



## Committee Work Session & Called Council Meeting

### AGENDA

Tuesday, August 07, 2018

6:00 PM

City Hall

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#### I. CALL TO ORDER

1. Roll Call
2. City Administrator Update
- 3.** Central Services Monthly Report & Updates

#### II. COMMITTEE INFORMATION

1. **Finance**
  - [a.](#) Monthly Finance Report
  - [b.](#) City Hall Landscaping Rehabilitation Request
2. **Airport**
  - [a.](#) Airport Monthly Report & Update
  - [b.](#) Airport East Apron Rehabilitation and Expansion Project
  - [c.](#) Airport West Apron Reroute Request
3. **Public Works**
  - [a.](#) Monthly Solid Waste Report
  - [b.](#) Monthly Streets & Transportation Report
  - [c.](#) Transportation Alternatives Program Grant Application
4. **Utilities**

- a. Monthly Electric & Telecom Report
- b. Monthly Water, Sewer, Gas, & Stormwater Report
- c. Secondary Telescoping Valves
- d. Primary Chain Clarifiers
- e. Automatic Gas Feed System
- f. MCImetro Pole Attachment Agreement
- g. Uniti Fiber Pole Attachment Agreement
- h. Purchase - VON Test Equipment
- i. Purchase - 3 Viper-ST Automated Switches

**5. Public Safety**

- a. Monthly Fire Report
- b. Monthly Police Report
- c. Approval - Out of State Training
- d. Approval - Walton County School SRO Program Agreement
- e. Approval - Walton County School SRO Program Agreement for Foothills Charter

**6. Planning & Code**

- a. Monthly Code Report

**7. Economic Development**

- a. Monthly Economic Development Report

**III. ITEMS OF DISCUSSION**

- 1. Public Hearing Variance - 615 East Church Street
- 2. Public Hearing Variance - 125 North Wayne Street
- 3. 1st Reading - Soil, Erosion, Sedimentation, & Pollution Control Ordinance Amendment
- 4. Appointments (5) - Airport Commission

**IV. ITEMS REQUIRING ACTION**

- 1. Approval - 2018 Millage Rate
- 2. R1A Moratorium 90-Day Extension



[3.](#) Approval - Out of State Travel for Fire

V. **ADJOURN**

# CENTRAL SERVICES

## MONTHLY REPORT

AUGUST 2018

	2018 January	2018 February	2018 March	2018 April	2018 May	2018 June	2018 July	2017 July	2017 August	2017 September	2017 October	2017 November	2017 December	Monthly Average	Yearly Totals
<b>COMMUNITY SERVICE</b>															
Participants	1	0	0	0	0	0	1					0	1	0.3	3
Hours	4.0	0.0	0.0	0.0	0.0	0.0	10.0					0.0	8.0	2.4	22.0
<b>SAFETY PROGRAMS</b>															
Facility Inspections	8	5	6	9	5	5	7						3	6.0	48
Vehicle Inspections	12	0	0	0	0	0	22						0	4.3	34
Equipment Inspections	4	0	0	0	0	0	6						0	1.3	10
Worksite Inspections	5	4	1	2	3	1	7						2	3.1	25
Employee Safety Classes	0	1	3	3	6	1	0						0	1.8	14
<b>PURCHASING</b>															
P-Card Transactions	334	452	480	424	440	445	460	361	439	362	324	321	314	396.6	5,156
Purchase Orders	143	144	105	100	114	108	103	75	135	97	119	106	67	108.9	1,416
Sealed Bids/Proposals	0	0	0	2	1	1	0	1	3	3	2	0	2	1.2	15
<b>INFORMATION TECHNOLOGY</b>															
Workorder Tickets	91	83	109	103	107	99	99	60	70	55	60	56	67	81.5	1,059
Phishing Fail Percentage				4.2%		6.9%								5.6%	
<b>MARKETING</b>															
Newsletters Distributed	0	0	6,005	0	6,005	0	0	0	0	6,208	0	0	6,241	1,881.5	24,459
Public Awareness Material	0	0	9,950	0	6,005	0	0	0	0	100	0	100	160	1,255.0	16,315
<b>GROUNDS &amp; FACILITIES</b>															
Contractor Acres Mowed	46.6	46.6	46.6	92.4	92.4	123.5	139.1			46.6	46.6	46.6	46.6	70.3	773.4
Crew Acres Mowed	27.0	27.0	27.0	33.3	54.0	54.0	54.0			48.6	27.0	27.0	27.0	36.9	406.0
Straw Bales Installed	0	0	0	40	0	155	10			0	345	0	0	50.0	550.0

# PROJECTS & UPDATES

## FACILITIES MANAGEMENT

The recently approved BadgePass door entry system has been installed and is working currently at City Hall. Over the next few months, this system will be expanded to include other facilities within the City of Monroe. From a turf and plant management standpoint, TopTurf has been contracted to begin treating our facilities on a routine basis to create a more presentable appearance of facilities. Phelps Heating & Air has also been contracted to provide a maintenance program for our facilities as it concerns our HVAC systems. The council chamber audio and visual upgrade is also complete; and this will increase the usability of the council chambers and increase the clarity of sound for those watching at home.

## CHILDERS PARK

The dog park is once again open in Childers Park, and has received very favorable reviews from visitors! The rest of the wooded area in the park has been mulched, and we continue to spread and cover the areas. Sidewalks were pressure washed and will receive a follow-up before the fall season begins. The McDaniel Street entrance to the park has also been mulched and re-seeded, which should provide for a



better and cleaner entrance from that side of the park. The trees along Spring Street will be removed and thinned out to provide a better appearance for one of the primary views of the entire park.

An organization called TinkerGarten will begin classes for children in the park later in the month of August.



The proposed dates of classes are as follows: 8/23, 8/30, 9/13, 9/20, 9/27, 10/04, 10/11, 10/18, 10/25, 11/01. All classes will be held from 10:00am – 11:15am. These classes will help to teach children about the natural habitats around them including grasses, trees, bushes, animals, etc. There will also be classes aimed at providing children with general outdoor skills.

**WEBSITE**

The website is now live, and to this point there has been plenty of positive feedback on the usability. There are still forms and details of information that we are adding and planning to add as we move forward. The goal is to make the website as user friendly and informative as possible for all citizens and customers. The new Agenda management system is in place for this August meeting as promised, with a full integration of the system and the website expected in 2 months.

**SAFETY PROGRAM & COMMITTEE**

Recently, City Hall staff received training from the Walton County Fire Rescue (WCFR) staff on the Stop the Bleed program. Following the training, we have on order 12 complete first aid stations to place around City Hall, at various Utility warehouse buildings, Water Treatment Plant, Wastewater Treatment Plant, and Georgia Utility Training Academy. These units should also be purchased and placed in appropriate sites at Public Works and other facilities around the City of Monroe.





**FINANCIAL  
STATUS REPORT  
AS OF JUNE 2018**

City of Monroe  
 Financial Performance Report  
 For the Period Ended  
 June 30, 2018

Cash balances for the City of Monroe as of June 30<sup>th</sup> total **\$37,585,872**  
 The following table shows the individual account balances.

<b>GOVERNMENTAL FUND</b>	
General Fund Checking	600,797.29
Stabilization Fund	1,250,000.00
Community Center Deposits	5,904.30
Group Health Insurance (Claims/Premiums)	697,923.68
Unemployment Fund	17,174.03
Workmen's Compensation (To Fund Claims)	86,465.50
<b>CAPITAL PROJECTS FUND</b>	
Capital Improvement - General Government	2,739.99
SPLOST	1,380,834.46
SPLOST 2013	3,466,988.84
<b>SPECIAL REVENUE FUND</b>	
Hotel/Motel	11,777.42
DEA Confiscated Assets Fund	11,614.01
Confiscated Assets Fund	24,675.34
<b>ENTERPRISE FUND</b>	
Solid Waste	403,173.02
Solid Waste Capital	777,613.60
Utility Revenue	532,162.05
Utility Revenue Reserve	1,333,114.10
Utility MEAG Payment Acct	2,122.11
Utility MGAG Payment Acct	8,330.61
Utility Gov't Loan Payment Acct	26,046.03
Utility MEAG Short-Term Investment	4,737,203.40
Utility MEAG Intermediate Extended Investment	5,202,892.65
Utility MEAG Intermediate Portfolio Investment	1,946,642.29
Utility Capital Improvement	10,896,608.42
Utility GEFA	1,000.00
Utility Bond Sinking Fund	276,126.99
Utility Tap Fees	1,206,453.41
Utility Customer Deposits (Restricted)	1,179,890.33
Utility Customer Deposits (Investment)	1,499,598.37

City of Monroe  
 Financial Performance Report  
 For the Period Ended  
 June 30, 2018

<b>REVENUE AND EXPENSE REPORT</b>					
<b>GENERAL FUND</b>					
	<u>Jun-17</u>	<u>Jun-18</u>	<u>Variance</u>	<u>2018 Budget</u>	<u>% Budget to YTD 2018</u>
<b>REVENUE</b>					
TAXES	3,394,512	3,568,294	173,782	6,773,323	52.68%
LICENSES & PERMITS	134,498	135,606	1,108	327,700	41.38%
INTERGOVERNMENTAL	58,500	312,726	254,226	460,374	67.93%
CHARGES FOR SERVICES	366,741	362,617	(4,124)	700,000	51.80%
FINES	123,366	176,548	53,182	400,000	44.14%
INVESTMENT INCOME	-	1	1	-	-
CONTRIBUTIONS & DONATIONS	37,649	22,358	(15,291)	41,000	54.53%
MISCELLANEOUS INCOME	131,899	140,072	8,173	266,000	52.66%
OTHER FINANCING SOURCES	960,439	1,153,779	193,340	2,518,758	45.81%
<b>TOTAL REVENUE:</b>	<b>5,207,604</b>	<b>5,872,001</b>	<b>664,397</b>	<b>11,487,155</b>	<b>51.12%</b>
<b>EXPENSE</b>					
GENERAL GOVERNMENT	819,348	732,067	(87,281)	1,315,499	55.65%
FINANCE	197,553	153,116	(44,437)	417,991	36.63%
PROTECTIVE/CODE INSPECTION	158,940	177,252	18,312	631,363	28.07%
FIRE	722,358	1,006,666	284,308	2,202,148	45.71%
HIGHWAYS & STREETS	750,247	710,300	(39,947)	1,569,486	45.26%
POLICE	1,813,894	1,941,948	128,054	4,203,295	46.20%
PARKS/BUILDINGS	120,184	77,407	(42,777)	285,129	27.15%
OTHER FINANCING USES	13,120	13,516	396	862,248	1.57%
<b>TOTAL EXPENSES:</b>	<b>4,595,644</b>	<b>4,812,272</b>	<b>216,628</b>	<b>11,487,159</b>	<b>41.89%</b>

Collections year-to-date are \$5,872,001 which is at 51% of the total amount budgeted for 2018.

Taxes:

- Actual Property Tax collections for the month were \$68 thousand. *Until the last quarter of the year when property tax collections start coming in, this figure includes an estimated amount.*
- Local Option Sales Tax collected for the month was \$161 thousand
- Selective Sales & Use Tax (*Alcohol Beverage, etc.*) collections for June were \$30 thousand
- Business Tax collections for the month were \$1,200. *Insurance Premium Tax will not be received from the State until October. If the Insurance Premium Tax were paid monthly, we would have an additional \$70,000 per month.*

Licenses & Permits

- Business Licenses (*include alcoholic beverage permits and insurance licenses*) collections for the month were \$5 thousand
- Building permits; \$12 thousand collected in June

Charges for Services

- Culture & Recreation (*Event Fees*) fees collected in June were \$610
- Self-Insurance fees & Cemetery lot fees collected during the month totaled \$79 thousand

City of Monroe  
Financial Performance Report  
For the Period Ended  
June 30, 2018

Fines

- Municipal Court Collections were \$22 thousand. *This figure does not include any of the add-on fees collected that are paid to outside agencies and not included as part of the City's revenue.*

Contributions & Donations

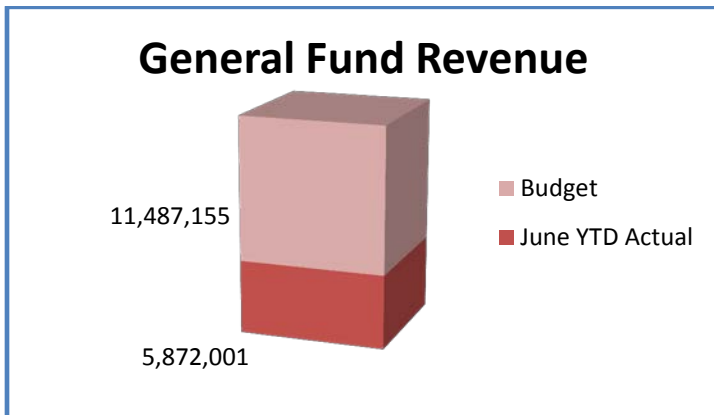
- No collections in the month of June

Miscellaneous

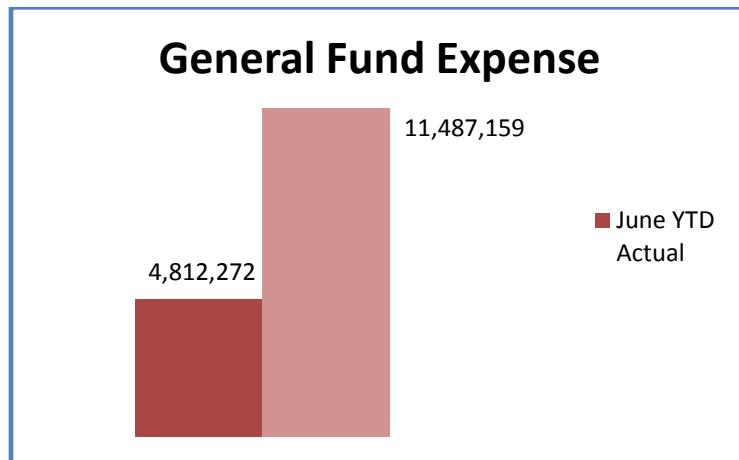
- Hanger rent, tie down fees, community center & Walton Plaza rental fees totaled \$20 thousand

Other Financing Sources

- Operating transfers in from Utilities for the month were \$168 thousand and operating transfers in from Solid Waste were \$22 thousand



General fund year-to-date total expenditures of \$4,812,272 are at 42% of the total budgeted for 2018.





City of Monroe  
 Financial Performance Report  
 For the Period Ended  
 June 30, 2018

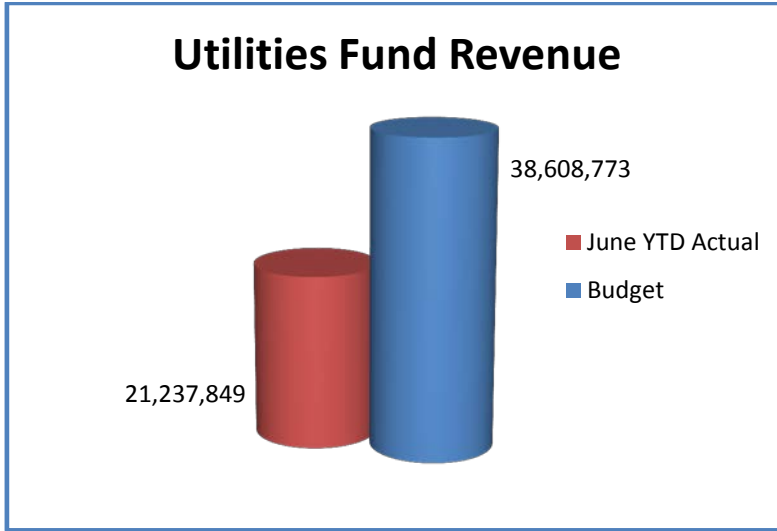
<b>REVENUE AND EXPENSE REPORT COMBINED UTILITIES FUND</b>					
	<u>Jun-17</u>	<u>Jun-18</u>	<u>Variance</u>	<u>2018 Budget</u>	<u>% Budget to YTD 2018</u>
<b>REVENUE</b>					
INTERGOVERNMENTAL	-	395,102	395,102	500,000	79.02%
CHARGES FOR SERVICES					
WATER	2,366,640	2,506,862	140,222	4,845,000	51.74%
SEWER	1,950,994	2,028,109	77,115	3,928,000	51.63%
ELECTRIC	9,071,466	9,278,527	207,061	19,004,530	48.82%
NATURAL GAS	2,084,351	2,645,091	560,740	3,566,181	74.17%
CATV/INTERNET	2,697,574	2,877,582	180,008	5,698,000	50.50%
UTILITY NON SPECIFIC	352,659	366,401	13,742	640,000	57.25%
GUTA	-	-	-	367,062	0.00%
INVESTMENT INCOME	521,816	1,126,545	604,729	60,000	1877.58%
CONTRIBUTIONS & DONATIONS	-	-	-	-	-
MISCELLANEOUS INCOME	-	12,709	12,709	-	-
OTHER FINANCING SOURCES	7,142	921	(6,221)	-	-
<b>TOTAL REVENUE:</b>	<b>19,052,642</b>	<b>21,237,849</b>	<b>2,185,207</b>	<b>38,608,773</b>	<b>55.01%</b>
<b>EXPENSE</b>					
FINANCIAL ADMINISTRATION	(892,230)	(1,109,249)	(217,019)	(2,350,535)	47.19%
UTILITY CUSTOMER SERVICE	559,810	510,183	(49,627)	1,087,100	46.93%
UTILITY BILLING	147,064	140,868	(6,196)	312,636	45.06%
CENTRAL SERVICES	308,396	458,198	149,802	950,800	48.19%
GENERAL ADMIN ELECTRIC/TELECOMM	106,867	142,911	36,044	358,627	39.85%
ELECTRIC	7,773,348	9,435,556	1,662,208	18,503,513	50.99%
TELECOMM	2,597,748	3,065,578	467,830	6,281,929	48.80%
GENERAL ADMIN GAS WATER & SEWER	68,550	87,412	18,862	217,159	40.25%
SEWER	1,513,528	1,948,766	435,238	4,594,859	42.41%
WATER	1,324,685	2,184,716	860,031	4,631,205	47.17%
GAS	1,540,190	1,957,635	417,445	3,653,918	53.58%
GUTA	-	125,352	125,352	367,562	34.10%
<b>TOTAL EXPENSES:</b>	<b>15,047,956</b>	<b>18,947,926</b>	<b>3,899,970</b>	<b>38,608,773</b>	<b>49.08%</b>

Operating revenues total \$21,237,849 which is 55% of the total amount budgeted for 2018

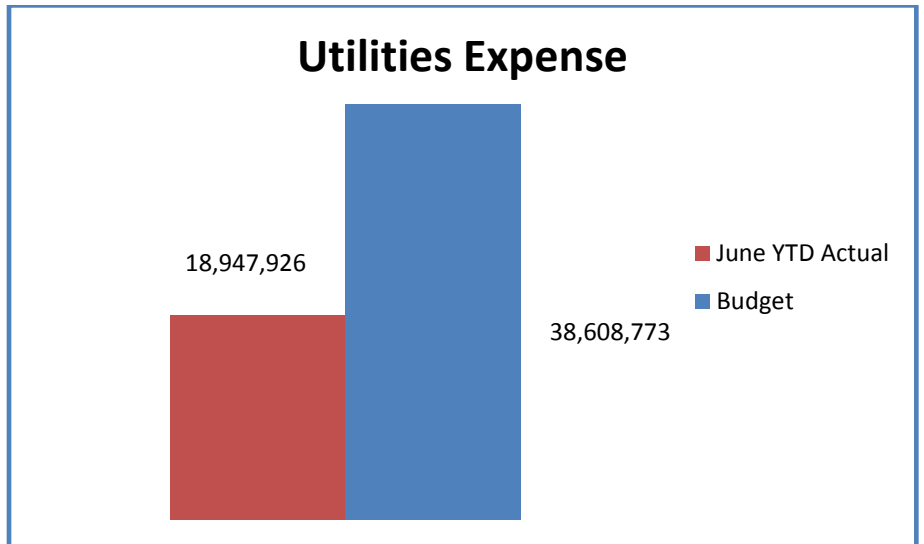
City of Monroe  
Financial Performance Report  
For the Period Ended  
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Charges for Sales and Services for each department during the month were:

- Water \$474 thousand
- Sewer \$366 thousand
- Electric \$1.4 million
- Natural Gas \$184 thousand
- Telecom \$515 thousand



Operating expenses were at 49% of the total budget, \$18,947,926



City of Monroe  
Financial Performance Report  
For the Period Ended  
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The total Utility Capital funds available as of June 30<sup>th</sup> are \$13,436,176, as broken down in the section below:

Utility Capital Improvement Cash Balance	10,896,608
Utility Revenue Reserve Cash Balance	1,333,114
Tap Fees Cash Balance	1,206,453 <i>for Sewer rehab</i>
<b>Total Current Funds Available</b>	<b>\$ 13,436,176</b>

Estimated monthly additional CIP transfers-in	150,000
through December 2018	900,000

<b>Estimated Utility Capital Cash Balance as of Dec 31, 2018</b>	<b>\$ 5,308,520</b>
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*\*Assuming all projects are completed*

Total unfinished approved Capital project balances as of June 30<sup>th</sup> is \$9,027,656. Assuming all of these expenditures were to be completed by December 2018, the Utility Capital fund balance would be \$5,308,520.

A breakdown of all Utility Capital items in progress for 2018 are shown in the chart on the following page.

*City of Monroe*  
*Financial Performance Report*  
*For the Period Ended*  
*June 30, 2018*

Dept	Project Description	Estimated		
		Budgeted Cost	2018 Expense	Balance to Finish
Sewer	Sewer CDBG 2016 (cities portion)	461,788.00	297,813.45	163,974.55
Sewer	Sewer CDBG 2018-Initial Application	25,000.00	13,190.00	11,810.00
Sewer	Sewer Main Rehab	150,000.00		150,000.00
Sewer	Infrastructure Repair/Replacement	337,223.00		337,223.00
Sewer	Watershed Assessment	-	402.60	(402.60)
Sewer	Graco Pump	5,674.00	5,674.00	-
Sewer	Pedestal Chopper Pump	20,164.00	20,164.00	-
Sewer	Flygt Concertor Pump	9,572.70	9,572.70	-
Sewer	Wetwell Pump	24,466.00	24,466.00	-
Sewer	Sewer Extension 138 to Reliant Development	2,700,000.00	56,401.27	2,643,598.73
Sewer	Pump Station SCADA	50,000.00		50,000.00
Water	Truck	40,000.00		40,000.00
Water	Deckover Trailer	5,645.00	5,645.00	-
Water	Loganville Water Distribution Line	1,648,125.07	29,920.35	1,618,204.72
Water	Fire Hydrant Replacement	55,000.00		55,000.00
Water	Infrastructure Repair/Replacement	150,000.00		150,000.00
Water	Remodel of Old Water Plant	225,000.00	175,407.00	49,593.00
Water	Replacement of Controls	15,000.00		15,000.00
Water	Warehouse Improvements	25,000.00		25,000.00
Water	Water CDBG 2016 (cities portion)	376,512.00	464,746.31	(88,234.31)
Water	Alley Waterline Repair	25,000.00	4,993.07	20,006.93
Water	Programmable Logic Controller	68,840.00	68,856.65	(16.65)
Water	Water Main Rehab	150,000.00		150,000.00
SPECIAL PROJECT	Fertilizer Plant Purchase - Town Green	350,000.00		350,000.00
Admin	Vehicle-IT Dept	25,000.00		25,000.00
Admin	City Hall Sign	5,616.35	5,616.35	-
Admin	Utility Billing Software	300,617.00	132,662.25	167,954.75
Admin	Security Upgrade/City Hall	38,080.22	35,680.21	2,400.01
Admin	Drive Thru Rehab/City Hall	225,000.00		225,000.00
Electric	Bucket Truck Replacement	215,000.00	97,876.00	117,124.00
Electric	Fault Finder	22,000.00		22,000.00
Electric	Meter Load Tester	33,000.00		33,000.00
Electric	Pole Crane	80,000.00		80,000.00
Electric	Van	27,000.00		27,000.00
Electric	Rotary Lift	9,000.00	9,000.00	-
Electric	Automated Switching	150,000.00		150,000.00
Electric	LED Streetlights	125,000.00		125,000.00
Electric	Reconductor Distribution System	350,000.00		350,000.00
Electric	Warehouse Project	75,000.00		75,000.00
Electric	Pollack Rebuild	199,415.20	188,184.24	11,230.96
Telecom	Fiber Blower	44,000.00	36,784.01	7,215.99
Telecom	Halon Fire Suppression	44,000.00		44,000.00
Telecom	Network Monitor & Analyzer	8,845.00	8,845.00	-
Telecom	Fiber Loop	150,000.00		150,000.00
Telecom	Fiber to the X	100,000.00	2,248.80	97,751.20
Telecom	Wireless Deployment	75,000.00		75,000.00
Telecom	Cable Replacement	80,000.00	10,784.09	69,215.91
Telecom	Network Redundancy	195,000.00	120,446.18	74,553.82
Telecom	2017 Cable Replacement	80,000.00	14,255.75	65,744.25
Telecom	DOCSIS 3	175,000.00	27,061.29	147,938.71
Telecom	Alcoby Mountain Fiber	45,000.00	49,975.21	(4,975.21)
Gas	Service Trencher	80,000.00		80,000.00
Gas	System Expansion	50,000.00	16,021.60	33,978.40
Gas	HWY 78 Gas Line and Take Station	541,000.00	16,475.90	524,524.10
Gas	Lacy, Davis, Harris & Ash Street	140,000.00		140,000.00
Gas	Various Projects	100,000.00		100,000.00
Gas	Dean Hill Rd Gas Extension	26,901.00	17,218.42	9,682.58
Gas	Roosevelt Rd Replacement	162,725.00	69,323.51	93,401.49
Gas	Alcoby Mountain	-	8,242.40	(8,242.40)
Stormwater	Dump Truck	65,000.00		65,000.00
Stormwater	Mini Excavator	75,000.00	63,600.00	11,400.00
Stormwater	Infrastructure Replacement	100,000.00		100,000.00
	<b>Totals</b>	<b>11,135,209.54</b>	<b>2,107,553.61</b>	<b>9,027,655.93</b>

City of Monroe  
Financial Performance Report  
For the Period Ended  
June 30, 2018

The table below shows the changes in net position for the Utility Fund

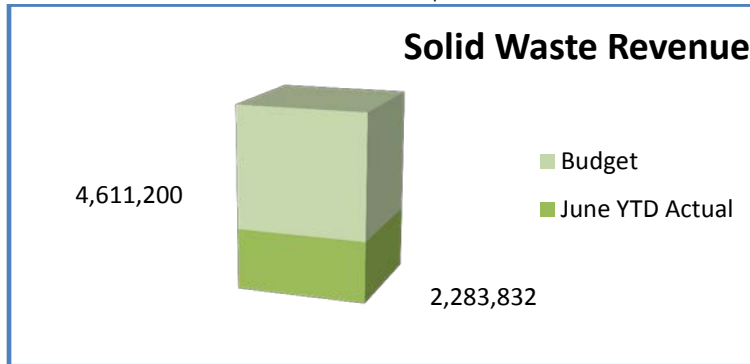
	ADMINISTRATIVE DIVISION	CATV/INTERNET DIVISION	ELECTRIC DIVISION	GAS DIVISION	WASTEWATER DIVISION	WATER DIVISION	GUTA DIVISION	TOTAL ALL DIVISIONS
<b>OPERATING REVENUES</b>								
Charges for sales and services	\$ -	\$ 2,803,002.26	\$ 9,278,526.51	\$ 2,645,090.89	\$ 2,028,109.06	\$ 2,506,862.48	\$ 74,580.00	\$ 19,336,171.20
Customer account fees	366,400.60	-	-	-	-	-	-	366,400.60
Other revenue - allocation	(501,053.02)	83,715.95	211,980.48	50,841.85	68,669.33	85,845.41	-	0.00
Other	-	-	-	-	-	-	-	-
<b>Total operating revenues</b>	<b>(134,652.42)</b>	<b>2,886,718.21</b>	<b>9,490,506.99</b>	<b>2,695,932.74</b>	<b>2,096,778.39</b>	<b>2,592,707.89</b>	<b>74,580.00</b>	<b>19,702,571.80</b>
<b>OPERATING EXPENSES</b>								
Cost of sales and services	-	1,864,870.70	7,002,364.62	1,006,952.09	-	-	-	9,874,187.41
General operating expenses	(182,323.88)	784,624.51	1,795,546.17	732,310.92	1,295,412.63	1,250,542.16	125,351.51	5,801,464.02
Depreciation	-	-	-	-	-	-	-	-
Amortization	-	-	-	2,159.87	6,708.32	6,692.76	-	15,560.95
<b>Total operating expenses</b>	<b>(182,323.88)</b>	<b>2,649,495.21</b>	<b>8,797,910.79</b>	<b>1,741,422.88</b>	<b>1,302,120.95</b>	<b>1,257,234.92</b>	<b>125,351.51</b>	<b>15,691,212.38</b>
<b>Operating income (loss)</b>	<b>47,671.46</b>	<b>237,223.00</b>	<b>692,596.20</b>	<b>954,509.86</b>	<b>794,657.44</b>	<b>1,335,472.97</b>	<b>(50,771.51)</b>	<b>4,011,359.42</b>
<b>NON-OPERATING REVENUES (EXPENSES)</b>								
Interest income	125,246.43	-	-	-	-	-	-	125,246.43
Other	9,405.99	-	1,004,602.06	-	395,102.16	-	-	1,409,110.21
Intergovernmental	-	-	-	-	-	-	-	-
Interest expense	(2,365.07)	-	-	(22,281.14)	(69,203.20)	(72,829.88)	-	(166,679.29)
Gain on disposal of capital assets	-	-	-	-	921.00	-	-	921.00
<b>Total non-operating revenue (expense)</b>	<b>132,287.35</b>	<b>-</b>	<b>1,004,602.06</b>	<b>(22,281.14)</b>	<b>326,819.96</b>	<b>(72,829.88)</b>	<b>-</b>	<b>1,368,598.35</b>
<b>Income (loss) before capital contributions and transfers</b>	<b>179,958.81</b>	<b>237,223.00</b>	<b>1,697,198.26</b>	<b>932,228.72</b>	<b>1,121,477.40</b>	<b>1,262,643.09</b>	<b>(50,771.51)</b>	<b>5,379,957.77</b>
Capital contributions	-	-	-	-	-	-	-	-
Capital assets	(173,958.81)	(266,397.33)	(295,060.24)	(127,281.83)	(468,054.22)	(726,618.58)	-	(2,057,371.01)
Transfers in	-	-	-	-	-	-	-	-
Transfers out	(6,000.00)	(149,687.08)	(485,496.54)	(154,059.47)	(109,387.40)	(128,031.57)	-	(1,032,662.06)
	<b>(179,958.81)</b>	<b>(416,084.41)</b>	<b>(780,556.78)</b>	<b>(281,341.30)</b>	<b>(577,441.62)</b>	<b>(854,650.15)</b>	<b>-</b>	<b>(3,090,033.07)</b>
<b>Change in net position</b>	<b>\$ (0.00)</b>	<b>\$ (178,861.41)</b>	<b>\$ 916,641.48</b>	<b>\$ 650,887.42</b>	<b>\$ 544,035.78</b>	<b>\$ 407,992.94</b>	<b>\$ (50,771.51)</b>	<b>\$ 2,289,924.70</b>
Net position, beginning of year								67,551,155.00
Net position, end of period	\$ (0.00)	\$ (178,861.41)	\$ 916,641.48	\$ 650,887.42	\$ 544,035.78	\$ 407,992.94	\$ (50,771.51)	\$ 69,841,079.70

City of Monroe  
Financial Performance Report  
For the Period Ended  
June 30, 2018

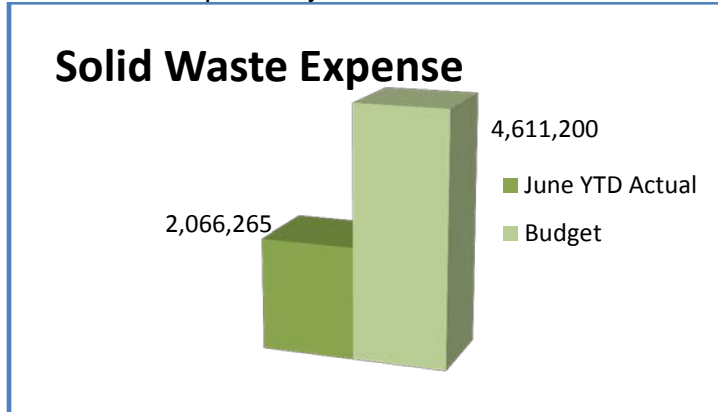
REVENUE AND EXPENSE REPORT SOLID WASTE FUND					
	<u>Jun-17</u>	<u>Jun-18</u>	<u>Variance</u>	<u>2018 Budget</u>	<u>% Budget to YTD 2018</u>
<b>REVENUE</b>					
CHARGES FOR SERVICES	2,317,727	2,283,832	(33,895)	4,611,200	49.53%
CONTRIBUTIONS & DONATIONS	-	-	-	-	-
<b>TOTAL REVENUE:</b>	<b>2,317,727</b>	<b>2,283,832</b>	<b>(33,895)</b>	<b>4,611,200</b>	<b>49.53%</b>
<b>EXPENSE</b>					
ADMINISTRATION	165,935	146,797	(19,138)	342,176	42.90%
SOLID WASTE COLLECTION	413,040	380,013	(33,027)	830,811	45.74%
SOLID WASTE DISPOSAL	1,288,704	1,240,862	(47,842)	2,520,805	49.22%
RECYCLABLE COLLECTION	36,039	55,150	19,111	160,909	34.27%
PUBLIC EDUCATION	-	-	-	-	-
YARD TRIMMINGS COLLECTION	104,045	123,251	19,206	220,339	55.94%
OTHER FINANCING USES	121,887	120,192	(1,695)	536,160	22.42%
<b>TOTAL EXPENSES:</b>	<b>2,129,650</b>	<b>2,066,265</b>	<b>(63,385)</b>	<b>4,611,200</b>	<b>44.81%</b>

Collections year-to-date as of June are \$2.28 million, 50% of the revenue budget appropriation.

- Sanitation fee collections for June were \$173 thousand
- Transfer Station revenues were \$239 thousand for the month



Solid Waste expenses year-to-date as of June are at 45% of the total budget, \$2 million



City of Monroe  
 Financial Performance Report  
 For the Period Ended  
 June 30, 2018

**SPLOST**

Below is a chart showing disbursements from Walton County to date for SPLOST 2013-2018.

Sales Tax Receipt Month	Walton County		15.3335760% Monroe's Portion up to 60M	Actual Receipt Total for Month	Other Revenues	Total Receipts SPLOST	Expenses for the Month	Interest for the Month	Account Balance
	Special Local Option Sales Taxes Received	Receipt Total for Period of SPLOST							
Jun-17	848,506.61	42,692,690.46	130,106.41	-		-	149,150.18	279.95	3,258,995.33
Jul-17	847,263.86	43,539,954.32	129,915.85	260,017.57	-	260,017.57	16,868.17	288.27	3,502,433.00
Aug-17	877,233.25	44,417,187.57	134,511.23	134,508.81	145,529.34	280,038.15	16,101.80	301.34	3,766,670.69
Sep-17	868,042.28	45,285,229.85	133,101.92	133,099.53		133,099.53	178,174.68	301.63	3,721,897.17
Oct-17	856,642.97	46,141,872.82	131,354.00	131,351.64		131,351.64	178,300.43	315.69	3,675,264.07
Nov-17	830,845.61	46,972,718.43	127,398.34	127,396.05		127,396.05	21,580.37	302.25	3,781,382.00
Dec-17	853,438.30	47,826,156.73	130,862.61	130,900.98		130,900.98	10,755.25	322.22	3,901,849.95
Jan-18	986,456.84	48,812,613.57	151,259.11	151,215.66		151,215.66	3,633.00	331.85	4,049,764.46
Feb-18	853,134.51	49,665,748.08	130,816.03	130,813.67		130,813.67	11,795.62	311.39	4,169,093.90
Mar-18	792,463.54	50,458,211.62	121,513.00	121,510.81	19,737.65	141,248.46	132,093.88	354.86	4,178,603.34
Apr-18	954,910.67	51,413,122.29	146,421.95	146,419.32	37,245.24	183,664.56	92,956.57	344.55	4,269,655.88
May-18	891,313.39	52,304,435.68	136,670.22	136,667.76		136,667.76	650,658.58	359.54	3,756,024.60
Jun-18	928,779.45	53,233,215.13	142,415.10	142,412.54		142,412.54	431,773.43	307.13	3,466,970.84

City of Monroe  
 Financial Performance Report  
 For the Period Ended  
 June 30, 2018

Performance Indicators	Jun-18	May-18	Apr-18	Mar-18	Feb-18	Jan-18	Dec-17	Nov-17	Oct-17	Sep-17	Aug-17	Jul-17	Jun-17
<b>Telephone Calls</b>													
Admin Support													
Utilities - Incoming Calls	6,654	5,675	5,521	6,004	5,419	6,756	5,736	6,047	6,234	8,851	7,103	6,434	6,918
Utilities - Abandoned Calls	509	349	323	302	296	421	327	342	396	494	468	379	444
% of Abandoned Calls - Utility	7.65%	6.15%	5.85%	5.03%	5.46%	6.23%	5.70%	5.66%	6.35%	5.58%	6.59%	5.89%	6.42%
Utilities													
Electric Customers	6,340	6,311	6,314	6,297	6,310	6,347	6,230	6,217	6,287	6,261	6,305	6,279	6,291
Natural Gas Customers	3,765	3,763	3,762	3,736	3,742	3,772	3,726	3,731	3,749	3,760	3,751	3,728	3,740
Water Customers	9,277	9,201	9,194	9,179	9,157	9,236	9,111	9,076	9,114	9,095	9,160	9,133	9,163
Wastewater Customers	6,963	6,922	6,913	6,911	6,900	6,974	6,863	6,837	6,891	6,864	6,915	6,891	6,902
Cable TV Customers	3,643	3,591	3,659	3,624	3,622	3,682	3,599	3,626	3,681	3,669	3,714	3,705	3,751
Digital Cable Customers	201	197	199	194	198	197	196	194	192	189	186	182	185
Internet Customers	3,547	3,542	3,476	3,486	3,456	3,470	3,365	3,293	3,338	3,366	3,318	3,328	3,338
Residential Phone Customers	887	882	904	887	893	901	889	887	896	905	929	911	924
Commercial Phone Customers	456	430	453	436	432	448	441	435	443	440	451	446	462
Fiber Customers	62	62	62	62	62	58	49	49	49	49	52	52	52
<b>Work Orders Generated</b>													
Utilities													
Connects	656	607	626	688	753	672	616	706	755	650	782	663	623
Cutoff for Non-Payment	218	253	235	191	129	216	232	189	203	201	286	230	267
Electric Work Orders	28	29	53	34	45	32	33	59	98	91	90	68	65
Water Work Orders	109	61	60	82	94	113	133	98	111	94	98	92	76
Natural Gas Work Orders	41	25	50	111	30	47	56	26	31	11	19	13	35
Disconnects	549	588	602	625	632	633	509	556	771	672	769	647	621
Telecomm Work Orders	248	264	247	294	380	410	302	325	483	427	512	489	518
<b>Billing/Collections</b>													
Utilities													
Utility Revenue Billed	\$ 3,282,658	\$ 3,300,220	\$ 3,315,676	\$ 3,489,893	\$ 3,965,341	\$ 3,540,223	\$ 3,239,965	\$ 3,115,028	\$ 3,420,156	\$ 3,608,210	\$ 3,557,935	\$ 3,339,918	\$ 3,186,533
Utility Revenue Collected	\$ 3,152,514	\$ 3,180,845	\$ 3,388,384	\$ 3,815,887	\$ 3,581,457	\$ 3,385,570	\$ 3,073,351	\$ 3,125,037	\$ 3,448,590	\$ 3,549,586	\$ 3,321,622	\$ 3,130,385	\$ 3,129,031
# of Inactive Accounts Written Off	66	44	32	65	55	80	77	52	49	54	56	50	14
Amount Written Off for Bad Debt	\$ 32,798	\$ 27,469	\$ 16,089	\$ 27,987	\$ 36,511	\$ 46,845	\$ 42,805	\$ 26,793	\$ 21,466	\$ 23,542	\$ 23,014	\$ 24,317	\$ 6,958
Utility Bad Debt Collected	\$ 2,623	\$ 5,899	\$ 4,657	\$ 6,151	\$ 6,920	\$ 12,828	\$ 5,398	\$ 4,726	\$ 3,984	\$ 5,723	\$ 5,649	\$ 3,378	\$ 415
<b>Extensions</b>													
Utilities													
Extensions Requested	648	655	682	535	627	761	583	662	717	722	711	680	647
Extensions Pending	242	204	219	197	291	259	193	286	293	311	270	302	236
Extensions Defaulted	28	21	25	31	25	48	30	31	33	45	46	41	56
<b>Taxes</b>													
Admin Support													
Property Tax Transactions	2	31	1	-	-	-	5	1	-	6	480	6	26
Property Tax Collected	\$ 84	\$ 816	\$ 10	\$ -	\$ -	\$ -	\$ 2,342	\$ 113	\$ -	\$ 679	\$ 17,166	\$ 1,610	\$ 7,266
<b>Accounting</b>													
Payroll & Benefits													
Payroll Checks issued	81	62	63	61	70	70	223	64	62	53	52	90	74
Direct Deposit Advices	657	436	427	431	415	409	614	414	395	397	387	398	587
General Ledger													
Accounts Payable Checks Issued	293	390	280	294	289	258	370	313	294	258	372	302	346
Accounts Payable Invoices Entered	341	387	447	428	420	232	366	449	275	590	389	512	716
Journal Entries Processed	152	145	170	158	163	166	180	150	207	183	165	165	178
Miscellaneous Receipts	250	262	266	280	264	239	261	279	553	215	227	186	210
Utility Deposit Refunds Processed	31	50	40	32	18	29	29	34	41	31	60	49	73
Local Option Sales Tax	\$ 160,093	\$ 154,337	\$ 165,606	\$ 137,428	\$ 147,572	\$ 170,725	\$ 147,431	\$ 143,745	\$ 148,203	\$ 150,257	\$ 151,509	\$ 146,601	\$ 146,581
Special Local Option Sales Tax - 2013	142,413	136,668	146,419	121,511	130,814	151,216	130,901	127,396	131,352	133,100	134,509	129,914	130,106
<b>Personnel</b>													
Payroll & Benefits													
Budgeted Positions	242	242	241	241	241	241	228	228	228	228	228	228	228
Filled Positions	233	233	231	228	227	226	217	216	225	222	209	207	207
Vacancies	9	9	10	14	14	15	11	12	13	16	19	21	21
Unfunded Positions	33	33	33	33	33	33	32	32	32	32	32	32	32
Clinic Appointment Capacity	160	292	250	340	232	171	120	160	140	140	180	141	164
Clinic Ancillary Visits	34	140	98	168	100	47	10	26	25	16	41	54	56
Clinic Utilization Percentage	1	94%	101%	110%	101%	95%	78%	83%	89%	80%	97%	93%	95%
Clinic No Shows	22	23	14	30	10	14	5	9	16	17	22	21	31
Clinic Utilization2	79	135	155	206	134	115	83	106	100	96	134	77	100





**To:** Finance Committee, City Council  
**From:** Chris Bailey, Central Services Manager  
**Department:** Central Services  
**Date:** 07/23/2018  
**Subject:** City Hall Landscaping Rehabilitation Request

**Budget Account/Project Name: Capital Improvement Program (CIP)**

**Funding Source: Capital Improvement Program (CIP)**

**Budget Allocation:** \$250,000.00

**Budget Available:** \$250,000.00

**Requested Expense:** \$34,189.00

**Company of Purchase:** PS Landscapes

**Description:**

A request is being made to approve the complete rework of the City Hall landscaping and design. This request includes the removal of existing bushes, lost sod and trees around the building; followed by the reinstallation of topsoil, Bermuda grass, mulch, plants, and ornamental bushes. This request is not a budgeted project, but a much-needed project, with an anticipated cost of less than \$34,189. Irrigation updates will be made during the project should those be necessary.

**Background:**

It is the practice of the City of Monroe to continually lead by example by providing an upgrade to facilities, and then to provide programs and schedules to maintain those newly upgraded facilities going forward.

**Attachment(s):**

- Quote – 2 pages
- Landscape Plants – 3 pages



July 25, 2018

City of Monroe

RE: City Hall

1. Clean Up/Removal of Plants/Trees/Thinning Trees/Limbing Trees - \$6360
2. 100 yards of brown pallet mulch delivered and installed - \$4500
3. 3 Loads of screened top soil - \$1206
4. Grading and Spreading top soil - \$900
5. Plants Around Building
  - a. 14 Green Arborvitae (B&B 6') - \$3150
  - b. 46 'Crimson Fire' Loropetalum (3 gallon) - \$2208
  - c. 4 Sky Pencils (15 gallon)- \$480
  - d. 6 'Lemon Lime' Nandina (2 gallon) - \$288
6. Plants Around Front Sign
  - a. 2 Spiral Juniper (5 gallon) - \$390
  - b. 5 Green Arborvitae (B&B 6') - \$1125
  - c. 33 Flats of Annuals - \$1155
7. Annuals Around Flag Pole - \$1225
8. Back Side of Building Along Walton Street
  - a. 34 'Double Red' Knock Out Roses (3 gallon) - \$1632

9. Sod Installation – 419 Bermuda Sod

- a. Installing New Sod in all agreed areas: \$3190
- b. Installing New Sod in Possible Areas:
  - i. 4 areas around flag pole: \$1450
  - ii. Along Broad Street: \$2900 (not replacing new sod installed by city)
  - iii. Along Highland Avenue: \$290
  - iv. Along Walton Street: \$580
  - v. 2 areas beside the fountain: \$1160 (not replacing new sod installed by city)

\*\*Sod Installation in All Areas: \$9570

\*\*\*There is a delivery fee for sod, but will depend on how many pallets\*\*

@ \$120 or less

Thank you,

PS Landscapes  
Chad Forehand  
Marilyn Forehand



# Green Arborvitae



# Loropetalum



Sky Pencil Cedar

Lime Green  
Nandina





# Spiral Juniper

# Knock Out Roses



# AIRPORT

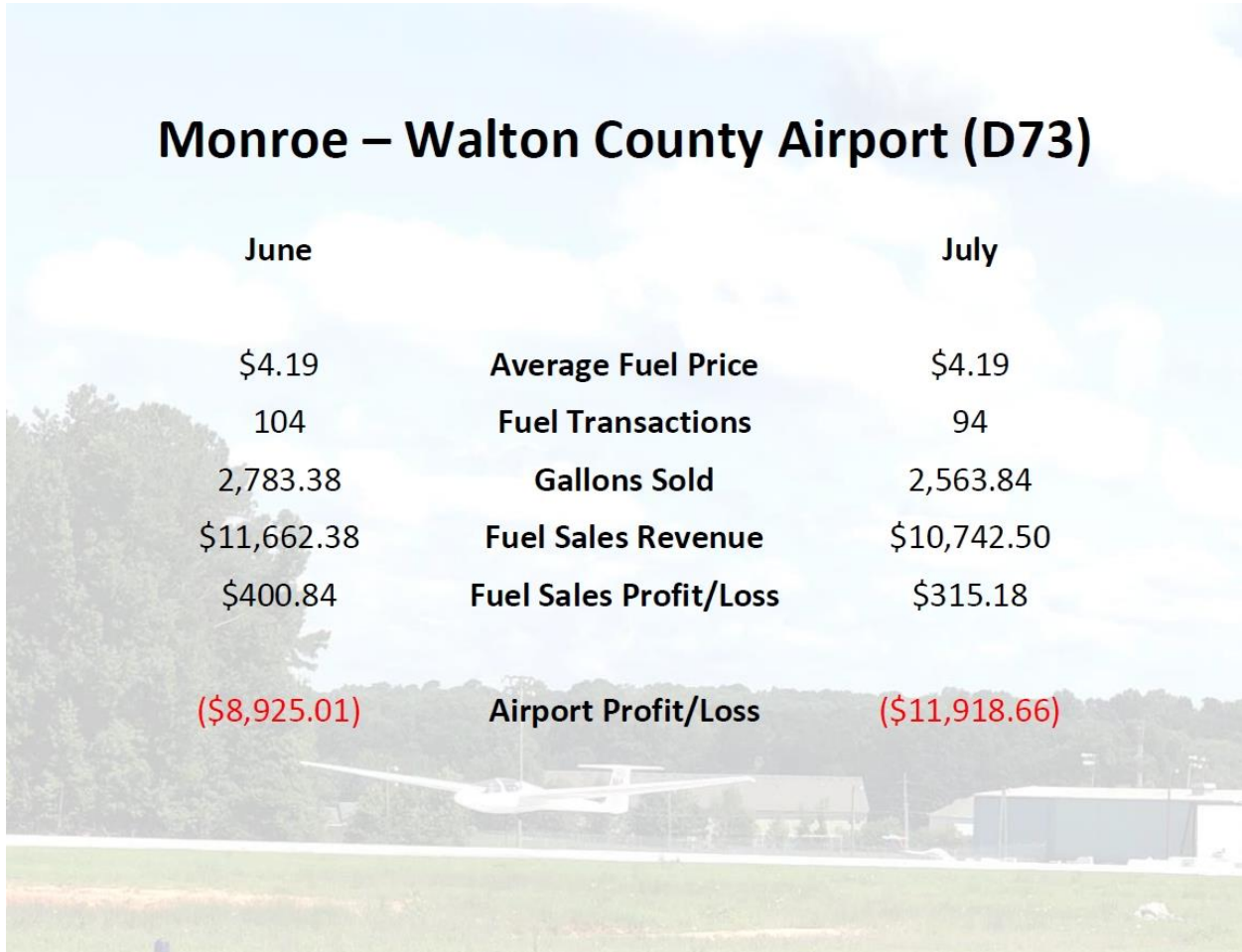
## MONTHLY REPORT

### AUGUST 2018

	2018 January	2018 February	2018 March	2018 April	2018 May	2018 June	2018 July	2017 July	2017 August	2017 September	2017 October	2017 November	2017 December	Monthly Average	Yearly Totals
<b>100LL AVGAS</b>															
100LL AvGas Sale Price	\$3.83	\$3.99	\$3.99	\$3.99	\$4.19	\$4.19	\$4.19	\$3.69	\$3.69	\$3.69	\$3.69	\$3.69	\$3.79	\$3.89	
Transactions	92	75	98	101	99	104	94	137	113	89	105	132	98	103	1337
Gallons Sold	3,073.1	2,328.6	2,380.2	2,646.3	2,442.7	2,783.4	2,563.8	3,640.5	3,291.0	2,616.6	2,778.0	4,446.2	3,305.7	2,945.8	38,296.0
Revenue	\$11,771.97	\$9,290.99	\$9,497.04	\$10,558.66	\$10,229.30	\$11,662.38	\$10,742.50	\$13,433.57	\$12,143.61	\$9,655.11	\$10,250.80	\$16,406.48	\$12,528.50	\$11,397.76	\$148,170.91
AvGas Profit/Loss	(\$180.12)	\$205.05	\$209.93	\$235.07	\$344.61	\$400.84	\$315.18	\$1,017.86	\$918.64	\$727.32	\$336.95	\$357.37	\$140.80	\$386.88	\$5,029.50
<b>GENERAL REVENUE/EXPENSE</b>															
Hangar Rental	\$3,360.00	\$3,360.00	\$3,360.00	\$3,360.00	\$3,360.00	\$3,360.00	\$4,200.00	\$3,360.00	\$3,360.00	\$3,360.00	\$3,360.00	\$3,360.00	\$3,360.00	\$3,424.62	\$44,520.00
Lease Agreements	\$3,015.07	\$4,065.07	\$4,065.07	\$4,065.07	\$4,065.07	\$4,065.07	\$4,065.07	\$4,015.07	\$4,015.07	\$4,015.07	\$4,015.07	\$4,015.07	\$4,015.07	\$3,961.22	\$51,495.91
Grounds Maintenance	\$360.00	\$360.00	\$360.00	\$5,750.00	\$6,122.46	\$360.00	\$360.00	\$360.00	\$360.00	\$360.00	\$360.00	\$360.00	\$360.00	\$1,217.88	\$15,832.46
Buildings Maintenance	\$956.18	\$300.00	\$300.00	\$300.00	\$710.00	\$14,525.00	\$15,300.00	\$847.48	\$1,470.00	\$1,233.34	\$1,193.38	\$904.32	\$300.00	\$2,949.21	\$38,339.70
Equipment Maintenance	\$600.00	\$599.69	\$215.92	\$115.92	\$115.92	\$115.92	\$115.92	\$200.00	\$100.00	\$4,885.99	\$2,643.44	\$165.81	\$100.00	\$767.27	\$9,974.53
Airport Profit/Loss	(\$448.23)	\$3,643.48	\$5,007.08	(\$257.77)	(\$930.70)	(\$8,925.01)	(\$11,918.66)	(\$399.55)	\$4,239.31	(\$531.94)	\$847.51	\$4,890.31	\$4,143.87	(\$49.25)	(\$640.30)

# PROJECTS & UPDATES

## Monroe – Walton County Airport (D73)



June		July
\$4.19	<b>Average Fuel Price</b>	\$4.19
104	<b>Fuel Transactions</b>	94
2,783.38	<b>Gallons Sold</b>	2,563.84
\$11,662.38	<b>Fuel Sales Revenue</b>	\$10,742.50
\$400.84	<b>Fuel Sales Profit/Loss</b>	\$315.18
<b>(\$8,925.01)</b>	<b>Airport Profit/Loss</b>	<b>(\$11,918.66)</b>

### EAST APRON REHABILITATION & EXPANSION

The City of Monroe will be reviewing a proposal that provides for DOT and FAA funding in conjunction with Local funding to rehab the existing apron area on the east side of the Airport, along with expanding the same area to provide for more usable space. The extra space will provide for extra tie-down areas, lane designation to move around the area, space for a possible terminal building, and other facilities to provide for additional revenues. This project should with approval begin in the fall of 2018 and be completed in early 2019.

### WEST APRON REPOSITION

The area of the West apron will need to be reconfigured to align with newly issued DOT and FAA requirements. Currently, the area of concern is within the 240'



separation distance of middle runway to apron edge. This area would need to be made impassable or removed, with a new access apron area put into place. This will be a request of approval presented to City Council, or placed in the FY20 CIP for the Airport.



**To:** Airport Committee  
**From:** Chris Bailey, Central Services Manager  
**Department:** Airport  
**Date:** 07/23/2018  
**Subject:** Airport East Apron Rehabilitation and Expansion Project

**Budget Account/Project Name: Capital Improvement Program (CIP)**

**Funding Source: Capital Improvement Program (CIP)**

**Budget Allocation:** \$200,000.00

**Budget Available:** \$200,000.00

**Requested Expense:** \$215,675.07

**Company of Purchase:** Barge Design Solutions, GDOT

**Description:**

A request is being made to accept \$468,564 in Federal funding and \$607,242 in State funding with a Local match requirement of \$215,675.07 totaling \$1,291,481.07 for rehabilitation and expansion to the paved areas on the East Apron of the Monroe-Walton County Airport. The expansion will allow for a reroute of traffic, the addition of tie-down spaces, and the added capacity for another fuel farm and potential facilities on the East Apron area.

**Background:**

It is the practice of the City of Monroe to continually leverage projects at the Monroe-Walton County Airport in a ready fashion to gain larger grant funding amounts to work towards the faster growth of the Airport.

**Attachment(s):**

- State TA Letter – 1 page
- Bid Tabulation – 1 page
- Expansion Drawing – 1 page
- Recommendation Letter – 1 page



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

July 9, 2018

The Honorable Greg Thompson, Mayor  
City of Monroe  
P. O. Box 1249  
Monroe, GA 30655

Dear Mayor Thompson:

The Department is pleased to announce a tentative allocation of federal funding assistance in the amount of \$468,564 and state funding assistance in the amount of \$591,691 for the following project at the Monroe - Walton County Airport:

**East Apron Rehabilitation and Expansion**

Please confirm, by letter, no later than **August 13, 2018**, your intent to proceed with and fund this project in the state's Fiscal Year 2019, which ends June 30, 2019. State and/or federal funding for this project if unconfirmed by this date may be reassigned.

State funding assistance must be formally requested by letter to the Department's Commissioner. See attached sample letter. State funding participation is 75% of the state/local project and 50% of the nonfederal share of the federally eligible project. **This project will require matching funds from City of Monroe estimated in the amount of \$214,584.00.** This is a tentative allocation of funds, the actual contract amount will be based on preapproved design, planning and engineering costs and/or competitive bids received to accomplish the project. Any projects in which you are seeking reimbursement with federal funds must have been reviewed and approved by the Department prior to work commencing in order to be considered eligible for federal funding participation. State funding participation is not allowed for reimbursement projects.

The Department has scheduled this project to be ready for contract in **August 2018**. Please provide a schedule to meet this contract date or submit a revised contract date and schedule for consideration. Please note if the project does not meet the agreed upon scheduled contract date the Department will consider moving the project in order to accommodate other projects or consider deferring the project to the next fiscal year. Lynn Thompson has been assigned from our Aviation Programs office as project manager to assist in this tentative allocation award, including but not limited to, overall project coordination, federal and state guidance, and project review and scheduling. Please communicate with your project manager by the 5th of each month regarding your project's status and schedule.

As acknowledgement to this tentative allocation award, please provide a letter with the following: (see attachment)

- Confirmation of intent to proceed with and fund this project in the state's Fiscal Year 2019
- Formal request for state funding assistance
- A schedule to meet this contract date or submit a revised contract date and schedule for consideration

Please contact Lynn Thompson, Aviation Project Manager at (478) 299-3433 if you have any questions. We look forward to the successful completion of this project.

Sincerely,

A handwritten signature in blue ink that reads 'Carol L. Comer'.

Carol L. Comer, Director  
Division of Intermodal

CLC:cew

cc: Jamie Boswell, State Transportation Board  
Chris Bailey, Purchasing Manager

Attachment

Company/Firm	Base Bid	Alternate 1	Alternate 2	Alternate 3	Alternate 4	Total
E.R. Snell Contractor, Inc.	\$712,839.50	\$10,117.00	\$134,520.50	\$408,498.50	\$272,681.00	\$1,538,656.50
Pittman Construction	\$903,897.50	\$16,884.00	\$218,882.46	\$523,582.00	\$352,624.70	\$2,015,870.66
Baldwin Paving Company, Inc.	No Bid					\$0.00
The Dickerson Group	\$597,478.00	\$6,365.00	\$148,454.00	\$544,028.00	\$274,653.50	\$1,570,978.50
CMES, Inc.	No Bid					\$0.00

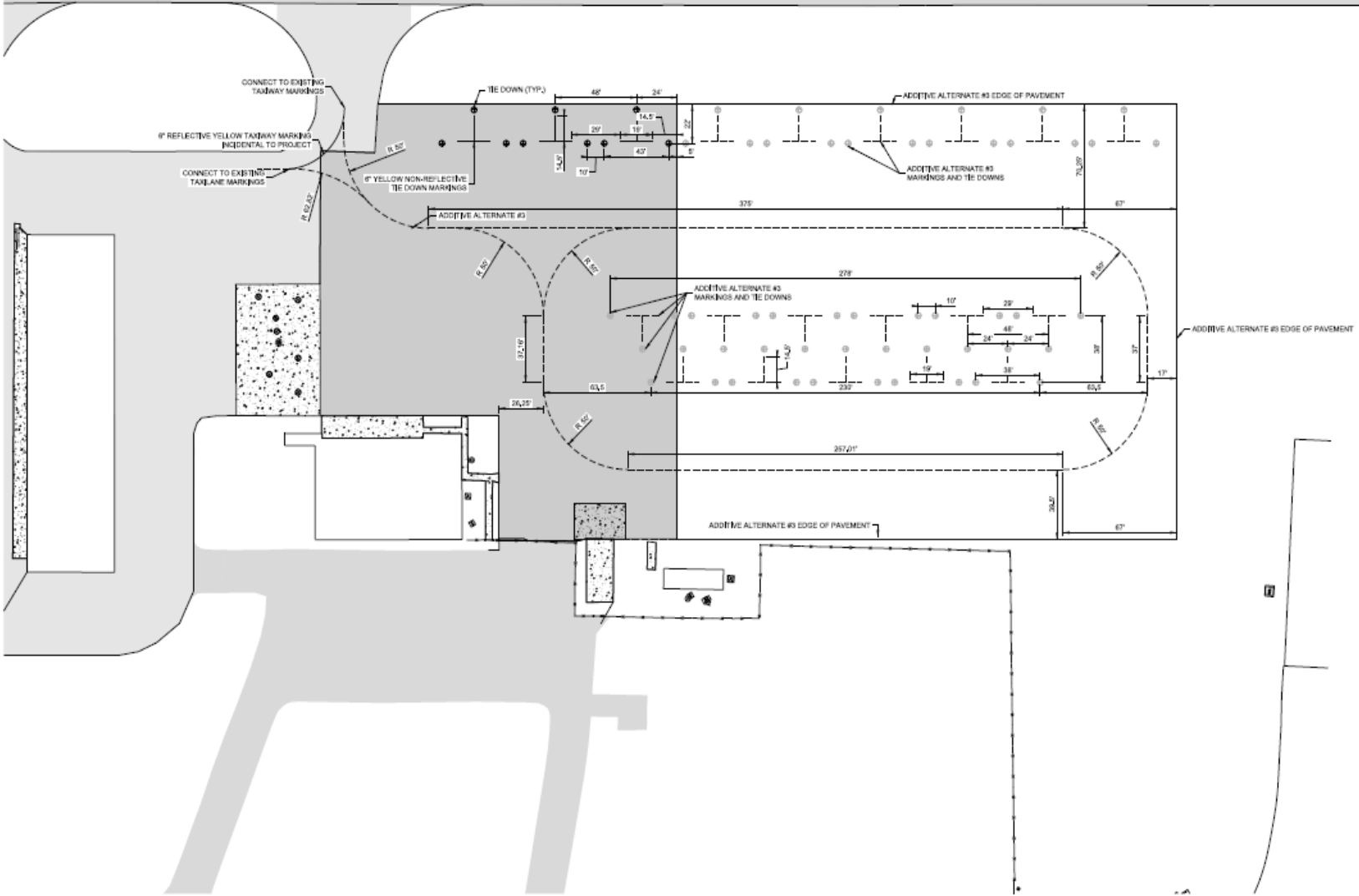
Base Bid            Rehabilitation of East Apron, Base Preparation for Expansion  
 Alternate 1        Concrete Pad Fueling Area  
 Alternate 2        Ditch Piping between Taxiway/Apron and Expansion  
 Alternate 3        Paving of Expansion Area  
 Alternate 4        Site Preparation and Taxilane Paving for Hangar Site

Base Bid + Alternate 1 + Alternate 2 + Alternate 3 = \$1,265,975.50

NOTES

- 1. THE SURFACE SHALL BE COMPLETELY DRY PRIOR TO STARTING THE MARKING OPERATIONS.
- 2. THE MARKINGS SHALL BE PLACED AT THE SPECIFIED RATES IN SPECIFICATION P-422.
- 3. BEADS SHALL BE APPLIED WITH A MECHANICAL SPREADER ONLY AND AT THE APPLICATION RATE SPECIFIED IN SPECIFICATION P-422. NO HAND APPLICATION OF BEADS WILL BE ALLOWED. BEADS MUST BE SPREAD UNIFORMLY.
- 4. YELLOW TAIWAY MARKINGS SHALL BE OUTLINED WITH A 1/2" BLACK BORDER.
- 5. ALL PAINT SHALL HAVE A GOOD APPROVED MICROSLIPIC ADDITIVE.
- 6. THERE SHALL BE NO SEPARATE PAY ITEM FOR TIE DOWNS, THEY SHALL BE CONSIDERED INCIDENTAL TO THE ASPHALT PAY ITEMS.  
(8' TOTAL FOR BASE BID AND 33' TOTAL FOR ADDITIVE ALTERNATE #3)

LEGEND	
	BASE BID MARKING (INCIDENTAL TO PROJECT)
	ADDITIVE ALTERNATE #3 MARKINGS
	AIRCRAFT TIE DOWN SEE DETAIL SHEET 07.01





July 24, 2018  
Project No. 33843-06

Mr. Chris Bailey, Central Services Manager  
City Of Monroe  
215 North Broad Street  
Monroe, GA 30655

Re: Recommendation to Award  
East Apron Rehab and Expansion  
Monroe-Walton County Municipal Airport  
Monroe, Georgia

Dear Mr. Bailey:

Bids for the subject project were publicly opened at the Monroe City Hall on June 5th, 2018 at 2:00 PM. Three proposals were received; E.R. Snell Contractor, Inc, The Dickerson Group, and Pittman Construction Co. All three proposals were complete.

Based on the above proposals, Barge Design Solutions, Inc. recommends awarding the Base Bid, and Alternates #2 and #3 for the East Apron Rehab and Expansion project for the Monroe-Walton County Municipal Airport to E.R. Snell Contractor, Inc. in the amount of \$1,255,858.50. This recommendation of award is contingent on available grant funding from the Georgia Department of Transportation.

Please let us know if any additional information is needed.

Sincerely,

Michael J. Cole, PE, PMP  
Project Manager

Cc: Frank Meyer, GDOT  
File



**To:** Airport Committee  
**From:** Chris Bailey, Central Services Manager  
**Department:** Airport  
**Date:** 07/23/2018  
**Subject:** Airport West Apron Reroute Request

**Budget Account/Project Name: Capital Improvement Program (CIP)**

**Funding Source: Capital Improvement Program (CIP)**

**Budget Allocation:** \$0.00

**Budget Available:** \$103,303.50

**Requested Expense:** \$103,303.50

**Company of Purchase:** ER Snell, Barge Design Solutions

**Description:**

A request is being made to contract ER Snell for the paving of a required apron access area on the West Apron to bring the Monroe-Walton County Airport into compliance with GDOT/FAA requirements. This expense is for \$103,303.50 and will be performed in conjunction with the East Apron improvements to save on Mobilization costs of approximately \$37,600 should the project be stand alone.

**Background:**

It is the practice of the City of Monroe to continually perform improvements at the Monroe-Walton County Airport in an effort to comply with all GDOT/FAA regulations.

**Attachment(s):**

Bid – 1 page

Drawing – 1 page

WEST TAXIWAY IMPROVEMENTS  
 MONROE, GEORGIA  
 5/16/2018

ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST

BASE BID- WEST TAXIWAY IMPROVEMENTS (OPTION 1 - WITHOUT ASPHALT REMOVAL)

ITEM	DESCRIPTION	TOTAL QUANTITY	UNIT	UNIT PRICE	TOTAL COST
GP-105	Mobilization	1	LS	16,700	16,700
Plans	Roadbed Processing	1	LS	4,420	4,420
P-152-4.1	Unclassified Excavation (Removal of Topsoil)	350	CY	43.50	15,225
P-152-4.2	Borrow On-Site	500	CY	15.50	7,750
SEC. 310	Graded Aggregate Base Course - Including Material	1110	SY	12.00	13,320
SEC. 400	Asphaltic Concrete 12mm Superpave, Including Bituminous Materials and Hydrated Lime	125	TONS	135.00	16,875
SEC. 400	Asphaltic Concrete 19mm Superpave, Including Bituminous Materials and Hydrated Lime	125	TONS	128.00	16,000
SEC. 413	Bituminous Tack Coat	110	GAL	2.85	313.50
Plans	Erosion Control	1	LS	12,700	12,700

BASE BID TOTAL:

\$ 103,303.50

Additional Cost to ReMob - Add \$ 37,600 to mobilization

ER Snell  
 John White - 7/19/18



WEST TAXIWAY IMPROVEMENTS  
MONROE, GEORGIA  
5/16/2018

ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST

BASE BID- WEST TAXIWAY IMPROVEMENTS (OPTION 2 - WITH ASPHALT REMOVAL)

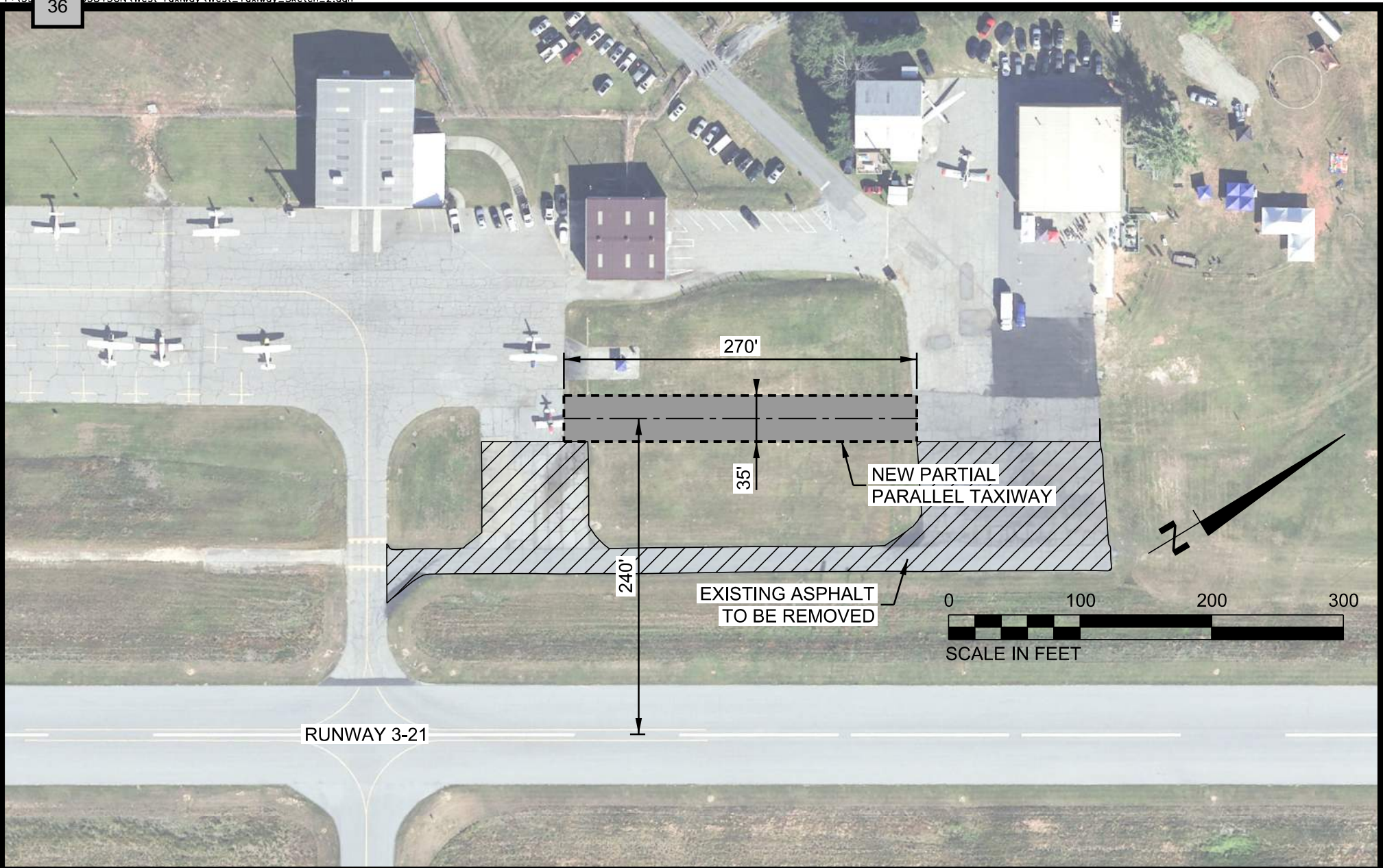
ITEM	DESCRIPTION	TOTAL QUANTITY	UNIT	UNIT PRICE	TOTAL COST
GP-105	Mobilization	1	LS	16,700	16,700
Plans	Roadbed Processing	1	LS	4,420	4,420
P-101-5.1	Removal of Existing Asphalt Pavement	3,500	SY	7.70	26,950
P-152-4.2	Borrow On-Site	500	CY	45.95	22,975
SEC. 310	Graded Aggregate Base Course - Including Material	1110	SY	12.00	13,320
SEC. 400	Asphaltic Concrete 12mm Superpave, Including Bituminous Materials and Hydrated Lime	125	TONS	135.00	16,875
SEC. 400	Asphaltic Concrete 19mm Superpave, Including Bituminous Materials and Hydrated Lime	125	TONS	128.00	16,000
SEC. 413	Bituminous Tack Coat	110	GAL	2.85	313.50
Plans	Erosion Control	1	LS	12,700	12,700

BASE BID TOTAL:

130,253.50

Additional Cost to ReMob - Add \$37,600 to Mobilization

ER Shell - 7/19/18  
John White



**BARGE**  
DESIGN SOLUTIONS

2047 West Main Street // Suite 1 // Dothan, Alabama 36301  
PHONE (334) 793-6266 // FAX (334) 793-4459

WEST PARTIAL PARALLEL TAXIWAY SKETCH

MONROE-WALTON COUNTY AIRPORT  
MONROE, GEORGIA

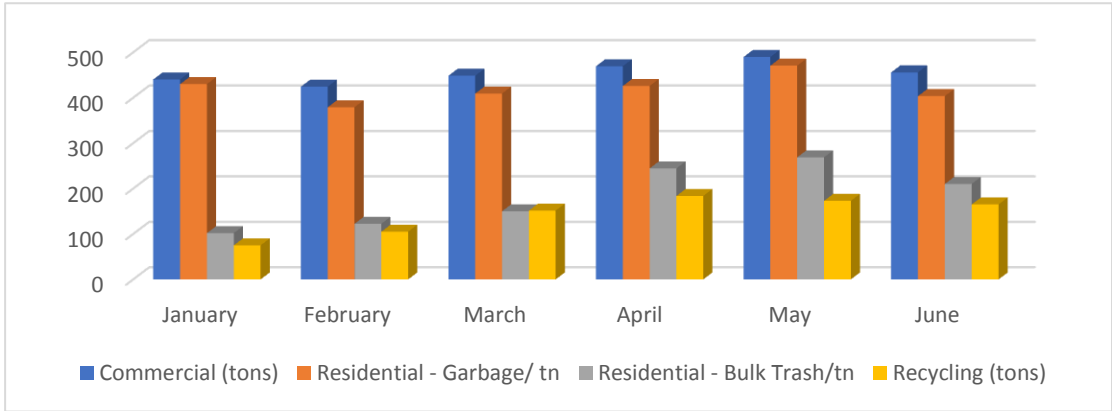
DRAWN BY: JEC	CHECKED BY: KFW
DRAWING NO.: 2	
PROJECT NO.: 33843-GN	DATE: 5-15-2018



**SOLID WASTE  
DEPARTMENT  
MONTHLY REPORT  
AUGUST  
2018**

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2018	January	February	March	April	May	June
Commercial (tons)	440.19	424.27	448.42	469.34	489.63	455.74
Residential - Garbage/ tn	429.92	378.95	409.25	425.9	470.54	403.52
Residential - Bulk Trash/tn	101.83	122.38	150.02	244.37	268.81	210.24
Recycling (tons)	75.00	104.98	151.43	183.75	172.92	165.11
Transfer Station (tons)	4,861.42	5,156.39	5,336.50	5,576.98	6,064.64	5,786.64
Customers (TS)	15	15	14	15	15	14
Sweeper (tons)	0.7	1.77	0.35	1.29	3.74	6.8
Storm drain debris (tons)	0.3	9.06	8.67		0.10	
	January	February	March	April	May	June
Recycling - Yard Trim (tons)	43.62	70.4	96.7	123.96	126.2	131.24
Recycling - Curbside (tons)	17.76	18.87	20.13	18.87	21.42	15.12
Recycling - Cardboard (tons)	10.73	12.14	12.83	11.68	15.9	13.46
Recycling - Scrap Metal (tons)			18	21.24	2.94	1.6
Recycling - Scrap tires (tons)	140 (2.89)	173 (3.57)	183(3.77)	388 (8)	313 (6.46)	179 (3.69)
Garbage carts (each)	31	62	44	52	37	31
Recycling bins (each)	13	17	10	18	15	17
Dumpsters (each)	1	6	1	3		2
Lids (each)						
Cemetery Permits	1	8	9	4	9	1



**Note:**

**1,076.50 tons of trash /garbage collected and disposed.**

**165.11 tons of recycled materials collected, including 179 scrap tires.**



ITEMS OF INTEREST

- I. Transfer Station Site Improvements - Update on the projects.

***NOTE: Effective March 28, 2018, EPD "Rules for Solid Waste Management" has been amended to require all MSW permitted facilities in Georgia, to be reviewed every 5 years.***

Project List:

- Drainage: Re-direct surface water into our water treatment system. ***Pending, per Streets & Transportation.***
- Repair cat-walk (tarping station) and rebuild set of stairs with platform & handrails for fall protection. ***Completed – as of July 17, 2018 See photos! (Before & After Pics)***
- Repair the metal push wall inside the building. ***90% complete. One metal section is left to be installed. Material has been ordered and scheduled to finish this month, per Streets & Transportation.***
- Repair/Resurface concrete tipping floor. ***Pending! 2019 SW-CIP***
- Repair scales: Cups and pins under the scales has to be replaced, to record accurate weights. ***Pending! Work scheduled for August 10, 2018, per Fairbanks Scales.***

- II. Scrap Tire Funding – We've been approved for up to \$5,000.00 from the Georgia EPD Local Government Scrap Tire Abatement Reimbursement Program! The agreement has to be executed within 90 days, to be reimbursed. Must show proof of tires collected from the ROW (photos), paid invoices, manifests from our permitted transporter and processor (Quality Tires in Jackson GA).

- III. Rate Notification - 3% increase effective August 1, 2018 to Republic Services and City of Monroe, according to our new 5 year Transportation & Disposal Agreement.

Dps





















**STREETS AND  
TRANSPORTATION  
DEPARTMENT  
MONTHLY REPORT  
AUGUST  
2018**

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**Public Works Administration**

June 2018

\* The Public Works Office received 845 calls during this period.

\*The Public Works Office issued 105 work orders of which 90 were completed.

\*Community Building rented out seven times (small – twice, large – three times, and auditorium –twice).

**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							2
Electric/Cable	7	3	6	3	1	5							25
Finance													0
Fire	3	3	7	6	3	6							28
Gas/Water/Sewer	6	6	3	6	6	4							31
GUTA													0
Meter Readers		4	2		5	1							12
Motor Pool													0
Police	9	23	18	24	23	19							116
Public Works	37	35	39	38	42	41							232
TOTAL	62	75	76	77	80	77	0	0	0	0	0	0	447

**Grounds Division**

\*Landscaping work at City Facilities, Power Stations, and Water Pump Stations.

\*Picked up .20 tons/400 pounds of litter on various city streets.

**Street Division**

\*The right of way crew picked up .73 tons/1,460 pounds of litter on the ROW. Crews have also completed road repairs on various streets, and have started the 2018 LMIG project.





**To:** Public Works Committee  
**From:** Logan Propes, City Administrator  
**Department:** Streets & Transportation  
**Date:** 08/07/2018  
**Subject:** Transportation Alternatives Program Grant Application

**Budget Account/Project Name:** TAP

**Funding Source:** SPLOST

**Budget Allocation:** TBD

**Budget Available:** TBD

**Requested Expense:** TBD

**Company of Purchase:** TBD

**Description:**

Staff recommends that the Council authorize the Mayor to execute the application for the GDOT Transportation Alternatives Program grant.

**Background:**

The City has an opportunity to seek a grant from the Georgia Department of Transportation for a Transportation Alternatives Program award. This is for a project of a minimum of \$1,000,000 and part must be on the GDOT right-of-way. Eligible projects include Pedestrian and Streetscape improvements. The City's grant application encompasses both. The grant is a 20% local match. In this instance the total project is estimated at \$2,861,575.74 and the City would be responsible for an estimated \$572,315.15.

The scope of the project would be to connect the streetscaping and sidewalk improvements from N. Broad @ Marable Streets into downtown, turning onto E. Highland and South onto N. Lumpkin. Annual maintenance would fall on the city for the portion of GDOT sidewalk and is estimated at \$7,500 per year for the full streetscape.

**Attachment(s):**

Grant Application



# Transportation Alternatives Program Guidelines and Application

5/16/2018

## **Transportation Alternatives Program Guidance**

### **The Transportation Alternatives Program (TAP):**

The Georgia Department of Transportation (GDOT) partners with the Federal Highway Administration (FHWA) in facilitating and providing an opportunity for local governments to pursue non-traditional transportation related activities such as pedestrian facilities, bicycle facilities, and pedestrian streetscaping projects. TAP improves the quality of life for citizens in communities across the state by providing local governments the means to pursue projects that might not otherwise be possible. The Federal Transportation Funding Act, Moving Ahead for Progress in the 21st Century (MAP-21), that was signed into law on July 6, 2012 authorized the Transportation Alternatives Program. TAP builds upon the legacy of the TE program by expanding travel choices, strengthening the local economy, improving the quality of life, and protecting the environment. The most recent Transportation Funding Act, Fixing America’s Surface Transportation (FAST) Act, continues funding TAP through 2020.

### **GDOT Awards TAP Funds to Local Governments in two population categories:**

This call for projects is limited to two population areas of the state of Georgia, as outlined below:

- For TAP funds sub-allocated to small urban areas (i.e., areas with populations of 5,001 to 200,000), the State is responsible for selecting TAP projects through a competitive process. The State may make these funds available for projects anywhere within the metropolitan planning area boundaries of a Metropolitan Planning Organization (MPO) serving an urbanized area with a population less than or equal to 200,000.
- For TAP funds sub-allocated to smaller areas (i.e., areas with populations below 5,000), the State is responsible for selecting TAP projects through a competitive process. Projects are only approved up to the funds available in the population area on an annual basis.

### **Authorized Applicants:**

- Local governments
- Regional Transportation Authorities
- Transit Agencies
- Natural Resources or public lands agencies
- School Districts, local education agencies or schools
- Tribal governments

- Any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails (other than a MPO or a State agency that the State determines to be eligible)

State DOTs and MPOs are not eligible entities as defined under 213(c)(4)(B) and therefore are not eligible project sponsors for TAP funds. However, State DOTs and MPOs may partner with an eligible entity project sponsor to carry out a project.

Non-Governmental Organizations are eligible to partner with a government entity when applying for funding.

Local government entities include any unit of local government below a State government agency, except for MPOs. Examples include city, town, or county agencies.

Transit agencies include any agency responsible for public transportation that is eligible for funds under the Federal Transit Administration (FTA).

Natural resource or public land agencies include any Federal, Tribal, State, or local agency responsible for natural resources or public land administration. Examples include: State or local park or forest agencies, State or local fish and game or wildlife agencies, Department of the Interior Land Management Agencies and U.S. Forest Service.

**Funding Requirements for This Call for Projects:**

- This call for projects is limited to areas of the state with a population greater than 5,000, but less than 200,000 and areas of the state with a population of less than 5,000 (two separate areas with a defined amount of funding available for each area).
- The minimum amount of funding requested for each project is \$1,000,000. The maximum amount is the pool limit. The minimum amount can be the sum of preliminary engineering (PE) cost, right of way (ROW) cost and construction (CST) cost.
- At least one phase of the project must be ready for funding to be federally authorized in state fiscal year 2019. The state fiscal year begins on July 1, 2018 and continues through June 30 2019. The funding authorized in fiscal year 2019 can be for any project phase. The PE phase would most likely be the quickest phase to obtain funds authorization in fiscal year 2019.



**Eligible Projects as Authorized by TAP:**

**Pedestrian and bicycle facilities**, including non-motorized paths, that:

- Connect and develop documented regional or statewide non-motorized transportation networks
- Are appropriate for the need and user types targeted
- Benefit state tourism or economic development initiatives
- If locally significant, have strong transportation connection and involve planning efforts or serve as connectors to regional networks
- Are a priority on GDOT, county or regional non-motorized transportation plans
- Address documented pedestrian/bike deficiencies
- Are part of a broader non-TAP funded non-motorized system

**Streetscape Improvements**, that:

- Are located in established traditional downtowns or historic districts
- Use a creative design approach that enhances pedestrian safety and takes into account the community identity, history, context, and the human environment
- Accomplish multiple goals (traffic calming, enhancement, aesthetics, pedestrian safety, tied with other initiatives, etc.)
- Receive input and support from citizens, local businesses, economic developers, traffic engineers, etc.

**Safe Routes to School Program**, that:

- Meet the requirements under section 1404 of the SAFETEA-LU

For TAP, a pedestrian is not only defined as a person traveling by foot but also “any mobility impaired person using a wheel chair.” The definition of a bicycle transportation facility is “a new or improved lane, path, or shoulder for use by bicyclists and a traffic control device, shelter, or parking facility for bicycles.” Bicycle and pedestrian projects must be “principally for transportation, rather than recreation purposes.” It must also demonstrate a logical sense of connectivity.

**TAP funds cannot be used for:**

- State or MPO administrative purposes
- Grant administration
- Promotional activities
- General recreation and park facilities, playground equipment, sports fields, campgrounds, picnic areas and pavilions, etc.
- Routine maintenance and operations
- Safety and educational activities for pedestrians and bicyclists

- Acquisition of scenic easements and scenic or historic sites (including historic battlefields), and scenic or historic highway programs (including tourist and welcome center facilities). *Exceptions:* A few specific activities under this category are eligible for funding as TAP projects, including construction of turnouts, overlooks, and viewing areas; historic preservation and rehabilitation of historic transportation facilities; and bicycle and pedestrian facilities.
- Landscaping and scenic enhancement as an independent project. However, landscaping is eligible as part of the construction of any TAP funded project. In these cases, details for long term maintenance must be provided along with details for the installation of an irrigation system if deemed necessary.
- Historic preservation and rehabilitation of historic buildings, structures, or facilities  
Historic preservation activities now are limited to preservation and rehabilitation activities relating to a historic transportation facility. See section 101(a)(29)(E).  
Operation of historic transportation facilities is not eligible under TAP.
- Archaeological planning and research. Under TAP, archaeological activities must relate to impacts from implementation of a transportation project eligible under title 23.
- Establishment of transportation museums. There is no eligibility for this activity under TAP.

Careful consideration should be given to whether an activity falls within the eligibilities created under TAP. For more information regarding definitions of eligible TAP activities, please refer to the FHWA TAP Guidance at:

[https://www.fhwa.dot.gov/environment/transportation\\_alternatives/guidance/guidance\\_2016.cfm](https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm)

**Project Competitive Factors:**

Financial factors

- Realistic expectations and cost
- A high level of local match funding and ability to pay
- Non-participating work that is determined to be a benefit to the TAP project

Public input

- Consistency with adopted plans, policies, or other investments
- Opportunity and evidence of public involvement

Safety and Livability

- Addresses safety

- Enhances livability, demonstrates quality of experience, improves quality of life, and improves population health
- Total population served and level of exposure or access including the amount or density of nearby population or employment

Coordinated efforts

- Project supporting a community’s Complete Streets policy, is on a designated state or national bicycle trail, or is part of a statewide initiative, provides connectivity among other facilities or regions of activity, adds to or enhances existing network
- Completes planned corridors, fills gaps
- Paired with other infrastructure work
- Part of an economic development or community improvement initiative

Constructability

- Technical merit including feasibility, meeting design standards, realistic scope/schedule/budget and project readiness

Maintenance factors

- Evidence of a strong maintenance plan that includes tasks, schedule, cost, source of maintenance funding, and responsible parties

Previous Transportation Enhancement (TE) and TAP funding

- Number and scale of previously awarded projects
- Timely implementation and appropriate maintenance on previous projects

GDOT has developed criteria to evaluate and rank proposed TAP projects. Qualified projects meeting the mandatory requirements are evaluated, scored and ranked. As funding is available projects are awarded to those applicants receiving the highest scores. Applicants not receiving funding during the year may resubmit their project the following year for consideration.

**Applicant Responsibilities:**

**Application Submission:**

Applications are accepted by GDOT’s Office of Program Delivery. Applications shall be submitted by August 31, 2018 to the following email address: [TAPapplications@dot.ga.gov](mailto:TAPapplications@dot.ga.gov). Those projects meeting the state and federal requirements will be prioritized, evaluated, scored and ranked.

**Regulatory Requirements:**

The applicant must certify it complies or will comply with:

- All federally mandated requirements (such as FHWA, environmental, civil rights, debarment and fiscal management Standards)
- All mandatory codes and technical standards apply to the project, such as USDOT, AASHTO, and GDOT
- Any other standards that may apply to the project to include state and federal procurement procedures

**Applicants Must Demonstrate:**

- That the project is financially feasible
- That they are capable of providing the required matching funds in cash, completing the project and planning for its ongoing maintenance of required items
- That they will indemnify GDOT of liability for the project or its maintenance and certify that there are no known or foreseeable legal impediments to the project

**Project Administration:**

Because the TAP is a reimbursement program, applicants performing the project administration as a Local Public Agency (LPA) should be prepared to pay for the project's completion. However, successful applicants may submit invoices for reimbursement as work is completed. Any work (preliminary engineering, advertising, right of way acquisition, design, or construction) started or completed before the applicant receives an executed contract with notice to proceed shall not be reimbursed with Federal-aid funds and will not count towards the program matching fund requirements.

LPAs may request to manage the project provided the following minimum conditions are met:

- The LPA must be adequately staffed and suitably equipped to undertake and satisfactorily complete the project.
- The LPA must provide a full-time employee to be in responsible charge of the project.
- The LPA must be LAP certified by GDOT according to Departmental policies and FHWA Guidelines.
- All applicable federal and state requirements shall be completed and documented.
- The LPA will be responsible for providing the matching funds at the time the initial project development stage begins.
- A Soft match is not allowed.

If GDOT determines the LPA is not qualified to manage the project, GDOT may manage the project through the project Plan Development Process (PDP) or applicable standard and published guidelines. The LPA will be responsible for providing the matching funds at the time the initial project development stage begins.

### **Local Administered Project (LAP) Manual and Certification:**

The main purpose of the GDOT LAP Manual is to assist Local Agency personnel (a public agency, local public agency, established public owned organization, or private interest that can legally enter into an agreement with GDOT for a transportation project) involved in the design, construction and management of State and Federally funded projects. The Manual is also recommended for GDOT personnel who manage Local Administered projects. The following is a link to the GDOT Local Administered Project page: <http://www.dot.ga.gov/PS/Local/LAP> .

### **Project Requirements:**

Applicants for TAP funds must provide at least 20% of the total project costs in matching funds. As stated earlier, the minimum request for federal dollars is \$1,000,000 and the maximum request is the pool limit. The local match must be cash.

GDOT encourages matching funds in excess of the minimum 20% required under federal code. At the same time, it is recognized that the capacity to raise matching funds varies among communities. Availability of matching funds is evaluated during the project review stage as well as the percentage of match to the overall project cost. A “soft match” is not allowed as part of the sponsor’s match. The applicant must provide a hard match (cash) as their required participation due to stringent mandatory federal reporting requirements. Any design, labor, or work on a proposed project performed prior to receipt of an executed participation agreement and a formal notice to proceed from GDOT is ineligible for reimbursement from the program and any federal transportation funds.

The LPA shall submit a letter indicating the LPA's Financial Commitment for the required Local Match. The letter shall list the source for matching funds and the amounts.

The LPA must have the project let to construction within 5 years from the date the notice to proceed with preliminary engineering is issued to the LPA. Missing this deadline could jeopardize the federal funding for the project.

### **Limitations:**

Funding can be approved for preliminary engineering, utility relocation, or property acquisition only when the applicant can demonstrate that the funds, combined with other existing resources, will result in a completed and fully funded project. The total amount requested must be at least \$1,000,000, including all phases of the project

(preliminary engineering, utility relocation, property acquisition, and construction). The applicant acknowledges the Department's resurfacing program does not account for the costs of protecting and/or replacement of enhancements. The above costs are the sole responsibility of the applicant.

Federal funding for selected projects is capped at the amount awarded for the project. Additional funding requested for the same project will not be considered.

**GDOT Contact Information:**

Electronic mailbox for application submittal: [TAPapplications@dot.ga.gov](mailto:TAPapplications@dot.ga.gov)

TAP Website: [www.dot.ga.gov/InvestSmart/Funding/Pages/TAP.aspx](http://www.dot.ga.gov/InvestSmart/Funding/Pages/TAP.aspx)

## **Application Checklist:**

Not every item listed below will apply to all applicants. It can be helpful as a guide, however, make sure that all parts of the application process have been completed.

- Review eligibility requirements for the type of applicant.
- For projects on GDOT right of way, obtain a letter indicating your project is feasible in concept from appropriate GDOT local officials. Please provide as much detail about your project as possible and allow sufficient time to receive letter.
- Verify project's conformance to disability regulations.
- Provide location maps, project boundary maps, site plan, and photographs of existing site or facility.
- Prepare an itemized list of all project elements and their costs, including quantity, unit prices, and so on. If the project is located in close proximity to a railroad crossing that does not have automatic gates with flashing light signals (within 500' along the mainline roadway, and within 200' of the mainline roadway on intersection roads), project funds to upgrade the railroad signals may be required pursuant to federal regulations.
- Identify ownership of all property and if property is to be acquired, the values of the property.
- Obtain documentation showing local support (letters, etc.).
- Provide description of plans for maintenance and management of the project including costs of maintenance and the sources of funding
- Provide any previously prepared assessments of the impact of the project. (If none have been prepared, but are required, these impact assessments, such as environmental, archaeological, and so on, must be completed before the project is implemented)
- Provide a list of the source for matching funds and amounts along with letters of commitments from these sources.
- Provide certification with a signature of an individual authorized to commit the applicant to a contract.
- Projects having no Right of Way and no Utility Impacts will receive higher consideration
- Project readiness will receive higher consideration
- Project must have a project phase (preliminary engineering, Right of Way, Construction, etc.) ready to be authorized for funding in Fiscal Year 2019
- Submit applications to the following electronic mailbox: [TAPapplications@dot.ga.gov](mailto:TAPapplications@dot.ga.gov)

## **Appendix A – Reference and Source Guides for the Transportation Alternatives Program**

US Department of Transportation, Federal Highway Administration (FHWA) FAST Act Website  
<https://www.fhwa.dot.gov/fastact/>

US Department of Transportation, FHWA TAP Guidance  
[https://www.fhwa.dot.gov/environment/transportation\\_alternatives/guidance/guidance\\_2016.cfm](https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm)

US Department of Transportation, FHWA TAP Fact Sheet  
<http://www.fhwa.dot.gov/map21/factsheets/tap.cfm>

US Department of Transportation, FHWA TAP Questions & Answers  
<http://www.fhwa.dot.gov/map21/qandas/qatap.cfm>

Georgia Department of Transportation TAP Website  
[www.dot.ga.gov/InvestSmart/Funding/Pages/TAP.aspx](http://www.dot.ga.gov/InvestSmart/Funding/Pages/TAP.aspx)

GDOT Local Administered Project Website  
<http://www.dot.ga.gov/PS/Local/LAP>



GEORGIA DEPARTMENT OF TRANSPORTATION

TRANSPORTATION ALTERNATIVES PROGRAM (TAP) APPLICATION

APPLICANT: City of Monroe DATE:
ADDRESS: 215 N Broad St PHONE: (770) 267-3429
CITY: Monroe STATE: GA ZIP: 30655
CONTACT PERSON: Logan Propes TITLE: City Administrator
CONTACT EMAIL: lpropes@monroega.gov

PROJECT INFORMATION:

NAME OF PROJECT: Monroe Downtown Streetscapes

BRIEF PROJECT DESCRIPTION: The project will construct approximately 2,300 linear feet of streetscape improvements in the downtown area along N Broad St, E Highland Ave, and N Lumpkin St in the City of Monroe, Georgia.

PROJECT LOCATION: N Broad St, E Highland Ave, and N Lumpkin St, in the City of Monroe, Georgia.

LENGTH & TERMINI (i.e. where does project begin & end) (IF APPLICABLE): 1,200 feet along N Broad St. from Highland Ave. to Marable St. 250 feet along E Highland Ave. from N Broad St. to N Lumpkin St. 500 feet along N Lumpkin St. from E Highland Ave. to E Spring St.

COUNTY: Walton HOUSE DISTRICT: 115

SENATE DISTRICT: 46 CONGRESSIONAL DISTRICT: 10

PROJECT CATEGORY AND LOCATION OF PROJECT:

(CHECK ONLY THOSE APPLICABLE ACTIVITIES AND LOCATIONS)

- Provisions of facilities for bicycles
Provisions for pedestrians
Provisions for streetscaping
In areas of the State with a population greater than 5,000 but less than 200,000
In areas of the State with a population less than 5,000

Submit applications to the following TAP electronic mailbox : TAPapplications@dot.ga.gov

(PLEASE ANSWER THE FOLLOWING IN SPACES PROVIDED.)

**A. ELIGIBILITY DEMONSTRATION: “SEE ATTACHED” IS NOT ACCEPTABLE.**

- 1. Does the project meet the requirements outlined within the **FAST Act**?  
 YES     NO
- 2. Does project conform to applicable requirements of Americans with Disabilities Act and any other state or federal laws concurring accessibility?  
 YES     NO

**EXPLAIN BRIEFLY:**

The FAST Act builds upon MAP-21's goals to make the Federal surface transportation more streamlined, performance-based, and multimodal and to address challenges facing the U.S. transportation system, including safety, maintaining infrastructure condition, reducing traffic congestion, improving efficiency of the system and freight movement, protecting the environment, and reducing delays in project delivery. The FAST Act sets aside Federal funds for smaller-scale transportation projects such as pedestrian and bicycle facilities, recreational trails, safe routes to school projects, community improvements, and environmental mitigation related to stormwater and habitat connectivity.

The Americans with Disabilities Act prohibits discrimination against individuals with disabilities in all areas of public life, and established design standards intended to ensure that newly designed and constructed or altered State and local government facilities, public accommodations, and commercial facilities are readily accessible to and usable by individuals with disabilities.

This project meets the requirements of both the FAST Act and the Americans with Disabilities Act, as well as any other state or federal laws concerning accessibility, by providing increased accessibility to all users. The provision of sidewalks and bicycle facilities increases the safety of multimodal transportation and encourages a decreased reliance on vehicle transportation. The project proposes to meet accessibility standards through provision of wide, unimpeded sidewalks, and ADA accessible curb ramps.

**D. PROJECT DESCRIPTION: “SEE ATTACHED” IS NOT ACCEPTABLE.**

Does the applicant intend to apply to perform the administration and management functions for the project through the Local Public Agency (LPA) process?

YES  NO

Describe all necessary work needed to complete the proposed project. Description should reflect only activities checked under project category:

North Broad Street (SR 11) is a highly utilized vehicular corridor in the northern portion of Monroe, serving as a gateway to the City’s revitalized historic business district and also functioning as an urban principal arterial connection between US-78 and downtown Monroe. Unfortunately, current pedestrian facilities are inconsistent along both sides of the road and, where they exist, tend to be narrow and suffer from non ADA compliance. This is due in part to the fact that the North Broad Street corridor has been purposed into the primary commercial corridor entering the downtown area, with wide curb cuts and other vehicular amenities, and less attention has been given towards more balanced travel alternatives. Presently, pedestrian circulation is limited throughout much of the corridor. Sidewalk are badly cracked, with areas of narrow widths and little to no buffer zone between pedestrians and vehicular circulation. When constructed, the Downtown Streetscape project will represent a vital extension of the downtown pedestrian network by providing a crucial link between Monroe’s neighborhoods and commercial uses in historic downtown Monroe. Specifically the project would provide wider sidewalks and shared bicycle lane markings in a corridor that serves as a primary gateway for the residents and visitors of Monroe as they enter the City from the north. These improvements will create a more desirable connection with adjoining neighborhoods, local businesses as pedestrians, bicyclists and motorists enter the City of Monroe. The project will also promote alternative modes of transportation by providing bicycle facilities and continuous sidewalks throughout the corridor, extending into the downtown area. This project is considered a high priority in the City's effort to improve pedestrian and cycling mobility and encourage alternative transportation options to the City core.

The project is located completely within the City of Monroe. The project will construct new or expanded sidewalks and new bicycle facilities along both sides of the North Broad Street (SR 11) from Marable Street to Highland Avenue, Highland Ave from N. Broad Street to N. Lumpkin Street, & N. Lumpkin Street from Highland Avenue to E. Spring Street. The pavement will be re-striped to allow for shared bicycle lane markings and wider sidewalks. In addition, these improvements would install raised curbs, defined pedestrian crossings at intersections, a mid-block pedestrian crossing, shared bicycle lane markings, street trees and landscaping, pedestrian scale lighting and other street furnishings, ADA-accessible curb ramps and storm sewer upgrades. Improving pedestrian facilities along North Broad St., N Lumpkin St, and Highland Ave. would facilitate greater connectivity between neighborhood and commercial uses along North Broad Street, as well as the goods and services located in downtown Monroe. Connecting the project’s northern and southern termini would provide a stronger, more helpful, linkage to Monroe’s historic neighborhoods, and more balanced transportation alternatives for all users.

**C. MAPS, PLANS, & PHOTOGRAPHS:**

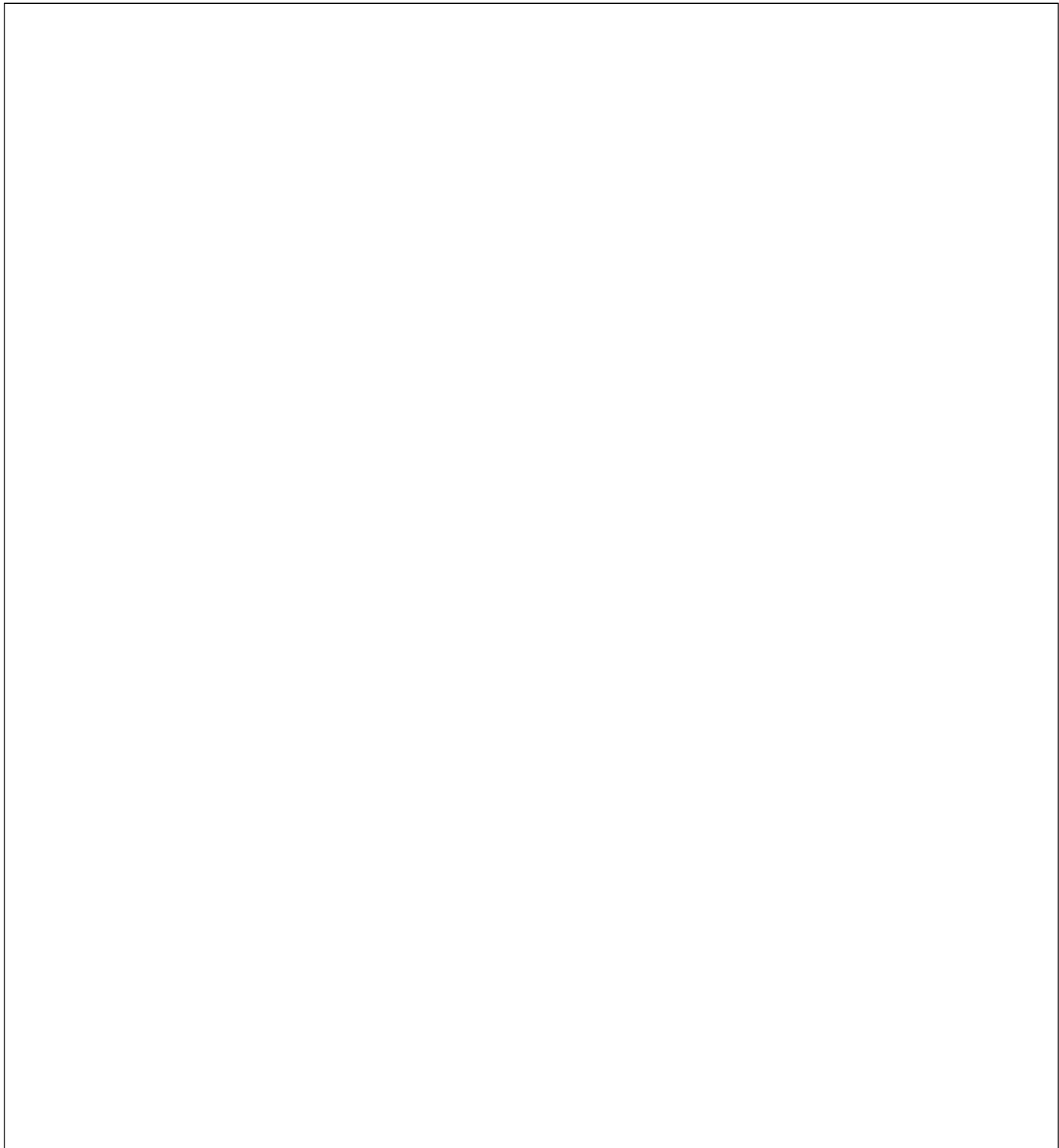
Attach project location map(s), project boundary map and site plan. Include photographs of the existing site and/or facility if applicable. COMMENTS: See attached.

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**D. PROJECT COST: "SEE ATTACHED" IS NOT ACCEPTABLE.**

Itemize all project elements and costs. List item, description, quantity, unit price, amount, etc. Ensure costs shown are accurate and sufficient to satisfactorily complete all work anticipated in accordance with federal requirements. If the project is located in close proximity to a railroad crossing that does not have automatic gates with flashing light signals (within 500' along the mainline roadway, and within 200' of the mainline roadway on intersecting roads), project funds to upgrade the railroad signals may be required pursuant to federal regulations. All budget item costs for project administration and management to adequately accomplish the work must be shown. These expenses are to include engineering, inspection, and testing in accordance with state and federal requirements. **Applicants MUST show a 10% contingency fee for the project.** (Enter total project cost in Section I – Line 1, Page 9.) Itemize below:

<b>CITY OF MONROE, GEORGIA</b>				
<b>N BROAD STREET, N LUMPKIN STEET, &amp; E HIGHLAND AVENUE STREETSCAPE IMPROVEMENTS (2275 FT, 0.43 MILES)</b>				
<b>CONCEPTUAL PROJECT COST ESTIMATE</b>				
<b>PAY ITEMS</b>				
<b>DESCRIPTION</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>QUANTITY</b>	<b>PRICE</b>
TRAFFIC CONTROL	LS	\$50,000.00	1.0	\$50,000.00
TEMPORARY GRASSING	AC	\$1,000.00	1.6	\$1,574.00
MULCH	TN	\$500.00	27.5	\$13,772.50
EROSION CONTROL	LS	\$30,000.00	1.0	\$30,000.00
GRADING COMPLETE	LS	\$650,000.00	1.0	\$650,000.00
GR AGGR BASE CRS, 6 INCH, INCL MATL	SY	\$11.00	2261.8	\$24,880.22
AGGR SURF CRS	TN	\$25.00	59.0	\$1,475.63
RECYCLED ASPH CONC LEVELING, INCL BITUM MATL & RECYCLED ASPH CONC 12.5 MM SUPERPAVE, GP 2 ONLY	TN	\$120.00	1515.8	\$181,891.44
RECYCLED ASPH CONC 19 MM SUPERPAVE, GP 1 OR 2,	TN	\$120.00	43.3	\$5,194.20
BITUM TACK COAT	GL	\$3.50	595.0	\$2,082.40
MILL ASPH CONC PVMT, VARIABLE DEPTH	SY	\$4.00	979.0	\$3,916.00
DRIVEWAY CONCRETE, 8 IN TK	SY	\$45.00	78.7	\$3,541.50
CONC SLOPE DRAIN	SY	\$70.00	39.4	\$2,754.50
CONC SIDEWALK, 4 IN	SY	\$35.00	2502.7	\$87,593.10
CONC SIDEWALK, 8 IN	SY	\$50.00	166.1	\$8,302.85
CONCRETE MEDIAN, 7 1/2 IN	SY	\$55.00	102.3	\$5,627.05
CONC VALLEY GUTTER, 6 IN	SY	\$45.00	51.2	\$2,301.98
CONC VALLEY GUTTER WITH CURB, 8 IN	SY	\$65.00	700.4	\$45,527.95
CONC CURB & GUTTER, 8 IN X 30 IN, TP 2	LF	\$18.00	6000.0	\$108,000.00
CLASS B CONCRETE, INCL REINF STEEL	CY	\$1,400.00	1.6	\$2,203.60
CLASS B CONC, BASE OR PVMT WIDENING	CY	\$200.00	66.9	\$13,379.00
STORM DRAIN PIPE, 18 IN, H 1-10	LF	\$45.00	1916.3	\$86,235.53
FLARED END SECTION 18 IN, STORM DRAIN	EA	\$500.00	6.0	\$3,000.00
STN DUMPED RIP RAP, TP 3, 18 IN	SY	\$45.00	157.4	\$7,083.00
PLASTIC FILTER FABRIC	SY	\$4.00	157.4	\$629.60
REM HIGHWAY SIGN, STD	EA	\$100.00	10.2	\$1,023.10
RESET HIGHWAY SIGN	EA	\$100.00	10.2	\$1,023.10
HIGHWAY SIGNS, TP 1 MATL, REFL SHEETING, TP 9	SF	\$25.00	155.8	\$3,895.65
HIGHWAY SIGNS, TP 1 MATL, REFL SHEETING, TP 11	SF	\$30.00	165.3	\$4,958.10
GALV STEEL POSTS, TP 7	LF	\$15.00	774.4	\$11,616.12
DECORATIVE FENCE	LF	\$60.00	755.5	\$45,331.20
STRIPING / PAVEMENT MARKINGS	LS	\$19,000.00	1.0	\$19,000.00
CATCH BASIN, GP 1	EA	\$2,300.00	32.0	\$73,600.00
TRENCH DRAIN, 6 IN	LF	\$200.00	118.1	\$23,610.00
PEDESTRIAN LIGHTING	LS	\$310,000.00	1.0	\$310,000.00
PERMANENT GRASSING	AC	\$1,100.00	0.8	\$865.70
LANDSCAPING	LS	\$95,000.00	1.0	\$95,000.00
BRICK PAVERS	SF	\$13.00	7646.5	\$99,404.40
<b>CONSTRUCTION SUB-TOTAL</b>				<b>\$2,163,926.00</b>
<b>CONSTRUCTION ENGINEERING &amp; INSPECTION (5%)</b>				<b>\$108,196.30</b>
<b>CONSTRUCTION TESTING (1%)</b>				<b>\$21,639.26</b>
<b>CONTINGENCY (10%)</b>				<b>\$216,392.60</b>
<b>CONSTRUCTION TOTAL</b>				<b>\$2,510,154.16</b>
<b>SURVEYING (2%)</b>				<b>\$50,203.08</b>
<b>PROFESSIONAL ENGINEERING (12%)</b>				<b>\$301,218.50</b>
<b>PROJECT TOTAL</b>				<b>\$2,861,575.74</b>

**E. PROPERTY OWNERSHIP:**

Identify ownership of all property involved in the project. If additional property must be acquired to complete the project, identify ownership and value of property, either purchased or donated.

All permanent improvements are within the existing right of way or City owned property. No fee simple ROW acquisition is anticipated. Temporary construction easements may be necessary to complete the project. There are 32 properties along the property.

**F. LOCAL SUPPORT**

Describe the level of local support for the proposed project. Attach letters from donors or sponsors committing non-federal share of project costs, commitment or support from sponsors, local government officials and regional organizations. Document the opportunities for public participation in the development of this project.

**G. PROJECT MAINTENANCE & MANAGEMENT PLANS:**

Describe maintenance and management of the project, including the yearly amount of funds to support activities: Provide details for long-term maintenance of the project with project yearly maintenance costs.

The City of Monroe will oversee regular maintenance of the landscape improvements along the project. The maintenance shall be as follows:

Task	Man-hours	Frequency
Watering	1	April thru October - Once per week - 28 total trips
Mowing	1	April thru October - Every 2 weeks as needed - 10 total trips
Edging		April thru October - Every 2 weeks as needed - 10 total trips
Blowing		April thru October - Every 2 weeks as needed - 10 total trips
Litter		Every 2 weeks - 26 trips
Weed Control Spraying	2	Twice annually
Fertilizer Application	1	Once per year
Pre-Emergent	1	Every 90 days
Refresh Mulch	1	Once per year
Over Seed (winter)	1	Once per year
Tree & Shrub Pruning	1	Once per year
Misc. Maintenance	2	As needed

The City has budgeted approximately \$7,500 per year to provide monthly weeding, mowing, and twice-yearly plantings. Periodic maintenance will also renew mulch and repair damaged turf.

Estimated Costs:		
1.	Labor - 2-man Crew with Water Truch (30 trips * \$20/hour average) =	\$ 1,200.00
2.	Equipment Usage - water truck, mowers, trimmers, trucks, etc =	\$ 2,500.00
3.	Fuel =	\$ 800.00
4.	Water (water truck) =	\$ 500.00
5.	Fertilizer =	\$ 250.00
6.	Mulch =	\$ 500.00
7.	Plant Replacement =	\$ 1,750.00
	<b>Annual Maintenance Cost</b>	<b>\$ 7,500.00</b>

**H. DATA UNIVERSAL NUMBER (DUNS NUMBER): 0759315350000**

(The federal government requires that all applications for Federal grants and cooperative agreements with the exception of individuals other than sole proprietors have DUNS number. The Federal government will use the DUNS number to better identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name of address data for electronic grant application systems. If an applicant needs to obtain a DUNS Number, please call the dedicated toll-free DUNS Number request line a 1-866-705-5711).

**1. ENVIRONMENT ASSESSMENT:**

Attach any previously prepared environmental documentation to this application. If no previously approved environmental documentation is available, the applicant must complete necessary studies if any, and have them approved prior to project implementation. This requirement does not apply if the application is for planning or feasibility studies only. Indicate below any impact the project is expected to cause.

	<u>IMPACT</u>	
	<u>YES</u>	<u>NO</u>
Displacement of residences or business .....	<input type="radio"/>	<input type="radio"/>
Disruption of neighborhoods.....	<input type="radio"/>	<input type="radio"/>
Impacts agricultural or recreational lands.....	<input type="radio"/>	<input type="radio"/>
Impacts historical/archaeological sites .....	<input type="radio"/>	<input type="radio"/>
Impacts wetlands, streams/lakes, floodplains .....	<input type="radio"/>	<input type="radio"/>
Within coastal zone .....	<input type="radio"/>	<input type="radio"/>
Endangered species .....	<input type="radio"/>	<input type="radio"/>
Air/water quality .....	<input type="radio"/>	<input type="radio"/>
Noise.....	<input type="radio"/>	<input type="radio"/>
Hazardous waste site.....	<input type="radio"/>	<input type="radio"/>

Any county, state, and/or federal permits required will have to be secured by the applicant prior to contract signing. These may include Army Corps of Engineers, Office of Coastal Resource Management, Coast Guard, Federal Energy Regulatory Commission, County Sediment and Erosion Control and Stormwater Management Ordinance, or State Budget and Control Board.

**Comments:**

The attached programmatic categorical exclusion is for a project of similar scope along N Broad St. from US 78 to Marabel St.



**J. FUNDS REQUESTED, LOCAL MATCH AND SOURCE**

LINE 1 – Total project cost (From Section D; Page #5) \$ 2,861,575.74

LINE 2 – Funds requested by applicant \$ 2,289,260.59  
 (80%) of line 1

LINE 3 – Local Match (Must be at least 20 % of Line 1 \$ 572,315.15  
 List source of match and amount from each  
 source

**LIST SOURCES (Be Specific)**

**AMOUNT**

A - Local Funds (SPLOST & General funds) \$ 572,315.15

B - \_\_\_\_\_ \$ \_\_\_\_\_

C - \_\_\_\_\_ \$ \_\_\_\_\_

D - \_\_\_\_\_ \$ \_\_\_\_\_

E - \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL AMOUNT OF MATCH** (Should be equal to Line #3 above.) \$ \_\_\_\_\_

Is project within a Transportation Management Area (TMA) boundary?  YES  NO

If yes, is the project in the Transportation Improvement Program (TIP)?  YES  NO

List TMA \_\_\_\_\_ Amount in TIP for project: \$ \_\_\_\_\_

**K. CERTIFICATION**

The undersigned has authority to sign on behalf of the applicant and certifies that the applicant has legal authority to enter into contract to implement this project and that all information provided is complete and accurate to their best knowledge.

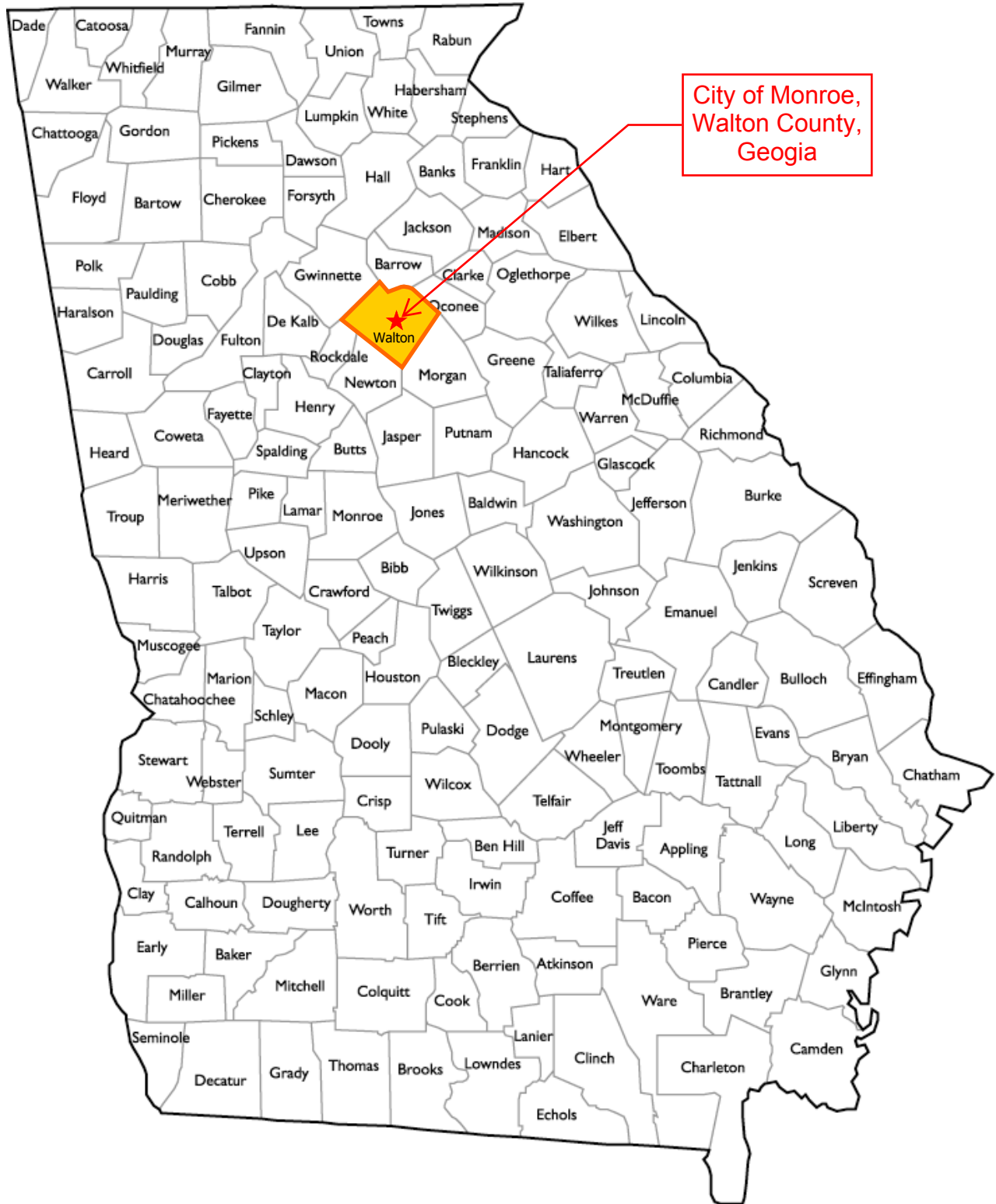
\_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE \_\_\_\_\_  
PHONE NO.

\_\_\_\_\_  
PRINTED NAME

PART C  
MAPS, PLANS, & PHOTOGRAPHS

# PROJECT LOCATION MAP



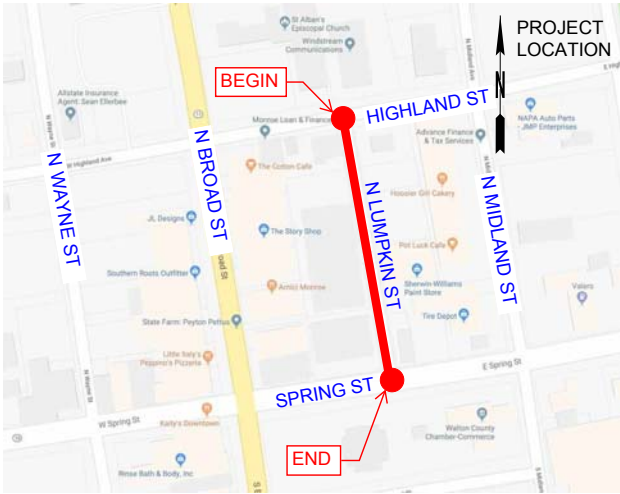
# PROJECT BOUNDARY MAP



N. Broad St. from Marable St. to Highland Ave.

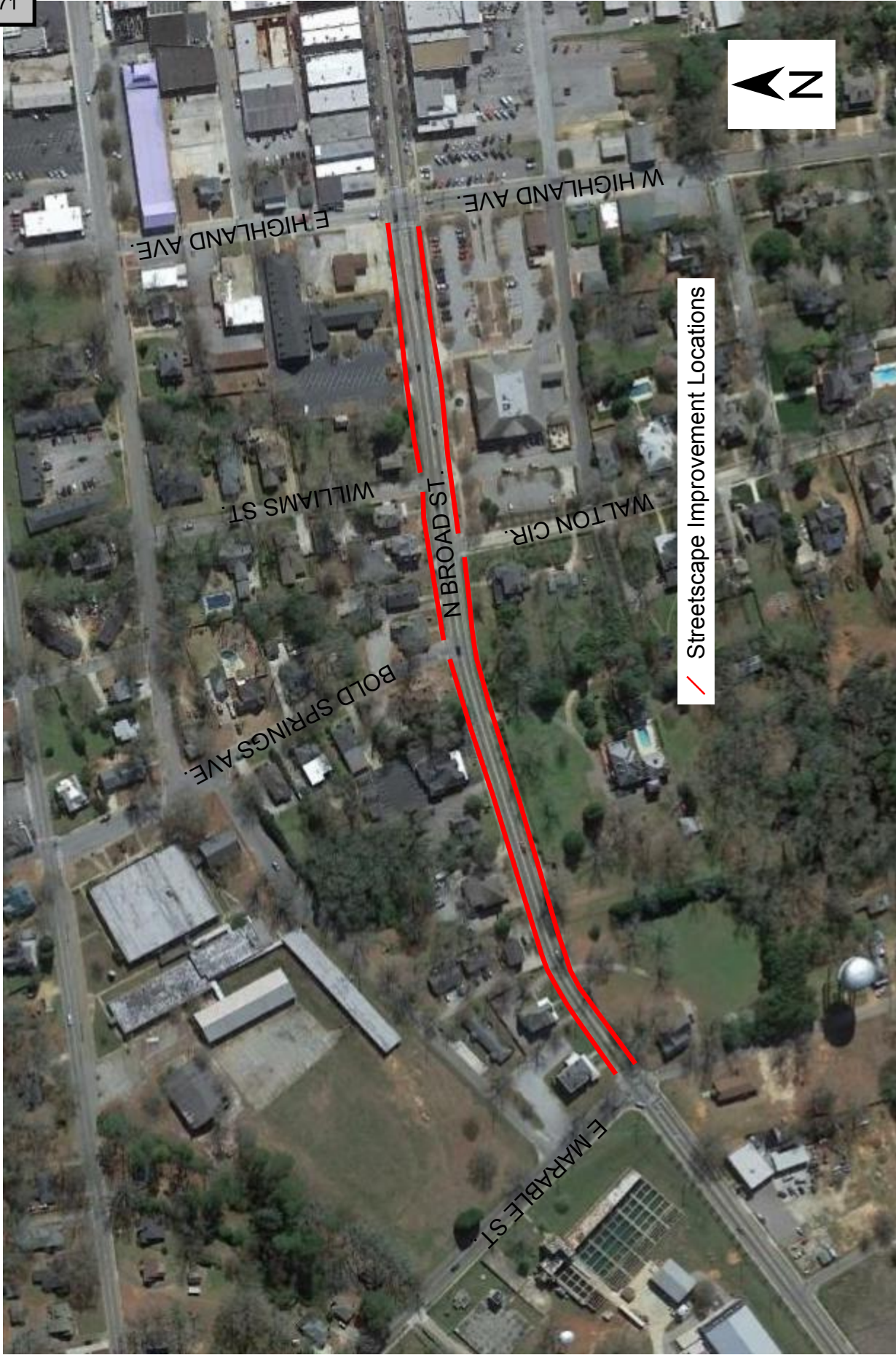


Highland Ave. from N. Broad St. to N. Lumpkin St.



N. Lumpkin St from Highland Ave. to E. Spring St.





**PROJECT SITE PLAN**  
**N Broad St. - E Marabel St. to E Highland Ave.**





## PROJECT SITE PLAN

E Highland Ave - N Broad St. to N Lumpkin St.

N Lumpkin St. - E Highland Ave. to E Spring St.



# EXISTING IMAGES - BROAD STREET





# EXISTING IMAGES - BROAD STREET CONTINUED



# EXISTING IMAGES - HIGHLAND AVENUE





# EXISTING IMAGES - HIGHLAND AVENUE CONTINUED





# EXISTING IMAGES - LUMPKIN STREET



# EXISTING IMAGES - LUMPKIN STREET CONTINUED



PART I  
ENVIRONMENTAL ASSESSMENT  
PROGRAMMATIC CATEGORICAL EXCLUSION



**ENVIRONMENTAL COMMITMENTS TABLE**

Pl#: 0011641 | County: Walton | Date Updated: 5/12/2014 | Stage: P.C.E.  
 Date on Plans Reviewed by OES: Plans Not Available

**Review**  
 These commitments are feasible.  
*(must be checked at all stages)*  
 Project Manager (PM) William R. Reardon  
 PM Signature/Date William R. Reardon 5/14/14

Plans incorporate the commitments.  
*(must be checked to certify for letting)*  
 Engineer of Record (EOR) William R. Reardon  
 EOR Signature/Date William R. Reardon 5/13/14

Air/Noise AP 5/22/14 Arch MM 5/15/14  
 Eco MH 5/15/14 Hist MM 5/15/14  
 NEPA AB 5/22/14

**A. Resources to be Delineated on the Plans and/or Listed in the Environmental Resource Impact Table (ERIT)**

Resource Name	Additional Information (refer to the SP plan note, design feature, permit, variance, commitment, etc...)	Name and Date of Report or Transmittal	Correctly Shown?	
			Plan Sheet	ERIT
A-1 North Broad Street Historic District, West Side Historic District, Monroe Negro and Carver High School Historic District, East Marable Street Historic District, and First African Baptist Church	Refer to C-1, C-2, C-3 & C-4.	AOE: SHPO concurrence 4/17/2014	No	No

**B. Special Provisions (Attach all special provisions to the commitments table, if available)**

Special Provision	Purpose	Est. Cost	SP's Latest Date
B-1 None			

**C. Plan Notes and Design Features (Description: For plan notes, provide exact wording in "quotes" and approximate location)**

Purpose	Description	Est. Cost	Correctly Shown?
C-1 Protect Environmental Resources	Delineate historic resource boundaries on plans. Include the following note on all plan sheets with historic resources delineated as ESAs: "See Environmental Resources Impact Table in General Notes for Construction Restrictions." 1) "The historic concrete block retaining wall at the southwest corner of the SR 11 and Marable Street intersection will be left intact." 2) "The contributing tree at the northeast corner of the SR 11 and Marable Street intersection will be protected. Construction methods will be utilized which would lessen the impact on its root system."	Negligible	No
C-2 Avoid adverse impacts to historic resources: North Broad Street Historic District	1) "The historic steps with private entry sidewalk (approximate station 29+00 west) will be left intact." 2) "The contributing tree (approximate station 38+80 west) will be protected. Construction methods will be utilized which would lessen the impact on its root system."	\$1,000	No
C-3 Avoid adverse impacts to historic resources: West Side Historic District	1) "The existing grade and ditch within the temporary easement will be maintained. And the lawn will be replaced in-kind (approximate station 20+50 to 21+50 east)."	\$500	No
C-4 Avoid adverse impacts to historic resources: Monroe Negro and Carver High School Historic District		\$500	No

Estimated Costs are for planning purpose only, in current dollars as of date updated.

**ENVIRONMENTAL COMMITMENTS TABLE**

PI#: 00116411 County: Walton | Date Updated: 5/12/2014 | Stage: P.C.E.  
 Date on Plans Reviewed by OES: Plans Not Available

C-5 Prevent or Minimize the spread of three invasive species identified in the project limits: kudzu ( <i>Pueraria montana</i> ), johnsongrass ( <i>Sorghum halepense</i> ), and mimosa ( <i>Albizia julibrissin</i> )	"During the construction process, the contractor will take measures to prevent or minimize the spread of these species as appropriate for the time of the year. These measures will include removal and disposal of vegetative parts in the soil that may reproduce by root raking, burning on site any such parts and aboveground parts that bear fruit, controlling or eradicating infestations prior to construction, and cleaning of vehicles and other equipment prior to leaving the infested site. The measures used will be appropriate for the particular species and conditions that exist on the project, as described in Georgia Standard Specifications Section 201, Clearing and Grubbing of Right of Way."	\$1,000	No
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**D. Permits, Buffer Variances and Mitigation Credits**

<i>Permit, Variance, etc</i>	<i>Additional Information (permit details, number of credits needed, etc...)</i>	<i>Est. Cost</i>	<i>Acquired?</i>
D-1 Notice of Intent (NOI) for NPDES	The Construction Contractor will submit a NOI to the NPDES General Permit following award of the contract but prior to construction.	Negligible	Will be acquired following letting

**E. Other Commitments or Requirements (Status: Pre- and Post – Complete or Incomplete; During – Signature Req'd)**

<i>Pre-, During, or Post</i>	<i>Commitment</i>	<i>Responsible party</i>	<i>Est. Cost</i>	<i>Status</i>
E-1	None.		Total Estimated Cost \$3,000	

*If Project is Complete or Under Construction, Area or Construction Engineer affirms that all Special Provisions, Plan Notes and During Construction Commitments were or are being adhered to during the project's construction.*

*Please Print Name and Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Please provide an explanation if unable to sign.*

**GDOT Office of Environmental Services | Type III PCE Checklist**

PI#(s): 0011641, County: Walton County

**General Information**

<i>Project Name:</i> North Broad Street Pedestrian and Bicycle Improvements		
<i>GDOT District #:</i> 1	<i>STIP/TIP #:</i> WA-030	
<i>Funded Years</i>	<i>Right of Way:</i> 2015	<i>Construction:</i> 2017

**Project Description:** The proposed project is located within the City of Monroe. The proposed project would construct new or expanded sidewalks along both sides of North Broad Street/SR 11, beginning at Marable Street (Milepost (MP) 11.91) and ending at US 78 (MP 12.51). The existing pavement would be re-stripped to allow for bicycle lanes between Marable Street and Mayfield Drive (MP 12.41) (approximately 0.48 mile). "Share the Road" bicycle signage would be posted adjacent to the roadway between Mayfield Drive and US 78 (approximately 0.10 mile). Additional improvements along the entire corridor include raised curbs, dedicated pedestrian crossings, street trees, landscaping, pedestrian scale lighting, benches, trash receptacles, Americans with Disabilities Act (ADA) accessible curb ramps, and drainage upgrades. Total project length is 0.58 mile. No right-of-way is required for project implementation. Minor easements totaling 0.8 acre would be required from 19 parcels to reconstruct slopes and reconnect driveways. All construction would meet ADA requirements.

**Eligibility Determination for Type III Programmatic Categorical Exclusion (PCE)**

**Qualifies as a project type eligible for a PCE:** h. Enhancement or facility improvement projects (i.e. landscaping, curb and gutter installation, streetscape improvements) except for Transportation Enhancement (TE) projects.

**Right of Way (ROW):** The project requires the following ROW/easement amounts:

<i>Required Right of Way</i>	None.
<i>Permanent Easement</i>	Approximately 19 parcels, 0.5 acre(s)
<i>Temporary Easement</i>	Approximately 18 driveway easements, 0.3 acre(s)

Further evaluation of the ROW and easement requirements demonstrates the following conditions apply:

- No commercial or residential displacements are required.
- No access changes from existing conditions.  
(example: median removals, driveway access removals/modifications.)
- No impairments to land use functions.  
(example: net loss of parking or substantial loss of residential front yards.)

**Public Involvement:** Please list all public involvement activities to date in the table below.

<i>Type of Public Involvement</i>	<i>Date</i>	<i># Attendees</i>	<i># Comments</i>	<i>Date of Response</i>
None				

(Add rows as needed. If no public involvement activities will occur, note as NONE in the table.)

The project is minor in scope and no public involvement was necessary.

**Public Controversy:** This project is minor in scope and not anticipated to have public controversy.

**Community Impacts:** This project is minor in scope and not anticipated to result in community impacts.

**Economic Impacts:** This project is minor in scope and not anticipated to result in economic impacts.

**Churches and Institutions:** This project is minor in scope and not anticipated to impact churches or institutions.

**Environmental Justice (EO 12898):** Based on the nature of this project, environmental justice communities would not be affected. [DOT Order 5610.2 (a).]

**Floodplain/way (EO 11988):** The proposed project will not encroach upon floodplains or floodways.

PI#(s): 0011641, County: Walton County

**Coastal Zone Management Act (CZMA):** The proposed project is not within one of the eleven counties along the coast. Therefore, the CZMA does not apply.

**Farmland Protection Policy Act:** The project does not occur within an area with Prime farmland.

**Traffic Disruptions:** The GDOT Project Manager, Steven Heng, verified that the project would not require temporary or permanent removal of access and that traffic disruptions will be low intensity and/or short duration (compared to the construction life of the project and, other than off-site detours meeting the conditions discussed below). Verification date: May 22, 2014.

*Detour potential and conditions:* The project's construction requires no off-site detour.

**Underground Storage Tanks (USTs)/Hazardous Materials:** The proposed project would not involve UST or hazardous material removal.

**Archaeology Resources (National Historic Preservation Act, Section 106):** The following determination is from the archaeology evaluation dated 10/28/2013. The project has No Archaeological Resources Present. As a result of this determination, no further concurrence is necessary. Because there are no adverse effects to archaeological resources, the project is eligible for processing under the PCE agreement.

**Historic Resources (National Historic Preservation Act, Section 106):** The following determination is from the history evaluation dated 4/7/2014. The project has four Historic Districts and one Historic Resource present with No Adverse Effect resulting from the project. These resources are listed in the attached Environmental Commitments Table. This determination was concurred by the GA State Historic Preservation Officer on 4/17/2014. Because there are no adverse effects to historic resources, the project is eligible for processing under the PCE agreement.

**Section 4(f) of the U.S. Department of Transportation Act:** The proposed project corridor has been evaluated for Section 4(f) resources. The following Section 4(f) resources were identified: North Broad Street Historic District, West Side Historic District, Monroe Negro and Carver High School Historic District, East Marable Street Historic District, and First African Baptist Church. It has been determined that the project does not require the use of Section 4(f) land (including *de minimis* uses). Since no Section 4(f) uses were identified, the proposed project is eligible for processing under the PCE agreement.

**Ecological Resources:** The following determinations are from the ecology evaluation dated 4/24/2014.

*Waters of the U.S./Jurisdictional Waters (Clean Water Action, Section 404):*

	Wetlands	Streams	Open Waters
Total Number Identified	0	0	0
Largest Individual impact (ft or ac)			
Cumulative impact to all sites (ft or ac)			

A complete listing of jurisdictional waters and associated are provided in the attached Environmental Commitments Table.

Based on the results listed above, the project does not need a Section 404 Permit. Thus, it is eligible to be processed under the PCE Agreement.

**Fish and Wildlife Coordination Act (FWCA):** Coordination is not required.

**Protected Species (Endangered Species Act, Section 7):** The proposed project has been evaluated for impacts to federal and state protected species. To qualify for processing under the PCE Agreement, the project must either qualify under Appendix A of the Joint Coordination Procedures (JCP) as having been programmatically determined to have No Effect, or receive a No Effect determination for all species from FHWA prior to PCE approval. Determination: The project qualifies under Appendix A of the JCP.



PI#(s): 0011641, County: Walton County

If the project qualified under the JCP, list the project type it qualified under: 1. In urban areas, the construction of bike or pedestrian lanes. (Note: The project cannot impact Waters of the U.S. to qualify. If it qualifies under multiple #s, choose the first listed.)

Bald or Golden Eagle Protection Act: The project will have No Take/No Effect to Bald Eagles or Golden Eagles or their habitat.

Magnuson-Stevens Fisheries Conservation and Management Act: The project is not within one of the eleven coastal counties and no marine habitat is present.

Wildlife and Habitat: The project will not involve migratory birds or bat roosting habitat.

Air (Clean Air Act): The following determinations are from the air quality impact assessment dated 2/20/2014.

Particulate Matter (PM) 2.5:	In a non-attainment or maintenance area and interagency concurrence was provided on 2/14/2014
Ozone:	In a non-attainment or maintenance area and the conforming TIP number is WA-030
Carbon Monoxide (CO):	No increase to CO emissions
Mobile Source Air Toxins (MSATs):	No meaningful effects

Noise (23 CFR 772): The following determination is from the noise impact analysis dated 10/22/2013: The project is considered a Type III project (for noise assessments).

**Permits**

Permit Type	Applicable to Project?
Section 404 Permit (if Individual Permit needed, project not eligible for PCE)	no
US Coast Guard Permit (if needed, project not eligible for PCE)	no
Stream Buffer Variance	no
Tennessee Valley Authority Permit (TVA)	no
National Pollutant Discharge Elimination System (NPDES)	yes
Other: (List Type)	no

Supporting File Documentation: The preparer, reviewer, and approver should confirm that all supporting documentation is in the GDOT file. The following should be included, if applicable:

- |   |     |
|---|-----|
| 1. All Section 106 documentation (including tribal coordination)  | yes |
| 2. All Section 7 documentation, including effect determinations and correspondence                          | NA  |
| 3. FWCA Coordination documentation, including correspondence  | NA  |
| 4. Early Coordination Letters and Responses   | NA  |
| 5. Public Involvement Information (including: Summary of Comments, Public Comments, Responses to Comments.) | NA  |
| 6. Air Quality Analysis (including PM 2.5 concurrence, if needed)   | yes |
| 7. Noise Impact Analysis  | yes |
| 8. Special Provision(s)   | NA  |
| 9. Ecology Reports and Addenda (including survey reports)   | yes |
| 10. Reference Page from STIP/TIP  | yes |
| 11. Farmland Rating Form (NRCS Form AD 1006)  | NA  |
| 12. Floodplain/way (H&H study cover page or anticipated H&H results)  | NA  |

**The Environmental Commitments Table is attached.**

**GDOT Office of Environmental Services | Type III PCE Checklist**

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PI#(s): 0011641, County: Walton County

Prepared By:	<u>Jack Burnside</u> Jack Burnside, NEPA Specialist Cypress Cultural Consultants, LLC	<u>6/10/2014</u> Date
Reviewed By:	<u>Aaron Burgess</u> Aaron Burgess, NEPA Analyst Georgia Department of Transportation	<u>7/1/2014</u> Date
Approved By:	<u>Keisha Jackson</u> GDOT Approver's Name, NEPA Section Manager (or Higher) Georgia Department of Transportation	<u>7/8/14</u> Date

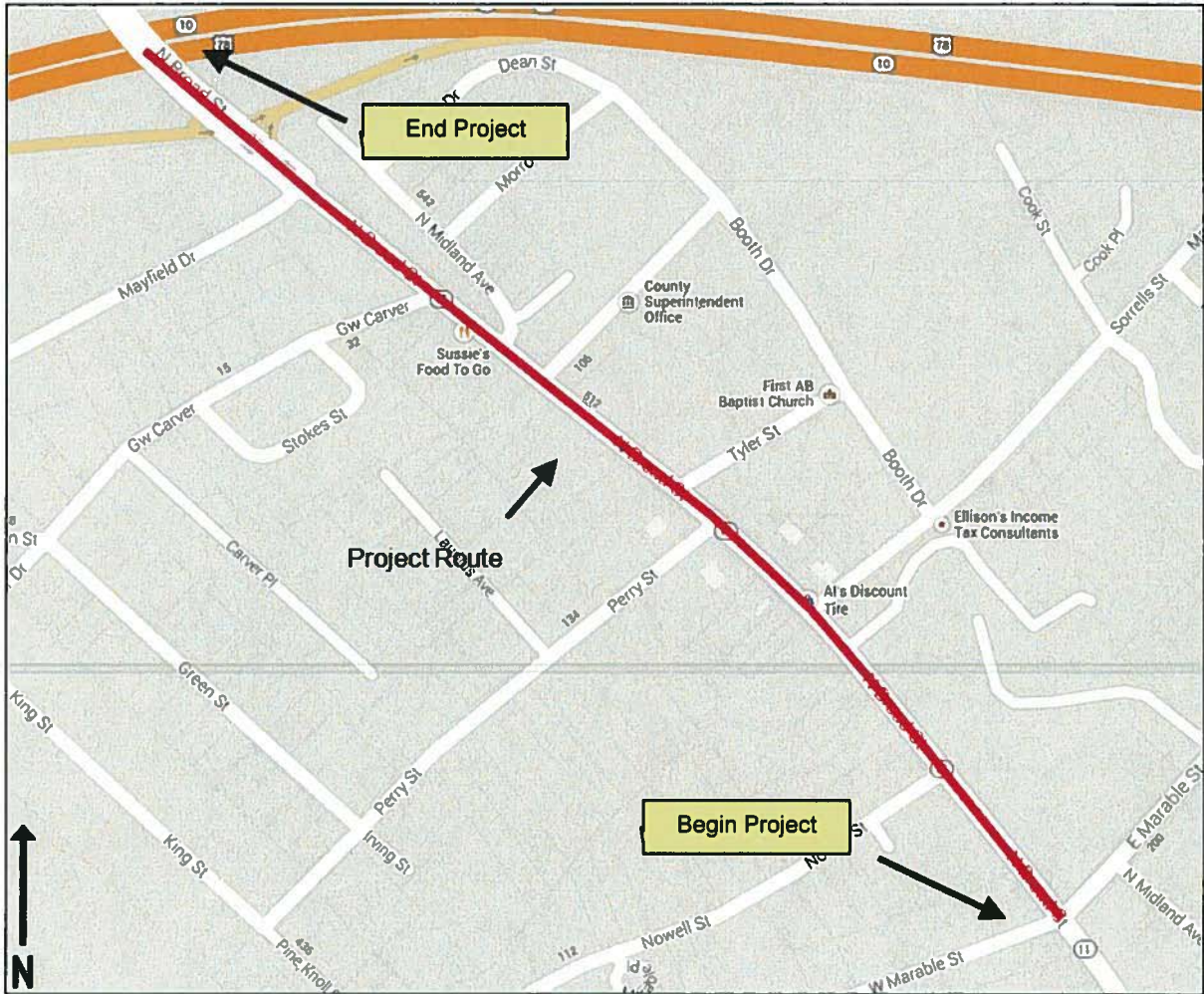
*This PCE is approved on behalf of FHWA Georgia Division, Division Administrator.*

cc: Provide PDF (or link) to Project Manager, State Project Review Engineer, and Project Documents; Hardcopy to General Files

# SR 11 PEDESTRIAN & BICYCLE IMPROVEMENTS

City of Monroe  
P.I. # 0011641, Walton County

Project Location Map



The proposed project would construct new or expanded sidewalks and new bicycle facilities for 0.58 miles along both sides of North Broad Street/SR 11, beginning at Marable Street and ending at US 78. The pavement will be re-striped to allow for bicycle lanes and wider sidewalks.

*Monroe location in Atlanta region*



FY 2014-2019 Transportation Improvement Program - Sorted by ARC Project Number

<b>WA-021</b>	Jurisdiction	Regional - East	Existing	2	Planned	4	Length (mi.)	1.2	Network Year	2030
142000-	Sponsor	GDOT								
Programmed	Service Type	Roadway / General Purpose Capacity								
	Analysis	In the Region's Air Quality Conformity Analysis								

Status	Year	Fund Type	Federal	State	Local	Bonds	Total
PE AUTH	1999	STP - Statewide Flexible (GDOT)	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000
PE AUTH	2013	STP - Statewide Flexible (GDOT)	\$80,000	\$20,000	\$0,000	\$0,000	\$100,000
PE	2015	STP - Statewide Flexible (GDOT)	\$8,000	\$2,000	\$0,000	\$0,000	\$10,000
ROW	2016	STP - Statewide Flexible (GDOT)	\$5,678,601	\$2,169,650	\$0,000	\$0,000	\$10,848,251
UTL	2019	STP - Statewide Flexible (GDOT)	\$3,241,502	\$810,375	\$0,000	\$0,000	\$4,051,877
CST	2019	STP - Statewide Flexible (GDOT)	\$16,730,676	\$4,182,669	\$0,000	\$0,000	\$20,913,345
			\$28,738,779	\$7,184,694	\$0,000	\$0,000	\$35,923,473

<b>WA-030</b>	Jurisdiction	Walton County	Existing	N/A	Planned	N/A	Length (mi.)	0.6	Network Year	2020
0011641	Sponsor	City of Monroe								
Programmed	Service Type	Last Mile Connectivity / Joint Bike-Ped Facilities								
	Analysis	Exempt from Air Quality Analysis (40 CFR 93)								

Status	Year	Fund Type	Federal	State	Local	Bonds	Total
PE AUTH	2013	STP - Urban (>200K) (ARC)	\$160,000	\$0,000	\$0,000	\$0,000	\$200,000
ROW	2015	STP - Urban (>200K) (ARC)	\$40,000	\$0,000	\$10,000	\$0,000	\$50,000
CST	2017	STP - Urban (>200K) (ARC)	\$1,440,000	\$0,000	\$360,000	\$0,000	\$1,800,000
			\$1,640,000	\$0,000	\$410,000	\$0,000	\$2,050,000



**ELECTRIC & TELECOM  
DEPARTMENT  
MONTHLY REPORT  
AUGUST  
2018**

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## Electric and Telecom Points of Interest

1. Storm Damage and Response
2. FTTX Update
3. 5G update



# MONTHLY DIRECTOR'S REPORT

REPORTING PERIOD: 06/2018 | FY 2018



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

## CITY OF MONROE: ELECTRIC FUND OVERVIEW

	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	FY 2018	AS BUDGET	FY 2017
<b>REVENUES</b>	<b>\$ 1.487M</b>	<b>\$ 1.641M</b>	<b>\$ 1.543M</b>	<b>\$ 1.431M</b>	<b>\$ 1.501M</b>	<b>\$ 1.891M</b>							<b>\$ 9.494M</b>	<b>\$ 9.638M</b>	<b>\$ 9.549M</b>
PERSONNEL COSTS	\$ 0.112M	\$ 0.094M	\$ 0.124M	\$ 0.123M	\$ 0.112M	\$ 0.151M							\$ 0.716M	\$ 0.597M	\$ 0.599M
CONTRACTED SVC	\$ 0.033M	\$ 0.047M	\$ 0.065M	\$ 0.062M	\$ 0.046M	\$ 0.055M							\$ 0.308M	\$ 0.231M	\$ 0.178M
SUPPLIES	\$ 1.004M	\$ 1.617M	\$ 1.131M	\$ 1.183M	\$ 1.006M	\$ 1.188M							\$ 7.129M	\$ 6.382M	\$ 4.918M
CAPITAL OUTLAY	\$ 0.029M	\$ 0.011M	\$ 0.074M	\$ 0.079M	\$ 0.101M	\$ -							\$ 0.295M	\$ -	\$ 0.165M
FUND TRANSFERS	\$ 0.104M	\$ 0.211M	\$ 0.237M	\$ 0.219M	\$ 0.208M	\$ 0.286M							\$ 1.266M	\$ 1.065M	\$ 1.040M
<b>EXPENSES</b>	<b>\$ 1.282M</b>	<b>\$ 1.980M</b>	<b>\$ 1.632M</b>	<b>\$ 1.667M</b>	<b>\$ 1.474M</b>	<b>\$ 1.680M</b>							<b>\$ 9.715M</b>	<b>\$ 8.275M</b>	<b>\$ 6.900M</b>

<b>MARGIN</b>	<b>\$ 0.205M</b>	<b>\$ (0.340M)</b>	<b>\$ (0.088M)</b>	<b>\$ (0.236M)</b>	<b>\$ 0.028M</b>	<b>\$ 0.211M</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (0.221M)</b>	<b>\$ 1.363M</b>	<b>\$ 2.650M</b>
MCT CREDIT/YES	\$ 0.075M	\$ 0.357M	\$ 0.180M	\$ 0.175M	\$ 0.175M	\$ 0.618M	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.580M	\$ (0.260M)	\$ (0.429M)

\* MCT Credit is excluded from margin as it typically has restricted use.

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

12-MO  
PURCHASED  
KWH's



12-MO  
RETAIL  
KWH's



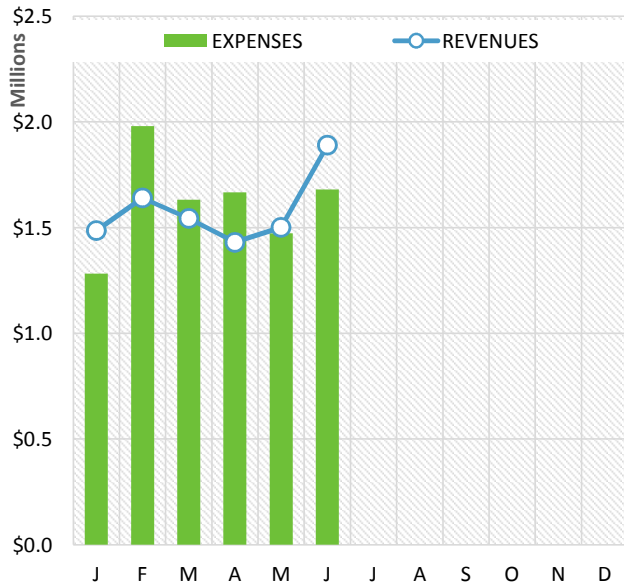
12-MO LINE  
LOSS

3.23%

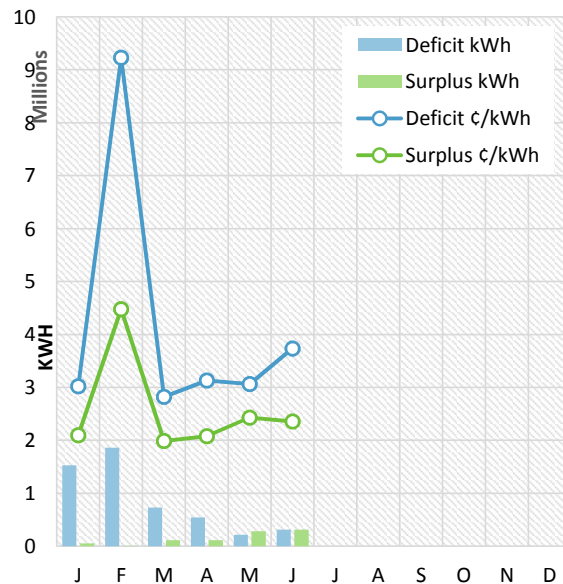
12-MO  
WHOLESALE  
¢/kWh

8.224

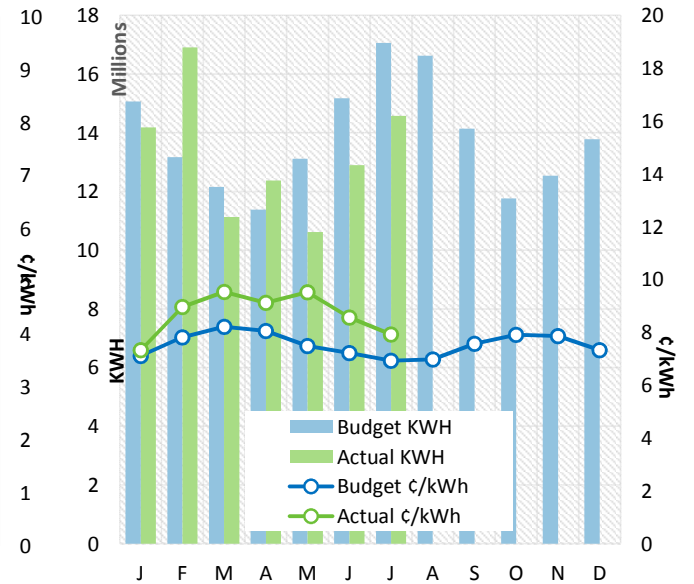
**REVENUES vs. EXPENSES**



**DEFICIT PURCHASES vs. SURPLUS SALES**



**MEAG BUDGET vs. ACTUAL**





# RETAIL SALES REPORT

Jan 2018   Feb 2018   Mar 2018   Apr 2018   May 2018   Jun 2018   Jul 2018   Aug 2018   Sep 2018   Oct 2018   Nov 2018   Dec 2018

## CUSTOMER COUNT

Residential	5,457	5,408	5,400	5,419	5,410	5,446
Commercial	856	863	856	852	857	853
Industrial	1	1	1	1	1	1
City	33	38	40	42	43	40
<b>Total</b>	<b>6,347</b>	<b>6,310</b>	<b>6,297</b>	<b>6,314</b>	<b>6,311</b>	<b>6,340</b>

Year-Over-Year Δ    1.68%    0.81%    0.62%    -2.49%    -0.30%    0.78%

## KWH

Residential	6.984M	8.503M	6.680M	5.334M	4.838M	4.958M
Commercial	4.908M	5.443M	4.935M	4.710M	4.740M	5.209M
Industrial	0.693M	0.816M	0.805M	0.734M	0.744M	0.739M
City	0.391M	0.440M	0.438M	0.409M	0.432M	0.417M
<b>Total</b>	<b>12.977M</b>	<b>15.203M</b>	<b>12.859M</b>	<b>11.186M</b>	<b>10.754M</b>	<b>11.324M</b>

Year-Over-Year Δ    7.86%    25.75%    8.92%    0.81%    -1.09%    -0.84%

## REVENUE

Residential	\$ 0.704M	\$ 0.847M	\$ 0.715M	\$ 0.616M	\$ 0.649M	\$ 0.641M
Commercial	\$ 0.630M	\$ 0.631M	\$ 0.629M	\$ 0.631M	\$ 0.640M	\$ 0.659M
Industrial	\$ 0.061M	\$ 0.059M	\$ 0.067M	\$ 0.067M	\$ 0.067M	\$ 0.063M
Other	\$ 0.000M	\$ 0.003M	\$ 0.000M	\$ 0.001M	\$ 0.001M	\$ 0.002M
City	\$ 0.038M	\$ 0.037M	\$ 0.042M	\$ 0.041M	\$ 0.043M	\$ 0.040M
<b>Total</b>	<b>\$ 1.431M</b>	<b>\$ 1.577M</b>	<b>\$ 1.453M</b>	<b>\$ 1.355M</b>	<b>\$ 1.400M</b>	<b>\$ 1.405M</b>

Year-Over-Year Δ    2.36%    9.13%    6.02%    4.01%    2.73%    -1.43%

# SALES STATISTICS

[Jan 2018](#)
[Feb 2018](#)
[Mar 2018](#)
[Apr 2018](#)
[May 2018](#)
[Jun 2018](#)
[Jul 2018](#)
[Aug 2018](#)
[Sep 2018](#)
[Oct 2018](#)
[Nov 2018](#)
[Dec 2018](#)
[YTD](#)

## AVERAGE KWH/CUSTOMER

Residential	1,280	1,572	1,237	984	894	910	1,146
Commercial	5,734	6,308	5,765	5,528	5,531	6,107	5,829
Industrial	692,960	816,000	805,280	733,920	743,680	739,360	755,200
City	11,861	11,587	10,958	9,731	10,045	10,437	10,770

## AVERAGE \$/CUSTOMER

Residential	\$129	\$157	\$132	\$114	\$120	\$118	\$128
Commercial	\$735	\$731	\$735	\$740	\$747	\$772	\$743
Industrial	\$60,516	\$59,369	\$66,918	\$66,520	\$67,126	\$63,161	\$63,935
City	\$1,142	\$985	\$1,041	\$973	\$1,005	\$992	\$1,023

## AVERAGE \$/KWH

Residential	\$0.1007	\$0.0996	\$0.1070	\$0.1155	\$0.1341	\$0.1293	\$0.1144
Commercial	\$0.1283	\$0.1159	\$0.1275	\$0.1339	\$0.1350	\$0.1265	\$0.1278
Industrial	\$0.0873	\$0.0728	\$0.0831	\$0.0906	\$0.0903	\$0.0854	\$0.0849
City	\$0.0963	\$0.0850	\$0.0950	\$0.1000	\$0.1000	\$0.0950	\$0.0952
<b>Average</b>	<b>\$0.1032</b>	<b>\$0.0933</b>	<b>\$0.1032</b>	<b>\$0.1100</b>	<b>\$0.1149</b>	<b>\$0.1090</b>	<b>\$0.1056</b>

MOST RECENT  
12-MONTH

	Jun 2018	Jun 2017	FY2018 YTD	FY2017 YTD	
<b>POWER SUPPLY COSTS</b>					
MEAG Project Power	\$ 899,324	\$ 834,367	\$ 5,293,121	\$ 4,798,747	\$ 10,266,804
Transmission	89,068	89,776	521,965	523,542	1,066,347
Supplemental	65,753	52,289	696,635	447,572	1,124,581
SEPA	48,248	51,585	341,978	324,017	655,764
Other Adjustments	861	792	5,095	4,693	9,845
<b>TOTAL POWER SUPPLY COSTS</b>	<b>\$ 1,103,254</b>	<b>\$ 1,028,809</b>	<b>\$ 6,858,795</b>	<b>\$ 6,098,571</b>	<b>\$ 13,123,340</b>
<b>AS BUDGET</b>	<b>1,094,973</b>	<b>1,101,169</b>	<b>6,092,048</b>	<b>6,122,838</b>	<b>12,442,622</b>
<b>% ACTUAL TO BUDGET</b>	<b>100.76%</b>	<b>93.43%</b>	<b>112.59%</b>	<b>99.60%</b>	<b>105.47%</b>

**PEAKS & ENERGY**

## Peaks (KW)

Coincident Peak (CP)	28,064	27,160	36,151	29,791	36,151
Non-Coincident Peak (NCP)	28,633	28,913	36,256	30,961	36,256
CP (BUDGET)	33,913	34,011	33,913	34,011	35,664
NCP (BUDGET)	34,521	34,406	34,521	34,406	36,419

## Energy (KWH)

MEAG Energy	10,781,787	11,509,187	62,998,487	61,678,231	132,957,614
Supplemental Purchases (or sales)	824,135	306,444	9,124,012	7,029,461	15,184,861
SEPA Energy	1,286,367	855,067	5,988,729	5,156,877	11,435,324
<b>Total Energy (KWH)</b>	<b>12,892,289</b>	<b>12,670,698</b>	<b>78,111,227</b>	<b>73,864,569</b>	<b>159,577,799</b>
<b>AS BUDGET</b>	<b>15,175,000</b>	<b>15,178,000</b>	<b>80,065,000</b>	<b>80,049,000</b>	<b>166,084,000</b>
<b>% ACTUAL TO BUDGET</b>	<b>84.96%</b>	<b>83.48%</b>	<b>97.56%</b>	<b>92.27%</b>	<b>96.08%</b>

CP Load Factor	63.80%	64.79%	24.67%	28.30%	50.39%
NCP Load Factor	62.54%	60.87%	24.59%	27.23%	50.24%
% Supplemental	6.39%	2.42%	11.68%	9.52%	9.52%

**UNIT COSTS (¢/kWh)**

Bulk Power	9.2889	8.1751	8.8834	8.2332	8.2674
Supplemental	7.9785	17.0631	7.6352	6.3671	7.4059
SEPA Energy	3.7507	6.0328	5.7104	6.2832	5.7345
MEAG Total	8.5575	8.1196	8.7808	8.2564	8.2238

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

MOST RECENT  
12-MONTH

Jun 2018 Jun 2017 FY2018 YTD FY2017 YTD

## SALES REVENUES

ELECTRIC SALES	\$ 1,393,881	\$ 1,388,906	\$ 8,604,053	\$ 8,055,624	\$ 17,942,250
<b>SALES REVENUES (ACTUAL)</b>	<b>\$ 1,393,881</b>	<b>\$ 1,388,906</b>	<b>\$ 8,604,053</b>	<b>\$ 8,055,624</b>	<b>\$ 17,942,250</b>
AS BUDGET	\$ 1,510,794	\$ 1,482,917	\$ 1,510,794	\$ 1,482,917	Not Applicable
% ACTUAL TO BUDGET	92.26%	93.66%	569.51%	543.23%	Not Applicable

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

## OTHER REVENUES

OP REVENUE	35,448	36,098	212,222	510,240	496,854
MISC REVENUE	473	12,167	19,137	98,702	44,772
SALE OF FIXED ASSETS	-	-	-	-	3,510
REIMB DAMAGED PROPERTY	-	-	3,303	-	3,303
CUST ACCT FEES	-	-	-	-	-
OTHER REV	-	-	-	-	-
MEAG REBATE	443,115	-	443,115	705,858	443,115
ADMIN ALLOC	17,772	29,684	211,980	178,979	407,369
INT/INVEST INCOME	-	-	-	-	-
STATE GRANTS	-	-	-	-	-
<b>OTHER REVENUES (ACTUAL)</b>	<b>\$ 496,808</b>	<b>\$ 77,948</b>	<b>\$ 889,757</b>	<b>\$ 1,493,779</b>	<b>\$ 1,398,923</b>
AS BUDGET	\$ 95,512	\$ 101,297	\$ 573,075	\$ 607,780	Not Applicable
% ACTUAL TO BUDGET	520.15%	76.95%	155.26%	245.78%	Not Applicable

<b>TOTAL REVENUES (ACTUAL)</b>	<b>\$ 1,890,689</b>	<b>\$ 1,466,854</b>	<b>\$ 9,493,810</b>	<b>\$ 9,549,403</b>	<b>\$ 19,341,173</b>
AS BUDGET	\$ 1,606,307	\$ 1,584,213	\$ 9,637,840	\$ 9,505,280	Not Applicable
% ACTUAL TO BUDGET	117.70%	92.59%	98.51%	100.46%	Not Applicable

MCT CREDIT	\$ 175,093	\$ 55,316	\$ 1,137,358	\$ 276,580	\$ 2,814,950
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Note on MEAG MCI: excluded from revenues as it is a restricted account.

	Jun 2018	Jun 2017	FY2018 YTD	FY2017 YTD	
<b>PERSONNEL</b>					
Compensation	\$ 132,555	\$ 109,215	\$ 567,173	\$ 435,444	\$ 1,123,136
Benefits	18,684	42,770	149,292	163,385	336,917
<b>PERSONNEL (ACTUAL)</b>	<b>\$ 151,239</b>	<b>\$ 151,984</b>	<b>\$ 716,465</b>	<b>\$ 598,829</b>	<b>\$ 1,460,053</b>
AS BUDGET	\$ 99,643	\$ 102,225	\$ 597,859	\$ 613,352	Not Applicable
% ACTUAL TO BUDGET	151.78%	148.68%	119.84%	97.63%	Not Applicable
<b>CONTRACTED SERVICES</b>					
Consulting	\$ -	\$ -	\$ 1,188	\$ -	\$ 1,911
Custodial Service	-	-	-	-	198
Lawn & Maint	-	-	-	-	1,303
Holiday Event	-	-	-	-	394
Maintenance Contracts	646	601	3,258	2,623	5,486
Rents/Leases	289	2,283	6,957	4,684	23,057
Repairs & Maintenance (Outside)	10,556	1,872	44,174	18,642	141,054
Landfill Fees	-	-	-	-	-
Other Contract Svcs	-	42,737	-	140,208	205,338
Comm Svcs	1,229	81	3,797	2,900	7,456
Postage	-	-	-	-	459
Public Relations	120	-	441	-	641
Mkt Expense	2,470	-	29,038	4,328	29,188
Printing	-	-	-	-	65
Dues & Sub	-	-	-	-	-
Travel	1,566	-	1,915	-	3,076
Ga Dept Rev Fee	-	-	800	-	1,700
Fees	-	-	236	-	464
Training & Ed	2,236	1,649	4,969	4,181	8,655
Contract Labor	35,563	-	210,935	-	222,235
Shipping/Freight	24	-	24	-	24
<b>CONTRACTED SERVICES (ACTUAL)</b>	<b>\$ 54,699</b>	<b>\$ 49,223</b>	<b>\$ 307,732</b>	<b>\$ 177,565</b>	<b>\$ 652,705</b>
AS BUDGET	\$ 38,367	\$ 29,625	\$ 230,200	\$ 177,750	Not Applicable
% ACTUAL TO BUDGET	142.57%	166.15%	133.68%	99.90%	Not Applicable

	Jun 2018	Jun 2017	FY2018 YTD	FY2017 YTD	
<b>SUPPLIES</b>					
Office Supplies	90	1,183	1,731	4,320	6,138
Postage	-	-	-	318	-
Auto Parts	127	-	1,469	-	1,469
Damage Claims	-	-	1,127	-	1,127
Uniform Expense	2,351	-	11,212	-	11,212
Janitorial	197	-	980	-	1,372
Computer Equipment	44	-	44	-	44
Parks & Grounds R & M Inside	-	-	7,898	-	7,898
Util Costs - Util Fund	486	353	7,144	4,310	10,153
Auto & Truck Fuel	2,024	1,926	8,725	8,994	20,381
Food	174	-	476	-	624
Sm Tool & Min Equip	1,251	160	18,711	18,753	59,733
Lab Supplies	-	-	-	157	-
Sm Oper Supplies	707	2,607	19,666	14,413	42,328
Construction Material	-	-	-	-	1,197
Tires	-	-	-	-	3,497
Uniform Exp	-	-	-	1,915	8,492
Power Costs	1,174,359	1,009,125	7,002,364	4,804,414	14,606,154
Repairs & Maintenance (Inside)	6,014	1,555	47,926	49,621	232,118
Amr Proj Exp	-	-	-	3,265	-
Equip Pur (<\$5M)	-	-	-	1,000	3,840
Dam Claims	-	-	-	4,041	-
Misc	-	-	-	2,215	2,220
<b>SUPPLIES (ACTUAL)</b>	<b>\$ 1,187,823</b>	<b>\$ 1,016,908</b>	<b>\$ 7,129,471</b>	<b>\$ 4,917,736</b>	<b>\$ 15,019,995</b>
AS BUDGET	\$ 1,063,717	\$ 1,053,670	\$ 6,382,303	\$ 6,322,022	Not Applicable
% ACTUAL TO BUDGET	111.67%	96.51%	111.71%	77.79%	Not Applicable
<b>CAPITAL OUTLAY</b>					
Construction In Progress	\$ -	\$ -	\$ 188,184	\$ 8,200	\$ 266,583
Capital Expenditures	\$ -	\$ 58,045	\$ 106,876	\$ 157,242	\$ 48,831
<b>CAPITAL OUTLAY (ACTUAL)</b>	<b>\$ -</b>	<b>\$ 58,045</b>	<b>\$ 295,060</b>	<b>\$ 165,442</b>	<b>\$ 315,414</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	\$ 204,022	\$ 149,738	\$ 780,299	\$ 714,246	\$ 1,571,939
Transfer To Gf	81,962	65,094	485,497	325,736	950,644
Transfer To Cip	-	-	-	-	-
<b>FUND TRANSFERS (ACTUAL)</b>	<b>\$ 285,983</b>	<b>\$ 214,832</b>	<b>\$ 1,265,795</b>	<b>\$ 1,039,982</b>	<b>\$ 2,522,583</b>
AS BUDGET	\$ 177,434	\$ 155,375	\$ 1,064,604	\$ 932,250	Not Applicable
% ACTUAL TO BUDGET	161.18%	138.27%	118.90%	111.56%	Not Applicable
<b>TOTAL EXPENSES (ACTUAL)</b>	<b>\$ 1,679,744</b>	<b>\$ 1,490,993</b>	<b>\$ 9,714,523</b>	<b>\$ 6,899,554</b>	<b>\$ 19,970,749</b>
AS BUDGET	\$ 1,379,161	\$ 1,340,896	\$ 8,274,966	\$ 8,045,374	Not Applicable
% ACTUAL TO BUDGET	121.79%	111.19%	117.40%	85.76%	Not Applicable



**MONTHLY DIRECTOR'S REPORT**

REPORTING PERIOD: 06/2018 | FY 2018



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COMMENTARY & ANALYSIS

The net operating margin after transfers, FY to date was -11.12%

RECOMMENDATIONS

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

MOST RECENT  
12-MONTH

Jun 2018      Jun 2017      FY2018 YTD      FY2017 YTD

**FINANCIALS**

**Revenues**

RETAIL SALES	\$ 439,925	\$ 423,454	\$ 2,610,680	\$ 2,499,927	\$ 5,133,618
OTHER REVENUES	28,692	41,409	196,060	193,412	410,927
ADJUSTMENTS	12,263	2,028	47,754	(15,393)	103,789
<b>Total Revenues</b>	<b>\$ 480,880</b>	<b>\$ 466,890</b>	<b>\$ 2,854,495</b>	<b>\$ 2,677,946</b>	<b>\$ 5,648,333</b>

**Expenses**

PERSONNEL	\$ 58,502	\$ 66,977	\$ 317,542	\$ 267,546	\$ 621,346
PURCHASED & CONTRACTED SVC	4,784	4,932	21,257	14,343	34,822
PURCHASED PROPERTY SERVICES	6,285	8,010	32,416	130,941	188,790
SUPPLIES	21,854	7,229	144,976	43,261	224,327
COST OF GOODS SOLD	282,737	278,929	1,864,871	1,661,820	3,542,722
DEPR, DEBT SVC & OTHER COSTS	98,152	63,035	641,224	422,374	1,083,911
FUND TRANSFERS	26,193	21,176	149,687	104,056	277,262
<b>Total Combined Expenses</b>	<b>\$ 498,507</b>	<b>\$ 450,288</b>	<b>\$ 3,171,972</b>	<b>\$ 2,644,340</b>	<b>\$ 5,973,181</b>

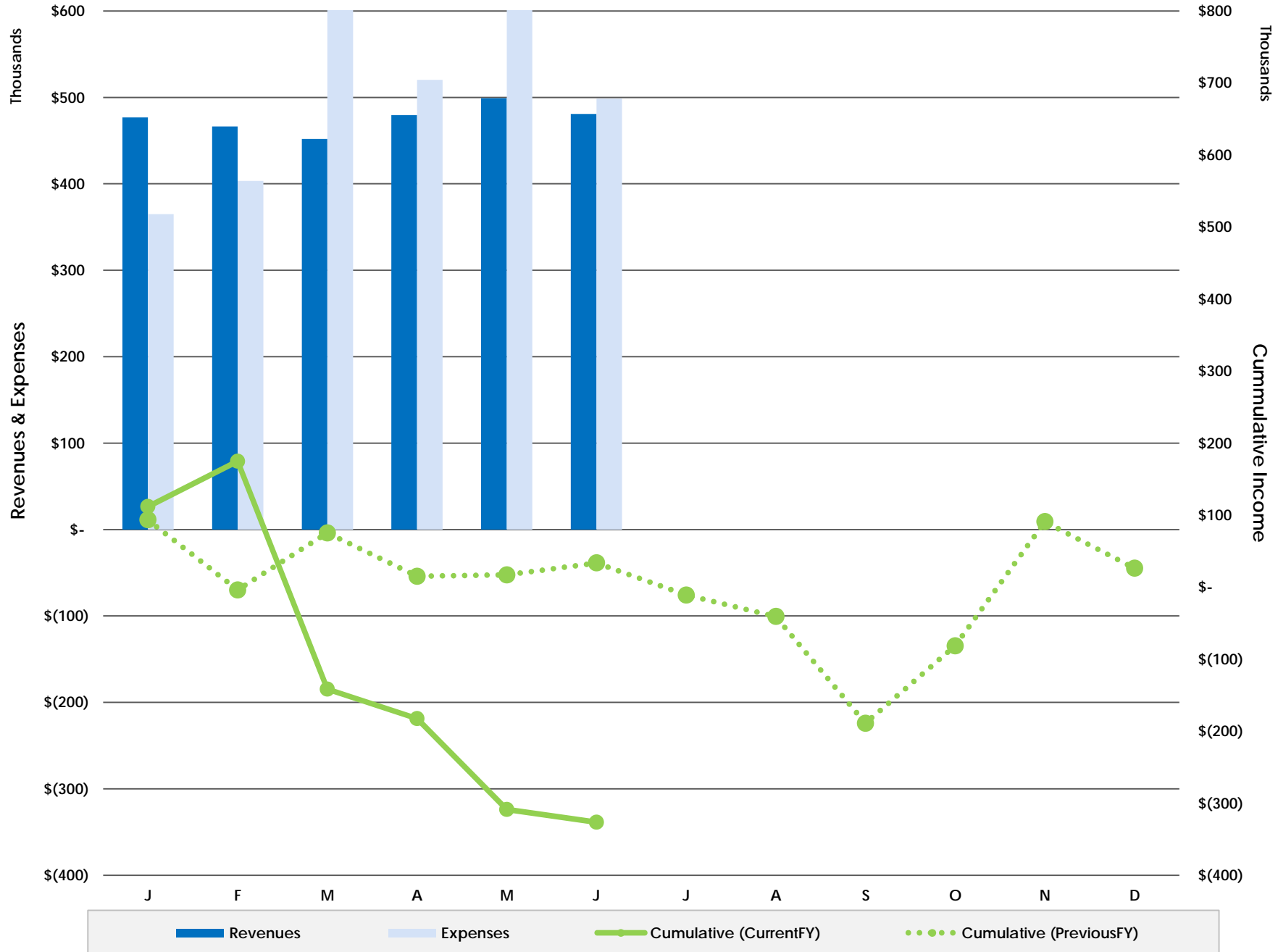
**Income**

Before Transfer	\$ 8,566	\$ 37,778	\$ (167,790)	\$ 137,662	\$ (47,585)
After Transfer	\$ (17,627)	\$ 16,602	\$ (317,477)	\$ 33,606	\$ (324,847)

**Margin**

Before Transfer	1.78%	8.09%	-5.88%	5.14%	-0.84%
After Transfer	-3.67%	3.56%	-11.12%	1.25%	-5.75%

CHART 1  
 MONTHLY DIRECTOR'S REPORT  
 REVENUE, EXPENSE & INCOME SUMMARY  
 FISCAL YEAR 2018





MOST RECENT  
12-MONTH

**RETAIL SALES**

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

	Jun 2018	Jun 2017	FY2018 YTD	FY2017 YTD	MOST RECENT 12-MONTH
CABLE TELEVISION	\$ 198,905	\$ 205,549	\$ 1,193,301	\$ 1,226,417	\$ 2,396,150
DVR SERVICE	16,050	14,793	95,550	88,422	186,930
FIBER OPTICS	44,677	40,394	273,714	237,715	516,004
INTERNET	157,646	139,884	916,086	812,570	1,771,029
TELEPHONE	19,367	19,564	112,428	116,782	225,150
SET TOP BOX	3,280	3,270	19,600	18,021	38,355
<b>Total RETAIL SALES (ACTUAL)</b>	<b>\$ 439,925</b>	<b>\$ 423,454</b>	<b>\$ 2,610,680</b>	<b>\$ 2,499,927</b>	<b>\$ 5,133,618</b>

**OTHER REVENUES**

CATV INSTALL/UPGRADE	\$ 2,016	\$ 3,466	\$ 12,417	\$ 16,015	\$ 30,218
MARKETPLACE ADS	-	-	25	135	60
PHONE FEES	10,568	10,704	62,961	64,173	125,340
EQUIPMENT SALES	2,100	1,250	10,650	6,805	17,400
MODEM RENTAL	6,990	6,552	41,176	38,990	80,837
VIDEO PRODUCTION REVENUE	-	-	-	-	-
MISCELLANEOUS	-	10,022	-	10,522	10,139
ADMIN ALLOCATION	7,019	9,416	68,831	56,772	146,934
CONTRIBUTED CAPITAL	-	-	-	-	-
<b>Total OTHER REVENUES ACTUAL</b>	<b>\$ 28,692</b>	<b>\$ 41,409</b>	<b>\$ 196,060</b>	<b>\$ 193,412</b>	<b>\$ 410,927</b>

<b>Adjustment</b>	\$ 12,263	\$ 2,028	\$ 47,754	\$ (15,393)	\$ 103,789
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Note: Adjustment added to match Financials

<b>TOTAL REVENUES (ACTUAL)</b>	<b>\$ 480,880</b>	<b>\$ 466,890</b>	<b>\$ 2,854,495</b>	<b>\$ 2,677,946</b>	<b>\$ 5,648,333</b>
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MOST RECENT  
12-MONTH

**SUMMARY**

	Jun 2018	Jun 2017	FY2018 YTD	FY2017 YTD	MOST RECENT 12-MONTH
Personnel	\$ 58,502	\$ 66,977	\$ 317,542	\$ 267,546	\$ 621,346
Purchased & Contracted Svc	4,784	4,932	21,257	14,343	34,822
Purchased Property Services	6,285	8,010	32,416	130,941	188,790
Supplies	21,854	7,229	144,976	43,261	224,327
Cost of Goods Sold	282,737	278,929	1,864,871	1,661,820	3,542,722
Depr, Debt Svc & Other Costs	98,152	63,035	641,224	422,374	1,083,911
Fund Transfers	26,193	21,176	149,687	104,056	277,262
<b>TOTAL SUMMARY (ACTUAL)</b>	<b>\$ 498,507</b>	<b>\$ 450,288</b>	<b>\$ 3,171,972</b>	<b>\$ 2,644,340</b>	<b>\$ 5,973,181</b>

**TELECOM**

**Personnel**

Salaries	\$ 48,823	\$ 47,066	\$ 243,672	\$ 192,072	\$ 461,978
Benefits	9,678	19,911	73,871	75,474	159,368
<b>Total Personnel (ACTUAL)</b>	<b>\$ 58,502</b>	<b>\$ 66,977</b>	<b>\$ 317,542</b>	<b>\$ 267,546</b>	<b>\$ 621,346</b>

**Purchased & Contracted Svc**

Attorney Fees	-	-	-	-	-
Audit Services	-	-	-	-	-
Professional Fees	-	-	1,000	-	1,000
Web Design	-	-	83	-	83
Consulting - Technical	2,250	4,500	11,285	11,250	22,605
Utility Protection Ctr (DIG)	-	-	-	-	-
Custodial Service	-	-	-	-	198
Lawn Care & Maintenance	-	-	-	-	-
Holiday Events	-	-	-	-	394
Security Systems	-	-	294	-	294
Equipment Rep & Maint	-	-	1,007	-	1,007
Vehicle Rep & Maint Outside	287	-	287	-	287
R&M System - Outside	1,424	-	2,363	-	2,363
R&M Buildings - Outside	-	-	35	-	35
Maintenance Contracts	560	-	3,058	-	3,058
Equipment Rents/Leases	244	432	1,466	3,093	3,121
Pole Equip. Rents/Leases	-	-	-	-	-
Equipment Rental	20	-	378	-	378
<b>Total Purchased &amp; Contracted Svc (ACTUAL)</b>	<b>\$ 4,784</b>	<b>\$ 4,932</b>	<b>\$ 21,257</b>	<b>\$ 14,343</b>	<b>\$ 34,822</b>

	Jun 2018	Jun 2017	FY2018 YTD	FY2017 YTD	MOST RECENT 12-MONTH
<b>Purchased Property Services</b>					
Equipment Rep & Maint -Outside	-	571	-	5,135	430
Equipment Rental	-	-	-	-	241
Repair & Maintenance (Outside)	-	4,299	36	28,170	37,120
Repair & Maintenance (Inside)	-	1,531	-	80,106	95,313
Landfill Fees	-	-	-	-	-
Maintenance Contracts	-	601	-	2,624	2,298
Other Contractual Services	-	-	-	-	450
Communication Services	1,644	1,009	9,105	7,754	24,312
Postage	39	-	51	-	51
Public Relations	-	-	32	-	32
Marketing Expense	-	-	81	-	281
Utility Bill Printing Services	-	-	-	-	-
Dues & Subscriptions	-	-	262	4,149	3,524
Fees	-	-	16	-	168
Training & Education	255	-	1,767	3,004	3,255
General Liability Insurance	-	-	-	-	-
Vehicle Tag & Title Fee	-	-	24	-	24
GA Dept Revenue Fee	-	-	250	-	500
Uniform Rental	-	-	-	-	-
Contract Labor	4,270	-	20,715	-	20,715
Shipping/Freight	77	-	77	-	77
<b>Total Purchased Property Services (ACTUAL)</b>	<b>\$ 6,285</b>	<b>\$ 8,010</b>	<b>\$ 32,416</b>	<b>\$ 130,941</b>	<b>\$ 188,790</b>

MOST RECENT  
12-MONTH

## TELECOM (Continued)

## Supplies

	Jun 2018	Jun 2017	FY2018 YTD	FY2017 YTD	MOST RECENT 12-MONTH
Chemicals & Pesticides	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies & Expense	-	400	2,479	1,331	5,922
Postage	-	-	-	325	-
Auto Parts	163	-	2,514	-	2,514
Damage Claims	-	-	1,016	-	1,016
Tires	260	-	2,763	-	2,763
Uniform Expense	137	-	1,833	-	1,833
Janitorial Supplies	197	-	981	-	1,372
Computer Equipment	19	-	19	-	19
Equipment Parts	4,390	-	11,463	-	11,463
R&M Building - Inside	-	-	17	-	17
Equipment R&M - Inside	(4,484)	-	-	-	-
System R&M - Inside	5,184	-	33,697	-	33,697
Sys R&M - Inside/Shipping	17	-	-	-	-
Utility Costs	4,625	4,222	27,077	23,750	51,867
Mileage Reimbursement	-	-	-	-	-
Auto & Truck Fuel	2,371	1,983	9,932	7,374	22,536
Food	174	-	476	-	624
Small Tools & Minor Equipment	6,347	123	27,917	3,214	39,672
Small Operating Supplies	2,454	501	22,791	4,161	31,420
Construction Material	-	-	-	-	1,197
Uniform Expense	-	-	-	2,757	2,855
AMR Project Exp.	-	-	-	350	1,099
Equipment Pur (Less than \$5M)	-	-	-	-	12,438
<b>Total Supplies (ACTUAL)</b>	<b>\$ 21,854</b>	<b>\$ 7,229</b>	<b>\$ 144,976</b>	<b>\$ 43,261</b>	<b>\$ 224,327</b>

## Cost of Goods Sold

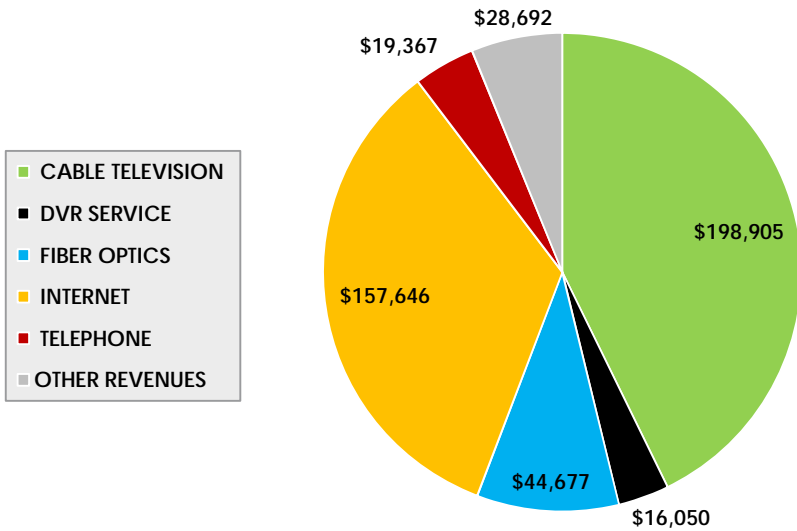
Internet Costs	-	-	-	50,118	(3,320)
Cost of Sales Telephone	-	37,626	-	234,397	145,442
Cost of Sales Fiber	-	-	-	-	88,209
Cost of Sales Electricity	-	-	(4,604)	-	(4,604)
Cost of Sales Internet	37,604	14,591	196,259	27,054	357,337
Cost of Sales CATV	209,335	-	1,500,280	-	1,770,471
Cost of Sales Internet	24,182	-	108,793	-	142,799
Cost of Sales Fiber	11,616	-	64,143	-	89,212
Cost of Programming CATV	-	226,712	-	1,350,251	957,175
CATV Video Production	-	-	-	-	-
<b>Total Cost of Goods Sold (ACTUAL)</b>	<b>\$ 282,737</b>	<b>\$ 278,929</b>	<b>\$ 1,864,871</b>	<b>\$ 1,661,820</b>	<b>\$ 3,542,722</b>



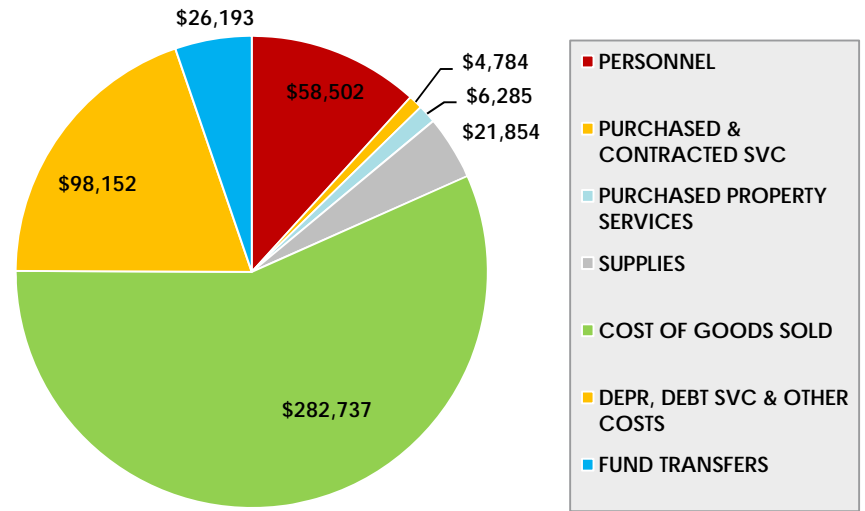
	Jun 2018	Jun 2017	FY2018 YTD	FY2017 YTD	MOST RECENT 12-MONTH
<b>Depr, Debt Svc &amp; Other Costs</b>					
Damage Claims	\$ -	\$ -	\$ -	\$ 7,312	\$ -
Miscellaneous	-	(1,110)	-	518	(370)
Utility Cashiers (Over)/Short	-	-	-	-	-
Utility Internal Admin Allocate	-	-	-	-	-
Depreciation Expense	-	15,103	75,513	90,616	166,129
Amortization Exp	-	-	-	-	-
Admin. Allocation - Adm Exp	80,573	47,497	308,158	226,559	559,266
Utility Bad Debt Expense	-	-	-	-	-
Revenue Bond Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Interest Expenses (Bond)	-	-	-	-	-
Construction in Progress	17,579	1,545	220,768	97,368	322,103
Capital Exp - Equipment	-	-	36,784	-	36,784
<b>Total Depr, Debt Svc &amp; Other Costs (ACTUAL)</b>	<b>\$ 98,152</b>	<b>\$ 63,035</b>	<b>\$ 641,224</b>	<b>\$ 422,374</b>	<b>\$ 1,083,911</b>
<b>Fund Transfers</b>					
Transfer 5% to General Fund	26,193	21,176	149,687	104,056	277,262
<b>Total Fund Transfers (ACTUAL)</b>	<b>\$ 26,193</b>	<b>\$ 21,176</b>	<b>\$ 149,687</b>	<b>\$ 104,056</b>	<b>\$ 277,262</b>
<b>TOTAL TELECOM EXPENSES (ACTUAL)</b>	<b>\$ 498,507</b>	<b>\$ 450,288</b>	<b>\$ 3,171,972</b>	<b>\$ 2,644,340</b>	<b>\$ 5,973,181</b>

CHART 5  
MONTHLY DIRECTOR'S REPORT  
REVENUES & EXPENSES

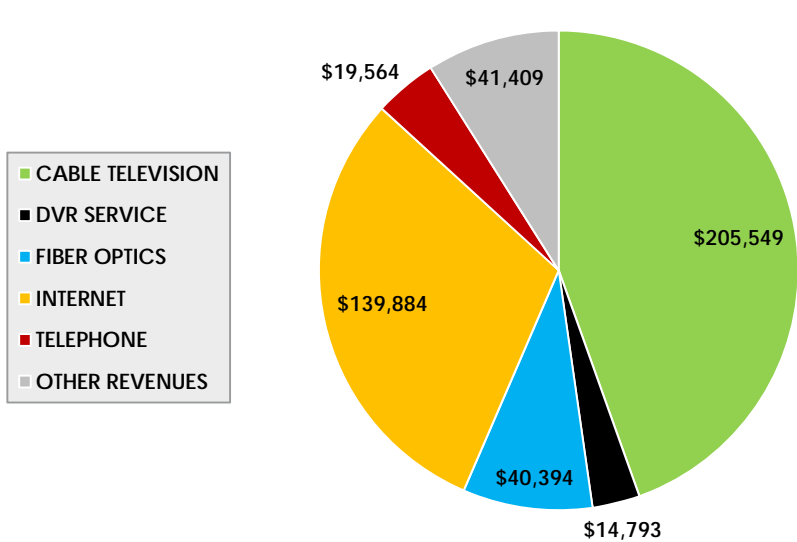
REVENUES [Jun 2018]



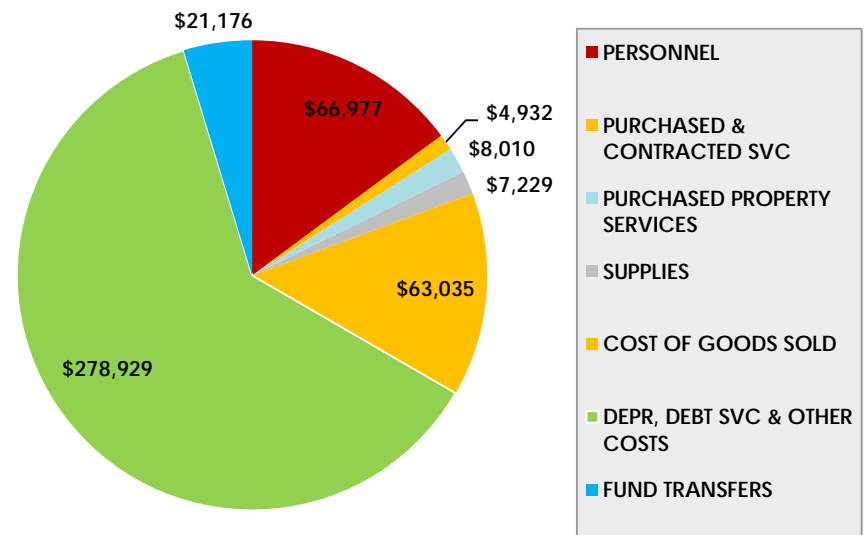
EXPENSES [Jun 2018]



REVENUES [Jun 2017]



EXPENSES [Jun 2017]



MOST RECENT  
12-MONTH

	Jun 2018	Jun 2017	FY2018 YTD	FY2017 YTD	MOST RECENT 12-MONTH
<b>BASIC &amp; EXPANDED BASIC</b>					
Number of Bills	3,445	3,541	20,619	21,137	41,393
Revenue (\$)	\$ 192,726	\$ 198,886	\$ 1,155,567	\$ 1,185,647	\$ 2,319,971
Revenue Per Bill (\$)	\$ 56	\$ 56	\$ 56	\$ 56	\$ 56
<b>MINI BASIC</b>					
Number of Bills	181	191	1,093	1,174	2,197
Revenue (\$)	\$ 3,298	\$ 3,468	\$ 19,860	\$ 21,394	\$ 39,988
Revenue Per Bill (\$)	\$ 18	\$ 18	\$ 18	\$ 18	\$ 18
<b>BOSTWICK</b>					
Number of Bills	17	19	109	123	225
Revenue (\$)	\$ 959	\$ 1,072	\$ 6,119	\$ 6,915	\$ 12,662
Revenue Per Bill (\$)	\$ 56	\$ 56	\$ 56	\$ 56	\$ 56
<b>BULK CATV/MOTEL</b>					
Number of Bills	4	4	24	24	48
Revenue (\$)	\$ 990	\$ 990	\$ 5,940	\$ 5,940	\$ 11,880
Revenue Per Bill (\$)	\$ 248	\$ 248	\$ 248	\$ 248	\$ 248
<b>SHOWTIME</b>					
Number of Bills	7	7	50	32	95
Revenue (\$)	\$ 103	\$ 103	\$ 734	\$ 469	\$ 1,393
Revenue Per Bill (\$)	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15
<b>SHOW/HBO</b>					
Number of Bills	6	8	41	49	79
Revenue (\$)	\$ 75	\$ 100	\$ 515	\$ 606	\$ 990
Revenue Per Bill (\$)	\$ 13	\$ 13	\$ 13	\$ 12	\$ 13
<b>BULK SHOWTIME/MOTEL</b>					
Number of Bills	-	-	-	-	-
Revenue (\$)	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue Per Bill (\$)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CINEMAX</b>					
Number of Bills	3	6	23	36	47
Revenue (\$)	\$ 44	\$ 80	\$ 337	\$ 515	\$ 689
Revenue Per Bill (\$)	\$ 15	\$ 13	\$ 15	\$ 14	\$ 15

MOST RECENT  
12-MONTH

Jun 2018      Jun 2017      FY2018 YTD      FY2017 YTD

**MAX/HBO**

Number of Bills		26		33		163		191		329
Revenue (\$)	\$	381	\$	476	\$	2,346	\$	2,741	\$	4,733
Revenue Per Bill (\$)	\$	15	\$	14	\$	14	\$	14	\$	14

**HBO**

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

**MAX/HBO**

Number of Bills		4		4		24		36		49
Revenue (\$)	\$	50	\$	50	\$	301	\$	434	\$	602
Revenue Per Bill (\$)	\$	13	\$	13	\$	13	\$	12	\$	12

**PLAYBOY**

Number of Bills		-		2		-		9		8
Revenue (\$)	\$	-	\$	31	\$	-	\$	129	\$	126
Revenue Per Bill (\$)	\$	-	\$	16	\$	-	\$	14	\$	16

**STARZ**

Number of Bills		19		20		112		111		224
Revenue (\$)	\$	278	\$	293	\$	1,582	\$	1,626	\$	3,115
Revenue Per Bill (\$)	\$	15	\$	15	\$	14	\$	15	\$	14

**DVR**

Number of Bills		142		125		843		747		1,630
Revenue (\$)	\$	10,897	\$	9,638	\$	65,096	\$	57,488	\$	125,717
Revenue Per Bill (\$)	\$	77	\$	77	\$	77	\$	77	\$	77

**NON DVR**

Number of Bills		59		60		343		363		695
Revenue (\$)	\$	4,143	\$	4,326	\$	24,312	\$	26,119	\$	49,691
Revenue Per Bill (\$)	\$	70	\$	72	\$	71	\$	72	\$	71

**SET TOP BOX**

Number of Bills		333		327		2,015		1,738		3,954
Revenue (\$)	\$	3,280	\$	3,270	\$	19,600	\$	18,021	\$	38,355
Revenue Per Bill (\$)	\$	10	\$	10	\$	10	\$	10	\$	10

	Jun 2018	Jun 2017	FY2018 YTD	FY2017 YTD	MOST RECENT 12-MONTH
<b>ADD'L DVR BOX</b>					
Number of Bills	79	61	480	356	883
Revenue (\$)	\$ 786	\$ 607	\$ 4,760	\$ 3,529	\$ 8,770
Revenue Per Bill (\$)	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10
<b>ADD'L NON DVR BOX</b>					
Number of Bills	33	32	202	185	399
Revenue (\$)	\$ 224	\$ 222	\$ 1,382	\$ 1,286	\$ 2,752
Revenue Per Bill (\$)	\$ 7	\$ 7	\$ 7	\$ 7	\$ 7
<b>FIBER</b>					
Number of Bills	62	52	368	314	629
Revenue (\$)	\$ 44,677	\$ 40,394	\$ 273,714	\$ 237,715	\$ 516,004
Revenue Per Bill (\$)	\$ 721	\$ 777	\$ 744	\$ 757	\$ 820
<b>INTERNET</b>					
Number of Bills	3,495	3,286	20,662	19,223	40,466
Revenue (\$)	\$ 154,338	\$ 136,886	\$ 896,551	\$ 795,054	\$ 1,733,694
Revenue Per Bill (\$)	\$ 44	\$ 42	\$ 43	\$ 41	\$ 43
<b>WIRELESS INTERNET</b>					
Number of Bills	52	52	315	310	618
Revenue (\$)	\$ 3,307	\$ 2,997	\$ 19,535	\$ 17,516	\$ 37,334
Revenue Per Bill (\$)	\$ 64	\$ 58	\$ 62	\$ 57	\$ 60
<b>RESIDENTIAL PHONE</b>					
Number of Bills	887	924	5,354	5,516	10,771
Revenue (\$)	\$ 3,217	\$ 3,406	\$ 18,490	\$ 19,746	\$ 37,514
Revenue Per Bill (\$)	\$ 4	\$ 4	\$ 3	\$ 4	\$ 3
<b>COMMERCIAL PHONE</b>					
Number of Bills	456	462	2,655	2,794	5,311
Revenue (\$)	\$ 16,150	\$ 16,158	\$ 93,939	\$ 97,036	\$ 187,636
Revenue Per Bill (\$)	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35
<b>TOTAL REVENUES</b>	<b>\$ 439,925</b>	<b>\$ 423,454</b>	<b>\$ 2,610,680</b>	<b>\$ 2,499,927</b>	<b>\$ 5,133,618</b>



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

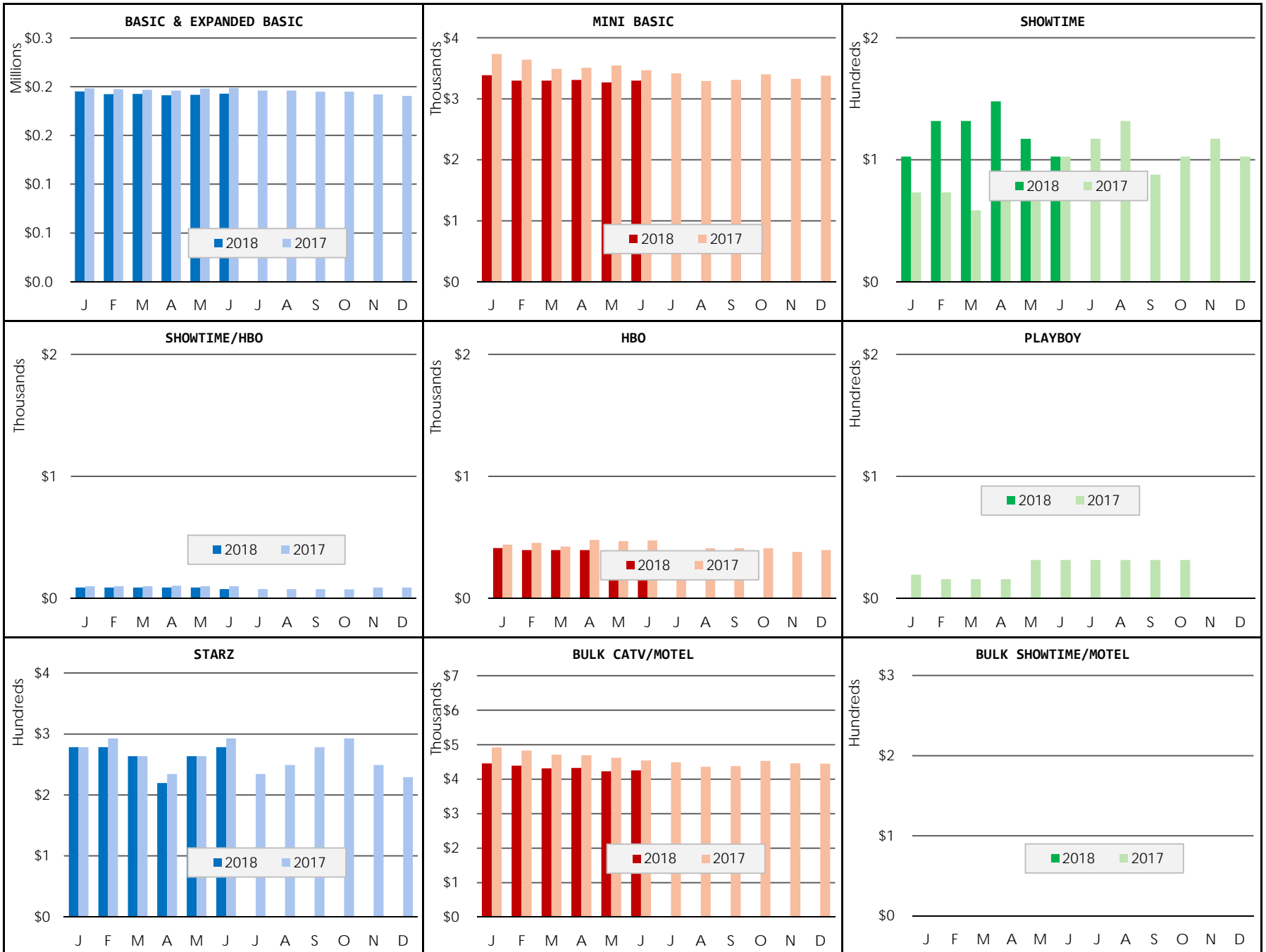


CHART 7  
REVENUES FROM SALES BY CLASS  
CURRENT VS. PREVIOUS FISCAL YEAR

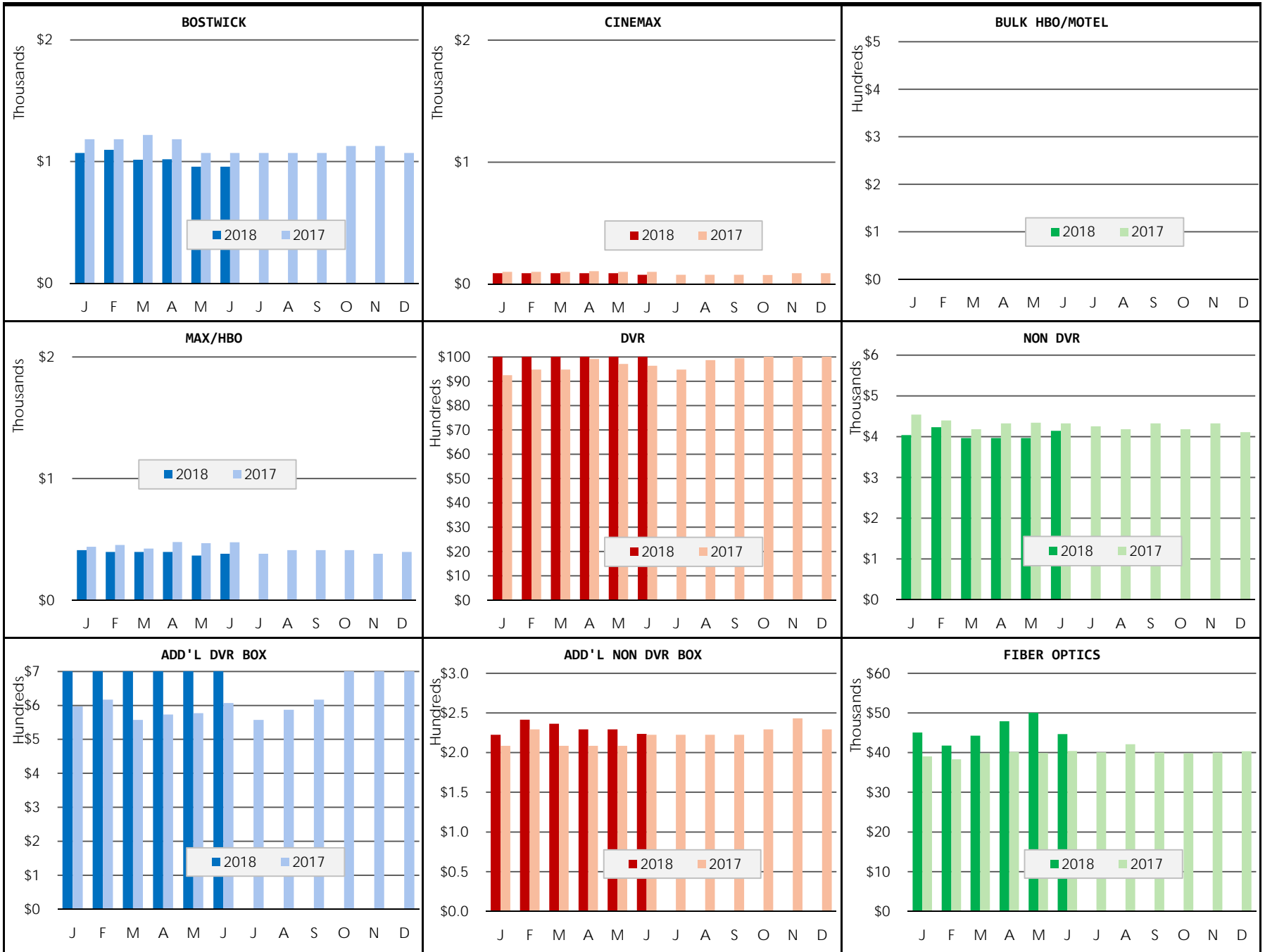
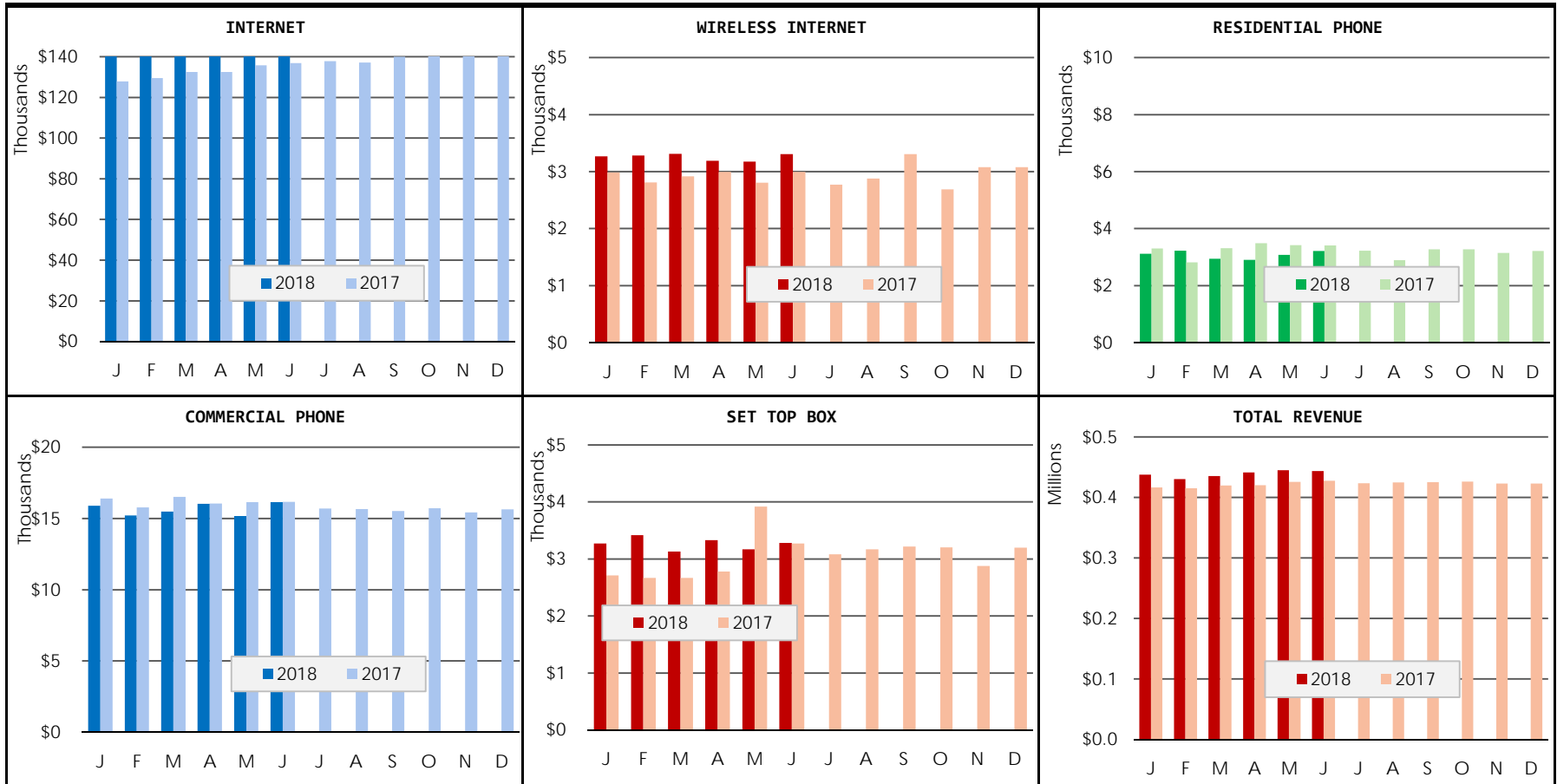


CHART 7  
 REVENUES FROM SALES BY CLASS  
 CURRENT VS. PREVIOUS FISCAL YEAR





**WATER, SEWER, GAS,  
& STORMWATER  
MONTHLY REPORT  
AUGUST  
2018**

## 2018 Project List

	Estimated Start Date	Estimated Completion Date	Notes	Completed
<b>Natural Gas</b>				
Gas main replacement Roosevelt, Marable St area	Dec-18	Feb-18	Steel gas main replacement	Completed
Dean Hill Road	Nov-17	Mar-18	4" plastic main along Dean Hill Rd	Completed
Alcovy Mountain Subdivison	Apr-18		1.6 miles of 2" plastic gas main / material paid for by residents	Completed
Hwy 11/78 relocation	May-18	Sep-18	GMC/Lance Souther - main installed / currently installing new station	Started
Lacy, Davis, Harris & Ash Streets	Jul-18	Aug-18	Replaced with Bryant Rd and Church Street due to extent of corrosion	Approved 6/5/18 Main installation completed
Mt. Vernon Rd Chicken house expansion	Jun-18	Aug-18	1 mile of 4" plastic main installed / currently building meter set	Completed
Alcovy Street Rehab	Oct-17	Apr-18	Completed/landscaping left to do once weather clears	Completed
Install gas lanterns (city wide)	Mar-18		Will install as the material is delivered	Ongoing
Retreat @ Mill Creek (middle street)	Feb-18	Feb-18	1500' 2" plastic gas main installed	Completed
<b>Sewer Collection</b>				
TV, Surveys for 2018 CDBG	Jan-18	Feb-18	2/15/2018 deadline for surveys/records	Completed
Rehab of main along N. Midland/Hwy 78 ramp	Sep-18	Oct-18	Material on hand / start once Olympian Way is completed	
Alcovy River sewer / Pump station	Jan-18	Jan-18	Carl currently surveying / design	Ongoing
Rehab of main along Olympian Way	Jun-18	Aug-18	Material on hand will begin in month of June	Started
<b>Sewer Plant</b>				
Design/Review for plant rehab	Feb-18	Aug-18	Working with Carl equipment / Process	Ongoing
Rehab of Primaries 1 & 2	Feb-18	Mar-18	Material on hand/will begin once repair made on 3 & 4	Started
Install new digester pumps	Feb-18	Feb-18	Pumps delivered and installed	Completed
<b>Water Distribution</b>				
Install meters/meter boxes CDBG2016	Feb-18	Mar-18	Will begin first week of March	Completed
Loganville Water Extension			Design phase	
<b>Water Treatment Plant</b>				
Plant roof	Dec-18	Mar-18	Completed	Completed
Plant rehab (water,sewer,gas department offices)	Apr-18	Dec-18	Paint removed, Dry-fall sprayed in ceiling, construction to start in August	Started



**Stormwater**

Meadow Walk Subdivision Ponds 1 & 2	Aug-18	Oct-18	Awarded	Approved 6/5/18
Alley @ Livery Stable (concrete pads/pea gravel)	Mar-18	Mar-18	Install concrete drive with flower beds	Completed
Court Street Alley	Oct-18	Nov-18	Design process	

# MONTHLY DIRECTOR'S REPORT

REPORTING PERIOD: 06/2018 | FY 2018



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SALES STATISTICS	4
POWER SUPPLY	5
DETAIL REVENUES	6
DETAIL EXPENSES	7-9

## CITY OF MONROE: NATURAL GAS FUND OVERVIEW

	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	FY 2018	AS BUDGET	FY 2017
<b>REVENUES</b>	<b>\$ 0.539M</b>	<b>\$ 0.741M</b>	<b>\$ 0.455M</b>	<b>\$ 0.469M</b>	<b>\$ 0.304M</b>	<b>\$ 0.188M</b>							<b>\$ 2.696M</b>	<b>\$ 1.819M</b>	<b>\$ 2.123M</b>
PERSONNEL COSTS	\$ 0.052M	\$ 0.039M	\$ 0.056M	\$ 0.131M	\$ 0.053M	\$ 0.064M							\$ 0.394M	\$ 0.251M	\$ 0.223M
CONTRACTED SVC	\$ 0.007M	\$ 0.019M	\$ 0.010M	\$ 0.021M	\$ 0.020M	\$ 0.015M							\$ 0.092M	\$ 0.110M	\$ 0.067M
SUPPLIES	\$ 0.230M	\$ 0.290M	\$ 0.175M	\$ 0.167M	\$ 0.118M	\$ 0.087M							\$ 1.066M	\$ 0.830M	\$ 0.721M
CAPITAL OUTLAY	\$ -	\$ 0.088M	\$ 0.011M	\$ 0.005M	\$ 0.008M	\$ 0.016M							\$ 0.127M	\$ -	\$ 0.010M
FUND TRANSFERS	\$ 0.042M	\$ 0.077M	\$ 0.094M	\$ 0.075M	\$ 0.068M	\$ 0.081M							\$ 0.437M	\$ 0.417M	\$ 0.265M
<b>EXPENSES</b>	<b>\$ 0.331M</b>	<b>\$ 0.512M</b>	<b>\$ 0.346M</b>	<b>\$ 0.398M</b>	<b>\$ 0.267M</b>	<b>\$ 0.262M</b>							<b>\$ 2.116M</b>	<b>\$ 1.609M</b>	<b>\$ 1.285M</b>
<b>MARGIN</b>	<b>\$ 0.208M</b>	<b>\$ 0.229M</b>	<b>\$ 0.109M</b>	<b>\$ 0.071M</b>	<b>\$ 0.037M</b>	<b>\$ (-0.074M)</b>							<b>\$ 0.580M</b>	<b>\$ 0.210M</b>	<b>\$ 0.838M</b>

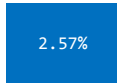
12-MO PURCHASED CCF's



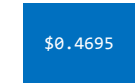
12-MO RETAIL CCF's



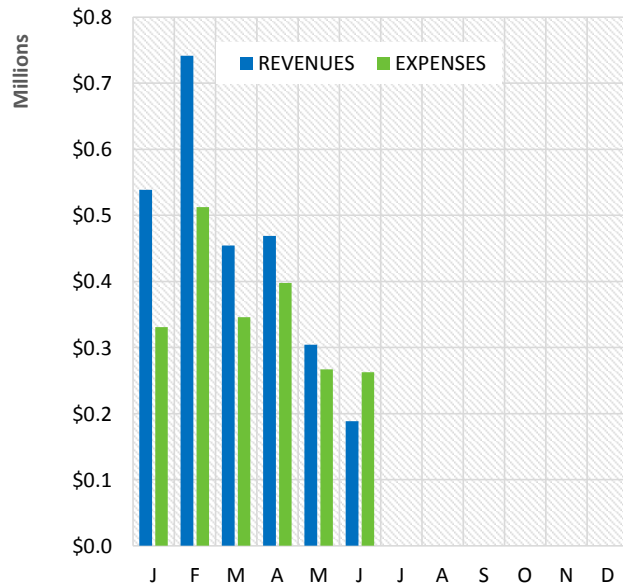
12-MO LINE LOSS



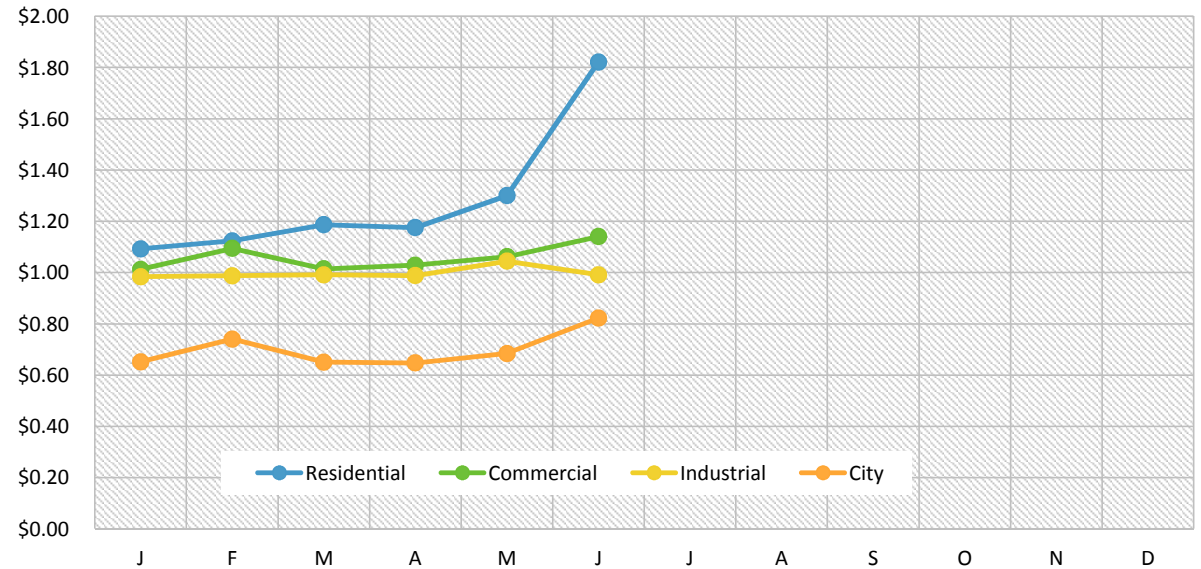
AVERAGE COST PER CCF



**REVENUES vs. EXPENSES**



**AVERAGE \$/CCF**



# RETAIL SALES REPORT

Jan 2018 Feb 2018 Mar 2018 Apr 2018 May 2018 Jun 2018 Jul 2018 Aug 2018 Sep 2018 Oct 2018 Nov 2018 Dec 2018

## CUSTOMER COUNT

Residential	3,188	3,160	3,156	3,176	3,181	3,184
Commercial	559	557	554	560	556	555
Industrial	3	3	3	3	3	3
City	20	20	20	20	20	20
<b>Total</b>	<b>3,772</b>	<b>3,742</b>	<b>3,736</b>	<b>3,762</b>	<b>3,763</b>	<b>3,765</b>

Year-Over-Year Δ 1.15% 0.00% -0.24% -2.94% -0.74% 0.67%

## CCF

Residential	0.285M	0.348M	0.205M	0.163M	0.109M	0.044M
Commercial	0.184M	0.278M	0.155M	0.137M	0.109M	0.065M
Industrial	0.016M	0.008M	0.005M	0.007M	0.001M	0.005M
City	0.011M	0.017M	0.009M	0.010M	0.007M	0.002M
<b>Total</b>	<b>0.508M</b>	<b>0.667M</b>	<b>0.408M</b>	<b>0.348M</b>	<b>0.252M</b>	<b>0.136M</b>

Year-Over-Year Δ 19.11% 68.96% 20.11% 19.85% 45.60% 0.66%

## REVENUE

Residential	\$ 0.312M	\$ 0.391M	\$ 0.243M	\$ 0.191M	\$ 0.142M	\$ 0.081M
Commercial	\$ 0.186M	\$ 0.304M	\$ 0.157M	\$ 0.141M	\$ 0.116M	\$ 0.075M
Industrial	\$ 0.016M	\$ 0.008M	\$ 0.005M	\$ 0.007M	\$ 0.001M	\$ 0.005M
Other	\$ 0.011M	\$ 0.016M	\$ 0.028M	\$ 0.026M	\$ 0.023M	\$ 0.017M
City	\$ 0.007M	\$ 0.012M	\$ 0.006M	\$ 0.007M	\$ 0.005M	\$ 0.002M
<b>Total</b>	<b>\$ 0.531M</b>	<b>\$ 0.731M</b>	<b>\$ 0.440M</b>	<b>\$ 0.372M</b>	<b>\$ 0.286M</b>	<b>\$ 0.179M</b>

Year-Over-Year Δ 10.58% 65.54% 21.42% 21.52% 34.35% 1.37%

# SALES STATISTICS

[Jan 2018](#)
[Feb 2018](#)
[Mar 2018](#)
[Apr 2018](#)
[May 2018](#)
[Jun 2018](#)
[Jul 2018](#)
[Aug 2018](#)
[Sep 2018](#)
[Oct 2018](#)
[Nov 2018](#)
[Dec 2018](#)
[YTD](#)

## AVERAGE CCF/CUSTOMER

Residential	89	110	65	51	34	14	61
Commercial	329	500	280	245	196	118	278
Industrial	5,453	2,621	1,744	2,460	312	1,723	2,385
City	527	831	445	518	337	110	461

## AVERAGE \$/CUSTOMER

Residential	\$98	\$124	\$77	\$60	\$45	\$25	\$71
Commercial	\$333	\$546	\$284	\$252	\$208	\$134	\$293
Industrial	\$5,364	\$2,589	\$1,729	\$2,431	\$326	\$1,708	\$2,358
City	\$344	\$616	\$289	\$335	\$231	\$90	\$317

## AVERAGE \$/CCF

Residential	\$1.0925	\$1.1235	\$1.1867	\$1.1758	\$1.3001	\$1.8214	\$1.2833
Commercial	\$1.0124	\$1.0940	\$1.0144	\$1.0285	\$1.0619	\$1.1408	\$1.0587
Industrial	\$0.9837	\$0.9876	\$0.9915	\$0.9881	\$1.0441	\$0.9916	\$0.9978
City	\$0.6520	\$0.7405	\$0.6506	\$0.6476	\$0.6839	\$0.8220	\$0.6994
<b>Average</b>	<b>\$0.9351</b>	<b>\$0.9864</b>	<b>\$0.9608</b>	<b>\$0.9600</b>	<b>\$1.0225</b>	<b>\$1.1940</b>	<b>\$1.0098</b>



	Jun 2018	Jun 2017	FY2018 YTD	FY2017 YTD	MOST RECENT 12-MONTH
<b>Natural Gas Supply Cost</b>					
Capacity Reservation Fees	\$ 34,438	\$ 34,486	\$ 278,993	\$ 279,383	\$ 494,095
Demand Storage/Peaking Services	\$ 1,580	\$ 1,580	\$ 9,276	\$ 9,278	\$ 18,603
Supply Charges	\$ 35,481	\$ 45,222	\$ 744,836	\$ 638,280	\$ 1,021,859
Gas Authority Supply Charges	\$ 2,100	\$ -	\$ 29,673	\$ -	\$ 29,673
Gas Authority Charges	\$ 1,000	\$ 2,890	\$ (55,826)	\$ (35,869)	\$ (64,732)
P.A.C.E	300	-	1,800	-	1,800
APGA Annual Dues	-	-	2,973	-	2,973
Other	1,071	1,234	15,768	18,067	32,276
<b>TOTAL MGAG BILL</b>	<b>\$ 75,969</b>	<b>\$ 85,412</b>	<b>\$ 1,027,493</b>	<b>\$ 909,138</b>	<b>\$ 1,536,549</b>

**DELIVERED SUPPLY**

Volume CCF	121,620	144,090	2,416,840	1,912,900	3,355,190
Volume Dth (MGAG)	124,670	139,410	2,360,150	1,858,720	3,272,610

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

<b>UNIT COSTS</b>					
\$/Dth	0.6094	0.6127	0.4354	0.4891	0.4695
\$/CCF	0.6246	0.5928	0.4251	0.4753	0.4580

	Jun 2018	Jun 2017	FY2018 YTD	FY2017 YTD	MOST RECENT 12-MONTH
<b>SALES REVENUES</b>					
NATURAL GAS SALES	\$ 178,491	\$ 176,516	\$ 2,537,069	\$ 1,979,245	\$ 3,655,827
<b>SALES REVENUES (ACTUAL)</b>	<b>\$ 178,491</b>	<b>\$ 176,516</b>	<b>\$ 2,537,069</b>	<b>\$ 1,979,245</b>	<b>\$ 3,655,827</b>
AS BUDGET	\$ 286,932	\$ 287,528	\$ 1,721,591	\$ 287,528	Not Applicable
% ACTUAL TO BUDGET	62.21%	61.39%	147.37%	688.37%	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	-	200	98	800	1,296
CONTRIBUTED CAPITAL	-	-	-	-	6,970
SALE FIXED ASSETS	-	-	-	-	-
TAP FEES	5,600	1,200	16,400	8,800	29,400
OTHER REV	-	-	-	-	-
ADMIN ALLOC	4,263	6,351	50,842	38,292	103,521
INT/INVEST INCOME	-	-	-	-	-
STATE GRANTS	-	-	-	-	-
MGAG REBATE	-	-	91,524	95,505	91,524
<b>OTHER REVENUES (ACTUAL)</b>	<b>\$ 9,863</b>	<b>\$ 7,751</b>	<b>\$ 158,864</b>	<b>\$ 143,397</b>	<b>\$ 232,711</b>
AS BUDGET	\$ 16,169	\$ 9,480	\$ 97,015	\$ 56,879	Not Applicable
% ACTUAL TO BUDGET	61.00%	81.76%	163.75%	252.11%	Not Applicable
<b>TOTAL REVENUES (ACTUAL)</b>	<b>\$ 188,354</b>	<b>\$ 184,267</b>	<b>\$ 2,695,933</b>	<b>\$ 2,122,642</b>	<b>\$ 3,888,538</b>
AS BUDGET	\$ 303,101	\$ 297,008	\$ 1,818,605	\$ 1,782,049	Not Applicable
% ACTUAL TO BUDGET	62.14%	62.04%	148.24%	119.11%	Not Applicable

	Jun 2018	Jun 2017	FY2018 YTD	FY2017 YTD	12-MONTH
<b>PERSONNEL</b>					
Compensation	\$ 52,229	\$ 44,518	\$ 225,544	\$ 113,195	\$ 413,564
Benefits	11,608	26,998	168,545	109,650	281,742
<b>PERSONNEL (ACTUAL)</b>	<b>\$ 63,837</b>	<b>\$ 71,517</b>	<b>\$ 394,215</b>	<b>\$ 222,845</b>	<b>\$ 695,647</b>
AS BUDGET	\$ 41,863	\$ 43,305	\$ 251,179	\$ 259,829	Not Applicable
% ACTUAL TO BUDGET	152.49%	165.15%	156.95%	85.77%	Not Applicable
<b>CONTRACTED SERVICES</b>					
Consulting	\$ 65	\$ -	\$ 16,084	\$ 15,410	\$ 10,415
Util Protect Ctr	-	-	-	-	-
Custodial Service	-	-	-	-	92
Lawn & Maint	-	-	-	-	-
Holiday Events	-	-	-	-	394
Security Sys	-	-	-	-	-
Equipment Rep & Maint	1,907	-	13,726	-	13,726
Vehicle Rep & Maint Outside	192	-	192	-	192
R&M System - Outside	-	-	7,093	-	7,093
Maintenance Contracts	297	-	2,361	-	2,361
Equip Rent/Lease	244	641	1,707	3,844	4,503
Pole Equip Rent/Lease	-	-	-	-	-
Equipment Rental	20	-	98	-	98
Repairs & Maintenance (Outside)	-	-	-	18,728	39,722
Landfill Fees	-	-	-	-	-
Maint Contracts	-	511	-	2,402	1,817
Other Contract Svcs	-	1,137	3,647	16,040	12,618
Comm Svcs	607	200	3,211	2,439	6,890
Public Relations	-	-	113	-	145
Mkt Expense	10,252	400	17,251	4,456	22,034
Printing	-	-	-	-	70
Util Bill Print Svcs	-	-	-	-	-
Dues & Sub	-	-	-	1,050	320
Travel	-	-	390	-	502
Fees	-	-	1,066	313	1,187
Ga Dept Rev Fee	-	-	50	-	100
Training & Ed	185	366	9,571	2,337	15,288
Gen Liab Ins	-	-	-	-	-
Uniform Rent	-	-	-	-	449
Contract Labor	1,059	-	15,106	-	15,106
<b>CONTRACTED SERVICES (ACTUAL)</b>	<b>\$ 14,828</b>	<b>\$ 3,254</b>	<b>\$ 91,667</b>	<b>\$ 67,019</b>	<b>\$ 155,123</b>
AS BUDGET	\$ 18,323	\$ 15,973	\$ 109,938	\$ 95,838	Not Applicable
% ACTUAL TO BUDGET	80.93%	20.37%	83.38%	69.93%	Not Applicable

	Jun 2018	Jun 2017	FY2018 YTD	FY2017 YTD	12-MONTH
<b>SUPPLIES</b>					
Gas Cost	74,598	84,178	1,006,952	679,533	1,506,043
Office Supplies	447	533	2,127	1,006	2,595
Postage	-	-	-	436	29
Auto Parts	450	-	1,004	-	1,004
Damage Claims	-	-	1,250	-	1,250
Uniform Expense	385	-	3,549	-	3,549
Janitorial	86	-	428	-	599
Computer Equipment	19	-	19	-	19
Repair & Maintenance	6,476	-	28,047	-	28,047
Util Costs - Util Fund	341	194	1,942	807	3,202
Util Cost - Other Fund	-	-	-	196	-
Mileage Reimb	-	-	-	834	-
Auto & Truck Fuel	1,174	1,280	7,220	4,966	13,963
Food	99	-	273	-	308
Sm Tool & Min Equip	1,248	123	7,860	1,063	15,168
Sm Oper Supplies	1,411	1,046	5,389	6,145	12,978
Construction Material	-	-	-	-	1,197
Tires	-	-	-	-	1,237
Uniform Exp	-	-	-	1,882	1,458
Repairs & Maintenance (Inside)	-	3,621	-	20,424	15,700
Equip Pur (<\$5M)	-	-	-	2,878	-
Dam Claims	-	-	-	-	202
Misc	-	-	-	398	(158)
<b>SUPPLIES (ACTUAL)</b>	<b>\$ 86,733</b>	<b>\$ 90,976</b>	<b>\$ 1,066,060</b>	<b>\$ 720,566</b>	<b>\$ 1,608,389</b>
AS BUDGET	\$ 138,375	\$ 11,046	\$ 830,250	\$ 66,275	Not Applicable
% ACTUAL TO BUDGET	62.68%	823.62%	128.40%	1087.24%	Not Applicable
<b>CAPITAL OUTLAY</b>					
Cip	\$ 16,022	\$ -	\$ 127,282	\$ 9,606	\$ 330,587
Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Amortization Def Chg 2016 Bond	\$ -	\$ -	\$ 2,160	\$ -	\$ 2,160
Depr Exp	\$ 11,884	\$ -	\$ 71,304	\$ -	\$ 213,913
Int Exp 2016 Rev Bond	3,524	4,000	22,281	24,414	46,032
<b>CAPITAL OUTLAY (ACTUAL)</b>	<b>\$ 31,429</b>	<b>\$ 4,000</b>	<b>\$ 223,027</b>	<b>\$ 34,020</b>	<b>\$ 592,691</b>
AS BUDGET	\$ 3,600	\$ -	\$ 21,597	\$ -	Not Applicable
% ACTUAL TO BUDGET	873.15%	0.00%	1032.68%	0.00%	Not Applicable

**NATURAL GAS: EXPENSES**

REPORTING PERIOD: 06/2018

MONROE  
MOST RECENT  
12-MONTH

	Jun 2018	Jun 2017	FY2018 YTD	FY2017 YTD	12-MONTH
<b>FUND TRANSFERS</b>					
Admin Alloc - Adm Exp	\$ 48,933	\$ 32,036	\$ 187,149	\$ 152,811	\$ 356,517
Transfer To Gf	16,695	10,436	154,059	87,785	201,662
Transfer To Cip	-	-	-	-	-
Transfer - Insurance	-	-	-	-	-
<b>FUND TRANSFERS (ACTUAL)</b>	<b>\$ 65,628</b>	<b>\$ 42,472</b>	<b>\$ 341,208</b>	<b>\$ 240,596</b>	<b>\$ 558,179</b>
AS BUDGET	\$ 65,930	\$ 60,506	\$ 395,582	\$ 363,038	Not Applicable
% ACTUAL TO BUDGET	99.54%	70.19%	86.25%	66.27%	Not Applicable
<b>TOTAL EXPENSES (ACTUAL)</b>	<b>\$ 262,456</b>	<b>\$ 212,218</b>	<b>\$ 2,116,178</b>	<b>\$ 1,285,046</b>	<b>\$ 3,610,030</b>
AS BUDGET	\$ 268,091	\$ 130,830	\$ 1,608,546	\$ 784,979	Not Applicable
% ACTUAL TO BUDGET	97.90%	162.21%	131.56%	163.70%	Not Applicable



# MONTHLY DIRECTOR'S REPORT

REPORTING PERIOD: 06/2018 | FY 2018



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# CITY OF MONROE: WATER & SEWER FUND OVERVIEW

	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	FY 2018	AS BUDGET	FY 2017
<b>REVENUES</b>	<b>\$ 0.720M</b>	<b>\$ 0.896M</b>	<b>\$ 0.748M</b>	<b>\$ 0.906M</b>	<b>\$ 0.924M</b>	<b>\$ 0.891M</b>							<b>\$ 5.086M</b>	<b>\$ 8.989M</b>	<b>\$ 4.446M</b>
PERSONNEL COSTS	\$ 0.159M	\$ 0.192M	\$ 0.160M	\$ 0.146M	\$ 0.144M	\$ 0.192M							\$ 0.994M	\$ 1.901M	\$ 0.795M
CONTRACTED SVC	\$ 0.039M	\$ 0.034M	\$ 0.063M	\$ 0.029M	\$ 0.069M	\$ 0.049M							\$ 0.283M	\$ 0.776M	\$ 0.253M
SUPPLIES	\$ 0.082M	\$ 0.136M	\$ 0.194M	\$ 0.132M	\$ 0.139M	\$ 0.099M							\$ 0.782M	\$ 1.532M	\$ 0.644M
CAPITAL OUTLAY	\$ 0.255M	\$ 0.502M	\$ 0.518M	\$ 0.640M	\$ 0.412M	\$ 0.451M							\$ 2.778M	\$ 1.344M	\$ 1.663M
FUND TRANSFERS	\$ 0.033M	\$ 0.040M	\$ 0.041M	\$ 0.041M	\$ 0.041M	\$ 0.042M							\$ 0.237M	\$ 0.630M	\$ 0.164M
<b>EXPENSES</b>	<b>\$ 0.568M</b>	<b>\$ 0.904M</b>	<b>\$ 0.976M</b>	<b>\$ 0.988M</b>	<b>\$ 0.804M</b>	<b>\$ 0.833M</b>							<b>\$ 5.073M</b>	<b>\$ 6.183M</b>	<b>\$ 3.519M</b>
<b>MARGIN</b>	<b>\$ 0.152M</b>	<b>\$ (0.008M)</b>	<b>\$ (0.228M)</b>	<b>\$ (0.081M)</b>	<b>\$ 0.120M</b>	<b>\$ 0.058M</b>							<b>\$ 0.012M</b>	<b>\$ 2.806M</b>	<b>\$ 0.927M</b>

12-MO  
PROCESSED  
KGAL



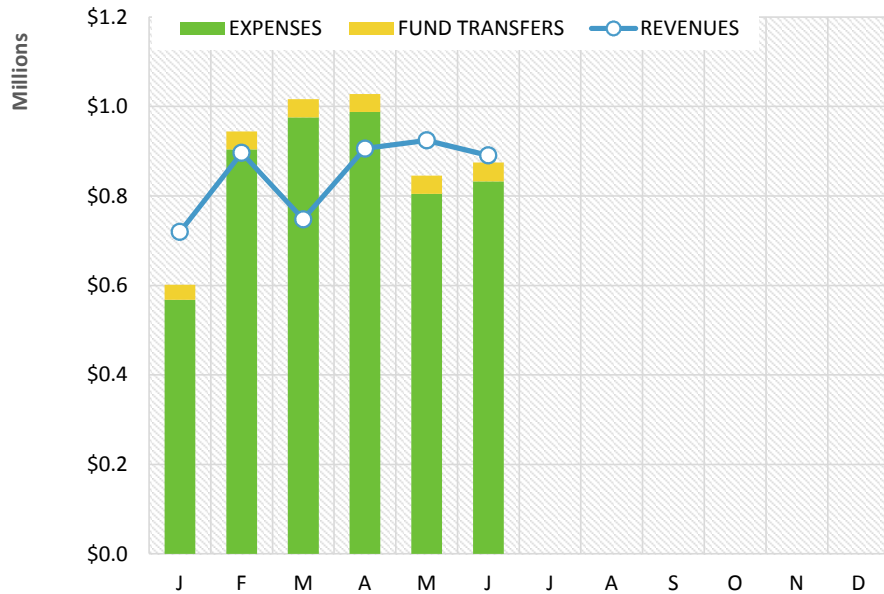
12-MO  
RETAIL  
KGAL



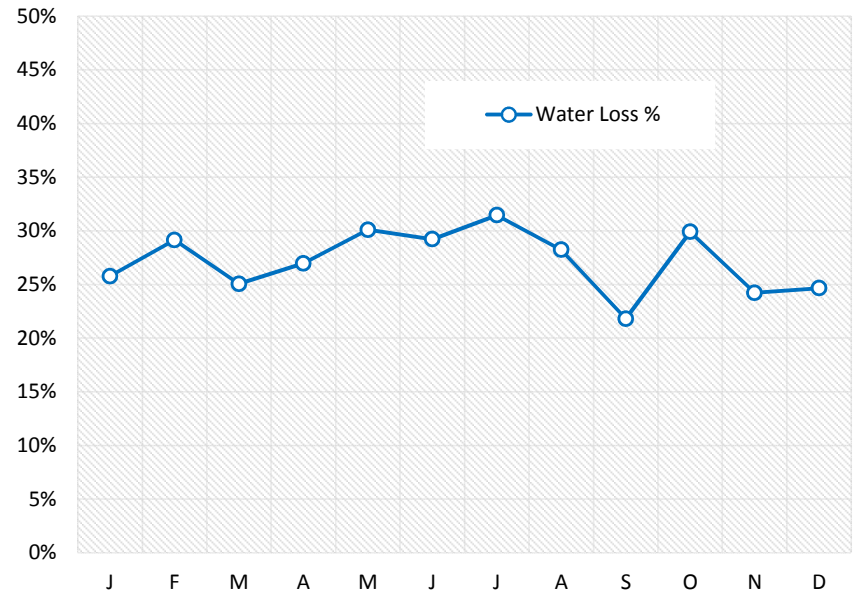
ROLLING  
12-MO LINE  
LOSS

27.28%

**REVENUES vs. EXPENSES**



**MONTHLY WATER PROCESSED VS SOLD**



## RETAIL SALES REPORT

[Jan 2018](#)
[Feb 2018](#)
[Mar 2018](#)
[Apr 2018](#)
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[Jun 2018](#)
[Jul 2018](#)
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[Dec 2018](#)

### CUSTOMER COUNT - WATER

Residential	8,035	7,955	7,985	7,995	7,993	8,059
Commercial	899	901	891	896	894	897
Industrial	1	1	1	1	1	1
Water Authority	1	1	1	1	1	1
Residential Sprinkler	223	222	224	223	234	241
Commercial Sprinkler	77	77	77	77	77	77
<b>Total</b>	<b>9,236</b>	<b>9,157</b>	<b>9,179</b>	<b>9,193</b>	<b>9,200</b>	<b>9,276</b>

YOY Δ	1.95%	0.80%	0.93%	0.91%	-1.32%	1.23%
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### KGALLONS - WATER

Residential	33,268	33,961	32,761	32,032	33,907	35,410
Commercial	9,691	10,150	9,795	10,659	11,437	14,315
Industrial	2,203	2,175	2,004	1,422	1,744	1,264
Water Authority	3,413	5,519	4,125	4,061	4,283	4,835
<b>Total</b>	<b>48,574</b>	<b>51,805</b>	<b>48,685</b>	<b>48,174</b>	<b>51,371</b>	<b>55,824</b>

YOY Δ	-7.91%	3.81%	-2.36%	-0.84%	6.50%	-4.51%
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### REVENUE - WATER

Residential	\$ 0.278M	\$ 0.287M	\$ 0.276M	\$ 0.270M	\$ 0.285M	\$ 0.295M
Commercial	\$ 0.075M	\$ 0.078M	\$ 0.077M	\$ 0.081M	\$ 0.085M	\$ 0.101M
Industrial	\$ 0.009M	\$ 0.009M	\$ 0.008M	\$ 0.006M	\$ 0.007M	\$ 0.005M
Water Authority	\$ 0.006M	\$ 0.009M	\$ 0.017M	\$ 0.017M	\$ 0.017M	\$ 0.020M
<b>Total</b>	<b>\$ 0.369M</b>	<b>\$ 0.383M</b>	<b>\$ 0.378M</b>	<b>\$ 0.373M</b>	<b>\$ 0.395M</b>	<b>\$ 0.421M</b>

YOY Δ	-4.41%	1.48%	3.72%	4.08%	10.96%	-0.41%
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## RETAIL SALES REPORT

[Jan 2018](#)
[Feb 2018](#)
[Mar 2018](#)
[Apr 2018](#)
[May 2018](#)
[Jun 2018](#)
[Jul 2018](#)
[Aug 2018](#)
[Sep 2018](#)
[Oct 2018](#)
[Nov 2018](#)
[Dec 2018](#)

### CUSTOMER COUNT - SEWER

Residential	6,155	6,098	6,115	6,110	6,120	6,164
Commercial	818	801	795	802	801	798
Water Authority	1	1	1	1	1	1
<b>Total</b>	<b>6,974</b>	<b>6,900</b>	<b>6,911</b>	<b>6,913</b>	<b>6,922</b>	<b>6,963</b>
YOY Δ	2.05%	0.79%	0.70%	0.64%	-2.47%	0.88%

### KGALLONS - SEWER

Residential	33,268	33,961	32,761	32,032	33,907	35,410
Commercial	9,691	10,150	9,795	10,659	11,437	14,315
Water Authority	3,413	5,519	4,125	4,061	4,283	4,835
<b>Total</b>	<b>46,371</b>	<b>49,630</b>	<b>46,681</b>	<b>46,752</b>	<b>49,627</b>	<b>54,560</b>
YOY Δ	-6.90%	6.64%	0.85%	2.93%	9.93%	-1.33%

### REVENUE - SEWER

Residential	\$ 0.196M	\$ 0.197M	\$ 0.194M	\$ 0.192M	\$ 0.195M	\$ 0.198M
Commercial	\$ 0.116M	\$ 0.116M	\$ 0.120M	\$ 0.124M	\$ 0.129M	\$ 0.149M
Water Authority	\$ 0.001M	\$ 0.001M	\$ 0.001M	\$ 0.001M	\$ 0.001M	\$ 0.001M
<b>Total</b>	<b>\$ 0.313M</b>	<b>\$ 0.314M</b>	<b>\$ 0.315M</b>	<b>\$ 0.317M</b>	<b>\$ 0.326M</b>	<b>\$ 0.348M</b>
YOY Δ	-1.35%	2.06%	1.97%	-0.05%	6.88%	2.37%

## SALES STATISTICS

Jan 2018   Feb 2018   Mar 2018   Apr 2018   May 2018   Jun 2018   Jul 2018   Aug 2018   Sep 2018   Oct 2018   Nov 2018   Dec 2018   YTD

### AVERAGE KGALLONS/CUSTOMER (WATER)

Residential	4	4	4	4	4	4	4
Commercial	11	11	11	12	13	16	12
Industrial	2,203	2,175	2,004	1,422	1,744	1,264	1,802
Water Authority	3,413	5,519	4,125	4,061	4,283	4,835	4,373

### AVERAGE \$/CUSTOMER (WATER)

Residential	\$35	\$36	\$35	\$34	\$36	\$37	\$35
Commercial	\$84	\$86	\$86	\$90	\$95	\$113	\$92
Industrial	\$9,069	\$8,956	\$8,265	\$5,914	\$7,215	\$5,275	\$7,449
Water Authority	\$6,375	\$9,382	\$16,834	\$16,575	\$17,472	\$19,702	\$14,390

### AVERAGE \$/KGALLON (WATER)

Residential	\$8.3658	\$8.4529	\$8.4155	\$8.4228	\$8.4193	\$8.3215	\$8.3996
Commercial	\$7.7515	\$7.6652	\$7.8498	\$7.5709	\$7.4275	\$7.0800	\$7.5575
Industrial	\$4.1166	\$4.1176	\$4.1242	\$4.1587	\$4.1368	\$4.1735	\$4.1379
Water Authority	\$1.8679	\$1.7000	\$4.0809	\$4.0816	\$4.0794	\$4.0749	\$3.3141
<b>Average</b>	<b>\$5.5255</b>	<b>\$5.4839</b>	<b>\$6.1176</b>	<b>\$6.0585</b>	<b>\$6.0157</b>	<b>\$5.9125</b>	<b>\$5.8523</b>

### AVERAGE KGALLONS/CUSTOMER (SEWER)

Residential	5	6	5	5	6	6	5
Commercial	12	13	12	13	14	18	14
Water Authority	3,413	5,519	4,125	4,061	4,283	4,835	4,373

### AVERAGE \$/CUSTOMER (SEWER)

Residential	\$32	\$32	\$32	\$31	\$32	\$32	\$32
Commercial	\$142	\$145	\$151	\$154	\$161	\$186	\$157
Water Authority	\$1,279	\$1,119	\$1,173	\$1,013	\$1,199	\$1,359	\$1,190

### AVERAGE \$/KGALLON (SEWER)

Residential	\$5.8970	\$5.7957	\$5.9190	\$6.0043	\$5.7632	\$5.6020	\$5.8302
Commercial	\$11.9720	\$11.4736	\$12.2366	\$11.6118	\$11.3104	\$10.3909	\$11.4992
Water Authority	\$0.3748	\$0.2028	\$0.2843	\$0.2494	\$0.2800	\$0.2811	\$0.2787
<b>Average</b>	<b>\$6.0813</b>	<b>\$5.8240</b>	<b>\$6.1466</b>	<b>\$5.9552</b>	<b>\$5.7846</b>	<b>\$5.4247</b>	<b>\$5.8694</b>



	Jun 2018	Jun 2017	FY2018 YTD	FY2017 YTD	MOST RECENT 12-MONTH
<b>SALES REVENUES</b>					
WATER SALES	\$ 420,245	\$ 421,704	\$ 2,310,903	\$ 2,254,550	\$ 4,777,277
SEWER SALES	\$ 347,697	\$ 338,240	\$ 1,929,269	\$ 1,880,803	\$ 3,564,099
<b>SALES REVENUES (ACTUAL)</b>	<b>\$ 767,942</b>	<b>\$ 759,944</b>	<b>\$ 4,240,172</b>	<b>\$ 4,135,353</b>	<b>\$ 8,341,376</b>
AS BUDGET	\$ 705,083	\$ 692,478	\$ 4,230,500	\$ 4,154,870	Not Applicable
% ACTUAL TO BUDGET	108.92%	109.74%	100.23%	99.53%	Not Applicable
<i>Note on Water &amp; Sewer Sales: Detail break-down for individual rate class is shown in WATER &amp; SEWER: RETAIL SALES section.</i>					
<b>OTHER REVENUES</b>					
<b>WATER</b>					
OP REVENUE	\$ 1,528	\$ 1,443	\$ 8,690	\$ 8,775	\$ 1,559
MISC REVENUE	\$ 2,645	\$ 5,290	\$ 76,245	\$ 32,290	\$ 5,290
SALE OF FIXED ASSETS	\$ -	\$ -	\$ -	\$ -	\$ -
REIMB DAMAGE PROP	\$ -	\$ -	\$ -	\$ -	\$ -
TAP FEES	\$ 49,450	\$ 13,000	\$ 111,025	\$ 71,025	\$ 12,700
CUST ACCT FEES	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER REV	\$ -	\$ -	\$ -	\$ -	\$ -
ADMIN ALLOC	\$ 7,197	\$ 12,035	\$ 85,845	\$ 72,565	\$ 23,476
INT/INVEST INCOME	\$ -	\$ -	\$ -	\$ -	\$ -
STATE GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -
<b>OTHER REVENUES (WATER)</b>	<b>\$ 60,820</b>	<b>\$ 31,768</b>	<b>\$ 281,805</b>	<b>\$ 184,655</b>	<b>\$ 43,025</b>
<b>SEWER</b>					
OP REVENUE	\$ 7,200	\$ 2,000	\$ 21,840	\$ 15,190	\$ 3,480
FEDERAL GRANT	\$ 37,963	\$ -	\$ 395,102	\$ -	\$ -
MISC REVENUE	\$ -	\$ -	\$ 4,000	\$ -	\$ -
TAP FEES	\$ 11,000	\$ -	\$ 73,000	\$ 55,000	\$ 14,500
CUST ACCT FEES	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER REV	\$ -	\$ -	\$ 921	\$ -	\$ -
ADMIN ALLOC	\$ 5,757	\$ 9,245	\$ 68,669	\$ 55,746	\$ 18,035
INT/INVEST INCOME	\$ -	\$ -	\$ -	\$ -	\$ -
STATE GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -
<b>OTHER REVENUES (SEWER)</b>	<b>\$ 61,920</b>	<b>\$ 11,245</b>	<b>\$ 563,532</b>	<b>\$ 125,936</b>	<b>\$ 36,015</b>
<b>OTHER REVENUES (TOTAL)</b>	<b>\$ 122,740</b>	<b>\$ 43,013</b>	<b>\$ 845,338</b>	<b>\$ 310,591</b>	<b>\$ 79,039</b>
AS BUDGET	\$ 43,989	\$ 46,009	\$ 263,933	\$ 276,052	Not Applicable
% ACTUAL TO BUDGET	279.03%	93.49%	320.28%	112.51%	Not Applicable
<b>TOTAL REVENUES (ACTUAL)</b>	<b>\$ 890,683</b>	<b>\$ 802,957</b>	<b>\$ 5,085,509</b>	<b>\$ 4,445,944</b>	<b>\$ 8,420,415</b>
AS BUDGET	\$ 749,072	\$ 738,487	\$ 4,494,433	\$ 4,430,922	Not Applicable
% ACTUAL TO BUDGET	118.90%	108.73%	113.15%	100.34%	Not Applicable

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	Jun 2018	Jun 2017	FY2018 YTD	FY2017 YTD	12-MONTH
PERSONNEL	\$ 192,041	\$ 214,036	\$ 993,852	\$ 794,526	\$ 1,972,830
CONTRACTED SERVICES	\$ 48,778	\$ 72,174	\$ 282,550	\$ 253,321	\$ 655,828
SUPPLIES	\$ 98,926	\$ 79,325	\$ 781,545	\$ 643,646	\$ 1,620,280
CAPITAL OUTLAY	\$ 450,776	\$ 327,151	\$ 2,778,040	\$ 1,663,094	\$ 4,891,626
FUND TRANSFERS	\$ 42,269	\$ 34,388	\$ 237,419	\$ 164,257	\$ 458,693
<b>TOTAL</b>	<b>\$ 832,790</b>	<b>\$ 727,074</b>	<b>\$ 5,073,405</b>	<b>\$ 3,518,844</b>	<b>\$ 9,599,256</b>

**WATER**

**PERSONNEL**

Compensation	\$ 73,741	\$ 47,280	\$ 325,428	\$ 205,731	\$ 570,940
Benefits	\$ 12,946	\$ 33,921	\$ 117,244	\$ 131,257	\$ 264,027
<b>PERSONNEL (ACTUAL)</b>	<b>\$ 86,687</b>	<b>\$ 81,201</b>	<b>\$ 442,672</b>	<b>\$ 336,989</b>	<b>\$ 834,967</b>
AS BUDGET	\$ 80,502	\$ 80,569	\$ 483,013	\$ 483,413	Not Applicable
% ACTUAL TO BUDGET	107.68%	100.78%	91.65%	69.71%	Not Applicable

**CONTRACTED SERVICES**

Professional Fee	\$ -	\$ -	\$ 1,000	\$ -	\$ 13,480
Web Design	\$ -	\$ -	\$ 177	\$ -	\$ 177
Consulting	\$ 250	\$ -	\$ 3,177	\$ 1,000	\$ 15,907
Custodial Service	\$ -	\$ -	\$ -	\$ -	\$ 856
Lawn & Maint	\$ 180	\$ -	\$ 900	\$ -	\$ 1,710
Holiday Event	\$ -	\$ -	\$ -	\$ -	\$ 394
Equipment Rep & Maint	\$ 21,891	\$ -	\$ 43,475	\$ -	\$ 43,475
Vehicle Rep & Maint Outside	\$ 192	\$ -	\$ 3,578	\$ -	\$ 3,578
R&M System - Outside	\$ -	\$ -	\$ 27,055	\$ -	\$ 27,055
R&M Buildings - Outside	\$ -	\$ -	\$ 1,991	\$ -	\$ 1,991
R&M Water Tanks - Outside	\$ -	\$ -	\$ 25,625	\$ -	\$ 25,625
R&M Reservoir - Outside	\$ -	\$ -	\$ 950	\$ -	\$ 950
Maintenance Contracts	\$ 704	\$ -	\$ 4,093	\$ -	\$ 4,093
Sidewalk R&M	\$ -	\$ -	\$ -	\$ -	\$ 6,800
Sidewalk R&M - Outside	\$ -	\$ -	\$ 1,250	\$ -	\$ 1,250
Security Sys	\$ -	\$ -	\$ -	\$ -	\$ -
Rents/Leases	\$ 2,614	\$ 2,973	\$ 15,646	\$ 15,506	\$ 32,337
Repair & Maintenance (Outside)	\$ -	\$ 8,768	\$ -	\$ 65,083	\$ 90,468
Landfill Fees	\$ -	\$ -	\$ -	\$ -	\$ -
Contracted Services	\$ -	\$ 955	\$ -	\$ 5,159	\$ 14,537
Comm Svcs	\$ 938	\$ -	\$ 3,422	\$ 2,290	\$ 6,800
Postage	\$ 183	\$ -	\$ 1,459	\$ -	\$ 1,852
Public Relations	\$ -	\$ -	\$ 81	\$ -	\$ 97
Mkt Expense	\$ -	\$ -	\$ 741	\$ -	\$ 801
Util Bill Print Svcs	\$ -	\$ -	\$ -	\$ -	\$ -
Dues & Sub	\$ -	\$ 203	\$ -	\$ 724	\$ 1,135
Travel	\$ -	\$ -	\$ 335	\$ -	\$ 587
Fees	\$ -	\$ -	\$ 1,904	\$ -	\$ 2,146
Vehicle Tag & Title Fee	\$ -	\$ -	\$ 21	\$ -	\$ 21
Training & Ed	\$ 1,668	\$ 263	\$ 4,273	\$ 4,623	\$ 7,465
Gen Liab Ins	\$ -	\$ -	\$ -	\$ 2,181	\$ -
Uniform Rent	\$ -	\$ 390	\$ -	\$ 1,994	\$ 1,800
Contract Labor	\$ -	\$ -	\$ 409	\$ -	\$ 409

<b>CONTRACTED SERVICES (ACTUAL)</b>	<b>\$ 28,619</b>	<b>\$ 13,552</b>	<b>\$ 140,385</b>	<b>\$ 98,560</b>	<b>\$ 294,139</b>
AS BUDGET	\$ 32,204	\$ 30,017	\$ 193,225	\$ 180,100	Not Applicable
% ACTUAL TO BUDGET	88.87%	45.15%	72.65%	54.72%	Not Applicable

**SUPPLIES**

Chem & Pest	\$ -	\$ 2,924	\$ -	\$ 45,156	\$ 101,057
Office Supplies	\$ 1,185	\$ 588	\$ 4,675	\$ 21,816	\$ 8,317
Auto Parts	\$ 376	\$ -	\$ 2,839	\$ -	\$ 2,839
Chemicals & Pesticides	\$ -	\$ -	\$ 73,081	\$ -	\$ 73,081
Damage Claims	\$ 825	\$ -	\$ 825	\$ -	\$ 825
Janitorial	\$ 1,394	\$ -	\$ 6,729	\$ -	\$ 9,226
Equipment Parts	\$ 750	\$ -	\$ 18,251	\$ -	\$ 18,251
R&M Building - Inside	\$ 55	\$ -	\$ 1,015	\$ -	\$ 1,015
Equipment R&M - Inside	\$ -	\$ -	\$ (5,638)	\$ -	\$ (5,638)
System R&M Inside	\$ 10,845	\$ -	\$ 71,230	\$ -	\$ 71,230
Reservoir R&M - Inside	\$ -	\$ -	\$ 1,399	\$ -	\$ 1,399
Sidewalk R & M	\$ -	\$ -	\$ 530	\$ -	\$ 530

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	Jun 2018	Jun 2017	FY2018 YTD	FY2017 YTD	12-MONTH
Expendable Fluids	\$ -	\$ -	\$ 726	\$ -	\$ 726
Postage	\$ -	\$ -	\$ -	\$ 1,394	\$ 1,120
Tires	\$ -	\$ -	\$ 655	\$ -	\$ 655
Uniform Expense	\$ 19	\$ -	\$ 297	\$ -	\$ 297
Computer Equipment	\$ 41	\$ -	\$ 41	\$ -	\$ 41
Utility Costs	\$ 25,071	\$ 23,607	\$ 169,436	\$ 143,978	\$ 317,620
Fuel & Mileage	\$ 1,522	\$ 938	\$ 6,973	\$ 4,722	\$ 13,733
Food	\$ 180	\$ -	\$ 546	\$ -	\$ 714
Books & Periodicals	\$ -	\$ -	\$ -	\$ -	\$ 120
Sm Tool & Min Equip	\$ 800	\$ 123	\$ 5,600	\$ 3,261	\$ 20,519
Lab Supplies	\$ 754	\$ -	\$ 9,743	\$ 12,266	\$ 23,475
Training Material	\$ -	\$ -	\$ 9,591	\$ -	\$ 9,591
Sm Oper Supplies	\$ 495	\$ 3,349	\$ 5,616	\$ 24,270	\$ 11,250
Uniform Rental	\$ 350	\$ -	\$ 2,040	\$ -	\$ 2,979
Construction Material	\$ -	\$ -	\$ -	\$ -	\$ 1,197
Uniform Exp	\$ -	\$ -	\$ -	\$ 1,268	\$ 2,105
Repairs & Maintenance (Inside)	\$ -	\$ 6,918	\$ -	\$ 59,088	\$ 109,204
Meters	\$ -	\$ -	\$ -	\$ -	\$ 56,247
Equip Pur (<\$5M)	\$ -	\$ 3,037	\$ -	\$ 3,295	\$ -
Dam Claims	\$ -	\$ -	\$ -	\$ -	\$ 1,438
Lab Equip	\$ -	\$ -	\$ -	\$ -	\$ -
Misc	\$ -	\$ -	\$ -	\$ 2,746	\$ 522
Amr Proj Exp	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SUPPLIES (ACTUAL)</b>	<b>\$ 44,662</b>	<b>\$ 41,484</b>	<b>\$ 386,201</b>	<b>\$ 323,261</b>	<b>\$ 855,687</b>
AS BUDGET	\$ 66,591	\$ 61,058	\$ 399,545	\$ 366,350	Not Applicable
% ACTUAL TO BUDGET	67.07%	67.94%	96.66%	88.24%	Not Applicable
<b>CAPITAL OUTLAY</b>					
Util Cash (Over)/Shrt	\$ -	\$ -	\$ -	\$ -	\$ -
Util Int Admin Alloc	\$ -	\$ -	\$ -	\$ -	\$ -
Depr Exp	\$ 82,992	\$ 82,992	\$ 497,953	\$ 497,953	\$ 995,906
Amortization	\$ -	\$ -	\$ 6,693	\$ -	\$ 6,693
Admin Alloc - Adm Exp	\$ 82,622	\$ 60,709	\$ 315,996	\$ 289,581	\$ 636,956
Util Bad Debt Exp	\$ -	\$ -	\$ -	\$ -	\$ -
Principal Payments	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Expense	\$ 11,540	\$ 13,060	\$ 72,830	\$ 79,705	\$ 150,346
Sites/Land	\$ -	\$ -	\$ -	\$ -	\$ -
Cip	\$ 97,544	\$ -	\$ 652,117	\$ 15,600	\$ 788,246
Capital Expenditures	\$ -	\$ -	\$ 74,503	\$ -	\$ 196,003
<b>CAPITAL OUTLAY (ACTUAL)</b>	<b>\$ 274,698</b>	<b>\$ 156,762</b>	<b>\$ 1,620,092</b>	<b>\$ 882,838</b>	<b>\$ 2,774,149</b>
AS BUDGET	\$ 56,015	\$ -	\$ 336,089	\$ -	Not Applicable
% ACTUAL TO BUDGET	490.40%	0.00%	482.04%	0.00%	Not Applicable
<b>FUND TRANSFERS</b>					
<b>FUND TRANSFERS (ACTUAL)</b>	<b>\$ 22,963</b>	<b>\$ 18,543</b>	<b>\$ 128,032</b>	<b>\$ 87,468</b>	<b>\$ 250,059</b>
AS BUDGET	\$ -	\$ -	\$ -	\$ -	Not Applicable
% ACTUAL TO BUDGET	0.00%	0.00%	0.00%	0.00%	Not Applicable
<b>TOTAL WATER EXPENSES (ACTUAL)</b>	<b>\$ 457,630</b>	<b>\$ 311,542</b>	<b>\$ 2,717,381</b>	<b>\$ 1,729,116</b>	<b>\$ 5,009,001</b>
AS BUDGET	\$ 235,312	\$ 171,644	\$ 1,411,872	\$ 1,029,863	Not Applicable
% ACTUAL TO BUDGET	194.48%	181.50%	192.47%	167.90%	Not Applicable

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Jun 2018 Jun 2017 FY2018 YTD FY2017 YTD 12-MONTH

**WASTEWATER**

**PERSONNEL**

Compensation	\$ 82,848	\$ 89,781	\$ 402,201	\$ 296,848	\$ 788,314
Benefits	\$ 22,506	\$ 43,054	\$ 148,979	\$ 160,690	\$ 349,549
<b>PERSONNEL (ACTUAL)</b>	<b>\$ 105,354</b>	<b>\$ 132,835</b>	<b>\$ 551,180</b>	<b>\$ 457,537</b>	<b>\$ 1,137,862</b>
AS BUDGET	\$ 77,896	\$ 82,948	\$ 467,376	\$ 497,690	Not Applicable
% ACTUAL TO BUDGET	135.25%	160.14%	117.93%	91.93%	Not Applicable

**CONTRACTED SERVICES**

Consulting	\$ 250	\$ -	\$ 13,450	\$ 10,900	\$ 49,700
Professional Fee	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000
Web Design	\$ -	\$ -	\$ 198	\$ -	\$ 198
Util Protect Ctr	\$ -	\$ -	\$ -	\$ -	\$ -
Landfill Fees	\$ 8,516	\$ -	\$ 36,348	\$ -	\$ 36,348
Custodial Service	\$ -	\$ -	\$ -	\$ -	\$ 427
Lawn & Maint	\$ 770	\$ -	\$ 2,310	\$ -	\$ 3,100
Holiday Event	\$ -	\$ -	\$ -	\$ -	\$ 394
Security Sys	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment Repair & Maintenance	\$ -	\$ -	\$ 17,575	\$ -	\$ 17,575
Vehicle Rep & Maint Outside	\$ 247	\$ -	\$ 3,311	\$ -	\$ 3,311
R&M System - Outside	\$ -	\$ -	\$ 12,228	\$ -	\$ 12,228
R&M Buildings - Outside	\$ -	\$ -	\$ 3,782	\$ -	\$ 3,782
Maintenance Contracts	\$ 608	\$ -	\$ 3,260	\$ -	\$ 3,260
Rents/Leases	\$ 7,117	\$ 6,327	\$ 36,875	\$ 28,874	\$ 68,525
Repairs & Maintenance (Outside)	\$ -	\$ 34,118	\$ -	\$ 72,161	\$ 66,599
Landfill Fees	\$ -	\$ 16,405	\$ -	\$ 25,017	\$ 68,989
Contracted Services	\$ -	\$ 705	\$ -	\$ 3,576	\$ 2,969
Comm Svcs	\$ 1,031	\$ 38	\$ 4,802	\$ 2,931	\$ 8,727
Public Relations	\$ -	\$ -	\$ 121	\$ -	\$ 753
Mkt Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Util Bill Print Svcs	\$ -	\$ -	\$ -	\$ -	\$ -
Dues & Sub	\$ -	\$ 203	\$ -	\$ 463	\$ 610
Mileage Reimbursement	\$ -	\$ -	\$ 44	\$ -	\$ 44
Travel	\$ -	\$ -	\$ 1,164	\$ -	\$ 1,164
Fees	\$ -	\$ -	\$ 266	\$ -	\$ 554
Vehicle Tag & Title Fee	\$ -	\$ -	\$ 3	\$ -	\$ 3
Ga Dept Rev Fee	\$ -	\$ -	\$ 450	\$ -	\$ 1,000
Training & Ed	\$ 1,620	\$ 263	\$ 4,979	\$ 4,762	\$ 6,585
Gen Liab Ins	\$ -	\$ -	\$ -	\$ 3,498	\$ -
Uniform Rent	\$ -	\$ 563	\$ -	\$ 2,579	\$ 1,845
Fine/Late Fee	\$ -	\$ -	\$ -	\$ -	\$ 2,000
<b>CONTRACTED SERVICES (ACTUAL)</b>	<b>\$ 20,159</b>	<b>\$ 58,622</b>	<b>\$ 142,165</b>	<b>\$ 154,762</b>	<b>\$ 361,689</b>
AS BUDGET	\$ 32,450	\$ 33,529	\$ 194,700	\$ 201,175	Not Applicable
% ACTUAL TO BUDGET	62.12%	174.84%	73.02%	76.93%	Not Applicable

**SUPPLIES**

Chem & Pest	\$ -	\$ 3,517	\$ -	\$ 35,914	\$ 70,183
Office Supplies	\$ -	\$ 752	\$ 2,934	\$ 13,747	\$ 4,628
Auto Parts	\$ 435	\$ -	\$ 9,060	\$ -	\$ 9,060
Chemicals & Pesticides	\$ 9,577	\$ -	\$ 71,425	\$ -	\$ 71,425
Expendable Fluids	\$ -	\$ -	\$ 267	\$ -	\$ 267
Tires	\$ -	\$ -	\$ 3,739	\$ -	\$ 3,739
Uniform Expense	\$ -	\$ -	\$ 876	\$ -	\$ 876
Janitorial	\$ 401	\$ -	\$ 2,960	\$ -	\$ 4,467
Computer Equipment	\$ 46	\$ -	\$ 46	\$ -	\$ 46
Postage	\$ -	\$ -	\$ -	\$ 397	\$ 436
Damage Claims	\$ 79	\$ -	\$ 10,259	\$ -	\$ 10,259
Equipment Parts	\$ 2,397	\$ -	\$ 44,366	\$ -	\$ 44,366
R&M Building - Inside	\$ 486	\$ -	\$ 4,377	\$ -	\$ 4,377
Equipment R&M - Inside	\$ -	\$ -	\$ (0)	\$ -	\$ (0)
System R&M - Inside	\$ 3,080	\$ -	\$ 20,619	\$ -	\$ 20,619
Utility Costs	\$ 21,791	\$ 26,555	\$ 143,784	\$ 163,365	\$ 273,406
Transportation	\$ 2,077	\$ 1,908	\$ 9,472	\$ 10,172	\$ 21,550
Food	\$ 372	\$ -	\$ 1,163	\$ -	\$ 1,819
Books & Periodicals	\$ -	\$ -	\$ -	\$ -	\$ 120
Sm Tool & Min Equip	\$ 10,252	\$ 123	\$ 35,618	\$ 18,367	\$ 57,405
Lab Supplies	\$ 1,060	\$ 460	\$ 11,854	\$ 10,495	\$ 25,108
Sm Oper Supplies	\$ 1,658	\$ 3,708	\$ 18,685	\$ 25,354	\$ 40,374
Uniform	\$ 553	\$ -	\$ 3,838	\$ 823	\$ 8,836

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	Jun 2018	Jun 2017	FY2018 YTD	FY2017 YTD	12-MONTH
Construction Material	\$ -	\$ -	\$ -	\$ -	\$ 1,197
Repairs & Maintenance (Inside)	\$ -	\$ 1,237	\$ -	\$ 35,455	\$ 83,940
Meters	\$ -	\$ -	\$ -	\$ -	\$ -
Equip Pur (<\$5M)	\$ -	\$ -	\$ -	\$ 3,009	\$ 1,075
Dam Claims	\$ -	\$ (419)	\$ -	\$ (402)	\$ 1,812
Lab Equip	\$ -	\$ -	\$ -	\$ -	\$ -
Misc	\$ -	\$ -	\$ -	\$ 3,689	\$ 3,201
<b>CONTRACTED SERVICES (ACTUAL)</b>	<b>\$ 54,264</b>	<b>\$ 37,841</b>	<b>\$ 395,344</b>	<b>\$ 320,385</b>	<b>\$ 764,593</b>
AS BUDGET	\$ 66,591	\$ 61,058	\$ 399,545	\$ 366,350	Not Applicable
% ACTUAL TO BUDGET	81.49%	61.97%	98.95%	87.45%	Not Applicable

**CAPITAL OUTLAY**

Util Cash (Over)/Shrt	\$ -	\$ -	\$ -	\$ -	\$ -
Util Int Admin Alloc	\$ -	\$ -	\$ -	\$ -	\$ -
Depr Exp	\$ 60,202	\$ 60,202	\$ 361,211	\$ 361,211	\$ 722,422
Amortization	\$ -	\$ -	\$ 6,708	\$ -	\$ 6,708
Admin Alloc - Adm Exp	\$ 66,091	\$ 46,639	\$ 252,771	\$ 222,464	\$ 499,341
Util Bad Debt Exp	\$ -	\$ -	\$ -	\$ -	\$ -
Principal Payments	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Expense	\$ 10,944	\$ 12,423	\$ 69,203	\$ 75,827	\$ 142,970
Sites/Land	\$ -	\$ -	\$ -	\$ -	\$ -
Cip	\$ 38,841	\$ 2,000	\$ 389,208	\$ 71,628	\$ 661,645
Capital Expenditures	\$ -	\$ 49,126	\$ 78,847	\$ 49,126	\$ 84,392
<b>CAPITAL OUTLAY (ACTUAL)</b>	<b>\$ 176,078</b>	<b>\$ 170,389</b>	<b>\$ 1,157,948</b>	<b>\$ 780,256</b>	<b>\$ 2,117,477</b>
AS BUDGET	\$ 55,987	\$ -	\$ 335,923	\$ -	Not Applicable
% ACTUAL TO BUDGET	314.50%	0.00%	344.71%	0.00%	Not Applicable

**FUND TRANSFERS**

<b>FUND TRANSFERS (ACTUAL)</b>	<b>\$ 19,306</b>	<b>\$ 15,846</b>	<b>\$ 109,387</b>	<b>\$ 76,789</b>	<b>\$ 208,634</b>
AS BUDGET	\$ 52,467	\$ -	\$ 314,800	\$ -	Not Applicable
% ACTUAL TO BUDGET	36.80%	0.00%	34.75%	0.00%	Not Applicable

<b>TOTAL EXPENSES (ACTUAL)</b>	<b>\$ 375,161</b>	<b>\$ 415,532</b>	<b>\$ 2,356,024</b>	<b>\$ 1,789,729</b>	<b>\$ 4,590,255</b>
AS BUDGET	\$ 285,391	\$ 177,536	\$ 1,712,344	\$ 1,065,215	Not Applicable
% ACTUAL TO BUDGET	131.46%	234.06%	137.59%	168.02%	Not Applicable





**To:** City Council, Committee, City Administrator  
**From:** Rodney Middlebrooks, Director of Water & Gas  
**Department:** Sewer  
**Date:** 8-1-2018  
**Subject:** Secondary Telescoping Valves

**Budget Account/Project Name:** 520-527-04335-00522-522201

**Funding Source:** Equipment R&M

**Budget Allocation:** \$ 75,000.00

**Budget Available:** \$ 65,549.00

**Requested Expense:** \$13,750.00

**Company of Purchase:** Templeton & Associates

**Description:**

Approval of two new telescoping valves

**Background:**

The final clarifiers are basins that allow sludge to settle to the bottom while the clean water is discharged from the top. It is very important to maintain the sludge at the bottom. Some of the sludge must be returned to the aeration basin and some must be wasted to the digesters to maintain a sludge blanket around 2-3ft. The telescopic valves that are in place are what allow the wasting of the sludge to the digesters. They have very large cracks in them and at some points this allows for the sludge to escape through them. This is not good because when the sludge escapes through the cracks the aeration basin will not receive the correct amount of sludge in order to reduce the nutrient levels to meet permit numbers. The escaped sludge will also make its way back to head works and will put a lot of stress on the primary clarifiers.

**Attachment(s):**

- Documents – Templeton & Associates Quote
- Heyward Incorporated Atlanta Quote

# TEMPLETON & ASSOCIATES

## ENGINEERING SALES

To: Ms. Jessica DeBenedictis, Monroe Utilities  
From: Stanley Mize, Templeton & Associates Engineering Sales  
Date: May 31, 2017  
Ref.: Telescopic Valve Quote

Jessica,

Templeton & Associates are pleased to offer you the following quote for two telescoping valves.

The scope of supply for these 304 stainless steel telescoping valves is as follows:

- Anchorage, 304 stainless steel for stand
- 6" nominal dia. stainless steel slip tube w/ 150# companion flange
- (2) -1/4" neoprene wipe gaskets
- 36" of travel on a non-rising stem via 1-1/8" stainless steel acme rod with brass lift nut
- 42" stainless steel floor stand
- 16" aluminum handwheel
- Delivery to Monroe, GA
- I, O & M manual

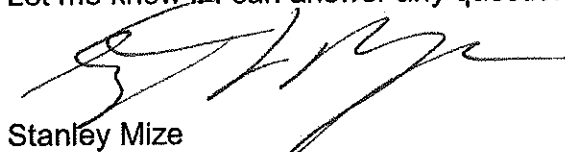
The price for these **two (2)** telescoping valves would be \$ 13,750.00 **total**.

I have attached a typical drawing of the telescoping valve for your reference.  
**\*\*\* We would need to do approval drawings as required if we get an order.**

There is no field service included in this offer.

Any PO generated would be to Templeton.

Let me know if I can answer any questions for you.



Stanley Mize  
Templeton & Associates Engineering Sales

Suite 100 , 4324 Brogdon Exchange , Suwanee, Georgia , 30024  
(770) 614.8550 , fax (770) 614.5992

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## RE: Secondary Telescoping Valves

Rory E. Russo <rory.russo@heywardatlanta.com>

Fri 6/22/2018 4:35 PM

To: Jessica DeBenedictis <JDeBenedictis@MonroeGA.gov>;

Jessica:

Got a price for the two Telescopic Sludge Valves.

The cost is \$18,411.00 including freight to the jobsite.

Shipment is 14 weeks after approval.

If you have any questions, please give me a call.

Thanks,

**Rory E. Russo**

**Heyward Incorporated Atlanta**

3590 Habersham at Northlake

Tucker, Georgia 30084

770-496-9808 Phone

404-444-0026 Mobile

rory.russo@heywardatlanta.com

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**From:** Jessica DeBenedictis [mailto:JDeBenedictis@MonroeGA.gov]

**Sent:** Wednesday, May 30, 2018 9:18 AM

**To:** Rory E. Russo

**Subject:** Secondary Telescoping Valves

Good Morning Rory,

I hope all has been well with you!

I was wondering if you could please provide me with a quote on two telescoping valves we have in our secondary clarifiers. Attached are two sheets of information on them. If you happen to need anything else feel free to call me.

Thank you,

Jessica de Benedictis

*The City of Monroe*

*Jacks Creek WWTP*

678-635-8073



**To:** City Council, Committee, City Administrator  
**From:** Rodney Middlebrooks, Director of Water & Gas  
**Department:** Sewer  
**Date:** 8-1-2018  
**Subject:** Primary Chain Clarifiers

**Budget Account/Project Name:** 520-527-04335-00522-522201

**Funding Source:** Equipment R&M

**Budget Allocation:** \$ 75,000.00

**Budget Available:** \$ 51,799.70

**Requested Expense:** \$11,628.00

**Company of Purchase:** USA Roller Chain & Sprockets

**Description:**

Approval of chain to allow for Primaries 1 & 2 to be put back into service.

**Background:**

The primary clarifiers are basins that help settle out the solids that are in the wastewater. We have 4 basins and right now only two are operational. Having two of them down is causing more wear and tear on the two that are operational. This is also decreasing the retention time in the primary clarifiers making the system less efficient. Purchasing the new chain will allow us to have all four basins operational.

**Attachment(s):**

- Documents – USA Roller Chain & Sprockets Quote
- Templeton & Associates Quote



# USA Roller Chain & Sprockets

P.O. BOX 783695  
Winter Garden FL 34778

Phone #	(407) 347-3519
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## Estimate

Date	Estimate #
5/18/2018	Q011527

Name / Address
CITY OF MONROE JACK'S CREEK WWT FACILITY 2200 GEORGIA HWY 83 MONROE, GA 30655

Ship To
CITY OF MONROE JACK'S CREEK WWT FACILITY 2200 GEORGIA HWY 83 MONROE, GA 30655

Terms	Rep	FOB
TBD	AMB	

MPN	Description	Qty	Cost	Total
	NM720S NON METALLIC COLLECTOR CHAIN, 6" PITCH WITH F22-8" ATTACHMENTS EVERY 10', CHAIN WILL BE SUPPLIED IN 10' STRANDS EACH STRAND CONTAINS AN F22-6" LOOSE AND 2 PINS PER SECTION OF PLAIN CHAIN. PRICE PER 10' SECTIONS.	68	135.00	9,180.00T
	NM720S NON METALLIC COLLECTOR CHAIN, 6" PITCH WITH F22-6" ATTACHMENTS EVERY 5', CHAIN WILL BE SUPPLIED IN 5' STRANDS EACH STRAND CONTAINS AN F22-6" LOOSE AND 2 PINS PER SECTION OF PLAIN CHAIN. PRICE PER 5' SECTIONS.	36	68.00	2,448.00T
	LTL SHIPPING & HANDLING, PRE-PAY & ADD TO INVOICE *NON-RESIDENTIAL*NO LIFT GATE INCLUDED* Freight charges to be added upon shipping		0.00	0.00
	*NOTE: Cut to length and special attachment chain assemblies, all MTO products and rebored sprockets are non-returnable/non-refundable.		0.00	0.00T
	The above pricing was prepared based BOTH on number of line items quoted as well as quantities of individual line items. Changes in quantities or number of line items could result in increased pricing or re-quote. Thank You! DELIVERY: 1-2 WEEKS ARO, ALL ORDERS ARE SUBJECT TO PRIOR SALES TERMS: TO BE DECIDED.		0.00	0.00T

<b>Subtotal</b>
<b>Total</b>

E-mail	Orders@usarollerchain.com
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# USA Roller Chain & Sprockets

P.O. BOX 783695  
Winter Garden FL 34778

Phone #	(407) 347-3519
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## Estimate

Date	Estimate #
5/18/2018	Q011527

Name / Address
CITY OF MONROE JACK'S CREEK WWT FACILITY 2200 GEORGIA HWY 83 MONROE, GA 30655

Ship To
CITY OF MONROE JACK'S CREEK WWT FACILITY 2200 GEORGIA HWY 83 MONROE, GA 30655

Terms	Rep	FOB
TBD	AMB	

MPN	Description	Qty	Cost	Total
	Out of State Sales			0.00

\*Please send ALL Purchase Orders to [Orders@usarollerchain.com](mailto:Orders@usarollerchain.com) to help insure that it is processed immediately. If your order needs to ship out the same day or next day, please call so we can ship best method for your delivery needs.  
 \* Price and availability subject to change pending prior sales.  
 \* Lead times are estimated based on current shop loads and subject to change.  
 \* Applicable sales tax and shipping charges to be added.  
 \*ALL MTO assemblies, cut to length chains and bored to size sprockets are non returnable/non-refundable.  
 \*Eligible returns are subject to re-stock fees.

<b>Subtotal</b>	\$11,628.00
<b>Total</b>	\$11,628.00

E-mail	<a href="mailto:Orders@usarollerchain.com">Orders@usarollerchain.com</a>
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Customer Signature  
Page 2

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## Revised Chain Quote

Stanley Mize <stanley@templeton-associates.com>

Fri 5/11/2018 1:38 PM

To: Jessica DeBenedictis <JDeBenedictis@MonroeGA.gov>;

Jessica,

Here is the quote for the replacement chains for two basins.

Any PO will be to Templeton & Associates.

AMWELL miscellaneous parts for installation in two (2) existing longitudinal basins 20' wide x 80' long

- 720S 6" pitch non-metallic chain for two (2) longitudinal collectors with attachment links every 10' (approximately 680 LF)
- - 720S 6" pitch non-metallic chain for one (1) cross collector with attachment links every 5' (approximately 180 LF) and UHMW Wear Strips 1/2" X 3" for floor rails (hardware included) (approximately 100 LF)
- Shipping will be prepaid and added.

**Note: - Existing flight hardware to be reused**

----- **PRICE: \$ 25,000.00**

Stanley Mize  
Templeton & Associates  
WC Equipment Sales  
678-521-6212



**To:** City Council, Committee, City Administrator  
**From:** Rodney Middlebrooks, Director of Water & Gas  
**Department:** Sewer  
**Date:** 8-1-2018  
**Subject:** Automatic Gas Feed Equipment for Cl<sub>2</sub> & SO<sub>2</sub>

**Budget Account/Project Name:** 520-527-04335-00522-522201

**Funding Source:** Equipment R&M

**Budget Allocation:** \$ 75,000.00

**Budget Available:** \$40,171.70

**Requested Expense:** \$13,165.00

**Company of Purchase:** Water Treatment & Controls Co.

**Description:**

Approval of Installation of automatic gas feed equipment for Cl<sub>2</sub> & SO<sub>2</sub>.

**Background:**

To disinfect the wastewater before it is released into Jacks Creek is done so with chlorine. Because chlorine is toxic to aquatic life it must be neutralized before it is released. That is done by adding sulfur dioxide after the chlorine contact chamber. The chlorine and sulfur dioxide right now are being fed manually through adjustable rotameters. This method is not sufficient because the flow levels range differently through the day. Having the automatic system set up will allow the chlorine and sulfur dioxide to be fed at the correct rates depending on the flow going through the plant at the specific time. This will lead to saving on chemicals in the long run and ensure that the bacteria in the water are being disinfected.

**Attachment(s):**

- Documents – Water Treatment & Controls Co. Quote
- Sole Source Letter



(850) 474-1805  
 (800) 826-7699  
 (850) 474-1776 FAX

9900A N. PALAFOX STREET • PENSACOLA, FLORIDA 32534-1227

**June 13, 2018**

Jessica DeBenedictis  
 City of Monroe, Jacks Creek WWTP  
 2200 Highway 83  
 Monroe, Georgia 30655  
 Phone 678-635-8073  
[jdebenedictis@monroega.gov](mailto:jdebenedictis@monroega.gov)

**Re: Automatic Gas Feed Equipment**  
**Quote Number 061318REBA**

Jessica,

We are pleased to offer the scope of work for the installation of Automatic gas feed equipment for your chlorine and sulfur dioxide systems:

**Chlorine System Equipment Included**

One S10K Automatic Chlorinator

- 5" 100 PPD Rotameter
- 115 Volt Automatic Actuator
- SFC/SC Flow Proportional Controller

**Sulfur Dioxide System Equipment Included**

One S10K Automatic Sulphonator

- 5" 45 PPD Rotameter
- 115 Volt Automatic Actuator
- SFC/SC Flow Proportional Controller

**Parts included**

- PVC manifold to connect the manual and new chlorinator (3) ½" TUBV, SCH 80 PVC pipe and fittings
- Electrical connections to connect to existing power
- Hardware for mounting automatic feeders
- 100 Feet of 5/8" OD Poly Tubing
- 12 – 5/8" Parker Compression Fittings

**Technical Services included**

- Travel to and from your facility
- Shipping of new equipment
- Remove existing automatic gas equipment
- Mount new S10K feeders
- Build supply manifold to connect and valve manual and automatic S10K
- Connect new feeders to existing power and control signal
- Startup and test new equipment
- Operator training

**Total Price \$13,165.00**

Note: We assume the analog control signal is functional. If repair is needed it is **NOT** included in this quote.

Our Standard Terms and Conditions Apply and are attached.

If you have any questions, please call my cell phone at 404-975-8524.

Regards,  
 Rich Bulgrin

**PARTS - SERVICE - SALES**



### **Standard Terms and Conditions:**

1. Quotation is good for (30) days.
2. Quotation includes only the items and services specified herein and does not include installation, field erection, accessory or related materials such as controls, piping, etc. unless specifically listed.
3. Quotation and order acceptance are subject to buyer's approved credit.
4. Payment term is Net 30 Days.
5. PLEASE NOTE: All pricing anticipates payment by check or ACH. Due to additional costs incurred, payments by credit card will require an additional "pass through" 3% processing fee for acceptance.
6. Delivery shall be F.O.B. Shipping Point. Freight charges will be prepaid and added to the total unless otherwise instructed and agreed to.
7. All applicable taxes or government charges upon the sale, shipment, and/or use of equipment/services covered by the proposal shall be added to the total price and paid by the buyer. Please add any and all taxes to the total quotation price.
8. Allow 4 to 6 weeks for shipment after receipt of an approved written purchase order.
9. All orders are subject to a 25% restocking fee upon cancellation and if restockable.
10. Submittal and Operating & Maintenance Manuals may be available upon request and subject to extra charge(s).
11. Additional Startup & Technical Services available at additional expense.
12. WTC shall be entitled to receive reasonable attorneys and collection fees on matters arising out of this quotation.

Please call for any assistance or questions regarding the scope of materials or Terms & Conditions.

July 30, 2018

City of Monroe  
Jessica de Benedictis  
P.O. Box 1249  
Monroe, GA 30655

Subject: **Manufacturer's Representative for Wallace & Tiernan®**

Ms. Jessica de Benedictis,

This letter is to inform you that Water Treatment and Controls Company is the exclusive municipal Manufacturer's Representative for Wallace & Tiernan® equipment, parts and services for the following states:

***Georgia, Florida and Alabama***

With Headquarter offices located at:

Headquarters address  
9900A North Palafox Street  
Pensacola, FL 32534-1227  
Telephone: 850.474.1805

And Regional Sales Offices in Gulf Breeze, Cape Coral, Gainesville, Leesburg and Vero Beach, FL, Atlanta, GA and Abbeville, AL

Evoqua utilizes exclusive municipal Manufacturer's Representatives to promote and support our equipment on a regional basis.

If you have any questions or require additional information please feel free to contact me.

With kind regards,

*John Kiernan*

John Kiernan  
Technical Sales Manager, Wallace & Tiernan





**To:** City Council  
**From:** Brian Thompson  
**Department:** Electric  
**Date:** 08/07/2018  
**Subject:** Pole Attachment/MCI metro

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

**Funding Source:** N/A

<b>Budget Allocation:</b>	\$0.00	
<b>Budget Available:</b>	\$0.00	
<b>Requested Expense:</b>	\$0.00	<b>Company of Purchase:</b> N/A

**Description:**

MCI has requested that we enter into a pole attachment agreement for future fiber construction.

**Background:**

Several attempts have been made by Carriers to force pole attachments through at the State level. Through ECG, the Cities have come together to create master pole attachment agreements that can be passed State wide that includes all of the ECG members. ECG negotiated on our behalf and had the agreement passed by their attorney Peter Floyd.

**Attachment(s):**

ECG Cover letter



July 27, 2018

Mr. Brian Thompson  
Director of Electric and Telecommunications  
City of Monroe  
PO Box 725  
Monroe, Georgia 30655

RE: MCImetro Access Transmission Services Corporation Pole Attachment Agreement

Dear Brian:

As we have recently communicated, ECG has been working with MCImetro Access (MCI) to sign the ECG Statewide Pole Attachment Agreement. This agreement is in substantial form to all the Comcast, Mediacom and Charter statewide agreements created in 2011.

MCI is a telecommunications company. They plan on expanding and/or upgrading their network by placing new aerial fiber. Additional information about MCI can be found on their website [www.mci.com](http://www.mci.com).

MCI would like the agreements executed at your earliest convenience. Once approved, please sign and return both copies to the following:

Christine Carling  
Electric Cities of Georgia  
1470 Riveredge Parkway  
Atlanta, GA 30328

ECG will have both copies executed by MCI and will forward an original agreement to you.

If you have any questions, please contact Christine Carling at 770.919.6308 or Walter West at 678.642.1856.

Regards,

Walter C. West  
Senior Vice President and  
Chief Operating Officer  
Electric Cities of Georgia

Enclosures



**To:** City Council  
**From:** Brian Thompson  
**Department:** Electric  
**Date:** 08/07/2018  
**Subject:** Pole Attachment/Uniti Fiber

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

**Funding Source:** N/A

<b>Budget Allocation:</b>	\$0.00	
<b>Budget Available:</b>	\$0.00	
<b>Requested Expense:</b>	\$0.00	<b>Company of Purchase:</b> N/A

**Description:**

Uniti Fiber has requested that we enter into a pole attachment agreement for future fiber construction.

**Background:**

Several attempts have been made by Carriers to force pole attachments through at the State level. Through ECG, the Cities have come together to create master pole attachment agreements that can be passed State wide that includes all of the ECG members. ECG negotiated on our behalf and had the agreement passed by their attorney Peter Floyd.

**Attachment(s):**

ECG Cover letter



July 17, 2018

Mr. Brian Thompson  
Director, Electric and Telecommunications  
City of Monroe  
PO Box 725  
Monroe, Georgia 30655

RE: Uniti Fiber (CSL Georgia System, LLC) Pole Attachment Agreement

Dear Brian:

As we have recently communicated, ECG has been working with Uniti Fiber to sign the ECG Statewide Pole Attachment Agreement. This agreement is in substantial form to all the Comcast, Mediacom and Charter statewide agreements created in 2011.

Uniti Fiber is a telecommunications company that owns fiber and towers. They plan on expanding and/or upgrading their network by placing new aerial fiber. Additional information about Uniti can be found on their website <https://uniti.com>.

Uniti Fiber would like the agreements executed at your earliest convenience. Once approved, please sign and return both copies to the following:

Christine Carling  
Electric Cities of Georgia  
1470 Riveredge Parkway  
Atlanta, GA 30328

ECG will have both copies executed by Uniti Fiber and will forward an original agreement to you.

If you have any questions, please contact Christine Carling at 770.919.6308 or Walter West at 678.642.1856.

Regards,

Walter C. West  
Senior Vice President and  
Chief Operating Officer  
Electric Cities of Georgia

Enclosures



**To:** City Council  
**From:** Brian Thompson  
**Department:** Electric  
**Date:** 08/13/2018  
**Subject:** Purchase VON test equipment

**Budget Account/Project Name:** CIP Fault Finder

**Funding Source:** CIP

**Budget Allocation:** \$22,000.00

**Budget Available:** \$22,000.00

**Requested Expense:** \$21,534.00

**Company of Purchase:** VON Corp.

**Description:**

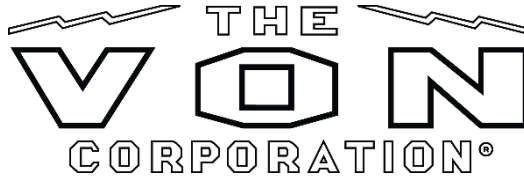
Purchase a VON Model XF16-1280v2 with accessories directly from VON.

**Background:**

The VON fault finder locates faults in the electric system quickly and safely. Having this device limits the time of any underground outage and allows restoration times to be significantly reduced.

**Attachment(s):**

VON quote.



P.O. BOX 110096, 1038 LOMB AVENUE SW - BIRMINGHAM, ALABAMA 35211  
VOICE: (205) 788-2437 FAX: (205) 780-4015 e-mail: voncorp@voncorp.com

June 8, 2018

Brian Thompson  
Monroe Water, Light & Gas Comm  
PO Box 725  
Monroe, GA 30655-0725

Dear Mr. Thompson:  
We are pleased to quote our reliable VON equipment. Proposal A is our 16kv VON Model XF16-1280v.2 arc reflection system.

Proposal A: Arc Reflection Model XF16-1280v.2

One	VON Model XF16-1280v.2 arc reflection system in one self contained unit mounted on an aluminum handtruck. The thumper can be operated at 8kv 40 mfd. 1280 joules or 16kv 10 mfd. 1280 joules. The unit can be operated from its own 12 volt battery, an external 12 volt car or truck battery, or 120 or 240 volts AC. The coupler and 320 x 240 pixel digital memory radar are built into the system. The impulse control gap and all high voltage switches are motor operated. The 50 foot (15m) high voltage test lead is terminated in a male MC connector. Unit includes a 15-foot (4.5m) long battery cable, a hot line clamp with female MC connector, a vice grip plier with female MC connector, and an elbow adapter with female MC connector.	\$18,900.00
-----	--	-------------

Total Proposal A - F.O.B., Birmingham, AL	\$18,900.00
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THE FOLLOWING ACCESSORIES ARE OFTEN PURCHASED TO SPEED THE LOCATION OF CABLE FAULTS WITH THE ABOVE PROPOSAL.

One	Thumpphone III acoustic detector including amplifier with pickup, headphones, three spikes, carrying case, and two instruction manuals.	\$2,475.00
-----	---	------------

One	MI-88 Magnetic Impulse Indicator	\$159.00
-----	----------------------------------	----------

Our prices are firm for thirty days and unless otherwise noted, F.O.B. Birmingham, Alabama. Unless otherwise noted, the equipment will be shipped prepaid, and actual charges added to our invoice. Upon credit approval, our terms are net tenth prox with 2% interest per month on all accounts over thirty days. We also accept VISA,



MasterCard and American Express. Unless provided with tax exemption documentation, we will add the appropriate sales tax for shipments to Alabama, California, Florida, Georgia, Illinois, Kentucky and Washington. Customers in all other areas assume responsibility for payment of all applicable local taxes.

We can have this equipment ready for shipment within four weeks or less after receipt of an order.

The reliability of the VON testers has made them very popular with the utility industry. In many cases a test set breakdown on the job can easily cost more than the entire cost of a new unit in lost time. Reliability features include a very simple circuit that is understandable by field personnel. All major parts are air insulated and accessible so that field repairs can be made to complete a test. When VON testers do break down, a telephone call to Birmingham for a diagnosis and course of action gets the unit back in operation in most cases. Portable D.C. test and cable fault locating equipment is our primary business.

We offer several different operator-training courses on our equipment. The next courses on Fault Locating of Power Cable Systems in the Field are scheduled for March 20-21, May 1-2, September 11-12 and October 16-17, 2018 in Birmingham, Alabama. Operator training is also available on site.

We hope we may serve your company with reliable VON equipment.

Very truly yours,

THE VON CORPORATION

Martin von Herrmann  
Vice President

MvH/am

CC: Morgan Advanced Products

F:\DOCUMENT\Qcombo\Monroe XF16 06-08-18.docx



**To:** City Council  
**From:** Brian Thompson  
**Department:** Electric  
**Date:** 08/13/2018  
**Subject:** Purchase 3 Viper-ST automated switches

**Budget Account/Project Name:** Automated Switching

**Funding Source:** CIP

**Budget Allocation:** \$150,000.00

**Budget Available:** \$150,000.00

**Requested Expense:** \$54,423.00

**Company of Purchase:** Power Connections

**Description:**

Purchase 3 Viper-ST automated switches to protect power to City Hall and surrounding area.

**Background:**

Staff has had extensive meetings with ECG, Walton EMC, and Jackson EMC about system automation. Walton and Jackson have standardized on the Viper-ST 3-phase automated switch controlled by the same SEL controller used in our substations. This gave us access to both their engineering staffs for questions and solutions. This is the first phase in our automation plan with Public safety facilities being in the second phase.

**Attachment(s):**

- Sole source letter from G&W
- Sole source letter from SEL
- Quote Power Connections



G&W Electric Company  
305 W. Crossroads Pkwy  
Bolingbrook, IL 60440 USA  
Tel: 708.388.5010  
Fax: 708.388.0755  
www.gwelec.com

ISO 9001:2008 Certified  
ISO 14001:2004 Certified

G&W Southeast United States Customers

June 29, 2018

RE: Power Connections is the Exclusive G&W Utility Manufacturers' Representative.

To: City of Monroe, GA

This document shall confirm Power Connections, Inc. as our exclusive Sales Representative for Electric Utilities and Distributors serving the Electric Utilities in Parts of Florida, and all of Georgia, Alabama, Mississippi, Louisiana, Arkansas and Tennessee.

All requests for quotations, purchase order submittals, order processing and post-sale service shall go through Power Connections, Inc. All financial transactions shall occur directly between the buyer (City of Monroe, GA) and seller (G&W Electric Company).

Please feel free to contact us should you have further questions.

Sincerely,

**Jeff McCammon**  
**Regional Vice President**  
G&W Electric Company  
2731 Indian Pipe Lane  
Signal Mountain, TN 37377  
Cell: 678-206-7611  
[jmccammon@gwelec.com](mailto:jmccammon@gwelec.com)  
[www.gwelec.com](http://www.gwelec.com)



**SCHWEITZER ENGINEERING LABORATORIES, INC.**

2350 NE Hopkins Court • Pullman, WA 99163-5603 USA  
Phone: +1.509.332.1890 • Fax: +1.509.332.7990  
[www.selinc.com](http://www.selinc.com) • [info@selinc.com](mailto:info@selinc.com)

10/24/17

To Whom It May Concern,

This letter is to notify you that Power Connections, Inc., is the sole source provider of SEL products for the following states in the southeast United States: Alabama, Florida, Georgia, Louisiana, Mississippi, Arkansas and Tennessee. All requests for quotes, purchase order submittals and order processing will go through Power Connections, Inc.

We appreciate the opportunity to serve and do business with your company. Feel free to contact me directly with any questions or concerns.

Sincerely,

Todd Bridges  
Regional Sales & Service Director, Southeast  
3020 Hartford Hwy  
Dothan, AL 36305  
509.334.8192  
[Todd\\_Bridges@selinc.com](mailto:Todd_Bridges@selinc.com)

***Making Electric Power Safer, More Reliable, and More Economical®***

Customer:	City of Monroe, GA
Attn:	Brian Thompson
Date:	June 14, 2018
Validity:	30 Days
Quotation Number:	VCQ18A302

**Item 1: G&W Electric Viper-ST Solid Dielectric Recloser, Catalog No. VIP388ER-12-1-ST**

**Quantity: 2**

**Standard Features:**

- Three (3) epoxy insulated vacuum interrupter modules
- One (1) magnetic actuator operator per phase, providing single or three phase operation
- One (1) manual trip and lockout handle with mechanical block per phase, capable of physically blocking electronic and manual operation
- Contact position indicator
- Three (3) 1000/500:1 current transformers, encapsulated within the solid dielectric insulation, exclusively for use with the recloser control
- Deadline Operation
- Lifting provisions

**Additional Features:**

- "L" style vacuum interrupter modules
- Six (6) 800 Amp interfaces with screw-on silicone insulators.
- Aerial lugs included: **NEMA 4 hole pads**
- **Six (6) wildlife protectors**
- **Six (6)** capacitively coupled voltage sensors, encapsulated within the solid dielectric insulation, exclusively for use with the recloser control.
- **40 foot** control cable, with 32 pin connectors on both ends
- Aluminum pole mount center bracket, with provisions for lightning arrester mounting
- **SEL-651R2 - 0651R22AXGAXAE2113DCXX** (key code 6876) Control with the following features:

Category	Selection
Firmware	Standard
Control Cable Interface	G&W Viper-ST or G&W Viper-LT (32-Pin)
Enclosure	Dual Door (Side Mount), Painted Steel with 3-Point Latches
Conformal Coat	None
Secondary Input Voltage	(6) 8 Vac Max LEA Inputs

157

Secondary Input Current	1 Amp Phase, 0.2 Amp Neutral
Extra Inputs/Outputs	None
Communications Port	3 EIA-232, USB
Communications Interface	(2)10/100Base-T, EIA-485
Communications Protocol	Standard plus IEC 61850
Power Supply	120 Vac (Includes GFCI Outlet)
Battery Option	12 V, 16 Ahr
User Interface	Configurable Labels and Tri-Color LEDs
Installed Accessories	Accessory Shelf and AC Transfer Switch
Bundled Accessories	None

**Note:** The SEL-651R2 requires 120VAC for control power, to be provided via connection to a user supplied source.

#### Ratings:

Maximum design voltage	27kV
Impulse level (BIL)	125kV
Continuous and load break current	800 Amp
8 Hr. Overload at 20°C	960A
60Hz Withstand, kV rms Dry, 1 min	60kV
60Hz Withstand, kV rms Wet, 10 sec	50kV
Interrupting Rating RMS (kA)	12.5kA
Making Current, RMS, asym, KA	20kA
Peak, asym (kA)	32kA
Short Circuit Current, kA sym, 3 second	12.5kA
Mechanical Operations	10K

**Operating Temperature Range:** Temperature range, -40°C to +65°C (-40°F to 150°F)

#### Standards:

Ratings per IEEE C37.60-2003 and IEC 62271-111

**Price Each: \$18,141**

**Net Total Price: \$36,282**

#### Commercial Terms and Conditions

##### Submittal drawings (if required):

If required, submittal drawings will be issued for approval 4 weeks after receipt of order.

##### Lead time for shipment:

18-19 weeks after receipt of order and release to production.

**Shipping Terms:** FOB-Factory, Bolingbrook, IL USA



**Freight:** Prepaid and Allowed on a standard closed top trailer.

**Payment:** Net 30 days; Payment terms are subject to G&W Finance Department approval.

**Purchase Order Submission:** Purchase order should be addressed as follows and emailed to Victor Caine or faxed to our number below:

G&W Electric Co.  
305 W. Crossroads Parkway  
Bolingbrook, IL 60440-4938

**Recloser Warranty:** Seller warrants all goods sold hereunder to be free from defects in material and workmanship under normal use and service for a period of three (3) years from the date of shipment by Seller.

**SEL Control Warranty:** Seller warrants all goods sold hereunder to be free from defects in material and workmanship under normal use and service for a period of ten (10) years from the date of shipment by Seller.

All other terms and conditions are as per SM-F-1 rev 6 attached.

If your company has not ordered directly through G&W in the past two years, please provide tax status. If tax exempt, please include a copy of the tax certificate with your purchase order. If not, please state the percentage of state and local tax to add on the purchase order.

Thank you for the opportunity to quote on your requirement. We look forward to serving you in the near future.

Sincerely,  
Victor Caine

Power Connections – Inside Sales

Phone: (334)-702-6645 Fax: (334)-702-0051 E-Mail: [Victor@PowerConnections.com](mailto:Victor@PowerConnections.com)

**Note:** Please feel free to visit the web site at: [www.qwelec.com](http://www.qwelec.com)



**FIRE**

**DEPARTMENT**

**MONTHLY REPORT**

**AUGUST**

**2018**

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**POLICE**

**DEPARTMENT**

**MONTHLY REPORT**

**AUGUST**

**2018**

**Public Safety Dept. Activity Report-2018 AUG**

<b>Monroe Police Dept.</b>		<b>Monroe Fire Dept.</b>			
Calls for Service	3629	<b>FIRES</b>			<b>PHONE CALLS</b> 191
		Building	1		<b>TOTAL</b> 191
Calls to MPD	1712	Cooking	0		<b>SERVICE CALLS</b>
		Vehicle	5		Assist other Agency 2
Court Cases	575	Grass	1		Public Service 1
		Trash/Waste	1		Service other 9
Training Hours	904	Dumpster	0		<b>TOTAL</b> 12
		Fire Other	0		<b>GOOD INTENT CALL</b>
Part 1 Crimes	108	<b>TOTAL</b>	<b>8</b>		Canceled call 45
		<b>EMS</b>			No Emergency Found 5
Part 2 Crimes	58	EMS Calls	50		Good Intent Other 1
		Medical Assist.	74		<b>TOTAL</b> 51
Arrest-Adult	71	Vehicle Accident w/injuries	8		<b>FALSE ALARM</b>
Juvenile	2	Vehicle/Pedestrian Accident	0		Malicious Alarm 1
		MVA/No injuries	3		System/Detector Malfunction 7
C/S Trash Pick up	740	Extrication	0		Unintentional Activation 2
Tires	0	EMS other	1		Alarm Other 4
		<b>TOTAL</b>	<b>136</b>		<b>TOTAL</b> 14
		<b>HAZARDOUS CONDITIONS</b>			<b>SEVER WEATHER</b>
		Flammable Liquid Spill	0		Sever Weather 3
		Gas Leak(LP/Natural Gas)	3		<b>TOTAL</b> 3
		Hazardous Other	5		<b>GRAND TOTAL</b> 232
		<b>TOTAL</b>	<b>8</b>		
<b>Community Events</b>					
6/1-First Friday Concert					
6/2-A Strong Hands Up class		<b>Aid Given to WCFR</b>	8		
6/2-Farmers Market		<b>Aid Received from WCFR</b>	2		
6/3-Interfaith Church Service/Dinner on Courthouse grounds					
6/7-Alive after 5:00		Public Relations/Events	1		
6/8-Vacation Bible School Family night		Training Hrs.	256.5		
6/9-Farmers Market		Building Inspections	11		
6/16-Farmers Market		Smoke Alarms Issued to Public	5		
6/23-Farmers Market		Arson Investigations/City	0		
6/23-A Strong Hands Up class		Arson Invest./Inter Agency	0		
6/30-Little Soldiers Big Hero's Fundraiser					
6/30-Farmers Market					





## COMPARISON OF CITATIONS 2017/2018

	Jun-17	Jun-18
CITATIONS/WARNINGS ISSUED:	231	492
ADJUDICATED/CLOSED CASES	289	575
FINES COLLECTED PER MONTH	\$26,654.50	\$49,954.50
YEAR TO DATE COLLECTED:	\$203,002.25	\$301,019.81



# 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>
314	LAW ENFORCEMENT UNIT	2
316	LAW ENFORCEMENT UNIT	2
317	LAW ENFORCEMENT UNIT	1
320	LAW ENFORCEMENT UNIT	3
321	LAW ENFORCEMENT UNIT	1
326	LAW ENFORCEMENT UNIT	1
327	LAW ENFORCEMENT UNIT	10
340	LAW ENFORCEMENT UNIT	23
341	LAW ENFORCEMENT UNIT	7
342	LAW ENFORCEMENT UNIT	20
343	LAW ENFORCEMENT UNIT	1
351	LAW ENFORCEMENT UNIT	69
352	LAW ENFORCEMENT UNIT	31
353	LAW ENFORCEMENT UNIT	3
356	LAW ENFORCEMENT UNIT	37
358	LAW ENFORCEMENT UNIT	5
359	LAW ENFORCEMENT UNIT	1
360	LAW ENFORCEMENT UNIT	63
362	LAW ENFORCEMENT UNIT	1
363	LAW ENFORCEMENT UNIT	5
364	LAW ENFORCEMENT UNIT	15
366	LAW ENFORCEMENT UNIT	2
367	LAW ENFORCEMENT UNIT	9
370	LAW ENFORCEMENT UNIT	1
<b>Total Radio Logs:</b>		<b>313</b>

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**Report Includes:**

All dates between `00:00:00 06/01/18` and `23:59:59 06/30/18`, All agencies matching `MPD`, All zones, All units, All tencodes matching `1066`, All shifts



# WALTON COUNTY 911

## Law Total Incident Report, by Nature of Incident

<u>Nature of Incident</u>	<u>Total Incidents</u>
FIGHT VIOLENT	3
ANIMAL BITE	1
ANIMAL COMPLAINT	13
INJURED ANIMAL	4
VICIOUS ANIMAL	1
PROWLER	7
ATTEMPTED BURGLARY	2
BURGLARY IN PROGRESS	6
BURGLARY REPORT	7
DOMESTIC NON-VIOLENT	63
DOMESTIC VIOLENT	1
ARMED ROBBERY	2
WARRANT SERVICE	22
SUBJECT WITH WEAPON	2
SUSPICIOUS PERSON	115
SUSPICIOUS VEHICLE	131
MURDER	1
SUICIDE ATTEMPT	2
SUICIDE THREAT	7
KEYS LOCKED IN VEHICLE	135
SPEEDING AUTO	3
ACCIDENT NO INJURIES	55
MVA WITH AN ANIMAL	1
INJURY BY COMPLAINT	3
ACCIDENT WITH A DEER	3
ACCIDENT WITH INJURIES	6
ACCIDENT UNKNOWN INJURIES	8
ROAD HAZARD	10
INTOXICATED PERSON	2
HIT AND RUN	4
DIRECT TRAFFIC	1
TRANSPORT FOR BUSINESS	1
FUNERAL ESCORT	15
TRANSPORT	9
DISABLED VEHICLE	42
AREA/BLDG CHECK	1725
LITTERING/ILLEGAL DUMPING	1
CHILD ABUSE	2
RAPE	1
SEXUAL ASSAULT	4
CHASE	1
BANK ALARM	3
BUSINESS ALARM	62
CHURCH ALARM	5

<u>Nature of Incident</u>	<u>Total Incidents</u>
RESIDENTIAL ALARM	34
SCHOOL ALARM	2
DRAG RACING	1
SUBJECT IN CUSTODY	7
TRANSPORT TO COURT	1
TRANSPORT TO JAIL	4
DEMENTED PERSON NON-VIOLENT	12
STOLEN VEHICLE	7
911 HANGUP	35
CONTROL SUBSTANCE PROBLEM	6
AGENCY ASSISTANCE	10
ASSAULT	3
ASSAULT LAW ENFORCEMENT ONLY	6
INSUFFICIENT FUNDS	1
CHILD CUSTODY DISPUTE	3
CIVIL ISSUE/DISPUTE	7
COUNTERFEIT MONEY	3
CIVIL PAPER SERVICE	1
DAMAGE TO PROPERTY	41
DISPUTE NON VIOLENT IN NATURE	64
DISPUTE VIOLENT IN NATURE	2
DISTURBING THE PEACE	7
Dead Body	1
EMERGENCY MESSAGE	2
LE ASSIST FOR EMS	20
ENTERING AN AUTO	40
EXTRA PATROL REQUEST	6
ASSIST FIRE DEPARTMENT	11
FIREARMS DISCHARGED	9
FIREWORKS	3
FOLLOW UP TO PREVIOUS CALL	6
FOUND PROPERTY	11
FRAUD	6
GUNSHOT WOUND PRIORITY 1	1
HARRASSING PHONE CALLS	4
HARRASSMENT	11
IDENTITY THEFT	4
ILLEGAL PARKING	5
JUVENILE RUNAWAY	9
JUVENILE COMPLAINT	20
JUVENILE PROBLEM -NO COMPLAINT	1
LOITERING	1
LOST ITEM REPORT	1
LOUD MUSIC COMPLAINT	15
MISSING PERSON	4
MISCELLANEOUS LAW INCIDENT	38
POWER LINES DOWN	1
SAFETY SOBRIETY CHECK POINT	3
PHONE CALLS/MAIL SCAMS	3
SEARCH WARRANT	2

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<u>Nature of Incident</u>	<u>Total Incidents</u>
SHOPLIFTING	19
SHOTS FIRED	1
THEFT REPORT	28
THREATS	9
TRAFFIC VIOLATION	507
TRAILER INSPECTION	4
TREE DOWN	2
TRESPASSING	2
UNKNOWN PRIORITY 1	1
UNKNOWN LAW PROBLEM	12
UNSECURE PREMISES	6
VEHICLE INSPECTION	15
WELFARE CHECK	36

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Total reported: 3629

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**Report Includes:**

All dates between `00:00:00 06/01/18` and `23:59:59 06/30/18`, 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





**To:** Public Safety Committee, City Council  
**From:** Keith Glass, Director of Public Safety, Lt. Matt McClung  
**Department:** Police  
**Date:** 7/16/2018  
**Subject:** Out of State Training

**Budget Account/Project Name: Out of State Training**

**Funding Source: 100-550-03200-00523-523700**

<b>Budget Allocation:</b>	\$35,000.00	
<b>Budget Available:</b>	\$3600.00	
<b>Requested Expense:</b>	\$800.60	<b>Company of Purchase:</b> N/A

**Description:**

Public Safety Committee, City Council to APPROVE out of State Training for Sept. 4<sup>th</sup> thru 7<sup>th</sup> in Tennessee

**Background:**

This course is designed to prepare first responders for an open-air active shooter encounter. It addresses a wide range of tactics and techniques when addressing an exterior armed aggressor. This hands-on course will cover equipment selection, vehicle ambushes, medical emergency, vehicle and dismounted officer/citizen down rescue, individual/team movement techniques, and emergency vehicle crisis response. Some participants attending this course have found it to be physically challenging. Officers attending this course should be able to walk moderate distances, jog, kneel, crawl, and lift moderate weight. This is an outside class and is routinely conducted during inclement weather conditions. There is no cost for this training class. It is provided free on a federal grant to sworn Law Enforcement Officers. Officer attending will drive city vehicle.

**Attachment(s):**

Exterior Response to Active Shooter Events information  
Expense Report for Lt. McClung



*Registered*

# EXTERIOR RESPONSE TO ACTIVE SHOOTER EVENTS CO-TAUGHT (ERASE) ON SEP 05, 2018

## Class Information & Details

Course Exterior Response to Active Shooter Events Co-Taught (ERASE)

Dates Wed Sep 05 - 07 (2018)

Location Nashville, TN

Hosting Agency Tennessee Highway Patrol

Point of Contact Lt. W. Shane Stafford 615-232-2901 wesley.stafford@tn.gov

## Exterior Response to Active Shooter Events (ERASE)

**Time:** (24 hours/3 days)

**Class Size:** 36

**Prerequisite:** Sworn law enforcement officer

**Recommended Equipment:** Good attitude, open mind, pen and paper, duty gear, clothing conducive for crawling around on the ground, water and or hydration system, body armor, long gun (if issued), and inclement weather gear (majority of course is outside regardless of weather conditions)

**Description:** This course is designed to prepare first responders for an open-air active shooter encounter. It addresses a wide range of tactics and techniques when addressing an exterior armed aggressor. This hands on course will cover equipment selection, vehicle ambushes, medical emergencies, vehicle and dismounted officer/citizen down rescue, individual/ team movement techniques, and emergency vehicle crisis response. Some participants attending this course have found it to be physically challenging. Officers attending this course should be able to walk moderate distances, jog, kneel, crawl, and lift moderate weight. This is an outside class and is routinely conducted during inclement weather conditions.

Thank you for your interest in ALERRT courses. Online registration is not available for this class. Registration is being handled by the host agency. Please contact the POC listed above to see if space is available.

[<< Back to Upcoming courses \(/Upcoming?back=1\)](#)

### CITY OF MONROE EXPENSE REPORT

Name: Matt McClung

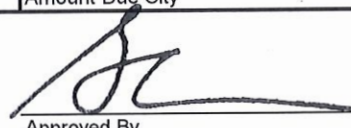
Department: MPD

Date:	Sept. 4th	Sept. 5th	Sept. 6th	Sept. 7th				Totals
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Miles Driven								-
Reimbursement	-	-	-	-	-	-	-	-
Parking & Tolls								-
Auto Rental								-
Taxi/Limo								-
Other Travel								-
Airfare								-
Transportation Total		-	-	-	-	-	-	-
Lodging								-
Registration Fee								-
Breakfast				15.00	15.00	15.00		45.00
Lunch				15.00	15.00	15.00		45.00
Dinner			25.00	25.00	25.00			75.00
Sub-Total Meals	-	-	25.00	55.00	55.00	30.00	-	165.00
Supplies/Equipment								-
Food Charged								-
Gas Charged								-
Entertainment								-
Other Expenses								-
Total Expenses/Day	-	-	-	-	-	-	-	-

Detailed Entertainment Record					
Date	Item	Persons Entertained/Business	Place Name & Location	Business Purpose	Amount
					-
					-
					-
					-
					-
					-

Purpose of Trip	SUMMARY	
	Total Expenses	165.00
	Less Cash Advance	-
	Less Amount Charged To City	-
Active Shooter Training-Exterior	Amount Due Employee	165.00
	Amount Due City	-

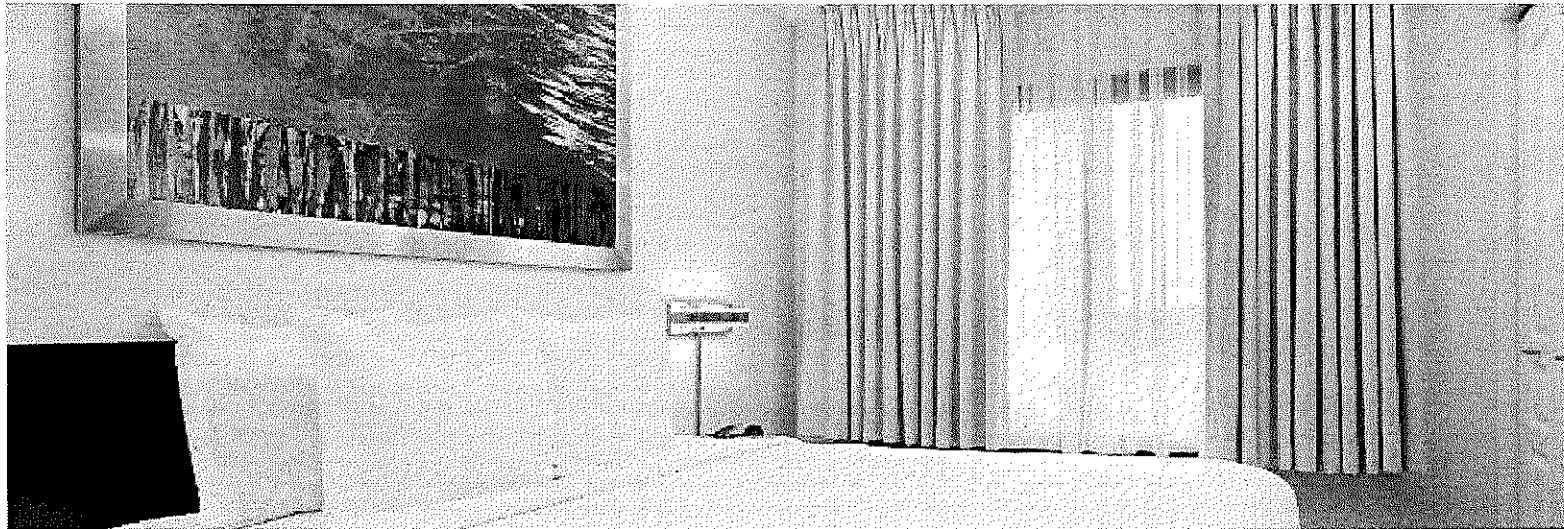

7-12-18  
 Prepared By \_\_\_\_\_ Date \_\_\_\_\_


7-12-18  
 Approved By \_\_\_\_\_ Date \_\_\_\_\_

# Review Reservation Details

🕒 Room(s) held for: 14:27

[Continue](#)



## Larger Suite, 1 King, Sofa bed

### ROOM DETAILS

**Check in:** Tuesday, September 4, 2018

**Check out:** Friday, September 7, 2018

**Room(s):** 1

**Guest(s) per room:** 1



## Summary of Charges

181.67      +      90.61      **635.62**  
USD Avg./night      USD Taxes and fees      USD Subtotal



Get the Marriott Rewards Premier Plus Credit Card and receive a \$200 statement credit after first card purchase.  
[LEARN MORE >](#)

**635.62 USD**

Total Stay

**- 200.00 USD**

Statement Credit

**435.62 USD**

Total after statement credit\*

\* Total for stay and statement credit may post on separate statements.

## Hotel Cancellation Policy

### About this reservation:

You may cancel your reservation for no charge until September 2, 2018 (2 day[s] before arrival). Please note that we will assess a fee of 185.00 USD if you must cancel after this deadline. If you have made a prepayment, we will retain all or part of your prepayment. If not, we will charge your credit card. This fee equals 1 night of your room charge (for the first night of your reservation).



**To:** Public Safety Committee, City Council  
**From:** Keith Glass, Director of Public Safety  
**Department:** Police  
**Date:** 7/26/2018  
**Subject:** 2018-2019 MAHS SRO Contract Approval

**Budget Account/Project Name:** 2018-2019 SRO Contract

**Funding Source:** Walton County Board of Education

**Budget Allocation:** \$0.00

**Budget Available:** \$0.00

**Requested Expense:** \$0.00

**Company of Purchase:**

**Description:**

MPD and the Walton Co. Board of Education seek approval of the 2018-2019 school cycle SRO contract. WCBOE agrees to pay the City of Monroe 46,231.00 for the SRO services provided by the City of Monroe Police Department as set forth in the conditions of the contract.

**Background:**

The City of Monroe Police Department has provided the SRO service to the Monroe Area High School since 2005. Monroe Area High School is the only Public School within the city limits of Monroe.

**Attachment(s):**

Agreement-5 pages

**AGREEMENT BETWEEN THE CITY OF MONROE**

**and**

**THE WALTON COUNTY SCHOOL DISTRICT**

**for**

**THE SCHOOL RESOURCE OFFICER PROGRAM**

THIS AGREEMENT is made and entered into as of the 26 day of July, 2018 (the "Effective Date"), by and between the CITY OF MONROE, and the WALTON COUNTY SCHOOL DISTRICT (the "WCSD").

**WITNESSETH**

WHEREAS, it is the intent and desire of the MPD and the WCSD to provide for law enforcement and related services as set forth herein;

WHEREAS, the MPD and the WCSD recognize the benefits of a School Resource Officer Program ("Program") to the citizens of Walton County, and particularly to the employees and students of Walton County Public Schools;

NOW, THEREFORE, for and in consideration of the promises and mutual covenants contained herein, and other good and valuable consideration, the MPD and the WCSD hereby agree as follows:

**Section 1. Purpose.** The purpose of this Agreement is to increase the security and safety of WCSD through the funding necessary to permit, *inter alia*, the assignment of School Resource Officer's to serve WCSD on a full-time basis during the regular school year.

**Section 2. Term of Agreement.** The term of this Agreement shall be for one (1) year from the Effective Date; provided, however, that the Agreement shall be automatically renewed unless either party provides written notice of its intent not to renew the Agreement at least thirty (30) days prior to the expiration of the term. The MPD and the WCSD agree to negotiate the Program costs annually for any subsequent term in accordance with Section 5 below.

**Section 3. Program Staffing.** The Program shall be staffed in accordance with the following:

3.1.1 **School Resource Officers.** The MPD shall assign one (1) full-time Police Officer to each of the following schools to serve as a School Resource Officer ("SRO"): Monroe Area High School. The duties of the SRO shall include the following:

(a) *Instruction.* The SRO shall act as an instructor for specialized, short-term programs about Georgia criminal and juvenile laws, as well as the law-related section of the Alcohol Drug Awareness Program (ADAP), when requested to do so by the Principal or a faculty member of the school to which the SRO is assigned.

(b) *Investigations.* The SRO may assist with non-campus investigations related to juveniles who attend the school to which the SRO is assigned.

(c) *Law Enforcement.* The SRO may take emergency law enforcement action when required by law; provided, however, that the Principal of the school shall be notified of such action as soon as practicable.

(d) *Traffic Control.* The SRO shall assist in traffic control during the arrival and departure of students.

3.1.2. Supervising Officer. The Chief of Police shall assign one (1) full-time Supervising Officer to oversee the Program and serve as a liaison with WCSD, whose duties shall include the following:

(a) *School Visits.* The Supervising Officer shall perform scheduled and non-scheduled visits to the schools within WCSD to which an SRO is assigned by MPD.

(b) *Program Administration.* The Supervising Officer shall approve Program reports; provide leadership, training and direction for the Program; conduct Program evaluations; analyze campus statistics and problem areas for WCSD; establish rapport with WCSD administrators; oversee school traffic issues; submit monthly reports to the Superintendent; oversee major school functions in which an SRO is participating; coordinate with the Walton County Juvenile Court regarding school-related criminal cases; keep accurate crime reports for WCSD; and maintain time cards and keep up with overtime and comp time for the Program.

(c) *Investigations.* The Supervising Officer shall be available for investigation of crime-related incidents involving a WCSD employee that have a student as the complainant or victim.

3.2 Application and Appointment Process. The MPD's School Resource Officer Unit Commander shall recruit, interview and evaluate potential candidates for the positions above. The names of any applicants receiving a favorable recommendation from the School Resource Officer Unit Commander shall be forwarded to the Chief of Police, who shall make the appointments necessary to staff said positions. Applicants must meet the following requirements:

1. An applicant must have a desire to serve in the position for which he or she is applying.

2. An applicant must be certified and sworn peace officers with a minimum of three (3) years law enforcement experience.
3. An applicant must have successfully completed the School Resource Officers 40-hour training course.

3.3 Scheduling. SRO's shall be scheduled in accordance with the following:

3.3.1. Working Hours. SRO's shall serve WCSD on a full-time basis, i.e., from one-half (1/2) hour prior to the start of classes until one-half (1/2) hour after classes are dismissed, although a SRO's working hours may be adjusted on a situational basis, with the prior consent of the School Resource Unit Commander, in order to cover campus-related activities which require the presence of a law enforcement officer. Notwithstanding the foregoing, SRO's may periodically be required by the MPD to perform other tasks during school hours, including, but not limited to mandatory training.

3.3.2. Temporary Reassignment. The Chief of Police may temporarily reassign the SRO's when school is not in session and during periods of law enforcement emergency.

3.3.3 Overtime. The SRO may not work overtime hours without the prior approval of the School Resource Unit Commander. Overtime work will be paid in accordance with MPD policies. SRO's shall neither expect nor accept any additional compensation for overtime work directly from the WCSD.

3.4 Employment Status. The SRO and Supervising Officer (SRO's) shall be and remain employees of the MPD and shall not be WCSD employees. SRO's shall remain responsive to the supervision and chain of command of the MPD. The MPD shall remain solely responsible for the SRO's hiring, firing, training, discipline and/or dismissal. The MPD agrees to pay the salary and employment benefits of the SRO's in accordance with the applicable salary schedules and employment practices of the MPD, including but not limited to: sick leave, annual leave, retirement compensation, workers compensation, unemployment compensation, life insurance, medical and dental insurance. The SRO's shall be subject to all other personnel policies of the MPD.

3.5 Removal and Replacement Process. SRO's may be removed and replaced in accordance with the following:

3.5.1. Removal for Cause. If the Principal, in consultation with the Assistant Principal, requests that the SRO be removed from the school (1) because the SRO is not effectively performing the duties of the SRO and/or (2) because the SRO has engaged in unprofessional conduct, MPD will replace the SRO in accordance with 3.5.3.

3.5.2. Discretionary Removal. The MPD reserves the right to dismiss or reassign an SRO when it is deemed to be in the best interests of either the WCSD or the MPD.

3.5.3. Replacement. In the event of a resignation, dismissal, reassignment, removal, or long-term absence of an SRO, the MPD shall provide a temporary replacement for the SRO as soon as possible, but not more than fifteen (15) school days of receiving notice of such absence, dismissal, resignation, removal, or reassignment. As soon as practicable, the MPD shall provide a permanent replacement for the position.

**Section 4. Duties and Responsibilities of SRO's.** In addition to those duties and responsibilities specifically provided for in Section 3.1 above, SRO's shall have the following duties and responsibilities:

1. SRO's shall enforce federal, state and local laws and, at the request of the school administration, assist WCSD officials with the enforcement of WCSD policies and regulations regarding student conduct.
2. SRO's shall investigate criminal activity committed on or adjacent to WCSD property.
3. SRO's shall assist school administrators in developing plans and strategies to prevent and minimize dangerous situations that may occur on campus or during school-sponsored events.
4. SRO's shall maintain a detailed weekly report of duties performed.

Notwithstanding the foregoing, SRO's shall not be used by WCSD as school disciplinarians; provided, however, that an SRO may be contacted regarding incidents believed to be in violation of the law, and the SRO shall then determine whether law enforcement action is appropriate. SRO's shall also not be used for regularly-assigned monitoring duties, including but not limited to lunchroom, hallway, carpool, or bus monitoring duties.

**Section 5. Compensation.** The MPD shall be compensated by the WCSD in the total amount of \$46,231 annually for the services to be performed under this Agreement. Not less than sixty (60) days prior to the expiration of this Agreement, the MPD shall inform the WCSD of any additional compensation it is requesting for the subsequent term. Compensation owed to the MPD by the WCSD shall be paid in accordance with the Payment Schedule attached hereto as Exhibit "A" and incorporated herein by reference.

**Section 6. Termination.** Either party may terminate this Agreement for any reason whatsoever with sixty (60) days prior written notice to the other party. In the event of such termination by the WCSD, the SRO's will be immediately reassigned by the MPD and, if the termination is not for cause, the WCSD shall immediately pay any remaining funds due to the MPD for the remainder of the school year. In the event of termination by the MPD, the WCSD shall compensate the MPD for all services provided up to the date of termination.



**Section 7. Assignability.** This Agreement may not be delegated or assigned by either party and any purported delegation or assignment of this Agreement (or rights hereunder) is void unless prior written consent of the other party has been obtained.

**Section 8. Entire Agreement.** This Agreement incorporates all prior negotiations, interpretations, and understandings between the parties and is the full and complete expression of their Agreement.

**Section 9. Modifications.** Any change, alteration, deletion, or addition to the terms set forth in this Agreement must be in writing and signed by both parties.

**Section 10. Governing Law.** This Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of Georgia.

**Section 11. Miscellaneous.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original and all of which counterparts together shall constitute but one and the same instrument. Each provision of this Agreement is severable from any and all other provisions of this Agreement. Should any provision of this Agreement be for any reason unenforceable, the balance shall nonetheless remain in and be of full force and effect, without giving effect to such unenforceable provision. Time is of the essence hereof. The section headings of this Agreement are for convenience only and in no way limit or enlarge the scope or meaning of the language hereof.

**IN WITNESS WHEREOF,** the parties hereto have duly signed, sealed, and delivered this Agreement as of the Effective Date.

**THE CITY OF MONROE:**

By: \_\_\_\_\_ (Seal)  
Mayor

Date: \_\_\_\_\_

**WALTON COUNTY SCHOOL DISTRICT:**

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

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

Date: \_\_\_\_\_

[BOE SEAL]

**EXHIBIT "A"**

The WCSD shall pay in full the amount set forth in Section 6 of the Agreement in a lump sum payment at a time mutually agreeable to the parties. Notwithstanding the foregoing, said payment must be made prior to the end of the applicable school year.



**To:** Public Safety Committee, City Council  
**From:** Keith Glass, Director of Public safety  
**Department:** Police  
**Date:** 7/26/2018  
**Subject:** 2018-2019 Foothills Education Charter High School SRO Contract Approval

**Budget Account/Project Name:** 2018-2019 FECHS SRO contract

**Funding Source:** Walton County Board of Education

**Budget Allocation:** \$0.00

**Budget Available:** \$0.00

**Requested Expense:** \$0.00

**Company of Purchase:**

**Description:**

MPD and the Walton Co. Board of Education seek approval of the 2018-2019 school cycle FECHS SRO contract. WCBOE agrees to pay the City of Monroe at the rate of \$150.00 per day, for 164 days, for a total amount of 24,600.00 annually for SRO services provided by the City of Monroe Police Department as set forth in the conditions of the contract.

**Background:**

The City of Monroe Police Department has provided the SRO service to the Monroe Area High School since 2005. MPD began this piolet program with WCBOE last year. FECHS graduated 25 students with fully accredited high school diplomas this year. The program provides an excellent opportunity for the targeted students to graduate from High School. MPD believes FECHS greatly benefits our community.

**Attachment(s):**

Agreement-6 pages

**AGREEMENT BETWEEN THE CITY OF MONROE**

**and**

**THE WALTON COUNTY SCHOOL DISTRICT**

**for**

**THE SCHOOL RESOURCE OFFICER PROGRAM**

THIS AGREEMENT is made and entered into as of the 27th day of July, 2018 (the "Effective Date"), by and between the CITY OF MONROE, and the WALTON COUNTY SCHOOL DISTRICT (the "WCSD").

**WITNESSETH**

WHEREAS, it is the intent and desire of the MPD and the WCSD to provide for law enforcement and related services as set forth herein;

WHEREAS, the MPD and the WCSD recognize the benefits of a School Resource Officer Program ("Program") to the citizens of Walton County, and particularly to the employees and students of Foothills Education Charter High School (Walton Site).

NOW, THEREFORE, for and in consideration of the promises and mutual covenants contained herein, and other good and valuable consideration, the MPD and the WCSD hereby agree as follows:

**Section 1. Purpose.** The purpose of this Agreement is to increase the security and safety of WCSD through the funding necessary to permit, *inter alia*, the assignment of School Resource Officer's to serve WCSD on a full-time basis during the regular school year.

**Section 2. Term of Agreement.** The term of this Agreement shall be for one (1) year from the Effective Date; provided, however, that the Agreement shall be automatically renewed (dates may change) unless either party provides written notice of its intent not to renew the Agreement at least thirty (30) days prior to the expiration of the term. The MPD and the WCSD agree to negotiate the Program costs annually for any subsequent term in accordance with Section 5 below.

**Section 3. Program Staffing.** The Program shall be staffed in accordance with the following:

3.1.1 School Resource Officers. The MPD shall assign one (1) Police Officer to each of the following schools to serve as a School Resource Officer ("SRO"): Foothills Education Charter High School (Walton Site) @ Monroe Area High School. The duties of the SRO shall include the following:

3. An applicant must have successfully completed the School Resource Officers 40-hour training course.

3.3 Scheduling. SRO's shall be scheduled in accordance with the following:

3.3.1. Working Hours. SRO's shall serve WCSD at the FHCS (Walton site) on a full-time basis, i.e., from the start of classes until one-half (1/2) hour after classes are dismissed, although a SRO's working hours may be adjusted on a situational basis, with the prior consent of the School Resource Unit Commander, in order to cover campus-related activities which require the presence of a law enforcement officer. Notwithstanding the foregoing, SRO's may periodically be required by the MPD to perform other tasks during school hours, including, but not limited to mandatory training.

3.3.2. Temporary Reassignment. The Chief of Police may temporarily reassign the SRO's when school is not in session and during periods of law enforcement emergency.

3.3.3 Overtime. The SRO may not work overtime hours without the prior approval of the School Resource Unit Commander. Overtime work will be paid in accordance with MPD policies. SRO's shall neither expect nor accept any additional compensation for overtime work directly from the WCSD.

3.4 Employment Status. The SRO and Supervising Officer (SRO's) shall be and remain employees of the MPD and shall not be WCSD employees. SRO's shall remain responsive to the supervision and chain of command of the MPD. The MPD shall remain solely responsible for the SRO's hiring, firing, training, discipline and/or dismissal. The MPD agrees to pay the salary and employment benefits of the SRO's in accordance with the applicable salary schedules and employment practices of the MPD, including but not limited to: sick leave, annual leave, retirement compensation, workers compensation, unemployment compensation, life insurance, medical and dental insurance. The SRO's shall be subject to all other personnel policies of the MPD.

3.5 Removal and Replacement Process. SRO's may be removed and replaced in accordance with the following:

3.5.1. Removal for Cause. If the Site Director, in consultation with the Assistant Site Director, requests that the SRO be removed from the school (1) because the SRO is not effectively performing the duties of the SRO and/or (2) because the SRO has engaged in unprofessional conduct, MPD will replace the SRO in accordance with 3.5.3.

3.5.2. Discretionary Removal. The MPD reserves the right to dismiss or reassign an SRO when it is deemed to be in the best interests of either the WCSD or the MPD.

3.5.3. Replacement. In the event of a resignation, dismissal, reassignment, removal, or long-term absence of an SRO, the MPD shall provide a temporary replacement for the SRO as soon as possible, but not more than fifteen (15) school days of receiving

(a) *Investigations.* The SRO may assist with non-campus investigations related to juveniles who attend the school to which the SRO is assigned.

(b) *Law Enforcement.* The SRO may take emergency law enforcement action when required by law; provided, however, that the Principal of the school shall be notified of such action as soon as practicable.

(c) *Traffic Control.* The SRO shall assist in traffic control during the arrival and departure of students.

3.1.2. Supervising Officer. The Chief of Police shall assign one (1) full-time Supervising Officer to oversee the Program and serve as a liaison with WCSD, whose duties shall include the following:

(a) *School Visits.* The Supervising Officer shall perform scheduled and non-scheduled visits to the schools within WCSD to which an SRO is assigned by MPD.

(b) *Program Administration.* The Supervising Officer shall approve Program reports; provide leadership, training and direction for the Program; conduct Program evaluations; analyze campus statistics and problem areas for Foothills Education Charter High School (FHCS); establish rapport with FHCS administrators; oversee school traffic issues; submit quarterly reports to the Site Director; oversee major school functions in which an SRO is participating; coordinate with the Walton County Juvenile Court regarding school-related criminal cases; keep accurate crime reports for FHCS; and maintain time cards and keep up with overtime and comp time for the Program.

(c) *Investigations.* The Supervising Officer shall be available for investigation of crime-related incidents involving a FHCS employee that have a student as the complainant or victim.

3.2 Application and Appointment Process. The MPD's School Resource Officer Unit Commander shall recruit, interview and evaluate potential candidates for the positions above. The names of any applicants receiving a favorable recommendation from the School Resource Officer Unit Commander shall be forwarded to the Chief of Police, who shall make the appointments necessary to staff said positions. Applicants must meet the following requirements:

1. An applicant must have a desire to serve in the position for which he or she is applying.
2. An applicant must be certified and sworn peace officers with a minimum of three (3) years law enforcement experience.



notice of such absence, dismissal, resignation, removal, or reassignment. As soon as practicable, the MPD shall provide a permanent replacement for the position.

**Section 4. Duties and Responsibilities of SRO's.** In addition to those duties and responsibilities specifically provided for in Section 3.1 above, SRO's shall have the following duties and responsibilities:

1. SRO's shall enforce federal, state and local laws and, at the request of the school administration, assist FHCS officials with the enforcement of FHCS policies and regulations regarding student conduct.
2. SRO's shall investigate criminal activity committed on or adjacent to WCSD property.
3. SRO's shall assist school administrators in developing plans and strategies to prevent and minimize dangerous situations that may occur on campus or during school-sponsored events.
4. SRO's shall maintain a detailed weekly report of duties performed.

Notwithstanding the foregoing, SRO's shall not be used by FHCS as school disciplinarians; provided, however, that an SRO may be contacted regarding incidents believed to be in violation of the law, and the SRO shall then determine whether law enforcement action is appropriate. SRO's shall also not be used for regularly-assigned monitoring duties, including but not limited to lunchroom, hallway, carpool, or bus monitoring duties.

**Section 5. Compensation.** The MPD shall be compensated at the rate of \$150 per day, for 164 days, for a total amount of **\$24,600** annually for the services to be performed under this Agreement. Not less than sixty (60) days prior to the expiration of this Agreement, the MPD shall inform the WCSD of any additional compensation it is requesting for the subsequent term. Compensation owed to the MPD by the WCSD shall be paid in accordance with the Payment Schedule attached hereto as Exhibit "A" and incorporated herein by reference.

**Section 6. Termination.** Either party may terminate this Agreement for any reason whatsoever with sixty (60) days prior written notice to the other party. In the event of such termination by the WCSD, the SRO's will be immediately reassigned by the MPD and, if the termination is not for cause, the WCSD shall immediately pay any remaining funds due to the MPD for the remainder of the school year. In the event of termination by the MPD, the WCSD shall compensate the MPD for all services provided up to the date of termination.

**Section 7. Assignability.** This Agreement may not be delegated or assigned by either party and any purported delegation or assignment of this Agreement (or rights hereunder) is void unless prior written consent of the other party has been obtained.

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**Section 9. Modifications.** Any change, alteration, deletion, or addition to the terms set forth in this Agreement must be in writing and signed by both parties.

**Section 10. Governing Law.** This Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of Georgia.

**Section 11. Miscellaneous.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original and all of which counterparts together shall constitute but one and the same instrument. Each provision of this Agreement is severable from any and all other provisions of this Agreement. Should any provision of this Agreement be for any reason unenforceable, the balance shall nonetheless remain in and be of full force and effect, without giving effect to such unenforceable provision. Time is of the essence hereof. The section headings of this Agreement are for convenience only and in no way limit or enlarge the scope or meaning of the language hereof.

**IN WITNESS WHEREOF**, the parties hereto have duly signed, sealed, and delivered this Agreement as of the Effective Date.

**THE CITY OF MONROE:**

By: \_\_\_\_\_ (Seal)  
Mayor

Date: \_\_\_\_\_

**WALTON COUNTY SCHOOL DISTRICT:**

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

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

Date: \_\_\_\_\_

[BOE SEAL]

**EXHIBIT "A"**

The WCSD shall pay in full the amount set forth in Section 6 of the Agreement in a lump sum payment at a time mutually agreeable to the parties. Notwithstanding the foregoing, said payment must be made prior to the end of the applicable school year.



**CODE**

**DEPARTMENT**

**MONTHLY REPORT**

**August**

**2018**

The Code Department of the City of Monroe respectfully submits this report to the Mayor and Council. It is the intent of this report to highlight statistics, specific job duties, and any job functions related to the Code Department during the time period of May 1, 2018 thru June 30, 2018 and June, 2018.

### Statistics:

#### May

- Total Calls: 400
- Total Minutes: 17:51:35
- Total Minutes/Call: 2:41
- Code Inspections: 56
- Total Permits Written: 45
- Amount collected for permits: \$5,285.00
- Check postings for Miscellaneous Revenue 93

#### June

- Total Calls: 362
- Total Minutes: 15:45:39
- Total Minutes/Call: 2:37
- Code Inspections: 53
- Total Permits Written: 57
- Amount collected for permits: \$12,299.00
- Check postings for Miscellaneous Revenue 135

### Business/Alcohol Licenses new & renewals:

#### May

- **New Businesses:** 11
- SAJ Monroe LLC DBA Harry's
- Baldpates General Contracting LLC
- Carrington West Auto – auto broker-office only
- CSI: Car Sales International LLC – auto broker-office only
- Fleet Cleaning Services – residential-office only
- Mitchell Insulation Services LLC-residential-office only
- Powerful Improvements For Education-residential-office only
- Southern Lights Scented Candles-residential-office only
- Vital Aesthetics
- XMH Beauty LLC –residential-office only
- XYNKHouse Auto Sales – auto broker-office only
  
- **Closed Businesses:** 12
- R.D.S. Management Co LLC
- Kendra's Beauty Bar

## Exceeding Your Expectations

- Eye Spy Eye Investigation LLC
- Malcom Realty & Appraisals
- B & C Photography
- K's Courier
- Trackside Antiques & Architecture
- DC Enterprises
- The Undertaker Pest Control
- Gwinnett Medical Group / Gwinnett Heart Specialists
- The Hair Bar

## June

- **New Businesses:** 7
- Brashtin Designs – residential
- Conscious Candor? – residential
- CWG, LLC dba Heaven's Best Carpet Cleaner-residential
- Divine 5 Service LLC
- Fuzions Monroe LLC dba Fuzions – change of ownership
- Golgi Labs LLC
- N GA Behavioral Accountability dba Family Recovery-change of ownership
- 
- **Closed Businesses:** 6
- ATIF INC dba Harry's Marathon – change of ownership
- Almost Home
- Elegant Weddings and Décor
- Wild West Family Restaurant
- Family Recovery – change of ownership
- JD Supply LLC

### **Major Projects**

- Major Projects Permitted: None
- Major Projects Ongoing: None

## **Code Department:**

### **May & June**

- Receiving business license payments, affidavits and identification. Reviewing all documents and updating changes in system.
- Making numerous phone calls regarding insufficient paperwork and/or incorrect amounts for license payments
- Receipting payments for 2018 business licenses –34 payments
- Reviewing new alcohol ordinance and new procedures



---

**Process paperwork (check requests) for overpayments on business license**

- Permit Applications – Parade, Road Race etc
- Processing paperwork for alcohol licenses
- 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
- Reviewing templates for new software
- Viewing training videos for new Tyler software
- Issuing permits for Building, Electrical, Plumbing and HVAC
- Scheduling inspections for contractors.
- Entering district data into the property system for reports.
- 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.
- Working on Local Update of Census Addresses
- Preparing and reviewing permits for Bureau Veritas Billing
- Entering data for inspections being done into Blue Prince software
- Inspecting and processing nuisance housing projects – see attached.

**City Marshal:****May**

- Patrolled city daily.
- Removed 32 signs from road way.
- Wrote 117 repair / cleanup orders and Re-inspections
- Transported city funds for deposit to banks daily.
- Investigated 3 utility tampering and theft cases. (7 citations issued)
- Represented city in Municipal Court.

**June**

- Patrolled city daily.
  - Removed 28 signs from road way.
  - Wrote 87 repair / cleanup orders and Re-inspections
  - Transported city funds for deposit to banks daily.
  - Investigated 2 utility tampering and theft cases. (5 citations issued)
  - Represented city in Municipal Court.
-

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**Historic Preservation Commission:****May**

Request for COA – 502 E Church Street – COA Granted

Request for COA – 112 W Fifth Street – COA Granted

Request for COA - 408 Knight Street – COA Granted

Request for COA – 217 N Jackson Street – COA Granted

**June**

Request for COA – 716 E Church Street – COA Granted

Request for COA – 110 S Broad Street – COA Granted

**Planning Commission:****May**

Request for variance – 911 N Broad Street- recommend denial

**June**

Request for COA for demo & rebuild of restaurant–1117 W Spring Street–COA approved

Request for Variance to move house – 615 E Church Street – Recommend approval

Request for Variance for new restaurant – 125 N Wayne Street – Recommend approval

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DEMOLITION AND CLEANUP

ADDRESS	OWNER	DISPOSITION	NOTES
<b>2016</b>			
203 Bold Springs Ave	Bobby Carrell	Corp. building demolished.	Negotiated removal of the Corp. building by Dec. 15. The Rock Gym will be addressed in 2017. The remainder of the buildings will be secured from entry. No action taken on securing the buildings or the Rock Gym 02-17-17. This case to be escalated to ensure compliance. <b>Owner to provide plan for disposal of demo debris and securing of the buildings by 03-03-17. Never done. Debris pile burned 4-21-17. Burned debris still not removed 05-10-17. A new case will be established without regard to any previous negotiations.</b>
339 N. Madison Ave	Scott Collins	Property under contract. New owner to remodel.Sale to remodeler fell through. Case proceeding as originally intended.	No response sent to Attorney's office
408 Ash St	Arnold prop.	Trash being removed via dumpsters	Property cleanup underway. Legal action postponed as long as progress is being made.
410 Ash St	Arnold prop.	Trash being removed via dumpsters	Property cleanup underway. Legal action postponed as long as progress is being made.
412 Ash St	Arnold prop.	Trash being removed via dumpsters	Property cleanup underway. Legal action postponed as long as progress is being made.
510 Harris St	Premier Property Ventures LLC	Legal service underway	No response sent to Attorney's office
514 Harris St	Henry Albert Jackson Jr. c/o Mattie Bates	Legal service underway	No response sent to Attorney's office
1101 S. Madison Ave	Gaynor Bracewell	Legal service underway	Notice sent late 11-21-16
<b>2017</b>			
525 N. Broad St.	Matthew Kuruvilla	Pending Demo Memo and response 01-30-17	Exhibit "A" and pictures prepared. 30 days to respond. Owner has decided to demolish the building and The convenience store and redevelop the property in light of the Cities North Broad St. Project. Entered into agreement to remove in 60 Days from 02-06-17. <b>No action taken to this point.04-13-17 Case to be forwarded to the City attorney. Demolition permit purchased 06-06-17. Demolition completed on structure. consent agreement is incomplete. Renewing action to ensure completion. Demolition complete.</b>
400 Mill St.	CMA Development, LLC	Documenting deficiencies and Renewing case	Exhibit "A" and pictures prepared. 30 days to respond <b>Demolition permit purchased 04-10-17 Demolition complete</b>
421 Ash St.	Charlie and Tessie Ann Clark	Documenting deficiencies and Renewing case. Tack service to original owner. 04-10-17 Discovered that property was acquired by Michael Reese 03-07-17. We will have to add or substitute him as the defendant.	Exhibit "A" and pictures prepared. 30 days to respond. <b>The case is going to court in May. New owner Michael Reese, who purchased in March at the tax sale is the current defendant and has been served. Reese indicated the original owners do not want to release redemption rights so the case will proceed as intended.</b>
317 S. Madison Ave	Rivermeade Rentals / Hope Monroe	Demo Memo sent	Exhibit "A" and pictures prepared. 30 days to respond. <b>Hope Monroe LLC Purchased a demolition permit. Demolition date is pending. Demolition Complete.</b>
513 Roberts St.	Ada Lou Etchison / John Brown	Demo Memo sent / 04-07-17 Owner wants to enter into a consent order for demolition by the City. He cannot afford and is physically unable to remove the structure himself.	Exhibit "A" and pictures prepared. 30 days to respond. <b>The owner has responded and is willing to sign off on a consent order allowing the City to remove the structure. He states he has neither the means or physical ability to do so this himself. Consent order to allow demolition by the City.</b>
410 Ash St	Arnold prop.	Progress being made defacto land fill being removed.	permits pulled, clean up and <b>demolition underway. Demolition complete</b>
412 Ash St	Arnold prop.	Progress being made defacto land fill being removed.	permits pulled, clean up and <b>demolition underway. Demolition complete</b>
Colley St.	Colley Davis LLC	Gryffon investments pulled permit 03-28-17. Being removed 04-10-17	Demolition complete cleanup and grassing underway. <b>Demolition complete</b>
Colley St.	Colley Davis LLC	Gryffon investments pulled permit 03-28-17. Being removed 04-10-17	Demolition complete cleanup and grassing underway. <b>Demolition complete</b>
Colley St.	Colley Davis LLC	Gryffon investments pulled permit 03-28-17. Being removed 04-10-17	Demolition complete cleanup and grassing underway. <b>Demolition complete</b>
Bell St.	Colley Davis LLC	Gryffon investments pulled permit 03-28-17	Demolition complete cleanup and grassing underway. <b>Demolition complete</b>
Bell St.	Colley Davis LLC	Gryffon investments pulled permit 03-28-17	Demolition complete cleanup and grassing underway. <b>Demolition complete</b>

410 Davis St.	Open Wells LLC	Gryffon investments pulled permit 03-28-17	block building to be removed. Demolition complete.
830 HWY 138	Liberty First Bank	Demo Memo sent. Demo permit pulled / possible training burn for the FD	House address is 319 Carwood Dr. This property is to be used in a training burn 04-28-17. Demolition complete.
830 HWY 138	Liberty First Bank	additional structure being discussed for demolition. Lee Garrett has committed to addressing the additional structures and the open well on site.	Structures located at the end of Reed St.
339 N. Madison Ave.	Hope Monroe	Substitution of defendant from Scott Collins to Bill Shea then to Hope Monroe.	City seeking consent order. Hope Monroe negotiating for purchase and rehab. Awaiting purchase by Hope Monroe LLC, with a commitment to properly rehab the property. To be rehabed by Hope Monroe LLC. No action to date, 06-06-17. Still no progress 09-14-17 referred to attorneys for further action. This property is currently (09-25-17) being slated for demolition by Hope Monroe in order to build a new home in its place.
1101 S. Madison Ave	Bill Shea	Substitution of defendant from Gaynor Bracewell	City Seeking consent order. Consent order signed 04-13-17 with 120 days to rehab'd or demolished or after 150 days the City will Remove the structure. Currently under stop work order due to damaged asbestos siding for an environmental assesment. Owner attempting repairs to current code standards per consent agreement within 120 days. August 2017. Deadlines not met. The city will demolish this structure after securing an order from the Municipal court judge.
510 Harris St	Premier Property Ventures LLC	Legal service underway. Completed and heard in court.	No response sent to Attorney's office. Order to demolish obtained from Judge Samuels. Demolition complete
514 Harris St	Henry Albert Jackson Jr. c/o Mattie Bates	Legal service underway. Completed and heard in court.	No response sent to Attorney's office. Order to demolish obtained from Judge Samuels. Demolition complete
203 Bold Springs Ave	Bobby Carrell	Securing of Elem. School next step. Rock Gym is waiting for investor. Roof to be removed.	Negotiated removal of the Corp. building by Dec. 15, 2016. The Rock Gym will be addressed in 2017. The remainder of the buildings will be secured from entry. No action taken on securing the buildings or the Rock Gym 02-17-17. This case to be escalated to ensure compliance. Owner to provide plan for disposal of demo debris and securing of the buildings by 03-03-17. Never done. Debris pile burned 4-21-17. Burned debris still not removed 05-10-17. A new case will be established without regard to any previous negotiations. No response yet. Sent to city attorneys for processing. Defendant had the date changed because it conflicted with a trip he had planned. Solicitor, code office and the court had no knowledge of the change. Found out when a courtesy call to the defendant to appear was made.
417 Shamrock Dr.	Sadie Thornton	Held up by legal. Nuisance needs to be abated. Investigations have concluded. New investigations have arisen.	Owner desires to remove the nuisance. We need an order from the court for nuisance abatement. Working on a consent order to demolish as soon as new investigations are complete. Consent order in place awaiting completion of investigations or deadline whichever is first.
123 W. Marable St.	Sierra Hester	demo memo sent.	awaiting response to demo memo. The owner expressed the intent to demolish the structure. Demolition complete.
706 Marable St.	Bobby Carrell	demo memo sent.	awaiting response to demo memo. No response yet. Sent to city attorneys for processing. Supposed to be in court 08-31-17. Defendant had the date changed because it conflicted with a trip he had planned. Solicitor, code office and the court had no knowledge of the change. Found out when a courtesy call to the defendant to appear was made.
203 Bold Springs Ave	Bobby Carrell Corp building	Training burn, Debris never remove 09-25-17	Corps building burned debris and foundation remain. Nuisance building abated. Subsequent owner to remove debris and foundation.





**ECONOMIC  
DEVELOPMENT  
MONTHLY REPORT  
AUGUST  
2018**



## **Economic Development July/August Report:**

- 2nd installation from "Places to Play" has been completed - hammock park, Rotary Club donation
- July 4th Bicentennial Freedom Celebration
- Housing Expo postponed due to power outage
- Visitors Center numbers: 1,024 visitors Jan. to June 2018; 495 in 2017
- Georgia Downtown Conference in August - Mill Development Session/Award
- GICH Conference in September - Monroe to host bus tour for attendees
- Closed on DDA property sale to Pimento Investments
- DDA annual planning retreat held on July 30th

### **Ongoing ED projects:**

- RDF - livery stable renovation - close to complete
- CHIP grant - 3 homes completed; 2 more in preparation for renovations
- DCA Main Street compliance 

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- Visitors Center
- The Local Crowd Monroe - crowdfunding tool, [www.fundmonroe.com](http://www.fundmonroe.com)
- DDA restaurant project - property sold to Pimento Investments, LLC
- Childers Park - hired company to assist in grant application prep for stream restoration
- GICH - next team meeting, August TBD
- Walton Mill MainStreet senior living development - construction to begin this fall

### **Upcoming Events:**

First Friday Concert - August 3rd  
 GDA Conference in Braselton - August 15-17  
 First Friday Concert - September 7th  
 Fall GICH Retreat - September 25-27  
 Housing Expo - October 6th  
 Fall Fest - October 13th



To: City Council  
From: Patrick Kelley  
Department: Planning, Zoning and Code  
Date: 05-14-18  
Description: Variance request 615 E. Church St.

Budget Account/Project Name: NA

Funding Source: 2017 NA

Budget Allocation: NA  
Budget Available: NA  
Requested Expense: \$NA Company of Purchase: NA

**Recommendation: Approve with conditions.**

1. *Subdivide the property into conforming lots.*
2. *Clarify the request to moving a structure rather than building a house.*
3. *Understand that any house built on the lot would have to conform to R1 Zoning requirements.*

**Background:** 615 Church St. currently contains a house that is undergoing renovations. The lot is large enough in square footage to subdivide into two lots. It has been proposed that a structure be moved to the lot that could be created from its current locations on S. Madison Ave. This structure does not meet the R1 square footage minimum of 1600 sq. ft. The variance request is to allow the 1184 sq. ft. structure to be relocated without increasing the square footage to the required minimum for R1 zoning.

**Attachment(s):**

May 9, 2018

**Petition Number: 18-00196**  
**Applicant: Algin Investments, LLC**  
**Location: 615 East Church Street**  
**Existing Zoning: R1**  
**Acreage: .68**  
**Proposed Use: Residential**

**CODE ENFORCEMENT STAFF RECOMMENDATION**

- Approve
- Deny
- Approve with recommended conditions

1. The applicant, Algin Investments LLC, request a variance of Article VII, Sect 700.1 table 11 of the Zoning Ordinance to build a 1200 sq ft house on lot. The request is for 615 East Church Street. The property consists of a total of .68 acres. The property has a total of approximately 254 ft of road frontage on Felker Street and approximately 109 ft of road frontage on Church Street. Code Department recommends Approval.
2. Extra ordinary and exceptional conditions pertaining to the subject property because of size, shape, or topography if any:
3. The literal application of this ordinance does not create an unnecessary hardship.
4. The variance would cause substantial detriment to public good or impair the purposes or intent of this Ordinance.
5. The variance does confer upon the property of the applicant a special privilege denied to other properties in the district.
6. The special circumstances surrounding the request for the variances are the result of acts by the applicant.
7. The variance is not a request to permit a use of land, buildings, or structures which is not permitted by right or by conditional use in the district.
8. The zoning proposal is not consistent with the construction and design standards and design criteria adopted by the City of Monroe.
9. The variance is not the minimum variance that will make possible an economically viable use of the land, building, or structure.

Please Note: Conditions

1. Subdivide the property into conforming lots
2. Clarify the request to moving a structure rather than building a house.
3. Understand that any house built on the lot would have to conform to R1 Zoning requirements.

**ZONING VARIANCE  
REQUEST**

203



215 North Broad Street  
Monroe, GA 30655  
CALLFORINSPECTIONS  
770-207-4674 ... Phone  
dadkinson@monroega.gov

PERMIT NUMBER	DATE ISSUED	VALUATION	FEE	ISSUED BY
18-00196	05/08/2018	\$ 0.00	\$ 100.00	adkinson

NAME + ADDRESS	LOCATION	615 E Church St Monroe, GA 30655	USEZONE	R1	FLOODZONE	
			PN	M0017-003-000		
			SUBDIVISION			
	CONTRACTOR	Algin Investments, LLC	LOT			
			BLOCK	0		
		304 N Broad St Monroe GA 30655	UTILITIES...			
			Electric			
			Sewer			
			Gas			
	OWNER	Algin Investments, LLC, 770 616 4460	PROJECTID#	615EChurchSt-180216 -1		
	304 N Broad St Monroe GA 30655	EXPIRATIONDATE:	11/08/2018			

**CHARACTERISTICS OF WORK**

DESCRIPTION OF WORK

Request for Variance of Article VII Section  
700.1 Table 11- P&Z Mtg 6/19/18 @ 5:30 pm  
& Council Mtg 7/3/18 @ 6:00 pm 215 N  
Broad Street

NATURE OF WORK

Other

CENSUS REPORT CODE

880 - \* Zoning Variance Request

DIMENSIONS

	#STORIES	
SQUARE FOOTAGE		Sq. Ft.
	#UNITS	
SINGLE FAMILY ONLY		
	#BATHROOMS	
	#BEDROOMS	
	TOTAL ROOMS	

**NOTICE**

This permit becomes null and void if work or construction authorized is not commenced within six (6) months, or if construction or work is suspended or abandoned for a period of six (6) months at any time after work is started.

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Contractor or Authorized Agent

*Debbi Adkinson*

Approved By

Date

5-8-18

Date

**MANAGE YOUR PERMIT ONLINE**

WEB ADDRESS

<http://BuildingDepartment.com/project>

PERMIT NUMBER

18-00196

PERMIT PIN

56181





Variance/Conditional Use 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

Street address 615 E Church Street Council District \_\_\_\_\_ / \_\_\_\_\_ Map and Parcel # \_\_\_\_\_  
Zoning RI Acreage .68 Proposed Use RI Road Frontage 254 ft. / on Felker St. (street or streets)

Applicant Name Align Investments LLC Owner Name Align Investments LLC  
Address 304 N Broad Street Monroe Address 304 N Broad Street Monroe  
Phone # (770) 616-4460 Phone # (770) 616-4460

Request Type: (check one) Variance  Conditional Use \_\_\_\_\_

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

State relationship of structure and/or use to existing structures and uses on adjacent lots;  
RI next door. want to build a minimum sq feet of 1200 sq ft.

State reason for request and how it complies with the Zoning Ordinance section 1425.5(1)-(10) & 1430.6(1)-(8):  
Build a house similar to 319 S Madison or move the white house off of 319 S Madison to this location.

State area, dimensions and details of the proposed structure(s) or use(s), including without limitation, existing and proposed parking, landscaped areas, height and setbacks of any proposed buildings, and location and number of proposed parking/loading spaces and access ways:  
The house will be built within the set backs of the city requirements with the parking pad that meets city requirements

State the particular hardship that would result from strict application of this Ordinance:  
No hardship - similar to other houses along Felker Street as there are several smaller homes along Felker in the historic district.

Check all that apply: Public Water:  Well: \_\_\_\_\_ Public Sewer:  Septic: \_\_\_\_\_ Electrical: \_\_\_\_\_ Gas: \_\_\_\_\_

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

Documents to be submitted with request:

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

Application Fees:

- \$100 Single Family
- \$300 Multi Family
- \$200 Commercial

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

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

Signature  Date: 3/14/2013

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

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

Signature \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

Notary Public

Commission Expires: \_\_\_\_\_

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



## REQUEST FOR A CERTIFICATE OF APPROPRIATENESS

Under Monroe's Historic Preservation ordinance, you are required to obtain a Certificate of Appropriateness (COA) for any exterior material change you wish to make to your property if your property is located within a historic district, or if the change would affect property in a historic district. Please see pages 3 and 4, Definitions.

The following steps must be taken in order to have your proposed change considered by the Historic Preservation Commission (HPC):

1. Stop by the Code Office at least 10 working days in advance of the next regular meeting of the HPC (the fourth Tuesday of each month at 6:00 pm), read the Historic Preservation Ordinance, and request that your proposal be added to the agenda.
2. Fill out the application for a COA and turn it in to the Code Office.
3. Pay the \$10.00 fee. If you request a "special meeting" at some date or time (other than the 4<sup>th</sup> Tuesday of every month), the fee is \$50.00. If you are requesting to demolish Historic property, the fee is \$50.00 on the regular scheduled meeting.
4. Provide all documentation which will assist the HPC in deciding if your proposed change(s) are in keeping with the historic district standards and guidelines. The more complete your presentation, the more efficiently your request can be handled. Please see the COA application for additional information.

Suggested documentation consists of all architectural drawings, sketches, pictures, diagrams, or actual examples. All documentation should be turned in to the Code Office at the time of your application, as it gives HPC members time to consider your request prior to the meeting. Physical samples, if applicable, should be brought with you to the meeting.

5. Appear at the meeting on the scheduled day and time to present your proposal.

Thank you, the HPC looks forward to considering your request.

**Please read the following directions for completing the Request for COA Application.**

Attach photograph(s) of existing condition of property necessary to show all areas affected.

Attach plans, sketches, drawings, and diagrams of the project and detail the materials that will be used.

Provide such other information that is necessary for the HPC to adequately consider the application in light of the following criteria.

In reviewing applications for COAs, the HPC's duties include taking into account the historic and architectural significance of the structure and maintaining maps showing the historic and architectural significance of structures in the Historic Districts.

In its review, the HPC shall also take into account the following elements to ensure that the exterior form and appearance of the structure is consistent with the historical and visual character of the District:

1. The height of the building in relation to the average height of the nearest adjacent and opposite buildings;
2. The setback and placement of the building on the lot in relation to the average setback and placement of the nearest adjacent and opposite building;
3. Exterior construction materials, including textures and patterns.
4. Architectural detailing, such as lintels, cornices, brick bond, and foundation materials;
5. Roof shapes, forms, and materials;
6. Proportions, shapes, positioning and locations, patterns and sizes of any elements of fenestration.

The **Code Office** will post a notice which will notify all affected property owners of the material change being requested not less than seven (7) days prior to the meeting at which the request for a COA is to be considered. The applicant and the affected property owners will be given an opportunity to be heard at the meeting in which the application is presented.

**DEFINITIONS:**

A "material change in appearance" means a change that will affect either the exterior architectural or environmental features of a historic property or any structure, site, or work of art within a historic district, and may include any one or more of the following:

1. A reconstruction or alteration of the size, shape, or façade, including any of the architectural elements or details;
2. Demolition;
3. Commencement of excavation for construction purposes;
4. A change in the location of advertising visible from the public right-of-way; and
5. The erection, alteration, restoration, or removal of any building or other structure within a historic property or district, including walls, fences, steps and pavements, or other appurtenant features.


[Sec. 8-4-2(f)]

“Exterior architectural features” means the architectural style, general design, and general arrangement of the exterior of a building or other structure, including but not limited to, the kind or texture of the building material and the type and style of all windows, doors, signs, and other appurtenant architectural fixtures, features, details, or elements relative to the foregoing [Sec. 8-4-2(b)].

“Exterior environmental features” means all those aspects of the landscape or the development of the site which affect the historical character of the property [Sec. 8-4-2(c)].

Ordinary maintenance or repair of any exterior architectural feature in or on a historic property that does not involve a material change in design, material, or outer appearance is excluded from review. [Sec. 8-4-81]

**I acknowledge that I have read this material and will abide by the ordinances set forth.**

  
 \_\_\_\_\_  
 Signature of Applicant

2/13/18  
 \_\_\_\_\_  
 Date

**NOTICE TO THE PUBLIC  
CITY OF MONROE**

**The City of Monroe has received a request for a variance of Article VII, Sect 700.1, Table 11 of the Zoning Ordinance for 615 East Church Street. A public hearing will be held on June 19, 2018 before the Planning & Zoning Commission, at 5:30 P. M.**

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

**Please run on the  
following date:**

**June 3, 2018**

**NOTICE TO THE PUBLIC  
CITY OF MONROE**

**The City of Monroe has received a request for a variance of section Article VII, Sect 700.1 table 11 of the Zoning Ordinance for 615 East Church Street. A public hearing will be held on August 14, 2018 before the Mayor and Council, at 6:00 pm.**

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

**Please run on the  
following date:**

**July 29, 2018**





**To:** City Council  
**From:** Patrick Kelley  
**Department:** Planning, Zoning and Code  
**Date:** 06-12-18  
**Description:** 125 North Wayne St. / Variance request for a full service restaurant.

**Budget Account/Project Name:** NA

**Funding Source:** 2017 NA

**Budget Allocation:** NA

**Budget Available:** NA

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

**Recommendation: Approval**

**Background:** This is a repurposing of an abandoned auto parts store location to a restaurant. The property is in the newly established Monroe Historic Downtown Entertainment District which is loosely defined as the CBD and this parcel. It has been discussed that the CBD and the downtown development pattern needs to be expanded. This opportunity represents a good place to start. The CBD allows zero lot lines and does not require on-site parking. This project provides parking, landscaping and setbacks to the extent technically feasible while promoting the front loaded building pattern of the Downtown area.

**Attachment(s):** Please see information below.



May 30, 2018

**Petition Number: 18-00221**  
**Applicant: Andrew Williams**  
**Location: 125 North Wayne Street**  
**Existing Zoning: B2**  
**Acreage: .6 AC**  
**Proposed Use: Commercial Restaurant**

**CODE ENFORCEMENT STAFF RECOMMENDATION**

- Approve
- Deny
- Approve with recommended conditions

1. The applicant, Andrew Williams request a variance of Article VII, Sect 700.2 table 12, Article V, Sect 520 Table 3 and Sect 570.2 of the Zoning Ordinance. The request is for 125 North Wayne Street. The property consists of a total of .6 acres. The property has a total of approximately 126 ft of road frontage on North Wayne Street. Code Department recommends Approval.
2. Extra ordinary and exceptional conditions pertaining to the subject property because of size, shape, or topography if any: None
3. The literal application of this ordinance does create an unnecessary hardship.
4. The variance would not cause substantial detriment to public good or impair the purposes or intent of this Ordinance.
5. The variance does confer upon the property of the applicant a special privilege denied to other properties in the district.
6. The special circumstances surrounding the request for the variances are the result of acts by the applicant.
7. The variance is not request to permit a use of land, buildings, or structures which is not permitted by right or by conditional use in the district.
8. The zoning proposal is consistent with the construction and design standards and design criteria adopted by the City of Monroe.
9. The variance is not the minimum variance that will make possible an economically viable use of the land, building, or structure.

Please Note:

- Parking variance recommended for approval due to the large number of public parking spaces available in close proximity to the subject property.
- Front setback variance recommended for approval to encourage the expansion of CBD design parameters to adjacent streets in order to expand our downtown.
- Impervious surface variance recommended for approval due to efforts to comply with a net reduction of impervious surface.

**ZONING VARIANCE  
REQUEST**

213



215 North Broad Street  
Monroe, GA 30655  
CALL FOR INSPECTIONS  
770-207-4674 ... Phone  
dadkinson@monroega.gov

PERMIT NUMBER	DATE ISSUED	VALUATION	FEE	ISSUED BY
18-00221	05/30/2018	\$ 0.00	\$ 200.00	adkinson

NAME + ADDRESS	LOCATION	125 N Wayne St Monroe, GA 30655	USEZONE	B2	FLOODZONE	Yes
			PIN	M0014-067-000		
	CONTRACTOR	ANDREW LOREN WILLIAMS	SUBDIVISION			
			LOT			
			BLOCK	0		
			UTILITIES...			
			Electric			
			Sewer			
			Gas			
	OWNER	SILVER QUEEN MONROE LLC,  600 S BROAD BLDG 4 St Ste 1A Monroe GA 30655	PROJECTID#	125NWayneSt-180417- 1		
		EXPIRATIONDATE:	08/31/2018			

**CHARACTERISTICS OF WORK**

DESCRIPTION OF WORK

REQUEST FOR VARIANCE - P&Z MTG  
6/19/18 5:30 PM - COUNCIL MTG 8/14/18 @  
6:00 PM 215 N BROAD STREET

NATURE OF WORK

Other

CENSUS REPORT CODE

880 - \* Zoning Variance Request


DIMENSIONS

	#STORIES	
SQUARE FOOTAGE		Sq. Ft.
	#UNITS	
SINGLE FAMILY ONLY		
	#BATHROOMS	
	#BEDROOMS	
	TOTAL ROOMS	

**NOTICE**

This permit becomes null and void if work or construction authorized is not commenced within six (6) months, or if construction or work is suspended or abandoned for a period of six (6) months at any time after work is started.

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

  
Signature of Contractor or Authorized Agent

5-30-18  
Date

  
Approved By

5-30-18  
Date

**MANAGE YOUR PERMIT ONLINE**

WEB ADDRESS

<http://BuildingDepartment.com/project>

PERMIT NUMBER

18-00221

PERMIT PIN

56274





Variance/Conditional Use 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

Street address 125 N Wayne St. Council District 65 / 3 Map and Parcel # M0140067
Zoning B2 Acreage .6 Proposed Use Restaurant Road Frontage 126 ft. / on N. Wayne St. (street or streets)

Applicant Name Andrew Williams Address 200 Walton St Phone # 678-863-0031

Owner Name Silver Queen Monroe, LLC Address 125 N. Wayne St Phone # 678-863-0031

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

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

- Full service restaurant with patio/roof top dining.
- Hours 11am - 10pm

State relationship of structure and/or use to existing structures and uses on adjacent lots;
The new structure will stand alone & it will not affect adjacent lots. We will define boundaries & make sure all traffic is on our property.

State reason for request and how it complies with the Zoning Ordinance section 1425.5(1)-(10) & 1430.6(1)-(8):
We want to move the building to the front so we can be more visible, and clean up the property. Also, it will not have a negative impact on surrounding community or businesses.

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

State the particular hardship that would result from strict application of this Ordinance:
We will have to redesign the space, and we will lose a lot of time. A redesign will cost thousands of dollars and we won't be able to build the building consistent with others downtown.

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

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

Documents to be submitted with request:

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

Application Fees:

- \$100 Single Family
- \$300 Multi Family
- \$200 Commercial

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

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

Signature  Date: 5/30/18

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

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

Signature \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

Notary Public

Commission Expires: \_\_\_\_\_

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

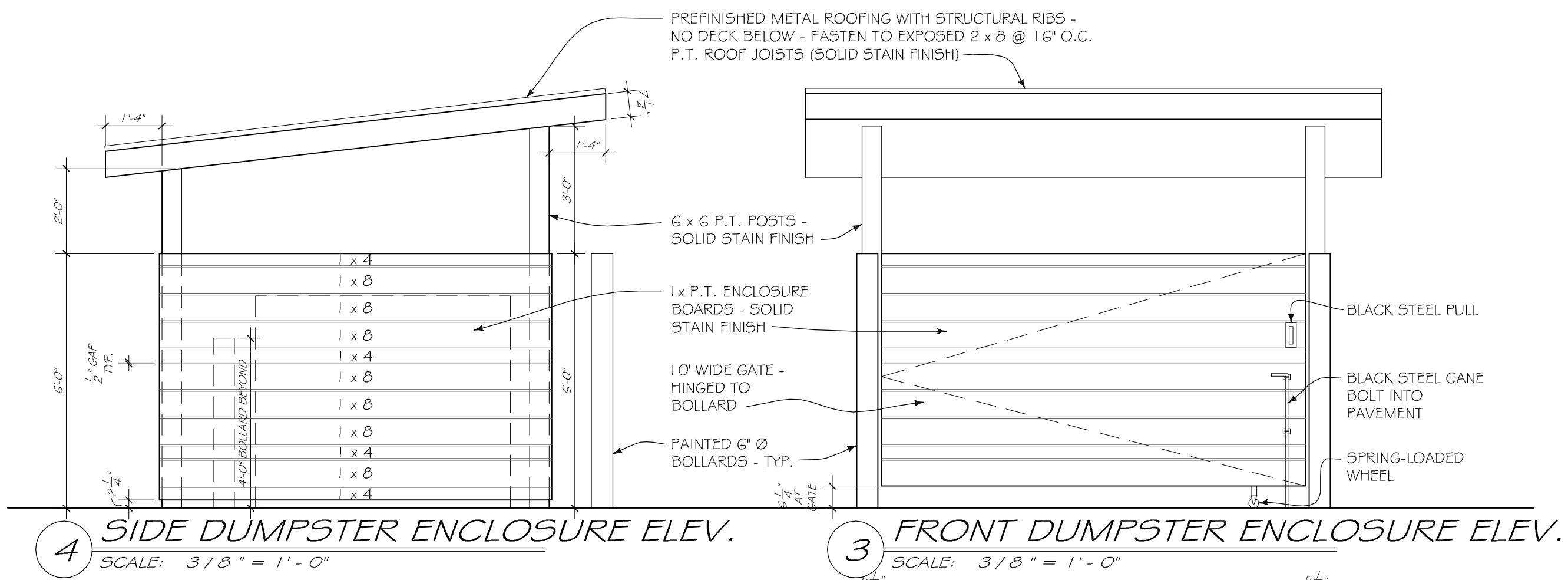


Remove more spaces and get landscaping in parking area which would increase pervious surface and landscaping.

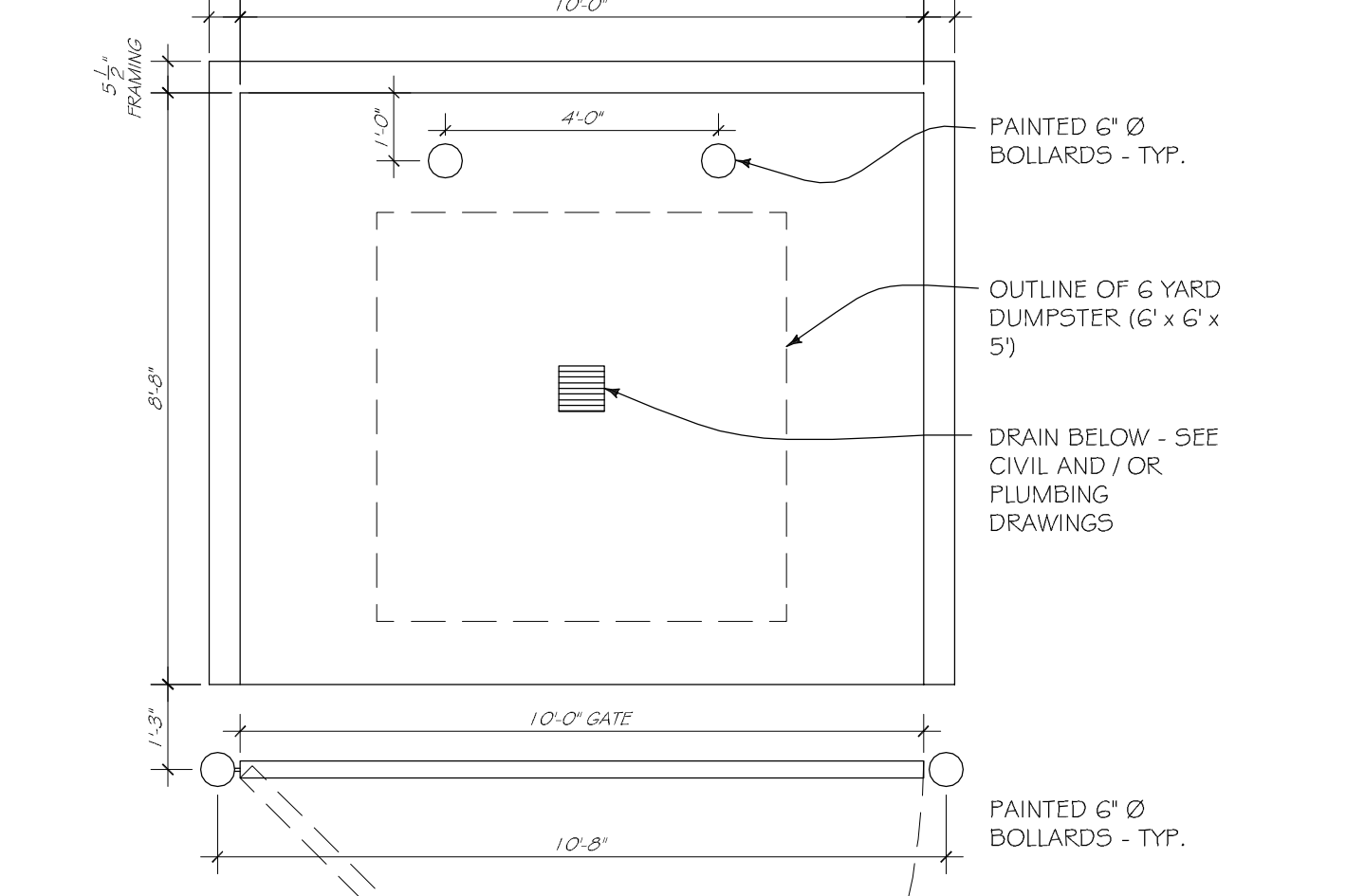
- Parking: we are 9 spaces short of zoning minimums. We could add these 9 spaces in the back of the property, but we are already over the maximum impervious surface, so the current parking count seems like a nice balance.
- Impervious Surface (Lot Coverage): We are currently at 87.6% of total property and 75% is the maximum.
- Parking Landscaping: 12% parking lot interior minimum must be landscaped and we do not have that. If we landscaped the parking lot, it would counterintuitively ADD (non-compliant) impervious surface to the property because the we'd have to enlarge the overall footprint of the paved parking area.
- Front Building Setback: 20'-0" zoning minimum, and we are at 8'-3". Moved the building close to the street per the City's request. Left room for a public walk.
- Side Building Setback: 15'-0" zoning minimum. Courtyard walls are allowed within that, but the courtyard chimney is not. The courtyard chimney (structure) is 4'-11" off of the side property line. The chimney flue is over 5'-0" away from the property line if that is a safety concern on the City's part.

Don't know where this came from but is not the case

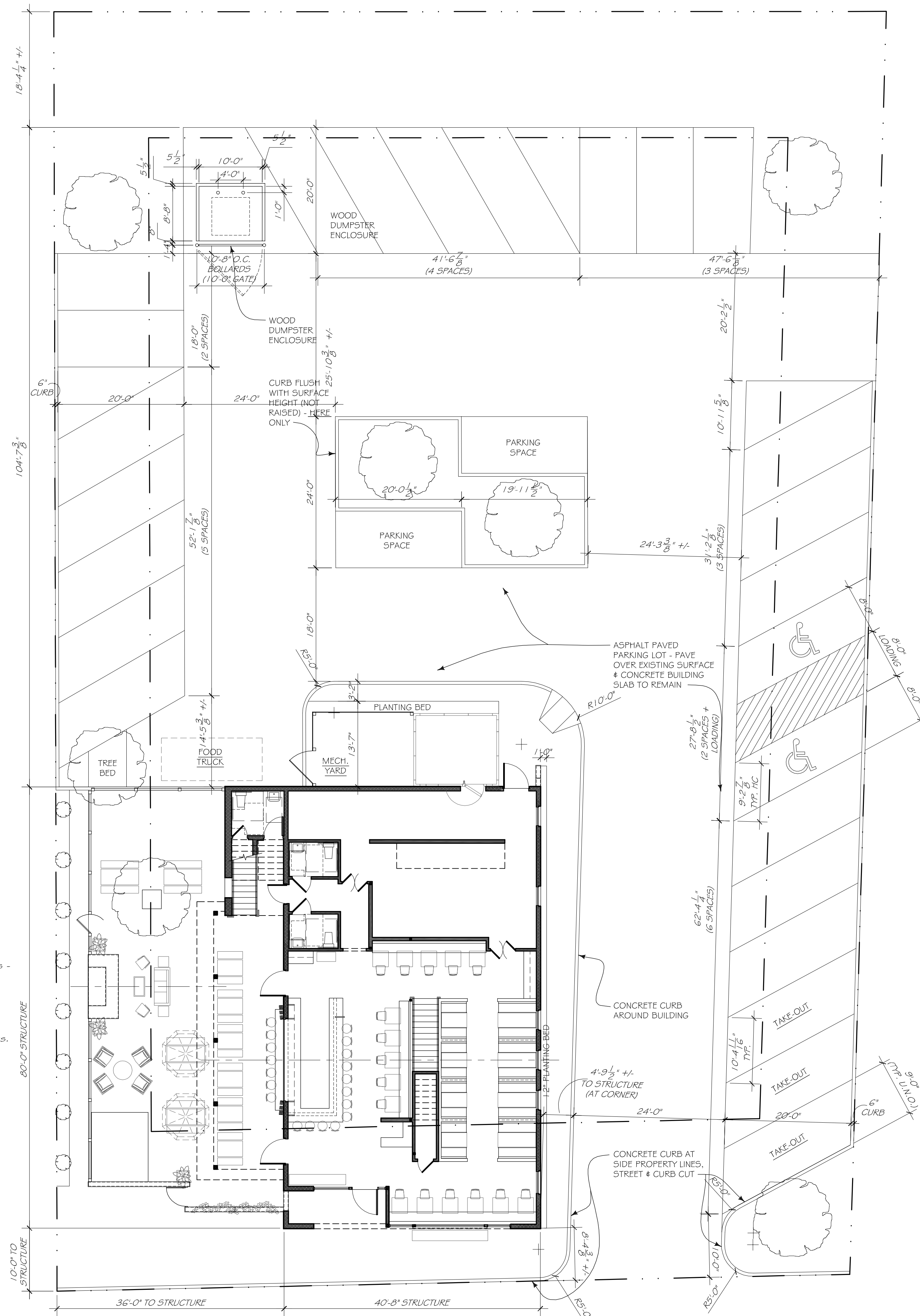
Since we wish to encourage the downtown development pattern on adjacent streets this may be appropriate w/o Hearing



4 SIDE DUMPSTER ENCLOSURE ELEV. SCALE: 3/8" = 1'-0"  
3 FRONT DUMPSTER ENCLOSURE ELEV. SCALE: 3/8" = 1'-0"



2 DUMPSTER ENCLOSURE PLAN SCALE: 3/8" = 1'-0"



1 ARCHITECTURAL SITE PLAN SCALE: 1" = 10'-0"

PROJECT DESCRIPTION:

Demolish an existing commercial building in order to construct a new restaurant to include a bar, kitchen, dining room, outdoor courtyard, and a second level bar and open air balcony.

APPLICABLE CODES:

- International Building Code, 2012 Edition, with Georgia Amendments (2014) (2015) (2017)
- International Residential Code, 2012 Edition, with Georgia Amendments (2014) (2015)
- International Fire Code, 2012 Edition, with Georgia Amendments (2014)
- International Plumbing Code, 2012 Edition, with Georgia Amendments (2014) (2015)
- International Mechanical Code, 2012 Edition, with Georgia Amendments (2014) (2015)
- International Fuel Gas Code, 2012 Edition, with Georgia Amendments (2014) (2015)
- National Electrical Code, 2017 Edition (No Georgia Amendments)
- International Energy Conservation Code, 2009 Edition, with Georgia Supplements and Amendments (2011) (2012)
- 2012 NFPA 101 - LIFE SAFETY CODE with State Amendments (2013)
- GEORGIA ACCESSIBILITY CODES

CODE INFORMATION:

Project Address:	125 N. Wayne St. Monroe GA 30312
Zoning:	B-2
Occupancy:	Assembly A-2 (Restaurant)
Construction Type:	III-B Non-Sprinklered (Exterior Bearing walls 2-hr. rated)
Building Height:	26'-1 1/2", 2 stories (Complies with 35'-0" zoning max.) (Complies with 2 stories max. per IBC Table 503)
Floor Area:	Ground Floor: 2,847 s.f. Second Floor: 785 s.f. TOTAL PROPOSED: 3,632 s.f.
	(Complies with 9,500 s.f. per floor max. per IBC Table 503) (Area measured as gross s.f. to extents of exterior finish)
Occupant Load:	Dining Room (loose seating) 29 Dining Room (booths & banquettes) 75 Bar Dining 24 Bar Dining (banquette) 12 Bar (Back of House) 3 Kitchen / Restrooms / Back of House 11 GROUND FLOOR INTERIOR: 154 occupants  Covered Porch 30 Outdoor Courtyard 85 GROUND FLOOR EXTERIOR: 115 occupants  Storage / Office / Restroom / Bar 9 Outdoor dining banquette 12 Outdoor Dining 51 SECOND FLOOR: 68 occupants  Total Interior Occupants: 154 + 9 = 163 Total Int. + Ext. Occupants: 337  (Per NFPA Table 7.3.1.2)
Occupant Load (Seats):	Ground floor Dining Area 62 Ground floor Bar 22 Covered Porch (bar) 7 Covered Porch (loose seating) 24 Courtyard seating 24 Courtyard lounge seating 9 Second floor Bar terrace 41 TOTAL: 189 seats  (For parking calculations only)

Egress Door Width:	3'-0" min. at each exit (337 x 0.2 in./occ. = 67.4' / 3 exits = 22.5" min.) (NFPA Table 7.3.3.1)
Egress Corr. Width:	3'-8" min. at each exit (337 x 0.3 in./occ. = 101.1' / 3 exits = 33.7" min.) (NFPA 7.3.4.1, 12.2.3.8, Table 7.3.3.1)
Number of Exits:	3 public + 1 additional for Kitchen (Complies with 2 min. per NFPA 7.4.1.1 & 12.2.4.1)
Exit Separation:	Ground floor: 79'-2 1/2" diag. x 1/2 = 39'-7 3/8" min. (46'-2 1/2" provided) Second floor: 77'-4 1/2" diag. x 1/2 = 38'-8 1/2" min. (40'-4 1/2" provided)  (All exits separated by over 1/2 x building/space diagonal distance min.) (NFPA 7.5.1.3.3))
Max. Travel Distance:	Ground floor: 52'-6 1/2" Second floor: 126'-4 1/2" (Complies with 200'-0" max. per NFPA 12.2.6.2)
Max. Common Path:	Ground floor: 19'-11" Second floor: 39'-7 1/2" (Complies with 75'-0" max. (<50 occupants) per NFPA 12.2.5.1.2)  (No common path of travel exists for areas with more than 50 occupants - 20' max. per NFPA 12.2.5.1.2)
Max. Dead End Corr.:	Ground floor: 7'-4 1/2" Second floor: 11'-0 1/2" (Complies with 20'-0" max. per NFPA 12.2.5.1.3)
Ext. Wall Openings:	East (Front - 8' to prop. line): No limit to unprotected ext. fire wall opgs. (front facade) South (36' to prop. line): No limit to unprotected ext. fire wall opgs. North (49' to prop. line): No limit to unprotected ext. fire wall opgs. West (123' to prop. line): No limit to unprotected ext. fire wall opgs.  (Complies with IBC 705.8, Table 705.8)
Building Setbacks:	Outdoor fireplace 4'-1 1/2" from side property line (15'-0" setback) Building 8'-3" from front property line (20'-0" setback) ***VARIANCES REQUIRED
Min. Plumbing:	5 toilets provided (337 total occs. / 75 = 5 min. per IPC Table 403.1)  5 lavatories provided (337 total occs. / 200 = 2 min. per IPC Table 403.1)
Parking:	189 seats / 5 + 3,509 s.f. / 6 = 37.80 + 5.85 = 43.65 parking spots required  28 parking spots provided  (1 space per 5 seats provided for patron use AND 1 space per 600 sq. ft. of gross floor area - per zoning 520 Table 3) ***VARIANCE REQUIRED
Parking Landscaping:	12% min. provided
Site Area:	25,962 s.f. (0.569 acres)
Impervious Surface:	21,434 s.f. (82.6% of site) (Exceeds 75% max. per zoning 570.3(2)) ***VARIANCE REQUIRED

08 JUN 2018	CODE INFO TO CITY
21 MAR 2018	TO CONSULTANTS
08 MAR 2018	SITE & OWNER REVISIONS
07 MAR 2018	REVISED BUILDING LOCATION
16 FEB 2018	CONCEPTUAL DESIGN
07 FEB 2018	OWNER REVIEW
06 FEB 2018	OWNER REVIEW

SILVER QUEEN  
RESTAURANT

125 N. WAYNE ST.  
MONROE, GA.

JOB NO. 1726

ARCHITECTURAL  
SITE PLAN  
& DETAILS

A0.1

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DECARLO  
HAWKER  
ARCHITECTURE & DESIGN  
4545 HULL WILKINS DRIVE, SUITE 100  
DUBLIN, GA 31006  
TEL: 404.261.1111  
WWW.DCHAWKER.COM

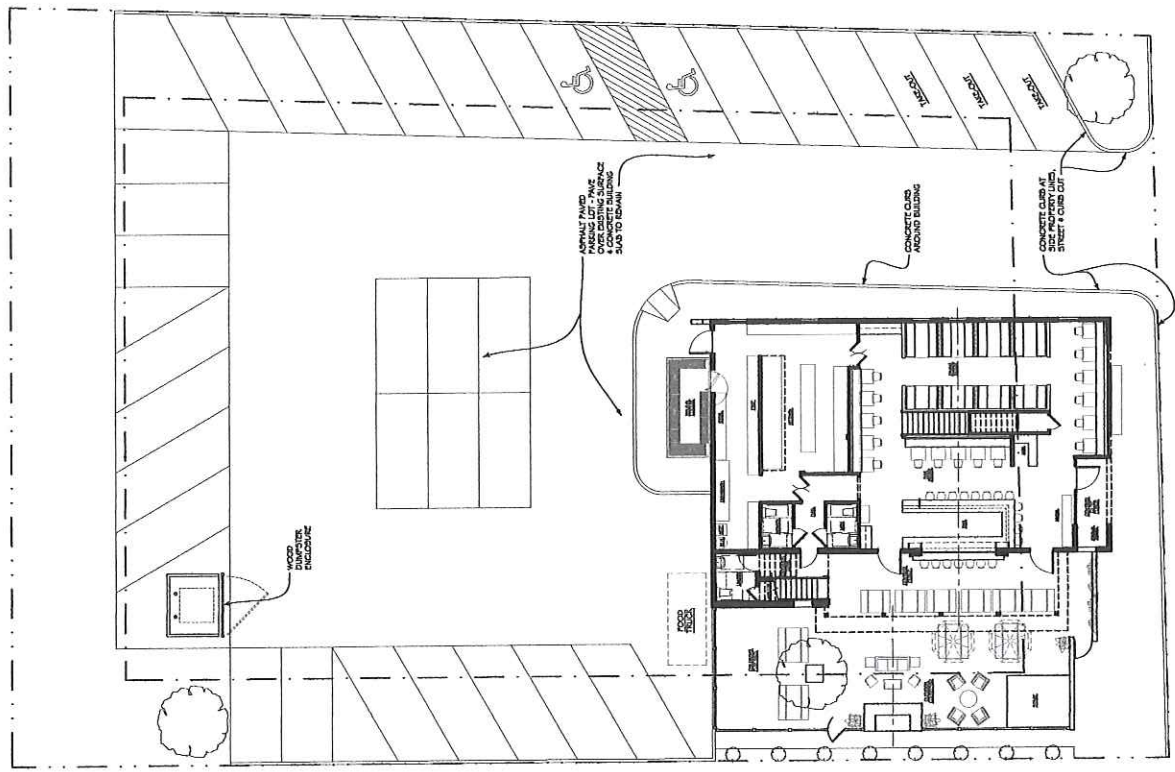
21 MAR 2013 TO CONSULTANTS  
22 MAR 2013 FOR REVIEW  
07 MAR 2013 REVISED BUILDING FOOTPRINT  
14 MAR 2013 CONCEPTUAL DESIGN  
07 FEB 2013 OWNER REVIEW  
04 FEB 2013

SILVER QUEEN  
RESTAURANT  
122 N. WAYNE ST.  
DORRIS, GA.

JOB NO. 1315  
SITE PLAN

A01

NOT RELEASED FOR CONSTRUCTION




1 SITE PLAN  
SCALE 1" = 10'-0"

Search

GREER ANNE C &amp;

 Search


 Clear

9 records returned



### Search Tips

You can search for Names, Addresses, Bill Numbers, Account Numbers and Map Numbers. Just start typing!

 **PayPal CREDIT**  
 Get more time to pay.  
 Subject to credit approval. [See terms.](#)  
 US customers only.

### Status

 Paid (9)

### Type

 Property (9)

### Years

- 2017 (1)
- 2016 (1)
- 2015 (1)
- 2014 (1)
- 2013 (1)
- 2012 (1)
- 2011 (1)
- 2010 (1)
- 2009 (1)

Owner Name	Tax Year	Bill #	Map	Paid Date	Paid	
GREER ANNE C &	2017	14198	M0140-00000-067-000	11/15/2017	 Paid	 View
GREER ANNE C &	2016	14131	M0140-00000-067-000	11/15/2016	 Paid	 View
GREER ANNE C &	2015	14009	M0140-00000-067-000	11/16/2015	 Paid	 View
GREER ANNE C &	2014	14052	M0140-00000-067-000	11/15/2014	 Paid	 View
GREER ANNE C &	2013	14002	M0140-00000-067-000	11/15/2013	 Paid	 View
GREER ANNE C &	2012	14168	M0140-00000-067-000	12/11/2012	 Paid	 View
GREER ANNE C &	2011	13982	M0140-00000-067-000	12/12/2011	 Paid	 View
GREER ANNE C &	2010	14108	M0140-00000-067-000	12/12/2011	 Paid	 View
GREER ANNE C &	2009	14066	M0140-00000-067-000	07/28/2011	 Paid	 View

**SURVEYOR CERTIFICATION**

This plat is a retracement of an existing parcel of land and does not subdivide or create a new parcel or make changes to any real property boundaries. The recording information of this document, maps, plots or other instruments which created the parcel or parcels are stated hereon. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.

Ronald Calvin Smith, Ga. R.L.S. no. 2921

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

CITY OF MONROE CODE DEPARTMENT DATE:

THIS BLOCK RESERVED FOR THE CLERK SUPERIOR COURT

NOTE: BEARINGS & ELEVATIONS SHOWN HEREON ARE BASED UPON GPS SURVEY USING CHAMPION T20 EQUIPMENT AND eGPS SOLUTIONS REAL TIME NETWORK ADJUSTMENT AS OF THE FIELD WORK DATE SHOWN.

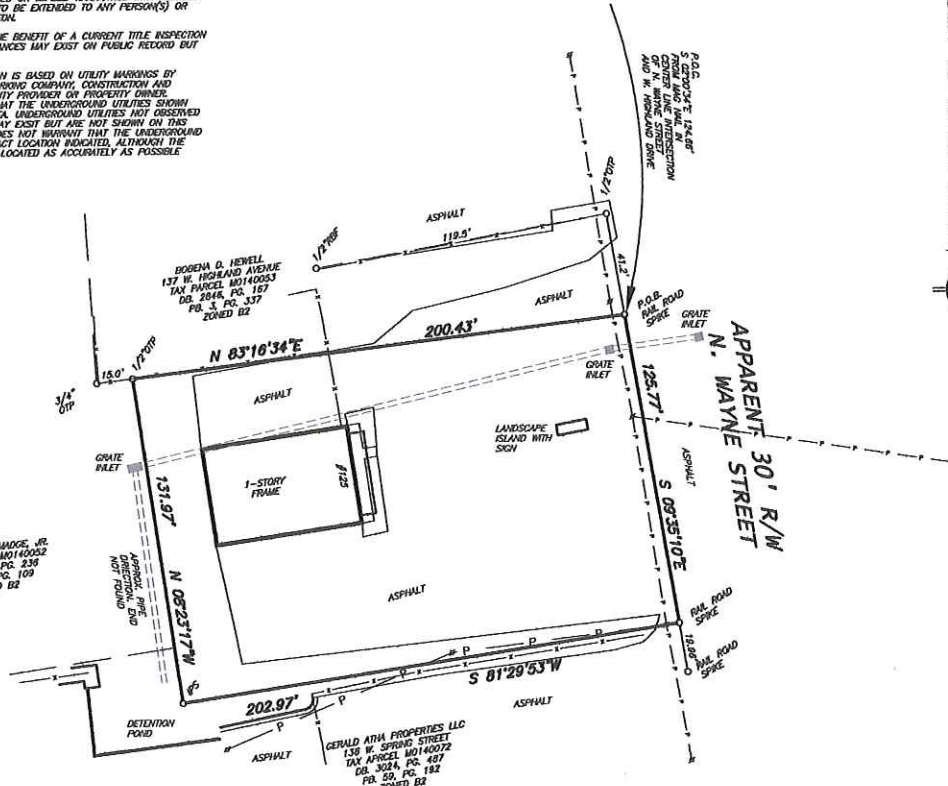
NOTE: THE INITIAL CONTROL POINTS FOR THIS SURVEY WERE LOCATED UTILIZING GPS. THE EQUIPMENT USED WAS A CHAMPION T20 DUAL FREQUENCY RECEIVER WITH A SCPECTER T20 DATA COLLECTOR RUNNING CARLOSON SURFACE SOFTWARE. NETWORK RTK CORRECTIONS WERE RECEIVED VIA A CELLULAR MODEM. THE TYPE OF SURVEY WAS NETWORK RTK UTILIZING TRIMBLE VRS REAL TIME NETWORK OPERATED BY eGPS SOLUTIONS, INC. THE RELATIVE POSITIONAL ACCURACY, AS CALCULATED ACCORDING TO THE FEDERAL GEODESIC DATA COMMITTEE PART 3: NATIONAL STANDARD FOR SPATIAL DATA ACCURACY IS 0.04 FT. HORIZONTAL AND 0.07 FT. VERTICAL AT A 95% CONFIDENCE LEVEL.

NOTE: NO PORTION OF THE PROPERTY SHOWN HEREON IS IN A DESIGNATED FLOOD HAZARD AREA, ACCORDING TO THE F.L.R.M. NO. 132970137E DATED 12/08/2016

NOTE: THIS SURVEY HAS BEEN PREPARED FOR THE EXCLUSIVE USE OF THE PERSON(S) OR ENTITIES NAMED HEREON. NO EXPRESSED OR IMPLIED WARRANTIES WITH RESPECT TO THE INFORMATION SHOWN HEREON IS TO BE EXTENDED TO ANY PERSON(S) OR ENTITIES OTHER THAN THOSE SHOWN HEREON.

THIS SURVEY WAS PREPARED WITH OUT THE BENEFIT OF A CURRENT TITLE INSPECTION REPORT. EASEMENTS OR OTHER ENCUMBRANCES MAY EXIST ON PUBLIC RECORD BUT ARE NOT SHOWN HEREON.

ANY UNDERGROUND UTILITY SHOWN HEREON IS BASED ON UTILITY MARKINGS BY THE UTILITY OWNER, A PRIVATE UTILITY MARKING COMPANY, CONSTRUCTION AND ASBUILT DRAWINGS PROVIDED BY THE UTILITY PROVIDER OR PROPERTY OWNER. THE SURVEYOR MAKES NO GUARANTEES THAT THE UNDERGROUND UTILITIES SHOWN COURSE ALL SUCH UTILITIES IN THE AREA. UNDERGROUND UTILITIES NOT OBSERVED DURING THE FIELD SURVEY PROCEDURE MAY EXIST BUT ARE NOT SHOWN ON THIS SURVEY. FURTHERMORE, THE SURVEYOR DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN HEREON ARE IN THE EXACT LOCATION INDICATED, ALTHOUGH THE SURVEYOR DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM THE INFORMATION AVAILABLE.



GRID NORTH GA. WEST ZONE

**LEGEND**

- R.B.F. = REBAR FOUND
- I.P.S. = IRON PIN SET WITH CAP STAMPED "ALCOY"
- C.M.P. = CONCRETE MONUMENT FOUND
- O.T.P. = OPEN TOP PIPE
- C.T.P. = COVERED TOP PIPE
- R.O.W. = RIGHT OF WAY
- P.L. = PROPERTY LINE
- C.L. = CENTER LINE
- B.S.L. = BUILDING SETBACK LINE
- L.L. = LAND LOT LINE
- L.L. = LAND LOT LINE
- G.M.D. = GEORGIA METRA DISTRICT
- T.B.M. = TEMPORARY BENCH MARK
- R. = RADARS
- C. = CHAINS
- T.A. = TANGENT
- N.O. = NOW OR FORMERLY
- O.B. = OBTAIN BOOK
- P.B. = PLAT BOOK
- P.C. = PRIZE
- O.E. = OBTAIN EASEMENT
- S.S.E. = SKINNY SEWER EASEMENT
- F.F.C. = FINISHED FLOOR ELEVATION
- (M) = MANHOLE
- (D) = DRAIN INLET
- (H) = FIRE HYDRANT
- (L) = LIGHT POLE
- (P) = POWER POLE
- (W) = POWER LINE
- (F) = FENCE LINE
- (W) = WATER LINE
- (G) = GAS LINE
- (V) = VALVE
- (W) = WELL
- (D) = DEED OR PLAT CALL
- P.O.C. = POINT OF COMMENCEMENT
- P.O.B. = POINT OF BEGINNING

REFERENCE: SURVEY FOR KENNETH MURRAY, DATED 10/3/1985 PREPARED BY SRS SURVEY COMPANY, RECORDED IN PLAT BOOK 36, PAGE 181, WALTON COUNTY RECORDS.

A TOPCON 225 TOTAL STATION WAS USED TO OBTAIN THE LINEAR AND ANGULAR MEASUREMENTS USED IN THE PREPARATION OF THIS PLAT.

THE FIELD DATA UPON WHICH THIS MAP OR PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 47,401 FEET AND AN ANGULAR ERROR OF 04" PER ANGLE POINT, AND WAS ADJUSTED USING LEAST SQUARES METHOD.

THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 102,450 FEET.

FOR CURRENT TAX INFORMATION OWNERS: ANNE C. GREER, BARRY W. GREER, 1259 WASHINGTON DRIVE, MONROE, GA 30655



BOUNDARY RETRACEMENT SURVEY FOR:	
<b>SILVER QUEEN MONROE, LLC</b> IN THE CITY OF MONROE	
FIELD WORK DATE: 8/16/17	DATE OF PLAT PREPARATION: 8/18/17
LAND LOT(S) 65	3rd DISTRICT WALTON COUNTY, GEORGIA
ALCOY SURVEYING AND ENGINEERING, INC.	
2205 HWY. 81 S., LOGANVILLE, GA. 30052 Phone 770-466-4002 - LSF #000759	
SCALE: 1" = 30' JOB NO. 17-119	

4  
SB

221

Recorded 12/22/2017 04:08PM

Deed

KATHY K. TROST

Doc: WD

WALTON COUNTY CLERK OF COURT

Georgia Transfer Tax Paid : \$150.00

Bk04169

Pg 0188-0191

-----Space Above This Line for Recorder's Use-----

After recording, please return to:  
Fortson, Bentley and Griffin, P.A.  
2500 Daniell's Bridge Road \*  
Building 200, Suite 3A  
Athens, Georgia 30606  
Attn: Gregory O. DeBacker

**LIMITED WARRANTY DEED**

THIS INDENTURE, made the 22<sup>nd</sup> day of December, 2017, between BARRY W. GREER AND ANNE C. GREER, individual residents of the State of Georgia (hereinafter collectively referred to as "Grantor"), and SILVER QUEEN MONROE, LLC, a Georgia limited liability company (hereinafter referred to as "Grantee") (the words "Grantor" and "Grantee" to include their respective heirs, executors, administrators, successors and assigns, where the context requires or permits):

**WITNESSETH:**

That Grantor, for and in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration to Grantor in hand paid, at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold and conveyed and does by these presents grant, bargain, sell and convey unto Grantee, the following described real property located in Walton County, Georgia:

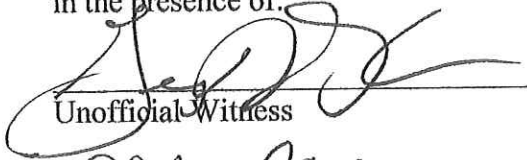
See Exhibit "A" attached hereto and by reference made a part hereof.

**TO HAVE AND TO HOLD** the said described property, with all and singular the rights, members and appurtenances thereunto appertaining, to the only proper use, benefit and behoof of Grantee, in **FEE SIMPLE**,

And, subject to the matters set forth on Exhibit "B" attached hereto and by reference made a part hereof, Grantor will warrant and forever defend the right and title to the above-described property unto Grantee against the lawful claims of all persons owning, holding or claiming by, through or under Grantor.

IN WITNESS WHEREOF, Grantor has caused this Limited Warranty Deed to be executed, under seal, the day and year first above written.

Signed, sealed and delivered  
in the presence of:

  
Unofficial Witness

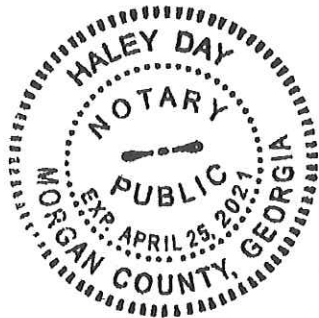
  
Notary Public

GRANTOR:

 (Seal)  
BARRY W. GREER

 (Seal)  
ANNE C. GREER

[NOTARIAL SEAL]





**EXHIBIT A****Legal Description**

All of that tract or parcel of land, together with all improvements thereon, situate, lying and being in the State of Georgia, County of Walton and in the City of Monroe, located in Land Lot 65 of the 3rd District, containing 0.597 acres as shown on a plat of survey entitled "SURVEY FOR KENNETH MURRAY" prepared by Kenneth C. Sims, Registered Professional Land Surveyor No. 1783, dated October 3, 1985 and recorded in Plat Book 36, page 191, in the Office of the Clerk of the Superior Court of Walton County, said plat of survey and the record thereof being incorporated herein by reference for a more complete description.



**EXHIBIT B****Title Exceptions**

1. Taxes and assessments for the year 2018 and subsequent years, not due and payable and any additional taxes which may result from a reassessment of the subject property.
2. All matters disclosed on that certain plat of survey entitled "Boundary Retracement Survey For: Silver Queen Monroe, LLC" dated August 18, 2017, prepared by Alcovy Surveying and Engineering, Inc., Ronald Calvin Smith, Registered Land Surveyor No. 2921, and recorded in Plat Book 113, page 186, in the Office of the Clerk of the Superior Court of Walton County, Georgia.

**NOTICE TO THE PUBLIC  
CITY OF MONROE**

**The City of Monroe has received a request for a variance of Article VII, Sect 700.2, Table 12, Article V Sect. 520, Table 3 and Sect 570.2 of the Zoning Ordinance for 125 N Wayne Street. A public hearing will be held on June 19, 2018 before the Planning & Zoning Commission, at 5:30 P. M.**

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

**Please run on the  
following date:**

**June 3, 2018**

**NOTICE TO THE PUBLIC  
CITY OF MONROE**

**The City of Monroe has received a request for a variance of Article VII, Sect 700.2, Table 12, Article V Sect. 520, Table 3 and Sect 570.2 of the Zoning Ordinance for 125 North Wayne Street. A public hearing will be held on August 14, 2018 before the Mayor and Council, at 6:00 pm.**

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

**Please run on the  
following date:**

**July 29, 2018**



**To:** City Council / Planning Commission  
**From:** Patrick Kelley  
**Department:** Code Department  
**Date:** 07-24-18  
**Subject:** Erosion Control ordinance update to Chapter 42 of the City of Monroe, Code of Ordinances.

**Budget Account/Project Name:** NA

**Funding Source:** NA

**Budget Allocation:** \$0.00

**Budget Available:** \$0.00

**Requested Expense:** \$0.00

**Company of Purchase:**

**Description:**

To amend Chapter 42, Environment, Article IV, Soil Erosion and Sedimentation Control, Sec. 42-136 – 42-143 as required by the EPD to maintain Local Issuing Authority regarding Land disturbance and development permitting.

**Background:**

As modifications are made to State law regarding erosion control the City is required to amend its ordinance to reflect these changes. This proposed amendment accomplishes that goal pursuant to maintaining LIA status with the EPD.

**Attachment(s):**

See Below

**AN ORDINANCE TO AMEND THE CODE OF THE CITY OF MONROE, GEORGIA, WITH RESPECT TO THE ENVIRONMENT; AND FOR OTHER PURPOSES.**

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

**ARTICLE I**

To amend Chapter 42, Environment, Article IV, Soil Erosion and Sedimentation Control, Sec. 42-136 – 42-143 by deleting said section in its entirety and substituting the following in lieu thereof:

**ARTICLE IV. SOIL EROSION, SEDIMENTATION AND POLLUTION CONTROL**

Sec. 42-136. - Definitions.

The following definitions shall apply in the interpretation and enforcement of this article, unless otherwise specifically stated:

*Best management practices (BMPs)* means a collection of structural practices and vegetative measures which, when properly designed, installed and maintained, will provide effective erosion and sedimentation control. The term "properly designed" means designed in accordance with the hydraulic design specifications contained in the Manual for Erosion and Sediment Control in Georgia specified in O.C.G.A. § 12-7-6(b).

*Board* means the board of natural resources.

*Buffer* means the area of land immediately adjacent to the banks of state waters in its natural state of vegetation, which facilitates the protection of water quality and aquatic habitat.

*Certified personnel* means a person who has successfully completed the appropriate certification course approved by the Georgia Soil and Water Conservation Commission.

*Commission* means the state soil and water conservation commission.

*CPESC* means certified professional in erosion and sediment control with current certification by EnviroCert, Inc, which is also referred to as CPESC or CPESC, Inc.

*Cut* means a portion of land surface or area from which earth has been removed or will be removed by excavation; the depth below original ground surface to excavated surface. Also known as "excavation."

*Department* means the department of natural resources.

*Design professional* means a professional licensed by the State of Georgia in the field of: engineering, architecture, landscape architecture, forestry, geology, or land surveying; or a person that is a certified professional in erosion and sediment control (CPESC) with a current certification by EnviroCert Inc Design Professionals shall practice in a manner that complies with applicable Georgia law governing professional licensure.

*Director* means the director of the environmental protection division of the department of natural resources.

*District* means the Walton County Soil and Water Conservation District.

*Division* means the environmental protection division of the department of natural resources.

*Drainage structure* means a device composed of a virtually nonerodible material such as concrete, steel, plastic or other such material that conveys water from one place to another by intercepting the flow and carrying it to a release point for stormwater management, drainage control, or flood control purposes.

*Erosion* means the process by which land surface is worn away by the action of wind, water, ice or gravity.

*Erosion, sedimentation and pollution control plan* means a plan required by the Erosion and Sedimentation Act, O.C.G.A. chapter 12-7, that includes, as a minimum protections at least as stringent as the State General Permit, best management practices, and requirements in section 42-138(c). Also known as the "plan."

*Fill* means a portion of land surface to which soil or other solid material has been added; the depth above the original ground.

*Final stabilization* means that all soil disturbing activities at the site have been completed, and that for unpaved areas and areas not covered by permanent structures and areas located outside the waste disposal limits of a landfill cell that has been certified by EPD for waste disposal, 100 percent of the soil surface is uniformly covered in permanent vegetation with a density of 70 percent or greater, or landscaped according to the Plan (uniformly covered with landscaping materials in planned landscape areas), or equivalent permanent stabilization measures as defined in the Manual (excluding a crop of annual vegetation and seeding of target crop perennials appropriate of the region). Final stabilization applies to each phase of construction.

*Finished grade* means the final elevation and contour of the ground after cutting or filling and conforming to the proposed design.

*Grading* means altering the shape of ground surfaces to a predetermined condition; this includes stripping, cutting, filling, stockpiling and shaping or any combination thereof and shall include the land in its cut or filled condition.

*Ground elevation* means the original elevation of the ground surface prior to cutting or filling.

*Land-disturbing activity* means any activity which may result in soil erosion from water or wind and the movement of sediments into state waters or onto lands within the state, including, but not limited to, clearing, dredging, grading, excavating, transporting, and filling of land but not including agricultural practices as described in section 42-137(5).

*Larger common plan of development or sale* means a contiguous area where multiple separate and distinct construction activities are occurring under one plan of development or sale. For the purposes of this definition, the term "plan" means an announcement; piece of documentation such as a sign, public notice or hearing, sales pitch, advertisement, drawing, permit application, zoning request, or computer design; or physical demarcation such as boundary signs, lot stakes, or surveyor markings, indicating that construction activities may occur on a specific plot.

*Local issuing authority* means the governing authority of any county or municipality which is certified pursuant to O.C.G.A. § 12-7-8(a).



*Metropolitan River Protection Act (MRPA)* means a state law referenced as O.C.G.A. § 12-5-440 et seq., which addresses environmental and developmental matters in certain metropolitan river corridors and their drainage basins.

*Natural ground surface* means the ground surface in its original state before any grading, excavation or filling.

*Nephelometric turbidity units (NTU)* means numerical units of measure based upon photometric analytical techniques for measuring the light scattered by finely divided particles of a substance in suspension. This technique is used to estimate the extent of turbidity in water in which colloidally dispersed particles are present.

*NOI* means a notice of intent form provided by EPD for coverage under the state general permit.

*NOT* means a notice of termination form provided by EPD to terminate coverage under the state general permit.

*Operator* means the party or parties that have: (a) operational control of construction project plans and specifications, including the ability to make modifications to those plans and specifications; or (b) day-to-day operational control of those activities that are necessary to ensure compliance with a stormwater pollution prevention plan for the site or other permit conditions, such as a person authorized to direct workers at a site to carry out activities required by the stormwater pollution prevention plan or to comply with other permit conditions.

*Outfall* means the location where storm water in a discernible, confined and discrete conveyance, leaves a facility or site or, if there is receiving water on site, becomes a point source discharging into that receiving water.

*Permit* means the authorization necessary to conduct a land-disturbing activity under the provisions of this article.

*Person* means any individual, partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or private institution, utility, cooperative, state agency, municipality or other political subdivision of this state, any interstate body or any other legal entity.

*Phase or phased* means sub-parts or segments of construction projects where the sub-part or segment is constructed and stabilized prior to completing construction activities on the entire construction site.

*Project* means the entire proposed development project regardless of the size of the area of land to be disturbed.

*Properly designed* means designed in accordance with the design requirements and specifications contained in the Manual for Erosion and Sediment Control in Georgia (manual) published by the Georgia Soil and Water Conservation Commission as of January 1 of the year in which the land-disturbing activity was permitted and amendments to the manual as approved by the commission up until the date of NOI submittal.

*Roadway drainage structure* means a device such as a bridge, culvert, or ditch, composed of a virtually nonerodible material such as concrete, steel, plastic, or other such material that conveys water under a roadway by intercepting the flow on one side of a traveled way consisting

of one or more defined lanes, with or without shoulder areas, and carrying water to a release point on the other side.

*Sediment* means solid material, both organic and inorganic, that is in suspension, is being transported, or has been moved from its site of origin by air, water, ice, or gravity as a product of erosion.

*Sedimentation* means the process by which eroded material is transported and deposited by the action of water, wind, ice or gravity.

*Soil and water conservation district approved plan* means an erosion and sedimentation control plan approved in writing by the Walton County Soil and Water Conservation District.

*Stabilization* means the process of establishing an enduring soil cover of vegetation by the installation of temporary or permanent structures for the purpose of reducing to a minimum the erosion process and the resultant transport of sediment by wind, water, ice or gravity.

*State general permit* means the national pollution discharge elimination system general permit or permits for stormwater runoff from construction activities as is now in effect or as may be amended or reissued in the future pursuant to the state's authority to implement the same through federal delegation under the Federal Water Pollution Control Act, as amended, 33 USC 1251 et seq., and O.C.G.A. § 12-5-30(f).

*State waters* means any and all rivers, streams, creeks, branches, lakes, reservoirs, ponds, drainage systems, springs, wells, and other bodies of surface or subsurface water, natural or artificial, lying within or forming a part of the boundaries of the state which are not entirely confined and retained completely upon the property of a single individual, partnership, or corporation.

*Structural erosion, sedimentation and pollution control practices* means practices for the stabilization of erodible or sediment-producing areas by utilizing the mechanical properties of matter for the purpose of either changing the surface of the land or storing, regulating or disposing of runoff to prevent excessive sediment loss. Examples of structural erosion and sediment control practices are riprap, sediment basins, dikes, level spreaders, waterways or outlets, diversions, grade stabilization structures, sediment traps and land grading, etc. Such practices can be found in the publication Manual for Erosion and Sediment Control in Georgia.

*Trout streams* means all streams or portions of streams within the watershed as designated by the Wildlife Resources Division of the Georgia department of natural resources under the provisions of the Georgia Water Quality Control Act, O.C.G.A. § 12-5-20 et seq. Streams designated as primary trout waters are defined as water supporting a self-sustaining population of rainbow, brown or brook trout. Streams designated as secondary trout waters are those in which there is no evidence of natural trout reproduction, but are capable of supporting trout throughout the year. First order trout waters are streams into which no other streams flow except springs.

*Vegetative erosion and sedimentation control measures* means measures for the stabilization of erodible or sediment-producing areas by covering the soil with:

- (1) Permanent seeding, sprigging or planting, producing long-term vegetative cover;
- (2) Temporary seeding, producing short-term vegetative cover; or

- (3) Sodding, covering areas with a turf of perennial sod-forming grass. Such measures can be found in the publication Manual for Erosion and Sediment Control in Georgia.

*Watercourse* means any natural or artificial watercourse, stream, river, creek, channel, ditch, canal, conduit, culvert, drain, waterway, gully, ravine, or wash in which water flows either continuously or intermittently and which has a definite channel, bed and banks, and including any area adjacent thereto subject to inundation by reason of overflow or floodwater.

*Wetlands* means those areas that are inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

(Ord. No. 2004-06, 3-2-2004; Ord. No. 2010-02, art. I, 12-14-2010)

#### Sec. 42-137. - Exemptions.

This article shall apply to any land-disturbing activity undertaken by any person on any land except for the following:

- (1) Surface mining, as the same is defined in O.C.G.A. § 12-4-72, the "Georgia Surface Mining Act of 1968";
- (2) Granite quarrying and land clearing for such quarrying;
- (3) Such minor land-disturbing activities as home gardens and individual home landscaping, repairs, maintenance work, fences, and other related activities which result in minor soil erosion;
- (4) The construction of single-family residences, when such construction disturbs less than one acre and is not a part of a larger common plan of development or sale with a planned disturbance of equal to or greater than one acre and not otherwise exempted under this subsection; provided, however, that construction of any such residence shall conform to the minimum requirements as set forth in section 42-138 and this subsection. For single-family residence construction covered by the provisions of this subsection, there shall be a buffer zone between the residence and any state waters classified as trout streams pursuant to Article 2 of Chapter 5 of the Georgia Water Quality Control Act. In any such buffer zone, no land-disturbing activity shall be constructed between the residence and the point where vegetation has been wrested by normal stream flow or wave action from the banks of the trout waters. For primary trout waters, the buffer zone shall be at least 50 horizontal feet, and no variance to a smaller buffer shall be granted. For secondary trout waters, the buffer zone shall be at least 50 horizontal feet, but the director may grant variances to no less than 25 feet. Regardless of whether a trout stream is primary or secondary, for first order trout waters, which are streams into which no other streams flow except for springs, the buffer shall be at least 25 horizontal feet, and no variance to a smaller buffer shall be granted. The minimum requirements of section 42-138 and the buffer zones provided by this section shall be enforced by the issuing authority;
- (5) Agricultural operations as defined in O.C.G.A. § 1-3-3, definitions, to include raising, harvesting or storing of products of the field or orchard; feeding, breeding or managing

livestock or poultry; producing or storing feed for use in the production of livestock, including but not limited to cattle, calves, swine, hogs, goats, sheep, and rabbits or for use in the production of poultry, including but not limited to chickens, hens and turkeys; producing plants, trees, fowl, or animals; the production of aqua culture, horticultural, dairy, livestock, poultry, eggs and apiarian products; farm buildings and farm ponds;

- (6) Forestry land management practices including harvesting; provided, however, that when such exempt forestry practices cause or result in land-disturbing or other activities otherwise prohibited in a buffer, as established in section 42-138(c)(15) and (16), no other land-disturbing activities, except for normal forest management practices, shall be allowed on the entire property upon which the forestry practices were conducted for a period of three years after completion of such forestry practices;
- (7) Any project carried out under the technical supervision of the Natural Resources Conservation Service of the United States Department of Agriculture;
- (8) Any project involving less than one acre of disturbed area; provided, however, that this exemption shall not apply to any land-disturbing activity within a larger common plan of development or sale with a planned disturbance of equal to or greater than one acre or within 200 feet of the bank of any state waters, and for purposes of this subsection, the term "state waters" excludes channels and drainageways which have water in them only during and immediately after rainfall events and intermittent streams which do not have water in them year-round; provided, however, that any person responsible for a project which involves less than one acre, which involves land-disturbing activity, and which is within 200 feet of any such excluded channel or drainageway, must prevent sediment from moving beyond the boundaries of the property on which such project is located and provided, further, that nothing contained herein shall prevent the local issuing authority from regulating any such project which is not specifically exempted by subsection (1), (2), (3), (4), (5), (6), (7), (9) or (10) of this section;
- (9) Construction or maintenance projects, or both, undertaken or financed in whole or in part, or both, by the department of transportation, the Georgia Highway Authority, or the state tollway authority; or any road construction or maintenance project, or both, undertaken by any county or municipality; provided, however, that construction or maintenance projects of department of transportation or state tollway authority which disturb one or more contiguous acres of land shall be subject to provisions of O.C.G.A. § 12-7-7.1; except where the department of transportation, the Georgia Highway Authority, or the state road and tollway authority is a secondary permittee for a project located within a larger common plan of development or sale under the state general permit, in which case a copy of a notice of intent under the state general permit shall be submitted to the local issuing authority, the local issuing authority shall enforce compliance with the minimum requirements set forth in O.C.G.A. § 12-7-6 as if a permit had been issued, and violations shall be subject to the same penalties as violations by permit holders;
- (10) Any land-disturbing activities conducted by any electric membership corporation or municipal electrical system or any public utility under the regulatory jurisdiction of the public service commission any utility under the regulatory jurisdiction of the Federal Energy Regulatory Commission, any cable television system as defined in O.C.G.A. §

36-18-1, or any agency or instrumentality of the United States engaged in the generation, transmission, or distribution of power; except where an electric membership corporation or municipal electrical system or any public utility under the regulatory jurisdiction of the public service commission, any utility under the regulatory jurisdiction of the Federal Energy Regulatory Commission, any cable television system as defined in O.C.G.A. § 36-18-1, or any agency or instrumentality of the United States engaged in the generation, transmission, or distribution of power is a secondary permittee for a project located within a larger common plan of development or sale under the state general permit, in which case the local issuing authority shall enforce compliance with the minimum requirements set forth in O.C.G.A. § 12-7-6 as if a permit had been issued, and violations shall be subject to the same penalties as violations by permit holders; and

(11) Any public water system reservoir.

(Ord. No. 2004-06, § III, 3-2-2004; Ord. No. 2010-02, art. I, 12-14-2010)

Sec. 42-138. - Minimum requirements for erosion and sedimentation control using best management practices.

- (a) *General provisions.* Excessive soil erosion and resulting sedimentation can take place during land-disturbing activities if requirements of the ordinance and the NPDES general permit are not met. Therefore, plans for those land-disturbing activities which are not exempted by this article shall contain provisions for application of soil erosion, sedimentation and pollution control measures and practices. The provisions shall be incorporated into the erosion, sedimentation and pollution control plans. Soil erosion, sedimentation and pollution control measures and practices shall conform to the minimum requirements of subsections (b) and (c) of this section. The application of measures and practices shall apply to all features of the site, including street and utility installations, drainage facilities and other temporary and permanent improvements. Measures shall be installed to prevent or control erosion and sedimentation pollution during all stages of any land-disturbing activity in accordance with requirements of this article and the NPDES general permit.
- (b) *Minimum requirements/BMPs.*
- (1) Best management practices as set forth in subsections (b) and (c) of this section shall be required for all land-disturbing activities. Proper design, installation, and maintenance of best management practices shall constitute a complete defense to any action by the director or to any other allegation of noncompliance with subsection (2) of this section or any substantially similar terms contained in a permit for the discharge of stormwater issued pursuant to O.C.G.A. § 12-5-30(f), the Georgia Water Quality Control Act. As used in this subsection, the terms "proper design" and "properly designed" mean designed in accordance with the hydraulic design specifications contained in the Manual for Erosion and Sediment Control in Georgia specified in O.C.G.A. § 12-7-6(b).
  - (2) A discharge of stormwater runoff from disturbed areas where best management practices have not been properly designed, installed, and maintained shall constitute a separate violation of any land-disturbing permit issued by a local issuing authority or of

any state general permit issued by the division pursuant to O.C.G.A. § 12-5-30(f), the Georgia Water Quality Control Act, for each day on which such discharge results in the turbidity of receiving waters being increased by more than 25 nephelometric turbidity units for waters supporting warm water fisheries or by more than ten nephelometric turbidity units for waters classified as trout waters. The turbidity of the receiving waters shall be measured in accordance with guidelines to be issued by the director. This subsection shall not apply to any land disturbance associated with the construction of single-family homes which are not part of a larger common plan of development or sale unless the planned disturbance for such construction is equal to or greater than five acres.

- (3) Failure to properly design, install, or maintain best management practices shall constitute a violation of any land-disturbing permit issued by a local issuing authority or of any state general permit issued by the division pursuant to O.C.G.A. § 12-5-30(f), the Georgia Water Quality Control Act, for each day on which such failure occurs.
  - (4) The director may require, in accordance with regulations adopted by the board, reasonable and prudent monitoring of the turbidity level of receiving waters into which discharges from land disturbing activities occur.
- (c) *[Additional requirements.]* The rules and regulations, ordinances, or resolutions adopted pursuant to this chapter for the purpose of governing land-disturbing activities shall require, as a minimum, protections at least as stringent as the state general permit; and best management practices, including sound conservation and engineering practices to prevent and minimize erosion and resultant sedimentation, which are consistent with, and no less stringent than, those practices contained in the Manual for Erosion and Sediment Control in Georgia published by the Georgia Soil and Water Conservation Commission as of January 1 of the year in which the land-disturbing activity was permitted, as well as the following:
- (1) Stripping of vegetation, regarding and other development activities shall be conducted in a manner so as to minimize erosion;
  - (2) Cut-fill operations must be kept to a minimum;
  - (3) Development plans must conform to topography and soil type so as to create the lowest practical erosion potential;
  - (4) Whenever feasible, natural vegetation shall be retained, protected and supplemented;
  - (5) The disturbed area and the duration of exposure to erosive elements shall be kept to a practicable minimum;
  - (6) Disturbed soil shall be stabilized as quickly as practicable;
  - (7) Temporary vegetation or mulching shall be employed to protect exposed critical areas during development;
  - (8) Permanent vegetation and structural erosion control practices shall be installed as soon as practicable;
  - (9) To the extent necessary, sediment in run-off water must be trapped by the use of debris basins, sediment basins, silt traps, or similar measures until the disturbed area is stabilized. As used in this subsection, a disturbed area is stabilized when it is brought to



a condition of continuous compliance with the requirements of O.C.G.A. § 12-7-1 et seq.;

- (10) Adequate provisions must be provided to minimize damage from surface water to the cut face of excavations or the sloping of fills;
- (11) Cuts and fills may not endanger adjoining property;
- (12) Fills may not encroach upon natural watercourses or constructed channels in a manner so as to adversely affect other property owners;
- (13) Grading equipment must cross flowing streams by means of bridges or culverts except when such methods are not feasible, provided, in any case, that such crossings are kept to a minimum;
- (14) Land-disturbing activity plans for erosion and sedimentation control shall include provisions for treatment or control of any source of sediments and adequate sedimentation control facilities to retain sediments on-site or preclude sedimentation of adjacent waters beyond the levels specified in subsection (b)(2) of this section;
- (15) Except as provided in subsection (c)(16) and (17) of this section, there is established a 25-foot buffer along the banks of all state waters, as measured horizontally from the point where vegetation has been wrested by normal stream flow or wave action, except where the director determines to allow a variance that is at least as protective of natural resources and the environment, where otherwise allowed by the director pursuant to O.C.G.A. § 12-2-8, or where a drainage structure or a roadway drainage structure must be constructed, provided that adequate erosion control measures are incorporated in the project plans and specifications, and are implemented; or along any ephemeral stream. As used in this provision, the term "ephemeral stream" means a stream: that under normal circumstances has water flowing only during and for a short duration after precipitation events; that has the channel located above the ground-water table year round; for which ground water is not a source of water; and for which runoff from precipitation is the primary source of water flow, unless exempted as along an ephemeral stream, the buffers of at least 25 feet established pursuant to part 6 of Article 5, Chapter 5 of Title 12, the "Georgia Water Quality Control Act," shall remain in force unless a variance is granted by the director as provided in this subsection. The following requirements shall apply to any such buffer:
  - a. No land-disturbing activities shall be conducted within a buffer and a buffer shall remain in its natural, undisturbed state of vegetation until all land-disturbing activities on the construction site are completed. Once the final stabilization of the site is achieved, a buffer may be thinned or trimmed of vegetation as long as a protective vegetative cover remains to protect water quality and aquatic habitat and a natural canopy is left in sufficient quantity to keep shade on the stream bed; provided, however, that any person constructing a single-family residence, when such residence is constructed by or under contract with the owner for his or her own occupancy, may thin or trim vegetation in a buffer at any time as long as protective vegetative cover remains to protect water quality and aquatic habitat and a natural canopy is left in sufficient quantity to keep shade on the stream bed; and

- b. The buffer shall not apply to the following land-disturbing activities, provided that they occur at an angle, as measured from the point of crossing, within 25 degrees of perpendicular to the stream; cause a width of disturbance of not more than 50 feet within the buffer; and adequate erosion control measures are incorporated into the project plans and specifications and are implemented:
    - (i) Stream crossings for water lines; or
    - (ii) Stream crossings for sewer lines; and
- (16) There is established a 50-foot buffer as measured horizontally from the point where vegetation has been wrested by normal stream flow or wave action, along the banks of any state waters classified as "trout streams" pursuant to Article 2 of Chapter 5 of Title 12, the Georgia Water Quality Control Act, except where a roadway drainage structure must be constructed; provided, however, that small springs and streams classified as trout streams which discharge an average annual flow of 25 gallons per minute or less shall have a 25-foot buffer or they may be piped, at the discretion of the landowner, pursuant to the terms of a rule providing for a general variance promulgated by the board, so long as any such pipe stops short of the downstream landowner's property and the landowner complies with the buffer requirement for any adjacent trout streams. The director may grant a variance from such buffer to allow land-disturbing activity, provided that adequate erosion control measures are incorporated in the project plans and specifications and are implemented. The following requirements shall apply to such buffer:
- a. No land-disturbing activities shall be conducted within a buffer and a buffer shall remain in its natural, undisturbed, state of vegetation until all land-disturbing activities on the construction site are completed. Once the final stabilization of the site is achieved, a buffer may be thinned or trimmed of vegetation as long as a protective vegetative cover remains to protect water quality and aquatic habitat and a natural canopy is left in sufficient quantity to keep shade on the stream bed; provided, however, that any person constructing a single-family residence, when such residence is constructed by or under contract with the owner for his or her own occupancy, may thin or trim vegetation in a buffer at any time as long as protective vegetative cover remains to protect water quality and aquatic habitat and a natural canopy is left in sufficient quantity to keep shade on the stream bed; and
  - b. The buffer shall not apply to the following land-disturbing activities, provided that they occur at an angle, as measured from the point of crossing, within 25 degrees of perpendicular to the stream; cause a width of disturbance of not more than 50 feet within the buffer; and adequate erosion control measures are incorporated into the project plans and specifications and are implemented:
    - (i) Stream crossings for water lines; or
    - (ii) Stream crossings for sewer lines.
- (17) There is established a 25 foot buffer along coastal marshlands, as measured horizontally from the coastal marshland-upland interface, as determined in accordance with Chapter

5 of Title 12 of this title, the “Coastal Marshlands Protection Act of 1970.” And the rules and regulations promulgated thereunder, except where the director determines to allow a variance that is at least as protective of natural resources and the environment, where otherwise allowed by the director pursuant to Code Section 12-2-8, where an alteration within the buffer area has been authorized pursuant to Code Section 12-5-286, for maintenance of any currently serviceable structure, landscaping, or hardscaping, including bridges, roads, parking lots, golf courses, golf cart paths, retaining walls, bulkheads, and patios; provided, however, that if such maintenance requires any land-disturbing activity, adequate erosion control measures are incorporated into the project plans and specifications and such measures are fully implemented, where a drainage structure or roadway drainage structure is constructed or maintained; provided, however, that if such maintenance requires any land-disturbing activity, adequate erosion control measures are incorporated into the project plans and specifications and such measures are fully implemented, on the landward side of any currently serviceable shoreline stabilization structure, or for the maintenance of any manmade storm-water detention basin, golf course pond, or impoundment that is located entirely within the property of a single individual, partnership, or corporation; provided, however, that adequate erosion control measures are incorporated into the project plans and specifications and such measures are fully implemented. For the purposes of this paragraph maintenance shall be defined as actions necessary or appropriate for retaining or restoring a currently serviceable improvement to the specified operable condition to achieve its maximum useful life. Maintenance includes emergency reconstruction of recently damaged parts of a currently serviceable structure so long as it occurs within a reasonable period of time after damage occurs. Maintenance does not include any modification that changes the character, scope or size of the original design and serviceable shall be defined as usable in its current state or with minor maintenance but not so degraded as to essentially require reconstruction.

- a. No land-disturbing activities shall be conducted within a buffer and a buffer shall remain in its natural, undisturbed, state of vegetation until all land-disturbing activities on the construction site are completed. Once the final stabilization of the site is achieved, a buffer may be thinned or trimmed of vegetation as long as a protective vegetative cover remains to protect water quality and aquatic habitat; provided, however, that any person constructing a single-family residence, when such residence is constructed by or under contract with the owner for his or her own occupancy, may thin or trim vegetation in a buffer at any time as long as protective vegetative cover remains to protect water quality and aquatic habitat; and
- b. The buffer shall not apply to crossings for utility lines that cause a width of disturbance of not more than 50 feet within the buffer, provided, however, that adequate erosion control measures are incorporated into the project plans and specifications and such measures are fully implemented.
- c. The buffer shall not apply to any land-disturbing activity conducted pursuant to and in compliance with a valid and effective land-disturbing permit issued subsequent to

April 22, 2014, and prior to December 31, 2015; provided, however, that adequate erosion control measures are incorporated into the project plans and specifications and such measures are fully implemented or any lot for which the preliminary plat has been approved prior to December 31, 2015 if roadways, bridges, or water and sewer lines have been extended to such lot prior to the effective date of this Act and if the requirement to maintain a 25 foot buffer would consume at least 18 percent of the high ground of the platted lot otherwise available for development; provided, however, that adequate erosion control measures are incorporated into the project plans and specifications and such measures are fully implemented.

- d. Activities where the area within the buffer is not more than 500 square feet or that have a “Minor Buffer Impact” as defined in 391-3-7-.01(r), provided that the total area of buffer impacts is less than 5,000 square feet are deemed to have an approved buffer variance by rule. Bank stabilization structures are not eligible for coverage under the variance by rule and notification shall be made to the Division at least 14 days prior to the commencement of land disturbing activities.

- (d) *[Authority.]* Nothing contained in this chapter shall prevent any local issuing authority from adopting rules and regulations, ordinances, or resolutions which contain stream buffer requirements that exceed the minimum requirements in subsections (b) and (c) of this section.
- (e) *[Indemnification.]* The fact that land-disturbing activity for which a permit has been issued results in injury to the property of another shall neither constitute proof of nor create a presumption of a violation of the standards provided for in this article or the terms of the permit.

(Ord. No. 2004-06, § IV, 3-2-2004; Ord. No. 2010-02, art. I, 12-14-2010)

Sec. 42-139. - Application/permit process.

- (a) *General.* The property owner, developer and designated planners and engineers shall review the general development plans and detailed plans of the local issuing authority that affect the tract to be developed and the area surrounding it. They shall review the zoning ordinance, storm water management ordinance, subdivision ordinance, flood damage prevention ordinance, this article, and other ordinances which regulate the development of land within the jurisdictional boundaries of the local issuing authority. However, the owner and/or operator is the only party who may obtain a permit.
- (b) *Application requirements.*
- (1) No person shall conduct any land-disturbing activity within the jurisdictional boundaries of the city without first obtaining a permit from the code enforcement officer to perform such activity and providing a copy of notice of intent submitted to EPD if applicable.
  - (2) The application for a permit shall be submitted to the code enforcement officer and must include the applicant's erosion and sedimentation control plan with supporting

data, as necessary. Said plans shall include, as a minimum, the date specified in subsection (c) of this section. Soil erosion, sedimentation and pollution control plans shall conform to the provisions of section 42-138(b) and (c). Applications for a permit will not be accepted unless accompanied by two copies of the applicant's soil erosion and sedimentation control plans. All applications shall contain a certification stating that the plan preparer or the designee thereof visited the site prior to creation of the plan in accordance with EPD Rule 391-3-7-.10.

- (3) A fee shall be charged according to a fee schedule adopted from time to time by the city.
- (4) In addition to the local permitting fees, fees will also be assessed pursuant to O.C.G.A. § 12-5-23(a)(5), provided that such fees shall not exceed \$80.00 per acre of land-disturbing activity, and these fees shall be calculated and paid by the primary permittee as defined in the state general permit for each acre of land-disturbing activity included in the planned development or each phase of development. All applicable fees shall be paid prior to issuance of the land disturbance permit. In a jurisdiction that is certified pursuant to O.C.G.A. § 12-7-8(a) half of such fees levied shall be submitted to the division; except that any and all fees due from an entity which is required to give notice pursuant to O.C.G.A. § 12-7-17(9) or (10) shall be submitted in full to the division, regardless of the existence of a local issuing authority in the jurisdiction.
- (5) Immediately upon receipt of an application and plan for a permit, the local issuing authority shall refer the application and plan to the district for its review and approval or disapproval concerning the adequacy of the erosion and sedimentation control plan. A district shall approve or disapprove a plan within 35 days of receipt. Failure of a district to act within 35 days shall be considered an approval of the pending plan. The results of the district review shall be forwarded to the issuing authority. No permit will be issued unless the plan has been approved by the district, and any variances required by section 42-138(c)(15) and (16) and bonding, if required as per subsection (b)(7) of this section, have been obtained. Such review will not be required if the issuing authority and the district have entered into an agreement which allows the issuing authority to conduct such review and approval of the plan without referring the application and plan to the district.
- (6) If a permit applicant has had two or more violations of previous permits, this article section, or the Erosion and Sedimentation Act, as amended, within three years prior to the date of filing of the application under consideration, the local issuing authority may deny the permit application.
- (7) The local issuing authority may require the permit applicant to post a bond in the form of government security, cash, irrevocable letter of credit, or any combination thereof up to, but not exceeding, \$3,000.00 per acre or fraction thereof of the proposed land-disturbing activity, prior to issuing the permit. If the applicant does not comply with this article or with the conditions of the permit after issuance, the local issuing authority may call the bond or any part thereof to be forfeited and may use the proceeds to hire a contractor to stabilize the site of the land-disturbing activity and bring it into compliance. These provisions shall not apply unless there is in effect an ordinance or

statute specifically providing for hearing and judicial review of any determination or order of the local issuing authority with respect to alleged permit violations.

(c) *Plan requirements.*

- (1) Plans must be prepared to meet the minimum requirements as contained in section 42-138(b) and (c). Conformance with the minimum requirements may be attained through the use of design criteria in the current issue of the Manual for Erosion and Sediment Control in Georgia, published by the state soil and water conservation commission as a guide; or through the use of more stringent, alternate design criteria which conform to sound conservation and engineering practices. The Manual for Erosion and Sediment Control in Georgia is hereby incorporated by reference into this article. The plan for the land-disturbing activity shall consider the interrelationship of the soil types, geological and hydrological characteristics, topography, watershed, vegetation, proposed permanent structures including roadways, constructed waterways, sediment control and storm water management facilities, local ordinances and state laws. Maps, drawings and supportive computations shall bear the signature and seal of the certified design professional. Persons involved in land development design, review, permitting, construction, monitoring, or inspections or any land disturbing activity shall meet the education and training certification requirements, dependent on his or her level of involvement with the process, as developed by the commission and in consultation with the division and the stakeholder advisory board created pursuant to O.C.G.A § 12-7-20.
- (2) Data required for a site plan shall include all the information required from the appropriate erosion, sedimentation and pollution control plan review checklist established by the commission as of January 1 of the year in which the land-disturbing activity was permitted.
- (3) Maintenance of all soil erosion and sedimentation control practices, whether temporary or permanent, shall be at all times the responsibility of the property owner.

(d) *Permits.*

- (1) Permits shall be issued or denied as soon as practicable but in any event not later than 45 days after receipt by the local issuing authority of a completed application, providing variances and bonding are obtained, where necessary.
- (2) No permit shall be issued by the local issuing authority unless the erosion and sedimentation control plan has been approved by the district and the local issuing authority has affirmatively determined that the plan is in compliance with this article, any variances required by section 42-138(c)(15) and (16) are obtained, bonding requirements, if necessary, as per subsection (b)(7) of this section are met and all ordinances and rules and regulations in effect within the jurisdictional boundaries of the local issuing authority are met. If the permit is denied, the reason for denial shall be furnished to the applicant.
- (3) Any land-disturbing activities by a local issuing authority shall be subject to the same requirements of this ordinance, and any other ordinances relating to land development, as are applied to private persons and the division shall enforce such requirements upon the local issuing authority.



- (4) If the tract is to be developed in phases, then a separate permit shall be required for each phase.
- (5) The permit may be suspended, revoked, or modified by the local issuing authority, as to all or any portion of the land affected by the plan, upon finding that the holder or his successor in the title is not in compliance with the approved erosion and sedimentation control plan or that the holder or his successor in title is in violation of this article. A holder of a permit shall notify any successor in title to him as to all or any portion of the land affected by the approved plan of the conditions contained in the permit.
- (6) The LIA may reject a permit application if the applicant has had two or more violations of previous permits or the Erosion and Sedimentation Act permit requirements within three years prior to the date of the application, in light of O.C.G.A § 12-7-7(f)(1).

(Ord. No. 2004-06, § V, 3-2-2004; Ord. No. 2010-02, art. I, 12-14-2010)

Sec. 42-140. - Inspection and enforcement.

- (a) The code enforcement officer will periodically inspect the sites of land-disturbing activities for which permits have been issued to determine if the activities are being conducted in accordance with the plan and if the measures required in the plan are effective in controlling erosion and sedimentation. Also, the local issuing authority shall regulate both primary, secondary and tertiary permittees as such terms are defined in the state general permit. Primary permittees shall be responsible for installation and maintenance of best management practices where the primary permittee is conducting land-disturbing activities. Secondary permittees shall be responsible for installation and maintenance of best management practices where the secondary permittee is conducting land-disturbing activities. Tertiary permittees shall be responsible for installation and maintenance where the tertiary permittee is conducting land-disturbing activities. If, through inspection, it is deemed that a person engaged in land-disturbing activities as defined herein has failed to comply with the approved plan, with permit conditions, or with the provisions of this article, a written notice to comply shall be served upon that person. The notice shall set forth the measures necessary to achieve compliance and shall state the time within which such measures must be completed. If the person engaged in the land-disturbing activity fails to comply within the time specified, he shall be deemed in violation of this article.
- (b) The local issuing authority must amend its ordinances to the extent appropriate within 12 months of any amendments to the Erosion and Sedimentation Act.
- (c) The code enforcement officer shall have the power to conduct such investigations as it may reasonably deem necessary to carry out duties as prescribed in this article, and for this purpose to enter at reasonable times upon any property, public or private, for the purpose of investigation and inspecting the sites of land-disturbing activities.
- (d) No person shall refuse entry or access to any authorized representative or agent of the issuing authority, the commission, the district, or division who requests entry for the purposes of inspection, and who presents appropriate credentials, nor shall any person obstruct, hamper or interfere with any such representative while in the process of carrying out his official duties.

- (e) The districts or the commission or both shall periodically review the actions of counties and municipalities which have been certified as local issuing authorities pursuant to O.C.G.A. § 12-7-8(a). The districts or the commission or both may provide technical assistance to any county or municipality for the purpose of improving the effectiveness of the county's or municipality's erosion and sedimentation control program. The districts or the commission shall notify the division and request investigation by the division if any deficient or ineffective local program is found.
- (f) The board, on or before December 31, 2003, shall promulgate rules and regulations setting forth the requirements and standards for certification and the procedures for decertification of a local issuing authority. The division may periodically review the actions of counties and municipalities which have been certified as local issuing authorities pursuant to O.C.G.A. § 12-7-8(a). Such review may include, but shall not be limited to, review of the administration and enforcement of a governing authority's ordinance and review of conformance with an agreement, if any, between the district and the governing authority. If such review indicates that the governing authority of any county or municipality certified pursuant to O.C.G.A. § 12-7-8(a) has not administered or enforced its ordinances or has not conducted the program in accordance with any agreement entered into pursuant to O.C.G.A. § 12-7-7(e), the division shall notify the governing authority of the county or municipality in writing. The governing authority of any county or municipality so notified shall have 30 days within which to take the necessary corrective action to retain certification as a local issuing authority. If the county or municipality does not take necessary corrective action within 30 days after notification by the division, the division may revoke the certification of the county or municipality as a local issuing authority.

(Ord. No. 2004-06, § VI, 3-2-2004; Ord. No. 2010-02, art. I, 12-14-2010)

Sec. 42-141. - Penalties and incentives.

- (a) *Failure to obtain a permit for land-disturbing activity.* If any person commences any land-disturbing activity requiring a land-disturbing permit as prescribed in this article without first obtaining said permit, the person shall be subject to revocation of his business license, work permit or other authorization for the conduct of a business and associated work activities within the jurisdictional boundaries of the issuing authority.
- (b) *Stop-work orders.*
  - (1) For the first and second violations of the provisions of this article, the director or the local issuing authority shall issue a written warning to the violator. The violator shall have five days to correct the violation. If the violation is not corrected within five days, the director or the local issuing authority shall issue a stop-work order requiring that land-disturbing activities be stopped until necessary corrective action or mitigation has occurred; provided, however, that, if the violation presents an imminent threat to public health or waters of the state or if the land-disturbing activities are conducted without obtaining the necessary permit, the director or the local issuing authority shall issue an immediate stop-work order in lieu of a warning.
  - (2) For a third and each subsequent violation, the director or the local issuing authority shall issue an immediate stop-work order.

- (3) All stop-work orders shall be effective immediately upon issuance and shall be in effect until the necessary corrective action or mitigation has occurred.
  - (4) When a violation in the form of taking action without a permit, failure to maintain a stream buffer, or significant amounts of sediment, as determined by the local issuing authority or by the director or his or her designee, have been or are being discharged into state waters and where best management practices have not been properly designed, installed, and maintained, a stop-work order shall be issued by the local issuing authority or by the director or his or her designee. All such stop-work orders shall be effective immediately upon issuance and shall be in effect until the necessary corrective action or mitigation has occurred. Such stop-work orders shall apply to all land-disturbing activity on the site with the exception of the installation and maintenance of temporary or permanent erosion and sediment controls.
- (c) *Bond forfeiture.* If, through inspection, it is determined that a person engaged in land-disturbing activities has failed to comply with the approved plan, a written notice to comply shall be served upon that person. The notice shall set forth the measures necessary to achieve compliance with the plan and shall state the time within which such measures must be completed. If the person engaged in the land-disturbing activity fails to comply within the time specified, he shall be deemed in violation of this article and, in addition to other penalties, shall be deemed to have forfeited his performance bond, if required to post one under the provisions of section 42-139(b)(7). The issuing authority may call the bond or any part thereof to be forfeited and may use the proceeds to hire a contractor to stabilize the site of the land-disturbing activity and bring it into compliance.
- (d) *Monetary penalties.*
- (1) Any person who violates any provisions of this article, or any permit condition or limitation established pursuant to this article, or who negligently or intentionally fails or refuses to comply with any final or emergency order of the director issued as provided in this article shall be liable for a civil penalty not to exceed \$2,500.00 per day. For the purpose of enforcing the provisions of this article, notwithstanding any provisions in any city charter to the contrary, municipal courts shall be authorized to impose penalty not to exceed \$2,500.00 for each violation. Notwithstanding any limitation of law as to penalties which can be assessed for violations of county ordinances, any magistrate court or any other court of competent jurisdiction trying cases brought as violations of this article under county ordinances approved under this article shall be authorized to impose penalties for such violations not to exceed \$2,500.00 for each violation. Each day during which violation or failure or refusal to comply continues shall be a separate violation.

(Ord. No. 2004-06, § VII, 3-2-2004; Ord. No. 2010-02, art. I, 12-14-2010)

Sec. 42-142. - Education and certification.

- (a) Persons involved in land development design, review, permitting, construction, monitoring, or inspection or any land-disturbing activity shall meet the education and training certification requirements, dependent on their level of involvement with the process, as

developed by the commission in consultation with the division and the stakeholder advisory board created pursuant to O.C.G.A. § 12-7-20.

- (b) For each site on which land-disturbing activity occurs, each entity or person acting as either a primary, secondary, or tertiary permittee, as defined in the state general permit, shall have as a minimum one person who is in responsible charge of erosion and sedimentation control activities on behalf of said entity or person and meets the applicable education or training certification requirements developed by the commission present on site whenever land-disturbing activities are conducted on that site. A project site shall herein be defined as any land-disturbance site or multiple sites within a larger common plan of development or sale permitted by an owner or operator for compliance with the state general permit.
- (c) Persons or entities involved in projects not requiring a state general permit but otherwise requiring certified personnel on site may contract with certified persons to meet the requirements of this article.
- (d) If a state general permittee who has operational control of land-disturbing activities for a site has met the certification requirements of O.C.G.A. 12-7-19(b)(1), then any person or entity involved in land-disturbing activity at that site and operating in a subcontractor capacity for such permittee shall meet those educational requirements specified in O.C.G.A. 1207-19(b)(4) and shall not be required to meet any educational requirements that exceed those specified in said paragraph.

(Ord. No. 2004-06, § VIII, 3-2-2004; Ord. No. 2010-02, art. I, 12-14-2010)

Sec. 42-143. - Administrative appeal; judicial review.

- (a) *Administrative remedies.* The suspension, revocation, modification or grant with condition of a permit by the issuing authority upon finding that the holder is not in compliance with the approved erosion, sediment and pollution control plan; or that the holder is in violation of permit conditions; or that the holder is in violation of any ordinance; shall entitle the person submitting the plan or holding the permit to a hearing before the mayor and council within 30 days after receipt by the issuing authority of written notice of appeal.
- (b) *Judicial review.* Any person, aggrieved by a decision or order of the issuing authority, after exhausting his administrative remedies, shall have the right to appeal de novo to the Superior Court of Walton County.

(Ord. No. 2004-06, § IX, 3-2-2004; Ord. No. 2010-02, art. I, 12-14-2010)

Section 42-144 – 42-175 reserved

**ARTICLE II. SEVERABILITY**

In any section, clause, sentence or phrase of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall no way effect the validity of the remaining portions of this Ordinance.

**ARTICLE III**

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

**ARTICLE IV**

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

**FIRST READING** this 14<sup>th</sup> day of August, 2018.

**SECOND READING AND ADOPTED** on this 11<sup>th</sup> day of September, 2018.

**CITY OF MONROE, GEORGIA**

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

**John Howard, Mayor**

**Attest:** \_\_\_\_\_

**Logan Propes, City Administrator**

APPOINTMENTS  
Updated

June 12, 2018

Appointed

Term Expires

AIRPORT COMMISSION (Three year term)

Larry Fussell	August 12, 2014	July 31, 2017
Bill Scott	August 12, 2014	July 31, 2017
Daniel Nugent	March 8, 2016	July 31, 2017
	(to fill unexpired term of John Reiner)	
Rodney Etheredge	August 12, 2014	July 31, 2017
Bill Stone	August 12, 2014	July 31, 2017



APPLICATION FOR NOMINATION/APPOINTMENT

MONROE-WALTON COUNTY AIRPORT ADVISORY COMMISSION

Name: VIRGIL R. WILLIAMS JR.

Email: VRW@TYMAR.NET

Address: 600 RICHARD PARSONS DR MONROE 30655

Phone: 770-267-1227

I am: (Check all that apply)

- A resident of Monroe or Walton County
- Available to attend Commission meetings the second Wednesday of every other month
- A current lease holder at the Monroe-Walton County Airport (hangar, ground, land, etc.)
- A current business owner at the Monroe-Walton County Airport

My involvement with the Monroe-Walton County Airport over the past two years includes:

WAS INCLUDED IN ORIGINAL SAFETY COMMITTEE

Aviation Organizations to which I belong and/or volunteer service include:

EAA  
AOPA

My interest in serving on the Monroe-Walton County Airport Advisory Commission is:

IMPROVE G.A. AND GENERAL AT OUR A/P  
TO HELP FOSTER BUSINESS AND INDUSTRY IN OUR  
CITY & COUNTY

Signature: VRW Date: 7-15-18

Return to: City of Monroe, Attn: Chris Bailey, PO Box 1249, Monroe, GA 30655

APPLICATION FOR NOMINATION/APPOINTMENT

MONROE-WALTON COUNTY AIRPORT ADVISORY COMMISSION

Name: Bill Scott

Email: Scottbill@Comcast.net

Address: 820 Riverbend Rd Monroe Ga 30655

Phone: 770 712 5281

I am: (Check all that apply)

- A resident of Monroe or Walton County
- Available to attend Commission meetings the second Wednesday of every other month
- A current lease holder at the Monroe-Walton County Airport (hangar, ground, land, etc.)
- A current business owner at the Monroe-Walton County Airport

My involvement with the Monroe-Walton County Airport over the past two years includes:

operating skydiving business .

Aviation Organizations to which I belong and/or volunteer service include:

AOPA United States Parachute Assoc.  
Cessna Pilots Assoc.

My interest in serving on the Monroe-Walton County Airport Advisory Commission is:

To help give guidance for the productive growth and use of the airport.

Signature: Bill Scott Date: 7-18-18

Return to: City of Monroe, Attn: Chris Bailey, PO Box 1249, Monroe, GA 30655

APPLICATION FOR NOMINATION/APPOINTMENT

MONROE-WALTON COUNTY AIRPORT ADVISORY COMMISSION

Name: Dan Nugent
Email: danug@comcast.net
Address: 2075 Southers Circle, Suwanee, GA 30024
Phone: (770) 886-1714

- I am: (Check all that apply)
A resident of Monroe or Walton County
[X] Available to attend Commission meetings the second Wednesday of every other month
A current lease holder at the Monroe-Walton County Airport (hangar, ground, land, etc.)
A current business owner at the Monroe-Walton County Airport

My involvement with the Monroe-Walton County Airport over the past two years includes:
Serving as a member of the Monroe-Walton County Airport Commission and Secretary providing detailed meeting minutes. I have also participated in discussions and recommendations for Airport Safety and facilities improvements.

Aviation Organizations to which I belong and/or volunteer service include:
I have been an active member of Mid-Georgia Soaring Association (MGSA) since 1994 and held various offices including City of Monroe Liaison. I helped form the Monroe Airport Safety Committee in 2009 that created the "Flight Safety Guidelines" document and reference distributed to all airport users.

My interest in serving on the Monroe-Walton County Airport Advisory Commission is:
to continue my active participation and involvement with the Advisory Commission to promote airport safety and economic growth through identification of new opportunities for FAA grants and other financing resources to improve pilot services and safety with more facilities and amenities to be more competitive with other local airports.

Signature: Dan Nugent Date: July 20, 2018

Return to: City of Monroe, Attn: Chris Bailey, PO Box 1249, Monroe, GA 30655



APPLICATION FOR NOMINATION/APPOINTMENT

MONROE-WALTON COUNTY AIRPORT ADVISORY COMMISSION

Name: William Chapman

Email: wc1400@gmail.com

Address: 1400 Monroe Jersey Rd. Monroe GA

Phone: 404-593-8720

I am: (Check all that apply)

- checkbox A resident of Monroe or Walton County
checkbox Available to attend Commission meetings the second Wednesday of every other month
checkbox A current lease holder at the Monroe-Walton County Airport (hangar, ground, land, etc.)
checkbox A current business owner at the Monroe-Walton County Airport

My involvement with the Monroe-Walton County Airport over the past two years includes: Flight Instructor teaching the Private Pilot course and Flight Reviews.

Annual Maintenance on my personal aircraft
Purchasing Fuel from the Monroe Fuel Farm.

Aviation Organizations to which I belong and/or volunteer service include:

I am a pilot for Southwest Airlines
Airplane Owners and Pilots Association
National Association of Flight Instructors
Grumman Pilots Association

My interest in serving on the Monroe-Walton County Airport Advisory Commission is:

I am very interested in helping guide the City Council with decisions relative to the economic sustainability and growth of the airport. The airport is an asset that should be used wisely to attract new business and promote itself as a gateway to our beautiful city.

Signature: [Handwritten Signature] Date: 7-25-18

Return to: City of Monroe, Attn: Chris Bailey, PO Box 1249, Monroe, GA 30655

APPLICATION FOR NOMINATION/APPOINTMENT

MONROE-WALTON COUNTY AIRPORT ADVISORY COMMISSION

Name: JASON CYRUS "CY" MURRALLY

Email: CyMurrally@yahoo.com

Address: 2336 MT. PATAW. Ch. Rd.

Phone: 678-725-3542

I am: (Check all that apply)

- A resident of Monroe or Walton County
- Available to attend Commission meetings the second Wednesday of every other month
- A current lease holder at the Monroe-Walton County Airport (hangar, ground, land, etc.)
- A current business owner at the Monroe-Walton County Airport

My involvement with the Monroe-Walton County Airport over the past two years includes:

Aircraft Maintenance & Management Services  
Helicopter Flight Services  
General Aircraft Operation

Aviation Organizations to which I belong and/or volunteer service include:

AOPA - Aircraft Owners & Pilots Association  
ALEA - Airborne Law Enforcement Association  
AAAF - Army Aviation Heritage Foundation  
P&P - Pilots & PAWS Animal Rescue

My interest in serving on the Monroe-Walton County Airport Advisory Commission is:

To advise the City of Monroe of the future direction and potential of the Airport and its surrounding area

Signature: [Handwritten Signature] Date: 7-30-18

Return to: City of Monroe, Attn: Chris Bailey, PO Box 1249, Monroe, GA 30655



From: Beth Thompson, Finance Director

Department: Finance

Date: 8/7/2018

Description: 2018 Tax Levy

Budget Account/Project Name: n/a

Funding Source: n/a

Budget Allocation: n/a Allocated in each dept. n/a

Budget Available: n/a Allocated in each dept. n/a

Requested Expense: n/a Company of Purchase: n/a

**Recommendation:**

Approve the 2018 millage rate as presented on form PT-38 and execute all necessary documentation for the 2018 tax levy for a total millage rate of 7.277

**Background:**

The 2018 tax digest from the County shows an increase of 1.98% if the millage rate was left unchanged from 2017. This would qualify as a tax increase due to inflationary growth (reassessments) in the digest. Instead, it is recommended by staff to adopt the full rollback rate for 2018. This will give the City a prospective 3.59% increase coming from new growth in the digest, which translates to \$105,426 more than 2017 at 100% collections.

The net maintenance & operations millage rate is 5.298 mills and the bond millage rate is 1.979, giving a total millage rate of 7.277. This is 0.144 mills less than 2017.

The five year history of the digest with current year's digest and levy were properly advertised in the City's legal organ on July 22, 2018 and July 29, 2018. Property taxes will be collected by the Walton County Tax Commissioner's office.

**Attachment(s):**

- Form PT-32 (rollback form)
- Form PT-38
- Current Levy and Five Year History of Digest



**CITY AND INDEPENDENT SCHOOL MILLAGE RATE CERTIFICATION FOR TAX YEAR 2018**

<http://www.dor.ga.gov>

Complete this form once the levy is determined, and if zero, report this information in Column 1. Mail a copy to the address below or fax to (404)724-7011 and distribute a copy to your County Tax Commissioner and Clerk of Court. This form also provides the Local Government Service Division with the millage rates for the distribution of Railroad Equipment Tax and Alternative Ad Valorem Tax.



Georgia Department of Revenue  
Local Government Services Division  
4125 Welcome All Road  
Atlanta, Georgia 30349  
Phone: (404) 724-7003

CITY NAME <b>Monroe, Georgia</b>		ADDRESS <b>215 North Broad Street</b>			CITY, STATE, ZIP <b>Monroe, GA 30655</b>	
FEI # <b>58-6000626</b>	CITY CLERK <b>Debbie Kirk</b>	PHONE NO. <b>770-266-5312</b>	FAX <b>770-267-2319</b>	EMAIL <b>dkirk@monroega.gov</b>		
OFFICE DAYS / HOURS <b>M-F 8am-5pm</b>	ARE TAXES BILLED AND COLLECTED BY THE ( ) CITY OR ( ) COUNTY TAX COMMISSIONER? LIST VENDOR, CONTACT PERSON AND PHONE NO. <b>Walton County Tax Commissioner, Derry Boyd</b>					
List below the amount & qualifications for each <u>LOCAL</u> homestead exemption granted by the City and Independent School System.						
CITY			INDEPENDENT SCHOOL			
Exemption Amount	Qualifications		Exemption Amount	Qualifications		
If City and School assessment is other than 40%, enter percentage millage is based on _____%. List below the millage rate in terms of mills. EXAMPLE: 7 mills (or .007) is shown as 7.000. PLEASE SHOW MILLAGE FOR EACH TAXING JURISDICTION EVEN IF THERE IS NO LEVY.						
CITY DISTRICTS	DISTRICT NO.	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
List Special Districts if different from City District below such as CID's, BID's, or DA's	List District Numbers	Gross Millage for Maintenance & Operations	**Less Rollback for Local Option Sales Tax	Net Millage for Maintenance & Operation Purposes (Column 1 less Column 2)	Bond Millage (If Applicable)	Total Millage Column 3 + Column 4
City Millage Rate		<b>9.373</b>	<b>4.075</b>	<b>5.298</b>	<b>1.979</b>	<b>7.277</b>
Independent School System						<b>0.000</b>
Special Districts						<b>0.000</b>
						<b>0.000</b>
						<b>0.000</b>
						<b>0.000</b>
<b>**Local Option Sales Tax Proceeds must be shown as a mill rate rollback if applicable to Independent School.</b>						

Name of County(s) in which your city is located: 

Walton		
--------	--	--

I hereby certify that the rates listed above are the official rates for the Districts indicated for Tax Year 2018

Date

Mayor or City Clerk

**PT32.1 - Computation of MILLAGE RATE ROLLBACK AND PERCENTAGE INCREASE IN PROPERTY TAXES - 2018**

COUNTY **WALTON** TAXING JURISDICTION **MONROE -- FINAL (01)**

**INFORMATION FOR THE SHADED PORTIONS OF THIS SECTION MUST BE ENTERED**

This information will be the actual values and millage rates certified to the Department of Revenue for the applicable tax years.

DESCRIPTION	2017 DIGEST	REASSESSMENT OF EXISTING REAL PROP	OTHER CHANGES TO TAXABLE DIGEST	2018 DIGEST
REAL	299,759,335	10,603,368	4,488,292	314,850,995
PERSONAL	121,036,650		-210,814	120,825,836
MOTOR VEHICLES	6,318,190		-1,631,750	4,686,440
MOBILE HOMES	772,850		-7,522	765,328
TIMBER -100%	23,124		44,339	67,463
HEAVY DUTY EQUIP	18,868		-18,868	0
GROSS DIGEST	427,929,017	10,603,368	2,663,677	441,196,062
EXEMPTIONS	31,688,869	2,460,620	-11,522,078	22,627,411
NET DIGEST	396,240,148	8,142,748	14,185,755	418,568,651
FLPA Reimbursement Value	0	0	0	0
Adjusted NET DIGEST	396,240,148	8,142,748	14,185,755	418,568,651
	(PYD)	(RVA)	(NAG)	(CYD)
<b>2017 MILLAGE RATE &gt;&gt;&gt;</b>	<b>7.421</b>	<b>2018 PROPOSED MILLAGE RATE &gt;&gt;&gt;</b>		<b>7.421</b>

**THIS SECTION WILL CALCULATE AUTOMATICALLY UPON ENTRY OF INFORMATION ABOVE**

DESCRIPTION	ABBREVIATION	AMOUNT	FORMULA
2017 Net Digest	PYD	396,240,148	
Net Value Added-Reassessment of Existing Real Property	RVA	8,142,748	
Other Net Changes to Taxable Digest	NAG	14,185,755	
2018 Net Digest	CYD	418,568,651	(PYD+RVA+NAG)
2017 Millage Rate	PYM	7.421	
Millage Equivalent of Reassessed Value Added	ME	0.144	(RVA/CYD) * PYM
Rollback Millage Rate for 2018	RR	7.277	PYM - ME

**COMPUTATION OF PERCENTAGE INCREASE IN PROPERTY TAXES**

If the 2018 Proposed Millage Rate for this Taxing Jurisdiction exceeds Rollback Millage Rate computed above, this section will automatically calculate the amount of increase in property taxes that is part of the notice required in O.C.G.A. Section 48-5-32.1(c) (2)	<b>Rollback Millage Rate</b>	7.277
	<b>2018 Millage Rate</b>	7.277
	<b>Percentage Increase</b>	0.00%

**CERTIFICATIONS**

I hereby certify that the amount indicated above is an accurate accounting of the total net assessed value added by the reassessment of existing real property for the tax year for which this rollback millage rate is being computed.

\_\_\_\_\_  
Chairman, Board of Tax Assessors

\_\_\_\_\_  
Date

I hereby certify that the values shown above are an accurate representation of the digest values and exemption amounts for the applicable tax years.

\_\_\_\_\_  
Tax Collector or Tax Commissioner

\_\_\_\_\_  
Date

I hereby certify that the above is a true and correct computation of the rollback millage rate in accordance with O.C.G.A. Section 48-5-32.1 for the taxing jurisdiction for tax year 2018 and that the final millage rate set by the authority of this taxing jurisdiction for tax year 2018 is \_\_\_\_\_

**CHECK THE APPROPRIATE PARAGRAPH BELOW THAT APPLIES TO THIS TAXING JURISDICTION**

\_\_\_\_ If the final millage rate set by the authority of the taxing jurisdiction for tax year 2018 exceeds the rollback rate, I further certify that the required advertisements, notices, and public hearings have been conducted in accordance with O.C.G.A. Sections 48-5-32 and 48-5-32.1 as evidenced by the attached copies of the published five year history and current digest advertisement, the "Notice of Intent to Increase Taxes" showing the times and places when and where the required public hearings were held, and a copy of the press release provided to the local media.

\_\_\_\_ If the final millage rate set by the authority of the taxing jurisdiction for tax year 2018 does not exceed the rollback rate, I further certify that the required five year history and current digest advertisement have been published in accordance with O.C.G.A. Section 48-5-32 as evidenced by the attached copy of such advertised report.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## NOTICE

The City of Monroe does hereby announce that the millage rate will be set at a meeting to be held at City Hall located at 215 N. Broad Street, Monroe, GA on August 7, 2018 at 6:00 P.M. and pursuant to the requirements of O.C.G.A. Section 48-5-32 does hereby publish the following presentation of the current year's tax digest and levy, along with the history of the tax digest and levy for the past five years.

### CURRENT 2018 TAX DIGEST AND 5 YEAR HISTORY OF LEVY

CITY WIDE	2013	2014	2015	2016	2017	2018
Real & Personal	301,591,907	337,137,101	343,780,901	378,851,404	420,795,985	435,676,831
Motor Vehicles	18,806,910	15,490,530	11,125,680	8,422,990	6,318,190	4,686,440
Mobile Homes	988,870	776,230	803,060	793,130	772,850	765,328
Timber - 100%					23,124	67,463
Heavy Duty Equipment					18,868	
Gross Digest	321,387,687	353,403,861	355,709,641	388,067,524	427,929,017	441,196,062
Less M& O Exemptions	7,518,692	13,654,853	13,888,756	21,630,049	31,688,869	22,627,411
Net M & O Digest	313,868,995	339,749,008	341,820,885	366,437,475	396,240,148	418,568,651
State Forest Land Assistance Grant Value			0			
Adjusted Net M&O Digest	313,868,995	339,749,008	341,820,885	366,437,475	396,240,148	418,568,651
Gross M&O Millage	12.193	10.751	10.690	10.056	9.393	9.373
Less Rollbacks	6.222	4.734	4.956	4.474	3.975	4.075
Net M&O Millage	5.971	6.017	5.734	5.582	5.418	5.298
Bond Millage	2.499	2.336	2.381	2.220	2.003	1.979
Total Millage Rate	8.470	8.353	8.115	7.802	7.421	7.277
Total City Taxes Levied	\$2,658,470	\$2,837,923	\$2,773,876	\$2,858,945	\$2,940,498	\$3,045,924
Net Taxes \$ Increase	-\$114,195	\$179,453	-\$64,047	\$85,069	\$81,553	\$105,426
Net Taxes % Increase	-4.12%	6.75%	-2.26%	3.07%	2.85%	3.59%



**To:** City Council / Planning Commission  
**From:** Patrick Kelley  
**Department:** Code Department  
**Date:** 07-31-18  
**Subject:** R1A Moratorium extension 90 Days

**Budget Account/Project Name:** NA

**Funding Source:** NA

**Budget Allocation:** \$0.00

**Budget Available:** \$0.00

**Requested Expense:** \$0.00

**Company of Purchase:**

**Description:**

This is a request to extend the moratorium on R1A re-zoning actions. Input has been received from the contractor as to how to potentially modify the ordinance. This extension will allow for presentation by the contractor and discussion, as proposed, amongst the Council. Additionally, this extension will provide time to ensure that the proposed changes mesh with existing Ordinances and Development regulations.

**Background:**

A spate of highly conditioned rezones spurred inquiry into the adequacy of the current Zoning regulations which pertain to the R1A zoning classification.

**Attachment(s):**

See Below



**To:** City Council  
**From:** Keith Glass, Director of Public Safety, Bill Owens, Assistant Fire Chief  
**Department:** Fire  
**Date:** 7/3/2018  
**Subject:** Approval - Out of State Travel for Fire

**Budget Account/Project Name:** Out of State Travel for Training  
**Funding Source:** Fire Training-100-530-03500-00523-523700

**Budget Allocation:** \$8,500.00  
**Budget Available:** \$6893.75  
**Requested Expense:** \$880.00      **Company of Purchase:** N/A

**Description:**  
 Designed to empower students with the ability to lead fire prevention/risk-reduction bureau. The course covers: defining the new role of the fire marshal and community risk reduction, fostering cultural change, building fire prevention and risk-reduction strength, establishing bureau priorities and strategies, and organizational finances.

Recommend Council to APPROVE out of state training at the National Fire Academy in Emmitsburg, Maryland on August 12-17, 2018.

**Background:**  
 Fire Marshal Recardo Lott and Captain Jack Armstrong have been accepted to the National Fire Academy Course Managing Effective Fire Prevention Programs.

**Attachment(s):**  
 National Fire Academy course information and course schedule  
 Expense Report for Lott and Armstrong

Armstrong / Loti



FEMA



# National Fire Academy

**R0671 – Managing Effective Fire Prevention Programs**

**Version: 1st Edition, 9th Printing, March 2017**

**Quarter:**

**ACE Credit: In the upper division baccalaureate degree category, three semester hours in fire science, public administration, or management.**

**IACET Continuing Education Units: 3.8**

**Length of Course: 6 Days (40 contact hours, Sunday – Friday)**

**Prerequisite: Yes**

**Curriculum: Fire Prevention: Management**

**Training Specialist: Mary Marchone**

**Instructor:**

**Instructor email/phone:**

**Classroom: J-**

**Meeting Time: 8 AM – 5 PM**

## Table of Contents

Course Description	Course Resources
Primary and Secondary Audience	Evaluation Procedures
Course Scope	Course Outline
Course Objectives	Policies
Course Delivery Method	Grading Rubrics

## Course Description (Catalog)

R0671 – *Managing Effective Fire Prevention Programs*. This six-day course is to empower students with the ability to lead a fire prevention/risk-reduction bureau. The course units will cover the following subjects:

- Defining your new role.
- Fostering cultural change.
- Building fire prevention and risk-reduction bureau strength.
- Power, politics and influence.
- Establishing bureau priorities and strategies.
- Organizational finances.



## Course Schedule

The purpose of the course schedule is to give you, at a glance, the required preparation, activities, and evaluation components of your course.

	DAY ONE	DAY TWO
	Introduction, Welcome and Administrative	Unit 2: Fostering Cultural Change (cont'd)
	<i>Break</i>	<i>Break</i>
	Unit 1: Defining Your New Role	Unit 2: Fostering Cultural Change (cont'd)
	<i>Break</i>	<i>Break</i>
	Unit 1: Defining Your New Role (cont'd)	Unit 3: Building Fire Prevention and Risk-Reduction Bureau Strength
	<i>Lunch</i>	<i>Lunch</i>
	Unit 2: Fostering Cultural Change	Unit 3: Building Fire Prevention and Risk-Reduction Bureau Strength (cont'd)
	<i>Break</i>	<i>Break</i>
	Unit 2: Fostering Cultural Change (cont'd)	Unit 3: Building Fire Prevention and Risk-Reduction Bureau Strength (cont'd)
Evening assignment		Continue work on culminating activity. Study for Examination 1

	DAY THREE	DAY FOUR
	Unit 3: Building Fire Prevention and Risk-Reduction Bureau Strength (cont'd)	Unit 4: Power, Politics and Influence (cont'd)
	<i>Break</i>	<i>Break</i>
	Unit 3: Building Fire Prevention and Risk-Reduction Bureau Strength (cont'd)	Unit 4: Power, Politics and Influence (cont'd)
	<i>Break</i>	<i>Break</i>
	Unit 4: Power, Politics and Influence	Unit 4: Power, Politics and Influence (cont'd)
	<i>Lunch</i>	<i>Lunch</i>
	Unit 4: Power, Politics and Influence (cont'd)	Unit 5: Organizational Finances
	<i>Break</i>	<i>Break</i>
	Unit 4: Power, Politics and Influence (cont'd)	Unit 5: Organizational Finances (cont'd)
Evening assignment	Continue work on culminating activity	Culminating activity due in the morning of Day Five

	DAY FIVE	DAY SIX
	Unit 5: Organizational Finances (cont'd)	Unit 6: Establish Bureau Priorities and Strategies (cont'd)
	<i>Break</i>	<i>Break</i>
	Unit 5: Organizational Finances (cont'd)	Unit 6: Establish Bureau Priorities and Strategies (cont'd)
	<i>Break</i>	<i>Break</i>
	Unit 6: Establish Bureau Priorities and Strategies	Unit 6: Establish Bureau Priorities and Strategies (cont'd)
	<i>Lunch</i>	<i>Lunch</i>
	Unit 6: Establish Bureau Priorities and Strategies (cont'd)	Examination 2
	<i>Break</i>	<i>Break</i>
	Unit 6: Establish Bureau Priorities and Strategies (cont'd)	Evaluation Graduation
Evening assignment	Study for Examination 2	

### CITY OF MONROE EXPENSE REPORT

Name: Recardo Lott ACCT: 523700

Department: Fire Department

Date:	5-Aug	6-Aug	7-Aug	8-Aug	9-Aug	10-Aug	11-Aug	Totals
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Miles Driven								-
Reimbursement	-	-	-	-	-	-	-	-
Parking & Tolls								-
Auto Rental								-
Taxi/Limo								-
Other Travel								-
Airfare								-
Transportation Total		-	-	-	-	-	-	-
Lodging								-
Registration Fee							15.00	15.00
Breakfast							15.00	15.00
Lunch							25.00	25.00
Dinner							55.00	55.00
Sub-Total Meals	-	-	-	-	-	-	55.00	55.00
Supplies/Equipment								-
Food Charged								-
Gas Charged								-
Entertainment								-
Other Expenses								-
Total Expenses/Day	-	-	-	-	-	-	-	-

Detailed Entertainment Record					
Date	Item	Persons Entertained/Business	Place Name & Location	Business Purpose	Amount
					-
					-
					-
					-
					-
					-

Purpose of Trip	SUMMARY	
	Total Expenses	55.00
	Less Cash Advance	-
	Less Amount Charged To City	-
	Amount Due Employee	55.00
	Amount Due City	-

Bill Owens 6/7/18  
 Prepared By Date

W.B. Owens 6/7/18  
 Approved By Date





CITY OF MONROE EXPENSE REPORT

Name: Jack Armstrong ACCT: 523700

Department: Fire Department

Date:	5-Aug	6-Aug	7-Aug	8-Aug	9-Aug	10-Aug	11-Aug	Totals
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Miles Driven								-
Reimbursement	-	-	-	-	-	-	-	-
Parking & Tolls								-
Auto Rental								-
Taxi/Limo								-
Other Travel								-
Airfare								-
Transportation Total		-	-	-	-	-	-	-
Lodging								
Registration Fee								
Breakfast							15.00	15.00
Lunch							15.00	15.00
Dinner							25.00	25.00
Sub-Total Meals	-	-	-	-	-	-	55.00	55.00
Supplies/Equipment								-
Food Charged								-
Gas Charged								-
Entertainment								-
Other Expenses								-
Total Expenses/Day	-	-	-	-	-	-	-	-

Detailed Entertainment Record					
Date	Item	Persons Entertained/Business	Place Name & Location	Business Purpose	Amount
					-
					-
					-
					-
					-
					-

Purpose of Trip	SUMMARY	
	Total Expenses	55.00
	Less Cash Advance	-
	Less Amount Charged To City	-
	Amount Due Employee	55.00
	Amount Due City	-

*Bill Owens*  
 Prepared By  
*6/7/18*  
 Date

*W.B. Owens*  
 Approved By  
*6/7/18*  
 Date



