



## Committee Work Session & Called Council Meeting

### AGENDA

Tuesday, November 03, 2020

6:00 PM

City Hall

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#### I. CALL TO ORDER

1. Roll Call
2. City Administrator Update
3. Central Services Update

#### II. COMMITTEE INFORMATION

1. Finance
  - a. Monthly Finance Report
2. Airport
  - a. Monthly Airport Report
  - b. Grading & Pipe Installation
  - c. Hangar Site Grading Change Additional / Change
3. Public Works
  - a. Monthly Solid Waste Report
  - b. Monthly Streets & Transportation Report
4. Utilities
  - a. Monthly Electric & Telecom Report
  - b. Monthly Water, Sewer, & Gas Report

- [c.](#) Approval of Addendum for Engineering Services
- [d.](#) Purchase - Monroe-Loganville Water Main Materials

**5. Public Safety**

- [a.](#) Monthly Fire Report
- [b.](#) Monthly Police Report

**6. Planning & Code**

- [a.](#) Monthly Code Report

**7. Economic Development**

- [a.](#) Monthly Economic Development Report

**8. Parks**

- [a.](#) Monthly Parks Report

**III. ITEMS OF DISCUSSION**

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

**IV. ITEMS REQUIRING ACTION**

- [1.](#) Public Hearing - Zoning Ordinance Code Text Amendment #9
- [2.](#) 1st Reading - Zoning Ordinance Code Text Amendment #9
- [3.](#) Renewal - Health & Ancillary Insurance

**V. MAYOR'S UPDATE**

**VI. ADJOURN TO EXECUTIVE SESSION**

- 1. Legal Issue (s)

**VII. ADJOURN**

# CENTRAL SERVICES

## MONTHLY REPORT NOVEMBER 2020

|                                 | 2020<br>January | 2020<br>February | 2020<br>March | 2020<br>April | 2020<br>May | 2020<br>June | 2020<br>July | 2020<br>August | 2020<br>September | 2020<br>October | 2019<br>October | 2019<br>November | 2019<br>December | Monthly<br>Average | Yearly Totals |
|---------------------------------|-----------------|------------------|---------------|---------------|-------------|--------------|--------------|----------------|-------------------|-----------------|-----------------|------------------|------------------|--------------------|---------------|
| <b>SAFETY PROGRAMS</b>          |                 |                  |               |               |             |              |              |                |                   |                 |                 |                  |                  |                    |               |
| Facility Inspections            | 6               | 2                | 5             | 8             | 8           | 6            | 8            | 9              | 4                 | 5               | 6               | 4                | 7                | 6.0                | 78            |
| Vehicle Inspections             | 0               | 1                | 0             | 0             | 27          | 0            | 0            | 0              | 5                 | 0               | 1               | 0                | 10               | 3.4                | 44            |
| Equipment Inspections           | 0               | 2                | 0             | 1             | 10          | 0            | 0            | 0              | 0                 | 0               | 0               | 0                | 5                | 1.4                | 18            |
| Worksite Inspections            | 0               | 0                | 1             | 1             | 0           | 1            | 3            | 7              | 6                 | 4               | 2               | 0                | 0                | 1.9                | 25            |
| Employee Safety Classes         | 3               | 0                | 2             | 1             | 0           | 0            | 0            | 0              | 2                 | 0               | 0               | 2                | 0                | 0.8                | 10            |
| <b>PURCHASING</b>               |                 |                  |               |               |             |              |              |                |                   |                 |                 |                  |                  |                    |               |
| P-Card Transactions             | 537             | 404              | 435           | 385           | 303         | 478          | 446          | 416            | 430               | 348             | 534             | 361              | 382              | 419.9              | 5,459         |
| Purchase Orders                 | 153             | 97               | 97            | 89            | 66          | 101          | 83           | 92             | 77                | 64              | 106             | 73               | 42               | 87.7               | 1,140         |
| Total Purchases                 | 690             | 501              | 532           | 474           | 369         | 579          | 529          | 508            | 507               | 412             | 640             | 434              | 424              | 507.6              | 6,599         |
| Sealed Bids/Proposals           | 0               | 2                | 1             | 2             | 1           | 0            | 0            | 1              | 0                 | 1               | 3               | 2                | 0                | 1.0                | 13            |
| <b>INFORMATION TECHNOLOGY</b>   |                 |                  |               |               |             |              |              |                |                   |                 |                 |                  |                  |                    |               |
| Workorder Tickets               | 132             | 86               | 91            | 74            | 86          | 136          | 106          | 89             | 96                | 99              | 187             | 144              | 129              | 111.9              | 1,455         |
| Phishing Fail Percentage        | 4.0%            | 4.0%             | 2.8%          | 7.6%          | 8.5%        | 8.5%         | 0.0%         | 1.4%           | 1.8%              | 1.8%            | 7.1%            | 5.0%             | 8.0%             | 4.7%               |               |
| <b>MARKETING</b>                |                 |                  |               |               |             |              |              |                |                   |                 |                 |                  |                  |                    |               |
| Newsletters Distributed         | 0               | 1                | 0             | 1             | 2           | 0            | 0            | 1              | 0                 | 0               | 0               | 1                | 1                | 0.5                | 7             |
| Intern Hours                    | 19.8            | 58.1             | 0.0           | 0.0           |             |              |              |                |                   |                 |                 |                  |                  | 19.5               | 77.9          |
| <b>GROUNDS &amp; FACILITIES</b> |                 |                  |               |               |             |              |              |                |                   |                 |                 |                  |                  |                    |               |
| Contractor Acres Mowed          | 94.8            | 94.8             | 94.8          | 102.4         | 110.0       | 110.0        | 156.3        | 156.3          | 166.0             | 166.0           | 143.1           | 145.5            | 94.8             | 125.7              | 1,634.6       |
| Trash Collection                | 3,000.0         | 3,030.0          | 3,540.0       | 2,085.0       | 1,900.0     | 2,140.0      | 2,520.0      | 2,980.0        | 3,480.0           | 2,810.0         | 1,660.0         | 1,420.0          | 2,380.0          | 2,534.2            | 32,945.0      |
| Crew Acres Mowed                | 16.7            | 16.7             | 40.7          | 52.0          | 63.3        | 77.3         | 77.3         | 77.3           | 77.3              | 77.3            | 33.3            | 33.3             | 16.7             | 50.7               | 659.0         |

# PROJECTS & UPDATES

## FACILITIES & GROUNDS MAINTENANCE

We are currently maintaining all right-of-ways and facilities with a combination of



employee and contractor labor. During the month of October, employees from the grounds and parks crews picked up or collected 2,810 lbs of trash while also cutting approximately 77.3 acres of right-of-ways and grounds at facilities. Contractors cut an additional 166.0 acres.

New mulch has been installed at City Hall, On Stage Walton/Playhouse, and Library during the month of September. Fall flowers were then installed at City Hall and On Stage Walton/Playhouse.

The leaf schedule for this season will run regular routes from November 1<sup>st</sup> to January 31<sup>st</sup> as advertised on Facebook, with collection starting on

Monday, November 2<sup>nd</sup>. The route will mirror residential trash collection routes for the season, but as per usual may fluctuate with certain areas based on volume and weather.

## **POLICE STATION / MUNICIPAL COURT BUILDING**

The police building renovation is still in progress and is in the final stages of completion! Currently most all of the low voltage wiring is complete, interior painting is complete, server room equipment is being installed, floors are being cleaned and prepped for final installation, doors and glass are being finalized and installed, and exterior painting should also start soon with weather permitting. Completion is projected for mid to late November.

## **SIDEWALKS MAINTENANCE**

We are currently in the process of repairing sidewalks in the central portions of Monroe and will be throughout the fall months. This process will be ongoing as we continue to focus on repairs

## **STORMWATER**

We are planning to put in place a public outreach and educational program for Stormwater to help educate our citizens on pitfalls of the system, and how to help the system function better. We're also prior to and during heavier rainfall events inspecting the inlets of the system to make sure they are free of debris, and



then during those events cleaning and freeing up areas as quickly as possible. This is being accomplished by Grounds & Facilities employees that are unable to cut grass during these periods and that are tasked with trash and debris collection already. It's an all hands on deck approach to the need at the time to keep our system flowing properly.

## **PROCUREMENT**

We are in the process of reviewing submissions for our On-site / Near-Site Employee Health Services. This Request for Proposal (RFP) was due on Monday, November 2<sup>nd</sup> at 2:00 pm (EST) and is to provide for a qualified health and wellness vendor to provide healthcare services to employees and their dependents.

Evaluations will be presented to Council for approval requests following the evaluation and subsequent recommendation by staff.



## FALL FEST

The City of Monroe was represented by employees both in staffing for the setup and organization of Fall Fest, as well as vendor representation. The City was able to give away small stuffed Halloween toys, provide Petunias to local businesses and visitors (as a gift from a local vendor), and sell puzzles featuring different images from around Monroe to visitors.



**FINANCIAL STATUS REPORT**  
as of September 2020

City of Monroe  
Financial Performance Report  
For the Period Ended  
September 30, 2020

Cash balances for the City of Monroe at month end totaled **\$39,758,960**. The following table shows the individual account balances.

| <b>GOVERNMENTAL FUND</b>                       |              |
|--|--------------|
| General Fund Checking                          | 127,686.44   |
| Stabilization Fund                             | -            |
| Group Health Insurance (Claims/Premiums)       | 5,179.26     |
|  |              |
| <b>CAPITAL PROJECTS FUND</b>                   |              |
| Capital Improvement - General Government       | 2,739.99     |
| SPLOST 2007                                    | 1,380,834.46 |
| SPLOST 2013                                    | 1,123,851.44 |
| SPLOST 2019                                    | 2,160,824.11 |
|  |              |
| <b>SPECIAL REVENUE FUND</b>                    |              |
| Hotel/Motel                                    | 819.77       |
| DEA Confiscated Assets Fund                    | 72,090.89    |
| Confiscated Assets Fund                        | 93,437.60    |
|  |              |
| <b>ENTERPRISE FUND</b>                         |              |
| Solid Waste                                    | 264,987.42   |
| Solid Waste Capital                            | 1,455,804.53 |
| Utility Revenue                                | 4,009,180.95 |
| Utility Revenue Reserve                        | 833,114.10   |
| Utility MEAG Short-Term Investment             | 5,782,073.57 |
| Utility MEAG Intermediate Extended Investment  | 7,798,388.09 |
| Utility MEAG Intermediate Portfolio Investment | 2,915,729.76 |
| Utility Capital Improvement                    | 5,329,426.20 |
| Utility GEFA                                   | 1,000.00     |
| Utility Bond Sinking Fund                      | 719,901.89   |
| Utility Tap Fees                               | 3,444,009.48 |
| Utility Customer Deposits (Restricted)         | 679,890.33   |
| Utility Customer Deposits (Investment)         | 1,557,989.52 |



*City of Monroe  
Financial Performance Report  
For the Period Ended  
September 30, 2020*

The total Utility Capital funds available at month end are \$9,606,549 as broken down in the section below:

|  |                      |
|--|----------------------|
| Utility Capital Improvement Cash Balance | 5,329,426            |
| Utility Revenue Reserve Cash Balance     | 833,114              |
| Tap Fees Cash Balance                    | 3,444,009            |
| <b>Total Current Funds Available</b>     | <b>\$ 9,606,549</b>  |
| Refunding of Bond Project Expenses       | 4,831,742            |
| <b>Total Capital Funds Available</b>     | <b>\$ 14,438,291</b> |

|   | <u>2020 Budgeted</u> | <u>2020 Actual</u>   | <u>Remaining</u>    | <u>2021 Budgeted</u> | <u>2022 Budgeted</u> | <u>2023 Budgeted</u> |
|---|----------------------|----------------------|---------------------|----------------------|----------------------|----------------------|
|   | <u>Expense</u>       | <u>Expense</u>       | <u>Budget</u>       | <u>Expense</u>       | <u>Expense</u>       | <u>Expense</u>       |
| Remaining estimated annual Tap Fees               | 300,000              |                      | 300,000             | 1,200,000            | 1,200,000            | 1,200,000            |
| Remaining estimated annual CIP transfers-in       | 900,000              |                      | 900,000             | 3,600,000            | 3,600,000            | 3,600,000            |
| Refunding of Bond Project Expenses                | 4,831,742            |                      | 4,831,742           |                      |                      |                      |
| <b>Estimated Utility Capital Cash Balance EOY</b> | <b>\$ 9,873,812</b>  | <b>\$ 14,438,291</b> | <b>\$ 8,982,761</b> | <b>\$ 10,404,500</b> | <b>\$ 13,208,000</b> | <b>\$ 16,056,500</b> |

*The detail by year of each project is shown on the following page*

| Dept          | Project Description                              | 2020 Budgeted | 2020 Actual | Remaining | 2021 Budgeted | 2022 Budgeted | 2023 Budgeted |
|---------------|--|---------------|-------------|-----------|---------------|---------------|---------------|
|               |  | Expense       | Expense     | Budget    | Expense       | Expense       | Expense       |
| Sewer         | Sewer Main Rehab                                 | 100,000       |             | 451,474   | 100,000       | 100,000       | 100,000       |
| Sewer         | Infrastructure Repair/Replacement                | 150,000       |             | 150,000   | 75,000        | 75,000        |               |
| Sewer         | Sewer CDBG 2018-Initial Application              |               | 1,550       | 3,430     |               |               |               |
| Sewer         | CDBG 2018 Construction & Design                  |               | 991,177     | -517,964  |               |               |               |
| Sewer         | CDBG 2018 Revenue (DCA draws)                    |               |             | 77,850    |               |               |               |
| Sewer         | Lime Slurry System                               |               | 151,350     |           |               |               |               |
| Sewer         | Aeration Fluidyne Jet Pump                       |               | 21,784      |           |               |               |               |
| Sewer         | GIS Program Development                          |               | 7,879       |           |               |               |               |
| Sewer         | excavator  | 90,755        |             | 90,755    |               |               |               |
| Sewer         | motors, pumps, controls, etc                     | 150,000       | 33,803      | 116,197   | 150,000       | 150,000       | 150,000       |
| Sewer         | Trenchbox  | 9,320         | 9,521       | 0         |               |               |               |
| Sewer         | Trickling Filter Pump                            | 40,000        |             | 40,000    | 40,000        |               |               |
| Sewer         | Truck Replacement                                | 31,640        | 30,048      | 1,592     |               | 50,000        |               |
| Sewer         | Application/Design CDBG 2022 submittal           |               |             |           |               | 50,000        |               |
| Sewer         | CDBG 2022 Construction                           |               |             |           |               |               | 250,000       |
| Sewer         | Final Clarifier Clean Out                        |               |             |           | 20,000        |               | 20,000        |
| Sewer         | WWTP gutters - Garland                           |               | 12,297      |           |               |               |               |
| Water         | Water Main Rehab                                 | 125,000       |             | 500,000   | 125,000       | 125,000       | 125,000       |
| Water         | Fire Hydrant Replacement                         | 55,000        |             | 72,273    | 55,000        |               |               |
| Water         | Infrastructure Repair/Replacement                | 150,000       |             | 511,179   | 150,000       | 150,000       | 150,000       |
| Water/Telecom | Loganville Water Line-Fiber                      | 245,000       |             | 245,000   |               |               |               |
| Water         | Water Plant remodel                              |               |             | 0         |               |               |               |
| Water         | replace truck                                    |               |             | 0         |               |               |               |
| Water         | Replacement of Controls                          |               |             | 40,000    |               |               |               |
| Water         | Warehouse Improvements                           |               |             | 22,384    |               |               |               |
| Water         | Membrane Filters                                 | 25,000        |             | 66,365    | 25,000        | 25,000        | 25,000        |
| Water         | Water Meters                                     | 56,500        |             | 56,500    | 56,500        | 56,500        | 56,500        |
| Water         | GIS Program Development                          |               | 7,879       |           |               |               |               |
| Water         | Alcovy River Screen                              | 350,000       |             | 350,000   |               |               |               |
| Water         | Badgepass for Water plant security               | 38,344        | 43,023      |           |               |               |               |
| Water         | Fire Hydrant Security                            | 25,000        |             | 25,000    | 25,000        | 25,000        |               |
| Water         | High Service Pumps                               | 100,000       | 25,423      | 74,577    |               |               |               |
| Water         | Service Renewals                                 | 100,000       |             | 100,000   | 100,000       | 100,000       | 100,000       |
| Water         | Water Master Plan                                | 85,000        |             | 85,000    |               |               |               |
| Water         | Waterline extensions of system                   | 175,000       | 77,096      | 97,904    | 150,000       | 125,000       | 100,000       |
| Water         | New Construction Water Meters                    | 20,560        |             | 20,560    | 0             | 0             | 0             |
| Water         | Application/Design CDBG 2022 submittal           |               |             |           |               | 25,000        |               |
| Water         | CDBG 2022 Construction                           |               |             |           |               |               | 250,000       |
| Water         | Control Vlv Replacement Reservoir & Alcovy River |               |             |           | 100,000       |               |               |
| Water         | Water Expansion 2020                             |               | 17,011      |           |               |               |               |
| Water         | 30" Water Main                                   |               | 39,507      |           |               |               |               |
| Water         | VFD  |               | 6,520       |           |               |               |               |
| Water         | Econ Dev grant Piedmont Park Water Tank          |               | 10,000      |           |               |               |               |
| Water         | Water Treatment Plant generators                 |               | 11,100      |           |               |               |               |
| Water         | V-Turbine repair of backwash recovery pump       |               | 33,438      |           |               |               |               |
| Water         | drain pump system, floats & recovery basin       |               | 17,500      |           |               |               |               |
| Central Svcs  | Vehicle  | 60,000        | 56,859      | 28,141    |               |               |               |
| Central Svcs  | Exchange server                                  | 47,100        |             | 47,100    |               |               |               |
| Admin         | Drive Thru Rehab/City Hall                       |               | 32,628      | 153,106   |               |               |               |
| Admin         | Trucks   | 48,261        | 43,376      | 29,885    | 48,261        |               |               |
| Admin         | server replacement                               |               |             | 41,000    |               |               |               |
| Admin         | Itron hand-held mobile unit                      |               |             | 40,000    |               |               |               |
| Admin         | Itron Equip Upgrades                             | 40,000        | 4,200       | 35,800    |               |               |               |
| Admin         | Barracuda Archiver                               |               | 17,261      | -9,761    |               |               |               |
| Admin         | Rack Server                                      |               |             |           |               |               |               |
| Admin         | Badgepass security office & warehouse            | 13,048        |             | 13,048    |               |               |               |
| Admin         | Basement Chiller Compressor                      | 0             | 11,415      |           |               |               |               |
| Electric      | Reconductor Distrubtion System                   |               | 336,059     | 156,762   |               |               |               |
| Electric      | 3 Phase Feeder (Hwy138 - Hospital)               |               |             | 95,000    |               |               |               |
| Electric      | Cover Gear                                       |               |             | 25,000    |               |               |               |
| Electric      | Bucket Truck replacement                         |               |             |           |               |               |               |
| Electric      | mini excavator                                   |               |             | 75,000    |               |               |               |
| Electric      | fault finder                                     |               |             | 22,000    |               |               |               |
| Electric      | 2018 LED Streetlights                            |               | 39,531      | 70,352    |               |               |               |
| Electric      | meter load tester                                |               |             | 33,000    |               |               |               |
| Electric      | Pole Crane                                       |               |             | 80,000    |               |               |               |
| Electric      | Warehouse Project                                |               | 15,694      | 30,186    |               |               |               |
| Electric      | Stone Creek phase 2                              |               | 143,812     |           |               |               |               |
| Electric      | Holder (at the Mill)                             |               | 18,438      |           |               |               |               |
| Electric      | One Street (at the Mill)                         |               | 14,941      | 1,891     |               |               |               |
| Electric      | System Automation 2019-2020                      | 47,670        | 127,110     | 103,978   | 150,000       | 15,000        |               |
| Electric      | Underground for Town Green                       |               | 35,511      | 151,489   |               |               |               |
| Electric      | AMI meters/system                                | 125,215       |             | 162,823   | 140,000       |               |               |
| Electric      | Rebuild Highland & S Madison Ave                 | 435,500       |             | 726,700   | 250,000       | 250,000       |               |
| Electric      | GIS Program Development                          |               | 21,738      | 11,386    |               |               |               |
| Electric      | commercial demand meters                         | 70,000        |             | 70,000    | 70,000        |               |               |
| Electric      | electric line truck                              | 210,000       | 199,370     |           |               |               |               |

|               |   |                     |                     |                     |                     |                     |                     |
|---------------|---|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Electric      | replace HDD drill                               | 224,635             | 212,172             |                     |                     |                     |                     |
| Electric      | 2 F150 pickup trucks                            | 64,000              | 60,096              |                     |                     |                     |                     |
| Electric      | Crimping Tools                                  |                     | 6,470               |                     |                     |                     |                     |
| Electric      | Pole Relocation                                 |                     | 16,556              | 8,444               |                     |                     |                     |
| Electric      | John's parking lot lights (contributed capital) |                     | 15,351              |                     |                     |                     |                     |
| Electric      | HWY11/78 SHOPPING CENTER - ELECTRIC DEPT COSTS  |                     | 58,849              |                     |                     |                     |                     |
| Telecom       | IP Conversion                                   |                     |                     | 107,729             |                     |                     |                     |
| Telecom       | IPTV  |                     |                     | 100,585             |                     |                     |                     |
| Telecom       | Community WiFi / Wireless Deployment            |                     | 99,541              | 50,459              |                     |                     |                     |
| Telecom       | Fusion Splicer                                  | 20,079              |                     | 38,079              |                     |                     |                     |
| Telecom       | Halon Fire Suppression                          |                     |                     | 44,000              |                     |                     |                     |
| Telecom       | Micro Trench Saw                                |                     |                     | 0                   |                     |                     |                     |
| Telecom       | GIS Program Development                         |                     | 33,125              |                     |                     |                     |                     |
| Telecom       | Carrier Grade NAT                               | 53,377              | 53,728              |                     |                     |                     |                     |
| Telecom       | Fiber to the X services                         | 268,000             | 72,162              | 195,838             |                     |                     |                     |
| Telecom       | Core switch replacement                         | 105,000             |                     | 105,000             |                     |                     |                     |
| Telecom       | Stone Creek phase 2                             |                     | 16,828              |                     |                     |                     |                     |
| Telecom       | Weston Estates Fiber                            |                     | 14,574              | 40,426              |                     |                     |                     |
| Gas           | Gas GIS   |                     |                     | 72,249              |                     |                     |                     |
| Gas           | Lacy, Davis, Harris & Ash Streets               |                     |                     | 140,000             |                     |                     |                     |
| Gas           | Various Projects                                |                     |                     | 100,000             |                     |                     |                     |
| Gas           | Gas Main Renewal                                | 450,000             | 429,493             | 97,722              | 300,000             | 275,000             | 225,000             |
| Gas           | Main Extension                                  | 250,000             | 230,556             | 27,841              | 250,000             | 250,000             | 250,000             |
| Gas           | GIS Program Development                         |                     | 21,739              | 11,386              |                     |                     |                     |
| Gas           | natural gas master plan                         | 150,000             |                     | 150,000             |                     |                     |                     |
| Gas           | pickup truck                                    | 31,639              | 30,048              | 1,591               |                     |                     |                     |
| Gas           | badgepass security                              | 17,711              | 17,693              |                     |                     |                     |                     |
| Gas           | trencher parts                                  | 0                   | 11,454              |                     |                     |                     |                     |
| Stormwater    | x3 dump truck conversions                       |                     | 49,329              |                     |                     |                     |                     |
| Stormwater    | Lateral Repair                                  |                     |                     | 8,183               |                     |                     |                     |
| Stormwater    | Storm/Drain Retention Pond Rehab                | 100,000             |                     | 175,000             | 100,000             | 100,000             | 100,000             |
| Stormwater    | GIS Program Development                         |                     | 7,879               |                     |                     |                     |                     |
| Stormwater    | Improvements                                    | 50,000              |                     | 100,000             |                     |                     |                     |
| Stormwater    | equipment trailer                               | 8,890               | 8,890               |                     |                     |                     |                     |
| Stormwater    | F450 Service Body Truck                         | 63,955              | 59,339              | 4,616               |                     |                     |                     |
| Stormwater    | pickup truck                                    | 63,280              | 30,048              | 33,232              |                     |                     |                     |
| Stormwater    | Infrastructure / Pipes / Inlets / etc.          | 50,000              |                     | 95,510              | 50,000              | 50,000              | 50,000              |
| Stormwater    | Skid Steer                                      |                     |                     | 75,000              |                     |                     |                     |
| Stormwater    | Public Works Retention Pond                     |                     |                     | 0                   |                     |                     |                     |
| Stormwater    | CDBG2020 Application & Design                   | 75,000              | 5,820               | 73,680              |                     |                     |                     |
| Stormwater    | CDBG 2020 Construction                          | 500,000             |                     | 750,000             |                     |                     |                     |
| Stormwater    | FAE mulching head                               |                     |                     | 23,500              |                     |                     |                     |
| <b>Totals</b> |   | <b>\$ 5,764,479</b> | <b>\$ 4,227,592</b> | <b>\$ 6,655,530</b> | <b>\$ 3,378,261</b> | <b>\$ 1,996,500</b> | <b>\$ 1,951,500</b> |

### General Fund

## Monthly Budget Report Group Summary

For Fiscal: 2020 Period Ending: 09/30/2020



Monroe, GA

| DEP...   | September Budget  | September 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                                 | 636,499.46        | 511,961.19         | -124,538.27                      | -19.57 %          | 5,728,495.14        | 3,282,572.68        | -2,445,922.46                    | -42.70 %          | 7,641,050.00        |
| <b>Total R1: 31 - TAXES:</b>                         | <b>636,499.46</b> | <b>511,961.19</b>  | <b>-124,538.27</b>               | <b>-19.57 %</b>   | <b>5,728,495.14</b> | <b>3,282,572.68</b> | <b>-2,445,922.46</b>             | <b>-42.70 %</b>   | <b>7,641,050.00</b> |
| <b>R1: 32 - LICENSES &amp; PERMITS</b>               |                   |                    |                                  |                   |                     |                     |                                  |                   |                     |
| 7200 - PLANNING & DEVELOPMENT                        | 28,405.30         | 6,463.79           | -21,941.51                       | -77.24 %          | 255,647.70          | 331,255.63          | 75,607.93                        | 29.58 %           | 341,000.00          |
| <b>Total R1: 32 - LICENSES &amp; PERMITS:</b>        | <b>28,405.30</b>  | <b>6,463.79</b>    | <b>-21,941.51</b>                | <b>-77.24 %</b>   | <b>255,647.70</b>   | <b>331,255.63</b>   | <b>75,607.93</b>                 | <b>29.58 %</b>    | <b>341,000.00</b>   |
| <b>R1: 33 - INTERGOVERNMENTAL</b>                    |                   |                    |                                  |                   |                     |                     |                                  |                   |                     |
| 1510 - FINANCE ADMIN                                 | 0.00              | 501,024.94         | 501,024.94                       | 0.00 %            | 0.00                | 715,749.92          | 715,749.92                       | 0.00 %            | 0.00                |
| 1519 - INTERGOVERNMENTAL                             | 8,713.18          | 9,410.25           | 697.07                           | 8.00 %            | 78,418.62           | 184,174.75          | 105,756.13                       | 134.86 %          | 104,600.00          |
| 3200 - POLICE  | 416.50            | 4,929.57           | 4,513.07                         | 1,083.57 %        | 3,748.50            | 32,473.15           | 28,724.65                        | 766.30 %          | 5,000.00            |
| 3500 - FIRE OPERATIONS                               | 8,330.00          | 36,023.40          | 27,693.40                        | 332.45 %          | 74,970.00           | 67,280.65           | -7,689.35                        | -10.26 %          | 100,000.00          |
| 4200 - STREETS & TRANSPORTATION                      | 14,567.58         | 0.00               | -14,567.58                       | -100.00 %         | 131,108.22          | 174,880.88          | 43,772.66                        | 33.39 %           | 174,881.00          |
| 7563 - AIRPORT                                       | 0.00              | 0.00               | 0.00                             | 0.00 %            | 0.00                | 29,999.90           | 29,999.90                        | 0.00 %            | 0.00                |
| <b>Total R1: 33 - INTERGOVERNMENTAL:</b>             | <b>32,027.26</b>  | <b>551,388.16</b>  | <b>519,360.90</b>                | <b>1,621.62 %</b> | <b>288,245.34</b>   | <b>1,204,559.25</b> | <b>916,313.91</b>                | <b>317.89 %</b>   | <b>384,481.00</b>   |
| <b>R1: 34 - CHARGES FOR SERVICES</b>                 |                   |                    |                                  |                   |                     |                     |                                  |                   |                     |
| 1510 - FINANCE ADMIN                                 | 55,811.00         | 57,711.33          | 1,900.33                         | 3.40 %            | 502,299.00          | 566,998.30          | 64,699.30                        | 12.88 %           | 670,000.00          |
| 3200 - POLICE  | 1,666.00          | 766.44             | -899.56                          | -54.00 %          | 14,994.00           | 6,793.78            | -8,200.22                        | -54.69 %          | 20,000.00           |
| 3510 - FIRE PREVENTION/CRR                           | 0.00              | 0.00               | 0.00                             | 0.00 %            | 0.00                | 500.00              | 500.00                           | 0.00 %            | 0.00                |
| 7200 - PLANNING & DEVELOPMENT                        | 41.65             | 236.00             | 194.35                           | 466.63 %          | 374.85              | 3,612.44            | 3,237.59                         | 863.70 %          | 500.00              |
| 7520 - ECONOMIC DEVELOPMENT                          | 1,666.00          | 0.00               | -1,666.00                        | -100.00 %         | 14,994.00           | 6,584.00            | -8,410.00                        | -56.09 %          | 20,000.00           |
| 7563 - AIRPORT                                       | 91.63             | 85.00              | -6.63                            | -7.24 %           | 824.67              | 795.00              | -29.67                           | -3.60 %           | 1,100.00            |
| <b>Total R1: 34 - CHARGES FOR SERVICES:</b>          | <b>59,276.28</b>  | <b>58,798.77</b>   | <b>-477.51</b>                   | <b>-0.81 %</b>    | <b>533,486.52</b>   | <b>585,283.52</b>   | <b>51,797.00</b>                 | <b>9.71 %</b>     | <b>711,600.00</b>   |
| <b>R1: 35 - FINES &amp; FORFEITURES</b>              |                   |                    |                                  |                   |                     |                     |                                  |                   |                     |
| 2650 - MUNICIPAL COURT                               | 39,567.50         | 30,095.30          | -9,472.20                        | -23.94 %          | 356,107.50          | 215,999.20          | -140,108.30                      | -39.34 %          | 475,000.00          |
| <b>Total R1: 35 - FINES &amp; FORFEITURES:</b>       | <b>39,567.50</b>  | <b>30,095.30</b>   | <b>-9,472.20</b>                 | <b>-23.94 %</b>   | <b>356,107.50</b>   | <b>215,999.20</b>   | <b>-140,108.30</b>               | <b>-39.34 %</b>   | <b>475,000.00</b>   |
| <b>R1: 37 - CONTRIBUTIONS &amp; DONATIONS</b>        |                   |                    |                                  |                   |                     |                     |                                  |                   |                     |
| 3200 - POLICE  | 333.20            | 0.00               | -333.20                          | -100.00 %         | 2,998.80            | 3,328.00            | 329.20                           | 10.98 %           | 4,000.00            |
| 3500 - FIRE OPERATIONS                               | 333.20            | 0.00               | -333.20                          | -100.00 %         | 2,998.80            | 0.00                | -2,998.80                        | -100.00 %         | 4,000.00            |
| 4200 - STREETS & TRANSPORTATION                      | 0.00              | 0.00               | 0.00                             | 0.00 %            | 0.00                | 20,234.00           | 20,234.00                        | 0.00 %            | 0.00                |
| 7521 - MAINSTREET                                    | 2,915.50          | 8,750.00           | 5,834.50                         | 200.12 %          | 26,239.50           | 17,500.00           | -8,739.50                        | -33.31 %          | 35,000.00           |
| <b>Total R1: 37 - CONTRIBUTIONS &amp; DONATIONS:</b> | <b>3,581.90</b>   | <b>8,750.00</b>    | <b>5,168.10</b>                  | <b>144.28 %</b>   | <b>32,237.10</b>    | <b>41,062.00</b>    | <b>8,824.90</b>                  | <b>27.37 %</b>    | <b>43,000.00</b>    |
| <b>R1: 38 - MISCELLANEOUS REVENUE</b>                |                   |                    |                                  |                   |                     |                     |                                  |                   |                     |
| 1510 - FINANCE ADMIN                                 | 2,083.17          | 23.08              | -2,060.09                        | -98.89 %          | 18,748.53           | 3,143.94            | -15,604.59                       | -83.23 %          | 25,000.00           |

Monthly Budget Report

For Fiscal: 2020 Period Ending: 09/13/20

|  | September Budget    | September Activity  | Variance Favorable (Unfavorable) | Percent Remaining | YTD Budget          | YTD Activity        | Variance Favorable (Unfavorable) | Percent Remaining | Total Budget         |
|--|---------------------|---------------------|----------------------------------|-------------------|---------------------|---------------------|----------------------------------|-------------------|----------------------|
| DEP...   |                     |                     |                                  |                   |                     |                     |                                  |                   |                      |
| 1565 - WALTON PLAZA                            | 275.55              | 275.63              | 0.08                             | 0.03 %            | 2,479.95            | 2,480.67            | 0.72                             | 0.03 %            | 3,308.00             |
| 4200 - STREETS & TRANSPORTATION                | 0.00                | 0.00                | 0.00                             | 0.00 %            | 0.00                | 12,740.00           | 12,740.00                        | 0.00 %            | 0.00                 |
| 5530 - COMMUNITY CENTER                        | 1,249.50            | 1,666.67            | 417.17                           | 33.39 %           | 11,245.50           | 3,141.67            | -8,103.83                        | -72.06 %          | 15,000.00            |
| 7563 - AIRPORT                                 | 16,701.65           | 21,097.04           | 4,395.39                         | 26.32 %           | 150,314.85          | 145,941.54          | -4,373.31                        | -2.91 %           | 200,500.00           |
| <b>Total R1: 38 - MISCELLANEOUS REVENUE:</b>   | <b>20,309.87</b>    | <b>23,062.42</b>    | <b>2,752.55</b>                  | <b>13.55 %</b>    | <b>182,788.83</b>   | <b>167,447.82</b>   | <b>-15,341.01</b>                | <b>-8.39 %</b>    | <b>243,808.00</b>    |
| <b>R1: 39 - OTHER FINANCING SOURCES</b>        |                     |                     |                                  |                   |                     |                     |                                  |                   |                      |
| 1510 - FINANCE ADMIN                           | 235,468.46          | 246,864.64          | 11,396.18                        | 4.84 %            | 2,119,216.14        | 1,958,976.68        | -160,239.46                      | -7.56 %           | 2,826,752.32         |
| 3200 - POLICE                                  | 0.00                | 0.00                | 0.00                             | 0.00 %            | 0.00                | 706,372.96          | 706,372.96                       | 0.00 %            | 0.00                 |
| 4200 - STREETS & TRANSPORTATION                | 0.00                | 0.00                | 0.00                             | 0.00 %            | 0.00                | 1,155.00            | 1,155.00                         | 0.00 %            | 0.00                 |
| <b>Total R1: 39 - OTHER FINANCING SOURCES:</b> | <b>235,468.46</b>   | <b>246,864.64</b>   | <b>11,396.18</b>                 | <b>4.84 %</b>     | <b>2,119,216.14</b> | <b>2,666,504.64</b> | <b>547,288.50</b>                | <b>25.83 %</b>    | <b>2,826,752.32</b>  |
| <b>Total Revenue:</b>                          | <b>1,055,136.03</b> | <b>1,437,384.27</b> | <b>382,248.24</b>                | <b>36.23 %</b>    | <b>9,496,224.27</b> | <b>8,494,684.74</b> | <b>-1,001,539.53</b>             | <b>-10.55 %</b>   | <b>12,666,691.32</b> |
| <b>Expense</b>                                 |                     |                     |                                  |                   |                     |                     |                                  |                   |                      |
| 1100 - LEGISLATIVE                             | 21,753.02           | 9,441.84            | 12,311.18                        | 56.60 %           | 195,777.18          | 104,218.04          | 91,559.14                        | 46.77 %           | 261,141.00           |
| 1300 - EXECUTIVE                               | 26,575.01           | 2,288.54            | 24,286.47                        | 91.39 %           | 239,175.09          | 224,369.54          | 14,805.55                        | 6.19 %            | 319,028.00           |
| 1500 - GENERAL ADMIN                           | 12,658.74           | 12,053.58           | 605.16                           | 4.78 %            | 113,928.66          | 104,831.14          | 9,097.52                         | 7.99 %            | 151,966.00           |
| 1510 - FINANCE ADMIN                           | 24,798.63           | 45,363.99           | -20,565.36                       | -82.93 %          | 223,187.67          | 228,798.41          | -5,610.74                        | -2.51 %           | 297,703.32           |
| 1530 - LAW                                     | 16,909.90           | 0.00                | 16,909.90                        | 100.00 %          | 152,189.10          | 107,046.81          | 45,142.29                        | 29.66 %           | 203,000.00           |
| 1560 - AUDIT                                   | 3,290.35            | -1,435.00           | 4,725.35                         | 143.61 %          | 29,613.15           | 39,500.00           | -9,886.85                        | -33.39 %          | 39,500.00            |
| 1565 - WALTON PLAZA                            | 9,605.65            | 95,232.50           | -85,626.85                       | -891.42 %         | 86,450.85           | 153,065.31          | -66,614.46                       | -77.05 %          | 115,314.00           |
| 2650 - MUNICIPAL COURT                         | 9,682.16            | 4,279.80            | 5,402.36                         | 55.80 %           | 87,139.44           | 71,817.44           | 15,322.00                        | 17.58 %           | 116,233.00           |
| 3200 - POLICE                                  | 428,986.85          | 551,765.93          | -122,779.08                      | -28.62 %          | 3,860,881.65        | 4,492,298.39        | -631,416.74                      | -16.35 %          | 5,149,903.00         |
| 3500 - FIRE OPERATIONS                         | 191,708.98          | 195,958.73          | -4,249.75                        | -2.22 %           | 1,725,380.82        | 1,703,901.86        | 21,478.96                        | 1.24 %            | 2,301,429.00         |
| 3510 - FIRE PREVENTION/CRR                     | 9,578.54            | 2,199.41            | 7,379.13                         | 77.04 %           | 86,206.86           | 55,555.92           | 30,650.94                        | 35.56 %           | 114,989.00           |
| 4200 - STREETS & TRANSPORTATION                | 122,922.01          | 114,801.54          | 8,120.47                         | 6.61 %            | 1,106,298.09        | 950,916.02          | 155,382.07                       | 14.05 %           | 1,475,655.00         |
| 5500 - COMMUNITY SERVICES                      | 924.63              | 5,774.80            | -4,850.17                        | -524.55 %         | 8,321.67            | 11,374.80           | -3,053.13                        | -36.69 %          | 11,100.00            |
| 5530 - COMMUNITY CENTER                        | 1,811.76            | 357.84              | 1,453.92                         | 80.25 %           | 16,305.84           | 10,210.51           | 6,095.33                         | 37.38 %           | 21,750.00            |
| 6200 - BLDGS & GROUNDS                         | 38,183.24           | 43,431.33           | -5,248.09                        | -13.74 %          | 343,649.16          | 303,563.92          | 40,085.24                        | 11.66 %           | 458,383.00           |
| 6500 - LIBRARIES                               | 10,295.88           | 30,943.85           | -20,647.97                       | -200.55 %         | 92,662.92           | 95,119.01           | -2,456.09                        | -2.65 %           | 123,600.00           |
| 7200 - PLANNING & DEVELOPMENT                  | 75,738.23           | 78,452.46           | -2,714.23                        | -3.58 %           | 681,644.07          | 586,770.25          | 94,873.82                        | 13.92 %           | 909,223.00           |
| 7400 - PLANNING AND ZONING                     | 403.50              | 4,359.83            | -3,956.33                        | -980.50 %         | 3,631.50            | 4,359.83            | -728.33                          | -20.06 %          | 4,844.00             |
| 7520 - ECONOMIC DEVELOPMENT                    | 22,656.07           | 22,020.41           | 635.66                           | 2.81 %            | 203,904.63          | 130,545.39          | 73,359.24                        | 35.98 %           | 271,982.00           |
| 7550 - DOWNTOWN DEVELOPMENT                    | 2,082.50            | 6,250.00            | -4,167.50                        | -200.12 %         | 18,742.50           | 18,750.00           | -7.50                            | -0.04 %           | 25,000.00            |
| 7563 - AIRPORT                                 | 17,042.98           | 7,522.77            | 9,520.21                         | 55.86 %           | 153,386.82          | 68,323.54           | 85,063.28                        | 55.46 %           | 204,598.00           |
| 9001 - GEN - OTHER FINANCING USES              | 7,663.60            | 0.00                | 7,663.60                         | 100.00 %          | 68,972.40           | 0.00                | 68,972.40                        | 100.00 %          | 92,000.00            |
| <b>Total Expense:</b>                          | <b>1,055,272.23</b> | <b>1,231,064.15</b> | <b>-175,791.92</b>               | <b>-16.66 %</b>   | <b>9,497,450.07</b> | <b>9,465,336.13</b> | <b>32,113.94</b>                 | <b>0.34 %</b>     | <b>12,668,341.32</b> |
| <b>Report Total:</b>                           | <b>-136.20</b>      | <b>206,320.12</b>   | <b>206,456.32</b>                |                   | <b>-1,225.80</b>    | <b>-970,651.39</b>  | <b>-969,425.59</b>               |                   | <b>-1,650.00</b>     |

## General Fund

## Income Statement

## Group Summary

For Fiscal: 2020 Period Ending: 09/30/2020



Monroe, GA

| DEPT                              | Original<br>Total Budget | Current<br>Total Budget | MTD Activity        | YTD Activity        | Budget<br>Remaining |
|-----------------------------------|--------------------------|-------------------------|---------------------|---------------------|---------------------|
| <b>Revenue</b>                    |                          |                         |                     |                     |                     |
| 1510 - FINANCE ADMIN              | 11,162,802.32            | 11,162,802.32           | 1,317,585.18        | 6,527,441.52        | 4,635,360.80        |
| 1519 - INTERGOVERNMENTAL          | 104,600.00               | 104,600.00              | 9,410.25            | 184,174.75          | -79,574.75          |
| 1565 - WALTON PLAZA               | 3,308.00                 | 3,308.00                | 275.63              | 2,480.67            | 827.33              |
| 2650 - MUNICIPAL COURT            | 475,000.00               | 475,000.00              | 30,095.30           | 215,999.20          | 259,000.80          |
| 3200 - POLICE                     | 29,000.00                | 29,000.00               | 5,696.01            | 748,967.89          | -719,967.89         |
| 3500 - FIRE OPERATIONS            | 104,000.00               | 104,000.00              | 36,023.40           | 67,280.65           | 36,719.35           |
| 3510 - FIRE PREVENTION/CRR        | 0.00                     | 0.00                    | 0.00                | 500.00              | -500.00             |
| 4200 - STREETS & TRANSPORTATION   | 174,881.00               | 174,881.00              | 0.00                | 209,009.88          | -34,128.88          |
| 5530 - COMMUNITY CENTER           | 15,000.00                | 15,000.00               | 1,666.67            | 3,141.67            | 11,858.33           |
| 7200 - PLANNING & DEVELOPMENT     | 343,150.00               | 343,150.00              | 6,699.79            | 334,868.07          | 8,281.93            |
| 7520 - ECONOMIC DEVELOPMENT       | 20,000.00                | 20,000.00               | 0.00                | 6,584.00            | 13,416.00           |
| 7521 - MAINSTREET                 | 35,000.00                | 35,000.00               | 8,750.00            | 17,500.00           | 17,500.00           |
| 7563 - AIRPORT                    | 201,600.00               | 201,600.00              | 21,182.04           | 176,736.44          | 24,863.56           |
| <b>Revenue Total:</b>             | <b>12,668,341.32</b>     | <b>12,668,341.32</b>    | <b>1,437,384.27</b> | <b>8,494,684.74</b> | <b>4,173,656.58</b> |
| <b>Expense</b>                    |                          |                         |                     |                     |                     |
| 1100 - LEGISLATIVE                | 261,141.00               | 261,141.00              | 9,441.84            | 104,218.04          | 156,922.96          |
| 1300 - EXECUTIVE                  | 319,028.00               | 319,028.00              | 2,288.54            | 224,369.54          | 94,658.46           |
| 1500 - GENERAL ADMIN              | 151,966.00               | 151,966.00              | 12,053.58           | 104,831.14          | 47,134.86           |
| 1510 - FINANCE ADMIN              | 297,703.32               | 297,703.32              | 45,363.99           | 228,798.41          | 68,904.91           |
| 1530 - LAW                        | 203,000.00               | 203,000.00              | 0.00                | 107,046.81          | 95,953.19           |
| 1560 - AUDIT                      | 39,500.00                | 39,500.00               | -1,435.00           | 39,500.00           | 0.00                |
| 1565 - WALTON PLAZA               | 115,314.00               | 115,314.00              | 95,232.50           | 153,065.31          | -37,751.31          |
| 2650 - MUNICIPAL COURT            | 116,233.00               | 116,233.00              | 4,279.80            | 71,817.44           | 44,415.56           |
| 3200 - POLICE                     | 5,149,903.00             | 5,149,903.00            | 551,765.93          | 4,492,298.39        | 657,604.61          |
| 3500 - FIRE OPERATIONS            | 2,301,429.00             | 2,301,429.00            | 195,958.73          | 1,703,901.86        | 597,527.14          |
| 3510 - FIRE PREVENTION/CRR        | 114,989.00               | 114,989.00              | 2,199.41            | 55,555.92           | 59,433.08           |
| 4200 - STREETS & TRANSPORTATION   | 1,475,655.00             | 1,475,655.00            | 114,801.54          | 950,916.02          | 524,738.98          |
| 5500 - COMMUNITY SERVICES         | 11,100.00                | 11,100.00               | 5,774.80            | 11,374.80           | -274.80             |
| 5530 - COMMUNITY CENTER           | 21,750.00                | 21,750.00               | 357.84              | 10,210.51           | 11,539.49           |
| 6200 - BLDGS & GROUNDS            | 458,383.00               | 458,383.00              | 43,431.33           | 303,563.92          | 154,819.08          |
| 6500 - LIBRARIES                  | 123,600.00               | 123,600.00              | 30,943.85           | 95,119.01           | 28,480.99           |
| 7200 - PLANNING & DEVELOPMENT     | 909,223.00               | 909,223.00              | 78,452.46           | 586,770.25          | 322,452.75          |
| 7400 - PLANNING AND ZONING        | 4,844.00                 | 4,844.00                | 4,359.83            | 4,359.83            | 484.17              |
| 7500 - ECONOMIC DEV/ASSISTANCE    | 0.00                     | 0.00                    | -2,707.99           | 0.00                | 0.00                |
| 7520 - ECONOMIC DEVELOPMENT       | 271,982.00               | 271,982.00              | 22,020.41           | 130,545.39          | 141,436.61          |
| 7550 - DOWNTOWN DEVELOPMENT       | 25,000.00                | 25,000.00               | 6,250.00            | 18,750.00           | 6,250.00            |
| 7563 - AIRPORT                    | 204,598.00               | 204,598.00              | 7,522.77            | 68,323.54           | 136,274.46          |
| 9001 - GEN - OTHER FINANCING USES | 92,000.00                | 92,000.00               | 0.00                | 0.00                | 92,000.00           |
| <b>Expense Total:</b>             | <b>12,668,341.32</b>     | <b>12,668,341.32</b>    | <b>1,228,356.16</b> | <b>9,465,336.13</b> | <b>3,203,005.19</b> |
| <b>Total Surplus (Deficit):</b>   | <b>0.00</b>              | <b>0.00</b>             | <b>209,028.11</b>   | <b>-970,651.39</b>  |                     |



Monroe, GA

**General Fund**

**Prior-Year Comparative Income Statement**

**Group Summary**

For the Period Ending 09/30/2020

| DEP...                          | 2019<br>Sept. Activity | 2020<br>Sept. Activity | Sept. Variance<br>Favorable /<br>(Unfavorable) | Variance %    | 2019<br>YTD Activity | 2020<br>YTD Activity | YTD Variance<br>Favorable /<br>(Unfavorable) | Variance %    |
|---------------------------------|------------------------|------------------------|--|---------------|----------------------|----------------------|--|---------------|
| <b>Revenue</b>                  |                        |                        |  |               |                      |                      |  |               |
| 1510 - FINANCE ADMIN            | 663,678.17             | 1,317,585.18           | 653,907.01                                     | 98.53%        | 5,498,247.51         | 6,527,441.52         | 1,029,194.01                                 | 18.72%        |
| 1519 - INTERGOVERNMENTAL        | 0.00                   | 9,410.25               | 9,410.25                                       | 0.00%         | 82,095.00            | 184,174.75           | 102,079.75                                   | 124.34%       |
| 1565 - WALTON PLAZA             | 275.63                 | 275.63                 | 0.00   | 0.00%         | 2,508.23             | 2,480.67             | -27.56                                       | -1.10%        |
| 2650 - MUNICIPAL COURT          | 31,800.90              | 30,095.30              | -1,705.60                                      | -5.36%        | 360,956.30           | 215,999.20           | -144,957.10                                  | -40.16%       |
| 3200 - POLICE                   | 30,005.33              | 5,696.01               | -24,309.32                                     | -81.02%       | 55,834.27            | 748,967.89           | 693,133.62                                   | 1,241.41%     |
| 3500 - FIRE OPERATIONS          | 0.00                   | 36,023.40              | 36,023.40                                      | 0.00%         | 155,666.19           | 67,280.65            | -88,385.54                                   | -56.78%       |
| 3510 - FIRE PREVENTION/CRR      | 0.00                   | 0.00                   | 0.00   | 0.00%         | 500.00               | 500.00               | 0.00   | 0.00%         |
| 4200 - STREETS & TRANSPORTATION | 0.00                   | 0.00                   | 0.00   | 0.00%         | 159,841.15           | 209,009.88           | 49,168.73                                    | 30.76%        |
| 5530 - COMMUNITY CENTER         | 650.00                 | 1,666.67               | 1,016.67                                       | 156.41%       | 10,675.00            | 3,141.67             | -7,533.33                                    | -70.57%       |
| 7200 - PLANNING & DEVELOPMENT   | 9,996.00               | 6,699.79               | -3,296.21                                      | -32.98%       | 330,134.00           | 334,868.07           | 4,734.07                                     | 1.43%         |
| 7520 - ECONOMIC DEVELOPMENT     | 772.89                 | 0.00                   | -772.89  | -100.00%      | 108,094.23           | 6,584.00             | -101,510.23                                  | -93.91%       |
| 7521 - MAINSTREET               | 0.00                   | 8,750.00               | 8,750.00                                       | 0.00%         | 26,250.00            | 17,500.00            | -8,750.00                                    | -33.33%       |
| 7563 - AIRPORT                  | 19,368.47              | 21,182.04              | 1,813.57                                       | 9.36%         | 157,326.52           | 176,736.44           | 19,409.92                                    | 12.34%        |
| <b>Revenue Total:</b>           | <b>756,547.39</b>      | <b>1,437,384.27</b>    | <b>680,836.88</b>                              | <b>89.99%</b> | <b>6,948,128.40</b>  | <b>8,494,684.74</b>  | <b>1,546,556.34</b>                          | <b>22.26%</b> |
| <b>Expense</b>                  |                        |                        |  |               |                      |                      |  |               |
| 1100 - LEGISLATIVE              | 17,886.64              | 9,441.84               | 8,444.80                                       | 47.21%        | 189,533.12           | 104,218.04           | 85,315.08                                    | 45.01%        |
| 1300 - EXECUTIVE                | -5,938.88              | 2,288.54               | -8,227.42                                      | -138.53%      | 244,941.38           | 224,369.54           | 20,571.84                                    | 8.40%         |
| 1500 - GENERAL ADMIN            | 10,984.56              | 12,053.58              | -1,069.02                                      | -9.73%        | 114,385.06           | 104,831.14           | 9,553.92                                     | 8.35%         |
| 1510 - FINANCE ADMIN            | 20,458.91              | 45,363.99              | -24,905.08                                     | -121.73%      | 197,951.78           | 228,798.41           | -30,846.63                                   | -15.58%       |
| 1530 - LAW                      | 24,809.96              | 0.00                   | 24,809.96                                      | 100.00%       | 150,809.97           | 107,046.81           | 43,763.16                                    | 29.02%        |
| 1560 - AUDIT                    | 0.00                   | -1,435.00              | 1,435.00                                       | 0.00%         | 35,750.00            | 39,500.00            | -3,750.00                                    | -10.49%       |
| 1565 - WALTON PLAZA             | 29,387.50              | 95,232.50              | -65,845.00                                     | -224.06%      | 129,813.06           | 153,065.31           | -23,252.25                                   | -17.91%       |
| 2650 - MUNICIPAL COURT          | -5,511.24              | 4,279.80               | -9,791.04                                      | -177.66%      | 59,330.78            | 71,817.44            | -12,486.66                                   | -21.05%       |
| 3200 - POLICE                   | 353,696.97             | 551,765.93             | -198,068.96                                    | -56.00%       | 3,158,310.04         | 4,492,298.39         | -1,333,988.35                                | -42.24%       |
| 3500 - FIRE OPERATIONS          | 159,298.20             | 195,958.73             | -36,660.53                                     | -23.01%       | 1,695,131.22         | 1,703,901.86         | -8,770.64                                    | -0.52%        |
| 3510 - FIRE PREVENTION/CRR      | 6,643.51               | 2,199.41               | 4,444.10                                       | 66.89%        | 62,969.58            | 55,555.92            | 7,413.66                                     | 11.77%        |
| 4200 - STREETS & TRANSPORTATION | 118,904.99             | 114,801.54             | 4,103.45                                       | 3.45%         | 1,049,681.56         | 950,916.02           | 98,765.54                                    | 9.41%         |
| 5500 - COMMUNITY SERVICES       | 5,500.00               | 5,774.80               | -274.80  | -5.00%        | 11,100.00            | 11,374.80            | -274.80                                      | -2.48%        |
| 5530 - COMMUNITY CENTER         | 791.77                 | 357.84                 | 433.93   | 54.81%        | 10,771.90            | 10,210.51            | 561.39                                       | 5.21%         |
| 6200 - BLDGS & GROUNDS          | 36,302.53              | 43,431.33              | -7,128.80                                      | -19.64%       | 286,597.80           | 303,563.92           | -16,966.12                                   | -5.92%        |
| 6231 - RAILS TO TRAILS          | 0.00                   | 0.00                   | 0.00   | 0.00%         | 52.50                | 0.00                 | 52.50  | 100.00%       |
| 6500 - LIBRARIES                | 30,900.00              | 30,943.85              | -43.85   | -0.14%        | 94,890.86            | 95,119.01            | -228.15                                      | -0.24%        |
| 7200 - PLANNING & DEVELOPMENT   | 63,851.99              | 78,452.46              | -14,600.47                                     | -22.87%       | 551,957.42           | 586,770.25           | -34,812.83                                   | -6.31%        |
| 7400 - PLANNING AND ZONING      | 4,844.25               | 4,359.83               | 484.42   | 10.00%        | 4,844.25             | 4,359.83             | 484.42                                       | 10.00%        |
| 7500 - ECONOMIC DEV/ASSISTANCE  | 0.00                   | -2,707.99              | 2,707.99                                       | 0.00%         | 0.00                 | 0.00                 | 0.00   | 0.00%         |

Prior-Year Comparative Income Statement

For the Period Ending 09/30/2

| DEP...                            | 2019                 |                     | 2020                      |                | Sept. Variance       |                     | YTD Variance              |               |
|-----------------------------------|----------------------|---------------------|---------------------------|----------------|----------------------|---------------------|---------------------------|---------------|
|                                   | Sept. Activity       | Sept. Activity      | Favorable / (Unfavorable) | Variance %     | YTD Activity         | YTD Activity        | Favorable / (Unfavorable) | Variance %    |
| 7520 - ECONOMIC DEVELOPMENT       | 21,979.79            | 22,020.41           | -40.62                    | -0.18%         | 297,455.30           | 130,545.39          | 166,909.91                | 56.11%        |
| 7550 - DOWNTOWN DEVELOPMENT       | 6,250.00             | 6,250.00            | 0.00                      | 0.00%          | 18,750.00            | 18,750.00           | 0.00                      | 0.00%         |
| 7563 - AIRPORT                    | -2,580.24            | 7,522.77            | -10,103.01                | -391.55%       | 129,203.21           | 68,323.54           | 60,879.67                 | 47.12%        |
| 9001 - GEN - OTHER FINANCING USES | 874,944.00           | 0.00                | 874,944.00                | 100.00%        | 874,944.00           | 0.00                | 874,944.00                | 100.00%       |
| <b>Expense Total:</b>             | <b>1,773,405.21</b>  | <b>1,228,356.16</b> | <b>545,049.05</b>         | <b>30.73%</b>  | <b>9,369,174.79</b>  | <b>9,465,336.13</b> | <b>-96,161.34</b>         | <b>-1.03%</b> |
| <b>Total Surplus (Deficit):</b>   | <b>-1,016,857.82</b> | <b>209,028.11</b>   | <b>1,225,885.93</b>       | <b>120.56%</b> | <b>-2,421,046.39</b> | <b>-970,651.39</b>  | <b>1,450,395.00</b>       | <b>59.91%</b> |



**General Fund**

**Budget Report**

**Group Summary**

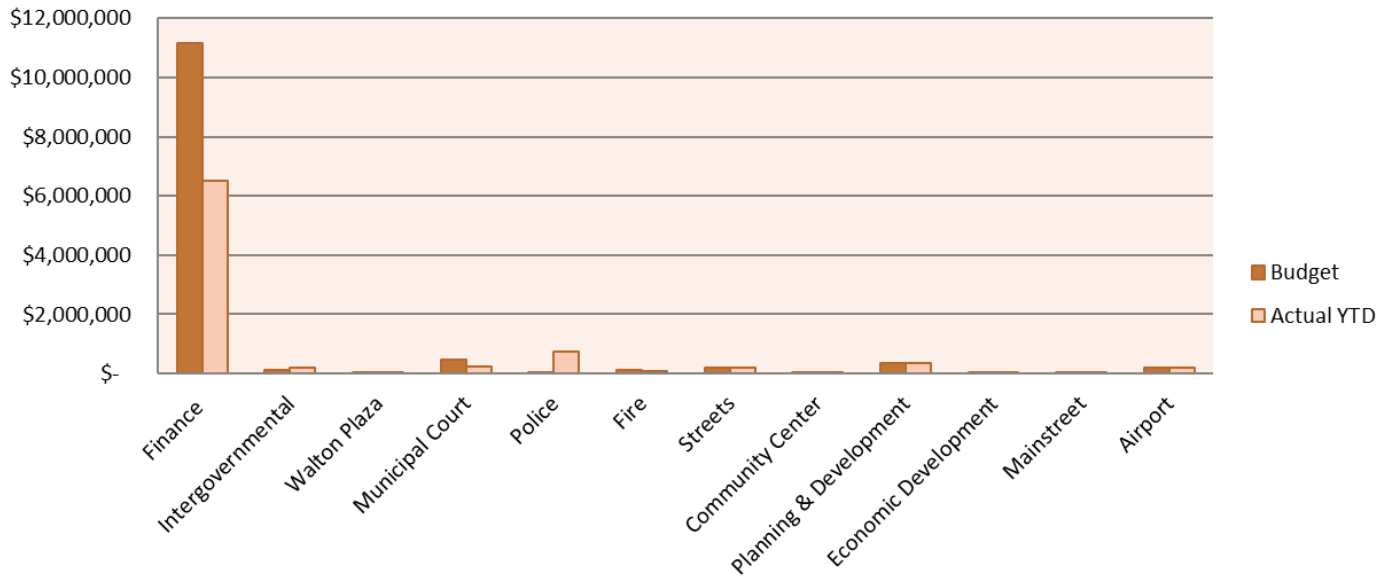
For Fiscal: 2020 Period Ending: 09/30/2020



Monroe, GA

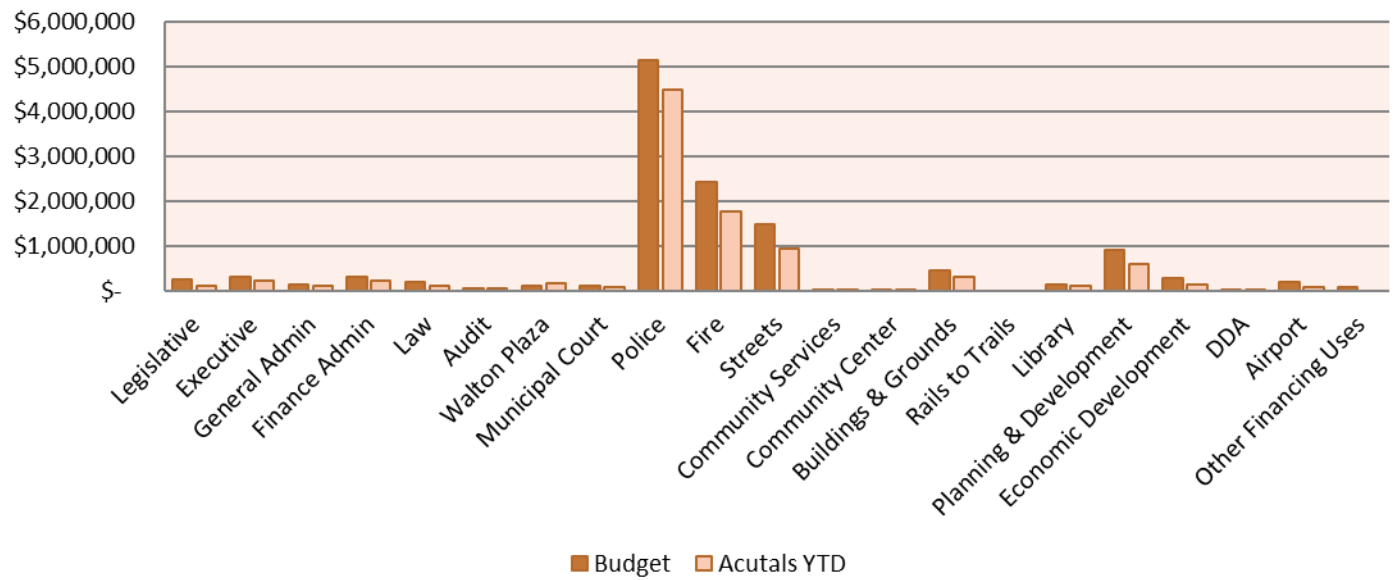
| DEP...                            | Original<br>Total Budget | Current<br>Total Budget | Period<br>Activity  | Fiscal<br>Activity  | Variance<br>Favorable<br>(Unfavorable) | Percent<br>Remaining |
|-----------------------------------|--------------------------|-------------------------|---------------------|---------------------|--|----------------------|
| <b>Revenue</b>                    |                          |                         |                     |                     |  |                      |
| 1510 - FINANCE ADMIN              | 11,142,802.32            | 11,162,802.32           | 1,317,585.18        | 6,527,441.52        | -4,635,360.80                          | 41.53 %              |
| 1519 - INTERGOVERNMENTAL          | 104,600.00               | 104,600.00              | 9,410.25            | 184,174.75          | 79,574.75                              | 76.08 %              |
| 1565 - WALTON PLAZA               | 3,308.00                 | 3,308.00                | 275.63              | 2,480.67            | -827.33                                | 25.01 %              |
| 2650 - MUNICIPAL COURT            | 475,000.00               | 475,000.00              | 30,095.30           | 215,999.20          | -259,000.80                            | 54.53 %              |
| 3200 - POLICE                     | 29,000.00                | 29,000.00               | 5,696.01            | 748,967.89          | 719,967.89                             | 2,482.65 %           |
| 3500 - FIRE OPERATIONS            | 104,000.00               | 104,000.00              | 36,023.40           | 67,280.65           | -36,719.35                             | 35.31 %              |
| 3510 - FIRE PREVENTION/CRR        | 0.00                     | 0.00                    | 0.00                | 500.00              | 500.00                                 | 0.00 %               |
| 4200 - STREETS & TRANSPORTATION   | 174,881.00               | 174,881.00              | 0.00                | 209,009.88          | 34,128.88                              | 19.52 %              |
| 5530 - COMMUNITY CENTER           | 15,000.00                | 15,000.00               | 1,666.67            | 3,141.67            | -11,858.33                             | 79.06 %              |
| 7200 - PLANNING & DEVELOPMENT     | 341,500.00               | 341,500.00              | 6,699.79            | 334,868.07          | -6,631.93                              | 1.94 %               |
| 7520 - ECONOMIC DEVELOPMENT       | 20,000.00                | 20,000.00               | 0.00                | 6,584.00            | -13,416.00                             | 67.08 %              |
| 7521 - MAINSTREET                 | 35,000.00                | 35,000.00               | 8,750.00            | 17,500.00           | -17,500.00                             | 50.00 %              |
| 7563 - AIRPORT                    | 201,600.00               | 201,600.00              | 21,182.04           | 176,736.44          | -24,863.56                             | 12.33 %              |
| <b>Revenue Total:</b>             | <b>12,646,691.32</b>     | <b>12,666,691.32</b>    | <b>1,437,384.27</b> | <b>8,494,684.74</b> | <b>-4,172,006.58</b>                   | <b>32.94 %</b>       |
| <b>Expense</b>                    |                          |                         |                     |                     |  |                      |
| 1100 - LEGISLATIVE                | 261,141.00               | 261,141.00              | 9,441.84            | 104,218.04          | 156,922.96                             | 60.09 %              |
| 1300 - EXECUTIVE                  | 319,028.00               | 319,028.00              | 2,288.54            | 224,369.54          | 94,658.46                              | 29.67 %              |
| 1500 - GENERAL ADMIN              | 151,966.00               | 151,966.00              | 12,053.58           | 104,831.14          | 47,134.86                              | 31.02 %              |
| 1510 - FINANCE ADMIN              | 297,703.32               | 297,703.32              | 45,363.99           | 228,798.41          | 68,904.91                              | 23.15 %              |
| 1530 - LAW                        | 203,000.00               | 203,000.00              | 0.00                | 107,046.81          | 95,953.19                              | 47.27 %              |
| 1560 - AUDIT                      | 39,500.00                | 39,500.00               | -1,435.00           | 39,500.00           | 0.00                                   | 0.00 %               |
| 1565 - WALTON PLAZA               | 115,314.00               | 115,314.00              | 95,232.50           | 153,065.31          | -37,751.31                             | -32.74 %             |
| 2650 - MUNICIPAL COURT            | 116,233.00               | 116,233.00              | 4,279.80            | 71,817.44           | 44,415.56                              | 38.21 %              |
| 3200 - POLICE                     | 5,149,903.00             | 5,149,903.00            | 551,765.93          | 4,492,298.39        | 657,604.61                             | 12.77 %              |
| 3500 - FIRE OPERATIONS            | 2,301,429.00             | 2,301,429.00            | 195,958.73          | 1,703,901.86        | 597,527.14                             | 25.96 %              |
| 3510 - FIRE PREVENTION/CRR        | 114,989.00               | 114,989.00              | 2,199.41            | 55,555.92           | 59,433.08                              | 51.69 %              |
| 4200 - STREETS & TRANSPORTATION   | 1,475,655.00             | 1,475,655.00            | 114,801.54          | 950,916.02          | 524,738.98                             | 35.56 %              |
| 5500 - COMMUNITY SERVICES         | 11,100.00                | 11,100.00               | 5,774.80            | 11,374.80           | -274.80                                | -2.48 %              |
| 5530 - COMMUNITY CENTER           | 21,750.00                | 21,750.00               | 357.84              | 10,210.51           | 11,539.49                              | 53.06 %              |
| 6200 - BLDGS & GROUNDS            | 458,383.00               | 458,383.00              | 43,431.33           | 303,563.92          | 154,819.08                             | 33.78 %              |
| 6500 - LIBRARIES                  | 123,600.00               | 123,600.00              | 30,943.85           | 95,119.01           | 28,480.99                              | 23.04 %              |
| 7200 - PLANNING & DEVELOPMENT     | 909,223.00               | 909,223.00              | 78,452.46           | 586,770.25          | 322,452.75                             | 35.46 %              |
| 7400 - PLANNING AND ZONING        | 4,844.00                 | 4,844.00                | 4,359.83            | 4,359.83            | 484.17                                 | 10.00 %              |
| 7520 - ECONOMIC DEVELOPMENT       | 271,982.00               | 271,982.00              | 22,020.41           | 130,545.39          | 141,436.61                             | 52.00 %              |
| 7550 - DOWNTOWN DEVELOPMENT       | 25,000.00                | 25,000.00               | 6,250.00            | 18,750.00           | 6,250.00                               | 25.00 %              |
| 7563 - AIRPORT                    | 204,598.00               | 204,598.00              | 7,522.77            | 68,323.54           | 136,274.46                             | 66.61 %              |
| 9001 - GEN - OTHER FINANCING USES | 92,000.00                | 92,000.00               | 0.00                | 0.00                | 92,000.00                              | 100.00 %             |
| <b>Expense Total:</b>             | <b>12,668,341.32</b>     | <b>12,668,341.32</b>    | <b>1,231,064.15</b> | <b>9,465,336.13</b> | <b>3,203,005.19</b>                    | <b>25.28 %</b>       |
| <b>Report Surplus (Deficit):</b>  | <b>-21,650.00</b>        | <b>-1,650.00</b>        | <b>206,320.12</b>   | <b>-970,651.39</b>  | <b>-969,001.39</b>                     | <b>58,727.36 %</b>   |

### General Fund Revenue September YTD Budget Comparison



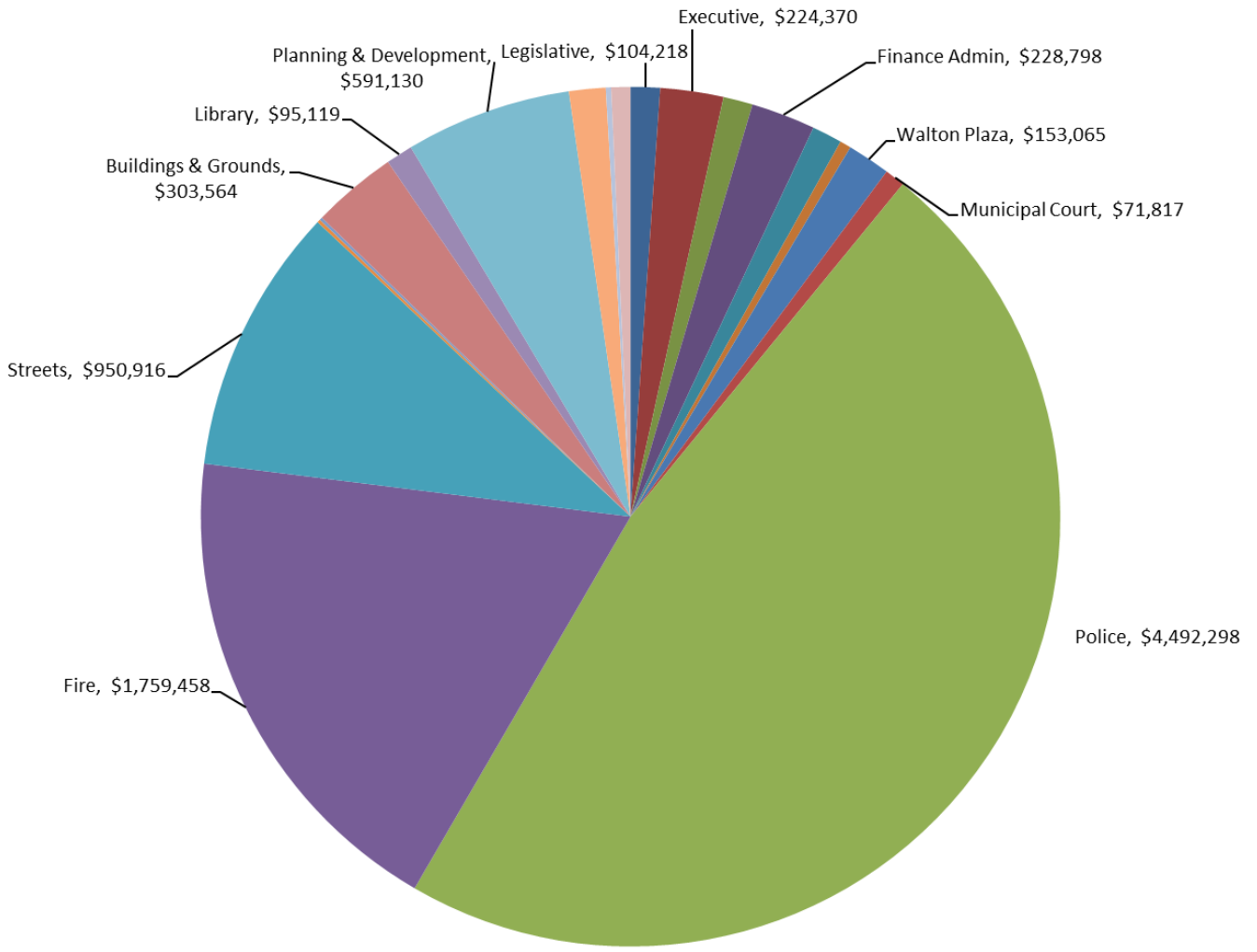
General Fund year-to-date revenues for the month totaled \$8,494,685 which is 67% of total budgeted revenues of \$12,668,341. Property tax revenue is due in November of each year.

### General Fund Expense September YTD Budget Comparison



General Fund year-to-date expenses for the month totaled \$9,465,336 which is 74.7% of total budgeted expenses of \$12,668,341.

### General Fund Expenses September YTD





Monroe, GA

## Utilities Fund

# Monthly Budget Report

## Group Summary

For Fiscal: 2020 Period Ending: 09/30/2020

| ACTIVIT...                    | September<br>Budget | September<br>Activity | Variance<br>Favorable<br>(Unfavorable) | Percent<br>Remaining | YTD<br>Budget        | YTD<br>Activity      | Variance<br>Favorable<br>(Unfavorable) | Percent<br>Remaining | Total Budget         |
|-------------------------------|---------------------|-----------------------|--|----------------------|----------------------|----------------------|--|----------------------|----------------------|
| <b>Revenue</b>                |                     |                       |  |                      |                      |                      |  |                      |                      |
| 4002 - WATER                  | 481,574.79          | 769,992.65            | 288,417.86                             | 59.89 %              | 4,334,173.11         | 6,778,011.77         | 2,443,838.66                           | 56.39 %              | 5,781,210.00         |
| 4003 - SEWER                  | 421,914.50          | 421,766.49            | -148.01                                | -0.04 %              | 3,797,230.50         | 4,130,780.36         | 333,549.86                             | 8.78 %               | 5,065,000.00         |
| 4005 - GAS                    | 329,129.04          | 113,170.53            | -215,958.51                            | -65.62 %             | 2,962,161.36         | 2,995,526.09         | 33,364.73                              | 1.13 %               | 3,951,129.00         |
| 4006 - GUTA                   | 10,829.00           | 26,425.00             | 15,596.00                              | 144.02 %             | 97,461.00            | 103,265.00           | 5,804.00                               | 5.96 %               | 130,000.00           |
| 4008 - ELECTRIC               | 1,661,835.00        | 2,331,526.05          | 669,691.05                             | 40.30 %              | 14,956,515.00        | 15,063,840.71        | 107,325.71                             | 0.72 %               | 19,950,000.00        |
| 4009 - TELECOM & INTERNET     | 264,061.00          | 285,215.53            | 21,154.53                              | 8.01 %               | 2,376,549.00         | 2,482,126.25         | 105,577.25                             | 4.44 %               | 3,170,000.00         |
| 4010 - CABLE TV               | 296,964.50          | 204,328.49            | -92,636.01                             | -31.19 %             | 2,672,680.50         | 2,362,411.09         | -310,269.41                            | -11.61 %             | 3,565,000.00         |
| 4012 - UTIL FINANCE           | 0.00                | 2,700.00              | 2,700.00                               | 0.00 %               | 0.00                 | 668,900.00           | 668,900.00                             | 0.00 %               | 0.00                 |
| <b>Total Revenue:</b>         | <b>3,466,307.83</b> | <b>4,155,124.74</b>   | <b>688,816.91</b>                      | <b>19.87 %</b>       | <b>31,196,770.47</b> | <b>34,584,861.27</b> | <b>3,388,090.80</b>                    | <b>10.86 %</b>       | <b>41,612,339.00</b> |
| <b>Expense</b>                |                     |                       |  |                      |                      |                      |  |                      |                      |
| 4002 - WATER                  | 416,152.97          | 943,676.81            | -527,523.84                            | -126.76 %            | 3,745,376.73         | 8,528,557.91         | -4,783,181.18                          | -127.71 %            | 4,995,835.56         |
| 4003 - SEWER                  | 384,386.32          | 442,859.71            | -58,473.39                             | -15.21 %             | 3,459,476.88         | 4,634,497.92         | -1,175,021.04                          | -33.97 %             | 4,614,483.57         |
| 4004 - STORMWATER             | 46,468.43           | 96,689.92             | -50,221.49                             | -108.08 %            | 418,215.87           | 461,398.06           | -43,182.19                             | -10.33 %             | 557,845.00           |
| 4005 - GAS                    | 340,686.55          | 508,176.57            | -167,490.02                            | -49.16 %             | 3,066,178.95         | 3,302,908.88         | -236,729.93                            | -7.72 %              | 4,089,875.60         |
| 4006 - GUTA                   | 22,566.85           | 21,464.15             | 1,102.70                               | 4.89 %               | 203,101.65           | 158,546.53           | 44,555.12                              | 21.94 %              | 270,911.00           |
| 4007 - GEN ADMIN WSG          | 18,950.47           | 20,281.71             | -1,331.24                              | -7.02 %              | 170,554.23           | 172,404.62           | -1,850.39                              | -1.08 %              | 227,497.00           |
| 4008 - ELECTRIC               | 1,542,280.55        | 1,634,977.05          | -92,696.50                             | -6.01 %              | 13,880,524.95        | 14,159,696.65        | -279,171.70                            | -2.01 %              | 18,514,773.00        |
| 4009 - TELECOM & INTERNET     | 161,230.93          | 206,414.28            | -45,183.35                             | -28.02 %             | 1,451,078.37         | 1,407,268.09         | 43,810.28                              | 3.02 %               | 1,935,546.00         |
| 4010 - CABLE TV               | 428,167.43          | 389,402.00            | 38,765.43                              | 9.05 %               | 3,853,506.87         | 3,824,696.29         | 28,810.58                              | 0.75 %               | 5,140,066.00         |
| 4011 - GEN ADMIN ELEC/TELECOM | 16,844.31           | 17,789.81             | -945.50                                | -5.61 %              | 151,598.79           | 153,705.44           | -2,106.65                              | -1.39 %              | 202,213.00           |
| 4012 - UTIL FINANCE           | -135,105.91         | -231,880.17           | 96,774.26                              | -71.63 %             | -1,215,953.19        | -2,242,970.43        | 1,027,017.24                           | -84.46 %             | -1,621,919.00        |
| 4013 - UTIL CUST SVC          | 126,444.63          | 117,411.78            | 9,032.85                               | 7.14 %               | 1,138,001.67         | 1,161,316.73         | -23,315.06                             | -2.05 %              | 1,517,943.26         |
| 4014 - UTIL BILLING           | 37,066.48           | 34,375.12             | 2,691.36                               | 7.26 %               | 333,598.32           | 339,270.63           | -5,672.31                              | -1.70 %              | 444,976.00           |
| 4015 - CENTRAL SERVICES       | 60,166.97           | 97,122.71             | -36,955.74                             | -61.42 %             | 541,502.73           | 759,412.51           | -217,909.78                            | -40.24 %             | 722,293.00           |
| <b>Total Expense:</b>         | <b>3,466,306.98</b> | <b>4,298,761.45</b>   | <b>-832,454.47</b>                     | <b>-24.02 %</b>      | <b>31,196,762.82</b> | <b>36,820,709.83</b> | <b>-5,623,947.01</b>                   | <b>-18.03 %</b>      | <b>41,612,338.99</b> |
| <b>Report Total:</b>          | <b>0.85</b>         | <b>-143,636.71</b>    | <b>-143,637.56</b>                     |                      | <b>7.65</b>          | <b>-2,235,848.56</b> | <b>-2,235,856.21</b>                   |                      | <b>0.01</b>          |

**Utilities Fund**

**Income Statement**

**Group Summary**

For Fiscal: 2020 Period Ending: 09/30/2020



Monroe, GA

| ACTIVITY                        | Original<br>Total Budget | Current<br>Total Budget | MTD Activity        | YTD Activity         | Budget<br>Remaining |
|---------------------------------|--------------------------|-------------------------|---------------------|----------------------|---------------------|
| <b>Revenue</b>                  |                          |                         |                     |                      |                     |
| 4002 - WATER                    | 5,781,210.00             | 5,781,210.00            | 769,992.65          | 6,778,011.77         | -996,801.77         |
| 4003 - SEWER                    | 5,065,000.00             | 5,065,000.00            | 421,766.49          | 4,130,780.36         | 934,219.64          |
| 4005 - GAS                      | 3,951,129.00             | 3,951,129.00            | 113,170.53          | 2,995,526.09         | 955,602.91          |
| 4006 - GUTA                     | 130,000.00               | 130,000.00              | 26,425.00           | 103,265.00           | 26,735.00           |
| 4008 - ELECTRIC                 | 19,950,000.00            | 19,950,000.00           | 2,331,526.05        | 15,063,840.71        | 4,886,159.29        |
| 4009 - TELECOM & INTERNET       | 3,170,000.00             | 3,170,000.00            | 285,215.53          | 2,482,126.25         | 687,873.75          |
| 4010 - CABLE TV                 | 3,565,000.00             | 3,565,000.00            | 204,328.49          | 2,362,411.09         | 1,202,588.91        |
| 4012 - UTIL FINANCE             | 0.00                     | 0.00                    | 2,700.00            | 668,900.00           | -668,900.00         |
| <b>Revenue Total:</b>           | <b>41,612,339.00</b>     | <b>41,612,339.00</b>    | <b>4,155,124.74</b> | <b>34,584,861.27</b> | <b>7,027,477.73</b> |
| <b>Expense</b>                  |                          |                         |                     |                      |                     |
| 4002 - WATER                    | 4,995,835.56             | 4,995,835.56            | 943,676.81          | 8,528,557.91         | -3,532,722.35       |
| 4003 - SEWER                    | 4,614,483.57             | 4,614,483.57            | 442,859.71          | 4,634,497.92         | -20,014.35          |
| 4004 - STORMWATER               | 557,845.00               | 557,845.00              | 96,689.92           | 461,398.06           | 96,446.94           |
| 4005 - GAS                      | 4,089,875.60             | 4,089,875.60            | 508,176.57          | 3,302,908.88         | 786,966.72          |
| 4006 - GUTA                     | 270,911.00               | 270,911.00              | 21,464.15           | 158,546.53           | 112,364.47          |
| 4007 - GEN ADMIN WSG            | 227,497.00               | 227,497.00              | 20,281.71           | 172,404.62           | 55,092.38           |
| 4008 - ELECTRIC                 | 18,514,773.00            | 18,514,773.00           | 1,634,977.05        | 14,159,696.65        | 4,355,076.35        |
| 4009 - TELECOM & INTERNET       | 1,935,546.00             | 1,935,546.00            | 206,414.28          | 1,407,268.09         | 528,277.91          |
| 4010 - CABLE TV                 | 5,140,066.00             | 5,140,066.00            | 389,402.00          | 3,824,696.29         | 1,315,369.71        |
| 4011 - GEN ADMIN ELEC/TELECOM   | 202,213.00               | 202,213.00              | 17,789.81           | 153,705.44           | 48,507.56           |
| 4012 - UTIL FINANCE             | -1,621,919.00            | -1,621,919.00           | -231,880.17         | -2,242,970.43        | 621,051.43          |
| 4013 - UTIL CUST SVC            | 1,517,943.26             | 1,517,943.26            | 117,411.78          | 1,161,316.73         | 356,626.53          |
| 4014 - UTIL BILLING             | 444,976.00               | 444,976.00              | 34,375.12           | 339,270.63           | 105,705.37          |
| 4015 - CENTRAL SERVICES         | 722,293.00               | 722,293.00              | 97,122.71           | 759,412.51           | -37,119.51          |
| <b>Expense Total:</b>           | <b>41,612,338.99</b>     | <b>41,612,338.99</b>    | <b>4,298,761.45</b> | <b>36,820,709.83</b> | <b>4,791,629.16</b> |
| <b>Total Surplus (Deficit):</b> | <b>0.01</b>              | <b>0.01</b>             | <b>-143,636.71</b>  | <b>-2,235,848.56</b> |                     |



Monroe, GA

**Utilities Fund**

**Prior-Year Comparative Income Statement**

**Group Summary**

For the Period Ending 09/30/2020

| ACTIVIT...                      | 2019<br>Sept. Activity | 2020<br>Sept. Activity | Sept. Variance<br>Favorable /<br>(Unfavorable) | Variance %      | 2019<br>YTD Activity | 2020<br>YTD Activity | YTD Variance<br>Favorable /<br>(Unfavorable) | Variance %      |
|---------------------------------|------------------------|------------------------|--|-----------------|----------------------|----------------------|--|-----------------|
| <b>Revenue</b>                  |                        |                        |  |                 |                      |                      |  |                 |
| 4002 - WATER                    | 538,464.69             | 769,992.65             | 231,527.96                                     | 43.00%          | 4,525,110.86         | 6,778,011.77         | 2,252,900.91                                 | 49.79%          |
| 4003 - SEWER                    | 375,376.33             | 421,766.49             | 46,390.16                                      | 12.36%          | 3,466,005.18         | 4,130,780.36         | 664,775.18                                   | 19.18%          |
| 4005 - GAS                      | 157,319.27             | 113,170.53             | -44,148.74                                     | -28.06%         | 3,226,718.25         | 2,995,526.09         | -231,192.16                                  | -7.16%          |
| 4006 - GUTA                     | 14,433.49              | 26,425.00              | 11,991.51                                      | 83.08%          | 136,153.62           | 103,265.00           | -32,888.62                                   | -24.16%         |
| 4008 - ELECTRIC                 | 2,180,026.88           | 2,331,526.05           | 151,499.17                                     | 6.95%           | 17,273,468.01        | 15,063,840.71        | -2,209,627.30                                | -12.79%         |
| 4009 - TELECOM & INTERNET       | 257,943.50             | 285,215.53             | 27,272.03                                      | 10.57%          | 2,266,427.85         | 2,482,126.25         | 215,698.40                                   | 9.52%           |
| 4010 - CABLE TV                 | 286,691.59             | 204,328.49             | -82,363.10                                     | -28.73%         | 2,679,859.17         | 2,362,411.09         | -317,448.08                                  | -11.85%         |
| 4012 - UTIL FINANCE             | 0.00                   | 2,700.00               | 2,700.00                                       | 0.00%           | 67,599.99            | 668,900.00           | 601,300.01                                   | 889.50%         |
| <b>Revenue Total:</b>           | <b>3,810,255.75</b>    | <b>4,155,124.74</b>    | <b>344,868.99</b>                              | <b>9.05%</b>    | <b>33,641,342.93</b> | <b>34,584,861.27</b> | <b>943,518.34</b>                            | <b>2.80%</b>    |
| <b>Expense</b>                  |                        |                        |  |                 |                      |                      |  |                 |
| 4002 - WATER                    | 386,986.31             | 943,676.81             | -556,690.50                                    | -143.85%        | 3,221,229.30         | 8,528,557.91         | -5,307,328.61                                | -164.76%        |
| 4003 - SEWER                    | 316,246.67             | 442,859.71             | -126,613.04                                    | -40.04%         | 2,833,126.89         | 4,634,497.92         | -1,801,371.03                                | -63.58%         |
| 4004 - STORMWATER               | 58,788.64              | 96,689.92              | -37,901.28                                     | -64.47%         | 379,694.62           | 461,398.06           | -81,703.44                                   | -21.52%         |
| 4005 - GAS                      | 189,367.57             | 508,176.57             | -318,809.00                                    | -168.35%        | 2,799,127.24         | 3,302,908.88         | -503,781.64                                  | -18.00%         |
| 4006 - GUTA                     | 23,137.49              | 21,464.15              | 1,673.34                                       | 7.23%           | 176,572.46           | 158,546.53           | 18,025.93                                    | 10.21%          |
| 4007 - GEN ADMIN WSG            | 17,476.52              | 20,281.71              | -2,805.19                                      | -16.05%         | 154,649.52           | 172,404.62           | -17,755.10                                   | -11.48%         |
| 4008 - ELECTRIC                 | 1,705,251.22           | 1,634,977.05           | 70,274.17                                      | 4.12%           | 14,390,410.73        | 14,159,696.65        | 230,714.08                                   | 1.60%           |
| 4009 - TELECOM & INTERNET       | 106,072.94             | 206,414.28             | -100,341.34                                    | -94.60%         | 936,662.07           | 1,407,268.09         | -470,606.02                                  | -50.24%         |
| 4010 - CABLE TV                 | 414,245.57             | 389,402.00             | 24,843.57                                      | 6.00%           | 3,605,378.31         | 3,824,696.29         | -219,317.98                                  | -6.08%          |
| 4011 - GEN ADMIN ELEC/TELECOM   | 16,055.15              | 17,789.81              | -1,734.66                                      | -10.80%         | 137,337.46           | 153,705.44           | -16,367.98                                   | -11.92%         |
| 4012 - UTIL FINANCE             | -287,069.92            | -231,880.17            | -55,189.75                                     | -19.23%         | -1,870,366.56        | -2,242,970.43        | 372,603.87                                   | 19.92%          |
| 4013 - UTIL CUST SVC            | 161,253.91             | 117,411.78             | 43,842.13                                      | 27.19%          | 1,108,953.93         | 1,161,316.73         | -52,362.80                                   | -4.72%          |
| 4014 - UTIL BILLING             | 63,487.90              | 34,375.12              | 29,112.78                                      | 45.86%          | 298,066.10           | 339,270.63           | -41,204.53                                   | -13.82%         |
| 4015 - CENTRAL SERVICES         | 62,328.11              | 97,122.71              | -34,794.60                                     | -55.82%         | 463,346.55           | 759,412.51           | -296,065.96                                  | -63.90%         |
| 4016 - SOLID WASTE              | 0.00                   | 0.00                   | 0.00   | 0.00%           | 96.76                | 0.00                 | 96.76  | 100.00%         |
| <b>Expense Total:</b>           | <b>3,233,628.08</b>    | <b>4,298,761.45</b>    | <b>-1,065,133.37</b>                           | <b>-32.94%</b>  | <b>28,634,285.38</b> | <b>36,820,709.83</b> | <b>-8,186,424.45</b>                         | <b>-28.59%</b>  |
| <b>Total Surplus (Deficit):</b> | <b>576,627.67</b>      | <b>-143,636.71</b>     | <b>-720,264.38</b>                             | <b>-124.91%</b> | <b>5,007,057.55</b>  | <b>-2,235,848.56</b> | <b>-7,242,906.11</b>                         | <b>-144.65%</b> |



Monroe, GA

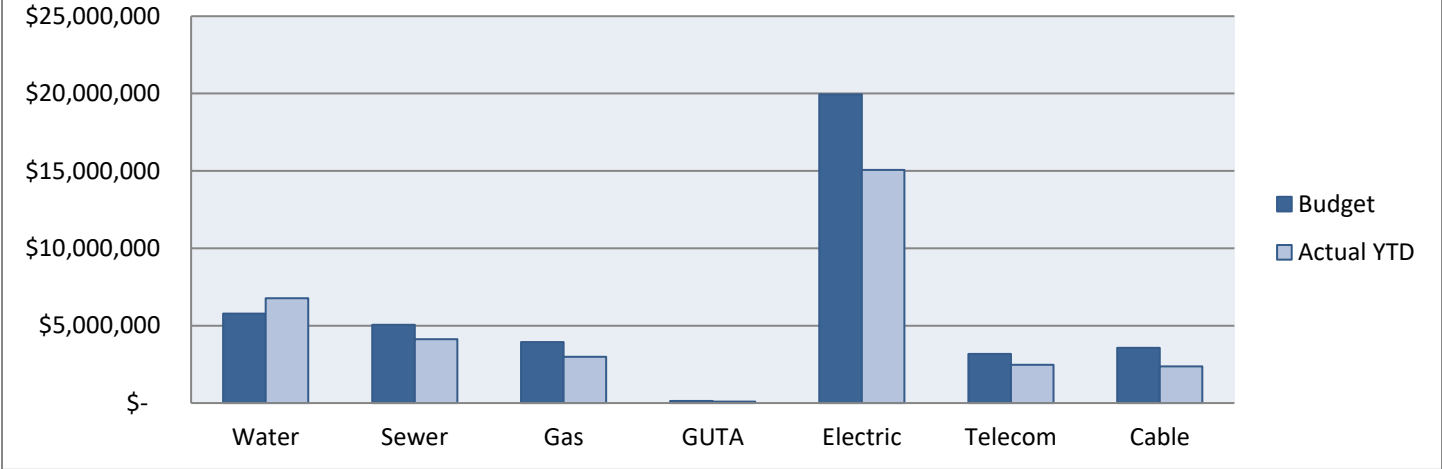
## Utilities Fund

## Budget Report Group Summary

For Fiscal: 2020 Period Ending: 09/30/2020

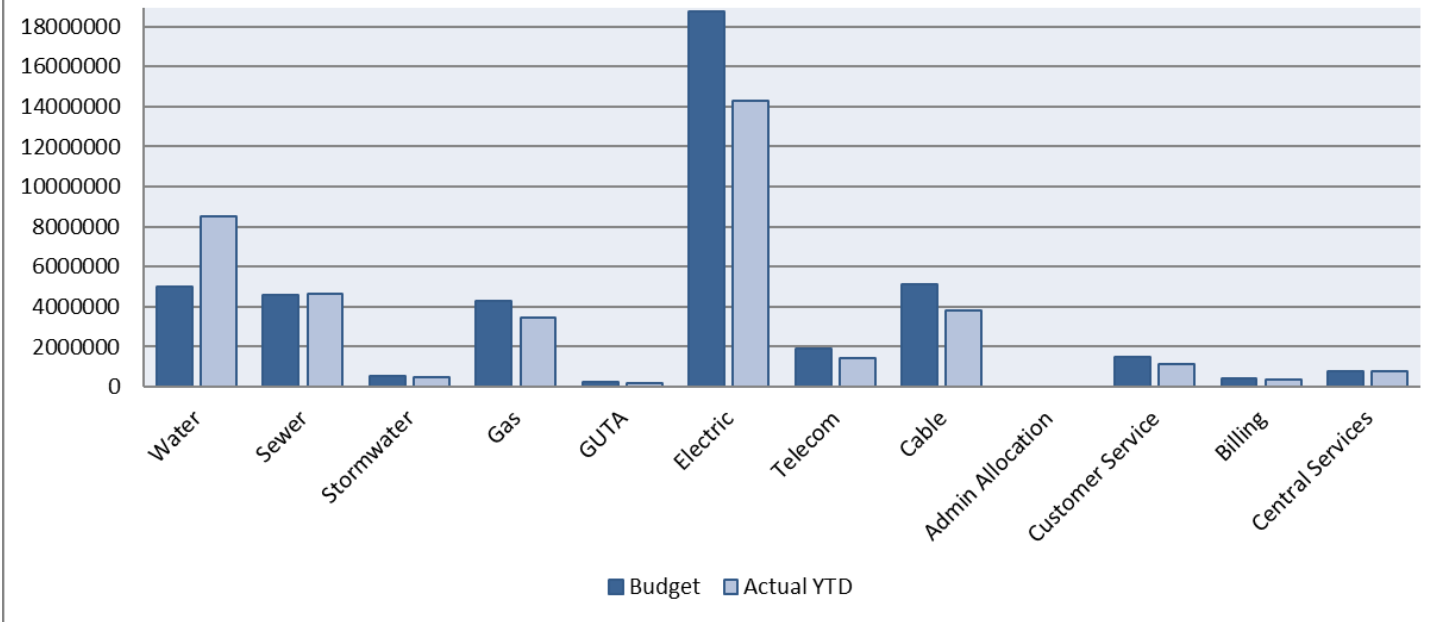
| ACTIVIT...                       | Original<br>Total Budget | Current<br>Total Budget | Period<br>Activity  | Fiscal<br>Activity   | Variance<br>Favorable<br>(Unfavorable) | Percent<br>Remaining |
|----------------------------------|--------------------------|-------------------------|---------------------|----------------------|--|----------------------|
| <b>Revenue</b>                   |                          |                         |                     |                      |  |                      |
| 4002 - WATER                     | 5,781,210.00             | 5,781,210.00            | 769,992.65          | 6,778,011.77         | 996,801.77                             | 17.24 %              |
| 4003 - SEWER                     | 5,065,000.00             | 5,065,000.00            | 421,766.49          | 4,130,780.36         | -934,219.64                            | 18.44 %              |
| 4005 - GAS                       | 3,951,129.00             | 3,951,129.00            | 113,170.53          | 2,995,526.09         | -955,602.91                            | 24.19 %              |
| 4006 - GUTA                      | 130,000.00               | 130,000.00              | 26,425.00           | 103,265.00           | -26,735.00                             | 20.57 %              |
| 4008 - ELECTRIC                  | 19,950,000.00            | 19,950,000.00           | 2,331,526.05        | 15,063,840.71        | -4,886,159.29                          | 24.49 %              |
| 4009 - TELECOM & INTERNET        | 3,170,000.00             | 3,170,000.00            | 285,215.53          | 2,482,126.25         | -687,873.75                            | 21.70 %              |
| 4010 - CABLE TV                  | 3,565,000.00             | 3,565,000.00            | 204,328.49          | 2,362,411.09         | -1,202,588.91                          | 33.73 %              |
| 4012 - UTIL FINANCE              | 0.00                     | 0.00                    | 2,700.00            | 668,900.00           | 668,900.00                             | 0.00 %               |
| <b>Revenue Total:</b>            | <b>41,612,339.00</b>     | <b>41,612,339.00</b>    | <b>4,155,124.74</b> | <b>34,584,861.27</b> | <b>-7,027,477.73</b>                   | <b>16.89 %</b>       |
| <b>Expense</b>                   |                          |                         |                     |                      |  |                      |
| 4002 - WATER                     | 4,995,835.56             | 4,995,835.56            | 943,676.81          | 8,528,557.91         | -3,532,722.35                          | -70.71 %             |
| 4003 - SEWER                     | 4,614,483.57             | 4,614,483.57            | 442,859.71          | 4,634,497.92         | -20,014.35                             | -0.43 %              |
| 4004 - STORMWATER                | 557,845.00               | 557,845.00              | 96,689.92           | 461,398.06           | 96,446.94                              | 17.29 %              |
| 4005 - GAS                       | 4,089,875.60             | 4,089,875.60            | 508,176.57          | 3,302,908.88         | 786,966.72                             | 19.24 %              |
| 4006 - GUTA                      | 270,911.00               | 270,911.00              | 21,464.15           | 158,546.53           | 112,364.47                             | 41.48 %              |
| 4007 - GEN ADMIN WSG             | 227,497.00               | 227,497.00              | 20,281.71           | 172,404.62           | 55,092.38                              | 24.22 %              |
| 4008 - ELECTRIC                  | 18,514,773.00            | 18,514,773.00           | 1,634,977.05        | 14,159,696.65        | 4,355,076.35                           | 23.52 %              |
| 4009 - TELECOM & INTERNET        | 1,935,546.00             | 1,935,546.00            | 206,414.28          | 1,407,268.09         | 528,277.91                             | 27.29 %              |
| 4010 - CABLE TV                  | 5,140,066.00             | 5,140,066.00            | 389,402.00          | 3,824,696.29         | 1,315,369.71                           | 25.59 %              |
| 4011 - GEN ADMIN ELEC/TELECOM    | 202,213.00               | 202,213.00              | 17,789.81           | 153,705.44           | 48,507.56                              | 23.99 %              |
| 4012 - UTIL FINANCE              | -1,621,919.00            | -1,621,919.00           | -231,880.17         | -2,242,970.43        | 621,051.43                             | -38.29 %             |
| 4013 - UTIL CUST SVC             | 1,517,943.26             | 1,517,943.26            | 117,411.78          | 1,161,316.73         | 356,626.53                             | 23.49 %              |
| 4014 - UTIL BILLING              | 444,976.00               | 444,976.00              | 34,375.12           | 339,270.63           | 105,705.37                             | 23.76 %              |
| 4015 - CENTRAL SERVICES          | 722,293.00               | 722,293.00              | 97,122.71           | 759,412.51           | -37,119.51                             | -5.14 %              |
| <b>Expense Total:</b>            | <b>41,612,338.99</b>     | <b>41,612,338.99</b>    | <b>4,298,761.45</b> | <b>36,820,709.83</b> | <b>4,791,629.16</b>                    | <b>11.51 %</b>       |
| <b>Report Surplus (Deficit):</b> | <b>0.01</b>              | <b>0.01</b>             | <b>-143,636.71</b>  | <b>-2,235,848.56</b> | <b>-2,235,848.57</b>                   | <b>85,700.00 %</b>   |

### Utilities Revenue September YTD Budget Comparison



Utility Fund year-to-date revenues for the month totaled \$34,584,861 which is 83.1% of total budgeted revenues of \$41,612,339

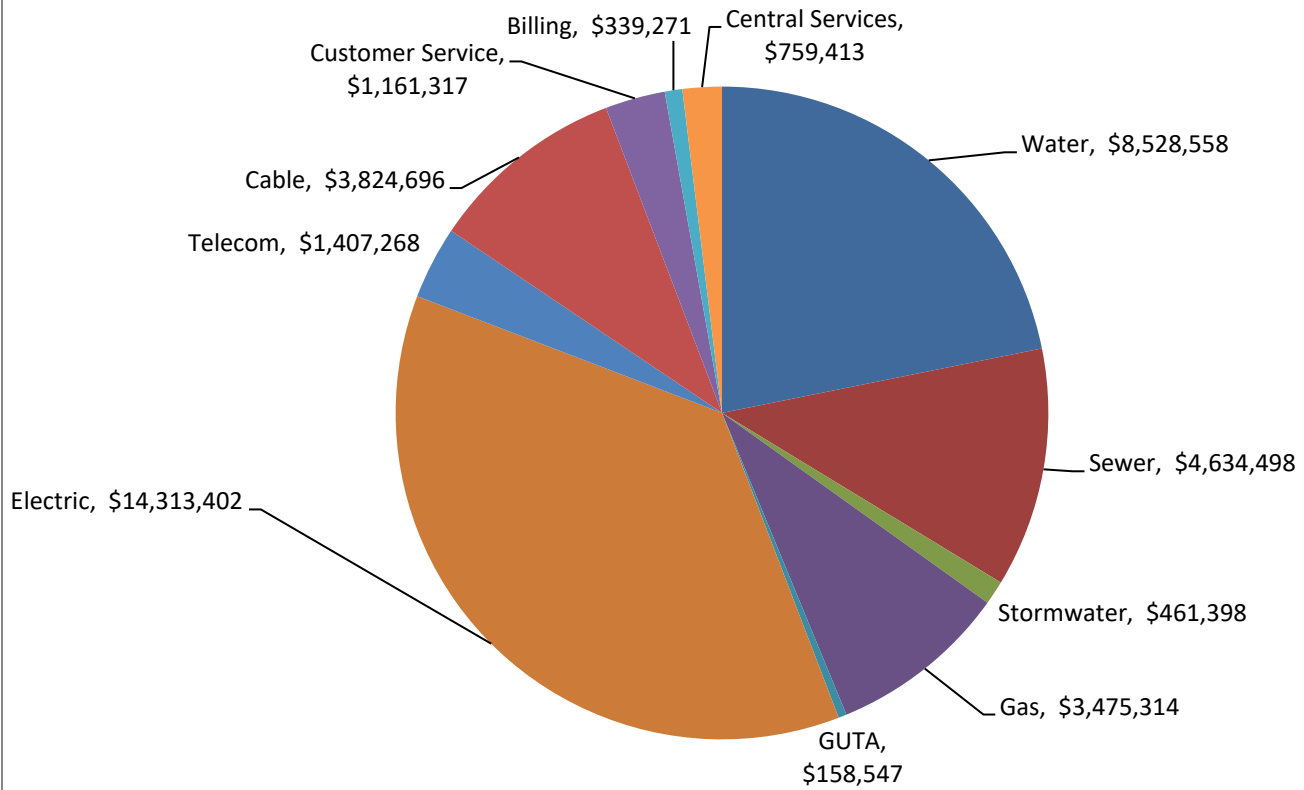
### Utilities Expense September YTD Budget Comparison



Utility Fund year-to-date expenses for the month totaled \$36,820,710 which is 88.5% of total budgeted expenses of \$41,612,339



### Utilities Expenses September YTD





Monroe, GA

## Solid Waste Fund

# Monthly Budget Report

## Group Summary

For Fiscal: 2020 Period Ending: 09/30/2020

| DEP...                            | September<br>Budget | September<br>Activity | Variance<br>Favorable<br>(Unfavorable) | Percent<br>Remaining | YTD<br>Budget       | YTD<br>Activity     | Variance<br>Favorable<br>(Unfavorable) | Percent<br>Remaining | Total Budget        |
|-----------------------------------|---------------------|-----------------------|--|----------------------|---------------------|---------------------|--|----------------------|---------------------|
| <b>Revenue</b>                    |                     |                       |  |                      |                     |                     |  |                      |                     |
| 4520 - SOLID WASTE COLLECTION     | 174,930.00          | 190,342.81            | 15,412.81                              | 8.81 %               | 1,574,370.00        | 1,662,959.64        | 88,589.64                              | 5.63 %               | 2,100,000.00        |
| 4530 - SOLID WASTE DISPOSAL       | 268,186.26          | 331,547.74            | 63,361.48                              | 23.63 %              | 2,413,676.34        | 2,777,050.59        | 363,374.25                             | 15.05 %              | 3,219,523.00        |
| 4540 - RECYCLABLES COLLECTION     | 2,665.60            | 0.00                  | -2,665.60                              | -100.00 %            | 23,990.40           | 43,207.78           | 19,217.38                              | 80.10 %              | 32,000.00           |
| <b>Total Revenue:</b>             | <b>445,781.86</b>   | <b>521,890.55</b>     | <b>76,108.69</b>                       | <b>17.07 %</b>       | <b>4,012,036.74</b> | <b>4,483,218.01</b> | <b>471,181.27</b>                      | <b>11.74 %</b>       | <b>5,351,523.00</b> |
| <b>Expense</b>                    |                     |                       |  |                      |                     |                     |  |                      |                     |
| 4510 - SOLID WASTE ADMINISTRATION | 31,416.87           | 26,997.09             | 4,419.78                               | 14.07 %              | 282,751.83          | 243,774.02          | 38,977.81                              | 13.79 %              | 377,154.00          |
| 4520 - SOLID WASTE COLLECTION     | 87,244.37           | 106,665.01            | -19,420.64                             | -22.26 %             | 785,199.33          | 927,152.78          | -141,953.45                            | -18.08 %             | 1,047,352.00        |
| 4530 - SOLID WASTE DISPOSAL       | 237,666.61          | 329,038.17            | -91,371.56                             | -38.45 %             | 2,138,999.49        | 2,545,139.86        | -406,140.37                            | -18.99 %             | 2,853,141.00        |
| 4540 - RECYCLABLES COLLECTION     | 13,610.59           | 26,121.55             | -12,510.96                             | -91.92 %             | 122,495.31          | 78,853.61           | 43,641.70                              | 35.63 %              | 163,393.00          |
| 4585 - YARD TRIMMINGS COLLECTION  | 25,807.53           | 25,591.14             | 216.39                                 | 0.84 %               | 232,267.77          | 201,350.65          | 30,917.12                              | 13.31 %              | 309,815.00          |
| 9003 - SW - OTHER FINANCING USES  | 50,035.60           | 31,313.49             | 18,722.11                              | 37.42 %              | 450,320.40          | 272,721.15          | 177,599.25                             | 39.44 %              | 600,667.53          |
| <b>Total Expense:</b>             | <b>445,781.57</b>   | <b>545,726.45</b>     | <b>-99,944.88</b>                      | <b>-22.42 %</b>      | <b>4,012,034.13</b> | <b>4,268,992.07</b> | <b>-256,957.94</b>                     | <b>-6.40 %</b>       | <b>5,351,522.53</b> |
| <b>Report Total:</b>              | <b>0.29</b>         | <b>-23,835.90</b>     | <b>-23,836.19</b>                      |                      | <b>2.61</b>         | <b>214,225.94</b>   | <b>214,223.33</b>                      |                      | <b>0.47</b>         |

### Solid Waste Fund

### Income Statement

### Group Summary

For Fiscal: 2020 Period Ending: 09/30/2020



Monroe, GA

| DEPT                              | Original<br>Total Budget | Current<br>Total Budget | MTD Activity      | YTD Activity        | Budget<br>Remaining |
|-----------------------------------|--------------------------|-------------------------|-------------------|---------------------|---------------------|
| <b>Revenue</b>                    |                          |                         |                   |                     |                     |
| 4520 - SOLID WASTE COLLECTION     | 2,100,000.00             | 2,100,000.00            | 190,342.81        | 1,662,959.64        | 437,040.36          |
| 4530 - SOLID WASTE DISPOSAL       | 3,219,523.00             | 3,219,523.00            | 331,547.74        | 2,777,050.59        | 442,472.41          |
| 4540 - RECYCLABLES COLLECTION     | 32,000.00                | 32,000.00               | 0.00              | 43,207.78           | -11,207.78          |
| <b>Revenue Total:</b>             | <b>5,351,523.00</b>      | <b>5,351,523.00</b>     | <b>521,890.55</b> | <b>4,483,218.01</b> | <b>868,304.99</b>   |
| <b>Expense</b>                    |                          |                         |                   |                     |                     |
| 4510 - SOLID WASTE ADMINISTRATION | 377,154.00               | 377,154.00              | 26,997.09         | 243,774.02          | 133,379.98          |
| 4520 - SOLID WASTE COLLECTION     | 1,047,352.00             | 1,047,352.00            | 106,665.01        | 927,152.78          | 120,199.22          |
| 4530 - SOLID WASTE DISPOSAL       | 2,853,141.00             | 2,853,141.00            | 329,038.17        | 2,545,139.86        | 308,001.14          |
| 4540 - RECYCLABLES COLLECTION     | 163,393.00               | 163,393.00              | 26,121.55         | 78,853.61           | 84,539.39           |
| 4585 - YARD TRIMMINGS COLLECTION  | 309,815.00               | 309,815.00              | 25,591.14         | 201,350.65          | 108,464.35          |
| 9003 - SW - OTHER FINANCING USES  | 600,667.53               | 600,667.53              | 31,313.49         | 272,721.15          | 327,946.38          |
| <b>Expense Total:</b>             | <b>5,351,522.53</b>      | <b>5,351,522.53</b>     | <b>545,726.45</b> | <b>4,268,992.07</b> | <b>1,082,530.46</b> |
| <b>Total Surplus (Deficit):</b>   | <b>0.47</b>              | <b>0.47</b>             | <b>-23,835.90</b> | <b>214,225.94</b>   |                     |



Monroe, GA

**Solid Waste Fund**

**Prior-Year Comparative Income Statement**

**Group Summary**

For the Period Ending 09/30/2020

| DEP...                            | 2019<br>Sept. Activity | 2020<br>Sept. Activity | Sept. Variance<br>Favorable /<br>(Unfavorable) | Variance %     | 2019<br>YTD Activity | 2020<br>YTD Activity | YTD Variance<br>Favorable /<br>(Unfavorable) | Variance %     |
|-----------------------------------|------------------------|------------------------|--|----------------|----------------------|----------------------|--|----------------|
| <b>Revenue</b>                    |                        |                        |  |                |                      |                      |  |                |
| 4520 - SOLID WASTE COLLECTION     | 180,418.83             | 190,342.81             | 9,923.98                                       | 5.50%          | 1,597,724.35         | 1,662,959.64         | 65,235.29                                    | 4.08%          |
| 4530 - SOLID WASTE DISPOSAL       | 249,380.37             | 331,547.74             | 82,167.37                                      | 32.95%         | 2,364,218.95         | 2,777,050.59         | 412,831.64                                   | 17.46%         |
| 4540 - RECYCLABLES COLLECTION     | 2,430.11               | 0.00                   | -2,430.11                                      | -100.00%       | 23,091.15            | 43,207.78            | 20,116.63                                    | 87.12%         |
| <b>Revenue Total:</b>             | <b>432,229.31</b>      | <b>521,890.55</b>      | <b>89,661.24</b>                               | <b>20.74%</b>  | <b>3,985,034.45</b>  | <b>4,483,218.01</b>  | <b>498,183.56</b>                            | <b>12.50%</b>  |
| <b>Expense</b>                    |                        |                        |  |                |                      |                      |  |                |
| 4510 - SOLID WASTE ADMINISTRATION | 23,743.82              | 26,997.09              | -3,253.27                                      | -13.70%        | 271,645.48           | 243,774.02           | 27,871.46                                    | 10.26%         |
| 4520 - SOLID WASTE COLLECTION     | 74,475.29              | 106,665.01             | -32,189.72                                     | -43.22%        | 719,099.14           | 927,152.78           | -208,053.64                                  | -28.93%        |
| 4530 - SOLID WASTE DISPOSAL       | 300,242.77             | 329,038.17             | -28,795.40                                     | -9.59%         | 1,985,634.14         | 2,545,139.86         | -559,505.72                                  | -28.18%        |
| 4540 - RECYCLABLES COLLECTION     | 8,338.59               | 26,121.55              | -17,782.96                                     | -213.26%       | 71,275.40            | 78,853.61            | -7,578.21                                    | -10.63%        |
| 4585 - YARD TRIMMINGS COLLECTION  | 21,185.16              | 25,591.14              | -4,405.98                                      | -20.80%        | 191,127.89           | 201,350.65           | -10,222.76                                   | -5.35%         |
| 9003 - SW - OTHER FINANCING USES  | 26,933.82              | 31,313.49              | -4,379.67                                      | -16.26%        | 248,102.48           | 272,721.15           | -24,618.67                                   | -9.92%         |
| <b>Expense Total:</b>             | <b>454,919.45</b>      | <b>545,726.45</b>      | <b>-90,807.00</b>                              | <b>-19.96%</b> | <b>3,486,884.53</b>  | <b>4,268,992.07</b>  | <b>-782,107.54</b>                           | <b>-22.43%</b> |
| <b>Total Surplus (Deficit):</b>   | <b>-22,690.14</b>      | <b>-23,835.90</b>      | <b>-1,145.76</b>                               | <b>-5.05%</b>  | <b>498,149.92</b>    | <b>214,225.94</b>    | <b>-283,923.98</b>                           | <b>-57.00%</b> |



Monroe, GA

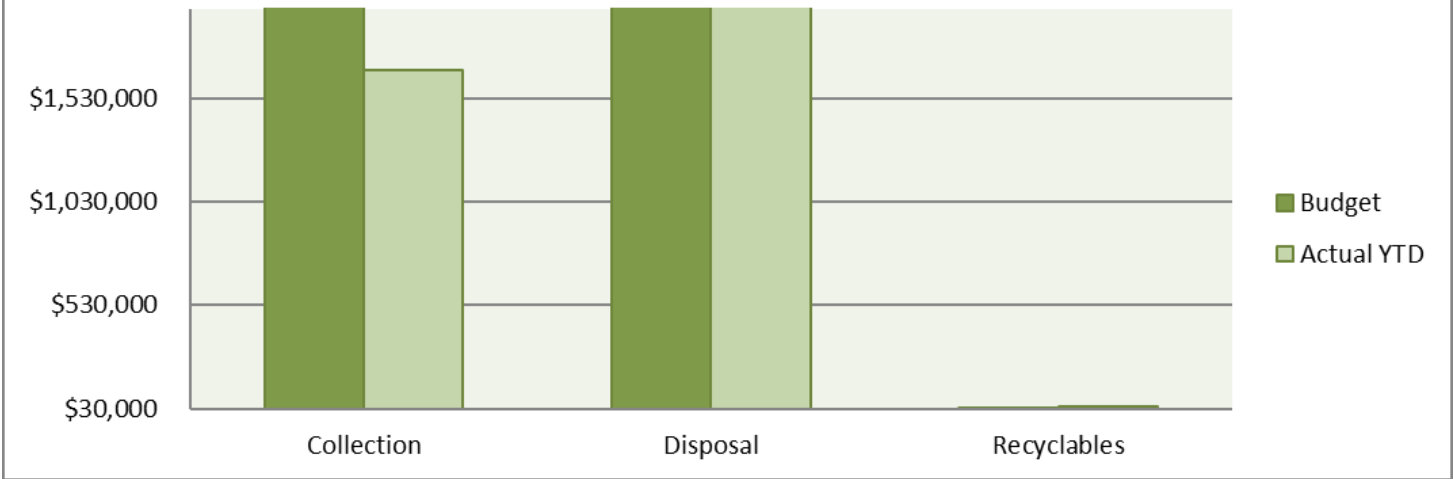
### Solid Waste Fund

## Budget Report Group Summary

For Fiscal: 2020 Period Ending: 09/30/2020

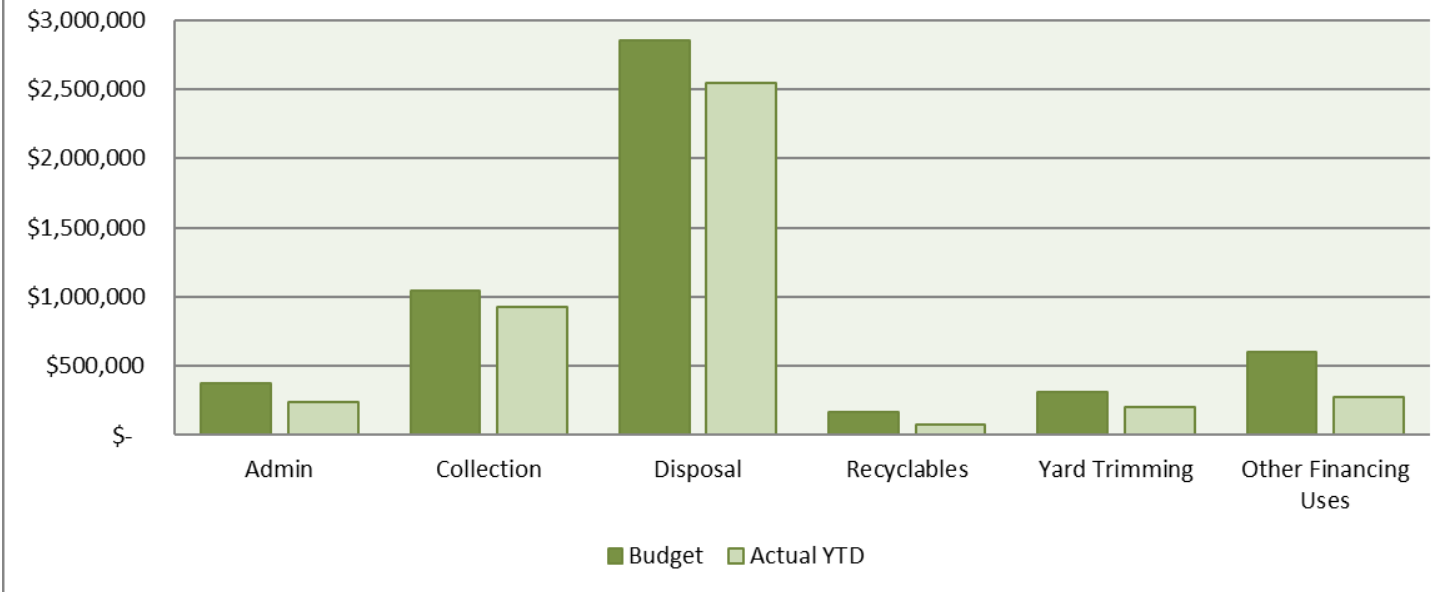
| DEP...                            | Original<br>Total Budget | Current<br>Total Budget | Period<br>Activity | Fiscal<br>Activity  | Variance<br>Favorable<br>(Unfavorable) | Percent<br>Remaining |
|-----------------------------------|--------------------------|-------------------------|--------------------|---------------------|--|----------------------|
| <b>Revenue</b>                    |                          |                         |                    |                     |  |                      |
| 4520 - SOLID WASTE COLLECTION     | 2,100,000.00             | 2,100,000.00            | 190,342.81         | 1,662,959.64        | -437,040.36                            | 20.81 %              |
| 4530 - SOLID WASTE DISPOSAL       | 3,219,523.00             | 3,219,523.00            | 331,547.74         | 2,777,050.59        | -442,472.41                            | 13.74 %              |
| 4540 - RECYCLABLES COLLECTION     | 32,000.00                | 32,000.00               | 0.00               | 43,207.78           | 11,207.78                              | 35.02 %              |
| <b>Revenue Total:</b>             | <b>5,351,523.00</b>      | <b>5,351,523.00</b>     | <b>521,890.55</b>  | <b>4,483,218.01</b> | <b>-868,304.99</b>                     | <b>16.23 %</b>       |
| <b>Expense</b>                    |                          |                         |                    |                     |  |                      |
| 4510 - SOLID WASTE ADMINISTRATION | 377,154.00               | 377,154.00              | 26,997.09          | 243,774.02          | 133,379.98                             | 35.36 %              |
| 4520 - SOLID WASTE COLLECTION     | 1,047,352.00             | 1,047,352.00            | 106,665.01         | 927,152.78          | 120,199.22                             | 11.48 %              |
| 4530 - SOLID WASTE DISPOSAL       | 2,853,141.00             | 2,853,141.00            | 329,038.17         | 2,545,139.86        | 308,001.14                             | 10.80 %              |
| 4540 - RECYCLABLES COLLECTION     | 163,393.00               | 163,393.00              | 26,121.55          | 78,853.61           | 84,539.39                              | 51.74 %              |
| 4585 - YARD TRIMMINGS COLLECTION  | 309,815.00               | 309,815.00              | 25,591.14          | 201,350.65          | 108,464.35                             | 35.01 %              |
| 9003 - SW - OTHER FINANCING USES  | 600,667.53               | 600,667.53              | 31,313.49          | 272,721.15          | 327,946.38                             | 54.60 %              |
| <b>Expense Total:</b>             | <b>5,351,522.53</b>      | <b>5,351,522.53</b>     | <b>545,726.45</b>  | <b>4,268,992.07</b> | <b>1,082,530.46</b>                    | <b>20.23 %</b>       |
| <b>Report Surplus (Deficit):</b>  | <b>0.47</b>              | <b>0.47</b>             | <b>-23,835.90</b>  | <b>214,225.94</b>   | <b>214,225.47</b>                      | <b>79,887.23 %</b>   |

### Solid Waste Revenue September YTD Budget Comparison



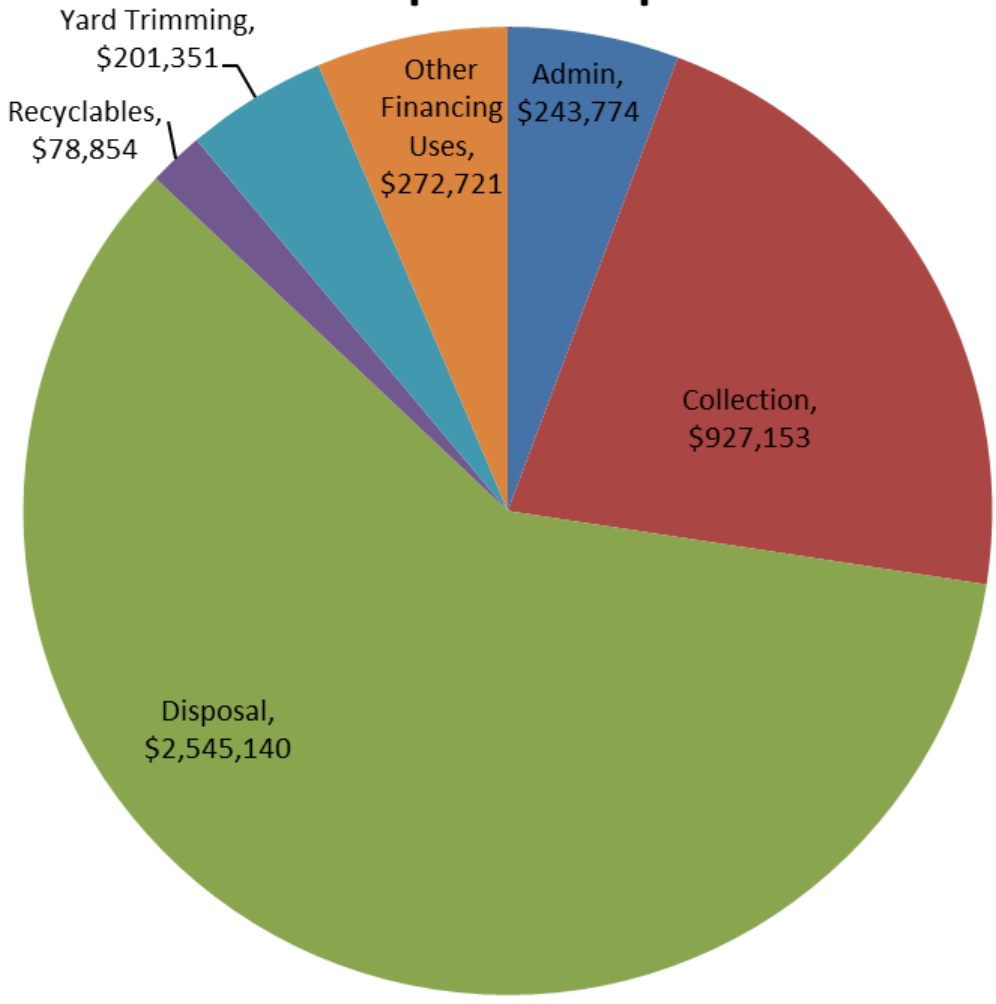
Solid Waste year-to-date revenues for the month totaled \$4,483,218. This is 83.7% of total budgeted revenues of \$5,351,523.

### Solid Waste Expense September YTD Budget Comparison



Solid Waste year-to-date expenses for the month totaled \$4,268,992. This is 79.7% of total budgeted expenses of \$5,351,523.

# Solid Waste Expenses September YTD



| Performance Indicators                | Sep-20       | Aug-20       | Jul-20       | Jun-20       | May-20       | Apr-20       | Mar-20       | Feb-20       | Jan-20       | Dec-19       | Nov-19       | Oct-19       | Sep-19       |
|---------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| <b>Telephone Calls</b>                |              |              |              |              |              |              |              |              |              |              |              |              |              |
| <b>Admin Support</b>                  |              |              |              |              |              |              |              |              |              |              |              |              |              |
| Utilities - Incoming Calls            | 7,823        | 8,116        | 7,061        | 7,162        | 6,870        | 8,603        | 7,101        | 5,552        | 6,473        | 7,317        | 6,151        | 7,082        | 7,129        |
| Utilities - Abandoned Calls           | 640          | 701          | 531          | 519          | 603          | 1,368        | 554          | 380          | 582          | 490          | 435          | 524          | 601          |
| % of Abandoned Calls - Utility        | 8.18%        | 8.64%        | 7.52%        | 7.25%        | 8.78%        | 15.90%       | 7.80%        | 6.84%        | 8.99%        | 6.70%        | 7.07%        | 7.40%        | 8.43%        |
| <b>Utilities</b>                      |              |              |              |              |              |              |              |              |              |              |              |              |              |
| Electric Customers                    | 6,556        | 6,527        | 6,523        | 6,529        | 6,506        | 6,516        | 6,489        | 6,465        | 6,450        | 6,474        | 6,473        | 6,505        | 6,490        |
| Natural Gas Customers                 | 3,954        | 3,942        | 3,935        | 3,925        | 3,911        | 3,926        | 3,924        | 3,900        | 3,889        | 3,900        | 3,911        | 3,897        | 3,871        |
| Water Customers                       | 9,984        | 9,947        | 9,985        | 9,895        | 9,845        | 9,830        | 9,786        | 9,722        | 9,691        | 9,702        | 9,704        | 9,710        | 9,687        |
| Wastewater Customers                  | 7,355        | 7,323        | 7,236        | 7,308        | 7,274        | 7,274        | 7,250        | 7,209        | 7,179        | 7,207        | 7,210        | 7,227        | 7,214        |
| Cable TV Customers                    | 2,937        | 2,956        | 2,976        | 2,988        | 2,993        | 3,015        | 3,038        | 3,060        | 3,091        | 3,110        | 3,157        | 3,203        | 3,235        |
| Digital Cable Customers               | 192          | 194          | 192          | 192          | 191          | 194          | 198          | 198          | 196          | 197          | 202          | 203          | 208          |
| Internet Customers                    | 4,084        | 4,033        | 4,012        | 4,003        | 3,934        | 3,921        | 3,825        | 3,794        | 3,770        | 3,768        | 3,766        | 3,760        | 3,782        |
| Residential Phone Customers           | 848          | 846          | 847          | 850          | 843          | 839          | 847          | 848          | 847          | 852          | 858          | 874          | 888          |
| Commercial Phone Customers            | 290          | 279          | 282          | 284          | 284          | 285          | 281          | 282          | 276          | 276          | 279          | 283          | 285          |
| Fiber Customers                       | 118          | 113          | 114          | 111          | 111          | 111          | 111          | 107          | 101          | 102          | 100          | 99           | 93           |
| <b>Work Orders Generated</b>          |              |              |              |              |              |              |              |              |              |              |              |              |              |
| <b>Utilities</b>                      |              |              |              |              |              |              |              |              |              |              |              |              |              |
| Connects                              | 371          | 279          | 340          | 312          | 161          | 174          | 300          | 332          | 384          | 308          | 369          | 372          | 481          |
| Cutoff for Non-Payment                | 100          | 93           | 78           | 132          | 185          | -            | 227          | 175          | 247          | 244          | 232          | 288          | 273          |
| Electric Work Orders                  | 188          | 132          | 163          | 134          | 131          | 116          | 162          | 134          | 190          | 155          | 219          | 125          | 82           |
| Water Work Orders                     | 170          | 153          | 271          | 84           | 106          | 192          | 127          | 152          | 263          | 219          | 210          | 271          | 150          |
| Natural Gas Work Orders               | 41           | 32           | 79           | 22           | 26           | 34           | 44           | 43           | 52           | 47           | 36           | 61           | 91           |
| Disconnects                           | 179          | 188          | 183          | 185          | 150          | 147          | 200          | 206          | 208          | 208          | 434          | 272          | 320          |
| Telecomm Work Orders                  | 265          | 313          | 291          | 212          | 294          | 259          | 331          | 251          | 246          | 221          | 207          | 290          | 252          |
| Stormwater Work Orders                | -            | 1            | 2            |              |              |              |              |              |              |              |              |              |              |
| <b>Billing/Collections</b>            |              |              |              |              |              |              |              |              |              |              |              |              |              |
| <b>Utilities</b>                      |              |              |              |              |              |              |              |              |              |              |              |              |              |
| Utility Revenue Billed                | \$ 3,960,880 | \$ 3,780,877 | \$ 3,568,674 | \$ 3,095,390 | \$ 2,839,576 | \$ 3,215,108 | \$ 3,473,821 | \$ 3,467,364 | \$ 3,888,696 | \$ 3,326,251 | \$ 3,203,804 | \$ 3,843,415 | \$ 3,870,292 |
| Utility Revenue Collected             | \$ 3,819,655 | \$ 3,744,579 | \$ 3,565,811 | \$ 2,959,713 | \$ 2,698,539 | \$ 3,010,359 | \$ 3,302,860 | \$ 3,279,986 | \$ 3,687,737 | \$ 3,382,989 | \$ 2,971,539 | \$ 3,662,411 | \$ 3,674,557 |
| Amount Written Off for Bad Debt       | \$ 45,860    | \$ 82,126    |              |              |              | \$ -         | \$ -         | \$ -         | \$ 62,085    | \$ 192,610   |              |              |              |
| <b>Extensions</b>                     |              |              |              |              |              |              |              |              |              |              |              |              |              |
| <b>Utilities</b>                      |              |              |              |              |              |              |              |              |              |              |              |              |              |
| Extensions Requested                  | 565          | 564          | 533          | 481          | 326          | -            | -            | 599          | 710          | 815          | 736          | 824          |              |
| Extensions Pending                    | 244          | 239          | 173          | 6            | 132          | -            | -            | 4            | 5            | 10           | 30           | 19           |              |
| Extensions Defaulted                  | 14           | 16           | 22           | 14           | 9            | -            | -            | 22           | 29           | 34           | 30           | 40           |              |
| Extensions Paid per Agreement         | 546          | 482          | 338          | 461          | 185          | -            | -            | 573          | 710          | 771          | 676          | 765          |              |
| Percentage of Extensions Paid         | 98%          | 97%          | 92%          | 76%          | 95%          | -            | -            | 96%          | 99%          | 92%          | 93%          | 95%          | #DIV/0!      |
| <b>Taxes</b>                          |              |              |              |              |              |              |              |              |              |              |              |              |              |
| <b>Admin Support</b>                  |              |              |              |              |              |              |              |              |              |              |              |              |              |
| Property Tax Transactions             | -            | -            | -            | -            | -            | -            | 16           | -            | -            | 1            | -            | 1            | 1            |
| Property Tax Collected                | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ 847       | \$ -         | \$ -         | \$ 109       | \$ -         | \$ 8         | \$ 1,560     |
| <b>Accounting</b>                     |              |              |              |              |              |              |              |              |              |              |              |              |              |
| <b>Payroll &amp; Benefits</b>         |              |              |              |              |              |              |              |              |              |              |              |              |              |
| Payroll Checks issued                 | 5            | 2            | 1            | 1            | 3            | 3            | 33           | 22           | 27           | 31           | 61           | 40           | 47           |
| Direct Deposit Advices                | 642          | 637          | 681          | 650          | 986          | 644          | 628          | 616          | 614          | 598          | 958          | 590          | 589          |
| <b>General Ledger</b>                 |              |              |              |              |              |              |              |              |              |              |              |              |              |
| Accounts Payable Checks Issued        | 292          | 267          | 315          | 249          | 328          | 294          | 338          | 239          | 361          | 270          | 250          | 368          | 243          |
| Accounts Payable Invoices Entered     | 368          | 349          | 392          | 311          | 364          | 381          | 369          | 328          | 374          | 370          | 317          | 468          | 327          |
| Journal Entries Processed             | 114          | 138          | 132          | 112          | 127          | 105          | 161          | 290          | 345          | 317          | 110          | 111          | 98           |
| Miscellaneous Receipts                | 256          | 301          | 293          | 271          | 207          | 177          | 228          | 273          | 282          | 323          | 391          | 435          | 306          |
| Utility Deposit Refunds Processed     | 40           | 33           | 44           | 36           | 33           | 36           | 37           | 30           | 22           | 47           | 34           | 48           | 30           |
| Local Option Sales Tax                | \$ 408,610   | \$ 213,666   | \$ 230,569   | \$ 224,022   | \$ 225,307   | \$ 186,982   | \$ 169,820   | \$ 137,854   | \$ 253,940   | \$ 200,756   | \$ 191,676   | \$ 198,312   | \$ 187,995   |
| Special Local Option Sales Tax - 2019 |              | 364,081      | 194,642      | 205,442      | 199,602      | 200,718      | 165,941      | 151,282      | 120,601      | 226,058      | 178,471      | 176,351      | 167,143      |



| Performance Indicators        | Sep-20 | Aug-20 | Jul-20 | Jun-20 | May-20 | Apr-20 | Mar-20 | Feb-20 | Jan-20 | Dec-19 | Nov-19 | Oct-19 | Sep-19 |
|-------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| <b>Payroll &amp; Benefits</b> |        |        |        |        |        |        |        |        |        |        |        |        |        |
| Budgeted Positions            | 258    | 258    | 258    | 258    | 258    | 258    | 258    | 258    | 258    | 244    | 244    | 244    | 244    |
| Filled Positions              | 234    | 233    | 236    | 239    | 241    | 241    | 240    | 238    | 236    | 236    | 236    | 236    | 236    |
| Vacancies                     | 24     | 25     | 22     | 19     | 17     | 17     | 18     | 20     | 22     | 8      | 8      | 8      | 8      |
| Unfunded Positions            | 38     | 38     | 38     | 38     | 38     | 38     | 38     | 38     | 38     | 38     | 38     | 38     | 38     |
| Clinic Appointment Capacity   | 256    | 208    | 206    | 224    | 196    | 204    | 219    | 208    | 216    | 190    | 205    | 285    | 210    |
| Clinic Ancillary Visits       | 72     | 2      | -      | 20     | -      | -      | 13     | 23     | 22     | 15     | 28     | 67     | 20     |
| Clinic Utilization Percentage | 62%    | 45%    | 50%    | 47%    | 46%    | 26%    | 52%    | 74%    | 69%    | 65%    | 69%    | 72%    | 62%    |
| Clinic No Shows               | 7      | 4      | 9      | 4      | 3      | 2      | 13     | 13     | 13     | 14     | 9      | 21     | 16     |
| Clinic Utilization            | 79     | 88     | 95     | 82     | 88     | 52     | 88     | 117    | 113    | 95     | 104    | 118    | 95     |

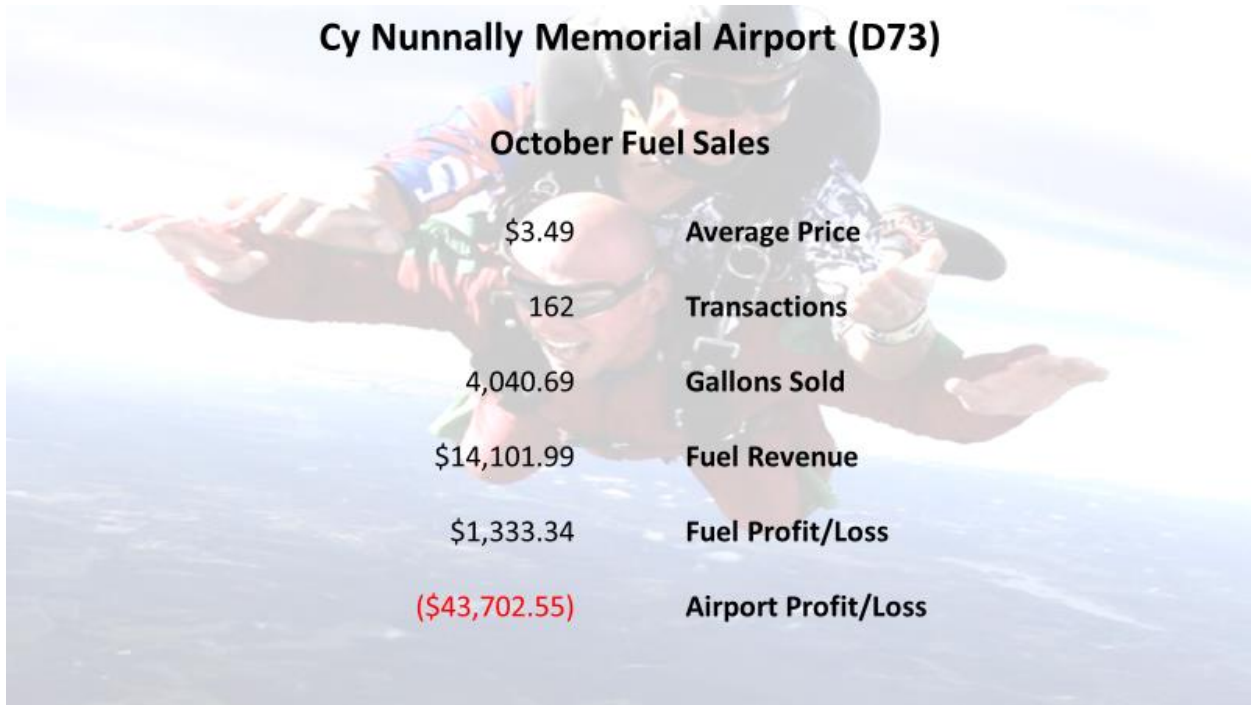
# AIRPORT

## MONTHLY REPORT

### NOVEMBER 2020

|                                | 2020<br>January | 2020<br>February | 2020<br>March | 2020<br>April | 2020<br>May | 2020<br>June | 2020<br>July | 2020<br>August | 2020<br>September | 2020<br>October | 2019<br>October | 2019<br>November | 2019<br>December | Monthly<br>Average | Yearly Totals |
|--------------------------------|-----------------|------------------|---------------|---------------|-------------|--------------|--------------|----------------|-------------------|-----------------|-----------------|------------------|------------------|--------------------|---------------|
| <b>100LL AVGAS</b>             |                 |                  |               |               |             |              |              |                |                   |                 |                 |                  |                  |                    |               |
| 100LL AvGas Sale Price         | \$4.19          | \$4.19           | \$4.19        | \$4.19        | \$3.95      | \$3.39       | \$3.39       | \$3.39         | \$3.40            | \$3.49          | \$4.19          | \$4.19           | \$4.19           | \$3.87             |               |
| Transactions                   | 76              | 39               | 68            | 59            | 73          | 113          | 122          | 143            | 158               | 162             | 93              | 112              | 85               | 100.2              | 1303          |
| Gallons Sold                   | 1,911.2         | 933.1            | 1,642.8       | 1,212.7       | 1,556.1     | 2,401.8      | 2,658.2      | 3,212.6        | 3,990.4           | 4,040.7         | 2,203.0         | 2,400.2          | 1,880.8          | 2,311.0            | 30,043.4      |
| AvGas Revenue                  | \$8,007.92      | \$3,909.73       | \$6,883.16    | \$5,081.11    | \$6,140.35  | \$8,141.97   | \$9,011.20   | \$10,890.66    | \$13,550.09       | \$14,101.99     | \$9,230.74      | \$10,056.92      | \$7,880.41       | \$8,683.56         | \$112,886.25  |
| AvGas Profit/Loss              | \$982.67        | \$472.12         | \$842.52      | \$618.03      | \$444.29    | \$1,894.43   | \$2,098.30   | \$1,889.53     | \$1,126.87        | \$1,333.34      | \$1,127.31      | \$1,229.55       | \$960.20         | \$1,155.32         | \$15,019.16   |
| <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               | \$4,165.07      | \$4,165.07       | \$4,165.07    | \$4,165.07    | \$4,165.07  | \$4,165.07   | \$4,165.07   | \$4,165.07     | \$4,165.07        | \$4,165.07      | \$3,015.07      | \$3,015.07       | \$3,015.07       | \$3,899.69         | \$50,695.91   |
| Grounds Maintenance            | \$535.00        | \$535.00         | \$535.00      | \$535.00      | \$535.00    | \$535.00     | \$535.00     | \$535.00       | \$2,535.00        | \$535.00        | \$535.00        | \$535.00         | \$535.00         | \$688.85           | \$8,955.00    |
| Buildings Maintenance          | \$380.00        | \$545.00         | \$1,545.77    | \$380.00      | \$380.00    | \$1,067.72   | \$380.00     | \$380.00       | \$380.00          | \$380.00        | \$764.29        | \$533.17         | \$749.17         | \$605.01           | \$7,865.12    |
| Equipment Maintenance          | \$676.22        | \$1,871.70       | \$510.33      | \$4,914.00    | \$106.46    | \$1,586.83   | \$106.46     | \$4,717.91     | \$106.46          | \$106.46        | \$471.16        | \$166.98         | \$1,191.36       | \$1,271.72         | \$16,532.33   |
| Airport Profit/Loss            | \$5,459.10      | \$3,588.07       | \$4,319.07    | \$774.60      | \$5,408.40  | \$4,690.45   | \$30,189.64  | \$8,714.86     | \$4,090.98        | (\$43,702.55)   | \$4,274.51      | \$4,912.05       | \$3,402.32       | \$2,778.58         | \$36,121.50   |

# PROJECTS & UPDATES



## SINGLE HANGAR UPDATE

The pad has been poured for the single hangar being built. The building should be constructed over the coming weeks by the lessee of the site. After completion, utilities will be installed to the building, followed by grading for compaction of the roadway extension, parking area, and apron areas. Contractors will perform the grading of these areas and the city will perform the paving duties.

## T-HANGAR UPDATE

This area should be complete in late October and ready for concrete work by the lessee. Upon completion of the construction of the hangar, contractor labor will get the city to compaction requirements for paving of the apron and parking areas around the hangar building. Completion of this site is completely weather dependent.

## CAPITAL IMPROVEMENT PROGRAM (CIP) UPDATE

The CIP list has been updated after several meetings between the City and engineers. This list will be reflective of FY21-25 and should be uploaded to the state by November 30<sup>th</sup> and submitted by the City for funding consideration. Both hangar

sites and the preparation involved will be eligible for state reimbursement should funding become available.

**RUNWAY PAVING PROJECT**

This project is in the process of being put out for bid with approval requests expected for December or January meetings. This project is projected to take approximately 4-8 weeks depending on weather with a possible runway closure for 4 weeks. This will encompass the paving of the entire runway along with restriping and numbering. The impact to airport operations will be communicated to tenants as soon as basic details emerge.



**To:** Airport Committee, City Council  
**From:** Chris Bailey, Assistant City Administrator  
**Department:** Airport  
**Date:** 10/27/2020  
**Subject:** Grading & Pipe Installation

**Budget Account/Project Name:** Airport CIP

**Funding Source:** SPLOST 2013

**Budget Allocation:** \$0.00

**Budget Available:** \$665,330.89

**Requested Expense:** \$12,500.00

**Company of Record:** NRC Grading and Hauling, LLC

**Description:**

This item is to request the services of NRC Grading and Hauling, LLC to perform additional site at the single hangar site. This involves grading and GAB installation for paving of a small Richard Parsons Drive extension, parking lot area for hangar sites, and apron paving for the single hangar unit. This also includes the installation of culvert pipe for the road extension. This should be a not to exceed price of \$12,500 based on city labor potentially being able to haul GAB and install the culvert pipe. This is for assistance in a make ready paving project for the city to perform paving. This expense is potentially reimbursable.

**Background:**

The City of Monroe is consistently working towards the overall growth of the airport and its based aircraft count for further leverage with state and federal grant funding opportunities.

**Attachment(s):**

- Quote – 1 page
- Site Plan – 1 page
- Disturbance Plan – 1 page



# Proposal

Invoice CM\_Proposal\_10/19/202  
Invoice DATE October 19, 2020

Grading & Hauling, LLC  
P.O. Box 739  
Madison, Ga 30650

### City of Monroe

| HOURS/TONS | DESCRIPTION                       | UNIT PRICE | AMOUNT     |
|------------|-----------------------------------|------------|------------|
|            | Grading for streets & parking lot |            | \$8,500.00 |
|            | Installing Culvert Pipe           |            | \$1,500.00 |
|            | Spreading GAB                     |            | \$2,500.00 |

- \*Price subject to change if rock is encountered
- \*Price subject to change if unsuitable materials are encountered
- \*City of Monroe will provide staking
- \*City of Monroe will provide all materials

PAY THIS AMOUNT  
\$12,500.00

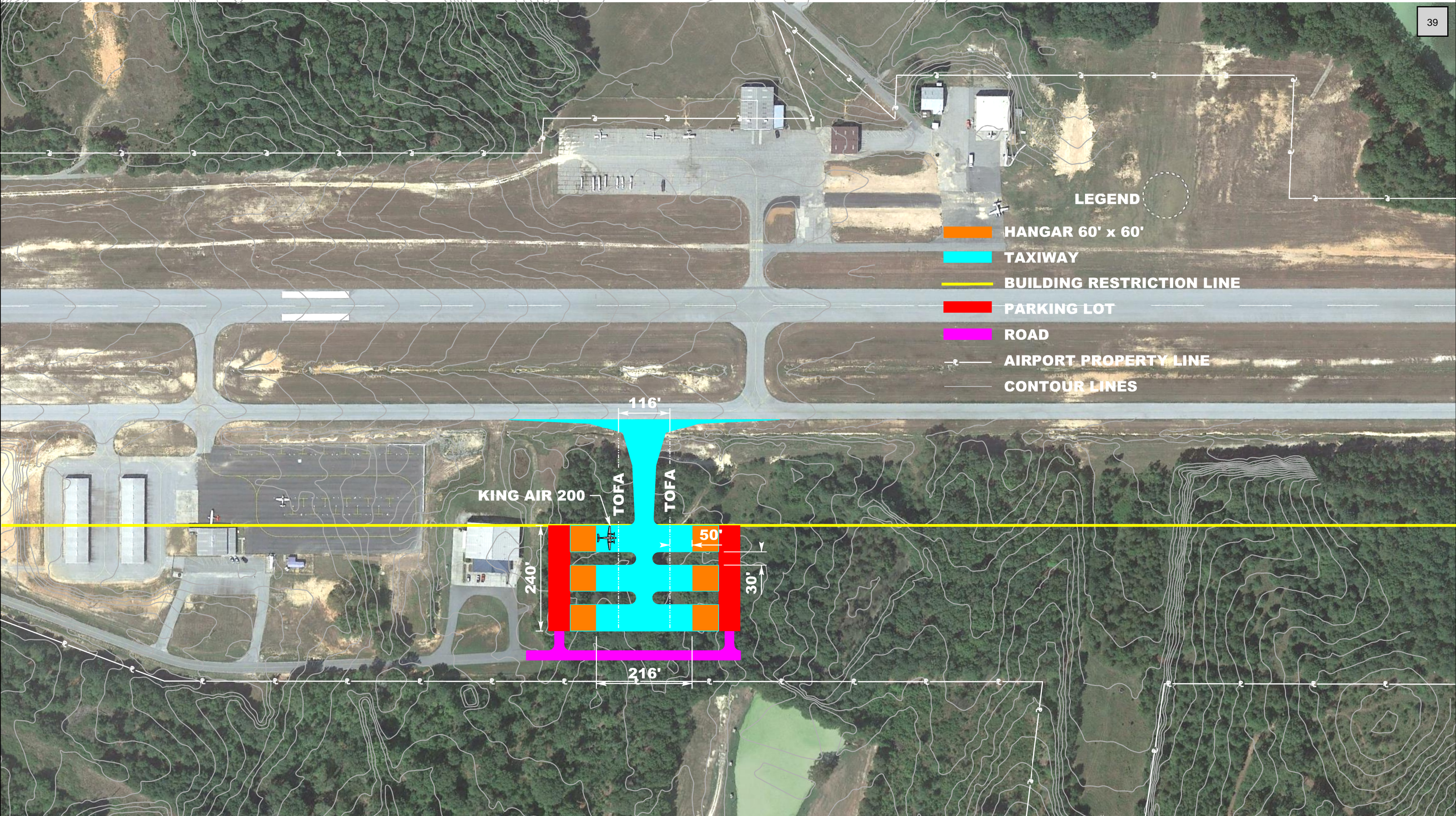
**DIRECT ALL INQUIRIES TO:**

Steven McCarty  
706-601-8586  
email: smccarty76@yahoo.com

**THANK YOU FOR YOUR BUSINESS!**

**MAKE ALL CHECKS PAYABLE TO:**

NRC Grading & Hauling, LLC  
P.O. Box 739  
Madison, Ga 30650



**LEGEND**

- HANGAR 60' x 60'
- TAXIWAY
- BUILDING RESTRICTION LINE
- PARKING LOT
- ROAD
- AIRPORT PROPERTY LINE
- CONTOUR LINES

KING AIR 200

TOFA

TOFA

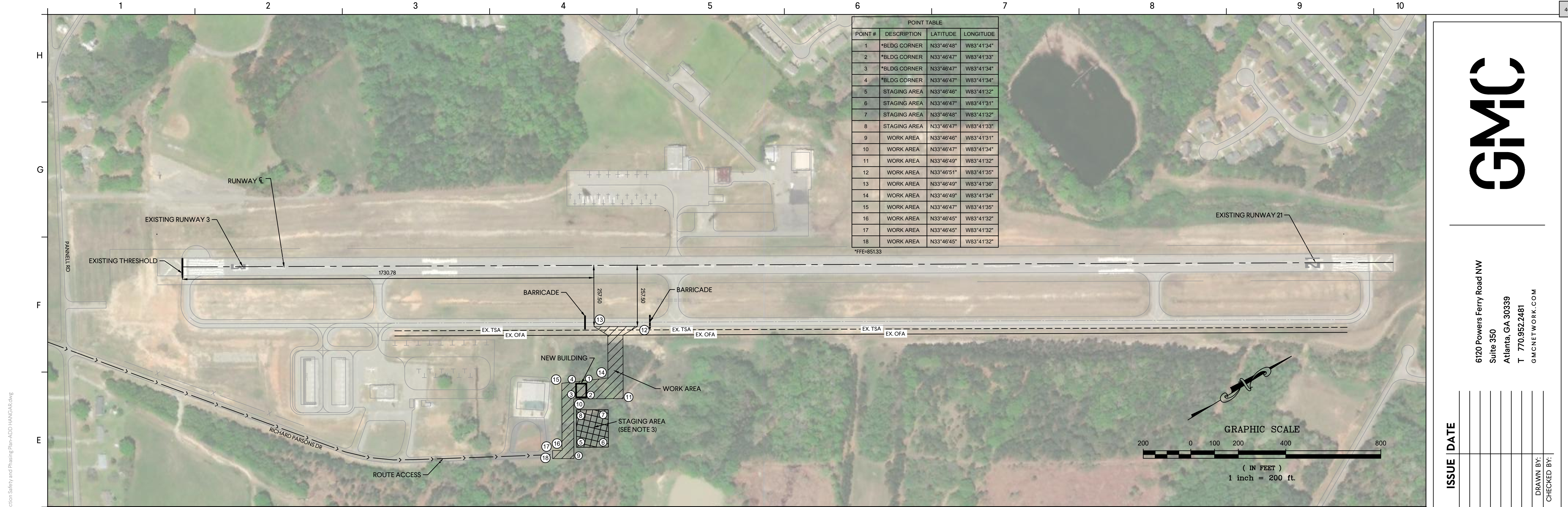
116'

240'

216'

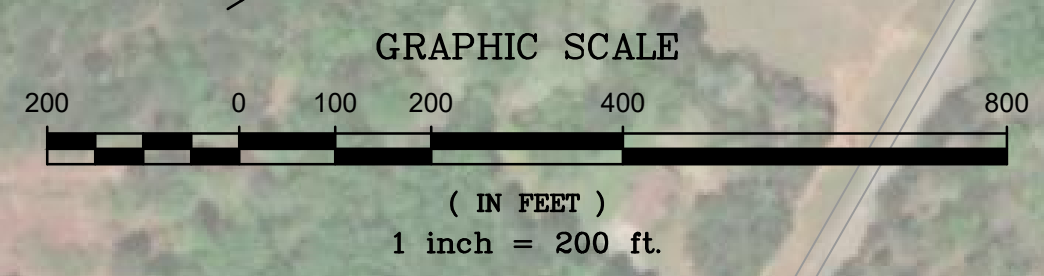
50'

30'



| POINT # | DESCRIPTION  | LATITUDE   | LONGITUDE  |
|---------|--------------|------------|------------|
| 1       | *BLDG CORNER | N33°46'48" | W83°41'34" |
| 2       | *BLDG CORNER | N33°46'47" | W83°41'33" |
| 3       | *BLDG CORNER | N33°46'47" | W83°41'34" |
| 4       | *BLDG CORNER | N33°46'47" | W83°41'34" |
| 5       | STAGING AREA | N33°46'46" | W83°41'32" |
| 6       | STAGING AREA | N33°46'47" | W83°41'31" |
| 7       | STAGING AREA | N33°46'48" | W83°41'32" |
| 8       | STAGING AREA | N33°46'47" | W83°41'33" |
| 9       | WORK AREA    | N33°46'46" | W83°41'31" |
| 10      | WORK AREA    | N33°46'47" | W83°41'34" |
| 11      | WORK AREA    | N33°46'49" | W83°41'32" |
| 12      | WORK AREA    | N33°46'51" | W83°41'35" |
| 13      | WORK AREA    | N33°46'49" | W83°41'36" |
| 14      | WORK AREA    | N33°46'49" | W83°41'34" |
| 15      | WORK AREA    | N33°46'47" | W83°41'35" |
| 16      | WORK AREA    | N33°46'45" | W83°41'32" |
| 17      | WORK AREA    | N33°46'45" | W83°41'32" |
| 18      | WORK AREA    | N33°46'45" | W83°41'32" |

\*FFE=85133



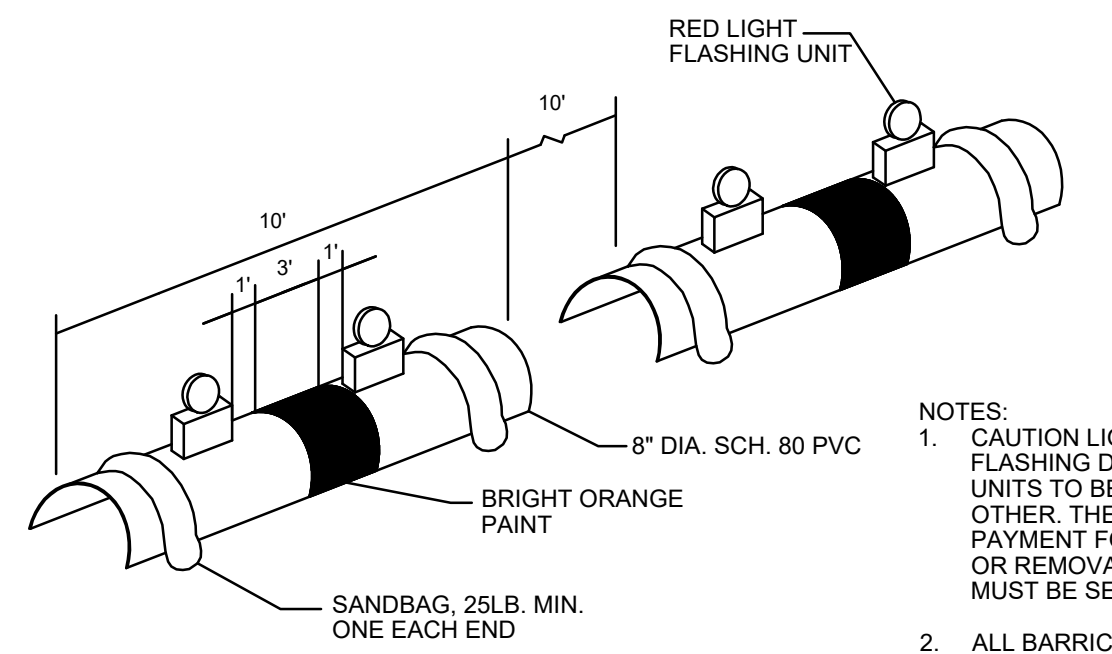
DRAWING FILE: T:\Airport Development\Monroe-Walton County GA\TAT\1200002-Monroe-F-Hanger Site Development\03-Project Design\04-Engineering\Design\3.11-CAD Drawings\0 DWG\C02 Construction Safety and Phasing Plan-A00-HANGAR.dwg  
 PLOTTED: Aug 25, 2020 - 4:41pm

**GENERAL NOTES**

- THE PROJECT IS SUBJECT TO ALL INSPECTIONS PROVIDED IN THE CONTRACT DOCUMENTS AND TO INSPECTIONS BY REPRESENTATIVES OF THE AIRPORT, THE FEDERAL AVIATION ADMINISTRATION (FAA), THE GEORGIA DEPARTMENT OF TRANSPORTATION (GDOT), THE GEORGIA SOIL AND WATER CONSERVATION COMMISSION (GSWCC), AND CITY OF MONROE/WALTON COUNTY.
- THE CONTRACTOR SHALL COORDINATE ALL CONSTRUCTION ACTIVITIES WITH THE ENGINEER, AND OTHER CONTRACTORS AND UTILITY COMPANIES AT, OR IN CLOSE PROXIMITY TO THE SITE.
- THE CONSTRUCTION EQUIPMENT STORAGE/STAGING AREAS ARE AS SHOWN AND ARE LOCATED ON PRIVATE PROPERTY. THE CONTRACTOR HAS BEEN GRANTED FULL PERMISSION FOR USE DURING CONSTRUCTION OF THE PROJECT. ANY DAMAGES CAUSED BY THE CONTRACTOR'S USE OF THESE AREAS MUST BE REPAIRED TO THE SATISFACTION OF THE OWNER.
- SUFFICIENT VACUUM TYPE SWEEPERS AND CLEANING EQUIPMENT SHALL BE PROVIDED IN ORDER THAT ALL WASTE, LOOSE MATERIAL, AND DEBRIS CAN BE REMOVED FROM ALL AIRPORT OPERATIONS AREAS. ALL LOOSE MATERIAL SHALL BE COMPLETELY REMOVED FROM PAVED AND TURFED AREAS WITHIN SAFETY AREAS. PAVEMENT CLEANING EQUIPMENT SHALL BE MAINTAINED ON SITE AT ALL TIMES IN SUFFICIENT QUANTITY AND CAPACITY TO CLEAN ALL PAVEMENTS.
- THE CONTRACTOR MUST VERIFY THE EXACT LOCATION OF EXISTING UNDERGROUND ELECTRICAL CABLES AND ANY OTHER UTILITIES. IN THE EVENT THAT THE CONTRACTOR DAMAGES A CABLE, THE ENGINEER AND THE COUNTY MUST BE NOTIFIED IMMEDIATELY. THE REPAIR MUST BE STARTED IMMEDIATELY AND CONTINUE UNTIL COMPLETED. ALL SUCH REPAIRS SHALL BE AT THE CONTRACTOR'S EXPENSE AND SHALL BE INSPECTED AND APPROVED BY THE OWNER PRIOR TO BACKFILLING BY THE CONTRACTOR. IF REQUIRED BY THE ENGINEER, THE CONTRACTOR SHALL SUPPLY AND INSTALL A CONCRETE SPLICE MARKER AT ALL APPLICABLE LOCATIONS.
- THE LOCATION OF ACCESS ROUTES ON THE AIRPORT SITE ARE AS SHOWN AND ARE SUBJECT TO CHANGE. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO COORDINATE OFF-SITE ACCESS ROUTES (STATE HIGHWAYS, LOCAL ROADS, OR CITY STREETS) WITH THE APPROPRIATE OWNER HAVING JURISDICTION OVER THE AFFECTED ROUTE. CONTRACTOR PERMISSION TO USE PUBLIC ROADS FOR HAULING AND ACCESS MUST BE OBTAINED FROM THE APPROPRIATE PUBLIC ENTITIES. IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO OBTAIN ALL NECESSARY PERMITS, APPROVALS, AND BONDING. THE CONTRACTOR MUST DETERMINE WHICH NON-AIRPORT ROADS MUST BE BONDED, AND MUST BOND SUCH ROADS.
- THE BEFORE AND AFTER CONDITION OF ON-SITE ACCESS ROUTES SHALL BE JOINTLY INSPECTED AND PHOTOGRAPHED BY THE CONTRACTOR AND THE ENGINEER. ON-SITE ACCESS ROUTES SHALL BE MAINTAINED BY THE CONTRACTOR THROUGHOUT CONSTRUCTION AND RESTORED UPON COMPLETION OF CONSTRUCTION IN ACCORDANCE WITH THE CONTRACT DOCUMENTS, FENCING, DRAINAGE, GRADING, E&S CONTROLS, AND OTHER MISCELLANEOUS CONSTRUCTION REQUIRED TO CONSTRUCT ADDITIONAL HAUL ROUTES OR ACCESS POINTS ON THE AIRPORT WILL BE THE CONTRACTOR'S RESPONSIBILITY, AND SHALL BE APPROVED BY THE ENGINEER PRIOR TO THE COMMENCEMENT OF WORK. ALL ROADS TO AIRPORT FACILITIES SHALL REMAIN OPEN AND MAINTAINED AT ALL TIMES. ALL CONTRACTOR VEHICLES AND CONSTRUCTION TRAFFIC SHALL REMAIN WITHIN THE DESIGNATED CONSTRUCTION LIMITS OR HAUL ROUTES UNLESS OTHERWISE AUTHORIZED.
- THE CONTRACTOR IS RESPONSIBLE FOR THE PROTECTION OF AIRPORT PAVEMENT AND LIGHTING DURING CONSTRUCTION. ALL DAMAGE RESULTING FROM THE CONTRACTOR'S ACTIONS SHALL BE REPAIRED IMMEDIATELY AT THE CONTRACTOR'S EXPENSE. ANY DELAYS IN REOPENING PORTIONS OF THE AIRPORT DUE TO THIS DAMAGE WILL RESULT IN THE ASSESSMENT OF LIQUIDATED DAMAGES AS SET FORTH IN THE CONTRACT DOCUMENTS.

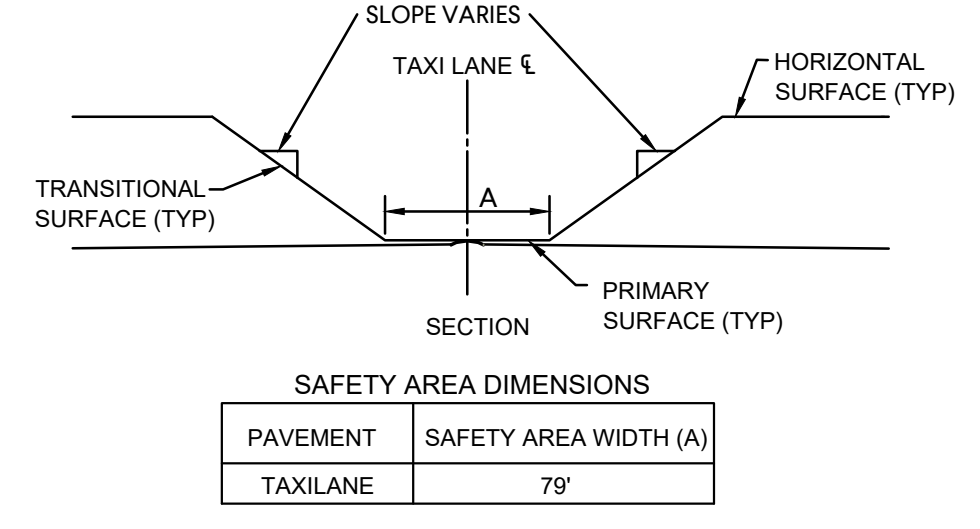
**SAFETY NOTES**

- ALL CONSTRUCTION VEHICLES AND EQUIPMENT OPERATING ON THE AIRPORT PROPERTY SHALL BE MARKED WITH STANDARD FAA WARNING FLAGS OR BEACONS. VEHICLES AND EQUIPMENT OPERATING DURING HOURS OF DARKNESS OR REDUCED VISIBILITY SHALL BE LIGHTED WITH A FLASHING CIRCULAR AMBER EMERGENCY WARNING LIGHT, ACCORDING TO FAA ADVISORY CIRCULAR 150/5370-2F.
- ALL FOREMAN'S AND SUPERINTENDENT'S VEHICLES SHALL CONTAIN RADIOS CAPABLE OF TRANSMITTING AND RECEIVING THE UNICOM FREQUENCY OF 122.9 MHZ. NORMAL RADIO COMMUNICATIONS BETWEEN CONTRACTOR PERSONNEL WILL NOT BE ALLOWED ON THE UNICOM CONTROL OR ANY OTHER FAA FREQUENCY.
- THE CONTRACTOR SHALL GIVE A 3 WEEK NOTICE BEFORE CONSTRUCTION SO A NOTICE CAN BE ISSUED.
- ALL OPEN EXCAVATIONS SHALL BE ADEQUATELY MARKED AND SIGNED.
- THE CONTRACTOR SHALL NOT AT ANY TIME BE ON THE RUNWAY UNLESS THE ENGINEER OR AIRPORT PERSONNEL GIVES PRIOR APPROVAL.
- THE CONTRACTOR IS RESPONSIBLE FOR ALL CONSTRUCTION, MAINTENANCE, REMOVAL AND CLEANUP OF ALL HAUL ROUTES (ON AND OFF AIRPORT PROPERTY).



**AIRFIELD BARRICADE DETAIL**  
Not to scale

- NOTES:**
- CAUTION LIGHTS TO BE RED IN COLOR AND FLASHING DURING HOURS OF DARKNESS. UNITS TO BE PLACED ADJACENT TO EACH OTHER. THERE WILL BE NO DIRECT PAYMENT FOR FURNISHING, MAINTENANCE, OR REMOVAL OF THIS BARRIER. UNITS MUST BE SECURED TO PVC.
  - ALL BARRICADES SHALL DELINEATE THE AREA TO BE PROTECTED AND THE BARRICADE LINE SHALL EXTEND TO 10' OFF THE EDGE OF EITHER SIDE OF ANY PAVEMENT.



**LEGEND**



6120 Powers Ferry Road NW  
Suite 350  
Atlanta, GA 30339  
T 770.952.2481  
GMCNETWORK.COM

ISSUE DATE

NEW HANGAR BUILDING  
MONROE-WALTON CO. AIRPORT  
MONROE, GEORGIA

**CONSTRUCTION SAFETY AND PHASING PLAN**

**C0.2**  
Sheet of





**To:** Airport Committee, City Council  
**From:** Chris Bailey, Assistant City Administrator  
**Department:** Airport  
**Date:** 10/28/2020  
**Subject:** Hangar Site Grading Change Additional / Change

**Budget Account/Project Name:** Airport CIP

**Funding Source:** SPLOST 2013

**Budget Allocation:** \$0.00

**Budget Available:** \$665,330.89

**Requested Expense:** \$23,955.00

**Company of Record:** Conner Grading & Landscaping

**Description:**

This item is to request the change and addition of \$23,955.00 to the originally approved Conner Grading & Landscaping excavation project of \$78,854.60. The change is due to the adjustment of the t-hangar size based on soil conditions and timeliness of project completion. The change is also shifting the parking area, entrance area from the roadway, and pad size. The additional part of this request is to provide for compaction grading and GAB to area that will become apron area for paving at a later date, change of drainage areas, and to grade an existing area of glider staging paths on the west side of the runway.

**Background:**

The City of Monroe is consistently working towards the overall growth of the airport and its based aircraft count for further leverage with state and federal grant funding opportunities.

**Attachment(s):**

- Quote – 1 page
- Adjusted Site Plan – 2 pages



Conner Grading & Landscaping, Inc.  
PO BOX 942  
Grayson, GA 30017  
(770) 639-3149  
office@connergrading.com  
http://www.connergrading.com

## Estimate

**ADDRESS**

City of Monroe  
c/o Chris Bailey  
cbailey@monroega.gov

**ESTIMATE # 2129**

**DATE 10/28/2020**

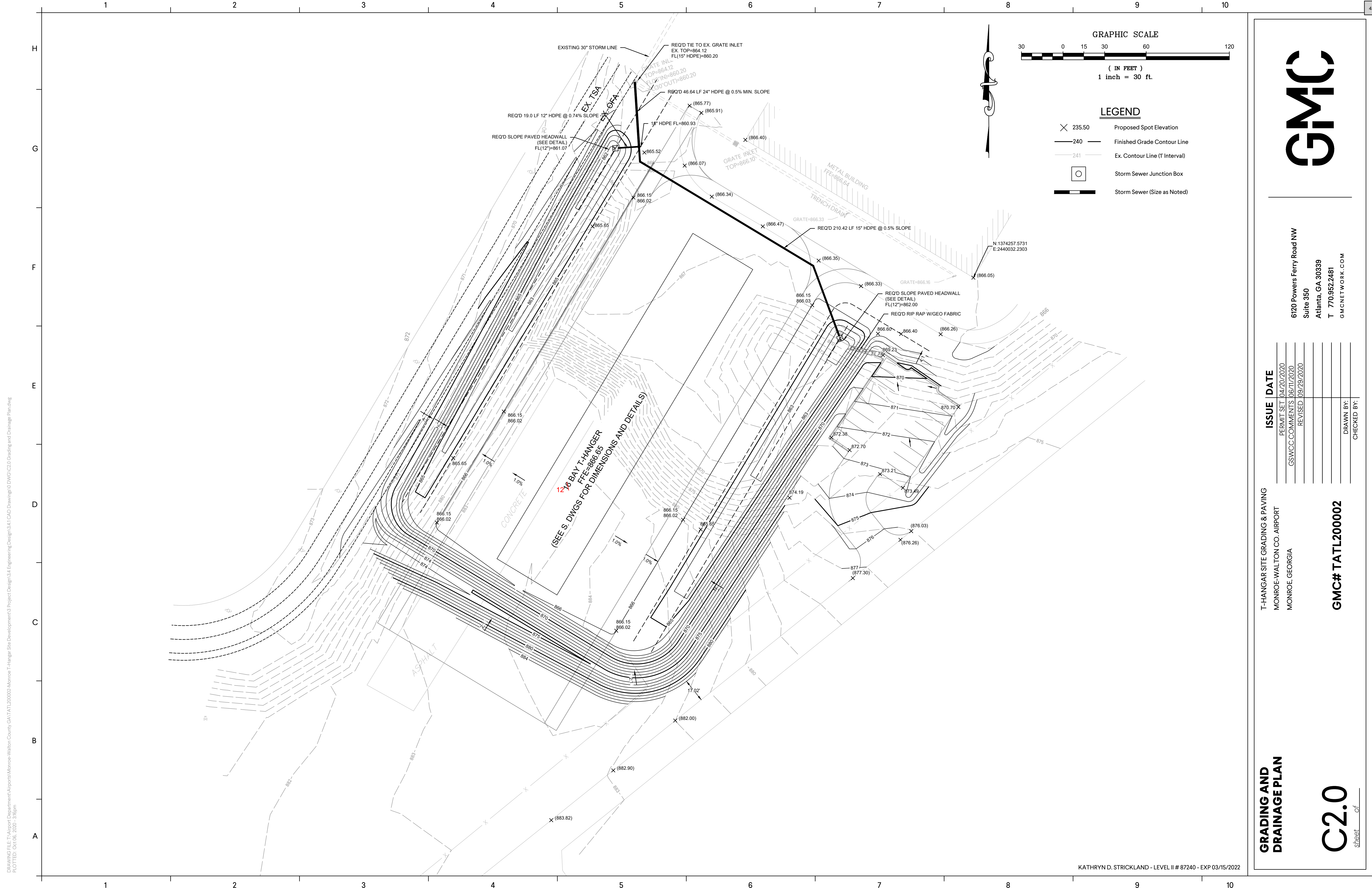
| ACTIVITY   | QTY | RATE      | AMOUNT    |
|--|-----|-----------|-----------|
| <b>MISC. MATERIALS</b><br>CITY OF MONROE - AIRPORT:  | 0   | 0.00      | 0.00      |
| CHANGE ORDER #1  |     |           |           |
| <b>GRADING</b><br>ENCOUTNERED BAD DIRT WHILE WORKING<br>ON-SITE:<br><br>GRADING/COMPACTION TO PREPARE FOR<br>PAVING AT A LATER DATE<br>GRADING DUE TO CHANGE OF PARKING<br>LOT LOCATION<br>GRADING WORK FOR GLIDERS<br>ADDITIONAL EXCAVATION WORK DUE TO<br>ENCOUNTERING BAD DIRT WHILE WORKING<br>ON-SITE | 1   | 23,955.00 | 23,955.00 |

50% deposit due at signing  
50% remainder due at final walkthrough

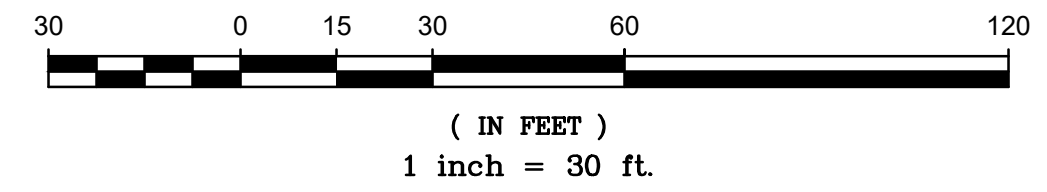
**TOTAL \$23,955.00**

Accepted By

Accepted Date



**GRAPHIC SCALE**



**LEGEND**

- 235.50 Proposed Spot Elevation
- 240 Finished Grade Contour Line
- 241 Ex. Contour Line (1' Interval)
- Storm Sewer Junction Box
- Storm Sewer (Size as Noted)

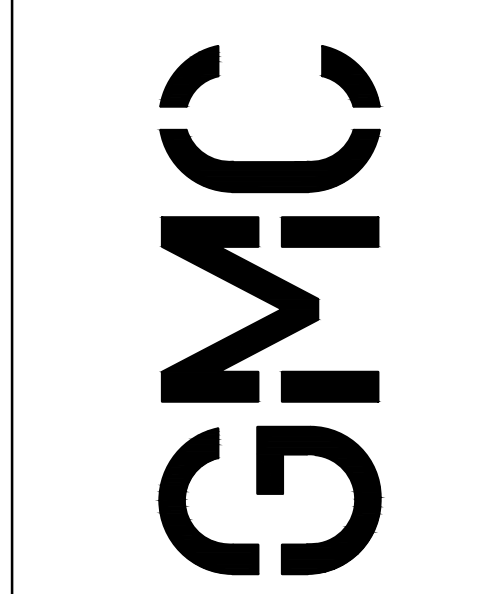
D:\DWG\FILE T\Aircraft Development\Airports\Monroe-Walton County GAT\TATL200002-Monroe T-Hanger Site Development\03-01-CAD Drawings\0 DWG\C2.0 Grading and Drainage Planning  
 PLOTTED: Oct 06, 2020 - 3:58pm

**GRADING AND DRAINAGE PLAN**

T-HANGAR SITE GRADING & PAVING  
 MONROE-WALTON CO. AIRPORT  
 MONROE, GEORGIA

| ISSUE          | DATE       |
|----------------|------------|
| PERMIT SET     | 04/20/2020 |
| GSWCC COMMENTS | 06/11/2020 |
| REVISED        | 09/29/2020 |

6120 Powers Ferry Road NW  
 Suite 350  
 Atlanta, GA 30339  
 T 770.952.2481  
 GMCNETWORK.COM



**C2.0**  
 sheet of

**GMC# TATL200002**

DRAWN BY:  
 CHECKED BY:

# Cut/Fill Report

**Generated:** 2020-10-06 15:07:53

**By user:** kastrickland

**Drawing:** **OPTION 2**

| Volume Summary   |      |            |             |                   |               |                |               |
|------------------|------|------------|-------------|-------------------|---------------|----------------|---------------|
| Name             | Type | Cut Factor | Fill Factor | 2d Area (Sq. Ft.) | Cut (Cu. Yd.) | Fill (Cu. Yd.) | Net (Cu. Yd.) |
| VOLUMES-OPTION 2 | full | 1.000      | 1.000       | 106233.21         | 28718.09      | 105.38         | 28612.71<Cut> |

| Totals |  |  |  |                   |               |                |               |
|--------|--|--|--|-------------------|---------------|----------------|---------------|
|        |  |  |  | 2d Area (Sq. Ft.) | Cut (Cu. Yd.) | Fill (Cu. Yd.) | Net (Cu. Yd.) |
| Total  |  |  |  | 106233.21         | 28718.09      | 105.38         | 28612.71<Cut> |

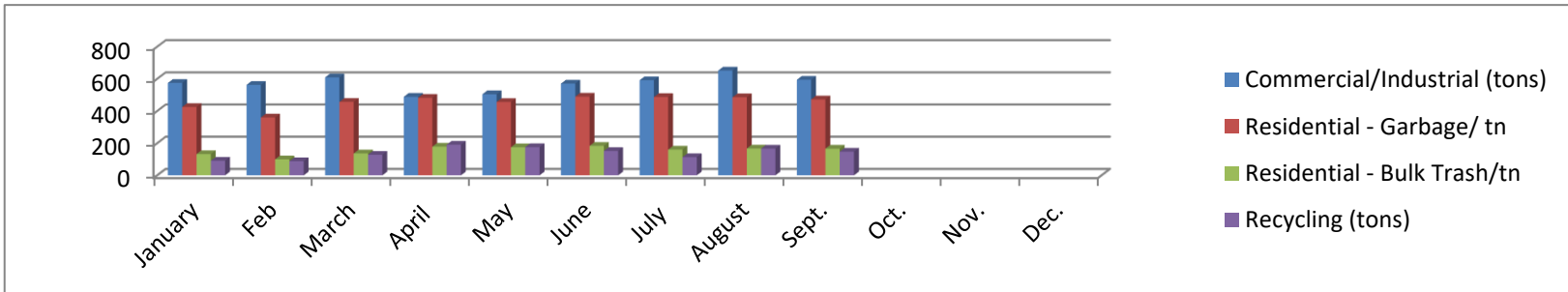
\* Value adjusted by cut or fill factor other than 1.0



**SOLID WASTE**  
**DEPARTMENT**  
**MONTHLY REPORT**  
**NOVEMBER**  
**2020**

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| 2020                           | January  | Feb       | March     | April      | May        | June       | July       | August     | Sept.     | Oct. | Nov. | Dec. |
|--------------------------------|----------|-----------|-----------|------------|------------|------------|------------|------------|-----------|------|------|------|
| Commercial/Industrial (tons)   | 574.6    | 562.36    | 608.95    | 488.36     | 504.27     | 570.23     | 591.46     | 651.51     | 594.24    |      |      |      |
| Residential - Garbage/ tn      | 425.13   | 359.8     | 456.71    | 482.54     | 456.42     | 489.65     | 487.22     | 485.64     | 471.8     |      |      |      |
| Residential - Bulk Trash/tn    | 131.86   | 99.52     | 136.05    | 178.11     | 174.9      | 183.5      | 160.14     | 166.77     | 165.65    |      |      |      |
| Recycling (tons)               | 90.43    | 87.87     | 127.84    | 190.36     | 175.58     | 151.36     | 112.99     | 166.07     | 147.04    |      |      |      |
| Transfer Station (tons)        | 7,839.84 | 7,037.56  | 8,537.69  | 7,094.03   | 7,500.70   | 7,860.04   | 7,878.83   | 8,255.60   | 8,307.90  |      |      |      |
| Customers (TS)                 | 16       | 16        | 16        | 16         | 16         | 16         | 16         | 17         | 17        |      |      |      |
| Sweeper debris (tons)          | 11.43    | 9.46      | 11.8      | 28.26      | 67.12      | 72.73      | 47.19      | 45.99      | 15.97     |      |      |      |
| Storm drain debris (tons)      | 0.08     | 0.30      | 0.22      | 0.55       |            | 0.29       | 0.32       | 0.63       | 0.29      |      |      |      |
|                                | January  | Feb       | March     | April      | May        | June       | July       | August     | Sept.     | Oct. | Nov. | Dec. |
| Recycling - Yard Trim (tons)   | 47.99    | 44.03     | 81.65     | 144.24     | 132.77     | 111.75     | 75.68      | 105.19     | 108.91    |      |      |      |
| Recycling - Curbside (tons)    | 33.27    | 17.05     | 25.98     | 29.67      | 27.1       | 27.84      | 26.85      | 27.97      | 26.57     |      |      |      |
| Recycling - Cardboard (tons)   | 2.98     | 15.62     | 10.44     | 6.31       | 6.72       | 8.06       | 7.61       | 10.3       | 4.91      |      |      |      |
| Recycling - Scrap Metal (tons) | 5.24     | 9.54      | 8.7       | 3.99       |            |            |            | 17.18      | 3.9       |      |      |      |
| Recycling - Scrap tires (tons) | 46 (.95) | 79 (1.63) | 52 (1.07) | 298 (6.15) | 436 (8.99) | 180 (3.71) | 138 (2.85) | 222 (4.58) | 82 (1.69) |      |      |      |
| Recycling - Glass (tons)       |          |           |           |            |            |            |            | 0.85       | 1.06      |      |      |      |
| Recycling - C & D (tons)       |          |           |           |            |            |            |            |            |           |      |      |      |
| Garbage carts (each)           | 64       | 69        | 59        | 58         | 184        | 137        | 83         | 78         | 75        |      |      |      |
| Recycling bins (each)          | 21       | 15        | 22        | 41         | 29         | 33         | 96         | 139        | 51        |      |      |      |
| Dumpsters (each)               | 4        | 3         | 3         | 2          | 5          | 1          | 5          | 8          | 8         |      |      |      |
| Lids (each)                    |          |           |           |            |            |            |            |            |           |      |      |      |
| Cemetery Permits               | 5        | 5         | 4         | 4          | 5          | 7          | 2          | 5          | 3         |      |      |      |



**Note:**  
**1,247.95 tons of trash /garbage collected and disposed.**  
**147.04 tons of recycled materials collected, including scrap tires.**

ITEMS OF INTEREST

I. Transfer Station Site Improvements – Project updates.

Project List:

- Repair/Resurface concrete tipping floor: **Complete!**
- Welding: Extend metal plate on the right inside push wall and the back plate wall, inside the lower floor. **Complete! 10/25/2020**
- Privacy Fence: Install 520' of 6' galvanized fencing with mesh screen, along the property line, to help control litter. **Complete!**

II. Transfer Station tonnage report: Deposited 8,307.90 tons in September. An increase of 2,342.31 tons compared to September 2019.

III. Curbside Glass Collection Update: Currently have 235 customers Opt-in at a 30% participation rate. (1.06 tons collected in September).

**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.**

Dps



**STREETS AND  
TRANSPORTATION  
DEPARTMENT  
MONTHLY REPORT  
NOVEMBER  
2020**

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### Public Works Administration

September 2020

|                               | Jan. | Feb. | March | April | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. | Total |
|-------------------------------|------|------|-------|-------|-----|------|------|------|-------|------|------|------|-------|
| Calls received                | 823  | 735  | 735   | 851   | 783 | 748  | 789  | 867  | 705   |      |      |      | 7036  |
| Work orders received          | 129  | 100  | 151   | 158   | 153 | 116  | 182  | 242  | 133   |      |      |      | 1364  |
| Work orders completed         | 87   | 82   | 122   | 152   | 147 | 109  | 171  | 230  | 130   |      |      |      | 1230  |
| Rental community building -   |      |      |       |       |     |      |      |      |       |      |      |      |       |
| Small room                    | 1    | 3    | 1     |       |     |      |      |      |       |      |      |      | 5     |
| Large room                    | 1    | 3    |       |       |     |      |      |      |       |      |      |      | 4     |
| Auditorium                    | 2    | 1    | 1     |       |     |      |      |      |       |      |      |      | 4     |
| Whole building                | 1    |      |       |       |     |      |      |      |       |      |      |      | 1     |
| Cancelled events due to COVID |      |      | 6     |       |     |      |      |      |       |      |      |      | 6     |
| Permits received/approved -   |      |      |       |       |     |      |      |      |       |      |      |      |       |
| Parade                        |      |      |       |       |     |      |      | 1    |       |      |      |      | 1     |
| Procession                    |      |      |       |       |     |      |      |      |       |      |      |      | 0     |
| Public demonstration          |      |      |       |       |     |      |      |      |       |      |      |      | 0     |
| Assembly                      | 2    |      |       |       |     | 3    | 1    | 4    |       |      |      |      | 10    |
| Picket                        |      |      |       |       |     |      |      |      |       |      |      |      | 0     |
| Road race                     | 1    | 2    |       |       |     |      |      |      |       |      |      |      | 3     |

### Fleet Maintenance Division

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

| Department      | Jan. | Feb. | March | April | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. | Total |
|-----------------|------|------|-------|-------|-----|------|------|------|-------|------|------|------|-------|
| Airport         |      | 1    |       |       |     |      |      |      |       |      |      |      | 1     |
| City Hall       |      |      |       |       |     |      |      |      |       |      |      |      | 0     |
| Code            |      |      | 1     |       |     | 1    | 1    |      |       |      |      |      | 3     |
| Electric/Cable  | 1    | 3    | 8     | 9     | 4   | 6    | 5    | 3    | 2     |      |      |      | 41    |
| Finance         |      |      |       |       |     |      |      |      |       |      |      |      | 0     |
| Fire            | 2    | 2    |       | 4     | 2   | 3    |      | 2    | 2     |      |      |      | 17    |
| Gas/Water/Sewer | 4    | 7    | 6     | 2     | 3   | 4    | 2    | 5    | 7     |      |      |      | 40    |
| GUTA            |      |      |       |       |     |      | 1    |      | 1     |      |      |      | 2     |
| Meter Readers   |      | 1    | 1     | 1     |     | 3    | 1    |      | 3     |      |      |      | 10    |
| Motor Pool      |      |      |       |       |     |      |      |      |       |      |      |      | 0     |
| Police          | 16   | 18   | 16    | 20    | 13  | 17   | 19   | 18   | 21    |      |      |      | 158   |
| Public Works    | 14   | 26   | 18    | 23    | 27  | 31   | 30   | 18   | 28    |      |      |      | 215   |
| TOTAL           | 37   | 58   | 50    | 59    | 49  | 65   | 59   | 46   | 64    | 0    | 0    | 0    | 487   |

### Street Division

- Completed road repairs and asphalt patching.
- Removed litter from the right of way.
- Removed debris from storm drains.
- Cleaned street signs.
- Right of way mowing and spraying.
- Grading at Airport.
- Utility patching.

### Stormwater

- City Wide – administration - \$351.71
- City Wide – preventative maintenance - \$1269.55
- City Wide – field work - \$422.96
- City Wide – utility cuts - \$7984.66
- Plantation Drive – ditch maintenance - \$1014.45
- Tanglewood – catch basin maintenance - \$560.26
- Walton Road – ditch maintenance - \$3408.16
- Woodland Road – shoulder work - \$266.79

### Sign & Marking Division

- General maintenance:

|                              | Jan.      | Feb.      | March     | April     | May       | June       | July       | Aug.      | Sept.      | Oct.     | Nov.     | Dec.     | Total      |
|------------------------------|-----------|-----------|-----------|-----------|-----------|------------|------------|-----------|------------|----------|----------|----------|------------|
| Signs repaired               | 2         | 7         | 2         | 4         | 7         | 4          | 6          | 9         | 2          |          |          |          | 43         |
| Signs replaced               | 1         | 3         | 5         | 11        | 7         | 44         | 25         | 26        | 24         |          |          |          | 146        |
| Sign post replaced/installed | 7         | 6         | 6         | 3         | 20        | 32         | 9          | 6         | 13         |          |          |          | 102        |
| New signs                    | 20        | 27        | 18        | 15        | 28        | 31         | 29         | 21        | 19         |          |          |          | 208        |
| Signs cleaned                |           | 6         | 12        | 3         |           |            | 7          | 9         | 11         |          |          |          | 48         |
| Signs installed (new)        | 5         | 5         | 10        | 10        | 16        | 12         | 5          | 4         | 12         |          |          |          | 79         |
| City emblems installed       |           |           |           |           | 2         |            | 6          |           | 2          |          |          |          | 10         |
| In-lane pedestrian signs     |           |           | 3         |           |           |            |            |           |            |          |          |          | 3          |
| Banners                      |           |           | 3         |           |           |            | 3          | 3         | 3          |          |          |          | 12         |
| Compaction Test              |           |           |           |           |           |            |            |           |            |          |          |          | 0          |
| Traffic Studies              | 5         |           |           | 1         | 5         | 3          | 3          |           | 1          |          |          |          | 18         |
| Parking Lot Striped          |           |           | 1         |           |           |            | 4          | 2         |            |          |          |          | 7          |
| Speed hump installed         |           |           |           |           |           | 2          | 1          |           |            |          |          |          | 3          |
| Crosswalk installed          |           |           |           |           |           |            |            |           |            |          |          |          | 0          |
| Stop bars installed          | 7         | 1         | 26        |           |           |            |            |           | 9          |          |          |          | 43         |
| Airport Maint.               | 7         | 6         | 8         | 7         | 9         | 5          | 5          | 11        | 6          |          |          |          | 64         |
| Handicap Marking             |           |           |           |           |           |            |            |           |            |          |          |          | 0          |
| Curb Striped                 |           |           |           |           |           |            |            |           |            |          |          |          | 0          |
| <b>TOTAL</b>                 | <b>54</b> | <b>61</b> | <b>94</b> | <b>54</b> | <b>94</b> | <b>133</b> | <b>103</b> | <b>91</b> | <b>102</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>786</b> |



ELECTRIC & TELECOM  
DEPARTMENT  
MONTHLY REPORT

NOVEMBER  
2020

# **ELECTRIC: MONTHLY DIRECTOR'S REPORT**

REPORTING PERIOD: 09/2020 | FY 2020



|                  |     |
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### CITY OF MONROE: ELECTRIC FUND OVERVIEW

|                             | Jan 2020  | Feb 2020    | Mar 2020    | Apr 2020    | May 2020    | Jun 2020    | Jul 2020    | Aug 2020  | Sep 2020  | Oct 2020 | Nov 2020 | Dec 2020 | FY 2020     | AS BUDGET  | FY 2019     |
|-----------------------------|-----------|-------------|-------------|-------------|-------------|-------------|-------------|-----------|-----------|----------|----------|----------|-------------|------------|-------------|
| <b>REVENUES</b>             | \$ 1.445M | \$ 1.493M   | \$ 1.822M   | \$ 1.369M   | \$ 1.350M   | \$ 1.561M   | \$ 1.718M   | \$ 1.858M | \$ 2.232M |          |          |          | \$ 14.847M  | \$ 15.038M | \$ 16.458M  |
| PERSONNEL COSTS             | \$ 0.098M | \$ 0.094M   | \$ 0.109M   | \$ 0.107M   | \$ 0.166M   | \$ 0.119M   | \$ 0.111M   | \$ 0.111M | \$ 0.071M |          |          |          | \$ 0.986M   | \$ 0.983M  | \$ 0.974M   |
| CONTRACTED SVC              | \$ 0.038M | \$ 0.062M   | \$ 0.045M   | \$ 0.053M   | \$ 0.051M   | \$ 0.045M   | \$ 0.052M   | \$ 0.042M | \$ 0.038M |          |          |          | \$ 0.427M   | \$ 0.453M  | \$ 0.426M   |
| SUPPLIES                    | \$ 0.998M | \$ 1.045M   | \$ 1.014M   | \$ 0.965M   | \$ 0.966M   | \$ 1.039M   | \$ 1.104M   | \$ 1.215M | \$ 1.232M |          |          |          | \$ 9.577M   | \$ 9.503M  | \$ 10.198M  |
| CAPITAL OUTLAY              | \$ 0.006M | \$ 0.071M   | \$ 0.355M   | \$ 0.114M   | \$ 0.040M   | \$ 0.229M   | \$ 0.408M   | \$ 0.028M | \$ 0.065M |          |          |          | \$ 1.317M   | \$ -       | \$ 0.419M   |
| DEPRECIATION                | \$ -      | \$ -        | \$ 0.089M   | \$ 0.033M   | \$ 0.030M   | \$ 0.032M   | \$ 0.034M   | \$ 0.033M | \$ 0.033M |          |          |          | \$ 0.284M   | \$ 0.213M  | \$ -        |
| <b>EXPENSES</b>             | \$ 1.141M | \$ 1.271M   | \$ 1.613M   | \$ 1.271M   | \$ 1.254M   | \$ 1.464M   | \$ 1.709M   | \$ 1.428M | \$ 1.439M |          |          |          | \$ 12.591M  | \$ 11.152M | \$ 12.017M  |
| <b>FUND TRANSFERS</b>       | \$ 0.248M | \$ 0.256M   | \$ 0.298M   | \$ 0.296M   | \$ 0.273M   | \$ 0.278M   | \$ 0.279M   | \$ 0.291M | \$ 0.302M |          |          |          | \$ 2.519M   | \$ 2.435M  | \$ 3.792M   |
| <b>MARGIN W/O TRANSFERS</b> | \$ 0.304M | \$ 0.222M   | \$ 0.208M   | \$ 0.097M   | \$ 0.097M   | \$ 0.097M   | \$ 0.009M   | \$ 0.430M | \$ 0.793M | \$ -     | \$ -     | \$ -     | \$ 2.257M   | \$ -       | \$ 8.233M   |
| <b>MARGIN W/ TRANSFER</b>   | \$ 0.056M | \$ (0.034M) | \$ (0.089M) | \$ (0.198M) | \$ (0.176M) | \$ (0.181M) | \$ (0.270M) | \$ 0.139M | \$ 0.491M | \$ -     | \$ -     | \$ -     | \$ (0.263M) | \$ 3.886M  | \$ 4.441M   |
| MCT CREDIT/YES              | \$ 0.100M | \$ -        | \$ -        | \$ -        | \$ 0.533M   | \$ 0.100M   | \$ 0.100M   | \$ 0.100M | \$ 0.100M | \$ -     | \$ -     | \$ -     | \$ 1.033M   | \$ 0.200M  | \$ (1.200M) |

\*Year End Settlement excluded due to fluctuations year to year.

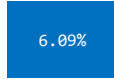
12-MO PURCHASED KWH's



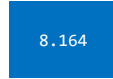
12-MO RETAIL KWH's



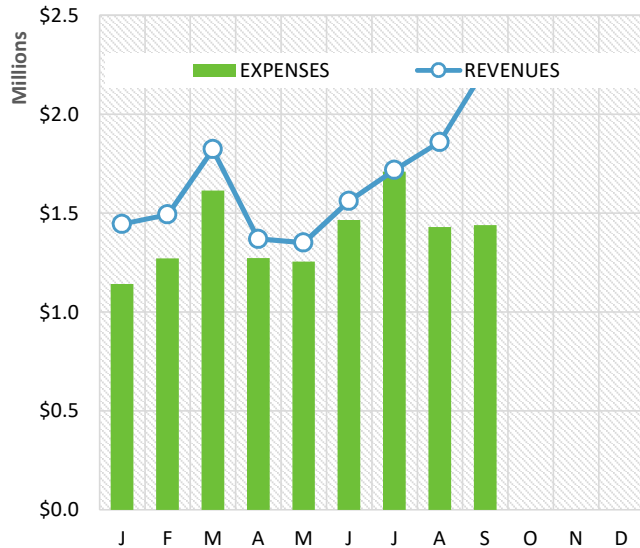
12-MO LINE LOSS



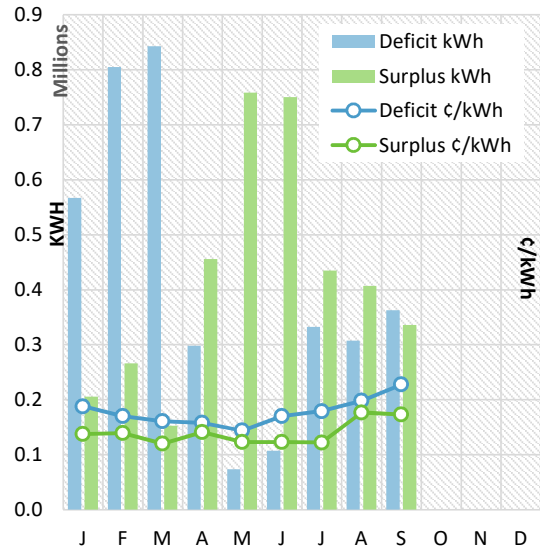
12-MO WHOLESALE \$/kwh



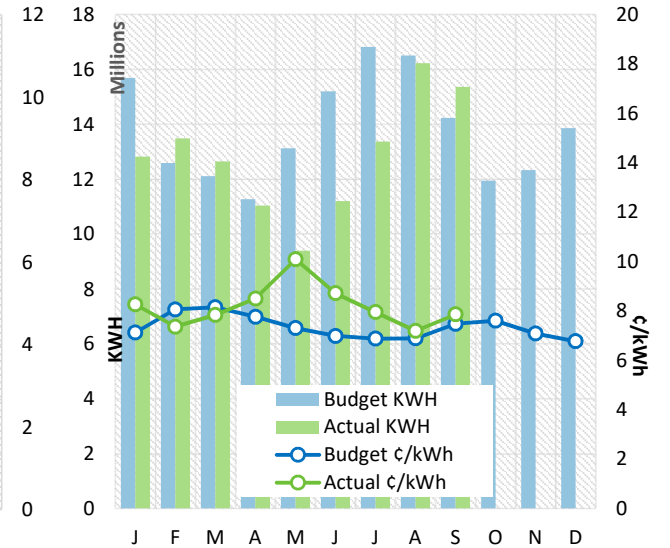
REVENUES vs. EXPENSES



DEFICIT PURCHASES vs. SURPLUS SALES



MEAG BUDGET vs. ACTUAL



# RETAIL SALES REPORT

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[Feb 2020](#)
[Mar 2020](#)
[Apr 2020](#)
[May 2020](#)
[Jun 2020](#)
[Jul 2020](#)
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[Dec 2020](#)

## CUSTOMER COUNT

|              |              |              |              |              |              |              |              |              |              |
|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Residential  | 5,540        | 5,556        | 5,576        | 5,604        | 5,593        | 5,621        | 5,625        | 5,623        | 5,649        |
| Commercial   | 859          | 856          | 860          | 859          | 861          | 857          | 847          | 854          | 856          |
| Industrial   | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 1            |
| City         | 50           | 52           | 52           | 52           | 50           | 50           | 50           | 49           | 50           |
| <b>Total</b> | <b>6,450</b> | <b>6,465</b> | <b>6,489</b> | <b>6,516</b> | <b>6,505</b> | <b>6,529</b> | <b>6,523</b> | <b>6,527</b> | <b>6,556</b> |

Year-Over-Year Δ      0.02%      1.56%      -2.73%      2.21%      2.12%      2.82%      2.76%      1.13%      1.02%

## KWH

|              |                |                |                |                |               |               |                |                |                |
|--------------|----------------|----------------|----------------|----------------|---------------|---------------|----------------|----------------|----------------|
| Residential  | 6.247M         | 6.394M         | 6.494M         | 5.606M         | 4.329M        | 4.498M        | 5.557M         | 6.833M         | 7.271M         |
| Commercial   | 4.534M         | 4.798M         | 4.884M         | 4.931M         | 3.980M        | 3.951M        | 5.419M         | 6.194M         | 6.500M         |
| Industrial   | 0.424M         | 0.455M         | 0.455M         | 0.439M         | 0.239M        | 0.431M        | 0.574M         | 0.530M         | 0.650M         |
| Other        | -              | -              | -              | -              | -             | -             | -              | -              | -              |
| City         | 0.370M         | 0.424M         | 0.436M         | 0.410M         | 0.343M        | 0.390M        | 0.442M         | 0.455M         | 0.472M         |
| <b>Total</b> | <b>11.575M</b> | <b>12.071M</b> | <b>12.269M</b> | <b>11.386M</b> | <b>8.891M</b> | <b>9.270M</b> | <b>11.992M</b> | <b>14.012M</b> | <b>14.893M</b> |

Year-Over-Year Δ      -14.04%      -9.64%      -6.71%      3.51%      -16.47%      -23.52%      -9.73%      -7.47%      -2.18%

## REVENUE

|              |                  |                  |                  |                  |                  |                  |                  |                  |                  |
|--------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Residential  | \$ 0.682M        | \$ 0.696M        | \$ 0.706M        | \$ 0.622M        | \$ 0.560M        | \$ 0.604M        | \$ 0.770M        | \$ 0.963M        | \$ 1.006M        |
| Commercial   | \$ 0.613M        | \$ 0.580M        | \$ 0.630M        | \$ 0.609M        | \$ 0.541M        | \$ 0.588M        | \$ 0.733M        | \$ 0.809M        | \$ 0.819M        |
| Industrial   | \$ 0.041M        | \$ 0.043M        | \$ 0.043M        | \$ 0.042M        | \$ 0.030M        | \$ 0.044M        | \$ 0.055M        | \$ 0.052M        | \$ 0.058M        |
| Other        | \$ 0.000M        | \$ 0.000M        | \$ 0.000M        | \$ 0.000M        | \$ 0.000M        | \$ 0.000M        | \$ 0.000M        | \$ 0.000M        | \$ 0.000M        |
| City         | \$ 0.035M        | \$ 0.041M        | \$ 0.042M        | \$ 0.039M        | \$ 0.033M        | \$ 0.040M        | \$ 0.046M        | \$ 0.048M        | \$ 0.048M        |
| <b>Total</b> | <b>\$ 1.372M</b> | <b>\$ 1.360M</b> | <b>\$ 1.421M</b> | <b>\$ 1.313M</b> | <b>\$ 1.164M</b> | <b>\$ 1.275M</b> | <b>\$ 1.605M</b> | <b>\$ 1.872M</b> | <b>\$ 1.930M</b> |

Year-Over-Year Δ      -24.45%      -18.39%      -13.03%      -7.49%      -20.27%      -21.61%      -11.38%      -8.33%      -5.24%

# SALES STATISTICS

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YTD

55

## AVERAGE KWH/CUSTOMER

|             |         |         |         |         |         |         |         |         |         |         |
|-------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Residential | 1,128   | 1,151   | 1,165   | 1,000   | 774     | 800     | 988     | 1,215   | 1,287   | 1,056   |
| Commercial  | 5,278   | 5,605   | 5,679   | 5,741   | 4,622   | 4,611   | 6,398   | 7,253   | 7,593   | 5,864   |
| Industrial  | 424,278 | 455,410 | 455,192 | 438,906 | 238,611 | 431,285 | 574,168 | 529,600 | 649,648 | 466,344 |
| City        | 7,404   | 8,154   | 8,394   | 7,878   | 6,867   | 7,802   | 8,839   | 9,293   | 9,447   | 8,231   |

## AVERAGE \$/CUSTOMER

|             |          |          |          |          |          |          |          |          |          |          |
|-------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Residential | \$123    | \$125    | \$127    | \$111    | \$100    | \$107    | \$137    | \$171    | \$178    | \$131    |
| Commercial  | \$713    | \$677    | \$732    | \$709    | \$629    | \$686    | \$865    | \$947    | \$956    | \$768    |
| Industrial  | \$41,442 | \$43,429 | \$43,418 | \$42,374 | \$29,564 | \$44,292 | \$55,286 | \$52,392 | \$58,028 | \$45,580 |
| City        | \$709    | \$781    | \$803    | \$754    | \$657    | \$790    | \$921    | \$971    | \$951    | \$815    |

## AVERAGE \$/KWH

|                |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |
|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Residential    | \$0.1092        | \$0.1089        | \$0.1087        | \$0.1109        | \$0.1294        | \$0.1342        | \$0.1386        | \$0.1409        | \$0.1383        | \$0.1243        |
| Commercial     | \$0.1352        | \$0.1208        | \$0.1290        | \$0.1235        | \$0.1360        | \$0.1488        | \$0.1353        | \$0.1306        | \$0.1260        | \$0.1317        |
| Industrial     | \$0.0977        | \$0.0954        | \$0.0954        | \$0.0965        | \$0.1239        | \$0.1027        | \$0.0963        | \$0.0989        | \$0.0893        | \$0.0996        |
| City           | \$0.0957        | \$0.0957        | \$0.0957        | \$0.0957        | \$0.0956        | \$0.1013        | \$0.1042        | \$0.1045        | \$0.1007        | \$0.0988        |
| <b>Average</b> | <b>\$0.1094</b> | <b>\$0.1052</b> | <b>\$0.1072</b> | <b>\$0.1067</b> | <b>\$0.1212</b> | <b>\$0.1217</b> | <b>\$0.1186</b> | <b>\$0.1187</b> | <b>\$0.1136</b> | <b>\$0.1136</b> |

**MOST RECENT**  
**12-MONTH**

|                                 | Sep 2020            | Sep 2019            | FY2020 YTD          | FY2019 YTD          |                      |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| <b>POWER SUPPLY COSTS</b>       |                     |                     |                     |                     |                      |
| MEAG Project Power              | \$ 942,991          | \$ 929,838          | \$ 7,320,784        | \$ 7,942,848        | \$ 9,891,027         |
| Transmission                    | 109,125             | 104,155             | 941,483             | 878,346             | 1,226,138            |
| Supplemental                    | 100,685             | 98,172              | 560,311             | 603,736             | 738,570              |
| SEPA                            | 52,124              | 57,912              | 500,671             | 543,249             | 668,290              |
| Other Adjustments               | 988                 | 898                 | 8,597               | 8,046               | 11,291               |
| <b>TOTAL POWER SUPPLY COSTS</b> | <b>\$ 1,205,913</b> | <b>\$ 1,190,975</b> | <b>\$ 9,331,846</b> | <b>\$ 9,976,225</b> | <b>\$ 12,535,317</b> |
| <b>AS BUDGET</b>                | <b>1,062,815</b>    | <b>1,007,897</b>    | <b>9,357,130</b>    | <b>9,307,940</b>    | <b>12,185,353</b>    |
| <b>% ACTUAL TO BUDGET</b>       | <b>113.46%</b>      | <b>118.16%</b>      | <b>99.73%</b>       | <b>107.18%</b>      | <b>102.87%</b>       |

### PEAKS & ENERGY

#### Peaks (KW)

|                           |        |        |        |        |        |
|---------------------------|--------|--------|--------|--------|--------|
| Coincident Peak (CP)      | 29,997 | 34,831 | 33,613 | 34,831 | 33,613 |
| Non-Coincident Peak (NCP) | 32,669 | 35,441 | 33,833 | 35,441 | 33,833 |
| CP (BUDGET)               | 32,071 | 31,898 | 34,512 | 34,449 | 34,512 |
| NCP (BUDGET)              | 32,877 | 32,690 | 35,076 | 35,241 | 35,076 |

#### Energy (KWH)

|                                   |                   |                   |                    |                    |                    |
|-----------------------------------|-------------------|-------------------|--------------------|--------------------|--------------------|
| MEAG Energy                       | 12,257,885        | 13,191,238        | 94,817,359         | 99,371,423         | 128,883,625        |
| Supplemental Purchases (or sales) | 2,026,687         | 1,799,964         | 7,683,639          | 6,853,371          | 8,889,436          |
| SEPA Energy                       | 1,066,299         | 1,059,378         | 12,986,161         | 15,233,226         | 15,768,018         |
| <b>Total Energy (KWH)</b>         | <b>15,350,871</b> | <b>16,050,580</b> | <b>115,487,159</b> | <b>121,458,020</b> | <b>153,541,079</b> |
| <b>AS BUDGET</b>                  | <b>14,224,000</b> | <b>14,012,000</b> | <b>127,479,000</b> | <b>126,739,000</b> | <b>165,317,000</b> |
| <b>% ACTUAL TO BUDGET</b>         | <b>107.92%</b>    | <b>114.55%</b>    | <b>90.59%</b>      | <b>95.83%</b>      | <b>92.88%</b>      |

|                 |        |        |        |        |        |
|-----------------|--------|--------|--------|--------|--------|
| CP Load Factor  | 71.08% | 64.00% | 39.22% | 39.81% | 52.15% |
| NCP Load Factor | 65.26% | 62.90% | 38.97% | 39.12% | 51.81% |
| % Supplemental  | 13.20% | 11.21% | 6.65%  | 5.64%  | 5.79%  |

### UNIT COSTS (¢/kWh)

|              |        |        |        |        |        |
|--------------|--------|--------|--------|--------|--------|
| Bulk Power   | 7.6938 | 7.3379 | 8.3653 | 8.6613 | 8.3798 |
| Supplemental | 4.9679 | 5.4541 | 7.2923 | 8.8093 | 8.3084 |
| SEPA Energy  | 4.8883 | 5.4666 | 3.8554 | 3.5662 | 4.2383 |
| MEAG Total   | 7.8557 | 7.4201 | 8.0804 | 8.2137 | 8.1641 |

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.



|                                | Sep 2020            | Sep 2019            | FY2020 YTD           | FY2019 YTD           | MOST RECENT<br>12-MONTH |
|--------------------------------|---------------------|---------------------|----------------------|----------------------|-------------------------|
| <b>SALES REVENUES</b>          |                     |                     |                      |                      |                         |
| ELECTRIC SALES                 | \$ 1,930,177        | \$ 2,002,223        | \$ 13,304,211        | \$ 15,196,747        | \$ 17,526,492           |
| <b>SALES REVENUES (ACTUAL)</b> | <b>\$ 1,930,177</b> | <b>\$ 2,002,223</b> | <b>\$ 13,304,211</b> | <b>\$ 15,196,747</b> | <b>\$ 17,526,492</b>    |
| AS BUDGET                      | \$ 1,583,333        | \$ 1,508,333        | \$ 1,583,333         | \$ 1,508,333         | Not Applicable          |
| % ACTUAL TO BUDGET             | 121.91%             | 132.74%             | 840.27%              | 1007.52%             | Not Applicable          |

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

#### OTHER REVENUES

|                                |                   |                  |                   |                   |                     |
|--------------------------------|-------------------|------------------|-------------------|-------------------|---------------------|
| OP REVENUE                     | 34,022            | 33,426           | 305,671           | 316,442           | 406,744             |
| FEDERAL GRANT                  | -                 | -                | -                 | -                 | -                   |
| MISC REVENUE                   | 300               | (148)            | 12,704            | 36,640            | 93,902              |
| CONTRIBUTED CAPITAL            | -                 | 2,500            | -                 | 2,500             | 204,584             |
| SALE OF FIXED ASSETS           | -                 | -                | -                 | -                 | 656                 |
| GAIN UTILITIES ASSETS          | -                 | -                | -                 | -                 | 656                 |
| REIMB DAMAGED PROPERTY         | -                 | -                | -                 | 10,299            | -                   |
| CUST ACCT FEES                 | -                 | -                | -                 | -                 | -                   |
| OTHER REV                      | -                 | -                | -                 | -                 | -                   |
| ADMIN ALLOC                    | (41,612)          | 42,026           | 99,868            | 484,996           | 238,461             |
| INTEREST REVENUES - UTILITY    | 285,801           | -                | 285,801           | -                 | 285,801             |
| STATE GRANTS                   | -                 | -                | -                 | -                 | -                   |
| SALE OF RECYCLED MATERIALS     | 22,837            | -                | 22,837            | 159               | 22,837              |
| <b>OTHER REVENUES (ACTUAL)</b> | <b>\$ 301,349</b> | <b>\$ 77,804</b> | <b>\$ 726,881</b> | <b>\$ 851,036</b> | <b>\$ 1,253,640</b> |
| AS BUDGET                      | \$ 87,500         | \$ 71,796        | \$ 787,500        | \$ 646,167        | Not Applicable      |
| % ACTUAL TO BUDGET             | 344.40%           | 108.37%          | 92.30%            | 131.71%           | Not Applicable      |

#### TRANSFER

|                   |   |   |         |         |         |
|-------------------|---|---|---------|---------|---------|
| Transfer From CIP | - | - | 816,198 | 410,024 | 898,628 |
|-------------------|---|---|---------|---------|---------|

|                                |                     |                     |                      |                      |                      |
|--------------------------------|---------------------|---------------------|----------------------|----------------------|----------------------|
| <b>TOTAL REVENUES (ACTUAL)</b> | <b>\$ 2,231,526</b> | <b>\$ 2,080,027</b> | <b>\$ 14,847,290</b> | <b>\$ 16,457,807</b> | <b>\$ 19,678,760</b> |
| AS BUDGET                      | \$ 1,670,833        | \$ 1,580,130        | \$ 15,037,500        | \$ 14,221,167        | Not Applicable       |
| % ACTUAL TO BUDGET             | 133.56%             | 131.64%             | 98.74%               | 115.73%              | Not Applicable       |

|                            |            |            |              |              |              |
|----------------------------|------------|------------|--------------|--------------|--------------|
| MEAG YES/PART CONTR/MCT CF | \$ 100,000 | \$ 100,000 | \$ 1,032,748 | \$ 1,250,999 | \$ 1,307,434 |
|----------------------------|------------|------------|--------------|--------------|--------------|

Note on MEAG Credit/YES/Participant Contribution: excluded from revenues

|                                     | Sep 2020         | Sep 2019          | FY2020 YTD        | FY2019 YTD        | MOST RECENT<br>12-MONTH |
|-------------------------------------|------------------|-------------------|-------------------|-------------------|-------------------------|
| <b>PERSONNEL</b>                    |                  |                   |                   |                   |                         |
| Compensation                        | \$ 32,958        | \$ 78,738         | \$ 704,130        | \$ 722,421        | \$ 990,269              |
| Benefits                            | 38,230           | 27,433            | 281,473           | 251,572           | 349,872                 |
| <b>PERSONNEL (ACTUAL)</b>           | <b>\$ 71,188</b> | <b>\$ 106,171</b> | <b>\$ 985,603</b> | <b>\$ 973,993</b> | <b>\$ 1,340,141</b>     |
| AS BUDGET                           | \$ 109,087       | \$ 100,508        | \$ 981,781        | \$ 904,572        | Not Applicable          |
| % ACTUAL TO BUDGET                  | 65.26%           | 105.63%           | 100.39%           | 107.67%           | Not Applicable          |
| <b>CONTRACTED SERVICES</b>          |                  |                   |                   |                   |                         |
| Consulting                          | \$ -             | \$ -              | \$ 591            | \$ 575            | \$ 1,281                |
| Landfill Fees                       | -                | -                 | -                 | -                 | -                       |
| Holiday Event                       | -                | -                 | -                 | 4,677             | 3,458                   |
| Maintenance Contracts               | 473              | 369               | 3,813             | 4,470             | 4,788                   |
| Rents/Leases                        | 243              | 454               | 2,306             | 3,644             | 4,308                   |
| Repairs & Maintenance (Outside)     | 6,117            | 6,323             | 26,000            | 47,086            | 42,752                  |
| Landfill Fees                       | -                | -                 | -                 | -                 | -                       |
| Other Contract Svcs                 | -                | -                 | -                 | -                 | -                       |
| Comm Svcs                           | 3,934            | 2,142             | 16,041            | 13,337            | 21,241                  |
| Postage                             | -                | -                 | 86                | 143               | 119                     |
| Public Relations                    | -                | -                 | -                 | 600               | 120                     |
| Mkt Expense                         | -                | -                 | 19,696            | 23,238            | 27,950                  |
| Printing                            | -                | -                 | -                 | -                 | -                       |
| Dues & Sub                          | -                | -                 | -                 | -                 | -                       |
| Travel                              | 160              | 972               | 160               | 5,611             | 3,094                   |
| Vehicle Tag & Title Fee             | -                | -                 | 74                | 24                | 74                      |
| Ga Dept Rev Fee                     | -                | -                 | 900               | 900               | 900                     |
| Fees                                | -                | -                 | 319               | 300               | 319                     |
| Training & Ed                       | 1,050            | -                 | 1,050             | 2,954             | 1,135                   |
| Contract Labor                      | 25,932           | 40,462            | 355,838           | 317,558           | 470,921                 |
| Shipping/Freight                    | -                | -                 | 368               | 770               | 403                     |
| <b>CONTRACTED SERVICES (ACTUAL)</b> | <b>\$ 37,909</b> | <b>\$ 50,722</b>  | <b>\$ 427,449</b> | <b>\$ 425,887</b> | <b>\$ 583,159</b>       |
| AS BUDGET                           | \$ 50,357        | \$ 47,923         | \$ 453,210        | \$ 431,310        | Not Applicable          |
| % ACTUAL TO BUDGET                  | 75.28%           | 105.84%           | 94.32%            | 98.74%            | Not Applicable          |

|                                | Sep 2020            | Sep 2019            | FY2020 YTD           | FY2019 YTD           | MOST RECENT<br>12-MONTH |
|--------------------------------|---------------------|---------------------|----------------------|----------------------|-------------------------|
| <b>SUPPLIES</b>                |                     |                     |                      |                      |                         |
| Office Supplies                | -                   | -                   | 1,263                | 1,525                | 1,958                   |
| Postage                        | -                   | -                   | -                    | -                    | -                       |
| Auto Parts                     | 367                 | 22                  | 3,029                | 1,636                | 4,068                   |
| Construction Materials         | 2,399               | 1,905               | 22,510               | 2,954                | 32,117                  |
| Damage Claims                  | -                   | -                   | 2,299                | -                    | 2,299                   |
| Expendable Fluids              | -                   | -                   | 56                   | -                    | 56                      |
| Safety/Medical Supplies        | -                   | -                   | 5,780                | -                    | 5,780                   |
| Tires                          | -                   | -                   | 6,272                | 10,840               | 6,938                   |
| Uniform Expense                | -                   | 418                 | 13,528               | 14,289               | 14,040                  |
| Janitorial                     | 193                 | 416                 | 2,638                | 2,062                | 3,614                   |
| Computer Equipment             | -                   | -                   | -                    | 9,071                | 1,949                   |
| R & M Buildings - Inside       | -                   | 4,463               | -                    | 4,463                | -                       |
| Parks & Grounds R & M Inside   | -                   | -                   | -                    | -                    | -                       |
| Util Costs - Util Fund         | 615                 | 15                  | 7,991                | 8,740                | 10,504                  |
| Covid-19 Expenses              | -                   | -                   | 2,529                | -                    | 2,529                   |
| Streetlights                   | -                   | -                   | -                    | -                    | -                       |
| Auto & Truck Fuel              | 2,133               | 2,247               | 18,390               | 18,248               | 26,726                  |
| Food                           | 485                 | 83                  | 1,404                | 876                  | 5,726                   |
| Sm Tool & Min Equip            | 6,102               | 4,555               | 35,617               | 28,554               | 50,813                  |
| Meters                         | -                   | -                   | -                    | -                    | -                       |
| Lab Supplies                   | -                   | -                   | -                    | -                    | -                       |
| Sm Oper Supplies               | 844                 | 3,327               | 16,225               | 21,329               | 32,272                  |
| Construction Material          | -                   | -                   | -                    | -                    | -                       |
| Tires                          | -                   | -                   | -                    | -                    | -                       |
| Uniform Exp                    | -                   | -                   | -                    | -                    | -                       |
| Power Costs                    | 1,205,913           | 1,190,975           | 9,274,347            | 9,947,599            | 11,439,420              |
| Equip Pur (<\$5M)              | -                   | -                   | -                    | -                    | -                       |
| Dam Claims                     | -                   | -                   | -                    | -                    | -                       |
| Misc                           | -                   | -                   | -                    | -                    | -                       |
| <b>SUPPLIES (ACTUAL)</b>       | <b>\$ 1,231,681</b> | <b>\$ 1,218,704</b> | <b>\$ 9,577,383</b>  | <b>\$ 10,197,930</b> | <b>\$ 11,921,205</b>    |
| AS BUDGET                      | \$ 1,055,868        | \$ 1,020,298        | \$ 9,502,815         | \$ 9,182,681         | Not Applicable          |
| % ACTUAL TO BUDGET             | 116.65%             | 119.45%             | 100.78%              | 111.06%              | Not Applicable          |
| <b>CAPITAL OUTLAY</b>          |                     |                     |                      |                      |                         |
| Construction In Progress       | \$ 65,430           | \$ -                | \$ 838,401           | \$ 167,821           | \$ 1,069,263            |
| Capital Expenditures           | \$ -                | \$ -                | \$ 478,108           | \$ 251,279           | \$ 478,108              |
| Depr Exp                       | \$ 32,610           | \$ -                | \$ 283,831           | \$ -                 | \$ 571,861              |
| <b>CAPITAL OUTLAY (ACTUAL)</b> | <b>\$ 98,040</b>    | <b>\$ -</b>         | <b>\$ 1,600,340</b>  | <b>\$ 419,100</b>    | <b>\$ 2,119,231</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          | \$ 76,157           | \$ 201,090          | \$ 766,079           | \$ 1,471,002         | \$ 1,205,180            |
| Transfer To Gf                 | 120,002             | 128,565             | 802,193              | 927,814              | 1,131,529               |
| Transfer To Cip                | 52,831              | 77,425              | 475,483              | 696,825              | 779,321                 |
| Transfer - E&R                 | 52,831              | 77,425              | 475,483              | 696,825              | 779,321                 |
| <b>FUND TRANSFERS (ACTUAL)</b> | <b>\$ 301,822</b>   | <b>\$ 484,504</b>   | <b>\$ 2,519,238</b>  | <b>\$ 3,792,466</b>  | <b>\$ 3,895,350</b>     |
| AS BUDGET                      | \$ 270,566          | \$ 399,677          | \$ 2,435,090         | \$ 3,597,094         | Not Applicable          |
| % ACTUAL TO BUDGET             | 111.55%             | 121.22%             | 103.46%              | 105.43%              | Not Applicable          |
| <b>TOTAL EXPENSES (ACTUAL)</b> | <b>\$ 1,740,640</b> | <b>\$ 1,860,101</b> | <b>\$ 15,110,013</b> | <b>\$ 15,809,375</b> | <b>\$ 19,859,087</b>    |
| AS BUDGET                      | \$ 1,485,877        | \$ 1,568,406        | \$ 13,372,896        | \$ 14,115,657        | Not Applicable          |
| % ACTUAL TO BUDGET             | 117.15%             | 118.60%             | 112.99%              | 112.00%              | Not Applicable          |

# TELECOM: MONTHLY DIRECTOR'S REPORT

REPORTING PERIOD: 09/2020 | FY 2020



|  |       |
|--|-------|
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| OVERVIEW                                     | 3     |
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COMMENTARY & ANALYSIS

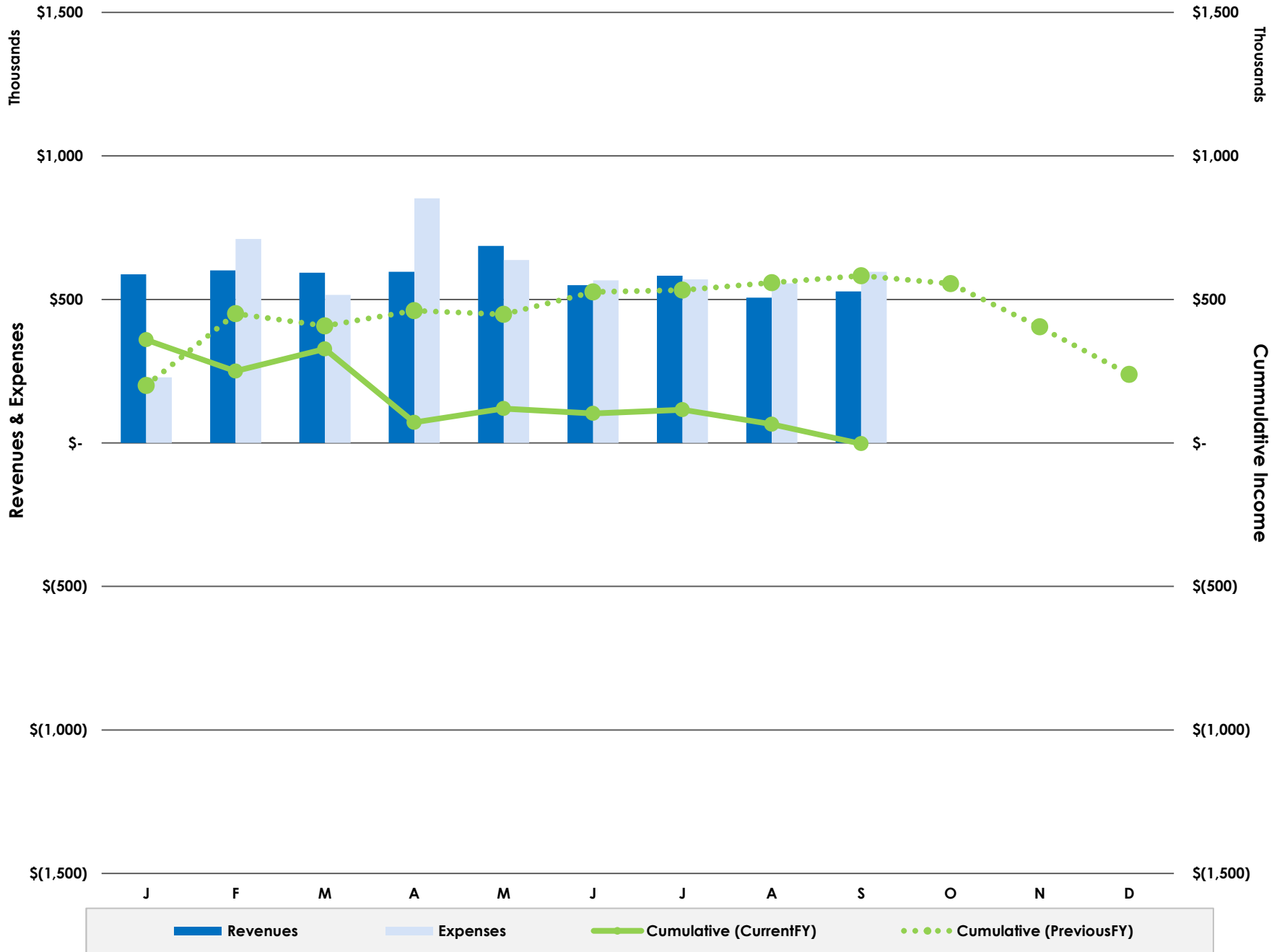
The net operating margin after transfers, FY to date was -.05%

RECOMMENDATIONS

- \*
- \*
- \*
- \*

|                                | Sep 2020          | Sep 2019          | FY2020 YTD          | FY2019 YTD          | MOST RECENT<br>12-MONTH |
|--------------------------------|-------------------|-------------------|---------------------|---------------------|-------------------------|
| <b>FINANCIALS</b>              |                   |                   |                     |                     |                         |
| <b>Revenues</b>                |                   |                   |                     |                     |                         |
| RETAIL SALES                   | \$ 517,744        | \$ 515,288        | \$ 4,607,627        | \$ 4,522,622        | \$ 6,128,831            |
| OTHER REVENUES                 | 25,144            | 52,230            | 733,565             | 639,528             | 1,033,955               |
| ADJUSTMENTS                    | (14,749)          | (22,883)          | (111,955)           | (37,415)            | (100,595)               |
| <b>Total Revenues</b>          | <b>\$ 528,139</b> | <b>\$ 544,636</b> | <b>\$ 5,229,237</b> | <b>\$ 5,124,734</b> | <b>\$ 7,062,191</b>     |
| <b>Expenses</b>                |                   |                   |                     |                     |                         |
| PERSONNEL                      | \$ 73,298         | \$ 62,952         | \$ 613,716          | \$ 577,901          | \$ 815,125              |
| PURCHASED & CONTRACTED SVC     | 44,175            | 11,721            | 135,736             | 121,582             | 215,653                 |
| PURCHASED PROPERTY SERVICES    | (21,501)          | 9,369             | 42,313              | 81,838              | 79,905                  |
| SUPPLIES                       | 72,489            | 24,065            | 609,819             | 267,149             | 850,418                 |
| COST OF GOODS SOLD             | 296,251           | 293,760           | 2,606,801           | 2,512,216           | 3,788,874               |
| DEPR, DEBT SVC & OTHER COSTS   | 97,453            | 84,949            | 929,310             | 697,815             | 1,260,138               |
| FUND TRANSFERS                 | 33,652            | 33,172            | 294,271             | 283,210             | 398,345                 |
| <b>Total Combined Expenses</b> | <b>\$ 595,816</b> | <b>\$ 519,989</b> | <b>\$ 5,231,965</b> | <b>\$ 4,541,710</b> | <b>\$ 7,408,458</b>     |
| <b>Income</b>                  |                   |                   |                     |                     |                         |
| Before Transfer                | \$ (34,026)       | \$ 57,819         | \$ 291,543          | \$ 866,234          | \$ 52,078               |
| After Transfer                 | \$ (67,677)       | \$ 24,647         | \$ (2,727)          | \$ 583,024          | \$ (346,267)            |
| <b>Margin</b>                  |                   |                   |                     |                     |                         |
| Before Transfer                | -6.44%            | 10.62%            | 5.58%               | 16.90%              | 0.74%                   |
| After Transfer                 | -12.81%           | 4.53%             | -0.05%              | 11.38%              | -4.90%                  |

**CHART 1**  
**MONTHLY DIRECTOR'S REPORT**  
**REVENUE, EXPENSE & INCOME SUMMARY**  
**FISCAL YEAR 2020**



**MOST RECENT  
12-MONTH**

|  | <b>Sep 2020</b>    | <b>Sep 2019</b>    | <b>FY2020 YTD</b>   | <b>FY2019 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   | \$ 217,659         | \$ 238,131         | \$ 2,009,476        | \$ 2,176,886        | \$ 2,705,845        |
| DVR SERVICE  | 18,981             | 20,332             | 172,713             | 182,493             | 231,684             |
| FIBER OPTICS   | 46,562             | 45,195             | 417,181             | 398,229             | 554,923             |
| INTERNET   | 201,774            | 177,605            | 1,711,305           | 1,533,440           | 2,237,496           |
| TELEPHONE  | 30,493             | 30,933             | 274,858             | 202,200             | 367,891             |
| SET TOP BOX  | 2,275              | 3,092              | 22,093              | 29,373              | 30,991              |
| <b>Total RETAIL SALES (ACTUAL)</b>   | <b>\$ 517,744</b>  | <b>\$ 515,288</b>  | <b>\$ 4,607,627</b> | <b>\$ 4,522,622</b> | <b>\$ 6,128,831</b> |
| <b>OTHER REVENUES</b>  |                    |                    |                     |                     |                     |
| CATV INSTALL/UPGRADE   | \$ 1,785           | \$ 1,785           | \$ 22,980           | \$ 13,731           | \$ 38,781           |
| MARKETPLACE ADS  | -                  | -                  | -                   | 25                  | -                   |
| PHONE FEES   | 722                | 591                | 5,595               | 66,130              | 16,818              |
| EQUIPMENT SALES  | 7,951              | 7,956              | 69,523              | 23,341              | 85,075              |
| MODEM RENTAL   | 1,986              | 1,988              | 17,364              | 61,537              | 28,732              |
| VIDEO PRODUCTION REVENUE   | -                  | -                  | -                   | -                   | -                   |
| MISCELLANEOUS  | 7,835              | 8,950              | 64,685              | 89,995              | 94,722              |
| ADMIN ALLOCATION   | (41,612)           | 16,282             | 99,869              | 187,905             | 153,564             |
| CONTRIBUTED CAPITAL  | -                  | -                  | -                   | -                   | -                   |
| Transfer from CIP  | 38,595             | 7,160              | 384,700             | 185,606             | 530,973             |
| MISCELLANEOUS  | 7,881              | 7,519              | 68,850              | 11,259              | 85,290              |
| <b>Total OTHER REVENUES ACTUAL</b>   | <b>\$ 25,144</b>   | <b>\$ 52,230</b>   | <b>\$ 733,565</b>   | <b>\$ 639,528</b>   | <b>\$ 1,033,955</b> |
| <b>Adjustment</b>  | <b>\$ (14,749)</b> | <b>\$ (22,883)</b> | <b>\$ (111,955)</b> | <b>\$ (37,415)</b>  | <b>\$ (100,595)</b> |
| <i>Note: Adjustment added to match Financials</i>  |                    |                    |                     |                     |                     |
| <b>TOTAL REVENUES (ACTUAL)</b>   | <b>\$ 528,139</b>  | <b>\$ 544,636</b>  | <b>\$ 5,229,237</b> | <b>\$ 5,124,734</b> | <b>\$ 7,062,191</b> |



SUMMARY

|                               | Sep 2020          | Sep 2019          | FY2020 YTD          | FY2019 YTD          | MOST RECENT<br>12-MONTH |
|-------------------------------|-------------------|-------------------|---------------------|---------------------|-------------------------|
| Personnel                     | \$ 73,298         | \$ 62,952         | \$ 613,716          | \$ 577,901          | \$ 815,125              |
| Purchased & Contracted Svc    | 44,175            | 11,721            | 135,736             | 121,582             | 215,653                 |
| Purchased Property Services   | (21,501)          | 9,369             | 42,313              | 81,838              | 79,905                  |
| Supplies                      | 72,489            | 24,065            | 609,819             | 267,149             | 850,418                 |
| Cost of Goods Sold            | 296,251           | 293,760           | 2,606,801           | 2,512,216           | 3,788,874               |
| Depr, Debt Svc & Other Costs  | 97,453            | 84,949            | 929,310             | 697,815             | 1,260,138               |
| Fund Transfers                | 33,652            | 33,172            | 294,271             | 283,210             | 398,345                 |
| <b>TOTAL SUMMARY (ACTUAL)</b> | <b>\$ 595,816</b> | <b>\$ 519,989</b> | <b>\$ 5,231,965</b> | <b>\$ 4,541,710</b> | <b>\$ 7,408,458</b>     |

TELECOM

Personnel

|                                 |                  |                  |                   |                   |                   |
|---------------------------------|------------------|------------------|-------------------|-------------------|-------------------|
| Salaries                        | \$ 47,546        | \$ 43,295        | \$ 429,145        | \$ 397,262        | \$ 579,872        |
| Benefits                        | 25,752           | 19,656           | 184,571           | 180,639           | 235,253           |
| <b>Total Personnel (ACTUAL)</b> | <b>\$ 73,298</b> | <b>\$ 62,952</b> | <b>\$ 613,716</b> | <b>\$ 577,901</b> | <b>\$ 815,125</b> |

Purchased & Contracted Svc

|  |                  |                  |                   |                   |                   |
|--|------------------|------------------|-------------------|-------------------|-------------------|
| Attorney Fees  | -                | -                | -                 | -                 | -                 |
| Audit Services                                       | -                | -                | -                 | -                 | -                 |
| Professional Fees                                    | 61               | 89               | 891               | 412               | 1,065             |
| Web Design   | -                | -                | 41                | -                 | 348               |
| Consulting - Technical                               | -                | 2,250            | 11,250            | 18,035            | 15,750            |
| HOLIDAY EVENTS                                       | -                | -                | 650               | -                 | 650               |
| Lawn Care & Maintenance                              | -                | -                | 89                | -                 | 89                |
| Security Systems                                     | -                | -                | 387               | 387               | 1,365             |
| Pest Control   | -                | -                | -                 | 225               | -                 |
| Maintenance  | 469              | 4,010            | 12,225            | 17,650            | 40,834            |
| Equipment Rents/Leases                               | 197              | 454              | 1,887             | 3,092             | 3,704             |
| Pole Equip. Rents/Leases                             | -                | -                | 2,000             | -                 | 21,715            |
| Equipment Rental                                     | 14               | -                | 130               | 296               | 191               |
| CONSULTING - TECHNICAL                               | -                | -                | -                 | 70                | -                 |
| LAWN CARE & MAINTENANCE                              | -                | -                | 59                | -                 | 59                |
| Outside Maintenance                                  | 361              | 853              | 8,236             | 13,390            | 11,060            |
| EQUIPMENT RENTS / LEASES                             | -                | 267              | -                 | 1,590             | 1,066             |
| POLE EQUIPMENT RENTS / LEASES                        | -                | -                | 2,726             | -                 | 2,726             |
| MAINTENANCE CONTRACTS                                | 124              | 69               | 4,535             | 8,721             | 5,636             |
| EQUIPMENT RENTAL                                     | 10               | -                | 87                | 289               | 128               |
| COMMUNICATION SERVICES                               | 4,906            | 1,125            | 15,712            | 4,700             | 23,682            |
| INTERNET COSTS                                       | 530              | -                | 3,412             | -                 | 3,412             |
| POSTAGE  | -                | -                | -                 | 26                | -                 |
| TRAVEL EXPENSE                                       | -                | -                | -                 | 369               | 77                |
| DUES/FEES  | -                | -                | 2,475             | -                 | 5,046             |
| VEHICLE TAG & TITLE FEE                              | -                | -                | -                 | 3                 | -                 |
| FCC FEES   | 4,045            | 2,199            | 26,818            | 47,587            | 34,916            |
| GA DEPT OF REV FEES                                  | -                | -                | -                 | 150               | -                 |
| TRAINING & EDUCATION -EMPLOYEE                       | -                | 406              | 8,610             | 4,341             | 8,620             |
| CONTRACT LABOR                                       | 33,459           | -                | 33,459            | -                 | 33,459            |
| SOFTWARE EXPENSE                                     | -                | -                | -                 | 250               | -                 |
| SHIPPING / FREIGHT                                   | -                | -                | 56                | -                 | 56                |
| <b>Total Purchased &amp; Contracted Svc (ACTUAL)</b> | <b>\$ 44,175</b> | <b>\$ 11,721</b> | <b>\$ 135,736</b> | <b>\$ 121,582</b> | <b>\$ 215,653</b> |

|  | <b>Sep 2020</b>    | <b>Sep 2019</b> | <b>FY2020 YTD</b> | <b>FY2019 YTD</b> | <b>MOST RECENT<br/>12-MONTH</b> |
|--|--------------------|-----------------|-------------------|-------------------|---------------------------------|
| <b>Purchased Property Services</b>                   |                    |                 |                   |                   |                                 |
| Equipment Rep & Maint -Outside                       | -                  | -               | -                 | -                 | -                               |
| Equipment Rental                                     | -                  | -               | -                 | -                 | -                               |
| Repair & Maintenance (Outside)                       | -                  | -               | -                 | -                 | -                               |
| Repair & Maintenance (Inside)                        | -                  | -               | -                 | -                 | -                               |
| Maintenance Contracts                                | -                  | -               | -                 | -                 | -                               |
| Other Contractual Services                           | -                  | -               | -                 | -                 | -                               |
| Communication Services                               | 1,323              | 2,957           | 11,503            | 19,519            | 15,410                          |
| Postage  | -                  | -               | -                 | -                 | -                               |
| INTERNET COSTS                                       | -                  | -               | -                 | -                 | 2,000                           |
| Public Relations                                     | 260                | -               | 260               | -                 | 380                             |
| Marketing Expense                                    | -                  | -               | -                 | 36                | -                               |
| Utility Bill Printing Services                       | -                  | -               | -                 | -                 | -                               |
| Dues & Subscriptions                                 | -                  | -               | -                 | -                 | -                               |
| Fees   | -                  | -               | 78                | 6,154             | 5,441                           |
| FCC Fees   | -                  | -               | -                 | -                 | -                               |
| Training & Education                                 | -                  | -               | 182               | 61                | 182                             |
| General Liability Insurance                          | -                  | -               | -                 | -                 | -                               |
| Vehicle Tag & Title Fee                              | -                  | -               | -                 | -                 | -                               |
| GA Dept Revenue Fee                                  | -                  | -               | 200               | 100               | 200                             |
| Uniform Rental                                       | -                  | -               | -                 | -                 | -                               |
| Contract Labor                                       | (23,084)           | 6,336           | 29,496            | 55,182            | 55,142                          |
| Fines/Late Fee                                       | -                  | -               | -                 | -                 | 100                             |
| Shipping/Freight                                     | -                  | 77              | 594               | 785               | 1,049                           |
| <b>Total Purchased Property Services (ACTUAL) \$</b> | <b>(21,501) \$</b> | <b>9,369 \$</b> | <b>42,313 \$</b>  | <b>81,838 \$</b>  | <b>79,905</b>                   |

|                                | Sep 2020         | Sep 2019         | FY2020 YTD        | FY2019 YTD        |                   |
|--------------------------------|------------------|------------------|-------------------|-------------------|-------------------|
| TELECOM (Continued)            |                  |                  |                   |                   |                   |
| <b>Supplies</b>                |                  |                  |                   |                   |                   |
| Chemicals & Pesticides         | \$ -             | \$ -             | \$ -              | \$ -              | \$ -              |
| Office Supplies & Expense      | 123              | -                | 619               | 113               | 640               |
| Postage                        | -                | -                | -                 | -                 | -                 |
| Auto Parts                     | 341              | -                | 4,104             | 848               | 4,438             |
| CONSTRUCTION MATERIALS         | 9,825            | 351              | 34,324            | 1,324             | 39,873            |
| Damage Claims                  | -                | -                | -                 | 125               | -                 |
| EXPENDABLE FLUIDS              | -                | -                | 22                | -                 | 22                |
| Tires                          | -                | -                | 1,777             | 479               | 2,860             |
| Uniform Expense                | -                | -                | -                 | 647               | 53                |
| Janitorial Supplies            | 193              | 267              | 1,924             | 1,740             | 2,848             |
| Equipment Parts                | -                | 75               | 3,270             | 7,266             | 3,949             |
| R&M Building - Inside          | -                | -                | -                 | 896               | 429               |
| Equipment R&M - Inside         | -                | -                | -                 | -                 | -                 |
| System R&M - Inside            | 1,610            | 5,328            | 32,037            | 45,308            | 53,390            |
| Sys R&M - Inside/Shipping      | -                | -                | -                 | 508               | -                 |
| COVID-19 EXPENSES              | -                | -                | 716               | -                 | 716               |
| Utility Costs                  | (9,996)          | 4,681            | 23,226            | 36,928            | 40,761            |
| Mileage Reimbursement          | -                | -                | -                 | -                 | -                 |
| Auto & Truck Fuel              | 846              | (16,251)         | 8,528             | 0                 | 12,886            |
| Food                           | 251              | 72               | 763               | 757               | 1,044             |
| Small Tools & Minor Equipment  | 145              | 289              | 4,584             | 2,544             | 5,617             |
| Small Operating Supplies       | 703              | 360              | 13,117            | 4,509             | 17,067            |
| Uniform Expense                | -                | -                | -                 | -                 | -                 |
| Equipment Pur (Less than \$5M) | -                | -                | -                 | -                 | -                 |
| OFFICE SUPPLIES & EXPENSES     | -                | -                | 840               | 991               | 1,003             |
| AUTO PARTS                     | -                | -                | -                 | 684               | -                 |
| CONSTRUCTION MATERIALS         | 2,964            | -                | 8,135             | 290               | 8,950             |
| UNIFORM EXPENSE                | -                | -                | 683               | 2,803             | 683               |
| JANITORIAL SUPPLIES            | -                | -                | 149               | 53                | 178               |
| COMPUTER EQUIP NON-CAP         | -                | 150              | 3,159             | 10,627            | 7,885             |
| EQUIPMENT PARTS                | 236              | -                | 1,678             | 2,405             | 4,661             |
| REPAIRS & MAINTENANCE          | 3,120            | 7,159            | 11,651            | 50,962            | 29,901            |
| COVID-19 EXPENSES              | -                | -                | 273               | -                 | 273               |
| UTILITY COSTS                  | 14,681           | -                | 14,681            | -                 | 14,681            |
| AUTO & TRUCK FUEL              | 846              | 18,786           | 8,603             | 18,873            | 12,861            |
| SMALL TOOLS & MINOR EQUIPMENT  | 1,062            | 693              | 6,186             | 10,169            | 9,641             |
| SMALL OPERATING SUPPLIES       | 5,159            | 1,987            | 19,815            | 5,264             | 24,175            |
| CONSTRUCTION IN PROGRESS       | 38,595           | 120              | 389,294           | 59,950            | 445,186           |
| DEPRECIATION EXPENSE           | 1,726            | -                | 15,532            | -                 | 15,532            |
| EQUIPMENT                      | -                | -                | -                 | -                 | 88,085            |
| <b>Total Supplies (ACTUAL)</b> | <b>\$ 72,489</b> | <b>\$ 24,065</b> | <b>\$ 609,819</b> | <b>\$ 267,149</b> | <b>\$ 850,418</b> |

|  | <b>Sep 2020</b>   | <b>Sep 2019</b>   | <b>FY2020 YTD</b>   | <b>FY2019 YTD</b>   | <b>12-MONTH</b>     |
|--|-------------------|-------------------|---------------------|---------------------|---------------------|
| <b>Cost of Goods Sold</b>                |                   |                   |                     |                     |                     |
| Internet Costs                           | -                 | -                 | -                   | -                   | -                   |
| Cost of Sales Telephone                  | -                 | -                 | -                   | -                   | -                   |
| Cost of Sales Fiber                      | -                 | -                 | -                   | -                   | -                   |
| Cost of Sales Electricity                | -                 | -                 | -                   | -                   | -                   |
| Cost of Sales Telephone                  | 16,086            | 329               | 148,510             | 81,974              | 248,868             |
| Cost of Sales CATV                       | 251,697           | 264,380           | 2,201,979           | 2,182,917           | 3,191,160           |
| Cost of Sales Internet                   | 19,192            | 19,061            | 168,576             | 166,040             | 231,466             |
| Cost of Sales Internet                   | -                 | -                 | -                   | -                   | -                   |
| Cost of Sales Fiber                      | 9,275             | 9,991             | 87,735              | 81,286              | 117,379             |
| Cost of Programming CATV                 | -                 | -                 | -                   | -                   | -                   |
| <b>Total Cost of Goods Sold (ACTUAL)</b> | <b>\$ 296,251</b> | <b>\$ 293,760</b> | <b>\$ 2,606,801</b> | <b>\$ 2,512,216</b> | <b>\$ 3,788,874</b> |

**Depr, Debt Svc & Other Costs**

|  |                  |                  |                   |                   |                     |
|--|------------------|------------------|-------------------|-------------------|---------------------|
| Damage Claims  | \$ -             | \$ -             | \$ -              | \$ -              | \$ -                |
| Miscellaneous  | -                | -                | -                 | -                 | -                   |
| Utility Cashiers (Over)/Short                          | -                | -                | -                 | -                 | -                   |
| Utility Internal Admin Allocate                        | -                | -                | -                 | -                 | -                   |
| Depreciation Expense                                   | 14,608           | -                | 132,352           | -                 | 290,762             |
| Amortization Exp                                       | -                | -                | -                 | -                 | -                   |
| Admin. Allocation - Adm Exp                            | 76,157           | 77,910           | 766,079           | 569,920           | 936,203             |
| Utility Bad Debt Expense                               | -                | -                | -                 | -                 | -                   |
| Revenue Bond Principal                                 | -                | -                | -                 | -                 | -                   |
| Debt Service Interest                                  | -                | -                | -                 | -                 | -                   |
| Interest Expenses (Bond)                               | -                | -                | -                 | -                 | -                   |
| Construction in Progress                               | 6,688            | 7,040            | 30,879            | 127,895           | 33,174              |
| Capital Exp-Software                                   | -                | -                | -                 | -                 | -                   |
| Capital Exp - Equipment                                | -                | -                | -                 | -                 | -                   |
| <b>Total Depr, Debt Svc &amp; Other Costs (ACTUAL)</b> | <b>\$ 97,453</b> | <b>\$ 84,949</b> | <b>\$ 929,310</b> | <b>\$ 697,815</b> | <b>\$ 1,260,138</b> |

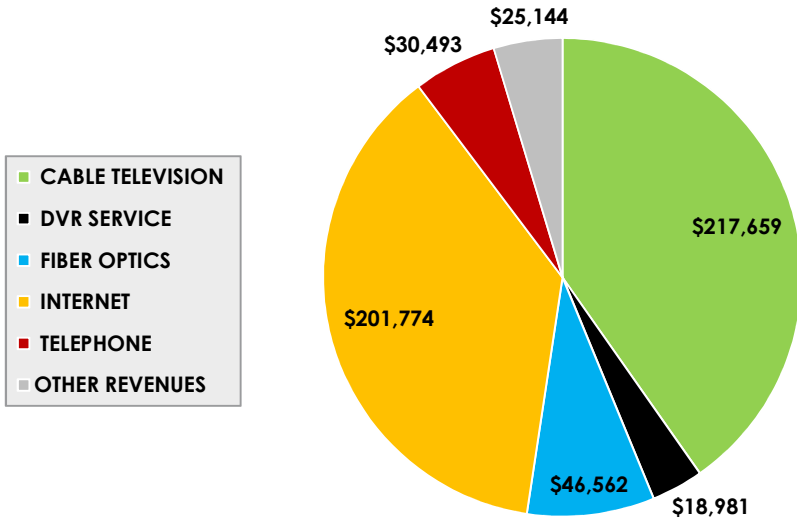
**Fund Transfers**

|                                      |                  |                  |                   |                   |                   |
|--------------------------------------|------------------|------------------|-------------------|-------------------|-------------------|
| Transfer 5% to General Fund          | 15,586           | 17,094           | 141,569           | 162,436           | 181,126           |
| TRANS OUT UTIL 5% TO GEN FUND        | 18,065           | 16,078           | 152,701           | 120,774           | 217,219           |
| <b>Total Fund Transfers (ACTUAL)</b> | <b>\$ 33,652</b> | <b>\$ 33,172</b> | <b>\$ 294,271</b> | <b>\$ 283,210</b> | <b>\$ 398,345</b> |

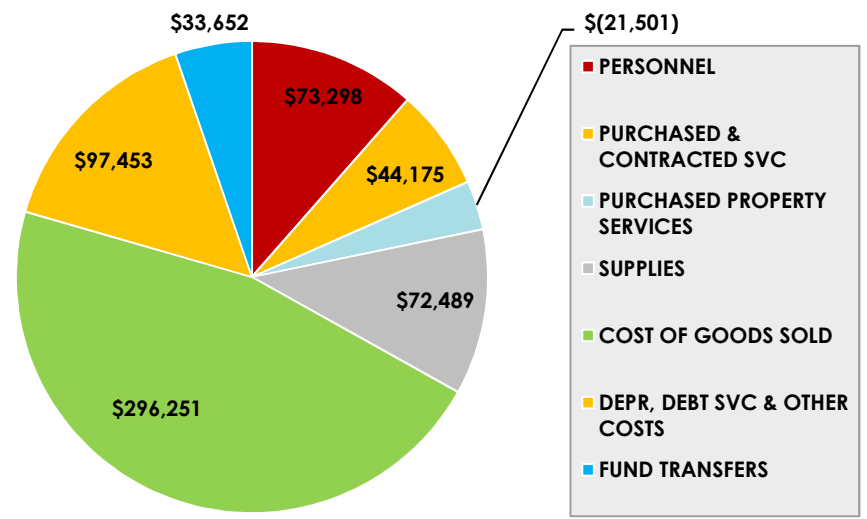
|  |                   |                   |                     |                     |                     |
|--|-------------------|-------------------|---------------------|---------------------|---------------------|
| <b>TOTAL TELECOM EXPENSES (ACTUAL)</b> | <b>\$ 595,816</b> | <b>\$ 519,989</b> | <b>\$ 5,231,965</b> | <b>\$ 4,541,710</b> | <b>\$ 7,408,458</b> |
|--|-------------------|-------------------|---------------------|---------------------|---------------------|

**CHART 5  
MONTHLY DIRECTOR'S REPORT  
REVENUES & EXPENSES**

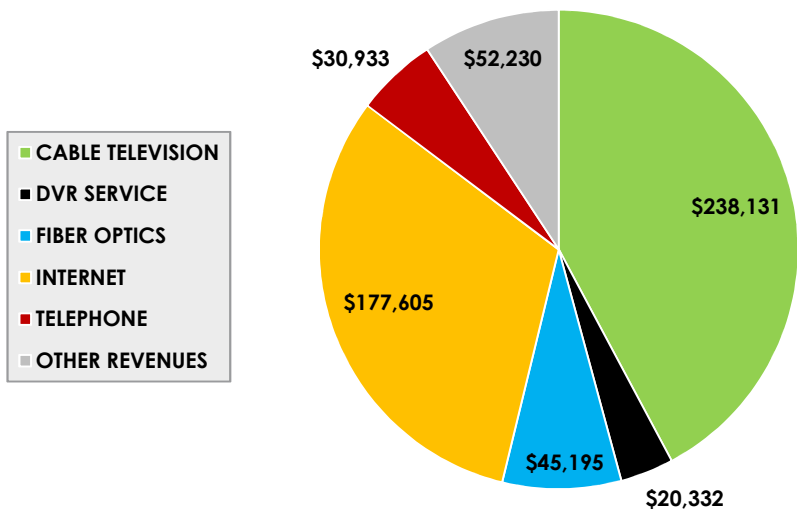
REVENUES [Sep 2020]



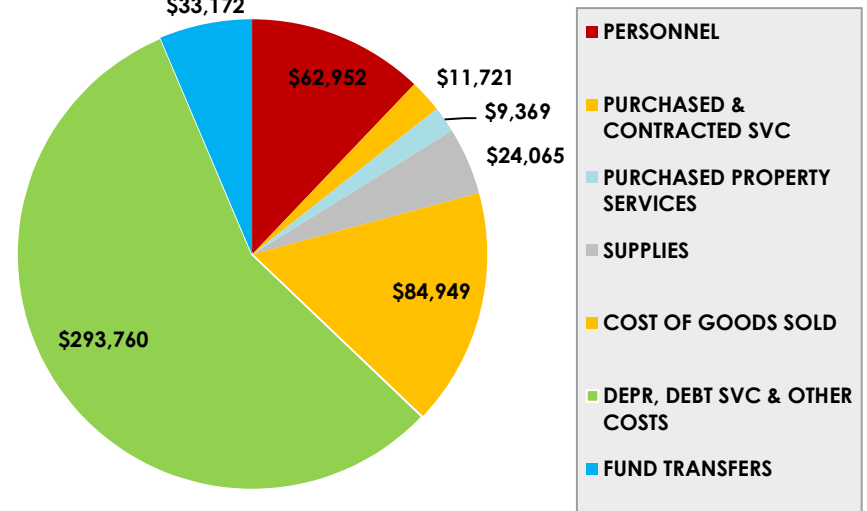
EXPENSES [Sep 2020]



REVENUES [Sep 2019]



EXPENSES [Sep 2019]



|                                   | Sep 2020   | Sep 2019   | FY2020 YTD   | FY2019 YTD   | MOST RECENT 12-MONTH |
|-----------------------------------|------------|------------|--------------|--------------|----------------------|
| <b>BASIC &amp; EXPANDED BASIC</b> |            |            |              |              |                      |
| Number of Bills                   | 2,762      | 3,046      | 25,436       | 28,696       | 34,329               |
| Revenue (\$)                      | \$ 207,939 | \$ 228,492 | \$ 1,920,303 | \$ 2,092,294 | \$ 2,586,947         |
| Revenue Per Bill (\$)             | \$ 75      | \$ 75      | \$ 75        | \$ 73        | \$ 75                |
| <b>MINI BASIC</b>                 |            |            |              |              |                      |
| Number of Bills                   | 161        | 172        | 1,487        | 1,562        | 2,015                |
| Revenue (\$)                      | \$ 6,080   | \$ 6,389   | \$ 56,154    | \$ 55,419    | \$ 75,731            |
| Revenue Per Bill (\$)             | \$ 38      | \$ 37      | \$ 38        | \$ 35        | \$ 38                |
| <b>BOSTWICK</b>                   |            |            |              |              |                      |
| Number of Bills                   | 14         | 17         | 131          | 153          | 180                  |
| Revenue (\$)                      | \$ 1,070   | \$ 1,235   | \$ 9,886     | \$ 11,286    | \$ 13,612            |
| Revenue Per Bill (\$)             | \$ 76      | \$ 73      | \$ 75        | \$ 74        | \$ 76                |
| <b>BULK CATV/MOTEL</b>            |            |            |              |              |                      |
| Number of Bills                   | 5          | 4          | 45           | 36           | 58                   |
| Revenue (\$)                      | \$ 1,550   | \$ 990     | \$ 13,950    | \$ 8,910     | \$ 17,245            |
| Revenue Per Bill (\$)             | \$ 310     | \$ 248     | \$ 310       | \$ 248       | \$ 297               |
| <b>SHOWTIME</b>                   |            |            |              |              |                      |
| Number of Bills                   | 6          | 8          | 71           | 65           | 95                   |
| Revenue (\$)                      | \$ 84      | \$ 117     | \$ 1,020     | \$ 937       | \$ 1,372             |
| Revenue Per Bill (\$)             | \$ 14      | \$ 15      | \$ 14        | \$ 14        | \$ 14                |
| <b>SHOW/HBO</b>                   |            |            |              |              |                      |
| Number of Bills                   | 9          | 7          | 77           | 69           | 99                   |
| Revenue (\$)                      | \$ 113     | \$ 88      | \$ 954       | \$ 843       | \$ 1,220             |
| 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          | 3          | 22           | 20           | 31                   |
| Revenue (\$)                      | \$ 29      | \$ 43      | \$ 317       | \$ 278       | \$ 449               |
| Revenue Per Bill (\$)             | \$ 15      | \$ 14      | \$ 14        | \$ 14        | \$ 14                |

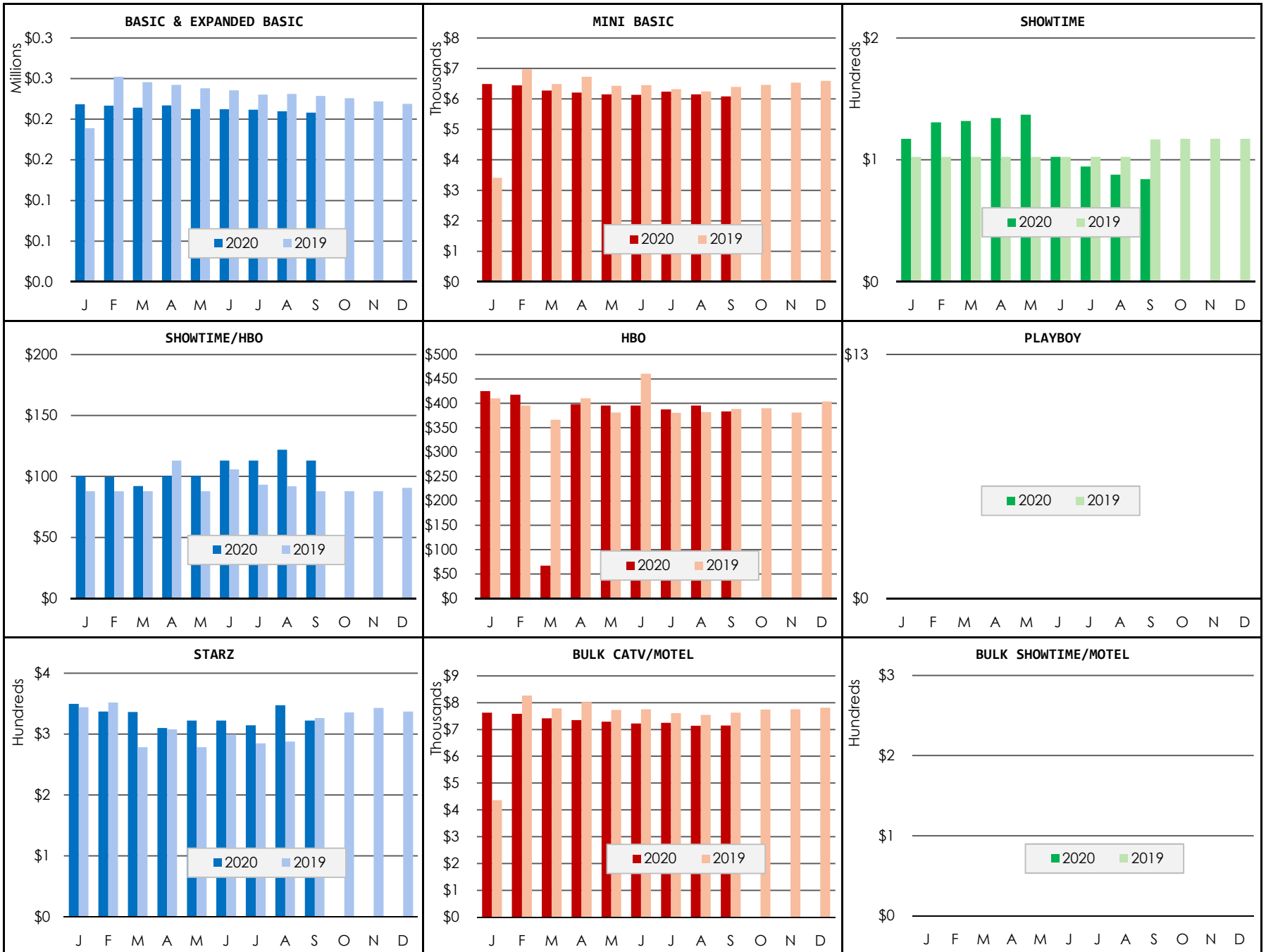
**MOST RECENT  
12-MONTH**

|                       | Sep 2020  | Sep 2019  | FY2020 YTD | FY2019 YTD | MOST RECENT<br>12-MONTH |
|-----------------------|-----------|-----------|------------|------------|-------------------------|
| <b>HBO</b>            |           |           |            |            |                         |
| Number of Bills       | 27        | 27        | 228        | 253        | 312                     |
| Revenue (\$)          | \$ 383    | \$ 388    | \$ 3,265   | \$ 3,574   | \$ 4,439                |
| Revenue Per Bill (\$) | \$ 14     | \$ 14     | \$ 14      | \$ 14      | \$ 14                   |
| <b>MAX/HBO</b>        |           |           |            |            |                         |
| Number of Bills       | 7         | 5         | 55         | 48         | 70                      |
| Revenue (\$)          | \$ 88     | \$ 63     | \$ 665     | \$ 588     | \$ 853                  |
| Revenue Per Bill (\$) | \$ 13     | \$ 13     | \$ 12      | \$ 12      | \$ 12                   |
| <b>PLAYBOY</b>        |           |           |            |            |                         |
| Number of Bills       | -         | -         | -          | -          | -                       |
| Revenue (\$)          | \$ -      | \$ -      | \$ -       | \$ -       | \$ -                    |
| Revenue Per Bill (\$) | \$ -      | \$ -      | \$ -       | \$ -       | \$ -                    |
| <b>STARZ</b>          |           |           |            |            |                         |
| Number of Bills       | 21        | 22        | 197        | 192        | 265                     |
| Revenue (\$)          | \$ 322    | \$ 326    | \$ 2,961   | \$ 2,758   | \$ 3,976                |
| Revenue Per Bill (\$) | \$ 15     | \$ 15     | \$ 15      | \$ 14      | \$ 15                   |
| <b>DVR</b>            |           |           |            |            |                         |
| Number of Bills       | 149       | 153       | 1,334      | 1,378      | 1,778                   |
| Revenue (\$)          | \$ 14,060 | \$ 14,445 | \$ 126,200 | \$ 129,375 | \$ 168,147              |
| Revenue Per Bill (\$) | \$ 94     | \$ 94     | \$ 95      | \$ 94      | \$ 95                   |
| <b>NON DVR</b>        |           |           |            |            |                         |
| Number of Bills       | 43        | 55        | 383        | 488        | 541                     |
| Revenue (\$)          | \$ 3,883  | \$ 4,852  | \$ 37,446  | \$ 43,211  | \$ 51,490               |
| Revenue Per Bill (\$) | \$ 90     | \$ 88     | \$ 98      | \$ 89      | \$ 95                   |
| <b>SET TOP BOX</b>    |           |           |            |            |                         |
| Number of Bills       | 183       | 246       | 1,772      | 2,866      | 2,484                   |
| Revenue (\$)          | \$ 2,275  | \$ 3,092  | \$ 22,093  | \$ 29,373  | \$ 30,991               |
| Revenue Per Bill (\$) | \$ 12     | \$ 13     | \$ 12      | \$ 10      | \$ 12                   |

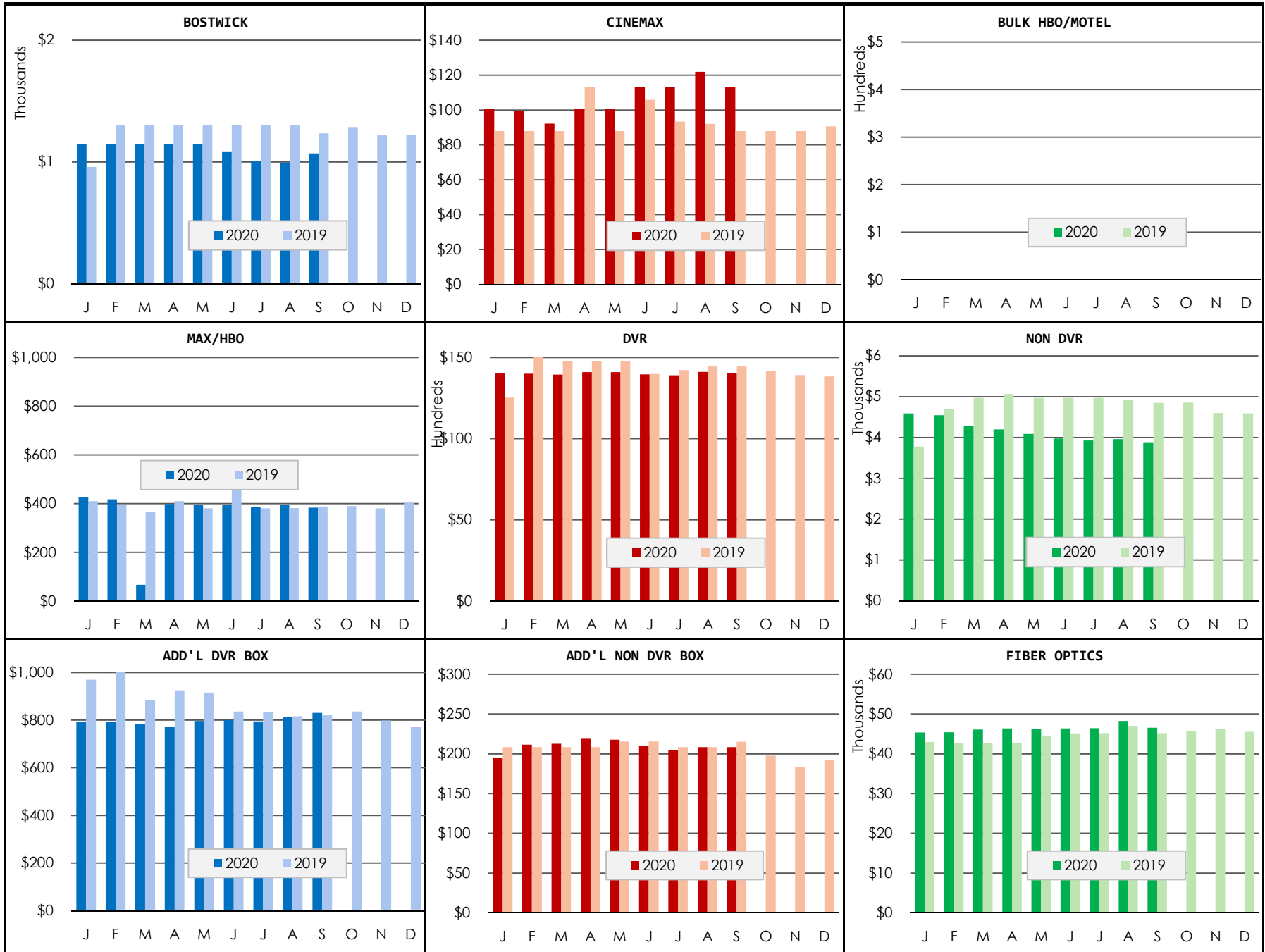
|                          | Sep 2020          | Sep 2019          | FY2020 YTD          | FY2019 YTD          | MOST RECENT<br>12-MONTH |
|--------------------------|-------------------|-------------------|---------------------|---------------------|-------------------------|
| <b>ADD'L DVR BOX</b>     |                   |                   |                     |                     |                         |
| Number of Bills          | 57                | 58                | 499                 | 739                 | 670                     |
| Revenue (\$)             | \$ 830            | \$ 820            | \$ 7,178            | \$ 8,010            | \$ 9,585                |
| Revenue Per Bill (\$)    | \$ 15             | \$ 14             | \$ 14               | \$ 11               | \$ 14                   |
| <b>ADD'L NON DVR BOX</b> |                   |                   |                     |                     |                         |
| Number of Bills          | 18                | 20                | 179                 | 247                 | 241                     |
| Revenue (\$)             | \$ 209            | \$ 215            | \$ 1,888            | \$ 1,897            | \$ 2,462                |
| Revenue Per Bill (\$)    | \$ 12             | \$ 11             | \$ 11               | \$ 8                | \$ 10                   |
| <b>FIBER</b>             |                   |                   |                     |                     |                         |
| Number of Bills          | 118               | 93                | 997                 | 750                 | 1,298                   |
| Revenue (\$)             | \$ 46,562         | \$ 45,195         | \$ 417,181          | \$ 398,229          | \$ 554,923              |
| Revenue Per Bill (\$)    | \$ 395            | \$ 486            | \$ 418              | \$ 531              | \$ 428                  |
| <b>INTERNET</b>          |                   |                   |                     |                     |                         |
| Number of Bills          | 4,046             | 3,739             | 34,992              | 33,155              | 46,155                  |
| Revenue (\$)             | \$ 199,220        | \$ 175,006        | \$ 1,685,785        | \$ 1,507,547        | \$ 2,203,188            |
| Revenue Per Bill (\$)    | \$ 49             | \$ 47             | \$ 48               | \$ 45               | \$ 48                   |
| <b>WIRELESS INTERNET</b> |                   |                   |                     |                     |                         |
| Number of Bills          | 38                | 43                | 384                 | 407                 | 515                     |
| Revenue (\$)             | \$ 2,555          | \$ 2,599          | \$ 25,520           | \$ 25,894           | \$ 34,308               |
| Revenue Per Bill (\$)    | \$ 67             | \$ 60             | \$ 66               | \$ 64               | \$ 67                   |
| <b>RESIDENTIAL PHONE</b> |                   |                   |                     |                     |                         |
| Number of Bills          | 848               | 888               | 7,615               | 8,064               | 10,199                  |
| Revenue (\$)             | \$ 19,288         | \$ 10,308         | \$ 100,148          | \$ 42,394           | \$ 128,784              |
| Revenue Per Bill (\$)    | \$ 23             | \$ 12             | \$ 13               | \$ 5                | \$ 13                   |
| <b>COMMERCIAL PHONE</b>  |                   |                   |                     |                     |                         |
| Number of Bills          | 290               | 285               | 2,543               | 3,590               | 3,381                   |
| Revenue (\$)             | \$ 11,205         | \$ 20,625         | \$ 174,710          | \$ 149,736          | \$ 238,996              |
| Revenue Per Bill (\$)    | \$ 39             | \$ 72             | \$ 69               | \$ 42               | \$ 71                   |
| <b>TOTAL REVENUES</b>    | <b>\$ 517,744</b> | <b>\$ 515,288</b> | <b>\$ 4,607,627</b> | <b>\$ 4,512,552</b> | <b>\$ 6,128,720</b>     |



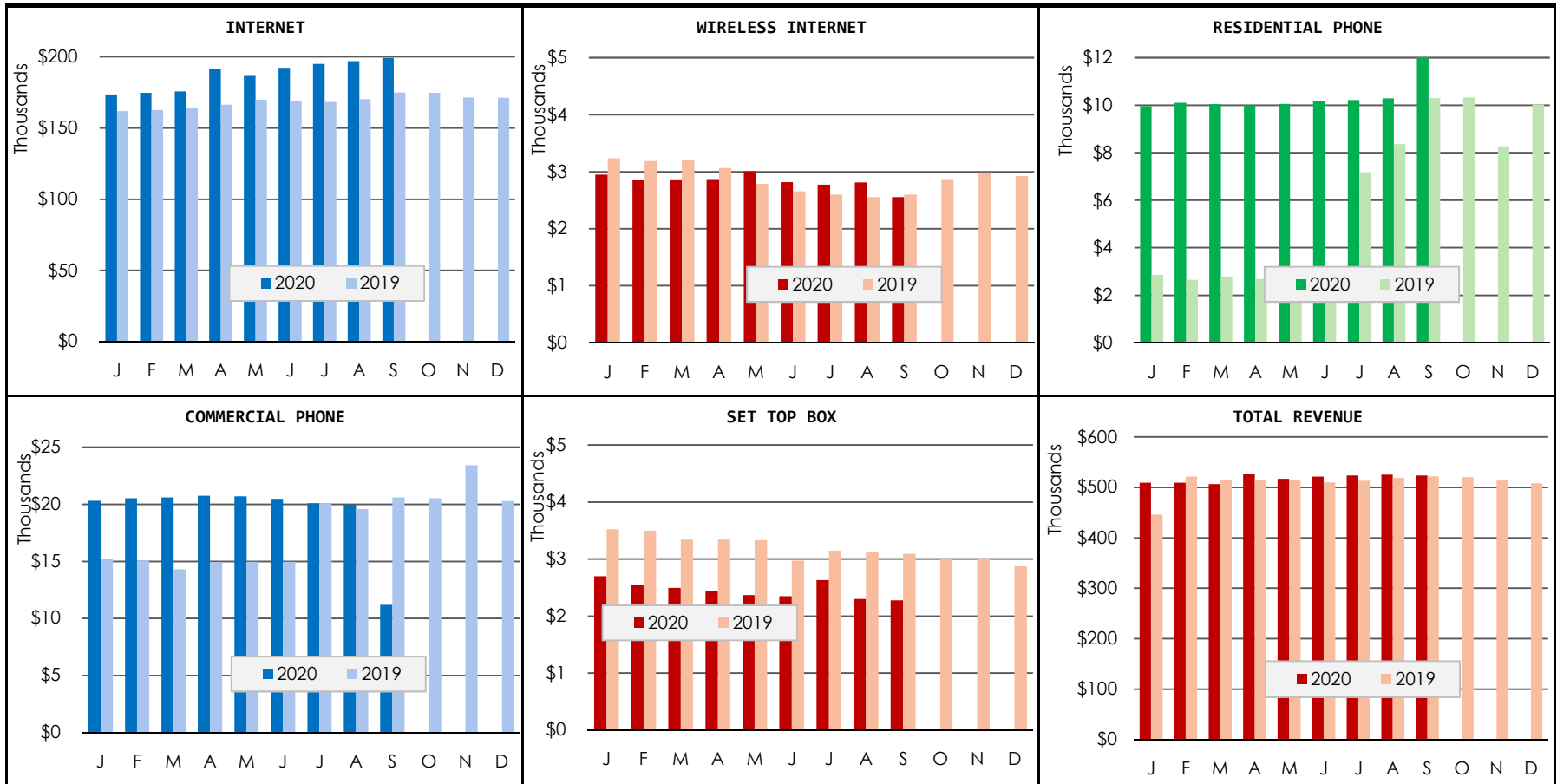
**CHART 7  
REVENUES FROM SALES BY CLASS  
CURRENT VS. PREVIOUS FISCAL YEAR**



**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  
MONTHLY REPORT**

**NOVEMBER  
2020**

**2020 Project List**

|  | Estimated Start Date | Estimated Completion Date | Notes   | Progress        |
|--|----------------------|---------------------------|---|-----------------|
| <b>Natural Gas</b>   |                      |                           |   |                 |
| Milledge Ave/Davis St gas main extension                           | Mar-20               | May-20                    | Install 420' of 2" gas main along Milledge Ave from Davis Street                                | Completed       |
| Southview, Bolton, Pierce, Reese and Olympian Way main replacement | Mar-20               | May-20                    | Replace 4500' of 2" steel   | Ongoing         |
| Snows Mill Rd/Jones Woods Rd gas extension                         | May-20               | Aug-20                    | Install 8.6 miles of 4" plastic gas main to serve area  | Completed       |
| Hwy 11 South Gas Renewal   | May-20               | Sep-20                    | Replace 3.8 miles of 4" high pressure steel with 4" plastic / Bid opening 3/18                  | Near Completion |
| Victory Drive Gas Renewal  | May-20               | Jun-20                    | Replace 1500' of 2" steel   | Ongoing         |
| Harris & Lacy Streets Gas Renewal                                  | Jul-20               | Sep-20                    | Replace 200' of 2" steel  | Ongoing         |
| Main extension MAB Development                                     | Jun-20               | Oct-20                    | Install 4" plastic thru MAB development   | Design Phase    |
| Stone Creek Phase 2  | Jan-20               | Jun-20                    | Gas service for new development 162 lots  | Completed       |
| <b>Sewer Collection</b>  |                      |                           |   |                 |
| Sewer Right-of-way easement cutting                                | Seasonal             | Seasonal                  | Cutting of sewer right-of-ways thru out system  | Ongoing         |
| 2018 CDBG  | Sep-18               | Jul-20                    | Bid opening scheduled for August 6th/Awarded to IPR   | Near Completion |
| Birch Street I&I Rehab   | Feb-19               | Jul-20                    | Rehab of main & manholes to reduce inflow & infiltration  | Ongoing         |
| Alcovy River/Hwy 138 Sewer Extension                               |                      |                           | Main extension/Pump Station along Alcovy River to serve 138/78 corridor                         | Engineering     |
| <b>Sewer Plant</b>   |                      |                           |   |                 |
| Belt Press Rental  | Jan-20               | Mar-20                    | Sludge press working great/Rental continues due to loss of land                                 | Completed       |
| Design/Review for WWTP rehab                                       |                      |                           | Phase 1 rehab of primary building, digesters, and solids handling                               | Engineering     |
| <b>Water Distribution</b>  |                      |                           |   |                 |
| Hwy 78 East 1500' main extension Jim Daws Rd                       | Oct-20               | Nov-20                    | Install 8" main extension beginning @ Jim Daws Rd along Hwy 78 East                             | Planning Stage  |
| Wall Rd water extension #2   | Nov-19               | Jan-20                    | Install 3600' of 8" water main along Wall Rd from Jim Daws to Mountain Creek Church Rd          | Completed       |
| Dewey Hogan water extension  | Feb-20               | Mar-20                    | Install 4224' of 8" water main along Dewey Hogan Rd and Brookside Drive                         | Completed       |
| Milledge Ave/Davis St water main extension                         | Aug-19               | Mar-20                    | Install 420' of 6" water main along Milledge Ave from Davis Street                              | Completed       |
| Loganville Water Extension   | Jul-18               | Dec-20                    | Bid opening Oct 17th / Job awarded to Mid-South & AllSouth Contractors                          | Ongoing         |
| <b>Water Treatment Plant</b>                                       |                      |                           |   |                 |
| John T. Briscoe Reservoir Update                                   |                      |                           | Reservoir has remained at full pool so far this year, restocked with carp to control vegetation |                 |

**2020 CIP Completion**

Purchased 3 Ford F150 trucks for Sewer, Gas, & Stormwater departments  
 Awarded Hwy 11 S gas renewal project to replace 4 miles of 4" steel to 4" plastic to low bid of \$331,251.00 to Harrison & Harrison  
 Water Main Extension - 6,050' water main along Dewey Hogan Rd & Brookside Drive / Installation by City crews  
 Gas Main Extension - 8.6 miles of 4" gas main along Snows Mill Rd & Jones Woods Rd to serve existing/future poultry houses / Installation by City crews  
 Purchase of 2.2 M Charter belt press for Jacks Creek WWTP - \$409,648.00

# WATER / WASTEWATER: MONTHLY DIRECTOR'S REPORT

REPORTING PERIOD: 09/2020 | FY 2020



|                  |     |
|------------------|-----|
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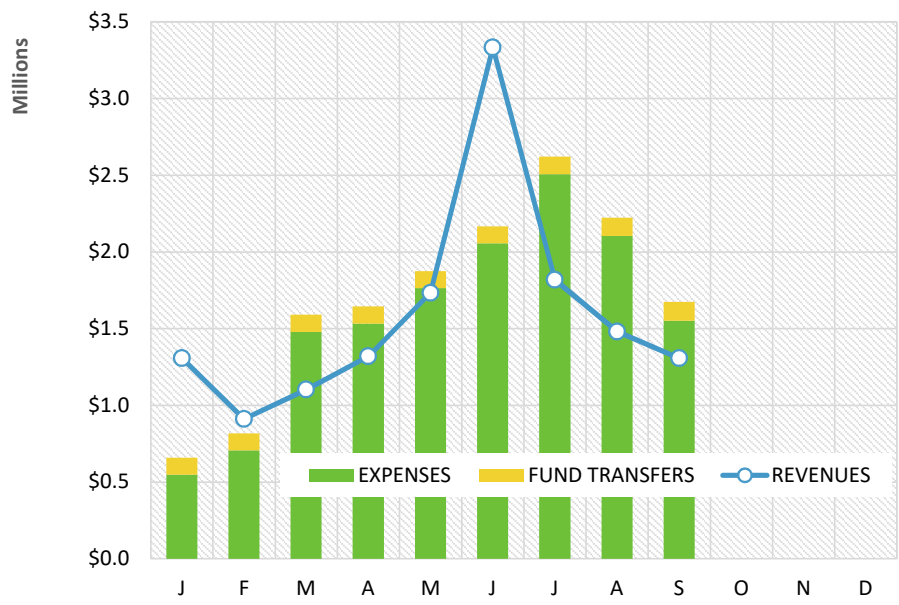
# CITY OF MONROE: WATER & SEWER FUND OVERVIEW

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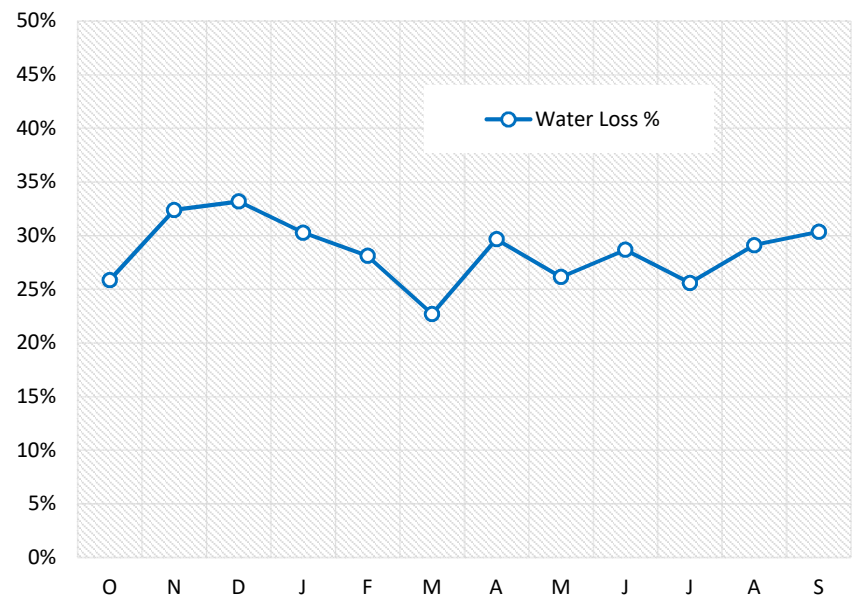
|                 | Jan 2020  | Feb 2020  | Mar 2020    | Apr 2020    | May 2020    | Jun 2020  | Jul 2020    | Aug 2020    | Sep 2020    | Oct 2020 | Nov 2020 | Dec 2020 | FY 2020    | AS BUDGET  | FY 2021   |
|-----------------|-----------|-----------|-------------|-------------|-------------|-----------|-------------|-------------|-------------|----------|----------|----------|------------|------------|-----------|
| <b>REVENUES</b> | \$ 1.308M | \$ 0.911M | \$ 1.102M   | \$ 1.320M   | \$ 1.733M   | \$ 3.333M | \$ 1.818M   | \$ 1.481M   | \$ 1.306M   |          |          |          | \$ 14.314M | \$ 10.621M | \$ 9.460M |
| PERSONNEL COSTS | \$ 0.166M | \$ 0.161M | \$ 0.188M   | \$ 0.178M   | \$ 0.240M   | \$ 0.177M | \$ 0.177M   | \$ 0.175M   | \$ 0.197M   |          |          |          | \$ 1.658M  | \$ 2.512M  | \$ 1.659M |
| CONTRACTED SVC  | \$ 0.040M | \$ 0.072M | \$ 0.068M   | \$ 0.107M   | \$ 0.059M   | \$ 0.080M | \$ 0.112M   | \$ 0.025M   | \$ 0.100M   |          |          |          | \$ 0.661M  | \$ 1.334M  | \$ 0.447M |
| SUPPLIES        | \$ 0.072M | \$ 0.182M | \$ 0.342M   | \$ 0.264M   | \$ 0.447M   | \$ 0.260M | \$ 0.308M   | \$ 0.429M   | \$ 0.272M   |          |          |          | \$ 2.575M  | \$ 1.788M  | \$ 1.861M |
| CAPITAL OUTLAY  | \$ 0.158M | \$ 0.179M | \$ 0.305M   | \$ 0.716M   | \$ 0.752M   | \$ 1.273M | \$ 1.639M   | \$ 1.197M   | \$ 0.700M   |          |          |          | \$ 6.919M  | \$ 2.437M  | \$ 2.038M |
| FUND TRANSFERS  | \$ 0.111M | \$ 0.112M | \$ 0.113M   | \$ 0.113M   | \$ 0.112M   | \$ 0.111M | \$ 0.115M   | \$ 0.118M   | \$ 0.122M   |          |          |          | \$ 1.027M  | \$ 1.430M  | \$ 1.113M |
| DEPRECIATION    | \$ -      | \$ -      | \$ 0.462M   | \$ 0.154M   | \$ 0.154M   | \$ 0.154M | \$ 0.155M   | \$ 0.161M   | \$ 0.160M   |          |          |          | \$ 1.401M  | \$ -       | \$ -      |
| <b>EXPENSES</b> | \$ 0.547M | \$ 0.705M | \$ 1.478M   | \$ 1.532M   | \$ 1.763M   | \$ 2.055M | \$ 2.506M   | \$ 2.104M   | \$ 1.552M   |          |          |          | \$ 14.241M | \$ 9.501M  | \$ 7.117M |
| <b>MARGIN</b>   | \$ 0.761M | \$ 0.206M | \$ (0.376M) | \$ (0.212M) | \$ (0.030M) | \$ 1.278M | \$ (0.688M) | \$ (0.623M) | \$ (0.245M) |          |          |          | \$ 0.073M  | \$ 1.120M  | \$ 2.343M |



**REVENUES vs. EXPENSES**



**MONTHLY WATER PROCESSED VS SOLD**



## RETAIL SALES REPORT

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### CUSTOMER COUNT - WATER

|                       |              |              |              |              |              |              |              |              |              |
|-----------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Residential           | 8,354        | 8,375        | 8,419        | 8,461        | 8,463        | 8,499        | 8,521        | 8,533        | 8,561        |
| Commercial            | 928          | 931          | 934          | 932          | 930          | 928          | 931          | 932          | 928          |
| Industrial            | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 1            |
| Water Authority       | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 1            |
| Residential Sprinkler | 327          | 337          | 351          | 356          | 371          | 384          | 449          | 396          | 409          |
| Commercial Sprinkler  | 80           | 80           | 80           | 79           | 79           | 82           | 82           | 84           | 84           |
| <b>Total</b>          | <b>9,691</b> | <b>9,725</b> | <b>9,786</b> | <b>9,830</b> | <b>9,845</b> | <b>9,895</b> | <b>9,985</b> | <b>9,947</b> | <b>9,984</b> |

|       |        |       |        |       |       |       |       |        |        |
|-------|--------|-------|--------|-------|-------|-------|-------|--------|--------|
| YOY Δ | -0.38% | 0.06% | -3.26% | 0.29% | 0.28% | 0.70% | 1.50% | -0.54% | -0.85% |
|-------|--------|-------|--------|-------|-------|-------|-------|--------|--------|

### KGALLONS - WATER

|                 |               |               |               |               |               |               |               |               |               |
|-----------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Residential     | 33,533        | 32,784        | 31,819        | 32,295        | 35,474        | 38,677        | 40,305        | 42,647        | 39,529        |
| Commercial      | 9,916         | 10,201        | 10,542        | 9,524         | 8,612         | 9,456         | 12,270        | 14,462        | 15,442        |
| Industrial      | 1,593         | 1,692         | 1,932         | 1,530         | 1,551         | 1,458         | 1,501         | 1,444         | 1,231         |
| Water Authority | 27            | 4             | -             | 2             | -             | 2,210         | -             | 3,573         | 3,411         |
| <b>Total</b>    | <b>45,069</b> | <b>44,682</b> | <b>44,294</b> | <b>43,351</b> | <b>45,637</b> | <b>51,801</b> | <b>54,076</b> | <b>62,126</b> | <b>59,613</b> |

|       |         |        |        |         |         |         |         |         |        |
|-------|---------|--------|--------|---------|---------|---------|---------|---------|--------|
| YOY Δ | -14.91% | -9.61% | -8.55% | -14.42% | -10.26% | -16.02% | -17.11% | -12.11% | -3.42% |
|-------|---------|--------|--------|---------|---------|---------|---------|---------|--------|

### REVENUE - WATER

|                 |                  |                  |                  |                  |                  |                  |                  |                  |                  |
|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Residential     | \$ 0.289M        | \$ 0.281M        | \$ 0.274M        | \$ 0.277M        | \$ 0.300M        | \$ 0.323M        | \$ 0.338M        | \$ 0.352M        | \$ 0.346M        |
| Commercial      | \$ 0.076M        | \$ 0.078M        | \$ 0.080M        | \$ 0.075M        | \$ 0.069M        | \$ 0.075M        | \$ 0.091M        | \$ 0.107M        | \$ 0.112M        |
| Industrial      | \$ 0.007M        | \$ 0.007M        | \$ 0.008M        | \$ 0.006M        | \$ 0.006M        | \$ 0.006M        | \$ 0.006M        | \$ 0.006M        | \$ 0.005M        |
| Water Authority | \$ 0.000M        | \$ 0.000M        | \$ -             | \$ 0.000M        | \$ 0.000M        | \$ 0.009M        | \$ 0.000M        | \$ 0.015M        | \$ 0.014M        |
| <b>Total</b>    | <b>\$ 0.372M</b> | <b>\$ 0.366M</b> | <b>\$ 0.362M</b> | <b>\$ 0.358M</b> | <b>\$ 0.376M</b> | <b>\$ 0.413M</b> | <b>\$ 0.435M</b> | <b>\$ 0.479M</b> | <b>\$ 0.477M</b> |

|       |        |        |        |        |        |         |         |        |        |
|-------|--------|--------|--------|--------|--------|---------|---------|--------|--------|
| YOY Δ | -8.00% | -3.57% | -2.02% | -7.51% | -2.31% | -10.23% | -10.00% | -7.73% | -0.76% |
|-------|--------|--------|--------|--------|--------|---------|---------|--------|--------|



# RETAIL SALES REPORT

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## CUSTOMER COUNT - SEWER

|                 |              |              |              |              |              |              |              |              |              |
|-----------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Residential     | 6,402        | 6,427        | 6,465        | 6,488        | 6,491        | 6,525        | 6,458        | 6,542        | 6,574        |
| Commercial      | 776          | 781          | 784          | 785          | 782          | 782          | 777          | 780          | 780          |
| Water Authority | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 1            |
| <b>Total</b>    | <b>7,179</b> | <b>7,209</b> | <b>7,250</b> | <b>7,274</b> | <b>7,274</b> | <b>7,308</b> | <b>7,236</b> | <b>7,323</b> | <b>7,355</b> |
| YOY Δ           | 1.26%        | 2.23%        | -1.99%       | 2.25%        | 2.22%        | 2.90%        | 2.49%        | 2.26%        | 1.95%        |

## KGALLONS - SEWER

|                 |               |               |               |               |               |               |               |               |               |
|-----------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Residential     | 33,533        | 32,784        | 31,819        | 32,295        | 35,474        | 38,677        | 40,305        | 42,647        | 39,529        |
| Commercial      | 9,916         | 10,201        | 10,542        | 9,524         | 8,612         | 9,456         | 12,270        | 14,462        | 15,442        |
| Water Authority | 27            | 4             | -             | 2             | -             | 2,210         | -             | 3,573         | 3,411         |
| <b>Total</b>    | <b>43,476</b> | <b>42,990</b> | <b>42,362</b> | <b>41,821</b> | <b>44,086</b> | <b>50,343</b> | <b>52,575</b> | <b>60,682</b> | <b>58,382</b> |
| YOY Δ           | -14.69%       | -9.81%        | -10.10%       | -14.74%       | -10.50%       | -16.06%       | -16.27%       | -12.18%       | -2.70%        |

## REVENUE - SEWER

|                 |                  |                  |                  |                  |                  |                  |                  |                  |                  |
|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Residential     | \$ 0.203M        | \$ 0.201M        | \$ 0.197M        | \$ 0.201M        | \$ 0.207M        | \$ 0.212M        | \$ 0.215M        | \$ 0.219M        | \$ 0.221M        |
| Commercial      | \$ 0.123M        | \$ 0.123M        | \$ 0.130M        | \$ 0.119M        | \$ 0.101M        | \$ 0.102M        | \$ 0.122M        | \$ 0.134M        | \$ 0.135M        |
| Water Authority | \$ 0.001M        | \$ 0.001M        | \$ 0.001M        | \$ 0.001M        | \$ 0.001M        | \$ 0.001M        | \$ 0.001M        | \$ 0.002M        | \$ 0.002M        |
| <b>Total</b>    | <b>\$ 0.327M</b> | <b>\$ 0.326M</b> | <b>\$ 0.328M</b> | <b>\$ 0.321M</b> | <b>\$ 0.309M</b> | <b>\$ 0.316M</b> | <b>\$ 0.338M</b> | <b>\$ 0.355M</b> | <b>\$ 0.358M</b> |
| YOY Δ           | -6.04%           | 2.58%            | 1.68%            | -1.69%           | -2.01%           | -8.16%           | -0.03%           | -4.10%           | 0.73%            |

## SALES STATISTICS

Jan 2020
Feb 2020
Mar 2020
Apr 2020
May 2020
Jun 2020
Jul 2020
Aug 2020
Sep 2020
Oct 2020
Nov 2020
Dec 2020
YTD

### AVERAGE KGALLONS/CUSTOMER (WATER)

|                 |       |       |       |       |       |       |       |       |       |       |
|-----------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Residential     | 4     | 4     | 4     | 4     | 4     | 5     | 5     | 5     | 5     | 4     |
| Commercial      | 11    | 11    | 11    | 10    | 9     | 10    | 13    | 16    | 17    | 12    |
| Industrial      | 1,593 | 1,692 | 1,932 | 1,530 | 1,551 | 1,458 | 1,501 | 1,444 | 1,231 | 1,548 |
| Water Authority | 27    | 4     | -     | 2     | -     | 2,210 | -     | 3,573 | 3,411 | 1,025 |

### AVERAGE \$/CUSTOMER (WATER)

|                 |         |         |         |         |         |         |         |          |          |         |
|-----------------|---------|---------|---------|---------|---------|---------|---------|----------|----------|---------|
| Residential     | \$35    | \$34    | \$33    | \$33    | \$35    | \$38    | \$40    | \$41     | \$40     | \$36    |
| Commercial      | \$82    | \$84    | \$86    | \$80    | \$74    | \$81    | \$98    | \$115    | \$121    | \$91    |
| Industrial      | \$6,604 | \$7,004 | \$7,974 | \$6,350 | \$6,435 | \$6,059 | \$6,233 | \$6,003  | \$5,142  | \$6,423 |
| Water Authority | \$278   | \$185   | \$0     | \$177   | \$169   | \$9,097 | \$169   | \$14,604 | \$13,949 | \$4,292 |

### AVERAGE \$/KGALLON (WATER)

|                 |                 |                  |                 |                  |                 |                 |          |                 |                 |                  |
|-----------------|-----------------|------------------|-----------------|------------------|-----------------|-----------------|----------|-----------------|-----------------|------------------|
| Residential     | \$8.6214        | \$8.5603         | \$8.6037        | \$8.5680         | \$8.4525        | \$8.3588        | \$8.3786 | \$8.2504        | \$8.7500        | \$8.5049         |
| Commercial      | \$7.6830        | \$7.6382         | \$7.6205        | \$7.8229         | \$8.0267        | \$7.9288        | \$7.4185 | \$7.3898        | \$7.2514        | \$7.6422         |
| Industrial      | \$4.1459        | \$4.1397         | \$4.1273        | \$4.1503         | \$4.1488        | \$4.1557        | \$4.1524 | \$4.1569        | \$4.1771        | \$4.1505         |
| Water Authority | \$10.2900       | \$46.2275        |                 | \$88.4150        |                 | \$4.1164        | #DIV/0!  | \$4.0872        | \$4.0895        | #DIV/0!          |
| <b>Average</b>  | <b>\$7.6851</b> | <b>\$16.6414</b> | <b>\$6.7838</b> | <b>\$27.2391</b> | <b>\$6.8760</b> | <b>\$6.1399</b> |          | <b>\$5.9711</b> | <b>\$6.0670</b> | <b>\$10.4254</b> |

### AVERAGE KGALLONS/CUSTOMER (SEWER)

|                 |    |    |    |    |    |       |    |       |       |       |
|-----------------|----|----|----|----|----|-------|----|-------|-------|-------|
| Residential     | 5  | 5  | 5  | 5  | 5  | 6     | 6  | 7     | 6     | 6     |
| Commercial      | 13 | 13 | 13 | 12 | 11 | 12    | 16 | 19    | 20    | 14    |
| Water Authority | 27 | 4  | -  | 2  | -  | 2,210 | -  | 3,573 | 3,411 | 1,025 |

### AVERAGE \$/CUSTOMER (SEWER)

|                 |         |         |         |         |         |         |         |         |         |         |
|-----------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Residential     | \$32    | \$31    | \$31    | \$31    | \$32    | \$33    | \$33    | \$34    | \$34    | \$32    |
| Commercial      | \$158   | \$158   | \$166   | \$151   | \$129   | \$131   | \$156   | \$171   | \$173   | \$155   |
| Water Authority | \$1,386 | \$1,311 | \$1,226 | \$1,423 | \$1,364 | \$1,460 | \$1,428 | \$1,567 | \$1,748 | \$1,435 |

### AVERAGE \$/KGALLON (SEWER)

|                 |                  |                   |                 |                   |                 |                 |          |                 |                 |                  |
|-----------------|------------------|-------------------|-----------------|-------------------|-----------------|-----------------|----------|-----------------|-----------------|------------------|
| Residential     | \$6.0565         | \$6.1288          | \$6.2005        | \$6.2102          | \$5.8236        | \$5.4933        | \$5.3354 | \$5.1456        | \$5.5966        | \$5.7767         |
| Commercial      | \$12.3743        | \$12.0832         | \$12.3213       | \$12.4743         | \$11.6872       | \$10.8371       | \$9.9034 | \$9.2451        | \$8.7612        | \$11.0763        |
| Water Authority | \$51.3259        | \$327.7950        |                 | \$711.5550        |                 | \$0.6608        | #DIV/0!  | \$0.4386        | \$0.5125        | #DIV/0!          |
| <b>Average</b>  | <b>\$23.2523</b> | <b>\$115.3357</b> | <b>\$9.2609</b> | <b>\$243.4132</b> | <b>\$8.7554</b> | <b>\$5.6637</b> |          | <b>\$4.9431</b> | <b>\$4.9568</b> | <b>\$51.9476</b> |

**MOST RECENT  
12-MONTH**

|                                | Sep 2020          | Sep 2019          | FY2020 YTD          | FY2019 YTD          |                     |
|--------------------------------|-------------------|-------------------|---------------------|---------------------|---------------------|
| <b>SALES REVENUES</b>          |                   |                   |                     |                     |                     |
| WATER SALES                    | \$ 481,620        | \$ 473,147        | \$ 3,605,138        | \$ 3,829,200        | \$ 4,873,289        |
| SEWER SALES                    | \$ 358,266        | \$ 348,544        | \$ 2,945,582        | \$ 2,989,756        | \$ 3,939,220        |
| <b>SALES REVENUES (ACTUAL)</b> | <b>\$ 839,886</b> | <b>\$ 821,691</b> | <b>\$ 6,550,720</b> | <b>\$ 6,818,957</b> | <b>\$ 8,812,509</b> |
| AS BUDGET                      | \$ 758,333        | \$ 725,000        | \$ 6,825,000        | \$ 6,525,000        | Not Applicable      |
| % ACTUAL TO BUDGET             | 110.75%           | 113.34%           | 95.98%              | 104.51%             | Not Applicable      |

**OTHER REVENUES**

**WATER**

|                               |                   |                   |                     |                     |                   |
|-------------------------------|-------------------|-------------------|---------------------|---------------------|-------------------|
| OP REVENUE                    | \$ 152            | \$ 124            | \$ 1,188            | \$ 13,312           | \$ 96             |
| MISC REVENUE                  | \$ 5,679          | \$ 5,268          | \$ 50,106           | \$ 49,474           | \$ 5,018          |
| SALE OF FIXED ASSETS          | \$ -              | \$ 472            | \$ -                | \$ 623              | \$ 472            |
| REIMB DAMAGE PROP             | \$ -              | \$ -              | \$ -                | \$ -                | \$ -              |
| TAP FEES                      | \$ 103,579        | \$ 42,775         | \$ 507,392          | \$ 440,025          | \$ 22,000         |
| CUST ACCT FEES                | \$ -              | \$ -              | \$ -                | \$ -                | \$ -              |
| OTHER REV                     | \$ -              | \$ -              | \$ -                | \$ -                | \$ -              |
|                               | \$ 220,575        | \$ -              | \$ 2,514,320        | \$ -                | \$ -              |
| ADMIN ALLOC WATER             | \$ (41,612)       | \$ 16,679         | \$ 99,868           | \$ 192,477          | \$ 20,318         |
| INT/INVEST INCOME             | \$ -              | \$ -              | \$ -                | \$ -                | \$ -              |
| STATE GRANTS                  | \$ -              | \$ -              | \$ -                | \$ -                | \$ -              |
| FEDERAL GRANT                 | \$ -              | \$ -              | \$ -                | \$ -                | \$ -              |
| TRANSFER FROM CIP_WATER       | \$ 9,923          | \$ 69,283         | \$ 2,176,405        | \$ 719,528          | \$ 71,184         |
| <b>OTHER REVENUES (WATER)</b> | <b>\$ 298,296</b> | <b>\$ 134,601</b> | <b>\$ 5,349,279</b> | <b>\$ 1,415,438</b> | <b>\$ 119,088</b> |

**SEWER**

|                               |                   |                   |                     |                     |                  |
|-------------------------------|-------------------|-------------------|---------------------|---------------------|------------------|
| OP REVENUE                    | \$ 24,613         | \$ -              | \$ 163,443          | \$ 32,518           | \$ 5,200         |
| FEDERAL GRANT                 | \$ -              | \$ -              | \$ -                | \$ -                | \$ -             |
| MISC REVENUE                  | \$ -              | \$ 5,650          | \$ 17,203           | \$ 22,156           | \$ -             |
| TAP FEES                      | \$ 80,500         | \$ 8,000          | \$ 899,464          | \$ 256,500          | \$ 10,000        |
| SALE OF ASSETS - SEWAGE       | \$ -              | \$ -              | \$ -                | \$ -                | \$ -             |
| CUST ACCT FEES                | \$ -              | \$ -              | \$ -                | \$ -                | \$ -             |
| OTHER REV                     | \$ -              | \$ -              | \$ -                | \$ -                | \$ -             |
| FEDERAL GRANT CDBG 2018       | \$ -              | \$ -              | \$ -                | \$ -                | \$ -             |
| ADMIN ALLOC SEW COLLECT       | \$ -              | \$ -              | \$ -                | \$ -                | \$ -             |
| OTHER - UTILITY               | \$ -              | \$ -              | \$ 5,220            | \$ -                | \$ -             |
| INT/INVEST INCOME             | \$ -              | \$ -              | \$ -                | \$ -                | \$ -             |
| STATE GRANTS                  | \$ -              | \$ -              | \$ -                | \$ -                | \$ -             |
| TRANSFER FROM CIP_SEWER       | \$ 104,641        | \$ 78,375         | \$ 1,228,558        | \$ 762,431          | \$ 6,512         |
| ADMIN ALLOC SEWAGE            | \$ (41,612)       | \$ 13,182         | \$ 99,868           | \$ 152,126          | \$ 16,058        |
| <b>OTHER REVENUES (SEWER)</b> | <b>\$ 168,141</b> | <b>\$ 105,207</b> | <b>\$ 2,413,757</b> | <b>\$ 1,225,730</b> | <b>\$ 37,770</b> |

|                               |                   |                   |                     |                     |                   |
|-------------------------------|-------------------|-------------------|---------------------|---------------------|-------------------|
| <b>OTHER REVENUES (TOTAL)</b> | <b>\$ 466,438</b> | <b>\$ 239,808</b> | <b>\$ 7,763,035</b> | <b>\$ 2,641,168</b> | <b>\$ 156,858</b> |
| AS BUDGET                     | \$ 126,768        | \$ 45,039         | \$ 1,140,908        | \$ 405,352          | Not Applicable    |
| % ACTUAL TO BUDGET            | 367.95%           | 532.44%           | 680.43%             | 651.57%             | Not Applicable    |

|                                |                     |                     |                      |                     |                     |
|--------------------------------|---------------------|---------------------|----------------------|---------------------|---------------------|
| <b>TOTAL REVENUES (ACTUAL)</b> | <b>\$ 1,306,323</b> | <b>\$ 1,061,499</b> | <b>\$ 14,313,755</b> | <b>\$ 9,460,125</b> | <b>\$ 8,969,367</b> |
| AS BUDGET                      | \$ 885,101          | \$ 770,039          | \$ 7,965,908         | \$ 6,930,352        | Not Applicable      |
| % ACTUAL TO BUDGET             | 147.59%             | 137.85%             | 179.69%              | 136.50%             | Not Applicable      |

|                     | Sep 2020            | Sep 2019          | FY2020 YTD           | FY2019 YTD          | 12-MONTH             |
|---------------------|---------------------|-------------------|----------------------|---------------------|----------------------|
| PERSONNEL           | \$ 197,436          | \$ 179,906        | \$ 1,658,361         | \$ 1,659,240        | \$ 2,228,222         |
| CONTRACTED SERVICES | \$ 100,113          | \$ 85,652         | \$ 661,353           | \$ 445,288          | \$ 842,164           |
| SUPPLIES            | \$ 271,881          | \$ 181,577        | \$ 2,574,797         | \$ 1,860,506        | \$ 3,268,248         |
| CAPITAL OUTLAY      | \$ 700,224          | \$ 258,136        | \$ 6,919,243         | \$ 2,037,649        | \$ 7,673,132         |
| FUND TRANSFERS      | \$ 121,855          | \$ 132,880        | \$ 1,026,528         | \$ 1,113,043        | \$ 1,415,595         |
| DEPRECIATION        | \$ 160,234          | \$ -              | \$ 1,400,824         | \$ -                | \$ 3,066,280         |
| <b>TOTAL</b>        | <b>\$ 1,551,743</b> | <b>\$ 838,150</b> | <b>\$ 14,241,107</b> | <b>\$ 7,115,726</b> | <b>\$ 18,493,642</b> |

**WATER**

WATER TREATMENT PLANT

| PERSONNEL                    |           |            |            |              |                |
|------------------------------|-----------|------------|------------|--------------|----------------|
| Compensation                 | \$ 25,344 | \$ 26,114  | \$ 213,788 | \$ 236,845   | \$ 304,117     |
| PERSONNEL (ACTUAL)           | \$ 42,298 | \$ 39,575  | \$ 346,173 | \$ 360,086   | \$ 470,403     |
| AS BUDGET                    | \$ 48,774 | \$ 40,396  | \$ 438,962 | \$ 363,561   | Not Applicable |
| % ACTUAL TO BUDGET           | 86.72%    | 97.97%     | 78.86%     | 99.04%       | Not Applicable |
| CONTRACTED SERVICES          |           |            |            |              |                |
| CONTRACTED SERVICES (ACTUAL) | \$ 38,025 | \$ 23,204  | \$ 123,945 | \$ 87,895    | \$ 155,344     |
| AS BUDGET                    | \$ 24,693 | \$ 24,073  | \$ 222,240 | \$ 216,660   | Not Applicable |
| % ACTUAL TO BUDGET           | 153.99%   | 96.39%     | 55.77%     | 40.57%       | Not Applicable |
| SUPPLIES                     |           |            |            |              |                |
| SUPPLIES (ACTUAL)            | \$ 66,203 | \$ 44,822  | \$ 425,110 | \$ 405,873   | \$ 618,558     |
| AS BUDGET                    | \$ 53,804 | \$ 53,446  | \$ 484,238 | \$ 481,013   | Not Applicable |
| % ACTUAL TO BUDGET           | 123.04%   | 83.86%     | 87.79%     | 84.38%       | Not Applicable |
| CAPITAL OUTLAY               |           |            |            |              |                |
| Capital Expenditures         | \$ 5,898  | \$ -       | \$ 82,881  | \$ 171,520   | \$ 178,205     |
| CAPITAL OUTLAY (ACTUAL)      | \$ 95,028 | \$ 109,216 | \$ 996,810 | \$ 1,073,837 | \$ 1,299,711   |
| AS BUDGET                    | \$ 78,614 | \$ 77,779  | \$ 707,524 | \$ 700,012   | Not Applicable |
| % ACTUAL TO BUDGET           | 120.88%   | 140.42%    | 140.89%    | 153.40%      | Not Applicable |
| DEPRECIATION                 |           |            |            |              |                |
| DEPRECIATION (ACTUAL)        | \$ 89,351 | \$ -       | \$ 785,240 | \$ -         | \$ 1,702,824   |
| FUND TRANSFERS               | \$ 66,996 | \$ 70,808  | \$ 550,284 | \$ 576,217   | \$ 754,785     |
| AS BUDGET                    | \$ 66,360 | \$ 62,280  | \$ 597,243 | \$ 560,523   | Not Applicable |
| % ACTUAL TO BUDGET           | 100.96%   | 113.69%    | 92.14%     | 102.80%      | Not Applicable |

WATER DISTRIBUTION SYSTEM

| PERSONNEL                            |                   |                   |                     |                     |                      |
|--------------------------------------|-------------------|-------------------|---------------------|---------------------|----------------------|
| PERSONNEL (ACTUAL)                   | \$ 49,240         | \$ 47,243         | \$ 427,226          | \$ 426,749          | \$ 576,817           |
| AS BUDGET                            | \$ 50,449         | \$ 44,288         | \$ 454,043          | \$ 398,589          | Not Applicable       |
| % ACTUAL TO BUDGET                   | 97.60%            | 106.67%           | 94.09%              | 107.06%             | Not Applicable       |
| CONTRACTED SERVICES                  |                   |                   |                     |                     |                      |
| CONTRACTED SERVICES (ACTUAL)         | \$ 26,266         | \$ 12,557         | \$ 62,202           | \$ 82,186           | \$ 89,790            |
| AS BUDGET                            | \$ 14,879         | \$ 9,638          | \$ 133,913          | \$ 86,738           | Not Applicable       |
| % ACTUAL TO BUDGET                   | 176.53%           | 130.29%           | 46.45%              | 94.75%              | Not Applicable       |
| SUPPLIES                             |                   |                   |                     |                     |                      |
| SUPPLIES (ACTUAL)                    | \$ 45,478         | \$ 27,249         | \$ 232,820          | \$ 200,261          | \$ 357,705           |
| AS BUDGET                            | \$ 23,342         | \$ 15,425         | \$ 210,075          | \$ 138,825          | Not Applicable       |
| % ACTUAL TO BUDGET                   | 194.84%           | 176.66%           | 110.83%             | 144.25%             | Not Applicable       |
| CAPITAL OUTLAY                       |                   |                   |                     |                     |                      |
| CAPITAL OUTLAY (ACTUAL)              | \$ 461,254        | \$ 50,058         | \$ 4,906,905        | \$ 344,531          | \$ 5,183,873         |
| AS BUDGET                            | \$ -              | \$ -              | \$ -                | \$ -                | Not Applicable       |
| % ACTUAL TO BUDGET                   | 0.00%             | 0.00%             | 0.00%               | 0.00%               | Not Applicable       |
| <b>TOTAL WATER EXPENSES (ACTUAL)</b> | <b>\$ 980,139</b> | <b>\$ 424,732</b> | <b>\$ 8,856,716</b> | <b>\$ 3,557,635</b> | <b>\$ 11,209,810</b> |
| AS BUDGET                            | \$ 360,915        | \$ 327,324        | \$ 3,248,236        | \$ 2,945,920        | Not Applicable       |
| % ACTUAL TO BUDGET                   | 271.57%           | 129.76%           | 272.66%             | 120.76%             | Not Applicable       |

Sep 2020      Sep 2019      FY2020 YTD      FY2019 YTD      12-MONTH

**WASTEWATER**

STORMWATER

PERSONNEL

|                    |    |         |    |        |    |         |    |         |     |            |
|--------------------|----|---------|----|--------|----|---------|----|---------|-----|------------|
| PERSONNEL (ACTUAL) | \$ | 31,572  | \$ | 26,269 | \$ | 226,666 | \$ | 248,539 | \$  | 311,413    |
| AS BUDGET          | \$ | 30,591  | \$ | 29,444 | \$ | 275,321 | \$ | 264,995 | Not | Applicable |
| % ACTUAL TO BUDGET |    | 103.20% |    | 89.22% |    | 82.33%  |    | 93.79%  | Not | Applicable |

CONTRACTED SERVICES

|                              |    |        |    |        |    |        |    |        |     |            |
|------------------------------|----|--------|----|--------|----|--------|----|--------|-----|------------|
| CONTRACTED SERVICES (ACTUAL) | \$ | 1,066  | \$ | 3,740  | \$ | 35,965 | \$ | 17,531 | \$  | 54,420     |
| AS BUDGET                    | \$ | 8,446  | \$ | 5,384  | \$ | 76,013 | \$ | 48,456 | Not | Applicable |
| % ACTUAL TO BUDGET           |    | 12.62% |    | 69.47% |    | 47.32% |    | 36.18% | Not | Applicable |

SUPPLIES

|                    |    |        |    |        |    |         |    |         |     |            |
|--------------------|----|--------|----|--------|----|---------|----|---------|-----|------------|
| SUPPLIES (ACTUAL)  | \$ | 2,531  | \$ | 2,633  | \$ | 25,845  | \$ | 55,863  | \$  | 46,248     |
| AS BUDGET          | \$ | 53,804 | \$ | 53,446 | \$ | 484,238 | \$ | 481,013 | Not | Applicable |
| % ACTUAL TO BUDGET |    | 4.70%  |    | 4.93%  |    | 5.34%   |    | 11.61%  | Not | Applicable |

CAPITAL OUTLAY

|                         |    |         |    |         |    |           |    |         |     |            |
|-------------------------|----|---------|----|---------|----|-----------|----|---------|-----|------------|
| Capital Expenditures    | \$ | 59,339  | \$ | -       | \$ | 147,606   | \$ | -       | \$  | 147,606    |
| CAPITAL OUTLAY (ACTUAL) | \$ | 143,942 | \$ | 98,862  | \$ | 1,015,529 | \$ | 619,281 | \$  | 1,189,548  |
| AS BUDGET               | \$ | 124,431 | \$ | 110,346 | \$ | 1,119,878 | \$ | 993,116 | Not | Applicable |
| % ACTUAL TO BUDGET      |    | 115.68% |    | 89.59%  |    | 90.68%    |    | 62.36%  | Not | Applicable |

DEPRECIATION

|                       |    |       |    |   |    |        |    |   |    |        |
|-----------------------|----|-------|----|---|----|--------|----|---|----|--------|
| DEPRECIATION (ACTUAL) | \$ | 2,183 | \$ | - | \$ | 12,577 | \$ | - | \$ | 20,101 |
| DEPRECIATION (ACTUAL) | \$ | 2,183 | \$ | - | \$ | 12,577 | \$ | - | \$ | 20,101 |

SEWAGE

FUND TRANSFERS

|                         |    |         |    |         |    |         |    |         |     |            |
|-------------------------|----|---------|----|---------|----|---------|----|---------|-----|------------|
| FUND TRANSFERS (ACTUAL) | \$ | 54,859  | \$ | 62,073  | \$ | 476,244 | \$ | 536,827 | \$  | 660,810    |
| AS BUDGET               | \$ | 52,800  | \$ | 50,600  | \$ | 475,200 | \$ | 455,400 | Not | Applicable |
| % ACTUAL TO BUDGET      |    | 103.90% |    | 122.67% |    | 100.22% |    | 117.88% | Not | Applicable |

DEPRECIATION

|                       |    |        |    |   |    |         |    |   |    |           |
|-----------------------|----|--------|----|---|----|---------|----|---|----|-----------|
| DEPRECIATION (ACTUAL) | \$ | 68,700 | \$ | - | \$ | 603,008 | \$ | - | \$ | 1,343,356 |
| DEPRECIATION (ACTUAL) | \$ | 68,700 | \$ | - | \$ | 603,008 | \$ | - | \$ | 1,343,356 |

SEWAGE COLLECTION

PERSONNEL

|                    |    |        |    |         |    |         |    |         |     |            |
|--------------------|----|--------|----|---------|----|---------|----|---------|-----|------------|
| PERSONNEL (ACTUAL) | \$ | 35,315 | \$ | 31,383  | \$ | 312,448 | \$ | 308,121 | \$  | 411,421    |
| AS BUDGET          | \$ | 42,418 | \$ | 31,374  | \$ | 381,760 | \$ | 282,364 | Not | Applicable |
| % ACTUAL TO BUDGET |    | 83.26% |    | 100.03% |    | 81.84%  |    | 109.12% | Not | Applicable |

CONTRACTED SERVICES

|                              |    |        |    |         |    |        |    |         |     |            |
|------------------------------|----|--------|----|---------|----|--------|----|---------|-----|------------|
| CONTRACTED SERVICES (ACTUAL) | \$ | 5,213  | \$ | 16,347  | \$ | 59,530 | \$ | 77,568  | \$  | 89,126     |
| AS BUDGET                    | \$ | 8,040  | \$ | 6,937   | \$ | 72,356 | \$ | 62,434  | Not | Applicable |
| % ACTUAL TO BUDGET           |    | 64.84% |    | 235.64% |    | 82.27% |    | 124.24% | Not | Applicable |

SUPPLIES

|                    |    |          |    |         |    |           |    |         |     |            |
|--------------------|----|----------|----|---------|----|-----------|----|---------|-----|------------|
| SUPPLIES (ACTUAL)  | \$ | 111,354  | \$ | 35,492  | \$ | 1,193,512 | \$ | 298,388 | \$  | 1,236,687  |
| AS BUDGET          | \$ | 9,904    | \$ | 10,119  | \$ | 89,138    | \$ | 91,073  | Not | Applicable |
| % ACTUAL TO BUDGET |    | 1124.31% |    | 350.74% |    | 1338.96%  |    | 327.64% | Not | Applicable |

SEWAGE TREATMENT

PERSONNEL

|                    |    |         |    |         |    |         |    |         |     |            |
|--------------------|----|---------|----|---------|----|---------|----|---------|-----|------------|
| PERSONNEL (ACTUAL) | \$ | 39,012  | \$ | 35,434  | \$ | 345,848 | \$ | 315,745 | \$  | 458,167    |
| AS BUDGET          | \$ | 37,113  | \$ | 33,793  | \$ | 334,021 | \$ | 304,135 | Not | Applicable |
| % ACTUAL TO BUDGET |    | 105.12% |    | 104.86% |    | 103.54% |    | 103.82% | Not | Applicable |

CONTRACTED SERVICES

|                              |    |        |    |        |    |         |    |         |     |            |
|------------------------------|----|--------|----|--------|----|---------|----|---------|-----|------------|
| CONTRACTED SERVICES (ACTUAL) | \$ | 29,544 | \$ | 29,804 | \$ | 379,710 | \$ | 180,107 | \$  | 453,484    |
| AS BUDGET                    | \$ | 55,138 | \$ | 53,200 | \$ | 496,238 | \$ | 478,800 | Not | Applicable |
| % ACTUAL TO BUDGET           |    | 53.58% |    | 56.02% |    | 76.52%  |    | 37.62%  | Not | Applicable |

SUPPLIES

|                    |    |        |    |         |    |         |    |         |     |            |
|--------------------|----|--------|----|---------|----|---------|----|---------|-----|------------|
| SUPPLIES (ACTUAL)  | \$ | 46,315 | \$ | 71,380  | \$ | 697,510 | \$ | 900,121 | \$  | 1,009,051  |
| AS BUDGET          | \$ | 54,530 | \$ | 54,463  | \$ | 490,773 | \$ | 490,170 | Not | Applicable |
| % ACTUAL TO BUDGET |    | 84.93% |    | 131.06% |    | 142.12% |    | 183.63% | Not | Applicable |

|                                |           |                |           |                |           |                  |           |                  |           |                  |
|--------------------------------|-----------|----------------|-----------|----------------|-----------|------------------|-----------|------------------|-----------|------------------|
| <b>TOTAL EXPENSES (ACTUAL)</b> | <b>\$</b> | <b>571,605</b> | <b>\$</b> | <b>413,418</b> | <b>\$</b> | <b>5,384,391</b> | <b>\$</b> | <b>3,558,090</b> | <b>\$</b> | <b>7,283,832</b> |
|--------------------------------|-----------|----------------|-----------|----------------|-----------|------------------|-----------|------------------|-----------|------------------|

|                    |    |         |    |         |    |           |    |           |     |            |
|--------------------|----|---------|----|---------|----|-----------|----|-----------|-----|------------|
| AS BUDGET          | \$ | 477,215 | \$ | 439,106 | \$ | 4,294,934 | \$ | 3,951,953 | Not | Applicable |
| % ACTUAL TO BUDGET |    | 119.78% |    | 94.15%  |    | 125.37%   |    | 90.03%    | Not | Applicable |

# NATURAL GAS MONTHLY DIRECTOR'S REPORT

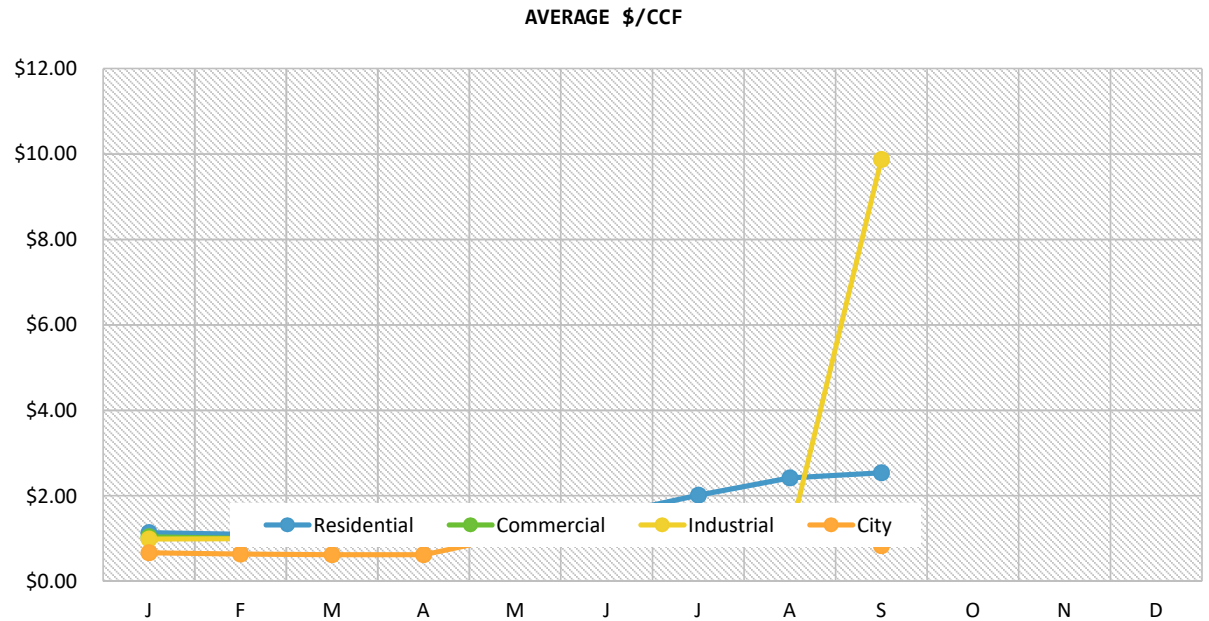
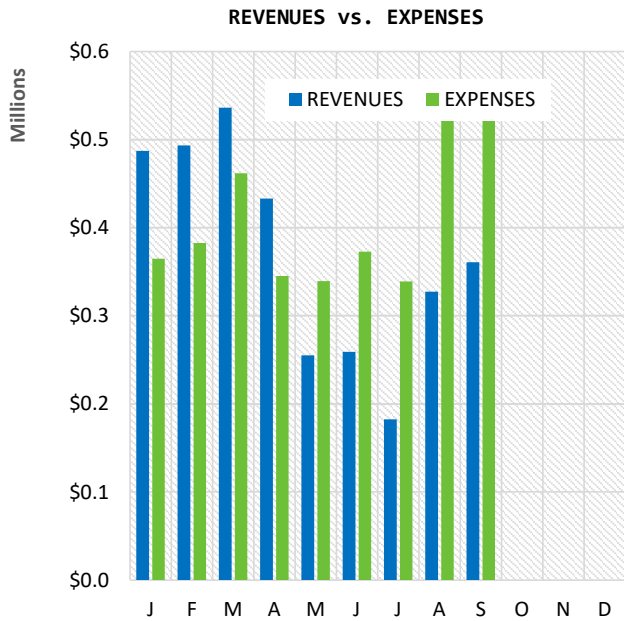
REPORTING PERIOD: 09/2020 | FY 2020



|                  |     |
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| COVER            | 1   |
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## CITY OF MONROE: NATURAL GAS FUND OVERVIEW

|                 | Jan 2020  | Feb 2020  | Mar 2020  | Apr 2020  | May 2020    | Jun 2020    | Jul 2020    | Aug 2020    | Sep 2020    | Oct 2020 | Nov 2020 | Dec 2020 | FY 2020     | AS BUDGET | FY 2019   |
|-----------------|-----------|-----------|-----------|-----------|-------------|-------------|-------------|-------------|-------------|----------|----------|----------|-------------|-----------|-----------|
| <b>REVENUES</b> | \$ 0.487M | \$ 0.493M | \$ 0.536M | \$ 0.433M | \$ 0.255M   | \$ 0.259M   | \$ 0.183M   | \$ 0.327M   | \$ 0.361M   |          |          |          | \$ 3.334M   | \$ 2.963M | \$ 3.422M |
| PERSONNEL COSTS | \$ 0.038M | \$ 0.036M | \$ 0.044M | \$ 0.040M | \$ 0.056M   | \$ 0.042M   | \$ 0.041M   | \$ 0.041M   | \$ 0.024M   |          |          |          | \$ 0.363M   | \$ 0.483M | \$ 0.391M |
| CONTRACTED SVC  | \$ 0.021M | \$ 0.011M | \$ 0.006M | \$ 0.013M | \$ 0.007M   | \$ 0.007M   | \$ 0.006M   | \$ 0.007M   | \$ 0.020M   |          |          |          | \$ 0.098M   | \$ 0.174M | \$ 0.195M |
| SUPPLIES        | \$ 0.170M | \$ 0.196M | \$ 0.156M | \$ 0.101M | \$ 0.107M   | \$ 0.095M   | \$ 0.076M   | \$ 0.066M   | \$ 0.114M   |          |          |          | \$ 1.080M   | \$ 1.244M | \$ 1.410M |
| CAPITAL OUTLAY  | \$ -      | \$ -      | \$ 0.031M | \$ -      | \$ 0.004M   | \$ 0.056M   | \$ 0.051M   | \$ 0.277M   | \$ 0.248M   |          |          |          | \$ 0.667M   | \$ -      | \$ 0.195M |
| FUND TRANSFERS  | \$ 0.136M | \$ 0.139M | \$ 0.224M | \$ 0.192M | \$ 0.166M   | \$ 0.173M   | \$ 0.165M   | \$ 0.154M   | \$ 0.146M   |          |          |          | \$ 1.496M   | \$ 1.002M | \$ 0.879M |
| <b>EXPENSES</b> | \$ 0.365M | \$ 0.383M | \$ 0.462M | \$ 0.345M | \$ 0.339M   | \$ 0.373M   | \$ 0.339M   | \$ 0.545M   | \$ 0.553M   |          |          |          | \$ 3.703M   | \$ 2.903M | \$ 3.070M |
| <b>MARGIN</b>   | \$ 0.122M | \$ 0.111M | \$ 0.075M | \$ 0.088M | \$ (0.084M) | \$ (0.114M) | \$ (0.156M) | \$ (0.218M) | \$ (0.192M) |          |          |          | \$ (0.369M) | \$ 0.061M | \$ 0.352M |



# RETAIL SALES REPORT

[Jan 2020](#)
[Feb 2020](#)
[Mar 2020](#)
[Apr 2020](#)
[May 2020](#)
[Jun 2020](#)
[Jul 2020](#)
[Aug 2020](#)
[Sep 2020](#)
[Oct 2020](#)
[Nov 2020](#)
[Dec 2020](#)

## CUSTOMER COUNT

|              |              |              |              |              |              |              |              |              |              |
|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Residential  | 3,300        | 3,310        | 3,334        | 3,339        | 3,324        | 3,339        | 3,352        | 3,357        | 3,371        |
| Commercial   | 561          | 562          | 562          | 559          | 559          | 558          | 555          | 557          | 553          |
| Industrial   | 4            | 4            | 4            | 4            | 4            | 4            | 4            | 4            | 4            |
| City         | 22           | 22           | 22           | 22           | 22           | 22           | 22           | 22           | 24           |
| <b>Total</b> | <b>3,889</b> | <b>3,900</b> | <b>3,924</b> | <b>3,926</b> | <b>3,911</b> | <b>3,925</b> | <b>3,935</b> | <b>3,942</b> | <b>3,954</b> |

Year-Over-Year Δ      1.22%      2.47%      -1.01%      2.96%      3.11%      3.84%      3.50%      2.47%      2.14%

## CCF

|              |               |               |               |               |               |               |               |               |               |
|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Residential  | 0.235M        | 0.252M        | 0.259M        | 0.162M        | 0.079M        | 0.063M        | 0.036M        | 0.026M        | 0.026M        |
| Commercial   | 0.148M        | 0.161M        | 0.170M        | 0.132M        | 0.067M        | 0.058M        | 0.052M        | 0.047M        | 0.047M        |
| Industrial   | 0.010M        | 0.004M        | 0.009M        | 0.002M        | 0.004M        | 0.003M        | 0.001M        | 0.001M        | 0.000M        |
| City         | 0.011M        | 0.012M        | 0.014M        | 0.010M        | 0.003M        | 0.003M        | 0.001M        | 0.002M        | 0.003M        |
| <b>Total</b> | <b>0.421M</b> | <b>0.445M</b> | <b>0.473M</b> | <b>0.323M</b> | <b>0.164M</b> | <b>0.138M</b> | <b>0.107M</b> | <b>0.090M</b> | <b>0.088M</b> |

Year-Over-Year Δ      -22.38%      -20.02%      1.07%      -8.45%      -20.16%      19.59%      9.55%      -3.21%      -10.01%

## REVENUE

|              |                  |                  |                  |                  |                  |                  |                  |                  |                  |
|--------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Residential  | \$ 0.268M        | \$ 0.277M        | \$ 0.280M        | \$ 0.188M        | \$ 0.112M        | \$ 0.097M        | \$ 0.072M        | \$ 0.064M        | \$ 0.065M        |
| Commercial   | \$ 0.154M        | \$ 0.162M        | \$ 0.169M        | \$ 0.131M        | \$ 0.073M        | \$ 0.064M        | \$ 0.058M        | \$ 0.055M        | \$ 0.058M        |
| Industrial   | \$ 0.010M        | \$ 0.004M        | \$ 0.009M        | \$ 0.002M        | \$ 0.004M        | \$ 0.003M        | \$ 0.001M        | \$ 0.001M        | \$ 0.000M        |
| Other        | \$ 0.015M        | \$ 0.013M        | \$ 0.017M        | \$ 0.013M        | \$ 0.010M        | \$ 0.010M        | \$ 0.013M        | \$ 0.011M        | \$ 0.012M        |
| City         | \$ 0.007M        | \$ 0.007M        | \$ 0.009M        | \$ 0.006M        | \$ 0.003M        | \$ 0.003M        | \$ 0.002M        | \$ 0.002M        | \$ 0.002M        |
| <b>Total</b> | <b>\$ 0.454M</b> | <b>\$ 0.463M</b> | <b>\$ 0.484M</b> | <b>\$ 0.341M</b> | <b>\$ 0.202M</b> | <b>\$ 0.178M</b> | <b>\$ 0.146M</b> | <b>\$ 0.134M</b> | <b>\$ 0.138M</b> |

Year-Over-Year Δ      -26.41%      -20.99%      -6.27%      -13.29%      -13.33%      8.22%      1.93%      -3.19%      -3.96%



# SALES STATISTICS

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[May 2020](#)
[Jun 2020](#)
[Jul 2020](#)
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**YTD**

|    |
|----|
| 89 |
|----|

## AVERAGE CCF/CUSTOMER

|             |       |       |       |     |       |     |     |     |     |  |       |
|-------------|-------|-------|-------|-----|-------|-----|-----|-----|-----|--|-------|
| Residential | 71    | 76    | 78    | 49  | 24    | 19  | 11  | 8   | 8   |  |       |
| Commercial  | 264   | 286   | 303   | 237 | 119   | 104 | 95  | 84  | 84  |  | 38    |
| Industrial  | 2,587 | 1,063 | 2,285 | 615 | 1,116 | 858 | 279 | 255 | 2   |  | 1,007 |
| City        | 479   | 530   | 641   | 436 | 136   | 119 | 62  | 81  | 119 |  | 289   |

## AVERAGE \$/CUSTOMER

|             |         |         |         |       |         |       |       |       |       |  |         |
|-------------|---------|---------|---------|-------|---------|-------|-------|-------|-------|--|---------|
| Residential | \$81    | \$84    | \$84    | \$56  | \$34    | \$29  | \$21  | \$19  | \$19  |  |         |
| Commercial  | \$275   | \$288   | \$301   | \$235 | \$131   | \$115 | \$105 | \$99  | \$106 |  | \$48    |
| Industrial  | \$2,556 | \$1,061 | \$2,259 | \$622 | \$1,113 | \$860 | \$293 | \$270 | \$22  |  | \$1,006 |
| City        | \$320   | \$336   | \$399   | \$269 | \$147   | \$130 | \$76  | \$97  | \$99  |  | \$208   |

## AVERAGE \$/CCF

|                |                 |                 |                 |                 |                 |                 |                 |                 |                 |  |                 |
|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|--|-----------------|
| Residential    | \$1.1374        | \$1.0981        | \$1.0804        | \$1.1617        | \$1.4182        | \$1.5488        | \$2.0157        | \$2.4177        | \$2.5351        |  |                 |
| Commercial     | \$1.0392        | \$1.0046        | \$0.9951        | \$0.9941        | \$1.0959        | \$1.1142        | \$1.1100        | \$1.1759        | \$1.2547        |  | \$1.6015        |
| Industrial     | \$0.9877        | \$0.9988        | \$0.9888        | \$1.0125        | \$0.9979        | \$1.0033        | \$1.0517        | \$1.0584        | \$9.8689        |  | \$1.0871        |
| City           | \$0.6676        | \$0.6345        | \$0.6222        | \$0.6169        | \$1.0772        | \$1.0915        | \$1.2335        | \$1.1925        | \$0.8320        |  | \$1.9965        |
| <b>Average</b> | <b>\$0.9580</b> | <b>\$0.9340</b> | <b>\$0.9216</b> | <b>\$0.9463</b> | <b>\$1.1473</b> | <b>\$1.1895</b> | <b>\$1.3528</b> | <b>\$1.4611</b> | <b>\$3.6227</b> |  | <b>\$0.8853</b> |

|                                 | Sep 2020         | Sep 2019         | FY2020 YTD        | FY2019 YTD          | MOST RECENT 12-MONTH |
|---------------------------------|------------------|------------------|-------------------|---------------------|----------------------|
| <b>Natural Gas Supply Cost</b>  |                  |                  |                   |                     |                      |
| Capacity Reservation Fees       | \$ 33,523        | \$ 42,706        | \$ 474,496        | \$ 448,621          | \$ 637,759           |
| Demand Storage/Peaking Services | \$ 2,215         | \$ 1,518         | \$ 15,533         | \$ 14,265           | \$ 19,988            |
| Supply Charges                  | \$ 18,198        | \$ 21,886        | \$ 479,669        | \$ 882,858          | \$ 634,445           |
| Gas Authority Supply Charges    | \$ 1,176         | \$ 1,159         | \$ 43,111         | \$ 42,504           | \$ 53,698            |
| Gas Authority Charges           | \$ (410)         | \$ (549)         | \$ (97,188)       | \$ (88,414)         | \$ (123,035)         |
| P.A.C.E                         | 300              | 300              | 2,700             | 2,700               | 3,600                |
| APGA Annual Dues                | -                | -                | 3,297             | 3,118               | 3,297                |
| Other                           | 5,591            | 707              | 24,518            | 18,416              | 28,508               |
| <b>TOTAL MGAG BILL</b>          | <b>\$ 60,593</b> | <b>\$ 67,727</b> | <b>\$ 946,136</b> | <b>\$ 1,324,068</b> | <b>\$ 1,258,260</b>  |

**DELIVERED SUPPLY**

|                   |        |         |           |           |           |
|-------------------|--------|---------|-----------|-----------|-----------|
| Volume CCF        | 96,010 | 101,550 | 2,365,980 | 2,549,510 | 2,978,790 |
| Volume Dth (MGAG) | 93,260 | 98,930  | 2,300,450 | 2,496,490 | 2,897,780 |

\*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            | 0.6497 | 0.6846 | 0.4113 | 0.5304 | 0.4342 |
| \$/CCF            | 0.6311 | 0.6669 | 0.3999 | 0.5193 | 0.4224 |

|   | Sep 2020          | Sep 2019          | FY2020 YTD          | FY2019 YTD          | MOST RECENT<br>12-MONTH |
|---|-------------------|-------------------|---------------------|---------------------|-------------------------|
| <b>SALES REVENUES</b>   |                   |                   |                     |                     |                         |
| NATURAL GAS SALES   | \$ 141,438        | \$ 143,547        | \$ 2,544,336        | \$ 2,936,234        | \$ 3,104,395            |
| <b>SALES REVENUES (ACTUAL)</b>  | <b>\$ 141,438</b> | <b>\$ 143,547</b> | <b>\$ 2,544,336</b> | <b>\$ 2,936,234</b> | <b>\$ 3,104,395</b>     |
| AS BUDGET   | \$ 296,941        | \$ 292,619        | \$ 2,672,467        | \$ 292,619          | Not Applicable          |
| % ACTUAL TO BUDGET  | 47.63%            | 49.06%            | 95.21%              | 1003.43%            | Not Applicable          |
| <i>Note on Natural Gas Sales: Detail break-down for individual rate class is shown in NATURAL GAS RETAIL SALES section.</i> |                   |                   |                     |                     |                         |
| <b>OTHER REVENUES</b>   |                   |                   |                     |                     |                         |
| OP REVENUE  | -                 | -                 | -                   | -                   | -                       |
| MISC REVENUE  | 1,269             | -                 | 1,559               | 25,311              | 1,559                   |
| CONTRIBUTED CAPITAL   | -                 | -                 | -                   | -                   | -                       |
| SALE FIXED ASSETS   | -                 | -                 | -                   | -                   | -                       |
| TAP FEES  | 12,076            | 3,140             | 55,456              | 50,178              | 61,005                  |
| OTHER REV   | -                 | -                 | 2,015               | -                   | 2,015                   |
| ADMIN ALLOC   | (41,612)          | 10,632            | 99,868              | 122,697             | 134,930                 |
| INT/INVEST INCOME   | -                 | -                 | -                   | -                   | -                       |
| STATE GRANTS  | -                 | -                 | -                   | -                   | -                       |
| MGAG REBATE   | -                 | -                 | 292,293             | 92,299              | 292,293                 |
| TRANSFER FROM CIP   | 247,588           | 288               | 338,836             | 195,314             | 359,410                 |
| <b>OTHER REVENUES (ACTUAL)</b>  | <b>\$ 219,321</b> | <b>\$ 14,060</b>  | <b>\$ 790,026</b>   | <b>\$ 485,799</b>   | <b>\$ 851,212</b>       |
| AS BUDGET   | \$ 32,320         | \$ 17,431         | \$ 290,880          | \$ 156,882          | Not Applicable          |
| % ACTUAL TO BUDGET  | 678.59%           | 80.66%            | 271.60%             | 309.66%             | Not Applicable          |
| <b>TOTAL REVENUES (ACTUAL)</b>  | <b>\$ 360,758</b> | <b>\$ 157,607</b> | <b>\$ 3,334,362</b> | <b>\$ 3,422,033</b> | <b>\$ 3,955,607</b>     |
| AS BUDGET   | \$ 329,261        | \$ 310,051        | \$ 2,963,347        | \$ 2,790,457        | Not Applicable          |
| % ACTUAL TO BUDGET  | 109.57%           | 50.83%            | 112.52%             | 122.63%             | Not Applicable          |

**MOST RECENT  
12-MONTH**

|                           | Sep 2020         | Sep 2019         | FY2020 YTD        | FY2019 YTD        |                   |
|---------------------------|------------------|------------------|-------------------|-------------------|-------------------|
| <b>PERSONNEL</b>          |                  |                  |                   |                   |                   |
| Compensation              | \$ 5,107         | \$ 25,991        | \$ 215,163        | \$ 250,962        | \$ 311,156        |
| Benefits                  | 18,889           | 15,061           | 147,040           | 139,129           | 183,382           |
| <b>PERSONNEL (ACTUAL)</b> | <b>\$ 24,006</b> | <b>\$ 41,082</b> | <b>\$ 362,471</b> | <b>\$ 390,281</b> | <b>\$ 494,888</b> |
| AS BUDGET                 | \$ 53,644        | \$ 42,400        | \$ 482,799        | \$ 381,596        | Not Applicable    |
| % ACTUAL TO BUDGET        | 44.75%           | 96.89%           | 75.08%            | 102.28%           | Not Applicable    |

**CONTRACTED SERVICES**

|                                     |                  |                 |                  |                   |                   |
|-------------------------------------|------------------|-----------------|------------------|-------------------|-------------------|
| Consulting                          | \$ 7,191         | \$ 400          | \$ 8,572         | \$ 15,401         | \$ 8,944          |
| Landfill Fees                       | -                | -               | -                | -                 | -                 |
| Custodial Service                   | -                | -               | -                | -                 | -                 |
| Lawn & Maint                        | -                | -               | 148              | -                 | 148               |
| Holiday Events                      | -                | -               | -                | -                 | -                 |
| Security Sys                        | -                | -               | -                | -                 | -                 |
| Equipment Rep & Maint               | 2,733            | 476             | 4,095            | 1,065             | 11,691            |
| Vehicle Rep & Maint Outside         | -                | 877             | -                | 2,007             | -                 |
| R&M System - Outside                | 3,850            | 525             | 18,495           | 116,730           | 21,760            |
| R & M Buildings - Outside           | 250              | -               | 316              | 2,097             | 1,054             |
| Maintenance Contracts               | 360              | 220             | 12,155           | 3,143             | 12,958            |
| Equip Rent/Lease                    | (387)            | 695             | 6,084            | 3,333             | 7,901             |
| Pole Equip Rent/Lease               | -                | -               | -                | -                 | -                 |
| Equipment Rental                    | (1,447)          | -               | 217              | 370               | 299               |
| Repairs & Maintenance (Outside)     | -                | -               | -                | -                 | -                 |
| Landfill Fees                       | -                | -               | -                | -                 | -                 |
| Maint Contracts                     | -                | -               | -                | -                 | -                 |
| Other Contract Svcs                 | -                | -               | -                | -                 | -                 |
| Comm Svcs                           | 574              | 1,246           | 5,191            | 5,749             | 7,497             |
| Postage                             | -                | 13              | -                | 823               | 59                |
| Adverstising                        | -                | -               | 912              | -                 | 912               |
| Mkt Expense                         | -                | 135             | 1,050            | 10,563            | 1,078             |
| Printing                            | -                | -               | 1,715            | -                 | 1,764             |
| Util Bill Print Svcs                | -                | -               | -                | -                 | -                 |
| Dues & Sub                          | -                | -               | -                | -                 | -                 |
| Travel                              | 355              | 437             | 637              | 1,925             | 637               |
| Fees                                | -                | -               | 1,003            | 890               | 1,003             |
| Vehicle Tag & Title Fee             | -                | -               | 32               | -                 | 32                |
| Ga Dept Rev Fee                     | -                | -               | 50               | 50                | 50                |
| Training & Ed                       | -                | 724             | 8,270            | 8,409             | 9,498             |
| Gen Liab Ins                        | -                | -               | -                | -                 | -                 |
| Uniform Rent                        | -                | -               | -                | -                 | -                 |
| Contract Labor                      | 5,580            | 696             | 27,712           | 22,731            | 28,826            |
| Shipping/Freight                    | 1,475            | -               | 1,475            | 380               | 2,015             |
| <b>CONTRACTED SERVICES (ACTUAL)</b> | <b>\$ 20,533</b> | <b>\$ 6,444</b> | <b>\$ 98,129</b> | <b>\$ 195,667</b> | <b>\$ 118,125</b> |
| AS BUDGET                           | \$ 19,338        | \$ 18,171       | \$ 174,038       | \$ 163,538        | Not Applicable    |
| % ACTUAL TO BUDGET                  | 106.18%          | 35.46%          | 56.38%           | 119.65%           | Not Applicable    |

**MOST RECENT  
12-MONTH**

|                                | Sep 2020          | Sep 2019         | FY2020 YTD          | FY2019 YTD          | MOST RECENT<br>12-MONTH |
|--------------------------------|-------------------|------------------|---------------------|---------------------|-------------------------|
| <b>SUPPLIES</b>                |                   |                  |                     |                     |                         |
| Gas Cost                       | 54,702            | 66,720           | 915,621             | 1,299,833           | 913,057                 |
| Office Supplies                | 497               | 215              | 1,805               | 1,398               | 1,853                   |
| Postage                        | -                 | -                | -                   | -                   | -                       |
| Furniture <5000                | -                 | -                | -                   | 6,300               | -                       |
| Auto Parts                     | -                 | -                | 1,341               | 3,403               | 1,904                   |
| Construction Materials         | 347               | 2,831            | 4,498               | 3,312               | 6,064                   |
| Damage Claims                  | -                 | -                | -                   | 2,374               | -                       |
| Expendable Fluids              | -                 | -                | 14                  | -                   | 14                      |
| Tires                          | -                 | 93               | 2,520               | 670                 | 3,410                   |
| Uniform Expense                | -                 | 989              | 3,372               | 2,192               | 4,389                   |
| Janitorial                     | 84                | 158              | 876                 | 789                 | 1,333                   |
| Computer Equipment             | -                 | -                | -                   | 2,057               | 1,450                   |
| Equipment Parts                | 129               | 12               | 1,856               | 1,290               | 2,987                   |
| Repair & Maintenance           | 45,439            | 4,878            | 82,767              | 52,116              | 104,103                 |
| Util Costs - Util Fund         | 327               | 396              | 3,187               | 3,451               | 4,292                   |
| Covid-19 Expenses              | -                 | -                | 11,438              | -                   | 11,438                  |
| Util Cost - Other Fund         | -                 | -                | -                   | -                   | -                       |
| Mileage Reimb                  | -                 | -                | -                   | -                   | -                       |
| Auto & Truck Fuel              | 2,437             | 1,653            | 12,690              | 11,911              | 19,503                  |
| Food                           | 612               | 175              | 1,603               | 983                 | 1,936                   |
| Sm Tool & Min Equip            | 5,979             | 196              | 24,956              | 9,041               | 48,422                  |
| Meters                         | -                 | -                | -                   | -                   | -                       |
| Sm Oper Supplies               | 3,570             | 405              | 11,541              | 8,699               | 17,459                  |
| Construction Material          | -                 | -                | -                   | -                   | -                       |
| Tires                          | -                 | -                | -                   | -                   | -                       |
| Uniform Exp                    | -                 | -                | -                   | -                   | -                       |
| Repairs & Maintenance (Inside) | -                 | -                | -                   | -                   | -                       |
| Equip Pur (<\$5M)              | -                 | -                | -                   | -                   | -                       |
| Dam Claims                     | -                 | -                | -                   | -                   | -                       |
| <b>SUPPLIES (ACTUAL)</b>       | <b>\$ 114,123</b> | <b>\$ 78,723</b> | <b>\$ 1,080,086</b> | <b>\$ 1,409,816</b> | <b>\$ 1,143,613</b>     |
| AS BUDGET                      | \$ 138,175        | \$ 12,015        | \$ 1,243,574        | \$ 108,135          | Not Applicable          |
| % ACTUAL TO BUDGET             | 82.59%            | 655.21%          | 86.85%              | 1303.76%            | Not Applicable          |

**CAPITAL OUTLAY**

|                                |                   |                 |                   |                   |                   |
|--------------------------------|-------------------|-----------------|-------------------|-------------------|-------------------|
| Cip                            | \$ 236,134        | \$ 288          | \$ 625,205        | \$ 132,196        | \$ 632,519        |
| Capital Expenditures           | \$ 11,454         | \$ -            | \$ 41,502         | \$ 63,118         | \$ 41,502         |
| Amortization Def Chg 2016 Bond | \$ -              | \$ -            | \$ 3,240          | \$ 3,240          | \$ 4,320          |
| Depr Exp                       | \$ 14,491         | \$ -            | \$ 126,831        | \$ -              | \$ 280,242        |
| Int Exp 2016 Rev Bond          | 2,719             | 3,104           | 25,449            | 28,895            | 34,572            |
| <b>CAPITAL OUTLAY (ACTUAL)</b> | <b>\$ 264,799</b> | <b>\$ 3,392</b> | <b>\$ 822,227</b> | <b>\$ 227,449</b> | <b>\$ 993,155</b> |
| AS BUDGET                      | \$ 3,177          | \$ 3,560        | \$ 28,591         | \$ 32,039         | Not Applicable    |
| % ACTUAL TO BUDGET             | 8335.43%          | 95.29%          | 2875.82%          | 709.91%           | Not Applicable    |

**MOST RECENT  
12-MONTH**

|                                | Sep 2020          | Sep 2019          | FY2020 YTD          | FY2019 YTD          | MOST RECENT<br>12-MONTH |
|--------------------------------|-------------------|-------------------|---------------------|---------------------|-------------------------|
| <b>FUND TRANSFERS</b>          |                   |                   |                     |                     |                         |
| Admin Alloc - Adm Exp          | \$ 76,157         | \$ 50,873         | \$ 766,079          | \$ 372,142          | \$ 877,165              |
| Transfer To Gf                 | 8,559             | 8,853             | 173,917             | 203,721             | 199,454                 |
| Transfer To Cip                | 22,234            | 15,028            | 200,109             | 135,251             | 245,193                 |
| Transfer - Insurance           | -                 | -                 | -                   | -                   | -                       |
| Transfer - E&R                 | 22,234            | 15,028            | 200,109             | 135,251             | 245,193                 |
| <b>FUND TRANSFERS (ACTUAL)</b> | <b>\$ 129,185</b> | <b>\$ 89,781</b>  | <b>\$ 1,340,215</b> | <b>\$ 846,366</b>   | <b>\$ 1,567,004</b>     |
| AS BUDGET                      | \$ 108,198        | \$ 86,066         | \$ 973,779          | \$ 774,595          | Not Applicable          |
| % ACTUAL TO BUDGET             | 119.40%           | 104.32%           | 137.63%             | 109.27%             | Not Applicable          |
| <b>TOTAL EXPENSES (ACTUAL)</b> | <b>\$ 552,645</b> | <b>\$ 219,423</b> | <b>\$ 3,703,127</b> | <b>\$ 3,069,579</b> | <b>\$ 4,316,786</b>     |
| AS BUDGET                      | \$ 322,531        | \$ 162,211        | \$ 2,902,780        | \$ 1,459,902        | Not Applicable          |
| % ACTUAL TO BUDGET             | 171.35%           | 135.27%           | 127.57%             | 210.26%             | Not Applicable          |



**To:** City Council, Committee, City Administrator  
**From:** Rodney Middlebrooks, Director of Water & Gas  
**Department:** Water  
**Date:** 11/3/2020  
**Description:** Approval of addendum for Engineering Services

**Budget Account/Project Name:**

**Funding Source: Operating Budget**

**Budget Allocation:** \$0.00

**Budget Available:** \$0.00

**Requested Expense:** \$69,515.00

**Company of Purchase:** Wiedeman & Singleton

**Recommendation:** Staff recommends the approval for engineering services related to the relocation of the existing 20" & the proposed 30" raw water mains. Also, the design for new 20" finished water main.

**Background:** Approval for engineering services to relocate 20" raw water main, the re-route of the new 30" raw water line in conflict with the proposed GDOT construction. Also included in this proposal are engineering services for the design of the new 20" finished water main from the new Monroe Pavilion to the new 20" main at Cedar Ridge Road/Hwy 78.

**Attachment(s):**

Wiedeman & Singleton Proposal

WIEDEMAN AND SINGLETON, INC.  
CIVIL AND ENVIRONMENTAL ENGINEERS

TROY BEGAN  
PETER JOHNS

3091 GOVERNORS LAKE DRIVE  
SUITE 430  
NORCROSS, GEORGIA 30071

PETER SNYDER  
HAROLD WIEDEMAN

131 EAST MAIN STREET  
SUITE 300  
ROCK HILL, SOUTH CAROLINA 29730

WWW.WIEDEMAN.COM

September 15, 2020

Mr. Rodney Middlebrooks  
Water & Gas Director  
City of Monroe Utility Department  
215 N. Broad Street  
Monroe, Georgia 30655

Re: Addendum to 30-inch Raw Water Main  
Engineering Services

Dear Mr. Middlebrooks:

We appreciate the opportunity to submit the enclosed proposal to assist the City of Monroe with required utility relocations because of the planned GDOT US 78 West Ramp project at Highway 138. We have prepared our proposal to include professional engineering services required to relocate the existing 20-inch raw water main and to re-route the proposed 30-inch raw water main in conflict with the proposed GDOT construction activities. Also, included in the proposal are engineering services for designing a 20-inch finished water main from the new Monroe Pavilion west entrance to an existing 20-inch main located on Cedar Ridge Road (i.e., approximately 4,100 L.F.), and for providing bid phase services for the expanded project. Our total estimated fee for the additional scope of services is \$69,515.00. These services and fee are outside of the original scope of work and design fee authorized by the City earlier this year for the original 30-inch Raw Water Main project.

We are available to start work immediately on the expanded scope of services and estimated it will take approximately 60-90 days to update the required engineering plans and specifications for review and approval by the City.

If you have any questions or need any additional information, please let me know.

Sincerely,

WIEDEMAN & SINGLETON, INC.



Peter J. Johns, P.E.  
Chairman



# I: SCOPE OF SERVICES

## Project Understanding

On November 13, 2019, Wiedeman and Singleton (W&S) submitted a proposal for engineering design services to assist the City of Monroe with required updates and modifications to the 2008 plans and specifications prepared by our firm for installation of a new 30-inch Raw Water Main. A purchase order was issued by the City on April 7, 2020 for completion of this work and we are currently at the 95% design completion level, including required rerouting of the 30-inch main to avoid new conflicts constructed along the original route since 2008.

Recently, the City has learned that the Georgia Department of Transportation (GDOT) plans to improve the intersection of Highway 78 and S.R. 138 (Charlotte Rowell Blvd.) by widening and realigning a section of S.R. 138 and constructing a new entrance ramp onto Hwy 78. As part of the review of the road widening and construction project, the City and W&S have identified potential conflicts with the existing 20-inch raw water main along S.R. 138 from the existing Hwy 78 West exit ramp to the existing gas easement at Hwy 78 and also identified potential conflicts with the proposed 30-inch raw water main which is currently being designed to run parallel with the existing 20-inch line. These conflicts will require relocation of the raw water mains to avoid GDOT's planned ramp construction. (See Figure 1)

In the same vicinity of the proposed GDOT ramp, it is also our understanding that the City is planning to extend a 20-inch finished water main from the new Monroe Pavilion west entrance on S.R. 138 to an existing 20-inch main termination point located near Cedar Ridge Road and Hwy 78 intersection. (See Figure 2)

The primary goals of this addendum to the 30-inch Raw Water Main project will be to:

- Coordinate the required relocation of City's existing and proposed raw water mains with the GDOT's planned construction activities, while also maintaining operation of the existing 20-inch raw water main with minimal disruption.
- Incorporate the extension of a 20-inch finished water main to provide potable water service to potential customers to the west of Cedar Ridge Road.
- Provide requested quote for bid phase services (not included in the scope of work for original purchase order).

To assist the City with accomplishing these goals, our proposed scope of additional services is outlined herein.

## Scope of Additional Services

We have divided our proposed scope of additional services for the referenced project into the following work tasks:

- ❑ Design Services (Work Task 001); and
- ❑ Bidding Services (Work Task 002).

### LEGEND

| EXISTING                                | PROPOSED                  |
|---|---------------------------|
| PROPERTY BOUNDARY & R/W                 | REQ'D R/W                 |
| 20" RAW WATER MAIN                      | 30" RAW WATER MAIN        |
| 20" RAW WATER MAIN (ROADWAY CONFLICT)   | 36" RAW WATER MAIN        |
| 20" RAW WATER MAIN (ABANDONED IN PLACE) | ROADWAY LAYOUT            |
| SANITARY SEWER                          | STORM WATER DRAINAGE LINE |
| POWER LINE                              |                           |
| GAS LINE                                |                           |
| EASEMENT LIMITS                         |                           |

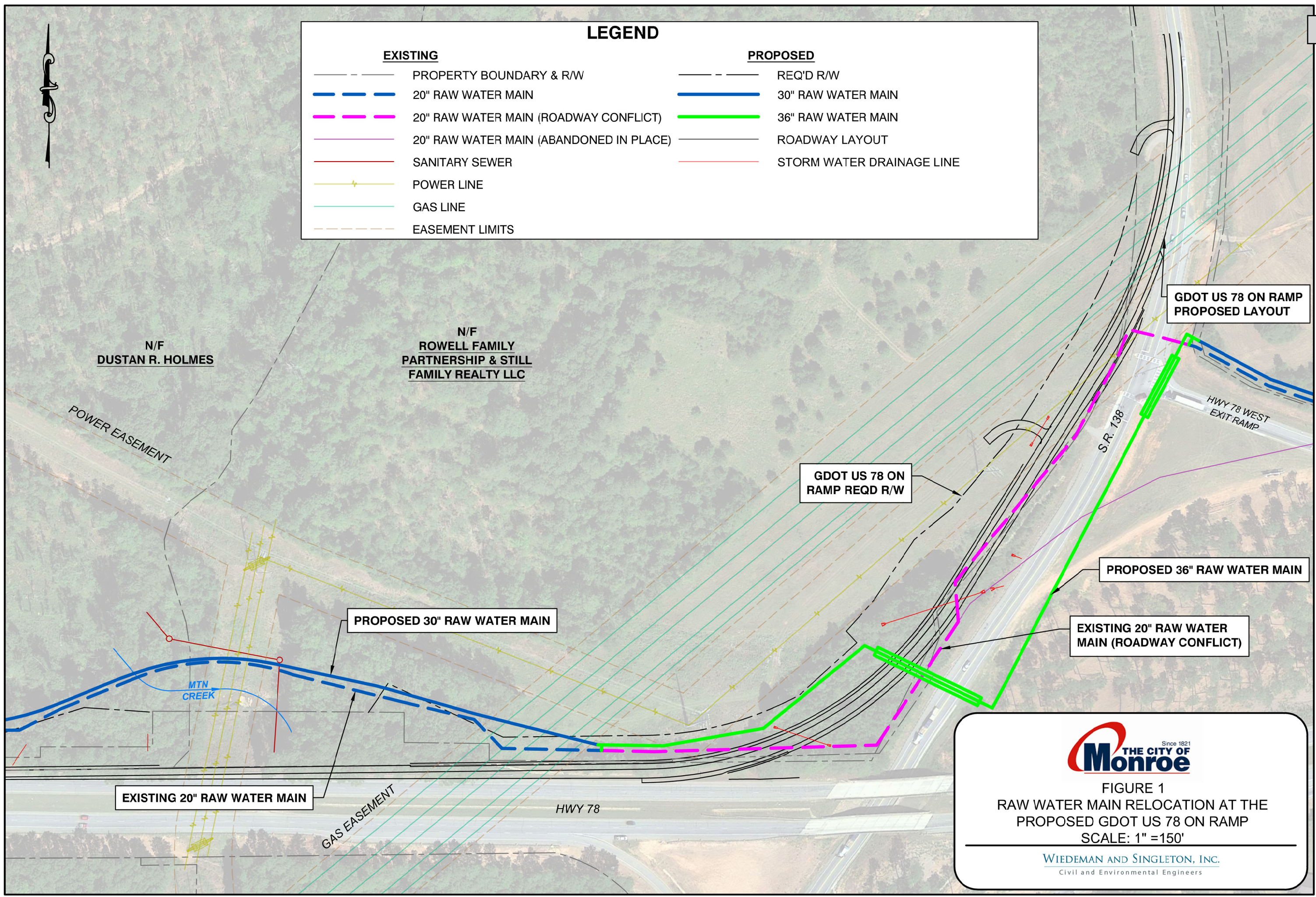
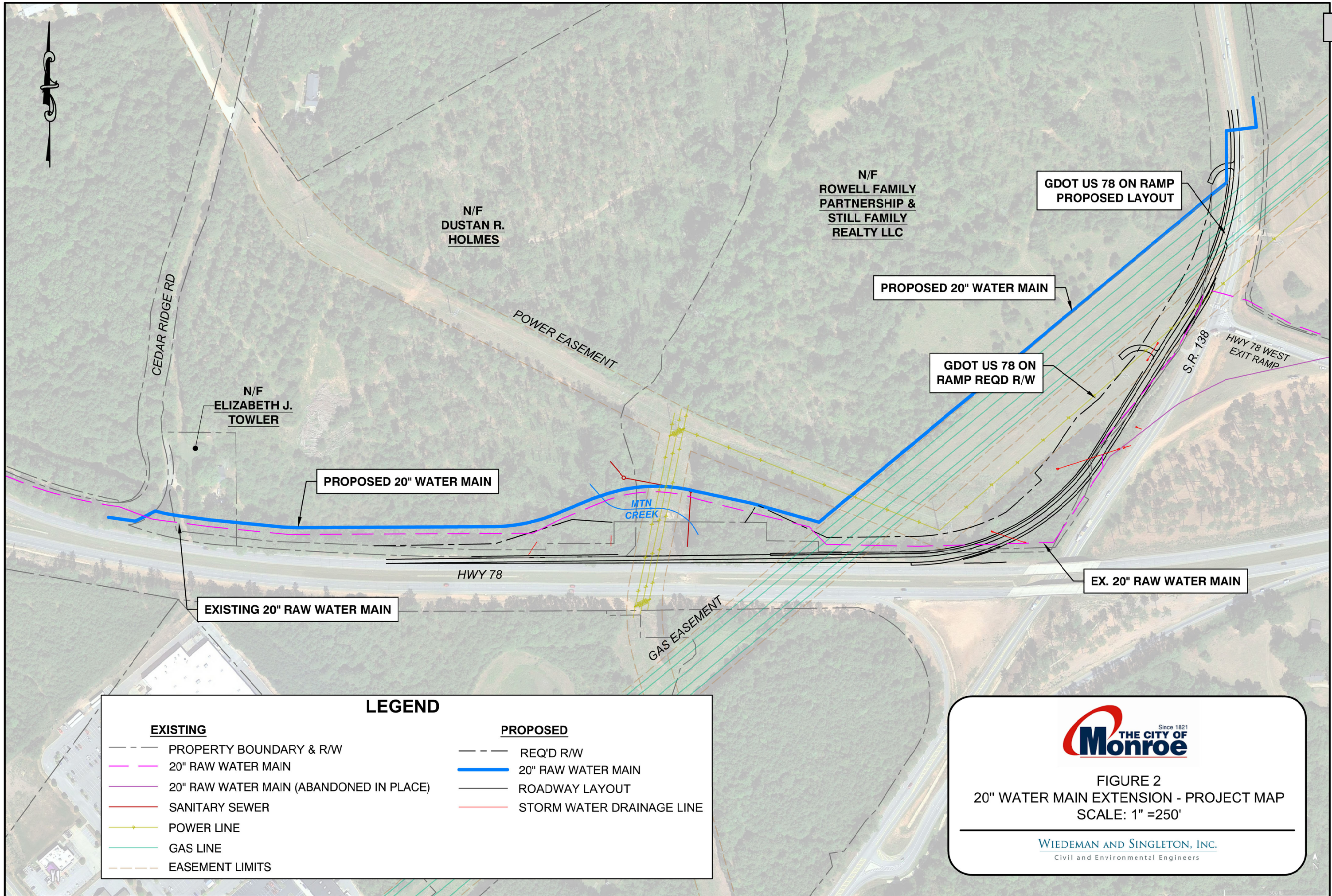



FIGURE 1  
 RAW WATER MAIN RELOCATION AT THE  
 PROPOSED GDOT US 78 ON RAMP  
 SCALE: 1" = 150'

WIEDEMAN AND SINGLETON, INC.  
 Civil and Environmental Engineers



**LEGEND**

| <u>EXISTING</u>                         | <u>PROPOSED</u>           |
|---|---------------------------|
| PROPERTY BOUNDARY & R/W                 | REQ'D R/W                 |
| 20" RAW WATER MAIN                      | 20" RAW WATER MAIN        |
| 20" RAW WATER MAIN (ABANDONED IN PLACE) | ROADWAY LAYOUT            |
| SANITARY SEWER                          | STORM WATER DRAINAGE LINE |
| POWER LINE                              |                           |
| GAS LINE                                |                           |
| EASEMENT LIMITS                         |                           |


  
**FIGURE 2**  
 20" WATER MAIN EXTENSION - PROJECT MAP  
 SCALE: 1" = 250'  


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 WIEDEMAN AND SINGLETON, INC.  
 Civil and Environmental Engineers

CEDAR RIDGE RD

N/F  
DUSTAN R.  
HOLMES

N/F  
ROWELL FAMILY  
PARTNERSHIP &  
STILL FAMILY  
REALTY LLC

N/F  
ELIZABETH J.  
TOWLER

POWER EASEMENT

PROPOSED 20" WATER MAIN

GDOT US 78 ON RAMP  
PROPOSED LAYOUT

GDOT US 78 ON  
RAMP REQD R/W

S.R. 138

HWY 78 WEST  
EXIT RAMP

PROPOSED 20" WATER MAIN

MTN  
CREEK

HWY 78

EX. 20" RAW WATER MAIN

EXISTING 20" RAW WATER MAIN

GAS EASEMENT

A detailed breakdown of our proposed services for each of these work tasks is presented herein.

### **DESIGN SERVICES (WORK TASK 001)**

#### **SUBTASK 1.01 – UPDATE DETAILED DESIGN DRAWINGS**

The current project design drawings will be updated to include the relocated 36-inch raw water main and the 20-inch finished water main extension as shown in Figures 1 and 2. W&S will prepare a 50% Final Location Review set and a 95% Plan and Profile Design Review set with Utility Adjustment Schedule (required by GDOT), a cost estimate, and a Georgia Utility Permitting System (GUPS) permit application; all subject to the review and approval of the City. Formal reviews for these design drawings will be conducted with City staff at the 50 and 95 percent completion levels (see *Subtask 1.03*).

W&S will use GDOT's PDF drawings as a background to prepare the proposed utility relocation construction drawings using AutoCAD software. These plans, and the specifications, will be prepared in accordance with standards developed by the City, requirements of GDOT, Ten State Standards, and accepted engineering practice.

Construction plans will include sedimentation and erosion control drawings suitable for acquiring a Land Disturbance Permit (LDP).

Specifications will be prepared in accordance with the Construction Standards Institute (CSI) format.

Based on the work completed to date by GDOT and the documents to be provided

to our firm by the City, additional field surveying work within GDOT's project work area doesn't appear necessary, however additional surveying and field delineation of wetlands and protected species will be necessary for any utility improvements outside of GDOT's project work area and are included in this task.

#### **SUBTASK 1.02 – ASSIST CITY WITH PERMITTING AND AGENCY REVIEWS**

W&S will assist the City with all required additional permitting and regulatory approvals. This will include such activities as; preparing GDOT and NPDES permit applications and drawings, attending meetings, and revising contract documents following agency reviews.

#### **SUBTASK 1.03 – CONDUCT PROGRESS MEETINGS AND FORMAL DESIGN REVIEW WITH CITY STAFF AT THE 50 AND 95 PERCENT COMPLETION LEVELS**

W&S will present design drawings to the City staff at the 50 and 95 percent completion levels of detailed design and discuss concerns and any review comments. Project deliverables will be forwarded to City staff at least 1 week prior to these meetings for their internal review.

#### **SUBTASK 1.04 – QA/QC REVIEW**

All deliverables will be reviewed and approved internally by senior level staff prior to their submittal to the City.

#### **Work Task 001 Deliverables**

W&S will furnish the City with the following deliverables on this phase of the project:

- ❑ Contract Plans and Specifications (50%, 95% and 100% – Bid Ready)

- ❑ Permit Applications and Submittals, including GDOT, GUPS, and NPDES permits
- ❑ Utility Adjustment Schedule and Construction Cost Estimate at 95% design completion

### **BIDDING SERVICES (WORK TASK 002)**

#### **SUBTASK 2.01 – ASSIST WITH PRE-QUALIFICATION OF CONTRACTORS AND SOLICITATION OF BIDS**

W&S will assist the City with the pre-qualification of bidders, solicitation of bids, and distribution of construction documents (PDF format) to pre-qualified bidders.

#### **SUBTASK 2.02 – RESPOND TO QUESTIONS FROM CONTRACTORS AND SUPPLIERS DURING THE BID PHASE OF THE PROJECT**

W&S will receive, log, and respond to questions from prospective bidders and suppliers during the bidding period. If a clarification of the plans and specifications is needed, all plan holders will be notified by addendum.

#### **SUBTASK 2.03 – ISSUE ADDENDA AS REQUIRED**

W&S will prepare and issue any necessary addenda. Addenda will be submitted to the City staff for approval prior to general distribution to plan holders.

#### **SUBTASK 2.04 – COORDINATE AND CONDUCT A PRE-BID MEETING**

Representatives of W&S will prepare the agenda for and conduct a pre-bid meeting with the pre-qualified bidders to help define the scope of the work to be completed.

#### **SUBTASK 2.05 – ASSIST WITH THE BID OPENING MEETING AND PROVIDE A**

#### **TABULATION OF BIDS AND RECOMMENDATION OF AWARD**

W&S will assist the City with the bid opening. All bids will be checked for accuracy and tabulated. The low bidder will be identified, and references checked. A written recommendation for contract award will be provided to the City. Validity of bonds will also be checked by W&S prior to recommending award of the contract using the Federal Register Circular 570 to verify the bonding company is properly registered in Georgia.

#### **SUBTASK 2.06 – PREPARE CONSTRUCTION READY DOCUMENTS**

After authorization from the City, W&S will prepare “Construction Ready” documents (plans and specifications) for execution by the general contractor selected for award. These updated documents will include changes issued by addenda and information submitted by the general contractor at bid time. Once executed by the general contractor, these documents will be forwarded to the City for final execution.

#### **Work Task 002 Deliverables**

W&S will furnish the City with the following deliverables on this phase of the project:

- ❑ Contractor Pre-qualification Documents
- ❑ Recommendation Letter for Pre-qualification of Contractors
- ❑ Prepare and issue Addenda (if necessary)
- ❑ Bid Tabulation
- ❑ Recommendation Letter to the City to award or reject bids
- ❑ Construction Ready Plans and Specifications

# Man-hour Planning Sheet

Client/Facility: CITY OF MONROE  
**Project Title: ADDENDUM TO 30-INCH RAW WATER MAIN ENGINEERING SERVICES**  
 Prepared by: WIEDEMAN AND SINGLETON, INC.

| Work Task Name   | DESIGN SERVICES  |                            | Name of Team or Classification |                                |        |        |        |          |             |
|--|--|----------------------------|--------------------------------|--------------------------------|--------|--------|--------|----------|-------------|
| Work Task Number   | 001  |                            |                                |                                |        |        |        |          |             |
| Notes:   | Sub-tasks  | PRIN/PM                    | SR PE                          | EIT                            |        |        |        | Total    |             |
| 1. APPROX. 1500 L.F. OF EXISTING 20" RAW WATER MAIN RELOCATION DESIGN.   | 1.01 UPDATE DETAILED DESIGN DRAWINGS                           | 24                         | 48                             | 120                            |        |        |        | 192      | \$22,020.00 |
|  | 1.02 ASSIST CITY WITH PERMITTING AND AGENCY REVIEWS            | 4                          | 40                             | 20                             |        |        |        | 64       | \$8,470.00  |
|  | 1.03 CONDUCT PROGRESS MEETINGS AND DESIGN REVIEWS @ 50%, & 95% | 8                          | 8                              | 8                              |        |        |        | 24       | \$3,340.00  |
|  | 1.04 QA/QC REVIEW  | 4                          |                                |                                |        |        |        |          | \$720.00    |
| 2. APPROX. 1500 L.F. OF PROPOSED 30" RAW WATER MAIN ROUTE RE-DESIGN.<br>3. APPROX. 4100 L.F. OF PROPOSED 20" WATER MAIN EXTENSION DESIGN.<br>4. NO GEOTECHNICAL SERVICES PROPOSED.<br>5. ENVIRONMENTAL SURVEY UPDATE INCLUDED.<br>6. SURVEYING OF 20" WATER MAIN INCLUDED.<br>7. HISTORIC/CULTURAL RESOURCES SURVEY UPDATE INCLUDED. |  |                            |                                |                                |        |        |        |          |             |
|  |  |                            |                                |                                |        |        |        |          |             |
|  |  |                            |                                |                                |        |        |        |          |             |
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|  |  |                            |                                |                                |        |        |        |          |             |
|  |  |                            |                                |                                |        |        |        |          |             |
|  |  |                            |                                |                                |        |        |        |          |             |
| <b>Deliverables</b>  | <b>Total Hours Per Team Member</b>                             | 40                         | 96                             | 148                            | 0      | 0      | 0      |          |             |
|  |  | <b>Total Planned Hours</b> |                                |                                |        |        |        | 280      |             |
|  | <b>Total Hourly Rate Per Team Member</b>                       | \$180.00                   | \$150.00                       | \$87.50                        | \$0.00 | \$0.00 | \$0.00 |          |             |
|  | <b>Total Cost Per Team Member</b>                              | \$7,200.00                 | \$14,400.00                    | \$12,950.00                    | \$0.00 | \$0.00 | \$0.00 |          |             |
|  | <b>Direct Expenses</b>   | \$18,375.00                |                                | <b>Total Package Cost</b>      |        |        |        | \$52,925 |             |
|  | Mileage, Copying, etc.   | \$500.00                   |                                |                                |        |        |        |          |             |
|  | Field Surveying by RLS (Subconsultant)                         | \$4,200.00                 |                                | Alcovy Surveying & Engineering |        |        |        |          |             |
|  | Wetlands & Protected Species Survey Update (Subconsultant)     | \$5,200.00                 |                                | Campbell Environmental, Inc.   |        |        |        |          |             |
|  | Historic/Cultural Resources Survey Update (Subconsultant)      | \$8,475.00                 |                                | Campbell Environmental, Inc.   |        |        |        |          |             |

# Man-hour Planning Sheet

Client/Facility: CITY OF MONROE  
**Project Title: ADDENDUM TO 30-INCH RAW WATER MAIN ENGINEERING SERVICES**  
 Prepared by: WIEDEMAN AND SINGLETON, INC.

| Work Task Name  | <b>BIDDING SERVICES</b>   |                                |            |            |        |        |        |       |                                    |  |
|---|---|--------------------------------|------------|------------|--------|--------|--------|-------|------------------------------------|--|
| Work Task Number  | <b>002</b>  |                                |            |            |        |        |        |       |                                    |  |
| Notes:  | Sub-tasks   | Name of Team or Classification |            |            |        |        |        | Total |                                    |  |
|   |   | PRIN/PM                        | SR PE      | EIT        |        |        |        |       |                                    |  |
|   | 2.01 ASSIST WITH PRE-QUALIFICATION OF CONTRACTORS & SOLICITATION OF BIDS                              | 4                              | 8          | 20         |        |        |        | 32    | \$3,670.00                         |  |
|   | 2.02 RESPOND TO QUESTIONS FROM CONTRACTORS & SUPPLIERS  | 4                              | 8          | 24         |        |        |        | 36    | \$4,020.00                         |  |
|   | 2.03 ISSUE ADDENDA AS REQUIRED  | 4                              | 8          | 20         |        |        |        | 32    | \$3,670.00                         |  |
|   | 2.04 COORDINATE AND CONDUCT A PRE-BID MEETING   | 4                              | 4          | 4          |        |        |        | 12    | \$1,670.00                         |  |
|   | 2.05 ASSIST WITH THE BID OPENING MEETING AND PROVIDE A TABULATION OF BIDS AND RECOMMENDATION OF AWARD | 2                              | 4          | 8          |        |        |        | 14    | \$1,660.00                         |  |
|   | 2.06 PREPARE CONSTRUCTION READY DOCUMENTS   |                                | 4          | 8          |        |        |        | 12    | \$1,300.00                         |  |
| <b>Deliverables</b>   |   |                                |            |            |        |        |        |       |                                    |  |
| 1. CONTRACTOR PRE-QUALIFICATION DOCS                          |   |                                |            |            |        |        |        |       |                                    |  |
| 2. RECOMMENDATION LETTER FOR PRE-QUALIFICATION OF CONTRACTORS |   |                                |            |            |        |        |        |       |                                    |  |
| 3. ADDENDA (IF NECESSARY)                                     |   |                                |            |            |        |        |        |       |                                    |  |
| 4. BID TABULATION   |   |                                |            |            |        |        |        |       |                                    |  |
| 5. BID RECOMMENDATION LETTER TO THE CITY                      |   |                                |            |            |        |        |        |       |                                    |  |
| 6. CONSTRUCTION READY PLANS AND SPECIFICATIONS                |   |                                |            |            |        |        |        |       |                                    |  |
|   | <b>Total Hours Per Team Member</b>  | 18                             | 36         | 84         | 0      | 0      | 0      |       |                                    |  |
|   | <b>Total Planned Hours</b>  |                                |            |            |        |        |        |       | 138                                |  |
|   | <b>Total Hourly Rate Per Team Member</b>  | \$180.00                       | \$150.00   | \$87.50    |        | \$0.00 | \$0.00 |       |                                    |  |
|   | <b>Total Cost Per Team Member</b>   | \$3,240.00                     | \$5,400.00 | \$7,350.00 | \$0.00 | \$0.00 | \$0.00 |       |                                    |  |
|   | <b>Direct Expenses</b>  | \$600.00                       |            |            |        |        |        |       | <b>Total Package Cost</b> \$16,590 |  |
|   | Mileage   | \$100.00                       |            |            |        |        |        |       |                                    |  |
|   | Copies, Construction Ready Documents, etc.  | \$500.00                       |            |            |        |        |        |       |                                    |  |



# ALCOVY

SURVEYING & ENGINEERING, INC.

9/8/2020  
Matt Henderson  
Wiedeman & Singleton, Inc.  
3091 Governors Lake Drive  
Suite 430  
Norcross, GA 30071

**RE: Proposal for Surveying Services – 20” Water Main Extension, Monroe, Ga.**

Mr. Henderson:

We appreciate the opportunity to provide you with a proposal for surveying services for the above referenced project. For the purpose of this contract the CLIENT is Wiedeman & Singleton, Inc. and the CONSULTANT is Alcovy Surveying & Engineering, Inc.

Per your request the following is a cost estimate for surveying services on the referenced project:

40 foot wide Strip Topo along the route of a proposed 20 inch water main as shown in figure 1 attached. Topo to show driveways, property owners, property lines, rights of way and easement lines, edge of pavement, fences, ditches, creeks, storm drains, visible utilities and spot elevations for high and low points. Deliverable will be a cad file in .dwg format, points file and tin file of topo. Cost for service - \$4,200.00.

Any services performed in addition to those listed in the estimate above will be billed separately at \$150.00 per hour.

We will be able to start the surveying work within 4 weeks of receiving the returned authorization to proceed. However, it is understood that we shall not be held liable or responsible if we are prevented from performing our services in a timely manner due to any cause or causes beyond our control and not due to our own fault or negligence.

Note: Direct expenses will be billed to CLIENT at cost (i.e. shipping/ mailing, courier charges and any additional printing).

Any legal fees associated with the collection of non-paid invoices shall be paid by the CLIENT. A 1 ½ percent per month additional charge will be assessed to any unpaid balances. CLIENT agrees that CONSULTANT shall not be held liable for any amount exceeding the amount of fees in this proposal.

If you wish to authorize our firm to proceed, please execute in the space provided and return one copy to our office. This contract will then become a binding agreement between the CLIENT and the CONSULTANT, and can be modified only by written amendment agreed to and executed by both parties.

Sincerely,

Ronald C. Smith, RLS

\_\_\_\_\_  
Authorization to proceed /Title

\_\_\_\_\_  
Date





September 15, 2020

Mr. Peter Johns, P.E.  
Wiedeman and Singleton, Inc.  
3091 Governors Lake Drive, Suite 430  
Norcross, Georgia 30071  
pjj@wiedeman.com

Subject: Revised Proposal, Environmental Services, City of Monroe Raw Water Main  
City of Monroe, Walton County, Georgia

Dear Mr. Johns:

I am pleased to submit this revised proposal for environmental services for the City of Monroe Raw Water Main, in the City of Monroe, Walton County, Georgia. The project area has shifted as a result of proposed improvements along U.S. 78 and S.R. 138 by the Georgia Department of Transportation (GDOT). The revised alignment requires updates to the earlier environmental surveys. Listed below are the background information, scope of services, compensation and terms of payment, schedule and authorization.

**Background Information**

Waters of the United States include wetlands and streams and are under the jurisdiction of the U.S. Army Corps of Engineers (USACE). Adverse impacts to waters of the United States require authorization from the USACE and were authorized by Nationwide Permit (NWP) 12, *Utility Line Activities*, in 2008. The NWP authorization has expired and proposed impacts must be authorized by the current NWP.

State waters generally correspond to waters of the United States. Activities within the buffers of designated state waters may be regulated by the Georgia Department of Natural Resources, Environmental Protection Division (EPD). The Local Issuing Authority (LIA) for EPD makes the state waters determination. In 2008, the project did not require a stream buffer variance. If project impacts require a stream buffer variance application, I can provide you with a proposal for those services.

Activities authorized by NWP must comply with the National Historic Preservation Act (NHPA). R.S. Webb & Associates (RSWA) has provided the enclosed proposal that will update the Phase I Cultural Resources Survey prepared by TRC in 2002. A summary of RSWA costs are in this proposal.

## Scope of Services

Campbell Environmental, Inc. (CEI) will provide the following services:

Site Review/Delineation of Waters of the United States and Protected Species Survey: The revised project area will be reviewed to document existing conditions, waters of the United States/state waters and habitat for protected species using the current guidance. An updated report will be provided.

NWP Authorization: If required, a PCN will be submitted to the USACE. If project impacts do not require the submittal of a PCN to the USACE prior to NWP authorization, a notification form may be required and will be submitted to EPD prior to starting work in waters of the United States.

Verification: The USACE and/or EPD may request a site visit to verify their jurisdiction. I will meet the USACE and/or EPD representative on site to verify waters of the United States and/or State waters, if requested.

Historic/Cultural Resources: The attached proposal by RSWA addresses requirements of a Phase I cultural resources survey under the NHPA.

## Compensation and Terms of Payment

I propose a budget (not to exceed) for the following services:

Campbell Environmental, Inc.

Delineation, Waters of the United States/State Waters, Protected Species  
Services-to-date, Field Work July-August 2020 (not billed, yet) \$1,000

Revised Alignment: Site Review/Updated Report  
Preparation/Submittal of PCN or EPD Notification Form \$3,200  
Meetings, Agency Verification \$1,000 (upon request)

Historic/Cultural Resources (RSWA--proposal enclosed)

Task 1-Literature and Records Search  
Task 2-Phase I Archeological Field Survey  
Task 3-Historic Structures and Viewshed Survey  
Task 4-Phase II Archeological Site Evaluations (not included)  
Task 5-Data Analysis and Curation  
Task 6-Compliance Reporting  
Task 7-Additional Services (not included)

TOTAL RSWA \$8,475 (not to exceed)

Note: Budget includes institutional fees for shipment and permanent curation of one box of project artifacts/documentation (\$350). If the project produces more than one box of project materials, additional boxes will be charged at \$350/box.

**Schedule**

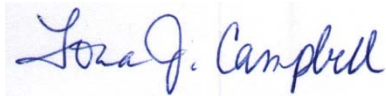
The CEI site review and report will be completed within 2 to 3 weeks of receiving the notice to proceed. If required, the PCN or Notification Form will be complete for submittal within 2 weeks of receiving the required information from you. Generally, the USACE has 45 days from receipt of a complete PCN to authorize or deny the project.

RSWA will initiate the Phase I cultural resources survey (Tasks 1, 2, 3, 5, and 6) within 10 working days of the notice to proceed. The draft Phase I cultural resources survey report will be submitted within approximately 35 working days after notice-to-proceed. Preparation and submission of the final report is dependent on the schedules of the review agencies.

**Authorization**

To authorize me to proceed with this work, please sign in the space provided below and return a signed copy to my office. I appreciate the opportunity to provide you with this proposal.

Sincerely,



Lorna J. Campbell  
President

Enclosure

**AUTHORIZATION**

Name:

Title:

Signature/Date:

# R.S. Webb & Associates

*Cultural Resource Management Consultants*  
2800 Holly Springs Parkway, Suite 200 • P.O. Drawer 1319  
Holly Springs, Georgia 30142  
Phone: 770-345-0706 • Fax: 770-345-0707

September 14, 2020

Ms. Lorna J. Campbell, PWS  
Campbell Environmental, Inc.  
2328 Sanford Road  
Decatur, Georgia 30033

**Subject: Proposal - Phase I Cultural Resources Survey  
Monroe Raw Water Main Corridor Relocation Project  
City of Monroe, Walton County, Georgia  
R.S. Webb & Associates No. 20-303-016p**

Dear Ms. Campbell:

### BACKGROUND

R.S. Webb & Associates (RSWA) is pleased to submit this cost and technical proposal to Campbell Environmental, Inc. (CEI) for a Phase I cultural resources survey of the proposed Monroe raw water main corridor relocation project in Monroe, Walton County, Georgia. The project corridor will be approximately 1,189 meters (m) (3,900 linear feet) in length and approximately 15 m (50 feet) wide. RSWA will also conduct a literature review update for portions of the water line corridor that were surveyed in 2002 by TRC. For this proposal, a cultural resource is defined as a site or feature created by human activity more than 50 years ago (e.g., old houses, historic cemeteries, archeological sites, Civil War earthworks, etc.).

It is our understanding that this project will require Clean Water Act permitting through the U.S. Army Corps of Engineers. For this reason, this project requires compliance with the National Historic Preservation Act (NHPA). The Scope of Services that follows is designed to address the requirements of a Phase I cultural resources survey under the NHPA.

### SCOPE OF SERVICES

**Task 1 - Literature and Records Search:** Under Task 1, it will be determined if previously recorded cultural resources are located within or adjacent to the current project corridor. At the same time, an updated review for the 2002 TRC survey corridor will be conducted to determine if cultural resources have been recorded along that corridor since 2002. Documents and files to be reviewed include the National Register of Historic Places (NRHP), the Georgia Archeological Site File (GASF), Walton County historic structures survey files, compliance and research reports, historic maps and early aerial photographs. The literature and records search will be conducted online or at the appropriate state repositories for cultural resources information in Stockbridge, Morrow, and Athens, Georgia. As needed, information may be gathered from other repositories. The GASF charges a \$330 fee to access the archeological site files.

**Task 2 - Phase I Archeological Field Survey:** The survey crew will systematically walk the project corridor and inspect exposed areas such as clearings, trails, tree falls, and eroding banks. Shovel tests will be excavated along the study corridor to monitor soil conditions and search for archeological deposits. Shovel testing will involve the hand excavation of 30-by-30-centimeter (cm) units. Soils will be screened through 0.64-cm hardware cloth and the retained materials inspected for artifacts. Each shovel test will be taken to sterile subsoil/substrate, and the profile cleaned and examined. Representative soil colors, textures and depths of deposit will be recorded.

Survey shovel tests will be excavated at 30-m intervals along the centerline of the survey corridor; shovel test intervals may be reduced to accommodate small areas well suited for human occupation. Saturated wetlands/open water will be avoided. Severely disturbed areas will be checked to confirm disturbance or avoided. The project corridor will be selectively photographed to document current conditions.

**Site Treatment and Definition:** A “site” is defined as the occurrence of structural remains/components and/or three or more artifacts within a related or reasonably intact context. These materials must be at least 50 years old to qualify as “archeological.” The maximum distance between artifacts from the same site depends on the physical setting, type of site, and kinds of disturbances present. Typically, artifacts found within 30 m of each other are considered to be from the same archeological site. The recovery of one or two artifacts from a defined landform will be classified as an “isolated find.”

Sites will be recorded in terms of site-specific characteristics and surrounding environmental factors. All identified sites will be photographed, sketched and located on a project map. Site artifacts will be bagged and identified by project/site number, surveyor, and date. Recent discard and brick, wood, and assembled stone artifacts will be noted, but not collected.

Upon discovering a site through subsurface testing, horizontal and vertical controls will be established by conducting shovel tests along the corridor at 15 to 30-m intervals, depending on site size. Shovel tests will be conducted within the study corridor until site boundaries are established, with at least two consecutive sterile tests constituting the basis for close-grid test termination. No shovel testing will be conducted beyond the project corridor limits. If a site is detected through surface inspection, site limits will be determined by a combination of the surface distribution of artifacts and grid shovel testing. If extensive exposed areas are present, artifacts will be collected in quadrants; otherwise, surface collections will be combined. Each site will be photographed.

If sites are present, data needed to complete state archeological site forms and prepare site narratives will be recorded in the site attributes book. Attributes to be recorded include vegetation, pedology, water sources, and topographic setting. Site characteristics, such as size, shape, deposition, artifact density, temporal/cultural affiliation, function, and previous disturbances, will be noted as data are available. This information will be used to assess each site’s NRHP eligibility status (i.e., “ineligible,” “unknown at Phase I level,” “unknown at Phase I level, but no adverse effect,” or “eligible”). Criteria in 36 CFR Part 60, and guidance under 36 CFR Part 800, will be the basis for assessing significance and potential project effect.

**Task 3 - Historic Structures and Viewshed Survey:** Task 3 will be performed to determine if historic (i.e., more than 50 years old) structures are located within or adjacent to the project corridor. Under the NHPA, the project corridor and immediate surrounding area [the Area of Potential Effects (APE)] must be visited to confirm the presence/absence of historic resources, and to estimate style, condition, and age of any historic resources detected. Opinions (i.e., ineligible, potentially eligible, none present) regarding the NRHP eligibility status of any detected historic resources will be formulated. Each historic resource will be photographed and plotted on the project map. The project viewshed will also be photo-documented. The findings will be included in the cultural resources survey report.

**Task 4 - Phase II Archeological Site Evaluations (Optional/If Needed):** If Phase II archeological site evaluations are required (i.e., fieldwork, laboratory analysis and reporting), the effort will be managed and carried out under Task 4. It will not be known if any archeological sites will require evaluation until Task 2 is complete. For this reason, no technical procedures or cost estimates are presented.

**Task 5 - Data Analysis and Curation Arrangements:** Data analysis will include the processing and identification of artifacts, tabulation of artifact data, the transcription of field data to graphic media, and the preparation of Georgia archeological site forms. Recovered artifacts and project documentation will be prepared for curation under Task 5. For this proposal, RSWA assumes that one box (1.0 cubic foot/box) of project artifacts and documentation will be produced. The fee for delivery and curation of artifacts at the Riverbend Research Laboratory (RRL) is estimated at \$350 per box. The cost of curating one box of artifacts and/or documentation is included in the current project budget. If the survey yields more than one box of project materials, then additional boxes will be charged at \$350 each.

**Task 6 - Compliance Reporting:** A NHPA compliance-level draft report, discussing methodology, environmental and cultural contexts, literature search/field survey results and resource management recommendations, will be prepared and submitted to CEI for review and dissemination. The report will follow federal and state reporting guidelines. Only at your request will RSWA submit the draft report to the appropriate state and federal review agencies. Response to regulatory review comments will be addressed and a final report will be produced under this task.

**Task 7 - Additional Services (Optional/If Needed):** RSWA personnel will provide additional services as authorized by CEI or its representatives. "Additional services" include, but may not be limited to, survey of additional areas, meetings at regulatory offices, and preparation of draft regulatory documents. It is not possible at this time to determine if this task will be required, so no cost estimate is provided.

### DELIVERABLES

The deliverables for the project include:

- One box of project artifacts and/or documentation, ready for delivery to the RRL for permanent curation (Task 5);
- PDFs of draft and final versions of the Phase I cultural resources survey report (hard copies available upon request) (Task 6); and
- Additional services by RSWA, as requested by CEI (Task 7).

### SCHEDULE

RSWA will initiate the Phase I cultural resources survey (Tasks 1, 2, 3, 5, and 6) within 10 working days after our receipt of your written authorization to proceed. The draft Phase I cultural resources survey report will be submitted to CEI within approximately 35 working days after notice-to-proceed. It is not known if Task 4 (Archeological Site Evaluations) or Task 7 (Additional Services) will be needed; therefore, these tasks are not included in the schedule. Preparation and submission of the final report depends on the schedules of the review agencies.

### COST

The cost for the Phase I cultural resources survey (Tasks 1, 2, 3, 5, and 6) will not exceed \$8,475. CEI will only be billed for work conducted up to the not-to-exceed amounts. Our budget is based on the Principal Investigator's knowledge of cultural resource density and distribution in the study region, the length of the project corridor and depths of deposits that will require sampling. Our cost includes the labor, overhead and expenses (i.e., travel expenses, field supplies, laboratory materials and reporting supplies) required to complete Tasks 1, 2, 3, 5, and 6. RSWA's budget also includes RRL's institutional fees for shipment and permanent curation of one box of project artifacts/documentation (\$350). If the project produces more than one box of project materials, then additional boxes will be charged at \$350/box. No costs can be projected for any additional Task 4 services or for any Task 7 efforts at this time.

**PROJECT MANAGEMENT AND PERSONNEL**

Mr. Steve Webb, President/Senior Principal Archeologist with RSWA, will serve as Principal Investigator and provide overall project management. Staff members will be selected as needed to conduct the various project tasks.

**PAYMENT**

CEI will be invoiced on a monthly basis for the duration of the project. Payment for services in the specified amounts should be made to R.S. Webb & Associates. Our invoices are payable within 30 days.

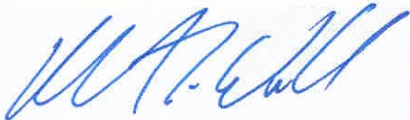
**PROJECT AUTHORIZATION**

If the terms in our proposal are acceptable, please sign in the space provided below and return one original to us. If you wish to begin the project immediately, you may email a complete copy of the signed proposal to Mr. Steve Webb at [rswbb.rswa@gmail.com](mailto:rswbb.rswa@gmail.com).

**CLOSING COMMENTS**

Ms. Campbell, we appreciate the opportunity to provide Campbell Environmental with this proposal and look forward to working with you on this project. If you have any questions concerning our proposal, please contact me at 770-345-0706.

Sincerely,  
R.S. WEBB & ASSOCIATES



Robert S. (Steve) Webb  
President and Senior Principal Archeologist

ACCEPTED AND AGREED TO:

FIRM: (Print Name) \_\_\_\_\_

BY: (Print Name) \_\_\_\_\_

AS ITS: (Print Title) \_\_\_\_\_

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

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



**To:** Mayor, City council  
**From:** Rodney Middlebrooks, Director of Water, Sewer & Gas  
**Department:** Water  
**Date:** 11/02/2020  
**Subject:** Purchase water material for Monroe-Loganville main

**Budget Account/Project Name:** Enter Account Here

**Funding Source:** Enter Funding Source

**Budget Allocation:** \$0.00

**Budget Available:** \$0.00

**Requested Expense:** \$33,245.48

**Company of Purchase:** Consolidated Pipe & Supply

**Description:**

Material needed for completion of the Monroe-Loganville water main @ Trident Trail

**Background:**

Purchase of material to complete the last 600' of 16" C95 water main to Loganville. The City of Loganville has agreed to install the additional material.

**Attachment(s):**

- Quote - Consolidated Pipe Supply
- Quote - Ferguson Water Works
- WCWD Transition Plan





**Consolidated Pipe & Supply, Inc.**  
**10887 Old Atlanta Hwy**  
**Covington, Ga 30014**  
**Phone (678)342-7666**  
**Fax (678)342-9666**

**Customer:** City Of Monroe  
**Job Name:** Twin Lakes BPS Connection Improvements  
**Location:** Loganville, Ga  
**Bid Date:** 10/29/2020

| <u>Item#</u>   | <u>Quantity</u> | <u>Description</u>                         | <u>Unit Price</u> | <u>Extension</u>    |
|--|-----------------|--|-------------------|---------------------|
| <u>* Water Main Material *</u>                                     |                 |  |                   |                     |
| <b>* 24" Steel Casing &amp; Acc for Open Cut @ Trident Trail *</b> |                 |  |                   |                     |
| 40   | 24"             | .250 W.T. Steel Casing Pipe                | \$ 59.88          | \$ 2,395.20         |
| 2  | 16"             | PVC Bell Harness Restraint                 | \$ 379.00         | \$ 758.00           |
| 5  | 16"x 24"        | SS Casing Spacer                           | \$ 80.00          | \$ 400.00           |
| 2  | 16"x 24"        | Casing End Seal                            | \$ 67.00          | \$ 134.00           |
| <b>Subtotal</b>  |                 |  |                   | <b>\$ 3,687.20</b>  |
| <b>* Pipe &amp; Fittings *</b>                                     |                 |  |                   |                     |
| 620  | 16"             | C-900 DR18/PC235 PVC Pipe                  | \$ 31.00          | \$ 19,220.00        |
| 20   | 10"             | C-900 DR18/PC235 PVC Pipe                  | \$ 14.22          | \$ 284.40           |
| 20   | 8"              | C-900 DR18/PC235 PVC Pipe                  | \$ 9.47           | \$ 189.40           |
| 1  | 2"x 1,000'      | "Blue" Detector Tape for Water             | \$ 22.00          | \$ 22.00            |
| 1000   | 12GA            | "Blue" Tracer Wire for Water ( 500' Roll ) | \$ 0.12           | \$ 120.00           |
| 4  | 16"             | MJ 45 Bend C153 CL TC (Imp)                | \$ 268.00         | \$ 1,072.00         |
| 1  | 16"x 10"        | MJ Tee C153 CL TC (Imp)                    | \$ 461.00         | \$ 461.00           |
| 1  | 16"x 8"         | MJ Tee C153 CL TC (Imp)                    | \$ 348.00         | \$ 348.00           |
| 1  | 8"x 8"          | MJ Tee C153 CL TC (Imp)                    | \$ 123.00         | \$ 123.00           |
| 1  | 10"x 12"        | MJ Solid Sleeve C153 CL TC (Imp)           | \$ 97.00          | \$ 97.00            |
| 2  | 8"x 12"         | MJ Solid Sleeve C153 CL TC (Imp)           | \$ 84.00          | \$ 168.00           |
| 12   | 16"             | EZ Grip MJ Restraint Gland for PVC (Imp)   | \$ 144.00         | \$ 1,728.00         |
| 12   | 16"             | MJ Regular Accessory Pack Less Gland (Imp) | \$ 28.00          | \$ 336.00           |
| 4  | 10"             | EZ Grip MJ Restraint Gland for PVC (Imp)   | \$ 64.00          | \$ 256.00           |
| 4  | 10"             | MJ Regular Accessory Pack Less Gland (Imp) | \$ 18.00          | \$ 72.00            |
| 8  | 8"              | EZ Grip MJ Restraint Gland for PVC (Imp)   | \$ 35.00          | \$ 280.00           |
| 8  | 8"              | MJ Regular Accessory Pack Less Gland (Imp) | \$ 15.00          | \$ 120.00           |
| <b>Subtotal</b>  |                 |  |                   | <b>\$ 24,896.80</b> |

**Consolidated Pipe & Supply, Inc.**

Customer: City Of Monroe  
 Job Name: Twin Lakes BPS Connection Improvements  
 Location: Loganville, Ga  
 Bid Date: 10/29/2020

| <u>Item#</u>  | <u>Quantity</u> | <u>Description</u>                                 | <u>Unit Price</u> | <u>Extension</u>    |
|---|-----------------|--|-------------------|---------------------|
| <b>* Water Main Material - Continued *</b>                      |                 |  |                   |                     |
| <b>* 8" MJ Gate Valve Assembly *</b>                            |                 |  |                   |                     |
|   | 1               | 8" MU A-2361 MJ x MJ Gate Valve OL                 | \$ 740.00         | \$ 740.00           |
|   | 2               | 8" EZ Grip MJ Restraint Gland for PVC (Imp)        | \$ 35.00          | \$ 70.00            |
|   | 2               | 8" MJ Regular Accessory Pack Less Gland (Imp)      | \$ 15.00          | \$ 30.00            |
|   | 1               | 562S 27"-37" CI Screw Type Valve Box "Water" (Imp) | \$ 46.00          | \$ 46.00            |
|   | 1               | Concrete Valve Box Pad/Collar 24" Rd x 4" Thick    | \$ 15.00          | \$ 15.00            |
|   | 1               | Concrete Valve Marker 4" Sq x 4'-0" Tall           | \$ 15.00          | \$ 15.00            |
|   |                 |  | <b>Subtotal</b>   | <b>\$ 916.00</b>    |
| <b>* Line Termination Assembly *</b>                            |                 |  |                   |                     |
| <b>* 16" Butterfly Valve Assembly *</b>                         |                 |  |                   |                     |
| <b>( If CL250 Butterfly Valve is Required use \$2,800 ea )</b>  |                 |  |                   |                     |
|   | 1               | 16" CL150 MJ Butterfly Valve OL                    | \$ 2,056.00       | \$ 2,056.00         |
|   | 1               | 16" EZ Grip MJ Restraint Gland for DIP (Imp)       | \$ 109.00         | \$ 109.00           |
|   | 1               | 16" EZ Grip MJ Restraint Gland for PVC (Imp)       | \$ 144.00         | \$ 144.00           |
|   | 2               | 16" MJ Regular Accessory Pack Less Gland (Imp)     | \$ 28.00          | \$ 56.00            |
| <b>* Pipe, Cap &amp; Material to Rod Cap to Thrust Collar *</b> |                 |  |                   |                     |
|   | 18              | 16" PC350 TJ CL AC DIP                             | \$ 53.36          | \$ 960.48           |
|   | 1               | 16" MJ Cap C153 CL TC (Imp)                        | \$ 135.00         | \$ 135.00           |
|   | 2               | 16" EZ Grip MJ Restraint Gland for DIP (Imp)       | \$ 109.00         | \$ 218.00           |
|   | 1               | 16" MJ Regular Accessory Pack Less Gland (Imp)     | \$ 28.00          | \$ 28.00            |
|   | 20              | 3/4" All Thread Rod                                | \$ 1.75           | \$ 35.00            |
|   | 4               | 3/4" Flat Steel Washer                             | \$ 0.40           | \$ 1.60             |
|   | 4               | 3/4" Heavy Hex Nut                                 | \$ 0.60           | \$ 2.40             |
|   |                 |  | <b>Subtotal</b>   | <b>\$ 3,745.48</b>  |
| <b>Bid Total</b>  |                 |  |                   | <b>\$ 33,245.48</b> |

**Consolidated Pipe & Supply, Inc.**

**Customer:** City Of Monroe  
**Job Name:** Dewey Hogan Road Water Extension  
**Location:** Monroe, Ga  
**Bid Date:** 4/27/2020

| <u>Item#</u> | <u>Quantity</u> | <u>Description</u> | <u>Unit Price</u> | <u>Extension</u> |
|--------------|-----------------|--------------------|-------------------|------------------|
|--------------|-----------------|--------------------|-------------------|------------------|

**\*\*\* Bid Terms & Conditions \*\*\***

This quotation is our interpretation of the plans & specs provided. However, this list of material is in no way guaranteed & unit prices will govern throughout. Material warranties are those offered by the material manufacturers only, no other warranties are offered or implied. All sales are subject to credit approval & to the terms & conditions of Consolidated Pipe & Supply, Inc. Material returns are subject to prior approval, restocking fees & freight as applicable.

- 1) Prices are firm for 30 days from the bid date.
- 2) FOB: Job site.
- 3) Payment Terms: Net 30 days.

|  |  |
|--|--|
| Deliver To:<br>From: <b>Bob Mcwhorter</b><br>Comments: | <div style="border: 1px solid black; padding: 5px; width: 40px; margin: 0 auto;">117</div> |
|--|--|

FEL-GEORGIA WATERWORKS #554  
 Price Quotation  
 Phone: 770-248-9037  
 Fax: 770-840-9867

**Bid No:** B506060  
**Bid Date:** 10/30/20  
**Quoted By:** BM

**Cust Phone:** 770-267-3429  
**Terms:** NET 10TH PROX

**Customer:** MONROE UTILITIES NETWORK  
 CITY OF MONROE  
 PO BOX 1249  
 ATTN: ACCTS PAYABLES  
 MONROE, GA 30655

**Ship To:** MONROE UTILITIES NETWORK  
 CITY OF MONROE  
 PO BOX 1249  
 ATTN: ACCTS PAYABLES  
 MONROE, GA 30655

**Cust PO#:** MONROE GA

**Job Name:** US HWY 78/SR10

| Item          | Description                         | Quantity | Net Price | UM | Total    | Cust-Cd |
|---------------|-------------------------------------|----------|-----------|----|----------|---------|
| DR18BP16      | 16 C900 DR18 CL235 PVC GJ BLUE PIPE | 620      | 33.060    | FT | 20497.20 |         |
| AFT350P16     | 16 CL350 CL DI FASTITE PIPE         | 60       | 49.600    | FT | 2976.00  |         |
| AFT350P10     | 10 CL350 CL DI FASTITE PIPE         | 20       | 23.840    | FT | 476.80   | W1002   |
| AFT350PX      | 8 CL350 CL DI FASTITE PIPE          | 20       | 20.090    | FT | 401.80   | W1005   |
| MJ4LA16       | 16 MJ C153 45 BEND L/A              | 4        | 280.490   | EA | 1121.96  |         |
| M45000116LAOL | 16 MJ OL BFV L/A                    | 1        | 2176.470  | EA | 2176.47  |         |
| MJSP16        | 16 MJ C153 SLD PLUG                 | 1        | 201.830   | EA | 201.83   |         |
| MJTLA16X      | 16X8 MJ C153 TEE L/A                | 1        | 364.320   | EA | 364.32   |         |
| MJTLA1610     | 16X10 MJ C153 TEE L/A               | 1        | 482.310   | EA | 482.31   |         |
| MJTLAX        | 8 MJ C153 TEE L/A                   | 1        | 120.750   | EA | 120.75   | W0213   |
| MJLSLAX       | 8X12 MJ C153 LONG SLV L/A           | 1        | 82.110    | EA | 82.11    | W0192   |
| MJTLA10       | 10 MJ C153 TEE L/A                  | 1        | 172.500   | EA | 172.50   | W0214   |
| MJLSLA10      | 10X12 MJ C153 LONG SLV L/A          | 1        | 97.980    | EA | 97.98    | W0193   |
| AFC2508MMLAOL | 8 DI MJ RW OL GATE VLV L/A          | 1        | 767.120   | EA | 767.12   | W0184   |
| AFC2510MMLAOL | 10 DI MJ RW OL GATE VLV L/A         | 1        | 1195.830  | EA | 1195.83  | W0186   |
| PSVB562SW     | 2PC SCRW 16T/24B COMP CI VLV BX WTR | 2        | 55.000    | EA | 110.00   | W0241   |
| GWU1001       | 24X24 CNCRT VLV PAD                 | 2        | 16.620    | EA | 33.24    |         |
| CPVM          | 4 STD CNCRT VLV MRKR                | 2        | 15.750    | EA | 31.50    |         |
| DSCP25024FT   | 24 X .250 STL CASING PIPE           | 40       | 56.000    | FT | 2240.00  |         |
| SP-CSSS16X24  | 16X24 SS CASING SPACER              | 5        | 68.000    | EA | 340.00   |         |
| PMCES1624     | 16X24 MODEL C END SEAL              | 2        | 55.000    | EA | 110.00   |         |
| AAFGRGSKT16   | 16 AMARILLO GSKT W/ STICKER F/ BELL | 2        | 365.340   | EA | 730.68   |         |
| SSLDEP16      | 16 DI MJ WDG REST GLND PK *ONELOK   | 2        | 143.090   | EA | 286.18   |         |
| SSLCEP16      | 16 PVC WDG REST GLND PK *ONELOK     | 11       | 181.160   | EA | 1992.76  |         |
| SSLDEP10      | 10 DI MJ WDG REST GLND PK *ONELOK   | 8        | 59.330    | EA | 474.64   |         |
| SSLDEP10      | 10 DI MJ WDG REST GLND PK *ONELOK   | 8        | 59.330    | EA | 474.64   |         |

**Net Total:** \$37958.62  
**Tax:** \$0.00  
**Freight:** \$0.00  
**Total:** \$37958.62

**HOW ARE WE DOING? WE WANT YOUR FEEDBACK!**

Scan the QR code or use the link below to complete a survey about your bids:



<https://survey.medallia.com/?bidsorder&fc=554&on=27838>

Fax: 770-840-9867

16:27:40 OCT 30 2020

**Reference No:** B506060

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

CONTACT YOUR SALES REPRESENTATIVE IMMEDIATELY FOR ASSISTANCE WITH DBE/MBE/WBE/SMALL BUSINESS REQUIREMENTS.

Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at <https://www.ferguson.com/content/website-info/terms-of-sale>  
Govt Buyers: All items are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with \*NP in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.



**HOW ARE WE DOING? WE WANT YOUR FEEDBACK!**

Scan the QR code or use the link below to  
complete a survey about your bids:

<https://survey.medallia.com/?bidsorder&fc=554&on=27838>



**FIRE**  
**DEPARTMENT**  
**CITY COUNCIL**  
**MONTHLY MEETING**

**September 2020**

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# City of Monroe Fire Dept

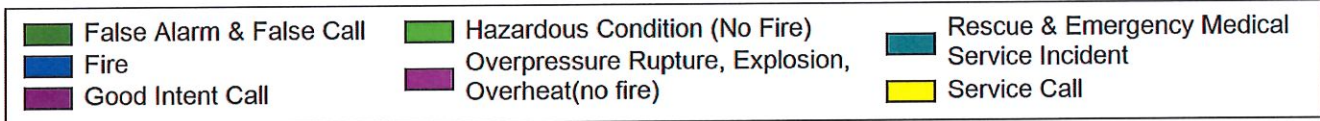
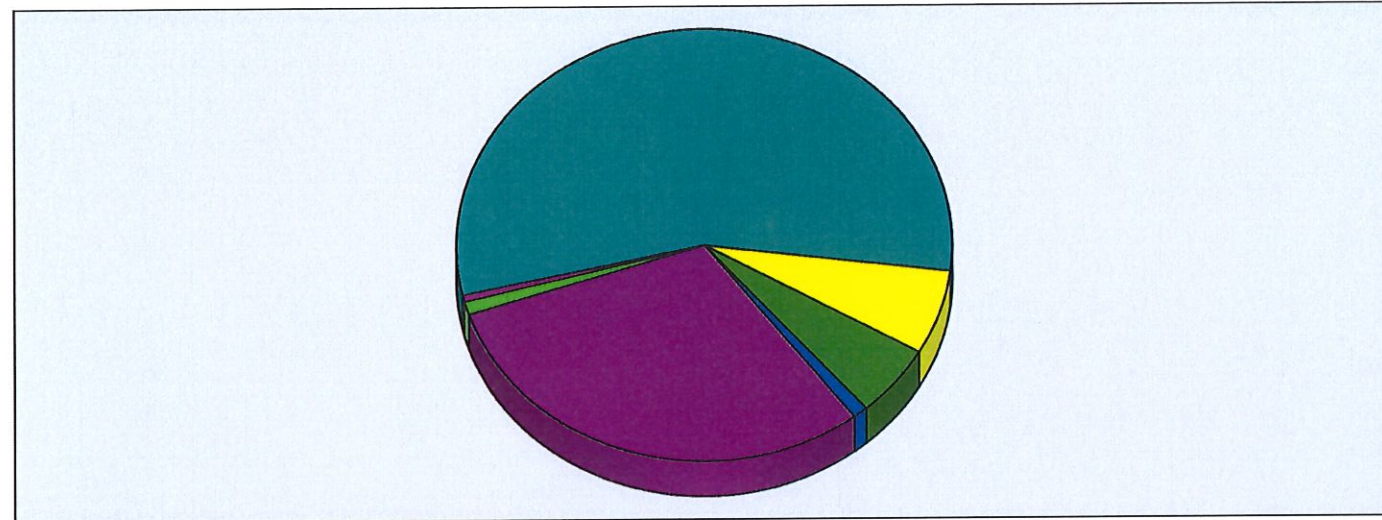
Monroe, GA

This report was generated on 10/28/2020 5:47:54 PM



## Major Incident Types by Month for Date Range

Start Date: 09/01/2020 | End Date: 09/30/2020



| INCIDENT TYPE                                      | SEP        | TOTAL      |
|--|------------|------------|
| False Alarm & False Call                           | 11         | 11         |
| Fire   | 2          | 2          |
| Good Intent Call                                   | 62         | 62         |
| Hazardous Condition (No Fire)                      | 2          | 2          |
| Overpressure Rupture, Explosion, Overheat(no fire) | 1          | 1          |
| Rescue & Emergency Medical Service Incident        | 114        | 114        |
| Service Call                                       | 13         | 13         |
| <b>Total</b>                                       | <b>205</b> | <b>205</b> |

Only REVIEWED incidents included



# City of Monroe Fire Dept

Monroe, GA

This report was generated on 10/28/2020 5:46:51 PM

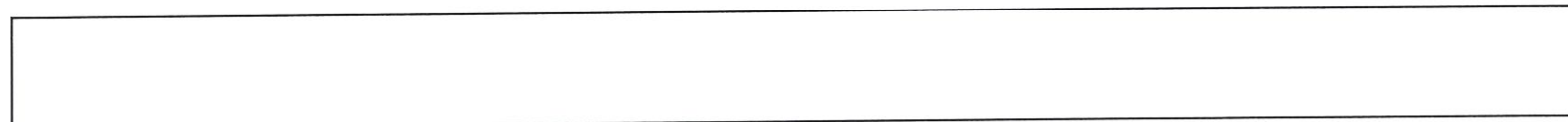


## Detailed Losses For Date Range

Start Date: 09/01/2020 | End Date: 09/30/2020

| # 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           | \$138,581.00                  | \$68,041.00                   | \$206,622.00            | \$103,311.00 | \$97,757.00      | \$47,629.00      | \$145,386.00 | \$72,693.00  |

| INCIDENT # | DATE       | TYPE                         | LOCATION                | PRE-INCIDENT PROPERTY | PRE-INCIDENT CONTENTS | PRE-INCIDENT TOTAL | PROP. LOSS  | CONT. LOSS  | TOTAL        |
|------------|------------|------------------------------|-------------------------|-----------------------|-----------------------|--------------------|-------------|-------------|--------------|
| 2020-1608  | 09/10/2020 | 111 - Building fire          | 910 Davis ST Monroe     | \$136,081.00          | \$68,041.00           | \$204,122.00       | \$95,257.00 | \$47,629.00 | \$142,886.00 |
| 2020-1728  | 09/28/2020 | 131 - Passenger vehicle fire | 1113 W Spring ST Monroe | \$2,500.00            | \$0.00                | \$2,500.00         | \$2,500.00  | \$0.00      | \$2,500.00   |





**POLICE**

**DEPARTMENT**

**MONTHLY REPORT**

**NOVEMBER**

**2020**

Monroe Police Department  
 Activity Report  
 September  
 2020

|                          |       |  |  |  |  |  |  |  |
|--------------------------|-------|--|--|--|--|--|--|--|
| <b>Calls for Service</b> | 1,744 |  |  |  |  |  |  |  |
| <b>Area Checks</b>       | 8,476 |  |  |  |  |  |  |  |
| <b>Calls to MPD</b>      | 1,591 |  |  |  |  |  |  |  |
| <b>Court Cases</b>       | 311   |  |  |  |  |  |  |  |
| <b>Training Hours</b>    | 522   |  |  |  |  |  |  |  |
| <b>Part 1 Crimes</b>     | 29    |  |  |  |  |  |  |  |
| <b>Part 2 Crimes</b>     | 13    |  |  |  |  |  |  |  |
| <b>Arrest-Adult</b>      | 38    |  |  |  |  |  |  |  |
| <b>Juvenile</b>          | 4     |  |  |  |  |  |  |  |
| <b>C/S Trash Pick Up</b> | 0     |  |  |  |  |  |  |  |
| <b>Tires</b>             | 0     |  |  |  |  |  |  |  |

| 2020<br>AGENCY     | JAN           | FEB           | MARCH         | APRIL         | MAY           | JUNE          | JULY          | AUG           | SEPT          | OCT      | NOV      | DEC      | TOTALS         |
|--------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------|----------|----------|----------------|
| <b>LE CALLS</b>    |               |               |               |               |               |               |               |               |               |          |          |          |                |
| WALTON SO          | 4,058         | 5,086         | 3,638         | 1,925         | 2,822         | 3,065         | 2,679         | 3,194         | 3,924         |          |          |          | 30,391         |
| WCISO AREA CHECKS  | 20,673        | 11,799        | 12,650        | 16,007        | 13,995        | 11,277        | 11,198        | 10,756        | 10,189        |          |          |          | 118,544        |
| MONROE PD          | 1,624         | 1,522         | 1,608         | 1,205         | 1,963         | 1,815         | 2,173         | 1,826         | 1,744         |          |          |          | 15,480         |
| MPD AREA CHECKS    | 5,521         | 4,875         | 9,352         | 11,810        | 9,903         | 9,637         | 8,698         | 9,797         | 8,476         |          |          |          | 78,069         |
| LOGANVILLE PD      | 1,024         | 986           | 848           | 600           | 852           | 891           | 846           | 929           | 814           |          |          |          | 7,790          |
| LPD AREA CHECKS    | 1,853         | 1,649         | 1,902         | 1,746         | 1,817         | 1,904         | 2,183         | 1,880         | 2,578         |          |          |          | 17,512         |
| SOCIAL CIRCLE PD   | 415           | 480           | 339           | 272           | 376           | 375           | 398           | 442           | 378           |          |          |          | 3,475          |
| SPD AREA CHECKS    | 1,340         | 1,369         | 1,713         | 1,644         | 1,313         | 1,180         | 1,189         | 889           | 816           |          |          |          | 11,453         |
| WALTON EMS         | 1,391         | 1,469         | 1,386         | 1,157         | 1,383         | 1,275         | 1,534         | 1,542         | 1,516         |          |          |          | 12,653         |
| <b>FIRE DEPTS</b>  |               |               |               |               |               |               |               |               |               |          |          |          |                |
| WALTON FIRE        | 372           | 366           | 369           | 348           | 436           | 420           | 436           | 413           | 390           |          |          |          | 3,550          |
| MONROE FIRE        | 204           | 195           | 199           | 160           | 223           | 177           | 205           | 246           | 212           |          |          |          | 1,821          |
| LOGANVILLE FIRE    | 169           | 197           | 164           | 114           | 148           | 163           | 196           | 200           | 208           |          |          |          | 1,559          |
| SOC CIRCLE FIRE    | 78            | 63            | 77            | 43            | 50            | 55            | 59            | 54            | 66            |          |          |          | 545            |
| <b>TOTAL</b>       | <b>823</b>    | <b>821</b>    | <b>809</b>    | <b>665</b>    | <b>857</b>    | <b>815</b>    | <b>896</b>    | <b>913</b>    | <b>876</b>    | <b>0</b> | <b>0</b> | <b>0</b> | <b>7,475</b>   |
| <b>PHONE CALLS</b> |               |               |               |               |               |               |               |               |               |          |          |          |                |
| ABANDONED          | 237           | 223           | 235           | 255           | 265           | 257           | 259           | 222           | 242           |          |          |          | 2,195          |
| ADMIN IN           | 5,387         | 5,274         | 5,554         | 4,619         | 5,295         | 5,175         | 5,568         | 5,589         | 5,240         |          |          |          | 47,701         |
| ADMIN OUT          | 3,230         | 3,304         | 3,730         | 3,178         | 3,629         | 3,393         | 3,517         | 3,761         | 3,480         |          |          |          | 31,222         |
| 911                | 3,935         | 4,145         | 4,572         | 4,231         | 4,807         | 4,937         | 5,051         | 5,262         | 4,940         |          |          |          | 41,880         |
| <b>TOTAL</b>       | <b>12,789</b> | <b>12,946</b> | <b>14,091</b> | <b>12,283</b> | <b>13,996</b> | <b>13,762</b> | <b>14,395</b> | <b>14,834</b> | <b>13,902</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>122,998</b> |

# Local Number Inbound Summary

Tue, Sep 1, 2020 12:00 AM -  
Wed, Sep 30, 2020 11:59 PM

|                               |          |                            |          |
|-------------------------------|----------|----------------------------|----------|
| Local Numbers                 | 1        | Total Calls                | 1,591    |
| Total Answered Calls          | 844      | Total Abandoned Calls      | 393      |
| Total Distinct Callers        | 601      | Total Call Duration        | 57:10:32 |
| Total Talking Duration        | 27:36:46 | Avg Call Duration Per Call | 0:02:09  |
| Avg Talking Duration Per Call | 0:01:58  | Max Call Duration          | 0:22:10  |
| Avg Time to Answer Per Call   | 0:00:33  | Max Time to Answer         | 0:02:51  |
| Percent Answered              | 53.0%    | Percent Abandoned          | 24.7%    |

| Local Number | Total Calls | Answered Calls | Abandoned Calls | Distinct Callers | Total Call Duration | Total Talking Duration | Avg Call Duration | Avg Talking Duration | Max Call Duration | Avg Time to Answer | Max Time to Answer | Percent Answered | Percent Abandoned |
|--------------|-------------|----------------|-----------------|------------------|---------------------|------------------------|-------------------|----------------------|-------------------|--------------------|--------------------|------------------|-------------------|
| 7702677576   | 1,591       | 844            | 393             | 601              | 57:10:32            | 27:36:46               | 0:02:09           | 0:01:58              | 0:22:10           | 0:00:33            | 0:02:51            | 53.0%            | 24.7%             |

|                            | September 2019 | September 2020 |
|----------------------------|----------------|----------------|
| Citations/Warnings issued: | 332            | 210            |
| Adjudicated/Closed cases:  | 301            | 311            |
| Fines collected per month: | \$45,208.00    | \$40,217.00    |
| Year to date collected:    | \$451,978.50   | \$256,571.12   |

**SEPTEMBER 2020 Training Hours for Monroe Police Department**

GPSTC online training: 71

Conference training: 0

In-service Training: 110

Off Site Training: 341

Total Training Hours: 522



# Offense and Arrest Summary Report

Printed On:  
10/13/2020

Beginning Date: 09/01/2020

Ending Date: 09/30/2020

Page 1 of 1

Agency: MONROE POLICE DEPARTMENT

|  |               |  |               |
|--|---------------|--|---------------|
| <b>Total Offenses</b>                              | <b>129</b>    | <b>Clearance Rate</b>  | <b>21.71%</b> |
| % change from last year                            | -0.77%        | Last years rate  | 21.54%        |
| <b>Total Arrests</b>                               | <b>42</b>     | <b>Hate Crime Offenses</b>   | <b>0</b>      |
| % change from last year                            | -17.65%       | <b>Law Officers Assaulted</b>                                      | <b>0</b>      |
| <b>Group A Crime Rate per 100,000 Population :</b> | <b>944.22</b> | <b>Summary based reporting Crime Rate per 100,000 Population :</b> | <b>519.69</b> |
| <b>Arrest Rate per 100,000 Population :</b>        | <b>307.42</b> |  |               |

**Arrest Reporting**

| Group "A"                                | Adult     | Juvenile | Unknown  | Total Arrests | Arrests Reported Last Year |
|--|-----------|----------|----------|---------------|----------------------------|
| Murder                                   | 0         | 0        | 0        | 0             | #Error                     |
| Negligent Manslaughter                   | 0         | 0        | 0        | 0             | #Error                     |
| Justifiable Homicide                     | 0         | 0        | 0        | 0             | #Error                     |
| Rape                                     | 0         | 0        | 0        | 0             | #Error                     |
| Robbery                                  | 0         | 0        | 0        | 0             | #Error                     |
| Aggravated Assault                       | 1         | 0        | 0        | 1             | #Error                     |
| Burglary                                 | 1         | 0        | 0        | 1             | #Error                     |
| Larceny                                  | 5         | 0        | 0        | 5             | #Error                     |
| Motor Vehicle Theft                      | 0         | 1        | 0        | 1             | #Error                     |
| Arson                                    | 0         | 0        | 0        | 0             | #Error                     |
| Simple Assault                           | 3         | 2        | 0        | 5             | #Error                     |
| Intimidation                             | 0         | 0        | 0        | 0             | #Error                     |
| Bribery                                  | 0         | 0        | 0        | 0             | #Error                     |
| Counterfeiting/Forgery                   | 0         | 0        | 0        | 0             | #Error                     |
| Vandalism                                | 0         | 0        | 0        | 0             | #Error                     |
| Drug/Narcotic Violations                 | 12        | 1        | 0        | 13            | #Error                     |
| Drug Equipment Violations                | 0         | 0        | 0        | 0             | #Error                     |
| Embezzlement                             | 0         | 0        | 0        | 0             | #Error                     |
| Extortion/Blackmail                      | 0         | 0        | 0        | 0             | #Error                     |
| Fraud                                    | 3         | 0        | 0        | 3             | #Error                     |
| Gambling                                 | 0         | 0        | 0        | 0             | #Error                     |
| Kidnapping                               | 0         | 0        | 0        | 0             | #Error                     |
| Pornography                              | 0         | 0        | 0        | 0             | #Error                     |
| Prostitution                             | 0         | 0        | 0        | 0             | #Error                     |
| Sodomy                                   | 0         | 0        | 0        | 0             | #Error                     |
| Sexual Assault w/Object                  | 0         | 0        | 0        | 0             | #Error                     |
| Fondling                                 | 0         | 0        | 0        | 0             | #Error                     |
| Incest                                   | 0         | 0        | 0        | 0             | #Error                     |
| Statutory Rape                           | 0         | 0        | 0        | 0             | #Error                     |
| Stolen Property                          | 0         | 0        | 0        | 0             | #Error                     |
| Weapons Law Violations                   | 0         | 0        | 0        | 0             | #Error                     |
| Human Trafficking, Commercial Sex Acts   | 0         | 0        | 0        | 0             | #Error                     |
| Human Trafficking, Involuntary Servitude | 0         | 0        | 0        | 0             | #Error                     |
| Animal Cruelty                           | 0         | 0        | 0        | 0             | #Error                     |
| <b>Total Group A Arrests</b>             | <b>25</b> | <b>4</b> | <b>0</b> | <b>29</b>     | <b>29</b>                  |
| <b>Group "B" Arrests</b>                 |           |          |          |               |                            |
| Bad Checks                               | 0         | 0        | 0        | 0             | #Error                     |
| Curfew/Vagrancy                          | 1         | 0        | 0        | 1             | #Error                     |
| Disorderly Conduct                       | 2         | 0        | 0        | 2             | #Error                     |
| DUI                                      | 4         | 0        | 0        | 4             | #Error                     |
| Drunkenness                              | 0         | 0        | 0        | 0             | #Error                     |
| Family Offenses-nonviolent               | 0         | 0        | 0        | 0             | #Error                     |
| Liquor Law Violations                    | 0         | 0        | 0        | 0             | #Error                     |
| Peeping Tom                              | 0         | 0        | 0        | 0             | #Error                     |
| Runaways                                 | 0         | 0        | 0        | 0             | #Error                     |
| Trespass                                 | 1         | 0        | 0        | 1             | #Error                     |
| All Other Offenses                       | 5         | 0        | 0        | 5             | #Error                     |
| <b>Total Group B Arrests</b>             | <b>13</b> | <b>0</b> | <b>0</b> | <b>13</b>     | <b>22</b>                  |
| <b>Total Arrests</b>                     | <b>38</b> | <b>4</b> | <b>0</b> | <b>42</b>     | <b>51</b>                  |

**Offense Reporting**

| Group "A"                                | Offenses Reported | Offenses Cleared | Offenses Reported Last Year |
|--|-------------------|------------------|-----------------------------|
| Murder                                   | 1                 | 0                | #Error                      |
| Negligent Manslaughter                   | 0                 | 0                | #Error                      |
| Justifiable Homicide                     | 0                 | 0                | #Error                      |
| Rape                                     | 1                 | 0                | #Error                      |
| Robbery                                  | 2                 | 0                | #Error                      |
| Aggravated Assault                       | 5                 | 3                | #Error                      |
| Burglary                                 | 5                 | 1                | #Error                      |
| Larceny                                  | 54                | 3                | #Error                      |
| Motor Vehicle Theft                      | 3                 | 1                | #Error                      |
| Arson                                    | 0                 | 0                | #Error                      |
| Simple Assault                           | 14                | 4                | #Error                      |
| Intimidation                             | 6                 | 1                | #Error                      |
| Bribery                                  | 0                 | 0                | #Error                      |
| Counterfeiting/Forgery                   | 0                 | 0                | #Error                      |
| Vandalism                                | 8                 | 1                | #Error                      |
| Drug/Narcotic Violations                 | 14                | 11               | #Error                      |
| Drug Equipment Violations                | 0                 | 0                | #Error                      |
| Embezzlement                             | 0                 | 0                | #Error                      |
| Extortion/Blackmail                      | 0                 | 0                | #Error                      |
| Fraud                                    | 13                | 3                | #Error                      |
| Gambling                                 | 0                 | 0                | #Error                      |
| Kidnapping                               | 0                 | 0                | #Error                      |
| Pornography                              | 1                 | 0                | #Error                      |
| Prostitution                             | 0                 | 0                | #Error                      |
| Sodomy                                   | 0                 | 0                | #Error                      |
| Sexual Assault w/Object                  | 0                 | 0                | #Error                      |
| Fondling                                 | 1                 | 0                | #Error                      |
| Incest                                   | 0                 | 0                | #Error                      |
| Statutory Rape                           | 0                 | 0                | #Error                      |
| Stolen Property                          | 0                 | 0                | #Error                      |
| Weapons Law Violations                   | 1                 | 0                | #Error                      |
| Human Trafficking, Commercial Sex Acts   | 0                 | 0                | #Error                      |
| Human Trafficking, Involuntary Servitude | 0                 | 0                | #Error                      |
| Animal Cruelty                           | 0                 | 0                | #Error                      |
| <b>Total Group "A"</b>                   | <b>129</b>        | <b>28</b>        | <b>130</b>                  |

**Crime Against Person**

28 - This year  
36 - Last year  
-22.22% - Percent Change

**Crime Against Property**

85 - This year  
81 - Last year  
4.94% - Percent Change

**Crime Against Society**

16 - This year  
13 - Last year  
23.08% - Percent Change

Population : 13662

Note: Last years figures are provided for comparison purposes only.





# WALTON COUNTY 911

## Law Total Incident Report, by Nature of Incident

| <u>Nature of Incident</u> | <u>Total Incidents</u> |
|---------------------------|------------------------|
| FIGHT VIOLENT             | 5                      |
| ANIMAL COMPLAINT          | 19                     |
| INJURED ANIMAL            | 3                      |
| PROWLER                   | 1                      |
| ATTEMPTED BURGLARY        | 2                      |
| BURGLARY IN PROGRESS      | 2                      |
| BURGLARY REPORT           | 6                      |
| DOMESTIC NON-VIOLENT      | 55                     |
| DOMESTIC VIOLENT          | 2                      |
| ARMED ROBBERY             | 1                      |
| WARRANT SERVICE           | 13                     |
| SUBJECT WITH WEAPON       | 1                      |
| SUSPICIOUS PERSON         | 86                     |
| SUSPICIOUS VEHICLE        | 105                    |
| TRAFFIC STOP              | 1                      |
| MURDER                    | 1                      |
| SUICIDE ATTEMPT           | 2                      |
| SUICIDE THREAT            | 2                      |
| KEYS LOCKED IN VEHICLE    | 116                    |
| SPEEDING AUTO             | 8                      |
| ACCIDENT NO INJURIES      | 65                     |
| INJURY BY COMPLAINT       | 1                      |
| ACCIDENT WITH A DEER      | 5                      |
| ACCIDENT WITH INJURIES    | 12                     |
| PERSON STRUCK WITH AUTO   | 1                      |
| ACCIDENT UNKNOWN INJURIES | 7                      |
| ROAD HAZARD               | 13                     |
| HIT AND RUN               | 10                     |
| HIT AND RUN W/ PEDISTRIAN | 1                      |
| DIRECT TRAFFIC            | 7                      |
| TRANSPORT FOR BUSINESS    | 20                     |
| FUNERAL ESCORT            | 14                     |
| TRANSPORT                 | 16                     |
| DISABLED VEHICLE          | 30                     |
| AREA/BLDG CHECK           | 51                     |
| LITTERING/ILLEGAL DUMPING | 3                      |
| CHILD ABUSE               | 2                      |
| RAPE                      | 1                      |
| SEXUAL ASSAULT            | 2                      |
| CHASE                     | 1                      |
| BANK ALARM                | 4                      |
| BUSINESS ALARM            | 50                     |
| RESIDENTIAL ALARM         | 27                     |
| DRAG RACING               | 3                      |

| <u>Nature of Incident</u>      | <u>Total Incidents</u> |
|--------------------------------|------------------------|
| SUBJECT IN CUSTODY             | 5                      |
| DEMENTED PERSON NON-VIOLENT    | 10                     |
| STOLEN VEHICLE                 | 2                      |
| 911 HANGUP                     | 48                     |
| CONTROL SUBSTANCE PROBLEM      | 10                     |
| AGENCY ASSISTANCE              | 13                     |
| ASSAULT                        | 4                      |
| ASSAULT LAW ENFORCEMENT ONLY   | 4                      |
| CHILD CUSTODY DISPUTE          | 1                      |
| CIVIL ISSUE/DISPUTE            | 21                     |
| DAMAGE TO PROPERTY             | 38                     |
| DISPUTE NON VIOLENT IN NATURE  | 71                     |
| DISTRUBING THE PEACE           | 9                      |
| Dead Body                      | 2                      |
| EMERGENCY MESSAGE              | 1                      |
| LE ASSIST FOR EMS              | 20                     |
| ENTERING AN AUTO               | 32                     |
| EXTRA PATROL REQUEST           | 7                      |
| ASSIST FIRE DEPARTMENT         | 2                      |
| FIREARMS DISCHARGED            | 7                      |
| FIREWORKS                      | 2                      |
| FOLLOW UP TO PREVIOUS CALL     | 1                      |
| FOUND PROPERTY                 | 5                      |
| FRAUD                          | 11                     |
| GUNSHOT WOUND PRIORITY 1       | 1                      |
| HARRASSING PHONE CALLS         | 4                      |
| HARRASSMENT                    | 9                      |
| IDENTITY THEFT                 | 2                      |
| ILLEGAL PARKING                | 4                      |
| JUVENILE RUNAWAY               | 3                      |
| JUVENILE COMPLAINT             | 22                     |
| JUVENILE PROBLEM -NO COMPLAINT | 6                      |
| KIDNAPPING                     | 1                      |
| LOITERING                      | 8                      |
| LOST ITEM REPOR                | 4                      |
| LOUD MUSIC COMPLAINT           | 7                      |
| MENTAL PSYCHOLOGICAL EMOTIONAL | 1                      |
| MISSING PERSON                 | 3                      |
| MOBILE HOME INSPECTION         | 1                      |
| MISCELLANEOUS LAW INCIDENT     | 41                     |
| POWER LINES DOWN               | 5                      |
| PHONE CALLS/MAIL SCAMS         | 7                      |
| SEARCH WARRANT                 | 2                      |
| SHOPLIFTING                    | 6                      |
| SHOTS FIRED                    | 2                      |
| THEFT REPORT                   | 19                     |
| THREATS                        | 5                      |
| TRAFFIC VIOLATION              | 406                    |
| TRAILER INSPECTION             | 2                      |
| TREE DOWN                      | 2                      |

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| <u>Nature of Incident</u> | <u>Total Incidents</u> |
|---------------------------|------------------------|
| TRESPASSING               | 6                      |
| UNKNOWN PRIORITY I        | 3                      |
| UNKNOWN LAW PROBLEM       | 9                      |
| UNSECURE PREMISES         | 3                      |
| VEHICLE INSPECTION        | 3                      |
| VIOLATION TPO             | 2                      |
| WANTED PERSON             | 2                      |
| WELFARE CHECK             | 40                     |

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Total reported: 1744

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**Report Includes:**

All dates between `00:00:00 09/01/20` and `23:59:59 09/30/20`, 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

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# WALTON COUNTY 911

## Radio Log Statistical Report, by Unit

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| <u>Unit</u>              | <u>Unit Description</u> | <u>Number of Logs</u> |
|--------------------------|-------------------------|-----------------------|
| 304                      | LAW ENFORCEMENT UNIT    | 4                     |
| 316                      | LAW ENFORCEMENT UNIT    | 3                     |
| 322                      | LAW ENFORCEMENT UNIT    | 222                   |
| 323                      | LAW ENFORCEMENT UNIT    | 932                   |
| 325                      | LAW ENFORCEMENT UNIT    | 292                   |
| 327                      | LAW ENFORCEMENT UNIT    | 245                   |
| 341                      | LAW ENFORCEMENT UNIT    | 66                    |
| 342                      | LAW ENFORCEMENT UNIT    | 4                     |
| 343                      | LAW ENFORCEMENT UNIT    | 387                   |
| 344                      | LAW ENFORCEMENT UNIT    | 199                   |
| 345                      | LAW ENFORCEMENT UNIT    | 140                   |
| 346                      | LAW ENFORCEMENT UNIT    | 435                   |
| 347                      | LAW ENFORCEMENT UNIT    | 219                   |
| 349                      | LAW ENFORCEMENT UNIT    | 1233                  |
| 351                      | LAW ENFORCEMENT UNIT    | 1                     |
| 352                      | LAW ENFORCEMENT UNIT    | 1                     |
| 355                      | LAW ENFORCEMENT UNIT    | 205                   |
| 356                      | LAW ENFORCEMENT UNIT    | 661                   |
| 357                      | LAW ENFORCEMENT UNIT    | 283                   |
| 359                      | LAW ENFORCEMENT UNIT    | 310                   |
| 360                      | LAW ENFORCEMENT UNIT    | 1                     |
| 364                      | LAW ENFORCEMENT UNIT    | 157                   |
| 365                      | LAW ENFORCEMENT UNIT    | 1153                  |
| 366                      | LAW ENFORCEMENT UNIT    | 480                   |
| 367                      | LAW ENFORCEMENT UNIT    | 763                   |
| 369                      | LAW ENFORCEMENT UNIT    | 80                    |
| <b>Total Radio Logs:</b> |                         | <b>8476</b>           |

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**Report Includes:**

All dates between `00:00:00 09/01/20` and `23:59:59 09/30/20`, All agencies matching `MPD`, All zones, All units, All tencodes matching `1066`, All shifts



**CODE**

**DEPARTMENT**

**MONTHLY REPORT**

**November**

**2020**

The Code Department of the City of Monroe respectfully submits this report to the Mayor and Council. It is the intent of this report to highlight statistics, specific job duties, and any job functions related to the Code Department during the time period of September 1, 2020 thru September 30, 2020.

### **Statistics:**

- Total Calls: 618
- Total Minutes: 27:59:45
- Total Minutes/Call: 2:43
- Code Inspections: 203
- Total Permits Written: 36
- Amount collected for permits: \$5818.79
- Check postings for General Ledger: 45

### **Business/Alcohol Licenses new & renewals:**

- **New Businesses:**14
  - A1V LLC – 121 Sycamore Court – home office
  - Affinity Motorsports – 333 Alcovy St. Ste 8F
  - Allegiance Imaging & Radiology – 333 Alcovy St. Ste 9
  - Burlap and Boxwood – 600 S Broad St. Ste 1
  - Georgian Automotive Sales LLC – 333 Alcovy St. Ste 8C
  - GTP Resto & Cosmo Services – 530 S. Madison Ave.
  - Holder Brothers Timberframes dba The Factory at the Mill – 600 S. Broad St. Ste B & C
  - Magnolia Salon of Monroe – 115 N. Broad St.
  - Rose of Sharon Senior Care Home LLC – 533 S. Madison Ave.
  - Soakos Pressure Washing – 123 3<sup>rd</sup> St. – home office
  - Staff Right Inc. – 125 N. Midland Ave.
  - SUV Depot – 333 Alcovy St. Ste 8B
  - Wood Vision Center – 428 W. Highland Ave.
  - Young Fresh 2 Def Clothing – 200 Reed Way – home office
- **Closed Businesses:** 5
  - Aycock & Childs - 136 W. Highland Ave.
  - M & M Roofing & Construction – 821 E. Spring St.
  - Rootz Hair Salon – 226 Alcovy St. Ste A3
  - Avalon Salon – 115 N. Broad St.
  - Joe Dew O.D. PA – 428 W. Highland Ave.

## **Major Projects**

- Major Projects Permitted:
- Major Projects Ongoing: Main Street Apartments 698 S broad Street, 215 Breedlove Dr – Monroe Self Storage, Monroe Pavilion, and 100 S Broad St. – The Roe

## **Code Department:**

- Preparing business/alcohol renewals to be mailed out
- Receiving business license payments, affidavits and identification.
- Making numerous phone calls regarding insufficient paperwork
- 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 accepting payments for licenses
- Researching state license requirements for businesses
- Updating spread sheets regarding business licenses, number of employees, E-Verify #'s etc.
- Applications for PTVR registrations and renewals
- Communicating with Tyler regarding problems and additional features that we need with EnerGov as well as InCode
- Balancing monthly reports
- Issuing permits for Building, Electrical, Plumbing and HVAC
- Receiving and preparing Rezones, variances, Conditional Uses, COA's, etc. for Meetings.
- Scheduling inspections for contractors.
- Preparing agenda items for Planning & Zoning and Historic Preservation Meetings.
- Scheduling Planning and Zoning 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.
- Responding online inquiries.
- Cleaning up expired permits.
- Preparing all permit reports and copies of permit for County Tax Dept.
- Preparing and reviewing permits for Bureau Veritas Billing
- Entering data for inspections being done into Energov software.

## **City Marshal:**

- Patrolled city daily.
- Removed 122 signs from road way.
- 252 repair/cleanup orders and Re-inspections
- Transported city funds for deposit to banks daily.
- Investigated 1 utility tampering and theft cases. 3 citations
- Represented City in Municipal Court.
- 13 Hours of POST training.

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**Historic Preservation Commission:**

Request for COA – 106 E Highland Ave – COA Granted

**Planning Commission:**

Request for COA for new sign – 428 W Highland Avenue – COA granted

Request for Conditional Use for Townhouses – 319 S Madison Ave.- Recommend approval

Zoning Code text Amendment # 8 – Article X, Sect 1000.3.2 to add item IV Cottage Food business – recommend approval

Request for Conditional Use for Cottage Food Business – 919 Holly Hill Rd – tabled until December 15, 2020 meeting.

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|           |                       |                                |     |           |                                     |
|-----------|-----------------------|--------------------------------|-----|-----------|-------------------------------------|
| 9/2/2020  | 310 GLEN IRIS DR.     | TALL GRASS/WEEDS               | R/C | 9/17/2020 | CUT                                 |
| 9/2/2020  | 320 GLEN IRIS DR.     | TALL GRASS/WEEDS               | R/C | 9/17/2020 | CUT                                 |
| 9/2/2020  | 116 WHITE OAK DR.     | TALL GRASS/WEEDS               | R/C | 9/17/2020 | CUT                                 |
| 9/3/2020  | 140 MOUNTAIN VIEW DR. | TALL GRASS/WEEDS               | R/C | 9/18/2020 | CUT                                 |
| 9/3/2020  | 126 MOUNTAIN VIEW DR. | TALL GRASS/WEEDS               | R/C | 9/18/2020 | cut                                 |
| 9/3/2020  | 1006 WINDSOR DR.      | TALL GRASS/WEEDS               | R/C | 9/18/2020 | CUT                                 |
| 9/4/2020  | 814 WINDSOR DR.       | TALL GRASS/WEEDS               | R/C | 9/19/2020 | CUT                                 |
| 9/4/2020  | 818 WINDSOR DR.       | JUNK/TRASH IN YARD             | R/C | 9/19/2020 | CLEANED                             |
| 9/4/2020  | 904 CASTLE CT.        | JUNK/TRASH IN YARD             | R/C | 9/19/2020 | CLEANED                             |
| 9/7/2020  | 907 CASTLE CT.        | TALL GRASS/WEEDS               | R/C | 9/20/2020 | CUT                                 |
| 9/7/2000  | 632 LAKE VIEW DR.     | JUNK VEHICILE/TALL GRASS/WEEDS | R/C | 9/20/2020 | CUT                                 |
| 9/7/2020  | 616 LAKE VIEW DR.     | TALL GRASS/WEEDS               | R/C | 9/20/2020 | CUT                                 |
| 9/8/2020  | 321 REEDWAY           | TALL GRASS/WEEDS               | R/C | 9/21/2020 | CUT                                 |
| 9/8/2020  | 408 REEDWAY           | JUNK IN YARD                   | R/C | 9/21/2020 | CLEANED                             |
| 9/9/2020  | 224 CARWOOD DR.       | TALL GRASS/WEEDS               | R/C | 9/22/2020 | CUT                                 |
| 9/9/2020  | 232 CARWOOD DR        | TALL GRASS/WEEDS               | R/C | 9/22/2020 | CUT                                 |
| 9/9/2020  | 218 CARWOOD DR.       | TRASH IN YARD                  | R/C | 9/22/2020 | CLEANED                             |
| 9/9/2020  | 226 CARWOOD DR.       | TRASH IN YARD/OLD TIRES        | R/C | 9/22/2020 | CLEANED                             |
| 9/9/2020  | 512 GATEWOOD DR.      | TALL GRASS/WEEDS               | R/C | 9/22/2020 | CUT                                 |
| 9/9/2020  | 516 GATEWOOD DR.      | TRASH IN YARD/OLD WOOD         | R/C | 9/22/2020 | CLEANED                             |
| 9/10/2020 | 647 BROOKWOOD LN.     | TALL GRASS/WEEDS               | R/C | 9/23/2020 | CUT                                 |
| 9/10/2020 | 611 ROOSEVELT ST.     | TALL GRASS/WEEDS               | R/C | 9/23/2020 | CUT                                 |
| 9/10/2020 | 648 GATEWOOD DR.      | TALL GRASS/WEEDS               | R/C | 9/23/2020 | WORKING WITH OWNER                  |
| 9/10/2020 | 512 GATEWOOD DR.      | TALL GRASS/WEEDS               | R/C | 9/23/2020 | CUT                                 |
| 9/11/2020 | 802 MARABLE ST.       | TALL GRASS/WEEDS               | R/C | 9/24/2020 | CUT                                 |
| 9/11/2020 | 519 WALTON RD.        | JUNK IN YARD                   | R/C | 9/24/2020 | CLEANED                             |
| 9/14/2020 | 522 WALTON RD.        | TRASH IN YARD                  | R/C | 9/28/2020 | CLEANED                             |
| 9/14/2020 | 519 WALTON RD.        | TALL GRASS/WEEDS               | R/C | 9/28/2020 | CUT                                 |
| 9/15/2020 | 111 BOLDS SPRING AVE. | TALL GRASS/WEEDS               | R/C | 9/28/2020 | CUT                                 |
| 9/15/2020 | 520 N. BROAD ST.      | JUNK VEHICLES, PARKED IN YARD  | R/C | 9/28/2020 | CLE UP/ WORKING WITH OWNER          |
| 9/16/2020 | 121 MORROW ST.        | JUNK IN YARD                   | R/C | 9/29/2020 | MAKING PROGRESS, WORKING WITH OWNER |
| 9/16/2020 | 209 GLEN IRIS DR.     | VEHICLE PARKED IN FRONT YARD   | R/C | 9/29/2020 | MOVED                               |
| 9/17/2010 | 212 GLEN IRIS DR.     | TRASH IN YARD                  | R/C | 9/30/2020 | CLEANED                             |
| 9/17/2020 | 422 EDWARDS ST        | TALL GRASS/WEEDS               | R/C | 9/30/2020 | CUT                                 |
| 9/17/2020 | 325 EDWARDS ST.       | TALL GRASS/WEEDS               | R/C | 9/30/2020 | CUT                                 |
| 9/17/2020 | 227 GLEN IRIS DR.     | VEHICLE PARKED IN FRONT YARD   | R/C | 9/30/2020 | MOVED                               |
| 9/18/2020 | 706 E. MARABLE ST.    | JUNK IN YARD, WOOD,TRASH       | R/C | 10/1/2020 | CLEANED                             |
| 9/18/2020 | 716 E. MARABLE ST.    | TALL GRASS/WEEDS               | R/C | 10/1/2020 | CUT                                 |
| 9/21/2020 | 856 HICKORY DR.       | JUNK VEHICLES, PARKED IN YARD  | R/C | 10/6/2020 | MOVED                               |
| 9/21/2020 | 842 HICKORY DR.       | TALL GRASS/WEEDS               | R/C | 10/6/2020 | CUT                                 |
| 9/21/2020 | 841 HICKORY DR.       | WOOD,TRASH IN YARD             | R/C | 10/6/2020 | CLEANED                             |
| 9/22/2020 | 612 HICKORY DR.       | JUNK IN YARD, WOOD,TRASH       | R/C | 10/7/2020 | CLEANING, WORKING WITH OWNER        |
| 9/22/2020 | 418 W. HIGHLAND AVE.  | TALL GRASS/WEEDS               | R/C | 10/7/2020 | CUT                                 |
| 9/23/2020 | 606 ALCOVY ST.        | TALL GRASS/WEEDS               | R/C | 10/8/2020 | CUT                                 |
| 9/23/2020 | 409 SHAMROCK DR.      | TALL GRASS/WEEDS               | R/C | 10/8/2020 | CUT                                 |
| 9/23/2020 | 411 ALCOVY ST.        | JUNK IN YARD/TALL GRASS/WEEDS  | R/C | 10/8/2020 | CLEANED/CUT                         |
| 9/23/2020 | 421 ALCOVY ST.        | TALL GRASS/WEEDS               | R/C | 10/8/2020 | CUT                                 |

|           |                    |                                 |     |            |                              |
|-----------|--------------------|---------------------------------|-----|------------|------------------------------|
| 9/23/2020 | 400 WALKER DR.     | TALL GRASS/WEEDS                | R/C | 10/8/2020  | CUT                          |
| 9/24/2020 | 415 WALKER DR.     | TALL GRASS/WEEDS                | R/C | 10/9/2020  | CUT                          |
| 9/24/2020 | 209 WALKER DR.     | TALL GRASS/WEEDS                | R/C | 10/9/2020  | CUT                          |
| 9/24/2020 | 214 WALKER DR.     | TRASH/JUNK IN YARD              | R/C | 10/9/2020  | CLEANED                      |
| 9/24/2020 | 906 LOPEZ LN.      | TALL GRASS/WEEDS                | R/C | 10/9/2020  | CUT                          |
| 9/25/2020 | 900 LOPEZ LN.      | TALL GRASS/WEEDS                | R/C | 10/10/2020 | CUT                          |
| 9/25/2020 | 1003 N. LACY ST.   | TRASH/JUNK IN YARD              | R/C | 10/10/2020 | CLEANING, WORKING WITH OWNER |
| 9/25/2020 | 1004 N. LACY ST.   | TALL GRASS/WEEDS                | R/C | 10/10/2020 | CUT                          |
| 9/25/2020 | 407 WALL ST.       | JUNK IN FRONT YARD              | R/C | 10/10/2020 | CLEANED                      |
| 9/28/2020 | 410 PINE PARK ST.  | TALL GRASS/WEEDS                | R/C | 10/13/2020 | CUT                          |
| 9/28/2020 | 409 PINE PARK ST.  | TALL GRASS/WEEDS                | R/C | 10/13/2020 | CUT                          |
| 9/28/2020 | 420 SPRINGDALE RD. | TRASH/CARPET IN FRONT YARD      | R/C | 10/13/2020 | TRYING TO LOCATE OWNER       |
| 9/29/2020 | 647 GATEWOOD       | TALL GRASS/WEEDS                | R/C | 10/14/2020 | CUT                          |
| 9/29/2020 | 707 DAVIS ST.      | JUNK/TRASH IN YARD              | R/C | 10/14/2020 | CLEANED                      |
| 9/29/2020 | 723 DAVIS ST.      | TALL GRASS/WEEDS                | R/C | 10/14/2020 | CUT                          |
| 9/30/2020 | 709 W. CREEK CIR.  | JUNK IN YARD                    | R/C | 10/15/2020 | CLEANING, WORKING WITH OWNER |
| 9/30/2020 | 403 ASH LN.        | JUNK VEHICLES, PARKED IN YARD   | R/C | 10/15/2020 | MOVED                        |
| 9/30/2020 | 724 DAVIS ST.      | TRASH IN YARD                   | R/C | 10/15/2020 | CLEANED                      |
| 9/30/2020 | 715 DAVIS ST.      | JUNK/TRASH/OPEN OUTDOOR STORAGE | R/C | 10/15/2020 | CLEANED                      |

|           |                       |               |     |
|-----------|-----------------------|---------------|-----|
| 9/1/2020  | 910 TIGERS WAY        | 42-97         | R/C |
| 9/1/2020  | 925 TIGERS WAY        | 42-97         | R/C |
| 9/1/2020  | 919 MASTERS DRIVE     | 42-97         | R/C |
| 9/1/2020  | 900 LOPEZ LANE        | 42-97         | R/C |
| 9/1/2020  | 906 LOPEZ LANE        | 42-97         | R/C |
| 9/1/2020  | 923 LOPEZ LANE        | 42-97         | R/C |
| 9/1/2020  | 935 LOPEZ LANE        | 62-9          | R/C |
| 9/1/2020  | 117 5TH STREET        | 62-9, 18-259  | R/C |
| 9/2/2020  | 829 STOREHOUSE CRT    | 42-97         | R/C |
| 9/2/2020  | 614 PINE PARK STREET  | 540-1         | R/C |
| 9/2/2020  | 909 E. CHURCH STREET  | 42-97         | R/C |
| 9/2/2020  | 700 HARRIS STREET     | 42-97, 18-259 | R/C |
| 9/2/2020  | 612 HARRIS STREET     | 42-97         | R/C |
| 9/3/2020  | 136 BOLTON STREET     | 42-97, 62-9   | R/C |
| 9/3/2020  | 222 HUBBARD STREET    | 62-9          | R/C |
| 9/3/2020  | 404 MILL STREET       | 42-97         | R/C |
| 9/3/2020  | 816 E. SPRING STREET  | 42-97         | R/C |
| 9/4/2020  | 1250 SOUTH MADISON    | 42-97         | R/C |
| 9/4/2020  | 340 TOWLER ST. LOT 15 | 42-97         | R/C |
| 9/9/2020  | 208 BOULEVARD         | 62-9          |     |
| 9/10/2020 | 706 MASTERS DRIVE     | 42-97         | R/C |
| 9/10/2020 | 404 E. CHURCH STREET  | 42-97         | R/C |
| 9/10/2020 | 1022 S. MADISON AVE   | 18-256        | R/C |
| 9/11/2020 | 421 ALCOVY STREET     | 62-9, 42-97   | R/C |
| 9/11/2020 | 906 LOPEZ LANE        | 42-97         | R/C |
| 9/11/2020 | 128 VICTORY DRIVE     | 42-97         | R/C |
| 9/11/2020 | 519 MICHAEL CIRCLE    | 62-9          | R/C |
| 9/11/2020 | 721 OVERLOOK CREST    | 42-97         | R/C |
| 9/11/2020 | 607 MICHAEL CIRCLE    | 42-97         | R/C |
| 9/11/2020 | 531 MICHAEL CIRCLE    | 42-97         | R/C |
| 9/11/2020 | 645 MICHAEL CIRCLE    | 18-259, 62-9  | R/C |
| 9/16/2020 | 906 LOPEZ LANE        | LETTER SENT   | R/C |
| 9/16/2020 | MOBLEY CIRCLE         | 62-9          | R/C |
| 9/16/2020 | 312 MOBLEY CIRCLE     | 42-97         | R/C |

|           |                       |                         |     |
|-----------|-----------------------|-------------------------|-----|
| 9/16/2020 | 207 MOBLEY CIRCLE     | 42-97                   | R/C |
| 9/16/2020 | 201 MOBLEY CIRCLE     | 18-256                  | R/C |
| 9/17/2020 | 307 MOBLEY CIRCLE     | 62-9                    | R/C |
| 9/17/2020 | 116 VICTORY DRIVE     | 42-97                   | R/C |
| 9/17/2020 | 608 E. SPRING STREET  | 62-9                    | R/C |
| 9/23/2020 | 1346 ARMISTEAD CIRCLE | 42-97, 18-258           | R/C |
| 9/23/2020 | 309 CARWOOD DRIVE     | 62-9, 18-259            | R/C |
| 9/23/2020 | 112 TANGLEWOOD DR     | 18-258, 18-259          | R/C |
| 9/23/2020 | 112 TANGLEWOOD DR     | 18-258, 18-259          | R/C |
| 9/23/2020 | 116 TANGLEWOOD DR     | 18-258, 18-259          | R/C |
| 9/23/2020 | 116 TANGLEWOOD DR     | 18-258, 18-259          | R/C |
| 9/28/2020 | 522 MARABLE LANE      | 62-9, 18-259            | R/C |
| 9/28/2020 | 509 ROOSEVELT STREET  | 62-9, 18-258, 18-259    | R/C |
| 9/28/2020 | 516 HILL STREET       | 62-9, 18-258, 18-259    | R/C |
| 9/28/2020 | 625 PETERS STREET     | 62-9, 18-259            | R/C |
| 9/28/2020 | 611 ROOSEVELT STREET  | 62-9, 42-97, 18-260,263 | R/C |
| 9/29/2020 | 512 GATEWOOD DRIVE    | 42-97                   | R/C |
| 9/29/2020 | 634 E. MARABLE STREET | 62-9, 18-258, 18-2589   | R/C |
| 9/29/2020 | 616 BROOKWOOD LANE    | 62-9, 18-258, 18-259    | R/C |
| 9/29/2020 | 675 GATEWOOD DRIVE    | 18-259                  | R/C |
| 9/29/2020 | 647 GATEWOOD DRIVE    | 42-97                   | R/C |
| 9/29/2020 | 679 GATEWOOD DRIVE    | 62-9, 42-97             | R/C |
| 9/30/2020 | 809 N. BROAD STREET   | VERBAL WARNING          |     |
| 9/30/2020 | 320 CARWOOD DRIVE     | 62-9, 18-258, 18-259    | R/C |
| 9/30/2020 | 419 ETTEN DRIVE       | 62-9, 18-258, 18-259    | R/C |
| 9/30/2020 | 318 ETTEN DRIVE       | 62-9, 18-258, 18-259    | R/C |
| 9/30/2020 | 1344 ARMISTEAD CIRCLE | 18-259                  | R/C |

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|---|
| GRASS AND WEEDS TO BE CUT AND MAINTAINED                            |
| GRASS AND WEEDS TO BE CUT AND MAINTAINED                            |
| GRASS AND WEEDS TO BE CUT AND MAINTAINED                            |
| GRASS AND WEEDS TO BE CUT AND MAINTAINED FINAL NOTICE 3RD VIOL      |
| GRASS AND WEEDS TO BE CUT AND MAINTAINED FINAL NOTICE 3RD VIOL      |
| GRASS AND WEEDS TO BE CUT AND MAINTAINED                            |
| OLD TIRES STACKED NEAR GARAGE, NEIGHBORHOOD STANDARDS               |
| SEVERAL JUNK VEHICLES PARKED ON GRASS BEHIND RESIDENCE SEEN ROAD    |
| GRASS AND WEEDS TO BE CUT AND MAINTAINED SENT TO BOTH               |
| TRACTOR TRAILER PARKED IN WOODLINE                                  |
| GRASS AND WEEDS TO BE CUT AND MAINTAINED FINAL NOTICE 3RD VIOL      |
| GRASS AND WEEDS TO BE CUT & VEHICLE PARKING ON GRASS SURFACE        |
| GRASS AND WEEDS TO BE CUT AND MAINTAINED                            |
| GRASS & WEEDS, EXCESSIVE JUNK, JUNK VEHICLE TRASH, BY COMPLAINT     |
| JUNK IN DRIVEWAY AND APPLIANCE                                      |
| GRASS AND WEEDS TO BE CUT AND MAINTAINED                            |
| GRASS AND WEEDS TO BE CUT AND MAINTAINED                            |
| GRASS AND WEEDS TO BE CUT   |
| GRASS AND WEEDS TO BE CUT POSTED ON DOOR VACANT TRAILER             |
| INSPECTED FOR COMPLIANT, NO VIOLATIONS OBSERVED                     |
| GRASS AND WEEDS TO BE CUT AND MAINTAINED                            |
| GRASS AND WEEDS TO BE CUT AND MAINTAINED                            |
| DOWNED TREE TO BE REMOVED (30) DAYS                                 |
| TRASH AND JUNK IN YARD, GRASS TO BE CUT APPEARS VACANT, CLOSED 9/28 |
| WRITTEN AND POSTED ON DOOR, 3RD NOTICE CITATION TO BE ISSUED IF NOT |
| ISSUED TO OWNER OF PROPERTY WHILE ON LOCATION                       |
| EXCESSIVE JUNK IN DRIVEWAY  |
| GRASS AND WEEDS TO BE CUT   |
| GRASS AND WEEDS TO BE CUT   |
| GRASS AND WEEDS TO BE CUT   |
| JUNK VEHICLES ON LOCATIONS,X-2 VEHICLES PARKED ON BACK GRASS        |
| LETTER SENT TO RESIDENT AND OWNER REGARDING CLEAN UP NOTICES        |
| CONTACT MADE EAST WALTON SEPTIC, KENNETH COLLINS                    |
| GRASS AND WEEDS TO BE CUT AND MAINTAINED                            |

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| GRASS AND WEEDS TO BE CUT AND MAINTAINED                           |
| DEAD TREES IN FRONT YARD (BARICADE)                                |
| JUNK IN FRONT YARD AND DRIVEWAY. 2ND NOTICE IN 12 MONTHS           |
| GRASS AND WEEDS TO BE CUT AND MAINTAINED RENTAL PROPERTY           |
| LOCATION OF EXCESS STORAGE IS BEHIND BUILDING RENTAL MOBLEY CIRCLE |
| GRASS AND WEEDS, VEHICLE PARKED ON LAWN                            |
| JUNK VEHICLES ON LOCATION PARKED ON GRASS                          |
| VEHICLE PARKED ON FRONT LAWN APT.-A                                |
| VEHICLE PARKED ON FRONT LAWN APT.-B                                |
| VEHICLE PARKED ON FRONT LAWN APT. A                                |
| VEHICLE PARKED ON FRONT LAWN APT. B                                |
| JUNK VEHICLES ON LOCATION PARKED ON GRASS                          |
| JUNK VEHICLE ON LOCATION PARKED ON FRONT GRASS SEVERAL VEHICLES    |
| JUNK VEHILCE ON LOCATION PARKED ON FRONT GRASS                     |
| JUNK VEHICLES ON PROPERTY PARKED ON IMPROPER SURFACES              |
| VACANT PROPERTY NEEDS REPAIR AND CLEAN UP,                         |
| GRASS AND WEEDS TO BE CUT AND MAINTAINED                           |
| JUNK VEHICLES ON LOCATION AND IN FRONT YARD                        |
| JUNK VEHICLES ON LOCATION AND PARKED ON FRONT GRASS                |
| VEHICLE PARKED ON SIDE YARD  |
| GRASS AND WEEDS TO BE CUT AND MAINTAINED                           |
| JUNK IN DRIVEWAY AND ROADSIDE POOL TABLE, GRASS AND WEEDS          |
| VERBAL WARNING FEATHER FLAGS AT ROADSIDE, HWY 11,                  |
| JUNK VEHICLE ON FRONT GRASS, VEHICLE PARKING ON GRASS FRONT        |
| JUNK VEHICLE ON FRONT GRASS, VEHICLE PARKING ON GRASS FRONT        |
| JUNK VEHICLE ON FRONT GRASS, VEHICLE PARKING ON GRASS FRONT        |
| VEHICLES PARKED ON GRASS IMPROPER SURFACE                          |

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| F/U 09/09/2020 CUT CLOSED 09/11   |
| F/U 09/09/2020 CUT CLOSED 09/09   |
| F/U 09/09/2020  |
| F/U 09/09/2020 CUT CLOSED 09/09   |
| F/U 09/09/2020  |
| F/U 09/09/2020 CUT CLOSED 09/09   |
| F/U 09/09/2020 COMPLIED 09/09   |
| F/U 09/18/2020 (RENTAL) CLOSED 09/25/2020                                 |
| F/U 09/10/2020 RENTAL COMPLIED CUT CLOSED 09/10                           |
| F/U 09/10/2020 RENTAL CALLED AND ADVISED OF REMEDIES CLOSED 09/21/2020    |
| F/U 09/10/2020 RENTAL COMPLIED CUT CLOSED 09/10                           |
| F/U 09/10/2020 COMPLIED CUT CLOSED 09/10                                  |
| F/U 09/10/2020 COMPLIED CUT CLOSED 09/10                                  |
| F/U 09/11/2020 NEIGHBORS COMPLAINING GRASS CUT AND TRASH REMOVED 09/11    |
| F/U 09/11/2020 COMPLIED AND CLOSED 09/11                                  |
| F/U 09/11/2020 CUT AND CLOSED 09/11                                       |
| F/U 09/11/2020 COMPLIED AND CLOSED 09/11                                  |
| F/U 09/11/2020 NOT DONE, 09/21/2020 CUT AND CLOSED                        |
| F/U 09/11/2020 SENT TO OWNER CLOSED                                       |
| COMPLETED INSPECTION UNFOUNDED  |
| F/U 09/17/2020 CUT AND CLOSED 09/17/2020                                  |
| F/U 09/17/2020 RENTAL CLOSED 09/17/2020 COMPLIED                          |
| F/U 10/10/2020 RENTAL WRONG ADDRESS 1023 CORRECT ADDRESS, WILL PASS ON    |
| F/U 09/18/2020 (RENTAL) VACANT CALLED MR. WILSON, EXT TILL MON 09/21      |
| F/U 09/16/2020 IF NON COMPLIANT ISSUES CITATIONS                          |
| F/U 09/16/2020 PERSONALLY SERVED  |
| F/U 09/18/2020 CONTACT MADE WITH Ms. Billings, ext till Mon. 09/21        |
| F/U 09/18/2020 CLOSED 09/21/2020  |
| F/U 09/18/2020 CLOSED CUT 09/18/2020                                      |
| F/U 09/18/2020 CLOSED 09/21/2020 CALLED AND CUT TODAY                     |
| F/U 09/25/2020 CLOSED 09/25/2020  |
| F/U 09/21/2020 RESIDENT ROBERT CLARK WILL BE CUT BY LANDLORD LAWN SERVICE |
| VEHICLES PARKED ON LOCATION AND OUTSIDE STORAGE TO BE CLEANED UP          |
| F/U 09/23/2020 CLOSED 09/23/2020  |

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| F/U 09/23/2020 CLOSED 09/23/2020   |
| F/U 10/16/2020 (30) DAYS TO REMOVE REMOVED MOST LITTLE LEFT 10/16 CLOSED<br>CITATION SENT CERTIFIED MAIL, CITATION VOIDED, CLEANED AND PROPERTY SOLD |
| F/U 09/24/2020 CUT COMPLIED 09/24/2020   |
| F/U 09/24/2020 CONTACT/W KENNETH COLLINS, EAST WALTON SEPTIC CLOSED 09/24  |
| F/U 09/30/2020 CLOSED COMPLIED   |
| F/U 10/08/2020 NON COMPLIANT 10/9 SENDING LETTER 10/20 CONTACT MADE 10/20  |
| F/U 09/30/2020 CLOSED COMPLIED   |
| F/U 09/30/2020 CLOSED COMPLIED   |
| F/U 09/30/2020 CLOSED COMPLIED   |
| F/U 09/30/2020 CLOSED COMPLIED   |
| F/U 14 DAYS 10/12/2020   |
| F/U 14 DAYS 10/12/2020 706-372-9438 FOR OWNER EXT TILL 10/23 TORIE LONG  |
| F/U 14 DAYS 10/12/2020 CALLED 10/20 SAID COMPLIED, CLOSED 10/20/2020   |
| F/U 14 DAYS 10/26/2020   |
| F/U 14 DAYS 10/12/2020 RENTAL UNIT CLOSED COMPLIED   |
| F/U 7 DAYS 10/6/2020 CLOSED COMPLIED 10/8/2020   |
| F/U 7 DAYS 10/6/2020 NON-COMPLIANT SEND LETTER 10/8/2020 PHOTOS  |
| F/U 7 DAYS 10/6/2020 CLOSED COMPLIED 10/8/2020   |
| F/U 7 DAYS 10/6/2020 CLOSED COMPLIED 10/8/2020   |
| F/U 7 DAYS 10/6/2020 NON-COMPLIANT SEND LETTER 10/8/2020 CUT 10/15/ CLOSED   |
| F/U 7 DAYS 10/6/2020 CLOSED COMPLIED 10/8/2020   |
| AGREED TO REMOVE FLAGS FLAGS REMOVED AND PLACED IN ON PROPERTY   |
| F/U 10/14/2020 RENTAL EXT TILL 10/21 CLOSED 10/21 COMPLIED   |
| F/U 10/14/2020 EXT TILL 10/21 VEHICLES REMOVED 10/21 CLOSED  |
| F/U 10/14/2020 EXT. TO 10/21 GRASS CUT VEHICLE STILL ON LAWN LETTER  |
| F/U 10/07/2020 CLOSED COMPLIED   |



## Economic Development October Report:

- Incremental Development Alliance Workshop (10/29)
- Fall Fest Recap
- AARP Visitors Center Pocket Park
- Fall & Holiday event updates
- Georgia Historic Trust Expedition rescheduled for Feb. 20, 2021
- Downtown Monroe TV Commercials running



### Upcoming Events:

DDA/CVB Board Meetings - Thursday, Nov. 12th, 8:00 am

Light Up the Night - Thursday, Nov. 5th, 5-8 pm

Magical Light Parade - Thursday, Nov. 19th

Candlelight Shopping - Thursday, Nov. 12, 19, 5-8 pm

Shop Small Saturday - Saturday, Nov. 28, 5-8 pm

Christmas Parade in Place - Thursday, Dec. 3rd, 6:30 pm

Candlelight Shopping - Thursday, Dec. 10, 17, 5-8 pm

### Ongoing Tasks:

- DCA Main Street compliance
- Visitors Center - reopened to the public
- Nextsite retail recruitment
- Farmers Market now over

# CITY PARKS UPDATE

## PILOT PARK

The park was reopened on Monday, October 19<sup>th</sup> to the public...



and has been a complete success! TriScapes dressed up the outside of the fence line with leftover trees and shrubs from the Church Street project. As weather permits, painting will be completed sometime later in 2020 or early 2021. At this point though, the only thing left to do with Pilot Park is to play and have FUN! The final cost of the project is \$260,870.28 with the storm drainage repairs, additional tree replacements, and final

mulching of trees and benches.

## MATHEWS PARK

All material, equipment, and other features included in the initial phase of the renewal of Mathews Park are scheduled to arrive in late October or early November. City Council approved a project budget of \$175,000 in September. The scope of this project will include the complete replacement of the restroom facility to an ADA compliant facility with a new location closer to the park entrance, new park entrance signage, swings, additional play structures, benches around the lake, picnic tables and grills for the pavilions, water fountains, and several other small repairs to existing structures. The front entrance signage structure, awning, and notice structure have all been cleaned, repaired, and painted already. In the spring



months the City will look to pave the entrance roadways and parking areas, while also restocking the lake for the return of fishing tournaments potentially. Future expansions and phases to additions may be planned for the latter months of 2021, but the proposed project budget will bring everything to a much

safer, ADA compliant standard that the City of Monroe expects from the parks system. The project will be funded with SPLOST 2019 dollars as voted on in Walton County. We hope to coordinate an event with the Pilot Park in the spring of 2021.

**SHADE STRUCTURES**

In the Capital Improvement Project (CIP) project list I have included money for approximately 4-5 larger shade structures at various areas in the parks...mainly Pilot, Mathews, and Childers for the upcoming year. After seeing the need and demand for certain areas to be shaded, we plan to place these in areas as determined by staff observations. These were left out of Pilot and Mathews due to the time of the year so that proper locations could be determined based on usage.



**To:** Planning and Zoning / City Council  
**From:** Patrick Kelley  
**Department:** Planning, Zoning, Code and Development  
**Date:** 09-22-2020  
**Description:** County parcel C0900009 / 0 N. Broad St. Request for rezoning from R1 county to B3 City and Annexation

**Budget Account/Project Name:** NA

**Funding Source:** 2020 NA

**Budget Allocation:** NA

**Budget Available:** NA

**Requested Expense:** \$NA

**Company of Purchase:** NA

**Recommendation:** *Approve*

**Background:** This property is adjacent to a city property which is zoned B3. The applicant desires to come into the city in order to develop the entire property with City of Monroe sewer services. The presented plan is conceptual only to indicate the type and mix of uses intended. Actual development will be dependent upon engineering analysis, Zoning, Code of Ordinance and Development Regulations compliance. This property will be in the CDO District.

This plan is for illustrative purposes only and as such does not indicate acceptance of any parameter which would require modification for compliance or a variance.

**Attachment(s):** Application and supporting documents.



**City of Monroe**

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

# Plan Report

Plan NO.: ZONE-000069 149

Plan Type: Rezone

Work Classification: Annexation - Map Amendment

Plan Status: In Review

Apply Date: 09/16/2020

Expiration:

**Location Address**

0 N BROAD ST, MONROE, GA 30656

**Contacts**

|   |   |
|---|---|
| MONROE OZ PARTNERS LLC<br>426 W HIGHLAND AVE, MONROE, GA 30655<br>(404)819-2520 | <b>Applicant</b><br><br>nathanepurvis@gmail.com |
|---|---|

**Description:** REQUEST FOR REZONE & ANNEXATION OF 7.98 ACRES - P&Z MTG 10-20-20 @ 5:30 PM - COUNCIL MTG 11-10-20 @ 6:00 PM 215 N BROAD ST

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

| Fees                              | Amount          |
|-----------------------------------|-----------------|
| Commercial Rezone or Variance Fee | \$200.00        |
| <b>Total:</b>                     | <b>\$200.00</b> |

| Payments           | Amt Paid        |
|--------------------|-----------------|
| <b>Total Fees</b>  | <b>\$200.00</b> |
| Check # 1888       | \$200.00        |
| <b>Amount Due:</b> | <b>\$0.00</b>   |

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

*Hebbie Adkinson*

Issued By:

September 16, 2020

Date

Plan\_Signature\_1

Date

Plan\_Signature\_2

Date



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

REZONE/ANNEXATION APPLICATION FORM

PERMIT NUMBER \_\_\_\_\_

I. LOCATION HWY 11 North

COUNCIL DISTRICT 2

MAPNUMBER \_\_\_\_\_

PARCEL NUMBER C0900009

II. PRESENT ZONING R1 REQUESTED ZONING B3

III. ACREAGE 7.98 PROPOSED USE Commercial, self storage

IV. OWNER OF RECORD Monroe O2 Partners LLC

ADDRESS 426 W. HIGHLAND AVE MONROE, GA 30655

PHONE NUMBER 404-819-2520

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

V. ANALYSIS:

1. A description of all existing uses and zoning of nearby property  
Commercial on adjacent lot (Bojangles), Multi-family property surrounding tract (tanglewood) as well as other residential zoning.

2. Description of the extent to which the property value of the subject property is diminished by the existing zoning district classification R1 does diminish the value. This tract is located on hwy 11 & commercial will be the highest & best use.

3. The existing value of the property contained in the petition for rezoning under the existing zoning classification \$ 350,000

4. The value of the property contained in the application for rezoning under the proposed zoning Classification \$ 450,000

- 5. A description of the suitability of the subject property under the existing zoning classification Under R1 zoning this property is not suitable for development.
- 6. A description of the suitability of the subject property under the proposed zoning classification of the property Under a B3 commercial zoning this property may be suitable for development.

Rezoning/Annexation Application  
Page Two (2)

- 7. A description of any existing use of property including a description of all structures presently occupying the property vacant land with an abandoned house
- 8. The length of time the property has been vacant or unused as currently zoned 20 +/- years
- 9. A detailed description of all efforts taken by the property owner(s) to use the property or sell the property under the existing zoning classification The property has been available to purchase for many years.

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

LEGAL DESCRIPTION OF PROPERTY

\* SEE NEXT PAGE

Rezoning/Annexation Application  
Page Three (3)

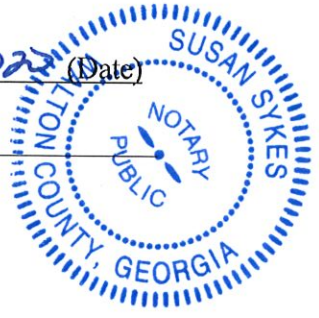
Wherefore, applicant prays that the procedures incident to the presentation of this petition be taken, and the property be rezoned accordingly.

Owner of property (signature) [Signature]  
Address 426 W. HIGHLAND AVE MONROE, GA 30055  
Phone Number 404-819-2520

Attorney/Agent (signature) SAME  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_

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

[Signature] (Notary Public) 9/14/2020 (Date)  
My Commission Expires September 18, 2021





PETITION REQUESTING ANNEXATION  
CITY OF MONROE, GEORGIA

Date: 9-9-2020

TO THE HONORABLE CITY COUNCIL OF THE CITY OF MONROE, GEORGIA

- 1. The undersigned, as owner of all real property of the described herein, respectfully request that the City Council annex this territory to the City of Monroe, Georgia, and extend the City boundaries to include the same.
- 2. The territory to be annexed abuts the existing boundary of Monroe, Georgia, and the description of such territory area is as follows:

Address/Location of Property: 7.98 AC Hwy 11 North  
MONROE, GA 30056

Tax Map Number: C0900009

See Attached Legal Description and Boundary Survey.

- 3. It is requested that this territory to be annexed shall be zoned B3 for the following reasons: to develop a self storage facility with commercial art parcels

WHEREFORE, the Petitioners pray that the City Council of the City of Monroe, Georgia, pursuant to the provisions of the Acts of the General Assembly of the State of Georgia, Georgia Laws, do by proper ordinance annex said property to the City Limits of the City of Monroe, Georgia.

Respectfully Submitted,  
MONROE 02 Partners LLC  
[Signature]

Owners Address: 426 W. HIGHLAND AVE  
MONROE, GA 30655

Rezoning/Annexation Application  
Page Four (4)

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

Sanitary Sewer                       Septic Tank

The following information must be included in the application material requesting an annexation or zoning change from R1 to B3 located at Hwy 11 North, containing 7.98 acre(s), property owner being MONROE 02 PARTNERS LLC filed on 9-9-2020.

CHECK LIST - APPLICATION MATERIAL

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

Monroe Utilities Network Availability Letter

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

Rezoning/Annexation Application  
Page five (5)

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

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

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

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

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

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



LEGAL DESCRIPTION

Exhibit 'A'

BK:4661 PG:418-419  
Filed and Recorded  
Aug-27-2020 10:55 AM  
DOC# 2020 - 011861  
Real Estate Transfer Tax  
Paid: \$ 350.00  
1472020003125  
KAREN P. DAVID  
CLERK OF SUPERIOR COURT  
WALTON COUNTY, GA  
Participant ID: 7339863107

After Recording Return To:  
McMichael & Gray, P.C.  
574 Conyers Road, Suite 100  
Loganville, GA 30052

Order No.: LOG-201013-PUR

Property Appraiser's Parcel I.D. Number:  
C0900-00000-009-000

LIMITED WARRANTY DEED

STATE OF GEORGIA

COUNTY OF WALTON

THIS INDENTURE, made this 26th day of August, 2020, between

Thomas R Breedlove, III

of the County of Polk, State of Florida, as party or parties of the first part, hereinafter called Grantor, and

Monroe Oz Partners, LLC  
, a Georgia Limited Liability Company

as party or parties of the second part, hereinafter called Grantee (the words "Grantor" and "Grantee" to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH that: Grantor, for and in consideration of the sum of Ten And No/100 Dollars (\$10.00) and other good and 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 Land Lot 62, 3rd District, Town GMD 419, Walton County, Georgia, being known as Tract 2 containing 7.98 acres, as shown on a plat of survey prepared by Christopher E. Moore & Associates, Inc., certified by Christopher E. Moore, Registered Professional Land Surveyor No. 2828, dated January 20, 2014 recorded in Plat Book 109, page 145, Clerk's Office, Walton Superior Court. Reference is hereby made to said plat of survey, and the same is incorporated herein for a more complete description of the property conveyed.

SUBJECT to all zoning ordinances, easements and restrictions of record affecting said premises.

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 THE SAID Grantor will warrant and forever defend the right and title to the above described property unto the said Grantee against the claims of all persons owning, holding or claiming by, through or under the said Grantor.

JRB



Date: September 10, 2020

In Re: Utilities

To Whom It May Concern:

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

The utilities checked below are available at Parcel: M0040001, Lot: 62, in the City of Monroe, Georgia.

- ELECTRICITY
- NATURAL GAS
- WATER
- WASTEWATER
- TELECOMMUNICATION

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

*Vashon T. Hill*  
 \_\_\_\_\_  
 City of Monroe



## CODE DEPARTMENT

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September 21, 2020

To: Walton County Board of Commissioners  
111 South Broad Street  
Monroe, Georgia 30655

Re: Map and Parcel CO900009

Dear Commissioners:

Please be advised that the City of Monroe, Georgia by the authority vested in the Mayor and the Council of the City of Monroe, Georgia by Article 2 of Chapter 36, Title 36, of the Official Code of Georgia Annotated, intends to annex the property hereinafter described by ordinance at a regular meeting of the Mayor and the City Council.

This letter has been sent to you by certified mail, return receipt requested, within five (5) business days of acceptance of an application for annexation, a petition for annexation, or upon the adoption of a resolution for annexation by the City of Monroe, in accordance with O.C.G.A. § 36-36-6 and O.C.G.A. § 36-36-9.

See Exhibit "A" Attached

Pursuant to O.C.G.A. § 36-36-7 and O.C.G.A. § 36-36-9, you must notify the governing authority of the City of Monroe, in writing and by certified mail, return receipt requested, of any county facilities or property located within the property to be annexed, within five (5) business days of receipt of this letter.

Pursuant to O.C.G.A. § 36-36-11 a public hearing on zoning of the property to be annexed as B3 City will be held November 10, 2020 at 215 N. Broad Street. If the county has a bonafide land use classification objection under O.C.G.A. § 36-36-11, in accordance with the land use agreement between the City of Monroe and Walton County, please notify Patrick Kelley in accordance with said agreement

Sincerely,

Debbie Adkinson  
Code Department Assistant



## CODE DEPARTMENT

---

September 22, 2020

To Whom It May Concern:

Below you will find information regarding a Legal Notice scheduled to run in The Walton Tribune on September 27, 2020 concerning a Rezone & Annexation adjacent to your property.

Being an adjoining property owner, this could be of interest to you.

**BE ADVISED OF THE DATE, TIME AND PLACE OF PUBLIC HEARING:**

**Planning Commission: October 20, 2020**

Will be held at 215 N Broad St at 5:30 PM on the following application:

**City Council: November 10, 2020**

Will be held in the meeting room at 215 N Broad Street at 6:00 PM on the following application:

Annexation and Rezone of 7.98 acres parcel C0900009. Petition # ZONE-000069-2020

Copies of application submittal can be viewed on line at [www.monroega.com](http://www.monroega.com)  
Choose Government, Agendas Meetings, & Minutes, choose the meeting you plan to attend for this application.

If you are interested in speaking at the Council Meeting for or against the request, you will need to sign up before the meeting starts.

Sincerely,  
  
Debbie Adkinson  
Code Department Assistant



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.

**FLOOD HAZARD NOTE**  
This property does not lie within a 100 year flood hazard zone as defined by the F.E.M.A. Flood Insurance Rate Map of Walton County, Georgia and Incorporated areas, Map number 13297C0130D, dated 5-18-2009.

This plat was prepared for the exclusive use of the person, persons, or entity named in the certificate hereon. Said certificate does not extend to any unnamed person without an express recertification by the surveyor naming said person.

This map or plat has been calculated for closure and is found to be accurate within 1 foot in 512,000 feet.

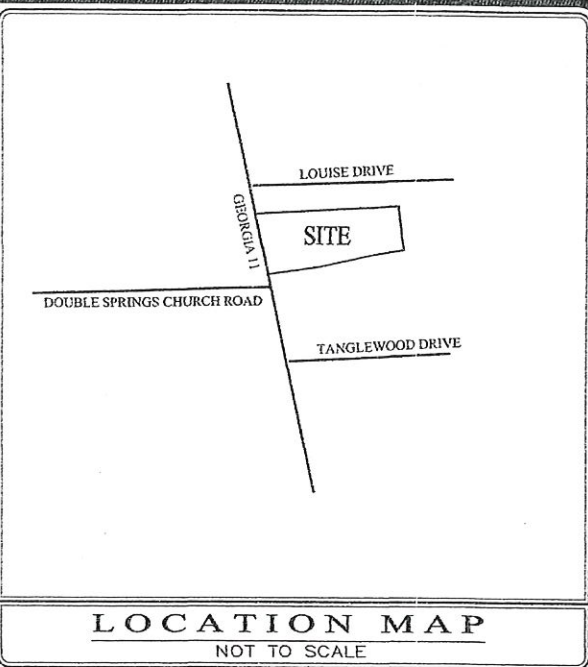
This plat has been prepared using a Nikon Total Station reading directly to 1 second and an electronic distance measuring device reading directly to 1, one hundredth of a foot.

The field data upon which this map or plat is based has a closure precision of (1) foot in 35,965 feet and an angular error of 0 seconds per angle point, and was adjusted using compass rule.

The survey was prepared in conformity with the Technical Standards for Property Surveys in Georgia as set forth in Chapter 180-7 of the Rules of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in the Georgia Plat Act O.C.G.A. 15-6-67.

**NOTE:**

1. THE PURPOSE OF THIS SURVEY IS TO DIVIDE THE TRACT INTO 2 PARCELS.
2. ALL MATTERS OF TITLE ARE EXCEPTED.
3. THIS PLAT IS SUBJECT TO ALL LEGAL EASEMENTS AND RIGHTS-OF-WAY, PUBLIC OR PRIVATE.
4. THOMAS R. BREEDLOVE, III AUTHORIZED THIS SURVEY ADDRESS: 3640 THOMPSON RD, MONROE, GA. 30656 770-267-6662
5. TOTAL AREA= 695,221 S.F. (15.96 ACRES)



**LEGEND**

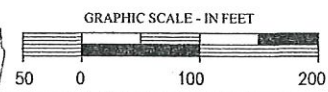
- POWER POLE
- POWER POLE W/ GUY WIRE
- + POWER POLE W/LIGHT
- ⊙ LIGHT STANDARD
- ⊙ LAMP POST
- ⊙ ELECTRIC METER
- ⊙ ELECTRIC BOX or SECURITY CAMERA
- ⊙ FIRE HYDRANT
- ⊙ WATER MANHOLE
- ⊙ WATER METER
- ⊙ WATER VALVE
- ⊙ TELEPHONE MANHOLE
- ⊙ TELEPHONE BOX
- ⊙ SANITARY SEWER MANHOLE
- ⊙ CLEAN OUT
- ⊙ JUNCTION BOX/STORM SEWER MANHOLE
- ⊙ HEADWALL
- ⊙ CATCH BASINS
- ⊙ DROP INLETS
- ⊙ STORM SEWER LINE
- ⊙ CURB INLET
- ⊙ FLARED END SECTION
- SUBDIVISION LOT NUMBER
- PROPERTY CORNER
- FIELD LOCATED PIN (AS NOTED)
- ⊙ CONCRETE MONUMENT FOUND
- ⊙ DISK CONTROL MARKER (AS NOTED)
- ⊙ TEMPORARY BENCHMARK
- ⊙ SIGN (AS NOTED)
- P- OVERHEAD POWER LINE
- T- OVERHEAD TELEPHONE LINE
- G- APPROX. LOCATION GAS LINE
- W- APPROX. LOCATION WATER LINE
- S- SANITARY SEWER LINE
- IPS IRON PIN SET
- IPF IRON PIN FOUND
- BSL BUILDING SETBACK LINE
- L.L. LAND LOT
- L.L.L. LAND LOT LINE
- P.O.B. POINT OF BEGINNING
- N/F NOW OR FORMERLY
- R/W RIGHT-OF-WAY
- F.F.E. FINISHED FLOOR ELEVATION
- D.B. DEED BOOK
- P.B. PLAT BOOK
- PG. PAGE



APPROVED FOR RECORDING  
 AS IS  
 NOT A BUILDABLE RESIDENTIAL LOT  
 WITH COMMENTS NOTED BELOW

WALTON COUNTY CODE ENFORCEMENT  
 DATE: 2/20/14 NAME: [Signature]

**CHRISTOPHER E. MOORE & ASSOCIATES, INC.**  
 PROFESSIONAL LAND SURVEYING  
 848 FAIRWAY DRIVE ~ MONROE, GA. 30655  
 Phone: (770) 963-7418 chris@cmaland.com



DIVISION PLAT FOR  
**THOMAS R. BREEDLOVE, III & ANITA DOSTER**

D.B. 2910 PG. 142  
 P.B. 7, PG. 28

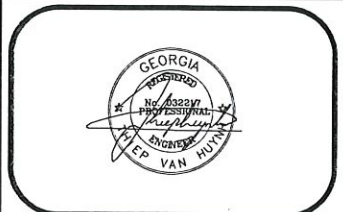
LAND LOT 62  
 3RD DISTRICT  
 WALTON COUNTY, GA  
 1-20-2014 / SCALE 1"=100'  
 JOB# 130072

| REVISIONS |      |             |    |
|-----------|------|-------------|----|
| NO.       | DATE | DESCRIPTION | BY |
|           |      |             |    |
|           |      |             |    |
|           |      |             |    |



**ALCOVY**  
 SURVEYING & ENGINEERING, INC.  
 P.O.C. TIP HUYNH, P.E.  
 2205 Highway 81 South  
 Loganville, Georgia 30052  
 Phone: 770-466-4002  
 Fax: 770-466-4296  
 tip@alcovyse.com  
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**SITE PLAN**

**PROPOSED MONROE COMMERCIAL**

C0900009  
 PARCELS: M0040001  
 LAND LOT(S): 62  
 DISTRICT: 3RD  
 1110 N. BROAD STREET  
 MONROE, GEORGIA

DATE: 8/18/2020  
 SCALE: 1" = 60'

DEVELOPER/PERMITTEE  
 HAL BREDLOVE HB LANDS  
 P.O. BOX 604  
 MONROE, GA 30655

OWNER  
 HB LANDS CO. INC.  
 P.O. BOX 604  
 MONROE, GA 30655

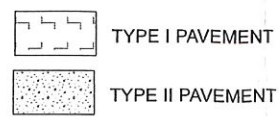
24 HOUR - EMERGENCY CONTACT  
 NATHAN PURVIS  
 PHONE: 404-819-2520  
 nathanpurvis@gmail.com

REVISIONS

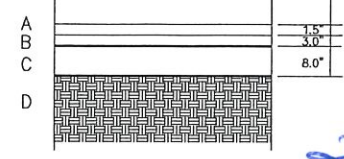
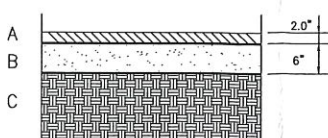
| NO. | DATE | DESCRIPTION |
|-----|------|-------------|
|     |      |             |
|     |      |             |
|     |      |             |

JOB No. 15-148  
 C-1

**PAVEMENT LEGEND**



- A. 2.0 INCH ASPHALT TOPPING - TYPE "E" OR "F"
- B. 6.0 INCHES OF CRUSHED STONE BASE COURSE
- C. STABILIZED SUBGRADE  
 RAW SUBGRADE SOIL (IN SITU OR COMPACTED FILL) COMPACTED TO A MINIMUM OF 95% OF ASTM D 698 DENSITY
- D. STABILIZED SUBGRADE  
 RAW SUBGRADE SOIL (IN SITU OR COMPACTED FILL) COMPACTED TO A MINIMUM OF 98% OF ASTM D 698 DENSITY



*Inadequate Road Frontage if City Street*

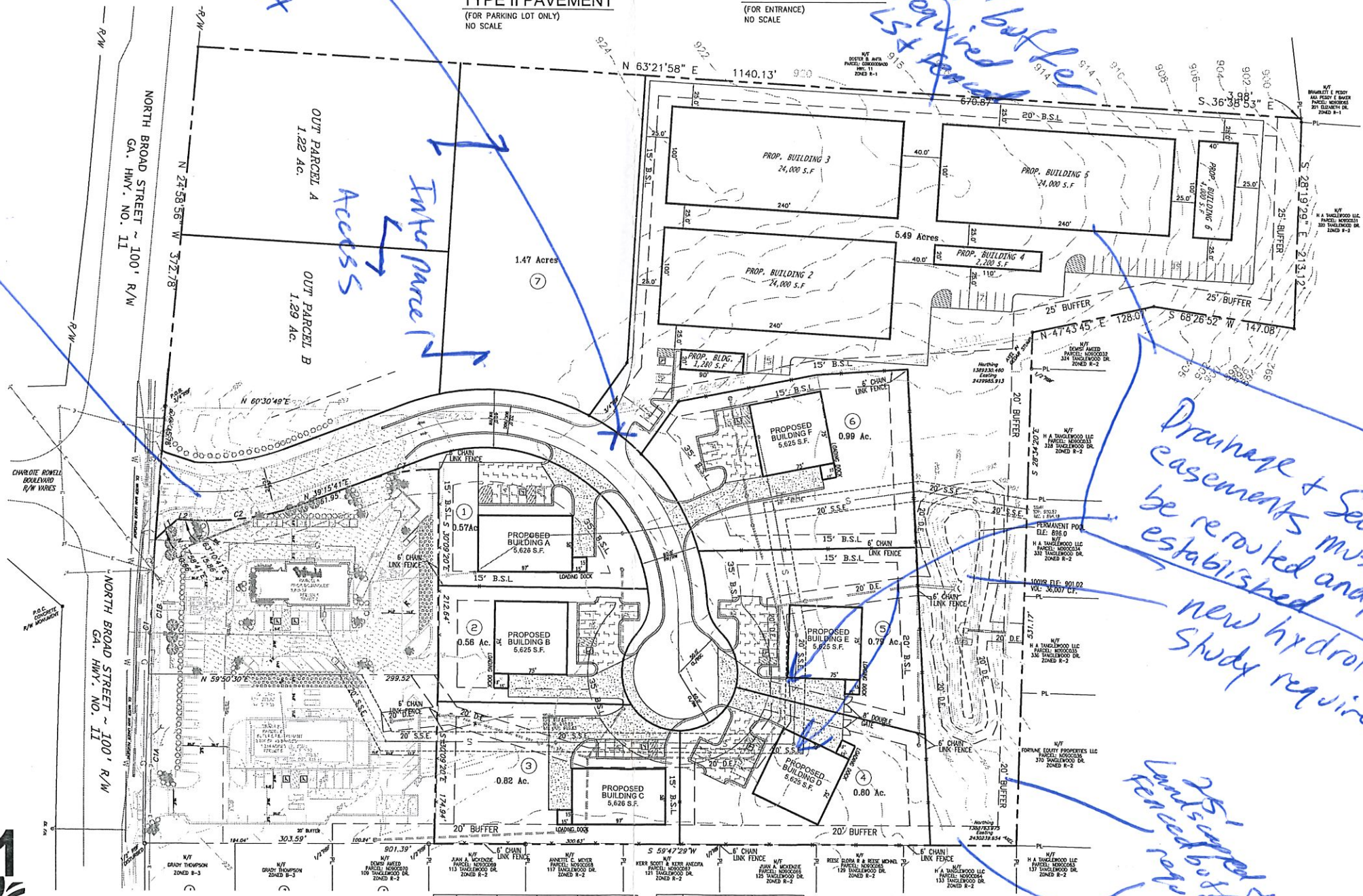
*Private Dr. or City St.?*

*Inter-Parcel Access*

*25' buffer required 1st Parcel*

*Drainage & Sewer easements must be re-routed and/or established and/or new hydrology study required*

*25' buffer required*



**GEORGIA811**  
 www.Georgia811.com

| Curve | Radius  | Length  | Chord   | Chord Bear.   |
|-------|---------|---------|---------|---------------|
| C1    | 280.00' | 116.88' | 116.03' | N 51°13'11" E |
| C2    | 290.00' | 82.77'  | 82.23'  | N 50°01'58" E |
| C3    | 529.59' | 140.10' | 140.10' | N 29°14'58" W |

| Course | Bearing       | Distance |
|--------|---------------|----------|
| L1     | N 17°38'41" E | 30.68'   |
| L2     | N 63°10'41" E | 15.89'   |
| L3     | N 39°15'41" E | 61.95'   |

**NOTICE TO THE PUBLIC  
CITY OF MONROE**

**A petition has been filed with the  
City of Monroe requesting the  
property at 0 N Broad St  
to be rezoned from R1 County to  
B3 City and Annexed  
A public hearing will be held before  
the Monroe Planning and Zoning  
Commission at City Hall Auditorium at  
215 N. Broad Street on October 20, 2020  
at 5:30 P.M. All those having an  
interest should be present to voice  
their interest.**

**A petition has been filed with the  
City of Monroe requesting the  
property at 0 N Broad St  
to be rezoned from R1 County to  
B3 City and Annexed  
A public hearing will be held before  
The Mayor and City Council  
at the City Hall Auditorium at  
215 N. Broad Street on November 10, 2020  
at 6:00 P.M. All those having an  
interest should be present to voice  
their interest.**

**PLEASE RUN ON THE  
FOLLOWING DATE:**

**September 27, 2020**



P.O. Box 1249 • Monroe, Georgia 30655  
(770) 207-4674  
Attn: Business License Division

### OCCUPATION TAX APPLICATION

dchambers@monroega.gov

BUSINESS NAME QUICK FOOD MARKET TELEPHONE (770) 267-8722

ADDRESS 238 NORTH MADISON AVE. TYPE OF BUSINESS C- STORE  
MONROE GA 30655

MAILING ADDRESS SAME AS ABOVE Convenience Store

EMAIL ADDRESS mohakhaliz@yahoo.com

OWNER'S NAME MOHAMMED ULEAH TELEPHONE (678) 644-7642

EMERGENCY CONTACT PERSON: ASM ABEDDIN

TELEPHONE (404) 957-1659

PROPERTY OWNER'S NAME: AFZAL MITHWANI

TELEPHONE (404) 786-2236

\*\*NUMBER OF EMPLOYEES: FULL TIME 3  
PART TIME \_\_\_\_\_ **\*\*(Including Owners & Family Members)**

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 THIS CITY? YES  NO

WILL A SIGN BE INSTALLED ON THE BUILDING OR PROPERTY? YES  NO

**A PERMIT IS REQUIRED FOR ALL SIGNS!!**

I hereby certify that I will not violate any of the laws of this State of Georgia or of the United States. I further agree to comply with any and all ordinances of the City of Monroe in conducting business in the City.

Signature: [Signature] Date 10/01/2020

### 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

| <u>CONSUMPTION ON PREMISE:</u>     | <u>LICENSE FEE:</u>            |         |
|------------------------------------|--------------------------------|---------|
| BEER/WINE                          | \$1000.00                      | _____   |
| NON PROFIT PRIVATE CLUB            | \$600.00                       | _____   |
| SUNDAY SALES-PRIVATE CLUBS ONLY    | \$150.00                       | _____   |
| BEER/WINE AMENITIES LICENSE        | \$100.00                       | _____   |
| <br>                               |                                |         |
| DISTILLED SPIRITS                  | \$3000.00                      | _____   |
| NON PROFIT PRIVATE CLUB-ONLY       | \$600.00                       | _____   |
| SUNDAY SALES                       | \$150.00                       | _____   |
| <br>                               |                                |         |
| <u>PACKAGE:</u>                    | <u>LICENSE FEE:</u>            |         |
| BEER/WINE                          | \$2000.00                      | _____ ✓ |
| HOTEL/MOTEL IN ROOM SERVICE        | \$250.00                       | _____   |
| GROWLERS                           | \$2000.00                      | _____   |
| <br>                               |                                |         |
| <u>MANUFACTURER</u>                | <u>LICENSE FEE: 1 FEE ONLY</u> |         |
| DISTILLERIES OR MICRO-DISTILLERIES | \$1500.00                      | _____   |
| BREWERY OR MICRO-BREWERIES         | \$1000.00                      | _____   |
| <br>                               |                                |         |
| BREW PUB                           | \$750.00                       | _____   |

**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<br>REGISTRATION | \$300.00 | _____ |
|--------------------------------------|----------|-------|

**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.**

1. Full Name of Business SAS 2021 LLC

Under what name is the Business to operate? QUICK FOOD MART

Is the business a proprietorship, partnership or corporation? Domestic or foreign?  
SINGLE MEMBER LLC

2. Address: a) Physical: 238 N MADISON AVE MONROE, GA 30655-2325

b) Mailing: 238 N MADISON AVE MONROE, GA 30655-2325

3. Phone 678-644-7642 Beginning Date of Business in City of Monroe 10/01/2020

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 85-2973531 Georgia Sales Tax Number 308753323

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 MOHAMMED SALIM ULLAH

Full Name of Spouse, if Married BILKISH AKTER SALINA ULLAH

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

Birthplace DHAKA BANGLADESH

Current Address 5305 HARBINS POINT LN NW City LILBURN St GA Zip 30047

Home Telephone 678-644-7642

Number of Years at present address 20 YEARS

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

Number of years at previous address \_\_\_\_\_

8. If new business, date business will begin in Monroe 10/01/2020

If transfer or change of ownership, effective date of this change 09/22/2020

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

Previous applicant & D/B/A MA FRIEND LLC /DBA QUICK FOOD MART

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 MOHAMMED SALIM ULLAH

5305 HARBINS POINT LN NW, LILBURN, GA 30047. MANAGING MEMBER

PHONE NUMBER 678-644-7642

10. Has the person, firm, limited liability company, corporation, applicant, owner/owners, partner, shareholder, manager or officer been arrested, convicted or entered a plea of nolo contendere within ten (10) years immediately prior to the filing of this application for any felony or misdemeanor of any state or of the United States, or any municipal ordinance involving moral turpitude, illegal gambling or illegal possession or sale of controlled substances or the illegal possession or sale of alcoholic beverages to minors in a manner contrary to law, keeping a place of prostitution, pandering, pimping, public indecency, prostitution, solicitation of sodomy, or any sexually related crime. If yes, describe in detail and give dates. NO

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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.

SAS 2021 LLC, STATE OF GEORGIA, DATE INCORPORATED 09/09/2020

MOHAMMED SALIM ULLAH, 5305 HARBINS POINT LN NW, LILBURN, GA 30047

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15. If operating as a corporation, list the stockholders (20% or more) complete addresses, area code and telephone numbers, residential and business, and the amount of interest of each stockholder.

N/A

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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. \_\_\_\_\_  
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. HUSE  
 Name  
3330 - Shady oak Dr.  
 Address  
Doraville, GA - 30340 404-784-2030  
 City State Zip Telephone

2. ASM S ABEDIN  
 Name  
2594 Boland DR NE  
 Address  
Atlanta GA 30319 4049571659  
 City State Zip Telephone

3. MD KAWZAR CHOWDHURY.  
 Name  
4003 Bayshore Cir.  
 Address  
Atlanta GA - 30340 678 949 1442  
 City State Zip Telephone

This the 1st day of October 2020.

[Signature] (Signature Applicant)  
 CEO (Title i.e. Partner, General Partner, Manager, Owner, etc.)

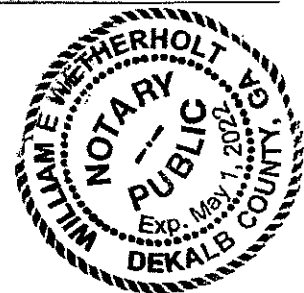
MOHAMMED SALIM ULLAH (Print Name)

Or: [Signature] (Signature of Corporate Officer)  
MOHAMMED ULLAH, CEO. (Printed Name and Title of Corporate Officer)

Signed, sealed and delivered in the presence of: William Wetherholt

Notary Public: William Wetherholt

Executed: 10-1-2020





P.O. Box 1249 • Monroe, Georgia 30655  
(770) 207-4674  
Attn: Business License Division

### OCCUPATION TAX APPLICATION

BUSINESS NAME SMP1, INC, / DBA. SAM FORD MART TELEPHONE (404) 786. 9332

ADDRESS 533. NORTH BROAD ST TYPE OF BUSINESS

MAILING ADDRESS P.O. Box 591, Monroe, Ga 30655 Convenience store

EMAIL ADDRESS SMATHEW1810@gmail.com

OWNER'S NAME SANJU JACOB MATHEW TELEPHONE 404 641.7386

EMERGENCY CONTACT PERSON: MATHEW KURUVILLA

TELEPHONE 404, 786 9332

PROPERTY OWNER'S NAME: SANJU JACOB MATHEW

TELEPHONE 404- 641 7386

\*\*NUMBER OF EMPLOYEES: FULL TIME 1  
PART TIME 1

\*\*(Including Owners & Family Members)

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 THIS CITY? YES  NO

WILL A SIGN BE INSTALLED ON THE BUILDING OR PROPERTY? YES  NO

#### A PERMIT IS REQUIRED FOR ALL SIGNS!!

I hereby certify that I will not violate any of the laws of this State of Georgia or of the United States. I further agree to comply with any and all ordinances of the City of Monroe in conducting business in the City.

Signature: [Signature] Date 10 / 14 / 2020

# 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  | _____ |
| SUNDAY SALES-PRIVATE CLUBS ONLY | \$150.00  | _____ |
| BEER/WINE AMENITIES LICENSE     | \$100.00  | _____ |
| <br>                            |           |       |
| DISTILLED SPIRITS               | \$3000.00 | _____ |
| NON PROFIT PRIVATE CLUB-ONLY    | \$600.00  | _____ |
| SUNDAY SALES                    | \$150.00  | _____ |

### PACKAGE:

### LICENSE FEE:

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

### MANUFACTURER

### LICENSE FEE: 1 FEE ONLY

|                                    |           |       |
|------------------------------------|-----------|-------|
| DISTILLERIES OR MICRO-DISTILLERIES | \$1500.00 | _____ |
| BREWERY OR MICRO-BREWERIES         | \$1000.00 | _____ |
| <br>                               |           |       |
| BREWPUB                            | \$750.00  | _____ |

**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 SMP1 INC / DBA - SAM FOOD MART

Under what name is the Business to operate? SAM FOOD MART

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

2. Address: a) Physical: 533 - NORTH BROAD ST, MONROE, GA. 30655

b) Mailing: P.O. Box. 591, MONROE, GA. 30655

3. Phone 404 786 9332 Beginning Date of Business in City of Monroe 01-01-2021

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 85-3247165 Georgia Sales Tax Number 309-756314

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 SANJU JACOB MATHEW

Full Name of Spouse, if Married NO.

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

Birthplace PHILADELPHIA. U.S.A.

Current Address 3338 PINE TREE RD City ATLANTA St GA Zip 30326

Home Telephone 404-786-9330

Number of Years at present address 1 1/2 years.

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

3314 KYLIE DAWN CIR, LAWRENCEVILLE, GA. 30045

Number of years at previous address 5

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

If transfer or change of ownership, effective date of this change 01-01-2021

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

Previous applicant & D/B/A JACOB MATSON INC, REENA TOMY JACOB, MATSON FOOD MART

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 KURUVILLA MATHEW (MANAGER)

3314, KYLIE DAWN CIR, LAWRENCEVILLE, GA. 30045  
Phone # - 404 786 9330.

10. Has the person, firm, limited liability company, corporation, applicant, owner/owners, partner, shareholder, manager or officer been arrested, convicted or entered a plea of nolo

contendere within ten (10) years immediately prior to the filing of this application for any felony or misdemeanor of any state or of the United States, or any municipal ordinance involving moral turpitude, illegal gambling or illegal possession or sale of controlled substances or the illegal possession or sale of alcoholic beverages to minors in a manner contrary to law, keeping a place of prostitution, pandering, pimping, public indecency, prostitution, solicitation of sodomy, or any sexually related crime. If yes, describe in detail and give dates.

\_\_\_\_\_  
No.  
\_\_\_\_\_  
\_\_\_\_\_

11. Has the applicant been convicted under any federal, state or local law of any felony, within fifteen (15) years prior to the filing of application of such license? No.

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

12. Do you own the land and building on which this business is to be operated? No.

13. Does this establishment have a patio/open area intended to be used for consumption of alcoholic beverages? [ ] yes or [X] 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.

\_\_\_\_\_  
SMP 1, INC, 533 NORTH BROAD ST, MONROE, GA. 30655  
GEORGIA, INC 09-09-2000, SANJU. JACOB. MATHEW

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.

\_\_\_\_\_  
SANJU. JACOB. MATHEW (President, CEO, CFO)  
100% - Current ADDRESS - 3338 PINEHURST ROAD  
ATLANTA - GA. 30326.

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. None.

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ *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. KURUVILLA MATHEW  
Name  
3314 KYLIE BAWN CIR  
Address  
LAWRENCEVILLE GA 30045  
City State Zip Telephone  
404 786 9330

2. REINA TOMY JACOB  
Name  
1046 DOWNGTON CIR  
Address  
LAWRENCEVILLE GA 30045  
City State Zip Telephone  
404 786 2290

3. SANTHAMMA KURUVILLA  
Name  
1810 REEKSIDE LAWS  
Address  
SMALLVILLE GA 30078  
City State Zip Telephone  
404 384 2202

This the 10 day of 14 2020.

[Signature] (Signature Applicant)

OWNER (President) (Title i.e. Partner, General Partner, Manager, Owner, etc.)

SANJU JACOB MATHEW (Print Name)

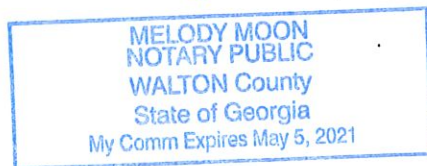
Or: [Signature] (Signature of Corporate Officer)

SANJU JACOB MATHEW (Printed Name and Title of Corporate Officer)

Signed, sealed and delivered in the presence of: [Signature]

Notary Public:

Executed: \_\_\_\_\_





**To:** Planning and Zoning / City Council  
**From:** Patrick Kelley  
**Department:** Planning, Zoning, Code and Development  
**Date:** 08-26-2020  
**Description:** City of Monroe  
 215 N. Broad St  
 Zoning text amendment #8  
 Art. X, Section 1000.3.2 to add Item (iv) cottage food business  
 Requested by Jamie Cox of 919 Holly Hill Rd.

**Budget Account/Project Name:** NA

**Funding Source:** 2020 NA

**Budget Allocation:** NA

**Budget Available:** NA

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



**Recommendation:**

**Background:** The applicant wishes to establish a cottage food business within their home at 919 Holly Hill Rd. pursuant to the restrictions related to a home business. They have recently relocated to the City and had operated this business in the jurisdiction from which they moved. Additionally, they have another business in the City already on Hubbard St.

**Attachment(s):** Application receipt, application, adopting ordinance (if approved). Notice to the public.



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

# Plan Report

Plan NO.: ZONE-000066-2020

Plan Type: Rezone

Work Classification: Text Amendment

Plan Status: In Review

Apply Date: 08/19/2020

**Expiration:**

**Location Address**

**Parcel Number**

215 N BROAD ST, MONROE, GA 30655

M0140026

**Contacts**

City Of Monroe  
P.O. BOX 1249, Monroe, GA 30655  
(770)267-7536

**Owner**

JAMIE COX  
919 HOLLY HILL RD, MONROE, GA 30655  
(678)758-0203

**Applicant**

doughandbatterllc@gmail.com

**Description:** Zoning Code Text Amendment for Article X, Sect 1000.3.2 - P&Z Mtg 9/15/20 @ 5:30 pm -Council Mtg 10/13/20 @ 6:00 pm 215 N Broad St

**Valuation:**           \$0.00            
**Total Sq Feet:**           0.00          

| Fees                                 | Amount          |
|--------------------------------------|-----------------|
| Single Family Rezone or Variance Fee | \$100.00        |
| <b>Total:</b>                        | <b>\$100.00</b> |

| Payments           | Amt Paid        |
|--------------------|-----------------|
| <b>Total Fees</b>  | <b>\$100.00</b> |
| Check # 1031       | \$100.00        |
| <b>Amount Due:</b> | <b>\$0.00</b>   |

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

Issued By:

August 19, 2020

Date

Plan\_Signature\_1

Date

Plan\_Signature\_2

Date



**Zoning Code Text Amendment Application**

Application must be submitted to the Code Department 45 days prior to the Planning & Zoning

Meeting of: \_\_\_\_\_

Your representative must be present at the meeting

Text to be amended Section 1000.3.2 of Article X

Applicant  
Name Jamie Cox  
Address 919 Holly Hill Rd  
Phone # 678-758-0203

**Statement of intent (explain in detail the requested change):**

To obtain a Cottage license through the department of agriculture. Which will allow me to my in home bakery that was established in Jackson County. This will allow me to make wedding cakes & be able to participate in festivals & venues. Be able to sell as a vender at events.

**Statement explaining why any subject property is not suitable for development under the existing text:**

**Explanation of the hardship which will result if the amendment is not granted:**

I would not be able to sell wedding cakes, be a vender at events, or sell in any capacity. I would have to close my business that is already established.

**Other information required by the Code Enforcement Officer:**

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

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

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

Signature Jamie Cox

Date: 8/19/2020

Notary Public Deborah M Adkinson

Date: 8/19/2020

Commission Expires: Sept 8, 2020



I hereby withdraw the above application: Signature \_\_\_\_\_ Date \_\_\_\_\_

**AN ORDINANCE TO AMEND THE ZONING  
ORDINANCE OF THE CITY OF MONROE, GEORGIA**

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

**The Zoning Ordinance of the City of Monroe, officially adopted June 10, 2014, and Effective July 1, 2014, as thereafter amended, is hereby amended by implementing text amendments and changes outlined and identified in particular detail on Exhibit A, which such exhibit is incorporated herein by reference.**

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

These text amendments of the City of Monroe Zoning Ordinance shall take effect upon their adoption by the Mayor and Council.

**FIRST READING.** This 13<sup>th</sup>, day of October, 2020.

**SECOND READING AND ADOPTED** on this 10<sup>th</sup> day of November, 2020.

**CITY OF MONROE, GEORGIA**

**By: \_\_\_\_\_ (SEAL)  
John Howard, Mayor**

**Attest: \_\_\_\_\_ (SEAL)  
Debbie Kirk, City Clerk**

EXHIBIT A

City of Monroe Zoning Ordinance Text Amendment

Amendment # 8

1. Section 1000.3.2 (a) Additional Minimum Requirements – Residential Business. A residential Business: limited to – add item (iv) cottage food business.

**NOTICE TO THE PUBLIC  
CITY OF MONROE**

**The City of Monroe Planning & Zoning commission will be holding a hearing for a zoning action/zoning code text amendment of Article X Sect 100.3.2. A public hearing will be held on September 15, 2020 at 5:30 P. M. in the City Hall Building at 215 N Broad Street.**

**The City of Monroe Council will be holding a hearing for a zoning action/zoning code text amendment of Article X, Sect. 1000.3.2. A public hearing will be held on October 13, 2020 at 6:00 P.M. in the City Hall Building at 215 N Broad Street**

**All those having an interest should be present.**

**Please run on the following date:**

**August 23, 2020**



**To:** City Council  
**From:** Logan Propes, City Administrator, Les Russell Human Resources Director  
**Department:** Human Resources  
**Date:** 11-03-2020  
**Description:** Personnel Search Firm – Fire Chief

**Budget Account/Project Name:**

**Funding Source:** General Fund

**Budget Allocation:** TBD Current Encumbered

**Budget Available:** TBD Available

**Requested Expense:** \$25,000.00 **Company of Purchase:** Ralph Anderson & Associates

**Recommendation:**

Staff recommends the APPROVAL the professional services contract with Ralph Anderson & Associates for the nationwide search for the Director position of City of Monroe Fire Chief.

**Background:**

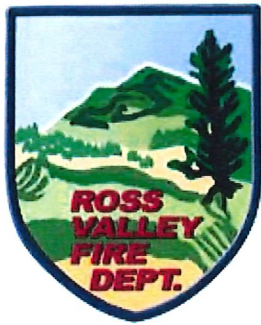
There exists a need to fill the position of Fire Chief, which serves as a Department Head/Director level position to be hired by the City Council and Mayor. Employing a professional search firm allows for a broad pool to find the next Fire Chief and to have a third-party vetting system in place before coming the Council for interviews. Local/internal applicants WILL NOT be excluded from candidacy. The full cost is a flat \$25,000 paid at four points in the process and there is a one-year guarantee of employment with reimbursement of expenses paid.

Final in-person interviews may be elected for by City Council.

Funding will come from residual Fire Dept salary and benefit line items.

**Attachment(s): Proposal**





# Ross Valley Fire Department

Announcing An Outstanding Career Opportunity

# Fire Chief



# The Opportunity

This is truly an exciting opportunity to live and work in one of the most dynamic areas of Northern California. The Ross Valley Fire Department (RVFD) Board of Directors is conducting a national search for an innovative and committed fire professional to serve as the next Fire Chief. Ideal candidates must be hands-on with the ability to wear many hats while demonstrating strong leadership, communication, and interpersonal skills to provide innovative and dynamic approaches in emergency and public safety services that contribute to the quality of life for residents and visitors. This exciting career opportunity has become available due to the pending retirement of Chief Roger Meagor after 32 years with RVFD and 8 years serving as its Fire Chief.

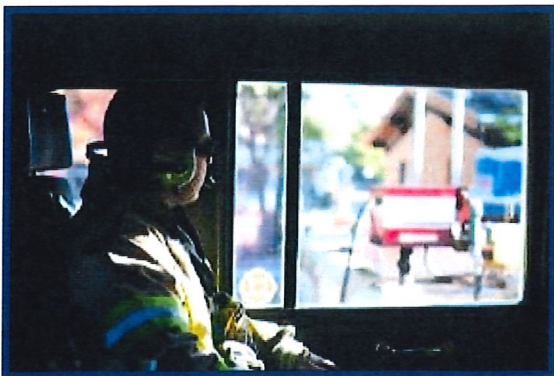
## Marin County

Located in the North Bay across the Golden Gate Bridge from San Francisco, Marin County is a dynamic community of 250,000 well-educated and involved residents. From its tidelands to the top of Mt. Tamalpais, Marin enjoys a high quality of life marked by beautiful beaches, groves of redwoods and oaks, rolling foothills, and scenic valleys. The mild, year-round Mediterranean climate is highlighted by cool, coastal fog tempering the warm inland temperatures of summer.

Marin County is known for its combination of rural and suburban lifestyles. It is a recreation destination for the entire Bay Area – the Golden Gate National Recreation Area and Point Reyes National Seashore are just two destinations out of more than 140,000 acres of public lands within Marin. The County's active economy includes insurance related organizations, finance, movie and video production, agriculture, aquaculture, computer software, communications equipment, printing, and tourism. Marin County children excel in school with test scores well above the average. The 19 school districts in Marin range in attendance from 20 to 8,000, and the Marin Community College District has two campuses (Kentfield and Novato).

## RVFD History and Governance Structure

Organized fire protection in the upper Ross Valley dates back to the early 1900's. In 1907, the San Anselmo Independent Volunteer Fire Department was established. Fairfax and Ross soon followed, establishing volunteer fire departments in 1910. These volunteer fire departments, through the years, added full-time firefighters to augment the volunteer firefighters to address increased demand for fire protection services. The Sleepy Hollow Fire Protection District was formed in 1949; starting in the 1950's, the District contracted with the Town of San Anselmo to provide fire protection services.



On July 1, 1982, the Fairfax and San Anselmo fire departments merged to form the Ross Valley Fire Department. RVFD is administered under a joint powers agreement (JPA). The original JPA provided fire protection to Fairfax, San Anselmo, and the unincorporated county area known as Sleepy Hollow. The Department was governed by two voting members from each Town and one non-voting member from the Sleepy Hollow Fire Protection District.

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On July 1, 2010, the Sleepy Hollow Fire Protection District became a full member of the joint powers agreement. The governing board was expanded to six voting members, two from each of the member agencies.

On July 1, 2012, the joint powers agreement was expanded once again to include the Town of Ross. With the addition of the Town of Ross, the governing board was expanded to eight voting members, two from each of the member agencies. The former Ross Fire Department personnel, with the exception of the Fire Chief, joined RVFD, adding six full-time positions and a fourth fire station to the JPA.

## The Ross Valley Fire Department

The men and women of the Ross Valley Fire Department work to protect approximately 25,000 residents, including businesses and visitors, over a ten square mile area through four fire stations. The Department provides services in the areas of Fire Prevention, Fire Suppression, Investigation, Inspection, Emergency Medical Services (EMS), Public Education, and community programs including Community Emergency Response Teams (CERT), Explorer Program, and a highly dedicated Volunteer Firefighter Program. RVFD has a history of providing outstanding services since 1907 and currently has an authorized staffing level of 33 full-time employees: 1 fire chief, 3 battalion chiefs, 12 captains, 15 firefighter/engineers, 1 administrative assistant, and 1 fire inspector. In addition, RVFD has an active volunteer force of 15 members and a FY 2013/14 operating budget of \$8,347,188 annually.

**Mission Statement**

Ross Valley Fire Department is a consolidated fire agency with the mission of protecting the lives, property, and environment of Ross, San Anselmo, Sleepy Hollow, and Fairfax through education, prevention, and community service in a professional and caring manner that is fair, honest, respectful, and ethical.

The RVFD operates an apparatus fleet of 8 fire engines out of four stations. There are 7 Type-I engines and 1 Type-III engine. The Type-I engines include an engine assigned to the Department by the California Office of Emergency Services (OES). The RVFD also has command and utility vehicles for day-to-day department operations. In 2012, the RVFD responded to 2,068 calls for services. Approximately 52% of those calls were EMS calls.

## The Position

The Fire Chief serves at-will and is appointed by and reports to the RVFD Board of Directors. The Fire Chief works under the day-to-day administrative direction of the Executive Officer position, which rotates among the three Town Managers of Fairfax, Ross, and San Anselmo. The Fire Chief will be joining a high-energy, creative, and professional team to assume command

of a results-driven organization with a tradition of providing excellent service. The Chief will coordinate assignments and activities for all personnel as well as collaboration with other Town, County, and State agencies. In addition to providing oversight and leadership for the day-to-day operational activities of a progressive organization, he/she will serve as a technical advisor to the Board of Directors and Town Managers on fire, disaster management, and EMS issues. The Chief is also responsible for establishing and maintaining a positive employee/labor relations climate, and for the proper and efficient use of both human and financial resources. The Fire Chief also contributes to the JPA's organizational strategic mission, planning, operations, processes, and procedures.

**Specific responsibilities of the Fire Chief include:**

- Providing strong leadership that will inspire achievement and earn the confidence of Department personnel, the Board, Town Managers, outside agencies, and the community;
- Utilizing a quality professional and technical staff, being mindful of their abilities, and able to listen and make informed decisions;
- Ensuring professional development of command staff and employees that will enhance their success as managers, and facilitate positive employee morale and strong organizational performance;
- Establishing collaborative working relationships and partnerships with community and neighborhood associations, business groups, development organizations, and other agencies, to pursue a common goal of community safety;
- Articulating a vision and leading the development of strategic and master plans in support of that vision;
- Providing an appropriate flow of information to citizens, the media, and interest groups, and serving as the primary spokesperson on matters of fire safety and life safety;
- Managing the Department's financial resources and communicating the Department's financial structure and position to internal and external stakeholders;
- Working effectively with the Board, Town Managers, other agencies, and affiliated labor associations toward the common good of the organization and the community with a participative leadership style; and
- Operating as the Fire Marshal, develop and enforce fire codes and ordinances within the scope of the Department. Interpret and apply laws, regulations, ordinances and codes for specific applicable situations.

In summary, the Fire Chief will provide dynamic leadership and vision in order to manage people and constructive change while continuing to mentor, coach, and provide staff development.

## Challenges and Opportunities

The Fire Chief will have a variety of opportunities and challenges to address including:

- Ensuring prudent fiscal management of the Department's budget in light of the current challenging economic times and shrinking resources;
- Developing and proposing a balanced budget for the Department's operations;

- Maintaining good communication and ongoing positive union/labor relations;
- Continuing training and development of staff including succession planning; and
- Continuing to expand opportunities to acquire special project funding through grants and other non-traditional financial pathways.

## The Ideal Candidate

The top candidate selected as the next RVFD Fire Chief will be an experienced fire services manager and administrator who possesses outstanding interpersonal, organizational, and leadership skills. This top executive will have exceptional communication skills and be able to work effectively as leader of a team. The ideal candidate will be amiable, open, and honest; and possess a reputation as a firm, competent, fair, and consistent manager. An unblemished record of ethical and professional conduct is essential.

The selected candidate for Fire Chief will be a person of imagination and vision that will ensure continued progress for RVFD's service areas of fire prevention, fire education, fire suppression, emergency management services, and emergency medical services. The new Chief must also be willing to take reasonable risks to guide the organization to new levels of achievement and share the credit for successes with others. The Chief must have a reputation as an effective developer, motivator, and evaluator of subordinate personnel, with a reputation for providing training and education equitably for all personnel.

The Fire Chief will be expected to demonstrate and promote the highest standards of personal and professional conduct. The ideal candidate will be expected to practice an open style of management and to work collaboratively with members of the Department to foster a working environment that encourages individuals to excel in their areas of responsibility. The Fire Chief will establish positive relationships with employees throughout the organization and place a high value on the professional development of staff. The Fire Chief will be considered a progressive leader within the fire service and be recognized for being an ongoing contributor to the advancement of the profession. Ross Valley Fire Department's next Fire Chief will be well-versed in all operational and administrative aspects of comprehensive emergency service operations including fire suppression, fire prevention, hazardous materials response, emergency medical services, and associated services.



Extensive experience with sound and effective labor relations will be expected. A sophisticated understanding of California employment practices, including the Firefighter Procedural Bill of Rights, is strongly desired. Known for being a relationship builder, the top candidate will also have a reputation for establishing and maintaining a high level of trust between management and rank and file. Highly qualified candidates must be able to formulate long-range plans that communicate future vision, direction, and leadership expectations. The Ross Valley Fire Department's Fire Chief will demonstrate

effectiveness as being an innovator in developing a model department in areas such as labor-management, training and development, community outreach and education, and the effective use of technology.

In summary, the Fire Chief will also be a positive influence on day-to-day operations, have a "can-do" attitude, and will be comfortable with a hands-on approach to all aspects of RVFD procedures. Additionally, the Chief must be recognized as having the ability to provide the following:

#### Exceptional leadership skills

- Display outstanding character, integrity, and professionalism;
- Ability to build consensus and provide a positive example;
- Proven success working in an active labor environment where consensus and positive relationships are crucial to the organization's success;
- Ability to embrace and effectively implement new ideas, a genuine interest in the community, and the broad range of issues facing the RVFD service communities;
- Consistently communicate and implement the RVFD mission; and
- Display financial acumen and the ability to do long-range financial planning for the Department.

#### Outstanding managerial skills

- Ability to manage a small but diverse staff while providing personnel management including the ability to coordinate, delegate, supervise, train, and develop staff; assess staff capabilities; handle/prevent personnel problems; and optimize staff skills and communication;
- Possess proven experience and be committed to staff development and succession planning;
- Creative problem-solving capabilities, with the ability to analyze and resolve complex and sensitive issues, problems, and situations; and
- A proven track record of identifying and evaluating specific organizational needs.

#### A proven, effective communicator

- Display an outgoing, communicative style, one that is comfortable working with a variety of individuals at any level in the organization;
- Legislative process and policy decision-making, including working with elected officials and local, state, and federal agencies;
- A good listener; open and approachable with new ideas;
- Excellent writing skills, a highly articulate oral communicative style, and the ability to clearly explain complex issues to a wide variety of constituents; and
- Proactive at providing information to the Board of Directors, the Executive Officer, and the community.

In summary, qualified candidates will excel in providing executive leadership and guidance to this dynamic Fire Department.

## Qualifying Experience and Education

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**Education** – Bachelor's degree from an accredited college or university with major course work in fire science, fire administration, emergency management, public administration, or a closely related field is strongly desired. Master's or other advanced degree is a significant plus. Executive Fire Officer Certification, the Chief Fire Officer Designation, Executive Development Institute, or similar endeavors are also highly desirable.

**Experience** – The successful candidate will have a minimum of five (5) years of increasingly responsible command and management experience at the Executive Officer level (as a Fire Chief, Assistant Chief, Division Chief, or Battalion Chief). With a passion for public service and a proven track record of success, top candidates will have an outstanding career in fire service and a progressively responsible senior level career path. Candidates will be evaluated based on their qualifications and career history presented through their submittal of a comprehensive package of information outlining career highlights and notable achievements.



#### Desired Qualifications

- California SFM Certified Chief Officer
- National Fire Academy Executive Fire Officer
- Experience in a combination career/volunteer fire agency

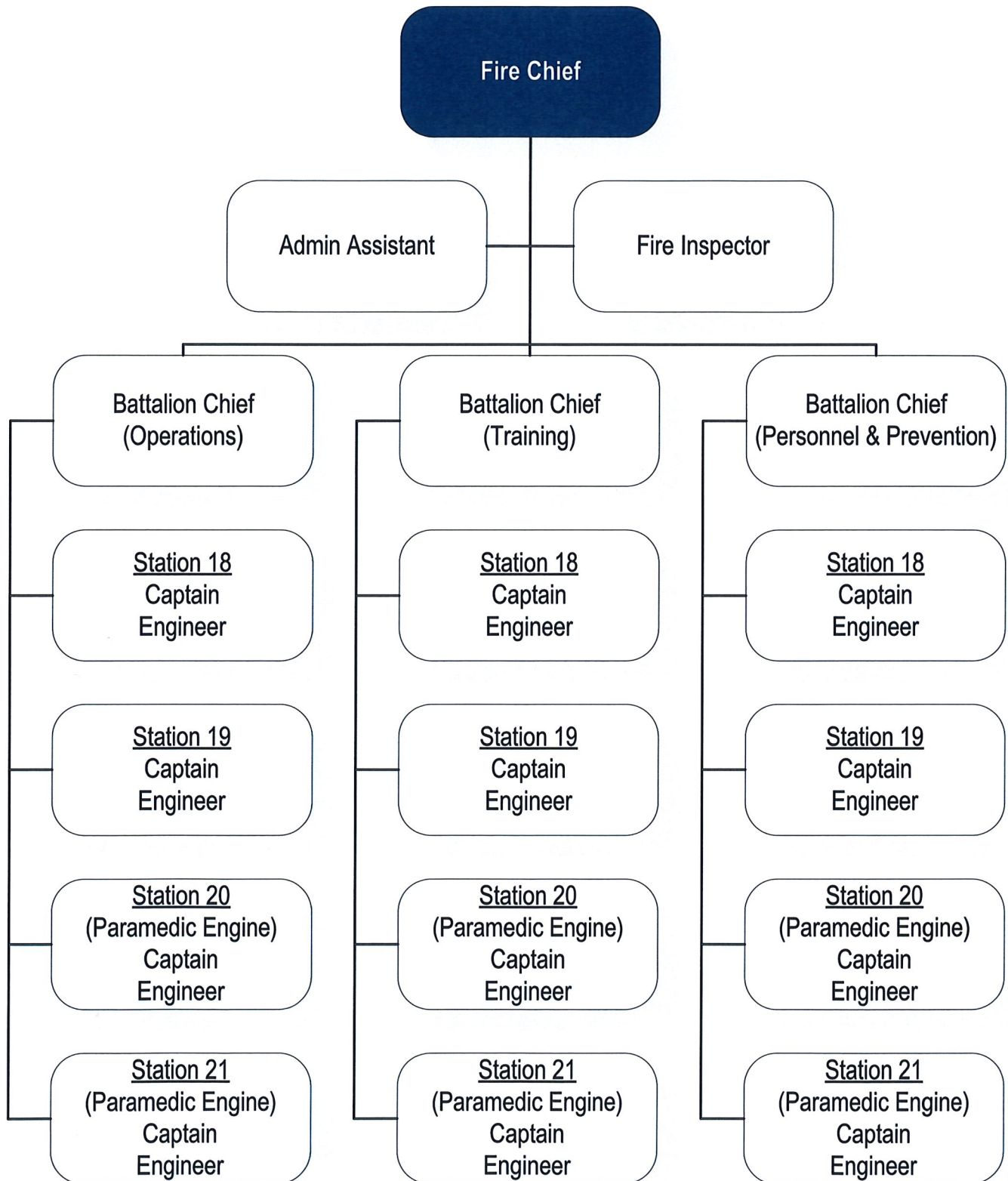
## To Be Considered

This is a **confidential process** and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established. The first review of resumes will take place on November 1, 2013. ***This position is open until filled; however, candidates are encouraged to apply early in the process for optimal consideration. Resumes will be reviewed and evaluated throughout the recruitment process.***

Confidential inquiries are encouraged to Mr. Robert Burg and Ms. Heather Renschler at (916) 630-4900. ***Interested candidates are encouraged to consider this career opportunity and submit immediately.*** Submittal should include a comprehensive resume, compelling letter of interest, salary history, and professional references via email to [apply@ralphandersen.com](mailto:apply@ralphandersen.com). ***Electronic submittals are required.***

Ralph Andersen & Associates will determine the best overall match with the established criteria as outlined in this recruitment profile. ***Top tier candidates, as recommended by the Interview Panel(s), will be interviewed by the Board of Directors during November.*** A final decision will be made by the Board and it is anticipated that the newly selected Fire Chief will join the Ross Valley Fire Department in January 2014 or at a mutually agreeable date.

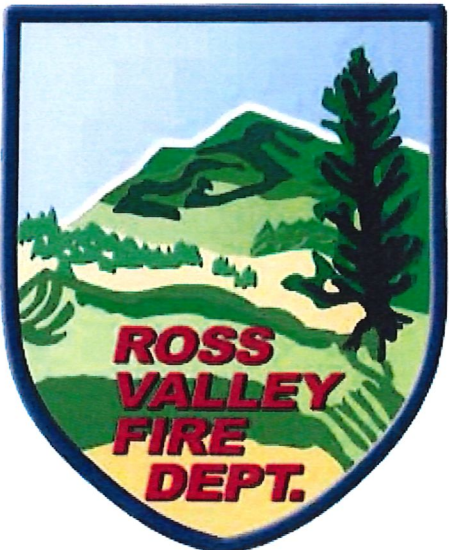
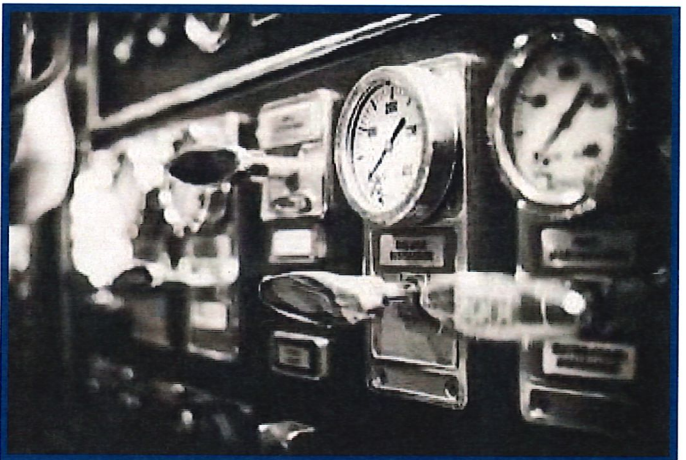
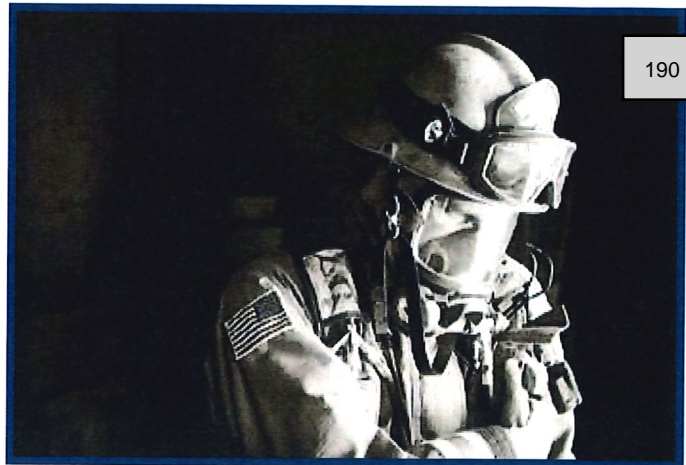
# Ross Valley Fire Department Organization Chart



# Compensation and Benefits

A competitive compensation package will be offered for this at-will executive position, including an excellent benefits package, and may include moving/relocation assistance. Benefits include:

- **Holidays** – 13 paid holidays annually.
- **Vacation Leave.**
- **Administrative Leave** – 10 days per year (does not accrue).
- **Sick Leave** – Accrues at 8 hours per month.
- **Health Insurance** – Department Cafeteria Plan, with \$1,738 per month available for all insurance (health, dental, life, vision, etc.).
- **Retirement** – Participation in CalPERS with a 3% @ 55 benefit for "Classic Members" or 2.7% @ 57 benefit for "New Members."
- **Retiree Medical** – CalPERS Public Employees Medical and Hospital Care Act PEMHCA (vested after five years). Retiree Health Savings plan, equal contribution by employee and Department.
- **Housing allowance.**
- **Uniform allowance.**
- **Use of Department vehicle.**





5800 Stanford Ranch Road  
Suite 410  
Rocklin, California 95765  
916.630.4900

October 1, 2020

Mr. Logan Propes  
City Administrator  
City of Monroe  
215 N. Broad Street  
Monroe, Georgia 30655

Via Email: [russell@monroega.gov](mailto:russell@monroega.gov)

Dear Mr. Propes:

Thank you for inviting Ralph Andersen & Associates to submit a proposal to provide executive search services for the position of Fire Chief with the City of Monroe. We would be delighted to work with the City on this search assignment.

During these extraordinary times, it is important to note that it is “business as usual” at Ralph Andersen & Associates with our team working very effectively while sheltered in place. The firm has leveraged technological solutions to the maximum extent possible to keep our search processes moving forward and, at the same time, adhere to State, CDC, NIH, and other public health mandates. If selected to conduct this search engagement, kick-off activities, resume review meetings, City as well as all candidate interviews will be enabled using Zoom Video Technology in order to address a quick start on this project. No on-site visits or meetings will be conducted. Additionally, we will move through the interview and selection stage as expeditiously as the situation allows.

Our mission and commitment to the City of Monroe is to provide the highest quality of search services in the industry as measured by the comprehensive nature of our search process, the caliber of candidates we present, and the success of those candidates in our client’s organizations.

We have all the advantages of a large firm – extensive resources, collective knowledge in our markets, and are an extremely capable, high performance 18-member search team – with a long-term proven and verifiable track record of exceeding our clients’ expectations. The combination of experience and diverse backgrounds gives the consultants at Ralph Andersen & Associates a comprehensive understanding of what it takes to build an effective organization – leadership, integrity, vision, fiscal acumen, transparency, superior interpersonal skills, and a strong commitment to service.

The executive recruitment techniques used by Ralph Andersen & Associates have been developed and used successfully with hundreds of clients for more than 48 years. With the reputation of Ralph Andersen & Associates you will have the opportunity to consider candidates located throughout the State of Georgia, the Eastern Region, as well as from across the United States.

We are proud of how we market and represent our clients; all of the design, graphics, and printing of our marketing material is done in-house so we can control the quality and production timing. A sample brochure for the Ross Valley Fire Department – Fire Chief recruitment is attached for your review. To see additional samples of our recruitment brochures, please visit the *Career Opportunities* page of our website at [www.ralphandersen.com](http://www.ralphandersen.com).

The City will have Mr. Robert Burg, Executive Vice President of Ralph Andersen & Associates, as the Project Director. Mr. Burg is located in the Sarasota, Florida area and focuses on representing the Midwest and Eastern United States.

Upon the City's approval and authorization to proceed, we will begin coordinating a search effort that emphasizes both quality and timeliness.

Thank you very much for your favorable consideration of this proposal. We look forward to further refinement of this work plan to suit the City's specific needs. You may reach me at (916) 630-4900 should you have any questions or need further clarification.

Sincerely,



Robert Burg  
Executive Vice President





**Ralph Andersen & Associates**  
A Tradition of Excellence Since 1972

5800 Stanford Ranch Road  
Suite 410  
Rocklin, California 95765  
916.630.4900

## Experience

### Firm Profile and Description

Attracting top talent has never been more complex and Ralph Andersen & Associates is highly qualified to assist the City of Monroe with recruiting the position of Fire Chief. We have conducted more successful executive recruitments than any other firm since 1972. From helping you to create a competency-based interviewing framework for your new Fire Chief to assessing candidates and attracting top human capital, our search professionals offer an unparalleled depth of experience, national reach, and industry knowledge.

The City has requested our proposal to assist in the identification and recruitment of a highly qualified group of candidates for the new Fire Chief. In particular, the City is seeking a firm with the national reach and professional experience to clearly assess your organizational needs and formulate a strategy to **deliver results**.

At Ralph Andersen & Associates, we believe that gaining a complete understanding of our client's specific objectives and priorities is essential prior to launching any search assignment. This process includes the identification and incorporation of a variety of important details such as the candidate's desired skills and experience as well as the critical "soft skills" related to temperament, personality, management philosophy, and other factors that will ultimately determine the candidate's "fit" with the organization.

We begin each search by working closely with your leadership, stakeholders, staff, and, when appropriate, your community to ensure a complete picture of the desired candidate pool is developed. Our team-oriented approach, matched with this 360-degree perspective, means we ensure that a complete understanding of the organization's mission and culture translates into those specific traits and characteristics necessary to ensure the selected candidate is successful in the position.

We understand that the City expects aggressive, personalized outreach to identify a diverse and highly qualified applicant pool and a selection process that includes comprehensive candidate reports based on thorough reference and background checks. We will begin with a fully detailed profile of the desired candidate's characteristics and build a recruitment strategy that is tailored to meet the City's specific needs. The resulting outreach and advertising campaign will incorporate the extensive use of personal outreach to recruit a diverse and highly qualified group of candidates.

Ralph Andersen & Associates has been providing practical, responsive executive search and management consulting services to the local public sector and related industries since 1972. With each new assignment, we earn our reputation as the nation's premier local government consulting organization.

### Why Choose Ralph Andersen & Associates?

Ralph Andersen & Associates is a California Corporation providing executive search and management consulting services since 1972. As such, the executive recruitment techniques used by Ralph Andersen & Associates have been developed and used successfully with hundreds of clients for more than 48 years. Our substantial background and understanding of cities and your specific needs makes us ideally suited to represent the interests of the City.

At Ralph Andersen & Associates, we believe that gaining a complete understanding of our client's specific objectives and priorities is essential prior to launching any search assignment. This process includes the identification and incorporation of a variety of important details such as the candidate's desired skills and experience as well as the critical "soft skills" related to temperament, personality, management philosophy, and other factors that will ultimately determine the candidate's "fit" with the organization.

We take a multi-disciplinary approach to executive search and the entire process. This is where Ralph Andersen & Associates sets itself apart:

- There's always an **entire team** behind every assignment;
- We take a multi-disciplinary approach to **meeting our client's needs**; and
- We **keep commitments**, performing at a level that **exceeds our client's expectations**.

Ralph Andersen & Associates, a California Corporation, serves a nationwide clientele through its Corporate Office in Sacramento (Rocklin), California.

Our national staff of professionals and support staff include acknowledged leaders in their respective fields. Supplementing their extensive consulting backgrounds, our senior staff all have personal, hands-on executive experience in the operation of public agencies and private businesses.

## Range of Services Offered

Ralph Andersen & Associates specializes in the following primary service areas: executive search, management consulting, and human resources consulting.

- **Executive Search** – At Ralph Andersen & Associates, there's always an entire team behind every recruitment assignment that we undertake. Our multi-disciplinary approach takes the best ideas in executive recruiting and creates innovative ways to get the right candidates for clients. When you retain Ralph Andersen & Associates, you actually get an entire team's worth of support and expertise working together to achieve your organization's objectives. The firm has conducted executive searches for large and small organizations throughout the nation. In addition to conducting searches for city manager and other chief executive officer positions, Ralph Andersen & Associates has successfully completed searches in every area of municipal service. Ralph Andersen & Associates believes the most important element of a successful executive search is to listen carefully to what our clients are looking for in terms of candidate experience and qualifications. Using these client-focused guidelines, candidate identification is undertaken through marketing and personal outreach.
- **Management Consulting** – Ralph Andersen & Associates helps organizations improve their performance potential with a range of management consulting services. The types of services provided by the firm include management and performance audits, organizational analyses, productivity improvement analyses, agency and service consolidation assessments, specialized financial management including debt restructuring and organizational problem solving. In addition to providing these services to entire organizations, the firm often conducts management consulting engagements that are focused in a specific service area such as public safety, city management, finance, public works, community development and other major service areas. Ralph Andersen & Associates treats every management consulting engagement as unique. This approach means we will assemble a consulting team comprised of consultants with the specific talents and experiences needed to successfully achieve the client's objectives. Our team of experienced consultants perform complex analyses and recommend solutions that are practical and most importantly, are capable of being implemented by our clients.
- **Human Resources Consulting** – The firm provides a full range of contemporary human resources consulting including classification studies, compensation studies, benefits analysis, pay plan development, executive pay, and pay for performance. Key staff have proven success in working with labor groups and elected officials in identifying solutions

and solving challenging problems. Services also include expert witness services for mediation and arbitration hearings. Our approach to consulting services is characterized by proven methods, extensive data collection, accurate analysis, and effective communication and messaging.

## Recent Recruitments

Below is a listing of recent Fire Chief related recruitments conducted, or currently underway, by Ralph Andersen & Associates (2005 to Present):

- Alameda County, CA
  - Fire Chief (2020)
- Anaheim, CA
  - Fire Chief (2019)
- Arlington, TX
  - Fire Chief and Director of Emergency Services (2010)
- Bishop, CA
  - Fire Chief (2018)
- Boise, ID
  - Fire Chief (Current Search)
- Carson City, NV
  - Fire Chief (2017)
- Charlotte, NC
  - Fire Chief (2018)
- Cincinnati, OH
  - Fire Chief (2017)
- Columbus, OH
  - Fire Chief (Current Search)
- Corona, CA
  - Fire Chief (2018)
- El Dorado Hills Fire Department, CA
  - Fire Chief (2018)
- Hillsborough County, FL
  - Fire Marshal (2008)
- Huntington Beach, CA
  - Fire Chief (2020)
- Kansas City, MO
  - Fire Chief (2013)
- La Habra Heights, CA
  - Fire Chief Backgrounds (2010 & 2011)
- Los Angeles, CA
  - Fire Chief (2014)
- Menlo Park Fire Protection District, CA
  - Fire Marshal (2014)

- Metropolitan Washington Airports Authority
  - Assistant Fire Chief (2018)
  - Fire Chief (2018)
- Oakland, CA
  - Fire Chief (2012)
- Orange County, FL
  - Fire Chief (Partial Recruitment) (2012)
- Orange County Fire Authority, CA
  - Assistant Chief/Fire Marshal (2014)
  - Fire Chief (2014 & 2018)
  - Interim Fire Chief (2014)
- Renton Regional Fire Authority, WA
  - Fire Chief (Current Search)
- Richmond, CA
  - Fire Chief (2005)
- Riverside, CA
  - Fire Chief (2014)
- Ross Valley Fire Department, CA
  - Fire Chief (2014) – **Brochure Attached**
- Sacramento, CA
  - Fire Chief (2018)
- San Bernardino County, CA
  - Deputy Fire Chief of Administration (2020)
  - Deputy Fire Chief of Operations (2020)
  - Fire Chief/Fire Warden (2019)
- Santa Barbara, CA
  - Fire Chief (2018)
- Santa Barbara County, CA
  - Fire Chief (2015 & 2019)
- South Lake Tahoe, CA
  - Fire Chief (2020)
- Truckee Meadows Fire Protection District, NV
  - Deputy Chief of Fire Prevention (2018)
- Tucson, AZ
  - Fire Chief (2019)
- Turlock, CA
  - Fire Chief (2015)
- Wichita, KS
  - Fire Chief (2017)

# Work Plan

We approach every search with a sense of excitement and urgency and we always “hit the ground running.” That means that when the City gives us notice to proceed, we kickoff the process immediately – working closely with the City Administrator, Human Resources Director, and others, as requested, to identify the key characteristics and professional experience desired in the candidate pool. We believe strongly in providing timely client communications and while we will deliver regular status reports at each stage of the search, our consultants pride themselves in being highly accessible and responsive to all client requests and inquiries.

**Given the uncertainty regarding in-person meetings due to the COVID-19 pandemic, meetings will be conducted via videoconference if travel or in-person gatherings are not advised.**

## Task 1 – Review Project Management Approach

The Project Director, Mr. Burg, will begin work on this project within 10 days (or sooner) after the City provides a contract or, alternatively, an official notice to proceed. The first task will include established individual and/or group video meetings (done via the Zoom Video Technologies application) with the City Administrator, Human Resources Director, and others, as appropriate, to finalize the recruiting and selection process. This will include discussion of the project management for this search, review of the work plan, confirmation of timing, and communication methods. Working collaboratively with the City Administrator, Human Resources Director, and key City staff, this task will result in a more definitive timetable.

## Task 2 – Develop Position Profile

The position profile for the Fire Chief is the guide for the entire search process. The development of the profile includes the collection of technical information and recruitment criteria.

### **Technical Information**

Mr. Burg will conduct video meetings with the City Administrator, Human Resources Director, and other appropriate individuals as may be necessary, to gain an understanding of the experience and professional background requirements desired in the Fire Chief. These discussions, all done via video conferencing, will also help the Project Director gain an understanding of the work environment and the opportunities and challenges facing the City.

### **Recruitment Criteria**

The recruitment criteria are those personal and professional characteristics and experiences desired in the Fire Chief. The criteria should reflect the goals and priorities of the City. Mr. Burg will meet via videoconference with key staff in the City and others, as appropriate, to facilitate the identification and articulation of that criteria.

**Optional Services** – The City may desire obtaining input from the community on the qualities they would like to see in the new Fire Chief. To facilitate community input, the search team is available to conduct an on-line survey instrument. Additionally, our process can allow for email comments to Ralph Andersen & Associates relative to the desired qualities in the next Fire Chief. The cost to conduct this optional survey would be supplemental to the contract.

Subsequent to the development and adoption of the candidate profile, the technical information and recruitment criteria will be documented in an electronic recruitment brochure prepared by the search consultant. The electronic recruitment brochure will be

reviewed by the City in draft format, revised as appropriate, and published for use throughout the search.

### Task 3 – Outreach and Recruiting

This task is among the most important of the entire search. It is the focus of the activities of the search consultant and includes specific outreach and recruiting activities briefly described below.

#### ***Outreach***

An outreach and advertising campaign will be developed. This will include the placement of ads in publications specifically targeted to the position of Fire Chief, including the International Association of Fire Chiefs, Georgia Association of Fire Chiefs, and other professional associations. Other Internet sites related to fire safety will be used as a method of extending the specific outreach in a short period of time.

Additionally, the advertisement and the full text of the position profile (the recruitment brochure) will be placed on Ralph Andersen & Associates' website, which is accessed by a large number of qualified candidates. This method of outreach to potential applicants provides a **confidential source** that is monitored by many key level executives on an on-going basis.

#### ***Candidate Identification***

Ralph Andersen & Associates will use their extensive contacts to focus the recruiting effort. In making these contacts, the search consultant will target those individuals who meet the criteria established. Each of the candidates identified through the recruiting efforts will be sent an electronic recruitment brochure. Candidates will also be contacted directly to discuss the position and to solicit their interest in being considered.

Both the outreach and recruiting activities will result in applications and resumes from interested candidates. As they are received, resumes will be acknowledged and candidates will be advised of the general timing of the search process. The following tasks involve the actual selection process once all resumes have been received.

### Task 4 – Candidate Evaluation

This task will be conducted following the application closing date. It includes the following specific activities:

#### ***Screening***

All of the applications will be carefully reviewed. Those that meet the recruitment criteria and minimum qualifications will be identified and subject to a more detailed evaluation. This evaluation will include consideration of such factors as professional experience, and size and complexity of the candidate's current organization as compared to the candidate profile.

#### ***Preliminary Research and Internet Review***

The research staff of Ralph Andersen & Associates, under the direction of the Project Director, will conduct preliminary research and internet review for those candidates identified as the most qualified as a result of the screening process. This level of research will be done on a limited number of candidates to learn more about each candidate's public profile and related information that is available on the internet.

#### ***Preliminary Interviews via Video Technology***

Mr. Burg will conduct preliminary interviews with the top group of candidates identified through the screening and preliminary research processes. The interviews are extensive and designed to gain additional information about the candidates' experience, management

style, and “fit” with the recruitment criteria. Interviews will be done using video technology. No consultant travel for preliminary in-person interviews has been included in this proposal.

The screening portion of the candidate evaluation process typically reduces a field of applicants to approximately five (5) to six (6) individuals. Those individuals will be reviewed with the City prior to proceeding with the individual (video) interviews conducted for finalist candidates.

### **Task 5 – Search Report**

After completing Task 4, all documentation will be supplied to the City electronically. No hard copies will be supplied to the City for any phase of this search engagement. Mr. Burg will prepare detailed information for review including resumes uploaded to a file sharing system (i.e., DropBox or ShareFile). Mr. Burg will facilitate a review meeting (using Zoom) with the City Administrator, Human Resources Director, or other designated representative, to discuss the top candidates. The report divides all of the candidates into four groups including 1) the top group of candidates recommended to be interviewed via video; and 2) a backup group to the first group. The search report will include candidate resumes. The results of the preliminary research and interviews will be provided in writing to the City. This video meeting will result in a confirmed group of top candidates for the City to further consider.

The results of the Search Report will be a confirmed group of finalist candidates (typically 4 to 5) that the City will interview using video technology.

### **Task 6 – Selection**

The final selection process and the timing of the final selection will vary depending upon the desires of the City. The typical services provided by Ralph Andersen & Associates in the selection process are described briefly below. Mr. Burg will coordinate the selection process for the finalist group of candidates. This includes handling the logistical matters with candidates and with the City.

Mr. Burg will coordinate the video selection process for the finalist group of candidates. All finalist interviews will be done via video using Zoom. This includes handling the logistical matters with candidates and with the City.

Ralph Andersen & Associates will prepare an electronic interview booklet (uploaded to a file sharing program such as DropBox or ShareFile) that includes the resumes and candidate report (with interview comments, preliminary research, and other relevant information about the candidates). In addition, this electronic information will contain suggested questions and areas for discussion based upon the recruitment criteria. Electronic copies of the interview booklet will be provided in advance of the candidate interviews. No hard copies of material will be provided. Should the City desire hard copies, that will be the responsibility of the City to produce and distribute.

Mr. Burg will facilitate the Zoom Video Interviews to assist the City through the selection process. Important to note, all parties will be using this video technology. This includes all candidates, panel members, and the City. This assistance will include an initial orientation, candidate introductions, and facilitation of discussion of candidates after all interviews have been completed.

Additionally, verifications will be made on the top two candidates and will include education verifications, Department of Motor Vehicle check, wants and warrants, civil and criminal litigation search, and credit check. The results of these verifications will be discussed with the City at the appropriate time.

Reference checks will be conducted on the top two candidates. For each top candidate, former co-workers, and supervisors will be identified and contacted. The results of these reference checks will be discussed with the City at the appropriate time. Should the City require additional reference checks on more than the top two candidates, an additional fee will be added.

As needed, Mr. Burg is available to provide assistance to the City in the final selection as may be desired. This assistance may include providing or obtaining any additional information desired to

assist in making the final selection decision. Mr. Burg's participation will be done using video technology or telephonically.

### Task 7 – Negotiation

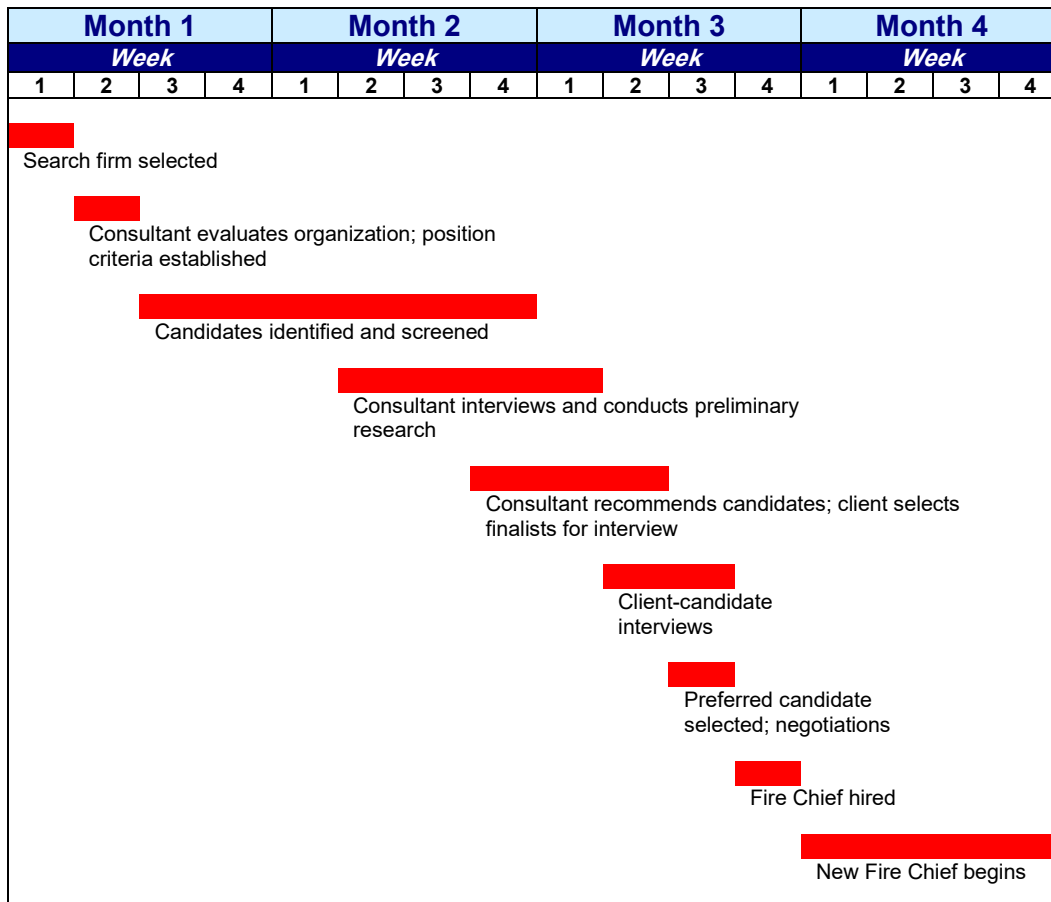
Mr. Burg is available to assist the City in negotiating a compensation package with the selected candidate. This may include recommendations on setting compensation levels.

### Task 8 – Close Out

After the City has reached agreement with the individual selected for the position, the Project Director will close out the search. These activities will include advising all of the finalist candidates of the status of the search. Candidates that were not interviewed will also be updated electronically.

## Schedule

Ralph Andersen & Associates will complete the search within 75 to 90 days from the execution of the agreement to the presentation of candidates. A brief overview of the recruitment schedule is presented below. The schedule does not include transition time by the selected candidate to join the City.



*\*Timeframe for the Fire Chief to transition to the City is dependent upon the selected candidate's notification to his or her current employer.*



## Key Personnel

The reputation of the search firm and personal commitment of the recruiters define the difference between the success and failure of any given recruitment. Ralph Andersen & Associates' search professionals are acknowledged leaders in the field and possess a broad range of skills and experience in the areas of local government management, executive search, and related disciplines. Only senior members of Ralph Andersen & Associates are assigned to lead search assignments, ensuring that their broad experience and knowledge of the industry is brought to bear on our clients' behalf. **The City of Monroe will have Mr. Robert Burg as the Project Director.**



### Mr. Robert Burg, Project Director

Mr. Burg is the Executive Vice President of Ralph Andersen & Associates and is based in the Sarasota, Florida area. As a senior executive, his area of concentration is on executive search and management consulting. His client base, as a retained consultant and high-level advisor, is focused on all facets of government, non-profit, and private enterprise. Mr. Burg has a total of 41 years of experience in the area of government. Mr. Burg has successfully completed some of the most challenging, complex recruitments in the United States. Mr. Burg has extensive leadership and consulting experience in both the public and private sectors. He has held senior administrative positions in organizations ranging in size from less than 100 employees to over 1,000. Mr. Burg has a Bachelor of Arts degree in Economics and a Master of Business Administration with a specialty in Healthcare both from the University of Miami, Coral Gables, Florida. He has taught business management courses and lectured at several prestigious organizations.

**It is anticipated that Mr. Burg will provide 100% of the professional time on this search for a new Fire Chief. Mr. Burg will be assisted (if needed) will be the following key members of our Search Team:**



### Heather Renschler, President/CEO

Ms. Renschler has been with Ralph Andersen & Associates for more than 34 years and is the firm's President/CEO. Ms. Renschler has overseen the recruitment practice of Ralph Andersen & Associates for the last 24 years and as a result, is often involved with recruitments on a national scale and those of a highly sensitive and critical nature. She is experienced at working with boards, city councils, staff members, and selection committees in the recruitment and selection process. Her network of contacts and potential candidates are on a national scale. Prior to joining Ralph Andersen & Associates, Ms. Renschler had extensive private sector experience in the areas of construction management, health care and public accounting. Ms. Renschler attended the University of Toledo and majored in Accounting and Journalism and obtained a Bachelor's degree in Public Administration from the University of San Francisco.



**Doug Johnson, Vice President**

Mr. Johnson is a Vice President with Ralph Andersen & Associates and has over 30 years of local government consulting experience. Mr. Johnson has over 17 years of experience with Ralph Andersen & Associates in addition to 13 years as President of Johnson & Associates, a human resources consulting firm. Mr. Johnson participates in all facets of the firm’s recruitments and has extensive experience working with elected officials, public executives, staff members, labor organizations, and ad-hoc committees. He is the firm’s expert in executive compensation and related matters and has served as an expert witness in arbitration/mediation

proceedings. Mr. Johnson has a Bachelor’s degree in Psychology from California State University, Sacramento.



**Mr. Greg Nelson, Vice President**

Mr. Greg Nelson, Vice President, joined Ralph Andersen & Associates following a career of over 20 years in the public sector. Prior to joining Ralph Andersen & Associates, Chief Nelson served as Chief of Police for a Midwestern police department for a city of 34,000 residents where he was known for his progressive and principled leadership. Under his tenure, the city enjoyed double-digit reductions in crime, while increasing employee engagement, citizen satisfaction (amongst the highest in a national survey), and made drastic improvements in the labor-management climate. He created public-private partnerships that allowed for superior levels of service during budget shortfalls, while enhancing relationships with stakeholders in the community. Chief Nelson served in the United States Air Force/Air National Guard, where he held a Top Secret security clearance. He is a graduate of both the FBI National Academy and Northwestern University’s prestigious School of Police Staff and Command.

Chief Nelson has served on numerous executive boards covering all facets of law enforcement, especially those of a multi-jurisdictional nature. He has worked extensively with human rights and diversity groups and community organizations. Additionally, he has provided expert testimony for state and local legislative bodies.

Chief Nelson holds a Master’s degree in Public Administration from the University of Illinois-Springfield with graduate certificates in both Public Sector Labor Relations and Criminal Justice Education. He is a member of the FBI National Academy Associates, the International Association of Chiefs of Police, the National Public Employers Labor Relations Association, and the Society for Human Resource Management, and served on the executive board of the Illinois Association of Chiefs of Police. Chief Nelson is an adjunct faculty member for Nova Southeastern University in Ft. Lauderdale, Florida.



**Mr. P. Lamont Ewell, Senior Consultant**

Mr. P. Lamont Ewell has over 35 years of experience in the public sector and possesses a unique blend of expertise. He has recently joined the firm of Ralph Andersen & Associates to focus on key executive level positions for local government. His practice will be focused primarily in California although the expanse of his recruitment network will be national in scope. Highly regarded for his expertise in restructuring operational delivery systems, strengthening communities’ economic base, and stabilizing city finances, he successfully managed the cities of Santa Monica and San Diego, California; and Durham, North Carolina.

Additionally, he is a former Fire Chief for a large urban city, and past President of the International Association of Fire Chiefs (IAFC).

During his accomplished career, he has successfully recruited and hired high quality executive leaders. Each appointed individual was well received by the organization and community. He attributes his successes in making the right appointments by first ensuring that each of the selected candidates possessed very specific characteristics, traits, and abilities.

Mr. Ewell served on the Board of Directors for the North Carolina School of Math and Science and as a guest lecturer on public policy at UNC, UCLA, Cal State Northridge, and Santa Monica College. He also served as a fellow in the Public Policy Department at UCLA.

He has a Bachelor of Science degree in Business Administration and later pursued an Executive Master’s degree in General Administration from the University of Maryland.



**Mr. David M. Morgan, Senior Consultant**

Mr. Morgan, Senior Consultant with Ralph Andersen & Associates, brings more than 35 years of public sector leadership and experience to the firm. With a distinguished career as City Manager for the City of Anaheim, Mr. Morgan oversaw California’s 10th largest city (population 336,265) for eight years (2001 – 2009). In his role as City Manager, Mr. Morgan was responsible for a full-service city including implementing the policies established by the Anaheim City Council, overseeing the City’s \$1.3 billion budget, staff of 2,200 full-time and 1,000 part-time employees and shepherding the City’s five-year \$678 million Capital Improvement Budget.

He had a lead role in working with professional sports teams and facilities as well as overseeing the City’s Enterprise operations including the Convention Center and Electric and Water Departments. During his career with the City of Anaheim beginning in December 1974, Mr. Morgan worked in many City Departments. From 1993 through 2001, as the Assistant City Manager, Mr. Morgan directly oversaw the City’s Finance, Human Resources, Information Systems, Audit, Intergovernmental Relations, Convention Center, Stadium, Arena, Parks, Recreation, Library, and Community Services operations. Since retiring from Anaheim, he has taught at the Graduate level in Local Government Leadership and served as a consultant for local Government Agencies.

Mr. Morgan holds both a Bachelor’s and Master’s degree in public administration from California State University, Fullerton. Mr. Morgan is a member of the International City/County Management Association, and served as a Board Member for the California City Management Foundation. He also has been an adjunct faculty member for the Graduate Center for Public Policy and Administration at California State University, Long Beach.



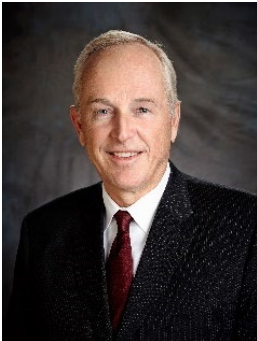
**Mr. Nick Marano, Senior Consultant**

Mr. Nick Marano, Senior Consultant, specializes in both executive search and management consulting. An accomplished leader, Mr. Marano has over 35 years of government and private sector experience and brings a passion for excellence into everything he does. He has spent his life building and leading teams in organizations from under 50 people to more than 6,000. His secret to success has been to find and identify the right person for the right job and then provide the appropriate level of coaching, responsibility, and mentorship to ensure a successful outcome.

Mr. Marano served as the City/County Manager for the Consolidated Municipality of Carson City, Nevada’s Capital City and only Consolidated Municipality. He was responsible for the operations and administration of the departments of a full-service city and county, including Health and Human Services, Alternative Sentencing and the Public Guardian. Mr. Marano hired 7 of the 11 Department Directors and led Carson City during a significant period of austerity and growth. His priorities were detailed fiscal planning, public transparency, and lean management. He supervised the annual execution of the City’s \$127 million budget and its 670 employees, led the redevelopment of its Downtown and secured TIGER Grant funding for important infrastructure improvements. In 2015, USA Today named Carson City as America’s Most Travel-Worthy State Capital.

In the private sector, Mr. Marano was the Market President of a publicly traded, Chicago-based startup. He built a manufacturing and retail business with over 55 employees and in excess of \$20 million in annual sales. The retail business was recognized two years in a row as the top business in the *Nevada Appeal's* annual poll of readers.

A retired Marine Colonel, Mr. Marano had a prominent military career, commanding both an infantry battalion in combat operations in Iraq and Camp Pendleton, the Corps' largest base. Mr. Marano has a Bachelor of Science degree in Finance from St. Joseph's University.



**Fred Wilson, Senior Consultant**

Mr. Wilson, Senior Consultant with Ralph Andersen & Associates, brings more than 35 years of experience as a local government executive, including 21 years serving as City Manager of Huntington Beach and San Bernardino. Working in full-service cities, he brings a strong background in identifying and recruiting top quality executive staff. This experience gives Mr. Wilson a unique perspective to the needs of City Councils recruiting for City Managers.

In Huntington Beach, Mr. Wilson oversaw all aspects of city operations including City Finance, Human Resources, IT, Community Development, Police, and Fire services. Mr. Wilson has recruited and hired Department Directors in all of these key departments. His skills in identifying, recruiting, and retaining high quality employees, and talent management, coupled with succession planning, have contributed significantly to the successes of those organizations.

Under Mr. Wilson's leadership, in 2018 Wallethub ranked Huntington Beach #1 in "Quality of Service."

As a long-tenured local government executive, Mr. Wilson has extensive experience in all aspects of governance including organizational development, succession planning, municipal finance, community development, and general management. His experience includes working in organizations with different governance structures. Mr. Wilson has served on various League of California Cities Policy Committees, as well as on the advisory board in the School of Public Administration at California State University, San Bernardino. He is past president of the Orange County City Managers' Association and has been active on various advisory boards throughout his career.

Mr. Wilson holds a Bachelor of Science degree in Urban Planning from Cal Poly Pomona, and a Master's degree in Public Administration from California State University, Northridge.



**Mr. John Slaughter, Senior Consultant**

Based in Texas, Mr. Slaughter, Senior Consultant, is available to lead and conduct recruitments throughout the Southwestern Region and nationally, as needed. Mr. Slaughter brings 33 years of local government experience to Ralph Andersen & Associates, most recently serving as County Manager of Nevada's second most populous county where he was responsible for oversight of the county's \$634 million budget, providing the full range of county, municipal, regional, and inter-county services through 24 departments and 2,700 employees. Mr. Slaughter had direct responsibility for county finances, human resources, information

technology, public works, community development, and parks, as well as coordinating with elected and commission appointed department heads responsible for criminal justice, public health, fire protection, and other aspects of county services. Mr. Slaughter recruited and hired department directors in all areas of county government and is recognized for his ability to recruit, develop, and retain high performing teams.

During his tenure in county government, Mr. Slaughter facilitated countywide information technology planning projects, jail overcrowding studies, fire protection studies, emergency medical services studies, studies of flexible staff scheduling, employee award programs, and team building. He has provided direct oversight and project vision to several programs recognized by the National Association of Counties in strategic planning, land use planning, elected official orientation, employee engagement and recognition, and organizational effectiveness.

Mr. Slaughter has extensive experience working with elected officials at all levels of government, including serving 12 years as the county's liaison at the Nevada Legislature, where he coordinated legislative affairs activities and provided expert testimony to numerous legislative committees and commissions.

Mr. Slaughter holds a Bachelor of Science degree in Sociology and Anthropology from Emporia State University, and a Master of Urban Planning degree from the University of Kansas. He has also received the Continuing Education Certificate in Public Management from the University of Nevada, Reno. He is a member of the American Planning Association (APA), the American Institute of Certified Planners (AICP), and the International City/County Management Association. Additionally, Mr. Slaughter has maintained his AICP Certification throughout his public service career and has been extensively involved in economic development projects of significant size and complexity as well as major capital projects.



**Mr. John Rossi, Senior Consultant**

Mr. Rossi, Senior Consultant with Ralph Andersen & Associates, specializes in executive search and consulting for water utilities and other public agencies. He has had an extensive career in the public water and wastewater utility sector and has held the positions of CEO/General Manager with three agencies in California over the past 18 years. As General Manager of the Western Municipal Water District, Mr. Rossi was responsible for the 500-square mile water district including wholesale and retail water, wastewater, and reclaimed water operations. Mr. Rossi was previously a court appointed Watermaster for the Santa Ana River surface

water and Western ground water adjudications.

Mr. Rossi has served on a number of boards of state and national water related associations such as the Association of California Water Agencies, WateReuse, Urban Water Institute, and the California Municipal Utilities Association where he served as President. He was a founding member of the California Utility Executives Management Association and past President as well as being elected to his local water board – the Rancho California Water District. Mr. Rossi was recognized by the Association of California Water Agencies with their Excellence in Leadership award in 2013 for his contributions to the water industry. He also served on the University of California Riverside's Board of the Water Policy and Science Center.

Prior to work in the water utility industry, Mr. Rossi began his career in public accounting and specialized in work with private water companies and water districts including rate work with the California Public Utilities Commission.

Mr. Rossi has a Bachelor's degree in Business Administration and is a Certified Public Accountant (inactive) in the State of California.



### **Chief Bryan Noblett, Consultant**

Chief Noblett recently joined Ralph Andersen & Associates as a consultant, following a nearly 35-year career in the public sector. Chief Noblett has a vast array of experience as a law enforcement leader, manager, and executive. In his most recently held position, Chief Noblett served as the Chief of Police in the City of Elk Grove, California, a city of approximately 175,000 residents. As Chief, Chief Noblett was directly responsible for overseeing a \$50 million budget and approximately 250 full-time employees.

Chief Noblett has extensive experience in the area of leadership development, coaching, and mentoring. He has a strong passion for identifying and developing leaders who will provide stellar service to their communities and organizations. He actively practiced Community Oriented Policing concepts throughout his career and very effectively integrated community participation into the delivery of public safety service in the communities he served. Chief Noblett is experienced in the integration of Information Technology and in strategically leveraging its use in public sector applications to maximize effectiveness.

Chief Noblett holds a Bachelor’s degree in Criminal Justice from California State University, Sacramento and a Master’s degree in Organizational Leadership from Chapman University. In addition, Chief Noblett is a graduate of the FBI National Academy and the Senior Management Institute for Police. He is a member of the California Police Chiefs Association, the Police Executive Research Forum, the International Association of Chiefs of Police, and the FBI National Academy Association.

### **Paraprofessional and Support Staff**

Paraprofessional, graphics, and support staff will provide administrative support to the search team on recruitment assignments. These may include:



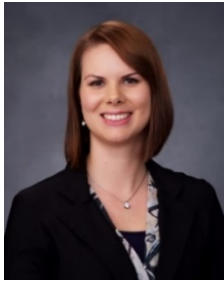
### **Ms. Diana Haussmann, Recruitment Manager**

Ms. Haussmann joined Ralph Andersen & Associates in 1998 and currently serves as a Senior Recruitment Coordinator. Ms. Haussmann provides administrative and technical support to the Executive Search team, and is involved with the recruitment process from start to finish, working closely with the firm’s clients and candidates. Prior to joining Ralph Andersen & Associates, Ms. Haussmann provided administrative support to the legal profession and also worked in the fast-paced world of title and escrow. Ms. Haussmann has more than 25 years of executive level administrative experience and holds an Associate of Arts degree in Legal Office Administration.



### **Ms. Hannah Jones, Senior Recruitment Coordinator**

Ms. Hannah Jones joined Ralph Andersen & Associates as a Research Assistant and was quickly promoted to Senior Recruitment Coordinator. As a Senior Recruitment Coordinator, Ms. Jones provides support services to consultants on some of the firm’s most complex recruitments. Ms. Jones holds a Bachelor of Arts degree in History with coursework in Public Policy from William Jessup University. She has also completed coursework in History at the University of Oxford in the United Kingdom. Ms. Jones also holds a Master of Arts degree in Museum Studies from the University of Oklahoma.



**Ms. Christen Sanchez, Senior Recruitment Coordinator**

Ms. Christen Sanchez is a Senior Recruitment Coordinator with Ralph Andersen & Associates and provides administrative support services to the Executive Search team. Prior to joining Ralph Andersen & Associates, Ms. Sanchez provided administrative services as a Scheduling Coordinator for applied behavioral analysis services provided to children with developmental disabilities across the Central Valley and the Greater Sacramento area. Ms. Sanchez holds a Bachelor of Arts degree in English from California State University, Stanislaus.



**Tina Keller, Recruitment Assistant/Coordinator**

Ms. Tina Keller joined Ralph Andersen & Associates as a Human Resources Analyst and was elevated to Recruitment Assistant/Coordinator. As a Recruitment Assistant/Coordinator, Ms. Keller provides assistance and scheduling to the Senior Recruitment Coordinators, working side by side with on many of the firm's Executive searches. Additionally, Ms. Keller assists Consultants on research and scheduling needs. Prior to joining Ralph Andersen & Associates, Ms. Keller was a Human Resources Generalist in the Semi-Conductor industry in the Bay Area for 10 years. Ms. Keller holds a Bachelor of Arts degree in Speech Communication from San Jose State University



**Karen AllGood, Graphic Designer/Creative Coordinator**

Ms. Prior to joining Ralph Andersen & Associates, Ms. AllGood provided graphic design services as a Technical Illustrator for The Jones Group apparel production corporation; and provided administrative support services as a Legal Secretary for the Jones Day law firm. Ms. AllGood also served in the United States Navy. Ms. AllGood holds a Bachelor of Fine Arts degree in Marketing and Fashion Design from AIU, Atlanta, Georgia.



**Teresa Heple, Contracts/Proposal Manager**

Ms. Teresa Heple joined Ralph Andersen & Associates in 1981 and currently serves as a Contracts/Proposal Manager. Throughout her tenure with the firm, Ms. Heple has provided administrative and technical support to all of the firm's operating divisions. Prior to joining Ralph Andersen & Associates, Ms. Heple provided administrative support to a capital investment firm and served in the United States Navy. Ms. Heple has more than 40 years' experience in the field of administrative and executive level support. She holds an Associate's degree from American River Community College.

# Cost Proposal

The recruitment effort for a new Fire Chief will be a comprehensive search process with a focus in Georgia and the Eastern Region. The review of resumes and qualifications will be conducted on all candidates that submit giving the City the ability to select from a broad field of qualified candidates. The professional services fee to perform this search will be a **fixed fee of \$25,000\*** for recruitment services and all related expenses.

**\*Note** – Expenses included in this fixed fee include such items as advertising, consultant interaction (anticipated to be done 100% through videoconferencing), clerical, graphic design, research, and long-distance telephone charges. On top candidates, Internet and Lexis/Nexis searches will be conducted. Additionally, education verifications, DMV check, wants and warrants, civil and criminal litigation search, and credit check will be conducted on the top two candidates. Reference checks will be conducted on the top candidate. Should the City desire to conduct references calls on more than one candidate, a background fee of \$1,800 per candidate will be billed in addition to the above stated fees.

**As previously stated, Ralph Andersen & Associates is leveraging cloud-based applications to operate in a total virtual environment. All meetings and interviews will be conducted by video (Zoom Technologies), all work products provided to the client will be electronically transmitted (properly organized and tabbed) using either DropBox or ShareFile.**

**Invoicing for Services** – Ralph Andersen & Associates will bill the City in four installments as follows:

- Following kick-off and finalization of recruitment brochure – \$7,500
- After the closing date – \$7,500
- After finalist interviews – \$7,500
- Upon placement – \$2,500

Progress payments will be due upon receipt.

**Brochure** – A full color electronic brochure will be developed for the Fire Chief recruitment. All pictures will be the responsibility of the City.

**Optional Services (Organizational and Community Survey)** – Should the City choose to conduct an Organizational and Community Survey with summarized results, this would be conducted for an additional \$3,500.

**Exception** – Based on the recommendation for all video interviews (at least during the COVID-19 Pandemic), any candidate travel is the full responsibility of the City.

## Ralph Andersen & Associates' Guarantee

Ralph Andersen & Associates offers the industry-standard guarantee on our search services. If within a one-year period after appointment, the Fire Chief resigns or is dismissed for cause, we will conduct another search free of all charges for professional services. The City would be expected to pay for the reimbursement of all incurred expenses.

Should the initial outreach efforts not result in a successful placement, Ralph Andersen & Associates will continue the outreach efforts until the ideal candidate is found. The City will be responsible for expenses based on actual receipts.





**To:** Planning and Zoning / City Council  
**From:** Patrick Kelley  
**Department:** Planning, Zoning, Code and Development  
**Date:** 10-05-2020  
**Description:** City of Monroe  
 215 N.Broad St.  
 Zoning text amendment #9  
 ARTICLE VIII: SITE DESIGN;  
 ARTICLE IX: BUILDLING DESIGN;  
 ARTICLE XIII: LANDSCAPING DESIGN AND TREE PRESERVATION.

**Budget Account/Project Name:** NA

**Funding Source:** 2020 NA

**Budget Allocation:** NA

**Budget Available:** NA

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



**Recommendation:** *Approve*

**Background:** This is an effort to ensure quality development for the current and future residents of the City of Monroe by establishing acceptable minimum standards in the articles listed

**Attachment(s):** Application, adopting ordinance, notice to the public.



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

# Plan Report

Plan NO.: ZONE-000074 210

Plan Type: Rezone

Work Classification: Text Amendment

Plan Status: In Review

Apply Date: 10/05/2020

**Expiration:**

**Location Address**

**Parcel Number**

215 N BROAD ST, MONROE, GA 30655

M0140026

**Contacts**

City Of Monroe  
 P.O. BOX 1249, Monroe, GA 30655  
 (770)267-7536

**Applicant**

**Description:** ZONING CODE TEXT AMENDMENT FOR ARTICLE VIII: SITE DESIGN; ARTICLE IX: BUILDING DESIGN; ARTICLE XIII: LANDSCAPING DESIGN AND TREE PRESERVATION - P&Z MTG 10/20/20 @ 6:00 PM - COUNCIL MTG 11/3/20 & 11/10/20 @ 6:00 PM 215 N BROAD ST

**Valuation:** \$ 0.00

**Total Sq Feet:** 0.00

**Fees** **Amount**

Total:

**Payments** **Amt Paid**

Total Fees

Amount Due:

Condition Name

Description

Comments

Issued By:

October 05, 2020

Date

Plan\_Signature\_1

Date

Plan\_Signature\_2

Date

AN ORDINANCE TO AMEND THE OFFICIAL ZONING ORDINANCE OF THE CITY OF MONROE, GEORGIA

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

**Article I.**

The following Sections of the Official Zoning Ordinance of the City of Monroe, Georgia are hereby deleted in their entirety and replaced with Amendment # 9 of said zoning ordinance as follows:

ARTICLE VIII: SITE DESIGN;

ARTICLE IX: BUILDING DESIGN;

ARTICLE XIII: LANDSCAPING DESIGN AND TREE PRESERVATION.

SEE THE ATTACHED “**EXHIBIT A**” FOR THE COMPLETE TEXT OF THE ABOVE-REFERENCED SECTIONS OF THE OFFICIAL ZONING ORDINANCE OF THE CITY OF MONROE, GEORGIA

**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 3<sup>rd</sup> day of November, 2020.

**SECOND READING AND ADOPTED.** This 10<sup>th</sup> day of November, 2020.

**CITY OF MONROE, GEORGIA**

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

**John S. Howard, Mayor**

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

**Debbie Kirk, City Clerk**

**EXHIBIT A**

**OFFICIAL ZONING ORDINANCE OF THE CITY OF MONROE, GEORGIA,  
NINTH AMENDMENT  
NOVEMBER 10, 2020**

**ARTICLE VIII: SITE DESIGN**

**Section 800 General.**

All site designs shall comply with this article's site design, and building form standards

**Section 810 Newly Platted Subdivisions.**

**810.1 Single and Two Family Dwelling Subdivisions.**

The following site design standards shall be utilized for every newly platted residential subdivision containing single and two family dwellings.

- (1) There shall be only one building design or substantially similar building design permitted per 5 adjacent or opposite adjacent lots. Provided however, if the average lot size of the subdivision exceeds 1 acre, one building design or substantially similar building design shall be permitted per 3 adjacent or opposite adjacent lots.
- (2) Every newly platted residential lot in the city limits that abuts a street on the back side of the property shall maintain designated natural or undisturbed buffers.

**ARTICLE IX: BUILDING DESIGN**

**Section 900 General.**

This Article is established to ensure that building design standards are developed for certain zoning districts within the City. These building design standards are implemented to promote and encourage quality building construction and design elements consistent with the desired construction styles that promote the best interests of the residents of the City of Monroe, Georgia.

**Section 910 Residential Building Design Standards.**

**910.1 Single and Two Family Dwellings.**

The following building design standards shall apply to all single and two family dwelling units constructed in the City, regardless of their zoning district:

- (1) All dwellings shall be constructed of brick, stone or other masonry type product. Cement based siding such as Hardiplank or other similar material is permitted. Vinyl and aluminum siding is prohibited. Vinyl or aluminum may be utilized on a limited basis in the soffit and eave trim areas.

- (2) All primary roofs shall have a minimum 6/12 pitch. Dormer and porch roofs may have lower slopes.
- (3) All primary roof overhangs for exterior walls shall be no less than 16 inches for brick sided designs, and no less than 12 inches for all other designs. Said overhang requirements shall apply to gable ends as well as exterior walls supporting rafters.
- (4) All primary front entrances shall be scaled to the relative proportions of the building design, adjoining streetscape, and maintain the overall architectural style of the residence.
- (5) All primary front and rear entrances shall be recessed a minimum of 5 feet, and shall be covered by a roof extension, trellis extension, or shed roof extension no less than 6 feet by 6 feet in dimension.
- (6) All exterior wall sections wider than 25 feet shall include an interruption in the plane of the façade by recess, protrusion, or fenestration.
- (7) No exposed unpainted wood is allowed on the front façade of any dwelling except porch flooring boards.
- (8) All garage doors must be side or rear facing except in cul-de-sac lots where lot widths would prohibit side or rear entry.
- (9) All garage doors in cul-de-sac lots where the lot width would prohibit side or rear entry shall be no more than 20% of the front façade or 120 square feet, whichever is less.

**910.2 Multi Family Dwellings.**

All multi-family dwellings located in the City shall be constructed with brick veneers.

**ARTICLE XIII: LANDSCAPING DESIGN AND TREE PRESERVATION**

**Section 1300 General.**

The purpose of this article is to encourage the preservation of existing trees and other vegetation on residential property in the city by regulating and controlling the removal of native and planted trees and other vegetation, thereby maintaining and enhancing the quality of life of the City; and, to preserve and protect existing vegetation on public lands from destruction, damage, conversion, or abuse for the benefit of ourselves and future generations; to encourage homeowners to preserve and respect our urban forests and to encourage the replacement of trees on residential property in order to maintain this valuable resource as an integral part of the community's environment.

**Section 1310 Newly Platted Residential Subdivisions**

**1310.1 Single and Two Family Dwellings**

- (1) Every newly platted residential subdivision of single and two family dwellings in the city limits shall plant and/or maintain no less than one tree per 50 feet of road frontage at least two inches in diameter, and shall situate the tree(s) on the front half of the property and within the boundaries of the subject lot. These trees shall be in addition to any specimen trees located on the lot.

(2) All stormwater and related structures shall be screened or eliminated from visibility. No visible stormwater or related structures shall be permitted.

**NOTICE TO THE PUBLIC  
CITY OF MONROE**

The City of Monroe Planning and Zoning Commission will hold a public hearing for Zoning Ordinance amendments to Article VIII: Site Design, Article IX: Building Design and Article XIII: Landscaping Design and Tree Preservation of the Zoning Ordinance of the City of Monroe. The public hearing will be held before the Planning and Zoning Commission on October 20, 2020, at 5:30 p.m. at the City Hall building located at 215 N. Broad Street, Monroe, Georgia 30655 concerning the same.

The City Council of the City of Monroe, Georgia will hold a public hearing for the same Zoning Ordinance amendments to Article VIII: Site Design, Article IX: Building Design and Article XIII: Landscaping Design and Tree Preservation of the Zoning Ordinance of the City of Monroe. The public hearing will be held before the City Council on November 3, 2020, at 6:00 p.m. at the City Hall building located at 215 N. Broad Street, Monroe, Georgia 30655.

A copy of the proposed Zoning Ordinance amendments are available for review and inspection at the City of Monroe, Code Department Office located at City Hall, 215 N. Broad Street, Monroe, Georgia 30655.

All those having an interest concerning this Zoning Ordinance text amendment should be present.





**To:** Planning and Zoning / City Council  
**From:** Patrick Kelley  
**Department:** Planning, Zoning, Code and Development  
**Date:** 10-05-2020  
**Description:** City of Monroe  
 215 N.Broad St.  
 Zoning text amendment #9  
 ARTICLE VIII: SITE DESIGN;  
 ARTICLE IX: BUILDING DESIGN;  
 ARTICLE XIII: LANDSCAPING DESIGN AND TREE PRESERVATION.

**Budget Account/Project Name:** NA

**Funding Source:** 2020 NA

**Budget Allocation:** NA

**Budget Available:** NA

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



**Recommendation:** *Approve*

**Background:** This is an effort to ensure quality development for the current and future residents of the City of Monroe by establishing acceptable minimum standards in the articles listed

**Attachment(s):** Application, adopting ordinance, notice to the public.



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

# Plan Report

Plan NO.: ZONE-000074 218

Plan Type: Rezone

Work Classification: Text Amendment

Plan Status: In Review

Apply Date: 10/05/2020

**Expiration:**

**Location Address**

**Parcel Number**

215 N BROAD ST, MONROE, GA 30655

M0140026

**Contacts**

City Of Monroe  
 P.O. BOX 1249, Monroe, GA 30655  
 (770)267-7536

**Applicant**

**Description:** ZONING CODE TEXT AMENDMENT FOR ARTICLE VIII: SITE DESIGN; ARTICLE IX: BUILDING DESIGN; ARTICLE XIII: LANDSCAPING DESIGN AND TREE PRESERVATION - P&Z MTG 10/20/20 @ 6:00 PM - COUNCIL MTG 11/3/20 & 11/10/20 @ 6:00 PM 215 N BROAD ST

**Valuation:** \$ 0.00

**Total Sq Feet:** 0.00

**Fees** **Amount**

Total:

**Payments** **Amt Paid**

Total Fees

Amount Due:

Condition Name

Description

Comments

Issued By:

October 05, 2020

Date

Plan\_Signature\_1

Date

Plan\_Signature\_2

Date

AN ORDINANCE TO AMEND THE OFFICIAL ZONING ORDINANCE OF THE CITY OF  
MONROE, GEORGIA

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

**Article I.**

The following Sections of the Official Zoning Ordinance of the City of Monroe, Georgia are hereby deleted in their entirety and replaced with Amendment # 9 of said zoning ordinance as follows:

ARTICLE VIII: SITE DESIGN;

ARTICLE IX: BUILDING DESIGN;

ARTICLE XIII: LANDSCAPING DESIGN AND TREE PRESERVATION.

SEE THE ATTACHED “**EXHIBIT A**” FOR THE COMPLETE TEXT OF THE ABOVE-REFERENCED SECTIONS OF THE OFFICIAL ZONING ORDINANCE OF THE CITY OF MONROE, GEORGIA

**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 3<sup>rd</sup> day of November, 2020.

**SECOND READING AND ADOPTED.** This 10<sup>th</sup> day of November, 2020.

**CITY OF MONROE, GEORGIA**

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

**John S. Howard, Mayor**

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

**Debbie Kirk, City Clerk**

**EXHIBIT A**

**OFFICIAL ZONING ORDINANCE OF THE CITY OF MONROE, GEORGIA,  
NINTH AMENDMENT  
NOVEMBER 10, 2020**

**ARTICLE VIII: SITE DESIGN**

**Section 800 General.**

All site designs shall comply with this article's site design, and building form standards

**Section 810 Newly Platted Subdivisions.**

**810.1 Single and Two Family Dwelling Subdivisions.**

The following site design standards shall be utilized for every newly platted residential subdivision containing single and two family dwellings.

- (1) There shall be only one building design or substantially similar building design permitted per 5 adjacent or opposite adjacent lots. Provided however, if the average lot size of the subdivision exceeds 1 acre, one building design or substantially similar building design shall be permitted per 3 adjacent or opposite adjacent lots.
- (2) Every newly platted residential lot in the city limits that abuts a street on the back side of the property shall maintain designated natural or undisturbed buffers.

**ARTICLE IX: BUILDING DESIGN**

**Section 900 General.**

This Article is established to ensure that building design standards are developed for certain zoning districts within the City. These building design standards are implemented to promote and encourage quality building construction and design elements consistent with the desired construction styles that promote the best interests of the residents of the City of Monroe, Georgia.

**Section 910 Residential Building Design Standards.**

**910.1 Single and Two Family Dwellings.**

The following building design standards shall apply to all single and two family dwelling units constructed in the City, regardless of their zoning district:

- (1) All dwellings shall be constructed of brick, stone or other masonry type product. Cement based siding such as Hardiplank or other similar material is permitted. Vinyl and aluminum siding is prohibited. Vinyl or aluminum may be utilized on a limited basis in the soffit and eave trim areas.

- (2) All primary roofs shall have a minimum 6/12 pitch. Dormer and porch roofs may have lower slopes.
- (3) All primary roof overhangs for exterior walls shall be no less than 16 inches for brick sided designs, and no less than 12 inches for all other designs. Said overhang requirements shall apply to gable ends as well as exterior walls supporting rafters.
- (4) All primary front entrances shall be scaled to the relative proportions of the building design, adjoining streetscape, and maintain the overall architectural style of the residence.
- (5) All primary front and rear entrances shall be recessed a minimum of 5 feet, and shall be covered by a roof extension, trellis extension, or shed roof extension no less than 6 feet by 6 feet in dimension.
- (6) All exterior wall sections wider than 25 feet shall include an interruption in the plane of the façade by recess, protrusion, or fenestration.
- (7) No exposed unpainted wood is allowed on the front façade of any dwelling except porch flooring boards.
- (8) All garage doors must be side or rear facing except in cul-de-sac lots where lot widths would prohibit side or rear entry.
- (9) All garage doors in cul-de-sac lots where the lot width would prohibit side or rear entry shall be no more than 20% of the front façade or 120 square feet, whichever is less.

**910.2 Multi Family Dwellings.**

All multi-family dwellings located in the City shall be constructed with brick veneers.

**ARTICLE XIII: LANDSCAPING DESIGN AND TREE PRESERVATION**

**Section 1300 General.**

The purpose of this article is to encourage the preservation of existing trees and other vegetation on residential property in the city by regulating and controlling the removal of native and planted trees and other vegetation, thereby maintaining and enhancing the quality of life of the City; and, to preserve and protect existing vegetation on public lands from destruction, damage, conversion, or abuse for the benefit of ourselves and future generations; to encourage homeowners to preserve and respect our urban forests and to encourage the replacement of trees on residential property in order to maintain this valuable resource as an integral part of the community's environment.

**Section 1310 Newly Platted Residential Subdivisions**

**1310.1 Single and Two Family Dwellings**

- (1) Every newly platted residential subdivision of single and two family dwellings in the city limits shall plant and/or maintain no less than one tree per 50 feet of road frontage at least two inches in diameter, and shall situate the tree(s) on the front half of the property and within the boundaries of the subject lot. These trees shall be in addition to any specimen trees located on the lot.

(2) All stormwater and related structures shall be screened or eliminated from visibility. No visible stormwater or related structures shall be permitted.

**NOTICE TO THE PUBLIC  
CITY OF MONROE**

The City of Monroe Planning and Zoning Commission will hold a public hearing for Zoning Ordinance amendments to Article VIII: Site Design, Article IX: Building Design and Article XIII: Landscaping Design and Tree Preservation of the Zoning Ordinance of the City of Monroe. The public hearing will be held before the Planning and Zoning Commission on October 20, 2020, at 5:30 p.m. at the City Hall building located at 215 N. Broad Street, Monroe, Georgia 30655 concerning the same.

The City Council of the City of Monroe, Georgia will hold a public hearing for the same Zoning Ordinance amendments to Article VIII: Site Design, Article IX: Building Design and Article XIII: Landscaping Design and Tree Preservation of the Zoning Ordinance of the City of Monroe. The public hearing will be held before the City Council on November 3, 2020, at 6:00 p.m. at the City Hall building located at 215 N. Broad Street, Monroe, Georgia 30655.

A copy of the proposed Zoning Ordinance amendments are available for review and inspection at the City of Monroe, Code Department Office located at City Hall, 215 N. Broad Street, Monroe, Georgia 30655.

All those having an interest concerning this Zoning Ordinance text amendment should be present.





From: Les Russell, Director of Human Resources

Department: City-wide

Date: 11/03/2020 for Finance & HR Committee

Description: Renewal - Health & Ancillary Insurance

Budget Account/Project Name: n/a

Funding Source: 2021 operating budgets: city-wide

Budget Allocation: \$2,850,300 Combined Estimate of: Employer and Employee share

Budget Available: \$2,850,300

Requested Expense: Est Max.\$2,602,588 Company of Purchase: MSI Benefits

**Recommendation:**

Staff recommends that the City Council APPROVE the 2021 health and ancillary insurance policies as presented through Aetna HCC, MetLife Dental, Standard, and MetLife Vision.

**Background:**

The City of Monroe has partnered with MSI Benefits Group. The City will continue to be partially self-insured while seeking aggregate and specific reinsurance coverages to hedge maximum costs. Renewal will take effect on January 1, 2021, with open enrollment in November 2020. The group size has grown from 209 employees covered in FY 2019 to 212 for FY 2020. The renewal bid includes a proposed laser liability of \$350,00 for one potential large claim. In FY 2020 we carried responsibility for two separate laser liabilities, of \$350,000 and \$150,000. While we will see the fixed cost increase this next fiscal year this reduction in laser liability will help keep expenses down. The proposed laser amount is set higher than real claims are anticipated to accrue. Additionally, the plan is performing well for this fiscal plan year currently running at 70.8% of expected claims through September. It is estimated that claims for the year will be below \$2.1 million against the budget of \$2,544,890.

The Wellness program will continue in 2021 utilizing the current biometric screening as the indicator for reductions in the base deductible for the employee. This program has provided significant results in helping incent good health behaviors. In 2020 we had 38 individuals that captured all of the credits and 55 who captured 4. Significant in the number is the fact that to capture 4 credits you must be tobacco free, so at a minimum we can say of our 212 employees covered, fully 93 are tobacco free.

For the employee's contribution there will be a slight increase. The single rate will increase from \$14.06 to \$14.34 per pay period, with similar increases at the other classifications. It is important to remember we have held the employee contributions steady for all of 2019 and 2020.

All ancillary benefits will have enhanced benefits. In vision the coverage of eyewear will increase from 130.00 to 250.00 at a small increase of .24 per pay period. Dental benefits have dramatically increased to include orthodontics, crown and implant coverage with an increase of only .32 per pay period.

**Attachment(s):** MSI overview of Benefits Renewals; employee bi-weekly contributions schedule



# 2021 Benefits Renewal



# City of Monroe

Presented By: MSI Benefits Group, Inc.



November 3, 2020

- Eliminated medical deductible on physician charges when hospitalized
- Employee deductions were unchanged
- Participation in wellness program provided employees credits to lower their medical deductible. Participation in 2020:
  - \$500 – 38
  - \$750 – 55
  - \$1,000 – 48
  - \$1,250 – 25
  - \$1,500 – 22
  - \$1,750 – 24
  - 32 Employees waived all medical coverage*
- Medical plan cost had trend increase 6.8%



# 2020 Medical Claims

Contract Period: 1/1/2020 - 12/31/2020  
 Specific Deductible: \$60,000  
 Aggregated Specific Deductible: \$80,000  
 Employee  
 Aggregate Factors: \$1,039.70

| 2020         | Emp | Dependents | Estimated Attachment Point |                     | Claims Paid this Month * | Claims not under Aggregate | Less Specific Deductible | Less Specific Reimburse | Aggregate Claims Paid | Cumulative Agg. Claims Paid |
|--------------|-----|------------|----------------------------|---------------------|--------------------------|----------------------------|--------------------------|-------------------------|-----------------------|-----------------------------|
|              |     |            | Monthly                    | Cumulative          |                          |                            |                          |                         |                       |                             |
| January      | 210 | 95         | \$ 218,337                 | \$ 218,337          | \$ 105,014               | \$ 228                     |                          | \$ 104,786              | \$ 104,786            |                             |
| February     | 212 | 96         | \$ 220,416                 | \$ 438,753          | \$ 45,472                | \$ 612                     |                          | \$ 44,859               | \$ 149,645            |                             |
| March        | 213 | 96         | \$ 221,456                 | \$ 660,210          | \$ 261,397               | \$ 1,581                   |                          | \$ 259,815              | \$ 409,460            |                             |
| April        | 216 | 97         | \$ 224,575                 | \$ 884,785          | \$ 188,194               | \$ 23,449                  |                          | \$ 164,745              | \$ 574,205            |                             |
| May          | 217 | 98         | \$ 225,615                 | \$ 1,110,400        | \$ 191,184               | \$ 26,506                  |                          | \$ 164,678              | \$ 738,883            |                             |
| June         | 218 | 99         | \$ 226,655                 | \$ 1,337,054        | \$ 195,154               | \$ 15,220                  |                          | \$ 179,934              | \$ 918,817            |                             |
| July         | 216 | 99         | \$ 224,575                 | \$ 1,561,629        | \$ 182,991               | \$ 9,923                   | \$ 33,616                | \$ 139,451              | \$ 1,058,268          |                             |
| August       | 212 | 97         | \$ 220,416                 | \$ 1,782,046        | \$ 158,908               | \$ 1,637                   | \$ 23,602                | \$ 133,669              | \$ 1,191,937          |                             |
| September    | 209 | 96         | \$ 217,297                 | \$ 1,999,343        | \$ 264,595               | \$ 12,271                  | \$ 18,722                | \$ 233,602              | \$ 1,425,539          |                             |
| October      |     |            | \$ -                       | \$ 1,999,343        |                          |                            |                          |                         | \$ 1,425,539          |                             |
| November     |     |            | \$ -                       | \$ 1,999,343        |                          |                            |                          | \$ -                    | \$ 1,425,539          |                             |
| December     |     |            | \$ -                       | \$ 1,999,343        |                          |                            |                          |                         | \$ 1,425,539          |                             |
| <b>Total</b> |     |            |                            | <b>\$ 1,999,343</b> | <b>\$ 1,592,908</b>      | <b>\$ 101,295</b>          | <b>\$ 75,940</b>         |                         | <b>\$ 1,415,673</b>   |                             |

|  |              |
|--|--------------|
| 1. Total Claims Paid Under Aggregate Coverage:   | \$ 1,415,673 |
| 2. Cumulative Estimated Attachment Point:        | \$ 1,999,343 |
| 3. Loss Ratio (1/2):                             | 70.81%       |
| 4. Dollar Claims Exceeding Attachment Point: \$0 | \$ -         |



# 2020 Clinic Charges

| 2020          | Clinic Invoice |                |                 | Personal Health Assessments |        |                | Itemized Charges |                |                  |                 |                |                  | Covid Testing | Monthly Cost     | Cost per Member |
|---------------|----------------|----------------|-----------------|-----------------------------|--------|----------------|------------------|----------------|------------------|-----------------|----------------|------------------|---------------|------------------|-----------------|
|               | Subscribers    | Charge         | Total           | Subscribers                 | Charge | Total          | Salary           | Lab            | Medical Supplies | RX              | Other expenses | Total            | Total         |                  |                 |
| January       | 210            | \$25.00        | \$5,250         | 1                           | \$65   | \$65           | \$11,335         | \$1,182        | \$352            | \$6,031         | \$0            | \$18,900         | \$0           | \$24,215         | \$56.98         |
| February      | 213            | \$25.00        | \$5,325         | 3                           | \$65   | \$195          | \$10,013         | \$1,022        | \$4,829          | \$4,876         | \$0            | \$20,740         | \$0           | \$26,260         | \$61.79         |
| March         | 216            | \$25.00        | \$5,400         | 1                           | \$65   | \$65           | \$10,909         | \$950          | \$949            | \$5,626         | \$20           | \$18,454         | \$0           | \$23,919         | \$56.28         |
| April         | 218            | \$25.06        | \$5,463         | 0                           | \$0    | \$0            | \$10,412         | \$94           | \$97             | \$3,205         | \$0            | \$13,808         | \$0           | \$19,271         | \$45.34         |
| May           | 217            | \$25.06        | \$5,438         | 0                           | \$0    | \$0            | \$10,542         | \$385          | \$396            | \$4,105         | \$1,400        | \$16,828         | \$0           | \$22,266         | \$52.39         |
| June          | 218            | \$25.06        | \$5,463         | 0                           | \$0    | \$0            | \$10,729         | \$400          | \$257            | \$4,159         | \$570          | \$16,115         | \$0           | \$21,578         | \$50.77         |
| July          | 218            | \$25.52        | \$5,563         | 1                           | \$65   | \$65           | \$11,569         | \$923          | \$23             | \$3,663         | \$369          | \$16,547         | \$581         | \$22,175         | \$52.18         |
| August        | 214            | \$25.52        | \$5,461         | 2                           | \$65   | \$130          | \$10,809         | \$971          | \$1,272          | \$5,339         | \$95           | \$18,486         | \$116         | \$24,077         | \$56.65         |
| September     | 213            | \$25.52        | \$5,436         | 34                          | \$65   | \$2,210        |                  |                |                  |                 |                | \$0              | \$0           | \$7,646          |                 |
| October       | 207            | \$25.52        | \$5,283         |                             |        | \$0            |                  |                |                  |                 |                | \$0              | \$26          | \$5,283          |                 |
| November      |                |                | \$0             |                             |        | \$0            |                  |                |                  |                 |                | \$0              | \$0           | \$0              |                 |
| December      |                |                |                 |                             |        |                |                  |                |                  |                 |                |                  |               |                  |                 |
| <b>Totals</b> | <b>2,144</b>   | <b>\$36.04</b> | <b>\$54,082</b> | <b>42</b>                   |        | <b>\$2,730</b> | <b>\$86,318</b>  | <b>\$5,927</b> | <b>\$8,175</b>   | <b>\$37,004</b> | <b>\$2,454</b> | <b>\$139,878</b> | <b>\$723</b>  | <b>\$196,690</b> | <b>\$57.85</b>  |

|          |         |
|----------|---------|
| PMPM Lab | \$1.74  |
| PMPM Rx  | \$10.88 |

Total 2019 charges were \$305,478



# Fixed Cost

|   | Current<br>Meritain / Aetna | Renewal<br>Meritain / Aetna<br>January 1 |
|---|-----------------------------|--|
| <b>TPA</b>  |                             |  |
| Administrative Charge   | \$29.00                     | \$29.00                                  |
| Teledoc   | \$3.20                      | \$3.20                                   |
| Disease Management  | \$4.40                      | \$4.40                                   |
| PPO Access  | \$0.00                      | \$0.00                                   |
| Broker Fee  | \$22.00                     | \$22.00                                  |
| <b>Specific (\$60,000)</b><br><i>Includes aggregating \$80,000 specific</i> | <b>HCC</b>                  | <b>HCC</b>                               |
| Emp   | \$158.81                    | \$208.58                                 |
| Emp & Family  | \$158.81                    | \$208.58                                 |
| Aggregate   | \$9.78                      | \$10.39                                  |
| <b>Expected Claim Liability</b>   |                             |  |
| Emp   | \$831.76                    | \$804.06                                 |
| Emp & Family  | \$831.76                    | \$804.06                                 |
| <b>Maximum Claim Liability</b>  |                             |  |
| Emp   | \$1,039.70                  | \$1,005.08                               |
| Emp & Family  | \$1,039.70                  | \$1,005.08                               |
| Excluded - Lasers   | \$350,000                   | \$350,000                                |
|   | \$150,000                   |  |
|   | Optum                       | CVS RX                                   |

MUST be accepted by 11/4/2020



# Medical Options

|   |           | Current                | Renewal     |
|---|-----------|------------------------|-------------|
|   |           | HCC                    | HCC         |
| Admin Fixed Cost                                      |           | \$58.60                | \$58.60     |
| Insurance Fixed Cost                                  | Emp       | \$168.59               | \$218.97    |
|   | Emp & Dep | \$168.59               | \$218.97    |
| Expected Claims                                       | Emp       | \$831.76               | \$804.06    |
|   | Emp & Dep | \$831.76               | \$804.06    |
| Maximum Claims  | Emp       | \$1,039.70             | \$1,005.08  |
|   | Emp & Dep | \$1,039.70             | \$1,005.08  |
| Total Expected Cost<br>(Fixed Cost + Expected Claims) | Emp       | \$1,058.95             | \$1,081.63  |
|   | Emp & Dep | \$1,058.95             | \$1,081.63  |
| Lasers (Excluded)                                     |           | \$350,000<br>\$150,000 | \$350,000   |
| 38 waived   | Emp       | 115                    | 115         |
|   | Emp & Dep | 97                     | 97          |
| Administrative Fixed Cost                             |           | \$149,078              | \$149,078   |
| Insurance Fixed Cost                                  |           | \$428,893              | \$557,060   |
| Total Fixed Cost                                      |           | \$577,971              | \$706,138   |
| Annual EXPECTED Claims                                |           | \$2,115,997            | \$2,045,529 |
| Annual Maximum Claims                                 |           | \$2,644,997            | \$2,556,924 |
| Fixed + Expected Claims                               |           | \$2,544,890            | \$2,602,588 |
| Laser Liability                                       |           | \$350,000 & \$150,000  | \$350,000   |

Optum

CVS



| # on Coverage |                      | Bi-Weekly Deductions (26) |                 |
|---------------|----------------------|---------------------------|-----------------|
|               |                      | <u>Current</u>            | <u>Proposed</u> |
| 114           | Employee             | \$14.06                   | \$14.34         |
| 28            | Employee & Spouse    | \$151.87                  | \$154.91        |
| 11            | Employee & Children  | \$151.62                  | \$154.65        |
| 59            | Employee & Family    | \$180.70                  | \$184.31        |
| 212           | Annual Contributions | \$472,792.32              | \$482,248.17    |
| 29            | Waive Coverage       |                           |                 |

- Recommend a 2% increase in employee contributions for 2021



# Dental Summary

|                              |     |      | Current / Renewal - No Change |                             | Option                 |  |
|------------------------------|-----|------|-------------------------------|-----------------------------|------------------------|--|
|                              |     |      | Delta Dental Low              | Delta Dental High           | MetLife Low Plan       | MetLife High Plan                      |
| Employee                     | Low | High | 27.80                         | 44.06                       | 28.96                  | 45.90                                  |
| Employee + Spouse            | 9   | 29   | 52.72                         | 85.33                       | 54.91                  | 88.88                                  |
| Employee+ Child(ren)         | 4   | 6    | 52.99                         | 71.74                       | 55.19                  | 74.73                                  |
| Employee + Family            | 14  | 35   | 77.90                         | 113.01                      | 81.14                  | 117.71                                 |
| Annual Total                 |     |      |                               | <b>\$160,178</b>            |                        | <b>\$166,849</b>                       |
| 26 Waive                     |     |      |                               |                             |                        |  |
| Preventive Services          |     |      | 100%                          | 100%                        | 100%                   | 100%                                   |
| Deductible                   |     |      | \$50                          | \$50                        | \$50                   | \$50                                   |
| Basic Services               |     |      | 80%                           | 80%                         | 80%                    | 80%                                    |
| Major Services               |     |      | 0%                            | 50%                         | 0%                     | 50%                                    |
| Annual Maximum               |     |      | \$1,000                       | \$1,000                     | \$1,000                | <b>\$2,000</b>                         |
| Lifetime Orthodontia Maximum |     |      | Not Covered                   | Not Covered                 | Not Covered            | <b>50%; \$1,000 -</b>                  |
| Fee Schedule                 |     |      | 90th                          | 90th                        | 90th                   | <b>Adult/Child</b>                     |
| Endo, Perio and Oral Surgery |     |      | Not Covered                   | covered in Major Svcs (50%) | Covered in Basic (80%) | Covered in Basic (80%); Implants (50%) |
| Bi-Weekly Deductions         |     |      | Low                           | High                        |                        |  |
| Employee                     | 49  | 76   | 0.00                          | 7.50                        | 0.00                   | 7.82                                   |
| Employee + Spouse            | 9   | 29   | 11.50                         | 26.55                       | 11.98                  | 27.66                                  |
| Employee+ Child(ren)         | 4   | 6    | 11.63                         | 20.28                       | 12.11                  | 21.12                                  |
| Employee + Family            | 14  | 35   | 23.12                         | 39.33                       | 24.08                  | 40.96                                  |
| Annual Total Deductions      |     |      |                               | <b>\$86,119</b>             |                        | <b>\$89,700</b>                        |
| Net Annual City Cost         |     |      |                               | <b>\$74,059</b>             |                        | <b>\$77,149</b>                        |
|                              |     |      |                               |                             |                        | <b>4.17%</b>                           |

- Increasing coverage on both plan offerings with MetLife option
- 6% rate cap year 2

*Same benefit option with MetLife is 13.06% below Delta*



# Basic Life

*Current / Renewal - No Chg*

| Employer Paid Basic Life and AD&D Insurance | Standard   |
|---|--|
| Basic Life Benefits and AD&D Amount         | \$50,000   |
| Reduction Schedule:                         | 65% at age 65, 50% age 70, 35% at 75             |
| Life Rate:                                  | 0.130  |
| AD&D Rate:                                  | 0.020  |
| Projected Volume:                           | \$12,167,500                                     |
| Covered Lives:                              | 248  |
| Basic Dependent Life:                       | 1.12   |
| Basic Dependent Covered Lives:              | 159  |
| Basic Life Monthly Premium:                 | \$2,003  |
| Annual Cost:                                | \$24,038.46                                      |
| Rate Guarantee:                             | 1/1/2023   |
|   |  |
| Voluntary Life Insurance                    | Standard   |
| Participation Requirement:                  | N/A  |
| Employee Eligible Amounts:                  | \$10,000 - \$300,000                             |
| Spouse Eligible Amounts:                    | \$5,000 - \$150,000<br>(up to 50% of the EE amt) |
| Children Eligible Amounts:                  | \$5,000  |
| Employee Guaranteed Issue Amount:           | \$100,000 at initial enrollment                  |
| Spouse Guaranteed Issue Amount:             | \$25,000 at initial enrollment                   |
| Spouse Rate Basis:                          | Based on employee's age                          |
| Reduction Schedule:                         | 65% at age 65, 50% age 70, 35% at 75             |
| Dep. Life Monthly Cost / \$5,000:           | \$.50 (No AD&D)                                  |
| Waiver of Premium:                          | Yes  |
| Portability:                                | Yes  |
| Rate Guarantee                              | 1/1/2023   |
| AD&D not Included                           |  |
| Under Age 25                                | 0.080  |
| Age 25 - 29                                 | 0.080  |
| Age 30 - 34                                 | 0.080  |
| Age 35 - 39                                 | 0.110  |
| Age 40 - 44                                 | 0.180  |
| Age 45 - 49                                 | 0.260  |
| Age 50 - 54                                 | 0.450  |
| Age 55 - 59                                 | 0.820  |
| Age 60 - 64                                 | 1.280  |
| Age 65 - 69                                 | 1.970  |



# Vision (Voluntary)

| <b>Voluntary Vision</b>             |            | <b>Current</b>  | <b>Option</b>   |
|-------------------------------------|------------|---|---|
|                                     |            | <b>Aetna</b>  | <b>MetLife</b>  |
| Employee                            | 101        | 5.77  | 7.35  |
| Employee + Spouse                   | 34         | 12.20   | 15.54   |
| Employee+ Child(ren)                | 10         | 12.62   | 16.07   |
| Employee + Family                   | 30         | 20.53   | 26.15   |
| <b>Annual Total</b>                 | <b>175</b> | <b>\$20,876</b>   | <b>\$26,591</b>   |
| Eye Exam Frequency                  |            | \$10<br>Every 12 months   | \$0<br>Every 12 months  |
| Single, Bifocal, Trifocal Frequency |            | \$25<br>Every 12 months   | \$25<br>Every 12 months   |
| Contacts Elective Frequency         |            | Up to \$130 Allowance then 15% off any balance<br>Included<br>Every 12 months | Up to \$250 Allowance<br>Included<br>Every 12 months              |
| Medically Necessary Frequency       |            |   |   |
| <i>*In lieu of eyeglasses</i>       |            |   |   |
| Frames Frequency                    |            | Up to \$130 Allowance then 20% off any balance<br>Every 24 months             | Up to \$250 Allowance then 20% off any balance<br>Every 24 months |
| <b>OUT-OF-NETWORK</b>               |            |   |   |
| Eye Exam Lenses                     |            | Up to \$25 allowance<br>Up to \$55 allowance                                  | Up to \$45 allowance<br>Up to \$100 allowance                     |
| Frames                              |            | Up to \$65 allowance  | Up to \$70 allowance  |
| Contacts- Disposable                |            | Up to \$90 allowance  | Up to \$105 allowance   |
| <b>Bi-Weekly Deductions</b>         |            | <b>Bi-Weekly Deductions</b>   | <b>Bi-Weekly Deductions</b>                                       |
| Employee                            | 101        | 2.66  | 3.39  |
| Employee + Spouse                   | 34         | 5.63  | 7.17  |
| Employee+ Child(ren)                | 10         | 5.82  | 7.42  |
| Employee + Family                   | 30         | 9.48  | 12.07   |

- Increase frame and contact allowance from \$130to \$250 annually  
*Same benefit option with MetLife is 5.9% below Aetna*

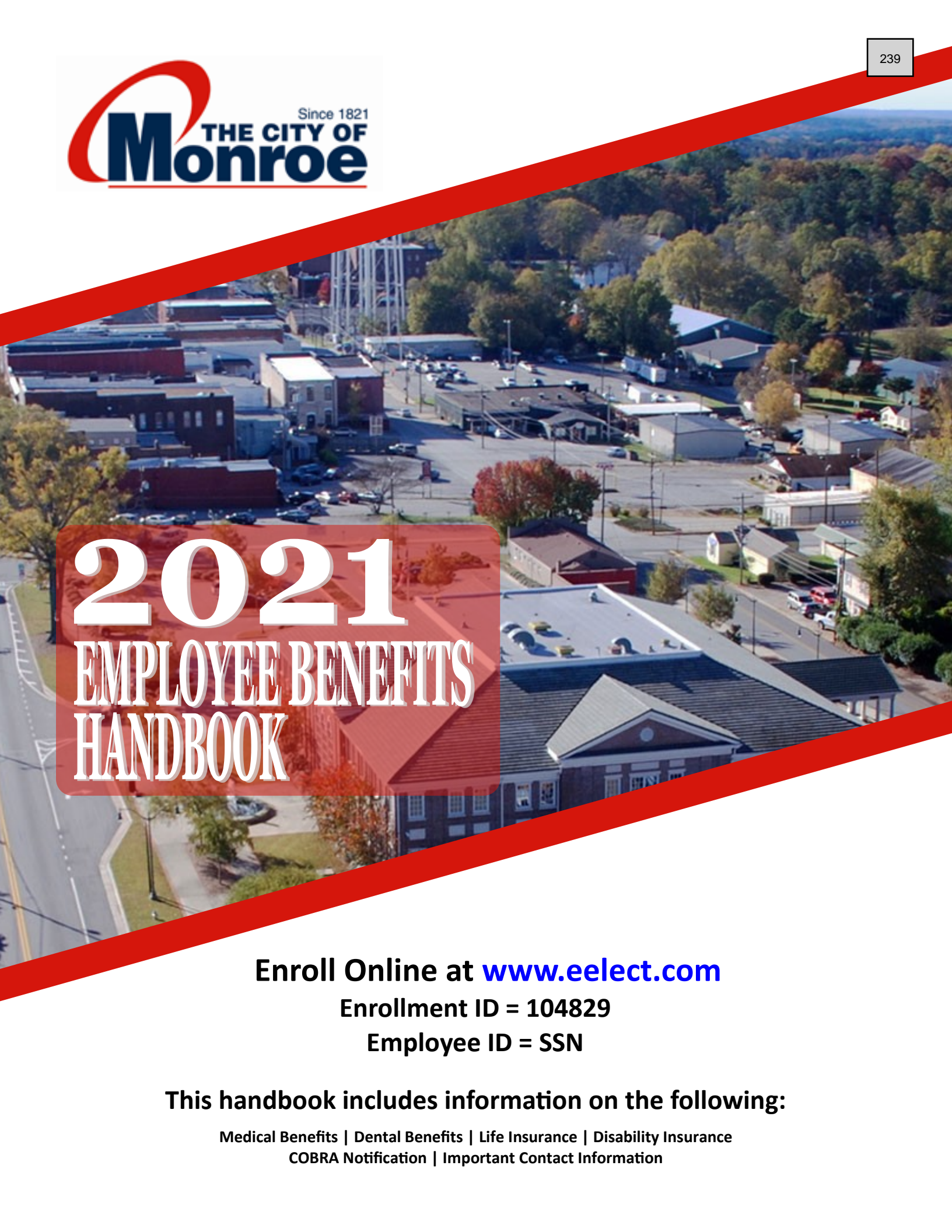


# Voluntary Disability

|  | <i>Current</i>          | <i>Renewal</i>          | <i>Proposal</i>   |
|--|-------------------------|-------------------------|---|
| <b>Voluntary Short Term Disability</b> | <b>Unum</b>             | <b>Unum</b>             | <b>Standard</b>   |
| <b>Benefit Schedule:</b>               | 60% of Weekly Earnings  | 60% of Weekly Earnings  | 60% of Weekly Earnings  |
| <b>Maximum Benefit:</b>                | \$600 Weekly            | \$600 Weekly            | \$600 Weekly  |
| <b>Day Injury Benefit Commences:</b>   | 15th day                | 15th day                | 15th day  |
| <b>Day Sickness Benefit Commences:</b> | 15th day                | 15th day                | 15th day  |
| <b>Benefit Duration:</b>               | 11 Weeks                | 11 Weeks                | 90 Days   |
| <b>Pre-existing Exclusion:</b>         | 3/12                    | 3/12                    | 60-day benefit waiting period for sickness and pregnancy during the first 12 months |
| <b>Participation Requirements:</b>     | N/A                     | N/A                     | 25%   |
| <b>Rate Guarantee:</b>                 | 1/1/2021                | 1/1/2022                | 1/1/2023  |
| <b>Under 25</b>                        | 0.370                   | 0.370                   | 0.290   |
| <b>Age 25 - 29</b>                     | 0.400                   | 0.400                   | 0.316   |
| <b>Age 30 - 34</b>                     | 0.360                   | 0.360                   | 0.242   |
| <b>Age 35 - 39</b>                     | 0.340                   | 0.340                   | 0.222   |
| <b>Age 40 - 44</b>                     | 0.370                   | 0.370                   | 0.267   |
| <b>Age 45 - 49</b>                     | 0.400                   | 0.400                   | 0.314   |
| <b>Age 50 - 54</b>                     | 0.460                   | 0.460                   | 0.434   |
| <b>Age 55 - 59</b>                     | 0.590                   | 0.590                   | 0.530   |
| <b>Age 60 +</b>                        | 0.710                   | 0.710                   | 0.530   |
| <b>Voluntary Long Term Disability</b>  | <b>Unum</b>             | <b>Unum</b>             | <b>Standard</b>   |
| <b>Benefit Schedule:</b>               | 60% of Monthly Earnings | 60% of Monthly Earnings | 60% of Monthly Earnings   |
| <b>Maximum Monthly Benefit:</b>        | \$5,000                 | \$5,000                 | \$5,000   |
| <b>Elimination Period:</b>             | 90 Days                 | 90 Days                 | 90 Days   |
| <b>Benefit Duration:</b>               | SSNRA                   | SSNRA                   | SSNRA   |
| <b>Pre-Existing Exclusion:</b>         | 3/12                    | 3/12                    | 3/12  |
| <b>Participation Requirements:</b>     | N/A                     | N/A                     | 25%   |
| <b>EAP:</b>                            | No                      | No                      | Yes   |
| <b>Rate Guarantee:</b>                 | 1/1/2021                | 1/1/2021                | 1/1/2023  |
| <b>Under 25</b>                        | 0.130                   | 0.165                   | 0.105   |
| <b>Age 25 - 29</b>                     | 0.200                   | 0.254                   | 0.144   |
| <b>Age 30 - 34</b>                     | 0.370                   | 0.470                   | 0.214   |
| <b>Age 35 - 39</b>                     | 0.540                   | 0.686                   | 0.384   |
| <b>Age 40 - 44</b>                     | 0.840                   | 1.067                   | 0.694   |
| <b>Age 45 - 49</b>                     | 1.150                   | 1.461                   | 0.995   |
| <b>Age 50 - 54</b>                     | 1.450                   | 1.842                   | 0.995   |
| <b>Age 55 - 59</b>                     | 1.700                   | 2.159                   | 1.174   |
| <b>Age 60 - 64</b>                     | 1.760                   | 2.235                   | 1.394   |
| <b>Age 65+</b>                         | 1.500                   | 1.905                   | 1.519   |
|  |                         | <b>27% Increase</b>     |   |

|  |             | <u>%<br/>Increase</u>    | <u>Employee<br/>Deductions</u> | <u>City Net<br/>Annual<br/>Cost</u> | <u>Net %<br/>Increase</u> | <u>Annual<br/>Difference</u> |
|--|-------------|--------------------------|--------------------------------|-------------------------------------|---------------------------|------------------------------|
| <b>MEDICAL</b>   |             | <b>Fixed Cost/Claims</b> |                                |                                     |                           |                              |
| <b><u>Aetna/Meritain</u></b>                             |             |                          |                                |                                     |                           |                              |
| Current  | \$2,544,890 |                          | \$472,792                      | \$2,072,098                         |                           |                              |
| Renewal  | \$2,602,588 | 2.27%                    | \$482,248                      | \$2,120,340                         | 2.33%                     | \$48,242                     |
| <b>DENTAL</b>  |             | <b>Premiums</b>          |                                |                                     |                           |                              |
| <b><u>Delta</u></b>                                      |             |                          |                                |                                     |                           |                              |
| Current  | \$160,178   |                          | \$86,119                       | \$74,059                            |                           |                              |
| Renewal  | \$160,178   |                          | \$86,119                       | \$74,059                            |                           |                              |
| <b><u>MetLife</u></b>                                    |             |                          |                                |                                     |                           |                              |
| Option <i>(Increase to \$2,000, add implants, ortho)</i> | \$166,849   | 4.16%                    | \$89,700                       | \$77,149                            | 4.17%                     | \$3,090                      |
| <b>Basic Life</b>  |             | <b>Premiums</b>          |                                |                                     |                           |                              |
| <b><u>Standard</u></b>                                   |             |                          |                                |                                     |                           |                              |
| Current  | \$21,632    |                          | \$0                            | \$21,632                            |                           |                              |
| Renewal  | \$21,632    | 0.00%                    |                                | \$21,632                            | 0.00%                     | \$0                          |
| <i>Guaranteed till 1/2023</i>                            |             |                          |                                |                                     |                           |                              |
| <b>Vision (Voluntary)</b>                                |             | <b>Premiums</b>          |                                |                                     |                           |                              |
| <b><u>Aetna</u></b>                                      |             |                          |                                |                                     |                           |                              |
| Current  | \$20,876    |                          | \$20,876                       | \$0                                 |                           |                              |
| <b><u>MetLife</u></b>                                    |             |                          |                                |                                     |                           |                              |
| Option <i>(Increase material from \$130 to \$250)</i>    | \$26,591    | 27.38%                   | \$26,591                       | \$0                                 |                           | \$5,715                      |

- Recommend changing voluntary disability from UNUM to STANDARD. Unum scheduled to increase 27%. STANDARD cost at or below current cost



# 2021 EMPLOYEE BENEFITS HANDBOOK

Enroll Online at [www.eelect.com](http://www.eelect.com)

Enrollment ID = 104829

Employee ID = SSN

**This handbook includes information on the following:**

Medical Benefits | Dental Benefits | Life Insurance | Disability Insurance  
COBRA Notification | Important Contact Information

|  |       |
|--|-------|
| Contents - Eligibility and Changes         | 1     |
| Message from the Mayor / City Council      | 2     |
| Medical Benefit Summary                    | 3     |
| POS Plan Benefit Summary                   | 4-7   |
| Your Meritain ID Card                      | 8     |
| Meritain Health Online Access              | 9-10  |
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| Basic Term Life and AD&D Insurance Summary | 17    |
| Voluntary Term Life Insurance Summary      | 18    |
| Voluntary Short Term Disability Insurance  | 19    |
| Voluntary Long Term Disability Insurance   | 20    |
| Employee Assistance Program(EAP)           | 21    |
| COBRA Notification                         | 22-23 |
| Notes                                      | 24    |

This booklet is a summary only. Please refer to each plan’s certificate of coverage / plan document for a complete description of all benefits and exclusions. If there is any difference between the information provided in this booklet and any certificate of coverage / plan document, the certificate of coverage / plan document will govern. Copies of all certificates of coverage / plan documents are available at the Human Resources department. Summary of Benefits and Coverage will be available online during open enrollment and in Human Resources after the open enrollment period is closed. In the event that some information changes, you will receive notice about the changes prior to the annual Open Enrollment. If you are a new employee, this information will help you to understand the benefit options available to you. If you’re already covered by any of the benefit plans, you may refer to this booklet throughout the year as you use your benefits. This booklet also provides information regarding your COBRA rights and responsibilities.

You may view copies of all certificates of coverage / plan documents by following the below instructions:

Go to [www.msibg.com](http://www.msibg.com)

**Username: monroeEE**

**Password: Benefits123**

## ELIGIBILITY

**Newly hired full-time employees are eligible for benefits on the first day of the month following 30 days of service.** Spouses and dependent children of the employee are also eligible to participate in our benefit plans. Dependent children include natural children, legally adopted children, stepchildren, and children for whom the employee has been appointed guardian. Dependent children are eligible up to age 26. **All group health plans are now required by law to collect and supply to the Centers for Medicare Services the Social Security Numbers (SSN) of both employees and dependents on coverage.** Please remember to bring this information with you to your enrollment.

## CHANGES

**Pre-Tax Deduction of Premiums (Section 125 Plan)** - Health, dental and vision insurance premiums are all deducted (if you have elected deductions) from your pay on a pre-tax basis (exempt from FICA, Federal and State tax) which in turn provides significant cost savings. This will continue and does not require any action on your part unless you desire to make changes. You will be able to make changes on any of your elections during the open enrollment period. Your selections cannot be changed until next year unless the revocation and new election are due to and consistent with a valid status change (e.g., marriage, divorce, death of a spouse or child, birth or adoption of a child or change of employment of your spouse as detailed in the Section 125 Regulations). ***If you have a status change during the year you must notify Human Resources within 30 days. Any request to make changes after 30 days will not be allowed until the next annual open enrollment.*** Please contact Human Resources at (770) 266-5116 if you have any questions regarding the open enrollment period or changes.





To: All Benefit Eligible Employees  
From: John Howard  
Subject: Medical, Dental, Vision, Life and Disability Benefits

The City of Monroe appreciates the hard work and dedication of all our employees. We recognize that a quality, comprehensive benefits package is important to the wellbeing of our skilled and seasoned employees as well as a tool for recruiting and retaining new talent when needed. We trust that the following pages will enhance your understanding of the City of Monroe benefits package available to you. Thank you for all you do for the City of Monroe!

John Howard  
Mayor

## CITY COUNCIL



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**Vacant**  
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**David Dickinson**  
District 8

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# MEDICAL BENEFIT SUMMARY

The City of Monroe offers a Meritain POS health plan with a \$1,750 deductible. You are not required to name a primary care physician (PCP) and referrals are not required to visit specialist physicians under the plan.

| IN-NETWORK BENEFITS  | POS PLAN             |
|--|----------------------|
| Individual Annual Deductible (per calendar year)   | \$1,750              |
| Family Annual Deductible (per calendar year)<br>(not to exceed three times the employee deductible amount) | \$5,250              |
| Co-Insurance   | 80%                  |
| Individual Out-of-Pocket Maximum (includes medical deductible) (per calendar year)                         | \$3,000              |
| Family Out-of-Pocket Maximum (includes medical deductible) (per calendar year)                             | \$6,000              |
| <b>Teladoc - Online, Mobile App or Phone Call with Physician</b>   | <b>No Cost</b>       |
| Physician Copay  | \$40                 |
| Specialist Physician Copay   | \$50                 |
| Preventive Care Services   | \$0                  |
| Urgent Care Copay  | 20% after Deductible |
| Emergency Room Copay   | 20% after Deductible |
| OUT-OF-NETWORK   | POS PLAN             |
| Individual Annual Deductible (per calendar year)   | \$2,250              |
| Family Annual Deductible (per calendar year)<br>(not to exceed three times the employee deductible amount) | \$6,750              |
| Co-Insurance   | 60%                  |
| Individual Out-of-Pocket Maximum (includes deductible) (per calendar year)                                 | \$4,500              |
| Family Out-of-Pocket Maximum (includes deductible) (per calendar year)                                     | \$9,000              |
| PRESCRIPTION DRUG COPAYS   | POS PLAN             |
| Retail Drug - Generic  | \$20                 |
| Retail Drug - Preferred Brand  | \$40                 |
| Retail Drug - Non-Preferred Brand  | \$80                 |
| Home Delivery Maintenance Drug - Generic   | \$40                 |
| Home Delivery Maintenance Drug - Preferred Brand   | \$80                 |
| Home Delivery Maintenance Drug - Non-Preferred Brand   | \$160                |

## Employee Bi-Weekly (26) Deductions

| MEMBERS COVERED              | POS PLAN        |
|------------------------------|-----------------|
| <b>Employee Only</b>         | <b>\$ 14.34</b> |
| <b>Employee + Spouse</b>     | <b>\$154.91</b> |
| <b>Employee + Child(ren)</b> | <b>\$154.65</b> |
| <b>Employee + Family</b>     | <b>\$184.31</b> |

## Deductible Credits

For each biometric score that is at the goal, you will receive a credit against the deductible. For non-tobacco use you would receive a \$500.00 credit, for the other biometrics; BMI, Cholesterol and Blood Pressure a \$250.00 credit will be applied.

|                                      |                   |
|--------------------------------------|-------------------|
| <b>Starting Deductible</b>           | <b>\$1,750.00</b> |
| BMI < 30                             | (\$250.00)        |
| An LDH.HDL ratio of 3.5 to 1 or less | (\$250.00)        |
| Blood Pressure Below 130/80          | (\$250.00)        |
| Non-Tobacco                          | (\$500.00)        |
| <b>New Deductible</b>                | <b>\$500.00</b>   |

## How to Find an In-Network Meritain Provider

To locate an Aetna health care professional or facility online, visit [www.Meritain.com](http://www.Meritain.com)

1. Click on "Provider Network Finder" under "Tools & Resources".
2. Click on "Aetna".
3. Enter a name, specialty, procedure or condition and enter your zip code or city, state. Then click "Search"

|  | PARTICIPATING PROVIDERS                  | NON-PARTICIPATING PROVIDERS<br>(Subject to Usual and Customary Charges) |
|--|--|---|
| <b>LIFETIME MAXIMUM BENEFIT</b>  | Unlimited                                |   |
| <b>CALENDAR YEAR MAXIMUM BENEFIT</b>   | Unlimited                                |   |
| <b>CALENDAR YEAR DEDUCTIBLE</b>  |  |   |
| Single   | \$1,750                                  | \$2,250   |
| Family   | \$5,250                                  | \$6,750   |
| <b>CALENDAR YEAR MEDICAL OUT-OF-POCKET MAXIMUM</b><br>(includes medical deductible, medical coinsurance and medical copays)  |  |   |
| Single   | \$3,000                                  | \$4,500   |
| Family   | \$6,000                                  | \$9,000   |
| <b>TOTAL OVERALL CALENDAR YEAR MEDICAL AND PRESCRIPTION DRUG OUT-OF-POCKET MAXIMUM</b><br>(includes deductible, coinsurance and copays - combined with Prescription Drug Card)                                     |  |   |
| Single   | \$7,600                                  | Unlimited   |
| Family   | \$14,700                                 | Unlimited   |
| <b>MEDICAL BENEFITS</b>  |  |   |
| <b>Allergy Services (all)</b>  | 80% after Deductible                     | 60% after Deductible  |
| <b>Ambulance Services</b>  | 80% after Deductible                     | Paid at Participating Provider level of benefits                        |
| <b>Cardiac Rehab (Outpatient)</b>  | 80% after Deductible                     | 60% after Deductible  |
| <b>CareATC</b>   | 100%, Deductible Waived                  | N/A   |
| <b>Chemotherapy (Outpatient)</b>   | 80% after Deductible                     | 60% after Deductible  |
| <b>Chiropractic Care / Spinal Manipulation</b>   | 80% after Deductible                     | 60% after Deductible  |
| Calendar Year Maximum Benefit  | 10 visits                                |   |
| <b>Dental Care (see Eligible Medical Expenses)</b>   | Paid the same as any other Illness       | Paid the same as any other Illness                                      |
| <b>Diabetic Education</b>  | 80% after Deductible                     | 60% after Deductible  |
| <b>Diabetic Supplies</b>   | 80% after Deductible                     | 60% after Deductible  |
| <b>Diagnostic Testing, X-Ray and Lab Services (Outpatient)</b>   | 80% after Deductible                     | 60% after Deductible  |
| <b>Durable Medical Equipment (DME)</b>   | 80% after Deductible                     | 60% after Deductible  |
| <b>Emergency Services / Emergency Room Services</b>  | 80% after Deductible                     | Paid at the Participating Provider level of benefits                    |
| <b>Endoscopies (Non-Routine)</b>   | 80% after Deductible                     | 60% after Deductible  |
| <b>Genetic Testing and Counseling</b>  | 80% after Deductible                     | 60% after Deductible  |
| <b>Note:</b> Includes any item or service not otherwise covered under the preventive services provision.   |  |   |
| <b>Hearing Aids (age 18 and under)</b>   | 80% after Deductible                     | 60% after Deductible  |
| Maximum Benefit per 48 Months  | 1 hearing aid per ear up to \$3,000 each |   |
| <b>Hearing Aids (age 19 and over)</b>  | 80% after Deductible                     | 60% after Deductible  |
| Maximum Benefit per 48 Months  | 1 hearing aid per ear up to \$1,500 each |   |
| <b>Home Health Care</b>  | 80% after Deductible                     | 60% after Deductible  |
| Calendar Year Maximum Benefit  | 120 visits                               |   |
| <b>Hospice Care (Inpatient and Outpatient)</b>   | 80% after Deductible                     | 60% after Deductible  |
| Calendar Year Maximum Benefit  | 180 days/visits                          |   |
| <b>Hospice Bereavement Counseling</b><br>(within 6 months of Covered Person's death)   | 80% after Deductible                     | 60% after Deductible  |
| Lifetime Maximum Benefit   | 6 visits                                 |   |
| <b>Hospital Expenses or Long-Term Acute Care Facility / Hospital (facility charges)</b>  |  |   |
| Inpatient  | 80% after Deductible                     | 60% after Deductible  |
| Room and Board Allowance   | Semi-Private Room Rate*                  | Semi-Private Room Rate*   |
| Intensive Care Unit  | ICU/CCU Room Rate                        | ICU/CCU Room Rate   |
| Miscellaneous Services & Supplies  | 80% after Deductible                     | 60% after Deductible  |
| Outpatient   | 80% after Deductible                     | 60% after Deductible  |
| * A private room will be considered eligible when Medically Necessary. Charges made by a Hospital having only single or private rooms will be considered at the least expensive rate for a single or private room. |  |   |

# POS PLAN DESIGN & BENEFITS

|   | PARTICIPATING PROVIDERS                   | NON-PARTICIPATING PROVIDERS<br>(Subject to Usual and Customary Charges) |
|---|---|---|
| <b>Infusion Therapy (Outpatient)</b>  | 80% after Deductible                      | 60% after Deductible  |
| <b>Maternity (Professional Fees)*</b>   |   |   |
| Preventive Prenatal and Breastfeeding Support (other than lactation consultations)  | 100%, Deductible waived                   | 60% after Deductible  |
| Lactation Consultations   | 100%, Deductible waived                   | 100%, Deductible waived   |
| All other Prenatal, Delivery and Postnatal Care   | 80% after Deductible                      | 60% after Deductible  |
| * See Preventive Services under Eligible Medical Expenses for limitations.  |   |   |
| <b>Medical Supplies</b>   | 80% after Deductible                      | 60% after Deductible  |
| <b>Mental Disorders and Substance Use Disorders</b>   |   |   |
| Inpatient   | 80% after Deductible                      | 60% after Deductible  |
| Outpatient  |   |   |
| Office Visits   | \$40 Copay, then 100% Deductible waived   | 60% after Deductible  |
| All Other Outpatient Care   | 80% after Deductible                      | 60% after Deductible  |
| <b>NOTE:</b> Emergency care (ambulance and Emergency Services/Room) will be paid the same as the benefits for ambulance services and Emergency Services/Room listed above in the Medical Schedule of Benefits, however, the Participating Provider level of benefits will always apply regardless of the provider utilized. |   |   |
| <b>Obesity (Non-Surgical Only)</b>  | 80% after Deductible                      | 60% after Deductible  |
| <b>Occupational Therapy (OT) (Outpatient)</b>   | 80% after Deductible                      | 60% after Deductible  |
| <b>Pain Management</b>  | 80% after Deductible                      | 60% after Deductible  |
| <b>Physical Therapy (PT) (Outpatient)</b>   | 80% after Deductible                      | 60% after Deductible  |
| <b>Physician's Services</b>   |   |   |
| Inpatient/Outpatient Services   | 80%                                       | 60% after Deductible  |
| Office Visits:  |   |   |
| Primary Care Physician  | \$40 Copay*, then 100%; Deductible waived | 60% after Deductible  |
| Specialist  | \$50 Copay*, then 100%; Deductible waived | 60% after Deductible  |
| Physician Office Surgery:   |   |   |
| Primary Care Physician  | \$40 Copay*, then 100%; Deductible waived | 60% after Deductible  |
| Specialist  | \$50 Copay*, then 100%; Deductible waived | 60% after Deductible  |
| Injections by a Physician   | 80%                                       | 60% after Deductible  |
| *Copay applies per visit regardless of what services are rendered.  |   |   |
| <b>Pre-Admission Testing (Outpatient)</b>   | 80% after Deductible                      | 60% after Deductible  |
| <b>Preventive Services and Routine Care</b>   |   |   |
| Preventive Services (includes the office visit and any other eligible item or service received at the same time, whether billed at the same time or separately)   | 100%; Deductible waived                   | 60% after Deductible  |
| Routine Care (includes any routine care item or service not otherwise covered under the preventive services provision above)  |   |   |
| Routine Colonoscopy   | 100%; Deductible waived                   | 60% after Deductible  |
| Maximum Benefit   | 1 exam every 5 years                      |   |
| Routine Exam  | 100%; Deductible waived                   | 60% after Deductible  |
| Calendar Year Maximum Benefit   | 1 exam                                    |   |
| Routine Gynecological Exam  | 100%; Deductible waived                   | 60% after Deductible  |
| Calendar Year Maximum Benefit   | 1 exam                                    |   |
| Routine Immunizations and Vaccinations  | 100%; Deductible waived                   | 60% after Deductible  |
| Routine Mammogram   | 100%; Deductible waived                   | 60% after Deductible  |
| Calendar Year Maximum Benefit   | 1 mammogram                               |   |
| Routine Pap Smear   | 100%; Deductible waived                   | 60% after Deductible  |
| Calendar Year Maximum Benefit   | 1 test                                    |   |

|  | <b>PARTICIPATING PROVIDERS</b>   | <b>NON-PARTICIPATING PROVIDERS</b><br><small>(Subject to Usual and Customary Charges)</small> |
|--|--|---|
| Routine PSA Test   | 100%; Deductible waived  | 60% after Deductible  |
| Calendar Year Maximum Benefit  | 1 test   |   |
| Routine X-ray and Lab  | 100%; Deductible waived  | 60% after Deductible  |
| <b>Private Duty Nursing (Outpatient)</b>   | 80% after Deductible   | 60% after Deductible  |
| Calendar Year Maximum Benefit  | 120 visits   |   |
| <b>Prosthetics</b>   | 80% after Deductible   | 60% after Deductible  |
| <b>Radiation Therapy (Outpatient)</b>  | 80% after Deductible   | 60% after Deductible  |
| <b>Second Surgical Opinion</b>   | \$50 Copay, then 100%;<br>Deductible waived  | 60% after Deductible  |
| <b>Skilled Nursing Facility and Rehabilitation Facility</b>  | 80% after Deductible   | 60% after Deductible  |
| Combined Calendar Year Maximum Benefit   | 120 days   |   |
| <b>Smoking Cessation</b>   | 100%; Deductible waived  | 60% after Deductible  |
| <b>NOTE:</b> Includes any item or service not otherwise covered under the preventive services provision.   |  |   |
| <b>Speech Therapy (ST) (Outpatient)</b>  | 80% after Deductible   | 60% after Deductible  |
| <b>Sterilization (Males)</b>   | 80% after Deductible   | 60% after Deductible  |
| <b>Temporomandibular Joint Dysfunction (TMJ)</b>   | Paid the same as any other<br>Illness  | Paid the same as any other<br>Illness   |
| <b>Transplants</b>   | 80% after Deductible<br>(Aetna IOE Program)*<br>60% after Deductible<br>(All Other Network<br>Providers) | 60% after Deductible  |
| * Please refer to the Aetna Institute of Excellence (IOE) Program section of this Plan for a more detailed description of this benefit, including travel and lodging maximums. Travel and lodging will be paid at 100% with no Deductible. |  |   |
| <b>NOTE:</b> Cornea transplants performed by any provider are covered under the Plan as a separate benefit and paid the same as any other illness.   |  |   |
| <b>Urgent Care Facility</b>  | 80% after Deductible   | 60% after Deductible  |
| <b>Wig (see Eligible Medical Expenses)</b>   | 80% after Deductible   | 60% after Deductible  |
| Calendar Year Maximum Benefit  | \$1,000  |   |
| <b>All Other Eligible Medical Expenses</b>   | 80% after Deductible   | 60% after Deductible  |

| BENEFIT DESCRIPTION   | BENEFIT                  |
|---|--------------------------|
| <b>NOTE:</b> There is no coverage under the Plan for Prescription Drugs obtained from a Non-Participating Provider.   |                          |
| <b>CALENDAR YEAR PRESCRIPTION DRUG OUT-OF-POCKET MAXIMUM</b><br>(includes Prescription Drug Copays)   |                          |
| Single  | \$4,600                  |
| Family  | \$8,700                  |
| <b>TOTAL OVERALL CALENDAR YEAR MAJOR MEDICAL AND PRESCRIPTION DRUG OUT-OF-POCKET MAXIMUM</b> (includes Deductibles, Copays and Coinsurance - combined with major medical) |                          |
| Single  | \$7,600                  |
| Family  | \$14,700                 |
| <b>Retail Pharmacy: 30-day supply</b>   |                          |
| Generic Drug  | \$20 Copay               |
| Preferred Drug  | \$40 Copay               |
| Non-Preferred Drug  | \$80 Copay               |
| Preventive Drug (Prescription Drugs classified as a Preventive Drug by HHS)   | \$0 Copay (100% paid)    |
| Specialty Drug  | 20% Copay, maximum \$500 |
| <b>NOTE:</b> Specialty drugs MUST be obtained directly from the Specialty Pharmacy Program after one fill at the retail pharmacy.   |                          |
| <b>Mail Order Pharmacy: 90-day supply</b>   |                          |
| Generic Drug  | \$40 Copay               |
| Preferred Drug  | \$80 Copay               |
| Non-Preferred Drug  | \$160 Copay              |
| Preventive Drug (Prescription Drugs classified as a Preventive Drug by HHS)   | \$0 Copay (100% paid)    |

**NOTE: Certain Prescription Drug classes are subject to Step Therapy.**

Step Therapy is a type of prior authorization. In most cases, you must first try a less expensive drug on the formulary (also called a drug list) that has been proven effective for most people with your condition before you can move up a “step” to a more expensive drug. This might mean trying a similar, more affordable Brand Name Drug. The more affordable drugs in the first phase are known as “Step 1” Prescription Drugs. Please note the formulary may change at any time. You will receive notice when necessary.

However, if you have already tried the more affordable drug and it didn’t work or if your Physician believes it is Medically Necessary for you to be on a more expensive drug, he or she can contact the Plan Administrator to request an exception. If your Physician’s request is approved, the Plan will cover the more expensive drug. The more expensive drugs are known as “Step 2” Prescription Drugs.

Step Therapy is a program especially for people who take Prescription Drugs regularly for ongoing conditions like arthritis and high blood pressure.

In Step Therapy, drugs are grouped in categories based on cost:

- Front-line drugs - the first step - are generic drugs proven to be safe, effective and affordable. These drugs should be tried first because they can provide the same health benefit as more expensive drugs, at a lower cost.
- Back-up drugs - Step 2 and Step 3 drugs - are brand-name drugs. There are lower-cost brand drugs (Step 2) and higher-cost brand drugs (Step 3). Back-up drugs typically cost more than front-line drugs.

**Dispense as Written**

The Plan requires pharmacies dispense Generic Drugs when available unless the Physician specifically prescribes a Preferred or Non-Preferred Drug and marks the script "Dispense as Written" (DAW). Should a Covered Person choose a Preferred or Non-Preferred Drug rather than the Generic equivalent when the Physician allowed a Generic Drug to be dispensed, the Covered Person will also be responsible for the cost difference between the Generic and Preferred or Non-Preferred Drug. The cost difference is not covered by the Plan and will not accumulate toward your Out-of-Pocket Maximum.

**Specialty Pharmacy Program**

Specialty drugs are high cost drugs used to treat complex and chronic conditions, including, but not limited to: HIV/Aids, Rheumatoid Arthritis, Cancer, Hepatitis, Hemophilia and Multiple Sclerosis. Self-administered specialty drugs that do not require administration under the direct supervision of a Physician must be obtained directly from the specialty pharmacy program after one fill at a retail pharmacy. For additional information, please contact the Prescription Drug Card Program Administrator.

Specialty drugs that must be administered in a Physician’s office, infusion center or other clinical setting, or the Covered Person’s home by a third party, will be considered under the Medical Benefits section of the Plan. Those drugs that can be self-administered and do not require the direct supervision of a Physician are only eligible under the Prescription Drug Program.

**Preventive Drug** means items which have been identified by the U.S. Department of Health and Human Services (HHS) as a preventive service. You may view the guidelines established by HHS by visiting the following website: <https://www.healthcare.gov/what-are-my-preventive-care-benefits>.



## About your ID Card

### Your member ID Card is easy to read, and easy to use

Your card contains important information, including:

- The phone number for Meritain Health Customer Service and your member website: **meritain.com**.
- The phone number you or your healthcare provider will use to precertify benefits for certain services, such as inpatient hospital care.
- Claims information for healthcare providers and pharmacies.


You should always carry your ID Card with you. Simply show it to your healthcare providers when you receive services, and to your pharmacy each time you have a prescription filled. Just ask the office staff to make a copy of the front and back of your card for their records.


### About your ID Card

- Please ensure that you precertify with medical management, if required.
- All claims should be submitted to Meritain Health at the address listed on the back of your card.
- You or your provider can call Meritain Health to verify eligibility of benefits or check on your claims status.
- You can call for information on a doctor or specialist who is close to you and serves your specific needs.

### Sample ID Card

If you have questions, we can help. Simply call Meritain Health at the number on the back of your ID Card.

|   |  |
|---|--|
|  <b>Customer Service and Eligibility Inquiries</b><br><b>800.925.2272</b><br><b>www.MERITAIN.com</b>                |  |
| <b>Member</b><br><b>ABC Company</b><br>Group #: 12345<br><b>Member: JOHN Q SAMPLE</b><br><b>Member ID: 123456789123</b><br>Division: 003<br><b>Dependent(s):</b><br>JANE W SAMPLE<br>JOHN Q SAMPLE JR | <b>Medical Plan</b><br>Coverage:<br><b>Network</b><br>by <b>aetna</b> <sup>®</sup><br><small>Plan: Aetna Choice POS II</small> |
|   | <b>Pharmacy Plan</b><br>RXBIN: 004336<br>RXPCN: ADV<br>RXGRP: RX2738<br>Member: 866.475.7589<br>Pharmacy: 800.364.6331         |

|  |   |
|--|---|
| <b>Claims Submission</b><br><b>Mail ALL Claims &amp; Correspondence to:</b><br>Meritain Health<br>PO Box 853921<br>Richardson TX 75085-3921<br><b>EDI: WebMD/Emdeon 41124 or</b><br><b>McKesson/Relay Health 1761</b><br><br>NY Electing<br><br>Aetna participating Doctors and Hospitals are independent providers and are neither agents nor employees of Aetna.<br><b>Contact 800.343.3140 for assistance in locating an In-Network Provider.</b> | <b>Eligibility</b><br>Call 800.925.2272 or visit <a href="http://www.MERITAIN.com">www.MERITAIN.com</a> for inquiries regarding eligibility, claims and plan benefits.  |
|  | <b>Precertification</b><br>For Precertification call: 800.242.1199. Failure to comply with your plan's precertification requirements may result in a reduction of benefits.<br>24-Hour Automated Customer Service: 800.566.9311 or <a href="http://www.MERITAIN.com">www.MERITAIN.com</a> |
| Printed:   | <br>INDEX #: 009   |



### Advocates For Healthier Living

Meritain Health provides easy-to-use healthcare benefits you can use to stay healthy and productive. Contact us at the number on your ID Card if you have any questions about your plan.

## On Your Mark, Get Set, Go Meritain.com!

### Did you know?

You have access to a variety of online tools and resources through [www.meritain.com](http://www.meritain.com)!

### What you'll find on the Meritain Health Member Portal

Using the Meritain Health Member Portal, you have 24-hour access to a number of tools and resources that can help you manage your health benefits. Below are a few of the tools available on Meritain.com:

- Verify eligibility and benefits
- Find the status of claims
- View your Explanation of Benefits (EOB)
- Review your benefit plan document in its entirety
- View deductibles and out-of-pocket limits
- Check Flexible Spending Account (FSA) and Health Reimbursement Arrangement (HRA) balances, if applicable

### Access as easy as 1–2–3!

#### Step 1:

You should open your Web browser and go to [www.meritain.com](http://www.meritain.com).

#### Step 2:

You'll need to register your account. Start by clicking *Register* and then clicking on the *Member* tab.

Your spouse and dependents over the age of 18 will need to create their own accounts.



#### Step 3:

You'll need to fill in your:

- Group ID (you can find this on your ID Card).
- Member ID (you can find this on your ID Card, as well. You should enter it with no spaces or dashes).
- Date of birth.
- Name.
- ZIP code.
- Email address.

You will be prompted to create a username and password, and select a security question. Review the terms and conditions, and click *I agree to terms and conditions* and *Next*, or click *Cancel*.

The next time you log in, just use the same username and password from Step 3.



## On-the-go access to your Meritain Health benefits

You can get benefits information when and where you need it—right from your smart phones and tablets.

### Easy to access and easy to use

1. First, simply register for your mobile account through [www.meritain.com](http://www.meritain.com). (If you’ve already registered to access your personal information on the Meritain Health Member Portal—you can skip this step. Then, simply log in to Meritain.com through the browser on your smart device to access your account.) \*
2. From any mobile device, just log into Meritain.com. You’ll find quick-to-navigate displays you can easily use with your device’s touch screen.

*\* For best results, we recommend you register for your mobile account using a desktop computer.*

If you have any questions about how to register or use Meritain.com, we can help. Simply call our Customer Service department using the phone number on your member ID Card.

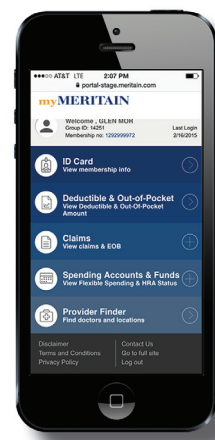
### Helpful benefits information

You can rely on Meritain.com if:

- You need to quickly find a doctor or hospital in your network.
- You’re not near a computer and need to know your deductible or out-of-pocket amounts.
- You need to make a healthcare purchase but don’t know your FSA or HRA balance.\*\*
- You want to research a claim or take a look at an EOB statement on the go.
- You want to download and view (.pdf) a copy of your ID Card.

You may not always be in front of your computer. But now, you’ll always be able to find the healthcare information you need to help you get the most out of your healthcare benefits. It is one more way Meritain Health is working hard to help you be your healthiest self.

*\*\* If applicable to your plan.*



ADVOCATES FOR HEALTHIER LIVING

### Advocates for Healthier Living

Meritain Health provides easy-to-use healthcare benefits you can use to stay healthy and productive. Contact us at the number on your ID Card if you have any questions about your plan.

## Meritain Health Customer Service

*When you need more information*

At Meritain Health, our jobs are simple: we're here to help take care of you. You can call Meritain Health Customer Service for answers to questions you might have about your benefits, eligibility, claims and more. Customer service representatives are available to help you Monday through Friday—just call the number on your ID Card.

### When should I call customer service?

You can call Meritain Health Customer Service:

- For verification of eligibility and benefit information.
- For the status of submitted claims.
- To receive a copy of an Explanation of Benefits (EOB).
- To verify a claim mailing address.
- To request a new ID Card.
- For other information you may need from a customer service representative.

**Questions? We can help. Just call us at the number on the back of your ID Card.**



### We're here for you—24 hours a day, 7 days a week

Your member website is custom built to help you manage your benefits. When you register and log in at [www.meritain.com](http://www.meritain.com) you can:

- Review your health benefits.
- Find an in-network doctor or facility.
- Check on your claims.
- And more!



ADVOCATES FOR  
HEALTHIER LIVING

### Advocates for Healthier Living

Meritain Health provides easy-to-use healthcare benefits you can use to stay healthy and productive. Contact us at the number on your ID Card if you have any questions about your plan.



## Three ways to complete your medical history

### Online

The fastest and easiest option. Log into MyDrConsult.com and complete the "My Medical History" section.

### Mobile app

Log into your account on your mobile device and complete the "My Health Record" section. Visit [Teladoc.com/mobile](https://www.teladoc.com/mobile) to download the app.

### Call Teladoc

Call Teladoc if you would like a customer service representative to help you complete your medical history over the phone.

### Why should I complete the medical history?

Your medical history must be completed prior to requesting a consult and updated each year. The Teladoc doctor will review your medical history prior to a consult.

### Can my company view my medical history?

No. All information is confidential, HIPAA compliant, and will not be shared. Only you and the consulting doctor can view your medical data.

### How quickly can I talk to a doctor?

A Teladoc doctor will call you back within an hour, guaranteed.

### Can I get a prescription or a prescription refill?

Yes. When medically appropriate, Teladoc doctors prescribe medication for treatment of your illness and also can prescribe short term prescription refills. Teladoc doctors do not prescribe DEA controlled substances.

With your consent, Teladoc is happy to provide information about your Teladoc consult to your primary care physician.

## Talk to a doctor anytime!

 [MyDrConsult.com](https://www.teladoc.com)

 [Facebook.com/Teladoc](https://www.facebook.com/Teladoc)

 **1-800-DOC-CONSULT (362-2667)**

 [Teladoc.com/mobile](https://www.teladoc.com/mobile)





# Talk to a doctor anytime

Teladoc gives you 24/7/365 access to U.S. board-certified doctors through the convenience of phone, video or mobile app visits. It's an affordable alternative to costly urgent care and ER visits when you need care now.



## MEET OUR DOCTORS

Teladoc is simply a new way to access qualified doctors. All Teladoc doctors:

- Are practicing PCPs, pediatricians, and family medicine physicians
- Average 15 years experience
- Are U.S. board-certified and licensed in your state
- Are credentialed every three years, meeting NCQA standards

## GET THE CARE YOU NEED

Teladoc doctors can treat many medical conditions, including:

- **Cold & flu symptoms**
- **Allergies**
- **Sinus problems**
- **Ear infection**
- **Urinary tract infection**
- **Respiratory infection**
- **Skin problems**
- **And more!**

## WHEN CAN I USE TELADOC?

Teladoc does not replace your primary physician it is a convenient and affordable option for quality care.

- When you need care now
- If you're considering the ER or urgent care for a non-emergency issue
- On vacation, on a business trip, or away from home
- For short term prescription refills

# Talk to a doctor anytime!

Teladoc is just a click or call away!

MyDrConsult.com

1-800-DOC-CONSULT (362-2667)



**For the savings you need, the flexibility you want and service you can trust.**

To help you enroll, the following pages outline your company's dental plan and address any questions you may have.

| Coverage Type                               | LOW PLAN  | HIGH PLAN                                    |
|---|---|--|
| Type A - Preventive                         | 100%  | 100%   |
| Type B - Basic                              | 80%   | 80%  |
| Type C - Major                              | 0%  | 50%  |
| Type D - Orthodontia                        | Not Covered                                       | 50%  |
| Deductible                                  | LOW PLAN  | HIGH PLAN                                    |
| Individual                                  | \$50<br>Applies to Type B & C services only       | \$50<br>Applies to Type B & C services only  |
| Family                                      | \$150<br>Applies to Type B & C services only      | \$150<br>Applies to Type B & C services only |
| Annual Maximum Benefits                     | LOW PLAN  | HIGH PLAN                                    |
| Per Individual                              | \$1,000   | \$2,000                                      |
| Orthodontia Lifetime Maximum Per Individual | \$0   | \$1,000                                      |
|   | Ortho applies to Adults and Children Up to Age 19 |  |

**Out-of-Network** - The Reasonable and Customary charge is based on the lowest of the: "Actual Charge" (the dentist's actual charge); or "Usual Charge" (the dentist's usual charge for the same or similar services); or "Customary Charge" (the 90<sup>th</sup> Percentile charge of most dentists in the same geographic area for the same or similar services as determined by MetLife).

### Understanding Your Dental Plans

The MetLife Preferred Dentist Program (PDP) is designed to provide the dental coverage you need with the features you want. Take advantage of what this plan has to offer without compromising what matters most - including the freedom to visit the dentist of your choice – an "in-network" dentist or an "out-of-network" dentist.

If you receive in-network services, you will be responsible for any applicable cost sharing, PDP charges in excess of the benefit maximums, and for non-covered services. If you receive out-of-network services, you will be responsible for any applicable cost sharing, charges in excess of the benefit maximum, charges in excess of the PDP fee schedule amount, and charges for non-covered services.

Plan benefits for in-network services are based on the percentage of the PDP fee – MetLife's negotiated fees that PDP dentists have agreed to accept as payment in full.

Plan benefits for out-of-network services are based on the percentage of the Reasonable and Customary (R&C) charges. If you choose a dentist who does not participate in the MetLife PDP, your out-of-pocket expenses may be more, since you will be responsible for paying any difference between the dentist's fee and your plan's payment for the approved service.

Take advantage of online self-service capabilities with MyBenefits.

- Check the status of your claims
- Locate a participating PDP dentist
- Access MetLife's Oral Health Library
- Elect to view your Explanation of Benefits online

To register, go to [www.metlife.com/mybenefits](http://www.metlife.com/mybenefits) and follow the easy registration instructions.

| EMPLOYEE DENTAL DEDUCTIONS         |          |           |
|------------------------------------|----------|-----------|
| Bi-Weekly (26 deductions per Year) |          |           |
| MEMBERS COVERED                    | LOW PLAN | HIGH PLAN |
| Employee Only                      | \$ 0.00  | \$ 7.82   |
| Employee + Spouse                  | \$11.98  | \$27.66   |
| Employee + Child(ren)              | \$12.11  | \$21.12   |
| Employee + Family                  | \$24.08  | \$40.96   |

# DENTAL BENEFIT SUMMARY

| Type A - Preventive  | LOW and HIGH PLANS   |
|--|--|
| <ul style="list-style-type: none"> <li>• Examinations</li> <li>• Prophylaxis: Cleanings</li> <li>• Sealants</li> <li>• Space Maintainers</li> <li>• Fluoride</li> <li>• Full Mouth X-Rays</li> <li>• Bitewing X-Rays</li> </ul>  | 2 times in 12 months<br>2 times in 12 months<br>1 per molar in 36 months for a child under age 16<br>No Limit for a child under age 14<br>1 time in 12 months for a dependent child under age 19<br>Once in 60 months<br>1 time in 1 calendar year   |
| Type B - Basic   | LOW and HIGH PLANS   |
| <ul style="list-style-type: none"> <li>• Consultations</li> <li>• Amalgam Fillings</li> <li>• Root Canal</li> <li>• Periodontal Maintenance</li> <li>• Periodontal Surgery</li> <li>• Scaling &amp; Root Planing</li> <li>• Prefabricated Crowns</li> <li>• Repairs</li> <li>• Recementations</li> <li>• Dentures - Rebases / Relines</li> <li>• Denture Adjustments</li> <li>• Tissue Conditioning</li> <li>• Labs &amp; Other Tests</li> <li>• General Anesthesia</li> <li>• Emergency Palliative Treatment</li> <li>• Periodontal Surgery</li> <li>• Periodontics - Non-Surgical</li> <li>• Oral Surgery: Simple Extractions</li> <li>• General Services</li> </ul>   | 2 in 12 months<br>1 replacement per surface in 24 months<br>1 per tooth per lifetime<br>2 periodontal treatments in 1 calendar yr, includes 2 cleanings (total comb: 2)<br>1 per quadrant in any 36 month period<br>1 per quadrant in any 24 month period<br>1 per tooth in 24 months<br>1 in 12 months<br>1 in 12 months<br>1 in 24 months<br>1 in 6 months<br>1 in 12 months |
| Type C - Major   | HIGH PLAN ONLY - Type C Services are not covered under the LOW PLAN  |
| <ul style="list-style-type: none"> <li>• Crown Buildups / Post Core</li> <li>• Dentures</li> <li>• Immediate Temporary Dentures</li> <li>• Fixed Bridges</li> <li>• Inlays / Onlays / Crowns</li> <li>• Implant Services</li> <li>• Implant Repairs</li> <li>• Implant Supported Prosthetic</li> <li>• Occlusal Adjustments</li> <li>• Oral Surgery</li> </ul>   | 1 per tooth in 10 calendar years<br>1 in 10 calendar years<br>1 replacement in 12 months<br>1 in 10 calendar years<br>1 replacement per tooth in 10 calendar years<br>1 per tooth position in 10 calendar years<br>1 per tooth in 12 months<br>1 per tooth in 10 calendar years<br>1 in 12 months  |
| Type D Orthodontic Services  | HIGH PLAN ONLY - Type C Services are not covered under the LOW PLAN  |
| <ul style="list-style-type: none"> <li>• Adults and Dependent children up to age 19. Age limitations may vary by state. Please see your Plan description for complete details. In the event of a conflict with this summary, the terms of the certificate will govern.</li> <li>• All dental procedures performed in connection with orthodontic treatment are payable as Orthodontia.</li> <li>• Benefits for the initial placement will not exceed 20% of the Lifetime Maximum Benefit Amount for Orthodontia. Periodic follow-up visits will be payable on a monthly basis during the scheduled course of the orthodontic treatment. Allowable expenses for the initial placement, periodic follow-up visits and procedures performed in connection with the orthodontic treatment, are all subject to the Orthodontia coinsurance level and Lifetime Maximum Benefit Amount as defined in the Plan Summary.</li> <li>• Orthodontic benefits end at cancellation of coverage</li> </ul> |  |

\* Out of Network benefits are payable for services rendered by a dentist who is not a participating provider. The Reasonable and Customary charge is based on the lowest of (1) the dentist's actual charge (the 'Actual Charge'), (2) the dentist's usual charge for the same or similar services (the 'Usual Charge') or (3) the charge of most dentists in the same geographic area for the same or similar services as determined by MetLife (the 'Customary Charge'). Services must be necessary in terms of generally accepted dental standards.

|  | IN-NETWORK  | OUT-OF-NETWORK  |
|--|---|---|
| <b>EYE EXAMINATION</b> (1 per 12 months)   |   |   |
| <b>Comprehensive exam of visual functions and prescription of corrective eyewear.</b>  | <b>\$0 copay</b>  | <b>\$45 allowance</b>                                       |
| <b>Retinal Imaging</b> - This screening is used to take pictures of the inside of the eye particularly the retina to look for possible changes.  | <b>Up to \$39 copay</b>   | Applied to the exam allowance                               |
| <b>MATERIALS / EYEWEAR</b> (Either Glasses or Contacts allowed per frequency) (1 per 12 months)  |   |   |
| <b>Standard Corrective Lenses</b>  |   |   |
| ▪ Single vision  | <b>\$25 copay</b>   | <b>\$30 allowance</b>                                       |
| ▪ Lined bifocal  | <b>\$25 copay</b>   | <b>\$50 allowance</b>                                       |
| ▪ Lined trifocal   | <b>\$25 copay</b>   | <b>\$65 allowance</b>                                       |
| ▪ Lenticular   | <b>\$25 copay</b>   | <b>\$100 allowance</b>                                      |
| <b>Standard Lens Enhancement</b>   |   |   |
| ▪ Ultraviolet coating<br>▪ Polycarbonate (child up to age 18)  | Covered in Full   | Applied to the allowance for the applicable corrective lens |
| <b>Additional Lens Enhancements <sup>1</sup></b>   |   |   |
| ▪ Progressive Standard   | Up to \$55 copay  | \$50 allowance  |
| ▪ Progressive Premium/Custom   | Premium: Up to \$95 - \$105 copay<br>Custom: Up to \$150 - \$175 copay                  | \$50 allowance  |
| ▪ Polycarbonate (adult)  | Single Vision: Up to \$31 copay<br>Multifocal: Up to \$35 copay                         | Applied to the allowance for the applicable corrective lens |
| ▪ Scratch-resistant coating (variable by type)   | Up to \$17 - \$33 copay   | Applied to the allowance for the applicable corrective lens |
| ▪ Tints (variable by type)   | Pink I & II: \$0 copay<br>Solid Plastic: \$15 copay<br>Plastic Gradient Dye: \$17 copay | Applied to the allowance for the applicable corrective lens |
| ▪ Anti-reflective coating (variable by type)   | Up to \$41 - \$85 copay   | Applied to the allowance for the applicable corrective lens |
| ▪ Photochromic (variable by type)  | Up to \$47 - \$82 copay   | Applied to the allowance for the applicable corrective lens |
| <b>Frame Allowance</b> (You will receive an additional 20% off any amount that you pay over your allowance. This offer is available from all participating locations except Costco, Walmart and Sam's Club.)<br>▪ Costco, Walmart and Sam's Club           | \$250 allowance<br>\$270 allowance on featured frames<br>\$135 allowance                | \$70 allowance  |
| <b>Contact Lenses</b> (Either Glasses or Contacts allowed per frequency) (1 per 12 months)   |   |   |
| ▪ Elective   | \$250 allowance   | \$105 allowance   |
| ▪ Necessary  | Covered in full after eyewear copay   | \$210 allowance   |
| ▪ Contact Fitting and Evaluation   | Standard or Premium fit: Covered in full with copay not to exceed \$60                  | Applied to the contact lens allowance                       |
| <b>Value Added Features</b>  |   |   |
| <b>Additional Savings on Glasses and Sunglasses<sup>1</sup>:</b> Get 20% off the cost for additional pairs of prescription glasses and non-prescription sunglasses, including lens enhancements. At times, other promotional offers may also be available. |   |   |
| <b>Laser Vision Correction<sup>1</sup>:</b> Savings averaging 15% off the regular price or 5% off a promotional offer for laser surgery including PRK, LASIK and Custom LASIK. Offer is only available at MetLife participating locations                  |   |   |

## EMPLOYEE VISION DEDUCTIONS

Bi-Weekly (26 / year)

| MEMBERS COVERED       | VISION         |
|-----------------------|----------------|
| Employee Only         | <b>\$ 3.39</b> |
| Employee + Spouse     | <b>\$ 7.17</b> |
| Employee + Child(ren) | <b>\$ 7.42</b> |
| Employee + Family     | <b>\$12.07</b> |

### FOLLOW THE BELOW STEPS TO FIND AN IN-NETWORK PROVIDER:

- 1) Visit [www.metlife.com](http://www.metlife.com)
- 2) Under "I want to find a MetLife:", click "Vision Provider"
- 3) Enter your Zip Code, City or State
- 4) Under "Select your network", select "MetLife Vision PPO"
- 5) Click "Submit"

**The City of Monroe pays for a life insurance benefit of \$50,000 for all full-time employees and an additional benefit of \$50,000 in AD&D Insurance.**

**Accidental Death and Dismemberment (AD&D) Insurance:**

The amount of your AD&D insurance benefit is equal to the amount of your life insurance benefit. The amount payable for certain losses is less than 100% of the AD&D insurance benefit.

**AD&D Table of Losses**

The amount payable is a percentage of the AD&D insurance benefit in effect on the date of the accident and is determined by the loss suffered as shown in the following table:

| <b>Loss:</b>                                    | <b>Percentage Payable:</b> |
|---|----------------------------|
| a. Life   | 100%                       |
| b. One hand, one foot or sight of one eye       | 50%                        |
| c. Two or more of the losses listed in b. above | 100%                       |



**Reductions:**

Basic Life and AD&D Insurance reduce to 65% at age 65, to 50% at age 70 and to 35% at age 75.

**Beneficiary Designation:**

You are the beneficiary for all benefits payable except for benefits payable upon your death. You name your beneficiary at the time you complete your enrollment. Unless there is a legal restriction, you may change your beneficiary at any time by filing a written request with the Human Resources Department. If there is no legally appointed beneficiary living at the time of your death, your estate will be the beneficiary.

**Portability of Insurance**

If your insurance under the group policy ends because your employment with your employer terminates, you may be eligible to buy portable group insurance coverage for yourself and your dependents without submitting evidence of insurability. Portable group insurance will become effective the day after your employment with the City of Monroe terminates if you apply within 31 days after the date your employment terminates.

**Waiver of Premium**

Insurance will be continued without payment of premiums while you are totally disabled if:

1. You become totally disabled while insured under the group policy and under age 60.
2. You complete your waiting period; and
3. You give us satisfactory proof of loss.

We may have you examined at our expense at reasonable intervals. Any such examination will be conducted by specialists of our choice.

**Accelerated Benefit**

If you qualify for waiver of premium and give us satisfactory proof of having a qualifying medical condition while you are insured under the group policy, you may have the right to receive during your lifetime a portion of your insurance as an accelerated benefit. If your insurance is scheduled to end within 24 months following the date you apply for the accelerated benefit you will not be eligible for the accelerated benefit. Qualifying medical condition means you are terminally ill as a result of an illness or physical condition which is reasonably expected to result in death within 12 months. We may have you examined at our expense in connection with your claim for an accelerated benefit. Any such examination will be conducted by one or more Physicians of our choice. You may receive an accelerated benefit of up to 75% of your insurance. The minimum accelerated benefit is \$5,000 or 10% of your insurance, whichever is greater. If the amount of your insurance is scheduled to reduce within 24 months following the date you apply for the accelerated benefit, you accelerated benefit will be based on the reduced amount.

**SPOUSE LIFE BENEFIT & DEPENDENT CHILD(REN) LIFE BENEFIT**

**Life Insurance Amount**

**\$2,000**

**City of Monroe pays 100% of this cost.**



## Life Insurance Amount

**Employee:** Increments of \$10,000 to a maximum of \$300,000.

**Spouse:** Increments of \$5,000 to a maximum of \$150,000. Not to exceed 50% of the employee's elected amount. Only available if the employee is covered.

**Child:** \$5,000 Not to exceed 100% of the employee's elected amount. Only available if the employee is covered.



## Guarantee Issue Amounts *(available at initial offering only)*

**Employee:** \$100,000

**Spouse:** \$25,000

**Child:** \$5,000

## Benefit Reduction Schedule:

Benefit reduces to 65% of original amount at age 65 and to 50% of original amount at age 70 and to 35% at age 75. *\*The highlighted columns below show the age reduced benefit amount and rate. Cost for amounts over age 69 available upon request.*

## Waiver of Premium (if Disabled):

If you become totally disabled under age 60 and meet other eligibility requirements, Life insurance coverage may continue under the Waiver provision without premium payments until Age 65.

| EMPLOYEE LIFE OPTIONS            |         |         |         |         |         |         |          |          |           |          |
|----------------------------------|---------|---------|---------|---------|---------|---------|----------|----------|-----------|----------|
| BI-WEEKLY DEDUCTIONS (26 / year) |         |         |         |         |         |         |          |          |           |          |
| AGE                              | <30     | 30-34   | 35-39   | 40-44   | 45-49   | 50-54   | 55-59    | 60-64    | 65-69*    |          |
| \$20,000                         | \$0.74  | \$0.74  | \$1.02  | \$1.66  | \$2.40  | \$4.15  | \$7.57   | \$11.85  | \$13,000  | \$11.82  |
| \$30,000                         | \$1.11  | \$1.11  | \$1.53  | \$2.49  | \$3.60  | \$6.23  | \$11.36  | \$17.78  | \$19,500  | \$17.73  |
| \$40,000                         | \$1.48  | \$1.48  | \$2.04  | \$3.32  | \$4.80  | \$8.30  | \$15.14  | \$23.70  | \$26,000  | \$23.64  |
| \$50,000                         | \$1.85  | \$1.85  | \$2.55  | \$4.15  | \$6.00  | \$10.38 | \$18.93  | \$29.63  | \$32,500  | \$29.55  |
| \$60,000                         | \$2.22  | \$2.22  | \$3.06  | \$4.98  | \$7.20  | \$12.45 | \$22.71  | \$35.55  | \$39,000  | \$35.46  |
| \$70,000                         | \$2.59  | \$2.59  | \$3.57  | \$5.81  | \$8.40  | \$14.53 | \$26.50  | \$41.48  | \$45,500  | \$41.37  |
| \$80,000                         | \$2.96  | \$2.96  | \$4.08  | \$6.64  | \$9.60  | \$16.60 | \$30.28  | \$47.40  | \$52,000  | \$47.28  |
| \$90,000                         | \$3.33  | \$3.33  | \$4.59  | \$7.47  | \$10.80 | \$18.68 | \$34.07  | \$53.33  | \$58,500  | \$53.19  |
| \$100,000                        | \$3.70  | \$3.70  | \$5.10  | \$8.30  | \$12.00 | \$20.75 | \$37.85  | \$59.25  | \$65,000  | \$59.10  |
| \$110,000                        | \$4.07  | \$4.07  | \$5.61  | \$9.13  | \$13.20 | \$22.83 | \$41.64  | \$65.18  | \$71,500  | \$65.01  |
| \$120,000                        | \$4.44  | \$4.44  | \$6.12  | \$9.96  | \$14.40 | \$24.90 | \$45.42  | \$71.10  | \$78,000  | \$70.92  |
| \$130,000                        | \$4.81  | \$4.81  | \$6.63  | \$10.79 | \$15.60 | \$26.98 | \$49.21  | \$77.03  | \$84,500  | \$76.83  |
| \$140,000                        | \$5.18  | \$5.18  | \$7.14  | \$11.62 | \$16.80 | \$29.05 | \$52.99  | \$82.95  | \$91,000  | \$82.74  |
| \$150,000                        | \$5.55  | \$5.55  | \$7.65  | \$12.45 | \$18.00 | \$31.13 | \$56.78  | \$88.88  | \$97,500  | \$88.65  |
| \$200,000                        | \$7.40  | \$7.40  | \$10.20 | \$16.60 | \$24.00 | \$41.50 | \$75.70  | \$118.50 | \$130,000 | \$118.20 |
| \$250,000                        | \$9.25  | \$9.25  | \$12.75 | \$20.75 | \$30.00 | \$51.88 | \$94.63  | \$148.13 | \$162,500 | \$147.75 |
| \$300,000                        | \$11.10 | \$11.10 | \$15.30 | \$24.90 | \$36.00 | \$62.25 | \$113.55 | \$177.75 | \$195,000 | \$177.30 |

| SPOUSE LIFE OPTIONS              |        |        |        |         |         |         |         |         |          |         |
|----------------------------------|--------|--------|--------|---------|---------|---------|---------|---------|----------|---------|
| BI-WEEKLY DEDUCTIONS (26 / year) |        |        |        |         |         |         |         |         |          |         |
| AGE                              | <30    | 30-34  | 35-39  | 40-44   | 45-49   | 50-54   | 55-59   | 60-64   | 65-69*   |         |
| \$5,000                          | \$0.19 | \$0.19 | \$0.26 | \$0.42  | \$0.60  | \$1.04  | \$1.89  | \$2.96  | \$3,250  | \$2.96  |
| \$10,000                         | \$0.37 | \$0.37 | \$0.51 | \$0.83  | \$1.20  | \$2.08  | \$3.79  | \$5.93  | \$6,500  | \$5.91  |
| \$15,000                         | \$0.56 | \$0.56 | \$0.77 | \$1.25  | \$1.80  | \$3.11  | \$5.68  | \$8.89  | \$9,750  | \$8.87  |
| \$20,000                         | \$0.74 | \$0.74 | \$1.02 | \$1.66  | \$2.40  | \$4.15  | \$7.57  | \$11.85 | \$13,000 | \$11.82 |
| \$25,000                         | \$0.93 | \$0.93 | \$1.28 | \$2.08  | \$3.00  | \$5.19  | \$9.46  | \$14.81 | \$16,250 | \$14.77 |
| \$30,000                         | \$1.11 | \$1.11 | \$1.53 | \$2.49  | \$3.60  | \$6.23  | \$11.36 | \$17.78 | \$19,500 | \$17.73 |
| \$35,000                         | \$1.30 | \$1.30 | \$1.79 | \$2.91  | \$4.20  | \$7.26  | \$13.25 | \$20.74 | \$22,750 | \$20.68 |
| \$40,000                         | \$1.48 | \$1.48 | \$2.04 | \$3.32  | \$4.80  | \$8.30  | \$15.14 | \$23.70 | \$26,000 | \$23.64 |
| \$45,000                         | \$1.67 | \$1.67 | \$2.30 | \$3.74  | \$5.40  | \$9.34  | \$17.03 | \$26.66 | \$29,250 | \$26.60 |
| \$50,000                         | \$1.85 | \$1.85 | \$2.55 | \$4.15  | \$6.00  | \$10.38 | \$18.93 | \$29.63 | \$32,500 | \$29.55 |
| \$60,000                         | \$2.22 | \$2.22 | \$3.06 | \$4.98  | \$7.20  | \$12.45 | \$22.71 | \$35.55 | \$39,000 | \$35.46 |
| \$75,000                         | \$2.78 | \$2.78 | \$3.83 | \$6.23  | \$9.00  | \$15.56 | \$28.39 | \$44.44 | \$48,750 | \$44.32 |
| \$80,000                         | \$2.96 | \$2.96 | \$4.08 | \$6.64  | \$9.60  | \$16.60 | \$30.28 | \$47.40 | \$52,000 | \$47.28 |
| \$90,000                         | \$3.33 | \$3.33 | \$4.59 | \$7.47  | \$10.80 | \$18.68 | \$34.07 | \$53.33 | \$58,500 | \$53.19 |
| \$100,000                        | \$3.70 | \$3.70 | \$5.10 | \$8.30  | \$12.00 | \$20.75 | \$37.85 | \$59.25 | \$65,000 | \$59.10 |
| \$150,000                        | \$5.55 | \$5.55 | \$7.65 | \$12.45 | \$18.00 | \$31.13 | \$56.78 | \$88.88 | \$97,500 | \$88.65 |

DEPENDENT LIFE OPTION \$5,000 - \$0.23 Bi-Weekly (26/year)

# VOLUNTARY SHORT TERM DISABILITY

Below is a brief description of the Voluntary Short Term Disability insurance coverage. The summary highlights some of the features of the Policy, but it is not intended to be a detailed description of coverage. Certificates, which will be provided at a later date, will contain more detailed information, including the full text of the definitions, exclusions, limitations, reductions and terminating events that apply to the Policy.



**Short Term Disability** insurance is designed to pay you a percentage of your salary or regular earnings if you are absent from work due to an off the job accident or illness.

- **Eligibility**  
All Active Full-Time Employees working 30 hours or more per week.
- **Benefits**  
Plan replaces **60%** of your Basic Weekly Earnings up to a maximum weekly benefit of \$600.
- **Elimination Period**  
Benefits begin: **15 day(s)** from an accident or **15 day(s)** from an illness
- **Maximum Benefit Duration**  
**90 Days**
- **Pre-Existing Condition Limit**  
You may not be eligible for benefits if you have received treatment for a condition within the past 3 months until you have been covered under this plan for 12 months.

## How to Calculate Your Individual Premium

To calculate your per-paycheck cost for this coverage, complete the calculations below.

$$\frac{\text{Annual Salary}}{52} = \text{Weekly Salary} \times \frac{60\%}{\text{Benefit\%}} = \text{Your Weekly Benefit}$$

$$\frac{\text{Your Weekly Benefit}}{10} = \text{Your Monthly Cost} \times \text{AGE RATE} \quad (\text{Use table below})$$

$$\frac{\text{Your Monthly Cost}}{12} = \frac{\text{Annual Cost}}{\# \text{ Paychecks per Year } (26)} = \text{Cost per Paycheck*}$$

\*Final Cost may vary slightly due to rounding.

## AGE RATES

| < 25 | 25-29 | 30-34 | 35-39 | 40-44 | 45-49 | 50-54 | 55-59 | 60+  |
|------|-------|-------|-------|-------|-------|-------|-------|------|
| 0.29 | 0.316 | 0.242 | 0.222 | 0.267 | 0.314 | 0.434 | 0.53  | 0.53 |

Below is a brief description of the Voluntary Long Term Disability insurance coverage. The summary highlights some of the features of the Policy, but it is not intended to be a detailed description of coverage. Certificates, which will be provided at a later date, will contain more detailed information, including the full text of the definitions, exclusions, limitations, reductions and terminating events that apply to the Policy. Only the Master Policy contains all the controlling terms and provisions of coverage.

- **Eligibility**

All active full time employees working 30 or more hours per week

- **Benefit Amount**

60% of your basic monthly income to a maximum **\$5,000 per month**

- **Elimination Period**

**90 days.** The elimination period is how long an employee must be disabled before benefits begin.

- **Pre-Existing Conditions**

You may not be eligible for benefits if you have received treatment for a condition within the past 3 months until you have been covered under this plan for 12 months.

- **Maximum Benefit Period**

Later of age 65 or Social Security Normal Retirement Age.

### HOW TO CALCULATE THE PER-PAYCHECK COST FOR THIS COVERAGE

Rates\* per \$100 of Covered Salary

| < 25  | 25-29 | 30-34 | 35-39 | 40-44 | 45-49 | 50-54 | 55-59 | 60-64 | 65 +  |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 0.105 | 0.144 | 0.214 | 0.384 | 0.694 | 0.995 | 0.995 | 1.174 | 1.394 | 1.519 |

To calculate the per-paycheck cost for this coverage, complete the calculations below.

$$\begin{array}{ccccccc}
 \underline{\hspace{2cm}} & \div 12 = & \underline{\hspace{2cm}} & \div 100 = & \underline{\hspace{2cm}} & \times & \underline{\hspace{2cm}} = \underline{\hspace{2cm}} \\
 \text{Annual Salary} & & \text{Monthly Salary} & & & \text{Your Rate} & \text{Monthly Cost} \\
 & & & & & \text{(see table above)} & \\
 & & \underline{\hspace{2cm}} \times 12 = & \underline{\hspace{2cm}} \div 26 = & \underline{\hspace{2cm}} & & \\
 & & \text{Annual Cost} & & \text{Bi-weekly Cost} & & \\
 & & & & \text{(per pay period)} & & 
 \end{array}$$

\* Final cost may vary slightly due to rounding.

*Help is just a call away*

**YOU**

The numbers below are provided to assist you when a problem arises. By calling the helpline number you will reach the EAP immediately.

## THE CORPCARE EMPLOYEE ASSISTANCE PROGRAM

A confidential counseling and referral service provided free of charge to employees and their families.

In Monroe:

**770-396-5253**

or toll free:

**1-800-728-9444**

For assistance with:

Alcohol/Drug Abuse

Parenting Problems

Family Problems

Work Difficulties

Marital Concerns

Emotional Upsets

Stress Problems

Financial/Legal Referral

Elder/Child Care Referral



# CONTINUATION COVERAGE RIGHTS UNDER COBRA

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## CITY OF MONROE HEALTH PLAN

### **Introduction**

You are receiving this notice because you have recently become eligible for the City of Monroe health plan. This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. This notice explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect your right to receive it. When you become eligible for COBRA, you may also become eligible for other coverage options that may cost less than COBRA continuation coverage.

The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you when you would otherwise lose your group health coverage. It can also become available to other members of your family who are covered under the Plan when they would otherwise lose their group health coverage. For additional information about your rights and obligations under the Plan and under federal law, you should review the Plan's Summary Plan Description or contact the Plan Administrator.

### **You may have other options available to you when you lose group health coverage.**

For example, you may be eligible to buy an individual plan through the Health Insurance Marketplace. By enrolling in coverage through the Marketplace, you may qualify for lower costs on your monthly premiums and lower out-of-pocket costs. Additionally, you may qualify for a 30-day special enrollment period for another group health plan for which you are eligible (such as a spouse's plan), even if that plan generally doesn't accept late enrollees.

### **What is COBRA Continuation Coverage?**

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because either one of the following qualifying events happens:

- Your hours of employment are reduced, or
- Your employment ends for any reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because any of the following qualifying events happens:

- Your spouse dies;
- Your spouse's hours of employment are reduced;
- Your spouse's employment ends for any reason other than his or her gross misconduct;
- Your spouse becomes entitled to Medicare benefits (under Part A, Part B, or both); or
- You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because any of the following qualifying events happens:

- The parent-employee dies;
- The parent-employee's hours of employment are reduced;
- The parent-employee's employment ends for any reason other than his or her gross misconduct;
- The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both);
- The parents become divorced or legally separated; or
- The child stops being eligible for coverage under the plan as a "dependent child"

### **When is COBRA Continuation Coverage Available?**

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, or the employee's becoming entitled to Medicare benefits (under Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event.

### **You Must Give Notice of Some Qualifying Events**

For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 60 days after the qualifying event occurs. You must provide this notice **in writing** to: **City of Monroe, Human Resources, 215 North Broad St, Monroe, GA 30655.**

# CONTINUATION COVERAGE RIGHTS UNDER COBRA

## **How is COBRA Coverage Provided?**

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, the employee's becoming entitled to Medicare benefits (under Part A, Part B, or both), your divorce or legal separation, or a dependent child's losing eligibility as a dependent child, COBRA continuation coverage lasts for up to a total of 36 months. When the qualifying event is the end of employment or reduction of the employee's hours of employment, and the employee became entitled to Medicare benefits less than 18 months before the qualifying event, COBRA continuation coverage for qualified beneficiaries other than the employee lasts until 36 months after the date of Medicare entitlement. For example, if a covered employee becomes entitled to Medicare 8 months before the date on which his employment terminates, COBRA continuation coverage for his spouse and children can last up to 36 months after the date of Medicare entitlement, which is equal to 28 months after the date of the qualifying event (36 months minus 8 months). Otherwise, when the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage generally lasts for only up to a total of 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

### ***Disability extension of 18-month period of continuation coverage***

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of continuation coverage.

### ***Second qualifying event extension of 18-month period of continuation coverage***

If your family experiences another qualifying event while receiving 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if notice of the second qualifying event is properly given to the Plan. This extension may be available to the spouse and any dependent children receiving continuation coverage if the employee or former employee dies, becomes entitled to Medicare benefits (under Part A, Part B, or both), or gets divorced or legally separated, or if the dependent child stops being eligible under the Plan as a dependent child, but only if the event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

## **Are there other coverage options besides COBRA Continuation Coverage?**

Yes. Instead of enrolling in COBRA continuation coverage, there may be other coverage options for you and your family through the Health Insurance Marketplace, Medicaid, or other group health plan coverage options (such as a spouse's plan) through what is called a "special enrollment period." Some of these options may cost less than COBRA continuation coverage. You can learn more about many of these options at [www.healthcare.gov](http://www.healthcare.gov).

## **If You Have Questions**

Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to the contact or contacts identified below. For more information about your rights under ERISA, including COBRA, the Health Insurance Portability and Accountability Act (HIPAA), and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit the EBSA website at [www.dol.gov/ebsa](http://www.dol.gov/ebsa). (Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website.) For more information about the Marketplace, visit [www.HealthCare.gov](http://www.HealthCare.gov).

## **Keep Your Plan Informed of Address Changes**

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

## **Plan Contact Information**

Information about the plan and COBRA continuation coverage can be obtained on request from:

**City of Monroe**  
**Human Resources**  
**215 North Broad St.**  
**Monroe, GA 30655**  
**Phone: 770-266-5116**



# IMPORTANT CONTACT INFORMATION

## CITY OF MONROE

Human Resources  
Tel: 770-266-5116  
[mjackson@monroega.gov](mailto:mjackson@monroega.gov)

## MEDICAL PLAN

Meritain  
Member Services  
Tel: 800-925-2272  
Pharmacy  
Tel: 855-312-6103  
To find an in-network provider please visit: [www.meritain.com](http://www.meritain.com)

## DENTAL PLAN

MetLife  
Customer Service  
Tel: 800-275-4638  
To find an in-network provider please visit: [www.metlife.com/dental](http://www.metlife.com/dental)

## VISION PLAN

MetLife  
Customer Service  
Tel: 855-638-3931  
[www.metlife.com/vision](http://www.metlife.com/vision)

## MSI BENEFITS GROUP, INC.

Administrative Contact  
Tel: 770-425-1231 / 800-580-1629  
Fax: 770-425-4722 / 800-580-2675  
Email: [helpme@msibg.com](mailto:helpme@msibg.com)

You may view copies of all certificates of coverage / plan documents by following the below instructions:

Go to [www.msibg.com](http://www.msibg.com) and click on "Employee" at the top right of your screen  
Username: **monroeEE**  
Password: **Benefits123**

## BASIC & VOLUNTARY LIFE INSURANCE

The Standard  
Tel: 800-628-8600  
[www.standard.com](http://www.standard.com)

## SHORT/LONG TERM DISABILITY INSURANCE

The Standard  
STD Tel: 800-368-2859  
LTD Tel: 800-368-1135  
[www.standard.com](http://www.standard.com)

## EMPLOYEE ASSISTANCE PROGRAM (EAP)

CorpCare  
Tel: 800-728-9444  
[www.corpcareeap.com](http://www.corpcareeap.com)



**MSI Benefits Group**  
245 TownPark Drive, Suite 100  
Kennesaw, GA 30144  
Tel: 770-425-1231 / 800-580-1629  
Fax: 770-425-4722 / 800-580-2675  
[www.msibg.com](http://www.msibg.com)