who desires to sell alcoholic beverages for outside consumption within the



Monroe Historic Downtown Entertainment District must possess an alcoholic beverage license for on premises consumption in good standing with the City of Monroe and the State of Georgia.

(2) Any establishment licensed to sell alcoholic beverages by the drink for consumption on the premises is authorized to dispense alcoholic beverages in a clear plastic cup with the city's approved logo ~~and name~~ *for such purpose, as approved by the City Administrator* imprinted thereon for consumption outside of the premises. Dispensing beer and/or wine in a can, bottle, or glass container for consumption outside in the designated area(s) is prohibited. Said clear plastic cups shall be purchased from the code enforcement officer or his designee at prices established by the city administrator.

(3) No establishment shall dispense to any person more than one drink at a time for consumption outside of the premises within the Monroe Historic Downtown Entertainment District.

(4) No container in which an alcoholic beverage is dispensed for consumption in the designated area(s) shall exceed ~~20~~ 16 fluid ounces in size.

(5) No alcoholic beverages shall be sold and/or consumed outside and within the Monroe Historic Downtown Entertainment District except within the authorized hours of sale of the establishment where purchased.

(6) Food must be served during any period of time that alcoholic beverages are served. A licensed establishment shall always maintain the correct ratio of food to alcoholic beverage sales.

(d) Outside consumption of alcoholic beverages by the drink by residents living in the Monroe Historic Downtown Entertainment District shall be permitted within the Monroe Historic Downtown Entertainment District under the following conditions:

(1) Residents living in the Monroe Historic Downtown Entertainment District shall be permitted to purchase clear plastic cups with the city's approved logo ~~and name~~ *for such purpose as approved by the City Administrator* imprinted thereon for personal use and outside consumption of alcoholic beverages within the Monroe Historic Downtown Entertainment District.

(2) Said clear plastic cups shall be purchased at prices established by the city administrator.

(3) No resident shall be in possession of more than one drink contained in an approved clear plastic cup at any given time while partaking in outside consumption in the Monroe Historic Downtown Entertainment District.

(4) No resident shall be in possession of a drink contained in an approved clear plastic cup outside of the authorized hours of sale under this chapter within the Monroe Historic Downtown Entertainment District.

(5) All other rules of general applicability of this Section shall apply to residents of the Monroe Historic Downtown Entertainment District using clear plastic cups for personal use.

(e) The following additional regulations shall apply to the Monroe Historic Downtown Entertainment District:

(1) The possession of any open can, bottle, or glass container of alcoholic beverages for outside consumption within the Monroe Historic Downtown Entertainment District is prohibited.

(2) The possession of any container of alcoholic beverages for outside consumption within the Monroe Historic Downtown Entertainment District exceeding ~~20~~ 16 ounces is prohibited.

(f) Nothing in this section shall relieve licensees from complying with all other provisions of this chapter and state law.

**Sec. 6-37. – Eligibility for issuance of a temporary special event license.**

(a) A temporary license may be issued to any person, firm or corporation, for a period not to exceed three days for any one event for an approved special event. The person, firm or corporation must make application and pay the fee that may be required by this chapter and shall be required to comply with all the general ordinances and regulations for an on-premises consumption establishment with the exception of the full-service kitchen requirement. Said temporary licenses may be applied for and issued to any one person, firm or corporation up to ~~ten~~ twenty times per calendar year. The applicant seeking a temporary license must also obtain a state-issued temporary special event permit. Applicants seeking a temporary license need not be licensed as an alcoholic beverage caterer pursuant to Article XI of this chapter.

(b) The special event must meet the following criteria prior to the issuance of a license to sell alcoholic beverages:

(1) The special event must receive approval from the city police department on crowd control and security measures.

(2) The special event must receive approval from the city department of transportation, traffic operations section, on traffic control measures.

(3) The location at which the special event is to take place must be properly zoned and approved by the code enforcement officer.

(4) The premises at which the special event is to take place must be approved by the code enforcement officer.

(c) At least one employee or volunteer of the special event licensee, working the special event in any position dispensing, selling, serving, taking orders or mixing alcoholic beverages

shall be required to obtain a sever certification pursuant to section 6-32 for the special event.

(d) The code enforcement officer or the chief of police or his designee may immediately revoke any temporary license for a special event if it is determined continued alcohol sales may endanger the health, welfare or safety of the public.

(e) As a condition on the issuance of a temporary special event license, the licensee shall indemnify and hold the city harmless from any and all claims, demands or causes of action which may arise from activities associated with the special event.

**Sec. 6-81. – Locations where permitted.**

No distilled spirits may be sold by the drink for consumption on the premises where sold except:

(1) In eating establishments regularly serving prepared food, with a full service kitchen. A full service kitchen will consist of a three-compartment pot sink, a stove or grill permanently installed, and a refrigerator, all of which must be approved by the health and fire departments. Such eating establishment will regularly serve food every hour they are open and derive at least as much gross receipts annually from the sale of prepared meals or food as it derives from the sale of distilled spirits.

(2) In indoor commercial recreation establishments.

(3) In an indoor publicly owned civic and cultural center deriving at least 70 percent of its total annual gross sales from operational activities other than alcohol sales.

(4) At a publicly or privately owned golf course.

(5) In public stadiums, coliseums or auditoriums.

~~(6) Otherwise as permitted in this chapter (i.e. private clubs, hotel-motel in room service, etc.):~~

~~(6) In private clubs.~~

~~(7) In in-room service for hotels and motels.~~

~~(8) In special event facilities.~~

**Sec. 6-84. – Hours and days of sale.**

(a) Distilled spirits shall not be sold for consumption on the premises except between the hours of 9:00 a.m. until ~~4:55~~ 12:30 a.m. Monday through Saturday.

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

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

~~(1) Any licensed establishment which derives at least 50 percent of its total annual gross sales from the sale of prepared meals or food in all of the combined retail outlets of the individual establishment where food is served;~~

~~(2) Any licensed establishment which derives at least 50 percent of its total annual gross income from the rental of rooms for overnight lodging;~~

~~(3) Any publicly owned civic and cultural center deriving at least 70 percent of its total annual gross sales operational activities other than alcohol sales; or~~

~~(4) A public stadium, coliseum or auditorium.~~

~~(5) A publicly or privately owned golf course.~~

~~(6) Otherwise as specifically permitted in this chapter.~~

(d) Distilled spirits may be sold for consumption on the premises from 12:00 midnight to ~~4:55~~ 1:30 a.m. on ~~any Monday which is New Year's Day,~~ January 1, *New Year's Day* of any year.

**Sec. 6-106. – Type of retail establishment where permitted.**

No beer or wine shall be sold for consumption on the premises where sold except:

(1) In eating establishments having a full service kitchen (a full service kitchen will consist of a three-compartment sink, a stove or grill permanently installed, and a refrigerator, all of which must be approved by the health and fire departments), prepared to serve food every hour they are open.

(2) In indoor commercial recreation establishments.

(3) In an indoor publicly owned civic and cultural center deriving at least 70 percent of its total annual gross sales from operational activities other than alcohol sales.

(4) At a publicly or privately owned golf course.

(5) At a public stadium, coliseum or auditorium.

(6) At a business establishment holding an amenities license pursuant to section 6-111.

(7) At a business establishment holding an on premises consumption license subject to and in compliance with the volume/sales ratio requirement of the Monroe Historic Downtown Entertainment District as outlined in section 6-110.

~~(8) Otherwise as permitted in this chapter (i.e. private clubs, hotel-motel in room service, etc.)~~

~~(8) In private clubs.~~

~~(9) In in-room service for hotels and motels.~~

~~(10) In special event facilities.~~

(11) *At Wine Shops.*

**Sec. 6-108. – Hours and days of sale.**

(a) Beer or wine shall not be sold for consumption on the premises except between the hours of 9:00 a.m. and ~~4:55~~ 12:30 a.m. Monday through Saturday.

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

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

~~(1) Any licensed establishment which derives at least 50 percent of its total annual gross sales from the sale of prepared meals or food in all of the combined retail outlets of the individual establishment where food is served;~~

~~(2) Any licensed establishment which derives at least 50 percent of its total annual gross income from the rental of rooms for overnight lodging;~~

~~(3) Any publicly owned civic and cultural center deriving at least 70 percent of its total annual gross sales from operational activities other than alcohol sales; or~~

~~(4) A public stadium, coliseum or auditorium.~~

~~(5) A publicly or privately owned golf course.~~

~~(6) Otherwise as permitted in this chapter.~~

(d) Beer and/or wine may be sold for consumption on the premises from 12:00 midnight to ~~4:55~~ 1:30 a.m. on ~~any Monday which is New Year's Day~~, January 1, New Year's Day of any year.

**Sec. 6-110. – Sales volume ratio for select businesses.**

(a) Any business required to pay a business occupation tax that does not otherwise meet the criteria of section 6-106(1) and is located in the Monroe Historic Downtown Entertainment District, may obtain an on premises consumption license for malt beverages and wine subject to the following conditions:

(1) The sale of alcoholic beverages shall be clearly incidental to the primary business conducted on the premises.

(2) On premises consumption licensees shall maintain at least 60 percent of their business volume from the sale of other merchandise or services, not including alcoholic beverages.

~~(3) No alcoholic beverages shall be served on Sunday.~~

(b) To qualify for such license, a retail business establishment must be open to the public for business a minimum of 32 hours per week.

**Sec 6-112. – Wine Shop.**

*(a) Notwithstanding any other provision of this chapter to the contrary, the City Council may issue a Wine Shop license to businesses for on premises consumption of malt beverage and wine:*

*(1) Which meet all other license application requirements set forth in this chapter; and*

*(2) Which operate primarily as a retail package dealer and earn a minimum of 70 percent of annual gross revenue from package sales of wine.*

*(b) A wine shop established under this section may:*

*(1) Sell and serve beer and wine by the drink for consumption on the premises; and*

(2) *Sell wine and beer by the package.*

(c) *Nothing in this subsection shall prohibit a wine shop from serving food, provided that it meets all of the requirements for restaurants in this Code and is properly permitted by the City.*

(d) *Wine Shops shall only be permitted in the Monroe Historic Downtown Entertainment District as defined in Section 6-36.*

(e) *Wine Shops may not operate on or in locations where fuel, lottery tickets, or tobacco products are sold.*

**Sec. 6-352. – Sale without a license prohibited.**

Any special events facility that wishes to sell alcoholic beverages for consumption on premises shall be required to first obtain an appropriate state license *in accordance with the laws and regulations of the State of Georgia, the Department of Revenue of the State of Georgia,* as well as a city license pursuant to Articles II and III of this chapter and comply with all other rules and regulations contained herein. Any sale of alcoholic beverages *by the Special Events Facility* without said licensure is strictly prohibited.

**Chapter 62 – Offenses and Miscellaneous Provisions**

**Sec. 62-12. – Public Intoxication**

*It shall be unlawful for any person to be and appear in an intoxicated condition in any public place or within the curtilage of any private residence not his own other than by invitation of the owner or lawful occupant, which condition is made manifest by boisterousness, by indecent condition or act, or by vulgar, profane, loud or unbecoming language.*

**Sec. 62-13. – Open Container Prohibited**

(a) *“Open container” defined. The term “open container,” as used in this chapter, means any bottle, can, glass, cup or other vessel which contains an alcoholic beverage not in its original container. The term “open container” shall also mean the original container of an alcoholic beverage and which contains an alcoholic beverage on which the seal has been broken or which is otherwise ready for consumption. Notwithstanding the foregoing, the term “open container” shall not mean any tamper evident container that constitutes an “approved container” as defined in O.C.G.A. § 3-3-11.*

(b) *“Semipublic parking facility” defined. The term “semipublic parking facility” shall include any privately owned area wherein motor vehicles may be parked by the public in conjunction with any business, enterprise, commercial establishment, office building, church, school, or multiple-family residential building.*

(c) *It shall be unlawful to possess or drink any alcoholic beverage in or from an open container by any person on the premises, upon which the place of business is conducted and licensed under this chapter, whether the bottle or other container so opened or consumed was bought or obtained at that place of business or elsewhere unless the premises is licensed for consumption on the premises under this chapter, except in accordance with the provisions of Section 6-36 in the entertainment district.*

(d) *No establishment licensed under Chapter 6 of these Ordinances to sell alcoholic beverages shall allow a person to leave those premises with alcoholic beverages in an open container, except in accordance with the provisions of Section 6-36 in the entertainment district. The provisions of this section shall not apply to city-sanctioned events.*



**CENTRAL SERVICES  
MONTHLY REPORT  
JULY  
2023**

# CENTRAL SERVICES

	2023 January	2023 February	2023 March	2023 April	2023 May	2023 June	2022 June	2022 July	2022 August	2022 September	2022 October	2022 November	2022 December	Monthly Average	Yearly Totals
<b>SAFETY PROGRAMS</b>															
Facility Inspections	5	4	0	3	8	2	4	6	3	1	2	2	3	3.3	43
Vehicle Inspections	0	1	0	0	7	0	0	0	0	1	0	0	8	1.3	17
Equipment Inspections	0	0	0	0	3	2	1	0	0	0	0	0	0	0.5	6
Worksite Inspections	2	0	0	1	0	0	0	2	7	0	1	0	0	1.0	13
Employee Safety Classes	8	7	8	6	6	8	5	7	2	7	6	10	5	6.5	85
Attendance	39	32	45	42	38	21								36.2	217
<b>PURCHASING</b>															
P-Card Transactions	534	475	584	523	569	482	511	441	550	459	480	460	451	501.5	6,519
Purchase Orders	100	84	120	112	85	63	84	76	97	112	81	84	74	90.2	1,172
Total Purchases	634	559	704	635	654	545	595	517	647	571	561	544	525	591.6	7,691
Sealed Bids/Proposals	0	0	1	0	3	3	2	1	1	2	2	1	0	1.2	16
<b>INFORMATION TECHNOLOGY</b>															
Workorder Tickets	116	64	92	96	59	74	72	52	56	64	56	84	88	74.8	973
Phishing Fail Percentage	2.4%	2.8%	0.9%	0.8%	1.6%	2.7%	1.0%	1.5%	2.5%	3.8%	1.6%	1.6%	1.3%	1.9%	
<b>MARKETING</b>															
Job Vacancies	11	13	12	9	11	5	6	4	5	9	10	9	9	8.7	113
Social Media Updates	14	24	31	12	21	24	24	10	15	20	21	9	14	18.4	239
<b>GROUNDS &amp; FACILITIES</b>															
Contractor Acres Mowed	188.7	188.7	188.7	188.7	188.7	188.7	188.7	188.7	188.7	188.7	188.7	188.7	188.7	188.7	2,452.9
Trash Collection	8,780	7,540	9,140	6,200	3,040	4,500	2,760	3,820	5,460	3,210	3,380	5,480	8,220	5,502.3	71,530.0
Street Sweeper Utilization	N/A	N/A	N/A	N/A	N/A	N/A	63.6%	61.3%	88.0%	87.5%	N/A	N/A	N/A	75.1%	300.4%
Crew Acres Mowed	62.1	62.1	62.1	62.1	73.4	98.6	98.6	98.6	98.6	98.6	98.6	62.1	62.1	79.8	1,037.6

# PROJECTS & UPDATES – JULY 2023

## FACILITIES & GROUNDS MAINTENANCE

Currently the City maintains all rights-of-way, facilities, and parks with a combination of City staff and contractor labor. This has allowed for the most efficient approach to maintaining all areas in a timely manner. During the month of June, the grounds and parks crews collected 4,500 pounds of trash and debris while also maintaining approximately 98.6 acres of rights-of-way and grounds at facilities and parks. Contractor labor was able to maintain an additional 188.7 acres of rights-of-way and grounds at facilities and parks.

Staff is currently working on several projects including Monroe Museum remodel project, library HVAC repairs, Police Department roof repair and GUTA facility repairs.

## PROCUREMENT

Procurement has been working on several projects and bids during the month of June, including the review of the 138/78 Waterline easements, Spring Street Gas Main Replacement, and Walton Road Sidewalk Replacement.

## INFORMATION TECHNOLOGY

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

## PROJECT TIMELINE UPDATE

Over the course of the past year plus, a timeline of projects has been built by the City of Monroe to easily track progress. The attached timeline provides projects from Central Services, Fire, Police, Water, Sewer, Gas, Stormwater, Streets, Solid Waste, and Parks...all with updates for current activity. The timelines present planned and actual budgets, expenses, companies of performance, status updates, dates of material order, bidding, key milestones, and most importantly...start dates and estimated timelines for completion. This will be updated on a monthly basis to reflect changes and status updates for more continuity throughout the city, as well as track productivity and management of processes.



## PARKS PROJECTS & UPDATES – JULY 2023



### MATHEWS PARK

In an effort to increase safety, entrance and exit signage has been order for Mathews Park to help communicate the safest route in, through and out of the park. The new signage is scheduled for install in August.



The rear parking area of Mathews Park is also being repaired and improved to provide needed additional parking. A combination of City staff and contract labor is being used to pour new concrete curb and gutter to help control stormwater runoff. Asphalt repair and patching, and a new layer of asphalt top coat has been completed.

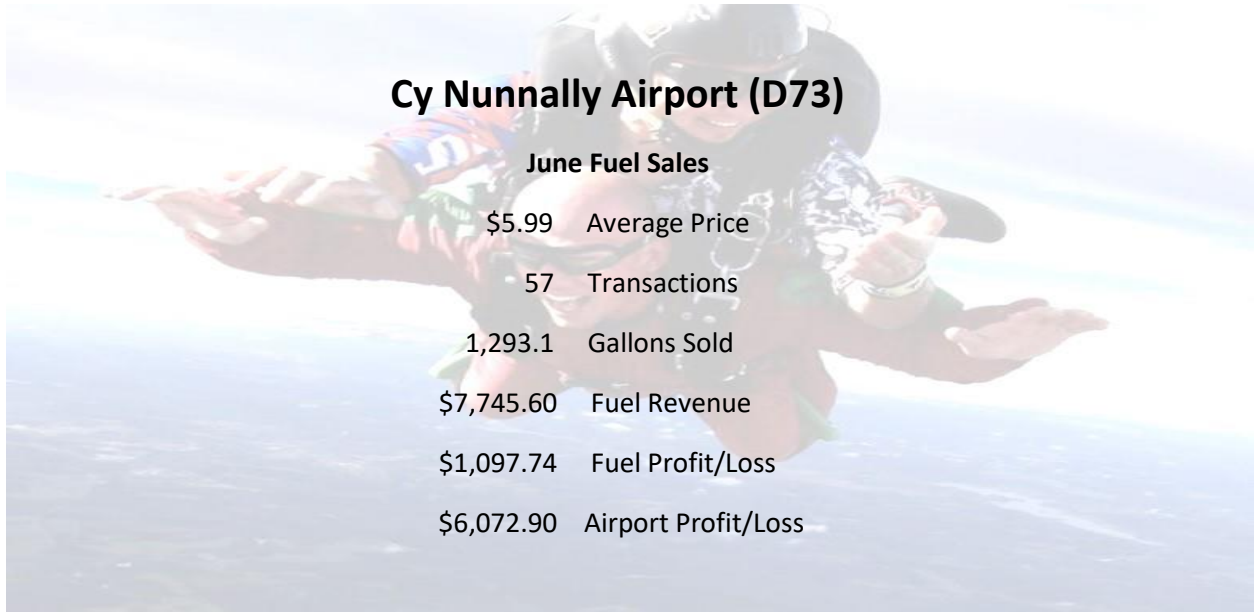


**PILOT PARK**

During the 2022 Georgia Recreation & Park Association Conference and Trade Show, city staff had the opportunity to view and experience Pilot Park's newest piece of play equipment. MOVMENT, an innovative electric game that will test your fitness, your agility and your speed. Designed for people of all ages and abilities, it is sure to be a great addition to our park. The install is complete, so I encourage you to come and experience Pilot's newest play equipment.



# AIRPORT PROJECTS & UPDATES – JULY 2023



### Cy Nunnally Airport (D73)

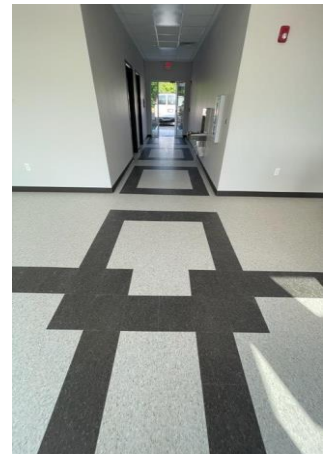
<b>June Fuel Sales</b>	
\$5.99	Average Price
57	Transactions
1,293.1	Gallons Sold
\$7,745.60	Fuel Revenue
\$1,097.74	Fuel Profit/Loss
\$6,072.90	Airport Profit/Loss

## 2023 AIRPORT INSPECTION

In April the Georgia Department of Transportation inspected the airport as required in Official Code of Georgia for compliance and licensing. Inspections are also required by the Federal Aviation Administration’s (FAA) Airport Safety Data Program. Inspectors look at State and FAA standards including approaches, markings, lighting, runway safety areas, etc. Staff received the results from the inspection in June and are working on a plan to address the findings.

## TERMINAL BUILDING

The Certificate of Occupancy was issued the last day of May for the new terminal building. A final walk through and inspection is scheduled for July. Furnishings, controls, and lettering for the official naming of the building will be completed after the building is turned over to the City.



**2024-2028 Airport CIP**

Staff has been working with the Georgia Department of Transportation and GMC on the 2024-2028 CIP project list.

**FAA FY23 Airport Infrastructure Grant**

The Cy Nunnally Memorial Airport was awarded \$145,000 from the FAA through the Bipartisan Infrastructure Law. The Bipartisan Infrastructure Law provides airports with funding for runways, taxiways, terminal, and safety and sustainability projects.

**TENTATIVE ALLOCATION FUNDING AWARD**

Tentative Allocation (TA) letters were received in late June, with subsequent approval provided in July. The Cy Nunnally Memorial Airport was awarded funding for taxiway rejuvenation, crack seal and remarking for the FY24 project year.

**PROPERTY MAP UPDATE – DEED SEARCH**

The Cy Nunnally Memorial Airport has been selected for a Statewide Property Map Update project for 2022 along with approximately 40 other airports. This will involve deed/title search requirements, surveys, and other documentation showing property lines, easements, and other entry points for the airport/city property. A third-party survey company will lead the process along with City staff involvement to produce the updated map that will be required for further federal grant fund eligibility.

# AIRPORT

	2023 January	2023 February	2023 March	2023 April	2023 May	2023 June	2022 June	2022 July	2022 August	2022 September	2022 October	2022 November	2022 December	Monthly Average	Yearly Totals
<b>100LL AVGAS</b>															
100LL AvGas Sale Price	\$5.99	\$5.99	\$5.99	\$5.99	\$5.99	\$5.99	\$6.19	\$6.19	\$6.19	\$6.19	\$6.19	\$6.11	\$5.99	\$6.08	
Transactions	57	32	61	42	46	57	104	119	90	94	92	66	35	68.8	895
Gallons Sold	1,163.4	700.8	1,487.3	993.7	1,082.3	1,293.1	2,404.9	2,835.5	2,091.1	1,999.6	1,735.8	1,664.5	915.5	1566.7	20,367.5
AvGas Revenue	\$6,969.04	\$4,197.62	\$8,908.67	\$5,952.50	\$6,483.23	\$7,745.60	\$14,886.25	\$17,551.99	\$12,944.08	\$12,377.56	\$10,744.66	\$10,163.49	\$5,483.68	\$9,569.87	\$124,408.37
AvGas Profit/Loss	\$986.17	\$588.02	\$1,264.77	\$840.11	\$916.37	\$1,097.74	\$1,138.42	\$1,345.13	\$988.05	\$1,523.93	\$1,320.93	\$1,136.22	\$772.78	\$1,070.66	\$13,918.64
<b>GENERAL REVENUE/EXPENSE</b>															
Hangar Rental	\$4,200.00	\$4,200.00	\$4,200.00	\$4,200.00	\$4,200.00	\$4,200.00	\$4,200.00	\$4,200.00	\$4,200.00	\$4,200.00	\$4,200.00	\$4,200.00	\$4,200.00	\$4,200.00	\$54,600.00
Lease Agreements	\$4,427.57	\$4,427.57	\$4,427.57	\$4,427.57	\$4,427.57	\$4,427.57	\$4,377.57	\$4,377.57	\$4,377.57	\$4,377.57	\$4,377.57	\$4,377.57	\$4,377.57	\$4,400.65	\$57,208.41
Grounds Maintenance	\$535.00	\$535.00	\$2,045.71	\$535.00	\$535.00	\$535.00	\$9,019.00	\$535.00	\$535.00	\$535.00	\$535.00	\$535.00	\$535.00	\$1,303.82	\$16,949.71
Buildings Maintenance	\$530.00	\$669.00	\$943.85	\$490.00	\$490.00	\$490.00	\$1,830.51	\$1,180.00	\$1,645.97	\$1,941.71	\$520.83	\$1,829.76	\$480.00	\$1,003.20	\$13,041.63
Equipment Maintenance	\$123.34	\$2,208.69	\$3,084.80	\$113.41	\$113.41	\$113.41	\$647.98	\$1,794.86	\$636.00	\$2,770.97	\$2,837.45	\$143.34	\$111.06	\$1,130.67	\$14,698.72
Airport Profit/Loss	\$5,799.40	\$3,176.90	\$1,192.28	\$5,816.27	\$5,892.53	\$6,072.90	(\$4,407.50)	\$3,786.84	\$4,122.65	\$2,227.82	\$3,379.22	\$4,579.69	\$5,598.29	\$3,633.64	\$47,237.29



**CODE**

**DEPARTMENT**

**MONTHLY REPORT**

**JULY**

**2023**

The Code Department of the City of Monroe respectfully submits this report to the Mayor and Council. It is the intent of this report to highlight statistics, specific job duties, and any job functions related to the Code Department during the time period of May 1, 2023 thru May 31, 2023.

**Statistics:**

- Total Calls: 778
- Total Minutes: 26:58:27
- Total Minutes/Call: 2:05
- Code Inspections: 154
- Total Permits Written: 97
- Amount collected for permits: \$ 24,947.74
- Check postings for General Ledger: 216

**New Alcohol Licenses:**

- 24 Twelve Café LLC – 1104 S. Madison Ave. – On Premise Beer, Wine, & Distilled Spirits

**New Businesses: 15**

- Caption Coffee Roasters – 101 N Broad St B
- San Andres Monroe LLC – 600 Pavilion Pkwy
- Loyless Consulting LLC – 662 Michael Circle – Residential
- Down to Earth Holdings – 201 Bold Springs Ave
- Down to Earth Properties – 201 Bold Springs Ave
- Douglas Segars CPA LLC – 254 N Broad St
- C&S Service Group LLC – 405 Norris St – Residential
- Tiger Moon Interiors – 908 Cherokee Ave – Residential
- Exploring New Adventures – 517 Hill St
- RLL Properties LLC – 503 Wellington Dr – Residential – Short Term Rental
- Walton Management Group LLC – 155 Bankers Blvd D100
- The Kracken Construction LLC – 116 Oak Ridge – Residential
- Comm. Quest Inc – 313 Milledge Ave – Residential
- Shea & Company Realtors – 808 McDaniel St – Residential – Change of Owner
- Auto Correct Collision – 409 Mayfield Dr A&B – Change of Owner

**Closed Businesses: 47**

- Garrison Messick Design LLC – 314 Walton St – Residential
- The Well Read Marketer LLC – 1714 Highland Creek Dr – Residential
- Joe Casteel – 220 E Highland Ave
- Triple Js Wheelchair Trans – 930 Amber Trl – Residential
- Tailored Connection Staffing – 320 S Madison Ave
- Genie Purcell Interiors – 764 Fleeting Way – Residential
- Music Investments LLC – 123 N Midland Ave
- AAA Home and Property Rest – 409 Barrett St – Residential
- HDK Group Inc – 1025C W Spring St
- SUV Depot – 333 Alcovy St 8B – Auto Broker Office Only
- Fairfield Food Group LLC – 1982 W Spring St
- R & D Auto Sales LLC – 333 Alcovy St Ste 8 – Auto Broker Office Only
- Your Tint Girl – 1554 S Broad St
- Home Group Management LLC – 917 E Church St – Residential

- Movement Construction LLC – 668 Gatewood Way – Residential
- Total Wheel Repair – 320 S Madison Ave
- Mint Markets LLC – 600 S Broad St C-100
- Bear Bear Bling LLC – 525 Roberts St – Residential
- Prince Ella Transport LLC – 820 Hickory Dr – Residential
- RLL Cre8it – 417 Red Oak Ct – Residential
- Affordable Lockouts & Serv – 119 Oak Ridge – Residential
- GA One Stop Auto LLC – 333 Alcovy St 7C – Auto Broker Office Only
- Caliber Direct Solutions LLC – 320 S Madison Ave
- Go Wright LLC – 1110 E Church St
- Flash Painting & Pro – 412 Shamrock Dr – Residential
- Insanely Sharp – 812 Cherokee Ave – Residential
- The Piner Firm LLC – 301 S Broad St
- Miss Kittys Flea Market – 525 S Madison Ave B
- Billy Joe Phelps – 238 N Hammond Dr
- Williams Rental Mgmt LLC – 155 Bankers Blvd D100 – Change of Owner
- Jay’s Wrecker and Towing – 800 N Broad St
- Hewell Plumbing, Inc – 137 W Highland Ave
- Cutting Edge Construction – 118 Oak Ridge Dr – Residential
- Big Spin III, LLC – 1108 E Church St
- Georgia Connector – 254 N Broad St
- Monroe Auto Center – 407 N Broad St
- Georgia Health Services – 155 Bankers Blvd I100
- 557 Investment Co., LLC – 2025 W Spring St
- Shea & Company Realtors – 525 S Madison Ave A – Change of Owner
- Piner & Maffit, LLC – 301 S Broad St C
- E & M Services – 300 N Midland Ave
- Tow it all Towing, LLC – 409 Mayfield Dr
- FB Driving Inc – 126 S Broad St
- Malone Services – 606.5 E Spring St
- Major Humphrey’s Brewing – 320 S Madison Ave
- CSI – Car Sales International – 124 Sorrells St Ste D – Auto Broker Office Only
- Golgi Labs LLC – 333 Alcovy St 4

### **City Marshal May 2023:**

- Patrolled city daily.
- Removed 43 signs from road way
- 946 repair/cleanup orders and Re-inspections
- Transported city funds for deposit to banks daily.
- Investigated 0 utility tampering and theft cases.
- 41 citations issued
- Represented City Marshals’ office in Municipal Court
- Handled 43 Directed Complaints called in or e-mailed to Code Office
- Placed Planning Commission and Historic Preservation Commission Signs as needed
- Assisted with outstanding non-payment of Business Licenses; Marshals made contact and provided information and warnings to Business owners who were in non-compliance



**Historic Preservation Commission June 2023:**

- Request for COA for Demolition—1250 S. Madison Ave—Approved with conditions
- Request for COA for Shed, Fence, & Deck—128 3<sup>rd</sup> St—Approved
- Request for COA for Signage—109 N. Broad St.—Approved
- Request for COA for Exterior Changes & Signage—130 S. Broad St— Approved
- Request for COA for Fence—407 E. Church St— Approved
- Request for COA for Shed & Fence—207 N. Madison Ave—Approved
- Request for COA for Exterior Changes—700 S. Broad St.—Approved

**Planning Commission June 2023:**

- Conditional Use Permit—Residential Use—533 Plaza Dr.—Recommend Denial
- Rezone—408 Knight St.—R-2 to R-1A—Recommended Approval without conditions
- Preliminary Plat—The Overlook of Monroe—residential w/7lots townhouses; 319 S. Madison Ave—Recommended Approval without conditions
- Preliminary Plat—Ayefour Development—commercial w/6 lots; NW corner of HWY 11 & Charlotte Rowell Blvd—Recommended Approval without conditions
- Zoning Ordinance Amendment #16—Recommended Approval

**Code Department Daily Activities:**

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

5/2/2023	435 Red Oak Ct	Junk in yard	RC	5/17/2023	Closed
5/2/2023	435 Red Oak Ct	Open Outdoor Storage	RC	5/17/2023	Closed
5/2/2023	435 Red Oak Ct	Uncultivated Vegetation	RC	5/17/2023	Closed
5/2/2023	435 Red Oak Ct	Tree Debris in yard	RC	5/17/2023	Closed
5/2/2023	435 Red Oak Ct	Tall Grass	RC	5/17/2023	Closed
5/3/2023	1157 Golfview Ter	Tree Debris in yard	RC	5/18/2023	Closed
5/3/2023	750 Oakland Ridge	Junk in yard	RC	5/18/2023	Closed
5/3/2023	750 Oakland Ridge	Open Outdoor Storage	RC	5/18/2023	Closed
5/4/2023	127 Perry St	Junk vehicle	RC	5/19/2023	Closed
5/4/2023	127 Perry St	Junk in yard	RC	5/19/2023	Closed
5/4/2023	127 Perry St	Veh on improper Surface	RC	5/19/2023	Closed
5/4/2023	127 Perry St	Windows	RC	5/19/2023	Closed
5/4/2023	127 Perry St	Uncultivated Vegetation	RC	5/19/2023	Closed
5/4/2023	127 Perry St	Exposed Soil	RC	5/19/2023	Closed
5/4/2023	127 Perry St	Tall Grass	RC	5/19/2023	Closed
5/4/2023	127 Perry St	Open Outdoor Storage	RC	5/19/2023	Closed
5/4/2023	127 Perry St	Accesory Structures	RC	5/19/2023	Closed
5/5/2023	320 Parkway Pl	Junk in yard	RC	5/22/2023	Closed
5/5/2023	320 Parkway Pl	Tall Grass	RC	5/22/2023	Closed
5/5/2023	320 Parkway Pl	Open Outdoor Storage	RC	5/22/2023	Closed
5/5/2023	315 Parkway Pl	Open Outdoor Storage	RC	5/22/2023	Closed
5/5/2023	315 Parkway Pl	Uncultivated Vegetation	RC	5/22/2023	Closed
5/5/2023	315 Parkway Pl	Veh on improper Surface	RC	5/22/2023	Closed
5/5/2023	325 Parkway Pl	Junk in yard	RC	5/22/2023	Closed
5/5/2023	325 Parkway Pl	Open Outdoor Storage	RC	5/22/2023	Closed
5/5/2023	325 Parkway Pl	Tall Grass	RC	5/22/2023	Closed
5/8/2023	131 B Perry St	Junk vehicle	RC	5/23/2023	Closed
5/8/2023	131 B Perry St	Junk in yard	RC	5/23/2023	Closed
5/8/2023	131 B Perry St	Exposed Soil	RC	5/23/2023	Closed
5/8/2023	131 B Perry St	Uncultivated Vegetation	RC	5/23/2023	Closed
5/8/2023	131 B Perry St	Tall Grass	RC	5/23/2023	Closed
5/8/2023	131 B Perry St	Open Outdoor Storage	RC	5/23/2023	Closed
5/8/2023	131 B Perry St	Decks & Porches	RC	5/23/2023	Closed
5/8/2023	131 A Perry St	Junk vehicle	RC	5/23/2023	Closed

5/8/2023	131 A Perry St	Junk in yard	RC	5/23/2023	Closed
5/8/2023	131 A Perry St	Exposed Soil	RC	5/23/2023	Closed
5/8/2023	131 A Perry St	Uncultivated Vegetation	RC	5/23/2023	Closed
5/8/2023	131 A Perry St	Tall Grass	RC	5/23/2023	Closed
5/8/2023	131 A Perry St	Open Outdoor Storage	RC	5/23/2023	Closed
5/8/2023	131 A Perry St	Decks & Porches	RC	5/23/2023	Closed
5/9/2023	129 A Perry St	Junk vehicle	RC	5/24/2023	Closed
5/9/2023	129 A Perry St	Junk in yard	RC	5/24/2023	Closed
5/9/2023	129 A Perry St	Exposed Soil	RC	5/24/2023	Closed
5/9/2023	129 A Perry St	Uncultivated Vegetation	RC	5/24/2023	Closed
5/9/2023	129 A Perry St	Tall Grass	RC	5/24/2023	Closed
5/9/2023	129 A Perry St	Open Outdoor Storage	RC	5/24/2023	Closed
5/9/2023	129 A Perry St	Decks & Porches	RC	5/24/2023	Closed
5/9/2023	129 B Perry St	Junk vehicle	RC	5/24/2023	Closed
5/9/2023	129 B Perry St	Junk in yard	RC	5/24/2023	Closed
5/9/2023	129 B Perry St	Exposed Soil	RC	5/24/2023	Closed
5/9/2023	129 B Perry St	Uncultivated Vegetation	RC	5/24/2023	Closed
5/9/2023	129 B Perry St	Tall Grass	RC	5/24/2023	Closed
5/9/2023	129 B Perry St	Open Outdoor Storage	RC	5/24/2023	Closed
5/9/2023	129 B Perry St	Decks & Porches	RC	5/24/2023	Closed
5/10/2023	110 Southside	Junk in yard	RC	5/25/2023	Closed
5/10/2023	110 Southside	Open Outdoor Storage	RC	5/25/2023	Closed
5/10/2023	112 Southside	Tall Grass	RC	5/25/2023	Closed
5/10/2023	112 Southside	Decks & Porches	RC	5/25/2023	Closed
5/10/2023	118 Southside	Skirting	RC	6/10/2023	Closed
5/11/2023	121 Southside	Tall Grass	RC	5/26/2023	Closed
5/11/2023	121 Southside	Veh on improper Surface	RC	5/26/2023	Closed
5/11/2023	125 Southside	Junk in yard	RC	5/26/2023	Closed
5/11/2023	125 Southside	Open Outdoor Storage	RC	5/26/2023	Closed
5/11/2023	125 Southside	Trailer Parking	RC	5/26/2023	Closed
5/12/2023	128 Southside	Junk in yard	RC	5/29/2023	Closed
5/12/2023	128 Southside	Tall Grass	RC	5/29/2023	Closed
5/12/2023	128 Southside	Open Outdoor Storage	RC	5/29/2023	Closed
5/12/2023	128 Southside	Windows	RC	5/29/2023	Closed

5/12/2023	128 Southside	Decks & Porches	RC	5/29/2023	Closed
5/12/2023	128 Southside	Exterior Walls	RC	5/29/2023	Closed
5/15/2023	132 Southside	Junk in yard	RC	5/30/2023	Closed
5/15/2023	132 Southside	Open Outdoor Storage	RC	5/30/2023	Closed
5/15/2023	132 Southside	Skirting	RC	5/30/2023	Closed
5/15/2023	133 Southside	Junk in yard	RC	5/30/2023	Closed
5/15/2023	133 Southside	Open Outdoor Storage	RC	5/30/2023	Closed
5/16/2023	136 Southside	Tall Grass	RC	5/31/2023	Closed
5/16/2023	138 Southside	Tall Grass	RC	5/31/2023	Closed
5/16/2023	138 Southside	Exterior Walls	RC	5/31/2023	Closed
5/16/2023	138 Southside	Skirting	RC	5/31/2023	Closed
5/17/2023	130 Southside	Tall Grass	RC	6/1/2023	Open
5/17/2023	144 Southside	illegal signs	RC	6/1/2023	Open
5/17/2023	142 Southside	Junk in yard	RC	6/1/2023	Open
5/17/2023	142 Southside	Open Outdoor Storage	RC	6/1/2023	Open
5/17/2023	142 Southside	Tall Grass	RC	6/1/2023	Open
5/17/2023	142 Southside	Skirting	RC	6/1/2023	Open
5/18/2023	139 Southside	Junk in yard	RC	6/2/2023	Open
5/18/2023	139 Southside	Open Outdoor Storage	RC	6/2/2023	Open
5/18/2023	139 Southside	Tall Grass	RC	6/2/2023	Open
5/18/2023	143 Southside	Junk in yard	RC	6/2/2023	Open
5/18/2023	143 Southside	Open Outdoor Storage	RC	6/2/2023	Open
5/18/2023	143 Southside	Tall Grass	RC	6/2/2023	Open
5/18/2023	143 Southside	Veh on improper Surface	RC	6/2/2023	Open
5/19/2023	435 Red Oak Ct	Junk in yard	RC	6/6/2023	Open
5/19/2023	435 Red Oak Ct	Open Outdoor Storage	RC	6/6/2023	Open
5/19/2023	435 Red Oak Ct	Uncultivated Vegetation	RC	6/6/2023	Open
5/19/2023	435 Red Oak Ct	Tree Debris in yard	RC	6/6/2023	Open
5/19/2023	435 Red Oak Ct	Tall Grass	RC	6/6/2023	Open
5/19/2023	310 Walker Dr	Junk in yard	RC	6/6/2023	Open
5/19/2023	310 Walker Dr	Veh on improper Surface	RC	6/6/2023	Open
5/19/2023	310 Walker Dr	Tall Grass	RC	6/6/2023	Open
5/22/2023	420 Etten Dr	Junk in yard	RC	6/6/2023	Open
5/22/2023	420 Etten Dr	Open Outdoor Storage	RC	6/6/2023	Open

5/22/2023	420 Etten Dr	Exposed Soil	RC	6/6/2023	Open
5/22/2023	420 Etten Dr	Accesory Structures	RC	6/6/2023	Open
5/22/2023	420 Etten Dr	Veh on improper Surface	RC	6/6/2023	Open
5/22/2023	128 3rd St	Accesory Structures	RC	6/6/2023	Open
5/23/2023	150 Southside	Prohibited animals	RC	6/7/2023	Open
5/23/2023	154 Southside	Junk in yard	RC	6/7/2023	Open
5/23/2023	154 Southside	Open Outdoor Storage	RC	6/7/2023	Open
5/23/2023	152 Southside	Tall Grass	RC	6/7/2023	Open
5/23/2023	162 Southside	Exterior Walls	RC	6/7/2023	Open
5/23/2023	162 Southside	Skirting	RC	6/7/2023	Open
5/24/2023	224 Southside	Trailer Parking	RC	6/8/2023	Open
5/24/2023	202 Southside	Tall Grass	RC	6/8/2023	Open
5/24/2023	206 Southside	Junk in yard	RC	6/8/2023	Open
5/24/2023	206 Southside	Open Outdoor Storage	RC	6/8/2023	Open
5/25/2023	216 Southside	Junk vehicle	RC	6/9/2023	Open
5/25/2023	216 Southside	Veh on improper Surface	RC	6/9/2023	Open
5/25/2023	212 Southside	Skirting	RC	6/9/2023	Open
5/25/2023	228 Southside	Junk in yard	RC	6/9/2023	Open
5/25/2023	228 Southside	Roof	RC	6/9/2023	Open
5/25/2023	228 Southside	Exterior Walls	RC	6/9/2023	Open
5/25/2023	228 Southside	Open Outdoor Storage	RC	6/9/2023	Open
5/26/2023	218 Southside	Junk in yard	RC	6/12/2023	Open
5/26/2023	218 Southside	Open Outdoor Storage	RC	6/12/2023	Open
5/26/2023	230 Southside	Junk in yard	RC	6/12/2023	Open
5/26/2023	230 Southside	Exterior Surface Treatment	RC	6/12/2023	Open
5/26/2023	230 Southside	Exterior Walls	RC	6/12/2023	Open
5/26/2023	230 Southside	Windows	RC	6/12/2023	Open
5/26/2023	230 Southside	Open Outdoor Storage	RC	6/12/2023	Open
5/26/2023	230 Southside	Prohibited animals	RC	6/12/2023	Open
5/30/2023	127 Perry St	Junk vehicle	RC	6/14/2023	Open
5/30/2023	127 Perry St	Junk in yard	RC	6/14/2023	Open
5/30/2023	127 Perry St	Veh on improper Surface	RC	6/14/2023	Open
5/30/2023	127 Perry St	Windows	RC	6/14/2023	Open
5/30/2023	127 Perry St	Uncultivated Vegetation	RC	6/14/2023	Open



1-May-23	622B East Marable St	neighborhood standards	RC	15-May-23	closed
1-May-23	622B East Marable St	tall grass/weeds	RC	15-May-23	closed
1-May-23	622A East Marable St	neighborhood standards	RC	15-May-23	closed
1-May-23	622A East Marable St	tall grass/weeds	RC	15-May-23	closed
1-May-23	622A East Marable St	vehicles parked on improper surface	RC	15-May-23	closed
1-May-23	516 Gatewood Dr	tall grass/weeds	RC	15-May-23	closed
2-May-23	812 Fawnfield Dr	tall grass/weeds	RC	16-May-23	closed
2-May-23	812 Fawnfield Dr	uncultivated veg	RC	16-May-23	closed
2-May-23	812 Fawnfield Dr	vehicles parked on improper surface	RC	16-May-23	closed
2-May-23	825 Fawnfield Dr	vehicles parked on improper surface	RC	16-May-23	closed
2-May-23	861 Fawnfield Dr	neighborhood standards	RC	16-May-23	closed
2-May-23	861 Fawnfield Dr	vehicles parked on improper surface	RC	16-May-23	closed
3-May-23	913 Creekside Way	tall grass/weeds	RC	17-May-23	closed
3-May-23	913 Creekside Way	open outdoor storage	RC	17-May-23	closed
3-May-23	1010 Meadowalk Dr	neighborhood standards	RC	17-May-23	closed
3-May-23	1010 Meadowalk Dr	exposed soil	RC	17-May-23	closed
3-May-23	1010 Meadowalk Dr	vehicles parked on improper surface X2	RC	17-May-23	closed
4-May-23	912 East Marable St	neighborhood standards	RC	18-May-23	closed
4-May-23	912 East Marable St	tall grass/weeds	RC	18-May-23	closed
4-May-23	803 Rosewood Ln	junk vehicles	RC	18-May-23	closed
4-May-23	803 Rosewood Ln	vehicles parked on improper surface	RC	18-May-23	closed
4-May-23	803 Rosewood Ln	tall grass/weeds	RC	18-May-23	closed
5-May-23	1200 Meadow View Dr	tall grass/weeds	RC	19-May-23	closed
5-May-23	1105 Meadowalk Dr	tall grass/weeds	RC	19-May-23	closed
5-May-23	1105 Meadowalk Dr	uncultivated veg	RC	19-May-23	closed
5-May-23	1006 Meadowalk Dr	neighborhood standards	RC	19-May-23	closed
5-May-23	1006 Meadowalk Dr	tall grass/weeds	RC	19-May-23	closed
8-May-23	132 Glen Irus Dr	neighborhood standards	Citation		closed
8-May-23	132 Glen Irus Dr	junk vehicles X4	Citation		closed
8-May-23	132 Glen Irus Dr	fencing	Citation		closed
8-May-23	132 Glen Irus Dr	uncultivated veg	Citation		closed
8-May-23	132 Glen Irus Dr	roof	Citation		closed
8-May-23	132 Glen Irus Dr	gutters	Citation		closed
8-May-23	132 Glen Irus Dr	mailbox	Citation		closed

8-May-23	132 Glen Irus Dr	tall grass/weeds	Citation		closed
9-May-23	504 Marable Ln	neighborhood standards	RC	23-May-23	closed
9-May-23	504 Marable Ln.	porch	RC	23-May-23	closed
9-May-23	504 Marable Ln	roof	RC	23-May-23	closed
9-May-23	504 Marable Ln	siding	RC	23-May-23	closed
9-May-23	504 Marable Ln	windows	RC	23-May-23	closed
10-May-23	Lot 199 SMHP	junk vehicle	RC	24-May-23	closed
10-May-23	Lot 199 SMHP	vehicle parked on improper surface	RC	24-May-23	closed
10-May-23	Lot 119 SMHP	skirting	RC	24-May-23	closed
10-May-23	Lot 119 SMHP	tall grass/weeds	RC	24-May-23	closed
10-May-23	Lot 107 SMHP	junk vehicle	RC	24-May-23	closed
10-May-23	Lot 107 SMHP	vehicle parked on improper surface	RC	24-May-23	closed
10-May-23	Lot 111 SMHP	tall grass/weeds	RC	24-May-23	closed
10-May-23	Lot 111 SMHP	uncultivated veg	RC	24-May-23	closed
10-May-23	Lot 113 SMHP	neighborhood standards	RC	24-May-23	closed
10-May-23	Lot 113 SMHP	tall grass/weeds	RC	24-May-23	closed
10-May-23	Lot 113 SMHP	skirting	RC	24-May-23	closed
10-May-23	Lot 113 SMHP	open outdoor storage	RC	24-May-23	closed
10-May-23	Lot 196 SMHP	neighborhood standards	RC	24-May-23	closed
10-May-23	Lot 195 SMHP	neighborhood standards	RC	24-May-23	closed
10-May-23	Lot 195 SMHP	tall grass/weeds	RC	24-May-23	closed
10-May-23	Lot 189 SMHP	neighborhood standards	RC	24-May-23	closed
10-May-23	Lot 189 SMHP	tall grass/weeds	RC	24-May-23	closed
12-May-23	224B Tanglewood Dr	neighborhood standards	Citation		closed
12-May-23	224B Tanglewood Dr	open outdoor storage	Citation		closed
12-May-23	224B Tanglewood Dr	vehicle parked on improper surface	Citation		closed
15-May-23	Lot 183 SMHP	windows	RC	29-May-23	closed
15-May-23	Lot 183 SMHP	skirting	RC	29-May-23	closed
15-May-23	Lot 183 SMHP	tall grass/weeds	RC	29-May-23	closed
15-May-23	Lot 186 SMHP	skirting	RC	29-May-23	closed
15-May-23	Lot 193 SMHP	junk vehicle	RC	29-May-23	closed
15-May-23	Lot 192 SMHP	skirting	RC	29-May-23	closed
15-May-23	Lot 180 SMHP	tall grass/weeds	RC	29-May-23	closed
15-May-23	Lot 179 SMHP	neighborhood standards	RC	29-May-23	closed



15-May-23	Lot 179 SMHP	tall grass/weeds	RC	29-May-23	closed
15-May-23	Lot 179 SMHP	open outdoor storage	RC	29-May-23	closed
15-May-23	Lot 181 SMHP	skirting	RC	29-May-23	closed
15-May-23	Lot 185 SMHP	windows	RC	29-May-23	closed
17-May-23	Lot 169 SMHP	Windows	RC	31-May-23	open
17-May-23	Lot 169 SMHP	skirting	RC	31-May-23	open
17-May-23	Lot 169 SMHP	neighborhood standards	RC	31-May-23	open
17-May-23	Lot 170 SMHP	tall grass/weeds	RC	31-May-23	open
17-May-23	Lot 167 SMHP	neighborhood standards	RC	31-May-23	open
17-May-23	Lot 167 SMHP	skirting	RC	31-May-23	open
17-May-23	Lot 167 SMHP	porch	RC	31-May-23	open
18-May-23	Lot 163 SMHP	skirting	RC	1-Jun-23	open
18-May-23	Lot 163 SMHP	tall grass/weeds	RC	1-Jun-23	open
18-May-23	Lot 164 SMHP	neighborhood standards	RC	1-Jun-23	open
18-May-23	Lot 164 SMHP	dead tree	RC	1-Jun-23	open
18-May-23	Lot 217 SMHP	neighborhood standards	RC	1-Jun-23	open
19-May-23	Lot 205 SMHP	neighborhood standards	RC	2-Jun-23	open
19-May-23	Lot 205 SMHP	windows	RC	2-Jun-23	open
19-May-23	Lot 205 SMHP	vehicle parked on improper surface	RC	2-Jun-23	open
19-May-23	Lot 205 SMHP	open outdoor storage	RC	2-Jun-23	open
19-May-23	Lot 209 SMHP	neighborhood standards	RC	2-Jun-23	open
22-May-23	Lot 231 SMHP	neighborhood standards	RC	5-Jun-23	open
22-May-23	Lot 231 SMHP	junk vehicle	RC	5-Jun-23	open
22-May-23	Lot 239 SMHP	vehicle parked on improper surface	RC	5-Jun-23	open
22-May-23	Lot 239 SMHP	windows	RC	5-Jun-23	open
22-May-23	Lot 235 SMHP	skirting	RC	5-Jun-23	open
22-May-23	Lot 235 SMHP	neighborhood standards	RC	5-Jun-23	open
23-May-23	Lot 203 SMHP	neighborhood standards	RC	6-Jun-23	open
23-May-23	Lot 168 SMHP	skirting	RC	6-Jun-23	open
23-May-23	1050 North Broad St	tall grass/weeds	RC	6-Jun-23	open
23-May-23	1050 North Broad St	uncultivated veg	RC	6-Jun-23	open
23-May-23	1050 North Broad St	windows	RC	6-Jun-23	open
24-May-23	340A Tanglewood Dr	water leak	RC	7-Jun-23	open
24-May-23	340A Tanglewood Dr	unhealthy and unsanitary	RC	7-Jun-23	open



5/1/2023	210 Milldge Avenue	42-97 Height Permitted-Tall grass and weeds	RC	5/8/2023	Closed	
5/1/2023	120 Mears Street	1000.1 Accessory Structure - (No Permits)	RC	5/30/2023	Open	
5/1/2023	110 Mears Street	1000.1 Accessory Structure - (No Permits)	RC	5/30/2023	Open	
5/2/2023	1135 East Church Street	70-56 Peddling Without Registration	RC	5/2/2023	Closed	
5/2/2023	1135 East Church Street	70-56 Peddling Without Registration	RC	5/2/2023	Closed	
5/2/2023	150 Baker Street	42-97 Height Permitted-Tall grass and weeds	RC	5/9/2023	Closed	
5/3/2023	703 Kendal Court	540.2 Trailer Parked in front of Housee	RC	5/5/2023	Closed	
5/3/2023	606 West Creek Cort	62-9 Inoperative / Junk Vehicle	RC	5/18/2023	Closed	
5/3/2023	606 West Creek Cort	18-259 Parking on Proper Surfaces	RC	5/18/2023	Closed	
5/3/2023	606 West Creek Cort	62-9 Inoperative / Junk Vehicle	RC	5/18/2023	Closed	
5/3/2023	606 West Creek Cort	18-259 Parking on Proper Surfaces	RC	5/18/2023	Closed	
5/3/2023	700 Kendal Court	18-263 Exterior Porches	RC	6/3/2023	Open	
5/4/2023	716 West Creek Circle	62-9 Neighborhood Standards - Trash	RC	5/19/2023	Closed	
5/4/2023	716 West Creek Circle	62-9 Junk Car Parts (Engines)	RC	5/19/2023	Closed	
5/4/2023	716 West Creek Circle	62-9 Partially Dismantlaled Vehicle (X-3)	RC	5/19/2023	Closed	X-3
5/4/2023	716 West Creek Circle	18-259 Parking on Proper Surfaces (X-12)	RC	5/19/2023	Closed	X-12
5/4/2023	607 Ash Lane	62-9 Construction Debirs / Trash	RC	5/19/2023	Closed	
5/4/2023	607 Ash Lane	42-97 Height Permitted-Tall grass and weeds	RC	5/19/2023	Closed	
5/5/2023	325 Stokes Street	1405.2 Building Permit Required	RC	5/8/2023	Closed	
5/5/2023	610 Harris Street	62-9 Abandoned Appliances	RC	5/20/2023	Closed	
5/5/2023	610 Harris Street	62-9 Neighborhood Standards - Trash and Debris	RC	5/20/2023	Closed	
5/5/2023	610 Harris Street	18-255 Open Outdoor Storage	RC	5/20/2023	Closed	
5/5/2023	700 Kendal Court	18-263 Exterior Porches	RC	6/5/2023	Open	
5/8/2023	902 Wilkins Drive	540.2 Utility Trailer	RC	5/10/2023	Closed	
5/8/2023	629 Mill Stone Bluff # B	18-260 Exterior Surface Treatments	RC	6/8/2023	Open	
5/8/2023	633 Mill Stone Bluff #A	18-260 Exterior Surface Treatments	RC	6/8/2023	Open	
5/8/2023	633 Mill Stone Bluff #A	18-261 Exterior Walls - Rotting Wood / Trim	RC	6/8/2023	Open	
5/9/2023	904 Wilkins Drive	62-9 Trash / Debris	RC	5/16/2023	Closed	
5/9/2023	904 Wilkins Drive	18-255 Open Outdoor Storage	RC	5/16/2023	Closed	
5/10/2023	222 Douglas Street	82-6 House Numbers Required	RC	5/25/2023	Closed	
5/10/2023	228 Douglas Street	62-9 Neighborhood Standards - Junk / Debris - Lot	RC	5/25/2023	Closed	
5/10/2023	228 1/2 Douglas Street	62-9 Neighborhood Standards - Junk / Debris - Lot	RC	5/25/2023	Closed	
5/10/2023	230 Douglas Street	62-9 Neighborhood Standards - Junk / Debris - Lot	RC	5/25/2023	Closed	
5/10/2023	230 Douglas Street	62-9 Neighborhood Standards - Delapidated Shed	RC	5/25/2023	Closed	
5/10/2023	224 Douglas Street	82-6 House Numbers Required	RC	5/25/2023	Closed	
5/10/2023	224 1/2 Douglas Street	60-10 Skirting Required - Missing / Damaged	RC	6/10/2023	Closed	
5/10/2023	224 1/2 Douglas Street	18-263 Decks and Porches - Rotting Wood	RC	6/10/2023	Closed	
5/10/2023	224 Douglas Street	18-263 Decks and Porches - Rotting Wood	RC	6/10/2023	Open	
5/10/2023	226 Douglas Street	60-10 Skirting Required - Missing / Damaged	RC	6/10/2023	Open	
5/10/2023	232 Douglas Street	60-10 Skirting Required - Missing / Damaged	RC	6/10/2023	Open	
5/10/2023	232 1/2 Douglas Street	60-10 Skirting Required - Missing / Damaged	RC	6/10/2023	Open	

5/10/2023	234 Douglas Street	62-9 Neighborhood Standards - Dilapidated Structure	RC	6/10/2023	Open
5/10/2023	234 Douglas Street	18-263 Decks and Porches - Rotting Wood - Front/Rear	RC	6/10/2023	Open
5/10/2023	234 Douglas Street	60-10 Skirting Required - Missing / Damaged	RC	6/10/2023	Open
5/10/2023	234 Douglas Street	18-264 Windows - Missing / Damaged	RC	6/10/2023	Open
5/11/2023	234 1/2 Douglas Street	62-9 Neighborhood Standards - Junk / Debris in Yard	RC	5/26/2023	Closed
5/11/2023	234 1/2 Douglas Street	82-6 House Numbers Required	RC	5/26/2023	Closed
5/11/2023	236 Douglas Street	662-9 Junk / Inoperative Vehicle	RC	5/26/2023	Closed
5/11/2023	238 Douglas Street	82-6 House Numbers Required	RC	5/26/2023	Closed
5/11/2023	229 Douglas Street	82-6 House Numbers Required	RC	5/26/2023	Closed
5/11/2023	225 1/2 Douglas Street	42-97 Height Permitted - Tall Grass / Weeds	RC	5/26/2023	Closed
5/11/2023	225 1/2 Douglas Street	18-255 Open Outdoor Storage - Blocks	RC	5/26/2023	Closed
5/11/2023	223 1/2 Douglas Street	42-97 Height Permitted - Tall Grass / Weeds	RC	5/26/2023	Closed
5/11/2023	239 Douglas Street	18-263 Decks and Porches - Rotting Wood / Railings	RC	6/11/2023	Closed
5/11/2023	235 Douglas Street	18-260 Exterior Surface Treatments - Missing Siding	RC	6/11/2023	Closed
5/11/2023	231 Douglas Street	18-263 Uncultivated Vegetation	RC	6/11/2023	Closed
5/11/2023	231 Douglas Street	60-10 Skirting Required - Missing / Damaged	RC	6/11/2023	Closed
5/11/2023	231 Douglas Street	18-263 Decks and Porches - Rotting Wood	RC	6/11/2023	Closed
5/11/2023	229 1/2 Douglas Street	18-263 Decks and Porches - Rotting Wood	RC	6/11/2023	Closed
5/11/2023	229 1/2 Douglas Street	60-10 Skirting Required - Missing / Damaged	RC	6/11/2023	Closed
5/11/2023	223 1/2 Douglas Street	62-9 Neighborhood Standards - Dilapidated Structure	RC	6/11/2023	Closed
5/11/2023	223 1/2 Douglas Street	18-263 Decks and Porches - Rotting Wood	RC	6/11/2023	Closed
5/11/2023	223 1/2 Douglas Street	18-256 Exterior Door - Damaged / Unsecured	RC	6/11/2023	Closed
5/11/2023	223 1/2 Douglas Street	18-264 Windows - Broken / Damaged	RC	6/11/2023	Closed
5/11/2023	221 1/2 Douglas Street	18-263 Uncultivated Vegetation	RC	6/11/2023	Closed
5/11/2023	221 1/2 Douglas Street	18-263 Decks and Porches - Rotting Wood	RC	6/11/2023	Closed
5/12/2023	241 Jessica Way	82-6 House Numbers Required	RC	5/27/2023	Closed
5/12/2023	241 Jessica Way	42-97 Height Permitted - Tall Grass / Weeds	RC	5/27/2023	Closed
5/12/2023	239 Jessica Way	62-9 Neighborhood Standards - Junk / Debris in Yard	RC	5/27/2023	Closed
5/12/2023	239 Jessica Way	42-97 Height Permitted - Tall Grass / Weeds	RC	5/27/2023	Closed
5/12/2023	253 Jessica Way	62-9 Neighborhood Standards - Dilapidated Structure	RC	6/12/2023	Closed
5/12/2023	253 Jessica Way	18-263 Decks and Porches - Rotting Wood	RC	6/12/2023	Closed
5/12/2023	253 Jessica Way	82-6 House Numbers Required	RC	6/12/2023	Closed
5/12/2023	253 Jessica Way	18-264 Windows - Broken / Damaged	RC	6/12/2023	Closed
5/12/2023	253 Jessica Way	18-256 Exterior Door - Damaged / Unsecured	RC	6/12/2023	Closed
5/12/2023	251 Jessica Way	62-9 Neighborhood Standards - Dilapidated Structure	RC	6/12/2023	Closed
5/12/2023	251 Jessica Way	60-10 Skirting Required - Missing / Damaged	RC	6/12/2023	Closed
5/12/2023	251 Jessica Way	18-263 Uncultivated Vegetation	RC	6/12/2023	Closed
5/12/2023	251 Jessica Way	18-264 Windows - Broken / Damaged	RC	6/12/2023	Closed
5/12/2023	251 Jessica Way	18-263 Decks and Porches - Rotting Wood	RC	6/12/2023	Closed
5/12/2023	251 Jessica Way	18-260 Exterior Surface Treatments - Missing Siding	RC	6/12/2023	Closed
5/12/2023	251 Jessica Way	18-261 Exterior Walls - Rotting Wood Siding	RC	6/12/2023	Closed

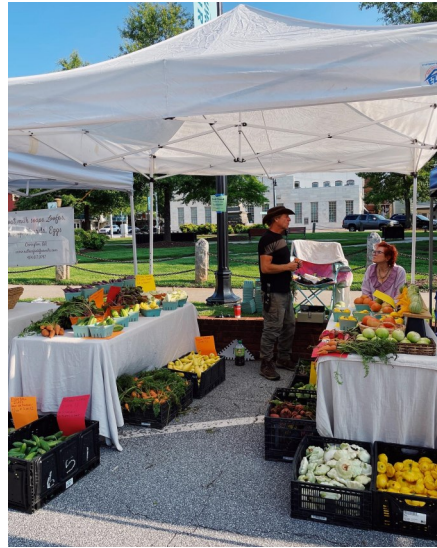
5/12/2023	247 Jessica Way	18-260 Exterior Surface Treatments - Damaged Siding	RC	6/12/2023	Closed
5/12/2023	245 Jessica Way	18-263 Decks and Porches - Damaged / Missing Railings	RC	6/12/2023	Closed
5/12/2023	243 Jessica Way	18-263 Decks and Porches - Damaged / Missing Railings	RC	6/12/2023	Closed
5/12/2023	241 Jessica Way	62-9 Neighborhood Standards - Dilapidated Structure	RC	6/12/2023	Closed
5/12/2023	241 Jessica Way	18-263 Decks and Porches - Rotting Wood	RC	6/12/2023	Closed
5/12/2023	241 Jessica Way	18-264 Windows - Broken / Damaged	RC	6/12/2023	Closed
5/12/2023	241 Jessica Way	18-256 Exterior Door - Damaged / Unsecured	RC	6/12/2023	Closed
5/12/2023	237 Jessica Way	60-10 Skirting Required - Missing / Damaged	RC	6/12/2023	Closed
5/12/2023	235 Jessica Way	60-10 Skirting Required - Missing / Damaged	RC	6/12/2023	Closed
5/12/2023	229 Jessica Way	18-260 Exterior Surface Treatments - Chipping Paint	RC	6/12/2023	Closed
5/12/2023	229 Jessica Way	18-262 Roof - Rotting Wood - Soffit and Fascia	RC	6/12/2023	Closed
5/12/2023	229 Jessica Way	18-264 Windows - Broken / Damaged	RC	6/12/2023	Closed
5/15/2023	1202 Fambrough Way	18-255 Open Outdoor Storage - Blocks - Vacant Lot	RC	6/15/2023	Closed
5/15/2023	1206 Fambrough Way	18-262 Roof - Gutters - Full of Debris - Damaged	RC	6/15/2023	Closed
5/15/2023	1206 Fambrough Way	18-260 Exterior Surface Treatments - Mold	RC	6/15/2023	Closed
5/15/2023	1200 Fambrough Way	18-263 Decks and Porches - Rotting Wood	RC	6/15/2023	Open
5/15/2023	219 West Fambrough Street	62-9 Neighborhood Standards - Junk / Debris in Yard	RC	6/15/2023	Open
5/15/2023	219 West Fambrough Street	60-10 Skirting Required - Missing / Damaged	RC	6/15/2023	Open
5/16/2023	225 West Fambrough Street	82-6 House Numbers Required	RC	6/16/2023	Closed
5/16/2023	225 West Fambrough Street	42-97 Height Permitted - Tall Grass / Weeds	RC	6/16/2023	Closed
5/16/2023	225 West Fambrough Street	18-260 Exterior Surface Treatments - Paint	RC	6/16/2023	Closed
5/16/2023	229 West Fambrough Street	62-9 Junk Vehicle - Gray Honda Accord	RC	6/16/2023	Closed
5/16/2023	231 West Fambrough Street	62-9 Junk Vehicle Parts - Tires / Debris	RC	6/16/2023	Closed
5/16/2023	237 West Fambrough Street	62-9 Junk Vehicle Parts - Tires / Debris	RC	6/16/2023	Closed
5/16/2023	237 West Fambrough Street	18-263 Decks and Porches - Rotting Wood	RC	6/16/2023	Closed
5/16/2023	237 West Fambrough Street	60-10 Skirting Required - Missing / Damaged	RC	6/16/2023	Closed
5/16/2023	237 West Fambrough Street	18-264 Windows - Broken / Damaged	RC	6/16/2023	Closed
5/16/2023	237 West Fambrough Street	42-97 Height Permitted - Tall Grass / Weeds	RC	6/16/2023	Closed
5/16/2023	237 West Fambrough Street	18-256 C Tree Debris	RC	6/16/2023	Closed
5/16/2023	219 West Fambrough Street	82-6 House Numbers Required	RC	6/16/2023	Open
5/16/2023	235 West Fambrough Street	18-263 Decks and Porches - Rotting Wood	RC	6/16/2023	Open
5/17/2023	633 Mill Stone Bluff # B	18-260 Exterior Surface Treatments - Chipping Paint/Mold	RC	6/17/2023	Open
5/17/2023	633 Mill Stone Bluff # B	18-261 Exterior Walls - Rotting Wood Trim	RC	6/17/2023	Open
5/17/2023	634 Mill Stone Bluff # A	18-260 Exterior Surface Treatments - Chipping Paint/Mold	RC	6/17/2023	Open
5/17/2023	634 Mill Stone Bluff # B	18-260 Exterior Surface Treatments - Chipping Paint/Mold	RC	6/17/2023	Open
5/17/2023	635 Mill Stone Bluff # A	18-260 Exterior Surface Treatments - Chipping Paint/Mold	RC	6/17/2023	Open
5/17/2023	635 Mill Stone Bluff # A	18-261 Exterior Walls - Rotting Wood Trim	RC	6/17/2023	Open
5/17/2023	635 Mill Stone Bluff # B	18-260 Exterior Surface Treatments - Chipping Paint/Mold	RC	6/17/2023	Open
5/17/2023	635 Mill Stone Bluff # B	18-261 Exterior Walls - Rotting Wood Trim	RC	6/17/2023	Open
5/18/2023	638 Mill Stone Bluff # A	18-260 Exterior Surface Treatments - Chipping Paint/Mold	RC	6/18/2023	Open
5/18/2023	638 Mill Stone Bluff # A	18-261 Exterior Walls - Rotting Wood Trim	RC	6/18/2023	Open

5/18/2023	638 Mill Stone Bluff # A	42-97 Height Permitted - Tall Grass / Weeds	RC	6/18/2023	Open
5/18/2023	638 Mill Stone Bluff # B	18-260 Exterior Surface Treatments - Chipping Paint/Mold	RC	6/18/2023	Open
5/18/2023	638 Mill Stone Bluff # B	18-261 Exterior Walls - Rotting Wood Trim	RC	6/18/2023	Open
5/18/2023	639 Mill Stone Bluff # A	18-260 Exterior Surface Treatments - Chipping Paint/Mold	RC	6/18/2023	Open
5/18/2023	639 Mill Stone Bluff # A	18-261 Exterior Walls - Rotting Wood Trim	RC	6/18/2023	Open
5/18/2023	639 Mill Stone Bluff # B	18-260 Exterior Surface Treatments - Chipping Paint/Mold	RC	6/18/2023	Open
5/18/2023	639 Mill Stone Bluff # B	18-261 Exterior Walls - Rotting Wood Trim	RC	6/18/2023	Open
5/18/2023	639 Mill Stone Bluff # B	18-264 Windows - Broken / Damaged	RC	6/18/2023	Open
5/18/2023	116 North Broad Street	18-41 Adopted - (IMPC) - Fire Escape / Door Alarm	Citation	N/A	Closed
5/18/2023	116 North Broad Street	18-41 Adopted - (IMPC) - Fire Escape / Door Alarm	Citation	N/A	Closed
5/19/2023	122 East 5th Street	540.2 Recreational Vehilce - Occupied	RC	5/26/2023	Closed
5/19/2023	804 Radford Street	42-97 Height Permitted - Tall Grass / Weeds	RC	5/29/2023	Closed
5/19/2023	642 Mill Stone Bluff # A	18-260 Exterior Surface Treatments - Chipping Paint/Mold	RC	6/19/2023	Open
5/19/2023	642 Mill Stone Bluff # A	18-261 Exterior Walls - Rotting Wood Trim	RC	6/19/2023	Open
5/19/2023	642 Mill Stone Bluff # A	18-254 Uncultivated Vegetation	RC	6/19/2023	Open
5/19/2023	642 Mill Stone Bluff # B	18-260 Exterior Surface Treatments - Chipping Paint/Mold	RC	6/19/2023	Open
5/19/2023	642 Mill Stone Bluff # B	18-261 Exterior Walls - Rotting Wood Trim	RC	6/19/2023	Open
5/19/2023	642 Mill Stone Bluff # B	18-254 Uncultivated Vegetation	RC	6/19/2023	Open
5/22/2023	522 East Spring Street	1265 (7) Prohibited Sign - Trailer Sign	RC	5/29/2023	Closed
5/22/2023	522 East Spring Street	1265 (7) Prohibited Sign - Trailer Sign	RC	5/29/2023	Closed
5/22/2023	707 South Madison	42-97 Height Permitted - Tall Grass / Weeds	RC	5/29/2023	Closed
5/22/2023	315 Knight Street	18-254 Uncultivated Vegetation	RC	6/6/2023	Open
5/22/2023	315 knight Street Lot: 5	62-9 Neighborhood Standards - Junk Appliances	RC	6/6/2023	Open
5/22/2023	315 knight Street Lot: 8	18-260 Exterior Surface Treatments - Mold	RC	6/22/2023	Open
5/22/2023	315 knight Street Lot: 10	18-260 Exterior Surface Treatments - Mold	RC	6/22/2023	Open
5/22/2023	315 knight Street Lot: 19	60-10 Skirting Required - Missing / Damaged	RC	6/22/2023	Open
5/22/2023	315 knight Street Lot: 14	18-260 Exterior Surface Treatments - Mold	RC	6/22/2023	Open
5/22/2023	315 knight Street Lot: 5	18-260 Exterior Surface Treatments - Mold	RC	6/22/2023	Open
5/22/2023	315 knight Street Lot: 5	18-262 Roof - Rotting Metal Gutters	RC	6/22/2023	Open
5/22/2023	315 knight Street Lot: 6	60-10 Skirting Required - Missing / Damaged	RC	6/22/2023	Open
5/22/2023	315 knight Street Lot: 9	18-260 Exterior Surface Treatments - Mold	RC	6/22/2023	Open
5/22/2023	315 knight Street Lot: 9	60-10 Skirting Required - Missing / Damaged	RC	6/22/2023	Open
5/23/2023	103 Atha Street	42-97 Height Permitted - Tall Grass / Weeds	RC	6/2/2023	Closed
5/23/2023	107 Atha Street	18-256 Hazardous Trees	RC	6/23/2023	Open
5/23/2023	810 Davis Street	62-9 Neighborhood Standards - Delapidated House	RC	6/23/2023	Open
5/23/2023	810 Davis Street	62-10 Unhealthy and Unsanitary Conditions	RC	6/23/2023	Open
5/23/2023	810 Davis Street	18-260 Extereior Surface Treatments	RC	6/23/2023	Open
5/23/2023	810 Davis Street	18-261 Exterior Walls	RC	6/23/2023	Open
5/23/2023	810 Davis Street	18-262 Roof - Holes	RC	6/23/2023	Open
5/23/2023	810 Davis Street	18-263 Decks / Porches - rotting wood	RC	6/23/2023	Open
5/23/2023	810 Davis Street	18-264 Windows - Broken Damaged	RC	6/23/2023	Open



# DOWNTOWN DEVELOPMENT/MAIN STREET JULY REPORT

- July 4th Fireworks –Blaine Station
- Weekly Farmers Market—averaging 2000+ people per week. Senior Bucks the last Saturday of each month (\$5 to first 40 seniors 65 and up)
- Fall Fest Vendor registration now open
- Christmas Parade participant registration now open
- New Business-High Voltage Wings
- American Trilogy, Elena De La Rosa Photography & Silver Queen Closed



## UPCOMING EVENTS:

- August 4th Concert– The Wildflowers (Tom Petty Tribute)
- Georgia Downtown Association Conference-Canton August 21-24th
- September 1st Concert-The Kinchafoonee Cowboys
- October 14th Fall Fest

## ONGOING TASKS:

- DCA Main Street Compliance
- Visitors Center open to the public Tues-Saturday 10-5





# Financial Report as of May 2023

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

# GENERAL FUND SUMMARY

## GENERAL FUND REVENUES



TOTAL BUDGETED

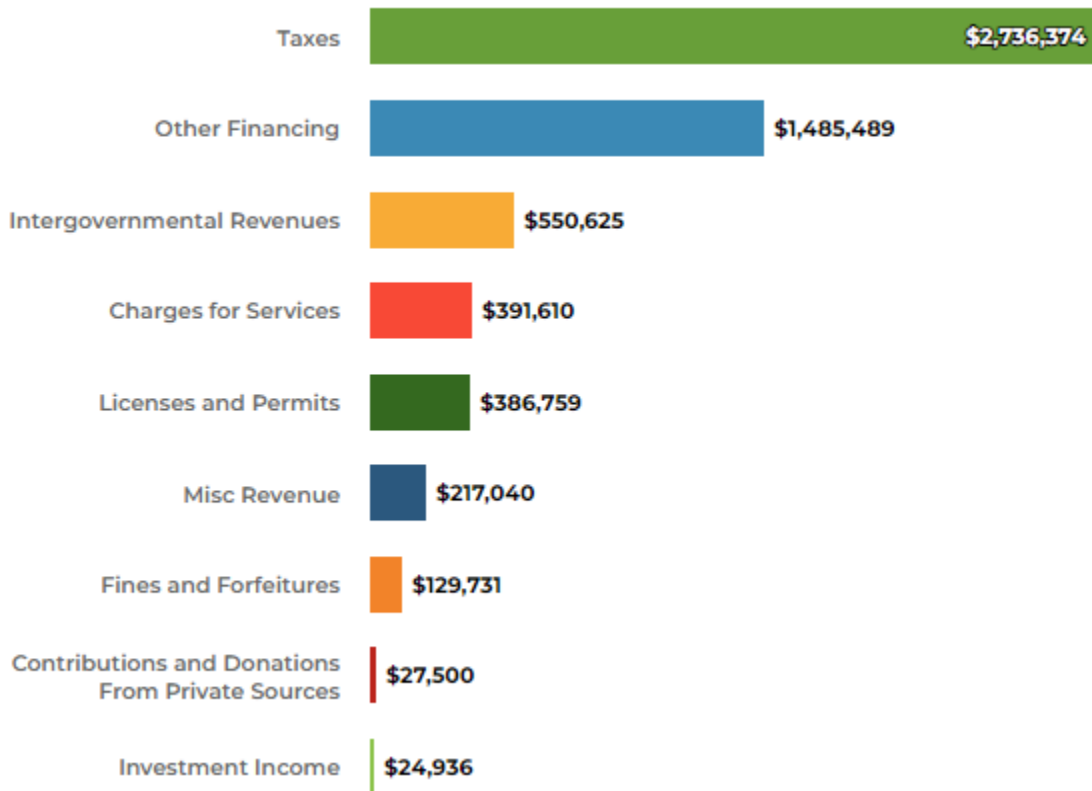
**\$19,474,219**

COLLECTED TO DATE

(31% of budgeted collected to date)

**\$5,950,064**

General Fund year-to-date revenues for the month totaled \$5,950,064 which is 31% of total budgeted revenues \$19,474,219 for 2023. Property Tax & Insurance Premium Tax collections make up @ 40% of total General Fund Revenues, which is not collected until the fourth quarter of each year.



## GENERAL FUND EXPENDITURES



TOTAL BUDGETED

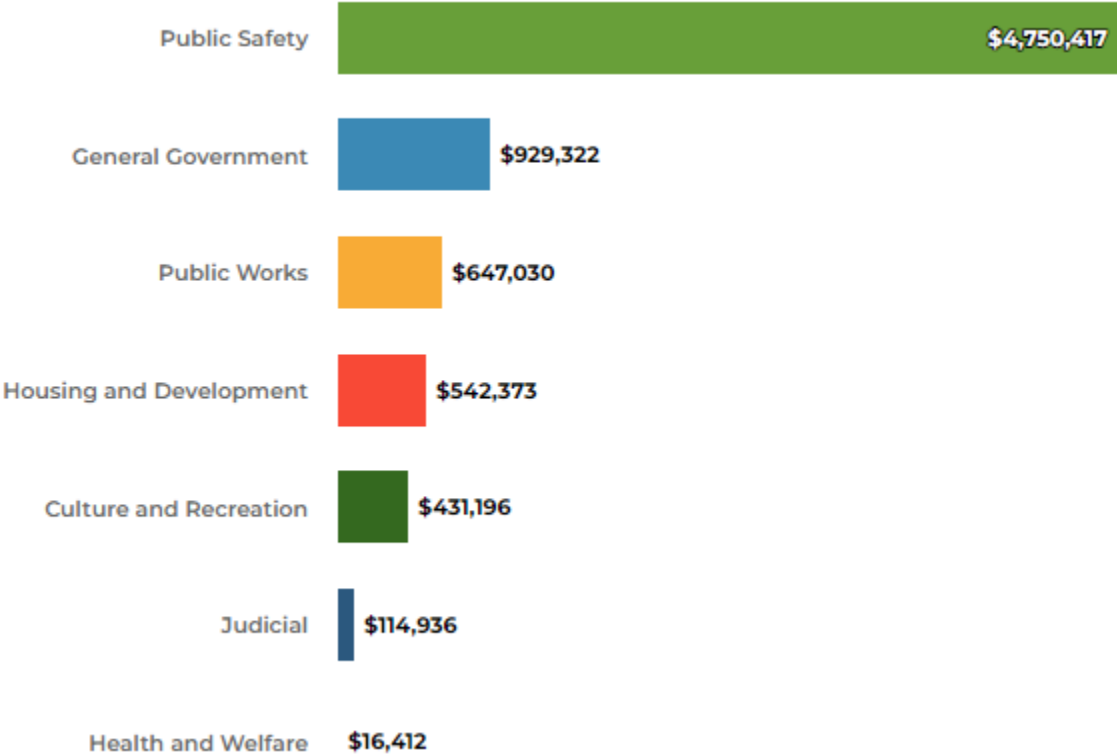
**\$19,474,219**

EXPENDED TO DATE

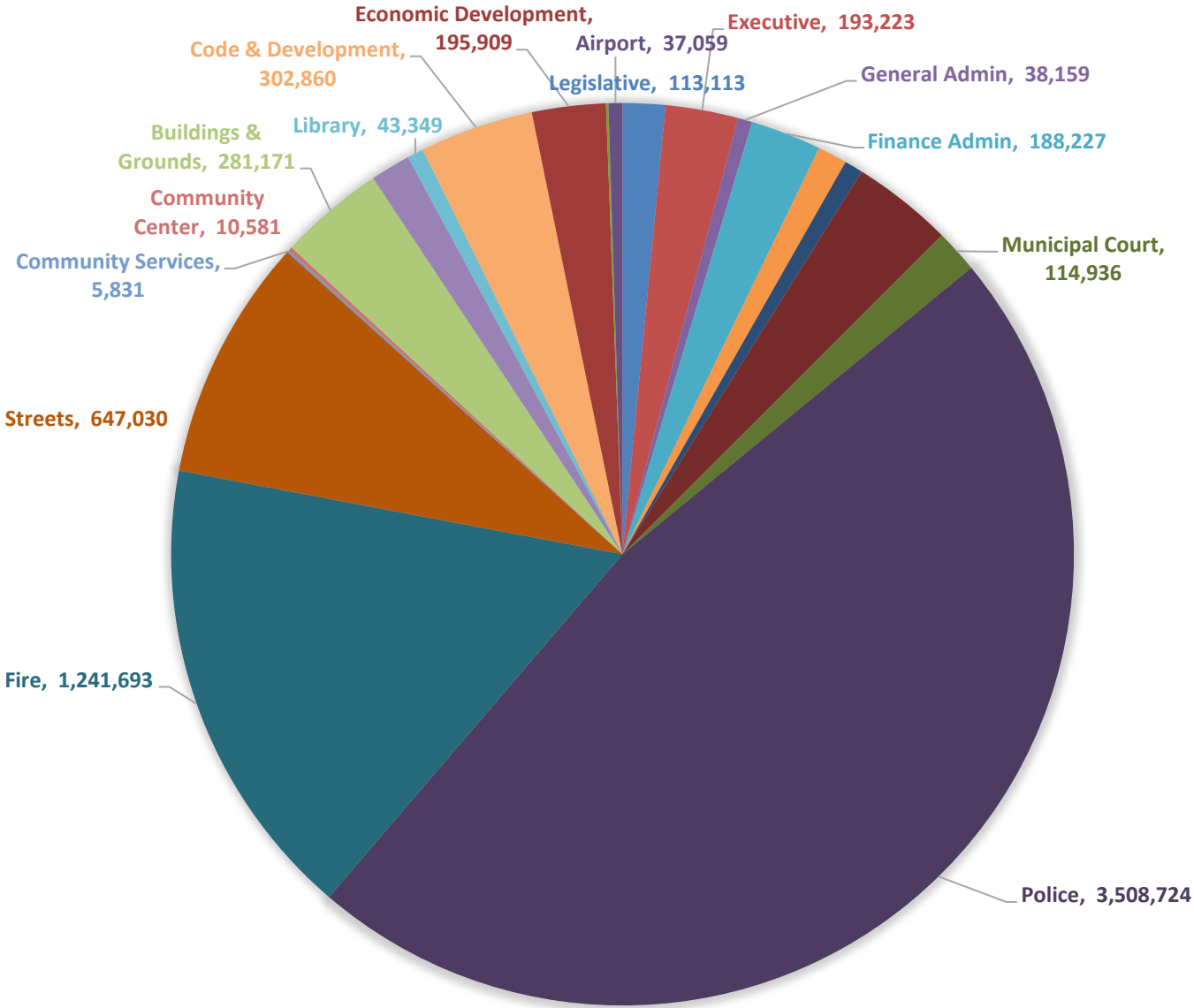
(38% of budgeted used to date)

**\$7,431,686**

General Fund year-to-date expenses for the month totaled \$7,431,686 which is 38% of total budgeted expenses of \$19,474,219 for 2023.



# GENERAL FUND EXPENSE YTD



# UTILITY FUND SUMMARY

## UTILITY FUND REVENUES



TOTAL BUDGETED

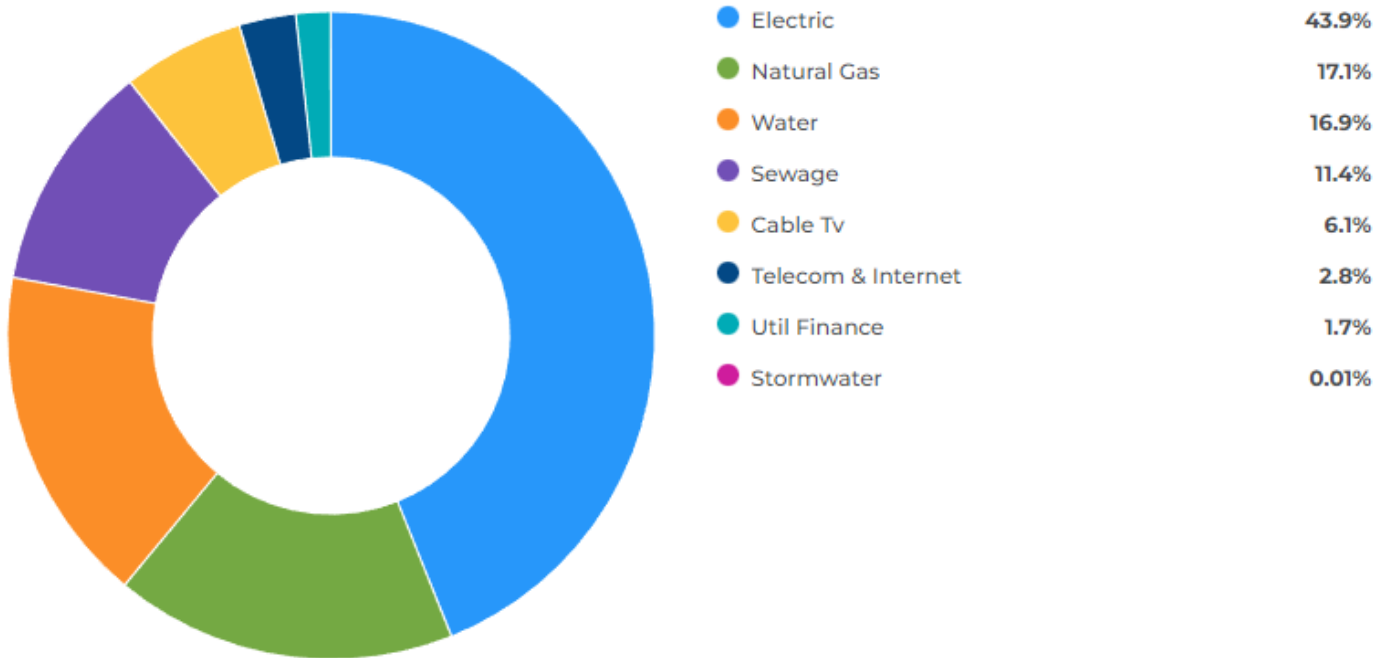
**\$46,800,566**

COLLECTED TO DATE

(44% of budgeted collected to date)

**\$20,418,271**

Utility Fund year-to-date operating revenues for the month totaled \$20,398,580 (*excluding capital revenue*). This is 44% of total budgeted revenues \$46,800,566 for 2023. Year-to-date capital revenue totaled \$19,691.



## UTILITY FUND EXPENDITURES



TOTAL BUDGETED

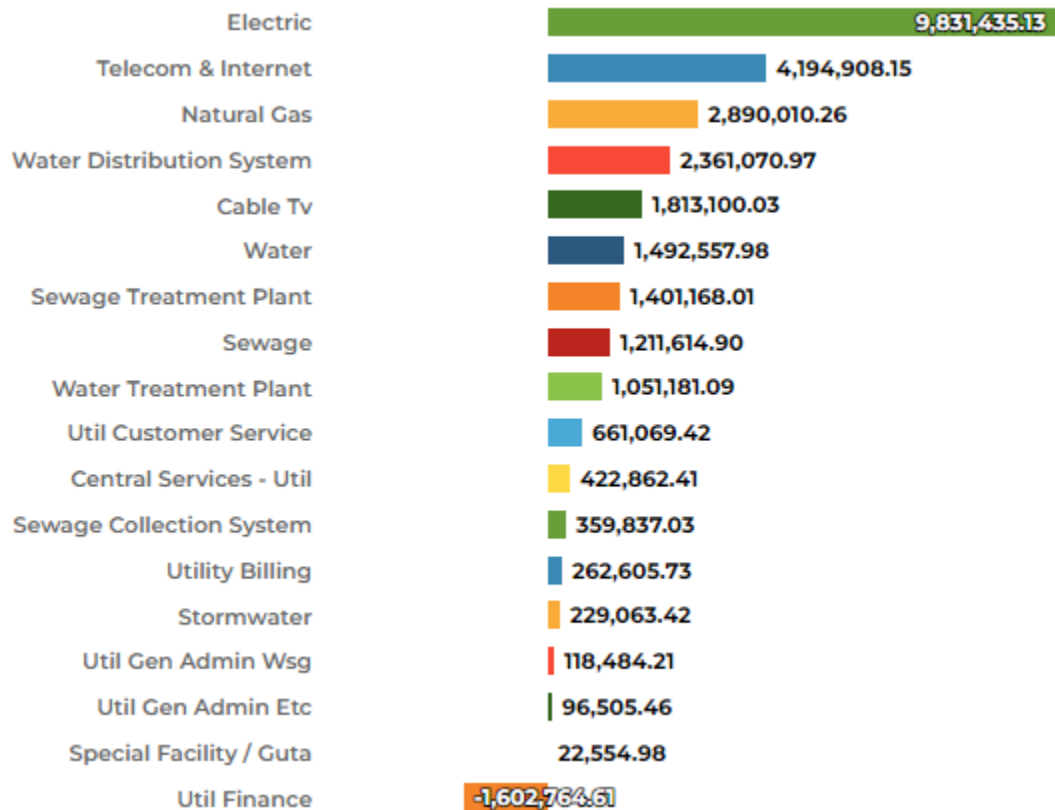
**\$46,800,566**

EXPENDED TO DATE

(57% of budgeted used to date)

**\$26,817,265**

Utility Fund year-to-date operating expenses for the month totaled \$20,607,803 (*excluding capital expense*) which is 44% of total budgeted expenses of \$46,800,566 for 2023. Year-to-date capital expense totaled \$6,209,462 which include Utility Bond expenditures.



# SOLID WASTE FUND SUMMARY

## SOLID WASTE FUND REVENUES



TOTAL BUDGETED

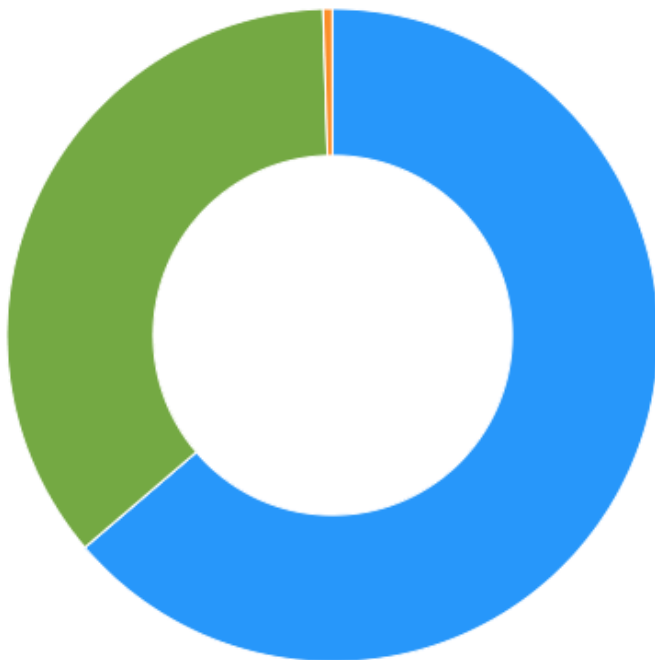
**\$8,181,487**

COLLECTED TO DATE

(37% of budgeted collected to date)

**\$2,997,447**

Solid Waste year-to-date revenues for the month totaled \$2,997,447. This is 37% of total budgeted revenues \$8,181,487 for 2023.



● Solid Waste Disposal	63.8%
● Solid Waste Collection	35.8%
● Recyclables Collection	0.5%

## SOLID WASTE FUND EXPENDITURES



TOTAL BUDGETED

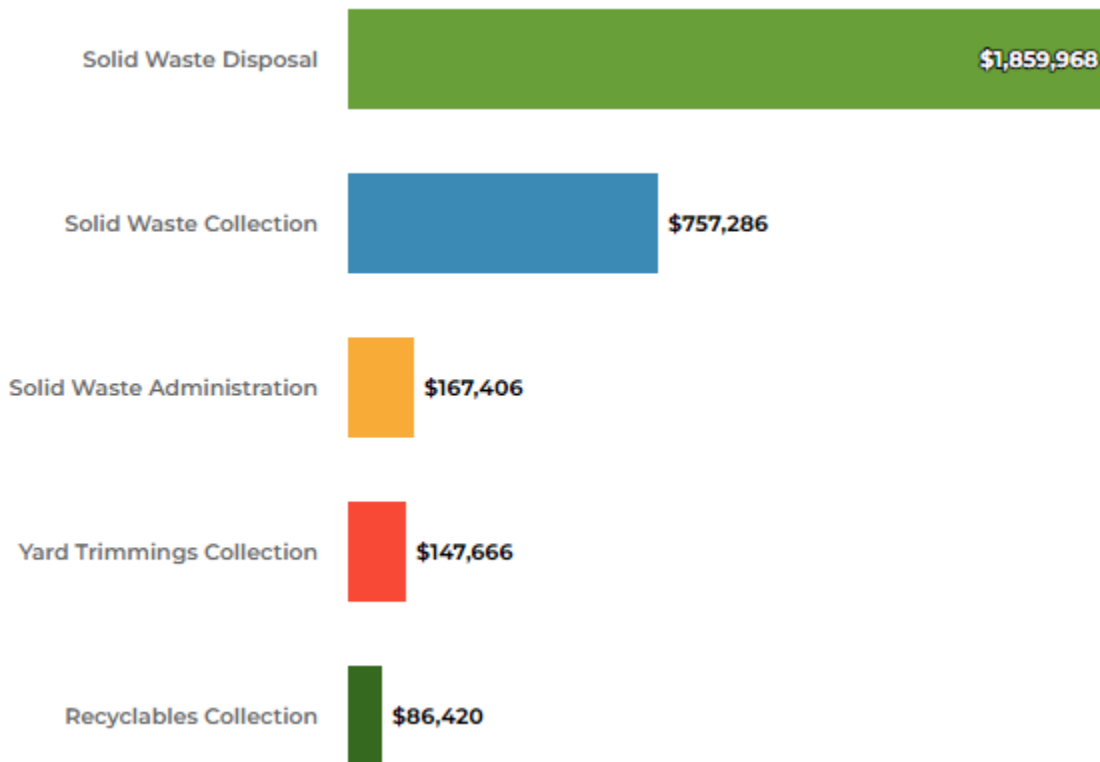
**\$8,181,487**

EXPENDED TO DATE

(39% of budgeted used to date)

**\$3,168,605**

Solid Waste year-to-date expenses for the month totaled \$2,968,236 (*excluding capital expense*) which is 36% of total budgeted expenses \$8,181,487. Year-to-date capital expense totaled \$200,369.





Cash balances for the City of Monroe at month end totaled **\$68,748,229** including the utility bond funds.  
*The following table shows the individual account balances for the major funds*

<b>GOVERNMENTAL FUND</b>	
General Fund Checking	1,035,436.00
Stabilization Fund	1,250,000.00
Group Health Insurance Claims (Insurance Trust)	87,870.00
<b>CAPITAL PROJECTS FUND</b>	
Capital Improvement - General Government	2,739.99
SPLOST 2013	236,763.16
SPLOST 2019	2,191,184.41
<b>SPECIAL REVENUE FUND</b>	
Hotel/Motel	16,516.12
DEA Confiscated Assets Fund	60,094.81
Confiscated Assets Fund	53,370.04
American Rescue Plan	3,977,696.18
<b>ENTERPRISE FUND</b>	
Solid Waste	933,906.07
Solid Waste Capital	739,070.55
Utility Revenue	140,675.69
Utility MEAG Short-Term Investment	7,421,155.88
Utility MEAG Intermediate Extended Investment	9,424,028.51
Utility MEAG Intermediate Portfolio Investment	3,951,834.79
Utility Capital Improvement	3,147,584.47
Utility Tap Fees	4,392,421.83
2020 Util Bond Sinking Fund	905,401.68
2020 Bond Fund	25,942,431.40
Utility Customer Deposits (Restricted)	679,890.33
Utility Customer Deposits (Investment)	1,585,724.80

The total Utility Capital funds available at month end are \$8,540,006 as broken down in the section below:

Utility Capital Improvement Cash Balance	3,147,584
Utility Revenue Reserve Cash Balance	1,000,000
Tap Fees Cash Balance	4,392,422
<b>Total Current Funds Available</b>	<b>8,540,006</b>

	<u>Remaining Budget</u>	<u>2023 Budgeted Expense</u>	<u>2023 Actual Expense</u>	<u>Remaining Budget</u>
Totals	8,057,256	5,328,663	1,785,004	12,814,149
Remaining estimated annual Tap Fees	-	888,000	518,000	518,000
Remaining estimated annual CIP transfers-in	-	3,563,957	2,078,975	2,078,975
Estimated Utility Capital Cash Balance EOY	482,750		11,136,981	(1,677,168)

The detail by year of each project is shown on the following page

## Utility Transfers Out

	<b>Capital</b>	
	<b>Improvement</b>	<b>General Fund</b>
January	\$ 318,366	\$ 221,647
February	\$ 327,553	\$ 229,652
March	\$ 294,708	\$ 207,746
April	\$ 255,807	\$ 180,374
May	\$ 255,003	\$ 182,074
June		
July		
August		
September		
October		
November		
December		
<b>YTD Total</b>	<b>\$ 1,451,436</b>	<b>\$ 1,021,493</b>

Utility Capital Funding

Approved Projects/Assets

Dept	Project Description	2023 Budgeted Expense	2023 Actual Expense	Remaining Budget
Sewer	Sewer Main Rehab	150,000		150,000
Sewer	Infrastructure Repair/Replacement	200,000	10,500	189,500
Sewer	CDBG 2022 Construction	750,000	41,420	801,410
Sewer	Sewer Main Rehab 2022			285,587
Sewer	Final Clarifier Clean Out	20,000		20,000
Sewer	16 Ton Equipment Trailer	2,000		2,000
Sewer Plant	Pump Station SCADA	242,900		242,900
Sewer Plant	WWTP Infrastructure Repair/Replacement-2022 EQUIP NOT A PROJECT	23,417	11,079	287,024
Sewer Plant	Wastewater Pump Station Electrical			150,150
Sewer Plant	Wastewater Pump Station Rehab	485,000		485,000
Water	Fire Hydrant Replacement	165,000		165,000
Water	Replacement of Controls	40,000		40,000
Water	Fire Hydrant Replacement	55,000		55,000
Water	Water Meters	169,500		169,500
Water	Fire Hydrant Security	50,000		175,000
Water	Service Renewals	200,000		200,000
Water	Waterline extensions & pressure improvements	478,201		478,201
Water	Water Meters	125,250		125,250
Water	New Construction Water Meters	20,560		20,560
Water	Water Master Plan	30,561		30,561
Water	Water Main Rehab 2022-2023	150,000		450,000
Water	Water Main Extensions	100,000		100,000
Water	Alcovy River Screen	350,000		350,000
Water	Water Main Extensions	43,000		43,000
Water	equipment trailer	19,500		19,500
Water Plant	Infrastructure Repair/Replacement	250,000	63,945	744,395
Water Plant	Membrane Filters 2022	400,000	84,078	317,993
Water Plant	WTP SCADA Upgrade	13,200		13,200
Water Plant	Jacks Creek Pump Station Clearing & Dredging	165,000		165,000
Water/Telecom	Loganville Water Line-Fiber	245,000		245,000
Central Svcs	GUTA Improvements	25,000		25,000
Central Svcs	Truck F250 x 1 (lease purchase)	8,953		8,953
Central Svcs	NAS Server Replacement	20,000		20,000
Central Svcs	Utility Branding Imagery	108,985	1,823	157,162
Central Svcs	Vehicle	43,050		43,050
Central Svcs	Exchange server	64,038		64,038
Central Svcs	Forklift at Warehouse	76,100		76,100
Central Svcs	Zero Turn Mower	12,000		12,000
Central Svcs	City Hall Flooring Replacement	70,000	117,970	-
Central Svcs	North Lumpkin Alleyway Improvements	150,000		150,000
Admin	Truck F150 x4 (lease purchase) Meter Readers	13,800		13,800
Electric	Automated Switching	74,572		74,572
Electric	GIS Program Development	5,817		5,817
Electric	Underground for Town Green		48,544	-
Electric	Monroe Pavilion Electric		210	-
Electric	AMI meters/system	344,996		344,996
Electric	Rebuild Highland & S Madison Ave (poles, transformers, wire, etc)	207,236		207,236
Electric	Meadows Farm Subdivision		47,434	-
Electric	Truck F150 x 1 (lease purchase)	5,995		5,995
Electric	Kubota Skid Steer	69,919	73,328	-
Electric	TSE DPT40B Puller	145,616		145,616
Electric	Electric Material Handling Truck	162,770	205,000	-
Electric	System Automation 2023	250,000		250,000
Electric	commercial demand meters	16,144		16,144
Electric	EV charging stations	23,900		23,900
Electric	3 Phase Feeder (Hwy138 - Hospital)	95,000		95,000
Electric	Altec AA55 bucket truck	205,000		205,000
Electric	Three Phase Rebuild	125,000	56,236	68,764
Telecom	Truck F150 x 2 (lease purchase)	11,990		11,990
Telecom	Altec 37G	120,000		120,000
Telecom	Fiber to the X services		1,023,437	-
Telecom	Fusion Splicer	38,079		38,079
Telecom	FTTX		500,000	500,000
Telecom	Altec 37G vehicles	126,000		126,000
Gas	natural gas master plan	150,000		150,000
Gas	Gas GIS	72,249		72,249
Gas	GIS Program Development	5,817		5,817
Gas	Gas Main Renewal 2023	300,000		300,000
Gas	Main Extension (Monroe Pavilion, etc)	88,705		88,705
Gas	pickup truck	8,953		8,953
Gas	Gas Main Renewal 2022	225,934		225,934
Gas	Extensions 2023	200,000		200,000
Gas	Truck Bypass Gas Relocation	150,731		150,731
Gas	Lacy, Davis, Harris & Ash Streets	140,000		140,000
Gas	Gas System Improv-Metering SCADA	18,500		18,500
Stormwater	Brushcutter	12,500		12,500
Stormwater	pickup truck	93,232		93,232
Stormwater	2018 Infrastructure Repair/Replacement	45,510		45,510
Stormwater	Storm/Drain Retention Pond Rehab	370,500	50,000	420,500

Stormwater	Infrastructure / Pipes / Inlets / etc. 2021	133,391		133,391
Stormwater	Infrastructure / Pipes / Inlets / etc. 2023		150,000	150,000
Stormwater	Lateral Repair	8,183		8,183
Stormwater	Improvements	100,000		100,000
Stormwater	North Madison Stormwater Rehab	400,000	250,000	650,000
Stormwater	Stormwater Master Plan	400,000		400,000
Stormwater	Dumptruck	110,000		110,000

## Utility 2020 Bond Projects

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	Original Budget	Expenditures	Balance
Alcoy Sewer Line Extension	4,000,000	2,113,771	1,886,229
Loganville Water Transmission Line Extension	5,580,000	5,580,000	-
Broadband Fiber Extension	12,700,000	6,350,993	6,349,007
Blaine Station Telecom Building	478,648	633,068	(154,420)
Wastewater Treatment Plant Upgrades	7,500,000	5,092,348	2,407,652
Raw Water Line Upgrades	3,520,000	1,515,280	2,004,720
Water Tank Industrial Park & Line Extension	3,000,000	173,728	2,826,272
East Walton Gas Line Extension	1,000,000	323,895	676,105
Future Water Transmission Line Extensions	1,700,000	1,601,832	98,168
Future Expansion Projects	5,771,352		5,771,352
Water Plant System Upgrades	3,000,000	3,041,704	-41,704
Water Tank Northside of System	1,750,000		1,750,000
Bond Closing Fees from Bond Proceeds		435,942	(435,942)
	<b>\$50,000,000</b>	<b>\$26,862,560</b>	<b>\$23,137,440</b>

**Solid Waste Capital Funding**

**Approved Projects/Assets**

<u>Dept</u>	<u>Project Description</u>	<u>Remaining Budget</u>	<u>2023 Budgeted Expense</u>	<u>2023 Actual Expense</u>	<u>Remaining Budget</u>
Solid Waste	Transfer Station Improvements	28,973	50,000	68,155	10,817
Solid Waste	Guardrails for New Scales	14,000			14,000
Solid Waste	Downtown Dumpster Corrals	150,000			150,000
Solid Waste	Residential Garbage Truck	150,752			150,752
Solid Waste	Commercial Garbage Truck	251,165			251,165
Solid Waste	Pickup Truck	35,000			35,000
Solid Waste	Dodge Ram 1500 Truck		5,700		5,700
Solid Waste	Transfer Station Trailer		75,000		75,000
Solid Waste	Container Delivery Unit		147,000	160,535	-
<b>Totals</b>		<b>629,890</b>	<b>277,700</b>	<b>228,690</b>	<b>692,434</b>
Remaining estimated annual CIP transfers-in		-	432,000	252,000	
<b>Estimated Solid Waste Capital Cash Balance</b>		<b>109,181</b>		<b>713,371</b>	

Solid Waste Capital Improvement Cash Balance      739,071 as of May

## SPLOST Budgets

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2013 SPLOST	Original Budget	Total Revenue Received		Expenditures	Reimbursements	Balance
		Amended Budget				
Transportation	\$5,785,964	\$5,953,753		\$9,578,350	\$3,839,812	\$215,216
Public Safety	1,200,000	1,210,933		1,209,212	19,826	21,547
Solid Waste	2,513,544	2,119,133		2,119,132		0
	<b>\$9,499,508</b>	<b>\$9,283,819</b>		<b>\$12,906,694</b>	<b>\$3,859,638</b>	<b>\$236,763</b>

2019 SPLOST	Updated Budget	Total Revenue Received		Expenditures	Reimbursements	Balance
Transportation	\$6,139,675	\$7,996,076		\$6,351,797	\$1,719,341	\$3,363,620
Parks	7,194,378	3,426,890		4,599,870	1,016,311	-156,670
	<b>\$13,334,053</b>	<b>\$11,422,966</b>		<b>\$10,951,667</b>	<b>\$2,735,651</b>	<b>\$3,206,950</b>



# General Fund

For Fiscal Period Ending: May 2023

	Original Total Budget	Current Total Budget	Period Activity	YTD	Assumed Dec	Jun- Projected Year End 2023	Year End 2022
<b>Revenue</b>							
1510 - FINANCE ADMIN	15,022,894	15,022,894	806,570	4,426,020	11,206,590	15,632,610	15,380,182
1519 - INTERGOVERNMENTAL	2,303,237	2,303,237	-	364,029	1,170,118	1,534,147	1,182,586
1565 - WALTON PLAZA	3,308	3,308	276	1,378	1,929	3,308	3,308
2650 - MUNICIPAL COURT	300,000	300,000	27,336	115,545	137,084	252,629	247,393
3200 - POLICE	434,258	434,258	3,161	259,734	144,446	404,180	217,947
3500 - FIRE OPERATIONS	65,622	65,622	-	40,608	1,267	41,875	11,799
3510 - FIRE PREVENTION/CRR	20,000	20,000	4,250	23,700	8,115	31,815	11,495
4200 - STREETS & TRANSPORTATION	225,025	225,025	-	178,925	31,162	210,087	222,160
5530 - COMMUNITY CENTER	48,333	48,333	3,750	18,750	21,667	40,417	42,083
7200 - CODE & DEVELOPMENT	647,100	647,100	36,786	412,043	302,803	714,847	664,830
7520 - ECONOMIC DEVELOPMENT	20,000	20,000	904	1,229	11,524	12,753	19,303
7521 - MAINSTREET	35,000	35,000	-	17,500	26,250	43,750	35,000
7563 - AIRPORT	349,442	349,442	15,405	90,605	138,127	228,732	273,571
<b>Revenue Total:</b>	<b>19,474,219</b>	<b>19,474,219</b>	<b>898,438</b>	<b>5,950,065</b>	<b>13,201,083</b>	<b>19,151,148</b>	<b>18,311,656</b>
<b>Expense</b>							
1100 - LEGISLATIVE	251,706	251,706	23,481	113,113	171,684	284,796	268,270
1300 - EXECUTIVE	472,190	472,190	35,949	193,223	310,451	503,673	417,653
1400 - ELECTIONS	20,300	20,300	-	-	-	-	-
1500 - GENERAL ADMIN	79,544	79,544	6,068	38,159	84,775	122,935	148,166
1510 - FINANCE ADMIN	506,034	506,034	87,781	188,227	333,393	521,621	464,842
1530 - LAW	160,000	160,000	25,000	78,681	139,175	217,857	161,531
1560 - AUDIT	40,000	40,000	9,000	49,000	-	49,000	40,000
1565 - WALTON PLAZA	591,850	591,850	120,895	268,919	324,607	593,527	594,127
2650 - MUNICIPAL COURT	254,944	254,944	24,788	114,936	151,566	266,501	234,500
3200 - POLICE	7,408,105	7,408,105	676,187	3,508,724	4,196,612	7,705,336	6,621,127
3500 - FIRE OPERATIONS	2,692,801	2,692,801	248,510	1,206,217	1,639,577	2,845,794	2,652,600
3510 - FIRE PREVENTION/CRR	104,371	104,371	6,951	35,476	63,337	98,813	98,465
4200 - STREETS & TRANSPORTATION	1,834,029	1,834,029	136,118	647,030	931,413	1,578,443	1,503,730
5500 - COMMUNITY SERVICES	12,900	12,900	-	5,831	2,105	7,936	12,036
5530 - COMMUNITY CENTER	6,180	6,180	293	10,581	4,399	14,980	6,665
6100 - PARKS	2,460,321	2,460,321	25,455	106,677	-	106,677	-
6200 - BLDGS & GROUNDS	651,665	651,665	106,263	281,171	587,810	868,981	949,039
6500 - LIBRARIES	154,443	154,443	4,621	43,349	96,736	140,085	133,898
7200 - CODE & DEVELOPMENT	898,451	898,451	62,359	302,860	434,213	737,073	711,626
7400 - PLANNING AND ZONING	4,844	4,844	-	-	4,683	4,683	4,683
7520 - ECONOMIC DEVELOPMENT	579,026	579,026	48,219	195,909	351,848	547,757	480,217
7550 - DOWNTOWN DEVELOPMENT	25,450	25,450	90	6,544	19,137	25,682	25,387
7563 - AIRPORT	265,065	265,065	4,408	37,059	119,765	156,825	252,896
<b>Expense Total:</b>	<b>19,474,219</b>	<b>19,474,219</b>	<b>1,652,435</b>	<b>7,431,686</b>	<b>9,967,287</b>	<b>17,398,973</b>	<b>15,781,458</b>
<b>Report Surplus (Deficit):</b>				<b>(1,481,621)</b>		<b>1,752,175</b>	<b>2,530,198</b>





Monroe, GA

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# Monthly Budget Report

## Group Summary

For Fiscal: 2023 Period Ending: 05/31/2023

DEP...	May Budget	May Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
<b>Revenue</b>									
<b>R1: 31 - TAXES</b>									
1510 - FINANCE ADMIN	930,179.02	466,982.08	-463,196.94	-49.80%	4,650,895.10	2,736,374.03	-1,914,521.07	-41.16%	11,166,615.00
<b>Total R1: 31 - TAXES:</b>	<b>930,179.02</b>	<b>466,982.08</b>	<b>-463,196.94</b>	<b>-49.80%</b>	<b>4,650,895.10</b>	<b>2,736,374.03</b>	<b>-1,914,521.07</b>	<b>-41.16%</b>	<b>11,166,615.00</b>
<b>R1: 32 - LICENSES &amp; PERMITS</b>									
7200 - CODE & DEVELOPMENT	44,448.88	35,568.23	-8,880.65	-19.98%	222,244.40	386,759.46	164,515.06	74.02%	533,600.00
<b>Total R1: 32 - LICENSES &amp; PERMITS:</b>	<b>44,448.88</b>	<b>35,568.23</b>	<b>-8,880.65</b>	<b>-19.98%</b>	<b>222,244.40</b>	<b>386,759.46</b>	<b>164,515.06</b>	<b>74.02%</b>	<b>533,600.00</b>
<b>R1: 33 - INTERGOVERNMENTAL</b>									
1519 - INTERGOVERNMENTAL	191,859.64	0.00	-191,859.64	-100.00%	959,298.20	364,028.50	-595,269.70	-62.05%	2,303,237.00
3200 - POLICE	166.60	0.00	-166.60	-100.00%	833.00	0.00	-833.00	-100.00%	2,000.00
3500 - FIRE OPERATIONS	1,316.93	0.00	-1,316.93	-100.00%	6,584.65	0.00	-6,584.65	-100.00%	15,809.52
4200 - STREETS & TRANSPORTATION	14,904.45	0.00	-14,904.45	-100.00%	74,522.25	178,925.21	104,402.96	140.10%	178,925.00
7200 - CODE & DEVELOPMENT	1,249.50	0.00	-1,249.50	-100.00%	6,247.50	7,670.94	1,423.44	22.78%	15,000.00
<b>Total R1: 33 - INTERGOVERNMENTAL:</b>	<b>209,497.12</b>	<b>0.00</b>	<b>-209,497.12</b>	<b>-100.00%</b>	<b>1,047,485.60</b>	<b>550,624.65</b>	<b>-496,860.95</b>	<b>-47.43%</b>	<b>2,514,971.52</b>
<b>R1: 34 - CHARGES FOR SERVICES</b>									
1510 - FINANCE ADMIN	67,473.00	66,709.91	-763.09	-1.13%	337,365.00	359,617.12	22,252.12	6.60%	810,000.00
3200 - POLICE	333.20	30.00	-303.20	-91.00%	1,666.00	1,500.42	-165.58	-9.94%	4,000.00
3510 - FIRE PREVENTION/CRR	1,666.00	4,250.00	2,584.00	155.10%	8,330.00	23,700.00	15,370.00	184.51%	20,000.00
7200 - CODE & DEVELOPMENT	583.10	1,218.08	634.98	108.90%	2,915.50	6,042.08	3,126.58	107.24%	7,000.00
7520 - ECONOMIC DEVELOPMENT & PLANNNG	1,666.00	0.00	-1,666.00	-100.00%	8,330.00	325.00	-8,005.00	-96.10%	20,000.00
7563 - AIRPORT	91.63	85.00	-6.63	-7.24%	458.15	425.00	-33.15	-7.24%	1,100.00
<b>Total R1: 34 - CHARGES FOR SERVICES:</b>	<b>71,812.93</b>	<b>72,292.99</b>	<b>480.06</b>	<b>0.67%</b>	<b>359,064.65</b>	<b>391,609.62</b>	<b>32,544.97</b>	<b>9.06%</b>	<b>862,100.00</b>
<b>R1: 35 - FINES &amp; FORFEITURES</b>									
2650 - MUNICIPAL COURT	24,990.00	27,336.38	2,346.38	9.39%	124,950.00	115,544.54	-9,405.46	-7.53%	300,000.00
3200 - POLICE	2,915.50	3,130.59	215.09	7.38%	14,577.50	14,186.20	-391.30	-2.68%	35,000.00
<b>Total R1: 35 - FINES &amp; FORFEITURES:</b>	<b>27,905.50</b>	<b>30,466.97</b>	<b>2,561.47</b>	<b>9.18%</b>	<b>139,527.50</b>	<b>129,730.74</b>	<b>-9,796.76</b>	<b>-7.02%</b>	<b>335,000.00</b>
<b>R1: 36 - INVESTMENT INCOME</b>									
1510 - FINANCE ADMIN	41.65	4,305.29	4,263.64	10,236.83%	208.25	24,936.16	24,727.91	11,874.15%	500.00
<b>Total R1: 36 - INVESTMENT INCOME:</b>	<b>41.65</b>	<b>4,305.29</b>	<b>4,263.64</b>	<b>10,236.83%</b>	<b>208.25</b>	<b>24,936.16</b>	<b>24,727.91</b>	<b>11,874.15%</b>	<b>500.00</b>
<b>R1: 37 - CONTRIBUTIONS &amp; DONATIONS</b>									
3200 - POLICE	0.00	0.00	0.00	0.00%	0.00	10,000.00	10,000.00	0.00%	0.00
7521 - MAINSTREET	2,915.50	0.00	-2,915.50	-100.00%	14,577.50	17,500.00	2,922.50	20.05%	35,000.00
<b>Total R1: 37 - CONTRIBUTIONS &amp; DONATIONS:</b>	<b>2,915.50</b>	<b>0.00</b>	<b>-2,915.50</b>	<b>-100.00%</b>	<b>14,577.50</b>	<b>27,500.00</b>	<b>12,922.50</b>	<b>88.65%</b>	<b>35,000.00</b>

Monthly Budget Report

For Fiscal: 2023 Period Ending: 05/31/23

DEP...	May Budget	May Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
<b>R1: 38 - MISCELLANEOUS REVENUE</b>									
1510 - FINANCE ADMIN	3,956.75	59,272.08	55,315.33	1,398.00%	19,783.75	61,479.81	41,696.06	210.76%	47,500.00
1565 - WALTON PLAZA	275.55	275.63	0.08	0.03%	1,377.75	1,378.15	0.40	0.03%	3,308.00
3200 - POLICE	0.00	0.00	0.00	0.00%	0.00	48,556.41	48,556.41	0.00%	0.00
5530 - COMMUNITY CENTER	4,026.13	3,750.00	-276.13	-6.86%	20,130.65	18,750.00	-1,380.65	-6.86%	48,333.00
7200 - CODE & DEVELOPMENT	0.00	0.00	0.00	0.00%	0.00	11,570.64	11,570.64	0.00%	0.00
7520 - ECONOMIC DEVELOPMENT & PLANNNG	0.00	904.00	904.00	0.00%	0.00	904.00	904.00	0.00%	0.00
7563 - AIRPORT	27,066.66	15,320.07	-11,746.59	-43.40%	135,333.30	74,401.15	-60,932.15	-45.02%	324,930.00
<b>Total R1: 38 - MISCELLANEOUS REVENUE:</b>	<b>35,325.09</b>	<b>79,521.78</b>	<b>44,196.69</b>	<b>125.11%</b>	<b>176,625.45</b>	<b>217,040.16</b>	<b>40,414.71</b>	<b>22.88%</b>	<b>424,071.00</b>
<b>R1: 39 - OTHER FINANCING SOURCES</b>									
1510 - FINANCE ADMIN	249,756.63	209,300.68	-40,455.95	-16.20%	1,248,783.15	1,243,611.51	-5,171.64	-0.41%	2,998,279.01
3200 - POLICE	32,758.39	0.00	-32,758.39	-100.00%	163,791.95	185,490.72	21,698.77	13.25%	393,258.00
3500 - FIRE OPERATIONS	4,149.33	0.00	-4,149.33	-100.00%	20,746.65	40,608.48	19,861.83	95.74%	49,812.00
4200 - STREETS & TRANSPORTATION	3,840.13	0.00	-3,840.13	-100.00%	19,200.65	0.00	-19,200.65	-100.00%	46,100.00
7200 - CODE & DEVELOPMENT	7,621.95	0.00	-7,621.95	-100.00%	38,109.75	0.00	-38,109.75	-100.00%	91,500.00
7563 - AIRPORT	1,950.21	0.00	-1,950.21	-100.00%	9,751.05	15,778.56	6,027.51	61.81%	23,412.00
<b>Total R1: 39 - OTHER FINANCING SOURCES:</b>	<b>300,076.64</b>	<b>209,300.68</b>	<b>-90,775.96</b>	<b>-30.25%</b>	<b>1,500,383.20</b>	<b>1,485,489.27</b>	<b>-14,893.93</b>	<b>-0.99%</b>	<b>3,602,361.01</b>
<b>Total Revenue:</b>	<b>1,622,202.33</b>	<b>898,438.02</b>	<b>-723,764.31</b>	<b>-44.62%</b>	<b>8,111,011.65</b>	<b>5,950,064.09</b>	<b>-2,160,947.56</b>	<b>-26.64%</b>	<b>19,474,218.53</b>
<b>Expense</b>									
1100 - LEGISLATIVE	20,967.09	23,481.12	-2,514.03	-11.99%	104,835.45	113,112.58	-8,277.13	-7.90%	251,706.00
1300 - EXECUTIVE	39,333.38	35,949.28	3,384.10	8.60%	196,666.90	193,222.56	3,444.34	1.75%	472,190.00
1400 - ELECTIONS	1,690.99	0.00	1,690.99	100.00%	8,454.95	0.00	8,454.95	100.00%	20,300.00
1500 - GENERAL ADMIN	6,625.97	6,067.62	558.35	8.43%	33,129.85	38,159.37	-5,029.52	-15.18%	79,544.00
1510 - FINANCE ADMIN	42,152.57	87,780.54	-45,627.97	-108.24%	210,762.85	188,227.49	22,535.36	10.69%	506,034.00
1530 - LAW	13,328.00	24,999.66	-11,671.66	-87.57%	66,640.00	78,681.25	-12,041.25	-18.07%	160,000.00
1560 - AUDIT	3,332.00	9,000.00	-5,668.00	-170.11%	16,660.00	49,000.00	-32,340.00	-194.12%	40,000.00
1565 - WALTON PLAZA	49,301.08	120,895.13	-71,594.05	-145.22%	246,505.40	268,919.21	-22,413.81	-9.09%	591,849.81
2650 - MUNICIPAL COURT	21,236.78	24,788.11	-3,551.33	-16.72%	106,183.90	114,935.73	-8,751.83	-8.24%	254,944.00
3200 - POLICE	617,095.10	676,186.95	-59,091.85	-9.58%	3,085,475.50	3,508,724.02	-423,248.52	-13.72%	7,408,105.00
3500 - FIRE OPERATIONS	224,310.27	248,509.50	-24,199.23	-10.79%	1,121,551.35	1,206,217.07	-84,665.72	-7.55%	2,692,801.00
3510 - FIRE PREVENTION/CRR	8,694.07	6,951.04	1,743.03	20.05%	43,470.35	35,475.54	7,994.81	18.39%	104,371.00
4200 - STREETS & TRANSPORTATION	152,774.56	136,117.52	16,657.04	10.90%	763,872.80	647,029.96	116,842.84	15.30%	1,834,029.00
5500 - COMMUNITY SERVICES	1,074.57	0.00	1,074.57	100.00%	5,372.85	5,831.00	-458.15	-8.53%	12,900.00
5530 - COMMUNITY CENTER	514.78	293.04	221.74	43.07%	2,573.90	10,580.67	-8,006.77	-311.08%	6,180.00
6100 - RECREATION	204,944.72	25,455.46	179,489.26	87.58%	1,024,723.60	106,676.91	918,046.69	89.59%	2,460,321.13
6200 - BLDGS & GROUNDS	54,283.65	106,263.37	-51,979.72	-95.76%	271,418.25	281,170.84	-9,752.59	-3.59%	651,665.00
6500 - LIBRARIES	12,865.06	4,620.94	8,244.12	64.08%	64,325.30	43,348.67	20,976.63	32.61%	154,442.61
7200 - CODE & DEVELOPMENT	74,840.92	62,358.92	12,482.00	16.68%	374,204.60	302,860.44	71,344.16	19.07%	898,451.00
7400 - PLANNING AND ZONING	403.50	0.00	403.50	100.00%	2,017.50	0.00	2,017.50	100.00%	4,844.00
7520 - ECONOMIC DEVELOPMENT & PLANNNG	48,232.83	48,219.02	13.81	0.03%	241,164.15	195,909.13	45,255.02	18.77%	579,026.00
7550 - DOWNTOWN DEVELOPMENT	2,119.98	90.24	2,029.74	95.74%	10,599.90	6,544.33	4,055.57	38.26%	25,450.00

Monthly Budget Report

For Fiscal: 2023 Period Ending: 05 291 3

	May Budget	May Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
DEP...									
7563 - AIRPORT	22,079.85	4,407.62	17,672.23	80.04%	110,399.25	37,059.49	73,339.76	66.43%	265,065.00
<b>Total Expense:</b>	<b>1,622,201.72</b>	<b>1,652,435.08</b>	<b>-30,233.36</b>	<b>-1.86%</b>	<b>8,111,008.60</b>	<b>7,431,686.26</b>	<b>679,322.34</b>	<b>8.38%</b>	<b>19,474,218.55</b>
<b>Report Total:</b>	<b>0.61</b>	<b>-753,997.06</b>	<b>-753,997.67</b>		<b>3.05</b>	<b>-1,481,622.17</b>	<b>-1,481,625.22</b>		<b>-0.02</b>



Monroe, GA

# General Fund Income Statement

## Group Summary

For Fiscal: 2023 Period Ending: 05/31/2023

DEPT	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Revenue</b>					
1510 - FINANCE ADMIN	15,022,894.01	15,022,894.01	806,570.04	4,426,018.63	10,596,875.38
1519 - INTERGOVERNMENTAL	2,303,237.00	2,303,237.00	0.00	364,028.50	1,939,208.50
1565 - WALTON PLAZA	3,308.00	3,308.00	275.63	1,378.15	1,929.85
2650 - MUNICIPAL COURT	300,000.00	300,000.00	27,336.38	115,544.54	184,455.46
3200 - POLICE	434,258.00	434,258.00	3,160.59	259,733.75	174,524.25
3500 - FIRE OPERATIONS	65,621.52	65,621.52	0.00	40,608.48	25,013.04
3510 - FIRE PREVENTION/CRR	20,000.00	20,000.00	4,250.00	23,700.00	-3,700.00
4200 - STREETS & TRANSPORTATION	225,025.00	225,025.00	0.00	178,925.21	46,099.79
5530 - COMMUNITY CENTER	48,333.00	48,333.00	3,750.00	18,750.00	29,583.00
7200 - CODE & DEVELOPMENT	647,100.00	647,100.00	36,786.31	412,043.12	235,056.88
7520 - ECONOMIC DEVELOPMENT & PLANNNG	20,000.00	20,000.00	904.00	1,229.00	18,771.00
7521 - MAINSTREET	35,000.00	35,000.00	0.00	17,500.00	17,500.00
7563 - AIRPORT	349,442.00	349,442.00	15,405.07	90,604.71	258,837.29
<b>Revenue Total:</b>	<b>19,474,218.53</b>	<b>19,474,218.53</b>	<b>898,438.02</b>	<b>5,950,064.09</b>	<b>13,524,154.44</b>
<b>Expense</b>					
1100 - LEGISLATIVE	251,706.00	251,706.00	23,481.12	113,112.58	138,593.42
1300 - EXECUTIVE	472,190.00	472,190.00	35,949.28	193,222.56	278,967.44
1400 - ELECTIONS	20,300.00	20,300.00	0.00	0.00	20,300.00
1500 - GENERAL ADMIN	79,544.00	79,544.00	6,067.62	38,159.37	41,384.63
1510 - FINANCE ADMIN	506,034.00	506,034.00	87,780.54	188,227.49	317,806.51
1530 - LAW	160,000.00	160,000.00	24,999.66	78,681.25	81,318.75
1560 - AUDIT	40,000.00	40,000.00	9,000.00	49,000.00	-9,000.00
1565 - WALTON PLAZA	591,849.81	591,849.81	120,895.13	268,919.21	322,930.60
2650 - MUNICIPAL COURT	254,944.00	254,944.00	24,788.11	114,935.73	140,008.27
3200 - POLICE	7,408,105.00	7,408,105.00	676,186.95	3,508,724.02	3,899,380.98
3500 - FIRE OPERATIONS	2,692,801.00	2,692,801.00	248,509.50	1,206,217.07	1,486,583.93
3510 - FIRE PREVENTION/CRR	104,371.00	104,371.00	6,951.04	35,475.54	68,895.46
4200 - STREETS & TRANSPORTATION	1,834,029.00	1,834,029.00	136,117.52	647,029.96	1,186,999.04
5500 - COMMUNITY SERVICES	12,900.00	12,900.00	0.00	5,831.00	7,069.00
5530 - COMMUNITY CENTER	6,180.00	6,180.00	293.04	10,580.67	-4,400.67
6100 - RECREATION	2,460,321.13	2,460,321.13	25,455.46	106,676.91	2,353,644.22
6200 - BLDGS & GROUNDS	651,665.00	651,665.00	106,263.37	281,170.84	370,494.16
6500 - LIBRARIES	154,442.61	154,442.61	4,620.94	43,348.67	111,093.94
7200 - CODE & DEVELOPMENT	898,451.00	898,451.00	62,358.92	302,860.44	595,590.56
7400 - PLANNING AND ZONING	4,844.00	4,844.00	0.00	0.00	4,844.00
7520 - ECONOMIC DEVELOPMENT & PLANNNG	579,026.00	579,026.00	48,219.02	195,909.13	383,116.87
7550 - DOWNTOWN DEVELOPMENT	25,450.00	25,450.00	90.24	6,544.33	18,905.67
7563 - AIRPORT	265,065.00	265,065.00	4,407.62	37,059.49	228,005.51
<b>Expense Total:</b>	<b>19,474,218.55</b>	<b>19,474,218.55</b>	<b>1,652,435.08</b>	<b>7,431,686.26</b>	<b>12,042,532.29</b>
<b>Total Surplus (Deficit):</b>	<b>-0.02</b>	<b>-0.02</b>	<b>-753,997.06</b>	<b>-1,481,622.17</b>	



Monroe, GA

# General Fund Prior-Year Comparative Income Statement

## Group Summary

For the Period Ending 05/31/2023

DEP...	2022 May Activity	2023 May Activity	May Variance Favorable / (Unfavorable)	Variance %	2022 YTD Activity	2023 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Revenue</b>								
1510 - FINANCE ADMIN	797,081.16	806,570.04	9,488.88	1.19%	4,173,747.74	4,426,018.63	252,270.89	6.04%
1519 - INTERGOVERNMENTAL	0.00	0.00	0.00	0.00%	12,467.50	364,028.50	351,561.00	2,819.82%
1565 - WALTON PLAZA	275.63	275.63	0.00	0.00%	1,378.15	1,378.15	0.00	0.00%
2650 - MUNICIPAL COURT	24,727.40	27,336.38	2,608.98	10.55%	110,308.38	115,544.54	5,236.16	4.75%
3200 - POLICE	7,131.06	3,160.59	-3,970.47	-55.68%	73,500.55	259,733.75	186,233.20	253.38%
3500 - FIRE OPERATIONS	0.00	0.00	0.00	0.00%	10,532.00	40,608.48	30,076.48	285.57%
3510 - FIRE PREVENTION/CRR	505.00	4,250.00	3,745.00	741.58%	3,380.00	23,700.00	20,320.00	601.18%
4200 - STREETS & TRANSPORTATION	15,523.69	0.00	-15,523.69	-100.00%	190,997.71	178,925.21	-12,072.50	-6.32%
5530 - COMMUNITY CENTER	5,833.34	3,750.00	-2,083.34	-35.71%	20,416.69	18,750.00	-1,666.69	-8.16%
7200 - CODE & DEVELOPMENT	27,939.36	36,786.31	8,846.95	31.66%	362,025.99	412,043.12	50,017.13	13.82%
7520 - ECONOMIC DEVELOPMENT & PLANNNG	0.00	904.00	904.00	0.00%	7,779.00	1,229.00	-6,550.00	-84.20%
7521 - MAINSTREET	0.00	0.00	0.00	0.00%	8,750.00	17,500.00	8,750.00	100.00%
7563 - AIRPORT	29,208.01	15,405.07	-13,802.94	-47.26%	135,444.25	90,604.71	-44,839.54	-33.11%
<b>Revenue Total:</b>	<b>908,224.65</b>	<b>898,438.02</b>	<b>-9,786.63</b>	<b>-1.08%</b>	<b>5,110,727.96</b>	<b>5,950,064.09</b>	<b>839,336.13</b>	<b>16.42%</b>
<b>Expense</b>								
1100 - LEGISLATIVE	16,554.40	23,481.12	-6,926.72	-41.84%	96,586.29	113,112.58	-16,526.29	-17.11%
1300 - EXECUTIVE	21,585.06	35,949.28	-14,364.22	-66.55%	107,202.23	193,222.56	-86,020.33	-80.24%
1500 - GENERAL ADMIN	10,484.69	6,067.62	4,417.07	42.13%	63,390.98	38,159.37	25,231.61	39.80%
1510 - FINANCE ADMIN	5,620.54	87,780.54	-82,160.00	-1,461.78%	131,448.51	188,227.49	-56,778.98	-43.19%
1530 - LAW	0.00	24,999.66	-24,999.66	0.00%	168.25	78,681.25	-78,513.00	-46,664.49%
1560 - AUDIT	5,000.00	9,000.00	-4,000.00	-80.00%	40,000.00	49,000.00	-9,000.00	-22.50%
1565 - WALTON PLAZA	120,838.16	120,895.13	-56.97	-0.05%	269,519.44	268,919.21	600.23	0.22%
2650 - MUNICIPAL COURT	12,420.37	24,788.11	-12,367.74	-99.58%	74,434.39	114,935.73	-40,501.34	-54.41%
3200 - POLICE	424,414.26	676,186.95	-251,772.69	-59.32%	2,423,897.03	3,508,724.02	-1,084,826.99	-44.76%
3500 - FIRE OPERATIONS	174,306.65	248,509.50	-74,202.85	-42.57%	1,013,642.15	1,206,217.07	-192,574.92	-19.00%
3510 - FIRE PREVENTION/CRR	5,884.49	6,951.04	-1,066.55	-18.12%	35,127.46	35,475.54	-348.08	-0.99%
4200 - STREETS & TRANSPORTATION	99,691.25	136,117.52	-36,426.27	-36.54%	572,316.58	647,029.96	-74,713.38	-13.05%
5500 - COMMUNITY SERVICES	0.00	0.00	0.00	0.00%	9,931.00	5,831.00	4,100.00	41.28%
5530 - COMMUNITY CENTER	450.32	293.04	157.28	34.93%	2,265.59	10,580.67	-8,315.08	-367.02%
6100 - RECREATION	0.00	25,455.46	-25,455.46	0.00%	0.00	106,676.91	-106,676.91	0.00%
6200 - BLDGS & GROUNDS	49,492.32	106,263.37	-56,771.05	-114.71%	361,229.42	281,170.84	80,058.58	22.16%
6500 - LIBRARIES	5,900.00	4,620.94	1,279.06	21.68%	37,162.14	43,348.67	-6,186.53	-16.65%
7200 - CODE & DEVELOPMENT	45,311.62	62,358.92	-17,047.30	-37.62%	277,413.42	302,860.44	-25,447.02	-9.17%
7520 - ECONOMIC DEVELOPMENT & PLANNNG	21,329.11	48,219.02	-26,889.91	-126.07%	128,369.16	195,909.13	-67,539.97	-52.61%
7550 - DOWNTOWN DEVELOPMENT	0.00	90.24	-90.24	0.00%	6,250.00	6,544.33	-294.33	-4.71%

General Fund Prior-Year Comparative Income Statement

For the Period Ending 05/31/

DEP...	2022		2023		May Variance		YTD Variance	
	May Activity	May Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
7563 - AIRPORT	48,823.64	4,407.62	44,416.02	90.97%	133,130.03	37,059.49	96,070.54	72.16%
<b>Expense Total:</b>	<b>1,068,106.88</b>	<b>1,652,435.08</b>	<b>-584,328.20</b>	<b>-54.71%</b>	<b>5,783,484.07</b>	<b>7,431,686.26</b>	<b>-1,648,202.19</b>	<b>-28.50%</b>
<b>Total Surplus (Deficit):</b>	<b>-159,882.23</b>	<b>-753,997.06</b>	<b>-594,114.83</b>	<b>-371.60%</b>	<b>-672,756.11</b>	<b>-1,481,622.17</b>	<b>-808,866.06</b>	<b>-120.23%</b>



Monroe, GA

# General Fund Budget Report

## Group Summary

295

For Fiscal: 2023 Period Ending: 05/31/2023

DEP...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Revenue</b>						
1510 - FINANCE ADMIN	15,022,894.01	15,022,894.01	806,570.04	4,426,018.63	-10,596,875.38	70.54%
1519 - INTERGOVERNMENTAL	2,303,237.00	2,303,237.00	0.00	364,028.50	-1,939,208.50	84.19%
1565 - WALTON PLAZA	3,308.00	3,308.00	275.63	1,378.15	-1,929.85	58.34%
2650 - MUNICIPAL COURT	300,000.00	300,000.00	27,336.38	115,544.54	-184,455.46	61.49%
3200 - POLICE	434,258.00	434,258.00	3,160.59	259,733.75	-174,524.25	40.19%
3500 - FIRE OPERATIONS	65,621.52	65,621.52	0.00	40,608.48	-25,013.04	38.12%
3510 - FIRE PREVENTION/CRR	20,000.00	20,000.00	4,250.00	23,700.00	3,700.00	18.50%
4200 - STREETS & TRANSPORTATION	225,025.00	225,025.00	0.00	178,925.21	-46,099.79	20.49%
5530 - COMMUNITY CENTER	48,333.00	48,333.00	3,750.00	18,750.00	-29,583.00	61.21%
7200 - CODE & DEVELOPMENT	647,100.00	647,100.00	36,786.31	412,043.12	-235,056.88	36.32%
7520 - ECONOMIC DEVELOPMENT & PLANNNG	20,000.00	20,000.00	904.00	1,229.00	-18,771.00	93.86%
7521 - MAINSTREET	35,000.00	35,000.00	0.00	17,500.00	-17,500.00	50.00%
7563 - AIRPORT	349,442.00	349,442.00	15,405.07	90,604.71	-258,837.29	74.07%
<b>Revenue Total:</b>	<b>19,474,218.53</b>	<b>19,474,218.53</b>	<b>898,438.02</b>	<b>5,950,064.09</b>	<b>-13,524,154.44</b>	<b>69.45%</b>
<b>Expense</b>						
1100 - LEGISLATIVE	251,706.00	251,706.00	23,481.12	113,112.58	138,593.42	55.06%
1300 - EXECUTIVE	472,190.00	472,190.00	35,949.28	193,222.56	278,967.44	59.08%
1400 - ELECTIONS	20,300.00	20,300.00	0.00	0.00	20,300.00	100.00%
1500 - GENERAL ADMIN	79,544.00	79,544.00	6,067.62	38,159.37	41,384.63	52.03%
1510 - FINANCE ADMIN	506,034.00	506,034.00	87,780.54	188,227.49	317,806.51	62.80%
1530 - LAW	160,000.00	160,000.00	24,999.66	78,681.25	81,318.75	50.82%
1560 - AUDIT	40,000.00	40,000.00	9,000.00	49,000.00	-9,000.00	-22.50%
1565 - WALTON PLAZA	591,849.81	591,849.81	120,895.13	268,919.21	322,930.60	54.56%
2650 - MUNICIPAL COURT	254,944.00	254,944.00	24,788.11	114,935.73	140,008.27	54.92%
3200 - POLICE	7,408,105.00	7,408,105.00	676,186.95	3,508,724.02	3,899,380.98	52.64%
3500 - FIRE OPERATIONS	2,692,801.00	2,692,801.00	248,509.50	1,206,217.07	1,486,583.93	55.21%
3510 - FIRE PREVENTION/CRR	104,371.00	104,371.00	6,951.04	35,475.54	68,895.46	66.01%
4200 - STREETS & TRANSPORTATION	1,834,029.00	1,834,029.00	136,117.52	647,029.96	1,186,999.04	64.72%
5500 - COMMUNITY SERVICES	12,900.00	12,900.00	0.00	5,831.00	7,069.00	54.80%
5530 - COMMUNITY CENTER	6,180.00	6,180.00	293.04	10,580.67	-4,400.67	-71.21%
6100 - RECREATION	2,460,321.13	2,460,321.13	25,455.46	106,676.91	2,353,644.22	95.66%
6200 - BLDGS & GROUNDS	651,665.00	651,665.00	106,263.37	281,170.84	370,494.16	56.85%
6500 - LIBRARIES	154,442.61	154,442.61	4,620.94	43,348.67	111,093.94	71.93%
7200 - CODE & DEVELOPMENT	898,451.00	898,451.00	62,358.92	302,860.44	595,590.56	66.29%
7400 - PLANNING AND ZONING	4,844.00	4,844.00	0.00	0.00	4,844.00	100.00%
7520 - ECONOMIC DEVELOPMENT & PLANNNG	579,026.00	579,026.00	48,219.02	195,909.13	383,116.87	66.17%
7550 - DOWNTOWN DEVELOPMENT	25,450.00	25,450.00	90.24	6,544.33	18,905.67	74.29%
7563 - AIRPORT	265,065.00	265,065.00	4,407.62	37,059.49	228,005.51	86.02%
<b>Expense Total:</b>	<b>19,474,218.55</b>	<b>19,474,218.55</b>	<b>1,652,435.08</b>	<b>7,431,686.26</b>	<b>12,042,532.29</b>	<b>61.84%</b>
<b>Report Surplus (Deficit):</b>	<b>-0.02</b>	<b>-0.02</b>	<b>-753,997.06</b>	<b>-1,481,622.17</b>	<b>-1,481,622.15</b>	<b>10,750.00%</b>



# Utilities Fund

For Fiscal Period Ending: May 2023

	Original Total Budget	Current Total Budget	Period Activity	YTD	Assumed Jun-Dec	Projected Year End 2023	Year End 2022
<b>Revenue</b>							
4002 - WATER	8,103,733	8,103,733	604,647	3,084,248	6,769,851	9,854,099	9,713,582
4003 - SEWER	5,213,333	5,213,333	406,802	2,132,017	3,061,638	5,193,654	5,343,417
4004 - STORMWATER	8,000	8,000	-	1,850	-	1,850	6,608
4005 - GAS	5,741,619	5,741,619	307,105	3,123,006	2,576,928	5,699,933	5,836,544
4006 - GUTA	63,880	63,880	4,450	19,680	66,903	86,583	157,163
4008 - ELECTRIC	20,753,333	20,753,333	1,534,131	8,886,547	12,488,244	21,374,791	20,677,315
4009 - TELECOM & INTERNET	4,143,333	4,143,333	372,243	1,821,170	2,422,579	4,243,749	4,069,720
4010 - CABLE TV	2,773,333	2,773,333	233,750	1,192,762	1,698,568	2,891,330	2,985,527
4012 - UTIL FINANCE	-	-	33,580	137,302	6,198	143,499	742,590
4015- CENTRAL SERVICES	-	-	-	-	6,500	6,500	6,500
<b>Revenue Total:</b>	<b>46,800,566</b>	<b>46,800,566</b>	<b>3,496,707</b>	<b>20,398,580</b>	<b>29,097,408</b>	<b>49,495,988</b>	<b>49,538,966</b>
<b>Expense</b>							
4002 - WATER	7,223,733	7,223,733	570,912	2,891,892	4,100,998	6,992,889	6,740,221
4003 - SEWER	5,716,536	5,716,536	455,374	2,230,963	2,939,593	5,170,556	5,113,182
4004 - STORMWATER	483,003	483,003	42,654	229,063	203,647	432,711	366,429
4005 - GAS	6,691,442	6,691,442	326,341	2,890,386	2,956,876	5,847,262	5,614,801
4006 - GUTA	63,930	63,930	6,134	22,555	156,770	179,325	265,091
4007 - GEN ADMIN WSG	257,416	257,416	24,320	118,484	155,264	273,748	253,009
4008 - ELECTRIC	18,114,008	18,114,008	1,420,002	9,194,667	12,643,889	21,838,556	20,327,470
4009 - TELECOM & INTERNET	3,410,627	3,410,627	295,082	1,508,024	1,860,596	3,368,619	3,021,142
4010 - CABLE TV	4,542,960	4,542,960	351,243	1,811,410	2,430,373	4,241,783	4,171,000
4011 - GEN ADMIN ELEC/TELECOM	217,399	217,399	18,575	96,505	130,538	227,043	219,793
4012 - UTIL FINANCE	(2,634,804)	(2,634,804)	(223,434)	(1,730,485)	(1,634,572)	(3,365,056)	(2,852,933)
4013 - UTIL CUST SVC	1,452,640	1,452,640	122,208	661,069	1,029,247	1,690,317	1,689,047
4014 - UTIL BILLING	507,661	507,661	39,094	262,606	295,314	557,920	511,268
4015 - CENTRAL SERVICES	754,016	754,016	85,106	421,039	710,526	1,131,565	1,228,466
CAPITAL	-	-	-	-	-	-	-
<b>Expense Total:</b>	<b>46,800,566</b>	<b>46,800,566</b>	<b>3,533,612</b>	<b>20,608,178</b>	<b>27,979,059</b>	<b>48,587,238</b>	<b>46,667,986</b>
<b>Report Surplus (Deficit):</b>				<b>(209,598)</b>		<b>908,751</b>	<b>2,870,980</b>





Monroe, GA

# Utility Fund Monthly Budget Report

## Group Summary

For Fiscal: 2023 Period Ending: 05/31/2023

### without Capital

ACTIVIT...	May Budget	May Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
<b>Revenue</b>									
4002 - WATER	675,040.98	604,647.03	-70,393.95	-10.43%	3,375,204.90	3,084,247.74	-290,957.16	-8.62%	8,103,733.33
4003 - SEWER	434,270.66	406,801.78	-27,468.88	-6.33%	2,171,353.30	2,132,016.55	-39,336.75	-1.81%	5,213,333.33
4004 - STORMWATER	666.40	0.00	-666.40	-100.00%	3,332.00	1,850.00	-1,482.00	-44.48%	8,000.00
4005 - GAS	478,276.88	307,105.36	-171,171.52	-35.79%	2,391,384.40	3,123,005.59	731,621.19	30.59%	5,741,619.33
4006 - GUTA	5,321.20	4,450.00	-871.20	-16.37%	26,606.00	19,680.00	-6,926.00	-26.03%	63,880.00
4008 - ELECTRIC	1,728,752.66	1,534,130.51	-194,622.15	-11.26%	8,643,763.30	8,886,546.86	242,783.56	2.81%	20,753,333.33
4009 - TELECOM & INTERNET	345,139.66	372,242.71	27,103.05	7.85%	1,725,698.30	1,821,169.97	95,471.67	5.53%	4,143,333.33
4010 - CABLE TV	231,018.66	233,749.60	2,730.94	1.18%	1,155,093.30	1,192,761.85	37,668.55	3.26%	2,773,333.33
4012 - UTIL FINANCE	0.00	33,580.00	33,580.00	0.00%	0.00	137,301.51	137,301.51	0.00%	0.00
<b>Total Revenue:</b>	<b>3,898,487.10</b>	<b>3,496,706.99</b>	<b>-401,780.11</b>	<b>-10.31%</b>	<b>19,492,435.50</b>	<b>20,398,580.07</b>	<b>906,144.57</b>	<b>4.65%</b>	<b>46,800,565.98</b>
<b>Expense</b>									
4002 - WATER	601,736.83	570,912.17	30,824.66	5.12%	3,008,684.15	2,891,891.59	116,792.56	3.88%	7,223,732.95
4003 - SEWER	476,187.27	455,374.26	20,813.01	4.37%	2,380,936.35	2,230,962.88	149,973.47	6.30%	5,716,535.60
4004 - STORMWATER	40,234.11	42,654.40	-2,420.29	-6.02%	201,170.55	229,063.42	-27,892.87	-13.87%	483,003.00
4005 - GAS	557,397.03	326,341.15	231,055.88	41.45%	2,786,985.15	2,890,010.26	-103,025.11	-3.70%	6,691,441.89
4006 - GUTA	5,325.35	6,134.11	-808.76	-15.19%	26,626.75	22,554.98	4,071.77	15.29%	63,930.00
4007 - GEN ADMIN WSG	21,442.70	24,319.90	-2,877.20	-13.42%	107,213.50	118,484.21	-11,270.71	-10.51%	257,416.00
4008 - ELECTRIC	1,508,896.82	1,420,002.02	88,894.80	5.89%	7,544,484.10	9,194,666.64	-1,650,182.54	-21.87%	18,114,008.00
4009 - TELECOM & INTERNET	284,105.16	295,081.91	-10,976.75	-3.86%	1,420,525.80	1,508,023.72	-87,497.92	-6.16%	3,410,627.00
4010 - CABLE TV	378,428.50	351,242.79	27,185.71	7.18%	1,892,142.50	1,811,409.53	80,732.97	4.27%	4,542,960.00
4011 - GEN ADMIN ELEC/TELECOM	18,109.28	18,575.35	-466.07	-2.57%	90,546.40	96,505.46	-5,959.06	-6.58%	217,399.00
4012 - UTIL FINANCE	-219,479.21	-223,433.58	3,954.37	-1.80%	-1,097,396.05	-1,730,484.61	633,088.56	-57.69%	-2,634,804.00
4013 - UTIL CUST SVC	121,004.88	122,207.61	-1,202.73	-0.99%	605,024.40	661,069.42	-56,045.02	-9.26%	1,452,640.00
4014 - UTIL BILLING	42,288.13	39,093.66	3,194.47	7.55%	211,440.65	262,605.73	-51,165.08	-24.20%	507,661.00
4015 - CENTRAL SERVICES	62,809.47	85,106.09	-22,296.62	-35.50%	314,047.35	421,039.83	-106,992.48	-34.07%	754,016.00
<b>Total Expense:</b>	<b>3,898,486.32</b>	<b>3,533,611.84</b>	<b>364,874.48</b>	<b>9.36%</b>	<b>19,492,431.60</b>	<b>20,607,803.06</b>	<b>-1,115,371.46</b>	<b>-5.72%</b>	<b>46,800,566.44</b>
<b>Report Total:</b>	<b>0.78</b>	<b>-36,904.85</b>	<b>-36,905.63</b>		<b>3.90</b>	<b>-209,222.99</b>	<b>-209,226.89</b>		<b>-0.46</b>



Monroe, GA

# Utility Fund Income Statement

## Group Summary

For Fiscal: 2023 Period Ending: 05/31/2023

ACTIVITY	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Revenue</b>					
4002 - WATER	8,103,733.33	8,103,733.33	604,647.03	3,103,938.74	4,999,794.59
4003 - SEWER	5,213,333.33	5,213,333.33	406,801.78	2,132,016.55	3,081,316.78
4004 - STORMWATER	8,000.00	8,000.00	0.00	1,850.00	6,150.00
4005 - GAS	5,741,619.33	5,741,619.33	307,105.36	3,123,005.59	2,618,613.74
4006 - GUTA	63,880.00	63,880.00	4,450.00	19,680.00	44,200.00
4008 - ELECTRIC	20,753,333.33	20,753,333.33	1,534,130.51	8,886,546.86	11,866,786.47
4009 - TELECOM & INTERNET	4,143,333.33	4,143,333.33	372,242.71	1,821,169.97	2,322,163.36
4010 - CABLE TV	2,773,333.33	2,773,333.33	233,749.60	1,192,761.85	1,580,571.48
4012 - UTIL FINANCE	0.00	0.00	33,580.00	137,301.51	-137,301.51
<b>Revenue Total:</b>	<b>46,800,565.98</b>	<b>46,800,565.98</b>	<b>3,496,706.99</b>	<b>20,418,271.07</b>	<b>26,382,294.91</b>
<b>Expense</b>					
4002 - WATER	7,223,732.95	7,223,732.95	1,404,137.81	4,904,810.04	2,318,922.91
4003 - SEWER	5,716,535.60	5,716,535.60	657,488.52	2,972,619.94	2,743,915.66
4004 - STORMWATER	483,003.00	483,003.00	42,654.40	229,063.42	253,939.58
4005 - GAS	6,691,441.89	6,691,441.89	326,341.15	2,890,010.26	3,801,431.63
4006 - GUTA	63,930.00	63,930.00	6,134.11	22,554.98	41,375.02
4007 - GEN ADMIN WSG	257,416.00	257,416.00	24,319.90	118,484.21	138,931.79
4008 - ELECTRIC	18,114,008.00	18,114,008.00	1,425,592.84	9,831,435.13	8,282,572.87
4009 - TELECOM & INTERNET	3,410,627.00	3,410,627.00	736,307.72	4,194,908.15	-784,281.15
4010 - CABLE TV	4,542,960.00	4,542,960.00	352,345.29	1,813,100.03	2,729,859.97
4011 - GEN ADMIN ELEC/TELECOM	217,399.00	217,399.00	18,575.35	96,505.46	120,893.54
4012 - UTIL FINANCE	-2,634,804.00	-2,634,804.00	-223,433.58	-1,602,764.61	-1,032,039.39
4013 - UTIL CUST SVC	1,452,640.00	1,452,640.00	122,207.61	661,069.42	791,570.58
4014 - UTIL BILLING	507,661.00	507,661.00	39,093.66	262,605.73	245,055.27
4015 - CENTRAL SERVICES	754,016.00	754,016.00	85,106.09	422,862.41	331,153.59
<b>Expense Total:</b>	<b>46,800,566.44</b>	<b>46,800,566.44</b>	<b>5,016,870.87</b>	<b>26,817,264.57</b>	<b>19,983,301.87</b>
<b>Total Surplus (Deficit):</b>	<b>-0.46</b>	<b>-0.46</b>	<b>-1,520,163.88</b>	<b>-6,398,993.50</b>	



Monroe, GA

# Utility Fund Prior-Year Comparative Income Statement

## Group Summary

For the Period Ending 05/31/2023

ACTIVIT...	2022 May Activity	2023 May Activity	May Variance Favorable / (Unfavorable)	Variance %	2022 YTD Activity	2023 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Revenue</b>								
4002 - WATER	634,578.13	604,647.03	-29,931.10	-4.72%	2,941,929.72	3,103,938.74	162,009.02	5.51%
4003 - SEWER	517,504.60	406,801.78	-110,702.82	-21.39%	2,281,779.50	2,132,016.55	-149,762.95	-6.56%
4004 - STORMWATER	1,426.00	0.00	-1,426.00	-100.00%	2,780.00	1,850.00	-930.00	-33.45%
4005 - GAS	463,102.24	307,105.36	-155,996.88	-33.69%	3,259,616.68	3,123,005.59	-136,611.09	-4.19%
4006 - GUTA	15,020.00	4,450.00	-10,570.00	-70.37%	90,260.00	19,680.00	-70,580.00	-78.20%
4008 - ELECTRIC	1,556,925.65	1,534,130.51	-22,795.14	-1.46%	8,164,321.00	8,886,546.86	722,225.86	8.85%
4009 - TELECOM & INTERNET	331,117.78	372,242.71	41,124.93	12.42%	1,647,140.97	1,821,169.97	174,029.00	10.57%
4010 - CABLE TV	252,182.85	233,749.60	-18,433.25	-7.31%	1,286,958.69	1,192,761.85	-94,196.84	-7.32%
4012 - UTIL FINANCE	393,771.77	33,580.00	-360,191.77	-91.47%	736,392.21	137,301.51	-599,090.70	-81.35%
<b>Revenue Total:</b>	<b>4,165,629.02</b>	<b>3,496,706.99</b>	<b>-668,922.03</b>	<b>-16.06%</b>	<b>20,411,178.77</b>	<b>20,418,271.07</b>	<b>7,092.30</b>	<b>0.03%</b>
<b>Expense</b>								
4002 - WATER	1,143,645.11	1,404,137.81	-260,492.70	-22.78%	3,470,355.93	4,904,810.04	-1,434,454.11	-41.33%
4003 - SEWER	831,419.38	657,488.52	173,930.86	20.92%	3,183,415.65	2,972,619.94	210,795.71	6.62%
4004 - STORMWATER	356,919.59	42,654.40	314,265.19	88.05%	809,347.37	229,063.42	580,283.95	71.70%
4005 - GAS	484,176.54	326,341.15	157,835.39	32.60%	2,919,031.19	2,890,010.26	29,020.93	0.99%
4006 - GUTA	19,776.67	6,134.11	13,642.56	68.98%	106,814.71	22,554.98	84,259.73	78.88%
4007 - GEN ADMIN WSG	17,994.55	24,319.90	-6,325.35	-35.15%	97,745.24	118,484.21	-20,738.97	-21.22%
4008 - ELECTRIC	1,353,324.60	1,425,592.84	-72,268.24	-5.34%	8,008,527.45	9,831,435.13	-1,822,907.68	-22.76%
4009 - TELECOM & INTERNET	671,416.75	736,307.72	-64,890.97	-9.66%	2,470,469.32	4,194,908.15	-1,724,438.83	-69.80%
4010 - CABLE TV	335,227.00	352,345.29	-17,118.29	-5.11%	1,709,198.43	1,813,100.03	-103,901.60	-6.08%
4011 - GEN ADMIN ELEC/TELECOM	16,363.75	18,575.35	-2,211.60	-13.52%	89,255.20	96,505.46	-7,250.26	-8.12%
4012 - UTIL FINANCE	-222,842.33	-223,433.58	591.25	0.27%	-1,242,834.06	-1,602,764.61	359,930.55	28.96%
4013 - UTIL CUST SVC	117,997.20	122,207.61	-4,210.41	-3.57%	659,799.63	661,069.42	-1,269.79	-0.19%
4014 - UTIL BILLING	36,681.58	39,093.66	-2,412.08	-6.58%	214,595.63	262,605.73	-48,010.10	-22.37%
4015 - CENTRAL SERVICES	98,259.99	85,106.09	13,153.90	13.39%	499,732.63	422,862.41	76,870.22	15.38%
<b>Expense Total:</b>	<b>5,260,360.38</b>	<b>5,016,870.87</b>	<b>243,489.51</b>	<b>4.63%</b>	<b>22,995,454.32</b>	<b>26,817,264.57</b>	<b>-3,821,810.25</b>	<b>-16.62%</b>
<b>Total Surplus (Deficit):</b>	<b>-1,094,731.36</b>	<b>-1,520,163.88</b>	<b>-425,432.52</b>	<b>-38.86%</b>	<b>-2,584,275.55</b>	<b>-6,398,993.50</b>	<b>-3,814,717.95</b>	<b>-147.61%</b>



Monroe, GA

# Utility Fund Budget Report

## Group Summary

For Fiscal: 2023 Period Ending: 05/31/2023

### without Capital

ACTIVIT...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Revenue</b>						
4002 - WATER	8,103,733.33	8,103,733.33	604,647.03	3,084,247.74	-5,019,485.59	61.94%
4003 - SEWER	5,213,333.33	5,213,333.33	406,801.78	2,132,016.55	-3,081,316.78	59.10%
4004 - STORMWATER	8,000.00	8,000.00	0.00	1,850.00	-6,150.00	76.88%
4005 - GAS	5,741,619.33	5,741,619.33	307,105.36	3,123,005.59	-2,618,613.74	45.61%
4006 - GUTA	63,880.00	63,880.00	4,450.00	19,680.00	-44,200.00	69.19%
4008 - ELECTRIC	20,753,333.33	20,753,333.33	1,534,130.51	8,886,546.86	-11,866,786.47	57.18%
4009 - TELECOM & INTERNET	4,143,333.33	4,143,333.33	372,242.71	1,821,169.97	-2,322,163.36	56.05%
4010 - CABLE TV	2,773,333.33	2,773,333.33	233,749.60	1,192,761.85	-1,580,571.48	56.99%
4012 - UTIL FINANCE	0.00	0.00	33,580.00	137,301.51	137,301.51	0.00%
<b>Revenue Total:</b>	<b>46,800,565.98</b>	<b>46,800,565.98</b>	<b>3,496,706.99</b>	<b>20,398,580.07</b>	<b>-26,401,985.91</b>	<b>56.41%</b>
<b>Expense</b>						
4002 - WATER	7,223,732.95	7,223,732.95	570,912.17	2,891,891.59	4,331,841.36	59.97%
4003 - SEWER	5,716,535.60	5,716,535.60	455,374.26	2,230,962.88	3,485,572.72	60.97%
4004 - STORMWATER	483,003.00	483,003.00	42,654.40	229,063.42	253,939.58	52.58%
4005 - GAS	6,691,441.89	6,691,441.89	326,341.15	2,890,010.26	3,801,431.63	56.81%
4006 - GUTA	63,930.00	63,930.00	6,134.11	22,554.98	41,375.02	64.72%
4007 - GEN ADMIN WSG	257,416.00	257,416.00	24,319.90	118,484.21	138,931.79	53.97%
4008 - ELECTRIC	18,114,008.00	18,114,008.00	1,420,002.02	9,194,666.64	8,919,341.36	49.24%
4009 - TELECOM & INTERNET	3,410,627.00	3,410,627.00	295,081.91	1,508,023.72	1,902,603.28	55.78%
4010 - CABLE TV	4,542,960.00	4,542,960.00	351,242.79	1,811,409.53	2,731,550.47	60.13%
4011 - GEN ADMIN ELEC/TELECOM	217,399.00	217,399.00	18,575.35	96,505.46	120,893.54	55.61%
4012 - UTIL FINANCE	-2,634,804.00	-2,634,804.00	-223,433.58	-1,730,484.61	-904,319.39	34.32%
4013 - UTIL CUST SVC	1,452,640.00	1,452,640.00	122,207.61	661,069.42	791,570.58	54.49%
4014 - UTIL BILLING	507,661.00	507,661.00	39,093.66	262,605.73	245,055.27	48.27%
4015 - CENTRAL SERVICES	754,016.00	754,016.00	85,106.09	421,039.83	332,976.17	44.16%
<b>Expense Total:</b>	<b>46,800,566.44</b>	<b>46,800,566.44</b>	<b>3,533,611.84</b>	<b>20,607,803.06</b>	<b>26,192,763.38</b>	<b>55.97%</b>
<b>Report Surplus (Deficit):</b>	<b>-0.46</b>	<b>-0.46</b>	<b>-36,904.85</b>	<b>-209,222.99</b>	<b>-209,222.53</b>	<b>83,158.70%</b>



Monroe, GA

# Utility Fund Budget Report

## Group Summary

For Fiscal: 2023 Period Ending: 05/31/2023

### Capital Revenue & Expense

ACTIVIT...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Revenue</b>						
4002 - WATER	0.00	0.00	0.00	19,691.00	19,691.00	0.00%
4003 - SEWER	0.00	0.00	0.00	0.00	0.00	0.00%
4005 - GAS	0.00	0.00	0.00	0.00	0.00	0.00%
4008 - ELECTRIC	0.00	0.00	0.00	0.00	0.00	0.00%
4009 - TELECOM & INTERNET	0.00	0.00	0.00	0.00	0.00	0.00%
4010 - CABLE TV	0.00	0.00	0.00	0.00	0.00	0.00%
4015 - CENTRAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Revenue Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>19,691.00</b>	<b>19,691.00</b>	<b>0.00%</b>
<b>Expense</b>						
4002 - WATER	0.00	0.00	833,225.64	2,012,918.45	-2,012,918.45	0.00%
4003 - SEWER	0.00	0.00	202,114.26	741,657.06	-741,657.06	0.00%
4004 - STORMWATER	0.00	0.00	0.00	0.00	0.00	0.00%
4005 - GAS	0.00	0.00	0.00	0.00	0.00	0.00%
4006 - GUTA	0.00	0.00	0.00	0.00	0.00	0.00%
4008 - ELECTRIC	0.00	0.00	5,590.82	636,768.49	-636,768.49	0.00%
4009 - TELECOM & INTERNET	0.00	0.00	441,225.81	2,686,884.43	-2,686,884.43	0.00%
4010 - CABLE TV	0.00	0.00	1,102.50	1,690.50	-1,690.50	0.00%
4012 - UTIL FINANCE	0.00	0.00	0.00	127,720.00	-127,720.00	0.00%
4013 - UTIL CUST SVC	0.00	0.00	0.00	0.00	0.00	0.00%
4014 - UTIL BILLING	0.00	0.00	0.00	0.00	0.00	0.00%
4015 - CENTRAL SERVICES	0.00	0.00	0.00	1,822.58	-1,822.58	0.00%
<b>Expense Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>1,483,259.03</b>	<b>6,209,461.51</b>	<b>-6,209,461.51</b>	<b>0.00%</b>
<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,483,259.03</b>	<b>-6,189,770.51</b>	<b>-6,189,770.51</b>	<b>0.00%</b>



# Solid Waste Fund

For Fiscal Period Ending: May 2023

	Original Total Budget	Current Total Budget	Period Activity	YTD	Assumed Jun-Dec	Projected Year End 2023	Year End 2022
<b>Revenue</b>							
4510- SOLID WASTE ADMINISTRATION	-	-	-	-	2,943	2,943	2,943
4520 - SOLID WASTE COLLECTION	2,500,000	2,500,000	221,399	1,072,493	1,710,562	2,783,055	2,726,699
4530 - SOLID WASTE DISPOSAL	5,649,487	5,649,487	353,564	1,911,055	2,622,585	4,533,640	4,455,632
4540 - RECYCLABLES COLLECTION	32,000	32,000	3,571	13,899	20,663	34,563	37,405
4585- YARD TRIMMINGS COLLECTION	-	-	-	-	3,619	3,619	3,619
<b>Revenue Total:</b>	<b>8,181,487</b>	<b>8,181,487</b>	<b>578,535</b>	<b>2,997,447</b>	<b>4,357,429</b>	<b>7,354,876</b>	<b>7,226,296</b>
<b>Expense</b>							
4510 - SOLID WASTE ADMINISTRATION	416,904	416,904	29,171	156,189	280,808	436,998	424,344
4520 - SOLID WASTE COLLECTION	1,313,435	1,313,435	114,293	596,751	976,434	1,573,185	1,546,493
4530 - SOLID WASTE DISPOSAL	5,106,887	5,106,887	433,572	1,831,351	3,001,821	4,833,172	4,577,790
4540 - RECYCLABLES COLLECTION	237,741	237,741	6,599	86,420	86,887	173,307	135,875
4585 - YARD TRIMMINGS COLLECTION	301,676	301,676	31,859	147,666	195,170	342,836	316,791
9003 - SW - OTHER FINANCING USES	804,844	804,844	28,927	149,859	246,231	396,090	418,187
<b>Expense Total:</b>	<b>8,181,487</b>	<b>8,181,487</b>	<b>644,422</b>	<b>2,968,236</b>	<b>4,787,352</b>	<b>7,755,588</b>	<b>7,419,479</b>
<b>Report Surplus (Deficit):</b>				<b>29,211</b>		<b>(400,713)</b>	<b>(193,183)</b>



Monroe, GA

# Solid Waste Fund Monthly Budget Report

## Group Summary

For Fiscal: 2023 Period Ending: 05/31/2023  
without Capital

DEP...	May Budget	May Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
<b>Revenue</b>									
4520 - SOLID WASTE COLLECTION	208,250.00	221,399.28	13,149.28	6.31%	1,041,250.00	1,072,492.63	31,242.63	3.00%	2,500,000.00
4530 - SOLID WASTE DISPOSAL	470,602.26	353,564.46	-117,037.80	-24.87%	2,353,011.30	1,911,054.64	-441,956.66	-18.78%	5,649,487.00
4540 - RECYCLABLES COLLECTION	2,665.60	3,571.19	905.59	33.97%	13,328.00	13,899.35	571.35	4.29%	32,000.00
<b>Total Revenue:</b>	<b>681,517.86</b>	<b>578,534.93</b>	<b>-102,982.93</b>	<b>-15.11%</b>	<b>3,407,589.30</b>	<b>2,997,446.62</b>	<b>-410,142.68</b>	<b>-12.04%</b>	<b>8,181,487.00</b>
<b>Expense</b>									
4510 - SOLID WASTE ADMINISTRATION	34,728.06	29,170.77	5,557.29	16.00%	173,640.30	156,189.13	17,451.17	10.05%	416,904.00
4520 - SOLID WASTE COLLECTION	109,409.09	114,293.31	-4,884.22	-4.46%	547,045.45	596,750.54	-49,705.09	-9.09%	1,313,435.00
4530 - SOLID WASTE DISPOSAL	425,403.64	433,572.49	-8,168.85	-1.92%	2,127,018.20	1,831,351.07	295,667.13	13.90%	5,106,887.00
4540 - RECYCLABLES COLLECTION	19,803.76	6,599.16	13,204.60	66.68%	99,018.80	86,419.90	12,598.90	12.72%	237,741.00
4585 - YARD TRIMMINGS COLLECTION	25,129.58	31,859.34	-6,729.76	-26.78%	125,647.90	147,665.81	-22,017.91	-17.52%	301,676.00
9003 - SW - OTHER FINANCING USES	67,043.50	28,926.75	38,116.75	56.85%	335,217.50	149,859.25	185,358.25	55.29%	804,844.11
<b>Total Expense:</b>	<b>681,517.63</b>	<b>644,421.82</b>	<b>37,095.81</b>	<b>5.44%</b>	<b>3,407,588.15</b>	<b>2,968,235.70</b>	<b>439,352.45</b>	<b>12.89%</b>	<b>8,181,487.11</b>
<b>Report Total:</b>	<b>0.23</b>	<b>-65,886.89</b>	<b>-65,887.12</b>		<b>1.15</b>	<b>29,210.92</b>	<b>29,209.77</b>		<b>-0.11</b>



Monroe, GA

# Solid Waste Fund Income Statement Group Summary

For Fiscal: 2023 Period Ending: 05/31/2023

DEPT	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Revenue</b>					
4520 - SOLID WASTE COLLECTION	2,500,000.00	2,500,000.00	221,399.28	1,072,492.63	1,427,507.37
4530 - SOLID WASTE DISPOSAL	5,649,487.00	5,649,487.00	353,564.46	1,911,054.64	3,738,432.36
4540 - RECYCLABLES COLLECTION	32,000.00	32,000.00	3,571.19	13,899.35	18,100.65
<b>Revenue Total:</b>	<b>8,181,487.00</b>	<b>8,181,487.00</b>	<b>578,534.93</b>	<b>2,997,446.62</b>	<b>5,184,040.38</b>
<b>Expense</b>					
4510 - SOLID WASTE ADMINISTRATION	416,904.00	416,904.00	29,170.77	167,405.90	249,498.10
4520 - SOLID WASTE COLLECTION	1,313,435.00	1,313,435.00	114,293.31	757,285.54	556,149.46
4530 - SOLID WASTE DISPOSAL	5,106,887.00	5,106,887.00	433,572.49	1,859,968.43	3,246,918.57
4540 - RECYCLABLES COLLECTION	237,741.00	237,741.00	6,599.16	86,419.90	151,321.10
4585 - YARD TRIMMINGS COLLECTION	301,676.00	301,676.00	31,859.34	147,665.81	154,010.19
9003 - SW - OTHER FINANCING USES	804,844.11	804,844.11	28,926.75	149,859.25	654,984.86
<b>Expense Total:</b>	<b>8,181,487.11</b>	<b>8,181,487.11</b>	<b>644,421.82</b>	<b>3,168,604.83</b>	<b>5,012,882.28</b>
<b>Total Surplus (Deficit):</b>	<b>-0.11</b>	<b>-0.11</b>	<b>-65,886.89</b>	<b>-171,158.21</b>	





Monroe, GA

# Solid Waste Fund Prior-Year Comparative Income Statement

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## Group Summary

For the Period Ending 05/31/2023

DEP...	2022 May Activity	2023 May Activity	May Variance Favorable / (Unfavorable)	Variance %	2022 YTD Activity	2023 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Revenue</b>								
4520 - SOLID WASTE COLLECTION	204,153.54	221,399.28	17,245.74	8.45%	1,016,136.30	1,072,492.63	56,356.33	5.55%
4530 - SOLID WASTE DISPOSAL	372,693.25	353,564.46	-19,128.79	-5.13%	1,833,046.70	1,911,054.64	78,007.94	4.26%
4540 - RECYCLABLES COLLECTION	2,575.91	3,571.19	995.28	38.64%	16,741.71	13,899.35	-2,842.36	-16.98%
<b>Revenue Total:</b>	<b>579,422.70</b>	<b>578,534.93</b>	<b>-887.77</b>	<b>-0.15%</b>	<b>2,865,924.71</b>	<b>2,997,446.62</b>	<b>131,521.91</b>	<b>4.59%</b>
<b>Expense</b>								
4510 - SOLID WASTE ADMINISTRATION	36,074.77	29,170.77	6,904.00	19.14%	150,657.18	167,405.90	-16,748.72	-11.12%
4520 - SOLID WASTE COLLECTION	101,700.31	114,293.31	-12,593.00	-12.38%	551,169.12	757,285.54	-206,116.42	-37.40%
4530 - SOLID WASTE DISPOSAL	383,531.22	433,572.49	-50,041.27	-13.05%	1,574,513.22	1,859,968.43	-285,455.21	-18.13%
4540 - RECYCLABLES COLLECTION	6,351.13	6,599.16	-248.03	-3.91%	48,988.77	86,419.90	-37,431.13	-76.41%
4585 - YARD TRIMMINGS COLLECTION	29,541.65	31,859.34	-2,317.69	-7.85%	120,209.00	147,665.81	-27,456.81	-22.84%
9003 - SW - OTHER FINANCING USES	34,765.42	28,926.75	5,838.67	16.79%	171,955.54	149,859.25	22,096.29	12.85%
<b>Expense Total:</b>	<b>591,964.50</b>	<b>644,421.82</b>	<b>-52,457.32</b>	<b>-8.86%</b>	<b>2,617,492.83</b>	<b>3,168,604.83</b>	<b>-551,112.00</b>	<b>-21.05%</b>
<b>Total Surplus (Deficit):</b>	<b>-12,541.80</b>	<b>-65,886.89</b>	<b>-53,345.09</b>	<b>-425.34%</b>	<b>248,431.88</b>	<b>-171,158.21</b>	<b>-419,590.09</b>	<b>-168.90%</b>



Monroe, GA

# Solid Waste Fund Budget Report

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## Group Summary

For Fiscal: 2023 Period Ending: 05/31/2023

without Capital

DEP...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Revenue</b>						
4510 - SOLID WASTE ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	0.00%
4520 - SOLID WASTE COLLECTION	2,500,000.00	2,500,000.00	221,399.28	1,072,492.63	-1,427,507.37	57.10%
4530 - SOLID WASTE DISPOSAL	5,649,487.00	5,649,487.00	353,564.46	1,911,054.64	-3,738,432.36	66.17%
4540 - RECYCLABLES COLLECTION	32,000.00	32,000.00	3,571.19	13,899.35	-18,100.65	56.56%
4585 - YARD TRIMMINGS COLLECTION	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Revenue Total:</b>	<b>8,181,487.00</b>	<b>8,181,487.00</b>	<b>578,534.93</b>	<b>2,997,446.62</b>	<b>-5,184,040.38</b>	<b>63.36%</b>
<b>Expense</b>						
4500 - SOLID WASTE & RECYCLING	0.00	0.00	0.00	0.00	0.00	0.00%
4510 - SOLID WASTE ADMINISTRATION	416,904.00	416,904.00	29,170.77	156,189.13	260,714.87	62.54%
4520 - SOLID WASTE COLLECTION	1,313,435.00	1,313,435.00	114,293.31	596,750.54	716,684.46	54.57%
4530 - SOLID WASTE DISPOSAL	5,106,887.00	5,106,887.00	433,572.49	1,831,351.07	3,275,535.93	64.14%
4540 - RECYCLABLES COLLECTION	237,741.00	237,741.00	6,599.16	86,419.90	151,321.10	63.65%
4580 - PUBLIC EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00%
4585 - YARD TRIMMINGS COLLECTION	301,676.00	301,676.00	31,859.34	147,665.81	154,010.19	51.05%
9003 - SW - OTHER FINANCING USES	804,844.11	804,844.11	28,926.75	149,859.25	654,984.86	81.38%
<b>Expense Total:</b>	<b>8,181,487.11</b>	<b>8,181,487.11</b>	<b>644,421.82</b>	<b>2,968,235.70</b>	<b>5,213,251.41</b>	<b>63.72%</b>
<b>Report Surplus (Deficit):</b>	<b>-0.11</b>	<b>-0.11</b>	<b>-65,886.89</b>	<b>29,210.92</b>	<b>29,211.03</b>	<b>55,481.82%</b>



Monroe, GA

# Solid Waste Fund Budget Report

## Group Summary

For Fiscal: 2023 Period Ending: 05/31/2023

### Capital Revenue & Expense

DEP...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Expense</b>						
4510 - SOLID WASTE ADMINISTRATION	0.00	0.00	0.00	11,216.77	-11,216.77	0.00%
4520 - SOLID WASTE COLLECTION	0.00	0.00	0.00	160,535.00	-160,535.00	0.00%
4530 - SOLID WASTE DISPOSAL	0.00	0.00	0.00	28,617.36	-28,617.36	0.00%
4585 - YARD TRIMMINGS COLLECTION	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Expense Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>200,369.13</b>	<b>-200,369.13</b>	<b>0.00%</b>
<b>Report Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>200,369.13</b>	<b>-200,369.13</b>	<b>0.00%</b>

Performance Indicators	May-23	Apr-23	Mar-23	Feb-23	Jan-23	Dec-22	Nov-22	Oct-22	Sep-22	Aug-22	Jul-22	Jun-22	May-22
<b>Utilities</b>													
Electric Customers	6,951	6,916	6,906	6,891	6,870	6,856	6,864	6,834	6,841	6,830	6,802	6,801	6,798
Natural Gas Customers	4,364	4,360	4,371	4,361	4,336	4,319	4,311	4,292	4,279	4,270	4,261	4,230	4,226
Water Customers	10,836	10,798	10,787	10,775	10,762	10,764	10,750	10,734	10,730	10,714	10,686	10,648	10,615
Wastewater Customers	7,844	7,809	7,803	7,801	7,781	7,785	7,796	7,766	7,780	7,763	7,727	7,726	7,708
Cable TV Customers	1,794	1,818	1,855	1,879	1,897	1,924	1,948	1,967	1,980	1,995	2,023	2,039	2,067
Digital Cable Customers	145	151	155	155	158	162	161	164	168	170	170	170	169
Internet Customers	3,961	3,902	4,161	4,212	4,204	4,081	4,172	4,202	4,208	4,180	4,160	4,148	4,054
Residential Phone Customers	712	718	717	722	720	723	727	735	737	737	733	733	734
Commercial Phone Customers	267	269	277	278	282	279	280	282	288	286	285	283	284
Fiber Customers	1,072	852	699	506	431	425	407	367	335	319	310	310	303
WiFi Router Customers													
<b>Work Orders Generated</b>													
<b>Utilities</b>													
Connects	244	224	271	246	218	200	224	263	265	272	239	304	292
Cutoff for Non-Payment	51	64	55	80	34	43	41	54	88	75	60	54	70
Electric Work Orders	92	116	109	123	95	84	67	75	95	123	74	137	171
Water Work Orders	92	123	129	104	174	140	110	127	154	125	116	152	106
Natural Gas Work Orders	23	41	42	34	82	33	33	59	40	53	34	40	38
Disconnects	170	153	188	155	168	144	171	181	175	192	164	184	192
Sewer Work Orders	22	12	17	12	22	11	12	16	11	18	15	20	8
Telecomm Work Orders	488	380	349	309	215	151	187	247	212	266	196	183	170
Stormwater Work Orders	-	-	-	-	-	-	-	-	-	-	2	-	-
<b>Billing/Collections</b>													
<b>Utilities</b>													
Utility Revenue Billed	\$ 3,488,266	\$ 3,545,702	\$ 3,990,438	\$ 4,331,581	\$ 4,151,912	\$ 3,593,995	\$ 3,568,577	\$ 3,906,987	\$ 4,181,752	\$ 4,384,941	\$ 4,033,365	\$ 3,723,681	\$ 3,806,253
Utility Revenue Collected	\$ 3,259,853	\$ 3,442,600	\$ 3,757,994	\$ 4,154,607	\$ 3,941,822	\$ 769,288	\$ 3,360,930	\$ 3,700,133	\$ 3,978,175	\$ 4,155,844	\$ 3,837,452	\$ 3,512,742	\$ 3,622,186
Amount Written Off for Bad Debt	\$ 32,202	\$ 14,392	\$ 21,439	\$ 19,085	\$ 24,256	\$ 33,840	\$ 19,918	\$ 22,001	\$ 12,510	\$ 17,405	\$ 28,662	\$ 35,440	\$ 31,386
<b>Extensions</b>													
<b>Utilities</b>													
Extensions Requested	523	458	605	549	347	481	575	582	595	603	565	559	507
Extensions Pending	-	1	3	3	-	2	119	179	38	130	36	38	129
Extensions Defaulted	28	23	29	28	13	29	28	24	43	14	24	26	24
Extensions Paid per Agreement	496	434	577	518	334	569	605	417	642	492	543	479	396
Percentage of Extensions Paid	1	1	1	1	1	1	1	1	1	1	1	1	1
<b>Taxes</b>													
<b>Admin Support</b>													
Property Tax Collected	\$ 7,287	\$ 18,530	\$ 48,956	\$ 82,529	\$ 115,393	\$ 3,343,182	\$ 420,999	\$ 269,552	\$ 4,094	\$ 4,580	\$ 3,752	\$ 2,757	\$ 4,731
<b>Accounting</b>													
<b>Payroll &amp; Benefits</b>													
Payroll Checks issued	-	1	3	-	-	-	1	-	-	-	-	-	-
Direct Deposit Advices	675	718	974	645	350	713	738	655	988	651	656	676	638
<b>General Ledger</b>													
Accounts Payable Checks Issued	324	281	382	246	273	292	308	296	283	338	264	335	290
Accounts Payable Invoices Entered	444	405	511	309	342	363	402	400	366	421	344	451	367
Journal Entries Processed	110	108	116	105	115	138	88	87	97	97	96	65	91
Miscellaneous Receipts	514	554	615	693	586	441	328	406	311	424	396	445	394
Utility Deposit Refunds Processed	27	39	55	34	35	49	40	31	25	22	40	39	54
Local Option Sales Tax	\$ 247,289	\$ 268,717	\$ 228,351	\$ 262,653	\$ 322,547	\$ 286,290	\$ 303,917	\$ 312,157	\$ 315,857	\$ 315,011	\$ 307,128	\$ 309,486	\$ 295,570
Special Local Option Sales Tax - 2019		309,967	337,897	287,912	289,814	345,837	308,134	328,634	336,613	298,360	280,683	273,659	275,720
<b>Payroll &amp; Benefits</b>													

Performance Indicators	May-23	Apr-23	Mar-23	Feb-23	Jan-23	Dec-22	Nov-22	Oct-22	Sep-22	Aug-22	Jul-22	Jun-22	May-22
Filled Positions	258	258	252	252	254	254	251	252	254	253	253	254	251
Vacancies	16	16	22	22	20	9	12	11	9	10	10	9	12
Unfunded Positions	5	5	5	5	5	38	38	38	38	38	38	38	38
Airport													
Airport													
Airport Fuel Sales - Gallons	1,187	1,061	1,449	654	1,240	911	1,590	1,778	2,124	2,354	2,495	2,344	3,526
Fuel Sales - Revenue	7,107	6,356	8,677	3,915	7,427	5,459	9,719	11,004	13,149	14,574	1,544	14,507	21,824



**FIRE  
DEPARTMENT  
CITY COUNCIL  
MONTHLY MEETING**

**JULY 2023**

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# City of Monroe Fire Dept

Monroe, GA

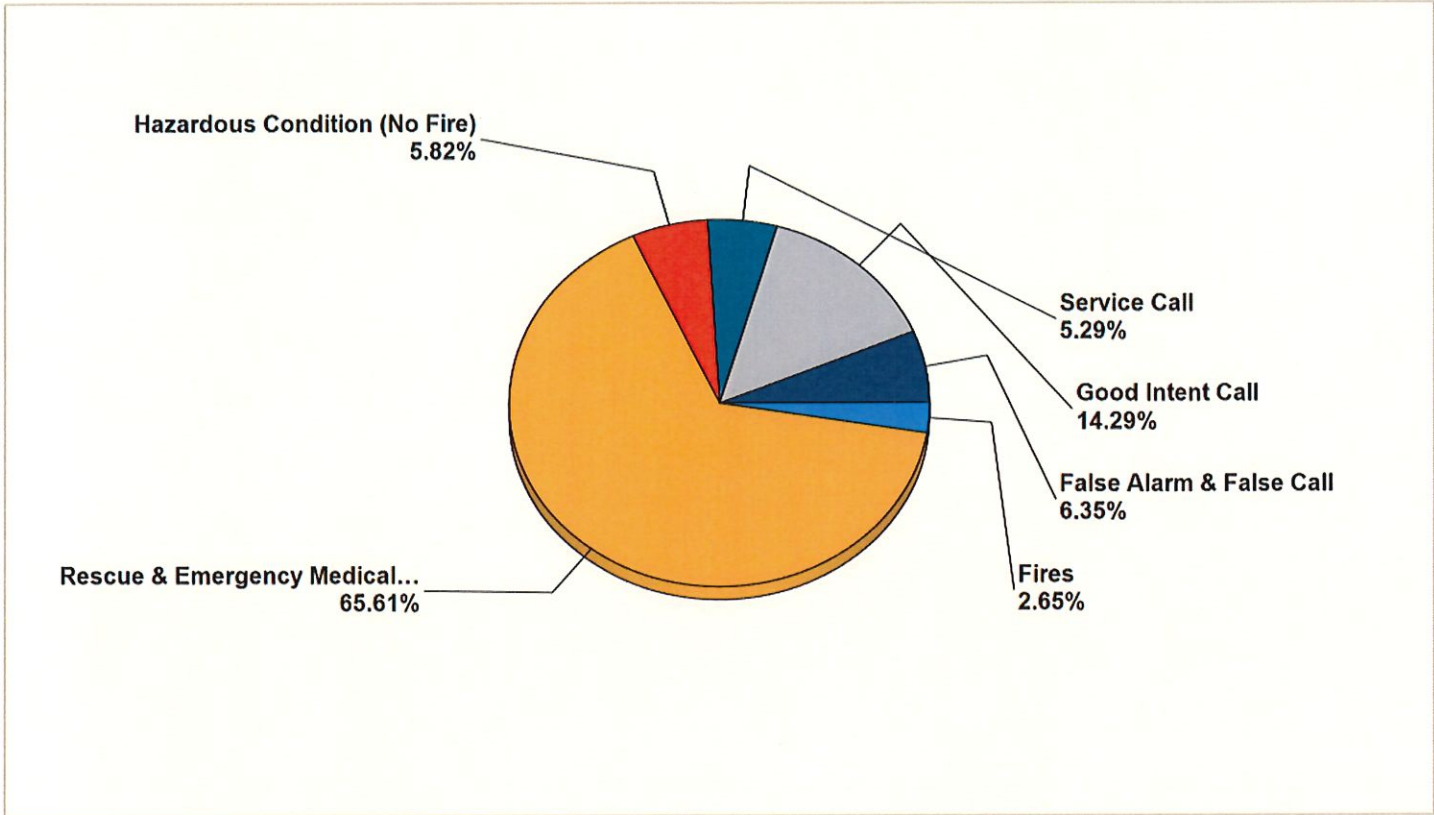
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311

## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 05/01/2023 | End Date: 05/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	2.65%
Rescue & Emergency Medical Service	124	65.61%
Hazardous Condition (No Fire)	11	5.82%
Service Call	10	5.29%
Good Intent Call	27	14.29%
False Alarm & False Call	12	6.35%
<b>TOTAL</b>	<b>189</b>	<b>100%</b>

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



## Detailed Breakdown by Incident Type

312

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	2	1.06%
113 - Cooking fire, confined to container	1	0.53%
151 - Outside rubbish, trash or waste fire	1	0.53%
154 - Dumpster or other outside trash receptacle fire	1	0.53%
311 - Medical assist, assist EMS crew	73	38.62%
321 - EMS call, excluding vehicle accident with injury	39	20.63%
322 - Motor vehicle accident with injuries	5	2.65%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.53%
324 - Motor vehicle accident with no injuries.	5	2.65%
352 - Extrication of victim(s) from vehicle	1	0.53%
400 - Hazardous condition, other	2	1.06%
412 - Gas leak (natural gas or LPG)	3	1.59%
444 - Power line down	1	0.53%
445 - Arcing, shorted electrical equipment	4	2.12%
463 - Vehicle accident, general cleanup	1	0.53%
522 - Water or steam leak	2	1.06%
531 - Smoke or odor removal	2	1.06%
550 - Public service assistance, other	3	1.59%
554 - Assist invalid	1	0.53%
555 - Defective elevator, no occupants	1	0.53%
561 - Unauthorized burning	1	0.53%
611 - Dispatched & cancelled en route	23	12.17%
622 - No incident found on arrival at dispatch address	2	1.06%
671 - HazMat release investigation w/no HazMat	2	1.06%
733 - Smoke detector activation due to malfunction	1	0.53%
735 - Alarm system sounded due to malfunction	8	4.23%
743 - Smoke detector activation, no fire - unintentional	1	0.53%
745 - Alarm system activation, no fire - unintentional	2	1.06%
<b>TOTAL INCIDENTS:</b>	<b>189</b>	<b>100%</b>

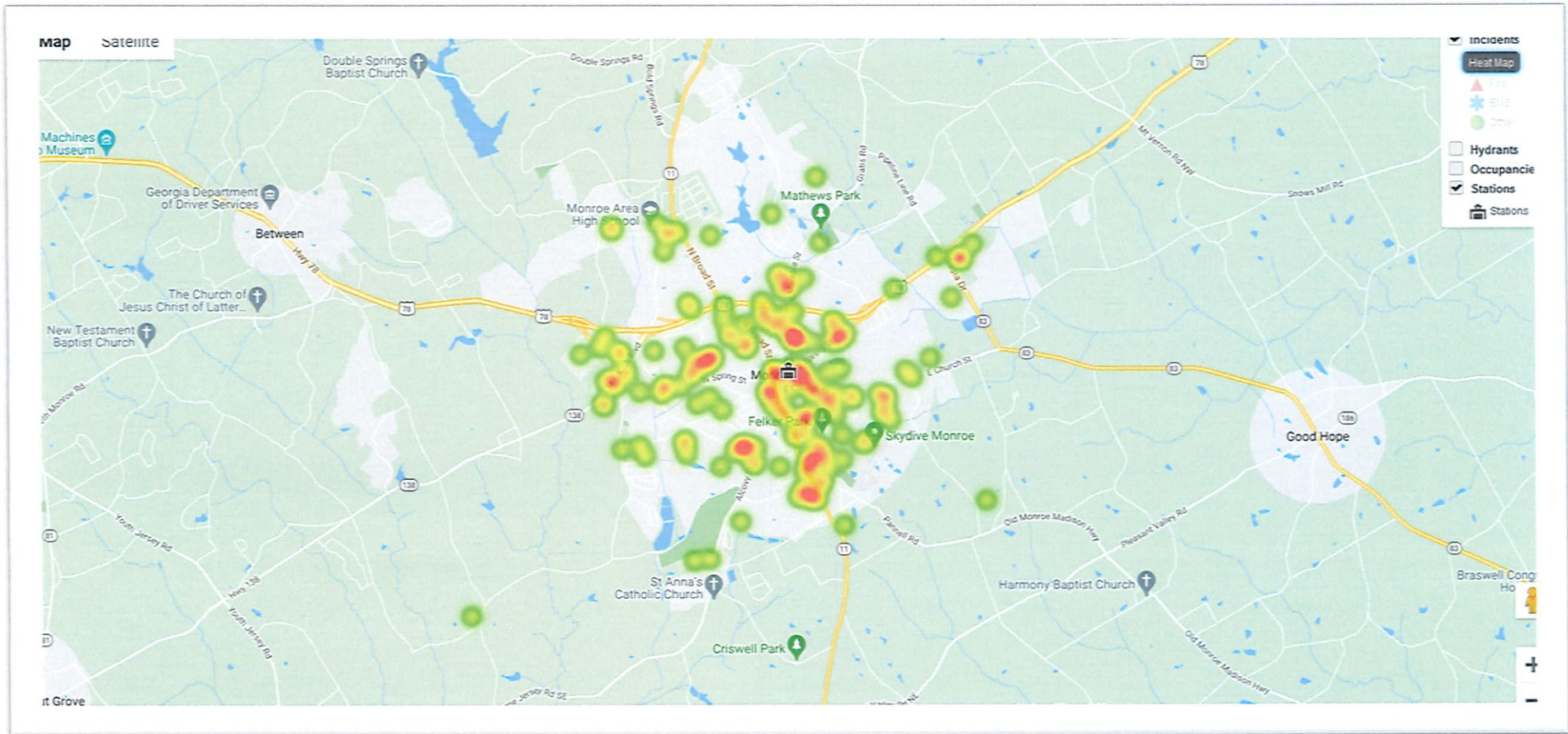
Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.





# City of Monroe Fire Dept

Monroe, GA



May 2023 Incident Distribution Map

# City of Monroe Fire Dept

Monroe, GA



### Incident Comparison 2018-2023

May	2018	2019	2020	2021	2022	2023
100 - Fire	9	7	10	8	5	5
200 - Overpressure Rupture, Explosion, Overheat	0	1	1	0	0	0
300 - Rescue & EMS	134	115	117	139	107	124
400 - Hazardous Condition	4	5	5	16	12	11
500 - Service Call	14	11	13	11	10	10
600 - Good Intent & Canceled Call	48	48	53	73	41	27
700 - False Alarm & False Call	5	8	11	5	9	12
800 - Severe Weather & Natural Disaster	0	0	0	0	0	0
900 - Special Incident Type	0	0	0	0	0	0
	214	195	210	252	184	189

# City of Monroe Fire Dept

Monroe, GA

This report was generated on 7/3/2023 9:35:15 AM



315

## Average Response Time for Agency for Response Mode for Date Range

Response Mode: Lights and Sirens | Start Date: 05/01/2023 | End Date: 05/31/2023

RESPONSE MODE	INCIDENT COUNT	AVERAGE RESPONSE TIME (Dispatch to Arrived)
AGENCY: City of Monroe Fire Dept		
Lights and Sirens	204	0:05:07

Only REVIEWED incidents included. Times shown are in HH:MM:SS (Hour:Minute:Second) format.



# City of Monroe Fire Dept

Monroe, GA

This report was generated on 7/3/2023 9:36:57 AM



316

## Count of Overlapping Incidents for Date Range

Start Date: 05/01/2023 | End Date: 05/31/2023

# OVERLAPPING	% OVERLAPPING	TOTAL
36	19.05	189

OVERLAPPING INCIDENT DETAILS					
ALARM	CLEAR/CANCEL	INCIDENT #	INCIDENT TYPE	STATION	ZONE
<b>5/2/2023</b>					
5/2/2023 9:07:35 PM	5/2/2023 9:23:57 PM	2023-0808	311	Monroe (City of) Headquarters	
5/2/2023 9:17:15 PM	5/2/2023 9:33:21 PM	2023-0809	321	Monroe (City of) Headquarters	
<b>5/3/2023</b>					
5/3/2023 1:27:51 PM	5/3/2023 1:40:51 PM	2023-0812	321	Monroe (City of) Headquarters	
5/3/2023 1:33:30 PM	5/3/2023 1:55:58 PM	2023-0813	531	Monroe (City of) Headquarters	
<b>5/4/2023</b>					
5/4/2023 11:16:10 AM	5/4/2023 11:54:10 AM	2023-0818	311	Monroe (City of) Headquarters	
5/4/2023 11:45:01 AM	5/4/2023 12:09:19 PM	2023-0819	321	Monroe (City of) Headquarters	
5/4/2023 12:27:04 PM	5/4/2023 12:50:44 PM	2023-0820	321	Monroe (City of) Headquarters	
5/4/2023 12:37:08 PM	5/4/2023 12:48:06 PM	2023-0821	311	Monroe (City of) Headquarters	
<b>5/7/2023</b>					
5/7/2023 1:03:30 PM	5/7/2023 5:18:53 PM	2023-0834	522	Monroe (City of) Headquarters	
5/7/2023 5:08:57 PM	5/7/2023 5:18:53 PM	2023-0835	311	Monroe (City of) Headquarters	
<b>5/9/2023</b>					
5/9/2023 6:13:23 PM	5/9/2023 6:38:42 PM	2023-0844	324	Monroe (City of) Headquarters	
5/9/2023 6:31:00 PM	5/9/2023 6:49:45 PM	2023-0845	412	Monroe (City of) Headquarters	
<b>5/10/2023</b>					
5/10/2023 3:31:34 PM	5/10/2023 3:50:40 PM	2023-0848	311	Monroe (City of) Headquarters	
5/10/2023 3:49:38 PM	5/10/2023 4:13:18 PM	2023-0849	322	Monroe (City of) Headquarters	
<b>5/12/2023</b>					
5/12/2023 11:14:07 PM	5/12/2023 11:51:19 PM	2023-0866	321	Monroe (City of) Headquarters	
5/12/2023 11:22:45 PM	5/12/2023 11:50:27 PM	2023-0867	321	Monroe (City of) Headquarters	
<b>5/13/2023</b>					
5/13/2023 12:30:00 PM	5/13/2023 3:18:03 PM	2023-0871	550	Monroe (City of) Headquarters	

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



**OVERLAPPING INCIDENT DETAILS**

317

ALARM	CLEAR/CANCEL	INCIDENT #	INCIDENT TYPE	STATION	ZONE
5/13/2023 2:34:09 PM	5/13/2023 3:04:12 PM	2023-0869	322	Monroe (City of) Headquarters	
<b>5/14/2023</b>					
5/14/2023 2:57:19 PM	5/14/2023 3:13:18 PM	2023-0877	321	Monroe (City of) Headquarters	
5/14/2023 3:11:14 PM	5/14/2023 3:32:52 PM	2023-0878	321	Monroe (City of) Headquarters	
<b>5/16/2023</b>					
5/16/2023 3:09:52 PM	5/16/2023 3:45:17 PM	2023-0891	113	Monroe (City of) Headquarters	
5/16/2023 3:30:33 PM	5/16/2023 3:41:35 PM	2023-0892	611	Monroe (City of) Headquarters	
<b>5/17/2023</b>					
5/17/2023 4:53:05 AM	5/17/2023 5:08:06 AM	2023-0897	311	Monroe (City of) Headquarters	
5/17/2023 4:56:19 AM	5/17/2023 5:10:20 AM	2023-0898	400	Monroe (City of) Headquarters	
<b>5/19/2023</b>					
5/19/2023 10:15:00 AM	5/19/2023 10:58:31 AM	2023-0909	550	Monroe (City of) Headquarters	
5/19/2023 10:42:00 AM	5/19/2023 11:13:01 AM	2023-0910	321	Monroe (City of) Headquarters	
5/19/2023 1:15:00 PM	5/19/2023 1:49:17 PM	2023-0911	550	Monroe (City of) Headquarters	
5/19/2023 1:37:29 PM	5/19/2023 2:16:47 PM	2023-0912	311	Monroe (City of) Headquarters	
5/19/2023 2:15:07 PM	5/19/2023 2:40:45 PM	2023-0913	321	Monroe (City of) Headquarters	
<b>5/21/2023</b>					
5/21/2023 12:18:35 AM	5/21/2023 12:30:09 AM	2023-0924	311	Monroe (City of) Headquarters	
5/21/2023 12:29:35 AM	5/21/2023 12:45:37 AM	2023-0925	321	Monroe (City of) Headquarters	
<b>5/28/2023</b>					
5/28/2023 11:19:19 AM	5/28/2023 11:31:07 AM	2023-0963	611	Monroe (City of) Headquarters	
5/28/2023 11:28:51 AM	5/28/2023 11:51:28 AM	2023-0964	311	Monroe (City of) Headquarters	
5/28/2023 11:31:37 AM	5/28/2023 11:51:33 AM	2023-0965	311	Monroe (City of) Headquarters	
5/28/2023 7:53:05 PM	5/28/2023 9:49:51 PM	2023-0966	111	Monroe (City of) Headquarters	
5/28/2023 9:02:38 PM	5/28/2023 9:06:15 PM	2023-0967	611	Monroe (City of) Headquarters	

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



# City of Monroe Fire Dept

Monroe, GA

This report was generated on 7/3/2023 9:43:39 AM



318

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

Incident Type Range: 100 - 911 | StartDate: 05/01/2023 | EndDate: 05/31/2023

INCIDENT DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT
<b>AID TYPE: Automatic aid given</b>				
05/24/2023	2023-0947	2191 HD ATHA RD	611 - Dispatched & cancelled en route	MFD - Monroe (City of) Headquarters
05/28/2023	2023-0963	207 Poplar Ridge DR	611 - Dispatched & cancelled en route	MFD - Monroe (City of) Headquarters

Percentage of Total Incidents: 1.06%

<b>AID TYPE: Automatic aid received</b>				
05/01/2023	2023-0802	1925 Highland Creek DR	611 - Dispatched & cancelled en route	MFD - Monroe (City of) Headquarters
05/03/2023	2023-0813	315 S Broad ST	531 - Smoke or odor removal	MFD - Monroe (City of) Headquarters
05/10/2023	2023-0847	705 S Broad ST	445 - Arcing, shorted electrical equipment	MFD - Monroe (City of) Headquarters
05/16/2023	2023-0891	523 Gatewood DR	113 - Cooking fire, confined to container	MFD - Monroe (City of) Headquarters
05/20/2023	2023-0918	794 Ridge RD	111 - Building fire	MFD - Monroe (City of) Headquarters
05/28/2023	2023-0966	124 Glen Iris DR	111 - Building fire	MFD - Monroe (City of) Headquarters

Percentage of Total Incidents: 3.17%

<b>AID TYPE: Mutual aid received</b>				
05/09/2023	2023-0846	E Church ST	352 - Extrication of victim(s) from vehicle	MFD - Monroe (City of) Headquarters
05/12/2023	2023-0859	103 Atha ST	531 - Smoke or odor removal	MFD - Monroe (City of) Headquarters

Percentage of Total Incidents: 1.06%

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



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Doc Id: 952

Page # 1 of 1

# City of Monroe Fire Dept

Monroe, GA

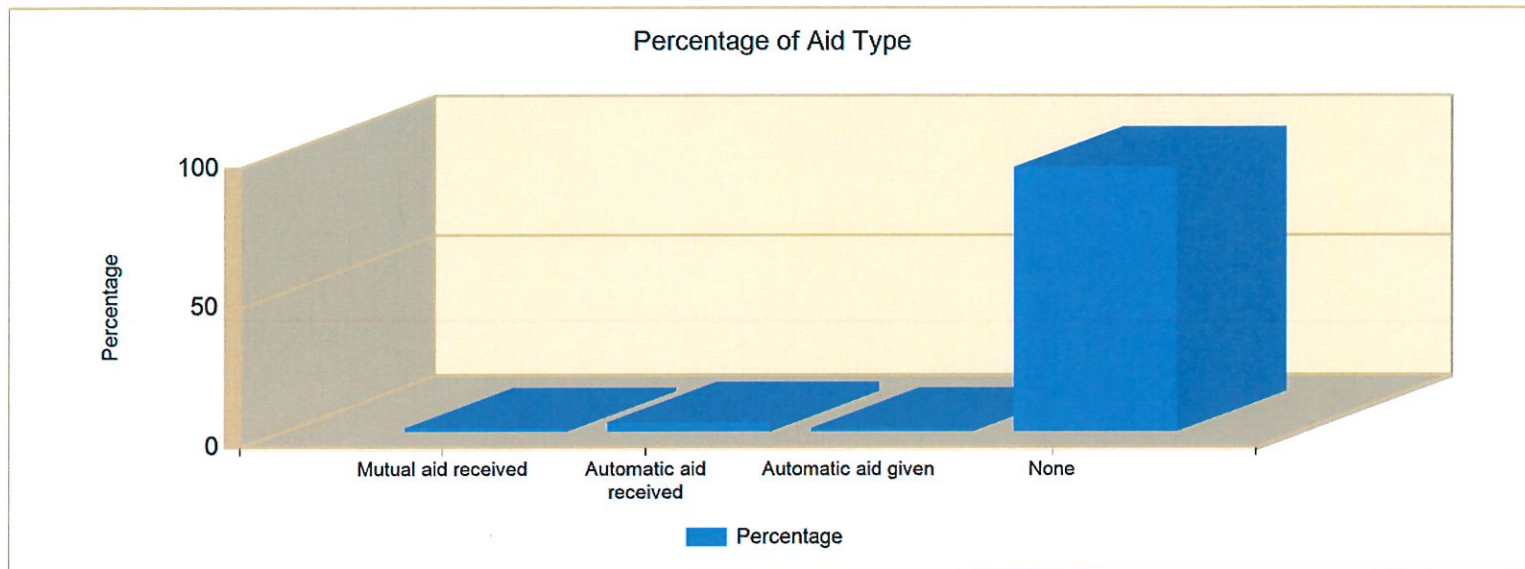
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319

## Count of Aid Given and Received for Incidents for Date Range

Start Date: 05/01/2023 | End Date: 05/31/2023



AID TYPE	TOTAL	% of TOTAL
Mutual aid received	2	1.1%
Automatic aid received	6	3.2%
Automatic aid given	2	1.1%
None	179	94.7%

Only REVIEWED incidents included



# City of Monroe Fire Dept

Monroe, GA

This report was generated on 7/3/2023 9:38:32 AM



320

## Detailed Losses For Date Range

Start Date: 05/01/2023 | End Date: 05/31/2023

# INCIDENTS	TOTAL PRE-INCIDENT PROP. VAL.	TOTAL PRE-INCIDENT CONT. VAL.	TOTAL PRE-INCIDENT VAL.	AVG. VAL.	TOTAL PROP. LOSS	TOTAL CONT. LOSS	TOTAL LOSSES	AVERAGE LOSS
2	\$475,000.00	\$237,500.00	\$712,500.00	\$356,250.00	\$225,000.00	\$93,750.00	\$318,750.00	\$159,375.00

INCIDENT #	DATE	TYPE	LOCATION	PRE-INCIDENT PROPERTY	PRE-INCIDENT CONTENTS	PRE-INCIDENT TOTAL	PROP. LOSS	CONT. LOSS	TOTAL
2023-0918	05/20/2023	111 - Building fire	794 Ridge RD Monroe	\$400,000.00	\$200,000.00	\$600,000.00	\$150,000.00	\$75,000.00	\$225,000.00
2023-0966	05/28/2023	111 - Building fire	124 Glen Iris DR Monroe	\$75,000.00	\$37,500.00	\$112,500.00	\$75,000.00	\$18,750.00	\$93,750.00

Only Reviewed Incidents included.







**POLICE**  
**DEPARTMENT**  
**MONTHLY REPORT**  
**July**  
**2023**

### Comparison of May 2022 to May 2023 Activity Reports

	<b>2023</b>			<b>2022</b>		
<b>Calls for Service</b>	2,284			1,909		
<b>Area Checks</b>	10,159			10,595		
<b>Calls to MPD</b>						
<b>Court Cases</b>	225			245		
<b>Training Hours</b>	752			278		
<b>Part A Crimes</b>	55			88		
<b>Part B Crimes</b>	89			99		
<b>Arrest-Adult</b>	78			85		
<b>Juvenile</b>	11			9		
<b>C/S Trash Pick Up</b>						
<b>Tires</b>						

2023 AGENCY	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TO
													323
<b>LE CALLS</b>													
<b>WALTON SO</b>	3,958	3,456	3,588	3,038	3,508								17,548
<b>WCSO AREA CHECKS</b>	8,835	7,423	8,747	7,488	7,602								40,095
<b>MONROE PD</b>	2,179	2,124	2,192	1,935	2,284								10,714
<b>MPD AREA CHECKS</b>	11,053	10,541	12,123	9,621	10,159								53,497
<b>LOGANVILLE PD</b>	971	789	884	1,014	935								4,593
<b>LPD AREA CHECKS</b>	15	13	24	1,061	768								1,881
<b>SOCIAL CIRCLE PD</b>	300	249	229	353	384								1,515
<b>SPD AREA CHECKS</b>	2,446	2,588	2,204	1,459	1,805								10,502
<b>LAW TOTALS</b>	<b>29,757</b>	<b>27,183</b>	<b>29,991</b>	<b>25,969</b>	<b>27,445</b>								<b>140,345</b>
<b>WALTON EMS</b>	<b>1,843</b>	<b>1,539</b>	<b>1,594</b>	<b>1,507</b>	<b>1,663</b>								<b>8,146</b>
<b>FIRE DEPTS</b>													
<b>WALTON FIRE</b>	492	426	461	399	424								2,202
<b>MONROE FIRE</b>	246	186	189	196	193								1,010
<b>LOGANVILLE FIRE</b>	213	214	206	223	226								1,082
<b>SOC CIRCLE FIRE</b>	65	61	64	44	66								300
<b>FIRE TOTALS</b>	<b>1,016</b>	<b>887</b>	<b>920</b>	<b>862</b>	<b>909</b>								<b>4,594</b>
<b>PHONE CALLS</b>													
<b>ABANDONED</b>	321	245	466	321	338								1,691
<b>ADMIN IN</b>	4,768	4,350	4,947	4,823	5,051								23,939
<b>ADMIN OUT</b>	3,051	2,620	3,178	2,849	3,167								14,865
<b>911</b>	5,012	4,632	5,337	4,898	5,334								25,213
<b>TOTAL</b>	<b>13,152</b>	<b>11,847</b>	<b>13,928</b>	<b>12,891</b>	<b>13,890</b>								<b>65,708</b>

	MAY 2022	MAY 2023
Citations issued:	198	360
Adjudicated/ Closed cases:	245	225
Fines collected per month:	\$45,005.00	\$43,115.33
Year to date collected:	\$203,353.25	\$187,138.33

**May 2023 Training Hours for Monroe Police Department**

GPSTC online training: 30

Conference training: 0

In-service Training: 252

Off Site Training: 470

Total Training Hours: 752



# Offense and Arrest Summary Report

Printed On:  
06/29/2023

Beginning Date: 05/01/2023

Ending Date: 05/31/2023

Page 1 of 1

Agency: MONROE POLICE DEPARTMENT

Total Offenses	144	Clearance Rate	34.72%
% change from last year	-22.99%	Last years rate	42.25%
Total Arrests	89	Hate Crime Offenses	1
% change from last year	-5.32%	Law Officers Assaulted	0
Group A Crime Rate per 100,000 Population :	1021.93	Summary based reporting Crime Rate per 100,000 Population :	298.06
Arrest Rate per 100,000 Population :	631.61		

Arrest Reporting

Group "A"	Adult	Juvenile	Unknown	Total Arrests	Arrests Reported Last Year
Murder	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Justifiable Homicide	0	0	0	0	0
Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	3	0	0	3	1
Burglary	0	0	0	0	0
Larceny	4	4	0	8	15
Motor Vehicle Theft	1	1	0	2	0
Arson	0	0	0	0	1
Simple Assault	5	4	0	9	5
Intimidation	0	0	0	0	0
Bribery	0	0	0	0	0
Counterfeiting/Forgery	0	0	0	0	0
Vandalism	1	0	0	1	1
Drug/Narcotic Violations	27	0	0	27	30
Drug Equipment Violations	1	0	0	1	0
Embezzlement	0	0	0	0	0
Extortion/Blackmail	0	0	0	0	0
Fraud	0	0	0	0	0
Gambling	0	0	0	0	0
Kidnapping	0	0	0	0	0
Pornography	0	0	0	0	1
Prostitution	0	0	0	0	0
Sodomy	0	0	0	0	0
Sexual Assault w/Object	0	0	0	0	0
Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Stolen Property	0	0	0	0	0
Weapons Law Violations	1	1	0	2	8
Human Trafficking, Commercial Sex Acts	0	0	0	0	0
Human Trafficking, Involuntary Servitude	0	0	0	0	0
Animal Cruelty	0	0	0	0	0
<b>Total Group A Arrests</b>	<b>43</b>	<b>10</b>	<b>0</b>	<b>53</b>	<b>62</b>
<b>Group "B" Arrests</b>					
Bad Checks	0	0	0	0	0
Curfew/Vagrancy	1	1	0	2	0
Disorderly Conduct	7	0	0	7	11
DUI	5	0	0	5	5
Drunkenness	2	0	0	2	1
Family Offenses-nonviolent	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Peeping Tom	0	0	0	0	0
Runaways	0	0	0	0	0
Trespass	2	0	0	2	1
All Other Offenses	18	0	0	18	14
<b>Total Group B Arrests</b>	<b>35</b>	<b>1</b>	<b>0</b>	<b>36</b>	<b>32</b>
<b>Total Arrests</b>	<b>78</b>	<b>11</b>	<b>0</b>	<b>89</b>	<b>94</b>

Offense Reporting

Group "A"	Offenses Reported	Offenses Cleared	Offenses Reported Last Year
Murder	0	0	0
Negligent Manslaughter	0	0	0
Justifiable Homicide	0	0	0
Rape	0	0	0
Robbery	1	0	0
Aggravated Assault	6	3	5
Burglary	1	0	4
Larceny	30	5	66
Motor Vehicle Theft	4	2	1
Arson	0	0	0
Simple Assault	13	9	12
Intimidation	11	0	14
Bribery	0	0	0
Counterfeiting/Forgery	0	0	1
Vandalism	15	2	18
Drug/Narcotic Violations	29	20	33
Drug Equipment Violations	7	5	8
Embezzlement	0	0	0
Extortion/Blackmail	0	0	0
Fraud	19	0	12
Gambling	0	0	0
Kidnapping	0	0	0
Pornography	1	0	1
Prostitution	0	0	0
Sodomy	0	0	0
Sexual Assault w/Object	0	0	0
Fondling	3	0	2
Incest	0	0	0
Statutory Rape	0	0	0
Stolen Property	0	0	0
Weapons Law Violations	4	4	10
Human Trafficking, Commercial Sex Acts	0	0	0
Human Trafficking, Involuntary Servitude	0	0	0
Animal Cruelty	0	0	0
<b>Total Group "A"</b>	<b>144</b>	<b>50</b>	<b>187</b>

Crime Against Person

33 - This year  
33 - Last year  
0% - Percent Change

Crime Against Property

70 - This year  
102 - Last year  
-31.37% - Percent Change

Crime Against Society

41 - This year  
52 - Last year  
-21.15% - Percent Change

Population : 14091

Note: Last years figures are provided for comparison purposes only.



# WALTON COUNTY 911

## Radio Log Statistical Report, by Unit

<u>Unit</u>	<u>Unit Description</u>	<u>Number of Logs</u>
310	LAW ENFORCEMENT UNIT	5
314	LAW ENFORCEMENT UNIT	10
316	LAW ENFORCEMENT UNIT	1
321	LAW ENFORCEMENT UNIT	78
323	LAW ENFORCEMENT UNIT	67
325	LAW ENFORCEMENT UNIT	784
327	LAW ENFORCEMENT UNIT	9
329	LAW ENFORCEMENT UNIT	3
333	LAW ENFORCEMENT UNIT	394
337	LAW ENFORCEMENT UNIT	113
341	LAW ENFORCEMENT UNIT	218
342	LAW ENFORCEMENT UNIT	243
343	LAW ENFORCEMENT UNIT	248
344	LAW ENFORCEMENT UNIT	109
346	LAW ENFORCEMENT UNIT	337
348	LAW ENFORCEMENT UNIT	1
349	LAW ENFORCEMENT UNIT	675
351	LAW ENFORCEMENT UNIT	549
352	LAW ENFORCEMENT UNIT	137
353	LAW ENFORCEMENT UNIT	733
354	LAW ENFORCEMENT UNIT	953
355	LAW ENFORCEMENT UNIT	223
356	LAW ENFORCEMENT UNIT	40
358	LAW ENFORCEMENT UNIT	619
359	LAW ENFORCEMENT UNIT	516
360	LAW ENFORCEMENT UNIT	657
361	LAW ENFORCEMENT UNIT	166
363	LAW ENFORCEMENT UNIT	529
364	LAW ENFORCEMENT UNIT	217
365	LAW ENFORCEMENT UNIT	199
369	LAW ENFORCEMENT UNIT	752
370	LAW ENFORCEMENT UNIT	574
<b>Total Radio Logs:</b>		<b>10159</b>

**Report Includes:**

All dates between `00:00:00 05/01/23` and `23:59:59 05/31/23`, All agencies matching `MPD`, All zones, All units, All tencodes matching `1066`, All shifts



# WALTON COUNTY 911

## Law Total Incident Report, by Nature of Incident

<u>Nature of Incident</u>	<u>Total Incidents</u>
FIGHT VIOLENT	7
ANIMAL COMPLAINT	8
INJURED ANIMAL	1
PROWLER	4
BURGLARY IN PROGRESS	2
BURGLARY REPORT	3
DOMESTIC NON-VIOLENT	32
DOMESTIC VIOLENT	1
WARRANT SERVICE	34
SUBJECT WITH WEAPON	1
SUSPICIOUS PERSON	103
SUSPICIOUS VEHICLE	128
TRAFFIC STOP	2
SUICIDE ATTEMPT	3
SUICIDE THREAT	3
KEYS LOCKED IN VEHICLE	111
SPEEDING AUTO	3
ACCIDENT NO INJURIES	66
MVA WITH AN ANIMAL	1
INJURY BY COMPLAINT	1
ACCIDENT WITH A DEER	3
FATALITY TRAFFIC ACCIDENT	1
ACCIDENT WITH INJURIES	4
OFFICER INVOLVED ACCIDENT	1
PERSON STRUCK WITH AUTO	1
ACCIDENT UNKNOWN INJURIES	8
ROAD HAZARD	7
DRUNK DRIVER	4
INTOXICATED PERSON	2
HIT AND RUN	10
HIT AND RUN WITH INJURIES	1
HIT AND RUN W/ PEDISTRIAN	1
DIRECT TRAFFIC	2
FUNERAL ESCORT	7
TRANSPORT	5
DISABLED VEHICLE	31
AREA/BLDG CHECK	78
LITTERING/ILLEGAL DUMPING	2
CHILD ABUSE	1
SEXUAL ASSAULT	3
CHASE	4
BANK ALARM	2
BUSINESS ALARM	45
CHURCH ALARM	4



<u>Nature of Incident</u>	<u>Total Incidents</u>
RESIDENTIAL ALARM	28
DRAG RACING	1
SUBJECT IN CUSTODY	5
DEMENTED PERSON NON-VIOLENT	12
STOLEN VEHICLE	3
911 HANGUP	47
CONTROL SUBSTANCE PROBLEM	14
AGENCY ASSISTANCE	14
ASSAULT	3
ASSAULT LAW ENFORCEMENT ONLY	2
CHILD CUSTODY DISPUTE	3
CIVIL ISSUE/DISPUTE	19
COUNTERFEIT MONEY	1
DAMAGE TO PROPERTY	28
DISPUTE NON VIOLENT IN NATURE	61
DISTRUBING THE PEACE	8
DISORDERLY CONDUCT	1
ABUSE OF THE ELDERLY	6
LE ASSIST FOR EMS	17
ENTERING AN AUTO	12
EXTRA PATROL REQUEST	7
ASSIST FIRE DEPARTMENT	5
FIRE STAND BY	1
FIREARMS DISCHARGED	11
FOLLOW UP TO PREVIOUS CALL	1
FOUND PROPERTY	2
FRAUD	13
GUNSHOT WOUND PRIORITY 1	2
HARRASSMENT	5
IDENTITY THEFT	2
ILLEGAL PARKING	37
IMPOUNDED VEHICLE	1
INFORMATION REPORT	1
JUVENILE RUNAWAY	3
JUVENILE COMPLAINT	22
JUVENILE PROBLEM -NO COMPLAINT	6
LOITERING	4
LOST ITEM REPOR	5
LOUD MUSIC COMPLAINT	11
MENTAL PSYCHOLOGICAL EMOTIONAL	1
MISSING PERSON	3
MISCELLANEOUS EMS INCIDENT	1
MISCELLANEOUS LAW INCIDENT	44
PRIVATE INVESTIGATOR	4
POWER LINES DOWN	3
RECOVERED STOLEN VEHICLE	1
SAFETY SOBRIETY CHECK POINT	3
PHONE CALLS/MAIL SCAMS	2
SHOPLIFTING	5
SHOTS FIRED	2

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<u>Nature of Incident</u>	<u>Total Incidents</u>
STABBING PRIORITY 1	1
THEFT IN PROGRESS	1
THEFT REPORT	22
THREATS	12
TRAFFIC LIGHT OUT	1
TRAFFIC VIOLATION	951
TRAILER INSPECTION	4
TREE DOWN	2
TRESPASSING	7
UNKNOWN PRIORITY 1	1
UNKNOWN LAW PROBLEM	6
UNSECURE PREMISES	5
VEHICLE INSPECTION	8
VIOLATION TPO	1
WANTED PERSON	5
WELFARE CHECK	23

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Total reported: 2284

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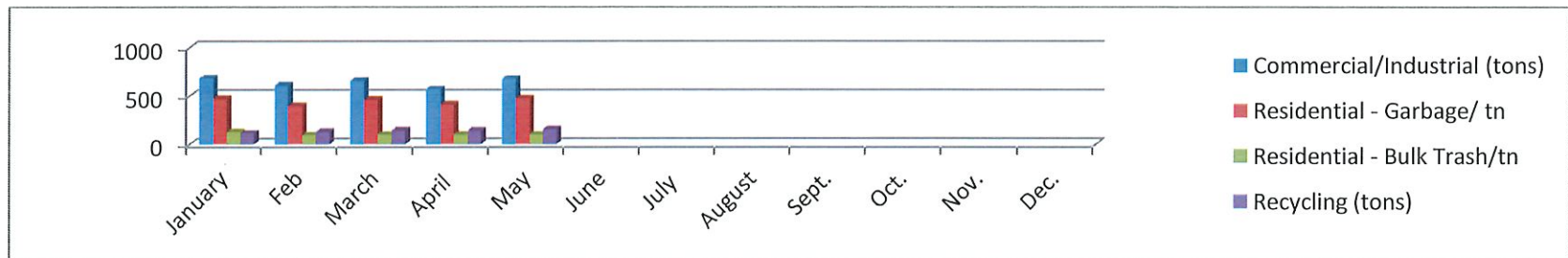
**Report Includes:**

All dates between `00:00:00 05/01/23` and `23:59:59 05/31/23`, All agencies matching `MPD`, All natures, All locations, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



**SOLID WASTE  
DEPARTMENT  
MONTHLY REPORT  
JULY  
2023**

2023	January	Feb	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.
Commercial/Industrial (tons)	687.88	615.16	657.73	574.65	680.6							
Residential - Garbage/ tn	476.78	402	462.85	415.88	480.01							
Residential - Bulk Trash/tn	128.88	96.67	101.63	100.56	102.21							
Recycling (tons)	114.89	133.00	145.19	143.67	157.37							
Transfer Station (tons)	6,723.63	5,801.08	5,965.72	5,744.80	6,892.55							
Customers (TS)	19	18	18	19	19							
Sweeper debris (tons)	47.84	23.06	3.95									
Storm drain debris (tons)	0.4	0.52		6.86	0.42							
2023	January	Feb	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.
Recycling - Yard Waste (tons)	65.81	72.04	78.62	88.69	89.27							
Recycling - Leaves (tons)			2.43									
Recycling - Curbside (tons)	42.48	27.44	34.19	31.59	34.51							
Recycling - Cardboard (tons)	3.82	9.4	19.16	14.55	19.05							
Recycling - Scrap Metal (tons)	0.98	20.53	0.93	2.29	9.39							
Recycling - Scrap tires (tons)		71 (1.46)	158 (3.26)	80 (1.65)								
Recycling - Glass (tons)	1.8	2.13	1.43	1.41	1.77							
Recycling - C & D (tons)												
<b>Recycling - Mattresses</b>			<b>240 (6.6)</b>	<b>127 (3.49)</b>	<b>123 (3.38)</b>							
95G Garbage carts (each)	38	62	57	102	115							
<b>65G Recycling Carts (each)</b>	<b>24</b>	<b>25</b>	<b>21</b>	<b>29</b>	<b>32</b>							
18G Recycling bins (each)	8	3	1	3	1							
Dumpsters (each)	2			9	11							
Cemetery Permits	2	2	5	3	4							



**Note: 1,262.82 tons of trash /garbage collected and disposed.  
157.37 tons of recycled materials collected, including scrap tires.**

ITEMS OF INTEREST

- I. Project Update- Transfer Station Improvements:
  - Repair French drains in front of the building. **Complete! (June 17, 2023)**
  - Repair concrete tipping floor, outside the building. **Complete!**
  
- II. Transfer Station tonnage report: Deposited 6,892.55 tons in May 2023. A decrease of 2,502.55 tons compared to May 2022.
  
- III. Curbside Recycling Update: 18% increase in customer participation, using the 65 gallon “Blue” cart!
 

*The “Oops” tags are being implemented, to help educate citizens and reduce the amount of contamination in the cart.*

  - Customers who did not receive a cart or would like to participate, should call our office at: 770-267-6933 to make their request. **Service reminder: All acceptable items should be loose inside the cart and not in plastic bags! Oversized cardboard broken down, bundled, and set out next to the cart, for separate collection!**
  
- IV. Curbside Glass Collection Update: Currently have 396 customers participating. (1.77 tons collected in May 2023).
 

**Reminder: Please rinse the glass containers and remove all caps or lids. Also, Items cannot be mixed with other recycling materials! A separate vehicle will collect the glass.**
  
- V. Solid Waste Website: The information is being updated, to improve our customer service and to help educate citizens on service guidelines. **We encourage all our citizens to please visit!**
  
- VI. **Mattress Update:** Effective January 3, 2023 we are no longer accepting mattresses and box springs in the curbside collection program, due to MSW landfill restrictions! **Note: We are currently cleaning up mattresses left setting out at curbside, since the beginning of the year. Once they are all removed, any mattress set out subject to be charged for pickup! Walton Co. Recycling Center at 2051 Leroy Anderson Rd. is now accepting mattresses for a \$10.00 fee.**
  
- VII. Collection Route Change: Effective March 6, 2023 some customers on the Monday collection route have changed to Tuesday pickup! This includes all curbside services. Please see attached list of streets, impacted by the change.

STREET NAME:	NEW PICK UP DAY:	ASL Truck Route:
Amber Trail	Tuesday	Yes
Clearview Dr.	Tuesday	No
Crestview Dr.	Tuesday	No
Eagle Court	Tuesday	Yes
Greenwood Dr.	Tuesday	No
Hannah Lane	Tuesday	Yes
Heritage Ridge Ct.	Tuesday	Yes
Heritage Ridge Dr.	Tuesday	Yes
Heritage Trace	Tuesday	Yes
Hillside Dr.	Tuesday	No
Holly Hill Rd.	Tuesday	No
Kay Lane	Tuesday	No
Michael Circle	Tuesday	Yes
Overlook Crest	Tuesday	Yes
Overlook Trail	Tuesday	Yes
Pine Circle	Tuesday	No
Pinecrest Dr.	Tuesday	No
Plantation Dr.	Tuesday	No
Ridgeview Ct.	Tuesday	Yes
Selman Dr.	Tuesday	No
Springdale Dr.	Tuesday	No
Thompson Ridge Ct.	Tuesday	Yes
Thompson Ridge Dr.	Tuesday	Yes
Wellington Dr.	Tuesday	Yes
Wellington Lane	Tuesday	Yes
Westridge Ave.	Tuesday	No
Woodland Rd.	Tuesday	No



**STREETS AND  
TRANSPORTATION  
DEPARTMENT  
MONTHLY REPORT  
JULY  
2023**





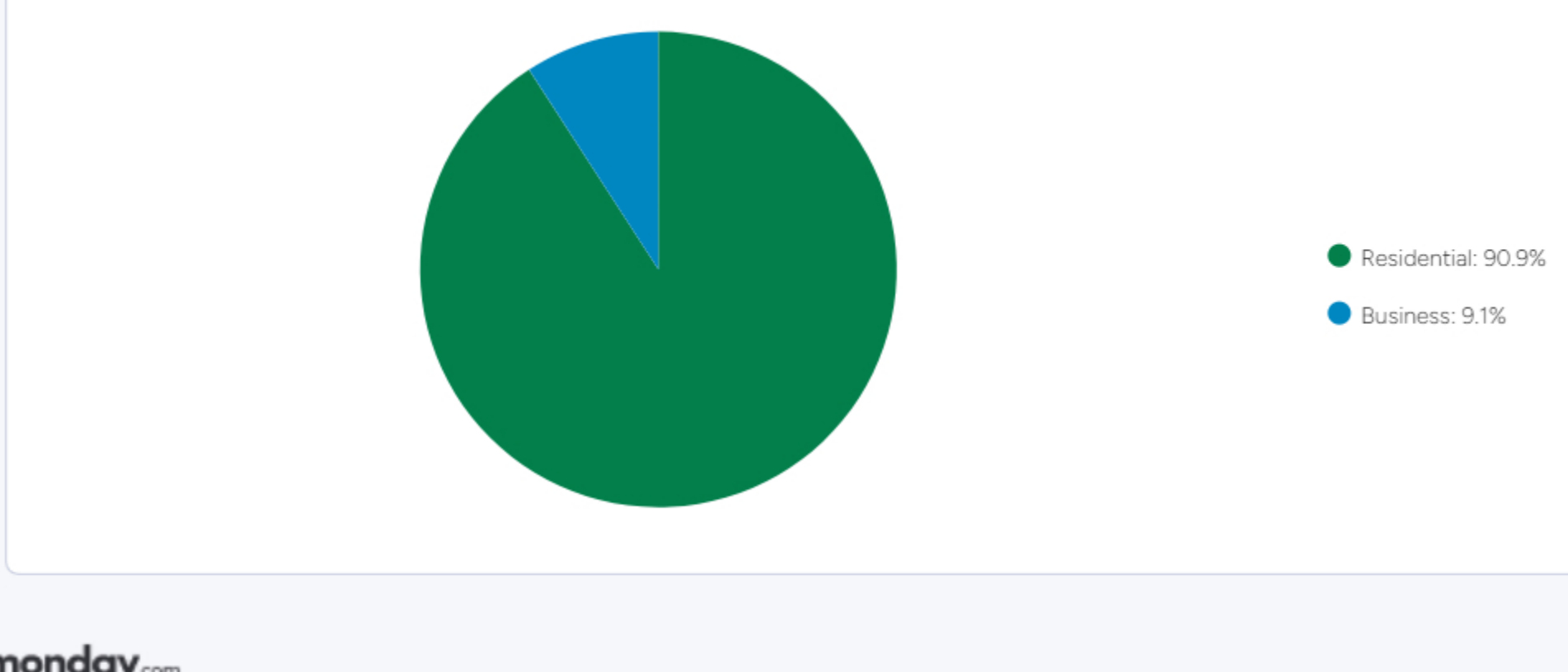
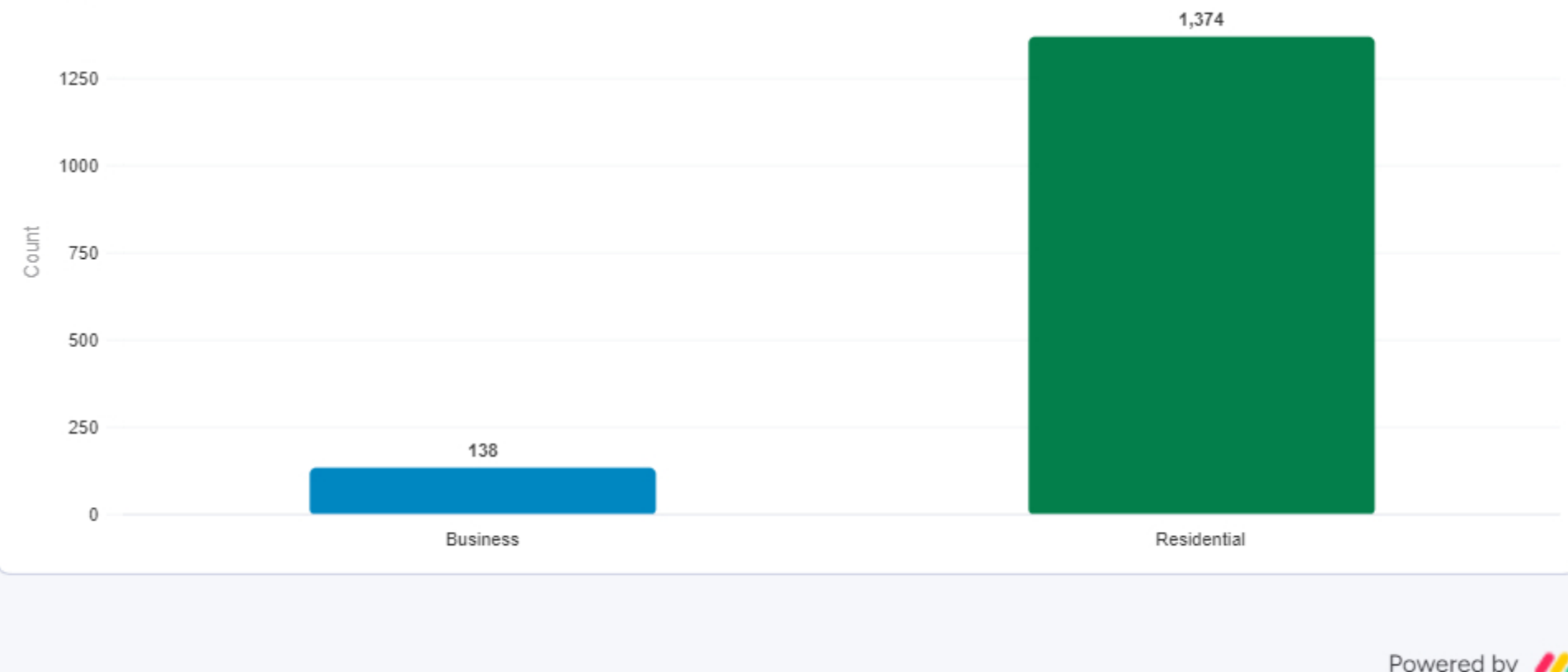
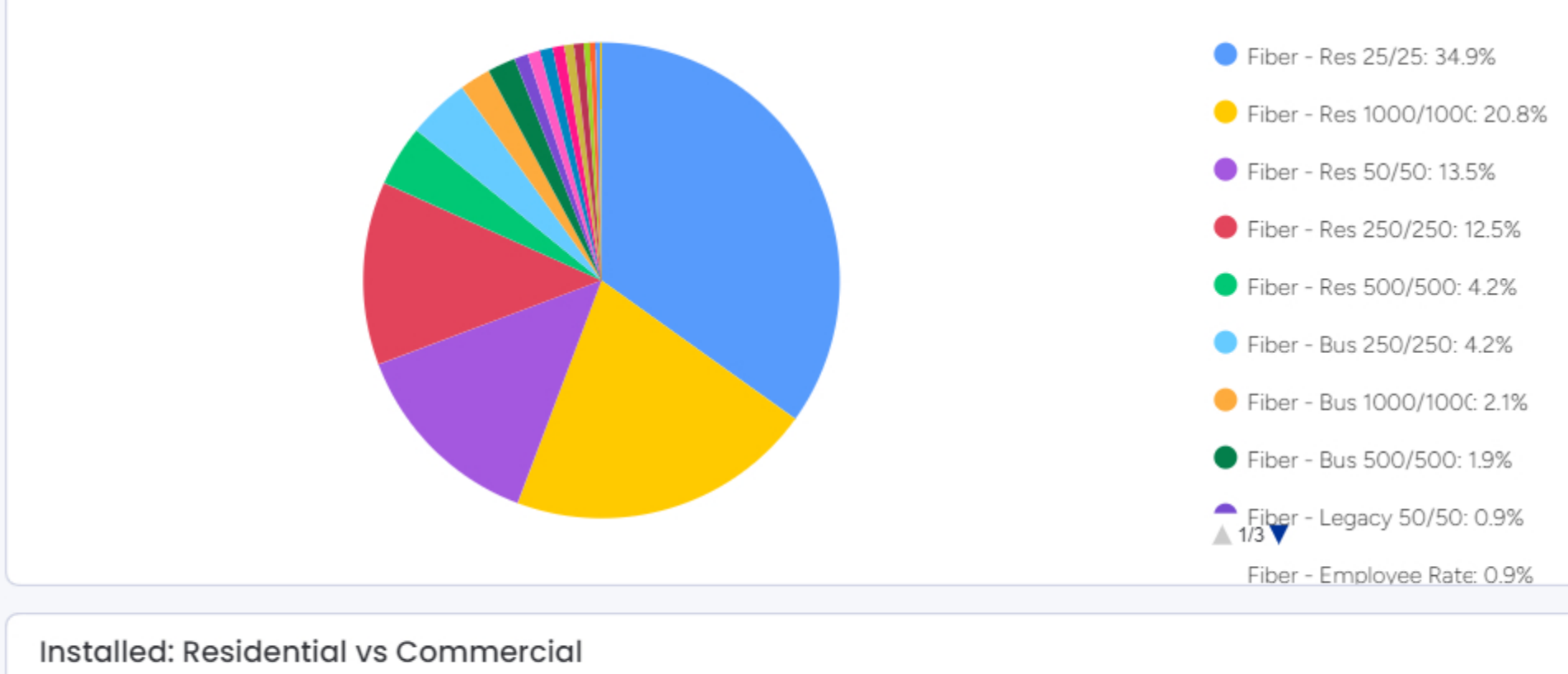
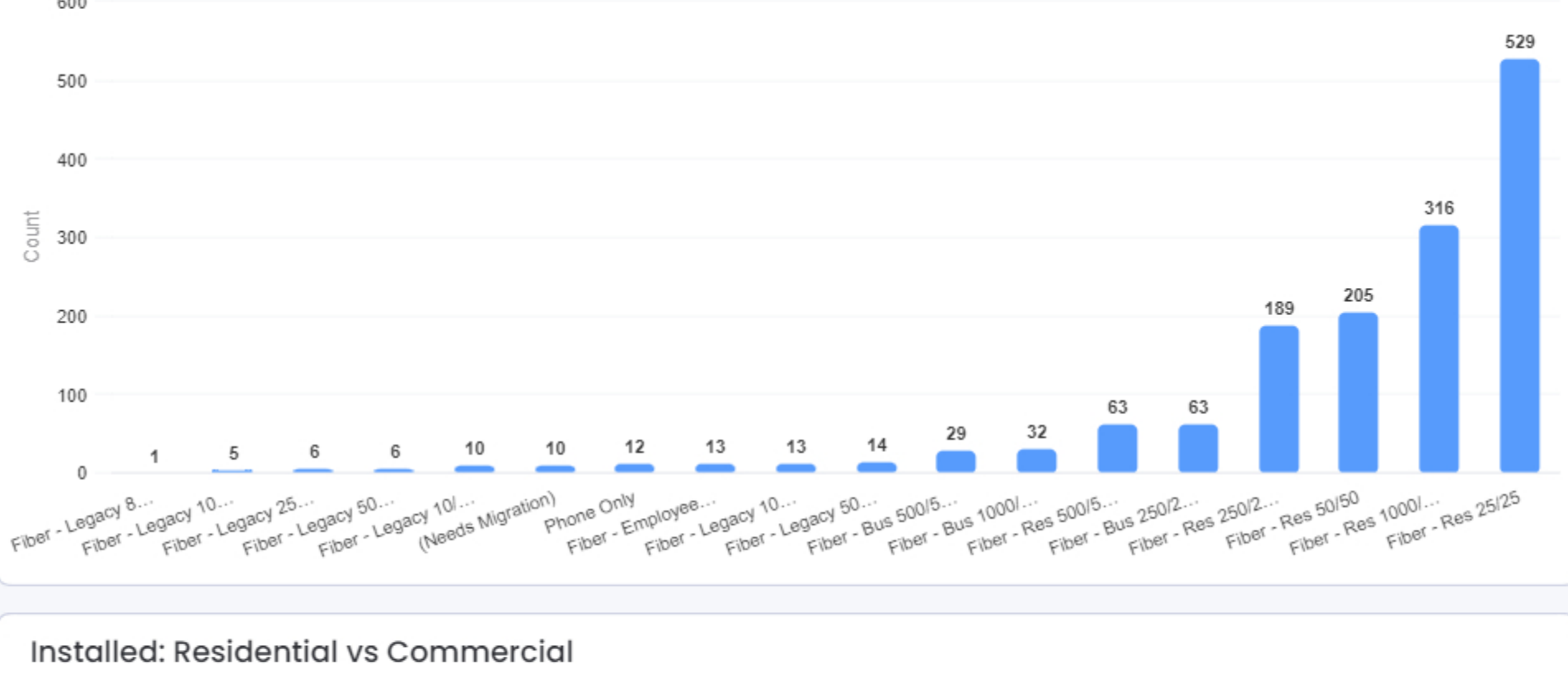
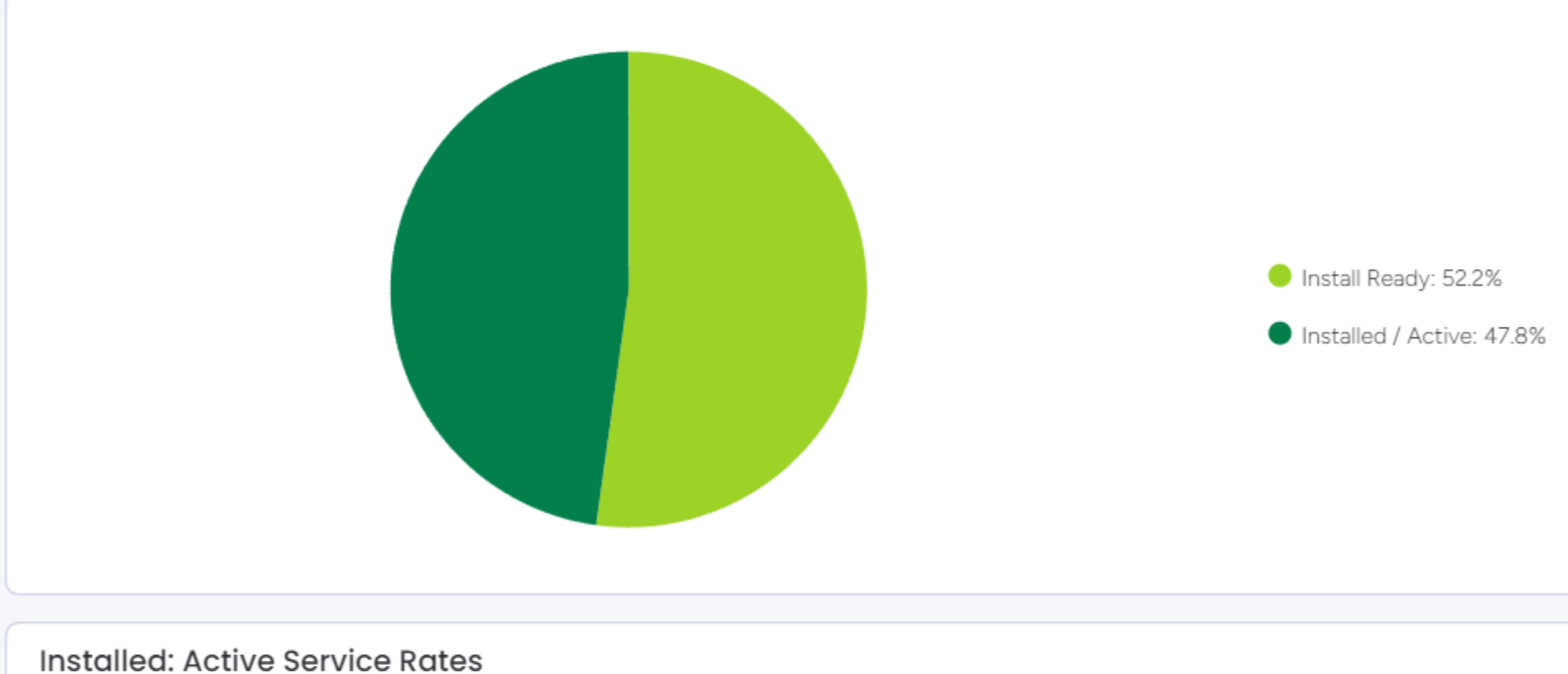
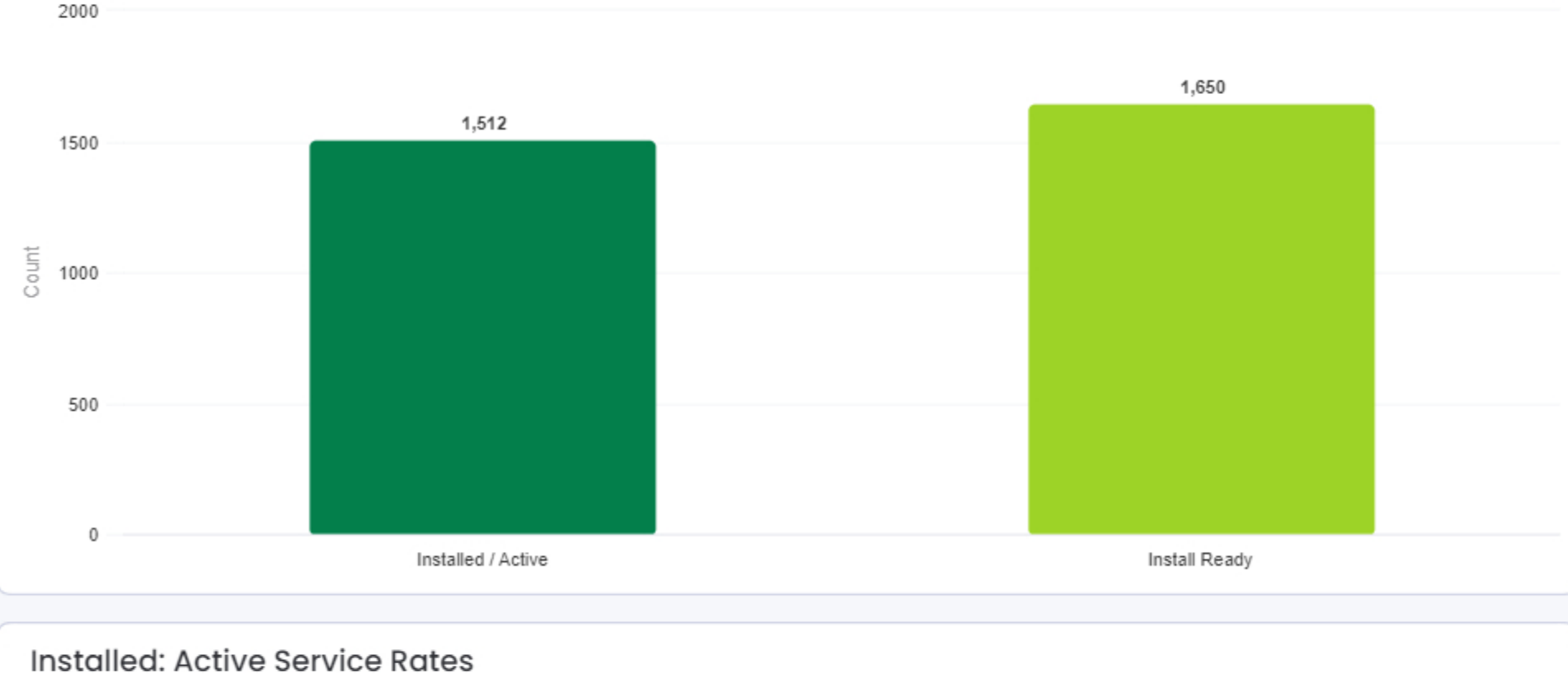
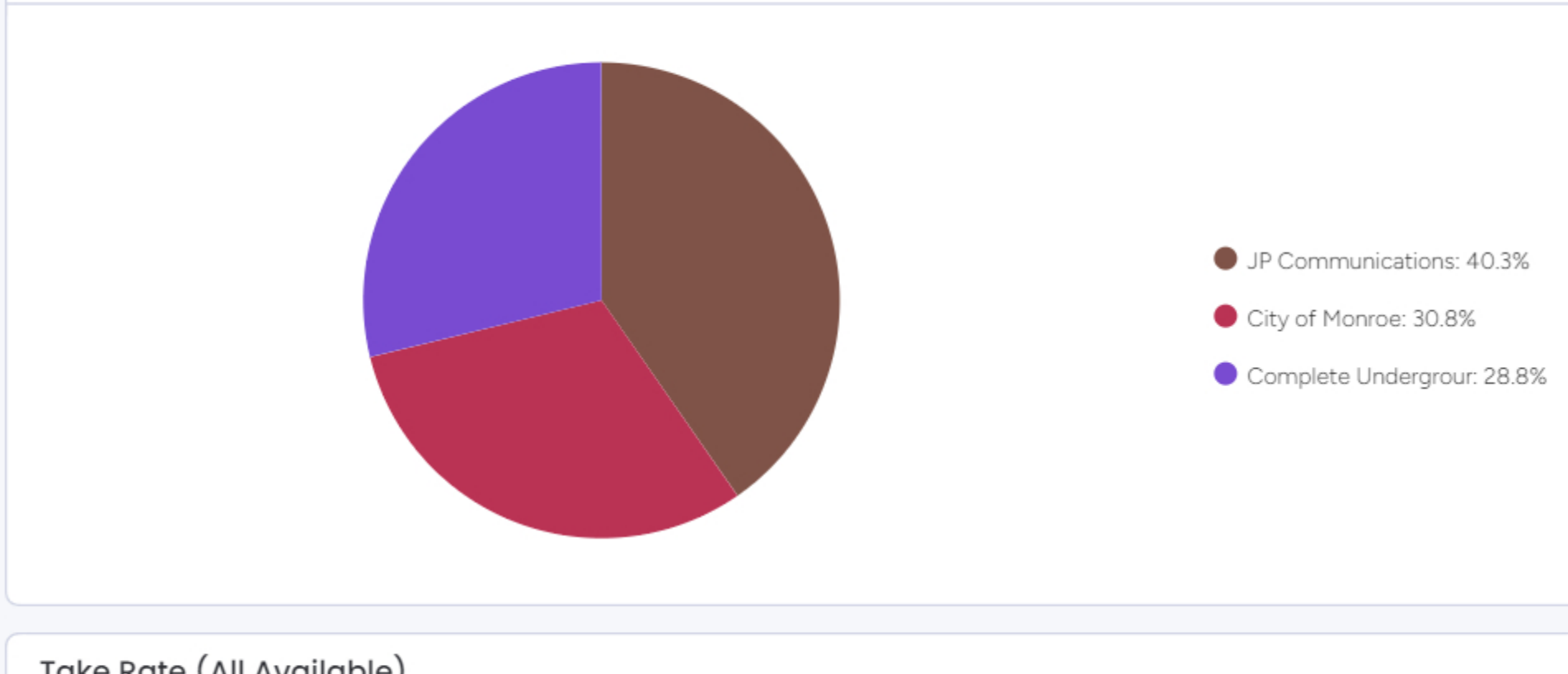
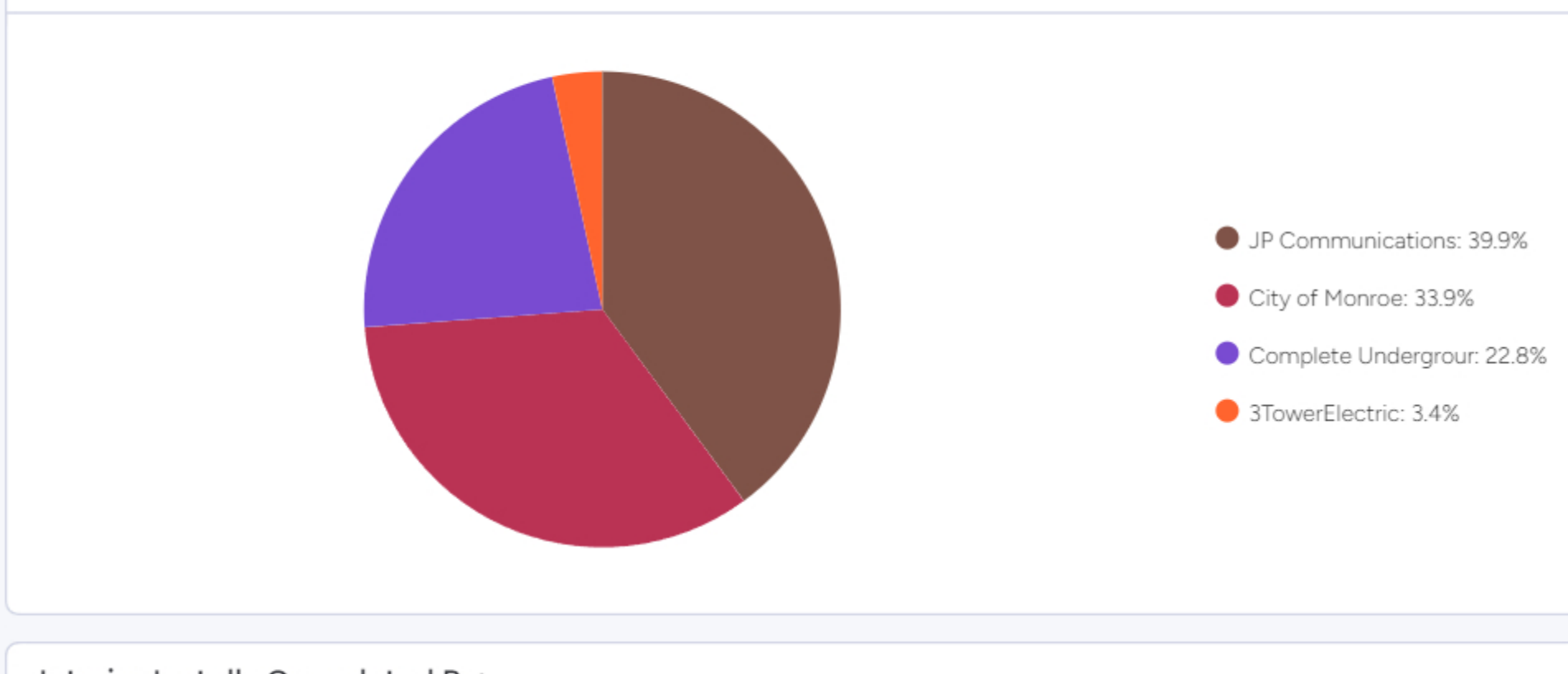
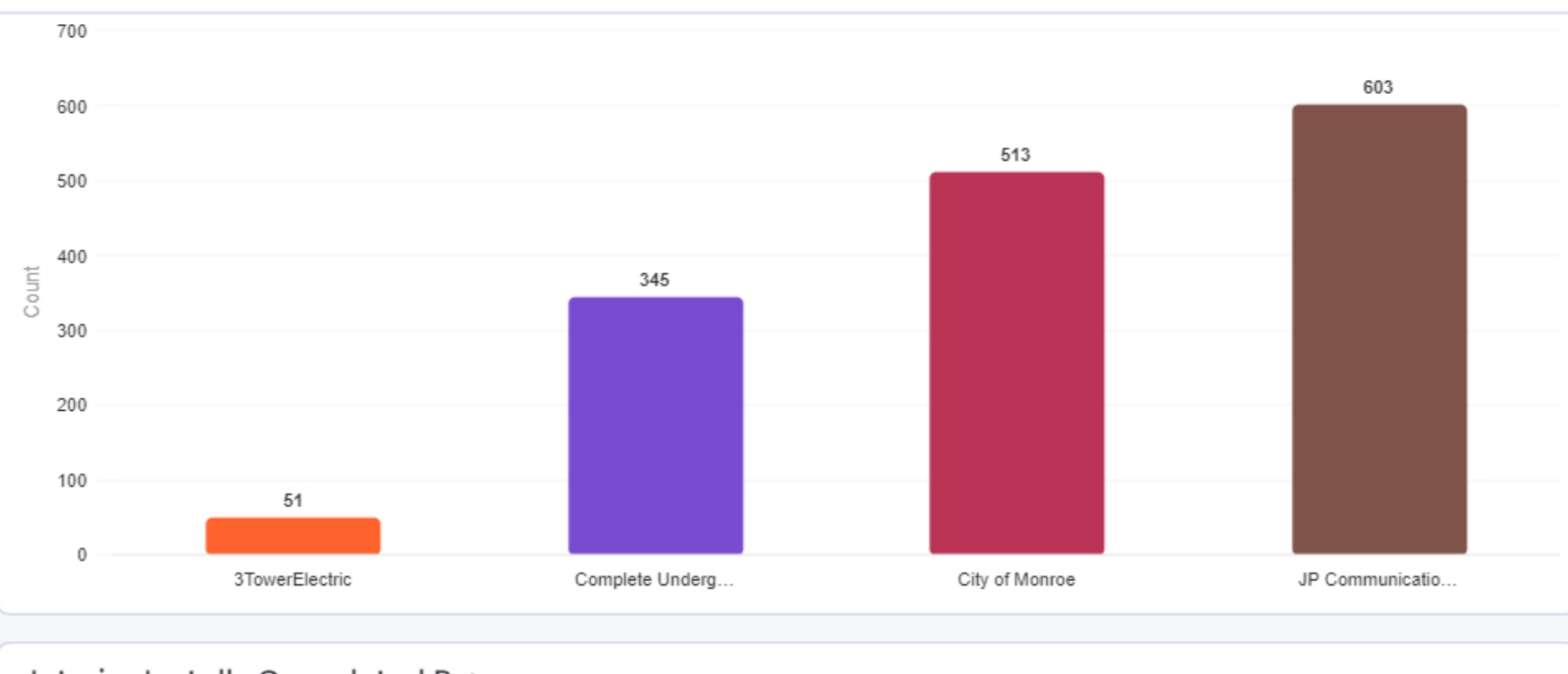
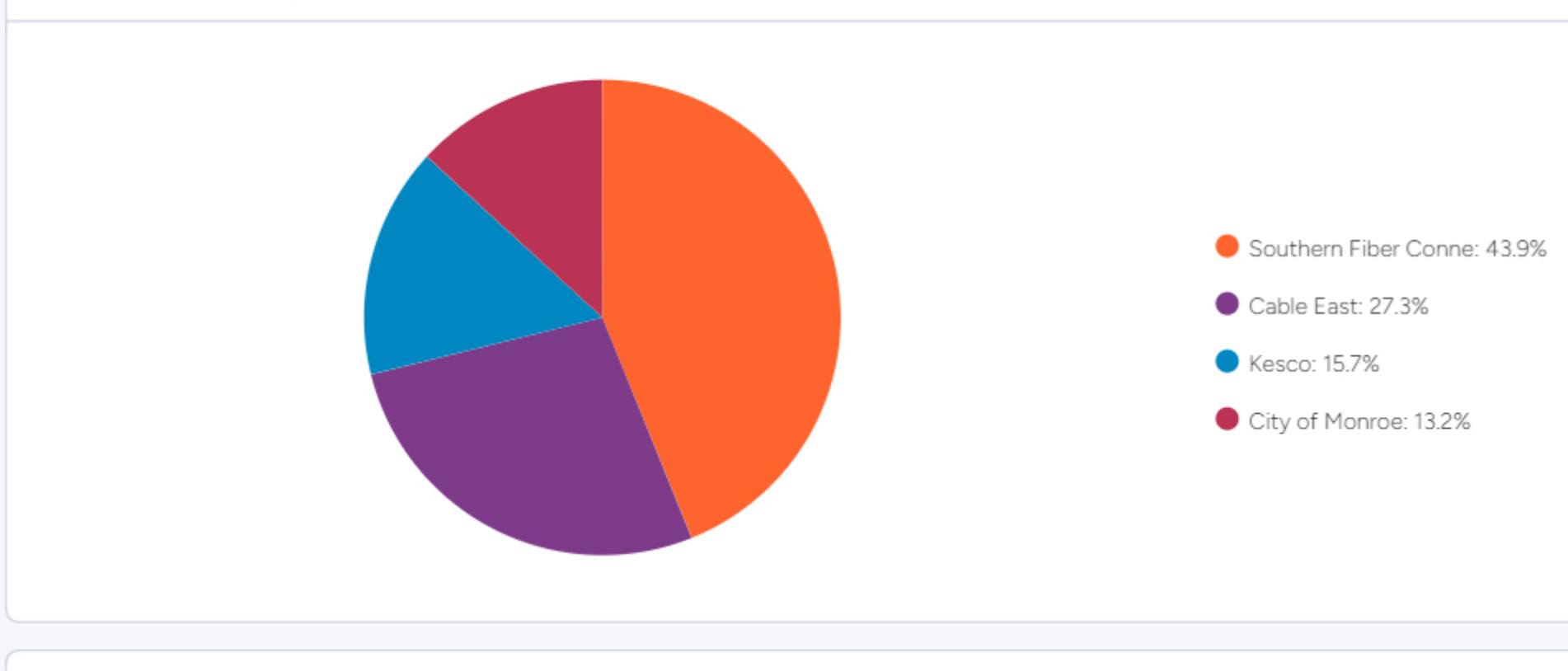
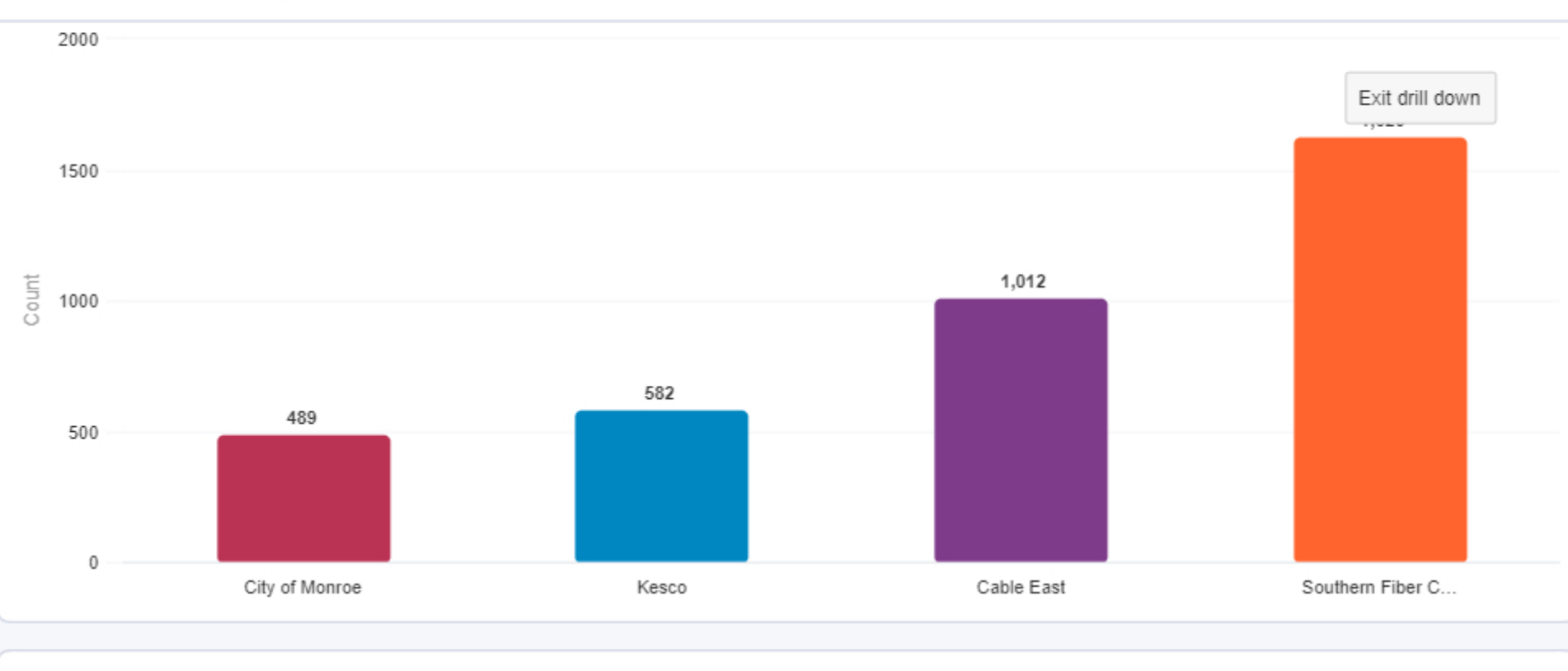
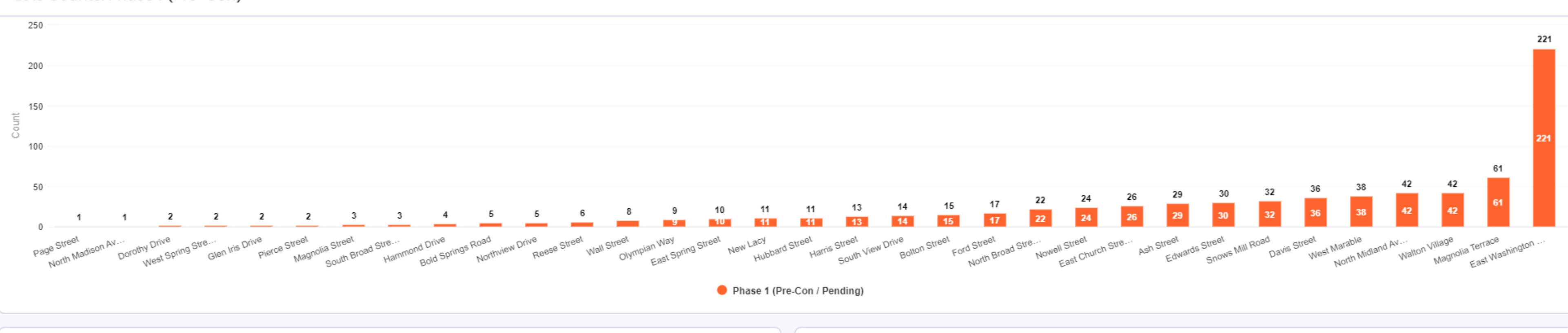
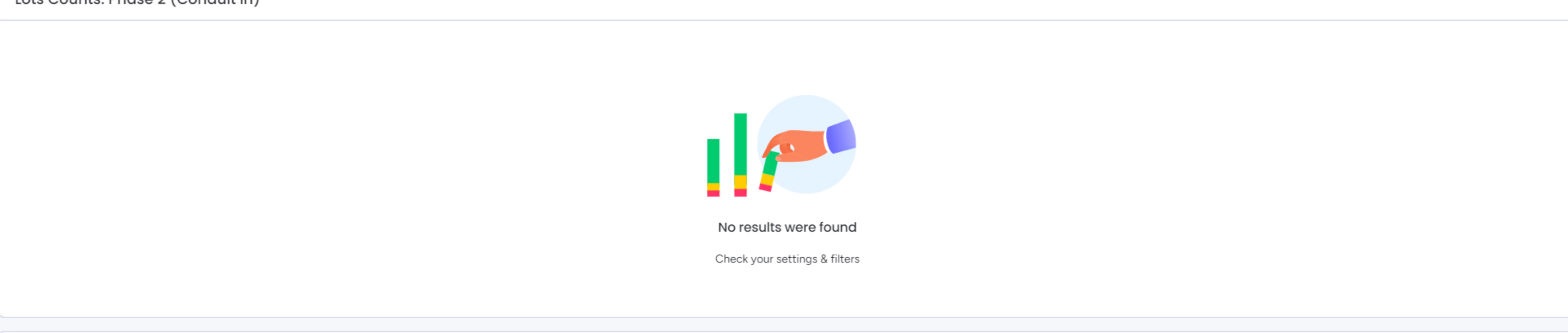
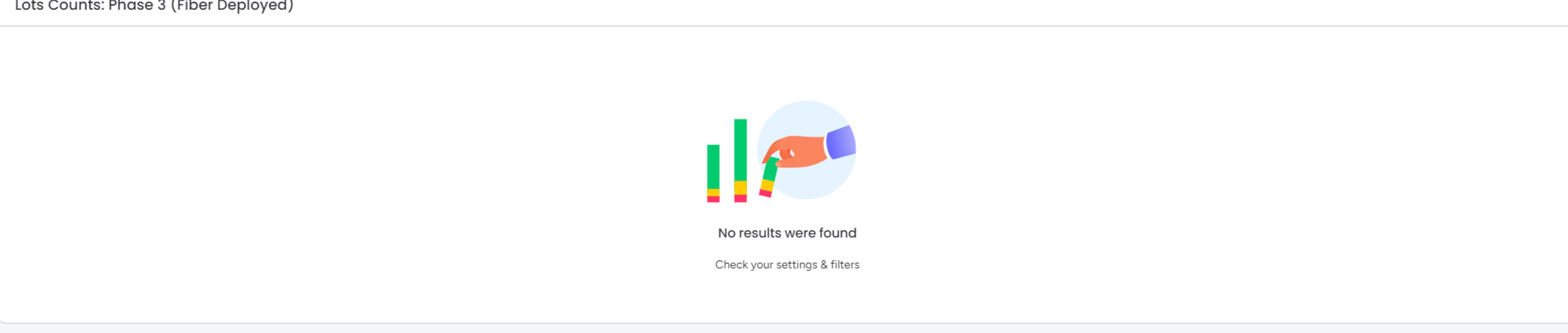
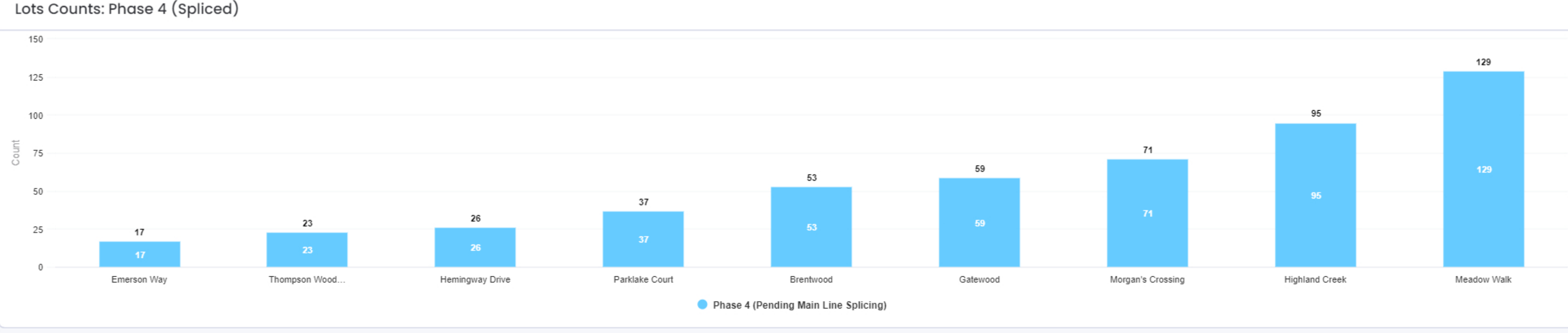
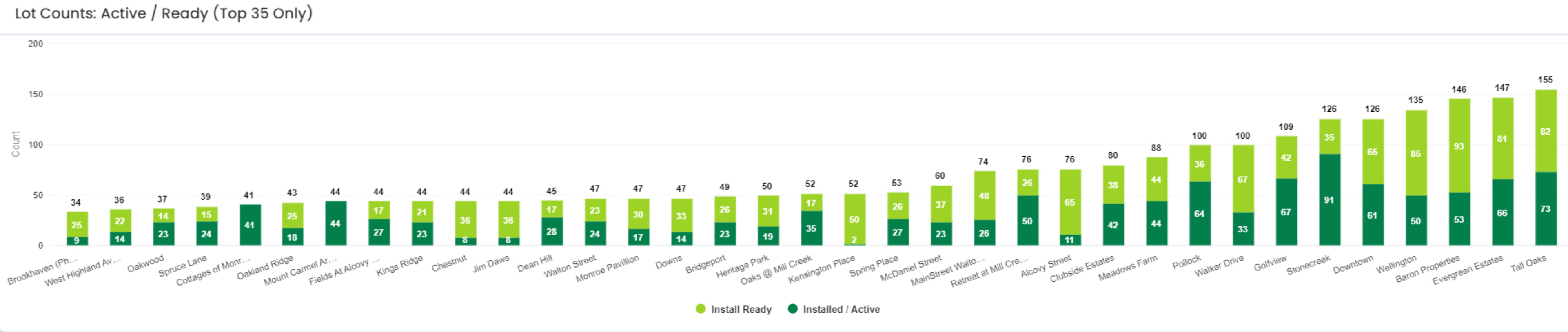
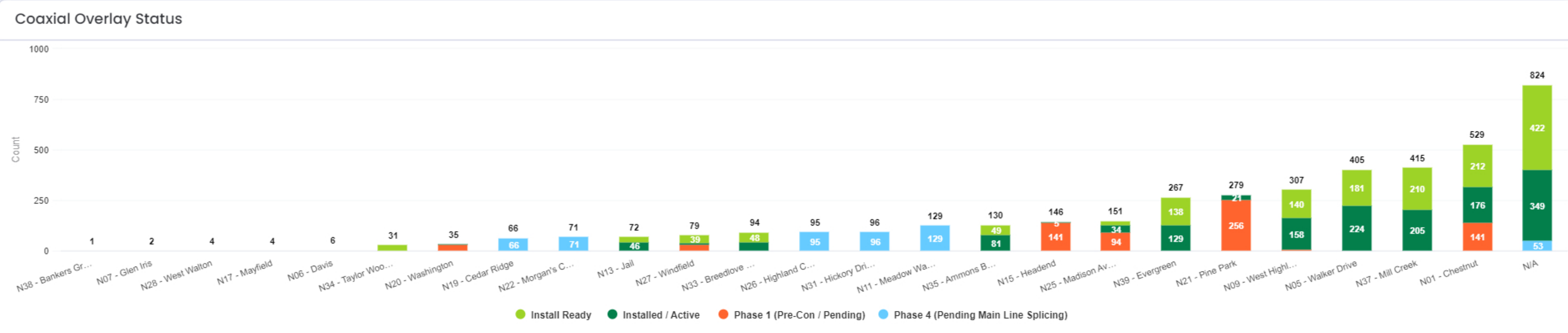
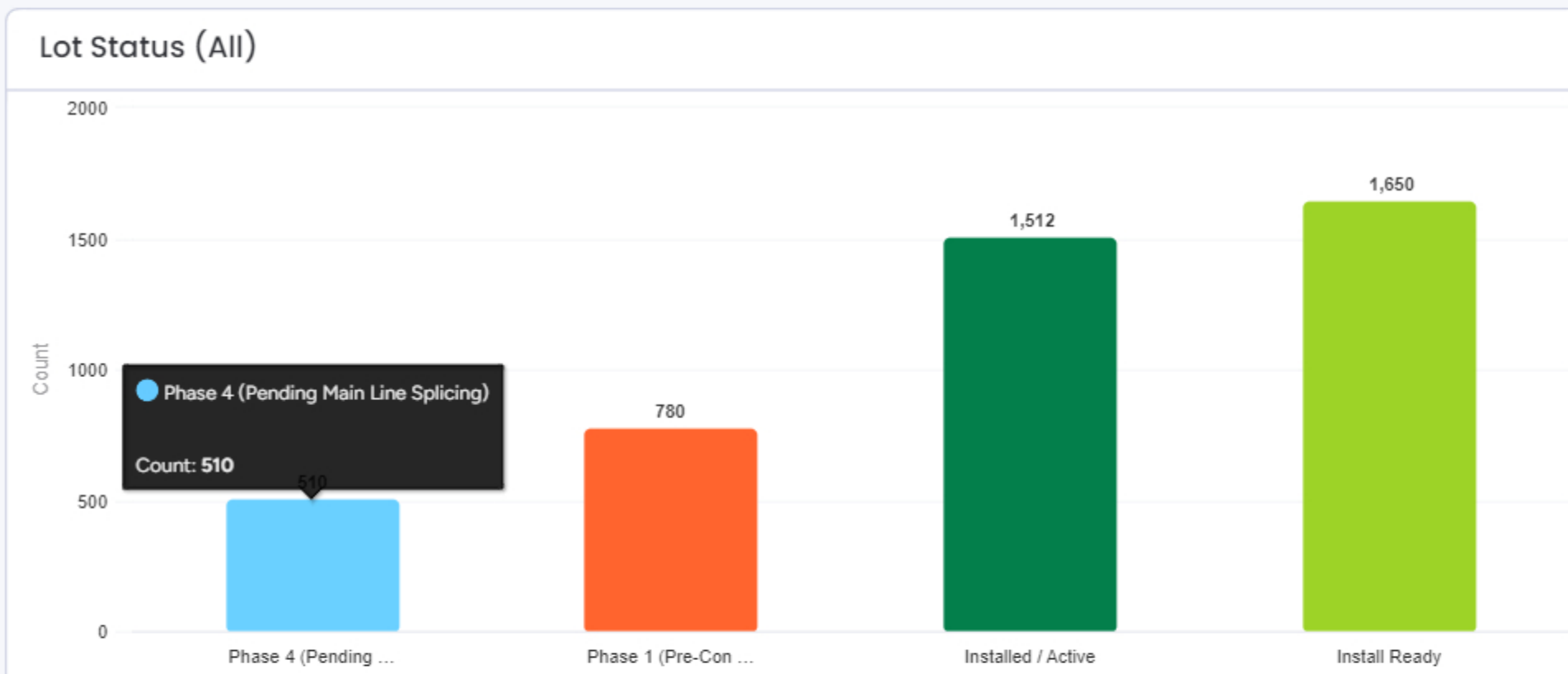
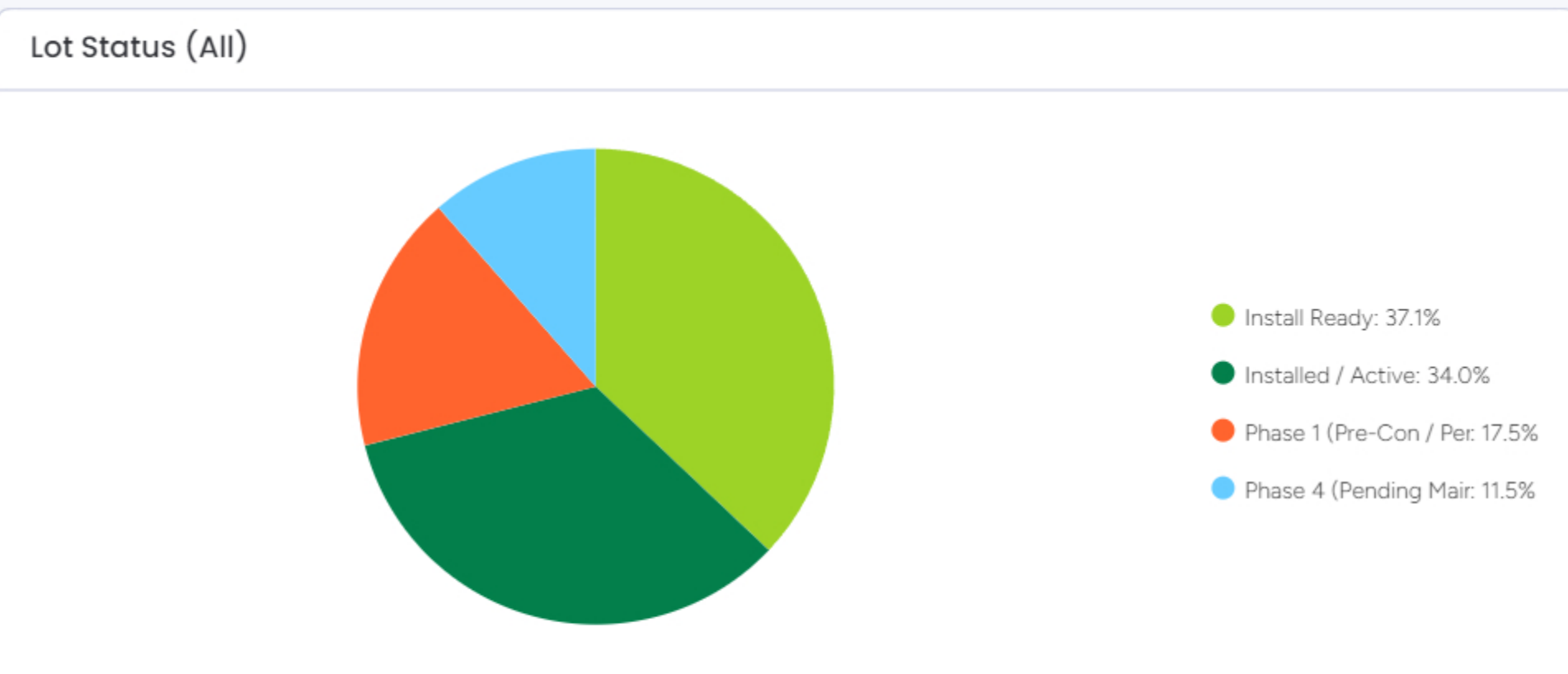






TELECOM  
DEPARTMENT  
MONTHLY REPORT

JULY  
2023



# TELECOM: MONTHLY DIRECTOR'S REPORT

REPORTING PERIOD: 05/2023 | FY 2023

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COMMENTARY & ANALYSIS

The net operating margin after transfers, FY to date was -10.14%

RECOMMENDATIONS

- \*
- \*
- \*
- \*

**MOST RECENT  
12-MONTH**

## FINANCIALS

## Revenues

	May 2023	May 2022	FY2023 YTD	FY2022 YTD	MOST RECENT 12-MONTH
RETAIL SALES	\$ 550,000	\$ 557,009	\$ 2,771,755	\$ 2,810,101	\$ 6,668,779
OTHER REVENUES	37,827	26,538	176,629	123,551	379,518
ADJUSTMENTS	18,165	(246)	65,548	448	148,279
<b>Total Revenues</b>	<b>\$ 605,993</b>	<b>\$ 583,301</b>	<b>\$ 3,013,932</b>	<b>\$ 2,934,100</b>	<b>\$ 7,196,576</b>

## Expenses

PERSONNEL	\$ 77,111	\$ 64,781	\$ 388,483	\$ 344,312	\$ 847,374
PURCHASED & CONTRACTED SVC	43,832	12,998	199,324	71,307	410,720
PURCHASED PROPERTY SERVICES	17,167	677	65,762	8,443	106,159
SUPPLIES	41,867	35,536	164,904	132,805	479,685
COST OF GOODS SOLD	232,369	234,976	1,133,877	1,152,460	2,818,091
DEPR, DEBT SVC & OTHER COSTS	125,681	109,578	721,577	595,686	1,548,400
FUND TRANSFERS	108,297	103,501	645,506	556,975	1,447,398
<b>Total Combined Expenses</b>	<b>\$ 646,325</b>	<b>\$ 562,046</b>	<b>\$ 3,319,433</b>	<b>\$ 2,861,987</b>	<b>\$ 7,657,826</b>

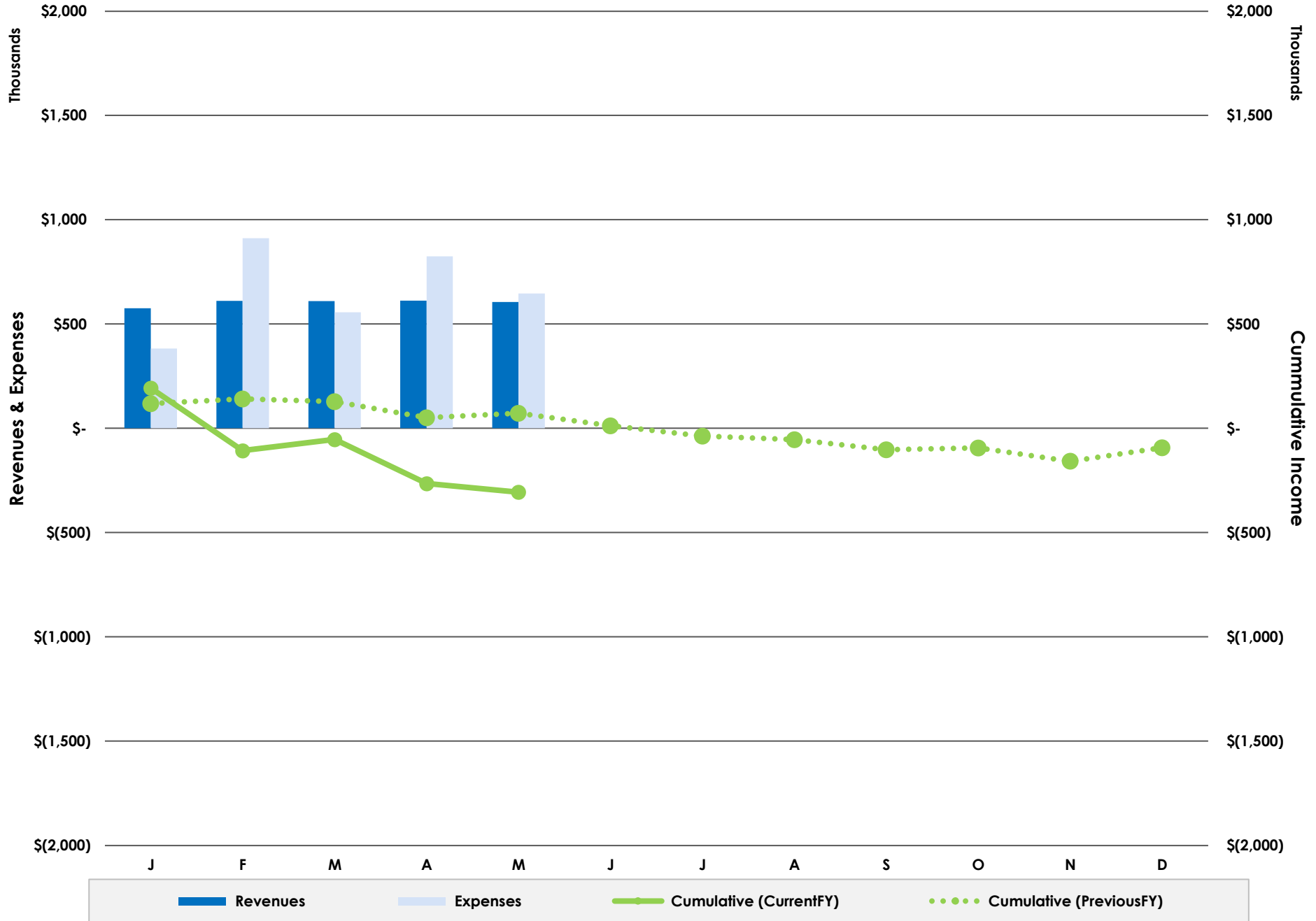
## Income

Before Transfer	\$ 67,965	\$ 124,756	\$ 340,004	\$ 629,087	\$ 986,147
After Transfer	\$ (40,332)	\$ 21,255	\$ (305,502)	\$ 72,113	\$ (461,251)

## Margin

Before Transfer	11.22%	21.39%	11.28%	21.44%	13.70%
After Transfer	-6.66%	3.64%	-10.14%	2.46%	-6.41%

**CHART 1**  
**MONTHLY DIRECTOR'S REPORT**  
**REVENUE, EXPENSE & INCOME SUMMARY**  
**FISCAL YEAR 2023**





**MOST RECENT  
12-MONTH**

	<b>May 2023</b>	<b>May 2022</b>	<b>FY2023 YTD</b>	<b>FY2022 YTD</b>	
<b>RETAIL SALES</b>					
<i>Note on Telecom Sales: Detail break-down for individual rate class is shown in TELECOM: RETAIL SALES section.</i>					
CABLE TELEVISION	\$ 185,437	\$ 213,727	\$ 958,012	\$ 1,100,472	\$ 2,390,796
DVR SERVICE	18,047	21,153	95,665	105,992	240,496
FIBER OPTICS	92,359	57,773	382,324	282,397	811,230
INTERNET	219,627	229,639	1,163,348	1,147,282	2,810,242
TELEPHONE	33,466	33,328	166,558	166,755	400,708
SET TOP BOX	1,064	1,390	5,848	7,201	15,307
<b>Total RETAIL SALES (ACTUAL)</b>	<b>\$ 550,000</b>	<b>\$ 557,009</b>	<b>\$ 2,771,755</b>	<b>\$ 2,810,101</b>	<b>\$ 6,668,779</b>
<b>OTHER REVENUES</b>					
CATV INSTALL/UPGRADE	\$ (179)	\$ 480	\$ 91	\$ 3,455	\$ 1,781
MARKETPLACE ADS	-	-	-	-	-
PHONE FEES	1,033	723	4,558	3,721	10,612
EQUIPMENT SALES	-	-	-	-	-
MODEM RENTAL	7,102	8,008	37,990	40,045	93,965
VIDEO PRODUCTION REVENUE	-	-	-	-	-
MISCELLANEOUS	405	5,899	12,129	21,638	21,267
ADMIN ALLOCATION	29,467	11,428	121,861	54,708	247,699
OPERATING TRANSFERS IN	-	-	-	-	4,662
Transfer from CIP	-	-	-	-	-
MISCELLANEOUS	-	-	-	(15)	(469)
<b>Total OTHER REVENUES ACTUAL</b>	<b>\$ 37,827</b>	<b>\$ 26,538</b>	<b>\$ 176,629</b>	<b>\$ 123,551</b>	<b>\$ 379,518</b>
<b>Adjustment</b>	<b>\$ 18,165</b>	<b>\$ (246)</b>	<b>\$ 65,548</b>	<b>\$ 448</b>	<b>\$ 148,279</b>
<i>Note: Adjustment added to match Financials</i>					
<b>TOTAL REVENUES (ACTUAL)</b>	<b>\$ 605,993</b>	<b>\$ 583,301</b>	<b>\$ 3,013,932</b>	<b>\$ 2,934,100</b>	<b>\$ 7,196,576</b>

**MOST RECENT**  
**12-MONTH**

**SUMMARY**

	<b>May 2023</b>	<b>May 2022</b>	<b>FY2023 YTD</b>	<b>FY2022 YTD</b>	<b>12-MONTH</b>
Personnel	\$ 77,111	\$ 64,781	\$ 388,483	\$ 344,312	\$ 847,374
Purchased & Contracted Svc	43,832	12,998	199,324	71,307	410,720
Purchased Property Services	17,167	677	65,762	8,443	106,159
Supplies	41,867	35,536	164,904	132,805	479,685
Cost of Goods Sold	232,369	234,976	1,133,877	1,152,460	2,818,091
Depr, Debt Svc & Other Costs	125,681	109,578	721,577	595,686	1,548,400
Fund Transfers	108,297	103,501	645,506	556,975	1,447,398
<b>TOTAL SUMMARY (ACTUAL)</b>	<b>\$ 646,325</b>	<b>\$ 562,046</b>	<b>\$ 3,319,433</b>	<b>\$ 2,861,987</b>	<b>\$ 7,657,826</b>

**TELECOM**

**Personnel**

Salaries	\$ 48,270	\$ 45,413	\$ 263,840	\$ 239,584	\$ 573,731
Benefits	28,842	19,368	124,643	104,728	273,643
<b>Total Personnel (ACTUAL)</b>	<b>\$ 77,111</b>	<b>\$ 64,781</b>	<b>\$ 388,483</b>	<b>\$ 344,312</b>	<b>\$ 847,374</b>

**Purchased & Contracted Svc**

Attorney Fees	-	-	-	-	-
Audit Services	-	-	-	-	-
Professional Fees	-	-	-	-	754
Web Design	-	-	-	-	-
Consulting - Technical	-	-	-	-	-
HOLIDAY EVENTS	-	-	-	-	-
Lawn Care & Maintenance	-	-	-	-	-
Security Systems	129	129	258	833	1,294
Pest Control	-	-	-	-	-
Maintenance	563	592	7,173	2,943	21,997
Equipment Rents/Leases	376	188	1,127	1,127	2,441
Pole Equip. Rents/Leases	-	-	-	-	-
Equipment Rental	32	29	62	57	188
CONSULTING - TECHNICAL	-	-	-	-	-
LAWN CARE & MAINTENANCE	32	-	128	64	288
HOLIDAY EVENTS	-	-	-	-	135
SECURITY SYSTEMS	570	-	570	-	570
Outside Maintenance	3,136	140	53,689	6,883	66,347
EQUIPMENT RENTS / LEASES	-	-	-	-	-
POLE EQUIPMENT RENTS / LEASES	-	-	-	-	4,772
MAINTENANCE CONTRACTS	10,188	5,049	30,976	15,976	63,129
EQUIPMENT RENTAL	26	19	52	38	136
COMMUNICATION SERVICES	2,364	1,881	12,328	8,786	32,102
INTERNET COSTS	-	530	-	2,120	99
POSTAGE	-	-	-	-	45
TRAVEL EXPENSE	615	-	615	310	2,186
DUES/FEES	4,292	-	12,002	6,859	23,773
VEHICLE TAG & TITLE FEE	-	-	162	-	162
FCC FEES	4,661	4,083	13,123	16,745	32,737
GA DEPT OF REV FEES	-	-	-	-	-
TRAINING & EDUCATION -EMPLOYEE	-	-	540	2,193	10,066
CONTRACT LABOR	16,848	358	66,520	6,373	147,499
SOFTWARE EXPENSE	-	-	-	-	-
SHIPPING / FREIGHT	-	-	-	-	-
<b>Total Purchased &amp; Contracted Svc (ACTUAL)</b>	<b>\$ 43,832</b>	<b>\$ 12,998</b>	<b>\$ 199,324</b>	<b>\$ 71,307</b>	<b>\$ 410,720</b>

	May 2023	May 2022	FY2023 YTD	FY2022 YTD	MOST RECENT 12-MONTH
<b>Purchased Property Services</b>					
Equipment Rep & Maint -Outside	-	-	-	-	-
Equipment Rental	-	-	-	-	-
Repair & Maintenance (Outside)	-	-	-	-	-
Repair & Maintenance (Inside)	-	-	-	-	-
Maintenance Contracts	-	-	-	-	-
Other Contractual Services	-	-	-	-	-
Communication Services	319	319	1,278	1,277	3,544
Postage	-	-	-	-	1,300
INTERNET COSTS	-	-	-	-	2,000
Public Relations	-	-	-	-	-
Marketing Expense	-	-	-	-	-
	-	-	-	-	878
Dues & Subscriptions	-	-	-	-	-
Fees	-	-	761	792	761
FCC Fees	-	-	-	-	-
Training & Education	-	-	-	-	-
General Liability Insurance	-	-	-	-	-
Vehicle Tag & Title Fee	-	-	-	-	-
GA Dept Revenue Fee	-	-	-	-	-
Uniform Rental	-	-	-	-	-
Contract Labor	16,848	358	63,723	6,373	97,677
Fines/Late Fee	-	-	-	-	-
Shipping/Freight	-	-	-	-	-
<b>Total Purchased Property Services (ACTUAL) \$</b>	<b>17,167 \$</b>	<b>677 \$</b>	<b>65,762 \$</b>	<b>8,443 \$</b>	<b>106,159</b>

## TELECOM (Continued)

## Supplies

	May 2023	May 2022	FY2023 YTD	FY2022 YTD	12-MONTH
Chemicals & Pesticides	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies & Expense	-	-	-	-	258
Postage	-	-	-	-	-
Auto Parts	-	1,961	525	3,760	5,721
CONSTRUCTION MATERIALS	-	-	-	-	-
Damage Claims	-	-	-	-	-
EXPENDABLE FLUIDS	-	-	-	244	182
Tires	-	-	1,865	-	4,432
Uniform Expense	-	2,557	-	2,557	200
Janitorial Supplies	535	256	1,454	1,216	3,766
Equipment Parts	-	-	690	120	1,579
R&M Building - Inside	-	-	-	-	-
Equipment R&M - Inside	-	-	-	-	-
System R&M - Inside	1,219	1,712	8,504	15,770	62,180
Sys R&M - Inside/Shipping	-	-	-	-	-
COVID-19 EXPENSES	-	-	-	-	-
Utility Costs	3,077	2,583	14,272	12,630	43,763
Mileage Reimbursement	-	-	-	-	-
Auto & Truck Fuel	1,214	1,458	4,705	5,116	16,514
Food	48	147	417	421	1,127
Small Tools & Minor Equipment	358	88	672	335	1,677
Small Operating Supplies	191	535	998	1,486	3,705
EMPLOYEE RECOGNITION	-	-	428	-	428
Uniform Expense	-	-	-	-	-
Equipment Pur (Less than \$5M)	-	-	-	-	-
OFFICE SUPPLIES & EXPENSES	-	-	427	100	1,044
AUTO PARTS	-	-	-	-	222
CONSTRUCTION MATERIALS	373	-	373	-	373
EXPENDABLE FLUIDS	-	-	-	-	15
UNIFORM EXPENSE	1,590	-	3,218	787	7,778
JANITORIAL SUPPLIES	-	-	-	-	315
COMPUTER EQUIP NON-CAP	-	-	3,058	2,451	7,583
EQUIPMENT PARTS	4,360	1,407	8,885	1,407	14,271
REPAIRS & MAINTENANCE	17,031	11,085	54,568	42,656	147,836
COVID-19 EXPENSES	-	-	-	-	-
UTILITY COSTS	1,959	1,848	7,782	7,309	22,880
AUTO & TRUCK FUEL	1,214	1,458	4,705	5,116	16,879
SMALL TOOLS & MINOR EQUIPMENT	2,663	2,377	15,612	6,138	49,550
SMALL OPERATING SUPPLIES	438	2,585	7,195	5,793	19,732
DEPRECIATION EXPENSE	5,598	3,478	24,550	17,391	45,420
EQUIPMENT	-	-	-	-	-
<b>Total Supplies (ACTUAL)</b>	<b>\$ 41,867</b>	<b>\$ 35,536</b>	<b>\$ 164,904</b>	<b>\$ 132,805</b>	<b>\$ 479,685</b>

MOST RECENT  
12-MONTH

	May 2023	May 2022	FY2023 YTD	FY2022 YTD	
<b>Cost of Goods Sold</b>					
Internet Costs	-	-	-	-	-
Cost of Sales Telephone	-	-	-	-	-
Cost of Sales Fiber	-	-	-	-	-
Cost of Sales Electricity	-	-	-	-	-
Cost of Sales Telephone	19,153	16,120	92,186	81,403	213,321
Cost of Sales CATV	183,510	192,570	880,483	947,636	2,239,981
Cost of Sales Internet	21,845	18,144	127,856	82,220	274,112
Cost of Sales Internet	-	-	-	-	-
Cost of Sales Fiber	7,860	8,141	33,353	41,200	90,678
Cost of Programming CATV	-	-	-	-	-
<b>Total Cost of Goods Sold (ACTUAL)</b>	<b>\$ 232,369</b>	<b>\$ 234,976</b>	<b>\$ 1,133,877</b>	<b>\$ 1,152,460</b>	<b>\$ 2,818,091</b>

**Depr, Debt Svc & Other Costs**

Damage Claims	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	-	-	-	-	-
Utility Cashiers (Over)/Short	-	-	-	-	-
Utility Internal Admin Allocate	-	-	-	-	-
Depreciation Expense	15,470	15,662	77,499	78,311	171,256
INTEREST EXP - 2020 REV BONDS	43,089	43,089	215,446	215,446	517,070
Amortization Exp	-	-	-	-	-
Admin. Allocation - Adm Exp	75,845	59,550	472,250	345,546	964,755
Utility Bad Debt Expense	-	-	-	-	-
Revenue Bond Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Interest Expenses (Bond)	-	-	-	-	-
Construction in Progress	-	-	-	-	-
Capital Exp-Software	-	-	-	-	-
Capital Exp - Equipment	-	-	-	-	-
<b>Total Depr, Debt Svc &amp; Other Costs (ACTUAL)</b>	<b>\$ 125,681</b>	<b>\$ 109,578</b>	<b>\$ 721,577</b>	<b>\$ 595,686</b>	<b>\$ 1,548,400</b>

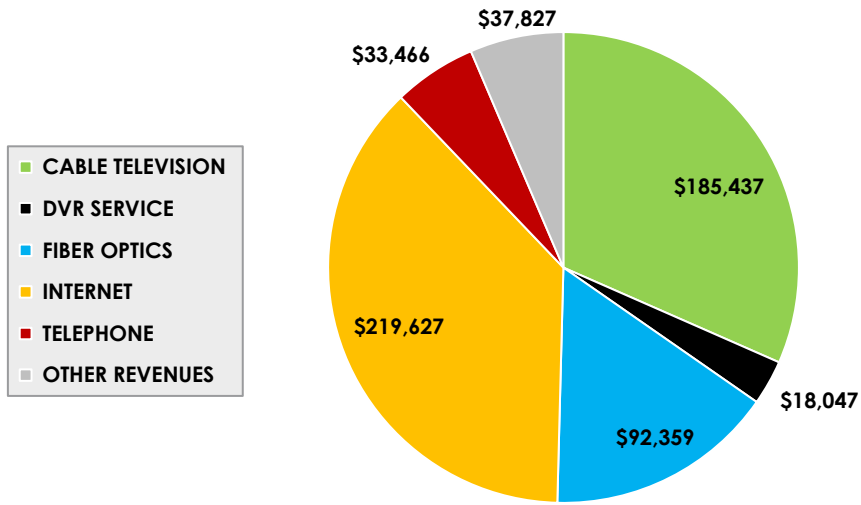
**Fund Transfers**

Trans Out 5% to Gen Fund - CABLE TV	12,336	18,191	66,722	89,626	190,607
Trans Out 5% to Gen Fund - TELECOM	20,115	25,759	106,534	121,803	292,036
ADMIN ALLOC - ADMIN EXPENSES	75,845	59,550	472,250	345,546	964,755
<b>Total Fund Transfers (ACTUAL)</b>	<b>\$ 108,297</b>	<b>\$ 103,501</b>	<b>\$ 645,506</b>	<b>\$ 556,975</b>	<b>\$ 1,447,398</b>

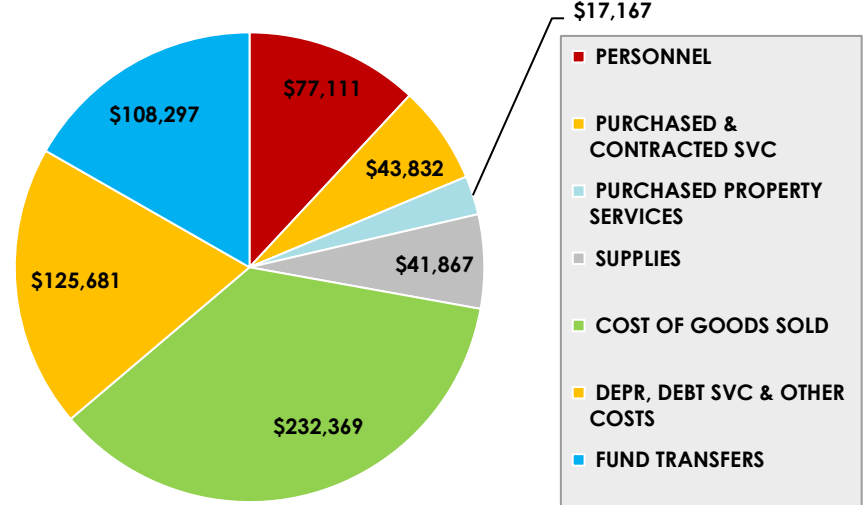
<b>TOTAL TELECOM EXPENSES (ACTUAL)</b>	<b>\$ 646,325</b>	<b>\$ 562,046</b>	<b>\$ 3,319,433</b>	<b>\$ 2,861,987</b>	<b>\$ 7,657,826</b>
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**CHART 5  
MONTHLY DIRECTOR'S REPORT  
REVENUES & EXPENSES**

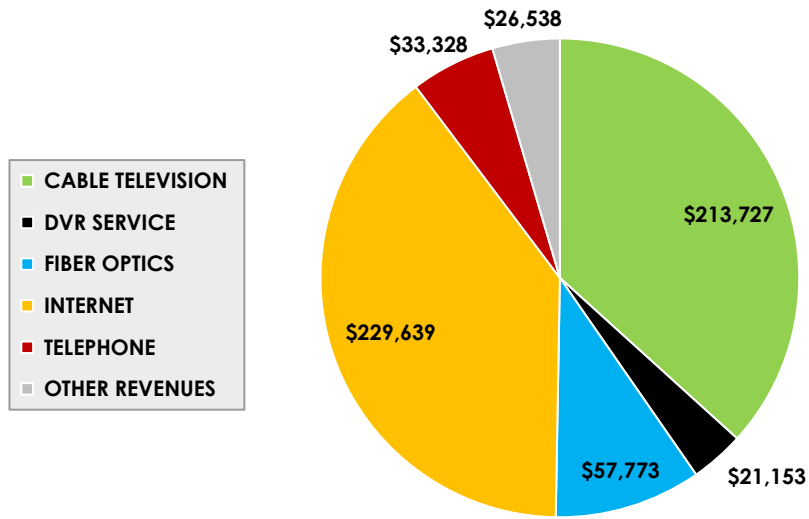
REVENUES [May 2023]



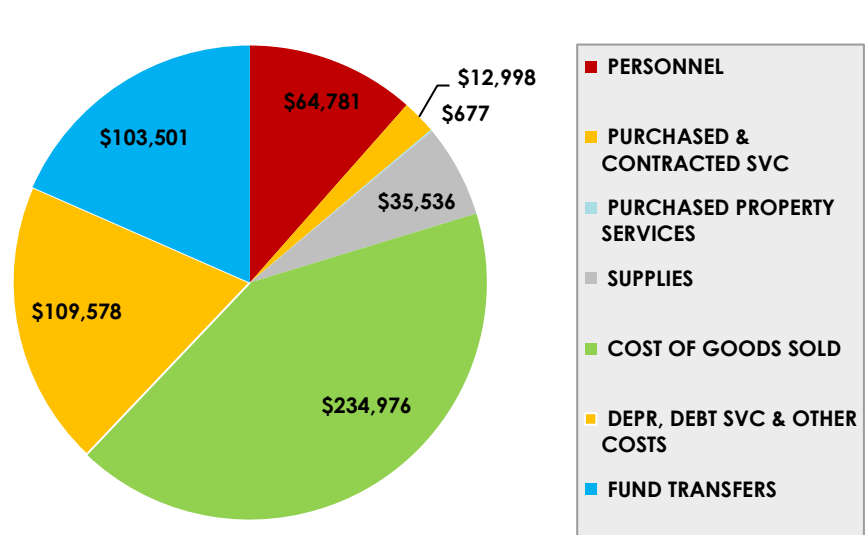
EXPENSES [May 2023]



REVENUES [May 2022]



EXPENSES [May 2022]



	May 2023	May 2022	FY2023 YTD	FY2022 YTD	MOST RECENT 12-MONTH
<b>BASIC &amp; EXPANDED BASIC</b>					
Number of Bills	1,502	1,751	7,768	9,024	19,467
Revenue (\$)	\$ 171,909	\$ 199,181	\$ 888,735	\$ 1,027,645	\$ 2,220,753
Revenue Per Bill (\$)	\$ 114	\$ 114	\$ 114	\$ 114	\$ 114
<b>MINI BASIC</b>					
Number of Bills	282	305	1,425	1,511	3,529
Revenue (\$)	\$ 10,644	\$ 11,252	\$ 54,099	\$ 55,901	\$ 132,608
Revenue Per Bill (\$)	\$ 38	\$ 37	\$ 38	\$ 37	\$ 38
<b>BOSTWICK</b>					
Number of Bills	10	11	50	55	123
Revenue (\$)	\$ 1,089	\$ 1,265	\$ 5,689	\$ 6,325	\$ 14,038
Revenue Per Bill (\$)	\$ 109	\$ 115	\$ 114	\$ 115	\$ 114
<b>BULK GATV/MOTEL</b>					
Number of Bills	4	4	20	20	48
Revenue (\$)	\$ 1,310	\$ 1,310	\$ 6,550	\$ 6,550	\$ 15,720
Revenue Per Bill (\$)	\$ 328	\$ 328	\$ 328	\$ 328	\$ 328
<b>SHOWTIME</b>					
Number of Bills	3	4	15	21	36
Revenue (\$)	\$ 44	\$ 47	\$ 220	\$ 246	\$ 527
Revenue Per Bill (\$)	\$ 15	\$ 12	\$ 15	\$ 12	\$ 15
<b>SHOW/HBO</b>					
Number of Bills	1	4	12	26	40
Revenue (\$)	\$ 13	\$ 50	\$ 147	\$ 324	\$ 489
Revenue Per Bill (\$)	\$ 13	\$ 13	\$ 12	\$ 12	\$ 12
<b>BULK SHOWTIME/MOTEL</b>					
Number of Bills	-	-	-	-	-
Revenue (\$)	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue Per Bill (\$)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CINEMAX</b>					
Number of Bills	2	2	10	10	24
Revenue (\$)	\$ 29	\$ 29	\$ 147	\$ 147	\$ 352
Revenue Per Bill (\$)	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15

**MOST RECENT  
12-MONTH**

**May 2023**

**May 2022**

**FY2023 YTD**

**FY2022 YTD**

**HBO**

Number of Bills		13		19		80		109		201
Revenue (\$)	\$	190	\$	278	\$	1,151	\$	1,566	\$	2,908
Revenue Per Bill (\$)	\$	15	\$	15	\$	14	\$	14	\$	14

**MAX/HBO**

Number of Bills		-		4		7		31		29
Revenue (\$)	\$	-	\$	50	\$	84	\$	368	\$	344
Revenue Per Bill (\$)	\$	-	\$	13	\$	12	\$	12	\$	12

**PLAYBOY**

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

**STARZ**

Number of Bills		15		18		84		98		213
Revenue (\$)	\$	209	\$	264	\$	1,191	\$	1,401	\$	3,057
Revenue Per Bill (\$)	\$	14	\$	15	\$	14	\$	14	\$	14

**DVR**

Number of Bills		110		125		580		641		1,451
Revenue (\$)	\$	13,031	\$	14,953	\$	69,030	\$	75,785	\$	172,132
Revenue Per Bill (\$)	\$	118	\$	120	\$	119	\$	118	\$	119

**NON DVR**

Number of Bills		35		44		184		216		478
Revenue (\$)	\$	4,109	\$	5,213	\$	21,913	\$	25,265	\$	56,561
Revenue Per Bill (\$)	\$	117	\$	118	\$	119	\$	117	\$	118

**SET TOP BOX**

Number of Bills		89		115		482		593		1,258
Revenue (\$)	\$	1,064	\$	1,390	\$	5,848	\$	7,201	\$	15,307
Revenue Per Bill (\$)	\$	12	\$	12	\$	12	\$	12	\$	12



	May 2023	May 2022	FY2023 YTD	FY2022 YTD	MOST RECENT 12-MONTH
<b>ADD'L DVR BOX</b>					
Number of Bills	50	56	258	266	657
Revenue (\$)	\$ 754	\$ 759	\$ 3,931	\$ 3,802	\$ 9,690
Revenue Per Bill (\$)	\$ 15	\$ 14	\$ 15	\$ 14	\$ 15
<b>ADD'L NON DVR BOX</b>					
Number of Bills	14	21	74	105	205
Revenue (\$)	\$ 153	\$ 229	\$ 792	\$ 1,140	\$ 2,113
Revenue Per Bill (\$)	\$ 11	\$ 11	\$ 11	\$ 11	\$ 10
<b>FIBER</b>					
Number of Bills	1,072	303	3,560	1,366	6,033
Revenue (\$)	\$ 92,359	\$ 57,773	\$ 382,324	\$ 282,397	\$ 811,230
Revenue Per Bill (\$)	\$ 86	\$ 191	\$ 107	\$ 207	\$ 134
<b>INTERNET</b>					
Number of Bills	3,778	4,025	19,990	20,511	48,973
Revenue (\$)	\$ 216,428	\$ 227,701	\$ 1,149,377	\$ 1,136,757	\$ 2,783,064
Revenue Per Bill (\$)	\$ 57	\$ 57	\$ 57	\$ 55	\$ 57
<b>WIRELESS INTERNET</b>					
Number of Bills	183	29	599	154	812
Revenue (\$)	\$ 3,199	\$ 1,938	\$ 13,972	\$ 10,525	\$ 27,178
Revenue Per Bill (\$)	\$ 17	\$ 67	\$ 23	\$ 68	\$ 33
<b>RESIDENTIAL PHONE</b>					
Number of Bills	712	734	3,589	3,714	8,714
Revenue (\$)	\$ 7,546	\$ 6,365	\$ 34,090	\$ 31,167	\$ 80,271
Revenue Per Bill (\$)	\$ 11	\$ 9	\$ 9	\$ 8	\$ 9
<b>COMMERCIAL PHONE</b>					
Number of Bills	267	284	1,373	1,425	3,356
Revenue (\$)	\$ 17,536	\$ 18,284	\$ 89,719	\$ 91,371	\$ 216,760
Revenue Per Bill (\$)	\$ 66	\$ 64	\$ 65	\$ 64	\$ 65
<b>TOTAL REVENUES</b>	<b>\$ 541,616</b>	<b>\$ 548,330</b>	<b>\$ 2,729,006</b>	<b>\$ 2,765,883</b>	<b>\$ 6,565,103</b>

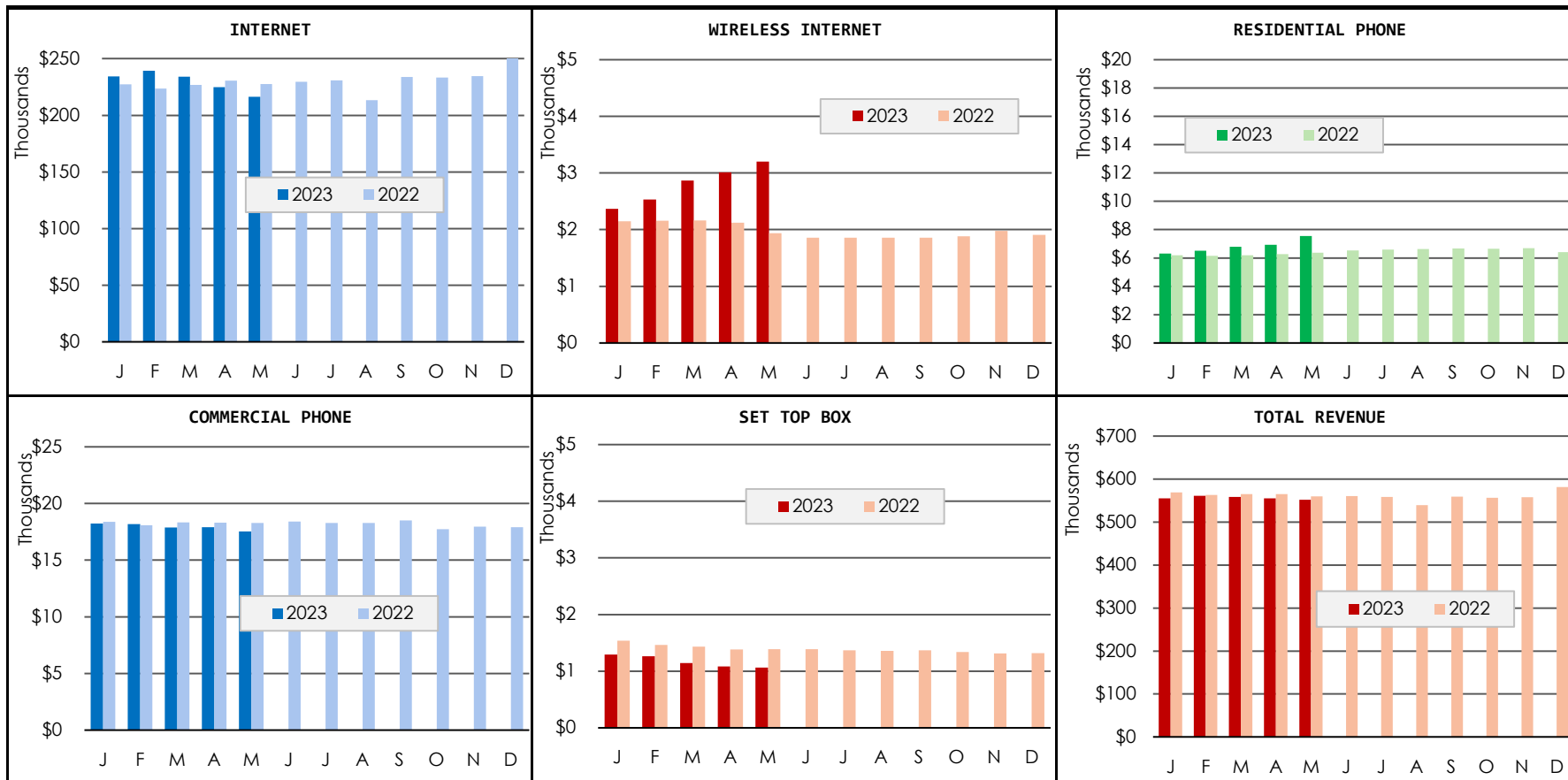
**CHART 7  
REVENUES FROM SALES BY CLASS  
CURRENT VS. PREVIOUS FISCAL YEAR**



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



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





**WATER, SEWER, GAS &  
ELECTRIC  
MONTHLY REPORT**

**JULY  
2023**

## 2023 Project List

	<i>Estimated Start Date</i>	<i>Estimated Completi on Date</i>	<i>Notes</i>	<i>Progress</i>	<i>Contractor or City</i>
<b>Natural Gas</b>					
Hwy 83 Good Hope to Chandler Road main extension	Jun-22	Dec-22	Install 10,500' of 4" plastic gas main	Planning Stage	City
Victory Drive Gas Renewal	Jan-22	Dec-22	Replace 1500' of 2" steel with 2" plastic	Planning Stage	City
Brookland Commons gas install	Feb-23	Mar-23	Install 6,500' of 2" plastic gas main	Completed	City
Charlotte Rowell Blvd/Drake Drive gas extension	Feb-23	Mar-23	Install 4,000 of 4" plastic main	Completed	City
Harris & Lacy Streets Gas Renewal	Jan-22	Dec-22	Replace 2000' of 2" steel with 2" plastic	Planning Stage	Contractor
<b>Sewer Collection</b>					
2022 CDBG	Dec-21	Dec-21	Rehab of 6" sewer mains along Glen Iris, Stowers and sections of Bryant and Edwards Street	Awarded	Carter & Sloope
Alcovy River/Hwy 138 Sewer Extension	Jan-21	Dec-21	Gravity sewer installed and completed/waiting on pump station contractor to complete station	Completed	Contractor
<b>Sewer Treatment Plant</b>					
Jacks Creek Plant Rehab	Sep-21	Sep-22	Startups for some of the equipment has taken place, more scheduled of next 2 weeks	90% Complete	Heavy/Hofstadter
<b>Water Distribution</b>					
Implementation of EPA's new Lead & Copper Rule	Jul-22	Dec-22	Inventory of all water services to determine presence of lead	Data Collection	City/120Water
24" Raw Water Main / 20" Finished Water Main	Jan-21	Jan-22	EPD approval 7/26/21 / GDOT, Georgia Power, Transco permits submitted	Obtaining	Wiedeman & Singleton
S. Broad St main extension Mears St to John's Supermarket	May-21	Jun-21	Main installed from Mears Street to Walker Street	Completed	City
<b>Water Treatment Plant</b>					
Install 24" raw water main & 20" finished water main	Nov-23	Jan-23	Installed before GDOT starts the Hwy 138/CR Blbd on-ramp slated for Dec 2022	Completed	Contractor
500,000 gal elevated water tank @ Piedmont Industrial Park	Jul-21	Jan-25	Engineering in process	Design Phase	Carter & Sloope Wiedeman & Singleton
1,000,000 gallon clearwell @ WTP location	Jun-21	Oct-22	Concrete work complete, stripping forms, disinfection to take place next week	Work Begun	Singleton
<b>Electric</b>					
Pole Change-Outs	Jan-23	Jul-23	N Madison Ave, GW Carver, Cherry Hill Rd, and Walton Rd	In Progress	City
Automated Switching	Apr-23	Jun-23	South Madison Ave & North Broad switching in operation. Programming other locations	In progress	City
Tree Trimming	Apr-23	May-23	McDaniel St, Breedlove, Selman Dr. Hwy 11/Tanglewood, Mobley Circle, E. Church St, King Ridge	Monthly	Contractor
Power to WWTP Rehab	May-23	Jun-23	Joint use poles set for power to WWTP to EMC, overhead ran and transfer switching tested	Completed	City
Cherry Hill Rd/Old Oxford building	Jun-23	Jul-23	Pole Change-Outs @ Cherry Hill Rd and bank rebuild for old Oxford building	Completed	City

# WATER/WASTEWATER: MONTHLY DIRECTOR'S REPORT

0

REPORTING PERIOD: 05/2023 | FY 2023



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DETAIL EXPENSES	7-8

# CITY OF MONROE: WATER & SEWER FUND OVERVIEW

	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	FY 2023	AS BUDGET	FY
<b>REVENUES</b>	\$ 1.016M	\$ 1.088M	\$ 1.034M	\$ 1.088M	\$ 1.011M								\$ 5.238M	\$ 13.317M	\$ 5.215M
PERSONNEL COSTS	\$ 0.230M	\$ 0.272M	\$ 0.331M	\$ 0.232M	\$ 0.259M								\$ 1.323M	\$ 3.059M	\$ 1.152M
CONTRACTED SVC	\$ 0.039M	\$ 0.099M	\$ 0.093M	\$ 0.066M	\$ 0.113M								\$ 0.411M	\$ 1.492M	\$ 0.225M
SUPPLIES	\$ 0.098M	\$ 0.198M	\$ 0.194M	\$ 0.196M	\$ 0.195M								\$ 0.881M	\$ 2.395M	\$ 0.811M
CAPITAL OUTLAY	\$ 0.115M	\$ 0.503M	\$ 0.116M	\$ 0.442M	\$ 0.244M								\$ 1.421M	\$ 2.707M	\$ 0.701M
FUND TRANSFERS	\$ 0.074M	\$ 0.056M	\$ 0.056M	\$ 0.052M	\$ 0.052M								\$ 0.290M	\$ 1.837M	\$ 0.322M
DEPRECIATION	\$ 0.205M	\$ 0.205M	\$ 0.205M	\$ 0.205M	\$ 0.205M								\$ 1.026M	\$ -	\$ 0.469M
<b>EXPENSES</b>	\$ 0.760M	\$ 1.333M	\$ 0.996M	\$ 1.193M	\$ 1.069M								\$ 5.352M	\$ 11.489M	\$ 3.680M
<b>MARGIN</b>	\$ 0.256M	\$ (0.245M)	\$ 0.038M	\$ (0.105M)	\$ (0.057M)								\$ (0.114M)	\$ 1.828M	\$ 1.535M

360

12-MO PROCESSED KGAL



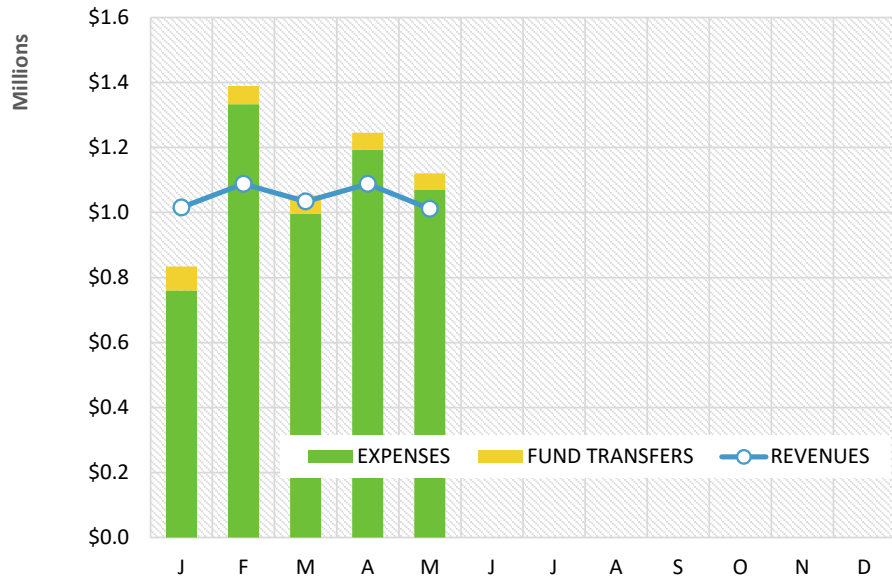
12-MO RETAIL KGAL



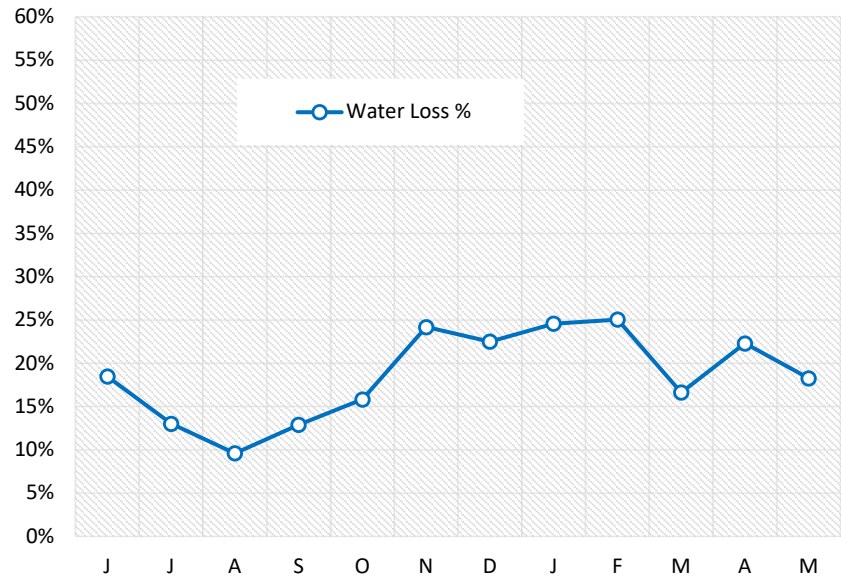
ROLLING 12-MO LINE LOSS

18.52%

**REVENUES vs. EXPENSES**



**MONTHLY WATER PROCESSED VS SOLD**





# RETAIL SALES REPORT

Jan 2023 Feb 2023 Mar 2023 Apr 2023 May 2023 Jun 2023 Jul 2023 Aug 2023 Sep 2023 Oct 2023 Nov 2023 Dec 2023

## CUSTOMER COUNT - WATER

Residential	9,123	9,127	9,139	9,152	9,189
Commercial	985	383,487	998	995	996
Industrial	1		1	1	1
Water Authority	1	1	1	1	1
Residential Sprinkler	559	560	555	556	556
Commercial Sprinkler	92	92	92	92	92
Loganville	1	1	1	1	1
<b>Total</b>	<b>10,762</b>	<b>483,279</b>	<b>10,787</b>	<b>10,798</b>	<b>10,836</b>
YOY Δ	-3.50%	4222.71%	-3.54%	-3.56%	-3.68%

## KGALLONS - WATER

Residential	36,704	38,478	34,500	33,876	35,897
Commercial	12,520	14,162	12,809	11,917	14,136
Industrial	2,404	2,560	2,486	2,354	2,343
Water Authority	55	16	9	2	11
Loganville	42,010	34,795	33,077	36,811	33,256
<b>Total</b>	<b>93,693</b>	<b>90,011</b>	<b>82,881</b>	<b>84,960</b>	<b>85,644</b>
YOY Δ	20.67%	4.19%	0.43%	2.49%	-3.45%

## REVENUE - WATER

Residential	\$ 0.320M	\$ 0.334M	\$ 0.304M	\$ 0.299M	\$ 0.313M
Commercial	\$ 0.104M	\$ 0.105M	\$ 0.096M	\$ 0.091M	\$ 0.104M
Industrial	\$ 0.010M	\$ 0.011M	\$ 0.010M	\$ 0.010M	\$ 0.010M
Water Authority	\$ 0.000M	\$ 0.000M	\$ 0.000M	\$ 0.000M	\$ 0.000M
Loganville	\$ 0.152M	\$ 0.128M	\$ 0.122M	\$ 0.135M	\$ 0.123M
<b>Total</b>	<b>\$ 0.587M</b>	<b>\$ 0.577M</b>	<b>\$ 0.532M</b>	<b>\$ 0.534M</b>	<b>\$ 0.549M</b>
YOY Δ	15.07%	8.37%	1.05%	1.06%	-0.68%

# RETAIL SALES REPORT

**Jan 2023   Feb 2023   Mar 2023   Apr 2023   May 2023   Jun 2023   Jul 2023   Aug 2023   Sep 2023   Oct 2023   Nov 2023   Dec 2023**

Residential	6,959	6,968	6,968	6,978	7,012
Commercial	821	832	834	830	831
Water Authority	1	1	1	1	1
<b>Total</b>	<b>7,781</b>	<b>7,801</b>	<b>7,803</b>	<b>7,809</b>	<b>7,844</b>

YOY Δ                    -2.58%            1.55%            1.35%            1.49%            1.76%

## KGALLONS - SEWER

Residential	36,704	38,478	34,500	33,876	35,897
Commercial	12,520	14,162	12,809	11,917	14,136
Water Authority	55	16	9	2	11
<b>Total</b>	<b>49,279</b>	<b>52,656</b>	<b>47,318</b>	<b>45,795</b>	<b>50,044</b>

YOY Δ                    7.11%            16.22%            1.80%            -2.36%            2.83%

## REVENUE - SEWER

Residential	\$ 0.224M	\$ 0.228M	\$ 0.216M	\$ 0.216M	\$ 0.218M
Commercial	\$ 0.142M	\$ 0.154M	\$ 0.141M	\$ 0.134M	\$ 0.144M
Water Authority	\$ 0.002M	\$ 0.002M	\$ 0.001M	\$ 0.002M	\$ 0.002M
<b>Total</b>	<b>\$ 0.368M</b>	<b>\$ 0.383M</b>	<b>\$ 0.359M</b>	<b>\$ 0.351M</b>	<b>\$ 0.363M</b>

YOY Δ                    6.99%            12.15%            2.49%            -1.59%            0.39%

# SALES STATISTICS

Jan 2023
Feb 2023
Mar 2023
Apr 2023
May 2023
Jun 2023
Jul 2023
Aug 2023
Sep 2023
Oct 2023
Nov 2023
Dec 2023
YTD

### AVERAGE KGALLONS/CUSTOMER (WATER)

Residential	4	4	4	4	4	4
Commercial	13	0	13	12	14	10
Industrial	2,404	0	2,486	2,354	2,343	1,917
Water Authority	55	16	9	2	11	19
Loganville	42,010	34,795	33,077	36,811	33,256	29,992

### AVERAGE \$/CUSTOMER (WATER)

Residential	\$35	\$37	\$33	\$33	\$34	\$34
Commercial	\$106	\$0	\$96	\$91	\$104	\$79
Industrial	\$9,881	\$0	\$10,212	\$9,679	\$9,634	\$7,881
Water Authority	\$391	\$233	\$205	\$177	\$213	\$244
Loganville	\$152,072	\$127,761	\$121,971	\$134,554	\$122,574	\$131,786

### AVERAGE \$/KGALLON (WATER)

Residential	\$8.73	\$8.68	\$8.81	\$8.82	\$8.72	\$8.75
Commercial	\$8.31	\$7.40	\$7.49	\$7.63	\$7.33	\$7.63
Industrial	\$4.11	\$4.11	\$4.11	\$4.11	\$4.11	\$4.11
Water Authority	\$7.11	\$14.59	\$22.79	\$88.42	\$19.38	\$30.46
Loganville	\$3.62	\$3.67	\$3.69	\$3.66	\$3.69	
<b>Average</b>	<b>\$7.0643</b>	<b>\$8.6940</b>	<b>\$10.8010</b>	<b>\$27.2448</b>	<b>\$9.8839</b>	<b>\$12.74</b>

### AVERAGE KGALLONS/CUSTOMER (SEWER)

Residential	5	6	5	5	5	5
Commercial	15	17	15	14	17	16
Water Authority	55	16	9	2	11	19

### AVERAGE \$/CUSTOMER (SEWER)

Residential	\$32	\$33	\$31	\$31	\$31	\$32
Commercial	\$173	\$185	\$169	\$161	\$173	\$172
Water Authority	\$2,281	\$1,599	\$1,407	\$1,546	\$1,578	\$1,682

### AVERAGE \$/KGALLON (SEWER)

Residential	\$6.10	\$5.92	\$6.27	\$6.36	\$6.06	\$6.14
Commercial	\$11.36	\$10.89	\$11.00	\$11.24	\$10.16	\$10.93
Water Authority	\$41.48	\$99.94	\$156.35	\$772.85	\$143.43	\$242.81
<b>Average</b>	<b>\$19.65</b>	<b>\$38.91</b>	<b>\$57.87</b>	<b>\$263.48</b>	<b>\$53.22</b>	<b>\$86.6264</b>

**MOST RECENT**  
**12-MONTH**

	May 2023	May 2022	FY2023 YTD	FY2022 YTD	12-MONTH
<b>SALES REVENUES</b>					
WATER SALES	\$ 547,703	\$ 556,173	\$ 2,752,367	\$ 2,655,900	\$ 7,362,186
STORMWATER PLAN REVIEW FEES	\$ -	\$ -	\$ 1,850	\$ -	\$ 1,850
SEWER SALES	\$ 357,710	\$ 359,102	\$ 1,791,035	\$ 1,737,256	\$ 4,378,121
<b>SALES REVENUES (ACTUAL)</b>	<b>\$ 905,413</b>	<b>\$ 915,275</b>	<b>\$ 4,545,252</b>	<b>\$ 4,393,156</b>	<b>\$ 11,742,158</b>
AS BUDGET	\$ 991,667	\$ 916,667	\$ 4,958,333	\$ 4,583,333	Not Applicable
% ACTUAL TO BUDGET	91.30%	99.85%	91.67%	95.85%	Not Applicable

**OTHER REVENUES**

**WATER**

GEFA PRINCIPAL FORGIVENESS	\$ -	\$ -	\$ -	\$ -	\$ -
OP REVENUE	\$ 244	\$ 424	\$ 1,450	\$ 1,256	\$ 321
MISC REVENUE	\$ 11,084	\$ 5,953	\$ 28,370	\$ 32,192	\$ 5,589
SALE OF FIXED ASSETS	\$ -	\$ -	\$ -	\$ -	\$ -
TAP FEES	\$ 16,150	\$ 60,600	\$ 180,199	\$ 189,600	\$ 76,550
REIMB DAMAGE PROP	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER REV	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ 19,691	\$ -	\$ -
ADMIN ALLOC WATER	\$ 29,467	\$ 11,428	\$ 121,861	\$ 54,708	\$ 9,751
INT/INVEST INCOME	\$ -	\$ -	\$ -	\$ -	\$ -
STATE GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -
FEDERAL GRANT	\$ -	\$ -	\$ -	\$ -	\$ -
<b>OTHER REVENUES (WATER)</b>	<b>\$ 56,944</b>	<b>\$ 78,405</b>	<b>\$ 351,571</b>	<b>\$ 277,755</b>	<b>\$ 92,211</b>

**SEWER**

OP REVENUE	\$ 10,625	\$ 5,575	\$ 122,010	\$ 115,080	\$ 5,200
FEDERAL GRANT	\$ -	\$ -	\$ -	\$ -	\$ -
MISC REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -
TAP FEES	\$ 9,000	\$ 141,400	\$ 97,111	\$ 374,650	\$ 47,000
SALE OF ASSETS - SEWAGE	\$ -	\$ -	\$ -	\$ -	\$ -
CUST ACCT FEES	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER REV	\$ -	\$ -	\$ -	\$ -	\$ -
FEDERAL GRANT CDBG 2018	\$ -	\$ -	\$ -	\$ -	\$ -
ADMIN ALLOC SEWAGE	\$ 29,467	\$ 11,428	\$ 121,861	\$ 54,708	\$ 9,751
OTHER - UTILITY	\$ -	\$ -	\$ -	\$ 86	\$ -
INT/INVEST INCOME	\$ -	\$ -	\$ -	\$ -	\$ -
STATE GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -
OPERATING TRANSFERS IN	\$ -	\$ -	\$ -	\$ -	\$ -
OPERATING TRANSFERS IN	\$ -	\$ -	\$ -	\$ -	\$ -
<b>OTHER REVENUES (SEWER)</b>	<b>\$ 49,092</b>	<b>\$ 158,403</b>	<b>\$ 340,982</b>	<b>\$ 544,523</b>	<b>\$ 61,951</b>

<b>OTHER REVENUES (TOTAL)</b>	<b>\$ 106,036</b>	<b>\$ 236,808</b>	<b>\$ 692,553</b>	<b>\$ 822,279</b>	<b>\$ 154,161</b>
AS BUDGET	\$ 118,089	\$ 162,847	\$ 590,444	\$ 814,236	Not Applicable
% ACTUAL TO BUDGET	89.79%	145.42%	117.29%	100.99%	Not Applicable

<b>TOTAL REVENUES (ACTUAL)</b>	<b>\$ 1,011,449</b>	<b>\$ 1,152,083</b>	<b>\$ 5,237,805</b>	<b>\$ 5,215,435</b>	<b>\$ 11,896,319</b>
AS BUDGET	\$ 1,109,756	\$ 1,079,514	\$ 5,548,778	\$ 5,397,569	Not Applicable
% ACTUAL TO BUDGET	91.14%	106.72%	94.40%	96.63%	Not Applicable

	May 2023	May 2022	FY2023 YTD	FY2022 YTD	12-MONTH
PERSONNEL	\$ 259,332	\$ 220,927	\$ 1,323,315	\$ 1,152,899	\$ 3,042,865
CONTRACTED SERVICES	\$ 113,413	\$ 59,674	\$ 410,886	\$ 227,127	\$ 1,017,617
SUPPLIES	\$ 194,663	\$ 170,681	\$ 880,612	\$ 810,711	\$ 2,345,891
CAPITAL OUTLAY	\$ 244,204	\$ 214,152	\$ 1,420,506	\$ 1,115,485	\$ 3,103,455
FUND TRANSFERS	\$ 51,965	\$ 69,194	\$ 290,362	\$ 322,188	\$ 878,883
DEPRECIATION	\$ 205,364	\$ 175,849	\$ 1,026,238	\$ 791,045	\$ 2,079,492
<b>TOTAL</b>	<b>\$ 1,068,941</b>	<b>\$ 910,478</b>	<b>\$ 5,351,919</b>	<b>\$ 4,419,455</b>	<b>\$ 12,468,204</b>

**WATER**

WATER TREATMENT PLANT

PERSONNEL					
Compensation	\$ 48,228	\$ 43,981	\$ 264,440	\$ 221,502	\$ 601,692
<b>PERSONNEL (ACTUAL)</b>	<b>\$ 75,491</b>	<b>\$ 63,096</b>	<b>\$ 383,054</b>	<b>\$ 324,752</b>	<b>\$ 874,744</b>
AS BUDGET	\$ 69,264	\$ 64,455	\$ 346,318	\$ 322,275	Not Applicable
% ACTUAL TO BUDGET	108.99%	97.89%	110.61%	100.77%	Not Applicable
CONTRACTED SERVICES					
<b>CONTRACTED SERVICES (ACTUAL)</b>	<b>\$ 30,752</b>	<b>\$ 14,401</b>	<b>\$ 148,479</b>	<b>\$ 46,890</b>	<b>\$ 388,454</b>
AS BUDGET	\$ 27,788	\$ 26,263	\$ 138,938	\$ 131,313	Not Applicable
% ACTUAL TO BUDGET	110.67%	54.83%	106.87%	35.71%	Not Applicable
SUPPLIES					
<b>SUPPLIES (ACTUAL)</b>	<b>\$ 83,587</b>	<b>\$ 62,119</b>	<b>\$ 386,225</b>	<b>\$ 304,099</b>	<b>\$ 1,088,521</b>
AS BUDGET	\$ 79,108	\$ 63,192	\$ 395,542	\$ 315,958	Not Applicable
% ACTUAL TO BUDGET	105.66%	98.30%	97.64%	96.25%	Not Applicable
CAPITAL OUTLAY					
Amortization	\$ (12,754)	\$ (12,754)	\$ (57,078)	\$ (57,078)	\$ (139,665)
Admin Allocation - Water Treatment	\$ 75,845	\$ 59,550	\$ 472,250	\$ 345,546	\$ 964,755
Interest Expense	\$ 107,837	\$ 109,112	\$ 539,223	\$ 545,598	\$ 1,327,224
Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CAPITAL OUTLAY (ACTUAL)</b>	<b>\$ 170,928</b>	<b>\$ 155,908</b>	<b>\$ 954,394</b>	<b>\$ 834,066</b>	<b>\$ 2,152,314</b>
AS BUDGET	\$ 88,075	\$ 88,847	\$ 440,376	\$ 444,235	Not Applicable
% ACTUAL TO BUDGET	194.07%	175.48%	216.72%	187.75%	Not Applicable
DEPRECIATION					
<b>DEPRECIATION (ACTUAL)</b>	<b>\$ 111,728</b>	<b>\$ 92,305</b>	<b>\$ 558,509</b>	<b>\$ 454,333</b>	<b>\$ 1,107,995</b>
AS BUDGET	\$ 111,728	\$ 92,305	\$ 558,509	\$ 454,333	\$ 1,107,995
% ACTUAL TO BUDGET	100.00%	100.00%	100.00%	100.00%	100.00%
FUND TRANSFERS					
<b>FUND TRANSFERS (ACTUAL)</b>	<b>\$ 31,169</b>	<b>\$ 40,944</b>	<b>\$ 175,042</b>	<b>\$ 189,133</b>	<b>\$ 549,063</b>
AS BUDGET	\$ 93,605	\$ 92,662	\$ 468,027	\$ 463,312	Not Applicable
% ACTUAL TO BUDGET	33.30%	44.19%	37.40%	40.82%	Not Applicable

WATER DISTRIBUTION SYSTEM

PERSONNEL					
<b>PERSONNEL (ACTUAL)</b>	<b>\$ 65,279</b>	<b>\$ 56,526</b>	<b>\$ 334,280</b>	<b>\$ 297,062</b>	<b>\$ 832,319</b>
AS BUDGET	\$ 68,493	\$ 67,198	\$ 342,466	\$ 335,988	Not Applicable
% ACTUAL TO BUDGET	95.31%	84.12%	97.61%	88.41%	Not Applicable
CONTRACTED SERVICES					
<b>CONTRACTED SERVICES (ACTUAL)</b>	<b>\$ 5,139</b>	<b>\$ 8,675</b>	<b>\$ 22,201</b>	<b>\$ 34,259</b>	<b>\$ 69,805</b>
AS BUDGET	\$ 18,817	\$ 15,963	\$ 94,083	\$ 79,813	Not Applicable
% ACTUAL TO BUDGET	27.31%	54.34%	23.60%	42.92%	Not Applicable
SUPPLIES					
<b>SUPPLIES (ACTUAL)</b>	<b>\$ 35,917</b>	<b>\$ 15,450</b>	<b>\$ 125,095</b>	<b>\$ 126,789</b>	<b>\$ 322,316</b>
AS BUDGET	\$ 34,521	\$ 32,229	\$ 172,604	\$ 161,146	Not Applicable
% ACTUAL TO BUDGET	104.05%	47.94%	72.47%	78.68%	Not Applicable
CAPITAL OUTLAY					
Construction In Progress [Water Dist]	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle [Water Dist]	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment [Water Dist]	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CAPITAL OUTLAY (ACTUAL)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
AS BUDGET	\$ -	\$ -	\$ -	\$ -	Not Applicable
% ACTUAL TO BUDGET	0.00%	0.00%	0.00%	0.00%	Not Applicable
<b>TOTAL WATER EXPENSES (ACTUAL)</b>	<b>\$ 609,990</b>	<b>\$ 509,424</b>	<b>\$ 3,087,279</b>	<b>\$ 2,611,383</b>	<b>\$ 7,385,531</b>
AS BUDGET	\$ 479,671	\$ 450,808	\$ 2,398,353	\$ 2,254,040	Not Applicable
% ACTUAL TO BUDGET	127.17%	113.00%	128.72%	115.85%	Not Applicable

May 2023      May 2022      FY2023 YTD      FY2022 YTD      12-MONTH

**WASTEWATER**

**STORMWATER**

**PERSONNEL**

PERSONNEL (ACTUAL)	\$ 31,117	\$ 21,239	\$ 142,235	\$ 101,979	\$ 278,732
AS BUDGET	\$ 29,531	\$ 23,246	\$ 147,654	\$ 116,229	Not Applicable
% ACTUAL TO BUDGET	105.37%	91.37%	96.33%	87.74%	Not Applicable

**CONTRACTED SERVICES**

CONTRACTED SERVICES (ACTUAL)	\$ 3,302	\$ 6,780	\$ 44,550	\$ 11,621	\$ 51,010
AS BUDGET	\$ 3,928	\$ 2,679	\$ 19,639	\$ 13,396	Not Applicable
% ACTUAL TO BUDGET	84.08%	253.07%	226.84%	86.75%	Not Applicable

**SUPPLIES**

SUPPLIES (ACTUAL)	\$ 1,649	\$ 5,656	\$ 9,345	\$ 20,801	\$ 33,814
AS BUDGET	\$ 79,108	\$ 63,192	\$ 395,542	\$ 315,958	Not Applicable
% ACTUAL TO BUDGET	2.08%	8.95%	2.36%	6.58%	Not Applicable

**CAPITAL OUTLAY**

Amortization	\$ (7,911)	\$ (7,911)	\$ (32,848)	\$ (24,937)	\$ (81,518)
Admin Alloc - Adm Exp	\$ 75,845	\$ 59,550	\$ 472,250	\$ 273,331	\$ 964,755
Interest Expense	\$ 5,342	\$ 6,605	\$ 26,710	\$ 33,024	\$ 67,905
Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY (ACTUAL)	\$ 73,276	\$ 58,244	\$ 466,112	\$ 281,419	\$ 951,142
AS BUDGET	\$ 137,476	\$ 136,994	\$ 687,381	\$ 684,968	Not Applicable
% ACTUAL TO BUDGET	53.30%	42.52%	67.81%	41.08%	Not Applicable

DEPRECIATION	\$ 6,587	\$ 3,061	\$ 32,933	\$ 15,054	\$ 51,298
DEPRECIATION (ACTUAL)	\$ 6,587	\$ 3,061	\$ 32,933	\$ 15,054	\$ 51,298

**SEWAGE**

**FUND TRANSFERS**

FUND TRANSFERS (ACTUAL)	\$ 20,797	\$ 28,250	\$ 115,319	\$ 133,055	\$ 329,820
AS BUDGET	\$ 59,438	\$ 67,875	\$ 297,192	\$ 339,375	Not Applicable
% ACTUAL TO BUDGET	34.99%	41.62%	38.80%	39.21%	Not Applicable

DEPRECIATION	\$ 87,049	\$ 80,484	\$ 434,796	\$ 321,658	\$ 920,198
DEPRECIATION (ACTUAL)	\$ 87,049	\$ 80,484	\$ 434,796	\$ 321,658	\$ 920,198

**SEWAGE COLLECTION**

**PERSONNEL**

PERSONNEL (ACTUAL)	\$ 42,654	\$ 40,158	\$ 233,299	\$ 221,318	\$ 535,847
AS BUDGET	\$ 43,591	\$ 42,920	\$ 217,957	\$ 214,601	Not Applicable
% ACTUAL TO BUDGET	97.85%	93.56%	107.04%	103.13%	Not Applicable

**CONTRACTED SERVICES**

CONTRACTED SERVICES (ACTUAL)	\$ 12,580	\$ 4,243	\$ 34,889	\$ 31,444	\$ 94,376
AS BUDGET	\$ 8,298	\$ 8,396	\$ 41,490	\$ 41,979	Not Applicable
% ACTUAL TO BUDGET	151.61%	50.54%	84.09%	74.90%	Not Applicable

**SUPPLIES**

SUPPLIES (ACTUAL)	\$ 9,859	\$ 14,281	\$ 50,230	\$ 41,397	\$ 126,361
AS BUDGET	\$ 11,421	\$ 10,804	\$ 57,104	\$ 54,021	Not Applicable
% ACTUAL TO BUDGET	86.33%	132.18%	87.96%	76.63%	Not Applicable

**SEWAGE TREATMENT**

**PERSONNEL**

PERSONNEL (ACTUAL)	\$ 44,791	\$ 39,908	\$ 230,446	\$ 207,788	\$ 521,223
AS BUDGET	\$ 43,916	\$ 42,740	\$ 219,579	\$ 213,700	Not Applicable
% ACTUAL TO BUDGET	101.99%	93.37%	104.95%	97.23%	Not Applicable

**CONTRACTED SERVICES**

CONTRACTED SERVICES (ACTUAL)	\$ 61,639	\$ 25,575	\$ 160,768	\$ 102,912	\$ 413,973
AS BUDGET	\$ 65,504	\$ 61,038	\$ 327,521	\$ 305,188	Not Applicable
% ACTUAL TO BUDGET	94.10%	41.90%	49.09%	33.72%	Not Applicable

**SUPPLIES**

SUPPLIES (ACTUAL)	\$ 63,651	\$ 73,175	\$ 309,718	\$ 317,626	\$ 774,879
AS BUDGET	\$ 67,717	\$ 63,104	\$ 338,583	\$ 315,521	Not Applicable
% ACTUAL TO BUDGET	94.00%	115.96%	91.47%	100.67%	Not Applicable

<b>TOTAL EXPENSES (ACTUAL)</b>	<b>\$ 458,951</b>	<b>\$ 401,053</b>	<b>\$ 2,264,640</b>	<b>\$ 1,808,072</b>	<b>\$ 5,082,673</b>
AS BUDGET	\$ 549,928	\$ 522,987	\$ 2,749,642	\$ 2,614,935	Not Applicable
% ACTUAL TO BUDGET	83.46%	76.69%	82.36%	69.14%	Not Applicable

# NATURAL GAS MONTHLY DIRECTOR'S REPORT

REPORTING PERIOD: 05/2023 | FY 2023



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### CITY OF MONROE: NATURAL GAS FUND OVERVIEW

	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	FY 2023	AS BUDGET	FY 2022
<b>REVENUES</b>	\$ 0.805M	\$ 0.831M	\$ 0.649M	\$ 0.532M	\$ 0.307M								\$ 3.123M	\$ 2.392M	\$ 3.260M
PERSONNEL COSTS	\$ 0.063M	\$ 0.074M	\$ 0.085M	\$ 0.055M	\$ 0.068M								\$ 0.345M	\$ 0.347M	\$ 0.324M
CONTRACTED SVC	\$ 0.006M	\$ 0.020M	\$ 0.012M	\$ 0.015M	\$ 0.019M								\$ 0.070M	\$ 0.110M	\$ 0.116M
SUPPLIES	\$ 0.560M	\$ 0.451M	\$ 0.303M	\$ 0.266M	\$ 0.121M								\$ 1.702M	\$ 1.482M	\$ 1.492M
CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -	\$ -	\$ -
FUND TRANSFERS	\$ 0.069M	\$ 0.274M	\$ 0.081M	\$ 0.230M	\$ 0.119M								\$ 0.773M	\$ 0.736M	\$ 0.674M
<b>EXPENSES</b>	\$ 0.698M	\$ 0.819M	\$ 0.481M	\$ 0.566M	\$ 0.326M								\$ 2.890M	\$ 2.674M	\$ 2.606M
<b>MARGIN</b>	\$ 0.106M	\$ 0.012M	\$ 0.168M	\$ (0.034M)	\$ (0.019M)								\$ 0.233M	\$ (0.282M)	\$ 0.654M

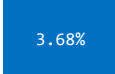
12-MO PURCHASED CCF'S



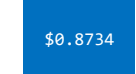
12-MO RETAIL CCF'S



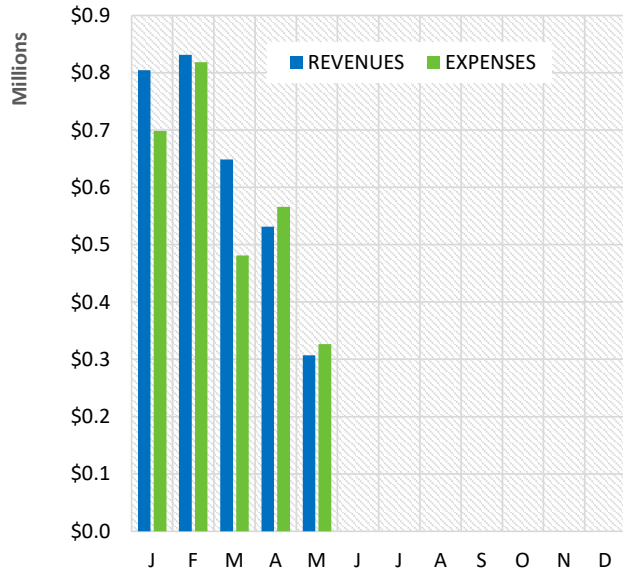
12-MO LINE LOSS



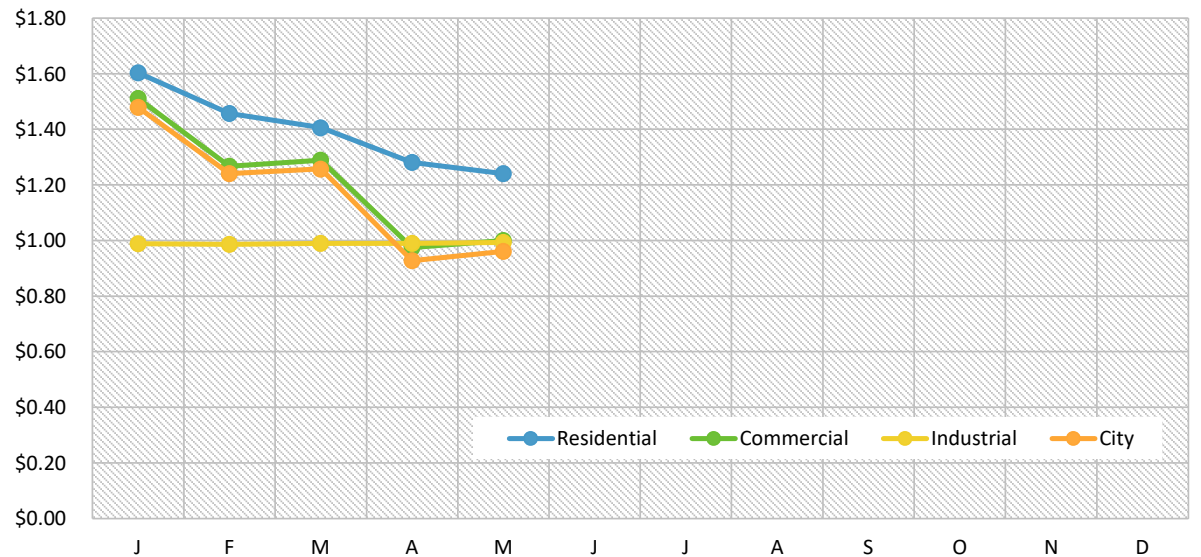
AVERAGE COST PER CCF



REVENUES vs. EXPENSES



AVERAGE \$/CCF





# RETAIL SALES REPORT

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## CUSTOMER COUNT

Residential	3,727	3,747	3,754	3,748	3,753
Commercial	580	586	589	584	583
Industrial	7	6	6	6	6
City	20	20	20	20	20
<b>Total</b>	<b>4,336</b>	<b>4,361</b>	<b>4,371</b>	<b>4,360</b>	<b>4,364</b>
Year-Over-Year Δ	3.98%	4.08%	4.15%	3.74%	3.27%

## CCF

Residential	0.284M	0.326M	0.235M	0.165M	0.121M
Commercial	0.187M	0.217M	0.182M	0.113M	0.098M
Industrial	0.015M	0.019M	0.012M	0.013M	0.009M
City	0.013M	0.015M	0.012M	0.007M	0.005M
<b>Total</b>	<b>0.512M</b>	<b>0.589M</b>	<b>0.457M</b>	<b>0.311M</b>	<b>0.248M</b>
Year-Over-Year Δ	22.46%	16.20%	-26.54%	-15.74%	-8.89%

## REVENUE

Residential	\$ 0.455M	\$ 0.475M	\$ 0.331M	\$ 0.211M	\$ 0.150M
Commercial	\$ 0.283M	\$ 0.275M	\$ 0.235M	\$ 0.110M	\$ 0.098M
Industrial	\$ 0.015M	\$ 0.019M	\$ 0.012M	\$ 0.012M	\$ 0.009M
Other	\$ 0.016M	\$ 0.013M	\$ 0.017M	\$ 0.010M	\$ 0.011M
City	\$ 0.020M	\$ 0.018M	\$ 0.015M	\$ 0.007M	\$ 0.005M
<b>Total</b>	<b>\$ 0.789M</b>	<b>\$ 0.800M</b>	<b>\$ 0.610M</b>	<b>\$ 0.351M</b>	<b>\$ 0.273M</b>
Year-Over-Year Δ	44.53%	8.94%	-26.02%	-32.02%	-37.88%

# SALES STATISTICS

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**YTD** 370

## AVERAGE CCF/CUSTOMER

Residential	76	87	63	44	32	60
Commercial	323	371	309	194	168	273
Industrial	2,174	3,178	2,045	2,087	1,480	2,193
City	673	735	614	359	253	527

## AVERAGE \$/CUSTOMER

Residential	\$122	\$127	\$88	\$56	\$40	\$87
Commercial	\$488	\$470	\$398	\$189	\$168	\$343
Industrial	\$2,150	\$3,134	\$2,023	\$2,065	\$1,469	\$2,168
City	\$995	\$912	\$771	\$333	\$243	\$651

## AVERAGE \$/CCF

Residential	\$1.6031	\$1.4567	\$1.4058	\$1.2804	\$1.2401	\$1.3972
Commercial	\$1.5113	\$1.2671	\$1.2892	\$0.9745	\$0.9995	\$1.2083
Industrial	\$0.9889	\$0.9860	\$0.9894	\$0.9892	\$0.9930	\$0.9893
City	\$1.4787	\$1.2403	\$1.2573	\$0.9269	\$0.9603	\$1.1727
<b>Average</b>	<b>\$1.3955</b>	<b>\$1.2376</b>	<b>\$1.2354</b>	<b>\$1.0427</b>	<b>\$1.0482</b>	<b>\$1.1919</b>

	May 2023	May 2022	FY2023 YTD	FY2022 YTD	MOST RECENT 12-MONTH
<b>Natural Gas Supply Cost</b>					
Capacity Reservation Fees	\$ 41,425	\$ 41,405	\$ 256,343	\$ 255,898	\$ 515,400
Demand Storage/Peaking Services	\$ 2,243	\$ 2,306	\$ 11,355	\$ 10,950	\$ 27,808
Supply Charges	\$ 47,464	\$ 122,719	\$ 1,073,092	\$ 1,148,440	\$ 2,023,024
Gas Authority Supply Charges	\$ 2,591	\$ 2,504	\$ 34,963	\$ 33,687	\$ 52,938
Gas Authority Charges	\$ (6,248)	\$ 104	\$ (35,999)	\$ (58,992)	\$ (59,891)
P.A.C.E	300	300	1,500	1,500	3,600
APGA Annual Dues	-	-	3,652	3,528	3,652
Other	3,085	3,093	22,147	16,169	35,401
<b>TOTAL MGAG BILL</b>	<b>\$ 90,860</b>	<b>\$ 172,431</b>	<b>\$ 1,367,053</b>	<b>\$ 1,411,180</b>	<b>\$ 2,601,931</b>

**DELIVERED SUPPLY**

Volume CCF	223,490	227,450	2,186,800	2,223,300	3,392,560
Volume Dth (MGAG)	218,070	222,010	2,126,300	2,186,910	3,300,380

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

<b>UNIT COSTS</b>					
\$/Dth	0.4167	0.7767	0.6429	0.6453	0.7884
\$/CCF	0.4066	0.7581	0.6251	0.6347	0.7670

	May 2023	May 2022	FY2023 YTD	FY2022 YTD	MOST RECENT 12-MONTH
<b>SALES REVENUES</b>					
NATURAL GAS SALES	\$ 273,336	\$ 439,985	\$ 2,826,081	\$ 3,062,165	\$ 4,990,732
<b>SALES REVENUES (ACTUAL)</b>	<b>\$ 273,336</b>	<b>\$ 439,985</b>	<b>\$ 2,826,081</b>	<b>\$ 3,062,165</b>	<b>\$ 4,990,732</b>
AS BUDGET	\$ 455,024	\$ 334,348	\$ 2,275,119	\$ 334,348	Not Applicable
% ACTUAL TO BUDGET	60.07%	131.60%	124.22%	915.86%	Not Applicable

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

<b>OTHER REVENUES</b>					
OP REVENUE	-	-	-	-	-
MISC REVENUE	500	-	1,250	853	3,736
CONTRIBUTED CAPITAL	-	-	-	-	-
SALE FIXED ASSETS	-	-	-	-	-
TAP FEES	3,803	11,689	28,517	42,397	62,487
REIMB DAMAGED PROP - GAS	-	-	-	-	-
ADMIN ALLOC	29,467	11,428	121,861	54,708	247,699
INT/INVEST INCOME	-	-	-	-	-
STATE GRANTS	-	-	-	-	-
MGAG REBATE	-	-	145,297	99,495	145,297
OPERATING TRANSFERS IN	-	-	-	-	249,725
SALE OF ASSETS - GAS	-	-	-	-	257
<b>OTHER REVENUES (ACTUAL)</b>	<b>\$ 33,770</b>	<b>\$ 23,117</b>	<b>\$ 296,924</b>	<b>\$ 197,452</b>	<b>\$ 709,201</b>
AS BUDGET	\$ 23,444	\$ 23,694	\$ 117,222	\$ 118,472	Not Applicable
% ACTUAL TO BUDGET	144.04%	97.56%	253.30%	166.67%	Not Applicable

<b>TOTAL REVENUES (ACTUAL)</b>	<b>\$ 307,105</b>	<b>\$ 463,102</b>	<b>\$ 3,123,006</b>	<b>\$ 3,259,617</b>	<b>\$ 5,699,933</b>
AS BUDGET	\$ 478,468	\$ 358,042	\$ 2,392,341	\$ 1,790,211	Not Applicable
% ACTUAL TO BUDGET	64.19%	129.34%	130.54%	182.08%	Not Applicable

**MOST RECENT  
12-MONTH**

	May 2023	May 2022	FY2023 YTD	FY2022 YTD	
<b>PERSONNEL</b>					
Compensation	\$ 39,602	\$ 39,793	\$ 223,230	\$ 221,059	\$ 499,689
Benefits	28,238	18,740	121,357	102,766	270,997
<b>PERSONNEL (ACTUAL)</b>	<b>\$ 67,840</b>	<b>\$ 58,621</b>	<b>\$ 344,826</b>	<b>\$ 324,332</b>	<b>\$ 771,675</b>
AS BUDGET	\$ 69,357	\$ 62,156	\$ 346,785	\$ 310,779	Not Applicable
% ACTUAL TO BUDGET	97.81%	94.31%	99.43%	104.36%	Not Applicable

**CONTRACTED SERVICES**

Consulting	\$ -	\$ -	\$ -	\$ -	\$ 15,787
Landfill Fees	-	-	-	-	-
Custodial Service	-	-	-	-	-
Lawn & Maint	32	-	128	64	288
Holiday Events	-	-	-	-	-
Security Sys	-	-	-	-	-
Equipment Rep & Maint	-	7,835	1,381	8,343	4,399
Vehicle Rep & Maint Outside	40	(11,457)	1,235	1,271	2,395
R&M System - Outside	9,534	8,000	15,734	18,568	27,352
R & M Buildings - Outside	-	-	2,513	349	2,939
Maintenance Contracts	766	523	3,641	2,676	10,067
Equip Rent/Lease	997	2,451	6,799	9,536	14,168
Pole Equip Rent/Lease	-	-	-	-	-
Equipment Rental	58	48	114	95	324
Repairs & Maintenance (Outside)	-	-	-	-	-
Landfill Fees	-	-	-	-	-
Maint Contracts	-	-	-	-	-
Other Contract Svcs	-	-	-	-	-
Comm Svcs	592	595	2,554	2,441	6,798
Postage	-	-	-	-	-
Adverstising	-	30	554	30	1,508
Mkt Expense	-	-	-	-	1,943
Printing	-	-	-	-	450
Util Bill Print Svcs	-	-	-	-	-
Dues & Sub	-	-	-	-	-
Travel	-	-	663	255	3,555
Fees	1,850	-	1,850	-	2,220
Vehicle Tag & Title Fee	-	-	-	-	42
Ga Dept Rev Fee	-	-	-	-	-
Training & Ed	592	764	3,188	1,234	10,854
Gen Liab Ins	-	-	-	-	-
Uniform Rental	-	-	922	-	922
Contract Labor	4,124	8,587	28,872	71,058	7,416
Shipping/Freight	-	-	-	-	-
<b>CONTRACTED SERVICES (ACTUAL)</b>	<b>\$ 18,586</b>	<b>\$ 17,377</b>	<b>\$ 70,148</b>	<b>\$ 115,919</b>	<b>\$ 113,429</b>
AS BUDGET	\$ 21,996	\$ 20,079	\$ 109,979	\$ 100,396	Not Applicable
% ACTUAL TO BUDGET	84.50%	86.54%	63.78%	115.46%	Not Applicable

**MOST RECENT  
12-MONTH**

	May 2023	May 2022	FY2023 YTD	FY2022 YTD	
<b>SUPPLIES</b>					
Gas Cost	86,876	169,038	1,605,205	1,390,022	3,099,422
Office Supplies	924	-	1,154	251	2,244
Postage	-	-	-	-	-
Furniture <5000	-	-	-	-	-
Auto Parts	307	45	1,153	1,881	2,691
Construction Materials	-	-	-	-	82
Damage Claims	223	-	223	-	323
Expendable Fluids	-	-	108	28	173
Tires	-	-	-	280	675
Uniform Expense	4,655	175	5,723	4,181	9,447
Janitorial	317	173	911	983	2,783
Computer Equipment	-	-	1,171	3,819	1,171
Equipment Parts	109	67	3,899	12,475	10,618
Repair & Maintenance	11,174	7,350	45,318	50,160	156,188
Util Costs - Util Fund	371	368	1,846	1,814	4,282
Covid-19 Expenses	-	-	-	-	-
Mileage Reimb	-	-	-	-	-
Auto & Truck Fuel	2,042	3,728	9,319	12,364	37,175
Food	237	107	1,449	889	3,007
Sm Tool & Min Equip	1,152	746	2,431	5,654	10,027
Meters	12,595	-	21,072	1,742	37,664
Sm Oper Supplies	161	1,410	1,206	5,033	6,573
Construction Material	-	-	-	-	-
Tires	-	-	-	-	-
Uniform Exp	-	-	-	-	-
Repairs & Maintenance (Inside)	-	-	-	-	-
Equip Pur (<\$5M)	-	-	-	-	-
Dam Claims	-	-	-	-	-
<b>SUPPLIES (ACTUAL)</b>	<b>\$ 121,145</b>	<b>\$ 183,207</b>	<b>\$ 1,702,187</b>	<b>\$ 1,491,577</b>	<b>\$ 3,384,544</b>
AS BUDGET	\$ 296,343	\$ 16,500	\$ 1,481,715	\$ 82,500	Not Applicable
% ACTUAL TO BUDGET	40.88%	1110.35%	114.88%	1807.97%	Not Applicable

**CAPITAL OUTLAY**

Amortization Def Chg 2016 Bond	\$ -	\$ -	\$ 2,160	\$ 2,160	\$ 4,320
Amort 2020 Bond Premium	\$ (692)	\$ (692)	\$ (3,459)	\$ (3,459)	\$ (8,302)
Depr Exp	\$ 17,927	\$ 17,704	\$ 89,634	\$ 85,389	\$ 193,428
Int Exp 2016 Rev Bond	1,720	2,127	8,600	10,633	21,863
Interest Exp - 2020 Rev Bonds	3,417	3,417	17,087	17,087	41,009
Issuance Costs	-	-	-	-	-
<b>CAPITAL OUTLAY (ACTUAL)</b>	<b>\$ 22,372</b>	<b>\$ 22,556</b>	<b>\$ 114,021</b>	<b>\$ 111,809</b>	<b>\$ 252,318</b>
AS BUDGET	\$ 1,976	\$ 2,385	\$ 9,880	\$ 11,926	Not Applicable
% ACTUAL TO BUDGET	1132.15%	945.64%	1154.01%	937.50%	Not Applicable

	<b>May 2023</b>	<b>May 2022</b>	<b>FY2023 YTD</b>	<b>FY2022 YTD</b>	<b>MOST RECENT 12-MONTH</b>
<b>FUND TRANSFERS</b>					
Admin Alloc - Adm Exp	\$ 75,845	\$ 59,550	\$ 472,250	\$ 345,546	\$ 964,755
Transfer To Gf	20,553	40,183	186,579	230,563	350,897
Transfer To Cip	-	-	-	-	-
Transfer - Insurance	-	-	-	-	-
Transfer - E&R	-	-	-	-	-
<b>FUND TRANSFERS (ACTUAL)</b>	<b>\$ 96,398</b>	<b>\$ 99,734</b>	<b>\$ 658,829</b>	<b>\$ 576,110</b>	<b>\$ 1,315,652</b>
AS BUDGET	\$ 145,199	\$ 132,048	\$ 725,994	\$ 660,242	Not Applicable
% ACTUAL TO BUDGET	66.39%	75.53%	90.75%	87.26%	Not Applicable
<b>TOTAL EXPENSES (ACTUAL)</b>	<b>\$ 326,341</b>	<b>\$ 381,495</b>	<b>\$ 2,890,010</b>	<b>\$ 2,619,747</b>	<b>\$ 5,837,618</b>
AS BUDGET	\$ 534,871	\$ 233,169	\$ 2,674,355	\$ 1,165,843	Not Applicable
% ACTUAL TO BUDGET	61.01%	163.61%	108.06%	224.71%	Not Applicable

# ELECTRIC: MONTHLY DIRECTOR'S REPORT

REPORTING PERIOD: 05/2023 | FY 2023



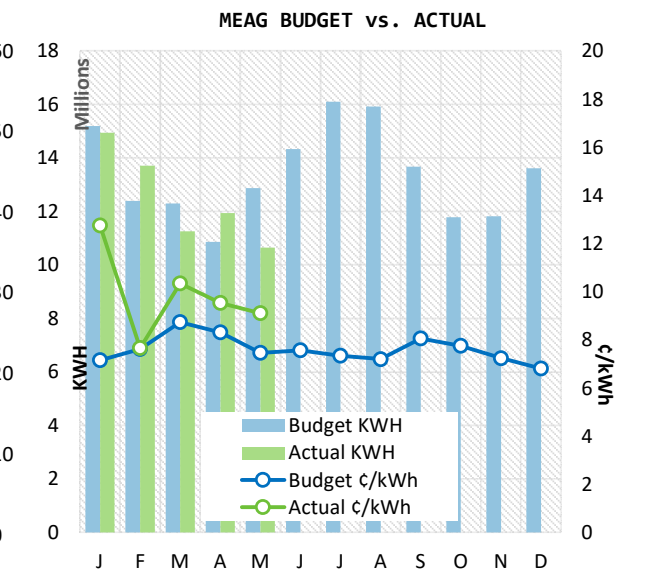
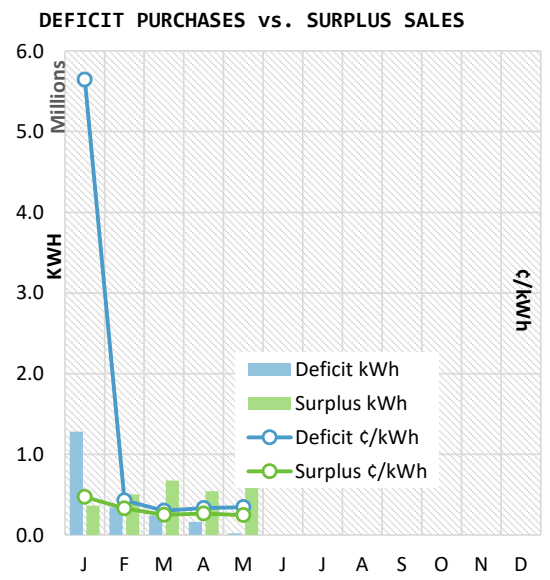
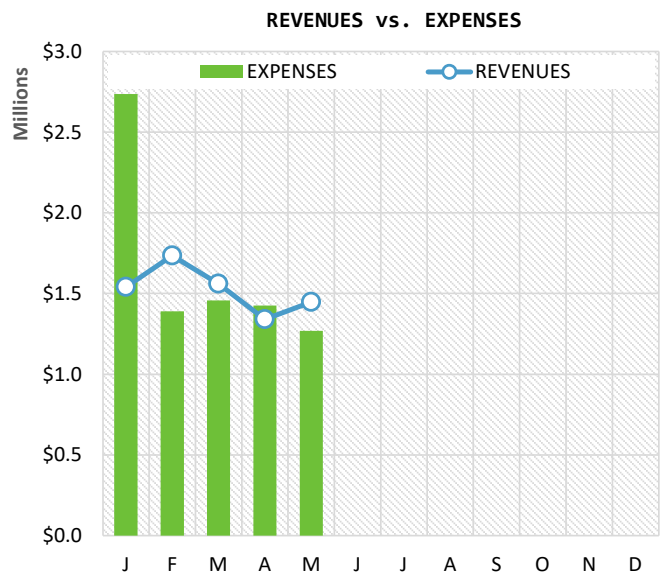
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CITY OF MONROE: ELECTRIC FUND OVERVIEW

	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	FY 2023	AS BUDGET	FY 2022
<b>REVENUES</b>	<b>\$ 1.540M</b>	<b>\$ 1.735M</b>	<b>\$ 1.560M</b>	<b>\$ 1.341M</b>	<b>\$ 1.448M</b>								<b>\$ 7.624M</b>	<b>\$ 8.481M</b>	<b>\$ 7.500M</b>
PERSONNEL COSTS	\$ 0.114M	\$ 0.148M	\$ 0.152M	\$ 0.108M	\$ 0.122M								\$ 0.644M	\$ 0.627M	\$ 0.568M
CONTRACTED SVC	\$ 0.038M	\$ 0.076M	\$ 0.065M	\$ 0.050M	\$ 0.080M								\$ 0.309M	\$ 0.350M	\$ 0.344M
SUPPLIES	\$ 2.583M	\$ 1.090M	\$ 1.201M	\$ 1.230M	\$ 1.027M								\$ 7.132M	\$ 5.196M	\$ 5.633M
CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -	\$ -	\$ -
DEPRECIATION	\$ -	\$ 0.076M	\$ 0.039M	\$ 0.039M	\$ 0.040M								\$ 0.193M	\$ 0.080M	\$ 0.176M
<b>EXPENSES</b>	<b>\$ 2.736M</b>	<b>\$ 1.390M</b>	<b>\$ 1.458M</b>	<b>\$ 1.426M</b>	<b>\$ 1.269M</b>								<b>\$ 8.279M</b>	<b>\$ 6.253M</b>	<b>\$ 6.721M</b>
<b>FUND TRANSFERS</b>	<b>\$ 0.108M</b>	<b>\$ 0.293M</b>	<b>\$ 0.106M</b>	<b>\$ 0.259M</b>	<b>\$ 0.151M</b>								<b>\$ 0.916M</b>	<b>\$ 1.372M</b>	<b>\$ 0.885M</b>
<b>MARGIN W/O TRANSFERS</b>	<b>\$ (1.196M)</b>	<b>\$ 0.345M</b>	<b>\$ 0.103M</b>	<b>\$ (0.086M)</b>	<b>\$ 0.179M</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (0.655M)</b>	<b>\$ 2.228M</b>	<b>\$ 0.780M</b>
<b>MARGIN W/ TRANSFER</b>	<b>\$ (1.303M)</b>	<b>\$ 0.052M</b>	<b>\$ (0.003M)</b>	<b>\$ (0.345M)</b>	<b>\$ 0.028M</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1.571M)</b>	<b>\$ 0.856M</b>	<b>\$ (0.105M)</b>
PART CONTR/MEAG YES/INTI	\$ 0.289M	\$ 0.013M	\$ 0.480M	\$ 0.395M	\$ 0.086M	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.263M	\$ 0.400M	\$ 0.612M

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



# RETAIL SALES REPORT

[Jan 2023](#)
[Feb 2023](#)
[Mar 2023](#)
[Apr 2023](#)
[May 2023](#)
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## CUSTOMER COUNT

Residential	5,896	5,908	5,922	5,938	5,969
Commercial	922	931	932	926	929
Industrial	1	1	1	1	1
City	51	51	51	51	52
<b>Total</b>	<b>6,870</b>	<b>6,891</b>	<b>6,906</b>	<b>6,916</b>	<b>6,951</b>
Year-Over-Year Δ	1.85%	1.80%	2.01%	1.86%	2.25%

## KWH

Residential	6.702M	7.569M	6.513M	5.204M	4.912M
Commercial	5.343M	5.471M	5.441M	4.707M	5.152M
Industrial	0.223M	0.234M	0.291M	0.242M	0.253M
Other	-	-	-	-	-
City	0.545M	0.567M	0.527M	0.449M	0.481M
<b>Total</b>	<b>12.813M</b>	<b>13.840M</b>	<b>12.772M</b>	<b>10.602M</b>	<b>10.799M</b>
Year-Over-Year Δ	8.03%	6.98%	-11.25%	-10.70%	0.55%

## REVENUE

Residential	\$ 0.731M	\$ 0.814M	\$ 0.713M	\$ 0.589M	\$ 0.639M
Commercial	\$ 0.685M	\$ 0.707M	\$ 0.701M	\$ 0.624M	\$ 0.673M
Industrial	\$ 0.026M	\$ 0.027M	\$ 0.030M	\$ 0.027M	\$ 0.028M
Other	\$ 0.000M	\$ 0.000M	\$ 0.000M	\$ 0.000M	\$ 0.000M
City	\$ 0.052M	\$ 0.054M	\$ 0.050M	\$ 0.043M	\$ 0.046M
<b>Total</b>	<b>\$ 1.495M</b>	<b>\$ 1.602M</b>	<b>\$ 1.495M</b>	<b>\$ 1.283M</b>	<b>\$ 1.386M</b>
Year-Over-Year Δ	5.88%	5.71%	-9.92%	-9.33%	-1.03%

# SALES STATISTICS

[Jan 2023](#)
[Feb 2023](#)
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**YTD** 379

## AVERAGE KWH/CUSTOMER

Residential	1,137	1,281	1,100	876	823	1,043
Commercial	5,795	5,876	5,838	5,083	5,546	5,628
Industrial	223,258	233,859	291,101	242,214	253,446	248,776
City	10,692	11,115	10,326	8,801	9,254	10,038

## AVERAGE \$/CUSTOMER

Residential	\$124	\$138	\$120	\$99	\$107	\$118
Commercial	\$743	\$760	\$752	\$674	\$724	\$731
Industrial	\$25,891	\$26,567	\$30,232	\$27,099	\$27,826	\$27,523
City	\$1,024	\$1,065	\$989	\$842	\$886	\$961

## AVERAGE \$/KWH

Residential	\$0.1091	\$0.1075	\$0.1095	\$0.1132	\$0.1301	\$0.1139
Commercial	\$0.1283	\$0.1293	\$0.1288	\$0.1327	\$0.1306	\$0.1299
Industrial	\$0.1160	\$0.1136	\$0.1039	\$0.1119	\$0.1098	\$0.1110
City	\$0.0958	\$0.0958	\$0.0958	\$0.0957	\$0.0957	\$0.0957
<b>Average</b>	<b>\$0.1123</b>	<b>\$0.1115</b>	<b>\$0.1095</b>	<b>\$0.1134</b>	<b>\$0.1165</b>	<b>\$0.1126</b>

	May 2023	May 2022	FY2023 YTD	FY2022 YTD	MOST RECENT 12-MONTH
<b>POWER SUPPLY COSTS</b>					
MEAG Project Power	\$ 797,047	\$ 794,228	\$ 4,407,099	\$ 4,317,450	\$ 10,997,017
Transmission	116,353	93,731	597,132	529,311	1,312,374
Supplemental	(945)	(46,737)	939,570	204,068	1,498,300
SEPA	54,646	55,092	267,887	268,406	698,814
Other Adjustments	890	1,031	4,543	4,936	11,380
<b>TOTAL POWER SUPPLY COSTS</b>	<b>\$ 967,991</b>	<b>\$ 897,346</b>	<b>\$ 6,216,231</b>	<b>\$ 5,324,171</b>	<b>\$ 14,517,885</b>
<b>AS BUDGET</b>	<b>958,342</b>	<b>796,720</b>	<b>4,957,662</b>	<b>4,197,300</b>	<b>10,995,869</b>
<b>% ACTUAL TO BUDGET</b>	<b>101.01%</b>	<b>112.63%</b>	<b>125.39%</b>	<b>126.85%</b>	<b>132.03%</b>

**PEAKS & ENERGY**

## Peaks (KW)

Coincident Peak (CP)	22,804	22,833	40,520	28,842	40,520
Non-Coincident Peak (NCP)	22,924	22,945	40,520	29,793	40,520
CP (BUDGET)	28,538	28,053	32,438	33,343	33,000
NCP (BUDGET)	29,383	29,007	32,774	33,705	33,683

## Energy (KWH)

MEAG Energy	10,830,883	10,345,152	55,278,087	56,214,938	144,360,945
Supplemental Purchases (or sales)	(1,625,019)	(1,248,131)	479,968	18,818	1,001,993
SEPA Energy	1,433,242	1,500,144	6,688,403	6,629,262	13,178,131
<b>Total Energy (KWH)</b>	<b>10,639,105</b>	<b>10,597,165</b>	<b>62,446,458</b>	<b>62,863,018</b>	<b>158,541,070</b>
<b>AS BUDGET</b>	<b>12,857,000</b>	<b>10,627,000</b>	<b>63,569,000</b>	<b>56,662,000</b>	<b>153,304,000</b>
<b>% ACTUAL TO BUDGET</b>	<b>82.75%</b>	<b>99.72%</b>	<b>98.23%</b>	<b>110.94%</b>	<b>103.42%</b>

CP Load Factor	64.80%	64.46%	17.59%	24.88%	44.67%
NCP Load Factor	64.46%	64.15%	17.59%	24.09%	44.67%
% Supplemental	13.25%	10.54%	0.77%	0.03%	0.63%

**UNIT COSTS (¢/kWh)**

Bulk Power	9.8684	9.3588	10.3268	8.6732	9.2103
Supplemental	0.0581	3.7446	195.7566	1,084.4499	149.5320
SEPA Energy	3.8128	3.6725	4.0052	4.0488	5.3028
MEAG Total	9.0984	8.4678	9.9545	8.4695	9.1572

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

**MOST RECENT  
12-MONTH**

**May 2023      May 2022      FY2023 YTD      FY2022 YTD**

### SALES REVENUES

ELECTRIC SALES	\$ 1,383,261	\$ 1,365,657	\$ 7,257,793	\$ 7,229,706	\$ 18,738,160
<b>SALES REVENUES (ACTUAL)</b>	<b>\$ 1,383,261</b>	<b>\$ 1,365,657</b>	<b>\$ 7,257,793</b>	<b>\$ 7,229,706</b>	<b>\$ 18,738,160</b>
AS BUDGET	\$ 1,641,667	\$ 1,625,000	\$ 8,208,333	\$ 8,125,000	Not Applicable
% ACTUAL TO BUDGET	84.26%	84.04%	88.42%	88.98%	Not Applicable

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

### OTHER REVENUES

OP REVENUE	34,890	34,449	174,350	172,236	415,705
FEDERAL GRANT	-	-	-	-	-
MISC REVENUE	200	6,552	69,671	43,845	178,974
CONTRIBUTED CAPITAL	-	-	-	-	-
SALE OF FIXED ASSETS	-	-	-	-	-
GAIN UTILITIES ASSETS	-	-	-	-	-
REIMB DAMAGED PROPERTY	-	-	-	-	-
CUST ACCT FEES	-	-	-	-	-
OTHER REV	-	-	-	-	-
ADMIN ALLOC	29,467	11,428	121,861	54,708	247,699
STATE GRANTS	-	-	-	-	-
SALE OF RECYCLED MATERIALS	-	-	-	-	16,950
<b>OTHER REVENUES (ACTUAL)</b>	<b>\$ 64,557</b>	<b>\$ 52,429</b>	<b>\$ 365,881</b>	<b>\$ 270,789</b>	<b>\$ 859,328</b>
AS BUDGET	\$ 54,444	\$ 53,195	\$ 272,222	\$ 265,973	Not Applicable
% ACTUAL TO BUDGET	118.57%	98.56%	134.41%	101.81%	Not Applicable

### TRANSFER

OPERATING TRANSFERS IN	-	-	-	-	17,963
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<b>TOTAL REVENUES (ACTUAL)</b>	<b>\$ 1,447,818</b>	<b>\$ 1,418,086</b>	<b>\$ 7,623,674</b>	<b>\$ 7,500,495</b>	<b>\$ 19,615,451</b>
AS BUDGET	\$ 1,696,111	\$ 1,678,195	\$ 8,480,556	\$ 8,390,973	Not Applicable
% ACTUAL TO BUDGET	85.36%	84.50%	89.90%	89.39%	Not Applicable

### MEAG YES/PART CONTR/INTEREST

PARTICIPANT CONT	\$ 100,000	\$ 100,000	\$ 500,000	\$ 279,659	\$ 1,420,341
MEAG REBATE	\$ -	\$ -	213,892	711,447	213,892
INTEREST REVENUES - UTILITY	\$ (13,687)	\$ 38,839	548,981	(379,531)	151,357
<b>TOTAL EXCLUDED</b>	<b>\$ 86,313</b>	<b>\$ 138,839</b>	<b>\$ 1,262,873</b>	<b>\$ 611,576</b>	<b>\$ 1,785,590</b>

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

**MOST RECENT  
12-MONTH**

	May 2023	May 2022	FY2023 YTD	FY2022 YTD	
<b>PERSONNEL</b>					
Compensation	\$ 83,933	\$ 76,772	\$ 477,395	\$ 403,068	\$ 1,050,796
Benefits	37,679	30,221	166,944	164,551	410,273
<b>PERSONNEL (ACTUAL)</b>	<b>\$ 121,612</b>	<b>\$ 106,992</b>	<b>\$ 644,339</b>	<b>\$ 567,619</b>	<b>\$ 1,461,069</b>
AS BUDGET	\$ 125,077	\$ 125,707	\$ 625,385	\$ 628,537	Not Applicable
% ACTUAL TO BUDGET	97.23%	85.11%	103.03%	90.31%	Not Applicable
<b>CONTRACTED SERVICES</b>					
Consulting	\$ -	\$ -	\$ 288	\$ -	\$ 30,348
Landfill Fees	-	-	-	-	-
Holiday Event	-	-	-	-	8,122
Maintenance Contracts	1,064	823	7,820	6,239	11,009
Rents/Leases	476	21,725	2,693	22,760	4,428
Repairs & Maintenance (Outside)	13,417	11,579	54,061	24,506	103,400
Landfill Fees	-	-	-	-	-
Other Contract Svcs	-	-	-	-	-
Comm Svcs	1,556	1,668	9,700	7,572	23,015
Postage	-	-	-	-	-
Public Relations	-	-	-	-	4
Mkt Expense	-	-	-	-	4,362
Printing	-	-	-	-	-
Dues & Sub	-	-	-	-	-
Travel	-	-	2,328	836	4,236
Vehicle Tag & Title Fee	-	-	142	-	142
Ga Dept Rev Fee	-	-	-	-	-
Fees	-	-	-	-	-
Training & Ed	1,800	-	2,319	251	11,631
Contract Labor	61,526	48,268	229,182	280,655	639,040
Shipping/Freight	-	-	-	-	-
<b>CONTRACTED SERVICES (ACTUAL)</b>	<b>\$ 79,871</b>	<b>\$ 84,064</b>	<b>\$ 309,221</b>	<b>\$ 343,589</b>	<b>\$ 840,584</b>
AS BUDGET	\$ 69,952	\$ 52,838	\$ 349,760	\$ 264,188	Not Applicable
% ACTUAL TO BUDGET	114.18%	159.10%	88.41%	130.06%	Not Applicable

	May 2023	May 2022	FY2023 YTD	FY2022 YTD	MOST RECENT 12-MONTH
<b>SUPPLIES</b>					
Office Supplies	177	83	1,084	1,118	2,136
Furniture <5001	-	-	-	-	1,674
Postage	-	-	-	-	-
Auto Parts	-	233	-	790	1,425
Construction Materials	-	-	-	-	33
Damage Claims	-	-	159	-	159
Sponsorships/Donations	-	750	-	750	-
Expendable Fluids	-	-	108	41	155
Safety/Medical Supplies	-	-	-	4,485	-
Tires	-	4,054	1,865	8,932	4,184
Uniform Expense	3,887	10,609	14,113	12,265	18,270
Janitorial	535	337	1,454	1,298	4,125
Computer Equipment	-	-	5,223	-	5,283
R & M Buildings - Inside	-	-	-	-	-
Util Costs - Util Fund	1,293	1,095	11,477	10,768	16,559
Covid-19 Expenses	-	-	-	-	-
Streetlights	-	-	-	-	-
Auto & Truck Fuel	3,038	3,700	13,490	12,518	42,955
Food	462	479	1,421	753	8,750
Sm Tool & Min Equip	8,997	6,125	24,581	8,220	37,825
Meters	-	-	-	-	6,789
Lab Supplies	-	-	-	-	-
Sm Oper Supplies	438	1,938	4,722	5,781	14,365
Construction Material	-	-	-	-	-
Tires	-	-	-	-	-
Uniform Exp	-	-	-	-	-
Power Costs	967,991	897,346	6,163,685	5,272,168	13,494,650
Equip Pur (<\$5M)	-	-	-	-	-
Dam Claims	-	-	-	-	-
<b>SUPPLIES (ACTUAL)</b>	<b>\$ 1,027,379</b>	<b>\$ 947,743</b>	<b>\$ 7,132,208</b>	<b>\$ 5,637,361</b>	<b>\$ 14,871,144</b>
AS BUDGET	\$ 1,039,146	\$ 1,028,188	\$ 5,195,729	\$ 5,140,938	Not Applicable
% ACTUAL TO BUDGET	98.87%	92.18%	137.27%	109.66%	Not Applicable
<b>CAPITAL OUTLAY</b>					
Construction In Progress	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Depr Exp	\$ 39,890	\$ 35,293	\$ 193,094	\$ 176,465	\$ 406,466
<b>CAPITAL OUTLAY (ACTUAL)</b>	<b>\$ 39,890</b>	<b>\$ 35,293</b>	<b>\$ 193,094</b>	<b>\$ 176,465</b>	<b>\$ 406,466</b>
AS BUDGET	\$ -	\$ -	\$ -	\$ -	Not Applicable
% ACTUAL TO BUDGET	0.00%	0.00%	0.00%	0.00%	Not Applicable
<b>FUND TRANSFERS</b>					
Admin Alloc - Adm Exp	\$ 75,845	\$ 59,550	\$ 472,250	\$ 345,546	\$ 964,755
TRANSFER TO GF	75,404	108,019	443,555	539,024	1,357,203
TRANSFER TO CIP	-	-	-	-	-
Transfer - E&R	-	-	-	-	-
<b>FUND TRANSFERS (ACTUAL)</b>	<b>\$ 151,250</b>	<b>\$ 167,569</b>	<b>\$ 915,805</b>	<b>\$ 884,570</b>	<b>\$ 2,321,958</b>
AS BUDGET	\$ 274,472	\$ 313,677	\$ 1,372,358	\$ 1,568,385	Not Applicable
% ACTUAL TO BUDGET	55.11%	53.42%	66.73%	56.40%	Not Applicable
<b>TOTAL EXPENSES (ACTUAL)</b>	<b>\$ 1,420,002</b>	<b>\$ 1,341,661</b>	<b>\$ 9,194,667</b>	<b>\$ 7,609,605</b>	<b>\$ 19,901,221</b>
AS BUDGET	\$ 1,508,647	\$ 1,520,409	\$ 7,543,233	\$ 7,602,047	Not Applicable
% ACTUAL TO BUDGET	94.12%	88.24%	121.89%	100.10%	Not Applicable