



Council Meeting

AGENDA

Tuesday, February 11, 2020

6:00 PM

City Hall

I. CALL TO ORDER

1. **Invocation**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of Consent Agenda**
 - a. January 7, 2020 Council Minutes
 - b. January 14, 2020 Council Minutes
 - c. January 21, 2020 Planning Commission Minutes
 - d. January 28, 2020 Historic Preservation Commission Minutes
 - e. Renewal - Property & Casualty Insurance - Approval of renewal. (Recommended for Council approval by Finance Committee February 4, 2020)
 - f. Approval - Out of State Travel - To allow Beth Thompson and two employees to attend the Tyler Technologies-Tyler Connect Conference in Orlando, Florida, April 26-30, 2020, for a total cost of \$7,600.00. (Recommended for Council approval by Finance Committee February 4, 2020)
 - g. Travel Policy Update - To approve the update as written and presented. (Recommended for Council approval by Finance Committee February 4, 2020)

- [h.](#) WiFi - To purchase equipment from Georgia DOAS for \$88,094.76. (Recommended for Council approval by Utilities Committee February 4, 2020)
- [i.](#) Approval - Out of State Travel - To allow Officer Jacob Palmer to attend the Alabama Canine Law Enforcement Training Center in Northport, Alabama, February 23-28, 2020, for a total cost of \$840.00. (Recommended for Council approval by Public Safety Committee February 4, 2020)
- [j.](#) Surplus of Real Property – Parcels M0110093 & M0110094 - To proceed with surplus process. (Recommended for Council approval by Planning & Code Committee February 4, 2020)
- [k.](#) Childers Park Project Request - To proceed with project for an amount not to exceed \$90,000.00. (Recommended for Council approval by Parks Committee February 4, 2020)

II. PUBLIC FORUM

1. Public Comments

2. Public Hearing

- [a.](#) Rezone - 329 Barrett Street
- [b.](#) Conditional Use - 1110 South Madison Avenue
- [c.](#) Rezone - 341 North Broad Street
- [d.](#) Variance - 341 North Broad Street
- [e.](#) Comprehensive Plan Update

III. NEW BUSINESS

- [1.](#) Rezone - 329 Barrett Street
- [2.](#) Conditional Use - 1110 South Madison Avenue
- [3.](#) Rezone - 341 North Broad Street
- [4.](#) Variance - 341 North Broad Street
- [5.](#) Approval - Major Subdivision - 945 Holly Hill Road
- [6.](#) Approval - Major Subdivision - 321 Milledge Avenue
- [7.](#) Resolution - Comprehensive Plan Update
- [8.](#) Resolution - Service Delivery Strategy Amendment
- [9.](#) Resolution - 2020 CDBG Application
- [10.](#) Resolution - Opposing HB 302 and SB 172

- [11.](#) Resolution - Supporting SB 309
- [12.](#) Resolution - 2019 Budget Amendment
- [13.](#) Approval - GEMA/HS Statewide Mutual Aid and Assistance Agreement
- [14.](#) Appointments (3) - Tree Board
- [15.](#) Schedule of Fees - Fire Marshal's Office
- [16.](#) 2nd Reading - GMEBS Restated Defined Benefit Retirement Plan Ordinance

IV. ADJOURN

The Mayor and Council met for a called meeting.

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

Staff Present: Danny Smith, Jeremiah Still, R.V. Watts, Bill Owens, Beth Thompson, Rodney Middlebrooks, Brian Thompson, Darrell Stone, Chris Bailey, Sadie Krawczyk, Patrick Kelley, Beverly Harrison

Visitors: Sharon Swanepoel, Andrew Kenneson, Les Russell, Lee Rowell, Darrin Cooper, Chris Collin, Amylee Dire, Terrie Giles

I. CALL TO ORDER – JOHN HOWARD

1. Roll Call

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

2. City Administrator Update

City Administrator Logan Propes discussed the SPLOST Collection Analysis. Walton County increased 17.3% from 2018, which surpasses the rest of the region. He congratulated Joel Black, with Mauldin & Jenkins, for being appointed Chair of the Governmental Accounting Standards Board. He explained it is a nationwide entity that writes the rules for all governmental accounting.

3. Central Services Update

Mr. Chris Bailey stated the Police Department / Municipal Court Building will be discussed during the Public Safety section of the meeting. The photographer Martin Bozone has a database of approximately 5,000 photographs to be reviewed. The three person grounds crew picked up 22,000 pounds of trash and cut approximately 465 acres of grass in 2019. Mr. Bailey will be interviewing applicants from the University of Georgia for an internship position this week. He discussed some of the program qualifications that must be met.

II. COMMITTEE INFORMATION

1. Finance

a. Monthly Finance Report

Ms. Beth Thompson presented the monthly Finance Report. She stated Mauldin & Jenkins started their preplanning work last Friday. They will be here for two weeks starting on February 2 to begin the field work for the audit. She stated there may be some budget amendments after all of the yearend entries

and accruals are entered. Revenues exceeded budget amounts, so the amendments will not have a negative impact. Ms. Thompson explained they are working on a policy for budget billing, which will be implemented around mid-year. The Finance Department received the CAFR and PAFR Awards from the Governmental Finance Officers Association again this year. She stated the property tax collections were at 99.7% as of December.

b. GMEBS Restated Defined Benefit Retirement Plan Amendments and Updates

City Administrator Logan Propes explained the City is required to adopt the standard amendments as part of being a Georgia Municipal Employees Benefit System (GMEBS) Defined Benefit Plan Member. The IRS required some rules concerning compensation, caps, calculations, days of service, and in-service distributions to be rewritten. The new language must be adopted for all pension plans.

The committee recommends approval of the Georgia Municipal Employees Benefit System Restated Defined Benefit Retirement Plan Amendments and Updates to Council.

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

2. Airport

a. Monthly Airport Report

Mr. Chris Bailey presented the monthly Airport Report. He stated the total revenue for AvGas sales was \$115,136.09, with a profit of \$10,026.33. Almost 130,000 gallons of fuel has been sold since opening in September of 2015.

b. Runway Rehabilitation Design

Mr. Chris Bailey discussed the proposed project which includes engineering, design, and administration by GMC Networks for the rehabilitation of the runway at the Airport. The project would replace the crack seal project that was originally approved. He explained the Georgia Department of Transportation has a complete runway rehab planned within the next four years. There was \$155,500.00 budgeted for the crack seal project design, and the complete runway rehabilitation project will be \$76,954.06. The City will be responsible for five percent, which is \$3,847.70.

The committee recommends to Council approval of the Engineering Design Services by GMC Networks for the Runway Rehabilitation.

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

3. Public Works

a. Monthly Solid Waste Report

Mr. Danny Smith presented the monthly Solid Waste Report. He stated the Transfer Station Projects are still active, with a target date of early spring for completion. The collections increased over 838 tons compared to this time last year. The extended hours generated a surplus of over \$45,000 as of December 13, 2019. The collection routes are back on their regular schedule.

b. Monthly Streets & Transportation Report

Mr. Jeremiah Still presented the monthly Streets & Transportation Report. He explained the crews have been doing winter maintenance, utility cut repairs, and patching. The leaf truck collected 206 tons

of leaves in December. He stated the City has acquired some dirt to finish the backfill portion of the drainage project at the Transfer Station.

4. Utilities

a. Monthly Electric & Telecom Report

Mr. Brian Thompson presented the monthly Electric & Telecom Report. He stated Service Electric has been working on the Spring Street Project. The new ductile poles will be set in the next couple of weeks and the new wire can be installed. Phase II of Stone Creek is approximately 90% complete. He discussed the Retransmission Consent Agreements required by FCC each year. There will be some new Channels added to the system, but there will be no additional costs. He explained some of the channels will be moved around.

b. Monthly Water, Sewer, Gas, & Stormwater Report

Mr. Rodney Middlebrooks presented the monthly Water, Sewer, Gas, & Stormwater Report. The gas main installation for Grand Haven Phase II has been completed. The sewer main along Milledge Avenue has been installed. The contractor has started the CDBG Project on South Madison. The Valve Exercise Trailer has been delivered. Mr. Middlebrooks stated there was an emergency purchase at the Sewer Plant. They were experiencing issues with sludge disposal, which can't be land applied. They were able to find a portable belt press for \$19,500 a month, which will be delivered Friday. Hopefully, they will only need it for two months.

c. Approval – GEMA Generator Grant Application

Mr. Rodney Middlebrooks discussed the one-time grant from GEMA/FEMA for purchasing generators. The money was made available after Hurricane Matthew. He is requesting funding to purchase four generators. One of the generators will be installed at the Alcovy River to allow the City to continue pumping water during a natural disaster. The other three generators will be installed at the Water Treatment Plant to allow the City to continue making and supplying water. He stated if the City is awarded the grant, the City's match amount would be \$289,850.00. Mr. Middlebrooks requested permission to submit the grant application paperwork.

Council and staff further discussed the generators and the benefits having them.

City Administrator Logan Propes explained there will be annual maintenance charges, which can be budgeted each year.

The committee recommends authorizing Carter & Sloope to proceed with the GEMA Grant Application to purchase four emergency power generators to Council.

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

5. Public Safety

a. Monthly Fire Report

Fire Chief Bill Owens presented the monthly Fire Report. He stated the department assisted with the Adult Leadership Walton Class. They are starting the 2020 Recruit Volunteer Program. He explained the full-time firefighters are starting the FAO Class this month, which is the Driver Operator Program.

b. Monthly Police Report

Police Chief R.V. Watts presented the monthly Police Report. He stated the Part 1 and Part 2 Crimes were up for the month, which is standard for this time of year. The department participated in five community events. They were able to close a cruelty to children case and a felony shoplifting case at Home Depot. The Joint Operations Unit conducted three search warrants and collected five firearms. He explained a citizen donated the funds to purchase another Dual K-9; the request for purchase and out-of-state travel will be on the agenda next week. He introduced Officer Brian Scruggs, one of the three officers that graduated last month.

c. Plaza Renovation Bid – Police / Municipal Court Complex

Mr. Chris Bailey discussed the bids for renovation of the new Police Department and Municipal Court Complex, which closed on December 20. He stated the base bids range between \$2.27 million and \$2.3 million. The Sizemore Group is reviewing the 700-page bid documents and checking all the reference information. He explained once the Notice to Proceed has been issued, the time frame should be approximately eight to twelve months for completion of the project.

No Action.

6. Planning & Code**a. Monthly Code Report**

Mr. Patrick Kelley presented the monthly Code Report. He stated there were six new businesses and one business that closed.

7. Economic Development**a. Monthly Economic Development Report**

Ms. Sadie Krawczyk presented the monthly Economic Development Report. She stated the DDA closed their portion of the project for LR Burger in December. The Downtown Retailers have reported that Monroe outperformed other locations for the Holiday Shopping Season. They are working on the 2020 City Event Calendar. She explained Monroe will be a presenting City to do a full presentation to the Department of Community Affairs staff for the Georgia Main Street Annual Assessment. The Downtown Sponsor Reception and Awards Night will be held Monday, January 27, at 5:30 pm at The Wayfarer Music Hall. The award recipients are decided by the Downtown Development Authority Board. There are four awards; the Golden Hammer Award for the Renovation of the Year, the Business of the Year Award for showing incredible partnership and creative entrepreneurship, the Volunteer of the Year Award, and the Sponsor of the Year Award.

b. 2020 NextSite Funding

Economic Development Specialist Sadie Krawczyk requested approval of funding for the third and final year of the three-year contract with NextSite Consultants. She stated they continue to work closely with MAB and give updated demographic reports to the City.

The committee recommends to Council approval of the contract funding for retail marketing services with NextSite.

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

8. Parks**a. Monthly Parks Report**

City Administrator Logan Propes stated the Letter of Intent has been received from the property owner of the railroad. This will allow the City to proceed with the Rails to Trails Program through the Georgia Department of Natural Resources. He explained that Chris Bailey and the Parks Manager have been doing assessments of the parks.

Mr. Chris Bailey explained they have been looking things over at Mathews Park, Hammond Park, and Pilot Park. He discussed paving, the entrance, additional trash cans, and trash collection at Mathews Park. They are checking the condition of the tennis courts at Hammond Park and will try to make the play-ground area safe at Pilot Park.

b. Request for Termination of Portions of 2003 IGA of Park Properties with Walton County

City Administrator Logan Propes discussed the request to terminate portions of the 2003 Intergovernmental Agreement of Park Properties with Walton County. He explained that Walton County stated previously that they were no longer interested in maintaining the parks. Walton County sent a partial termination agreement of the 2003 Lease Agreement, and the City Attorney found it to be appropriate. Mr. Propes requested approval of the official termination agreement, which means the City will be responsible for general maintenance of the parks. The City will start by stabilizing the parks currently in inventory.

Council and staff discussed the Nowell Recreation Center, which was not included in the agreement from 2003.

The committee recommends approval to terminate portions of the 2003 Intergovernmental Recreation Service and Property Conveyance Agreement with Walton County pertaining to the 50-year lease of Mathews, Hammond, Pilot, Coker, and Kidd Parks to Council.

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

III. ITEMS OF DISCUSSION

- 1. Application – Spirituous Liquors and Beer & Wine On-Premise Consumption – Lindsey-Garrett Post No. 64 of the American Legion**
- 2. Application – Beer & Wine On-Premise Consumption – Addison’s Wonderland**
- 3. Application – Beer & Wine Package Sales – The Market**
- 4. Application – Beer & Wine Package Sales – Quic Pic Food Mart**
- 5. Resolution – Open Records Officer**
- 6. 2nd Reading – Fire Protection and Prevention Ordinance Amendment**

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

IV. ITEMS REQUIRING ACTION**1. Election of Vice-Mayor**

To elect Wayne Adcock as Vice-Mayor.

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

2. Appointment – Council Representative to DDA

To appoint Ross Bradley as Council Representative to DDA.

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

3. Resolution of Support – Funding Letter for Westbound On-Ramp

City Administrator Logan Propes discussed the Monroe Pavilion Shopping Center, located off of Charlotte Rowell Boulevard and Highway 11. He explained the Westbound On-Ramp to Highway 78 from Charlotte Rowell Boulevard is required for the project to work. It will also help the City alleviate traffic throughout the corridor. The Georgia Department of Transportation wants the City and County to pay costs upfront. The total estimated cost for the project is \$2.4 million, GDOT will contribute \$1.4 million, and Walton County will contribute \$350,000. Mr. Propes recommends that the City contribute \$350,000. He stated MAB American Management is going to contribute \$300,000 to the project.

To adopt the resolution.

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

4. Organizational Chart Amendments

City Administrator Logan Propes revisited the Organizational Chart Amendments as requested by Council. The recommendation for the first amendment is the promotion of Ms. Sadie Krawczyk to Director of Economic Development as a Department Head position, with an annual salary of \$80,000.00.

To designate the position of Director of Economic Development as a Department Head position.

*Motion by L. Bradley, seconded by R. Bradley.
Voting no Garrett.
Passed 7-1.*

Council Member Norman Garrett questioned if the City Administrator could now decide who is going to be a Department Head.

City Administrator Logan Propes stated this is a recommendation to Council based on previous discussions with Council over the past several months, if not year. He stated this is not his approval; it is to be approved by Council.

To adjust Ms. Krawczyk's salary by \$9,622.00, bringing her salary to \$80,000.00 annually.

*Motion by L. Bradley, seconded by Malcom.
Voting no Garrett.
Passed 7-1.*

City Administrator Logan Propes stated the second item was, while this is generally an administrative move, for full transparency as requested, the position of Assistant City Administrator in charge of Central Services and acting as his delegate for overseeing the general Public Works Divisions, for Chris Bailey to be promoted for that position with a salary increase of \$8,645.40 annually.

MAYOR AND COUNCIL MEETING JANUARY 7, 2020 6:00 P.M.

To approve Chris Bailey as the Assistant City Administrator, in charge of Central Services and acting as the City Administrator's delegate for overseeing the general Public Works Divisions, with a salary increase of \$8,645.40 annually.

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

V. ADJOURN

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

MAYOR

CITY CLERK

The Mayor and Council met for their regular meeting.

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

Staff Present: Danny Smith, R.V. Watts, Bill Owens, Beth Thompson, Rodney Middlebrooks, Darrell Stone, Sadie Krawczyk, Chris Bailey, Patrick Kelley, Beverly Harrison

Visitors: Andrew Kenneson, Les Russell, Marsha Blackmon, Marcia Young, Christie Johnson, Gail Dobbs, Donnalisa Sharkey, Teressa Tanner, Carole Queen, David Thompson, Helen Hardy, Shirley Carson, Andy Carson, Shelley Peters, Wes Sorrells, Liam Willis, Krista Willis, Jenni Yeater, Eli Yeator, Susan Walden, Rachel Lewis, Rukaia Sohely, Brittany Hayes, Renee Hutchison, Beata Jastrzebski, Robert Post, Alan McDaniel, Tara Clark, Angel Clark, Michael Chambers, Benny Parker, Bill Roberts, Jillian Worthy, Jerel Worthy, Julian Jastrzebski, Mackenzie Olden, Mansoor Badshah, Nuruddin Madhani, Sally Mansour

I. CALL TO ORDER – JOHN HOWARD

1. Invocation

Pastor Wes Sorrells of First United Methodist Church gave the invocation.

2. Roll Call

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

3. Approval of Agenda

To approve the agenda as presented.

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

Move Item 1 under Public Presentation – Ending the Cycle to Item 9 under New Business. To approve the agenda as amended.

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

4. Approval of Consent Agenda

- a. December 3, 2019 Council Minutes
- b. December 10, 2019 Council Minutes
- c. November 14, 2019 Downtown Development Authority Minutes
- d. December 12, 2019 Downtown Development Authority Minutes
- e. November 14, 2019 Conventions and Visitors Bureau Minutes
- f. December 12, 2019 Conventions and Visitors Bureau Minutes
- g. GMEBS Restated Defined Benefit Retirement Plan Amendments and Updates – Approval of amendments as presented. (Recommended for Council approval by Finance Committee January 7, 2020)
- h. Runway Rehabilitation Design – Approval of services by GMC Networks. (Recommended for Council approval by Airport Committee January 7, 2020)
- i. Approval – GEMA Generator Grant Application – To proceed with application to purchase four emergency power generators. (Recommended for Council approval by Utilities Committee January 7, 2020)
- j. 2020 NextSite Funding – Approval of contract funding for retail marketing services. (Recommended for Council approval by Downtown Development Authority January 7, 2020)
- k. Request for Termination of Portions of 2003 IGA of Park Properties with Walton County – To approve the termination request. (Recommended for Council approval by Parks Committee January 7, 2020)

To approve the consent agenda as presented.

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

II. PUBLIC PRESENTATION**1. Ending the Cycle**

Moved to Section IV. New Business – Item 9.

III. PUBLIC FORUM**1. Public Comments**

Mr. Jerel Worthy stated his family has been Walton County residents for about two years. They lost one of their two dogs before Christmas and started fostering dogs. He discussed fostering a husky named Diesel, who had laceration scars from an embedded collar. Diesel was left outside and chained constantly. He stated that fostering gives them an opportunity to get to know the dogs. He discussed their malnourishment and lack of care. Fostering gives the dogs a chance to be adopted and a chance for a second life.

Ms. Donnalisa Sharkey stated she has been living in Georgia for the last 12 years. She was an Animal Control Officer in New Jersey and has never seen so many strays and neglect in her life. Ending the Cycle has supplied hay, dog food, dog houses, medication, fencing, and collars for animals. They contact Animal Control when needed, but nothing gets done. She discussed the lack of care for the dogs and puppies located at 207 Sorrells and 205 Sorrells. Officers have been there multiple times, but nothing has changed.

IV. NEW BUSINESS

1. Application – Spirituous Liquors and Beer & Wine On-Premise Consumption – Lindsey-Garrett Post No. 64 of the American Legion

To approve the application.

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

2. Application – Beer & Wine On-Premise Consumption- Addison’s Wonderland

To approve the application.

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

3. Application – Beer & Wine Package Sales – The Market

To approve the application.

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

4. Application – Beer & Wine Package Sales – Quic Pic Food Mart

To approve the application.

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

5. Resolution – Open Records Officer

To approve the resolution as presented.

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

6. 2nd Reading – Fire Protection and Prevention Ordinance Amendment

City Attorney Paul Rosenthal gave the second reading of the ordinance to amend Chapter 46 – Fire Protection and Prevention.

To adopt the ordinance.

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

7. Plaza Renovation Bid Proposal – Police / Municipal Court Complex

Mr. Chris Bailey explained Sizemore has finished the review and verification process of the bid proposals. He stated Place Services, Inc. had the lowest base bid amount of \$2,270,000 and the alternate bid total is \$275,500, for a grand total of \$2,535,900. He is requesting approval of Alternates 1, 3, 6, 7, 8, 9, and 10 for \$61,400, making the total request \$2,331,400 to Place Services, Inc. for the renovation. He stated Sizemore will be acting as the on-site general contractor. The project will have an eight-month time line, after about 30 days of negotiations.

To approve contracting with Place Services, Inc. for the total amount of \$2,331,400.00 for the base and alternate bids as presented.

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

8. Approval – Out of State Travel for Police

Police Chief R.V. Watts requested approval to send Officer Brandon Studdard to the Alabama Canine Law Enforcement Training Center for his K-9 Certification. The training will be February 3, 2020 through May 3, 2020 in Northport, Alabama. Officer Studdard will travel in a City issued vehicle. The cost will be \$18,594.00 for training and \$4,950.00 for per diem.

To allow Officer Brandon Studdard to attend the Alabama Canine Law Enforcement Training Center in Northport, Alabama, February 3, 2020 to May 3, 2020.

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

9. Ending the Cycle Presentation

Ms. Jillian Worthy stated she has a big heart towards animals; it is caring about living things. She discussed handing out \$10,000 worth of Frontline that was donated. People with pets should take care of them or they should not have pets. She discussed backyard breeding being out of control.

Ms. Mona Stephens and Ms. Sally Mansour shared a prepared video and binder of information containing interviews, statistics, and pictures. Ms. Stephens stated they get calls about chained dogs and backyard breeding weekly. She stated Ending the Cycle offers free spaying and neutering; all of the uncontrolled breeding fills the shelters up.

Ms. Mansour discussed the information in the binder, which contains a lot of solutions. She stated that the City could bring the tether ban back; tethering is the root of the problem. Backyard breeding and tethering are directly corelated to dog fighting and drug sales. They are working on grants to get money to have a low cost spay and neuter program in Monroe and Walton County. They have a discount fence builder that will help build kennels to get dogs off chains. She hopes that the City of Monroe will work with them to reap the benefits.

Police Chief R.V. Watts stated he believes in what they are trying to do, but since the City adopted the County Ordinance, it is more of a County issue. He recommended that they contact the City Police Department to get a report when they see incidents in the City limits. The documentation can then be used as evidence in building a case.

Ms. Stephens discussed Animal Control getting called for incidents but no one getting cited.

Council Member Larry Bradley questioned the problems associated with backyard breeding and their recommendation for addressing the problem.

Ms. Stephens stated backyard breeding to be a huge problem in Monroe. Most of the dogs are pit bulls which are being bred for money, fighting, and bait. Animal Control ends up getting the brunt of all the puppies.

Ms. Mansour stated there are several solutions in the binder; Code Enforcement has a lot to do with the solution. She explained some Cities and Counties have started requiring breeding permits, which can be regulated.

Ms. Carol Queen stated that she doesn't understand. She feels negligence and abuse would be a Police related issue, but all she keeps hearing is that it is a County issue.

Mayor John Howard explained the City is inline with the County Ordinance, which is enforced by Animal Control. Negligence and abuse would be a Police Department issue and getting a report will give backup.

Mayor, Council, Ms. Queen, Ms. Mansour, Ms. Stephens, and Ms. Worthy discussed the process for getting the Ordinance reversed to give the City control, getting the tethering ban reinstated, and other Cities and Counties. They also discussed the Zoning Ordinance, commercial breeding, and the quantity of pets allowed in a residential area.

City Administrator Logan Propes stated the City is at the mercy of Walton County concerning taking animals and housing animals.

Mr. Andy Carson reminded everyone there will be an election in November. He will be pushing everyone to vote against candidates voting against the tethering ban.

Council Member David Dickinson stated the City of Monroe needs to look at changing the ordinances. He understands the Service Delivery Strategy. He understands that the City relies on the County for the enforcement, but it is an illustration of failure in the Service Delivery Strategy. This should not prevent the City from adopting a stronger ordinance, which includes the anti-tethering provision and regulates backyard breeding. Mr. Dickinson feels the City needs to step-up and start the process; he would like to see this addressed at the Planning Retreat next month.

No Action.

V. ADJOURN

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

MAYOR

CITY CLERK

**MONROE PLANNING COMMISSION
MINUTES
January 21, 2020**

Present: Randy Camp, David Butler, Mike Eckles, Rosalind Parks

Absent: Nate Treadaway

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

Visitors: Bill O’Brien & Shannon, Billy Mitchell, Agnes Taylor, George Baker III,
David Dickinson, Fay Brassie

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

Chairman Eckles asked for any changes, corrections or additions to the November 19, 2019 minutes. Hearing none he entertained a motion. Parks made a motion to approve. Camp seconded. Motion carried. Minutes approved.

Chairman Eckles asked for a Code Officer Report
Kelley: No Report at this time

Public Hearing open 5:31 pm

The first item of business: is for petition #Zone-000042-2019 for a Rezone at 329 Barrett Street. The applicant James Rick Holder is requesting to rezone this lot from PRD to R1A.

Chairman Eckles asked for a recommendation.
Kelley state this parcel is being carved out of a Planned Residential District to accommodate the move of a historic structure onto to this location. They will also be subdividing this piece out of the large PRD and move the historic property onto it. There is no representative present but this is a formality and you could still make a recommendation on it.

Chairman Eckles asked if there were any questions.
Camp asked if this parcel had received a variance before?
Kelley state no the larger portion had a variance earlier.
Chairman Eckles asked for any opposition. Being none, the PH was closed at 5:33 pm

Chairman Eckles entertained a motion.

Parks made a motion to approve.
Butler second. Motion carried.
Recommendation to approve to council.

Public Hearing open 5:34 pm

The second item of business: is for petition #RZ-000041-2019 for a conditional use at 1110 S Madison Avenue. The applicant, William Mitchell asked for a conditional use for a Personal Care Home.

Kelley gave the Code report stating it would be a conditional use to utilize the property in this manner. The recommendation is for denial due to it not meeting the standards for conditional use application shown on the recommendation page of the request.

Chairman Eckles asked if there was anyone to speak for this request.

Billy (William) Mitchel owner of the property spoke to the request. It is a 2400 sq. ft home that sits between a church on the South side and a restaurant and convenience store on the North side with the old railroad tracks behind it on the West side. It is a multiuse area with several multifamily houses in the area. Ms. Agnes Taylor would like to move her Winder location here. He feels it would be an asset to the area.

Chairman Eckles asked if there were any questions?

There were more questions and discussion of ordinances and if there was a remedy to the conditions that were highlighted and also the # of patients to be in this home. It was determined there would be 4 patients in the home.

Parks recused herself from this request due to formerly working in this area of expertise and knowing the applicant Ms. Taylor

Chairman Eckles closed the Public Hearing 5:40 pm.

Chairman Eckles asked for a motion.

Camp made the motion to deny.
Butler second. Motion carried.
Recommendation to deny to council

Public Hearing open 5:41pm

The third item of business: is for petition # ZONE-000043-2019 for a Rezone from P/R1 to R1 at 341 N Broad Street. The applicant, Monroe Historic Properties LLC,

Paul Rosenthal is requesting to rezone this parcel to R1 so as to subdivide it into three lots and develop it.

Chairman asked for a Code Report on this request.

Kelley: The applicant would like to remove the Professional portion of the zoning on this parcel.

Chairman Eckles asked for anyone representing this request.

Paul Rosenthal spoke to the request. He would like to take the 2.8 acres a turn into three single family lots. They had other plans for the piece when it was purchased but his thoughts have changed. They would like to build estate style homes on these lots.

Chairman Eckles asked if there were any questions. Hearing none he asked for any opposition from the public.

Public Hearing closed 5:45

Chairman Eckles entertained a motion.

Butler made motion to approve.
Camp second. Motion Carried.
Recommendation to approve to council

PH hearing open at 5:46 pm

The Fourth item of business: is for petition # VAR-000044-2019 for a variance of lot frontage as shown in Article VII, Section 700.1 Table 11 for R1 zoning. The applicant is Monroe Historic Properties LLC, Paul Rosenthal request this variance.

Paul Rosenthal spoke to the request. He stated the variance needed is for the third lot. They request a variance to allow 79 ft of road frontage as opposed to 100 ft.

Chairman Eckles asked for any opposition. Hearing none he closed the PH at 5:47 pm.

Chairman Eckles entertained a motion.

Camp made motion to approve
Parks second. Motion carried
Recommendation to approve to council

Old Business: None
New Business:

1. Review of major subdivision plat for 945 Holly Hill Rd. The applicant is Cross Pointe Investments LLC owner of the property.

Chairman Eckles asked for explanation from the Code Dept.
Kelley stated this property has been previously subdivide yielding 5 lots which was a minor subdivision. They are now asking to subdivide 6 more lots of this parcel.

Chairman Eckles entertained a motion.

Parks made motion to approve.
Butler second. Motion Carried

2. Review of major subdivision plat for 321 Milledge Avenue to subdivided into 6 lots. The applicant for this request is Eagle Investment Partners LLC.

Kelley this is more of a housekeeping measure to break out 6 more lots of the previously subdivide property.

Chairman Eckles entertained a motion.

Camp made motion to approve.
Parks second. Motion Carried

Chairman Eckles entertained a motion to adjourn.

Parks made a motion to adjourn.
Camp second. Meeting adjourned 5:53 pm

Historic Preservation Commission
Meeting Minutes
January 28, 2020

Present: Crista Carrell, Mark Hammes, Fay Brassie

Absent: Susan Brown,

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

Visitors: Taylor Steele, Chanch Edwards

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

Mitch Alligood resigned from the commission effective as of January 13, 2020.

Chairman Carrell entertained a motion for approval of the minutes from November 26, 2019 Meeting. Hammes made motion to approve. Brassie seconded. Motion Carried. Minutes approved.

The first item of business is an application for a COA for petition # HP-000047-2020 at 711 Lawrence St. for changes to the exterior, addition of a privacy fence and to remove the chimney. The applicants are Tiffany & Taylor Steele owners of the property.

Taylor Steele and Chanch Edwards(contractor) spoke to the request. Taylor stated they would like to remove the two single doors on each side of the front and replace with a smaller French door made of wood and in the middle. They also would like to keep double windows with shutters the length of the windows and eliminate the metal railing and replace with wood. The doors will have side lights on each side and the windows would be the same as is now. The porch would be extended on each side to make room for the shutters. They would like to add a privacy fence to replace the chain link fence. They are asking to remove the chimney since they will not be using a fire place.

Chairman Carrell acknowledged that there is no opposition in the audience. She entertained a motion.

Brassie made a motion to approve including the Chimney removal. Hammes second. Motion carried. COA granted.

Old Business: None

New Business: Chairman Carroll stated Sadie would be turning in Historic Survey Grant Application which is required if Monroe wants to keep its certified local government status. Because of the CLG wanting an updated historic survey we need to update our records with anything before 1980. There will need to be a letter of support from the Commission. It will be sent to each Commission member for editing and each stating in a paragraph that they recognize the need for the historic survey and they want to apply for the grant and each meeting will be spent reviewing this material and here is our in kind time that we will be spending at the meetings. No other new business.

Chairman Carroll entertained a motion to adjourn.

Hammes made a motion to adjourn. Brassie second. Meeting adjourned at 6:14 pm



To: Finance Committee, City Council
From: Beth Thompson, Finance Director
Department: Finance
Date: 02/04/2020
Subject: Renewal - Property and Casualty Insurance Renewal

Budget Account/Project Name: xxx-xxxx-523101
Funding Source: Operating Budget All Departments

Budget Allocation: \$460,700
Budget Available: \$422,724
Requested Expense: \$397,406

Company of Purchase: TBD, administered by Saville Risk Management

Description:
 Staff recommends the approval of the property and casualty insurance renewals.

Background:
 The City of Monroe has again partnered with Saville Risk Management for the renewal of the property and casualty insurance. The term of the renewal will be April 6, 2020 to April 6, 2021.

Attachment(s):
 Property and Casualty renewal cost schedule to be handed out.



To: Finance Committee, City Council

From: Beth Thompson, Finance Director

Department: Finance

Date: 2/4/2020

Subject: Out of State Travel

Budget Account/Project Name: 520-4125-523700, 100-1510-523700, 520-4115-523510, 100-1510-523510

Funding Source: Utility Finance/Utility Billing/General Fund Finance

Budget Allocation: \$17,500

Budget Available: \$17,500

Requested Expense: \$7,600

Description:

Asking for approval of out of state travel April 26th through April 30th to Orlando, FL for Finance Director, Beth Thompson and two additional employees in the Finance Department (TBD) to attend the annual Tyler Technologies-Tyler Connect conference. Requested expense includes registration, hotel, travel & per diem for three attendees.

Background:

Tyler Technologies is the software we use in Finance & Billing. This annual conference is an opportunity for us to attend classes, workshops, training sessions and network with other users of the software. Since this is our first Tyler Connect conference, we get 1 free registration with 2 paid registrations.

Attachment(s):

Conference Info



[Register Now](#)

26-
29 APRIL
ORLANDO, FLORIDA



Creating a Connected Future

At Connect 2020, we'll explore how to build upon the Connected Communities vision to ensure long-lasting, improved outcomes across departments, agencies, and geographic boundaries.

A connected future is one of solutions, innovation, and success – and it includes you!

Join us in Orlando, FL, at the Walt Disney World Resort for this year's Connect!

Three Great Reasons to Join Us at Tyler Connect

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Gain Knowledge

Choose from hundreds of classes, workshops, and in-depth training sessions that will make your job easier. Connect sessions help you better utilize your Tyler products to overcome challenges, streamline operations, and enhance service delivery. Many classes are approved for continuing professional education (CPE) credits.

Don't forget to carve out some time to visit one of our solution hubs to ask questions, share ideas, see new products, and learn new ways to achieve your goals.



Make Connections

Tyler Connect provides you with networking opportunities at all levels. Whether you want to engage with Tyler staff, talk to people from your region, connect with those from similar agencies, or exchange practical product use ideas — you can find and fuel these relationships at Connect.



Join a Movement

At Tyler, we are helping to build a world where all city, county, regional, and state government services are connected within a healthy digital infrastructure. Breaking down silos to connect data, processes, and people makes communities safer, smarter, and more responsive to the needs of residents.

CONNECT 2020

What You Need to Know





Dates and Location

Travel & Lodging
 April 26-29, 2020
 Orlando, FL
 Walt Disney World Resort

Contact

Sponsors
 Email us at
tyler.events@tylertech.com

Registration Deadlines and Fees

Early Registration: \$975
 Deadline: Feb. 10, 2020

Standard Registration:
 \$1,250
 Deadline: April 26, 2020

Daily Registration: \$550

Mobile App

Prior to Connect, you will receive information on how to download our mobile app. Be sure to download it early to stay on top of conference information. The app contains class documents, instructor bios, attendee lists, maps, and more.

Class Schedules

Tyler is committed to ensuring each registrant a guaranteed seat in every class. To achieve this, staff will be scanning badges for entry to all classes. To ensure your guaranteed seat, please be sure sign up for classes and create your unique schedule after you've completed your conference registration. Note that Connect 2020 is a private conference for Tyler clients only.

Code of Conduct

Tyler Technologies is dedicated to providing a safe, harassment-free, and inclusive event experience for everyone. Please read our [Code of Conduct](#).

Connect 2019 Highlights

ROI



215 N Broad St, Monroe, GA 30655 to Disney's Beach Club Resort Bus Stop

Drive 450 miles, 6 h 43 min

215 N Broad St

Monroe, GA 30655

Get on I-75 S in Forsyth from State Hwy 11 S and GA-83 S



1 h 20 min (64.3 mi)



- ↑ 1. Head east toward State Hwy 11 S/N Broad St
118 ft
- ↪ 2. Turn right onto State Hwy 11 S/N Broad St
Continue to follow State Hwy 11 S
8.5 mi
- ↪ 3. Slight right onto N Cherokee Rd
3.1 mi
- ↪ 4. Turn right onto State Hwy 11 S/S Cherokee Rd
Continue to follow State Hwy 11 S
26.8 mi
- ↪ 5. Slight right onto College St
0.4 mi
- ↵ 6. College St turns slightly left and becomes W Greene St
0.1 mi
- ↪ 7. Turn right onto Church St
0.2 mi
- ↪ 8. Turn right onto GA-83 S/Forsyth St
Continue to follow GA-83 S
25.1 mi
- ⬆ 9. Turn left to merge onto I-75 S
0.3 mi



Continue on I-75 S to Orange County. Take exit 8 from FL-429 S



5 h 19 min (381 mi)



- ⬆ 10. Merge onto I-75 S
9.0 mi
- ↵ 11. Keep right at the fork to continue on I-475 S, follow signs for Bypass to I-75 South Valdosta
15.6 mi
- ↵ 12. Keep left and merge onto I-75 S
Entering Florida
301 mi

- 
13. Keep left at the fork to continue on Florida's Turnpike, follow signs for Orlando/Turnpike S
 Toll road

40.0 mi
- 
14. Take exit 267A toward Tampa
 Toll road



0.9 mi
- 
15. Merge onto FL-429 S
 Toll road



4.7 mi
- 
16. Keep left at the fork to stay on FL-429 S
 Toll road


9.1 mi
- 
17. Take exit 8 toward Disney World
 Toll road


0.7 mi



Continue on Western Way to your destination in Bay Lake

- 11 min (5.2 mi)
- 
18. Merge onto Western Way
 Parts of this road may be closed at certain times or days

3.0 mi
- 
19. Use the left 2 lanes to turn left onto W Buena Vista Dr
 Parts of this road may be closed at certain times or days

1.0 mi
- 
20. Turn left onto Epcot Resorts Blvd

0.6 mi
- 
21. Continue straight to stay on Epcot Resorts Blvd

0.5 mi
- 
22. Turn right
 Destination will be on the right

0.1 mi

Disney's Beach Club Resort Bus Stop

Orlando, FL 32836

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan



To: Finance Committee, City Council
From: Chris Bailey, Assistant City Administrator
Department: Finance
Date: 1/27/2020
Subject: Travel Policy Update

Budget Account/Project Name: N/A

Funding Source: N/A

Budget Allocation: N/A

Budget Available: N/A

Requested Expense: N/A

Company of Record: N/A

Description:

This item is to request approval of the update provided to the Travel Policy allowing for out-of-state travel when already budgeted and approved by Council during budget development. This would require items to be within budget for traveling, and provide for no additional approval needed for trips with expenses covered by the hosting organization for further training of City staff.

Background:

The City of Monroe constantly evaluates and adjusts City policies to better provide for decisions at Department levels based on already budgeted expenses, with approval from the Personnel Administrator.

Attachment(s):

Travel Policy – 10 pages

TRAVEL POLICY

Original June 2009

1st Update August 2016

2nd Update April 2018

3rd Update February 2020

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Section 1. General

- A. It is the policy of the City of Monroe to provide uniformity and fairness to all travelers, to properly use and conserve public funds, and to provide a level of comfort while traveling that allows business to be conducted in a dignified and conservative manner. All travel expenses shall follow strictly developed guidelines set forth in this policy and be within acceptable and approved budgetary appropriations. ~~Any out of state travel or training by employees and/or council members, must be properly budgeted and approved by the City Council.~~

- B. Family members may travel with employees, elected officials, and other authorized representatives. However, additional lodging and mileage costs of family members are not an expense of the City, nor reimbursable and will be considered a personal expense to the employees, elected officials, and other authorized representatives. Spouse’s meals that are included as a part of a registration fee will be an allowable expense.

Section 2. Definitions

Business Travel – Travel for the purpose of conducting official City business.

Professional/Educational Travel – Travel for the purpose of attending meetings, conferences, and training programs for professional growth and development as well as for the mutual benefit of the City.

Requesting Party – Any individual who will be traveling and requesting approval or reimbursed for travel costs incurred while conducting Business Travel and/or Professional/Educational Travel.

Authorizing Party – An individual authorized to approve or disapprove all travel-related requests. This individual is to be in a level of authority that enables them to evaluate the need, the cost, and the benefit of such travel. This individual must submit the Travel/Expense Voucher prior to employee travel.

Travel Expense Report Form – (Form A) A form used to authorize payment for the reimbursement of travel related expenses.

Reimbursement – Any cost that is required for the purpose of conducting official City business in addition to pre-approved travel expenses that may be eligible for repayment to the traveling employee.

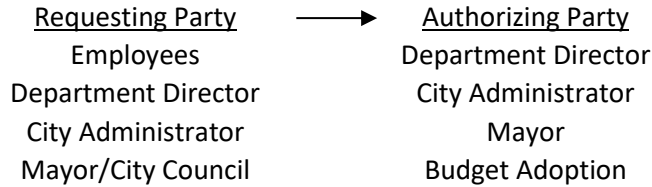
Section 3. Guidelines

- A. Decisions as to when travel and training are authorized must begin with the budgetary process. Travel and training needs must be anticipated and submitted in the budget prior to each fiscal year for approval by the City Council.

- B. Each Department Director is responsible for staying within their approved departmental budget travel and training appropriations as approved by the City Council.

- C. Prior to approving a travel request, the authorizing party (*listed below*) is responsible for determining that a sufficient unexpended or unencumbered budget appropriation remains in the travel and training budget to account for all expected costs of the travel.

D. Requests for travel costs, travel advances, and any actual expense reimbursements should be authorized as follows:



E. Out-of-State travel is approved through the budgetary process. Travel that is planned during the budgetary development cycle, within guidelines of acceptable travel, and approved during the budget cycle by City Council is then authorized during the fiscal year as normal travel. No further approval is required. Out-of-State travel that is not included in budgets is required to seek City Council approval prior to the travel being acceptable.

Section 4. Travel Expenses

A. The following guidelines are intended to set forth maximum standards for travel expenses. Employees and officials of the City are expected to spend funds conservatively and to the best interest of City operations.

Section 5. Subsistence

A. Lodging. Payment for lodging is authorized when the individual’s travel requires overnight accommodations. Overnight accommodations are at the discretion of the Authorizing Party. Elected Officials may use their discretion to determine if overnight stays are important to attendance at a conference or meeting. Advance reservation paperwork is required to be submitted prior to travel, and lodging receipts are required upon return from travel.

1. Lodging shall be in a standard hotel/motel consistent with other facilities available in the travel vicinity. Room rates should be obtained at ‘government rates’ if possible, only if cheaper than rates obtained by the conference attended.
2. Employees are responsible for obtaining a tax-exempt certificate (Form B) and Hotel/Motel Excise Tax Form certificate (Form C) from the City prior to travel. These certificates are to be presented to the hotel/motel at the time of check-in.

B. Meals. Employees and elected officials are entitled to expense coverage for meals based on a per diem for partial day trips or for multiple day trips. The per diem rates are as follows for employees and elected officials:

<u>Per Diem</u>	<u>Rate</u>
Breakfast	\$15.00
Lunch	\$15.00
Dinner	\$25.00

1. The above limits are expected maximums and should be sufficient in most areas traveled.

2. For a single day trip:
 - a. Breakfast – Reimbursement will be authorized when travel begins prior to 6:00 a.m.
 - b. Lunch – Generally no reimbursement will be authorized unless it is included as part of a registration fee.
 - c. Dinner – Reimbursement will be authorized if trip return is after 7:00 p.m.
 3. For trips involving overnight travel with departures prior to 6:00 a.m. per diem rates will apply.
 4. Should any meals be provided as part of attending the conference or event, per diem is not to be claimed by the attending party for those meals provided. Conference or Event agenda must be provided when requesting reimbursement/per diem for meals.
 5. Credit Cards/Procurement Cards/P-Cards are not to be used in place of per diem rates for meals.
 6. Receipts are not required upon return when requesting reimbursements at the per diem rates. To receive per diem expenses prior to travel, employees must submit conference or training agenda with travel expense form for proof of meal expenses, no later than two (2) weeks prior to departure. Should the proper paperwork not be provided within this two (2) week period, per diem expenses will be ready upon return from travel.
 7. Should the cost of a meal exceed the per diem meal limit, it is the responsibility of the employee or elected official to cover the additional cost.
- C. Business Meals. Occasionally, officials are required to meet with persons of other governments and professional associations in which the exchange of information will prove to be beneficial to the City. When, in the opinion of the official that such an exchange has occurred, it may be deemed appropriate to pay for the cost of the meal as a guest of the City. Reimbursements for these meals are pursuant to the following stipulations:
1. The requesting party is an elected official or member of management staff for the City of Monroe.
 2. If the requesting party is a member of management staff (Department Director), the request must be approved at least 48 hours in advance by the City Administrator.
 3. The total meal party is no greater than three (3) members including the City of Monroe staff member.
 4. An itemized receipt is provided along with a documented explanation of the event and how it is beneficial to the City.
 5. It is submitted on a Travel Expense Form (FORM A) after returning from travel.

Section 6. Travel

- A. Air, Rail, and Bus Fares

1. Receipts and Travel Expense form are required for expense or reimbursements of these transportation costs.
2. Transportation reservations shall be obtained at the most economical rate available and prior to travel with proper paperwork and approval submitted.

B. City Vehicles

1. The use of a City vehicle is authorized for travel to destinations up to four hundred (400) miles from the City of Monroe. Operation of the City vehicle outside the state of Georgia requires the prior approval by the City Administrator and City Council.
2. Ridesharing will be required, if possible, when more than one employee attends same conference/meeting/training.
3. Receipts must be obtained and submitted for all City vehicle expenses upon return from travel.
4. City vehicles are to be driven and occupied only by City employees, elected officials, or other authorized representatives.

C. Personal Vehicles

1. Use of a personal vehicle is allowed only if one of the following conditions is met:
 - a. No City vehicle is available at the time of travel.
 - b. Requesting party has a physical handicap which requires the use of a specially equipped vehicle.
 - c. An employee's family member(s) accompany the employee on the trip.
2. Advance approval must be obtained from Authorizing Party.
3. When more than one employee is attending a particular function, separate car allowances will not be approved unless separate arrival and departure times are dictated by other City business or the number of attendees is greater than four (4) persons.
4. The expense or reimbursement rate for personal vehicle mileage is based on IRS per mile allowance as issued each year.
5. Requested mileage expenses or reimbursements must be supported by printed travel map and reported by odometer readings upon return from travel. This does not apply to daily mileage allowance of staff using personal vehicles in normal day to day business.
6. Mileage expense is to be calculated from City Hall, 215 North Broad Street, Monroe, GA 30655 to the destination address based on the shortest and most economical route available.
7. Employees who use their personal vehicles on City business and request mileage allowance or reimbursements must prepare their requests on a monthly basis.

D. Rental Vehicles

1. A rental vehicle may be used when it is determined that no other mode of transportation is as economical or practical (i.e. taxi, subway) for travel.
2. Rental vehicles shall be limited to 'mid-size' automobiles with standard accessories unless special circumstances dictate a larger vehicle or more effective rate.
3. Rental vehicles shall be covered by appropriate insurance as required by applicable state laws.
4. All current City policies/procedures governing the use of vehicles shall apply to rental vehicles.
5. Receipts are required for the use of any rental vehicle costs, including gas and other services.

E. Local Ground Transportation

1. Local transportation costs incurred while on out-of-town travel will be reimbursed, upon submittal of proper Travel Expense form and documentation.
2. Receipts for services must be obtained and submitted with travel Expense form for reimbursement. No reimbursement will be given without proper receipt submittal.

Section 7. Registration

- A. Approval for registration must be given by Authorizing Party prior to registration.
- B. Purchase Orders must be obtained prior to registration.
- C. Advance registration must be used whenever possible to meet discount early registration rates.
- D. Registration fees are acceptable when supported by receipt.

Section 8. Miscellaneous

- A. Parking will be reimbursed when supported by a receipt upon return from travel.
- B. Personal items, alcoholic beverages and expenses of family members are not authorized. Expense reports must be prepared to reflect only actual expenses essential to the conduct of City business.
- C. When an advance is submitted prior to travel a final Travel/Expense Voucher (Form A) should be submitted as soon as possible in order to verify all funds advanced.

Form A – Travel Expense Report Form

CITY OF MONROE EXPENSE REPORT								
Name: _____					Department: _____			
Date								
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Totals
Miles Driven								-
Reimbursement	-	-	-	-	-	-	-	-
Parking & Tolls								-
Auto Rental								-
Taxi/Limo								-
Other (Rail or Bus)								-
Airfare								-
Transportation Total	-	-	-	-	-	-	-	-
Lodging & Meals Total								-
Other								-
Breakfast								-
Lunch								-
Dinner								-
Sub-Total Meals	-	-	-	-	-	-	-	-
Lodging & Meals Total	-	-	-	-	-	-	-	-
Supplies/Equipment								-
Phone, Fax								-
Food Charged								-
Gas Charged								-
Other								-
Entertainment								-
Total Expenses/Day	-	-	-	-	-	-	-	-
Detailed Entertainment Record								
Date	Item	Persons Entertained/ Business Relationship	Place Name & Location	Business Purpose	Amount			
					-			
					-			
					-			
					-			
PURPOSE OF TRIP					SUMMARY			
					Total Expenses			-
					Less Cash Advance			-
					Less Amount Charged To City			-
					Amount Due Employee			-
					Amount Due City			-

Prepared By _____ Date _____

Approved By _____ Date _____

Form B – Tax Exemption Certificate Form

ST-5 (Rev. 10/2016)



STATE OF GEORGIA
DEPARTMENT OF REVENUE
SALES TAX CERTIFICATE OF EXEMPTION
GEORGIA PURCHASER

To: SUPPLIER DATE

SUPPLIER'S ADDRESS CITY STATE ZIP CODE

THE UNDERSIGNED HEREBY CERTIFIES that all tangible personal property purchased or leased after this date will qualify for tax-free or tax exempt treatment as indicated below. (Check the Applicable Box)

- 1. Purchases or leases of tangible personal property or services for RESALE ONLY. O.C.G.A. § 48-8-30. A sales and use tax number is required unless the purchaser is one of the following: church, qualifying tax exempt child caring institution, tax exempt parent-teacher organization or association, private school (grades K-12), nonprofit entity raising funds for a public library, member councils of the Boys Scouts of America or Girl Scouts of the U.S.A. TAX-FREE TREATMENT DOES NOT EXTEND TO ANY PURCHASE TO BE USED BY THE PURCHASER, INCLUDING ITEMS THE PURCHASER WILL DONATE. O.C.G.A. §§ 48-8-3(15), (39), (41), (56), (59), (71).
2. Purchases or leases of tangible personal property or services made by the United States government, the state of Georgia, any county or municipality of this state, fire districts which have elected governing bodies and are supported in whole or in part by ad valorem taxes, or any bona fide department of such governments when paid for directly to the seller by warrant on appropriated government funds. A sales and use tax number is not required for this exemption. O.C.G.A. § 48-8-3(1).
3. Sales of tangible personal property and services made to the University System of Georgia and its educational units, the American Red Cross, a Community Service Board located in this state, Georgia Department of Community Affairs Regional Commissions, or specific qualified authorities provided with a sales tax exemption under Georgia law. A sales and use tax number is not required for this exemption. O.C.G.A. §§ 37-2-6.1(d), 48-8-3(8), 50-8-44.
4. The sale, use, consumption, or storage of materials, containers, labels, sacks, or bags used for packaging tangible personal property for shipment or sale. Materials purchased at a retail establishment for consumer use are not exempt. A sales and use tax number is not required for this exemption. O.C.G.A. § 48-8-3(94).
5. Aircraft, watercraft, motor vehicles, and other transportation equipment manufactured or assembled in this state when sold by the manufacturer or assembler for use exclusively outside this state and when possession is taken from the manufacturer or assembler by the purchaser within this state for the sole purpose of removing the property from this state under its own power when the equipment does not lend itself more reasonably to removal by other means. A sales and use tax number is not required for this exemption. O.C.G.A. § 48-8-3(32).
6. The sale of aircraft, watercraft, railroad locomotives and rolling stock, motor vehicles, and major components of each, that will be used principally to cross the borders of this state in the service of transporting passengers or cargo by common carriers and by carriers who hold common carrier and contract carrier authority in interstate or foreign commerce under authority granted by the United States Government. Replacement parts installed by carriers in such aircraft, watercraft, railroad locomotives and rolling stock, and motor vehicles that become an integral part of the craft, equipment, or vehicle are also exempt. The exemption does not extend to private or contract carriers. O.C.G.A. § 48-8-3(33)(A).
7. Purchases or leases of tangible personal property or services made by the Federal Reserve Bank, a federally chartered credit union, or a credit union organized under the laws of this state. A sales and use tax number is not required for this exemption. 12 U.S.C. §§ 531, 1768 § 1768; O.C.G.A § 48-6-97.

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, this certificate is true and correct and made in good faith, pursuant to the sales and use tax laws of the State of Georgia. Further, I understand that any tangible personal property obtained under this certificate is subject to sales and use tax if the purchaser uses or consumes the property in any manner other than indicated above.

Purchaser's Name: City of Monroe Sales Tax Number: 301-676853 (IF REQUIRED)

Purchaser's Type of Business: Municipality

Purchaser's Address: 215 N Broad St., P O Box 1249, Monroe, GA 30655

Printed Name and Signature: Sonja Caterina Title: AP Clerk

Telephone Number: 770-266-5122 Email: scaterina@monroega.gov

Supplier must secure and maintain one properly completed certificate of exemption from each purchaser making purchases without the payment of tax.

Form C – Hotel/Motel Excise Tax Form

STATE OF GEORGIA
CERTIFICATE OF EXEMPTION OF LOCAL HOTEL/MOTEL EXCISE TAX

ATTENTION: GEORGIA HOTEL AND MOTEL OPERATORS

Effective April 2, 1987, Act Number 621 amending Official Code of Georgia Annotated Section 48-13-51 provides that Georgia state or local government officials or employees traveling on official business should not be charged county or municipal excise tax on lodging, often referred to as local hotel/motel tax.

Upon verification of the identity of the government official or employee identified below, Georgia hotel and motel operators are required to exempt the individual from any applicable tax(s), as outlined below.

Tax	Acceptable Payment Methods	Required Form(s) - Provided by the Traveler
Occupancy Tax (local, county, or municipal lodging, or excise tax)	ALL payment methods accepted (Personal or Government payment)	State of GA Certificate of Exemption of Local Hotel/ Motel Excise Tax

A copy of this exemption form must be maintained with hotel tax records to document the individual's status as a government official or employee traveling on official business. If you have any questions, please contact the traveler's accounting or fiscal office contact, identified below.

CERTIFICATION:

This is to certify that the lodging obtained on the date(s) identified below was required in the discharge of my official duties for the named agency, and qualifies for exemption of the local hotel/motel excise tax under Official Code of Georgia Annotated Chapter 48-13 (as amended by Act 621, Georgia Laws 1987).

Signature of Official or Employee _____ Date _____

Please complete below:

Name of Official or Employee - _____

Title of Official or Employee - _____

Government Agency Represented _____ City of Monroe, Georgia

Accounting/Fiscal Office Contact Name – Sonja Caterina Phone No 770-266-5122

Date(s) of Lodging _____

NOTE: Government officials or employees are also exempt from Georgia State Sales Tax when individuals submit the "Department of Revenue Sales Tax Certificate of Exemption Form (ST-5)" to hotel operators. The payment methods that are applicable to the exemption of this sales tax are either a State of Georgia issued credit card or payments made by directly billing the governmental organization.



To: City Council
From: Brian Thompson
Department: Telecom
Date: 02/04/2020
Subject: WiFi

Budget Account/Project Name: City WiFi

Funding Source: CIP

Budget Allocation: \$150,000.00

Budget Available: \$150,000.00

Requested Expense: \$88,094.76

Company of Purchase: State Contract

Description:

Equipment to replace internal WiFi and install new community WiFi downtown

Background:

Our internal WiFi equipment needs to be replaced at all facilities due to speed and access control. This equipment will seamlessly mesh with a new community WiFi that initially will be deployed in the downtown core and the new town green. This system can be deployed anywhere we have fiber to feed and control it.

Attachment(s):

Project Hardware/Cost Spreadsheet
State Contract Information Sheet (9)
Contract Amendment (3)

<u>description</u>	<u>price</u>	<u>quantity</u>
Transceivers - 10GBASE-LR SFP+ SMF	\$110.00	48
Switch - ICX7650 48 port SFP/SFP+, 2 PSU)	\$7,437.50	2
Switch Module - 4-port Module, 1/10GE	\$437.50	2
Support - ICX7650	\$354.68	2
T750 AP (Outdoor Wifi 6)	\$1,572.75	20
Cloud Wi-Fi Subscription - 1 per AP	\$176.86	35
Support - T750	\$520.63	20
R750 AP (Indoor Wifi 6)	\$627.75	25
Mounting Kit - Outdoor AP	\$104.81	20
Mounting Kit - Indoor AP	\$20.31	25
		<u>grand total:</u>

total

\$5,280.00

\$14,875.00

\$875.00

\$709.36

\$31,455.00

\$6,190.10

\$10,412.60

\$15,693.75

\$2,096.20

\$507.75

\$88,094.76



Statewide Contract Information Sheet

Statewide Contract Number		99999-SPD-T20120501-005A	NIGP Code	Networking Equipment-20664 Networking Software-20928 Networking Support and Services-92037 Network Consulting Svcs-91830 Network Equipment Leasing-98419 NaaS/Cloud-92005
Name of Contract	Network Equipment			
Effective Date	06/21/2018	Expiration Date	9/30/2019	
Contract Table of Contents				
Suppliers Awarded	13 as of 06/30/2016	Contract Information:	Convenience	
Contract Information for Supplier			Page Number	
			2	
Additional Contract Information				
<u>General Contract Information</u>			2	
<u>Ordering Instructions</u>			4	
<u>Contract Extensions</u>			4	
<u>DOAS Contact Information</u>			4	
<u>SWC Award Networking Equipment Category by Manufacturer</u>			5	
<u>Authorized Reseller List by Manufacturer</u>			5	



Contract Information	
Statewide Contract Number	99999-SPD-T20120501-005A
PeopleSoft Supplier Number	608919
Supplier Name & Address	
<p>Ruckus Wireless, Inc. 350 W. Java Drive Sunnyvale, CA 94089</p>	
Contract	
<p>Sales</p> <p>Chris Simard 404-354-7330 Chris.simard@arris.com</p> <p>Contract Administration Erica Perkins Sr. Sales Operations Manager Ruckus Wireless, Inc. 408-486-5283 SLEDETeam@arris.com</p>	
Contact Details	
Ordering Information	Orders are to be faxed/emailed to authorized partners – see Ordering Instructions. Ruckus’ sales contact is: Chris Simard
Remitting Information	Payments are to be mailed to authorized servicing partners/resellers.
Delivery Days	To be defined by authorized purchaser at the time of the PO issuance
Discounts	See Manufacturer’s State of Georgia webpage at: https://www.ruckuswireless.com/sled/Georgia
Payment Terms	Net 30 Days



Bid Offer includes	State Entities, Local Governments (County/City/Authorities) and Education (Universities/Colleges/BOEs K-12)
Acceptable payment method	Supplier will accept Purchase Orders and the Purchasing Card under this contract as permitted by current policies governing the Purchasing Card program.

General Contract Information:

Ruckus Wireless, Inc. was assigned these categories from Brocade Communications Systems, Inc.: Categories 1 Wired Networking & Infrastructure Products (ICX Switch and Optics Portions only), Category 3 Wireless Networking & Infrastructure Products and Category 4: Security Products.

This is a Convenience Statewide Contract available to all eligible State entities and political subdivisions.

The Contract is administered by the Department of Administrative Services (DOAS).

Item Schedule Ruckus'
Entire Catalog

Ruckus' contract award covers the following networking product category:

- Category 1 – Wired Networking & Infrastructure Products, but limited to the ICX switch and optics family of products
- Category 3 - Wireless Networking & Infrastructure Products
- Category 4 - Security Products

Services available from Ruckus and/or one of its authorized servicing partners are:

- Installation
- Configuration
- Maintenance & Support



Ordering Instructions

Please see the Manufacturer’s State of Georgia webpage at:

<https://www.ruckuswireless.com/sled/Georgia>

This SWC covers networking equipment, software and services (installation, engineering, site assessment, configuration, training, etc.). This Networking Equipment Manufacturer sells its products via a group of authorized resellers. Customer may choose a certified reseller from the State APPROVED RESELLER LIST. Reseller's quotation must include the Statewide Contract #. Customer will be invoiced by the Reseller.

For questions, regarding equipment specifications/details, warranty, features, etc., Customer can contact the Manufacturer directly. Please contact Chris Simard for technical assistance and sales information.

Please see the State Approved Reseller List for Networking Equipment Manufacturers for an updated list of Brocade’s resellers and partners.

Effective Date of Assignment: June 21, 2018

Extension – June 21, 2018 - September 30, 2018

Extension – October 1, 2018 - September 30, 2019

DOAS Contact Information:

***See Team Georgia Marketplace (Click Open Summary) for current Contract Management Specialist contract information.**

Networking Equipment & IT Infrastructure Products Awarded Categories

Effective 07/01/2016

	Category 1	Category 2	Category 3	Category 4	Category 5	Contract Number
Aerohive Networks			Y			99999-SPD-T20120501-0001
Aruba Networks	Y	Y	Y			99999-SPD-T20120501-0003
Avaya	Y	Y	Y	Y	Y	99999-SPD-T20120501-0004
Ruckus Wireless, Inc. (acquired Brocade Categories)	Y (only the ICX Switch and Optics Portion)		Y	Y		99999-SPD-T20120501-005A (changed)
Cisco Systems	Y	Y	Y	Y	Y	99999-SPD-T20120501-0006
Dell	Y	Y	Y	Y		99999-SPD-T20120501-0007
Extreme Networks (acquired Enterasys)	Y	Y Incl Legacy Enterasys	Y	Y Incl Legacy Enterasys		99999-SPD-T20120501-0009
F5 Networks		Y				99999-SPD-T20120501-0010
Fortinet (acquired Meru Networks)		Y	Y Incl Legacy Meru	Y		99999-SPD-T20120501-014A (Changed)
Hewlett-Packard Enterprise Company	Y	Y	Y	Y		99999-SPD-T20120501-011A (Changed)
Juniper Network	Y	Y	Y	Y		99999-SPD-T20120501-0013
Polycom					Y	99999-SPD-T20120501-0015



ShoreTel					Y	99999-SPD-T20120501-0017
----------	--	--	--	--	---	--------------------------

- Category 1 = Wired LAN/WAN
- Category 2 = Network Management & Optimization Products
- Category 3 = Wireless Networking Products
- Category 4 = Security Products
- Category 5 = Unified Communications (including VoIP)

State Approved Reseller List for Networking Equipment Manufacturers Posted on Team Georgia Marketplace



Georgia®
Department of
Administrative Services
Customer Focused, Performance Driven

Browser: https://solutions.sciquest.com/apps/Router/ContractSummarySearchResult?contractId=... solutions.sciquest.com

Navigation: Team Georgia Marketplace, Catalogs and Contracts > Contracts > Search Contracts

Contract Summary: 1 of 13 Results

99999-SPD-T20120501-...
IT Networking Equipment

Type: Convenience Statewide Contract
Supplier: Hewlett Packard Enterprise
Dates: 10/20/2015 - 12/31/2017
Version: Renewal 0

Contract Information

Contract Name *	IT Networking Equipment
Contract Type *	Convenience Statewide Contract
Supplier Name	Hewlett Packard Enterprise
Contract Status *	Non-Catalog Live in TGM
Summary	View Summary

Dates And Renewal

Start Date	10/20/2015 12:00 AM EST
End Date	12/31/2017 11:59 PM EST

Contract Managers

Janet Pytelewski	janet.pytelewski@doas.ga.gov +1 (404) 656-5361
------------------	---

Additional Purchasing Information

Attachments

Display Order	Attachment	Date Uploaded
1	Networking Equipment SWC Information Sheets	11/4/2015 1:22:39 PM
2	SWC Benefits	11/4/2015 1:22:39 PM
3	Network Eqpt Approved Resellers List	11/4/2015 1:22:39 PM

See All (4) Attachments

Contract Details

Taskbar: Windows 7, Office 2010, Chrome, Edge, File Explorer, PowerPoint, Excel, Word, Outlook

System Tray: 100% zoom, 2:29 PM, 6/30/2016





CONTRACT AMENDMENT #9

This amendment by and between the Contractor and State Entity defined below shall be effective as of the date this Amendment is fully executed.

STATE OF GEORGIA CONTRACT	
State Entity's Name:	Department of Administrative Services
Southern Computer Warehouse, Inc.	Ruckus Wireless, Inc.
Contract No.:	99999-SPD-T20120501-005A
Solicitation Title/Event Name:	Networking Equipment and IT Infrastructure products
Contract Award Date:	June 21, 2012
Current Contract Term:	October 1, 2019 – September 30, 2020
Amendment No.:	9

BACKGROUND AND PURPOSE. The Contract is in effect through the Current Term provided above.

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties do hereby agree as follows:

1. **PURPOSE.** The purpose of this Amendment is to include language required under the State of Georgia's Statewide Sexual Harassment Prevention Policy.
2. **SEXUAL HARASSMENT PREVENTION.** This Contract is hereby amended to include the following provision(s) in Section L. Contract Administration as a new subsection entitled "Sexual Harassment Prevention":

The State of Georgia promotes respect and dignity and does not tolerate sexual harassment in the workplace. The State is committed to providing a workplace and environment free from sexual harassment for its employees and for all persons who interact with state government. All State of Georgia employees are expected and required to interact with all persons including other employees, contractors, and customers in a professional manner that contributes to a respectful work environment free from sexual harassment. Furthermore, the State of Georgia maintains an expectation that its contractors and their employees and subcontractors will interact with entities of the State of Georgia, their customers, and other contractors of the State in a professional manner that contributes to a respectful work environment free from sexual harassment.

Pursuant to the State of Georgia's Statewide Sexual Harassment Prevention Policy (the "Policy"), all contractors who are regularly on State premises or who regularly interact with State personnel must complete sexual harassment prevention training on an annual basis.

If the Contractor, including its employees and subcontractors, violates the Policy, including but not limited to engaging in sexual harassment and/or retaliation, the Contractor may be subject to appropriate corrective action. Such action may include, but is not limited to, notification to the employer, removal from State premises, restricted access to State premises and/or personnel, termination of contract, and/or other corrective action(s) deemed necessary by the State.

- (i) If Contractor is an individual who is regularly on State premises or who will regularly interact with State personnel, Contractor certifies that:
 - (a) Contractor has received, reviewed, and agreed to comply with the State of Georgia's Statewide Sexual Harassment Prevention Policy located at <http://doas.ga.gov/human-resources-administration/board-rules-policy-and-compliance/jointly-issued-statewide-policies/sexual-harassment-prevention-policy>;
 - (b) Contractor has completed sexual harassment prevention training in the last year and will continue to do so on an annual basis; or will complete the Georgia Department of Administrative Services' sexual harassment prevention training located at this direct link <https://www.youtube.com/embed/NjVt0DDnc2s?rel=0> prior to accessing State premises and prior to interacting with State employees; and on an annual basis thereafter; and
 - (c) Upon request by the State, Contractor will provide documentation substantiating the completion of sexual harassment training.
 - (ii) If Contractor has employees and subcontractors that are regularly on State premises or who will regularly interact with State personnel, Contractor certifies that:
 - (a) Contractor will ensure that such employees and subcontractors have received, reviewed, and agreed to comply with the State of Georgia's Statewide Sexual Harassment Prevention Policy located at <http://doas.ga.gov/human-resources-administration/board-rules-policy-and-compliance/jointly-issued-statewide-policies/sexual-harassment-prevention-policy>;
 - (b) Contractor has provided sexual harassment prevention training in the last year to such employees and subcontractors and will continue to do so on an annual basis; or Contractor will ensure that such employees and subcontractors complete the Georgia Department of Administrative Services' sexual harassment prevention training located at this direct link <https://www.youtube.com/embed/NjVt0DDnc2s?rel=0> prior to accessing State premises and prior to interacting with State employees; and on an annual basis thereafter; and
 - (c) Upon request of the State, Contractor will provide documentation substantiating such employees and subcontractors' acknowledgment of the State of Georgia's Statewide Sexual Harassment Prevention Policy and annual completion of sexual harassment prevention training.
3. **SUCCESSORS AND ASSIGNS.** This Amendment shall be binding upon and inure to the benefit of the successors and permitted assigns of the parties hereto.
 4. **ENTIRE AGREEMENT.** Except as expressly modified by this Amendment, the contract shall be and remain in full force and effect in accordance with its terms and shall constitute the legal, valid, binding

and enforceable obligations to the parties. This Amendment and the contract (including any written amendments thereto), collectively, are the complete agreement of the parties and supersede any prior agreements or representations, whether oral or written, with respect thereto.

IN WITNESS WHEREOF, the parties have caused this Amendment to be duly executed by their authorized representatives.

CONTRACTOR

Contractor's Full Legal Name: (PLEASE TYPE OR PRINT)	DocuSigned by: Stephen Kowal
Authorized Signature:	<i>Stephen Kowal</i>
Printed Name and Title of Person Signing:	06625C80FA14419... Senior Vice President, Sales
Date:	31-Oct-19
Company Address:	CommScope, 1100 CommScope Place SE Hickory NC 28603

STATE ENTITY

Authorized Signature:	<i>Lisa Eason</i>
Printed Name and Title of Person Signing:	Lisa Eason Deputy Commissioner State Purchasing Division
Date:	<i>11-22-19</i>
Company Address:	200 Piedmont Avenue, S.E., Suite 1302, West Tower Atlanta, Georgia 30334-9010



To: Public Safety Committee, City Council
From: Robert Watts, Chief
Department: Police
Date: 1/29/2020
Subject: Approval - Out of State Travel for Police

Budget Account/Project Name:

Funding Source: 100-3200-523700 – Training & Education – Palmer
100-3200-523510 – Travel Expense

Budget Allocation: \$840.00

Budget Available: \$35,000

Requested Expense: \$840.00

Company of Purchase: Alabama Canine

Description: Dual Purpose K-9 Handler Recertification in Alabama

Dual Recertification. Dual lodging for the week and recertification cost will be \$525.00. Per diem for Sunday, February 23, 2020 through Friday, February 28, 2020 will be \$315.00.

Background: Officer Palmer received his K-9 Certification and is required to recertify with his canine annually.

Attachment(s): Expense report, Alabama Canine

CITY OF MONROE EXPENSE REPORT

Name: Jacob PalmerNorth

Department: MPD

Date:	23-Feb	24-Feb	25-Feb	26-Feb	27-Feb	28-Feb	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	15.00	15.00	75.00
Lunch	15.00	15.00	15.00	15.00	15.00	15.00	90.00
Dinner	25.00	25.00	25.00	25.00	25.00	25.00	150.00
Sub-Total Meals	40.00	55.00	55.00	55.00	55.00	55.00	315.00
Supplies/Equipment							-
Food Charged							-
Gas Charged							-
Entertainment							-
Other Expenses							-
Total Expenses/Day	-	-	-	-	-	-	-

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

Purpose of Trip	SUMMARY	
	Total Expenses	315.00
	Less Cash Advance	-
	Less Amount Charged To City	-
Dual Purpose K-9 Handler Recertification	Amount Due Employee	315.00
	Amount Due City	-

Mary Knotts
Prepared By _____ Date _____

Approved By _____ Date _____

POLICE K9 SALES & TRAINING

Search and Patrol Services

At Alabama Canine LEOTC, we provide world class search and patrol services including, but not limited to, Explosive detection search teams, Narcotic Detection search teams, Police/Security Patrol teams, Electronic Detection (Cell phone) search teams Accelerant Detection teams, Canine program creation and management, and Canine consulting and training services. We are also pleased to announce that we will be a Third-Party Canine Cargo (3PK9-C) provider as well as a Transportation Security Administration (TSA) approved Certified Cargo Screening Facility - K9 (CCSF-K9) provider. We will be certified and able to perform TSA approved searches for Cargo.



We also, work closely with certification and validation personnel for these tasks. Since Owner Ricky Farley founded Alabama Canine, in addition to our search and patrol services team, led by K9 Program Manager Joshua Sullivan, we have worked for private companies as well as local, state, federal agencies, and foreign countries/ governments on projects like those mentioned above.

Courses Offered

Detection Courses offered include explosives, narcotics and accelerant detection.

Dogs and handlers that complete these courses will be expertly trained in detection and prepared to excel in any law enforcement detection situation.

Handler Courses

Alabama Canine offers a range of handler courses. Our dogs are fully trained and ready to begin working with their new handler. We also offer dual handler/ explosive detection courses.

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In addition to handler courses, we also offer courses in police service dog handler training, advanced handler training and advanced tracking.

FOOTER MENU

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- [About Us](#)
- [Services](#)
- [Training](#)
- [Equipment](#)
- [Partners & Sponsors](#)
- [Contact Us](#)
- [Alabama Canine](#)
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BE IN THE KNOW

Alabama Canine is a 501(c)(3) non-profit organization. We are a 501(c)(3) non-profit organization.

Your email



To: Planning & Code Committee
From: Logan Propes, City Administrator
Department: Administration
Date: 02-04-2020
Subject: Surplus of Real Property – Parcels M0110093 & M0110094

Budget Account/Project Name: N/A

Funding Source: N/A

Budget Allocation: N/A

Budget Available: N/A

Requested Expense: N/A

Company of Purchase: N/A

Description:

Discussion and potential approval sought to declare City of Monroe-owned parcels M0110093 and M0110094 as surplus property and allow staff to proceed in disposal of the assets in accordance with O.C.G.A. § 36-37-6.

Background:

At some unknown point in the City’s history, likely when the US Hwy 78 “Northern Bypass” was constructed, the city acquired two parcels on what was then “McKinley Street”. McKinley Street no longer physically exists but these two parcels are accessible from Roberts Street and lie at the cul-de-sac of the street. The City can find no current or future uses for the property and it would likely have it’s highest and best use as a return to the tax rolls as buildable lots (although M0110093 may require a variance for street frontage distance though it lies in the cul-de-sac terminus).

Parcel M0110093- 0.32 acres R1A Zoning

Parcel M0110094- 0.39 acres R1A Zoning

Attachment(s):

Q-Public Descriptions and Maps

Summary

Parcel Number M0110093
 Location Address MCKINLEY ST
 Legal Description .32AC
 (Note: Not to be used on legal documents)
 Class E1-Exempt
 (Note: This is for tax purposes only. Not to be used for zoning.)
 Zoning R1A
 Tax District Monroe (District 01)
 Millage Rate 39.382
 Acres 0.32
 Neighborhood MONROE AREA (.55) \$7500-00219 (00219)
 Homestead Exemption No (S0)
 Landlot/District 73 / 3

[View Map](#)

Owner

MONROE CITY OF
 P O BOX 1249
 MONROE, GA 30655

Land

Type	Description	Calculation Method	Square Footage	Frontage	Depth	Acres	Lots
Exempt	00219-LT-MONROE AREA (.55) \$75	Lot	0	0	0	0.32	1

Sales

Sale Date	Deed Book / Page	Plat Book / Page	Sale Price	Reason	Grantor	Grantee
	014 561		\$0	Unqualified Sale		MONROE CITY OF

Valuation

	2019	2018	2017	2016
Previous Value	\$3,000	\$3,000	\$3,000	\$3,000
Land Value	\$3,000	\$3,000	\$3,000	\$3,000
+ Improvement Value	\$0	\$0	\$0	\$0
+ Accessory Value	\$0	\$0	\$0	\$0
= Current Value	\$3,000	\$3,000	\$3,000	\$3,000

No data available for the following modules: Rural Land, Residential Improvement Information, Commercial Improvement Information, Mobile Homes, Accessory Information, Prebill Mobile Homes, Permits, Photos, Sketches.

The Walton County Assessor makes every effort to produce the most accurate information possible. No warranties, expressed or implied are provided for the data herein, its use or interpretation. The assessment information is from the last certified tax roll. All other data is subject to change.

[User Privacy Policy](#)
[GDPR Privacy Notice](#)

Developed by


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Version 2.3.37

Summary

Parcel Number M0110094
 Location Address MCKINLEY ST
 Legal Description .39/#1-8&2-8
 (Note: Not to be used on legal documents)
 Class E1-Exempt
 (Note: This is for tax purposes only. Not to be used for zoning.)
 Zoning R1A
 Tax District Monroe (District 01)
 Millage Rate 39.382
 Acres 0.39
 Neighborhood MONROE AREA (.55) \$7500-00219 (00219)
 Homestead Exemption No (S0)
 Landlot/District 73 / 3

[View Map](#)

Owner

MONROE CITY OF
 P O BOX 1249
 MONROE, GA 30655

Land

Type	Description	Calculation Method	Square Footage	Frontage	Depth	Acres	Lots
Exempt	00219-LT-MONROE AREA (.55) \$75	Lot	0	0	0	0.39	1

Sales

Sale Date	Deed Book / Page	Plat Book / Page	Sale Price	Reason	Grantor	Grantee
	SU B	NPR	\$0	Unqualified Sale		MONROE CITY OF

Valuation

	2019	2018	2017	2016
Previous Value	\$3,000	\$3,000	\$3,000	\$3,000
Land Value	\$3,000	\$3,000	\$3,000	\$3,000
+ Improvement Value	\$0	\$0	\$0	\$0
+ Accessory Value	\$0	\$0	\$0	\$0
= Current Value	\$3,000	\$3,000	\$3,000	\$3,000

No data available for the following modules: Rural Land, Residential Improvement Information, Commercial Improvement Information, Mobile Homes, Accessory Information, Prebill Mobile Homes, Permits, Photos, Sketches.

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[User Privacy Policy](#)
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Last Data Upload: 1/28/2020, 8:18:17 AM

Version 2.3.37

Monroe

OWNER

Owner	MONROE CITY OF
	P O BOX 1249
	MONROE GA 30655
Physical Address	MCKINLEY ST
Assessed Value	Value \$3000

Last 2 Sales				
Date	Price	Reason	Qual	
n/a	0	n/a	n/a	
n/a	0	n/a	n/a	

POWERED BY esri

2435510.23, 1384945.55

M0110093

Owner MONROE CITY OF
P O BOX 1249
MONROE GA 30655

Physical Address MCKINLEY ST

Assessed Value Value \$3000

Last 2 Sales			
Date	Price	Reason	Qual
n/a	0	n/a	n/a
n/a	0	n/a	n/a

POWERED BY esri
2435153.98, 1385670.55

M0110094



To: Parks Committee, City Council
From: Logan Propes, City Administrator
 Chris Bailey, Assistant City Administrator
Department: Parks
Date: 1/28/2020
Subject: Childers Park Project Request

Budget Account/Project Name: Childers Park

Funding Source: SPLOST

Budget Allocation: \$100,000.00

Budget Available: \$100,000.00

Requested Expense: \$90,000.00

Company of Record: TBD

Description:

This item is to request approval of an encompassing project to perform all grading, dam construction, pipe installation, sewer pipe relocation, and other functions for the lower area of Childers Park. This project will follow the discussed and developed plans for the construction of a lake feature of approximately 5,750 sqft in size, dam, bridge replacement, and aeration fountain. This project request is for an amount not to exceed \$90,000 and will then be bid for both labor and material, with some labor provided by City staff during the process and in conjunction with contract labor.

Background:

The City of Monroe is in the process of upgrading, updating, and rehabilitating all City owned parks with the new direction of the SDS agreement with Walton County. The parks will be a major focus of the City to provide for a better resource to the community and visitors alike in terms of activities, walkable locations, and overall aesthetics.

Attachment(s):

Permit Drawing – 1 page

TOTAL PROJECT AREA 1 ACRE

200' from toe of dam to head of impoundment



SCALE 1"= 40'

5750 sq.ft.

14' DIAMETER GAZEBO

AERATION FOUNTAIN

90' pipe

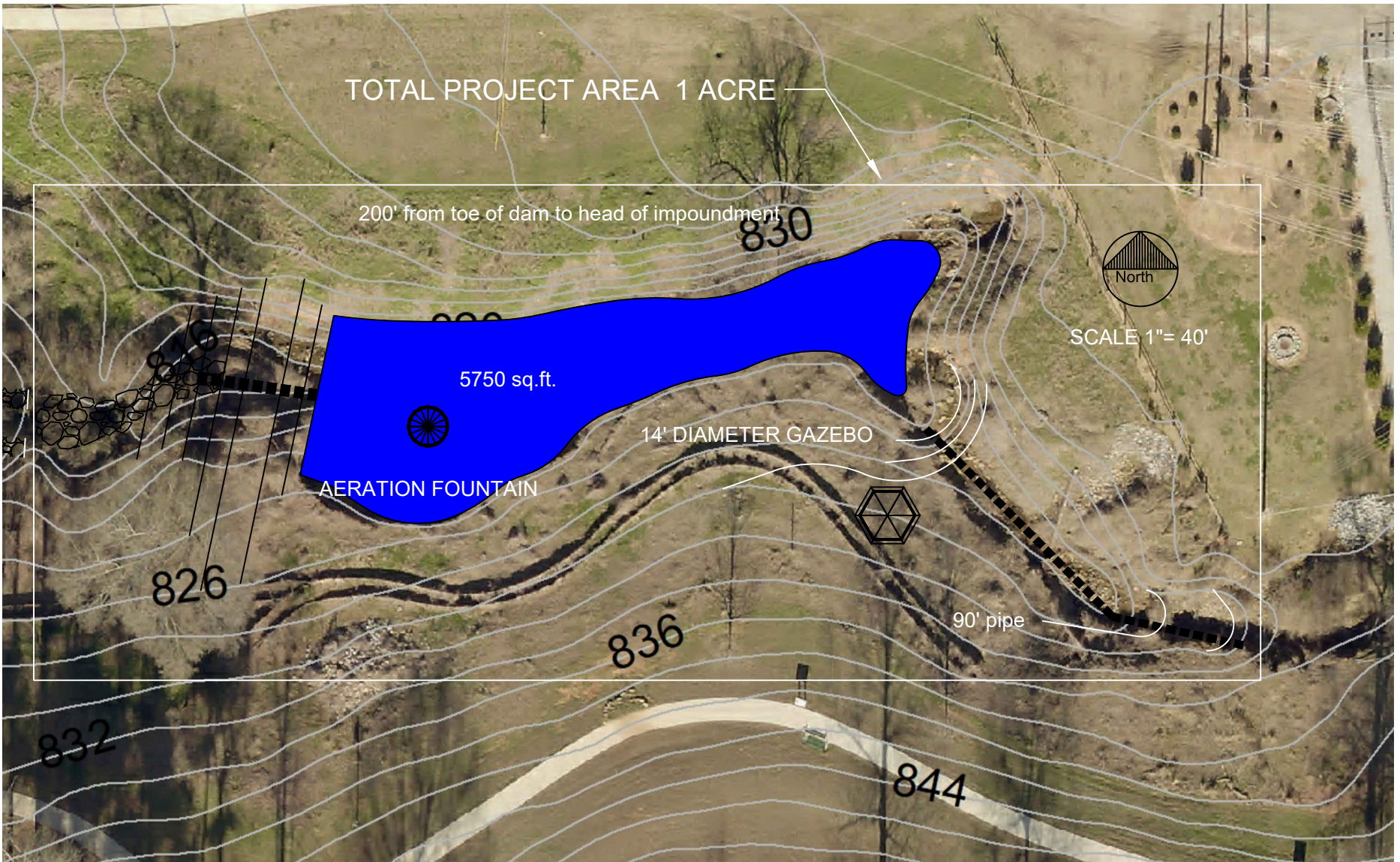
830

826

836

832

844





To: Planning and Zoning / City Council
From: Patrick Kelley
Department: Planning, Zoning, Code and Development
Date: 12-16-19
Description: Rezone 329 Barrett St.

Budget Account/Project Name: NA

Funding Source: 2019 NA

Budget Allocation: NA

Budget Available: NA

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

Recommendation: *Approval*

Background: This property is being carved out of a PRD zoned property to accommodate the moving of an historic home from Boulevard to this location on Barrett St.

Attachment(s): Rezone application and supporting documents.



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

Plan Report

Plan NO.: ZONE-000042 67

Plan Type: Rezone

Work Classification: Map Amendment

Plan Status: In Review

Apply Date: 12/12/2019

Expiration:

Location Address

329 Barrett St, Monroe, GA 30655

Contacts

JAMES HOLDER **Applicant**
120 SECOND ST STE 101, MONROE, GA 30655
(678)256-9185

Description: Request for Rezone from PRD to R1A-P&Z Meeting 1/21/20 @ 5:30 pm -
Council Meeting 2/11/20 @ 6:00 pm - 215 N Broad Street

Valuation: \$0.00
Total Sq Feet: 0.00

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

Payments	Amt Paid
Total Fees	\$100.00
Check # 1469	\$100.00
Amount Due:	\$0.00

Condition Name

Description

Comments

Nebbie Robinson

Issued By:

James A. Holder

Plan_Signature_1

Plan_Signature_2

December 12, 2019

Date

12-12-2019

Date

Date

REZONE/ANNEXATION APPLICATION FORM

PERMIT NUMBER _____

- I. LOCATION a portion of 709 Alcovy Street
 COUNCIL DISTRICT 3
 MAPNUMBER _____
 PARCEL NUMBER M0180031
- II. PRESENT ZONING PRD REQUESTED ZONING R1A
- III. ACREAGE 0.32+/- PROPOSED USE Residential
- IV. OWNER OF RECORD Walton Monroe Properties, LLC
 ADDRESS PO Box 766 Monroe, GA 30655
 PHONE NUMBER (770) 601-8583

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

- V. ANALYSIS:
1. A description of all existing uses and zoning of nearby property
The properties adjoining, the portion of the parcel to be parceled off and rezoned, are zoned R1 or PRD.
The properties nearby to the properties are currently used for residential purposes.
 2. Description of the extent to which the property value of the subject property is diminished by the existing zoning district classification none.
 3. The existing value of the property contained in the petition for rezoning under the existing zoning classification unknown.
 4. The value of the property contained in the application for rezoning under the proposed zoning Classification unknown.
 5. A description of the suitability of the subject property under the existing zoning classification
PRD allows for residential use.
 6. A description of the suitability of the subject property under the proposed zoning classification of the property
R1 A will allow for this smaller parcel to be removed from PRD and used for an immediate residential use.

Rezoning/Annexation Application
Page Two (2)

7. A description of any existing use of property including a description of all structures presently occupying the property On the proposed smaller parcel to be created no structures are present.
The large parent parcel has a single home on the site.
8. The length of time the property has been vacant or unused as currently zoned March 29, 2016
9. A detailed description of all efforts taken by the property owner(s) to use the property or sell the property under the existing zoning classification Planning in process for the large PRD project on the parent parcel.

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

LEGAL DESCRIPTION OF PROPERTY

Rezoning/Annexation Application
Page Three (3)

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

Owner of property (signature) *[Signature]* *Manager* *Walter Monroe Properties, LLC*
Address PO Box 766 Monroe GA 30655
Phone Number (770) 601-8583

Attorney/Agent (signature) *[Signature]*
Address 120 2nd St Suite 101 Monroe 30655
Phone Number 678-246-9185

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

Margaret M Hudson (Notary Public)

12-02-19 (Date)

My Commission Expires 12-01-21



Rezoning Application
Page Four (4)

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

Sanitary Sewer Septic Tank

The following information must be included in the application material requesting an annexation or zoning change from _____ to _____ located at _____, containing _____ acre(s), property owner being _____ filed on _____.

CHECK LIST - APPLICATION MATERIAL

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

Monroe Utilities Network Availability Letter

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

Rezoning Application
Page five (5)

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

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

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

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

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

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

Rezoning Application
Page six (6)

COMMENTS

Disclosure of Campaign Contributions and/or gifts:

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

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

Legal Description

All that tract or parcel of land lying and being in Land Lot 176, 4th District, Walton County, Georgia, and being more particularly described as follows:

Beginning at a 1/2 inch rebar found on the southwesterly right-of-way of Barrett Street (having a 30 foot right-of-way), said point being located 175 feet southeasterly as measured along said right-of-way from its intersection with the centerline of Boulevard Street (if extended); run thence South 43°10'34" East, along said right of way a distance of 22.31 feet to a point; thence South 40°29'25" East along said right of way a distance of 77.89 feet to a point; run thence South 42°14'50" East, along said right of way a distance 29.97 feet to an iron pin set; run thence South 23°35'41" West, a distance of 140.36 feet to an iron pin set, run thence North 43°37'35" West, a distance of 127.73 feet to an iron pin found; run thence North 23°32'27" East a distance of 146.01 feet to an iron pin located on the southwesterly right of way of Barrett Street being the POINT OF BEGINNING.

Said Tract Contains 0.388 acres, more or less as shown on minor subdivision plat for Reliant Homes dated October 22, 2019 prepared by Northeast Land Surveying, LLC.



Date: December 12, 2019

In Re: Utilities

To Whom It May Concern:

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

The utilities checked below are available at 329 Barrett St, in the City of Monroe, Georgia.

- ELECTRICITY
- NATURAL GAS
- WATER
- WASTEWATER
- TELECOMMUNICATION

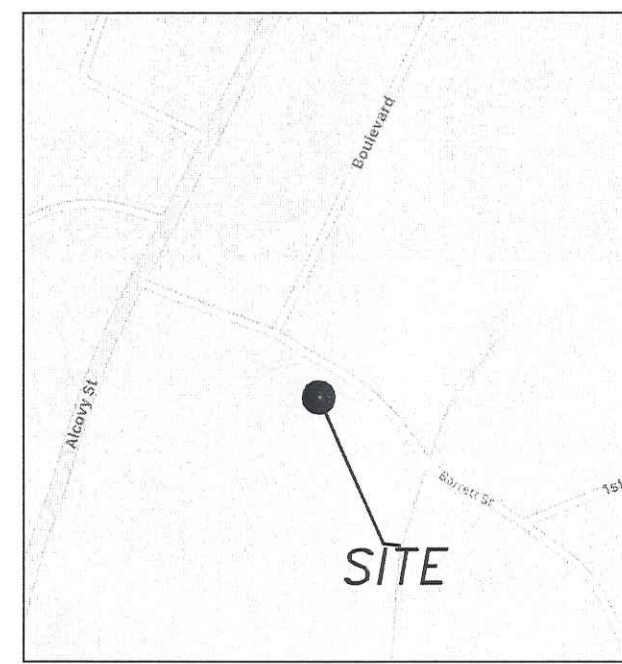
Please contact our office for any additional information needed. We look forward to serving your utility needs.

Vashon T. Hill
City of Monroe

The Following Governmental Bodies Have Approved this Plat, Map, or Plan for Filing:

[Signature]
CITY OF MONROE CODE OFFICE Date 12-4-19

THIS BLOCK RESERVED FOR THE CLERK OF THE SUPERIOR COURT



VICINITY MAP N.T.S.

- NOTES:
- 1) NO PORTION OF THE SUBJECT PROPERTY LIES WITHIN A DESIGNATED FLOOD HAZARD AREA PER WALTON COUNTY F.I.R.M. PANEL 13297C0137E, DATED 12/08/16.
 - 2) THE SUBJECT PROPERTY IS LOCATED IN THE CITY OF MONROE.
 - 3) THE SUBJECT PROPERTY IS ZONED PRD.
 - 4) THE MINIMUM SETBACKS ARE FRONT -30', SIDE - 10', REAR - 25'
 - 5) THE MINIMUM HOUSE SIZE IS 1600 S.F.
 - 6) THE MAXIMUM IMPERVIOUS SURFACE COVERAGE IS 40% OF THE LOT SIZE.
 - 7) 1/2 INCH REBAR PINS SET AT ALL CORNERS, UNLESS OTHERWISE NOTED HEREON.
 - 8) THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE EXAMINATION PROVIDED TO THE UNDERSIGNED LAND SURVEYOR. MATTERS OF TITLE ARE EXCEPTED.

- REFERENCES
1. - P.B. 106, PG. 1
 2. - P.B. 15, PG. 145

CLOSURE STATEMENT

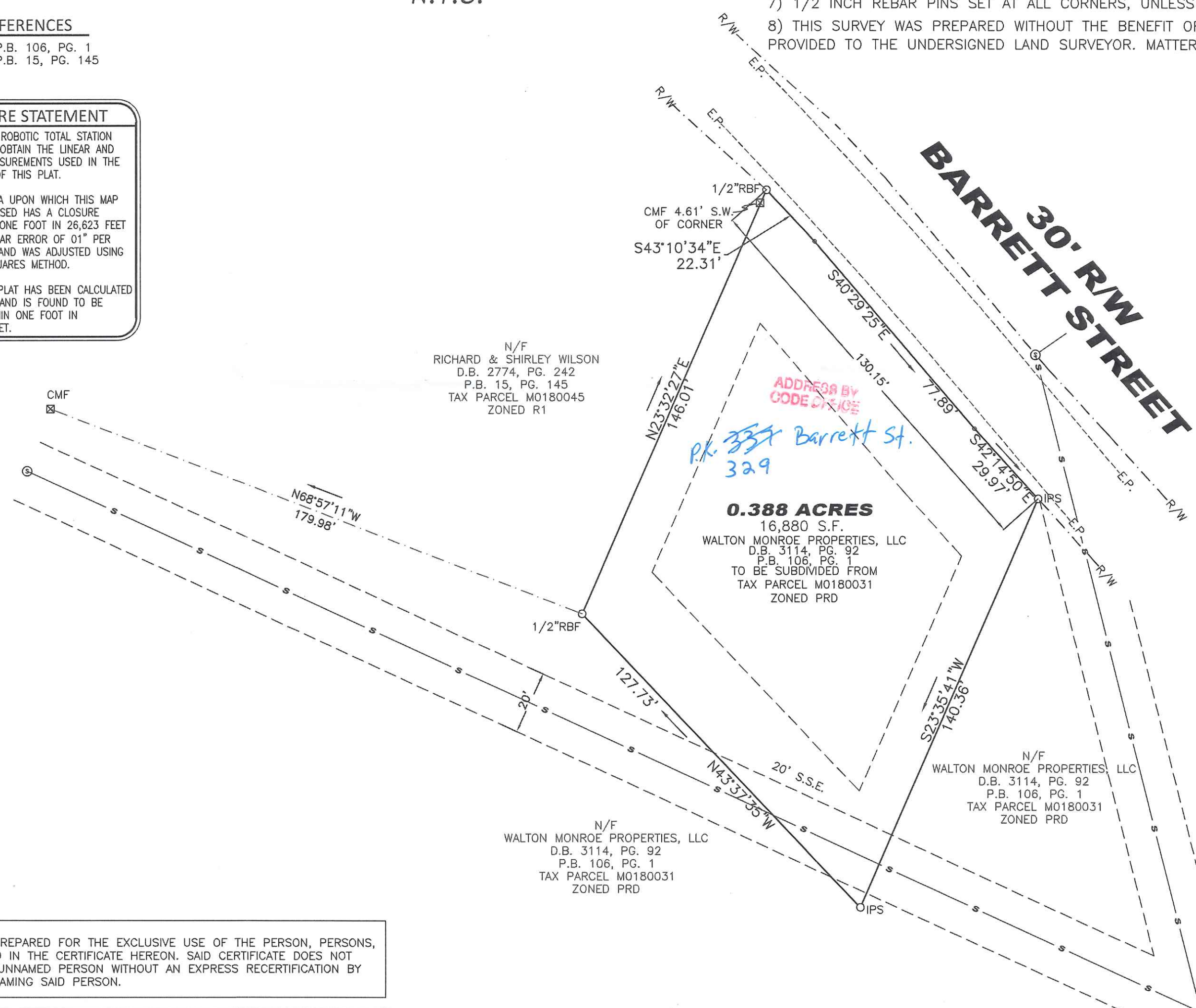
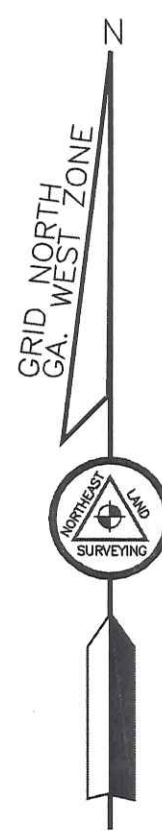
A TRIMBLE S6 ROBOTIC TOTAL STATION WAS USED TO OBTAIN THE LINEAR AND ANGULAR MEASUREMENTS USED IN THE PREPARATION OF THIS PLAT.

THE FIELD DATA UPON WHICH THIS MAP OR PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 26,623 FEET AND AN ANGULAR ERROR OF 01" PER ANGLE POINT, AND WAS ADJUSTED USING THE LEAST SQUARES METHOD.

THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 1,000,000+ FEET.

LEGEND

B/L=	BUILDING LINE
C/L=	CENTERLINE
C&G=	CURB & GUTTER
CMF=	CONCRETE MONUMENT FOUND
CMP=	CORRUGATED METAL PIPE
CTP=	CRIMP TOP PIPE
D B=	DEED BOOK
DIP=	DUCTILE IRON PIPE
DE =	DRAINAGE EASEMENT
ELEV=	ELEVATION
EP =	EDGE OF PAVEMENT
FFE=	FINISHED FLOOR ELEVATION
GMD=	GEORGIA MILITA DISTRICT
IE=	INVERT ELEVATION
IIP=	IRON PIN FOUND
IPS=	IRON PIN SET
LL =	LAND LOT
LLL=	LAND LOT LINE
MFFE=	MINIMUM FINISHED FLOOR ELEV.
N/F =	NOT FORMERLY
NTS=	NOT TO SCALE
OTP=	OPEN TOP PIPE
P/L=	PROPERTY LINE
P. B. =	PLAT BOOK
P.O.B.=	POINT OF BEGINNING
POL=	POINT ON LINE
RBF=	REBAR PIN FOUND
RCP=	REINFORCED CONCRETE PIPE
R/W=	RIGHT OF WAY
STA=	STATION
SSE=	SANITARY SEWER EASEMENT
TBM=	TEMPORARY BENCHMARK
T.P.O.B.=	TRUE POINT OF BEGINNING
UTP=	UNDERGROUND TELEPHONE PEDESTAL
LP=	LIGHT POLE
U.P.P=	UTILITY POLE OR UTILITY POLE
MI=	SANITARY SEWER MANHOLE
DWCB=	DOUBLE WING CATCH BASIN
SWCB=	SINGLE WING CATCH BASIN
JB=	JUNCTION BOX
OS=	OUTLET STRUCTURE
WI=	WEIR INLET
HW=	HEADWALL
DI=	DRIP INLET
FES=	FLARED END STRUCTURE
FH=	FIRE HYDRANT
WV=	WATER VALVE
WM=	WATER METER
GV=	GAS VALVE
SW=	SWALE
OHP=	OVERHEAD POWER LINE
UE=	UNDERGROUND POWER
OHT=	OVERHEAD TELEPHONE LINE
UT=	UNDERGROUND TELEPHONE LINE
G=	GAS LINE
CIV=	CABLE T.V. LINE
UCTV=	UNDERGROUND CABLE T.V. LINE
S=	SANITARY SEWER LINE
W=	WATER LINE
F=	FENCE
FL=	FLOOD LINE
T=	TREE
UTP=	UNDERGROUND TELEPHONE PEDESTAL



SURVEYORS CERTIFICATION

As required by subsection (d) of O.C.G.A. Section 15-6-67, this plat has been prepared by a land surveyor and approved by all applicable local jurisdictions for recording as evidenced by approval certificates, signatures, stamps, or statements hereon. Such approvals or affirmations should be confirmed with the appropriate governmental bodies by any purchaser or user of this plat as to intended use of any parcel. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.

[Signature]
KEVIN LEE CANN GA. R.L.S. #3123



MINOR SUBDIVISION PLAT FOR:

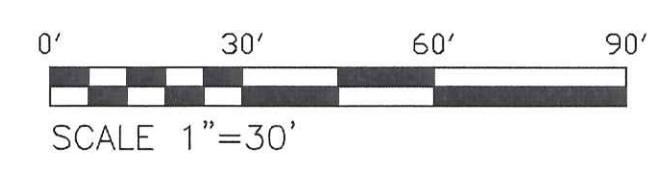
RELIANT HOMES
P.O. BOX 2655
LOGANVILLE, GA 30052
CONTACT INFO:
MR. NED BUTLER
770-601-8583



NORTHEAST LAND SURVEYING, LLC
A Georgia Land Surveying Firm:LSF:
#1240
P.O. Box 384
Braselton, Georgia 30517
Phone: (678) 776-7494

THIS PLAT WAS PREPARED FOR THE EXCLUSIVE USE OF THE PERSON, PERSONS, OR ENTITY NAMED IN THE CERTIFICATE HEREON. SAID CERTIFICATE DOES NOT EXTEND TO ANY UNNAMED PERSON WITHOUT AN EXPRESS RECERTIFICATION BY THE SURVEYOR NAMING SAID PERSON.

INFORMATION REGARDING THE REPUTED PRESENCE, SIZE, CHARACTER AND LOCATION OF EXISTING UNDERGROUND UTILITIES AND STRUCTURES IS SHOWN HEREON. THERE IS NO CERTAINTY OF THE ACCURACY OF THIS INFORMATION AND IT SHALL BE CONSIDERED IN THAT LIGHT BY THOSE USING THIS DRAWING. THE LOCATION AND ARRANGEMENT OF UNDERGROUND UTILITIES AND STRUCTURES SHOWN HEREON MAY BE INACCURATE AND UTILITIES AND STRUCTURES NOT SHOWN MAY BE ENCOUNTERED. NO CERTIFICATION IS MADE AS TO THE ACCURACY OR THOROUGHNESS OF THE INFORMATION CONCERNING UNDERGROUND UTILITIES AND STRUCTURES SHOWN HEREON. PER GEORGIA LAW, THE UNDERGROUND UTILITIES PROTECTION SERVICE MUST BE CALLED PRIOR TO THE COMMENCEMENT OF ANY AND ALL EARTH DISTURBING ACTIVITIES.



No.	REVISION	DATE	Project Name:	DRAWN	SCALE
1			BARRETT ST	CDN	1"=30'
2			BARRETT STREET	CHECKED	1 OF 1
3			Land Lot No.(s) 37 District: 3RD	KLC	
4			City: CITY OF MONROE	DATE OF FIELD WORK 10/18/19	PROJECT No. 19-108
5			County, State: WALTON, GEORGIA	DATE: 10/22/19	

**NOTICE TO THE PUBLIC
CITY OF MONROE**

**A petition has been filed with the
City of Monroe requesting the
property at 329 Barrett Street to
be rezoned from PRD to R1A
A public hearing will be held before
the Monroe Planning and Zoning
Commission at City Hall Auditorium at
215 N. Broad Street on January 21, 2020
at 5:30 P.M. All those having an
interest should be present to voice
their interest.**

**A petition has been filed with the
City of Monroe requesting the
property at 329 Barrett Street to
be rezoned from PRD to R1A
A public hearing will be held before
The Mayor and City Council
at the City Hall Auditorium at
215 N. Broad Street on February 11, 2020
at 6:00 P.M. All those having an
interest should be present to voice
their interest.**

**PLEASE RUN ON THE
FOLLOWING DATE:**

January 5, 2020



To: Planning and Zoning / City Council
From: Patrick Kelley
Department: Planning, Zoning, Code and Development
Date: 12-16-19
Description: Conditional use for a personal care home to be located at 1110 South Madison Ave.

Budget Account/Project Name: NA

Funding Source: 2019 NA

Budget Allocation: NA

Budget Available: NA

Requested Expense: \$NA

Company of Purchase: NA

Recommendation: Denial

Background: This is a single-family residence in an R1A zoned residential area which is currently adjacent to multiple M1 parcels which the city desires to encourage less intensive development upon. Although this is a residential use it is a commercial enterprise. Due to the significant number of by right properties available for this particular use throughout the city, a conditional use is not warranted. Further the request does not meet the following Standards for conditional use decisions as listed in the Zoning ordinance in section 1425.5. The standard for approval requires meeting all 10 Standards listed. Highlighted standards are not met.

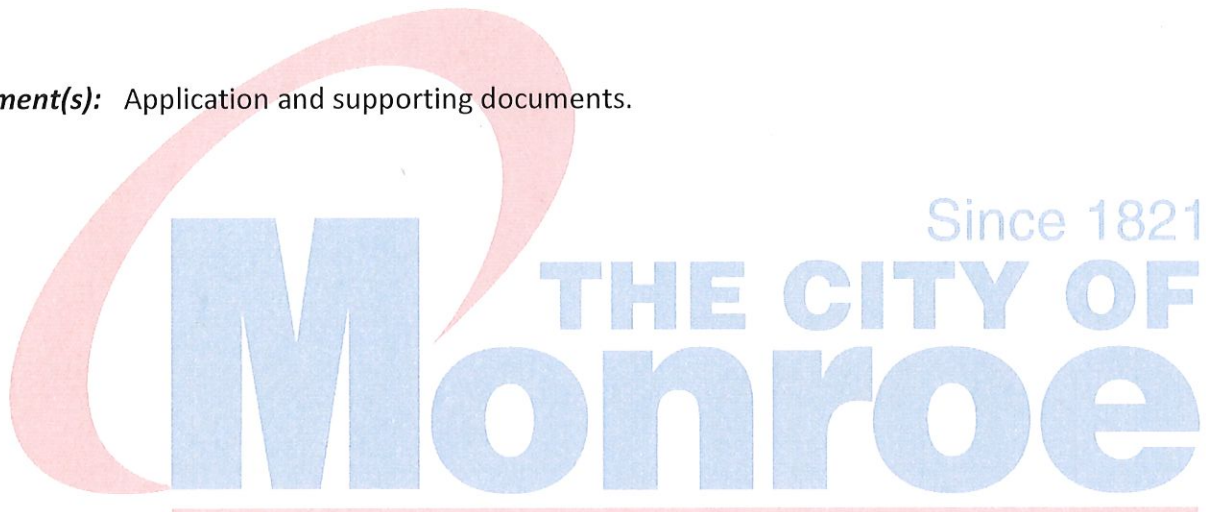
1425.5 Standards for Conditional Use Application Decisions.

A conditional use shall be approved only when it is determined based on the evidence presented at the public hearing that **all of the following conditions have been met:**

- (1) the proposed use will not be detrimental to adjacent properties or the general neighborhood, the proposed use will not significantly adversely affect public health, safety, morality and welfare, and the proposed use as designed will minimize adverse effects on the surrounding neighborhood;
- (2) applicable standards in Article X have been met;

- (3) the proposed use is consistent with the Comprehensive Plan, and the conditional use is compatible with the community development pattern;
- (4) a rezoning to allow the requested use as a permitted use would not be appropriate;
- (5) the proposed use will not be injurious to the natural environment or the other property in the immediate vicinity, or unconstitutionally diminish property values within the surrounding neighborhood;
- (6) off-street parking and loading, and access thereto, will be adequate;
- (7) public facilities and utilities are capable of adequately serving the proposed use, and the use would not lead to a major negative change in existing levels of public service, or fiscal stability;
- (8) the use will not be an extension of a use which will cause a damaging volume of (a) agricultural, (b) commercial, (c) industrial, or (d) higher density residential use into a stable neighborhood of well-maintained single-family homes, nor likely lead to decreasing surrounding property values, neighborhood deterioration, spreading of blight, or additional requests of a similar nature which would expand the problem;
- (9) the use would not significantly increase congestion, noise, or traffic hazards; and,
- (10) granting this request would not have a "domino effect," in that it becomes the opening wedge for further rapid growth, urbanization or other land-use change beyond what is indicated in the Comprehensive Plan.

Attachment(s): Application and supporting documents.





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

Plan Report

Plan NO.: RZ-000041 **80**

Plan Type: Re-Zoning Request All Types

Work Classification: Conditional Use

Plan Status: In Review

Apply Date: 12/11/2019

Expiration:



Location Address	Parcel Number
1110 S MADISON AVE, MONROE, GA 30655	M0200232A00

Contacts	
WILLIAM MITCHELL 869 JOHN DEERE RD, MONROE, GA 30656	Owner
AGNES TAYLOR 30 PIEDMONT DR STE 200, WINDER, GA 30680 (678)559-9009	Applicant

Description: REQUEST FOR CONDITIONAL USE FOR PERSONNEL CARE HOME - P&Z MTG 1/21/20 @ 5:30 PM-COUNCIL MTG 2/11/20 @ 6:00 PM 215 N BROAD ST	Valuation: <u> \$0.00 </u>
	Total Sq Feet: <u> 0.00 </u>

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

Payments	Amt Paid
Total Fees	\$200.00
Check # 11126	\$200.00
Amount Due:	\$0.00

<u>Condition Name</u>	<u>Description</u>	<u>Comments</u>
	 Issued By:	December 11, 2019 Date
	 Plan_Signature_1	Dec 12, 2019 Date
	Plan_Signature_2	Date



Variance/Conditional Use Application

Application must be submitted to the Code Department 45 days prior to the Planning & Zoning Meeting of: January 21, 2020

Your representative must be present at the meeting

Street address 1110 S. Madison Council District 5 / 8 Map and Parcel # M2 P232A
Zoning R2A Acreage .74 Proposed Use family Personal Care Road Frontage 113.35 ft. / on S. Madison (street or streets)

Applicant Name Agnes Taylor 30 Piedmont Dr
Address 519 Georgia Circle, # 200 Winder, GA
Phone # 678-539-9009 30680

Owner Name William Mitchell
Address 869 John Deere Rd Monroe 30656
Phone # 770 312-5442

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:

Assisted living facility

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

Single Family Residence

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

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:

2400 sq ft 4br 2 bath

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

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 AG Taylor Date: 12/6/19

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 Willie Abbott Date: 12-6-2019

Kiley McCord Date: 12-6-2019

Notary Public
Commission Expires: Feb. 3, 2023



I hereby withdraw the above application: Signature _____ Date _____

APPROVED FOR RECORDING
27 OCT 16

LEGEND

- IPS IRON PIN SET
- IPF IRON PIN FOUND
- POB POINT OF BEGINNING
- Pp POWER POLE
- Rd REBAR
- WM WATER METER
- S/W SIDEWALK
- ENC. ENCROACHMENT



N/F ANNIE BELLE FAMBROUGH
M20-233
DB 469-386

#1100 BUILDING

S21°57'25"E
113.95'

#1110 BRICK HOUSE
0.742 ACRES
32,334 SQ FT

S56°28'35"W
141.25'

#1114 BRICK CHURCH

ACCESS ON EXISTING DRIVE GRANTED AS EASEMENT TO #1110 S. MADISON AVE. BY THE LIVINGWAY FELLOWSHIP

N/F THE LIVINGWAY FELLOWSHIP
M20-232
PB 10-133

S24°46'55"E
397.88'
FROM POB TO NAIL SET AT C/L INTERSECTION

Plat Doc: PLAT
Recorded 11/18/2016 03:17PM
Clerk Superior Court, WALTON County, Ga.
Bk 00112 Pg 0081

NOTES:

- 1 The field data upon which this survey is based has a closure precision of one foot in 14,263 feet and an angular error of 6 second per angle point and was not adjusted.
2. The closure precision of this plat is one foot in 87,148 feet.
3. The equipment used to prepare this survey was a Leitz Set 3 total station. This survey is not in a FIRM designated 100 yr. flood plain according to FIRM map #13297C0139D effective 5-18-2009.
5. The field work for this plat was done in DEC/2015. The plat was drawn on 12/11/15.
6. Existing tax parcels for The Livingway Fellowship are:
Monroe 20-231, 20-232 and 20-232DP
Ref. PB 10-133

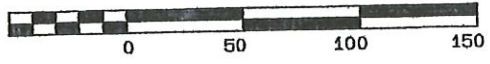


NAIL FOUND AT C/L INTERSECTION OF S. MADISON AVE. & TOWLER ST.

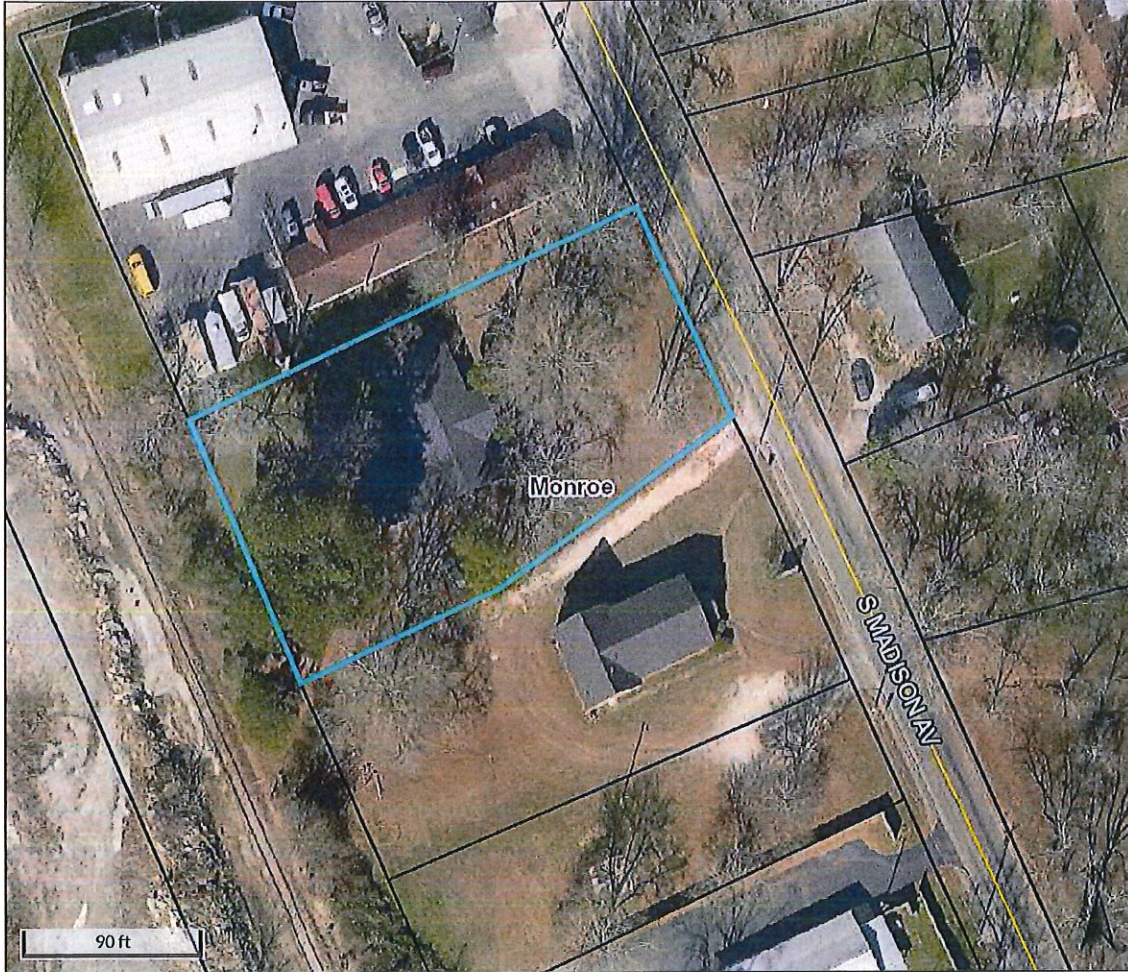
By: John Elwin Knight
Ga. R. L. S. 1945
P.O. Box 625
Social Circle, Ga. 30025
Ph. 770-464-4549

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

GRAPHIC SCALE 1"=50'



PLAT OF SURVEY FOR: THE LIVINGWAY FELLOWSHIP - PENTECOSTAL HOLINESS CHURCH	
Scale: 1"=50	LAND DISTRICT 3 LAND LOT 67 GMD 419
Date: 12/11/15	CITY OF MONROE WALTON COUNTY, GA.
Revised:	Drawn By: B.R.W.
Job:	Surveyor: JOHN ELWIN KNIGHT GA, R.L.S. 1945



Overview



Legend

 Parcels

Parcel ID	M0200232A00	Owner	LIVING WAY FELLOWSHIP PENTECOSTAL	Last 2 Sales			
Class Code	Residential		HOLINESS CHURCH	Date	Price	Reason	Qual
Taxing District	Monroe		101 OAK RIDGE	4/1/2016	0	RI	U
	Monroe		MONROE GA 30655	9/8/1972	0	UK	U
Acres	0.74	Physical Address	1110 S MADISON AVE				
		Assessed Value	Value \$107900				

(Note: Not to be used on legal documents)

Date created: 6/3/2019
 Last Data Uploaded: 6/3/2019 8:10:53 AM

Developed by  **Schneider**
 GEOSPATIAL

Start Over (/start.html)



ONLINE PAYMENTS - PROPERTY TAXES

ONLINE PAYMENTS - PROPERTY TAXES

PRINTER FRIENDLY ([HTTPS://WALTONCOUNTYGA.GOVERNMENTWINDOW.COM/PRINT_BILL.HTML?BILL_ID=29889D311G51685R75813843428776&FORMAT=PDF](https://waltoncountyga.governmentwindow.com/print_bill.html?BILL_ID=29889D311G51685R75813843428776&FORMAT=PDF))

TRANSLATE: **BACK**

2019 Property Tax Statement

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

Ph: 770-266-1736 (tel:770-266-1736), Fax: 770-267-1416
(tel:770-267-1416)

LIVING WAY FELLOWSHIP PE
HOLINESS CHURCH
101 OAK RIDGE
MONROE, GA 30655

Bill No.	Due Date	Current Due	Prior Payment	Back Taxes	*Total Due*
2019-21683 (tel:2019-21683)	11/15/2019	\$0.00	\$1709.44	\$0.00	Paid 11/13/2019

View Tax Assessment
<https://qpublic.schneidercorp.com/application.aspx?AppID=628&pagetype=Results&SearchAddress=1110+MADISON+AVE+S>

Map: M0200-00000-232-A00

Location: 1110 MADISON AVE S

Account No: 433660 010

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

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

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

Ph: 770-266-1736 (tel:770-266-1736), Fax: 770-267-1416
(tel:770-267-1416)



Tax Payer: LIVING WAY FELLOWSHIP PE
Map Code: M0200-00000-232-A00
Description: .74AC
Location: 1110 MADISON AVE S
Bill No: 2019-21683 (tel:2019-21683)

Building Value	Land Value	Acres	Fair Market Value	Due Date	Billing Date
\$0.00	\$0.00	0.0000	\$107,900.00	11/15/2019	08/14/2019

Entity	Adjusted FMV	Net Assessment	Exemptions	Taxable Value	Millage Rate	Gross Tax	Credit	Net Tax
CITY BOND	\$0.00	\$43,160.00	\$0.00	\$43,160.00	0.001981	\$85.50	\$0.00	\$85.50
CITY TAX	\$0.00	\$43,160.00	\$0.00	\$43,160.00	0.005821	\$443.03	-\$191.80	\$251.23
COUNTY	\$0.00	\$43,160.00	\$0.00	\$43,160.00	0.010905	\$580.93	-\$110.27	\$470.66
SCH BOND	\$0.00	\$43,160.00	\$0.00	\$43,160.00	0.002300	\$99.27	\$0.00	\$99.27
SCHOOL	\$0.00	\$43,160.00	\$0.00	\$43,160.00	0.018600	\$802.78	\$0.00	\$802.78
TOTALS					0.039607	\$2,011.51	-\$302.07	\$1,709.44

-1
13



Return to:
Rebecca Polston Dally, P.C.
137 E. Hightower Trail
P.O. Box 745
Social Circle, GA 30025
(770) 464-3330
File No: 19-10380A

BK: 4421 PG: 240
Filed and Recorded
Jul-30-2019 10:35:47AM
DOC#: D2019-008841
Real Estate Transfer Tax Paid \$87.00
1472019002765

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

LIMITED WARRANTY DEED

STATE OF GEORGIA
COUNTY OF WALTON

THIS INDENTURE, made this 24th day of July, 2019 between **CHARLES W. ANSCHUTZ, SR. and BRYNE DUREN**, as parties of the first part, hereinafter called Grantors, and **WILLIAM DOYLE MITCHELL**, as party of the second part, hereinafter called Grantee (the words "Grantors" and "Grantee") to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH: That Grantors for and in consideration of the sum of TEN DOLLARS (\$10.00) AND OTHER CONSIDERATION, in hand paid at and before the sealing and delivery of these presents, the receipt of which is hereby acknowledged, have granted, bargained, sold and conveyed, and by these presents do grant, bargain, sell and convey unto the said Grantee, all of the following described property, to wit:

All that tract or parcel of land lying and being in Land Lot 67 of the 3rd Land District, GMD 419, Walton County, Georgia, containing 0.742 acres, as more particularly described on plat of survey for **THE LIVINGWAY FELLOWSHIP – PENTECOSTAL HOLINESS CHURCH**, dated December 11, 2015, prepared and certified by John Elwin Knight, Ga. R.L.S. No. 1945, which is recorded in Plat Book 112, page 81, Walton County, Records. Said plat of survey and the record thereof are incorporated herein by reference for a more complete description of the subject property.

Subject property is improved with a dwelling known as 1110 S. Madison Avenue, Monroe, Georgia 30655 according to the current system of numbering property in the City of Monroe.

TO HAVE AND TO HOLD the said bargained premises, together with all and singular the rights, members and appurtenances thereof, to the same being, belonging or in anywise appertaining, to the only proper use, benefit and behoof of **WILLIAM DOYLE MITCHELL**, the said party of the second part, his successors and or assigns forever in **Fee Simple**.

AND THE SAID parties of the first part, for their successors and or assigns, will warrant and forever defend the right and title to the above described property unto the said party of the second part, his successors and or assigns, against the claims of all persons owning, holding or claiming by, through or under the said parties of the first part.

IN WITNESS WHEREOF the said parties of the first part have hereunto set their hands and affixed their seals the day and year first above written.

Signed this 24th day of July, 2019
in the presence of.

Unofficial Witness

CHARLES W. ANSCHUTZ, SR. (SEAL)

Notary Public
(My commission expires) 10-15-19
(Notary Public Seal Affixed)

BRYNE DUREN (SEAL)



**NOTICE TO THE PUBLIC
CITY OF MONROE**

**A petition has been filed with the
City of Monroe requesting
the property at 1110 S Madison Avenue
to be considered for a Conditional Use
to allow a Personnel Care Home in a R1A Zoning.**

**A public hearing will be held before
the Monroe Planning and Zoning
Commission at City Hall Auditorium at
215 N. Broad Street on January 21, 2020
at 5:30 P.M. All those having an
interest should be present to voice
their interest.**

**A petition has been filed with the
City of Monroe requesting the
property at 1110 S Madison Avenue
to be considered for a Conditional Use
to allow a Personnel Care Home in a R1A Zoning.**

**A public hearing will be held before
The Mayor and City Council
at the City Hall Auditorium at
215 N. Broad Street on February 11, 2020
at 6:00 P.M. All those having an
interest should be present to voice
their interest.**

**PLEASE RUN ON THE
FOLLOWING DATE:**

January 5, 2020



To: Planning and Zoning / City Council
From: Patrick Kelley
Department: Planning, Zoning, Code and Development
Date: 12-20-19
Description: Rezone request 341 N. Broad St.

Budget Account/Project Name: NA

Funding Source: 2020 NA

Budget Allocation: NA

Budget Available: NA

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

Recommendation: *Approve*

Background: This property is currently a split zoned property containing R1 and P zoning. Majority R1. The applicant requests a variance to allow the subdivision of the property into three lots, all of which will comply with the zoning ordinance in every other way. The lot frontage variance is sought due to the unique circumstance of the water tower parcel limiting the street frontage and precluding acquiring the necessary frontage. Additionally, the applicant is concurrently seeking a rezone of the Professional zoning portion of the lot to R1.

Attachment(s): application and supporting documents



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

Plan Report

Plan NO.: ZONE-000043-89

Plan Type: Rezone
 Work Classification: Map Amendment
 Plan Status: In Review

Apply Date: 12/19/2019

Expiration:

Location Address

Parcel Number

341 N BROAD ST, MONROE, GA 30655

M0120071

Contacts

Monroe Historic Properties, LLC **Owner**
 P.O. BOX 802, Monroe, GA 30655
 (770)267-2503

Description: REQUEST FOR REZONE FROM P/R1 TO R1 - P&Z MEETING 1/21/20 @ 5:30 PM - COUNCIL MEETING 2/11/20 @ 6:00 PM 215 N BROAD STREET

Valuation: \$0.00
Total Sq Feet: 0.00

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

Payments	Amt Paid
Total Fees	\$100.00
Check # 2156	\$100.00
Amount Due:	\$0.00

Condition Name

Description

Comments

Debbie Robinson

 Issued By:
Jennifer Prady

 Plan_Signature_1

 Plan_Signature_2

December 19, 2019

 Date
12/19/2019

 Date

 Date

REZONE APPLICATION FORM

PERMIT NUMBER _____

- I. LOCATION 341 N Broad Street, Monroe, GA 30655
 COUNCIL DISTRICT 3/7
 MAPNUMBER M12
 PARCEL NUMBER 71
- II. PRESENT ZONING P/R1 REQUESTED ZONING R1 with variance on Tract 3
- III. ACREAGE 2.79 PROPOSED USE Create three (3) estate-sized single family residential lots
- IV. OWNER OF RECORD Monroe Historic Properties, LLC
 ADDRESS PO Box 1588, Monroe, GA 30655

PHONE NUMBER 770-267-2503

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

- V. ANALYSIS:
1. A description of all existing uses and zoning of nearby property
 The surrounding properties are currently zoned for R1 or P.

 2. Description of the extent to which the property value of the subject property is diminished by the existing zoning district classification
See attached document "Rezone Application Supplemental Information", Answer #2

 3. The existing value of the property contained in the petition for rezoning under the existing zoning classification The current value of the Subject Property is approximately \$250,000.00.

 4. The value of the property contained in the application for rezoning under the proposed zoning Classification Approximately \$350,000.00

 5. A description of the suitability of the subject property under the existing zoning classification
See attached document "Rezone Application Supplement Information", Answer #5

 6. A description of the suitability of the subject property under the proposed zoning classification of the property
See attached document "Rezone Application Supplement Information", Answer #6

Rezoning Application
Page Two (2)

7. A description of any existing use of property including a description of all structures presently occupying the property One single family home is located on the Subject Property with an approximate square footage of 1,840. The remainder of the property is undeveloped open land.
8. The length of time the property has been vacant or unused as currently zoned The Subject Property is currently and has been for several years used as a rental property and is currently occupied.
9. A detailed description of all efforts taken by the property owner(s) to use the property or sell the property under the existing zoning classification See attached document "Rezone Application Supplement Information", Answer #9

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

LEGAL DESCRIPTION OF PROPERTY

All that tract of 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 64 of third Land District, being designated as Tract 2 containing 2.795 acres as shown by a plat of survey entitled "Plat of Survey Prepared For The Estate of Charles Lamar Briscoe", prepared by Batchelor & Associates Land Surveying Inc., certified by Gerald T. Batchelor, Georgia Registered Land Surveyor No. 2238, date November 2, 2004, revised November 24, 2004, recorded in Plat Book 96, page 35, Clerk's Office, Walton Superior Court, reference to said plat of survey and the record thereof hereby made for a more complete description.

Rezoning Application
Page Three (3)

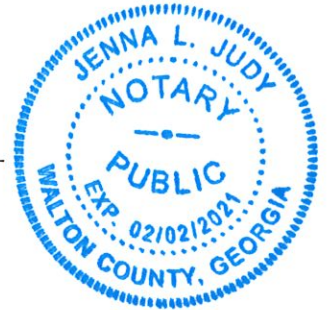
Wherefore, applicant prays that the procedures incident to the presentation of this petition be taken, and the property be rezoned accordingly.

Owner of property (signature) _____, Managing Member
Address PO Box 1588, Monroe, GA 30655
Phone Number 770-267-2503

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

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

Jenna Y. Judy (Notary Public) 12/19/2019 (Date)
My Commission Expires 2/2/2021



Page five (5)

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

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

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

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

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

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

Rezoning Application

Page six (6)

COMMENTS

-All 3 lots much larger than the minimum 15,000 SF

-Only 3 homes total

-Lot 3 needs a variance from 100' in frontage to 79' due to water tower location

-Home sizes will be 1,800 SF minimum. Most will be 3,000 SF

-Home styles will be historic in nature

Multiple horizontal lines for additional comments.

Disclosure of Campaign Contributions and/or gifts:

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

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

The City of Monroe

Rezone Application Supplemental Information

Applicant: Monroe Historic Properties, LLC

Owner: Monroe Historic Properties, LLC

Property: 341 N Broad Street

Answer #2:

The Subject Property currently has a diminished market value due to its current zoning of P and R-1. The P zoning has been on this parcel for a very long time while the property has been marketed for sale with negative results. There is an overabundant supply of P zoned parcels in the area. Any further development of the parcel under the Professional Zoning would not be economically feasible.

Answer #5:

As mentioned above, the Subject Property has been marketed for several years under the current Professional Zoning classification with negative results. There is an overabundant supply of Professional office space currently in this corridor and additional Professional office space would not be viable.

Answer #6:

The Subject Property is perfectly suited for the requested rezoning to R1. This project will help infill larger single-family homes in the downtown area.

Answer #9:

See Answer #2.



FILED AND RECORDED 3-30-05
AT 1:48 AM P.M.
PLAT BOOK 26 PAGE 35
KATHY K. TROST
CLERK SUPERIOR COURT
WALTON COUNTY, GEORGIA

** FLOOD ELEVATION **
UNLESS OTHERWISE INDICATED THE FLOOD ELEVATION IS BASED ON THE FLOOD ELEVATION DATA FOR THE CITY OF MONROE, LA. AS SHOWN ON THE FLOOD ELEVATION MAP OF THE CITY OF MONROE, LA. DATED 11/18/04.

M.A. MARABLE
REGISTERED SURVEYOR

Total Acreage = 7.382 Acres

APPROVED FOR RECORDING
Kathy Trost
3-30-05

LAND LOT 64

LAND LOT 65

TRACT 1
4.587 Acres

TRACT 2
2.795 Acres

W. MARABLE STREET - 30' R/W

E. MARABLE STREET

N. BROAD STREET - 60' R/W

40' R/W

WALTON STREET

N. WAYNE ST.

BOLD SPRINGS AVENUE

TRACT	ACRES	AREA	PERCENT
TRACT 1	4.587	198,100	26.92
TRACT 2	2.795	121,100	16.52
TOTAL	7.382	319,200	43.44



** GENERAL NOTES **

1. THIS SURVEY WAS MADE BY THE SURVEYOR IN ACCORDANCE WITH THE PROVISIONS OF THE SURVEYING ACT OF 1909, AS AMENDED, AND THE RULES AND REGULATIONS OF THE BOARD OF SURVEYING AND MAPPING, GEORGIA.

2. THE SURVEY WAS MADE BY THE SURVEYOR IN ACCORDANCE WITH THE PROVISIONS OF THE SURVEYING ACT OF 1909, AS AMENDED, AND THE RULES AND REGULATIONS OF THE BOARD OF SURVEYING AND MAPPING, GEORGIA.

3. THE SURVEY WAS MADE BY THE SURVEYOR IN ACCORDANCE WITH THE PROVISIONS OF THE SURVEYING ACT OF 1909, AS AMENDED, AND THE RULES AND REGULATIONS OF THE BOARD OF SURVEYING AND MAPPING, GEORGIA.

4. THE SURVEY WAS MADE BY THE SURVEYOR IN ACCORDANCE WITH THE PROVISIONS OF THE SURVEYING ACT OF 1909, AS AMENDED, AND THE RULES AND REGULATIONS OF THE BOARD OF SURVEYING AND MAPPING, GEORGIA.

** LEGEND **

1. 1/4" = 100'

2. 1/8" = 50'

3. 1/16" = 25'

4. 1/32" = 12.5'

5. 1/64" = 6.25'

6. 1/128" = 3.125'

7. 1/256" = 1.5625'

8. 1/512" = 0.78125'

9. 1/1024" = 0.390625'

10. 1/2048" = 0.1953125'

11. 1/4096" = 0.09765625'

12. 1/8192" = 0.048828125'

13. 1/16384" = 0.0244140625'

14. 1/32768" = 0.01220703125'

15. 1/65536" = 0.006103515625'

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100. 1/25353012008859555325659186200576" = 0.00000000000000000000000000015777218104382361362500517168203125'

24100

PLAT OF SURVEY PREPARED FOR THE ESTATE OF
CHARLES LAMAR BRISCOE
 LOCATED IN THE CITY OF MONROE
 LAND LOTS 64 & 65 - 3rd LAND DISTRICT
 WALTON COUNTY, GEORGIA

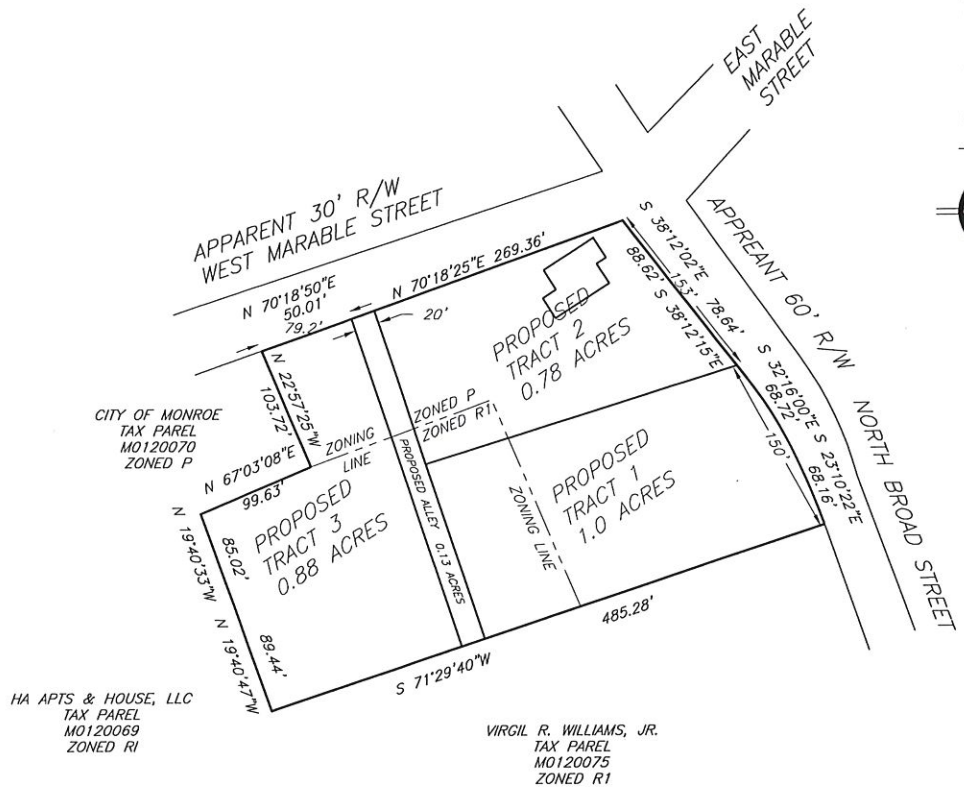
NO.	DATE	BY	REVISION
1	11/24/2004	MARABLE	01
2	03/30/05	MARABLE	02
3	03/30/05	MARABLE	03
4	03/30/05	MARABLE	04
5	03/30/05	MARABLE	05
6	03/30/05	MARABLE	06

BATCHELOR & ASSOCIATES
 LAND SURVEYING, INC.
 P.O. BOX 701
 MONROE, GEORGIA 38105
 1344 W. SPRING STREET Ph. (770) 207-3010

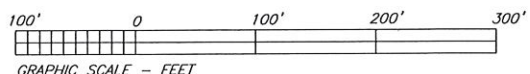
** APPROPRIATE **
 PLAT BOOK _____ PAGE _____
 DEC BOOK _____ PAGE _____

24100

THIS BLOCK RESERVED FOR
THE CLERK SUPERIOR COURT



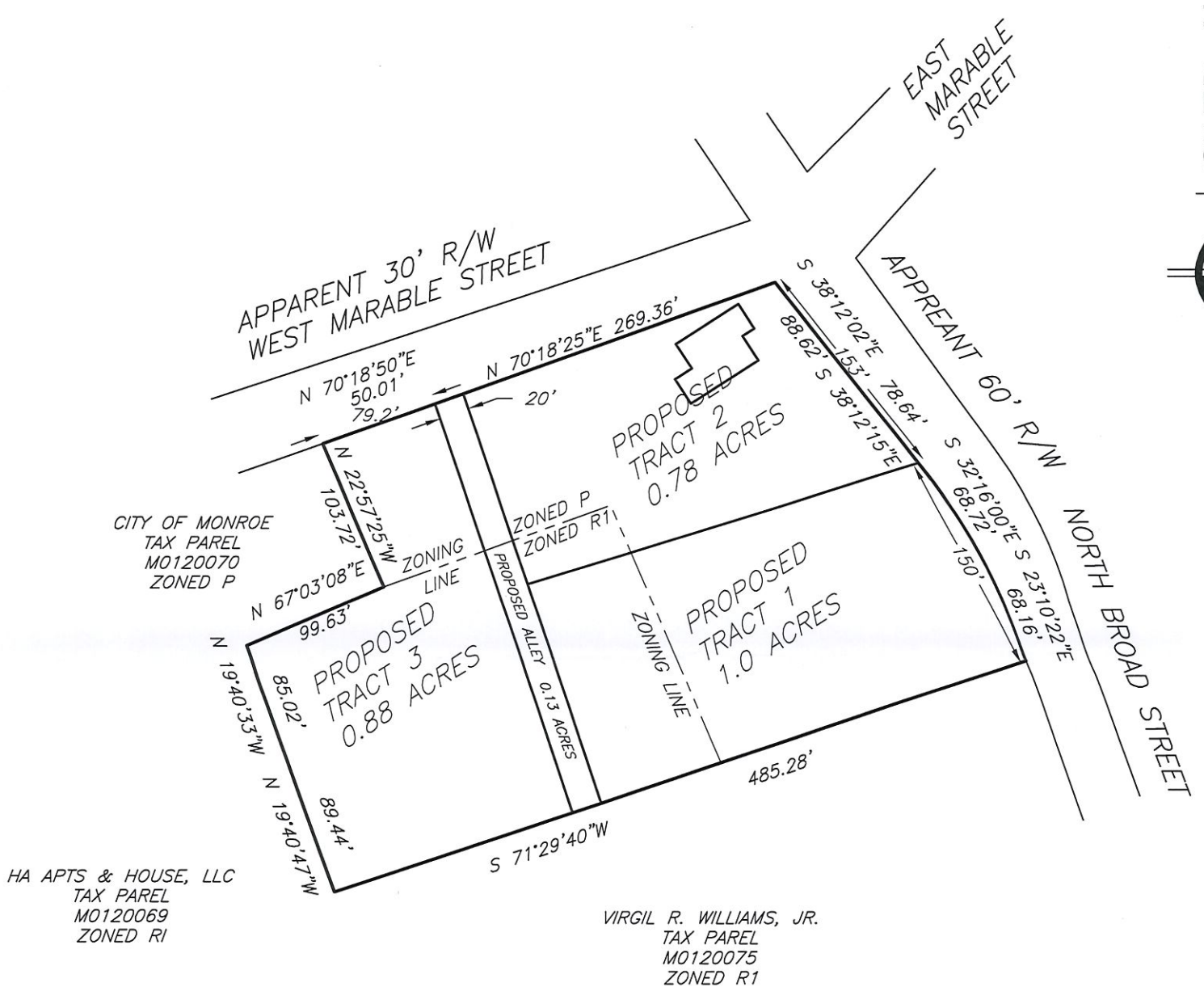
NOTE:
BOUNDARY INFORMATION PER PLAT OF SURVEY FOR
THE ESTATE OF CHARLES LAMAR BRISCOE, DATED 11/2/2004
LAST REVISED 11/24/2004, PREPARED BY BATCHELOR AND
ASSOCIATES LAND SURVEING, INC.
THIS IS NOT A SURVEY AND NOT TO BE USED FOR SALE
OR TRANSFER OF TITLE.



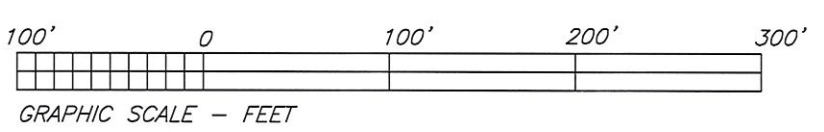
REZONING PLAT FOR:		
MONROE HISTORIC PROPERTIES, LLC		
TAX PARCEL M0120071, 341 N. BROAD STREET, ZONED P & R1		
FIELD WORK DATE: NONE	DATE OF PLAT PREPARATION: 12/17/19	
LAND LOT(S) 64	3rd DISTRICT	WALTON COUNTY, GEORGIA
ALCOVY SURVEYING AND ENGINEERING, INC. 2205 HWY. 81 S., LOGANVILLE, GA. 30052 Phone 770-466-4002 - LSF#000759		SCALE: 1" = 100'
		JOB NO. 18-083

THIS BLOCK RESERVED FOR THE CLERK SUPERIOR COURT

GRID NORTH GA. WEST ZONE



NOTE:
 BOUNDARY INFORMATION PER PLAT OF SURVEY FOR
 THE ESTATE OF CHARLES LAMAR BRISCOE, DATED 11/2/2004
 LAST REVISED 11/24/2004, PREPARED BY BATCHELOR AND
 ASSOCIATES LAND SURVEING, INC.
 THIS IS NOT A SURVEY AND NOT TO BE USED FOR SALE
 OR TRANSFER OF TITLE.



REZONING PLAT FOR: MONROE HISTORIC PROPERTIES, LLC TAX PARCEL M0120071, 341 N. BROAD STREET, ZONED P & R1		
FIELD WORK DATE: NONE	DATE OF PLAT PREPARATION: 12/17/19	
LAND LOT(S) 64	3rd DISTRICT	WALTON COUNTY, GEORGIA
ALCOVY SURVEYING AND ENGINEERING, INC. 2205 HWY. 81 S., LOGANVILLE, GA. 30052 Phone 770-466-4002 - LSF#000759		SCALE: 1" = 100' JOB NO. 18-083



Date: 12-19-19

In Re: Utilities

To Whom It May Concern:

The City of Monroe offers electricity, natural gas, water, wastewater, cable television, telephone, and internet services.

The utilities checked below are available at 341 N Broad St. in the City of Monroe, Georgia.

- ELECTRICITY
- NATURAL GAS
- WATER
- WASTEWATER
- CABLE TV *not now but available*
- TELEPHONE
- INTERNET

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

Arrie Ques
City of Monroe

**NOTICE TO THE PUBLIC
CITY OF MONROE**

**A petition has been filed with the
City of Monroe requesting the
property at 341 N Broad St to
be rezoned from P/R1 to R1
A public hearing will be held before
the Monroe Planning and Zoning
Commission at City Hall Auditorium at
215 N. Broad Street on January 21, 2020
at 5:30 P.M. All those having an
interest should be present to voice
their interest.**

**A petition has been filed with the
City of Monroe requesting the
property at 341 N Broad Street to
be rezoned from P/R1 to R1
A public hearing will be held before
The Mayor and City Council
at the City Hall Auditorium at
215 N. Broad Street on February 11, 2020
at 6:00 P.M. All those having an
interest should be present to voice
their interest.**

**PLEASE RUN ON THE
FOLLOWING DATE:**

January 5, 2020



To: Planning and Zoning / City Council
From: Patrick Kelley
Department: Planning, Zoning, Code and Development
Date: 12-20-19
Description: Variance request 341 N. Broad St.

Budget Account/Project Name: NA

Funding Source: 2020 NA

Budget Allocation: NA

Budget Available: NA

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

Recommendation: *Approve*

Background: This property is currently a split zoned property containing R1 and P zoning. Majority R1. The applicant requests a variance to allow the subdivision of the property into three lots, all of which will comply with the zoning ordinance in every other way. The lot frontage variance is sought due to the unique circumstance of the water tower parcel limiting the street frontage and precluding acquiring the necessary frontage. Additionally, the applicant is concurrently seeking a rezone of the Professional zoning portion of the lot to R1.

Attachment(s): application and supporting documents



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

Plan Report

Plan NO.: VAR-00004 **103**

Plan Type: Variance

Work Classification: Variance

Plan Status: In Review

Apply Date: 12/19/2019

Expiration:

Location Address

Parcel Number

341 N BROAD ST, MONROE, GA 30655

M0120071

Contacts

Monroe Historic Properties, LLC **Owner**
 P.O. BOX 802, Monroe, GA 30655
 (770)267-2503

Description: REQUEST FOR VARIANCE OF LOT FRONTAGE - P&Z MTG 1/21/20 @ 5:30 PM
 - COUNCIL MTG 2/11/20 @ 6:00 PM 215 N BROAD ST

Valuation: \$0.00
Total Sq Feet: 0.00

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

Payments	Amt Paid
Total Fees	\$100.00
Check # 2156	\$100.00
Amount Due:	\$0.00

Condition Name

Description

Comments

Debbie Adkins

Issued By:

Jenna [Signature]

Plan_Signature_1

Plan_Signature_2

December 19, 2019

Date

12/19/2019

Date

Date



Variance/Conditional Use Application

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

Meeting of: _____

Your representative must be present at the meeting

Street address 341 N Broad Street, Monroe, GA 30655 Council District 3 / 7 Map and Parcel # M0120071
Zoning P/R1 Acreage 2.79 Proposed Use single-family residential lots Road Frontage +/- 300 ft. / on
(street or streets)

Applicant
Name Monroe Historic Properties, LLC
Address PO Box 1588, Monroe, GA 30655
Phone # 770-267-2503

Owner
Name Monroe Historic Properties, LLC
Address PO Box 1588, Monroe, GA 30655
Phone # 770-267-2503

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:
Reduce lot frontage on Tract 3 to 79' to allow for three estate sized single family residential lots.

State relationship of structure and/or use to existing structures and uses on adjacent lots;
Primarily single family residential and professional uses in the area.

State reason for request and how it complies with the Zoning Ordinance section 1425.5(1)-(10) & 1430.6(1)-(8):
The City water tower location causes the need for this lot frontage width reduction.

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:
Three single family home lots. See attached plat.

State the particular hardship that would result from strict application of this Ordinance:
Three lots is a low yield. Only two lots would not be economically viable

Check all that apply: Public Water: [X] Well: [] Public Sewer: [X] Septic: [] 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: 12/19/17
mm

**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 _____

2018 Property Tax Statement

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

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

MONROE HISTORIC
PROPERTIES LLC
P O BOX 802
MONROE, GA 30655

Bill No.	Due Date	Current Due	Prior Payment	Back Taxes	*Total Due*
2018-24963	11/15/2018	\$0.00	\$2846.53	\$0.00	Paid 11/13/2018

106

Map: M0120-00000-071-000
Location: 341 N BROAD STREET
Account No: 499260 010

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

RETURN THIS PORTION WITH PAYMENT
(Interest will be added per month if not paid by due date)

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

Tax Commissioner
303 South Hammond Drive STE 100
Walton County Government Building
Monroe, Georgia 30655
Ph: 770-266-1736, Fax: 770-267-1416



Tax Payer: MONROE HISTORIC
Map Code: M0120-00000-071-000 Real
Description: 2.79AC
Location: 341 N BROAD STREET
Bill No: 2018-24963

Building Value	Land Value	Acres	Fair Market Value	Due Date	Billing Date	Payment Good through	Exemptions	
0.00	0.00	0.0000	\$180,700.00	11/15/2018	08/08/2018			
Entity	Adjusted FMV	Net Assessment	Exemptions	Taxable Value	Millage Rate	Gross Tax	Credit	Net Tax
CITY BOND	\$0.00	\$72,280.00	\$0.00	\$72,280.00	0.001979	\$143.04	\$0.00	\$143.04
CITY TAX	\$0.00	\$72,280.00	\$0.00	\$72,280.00	0.005298	\$677.48	-\$294.54	\$382.94
COUNTY	\$0.00	\$72,280.00	\$0.00	\$72,280.00	0.010905	\$961.68	-\$173.47	\$788.21
SCH BOND	\$0.00	\$72,280.00	\$0.00	\$72,280.00	0.002600	\$187.93	\$0.00	\$187.93
SCHOOL	\$0.00	\$72,280.00	\$0.00	\$72,280.00	0.018600	\$1,344.41	\$0.00	\$1,344.41
TOTALS					0.039382	\$3,314.54	-\$468.01	\$2,846.53

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

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

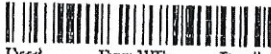
Certain persons are eligible for certain homestead exemptions from ad valorem taxation. In addition, certain elderly persons are entitled to additional homestead exemptions. Applications must be filed by April 1st.

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

Current Due	\$2,846.53
Discount	\$0.00
Penalty	\$0.00
Interest	\$0.00
Other Fees	\$0.00
Previous Payments	\$2,846.53
Back Taxes	\$0.00
Total Due	\$0.00
Paid Date	11/13/2018

1-1
JP

Return Recorded Document to:
PRESTON & MALCOM, P. C.
Attorneys at Law
Post Office Box 984
110-112 Court Square
Monroe, Georgia 30065
File No. 07-21254



Deed Doc: WD Rec#: 134653
Recorded 02/16/2007 09:40AM
Georgia Transfer Tax Paid : \$300.00

KATHY K. TROST
CLERK SUPERIOR COURT, WALTON COUNTY
Bk 02661 Pg 0112

[Space above this line for recording data]

WARRANTY DEED

STATE OF GEORGIA
COUNTY OF WALTON

This Indenture made this 15th day of February, in the year Two Thousand Seven, between CHARLES KEVIN BRISCOE, of the County of Muscogee, State of Georgia, as party or parties of the first part, hereinafter called Grantor, and MONROE HISTORIC PROPERTIES, LLC, as party or parties of the second part, hereinafter called Grantee (the words "Grantor" and "Grantee" to include their respective heirs, successors and assigns where the context requires or permits),

In this deed, wherever the context so requires, the masculine gender includes feminine and/or neuter and the singular number includes the plural. Wherever herein a verb, pronoun or other part of speech is used in the singular, and there be more than one Grantor or Grantee, said singular part of speech shall be deemed to read as the plural, and each Grantor shall always be jointly and severally liable for the performance of every promise and agreement made herein. Wherever herein Grantor or Grantee is used, the same shall be considered to mean as well, the heirs, executors, administrators, successors, representatives and assigns of the same.

WITNESSETH that: Grantor, for and in consideration of the sum of TEN AND 00/100'S (\$10.00) Dollars and other good and valuable considerations in hand paid at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents does grant, bargain, sell, alien, convey and confirm unto the said Grantee,

All that tract or parcel of land, 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 64 of the 3rd Land District, being designated as Tract 2, containing 2.795 acres as shown by a plat of survey entitled "Plat of Survey Prepared For The Estate of Charles Lamar Briscoe", prepared by Batchelor & Associates Land Surveying Inc., certified by Gerald T. Batchelor, Georgia Registered Land Surveyor No. 2238, dated November 2, 2004, revised November 24, 2004, recorded in Plat Book 96, page 35, Clerk's Office, Walton Superior Court, reference to said plat of survey and the record thereof being hereby made for a more complete description.

Being the same property conveyed to Grantor by Executor's Deed of Assent dated May 1, 2005, recorded in Deed Book 2199, pages 340-344, Clerk's Office, Walton Superior Court.

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

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

AND THE SAID Grantor will warrant and forever defend the right and title to the above described property unto the said Grantee against the claims of all persons whomsoever.

IN WITNESS WHEREOF, Grantor has hereunto set grantor's hand and seal this day and year first above written.

Signed, sealed and delivered in the presence of:

Witness

Notary Public



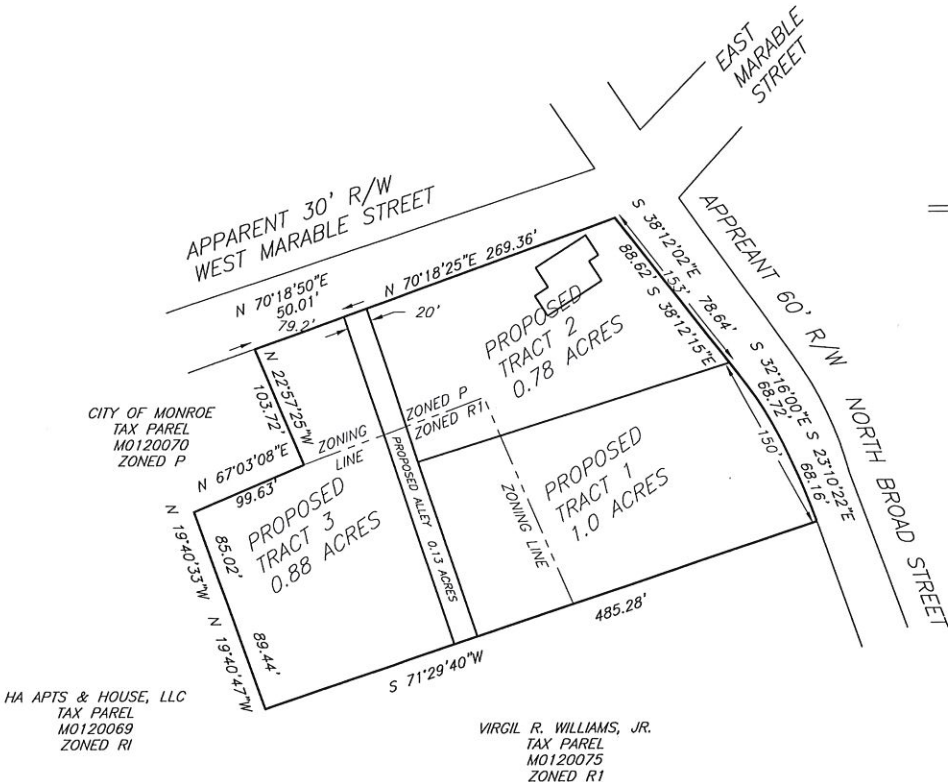
CHARLES KEVIN BRISCOE (Seal)

_____ (Seal)

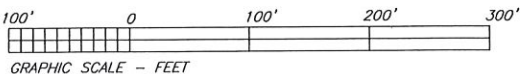
_____ (Seal)

_____ (Seal)

THIS BLOCK RESERVED FOR
THE CLERK SUPERIOR COURT



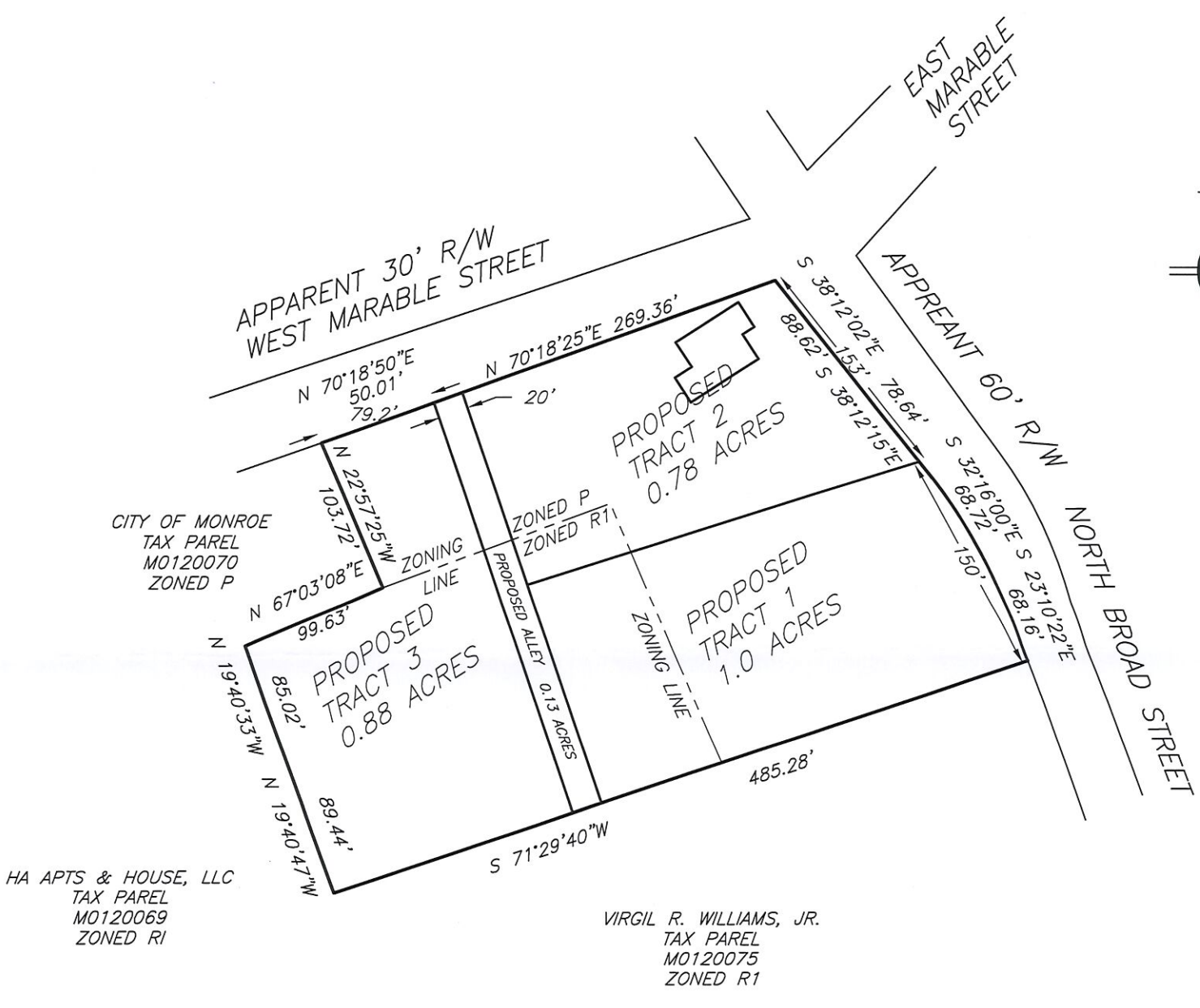
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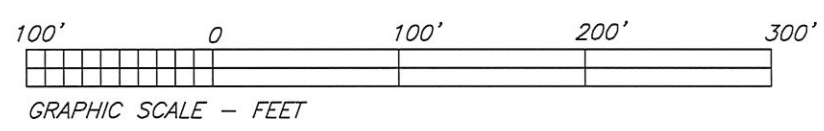
REZONING PLAT FOR:	
MONROE HISTORIC PROPERTIES, LLC	
TAX PARCEL M0120071, 341 N. BROAD STREET, ZONED P & R1	
FIELD WORK DATE: NONE	DATE OF PLAT PREPARATION: 12/17/19
LAND LOT(S) 64	3rd DISTRICT WALTON COUNTY, GEORGIA
ALCOVY SURVEYING AND ENGINEERING, INC.	
2205 HWY. 81 S., LOGANVILLE, GA. 30052 Phone 770-466-4002 - LSF#000759	
SCALE: 1" = 100'	
JOB NO. 18-083	

THIS BLOCK RESERVED FOR THE CLERK SUPERIOR COURT

GRID NORTH GA. WEST ZONE



NOTE:
 BOUNDARY INFORMATION PER PLAT OF SURVEY FOR THE ESTATE OF CHARLES LAMAR BRISCOE, DATED 11/2/2004 LAST REVISED 11/24/2004, PREPARED BY BATCHELOR AND ASSOCIATES LAND SURVEING, INC. THIS IS NOT A SURVEY AND NOT TO BE USED FOR SALE OR TRANSFER OF TITLE.



REZONING PLAT FOR:		
MONROE HISTORIC PROPERTIES, LLC		
TAX PARCEL M0120071, 341 N. BROAD STREET, ZONED P & R1		
FIELD WORK DATE: NONE	DATE OF PLAT PREPARATION: 12/17/19	
LAND LOT(S) 64	3rd DISTRICT	WALTON COUNTY, GEORGIA
ALCOVY SURVEYING AND ENGINEERING, INC.		SCALE: 1" = 100'
2205 HWY. 81 S., LOGANVILLE, GA. 30052 Phone 770-466-4002 - LSF#000759		JOB NO. 18-083



Date: 12-19-19

In Re: Utilities

To Whom It May Concern:

The City of Monroe offers electricity, natural gas, water, wastewater, cable television, telephone, and internet services.

The utilities checked below are available at 341 N Broad St. in the City of Monroe, Georgia.

- ELECTRICITY
- NATURAL GAS
- WATER
- WASTEWATER
- CABLE TV *not now but available*
- TELEPHONE
- INTERNET

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

Arris Ques
City of Monroe

**NOTICE TO THE PUBLIC
CITY OF MONROE**

The City of Monroe has received a request for a variance of section 700.1 Table 11 lot frontage of the Zoning Ordinance for 341 N Broad Street. A public hearing will be held on January 21, 2020 before the Planning & Zoning Commission, at 5:30 P. M.

The City of Monroe has received a request for a variance of section 700.1 Table 11 lot frontage of the Zoning Ordinance for 341 N Broad Street. A public hearing will be held on February 11, 2020 before the Mayor and Council, at 6:00 pm.

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

**Please run on the
following date:**

January 5, 2020



To: City Council
From: Logan Propes, City Administrator
Department: Administration
Date: 02/04/2020
Subject: Public Hearing - Comprehensive Plan Update

Budget Account/Project Name: N/A

Funding Source: N/A

Budget Allocation: N/A

Budget Available: N/A

Requested Expense: N/A **Company of Purchase:** N/A

Description:

This request is for the approval of an Amendment to the Community Work Plan and its associated resolution.

Background:

As part of obtaining funding for additional CDBG and EIP grants, the City needs to update and make a minor amendment to its Community Work Plan (CWP) within the Comprehensive Plan Document. The purpose is to add a project under Community Facilities & Services, as *Item 17A. Stormwater, street, water and sewer infrastructure upgrades to the Central East Area of the City between Spring Street and Church Street.*

A public hearing is required to be held, in this case on February 11, 2020 as part of the Regular Council Meeting.

Attachment(s):

Resolution

Proposed amendment to the City of Monroe Community Work Program

PUBLIC HEARING NOTICE
CITY OF MONROE
COMPREHENSIVE PLAN MINOR AMENDMENT
COMMUNITY WORK PROGRAM

The City of Monroe will hold a public hearing related to a Comprehensive Plan - Community Work Program Minor Amendment. The purpose of this hearing is to brief the community on the contents of the proposed amendment, provide an opportunity for residents to make final suggestions, additions or revisions, and notify the community of when the plan will be submitted to the Regional Commission and Department of Community Affairs for review and approval. The public hearing will be held on Tuesday, February 11, 2020 at 6:00 pm at the City of Monroe Council Meeting Room, 215 North Broad Street, Monroe, GA 30655.

Comments will be received at the above public hearing, or may be submitted in writing prior to Tuesday, February 11, 2020 at 6:00 p.m. to the City of Monroe City Administrator, Mr. Logan Propes. He is located at the City Hall, 215 North Broad Street, Monroe, GA 30655.

All community members are invited to attend the public hearing. All community members are invited to attend the public hearing. Persons with special needs relating to disability access or foreign language should contact Mrs. Debbie Kirk, City Clerk, with the City of Monroe at (770) 267-3429 or dkirk@monroega.gov, prior to the meeting for necessary accommodations. Persons with hearing disabilities may contact the Georgia Relay Service at (TDD) 1-800-255-0056 or (Voice) 1-800-255-0135.

**RESOLUTION
BY THE CITY OF MONROE, GEORGIA
ADOPTING A MINOR PLAN AMENDMENT
FOR
THE CITY OF MONROE COMPREHENSIVE PLAN – COMMUNITY
WORK PROGRAM**

WHEREAS, the 1989 Georgia Planning Act requires that all local governments submit a comprehensive plan, and

WHEREAS, O.C.G.A. 50-8-1 et seq. gives the Department of Community Affairs authority to establish standards and procedures for appropriate and timely comprehensive planning by all local governments in Georgia; and

WHEREAS, the City of Monroe Mayor and Council have identified an additional update required for the Community Work Program, prior to the community’s next required five-year plan update; and

WHEREAS, a copy of the Minor Plan Amendment updates is attached to this resolution; and

WHEREAS, all portions of this Minor Plan Amendment were completed by the City of Monroe; and

WHEREAS, the Comprehensive Plan for the City of Monroe was reviewed by the Georgia Department of Community Affairs and was found in compliance with the Local Planning Requirements.

THEREFORE, BE IT RESOLVED that the Mayor and City Council of the City of Monroe, Georgia, does hereby adopt an Update for the City of Monroe Comprehensive Plan which relates to the Community Work Program.

Signed and sealed this 11th day of February 2020.

CITY OF MONROE, GEORGIA

**BY: _____(SEAL)
John S. Howard, Mayor**

**ATTEST: _____(SEAL)
Debbie Kirk, City Clerk**

#	Activity	Timeframe	Responsible Party	Cost Estimate	Funding Source
LAND USE, HOUSING, AND DEVELOPMENT					
9	Identify suitable locations for commercial development that is consistent with the community's vision	2017-2021	P&Z, economic development	Staff time	Local
10	Review and, if appropriate, update zoning and development code to ensure that new development is compatible with the community's vision	2017-2019	Development, P&Z, code	Staff time	Local
11	Inventory housing stock and develop plan to eradicate blight	2017-2021	P&Z, economic development, GICH team	None – volunteer	NA
12	*Develop a plan and initiatives for affordable housing	2017-2019	GICH team, P&Z	Staff time	Local
13	Create greenway along creek in Avondale Mills area	2017-2020	Property owner/ developer	\$2 million- \$5 million	Private
NATURAL AND CULTURAL RESOURCES					
14	Establish a tree-planting program	2018	Tree board	None – volunteer	NA
COMMUNITY FACILITIES & SERVICES					
15	SR 138 sewer extension/infrastructure improvement	2017	Utilities	\$1.2 million	Local
16	5th and 6th St. water, stormwater, curb, and gutter infrastructure	2017-2018	Utilities	\$500,000	State, local, CDBG
17	Gas line relocation for SR 78 bridge	2017	Utilities	\$400,000	Local
TRANSPORTATION					
18	Develop a local complete streets and trails plan with a pronounced focus on reducing automobile vehicle-miles traveled	2018-2020	Streets and transportation	\$50,000	Local
19	Develop an informal plan to improve local impact on decisions regarding state and federal highways	2017-2018	City leadership, County, ARC MPO, GDOT	Minimal	City, ARC, GDOT
20	Implement sidewalk master plan	2017-2020	Streets and transportation	\$5.9 million	SPLOST, CDBG
21	Airport: Repair and upgrade aprons and runways, construct eastside terminal area, remove obstructions, install a jet A fuel tank, construct eight-unit T-hangar and four corporate hangars	2018-2022	Airport committee, P&Z, streets and transportation, finance	\$6.1 million	Federal, state, local
22	Resurface 12 centerline miles throughout the city	2017-2021	Streets and transportation	\$975,000	SPLOST
23	New sidewalk construction throughout the city	2017-2021	Streets and transportation	\$475,000	SPLOST
24	Spring St. sidewalk project	2017-2018	Streets and transportation	\$2 million	SPLOST, local

#	Activity	Timeframe	Responsible Party	Cost Estimate	Funding Source
COMMUNITY FACILITIES & SERVICES					
17A	Stormwater, street, water and sewer Infrastructure upgrades to the Central East Area of the City between Spring Street and Church Street.	2019 - 2022	Utilities	\$2 Million	State, Local, CDBG



To: Planning and Zoning / City Council
From: Patrick Kelley
Department: Planning, Zoning, Code and Development
Date: 12-16-19
Description: Rezone 329 Barrett St.

Budget Account/Project Name: NA

Funding Source: 2019 NA

Budget Allocation: NA

Budget Available: NA

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

Recommendation: *Approval*

Background: This property is being carved out of a PRD zoned property to accommodate the moving of an historic home from Boulevard to this location on Barrett St.

Attachment(s): Rezone application and supporting documents.



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

Plan Report

Plan NO.: ZONE-00004 119

Plan Type: Rezone

Work Classification: Map Amendment

Plan Status: In Review

Apply Date: 12/12/2019

Expiration:

Location Address

329 Barrett St, Monroe, GA 30655

Contacts

JAMES HOLDER **Applicant**
120 SECOND ST STE 101, MONROE, GA 30655
(678)256-9185

Description: Request for Rezone from PRD to R1A-P&Z Meeting 1/21/20 @ 5:30 pm -
Council Meeting 2/11/20 @ 6:00 pm - 215 N Broad Street

Valuation: \$0.00
Total Sq Feet: 0.00

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

Payments	Amt Paid
Total Fees	\$100.00
Check # 1469	\$100.00
Amount Due:	\$0.00

Condition Name

Description

Comments

Nebbie Robinson

Issued By:

James A. Holder

Plan_Signature_1

Plan_Signature_2

December 12, 2019

Date

12-12-2019

Date

Date

REZONE/ANNEXATION APPLICATION FORM

PERMIT NUMBER _____

I. LOCATION a portion of 709 Alcovy Street
 COUNCIL DISTRICT 3
 MAPNUMBER _____
 PARCEL NUMBER M0180031

II. PRESENT ZONING PRD REQUESTED ZONING R1A

III. ACREAGE 0.32+/- PROPOSED USE Residential

IV. OWNER OF RECORD Walton Monroe Properties, LLC

ADDRESS PO Box 766 Monroe, GA 30655

PHONE NUMBER (770) 601-8583

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

V. ANALYSIS:

1. A description of all existing uses and zoning of nearby property
The properties adjoining, the portion of the parcel to be parceled off and rezoned, are zoned R1 or PRD.
The properties nearby to the properties are currently used for residential purposes.
2. Description of the extent to which the property value of the subject property is diminished by the existing zoning district classification none.
3. The existing value of the property contained in the petition for rezoning under the existing zoning classification unknown.
4. The value of the property contained in the application for rezoning under the proposed zoning Classification unknown.
5. A description of the suitability of the subject property under the existing zoning classification
PRD allows for residential use.
6. A description of the suitability of the subject property under the proposed zoning classification of the property R1 A will allow for this smaller parcel to be removed from PRD and used for an immediate residential use.

Rezoning/Annexation Application
Page Two (2)

7. A description of any existing use of property including a description of all structures presently occupying the property On the proposed smaller parcel to be created no structures are present.
The large parent parcel has a single home on the site.
8. The length of time the property has been vacant or unused as currently zoned March 29, 2016
9. A detailed description of all efforts taken by the property owner(s) to use the property or sell the property under the existing zoning classification Planning in process for the large PRD project on the parent parcel.

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

LEGAL DESCRIPTION OF PROPERTY

Rezoning/Annexation Application
Page Three (3)

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

Owner of property (signature) [Signature] *Manager* Walter Monroe Properties, LLC
Address PO Box 766 Monroe GA 30655
Phone Number (770) 601-8583

Attorney/Agent (signature) [Signature]
Address 120 2nd St Suite 101 Monroe 30655
Phone Number 678-246-9185

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

Margaret M Hudson (Notary Public)

12-02-19 (Date)

My Commission Expires 12-01-21



Rezoning Application
Page Four (4)

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

Sanitary Sewer Septic Tank

The following information must be included in the application material requesting an annexation or zoning change from _____ to _____ located at _____, containing _____ acre(s), property owner being _____ filed on _____.

CHECK LIST - APPLICATION MATERIAL

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

Monroe Utilities Network Availability Letter

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

Rezoning Application

Page five (5)

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

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

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

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

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

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

Legal Description

All that tract or parcel of land lying and being in Land Lot 176, 4th District, Walton County, Georgia, and being more particularly described as follows:

Beginning at a 1/2 inch rebar found on the southwesterly right-of-way of Barrett Street (having a 30 foot right-of-way), said point being located 175 feet southeasterly as measured along said right-of-way from its intersection with the centerline of Boulevard Street (if extended); run thence South 43°10'34" East, along said right of way a distance of 22.31 feet to a point; thence South 40°29'25" East along said right of way a distance of 77.89 feet to a point; run thence South 42°14'50" East, along said right of way a distance 29.97 feet to an iron pin set; run thence South 23°35'41" West, a distance of 140.36 feet to an iron pin set, run thence North 43°37'35" West, a distance of 127.73 feet to an iron pin found; run thence North 23°32'27" East a distance of 146.01 feet to an iron pin located on the southwesterly right of way of Barrett Street being the POINT OF BEGINNING.

Said Tract Contains 0.388 acres, more or less as shown on minor subdivision plat for Reliant Homes dated October 22, 2019 prepared by Northeast Land Surveying, LLC.



Date: December 12, 2019

In Re: Utilities

To Whom It May Concern:

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

The utilities checked below are available at 329 Barrett St. in the City of Monroe, Georgia.

- ELECTRICITY
- NATURAL GAS
- WATER
- WASTEWATER
- TELECOMMUNICATION

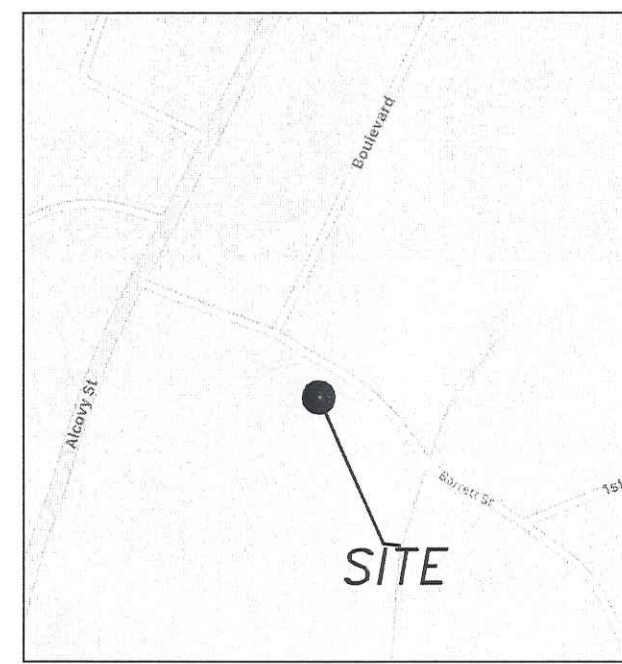
Please contact our office for any additional information needed. We look forward to serving your utility needs.

Vashon T. Hill
City of Monroe

The Following Governmental Bodies Have Approved this Plat, Map, or Plan for Filing:

[Signature]
 CITY OF MONROE CODE OFFICE Date 12-4-19

THIS BLOCK RESERVED FOR
 THE CLERK OF THE SUPERIOR COURT



VICINITY MAP
 N.T.S.

- REFERENCES
1. - P.B. 106, PG. 1
 2. - P.B. 15, PG. 145

CLOSURE STATEMENT

A TRIMBLE S6 ROBOTIC TOTAL STATION WAS USED TO OBTAIN THE LINEAR AND ANGULAR MEASUREMENTS USED IN THE PREPARATION OF THIS PLAT.

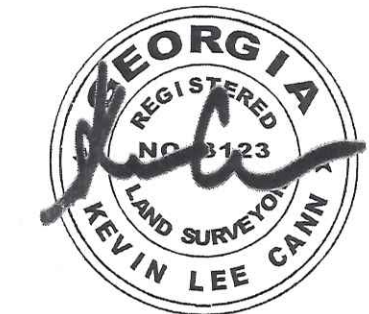
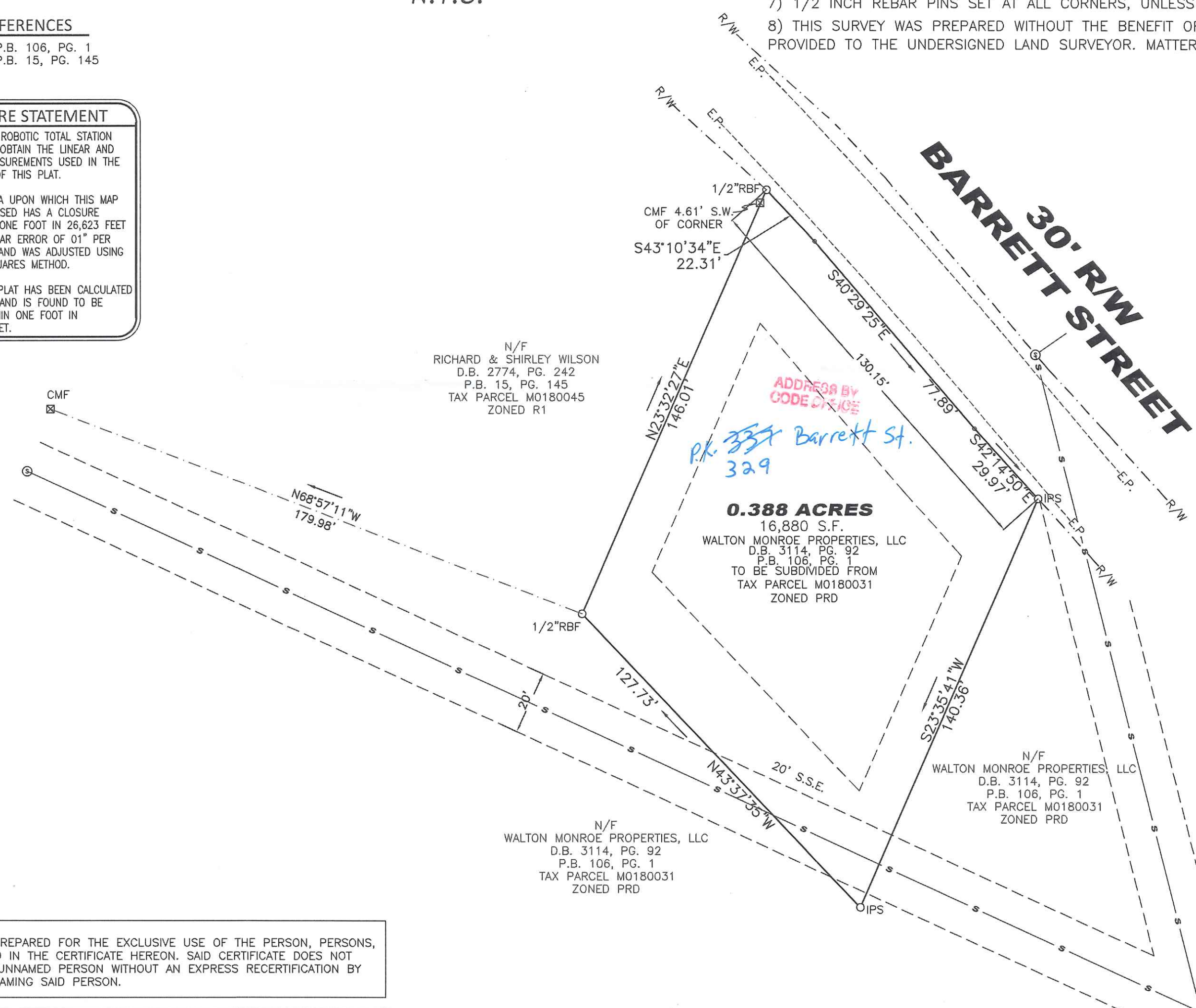
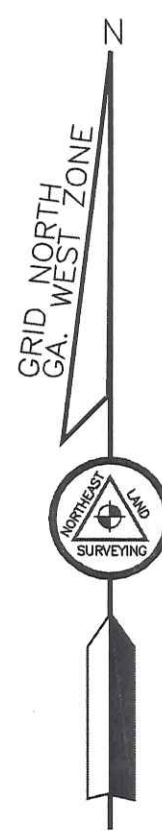
THE FIELD DATA UPON WHICH THIS MAP OR PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 26,623 FEET AND AN ANGULAR ERROR OF 01" PER ANGLE POINT, AND WAS ADJUSTED USING THE LEAST SQUARES METHOD.

THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 1,000,000+ FEET.

- NOTES:
- 1) NO PORTION OF THE SUBJECT PROPERTY LIES WITHIN A DESIGNATED FLOOD HAZARD AREA PER WALTON COUNTY F.I.R.M. PANEL 13297C0137E, DATED 12/08/16.
 - 2) THE SUBJECT PROPERTY IS LOCATED IN THE CITY OF MONROE.
 - 3) THE SUBJECT PROPERTY IS ZONED PRD.
 - 4) THE MINIMUM SETBACKS ARE FRONT -30', SIDE - 10', REAR - 25'
 - 5) THE MINIMUM HOUSE SIZE IS 1600 S.F.
 - 6) THE MAXIMUM IMPERVIOUS SURFACE COVERAGE IS 40% OF THE LOT SIZE.
 - 7) 1/2 INCH REBAR PINS SET AT ALL CORNERS, UNLESS OTHERWISE NOTED HEREON.
 - 8) THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE EXAMINATION PROVIDED TO THE UNDERSIGNED LAND SURVEYOR. MATTERS OF TITLE ARE EXCEPTED.

LEGEND

B/L=	BUILDING LINE
C/L=	CENTERLINE
C&G=	CURB & GUTTER
CMF=	CONCRETE MONUMENT FOUND
CMP=	CORRUGATED METAL PIPE
CTP=	CRIMP TOP PIPE
D B=	DEED BOOK
DIP=	DUCTILE IRON PIPE
DE =	DRAINAGE EASEMENT
ELEV=	ELEVATION
EP =	EDGE OF PAVEMENT
FFE=	FINISHED FLOOR ELEVATION
GMD=	GEORGIA MILITA DISTRICT
IE=	INVERT ELEVATION
IIP=	IRON PIN FOUND
IPS=	IRON PIN SET
LL =	LAND LOT
LLL=	LAND LOT LINE
MFFE=	MINIMUM FINISHED FLOOR ELEV.
N/F =	NOT FORMERLY
NTS=	NOT TO SCALE
OTP=	OPEN TOP PIPE
P/L=	PROPERTY LINE
P. B. =	PLAT BOOK
P.O.B.=	POINT OF BEGINNING
POL=	POINT ON LINE
RBF=	REBAR PIN FOUND
RCP=	REINFORCED CONCRETE PIPE
R/W=	RIGHT OF WAY
STA=	STATION
SSE=	SANITARY SEWER EASEMENT
TBM=	TEMPORARY BENCHMARK
T.P.O.B.=	TRUE POINT OF BEGINNING
UTP=	UNDERGROUND TELEPHONE PEDESTAL
LP=	LIGHT POLE
U.P.P=	UTILITY POLE
MI=	MANHOLE
DWCB=	DOUBLE WING CATCH BASIN
SWCB=	SINGLE WING CATCH BASIN
JB=	JUNCTION BOX
OS=	OUTLET STRUCTURE
WI=	WEIR INLET
HW=	HEADWALL
DI=	DRIP INLET
FES=	FLARED END STRUCTURE
FH=	FIRE HYDRANT
WV=	WATER VALVE
WM=	WATER METER
GV=	GAS VALVE
SW=	SWALE
OHP=	OVERHEAD POWER LINE
UE=	UNDERGROUND POWER
OHT=	OVERHEAD TELEPHONE LINE
UT=	UNDERGROUND TELEPHONE LINE
G=	GAS LINE
CIV=	CABLE T.V. LINE
UCTV=	UNDERGROUND CABLE T.V. LINE
S=	SANITARY SEWER LINE
W=	WATER LINE
F=	FENCE
FL=	FLOOD LINE
T=	TREE
UTP=	UNDERGROUND TELEPHONE PEDESTAL



SURVEYORS CERTIFICATION

As required by subsection (d) of O.C.G.A. Section 15-6-67, this plat has been prepared by a land surveyor and approved by all applicable local jurisdictions for recording as evidenced by approval certificates, signatures, stamps, or statements hereon. Such approvals or affirmations should be confirmed with the appropriate governmental bodies by any purchaser or user of this plat as to intended use of any parcel. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.

[Signature]
 KEVIN LEE CANN GA. R.L.S. #3123

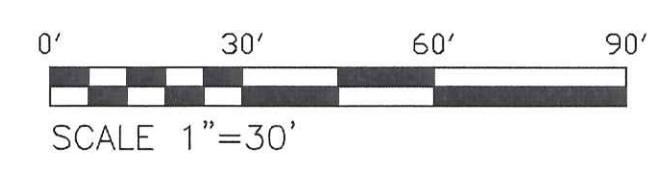
MINOR SUBDIVISION PLAT FOR:
RELIANT HOMES
 P.O. BOX 2655
 LOGANVILLE, GA 30052
 CONTACT INFO:
 MR. NED BUTLER
 770-601-8583



NORTHEAST LAND SURVEYING, LLC
 A Georgia Land Surveying Firm:LSF:
 #1240
 P.O. Box 384
 Braselton, Georgia 30517
 Phone: (678) 776-7494

THIS PLAT WAS PREPARED FOR THE EXCLUSIVE USE OF THE PERSON, PERSONS, OR ENTITY NAMED IN THE CERTIFICATE HEREON. SAID CERTIFICATE DOES NOT EXTEND TO ANY UNNAMED PERSON WITHOUT AN EXPRESS RECERTIFICATION BY THE SURVEYOR NAMING SAID PERSON.

INFORMATION REGARDING THE REPUTED PRESENCE, SIZE, CHARACTER AND LOCATION OF EXISTING UNDERGROUND UTILITIES AND STRUCTURES IS SHOWN HEREON. THERE IS NO CERTAINTY OF THE ACCURACY OF THIS INFORMATION AND IT SHALL BE CONSIDERED IN THAT LIGHT BY THOSE USING THIS DRAWING. THE LOCATION AND ARRANGEMENT OF UNDERGROUND UTILITIES AND STRUCTURES SHOWN HEREON MAY BE INACCURATE AND UTILITIES AND STRUCTURES NOT SHOWN MAY BE ENCOUNTERED. NO CERTIFICATION IS MADE AS TO THE ACCURACY OR THOROUGHNESS OF THE INFORMATION CONCERNING UNDERGROUND UTILITIES AND STRUCTURES SHOWN HEREON. PER GEORGIA LAW, THE UNDERGROUND UTILITIES PROTECTION SERVICE MUST BE CALLED PRIOR TO THE COMMENCEMENT OF ANY AND ALL EARTH DISTURBING ACTIVITIES.



No.	REVISION	DATE	Project Name:	DRAWN	SCALE
1			BARRETT ST	CDN	1"=30'
2			BARRETT STREET	CHECKED	1 OF 1
3			Land Lot No.(s) 37 District: 3RD	DATE OF FIELD WORK 10/18/19	
4			City: CITY OF MONROE	DATE: 10/22/19	PROJECT No. 19-108
5			County, State: WALTON, GEORGIA		

**NOTICE TO THE PUBLIC
CITY OF MONROE**

**A petition has been filed with the
City of Monroe requesting the
property at 329 Barrett Street to
be rezoned from PRD to R1A
A public hearing will be held before
the Monroe Planning and Zoning
Commission at City Hall Auditorium at
215 N. Broad Street on January 21, 2020
at 5:30 P.M. All those having an
interest should be present to voice
their interest.**

**A petition has been filed with the
City of Monroe requesting the
property at 329 Barrett Street to
be rezoned from PRD to R1A
A public hearing will be held before
The Mayor and City Council
at the City Hall Auditorium at
215 N. Broad Street on February 11, 2020
at 6:00 P.M. All those having an
interest should be present to voice
their interest.**

**PLEASE RUN ON THE
FOLLOWING DATE:**

January 5, 2020



To: Planning and Zoning / City Council
From: Patrick Kelley
Department: Planning, Zoning, Code and Development
Date: 12-16-19
Description: Conditional use for a personal care home to be located at 1110 South Madison Ave.

Budget Account/Project Name: NA

Funding Source: 2019 NA

Budget Allocation: NA

Budget Available: NA

Requested Expense: \$NA

Company of Purchase: NA

Recommendation: Denial

Background: This is a single-family residence in an R1A zoned residential area which is currently adjacent to multiple M1 parcels which the city desires to encourage less intensive development upon. Although this is a residential use it is a commercial enterprise. Due to the significant number of by right properties available for this particular use throughout the city, a conditional use is not warranted. Further the request does not meet the following Standards for conditional use decisions as listed in the Zoning ordinance in section 1425.5. The standard for approval requires meeting all 10 Standards listed. Highlighted standards are not met.

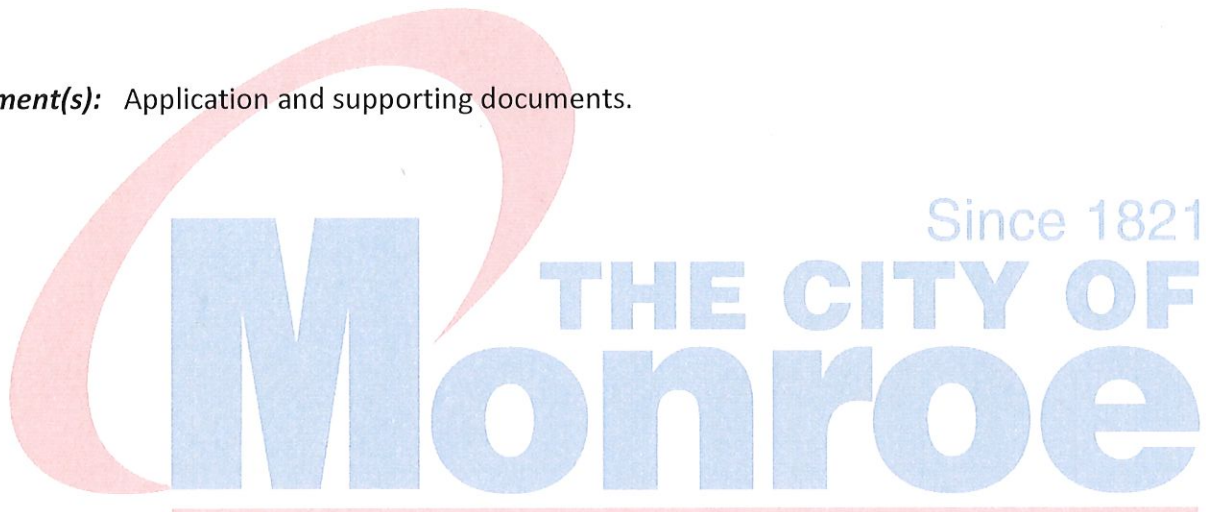
1425.5 Standards for Conditional Use Application Decisions.

A conditional use shall be approved only when it is determined based on the evidence presented at the public hearing that **all of the following conditions have been met:**

- (1) the proposed use will not be detrimental to adjacent properties or the general neighborhood, the proposed use will not significantly adversely affect public health, safety, morality and welfare, and the proposed use as designed will minimize adverse effects on the surrounding neighborhood;
- (2) applicable standards in Article X have been met;

- (3) the proposed use is consistent with the Comprehensive Plan, and the conditional use is compatible with the community development pattern;
- (4) a rezoning to allow the requested use as a permitted use would not be appropriate;
- (5) the proposed use will not be injurious to the natural environment or the other property in the immediate vicinity, or unconstitutionally diminish property values within the surrounding neighborhood;
- (6) off-street parking and loading, and access thereto, will be adequate;
- (7) public facilities and utilities are capable of adequately serving the proposed use, and the use would not lead to a major negative change in existing levels of public service, or fiscal stability;
- (8) the use will not be an extension of a use which will cause a damaging volume of (a) agricultural, (b) commercial, (c) industrial, or (d) higher density residential use into a stable neighborhood of well-maintained single-family homes, nor likely lead to decreasing surrounding property values, neighborhood deterioration, spreading of blight, or additional requests of a similar nature which would expand the problem;
- (9) the use would not significantly increase congestion, noise, or traffic hazards; and,
- (10) granting this request would not have a "domino effect," in that it becomes the opening wedge for further rapid growth, urbanization or other land-use change beyond what is indicated in the Comprehensive Plan.

Attachment(s): Application and supporting documents.





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

Plan Report

Plan NO.: RZ-00004 132

Plan Type: Re-Zoning Request All Types

Work Classification: Conditional Use

Plan Status: In Review

Apply Date: 12/11/2019

Expiration:



Location Address	Parcel Number
1110 S MADISON AVE, MONROE, GA 30655	M0200232A00

Contacts	
WILLIAM MITCHELL 869 JOHN DEERE RD, MONROE, GA 30656	Owner AGNES TAYLOR 30 PIEDMONT DR STE 200, WINDER, GA 30680 (678)559-9009
	Applicant

Description: REQUEST FOR CONDITIONAL USE FOR PERSONNEL CARE HOME - P&Z MTG 1/21/20 @ 5:30 PM-COUNCIL MTG 2/11/20 @ 6:00 PM 215 N BROAD ST	Valuation: \$0.00 Total Sq Feet: 0.00
---	--

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

Payments	Amt Paid
Total Fees	\$200.00
Check # 11126	\$200.00
Amount Due:	\$0.00

Condition Name	Description	Comments
	 Issued By:	December 11, 2019 Date
	 Plan_Signature_1	Dec 12, 2019 Date
	Plan_Signature_2	Date



Variance/Conditional Use Application

Application must be submitted to the Code Department 45 days prior to the Planning & Zoning Meeting of: January 21, 2020

Your representative must be present at the meeting

Street address 1110 S. Madison Council District 5 / 8 Map and Parcel # M2 P232A
Zoning R2A Acreage .74 Proposed Use family Personal Care Road Frontage 113.35 ft. / on S. Madison (street or streets)

Applicant
Name Agnes Taylor 30 Piedmont Dr
Address 519 Georgia Circle, #200 Winder, GA
Phone # 678-539-9009 30680

Owner
Name William Mitchell
Address 869 John Deere Rd Monroe 30656
Phone # 770 312-5442

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:

Assisted living facility

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

Single Family Residence

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

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:

2400 sq ft 4br 2 bath

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

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 AG Taylor Date: 12/6/19

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 Willie Abbott Date: 12-6-2019

Kiley McCord Date: 12-6-2019

Notary Public
Commission Expires: Feb. 3, 2023



I hereby withdraw the above application: Signature _____ Date _____

APPROVED FOR RECORDING
27 OCT 16

- LEGEND
- IPS IRON PIN SET
 - IPF IRON PIN FOUND
 - POB POINT OF BEGINNING
 - Pp POWER POLE
 - Rd REBAR
 - WM WATER METER
 - S/W SIDEWALK
 - ENC. ENCROACHMENT

MAGNETIC

N/F ANNIE BELLE FAMBROUGH
M20-233
DB 469-386

#1100 BUILDING

S21°57'25"E
113.95'

#1110 BRICK HOUSE
0.742 ACRES
32,334 SQ FT

S56°28'35"W
141.25'

#1114 BRICK CHURCH

N/F THE LIVINGWAY FELLOWSHIP
M20-232
PB 10-133

S24°46'55"E
397.88'
FROM POB TO
NAIL SET AT
C/L INTERSECTION

Plat Doc: PLAT
Recorded 11/18/2016 03:17PM
Clerk Superior Court, WALTON County, Ga.
Bk 00112 Pg 0081

NOTES:

1. The field data upon which this survey is based has a closure precision of one foot in 14,263 feet and an angular error of 6 second per angle point and was not adjusted.
2. The closure precision of this plat is one foot in 87,148 feet.
3. The equipment used to prepare this survey was a Leitz Set 3 total station. This survey is not in a FIRM designated 100 yr. flood plain according to FIRM map #13297C0139D effective 5-18-2009.
5. The field work for this plat was done in DEC/2015. The plat was drawn on 12/11/15.
6. Existing tax parcels for The Livingway Fellowship are:
Monroe 20-231, 20-232 and 20-232DP
Ref. PB 10-133

By: John Elwin Knight
Ga. R. L. S. 1945
P.O. Box 625
Social Circle, Ga. 30025
Ph. 770-464-4549

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

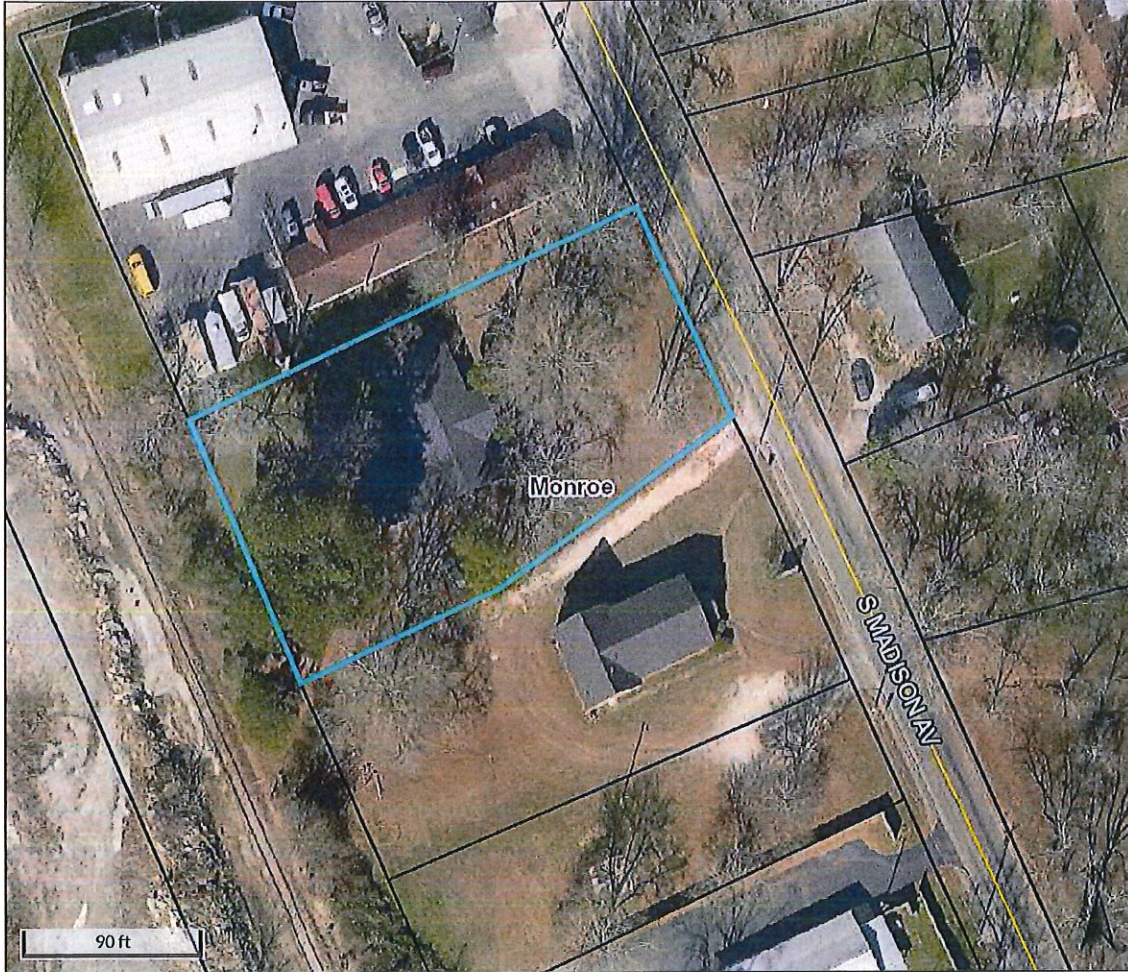


NAIL FOUND
AT C/L INTERSECTION
OF S. MADISON AVE. &
TOWLER ST.

GRAPHIC SCALE 1"=50'



PLAT OF SURVEY FOR:	
THE LIVINGWAY FELLOWSHIP - PENTECOSTAL HOLINESS CHURCH	
Scale: 1"=50	LAND DISTRICT 3 LAND LOT 67 GMD 419
Date: 12/11/15	CITY OF MONROE WALTON COUNTY, GA.
Revised:	Drawn By: B.R.W.
Job:	Surveyor: JOHN ELWIN KNIGHT GA, R.L.S. 1945



Overview



Legend

 Parcels

Parcel ID	M0200232A00	Owner	LIVING WAY FELLOWSHIP PENTECOSTAL	Last 2 Sales			
Class Code	Residential		HOLINESS CHURCH	Date	Price	Reason	Qual
Taxing District	Monroe		101 OAK RIDGE	4/1/2016	0	RI	U
	Monroe		MONROE GA 30655	9/8/1972	0	UK	U
Acres	0.74	Physical Address	1110 S MADISON AVE				
		Assessed Value	Value \$107900				

(Note: Not to be used on legal documents)

Date created: 6/3/2019
 Last Data Uploaded: 6/3/2019 8:10:53 AM

Developed by  **Schneider**
 GEOSPATIAL

Start Over (/start.html)



ONLINE PAYMENTS - PROPERTY TAXES

ONLINE PAYMENTS - PROPERTY TAXES

PRINTER FRIENDLY ([HTTPS://WALTONCOUNTYGA.GOVERNMENTWINDOW.COM/PRINT_BILL.HTML?BILL_ID=29889D311G51685R75813843428776&FORMAT=PDF](https://waltoncountyga.governmentwindow.com/print_bill.html?BILL_ID=29889D311G51685R75813843428776&FORMAT=PDF))

TRANSLATE: **BACK**

2019 Property Tax Statement

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

Ph: 770-266-1736 (tel:770-266-1736), Fax: 770-267-1416
(tel:770-267-1416)

LIVING WAY FELLOWSHIP PE
HOLINESS CHURCH
101 OAK RIDGE
MONROE, GA 30655

Bill No.	Due Date	Current Due	Prior Payment	Back Taxes	*Total Due*
2019-21683 (tel:2019-21683)	11/15/2019	\$0.00	\$1709.44	\$0.00	Paid 11/13/2019

View Tax Assessment
(<https://qpublic.schneidercorp.com/application.aspx?AppID=628&pagetype=Results&SearchAddress=1110+MADISON+AVE+S>)

Map: M0200-00000-232-A00

Location: 1110 MADISON AVE S

Account No: 433660 010

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

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

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

Ph: 770-266-1736 (tel:770-266-1736), Fax: 770-267-1416
(tel:770-267-1416)



Tax Payer: LIVING WAY FELLOWSHIP PE
Map Code: M0200-00000-232-A00
Description: .74AC
Location: 1110 MADISON AVE S
Bill No: 2019-21683 (tel:2019-21683)

Building Value	Land Value	Acres	Fair Market Value	Due Date	Billing Date
\$0.00	\$0.00	0.0000	\$107,900.00	11/15/2019	08/14/2019

Entity	Adjusted FMV	Net Assessment	Exemptions	Taxable Value	Millage Rate	Gross Tax	Credit	Net Tax
CITY BOND	\$0.00	\$43,160.00	\$0.00	\$43,160.00	0.001981	\$85.50	\$0.00	\$85.50
CITY TAX	\$0.00	\$43,160.00	\$0.00	\$43,160.00	0.005821	\$443.03	-\$191.80	\$251.23
COUNTY	\$0.00	\$43,160.00	\$0.00	\$43,160.00	0.010905	\$580.93	-\$110.27	\$470.66
SCH BOND	\$0.00	\$43,160.00	\$0.00	\$43,160.00	0.002300	\$99.27	\$0.00	\$99.27
SCHOOL	\$0.00	\$43,160.00	\$0.00	\$43,160.00	0.018600	\$802.78	\$0.00	\$802.78
TOTALS					0.039607	\$2,011.51	-\$302.07	\$1,709.44

-1
13



Return to:
Rebecca Polston Dally, P.C.
137 E. Hightower Trail
P.O. Box 745
Social Circle, GA 30025
(770) 464-3330
File No: 19-10380A

BK: 4421 PG: 240
Filed and Recorded
Jul-30-2019 10:35:47AM
DOC#: D2019-008841
Real Estate Transfer Tax Paid \$87.00
1472019002765

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

LIMITED WARRANTY DEED

STATE OF GEORGIA
COUNTY OF WALTON

THIS INDENTURE, made this 24th day of July, 2019 between **CHARLES W. ANSCHUTZ, SR. and BRYNE DUREN**, as parties of the first part, hereinafter called Grantors, and **WILLIAM DOYLE MITCHELL**, as party of the second part, hereinafter called Grantee (the words "Grantors" and "Grantee") to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH: That Grantors for and in consideration of the sum of TEN DOLLARS (\$10.00) AND OTHER CONSIDERATION, in hand paid at and before the sealing and delivery of these presents, the receipt of which is hereby acknowledged, have granted, bargained, sold and conveyed, and by these presents do grant, bargain, sell and convey unto the said Grantee, all of the following described property, to wit:

All that tract or parcel of land lying and being in Land Lot 67 of the 3rd Land District, GMD 419, Walton County, Georgia, containing 0.742 acres, as more particularly described on plat of survey for **THE LIVINGWAY FELLOWSHIP – PENTECOSTAL HOLINESS CHURCH**, dated December 11, 2015, prepared and certified by John Elwin Knight, Ga. R.L.S. No. 1945, which is recorded in Plat Book 112, page 81, Walton County, Records. Said plat of survey and the record thereof are incorporated herein by reference for a more complete description of the subject property.

Subject property is improved with a dwelling known as 1110 S. Madison Avenue, Monroe, Georgia 30655 according to the current system of numbering property in the City of Monroe.

TO HAVE AND TO HOLD the said bargained premises, together with all and singular the rights, members and appurtenances thereof, to the same being, belonging or in anywise appertaining, to the only proper use, benefit and behoof of **WILLIAM DOYLE MITCHELL**, the said party of the second part, his successors and or assigns forever in **Fee Simple**.

AND THE SAID parties of the first part, for their successors and or assigns, will warrant and forever defend the right and title to the above described property unto the said party of the second part, his successors and or assigns, against the claims of all persons owning, holding or claiming by, through or under the said parties of the first part.

IN WITNESS WHEREOF the said parties of the first part have hereunto set their hands and affixed their seals the day and year first above written.

Signed this 24th day of July, 2019
in the presence of.

Unofficial Witness

CHARLES W. ANSCHUTZ, SR. (SEAL)

Notary Public
(My commission expires) 10-15-19
(Notary Public Seal Affixed)

BRYNE DUREN (SEAL)



**NOTICE TO THE PUBLIC
CITY OF MONROE**

**A petition has been filed with the
City of Monroe requesting
the property at 1110 S Madison Avenue
to be considered for a Conditional Use
to allow a Personnel Care Home in a R1A Zoning.**

**A public hearing will be held before
the Monroe Planning and Zoning
Commission at City Hall Auditorium at
215 N. Broad Street on January 21, 2020
at 5:30 P.M. All those having an
interest should be present to voice
their interest.**

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The Mayor and City Council
at the City Hall Auditorium at
215 N. Broad Street on February 11, 2020
at 6:00 P.M. All those having an
interest should be present to voice
their interest.**

**PLEASE RUN ON THE
FOLLOWING DATE:**

January 5, 2020



To: Planning and Zoning / City Council
From: Patrick Kelley
Department: Planning, Zoning, Code and Development
Date: 12-20-19
Description: Rezone request 341 N. Broad St.

Budget Account/Project Name: NA

Funding Source: 2020 NA

Budget Allocation: NA

Budget Available: NA

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

Recommendation: *Approve*

Background: This property is currently a split zoned property containing R1 and P zoning. Majority R1. The applicant requests a variance to allow the subdivision of the property into three lots, all of which will comply with the zoning ordinance in every other way. The lot frontage variance is sought due to the unique circumstance of the water tower parcel limiting the street frontage and precluding acquiring the necessary frontage. Additionally, the applicant is concurrently seeking a rezone of the Professional zoning portion of the lot to R1.

Attachment(s): application and supporting documents



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

Plan Report

Plan NO.: ZONE-00004 141

Plan Type: **Rezone**
 Work Classification: **Map Amendment**
 Plan Status: **In Review**

Apply Date: 12/19/2019

Expiration:

Location Address

Parcel Number

341 N BROAD ST, MONROE, GA 30655

M0120071

Contacts

Monroe Historic Properties, LLC **Owner**
 P.O. BOX 802, Monroe, GA 30655
 (770)267-2503

Description: REQUEST FOR REZONE FROM P/R1 TO R1 - P&Z MEETING 1/21/20 @ 5:30 PM - COUNCIL MEETING 2/11/20 @ 6:00 PM 215 N BROAD STREET

Valuation: \$0.00
Total Sq Feet: 0.00

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

Payments	Amt Paid
Total Fees	\$100.00
Check # 2156	\$100.00
Amount Due:	\$0.00

Condition Name

Description

Comments

Debbie Robinson

 Issued By:
Jennifer Prady

 Plan_Signature_1

 Plan_Signature_2

December 19, 2019

 Date
12/19/2019

 Date

 Date

REZONE APPLICATION FORM

PERMIT NUMBER _____

- I. LOCATION 341 N Broad Street, Monroe, GA 30655
 COUNCIL DISTRICT 3/7
 MAPNUMBER M12
 PARCEL NUMBER 71
- II. PRESENT ZONING P/R1 REQUESTED ZONING R1 with variance on Tract 3
- III. ACREAGE 2.79 PROPOSED USE Create three (3) estate-sized single family residential lots
- IV. OWNER OF RECORD Monroe Historic Properties, LLC
 ADDRESS PO Box 1588, Monroe, GA 30655

PHONE NUMBER 770-267-2503

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

- V. ANALYSIS:
 - 1. A description of all existing uses and zoning of nearby property
The surrounding properties are currently zoned for R1 or P.
 - 2. Description of the extent to which the property value of the subject property is diminished by the existing zoning district classification
See attached document "Rezone Application Supplemental Information", Answer #2
 - 3. The existing value of the property contained in the petition for rezoning under the existing zoning classification
The current value of the Subject Property is approximately \$250,000.00.
 - 4. The value of the property contained in the application for rezoning under the proposed zoning Classification
Approximately \$350,000.00
 - 5. A description of the suitability of the subject property under the existing zoning classification
See attached document "Rezone Application Supplement Information", Answer #5
 - 6. A description of the suitability of the subject property under the proposed zoning classification of the property
See attached document "Rezone Application Supplement Information", Answer #6

Rezoning Application
Page Two (2)

7. A description of any existing use of property including a description of all structures presently occupying the property One single family home is located on the Subject Property with an approximate square footage of 1,840. The remainder of the property is undeveloped open land.
8. The length of time the property has been vacant or unused as currently zoned The Subject Property is currently and has been for several years used as a rental property and is currently occupied.
9. A detailed description of all efforts taken by the property owner(s) to use the property or sell the property under the existing zoning classification See attached document "Rezone Application Supplement Information", Answer #9

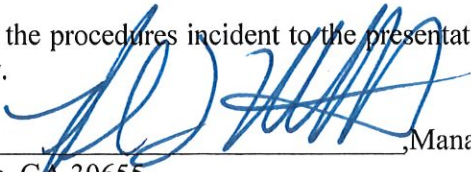
Applications found to be incomplete or incorrect will be rejected. See the attached calendar for deadline dates. It is the responsibility of the applicant and not the staff to ensure that a complete and accurate application is submitted.

LEGAL DESCRIPTION OF PROPERTY

All that tract of 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 64 of third Land District, being designated as Tract 2 containing 2.795 acres as shown by a plat of survey entitled "Plat of Survey Prepared For The Estate of Charles Lamar Briscoe", prepared by Batchelor & Associates Land Surveying Inc., certified by Gerald T. Batchelor, Georgia Registered Land Surveyor No. 2238, date November 2, 2004, revised November 24, 2004, recorded in Plat Book 96, page 35, Clerk's Office, Walton Superior Court, reference to said plat of survey and the record thereof hereby made for a more complete description.

Rezoning Application
Page Three (3)

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

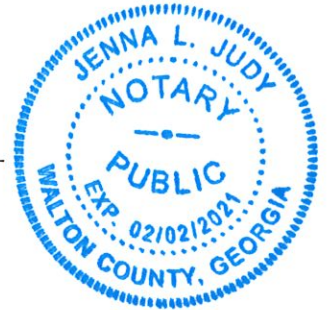


Owner of property (signature) _____, Managing Member
Address PO Box 1588, Monroe, GA 30655
Phone Number 770-267-2503

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

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

Jenna Y. Judy (Notary Public) 12/19/2019 (Date)
My Commission Expires 2/2/2021



Page five (5)

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

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

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

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

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

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

Rezoning Application

Page six (6)

COMMENTS

-All 3 lots much larger than the minimum 15,000 SF

-Only 3 homes total

-Lot 3 needs a variance from 100' in frontage to 79' due to water tower location

-Home sizes will be 1,800 SF minimum. Most will be 3,000 SF

-Home styles will be historic in nature

Disclosure of Campaign Contributions and/or gifts:

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

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

The City of Monroe

Rezone Application Supplemental Information

Applicant: Monroe Historic Properties, LLC

Owner: Monroe Historic Properties, LLC

Property: 341 N Broad Street

Answer #2:

The Subject Property currently has a diminished market value due to its current zoning of P and R-1. The P zoning has been on this parcel for a very long time while the property has been marketed for sale with negative results. There is an overabundant supply of P zoned parcels in the area. Any further development of the parcel under the Professional Zoning would not be economically feasible.

Answer #5:

As mentioned above, the Subject Property has been marketed for several years under the current Professional Zoning classification with negative results. There is an overabundant supply of Professional office space currently in this corridor and additional Professional office space would not be viable.

Answer #6:

The Subject Property is perfectly suited for the requested rezoning to R1. This project will help infill larger single-family homes in the downtown area.

Answer #9:

See Answer #2.

FILED AND RECORDED 3-30-05
AT 1:48 AM, P.M.
PLAT BOOK 26 PAGE 35
KATHY K. TROST
CLERK SUPERIOR COURT
WALTON COUNTY, GEORGIA



** FLOOD ELEVATION **
UNLESS OTHERWISE INDICATED THE FLOOD ELEVATION SHOWN ON THIS PLAN IS BASED ON THE FLOOD ELEVATION DATA FOR THE CITY OF MONROE, GEORGIA, AS DETERMINED BY THE FLOOD DAMAGE PREVENTION ACT OF 1974 AND THE FLOOD DAMAGE PREVENTION ACT OF 1988.

M.A. MARABLE
REGISTERED SURVEYOR

Total Acreage = 7.382 Acres

APPROVED FOR RECORDING
Kathy Trost
3-30-05

LAND LOT 64

LAND LOT 65

LAND LOT 66

LAND LOT 67

LAND LOT 68

LAND LOT 69

LAND LOT 70

LAND LOT 71

LAND LOT 72

LAND LOT 73

LAND LOT 74

LAND LOT 75

LAND LOT 76

LAND LOT 77

LAND LOT 78

LAND LOT 79

LAND LOT 80

LAND LOT 81

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LAND LOT 350

LAND LOT 351

LAND LOT 352

LAND LOT 353

LAND LOT 354

LAND LOT 355

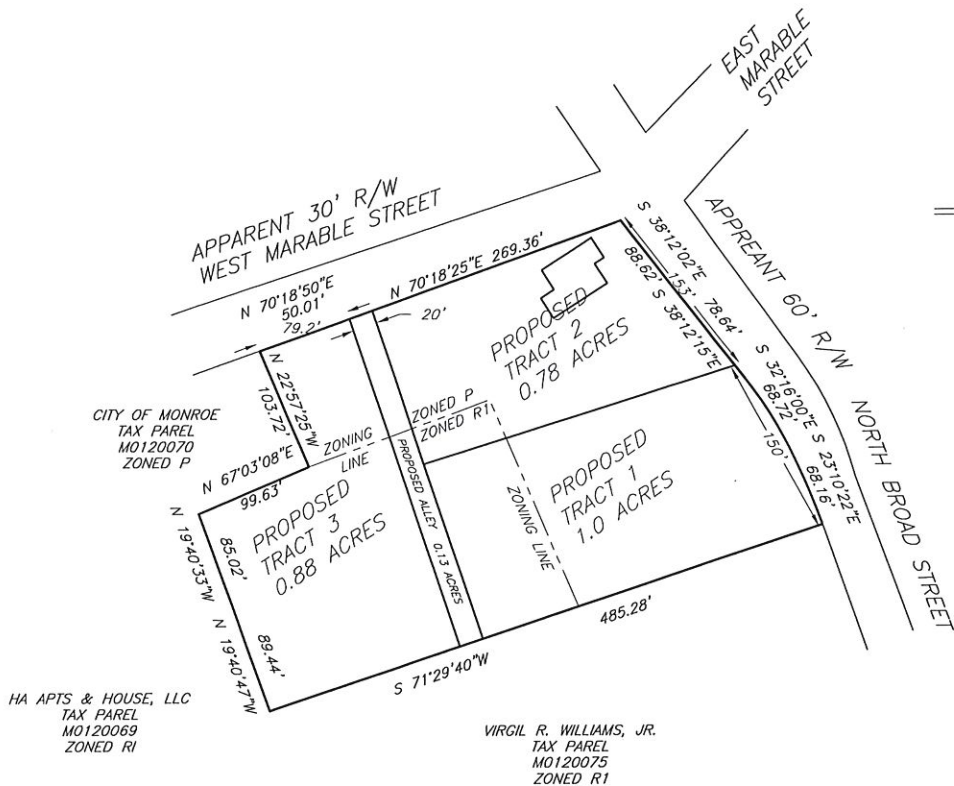
LAND LOT 356

LAND LOT 357

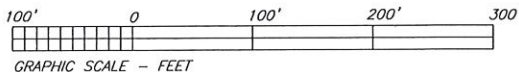
LAND LOT 358

LAND LOT 359

THIS BLOCK RESERVED FOR THE CLERK SUPERIOR COURT



NOTE:
 BOUNDARY INFORMATION PER PLAT OF SURVEY FOR THE ESTATE OF CHARLES LAMAR BRISCOE, DATED 11/2/2004 LAST REVISED 11/24/2004, PREPARED BY BATCHELOR AND ASSOCIATES LAND SURVEING, INC.
 THIS IS NOT A SURVEY AND NOT TO BE USED FOR SALE OR TRANSFER OF TITLE.



REZONING PLAT FOR:

MONROE HISTORIC PROPERTIES, LLC

TAX PARCEL M0120071, 341 N. BROAD STREET, ZONED P & R1

FIELD WORK DATE: NONE

DATE OF PLAT PREPARATION: 12/17/19

LAND LOT(S) 64

3rd DISTRICT

WALTON COUNTY, GEORGIA



ALCOVY SURVEYING AND ENGINEERING, INC.

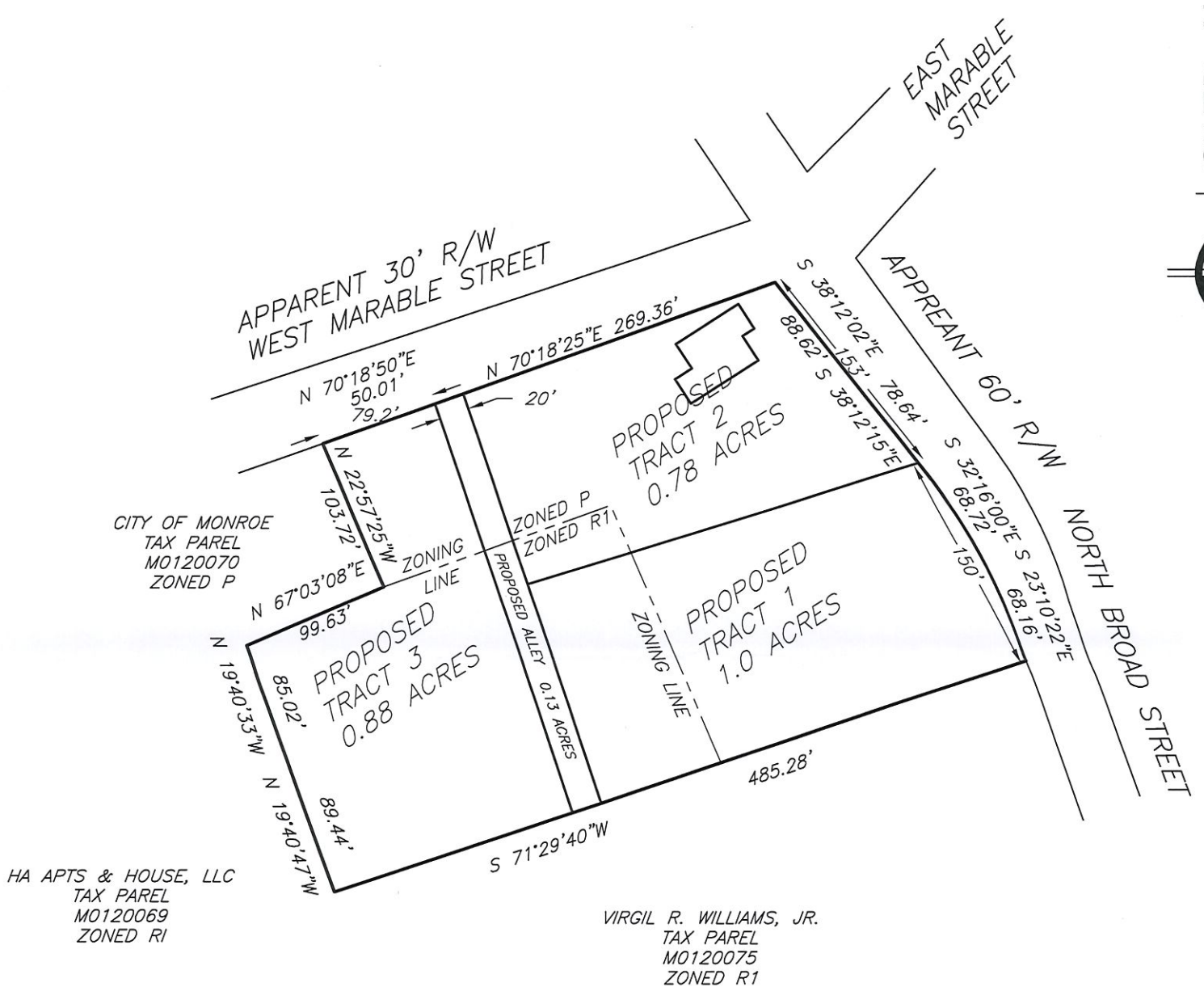
2205 HWY. 81 S., LOGANVILLE, GA. 30052
 Phone 770-466-4002 - LSF#000759

SCALE: 1" = 100'

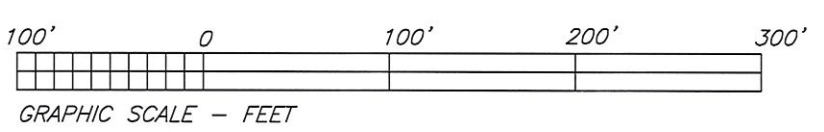
JOB NO. 18-083

THIS BLOCK RESERVED FOR THE CLERK SUPERIOR COURT

GRID NORTH GA. WEST ZONE



NOTE:
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 THE ESTATE OF CHARLES LAMAR BRISCOE, DATED 11/2/2004
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REZONING PLAT FOR:		
MONROE HISTORIC PROPERTIES, LLC		
TAX PARCEL M0120071, 341 N. BROAD STREET, ZONED P & R1		
FIELD WORK DATE: NONE	DATE OF PLAT PREPARATION: 12/17/19	
LAND LOT(S) 64	3rd DISTRICT	WALTON COUNTY, GEORGIA
ALCOVY SURVEYING AND ENGINEERING, INC.		SCALE: 1" = 100'
2205 HWY. 81 S., LOGANVILLE, GA. 30052 Phone 770-466-4002 - LSF#000759		JOB NO. 18-083



Date: 12-19-19

In Re: Utilities

To Whom It May Concern:

The City of Monroe offers electricity, natural gas, water, wastewater, cable television, telephone, and internet services.

The utilities checked below are available at 341 N Broad St. in the City of Monroe, Georgia.

- ELECTRICITY
- NATURAL GAS
- WATER
- WASTEWATER
- CABLE TV *not now but available*
- TELEPHONE
- INTERNET

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

Arrie Ques
City of Monroe

**NOTICE TO THE PUBLIC
CITY OF MONROE**

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interest should be present to voice
their interest.**

**PLEASE RUN ON THE
FOLLOWING DATE:**

January 5, 2020



To: Planning and Zoning / City Council
From: Patrick Kelley
Department: Planning, Zoning, Code and Development
Date: 12-20-19
Description: Variance request 341 N. Broad St.

Budget Account/Project Name: NA

Funding Source: 2020 NA

Budget Allocation: NA

Budget Available: NA

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

Recommendation: *Approve*

Background: This property is currently a split zoned property containing R1 and P zoning. Majority R1. The applicant requests a variance to allow the subdivision of the property into three lots, all of which will comply with the zoning ordinance in every other way. The lot frontage variance is sought due to the unique circumstance of the water tower parcel limiting the street frontage and precluding acquiring the necessary frontage. Additionally, the applicant is concurrently seeking a rezone of the Professional zoning portion of the lot to R1.

Attachment(s): application and supporting documents



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

Plan Report

Plan NO.: VAR-00004 **155**

Plan Type: Variance

Work Classification: Variance

Plan Status: In Review

Apply Date: 12/19/2019

Expiration:

Location Address

Parcel Number

341 N BROAD ST, MONROE, GA 30655

M0120071

Contacts

Monroe Historic Properties, LLC **Owner**
 P.O. BOX 802, Monroe, GA 30655
 (770)267-2503

Description: REQUEST FOR VARIANCE OF LOT FRONTAGE - P&Z MTG 1/21/20 @ 5:30 PM
 - COUNCIL MTG 2/11/20 @ 6:00 PM 215 N BROAD ST

Valuation: \$0.00
Total Sq Feet: 0.00

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

Payments	Amt Paid
Total Fees	\$100.00
Check # 2156	\$100.00
Amount Due:	\$0.00

Condition Name

Description

Comments

Debbie Adkins

Issued By:

Jenna Adams

Plan_Signature_1

Plan_Signature_2

December 19, 2019

Date

12/19/2019

Date

Date



Variance/Conditional Use Application

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

Meeting of: _____

Your representative must be present at the meeting

Street address 341 N Broad Street, Monroe, GA 30655 Council District 3 / 7 Map and Parcel # M0120071
Zoning P/R1 Acreage 2.79 Proposed Use single-family residential lots Road Frontage +/- 300 ft. / on
(street or streets)

Applicant
Name Monroe Historic Properties, LLC
Address PO Box 1588, Monroe, GA 30655
Phone # 770-267-2503

Owner
Name Monroe Historic Properties, LLC
Address PO Box 1588, Monroe, GA 30655
Phone # 770-267-2503

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:
Reduce lot frontage on Tract 3 to 79' to allow for three estate sized single family residential lots.

State relationship of structure and/or use to existing structures and uses on adjacent lots;
Primarily single family residential and professional uses in the area.

State reason for request and how it complies with the Zoning Ordinance section 1425.5(1)-(10) & 1430.6(1)-(8):
The City water tower location causes the need for this lot frontage width reduction.

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:
Three single family home lots. See attached plat.

State the particular hardship that would result from strict application of this Ordinance:
Three lots is a low yield. Only two lots would not be economically viable

Check all that apply: Public Water: [X] Well: [] Public Sewer: [X] Septic: [] 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:

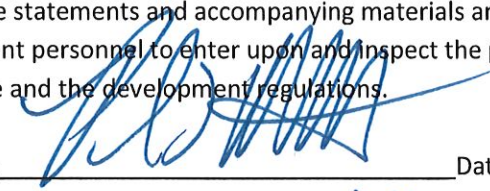
- Recorded deed
- Survey plat
- Site plan to scale
- Proof of current tax status

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: 12/19/17
mm

**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 _____

2018 Property Tax Statement

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

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

MONROE HISTORIC
PROPERTIES LLC
P O BOX 802
MONROE, GA 30655

RETURN THIS PORTION WITH PAYMENT
(Interest will be added per month if not paid by due date)

Bill No.	Due Date	Current Due	Prior Payment	Back Taxes	*Total Due*
2018-24963	11/15/2018	\$0.00	\$2846.53	\$0.00	Paid 11/13/2018

158

Map: M0120-00000-071-000
Location: 341 N BROAD STREET
Account No: 499260 010

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

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

Tax Commissioner
303 South Hammond Drive STE 100
Walton County Government Building
Monroe, Georgia 30655
Ph: 770-266-1736, Fax: 770-267-1416



Tax Payer: MONROE HISTORIC
Map Code: M0120-00000-071-000 Real
Description: 2.79AC
Location: 341 N BROAD STREET
Bill No: 2018-24963

Building Value	Land Value	Acres	Fair Market Value	Due Date	Billing Date	Payment Good through	Exemptions	
0.00	0.00	0.0000	\$180,700.00	11/15/2018	08/08/2018			
Entity	Adjusted FMV	Net Assessment	Exemptions	Taxable Value	Millage Rate	Gross Tax	Credit	Net Tax
CITY BOND	\$0.00	\$72,280.00	\$0.00	\$72,280.00	0.001979	\$143.04	\$0.00	\$143.04
CITY TAX	\$0.00	\$72,280.00	\$0.00	\$72,280.00	0.005298	\$677.48	-\$294.54	\$382.94
COUNTY	\$0.00	\$72,280.00	\$0.00	\$72,280.00	0.010905	\$961.68	-\$173.47	\$788.21
SCH BOND	\$0.00	\$72,280.00	\$0.00	\$72,280.00	0.002600	\$187.93	\$0.00	\$187.93
SCHOOL	\$0.00	\$72,280.00	\$0.00	\$72,280.00	0.018600	\$1,344.41	\$0.00	\$1,344.41
TOTALS					0.039382	\$3,314.54	-\$468.01	\$2,846.53

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

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

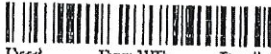
Certain persons are eligible for certain homestead exemptions from ad valorem taxation. In addition, certain elderly persons are entitled to additional homestead exemptions. Applications must be filed by April 1st.

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

Current Due	\$2,846.53
Discount	\$0.00
Penalty	\$0.00
Interest	\$0.00
Other Fees	\$0.00
Previous Payments	\$2,846.53
Back Taxes	\$0.00
Total Due	\$0.00
Paid Date	11/13/2018

1-1
JP

Return Recorded Document to:
PRESTON & MALCOM, P. C.
Attorneys at Law
Post Office Box 984
110-112 Court Square
Monroe, Georgia 30065
File No. 07-21254



Deed Doc: WD Rec#: 134653
Recorded 02/16/2007 09:40AM
Georgia Transfer Tax Paid : \$300.00

KATHY K. TROST
CLERK SUPERIOR COURT, WALTON COUNTY
Bk 02661 Pg 0112

[Space above this line for recording data]

WARRANTY DEED

STATE OF GEORGIA
COUNTY OF WALTON

This Indenture made this 15th day of February, in the year Two Thousand Seven, between CHARLES KEVIN BRISCOE, of the County of Muscogee, State of Georgia, as party or parties of the first part, hereinafter called Grantor, and MONROE HISTORIC PROPERTIES, LLC, as party or parties of the second part, hereinafter called Grantee (the words "Grantor" and "Grantee" to include their respective heirs, successors and assigns where the context requires or permits),

In this deed, wherever the context so requires, the masculine gender includes feminine and/or neuter and the singular number includes the plural. Wherever herein a verb, pronoun or other part of speech is used in the singular, and there be more than one Grantor or Grantee, said singular part of speech shall be deemed to read as the plural, and each Grantor shall always be jointly and severally liable for the performance of every promise and agreement made herein. Wherever herein Grantor or Grantee is used, the same shall be considered to mean as well, the heirs, executors, administrators, successors, representatives and assigns of the same.

WITNESSETH that: Grantor, for and in consideration of the sum of TEN AND 00/100'S (\$10.00) Dollars and other good and valuable considerations in hand paid at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents does grant, bargain, sell, alien, convey and confirm unto the said Grantee,

All that tract or parcel of land, 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 64 of the 3rd Land District, being designated as Tract 2, containing 2.795 acres as shown by a plat of survey entitled "Plat of Survey Prepared For The Estate of Charles Lamar Briscoe", prepared by Batchelor & Associates Land Surveying Inc., certified by Gerald T. Batchelor, Georgia Registered Land Surveyor No. 2238, dated November 2, 2004, revised November 24, 2004, recorded in Plat Book 96, page 35, Clerk's Office, Walton Superior Court, reference to said plat of survey and the record thereof being hereby made for a more complete description.

Being the same property conveyed to Grantor by Executor's Deed of Assent dated May 1, 2005, recorded in Deed Book 2199, pages 340-344, Clerk's Office, Walton Superior Court.

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

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

AND THE SAID Grantor will warrant and forever defend the right and title to the above described property unto the said Grantee against the claims of all persons whomsoever.

IN WITNESS WHEREOF, Grantor has hereunto set grantor's hand and seal this day and year first above written.

Signed, sealed and delivered in the presence of:

Witness

Notary Public



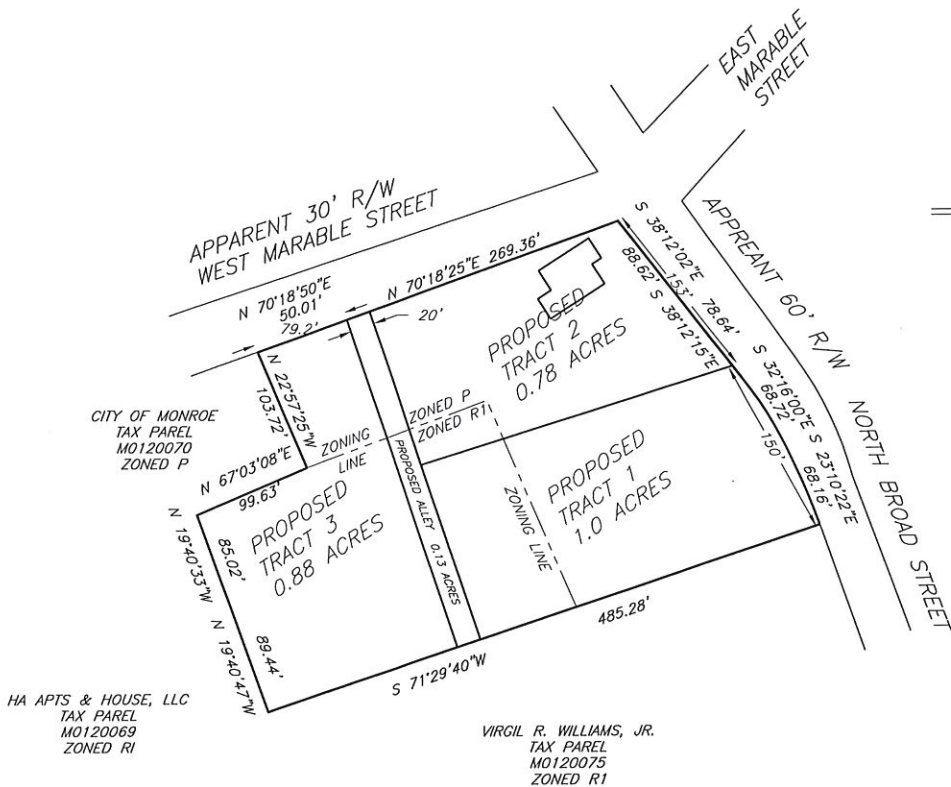
CHARLES KEVIN BRISCOE (Seal)

_____ (Seal)

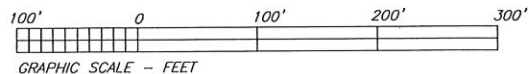
_____ (Seal)

_____ (Seal)

THIS BLOCK RESERVED FOR
THE CLERK SUPERIOR COURT



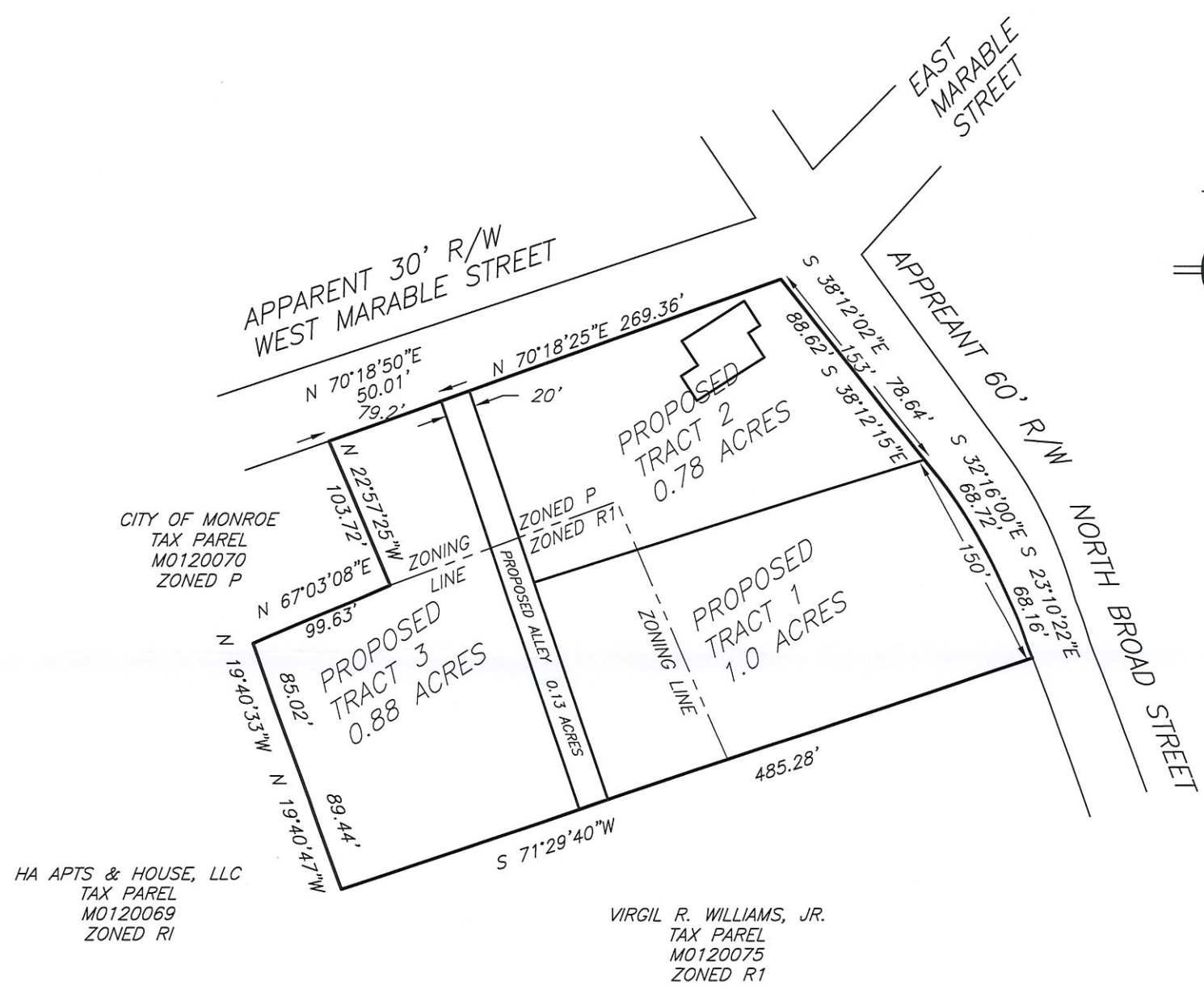
NOTE:
BOUNDARY INFORMATION PER PLAT OF SURVEY FOR
THE ESTATE OF CHARLES LAMAR BRISCOE, DATED 11/2/2004
LAST REVISED 11/24/2004, PREPARED BY BATCHELOR AND
ASSOCIATES LAND SURVEING, INC.
THIS IS NOT A SURVEY AND NOT TO BE USED FOR SALE
OR TRANSFER OF TITLE.



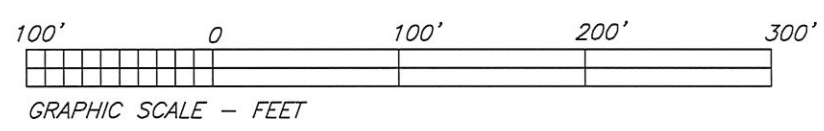
REZONING PLAT FOR:	
MONROE HISTORIC PROPERTIES, LLC	
TAX PARCEL M0120071, 341 N. BROAD STREET, ZONED P & R1	
FIELD WORK DATE: NONE	DATE OF PLAT PREPARATION: 12/17/19
LAND LOT(S) 64	3rd DISTRICT WALTON COUNTY, GEORGIA
ALCOVY SURVEYING AND ENGINEERING, INC.	
2205 HWY. 81 S., LOGANVILLE, GA. 30052 Phone 770-466-4002 - LSF#000759	
SCALE: 1" = 100'	
JOB NO. 18-083	

THIS BLOCK RESERVED FOR THE CLERK SUPERIOR COURT

GRID NORTH GA. WEST ZONE



NOTE:
 BOUNDARY INFORMATION PER PLAT OF SURVEY FOR THE ESTATE OF CHARLES LAMAR BRISCOE, DATED 11/2/2004 LAST REVISED 11/24/2004, PREPARED BY BATCHELOR AND ASSOCIATES LAND SURVEING, INC.
 THIS IS NOT A SURVEY AND NOT TO BE USED FOR SALE OR TRANSFER OF TITLE.



REZONING PLAT FOR:		
MONROE HISTORIC PROPERTIES, LLC		
TAX PARCEL M0120071, 341 N. BROAD STREET, ZONED P & R1		
FIELD WORK DATE: NONE	DATE OF PLAT PREPARATION: 12/17/19	
LAND LOT(S) 64	3rd DISTRICT	WALTON COUNTY, GEORGIA
ALCOVY SURVEYING AND ENGINEERING, INC.		SCALE: 1" = 100'
2205 HWY. 81 S., LOGANVILLE, GA. 30052 Phone 770-466-4002 - LSF#000759		JOB NO. 18-083



Date: 12-19-19

In Re: Utilities

To Whom It May Concern:

The City of Monroe offers electricity, natural gas, water, wastewater, cable television, telephone, and internet services.

The utilities checked below are available at 341 N Broad St. in the City of Monroe, Georgia.

- ELECTRICITY
- NATURAL GAS
- WATER
- WASTEWATER
- CABLE TV *not now but available*
- TELEPHONE
- INTERNET

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

Arrie Ques
City of Monroe

**NOTICE TO THE PUBLIC
CITY OF MONROE**

The City of Monroe has received a request for a variance of section 700.1 Table 11 lot frontage of the Zoning Ordinance for 341 N Broad Street. A public hearing will be held on January 21, 2020 before the Planning & Zoning Commission, at 5:30 P. M.

The City of Monroe has received a request for a variance of section 700.1 Table 11 lot frontage of the Zoning Ordinance for 341 N Broad Street. A public hearing will be held on February 11, 2020 before the Mayor and Council, at 6:00 pm.

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

**Please run on the
following date:**

January 5, 2020



To: Planning and Zoning / City Council
From: Patrick Kelley
Department: Planning, Zoning, Code and Development
Date: 11-19-19
Description: Major subdivision over 5 lots. No accompanying development of streets or infrastructure.

Budget Account/Project Name: NA

Funding Source: 2019 NA

Budget Allocation: NA

Budget Available: NA

Requested Expense: \$NA

Company of Purchase: NA

Recommendation: Approve

Background: Subsequent division of property from a recently (minor) subdivided lot of record requiring review and approval by the P&Z and the City Council per the development regulations. These lots are along McDaniel Street as were the recent minor subdivision lots. This will make a total of ten new lots fronting on McDaniel Street.

Attachment(s): Permit information and application to the extent necessary.



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

Plan Report

Plan NO.: PLAT-00003

166

Plan Type: Subdivision Plat

Work Classification: Major Subdivision

Plan Status: In Review

Apply Date: 11/15/2019

Expiration:

Location Address

945 HOLLY HILL ROAD, MONROE, GA 30655

Contacts

Arcovia Properties, Inc **Applicant**
 P.O. BOX 1805, Loganville, GA 30052

Description: REQUEST FOR APPROVAL OF MAJOR SUBDIVISION P&Z MTG 1/27/20 @5:30
 PM-COUNCIL MTG 2/11/20 @6:00 PM 215 N BROAD STREET

Valuation: \$0.00
Total Sq Feet: 0.00

Fees	Amount
Major Subdivision Plat Review	\$50.00
Total:	\$50.00

Payments	Amt Paid
Total Fees	\$50.00
Check # 12800	\$50.00
Amount Due:	\$0.00

Condition Name

Description

Comments

Debbie Cadden

Issued By:

November 15, 2019

Date

Plan_Signature_1

Date

Plan_Signature_2

Date

CITY OF MONROE
DEVELOPMENT PERMIT AND PRELIMINARY SUBDIVISION PLAT APPLICATION

Application fees: Preliminary Subdivision Plats - \$20 per lot Non-residential Projects - 50% of BP
 NPDES fees: \$40/disturbed acre to EPD and \$40/disturbed acre to City of Monroe
 Shall be paid prior to issuance of permit.

Three copies of the site development plans including erosion, sediment & pollution control plan and two copies of the stormwater management study or two copies of the preliminary subdivision plat. Also required on all developments...
 Two copies of the hydraulic calculations with water line design must accompany all applications.

THIS FORM MUST BE COMPLETELY FILLED OUT.

Project Name McDaniel st

Project Location McDaniel st

Proposed Use Residential Map/Parcel 7/59

Acreage 1.3 #S/D Lots 6 # Multifamily Units _____ # Bldgs _____

Water(provider) city of monroe Sewer(provider) city of monroe

Property Owner Cross pointe investments LLC Phone# 770-262-6352

Address P.O Box 1805 City Loganville State GA Zip 30052

Developer Mark Willett Phone# 770-262-6352

Address P.O Box 1805 City Loganville State GA Zip 30052

Designer Alcovy Surveying & Engineering inc. Phone# 770-466-4002

Address 2205 Highway 815 City Loganville State GA Zip 30052

Site Contractor _____ Phone# _____

Address _____ City _____ State _____ Zip _____

The applicant shall be responsible from the date of the permit, or from the time of the beginning of the first work, whichever shall be the earlier, for all injury or damage of any kind resulting from this work, whether for basic services or additional services, to persons or property. The applicant shall exonerate, indemnify and save harmless the City from and against all claims or actions, and all expenses incidental to the defense (including death) to persons or property caused or sustained in connection with the performance of this permit or by conditions created thereby or arising out of or anyway connected with the work performed under the permit or for any and all claims for damages under the laws of the United States or of Georgia arising out of or in any way connected with the acquisition of and construction under the permit and shall assume and pay for, without cost to the City, the defense of any and all claims, litigation, and actions, suffered through any act or omission of the applicant or any subcontractor or anyone directly or indirectly employed under the supervision of any of them.

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

SIGNATURE OF APPLICANT:  DATE: 11-15-19

McMichael & Gray, PC
ATTORNEYS AT LAW

574 Conyers Road, Suite 100
Loganville, GA 30052
470-210-1255
skylar@mcmichaelandgray.com

Date: June 21, 2019

Cross Pointe Investments LLC
P. O. Box 1805
Loganville, GA 30052

RE: 170 acres +/- Etchison Spur Tract
Monroe, GA

Enclosed is the original Deed which conveys ownership of your property to you. This Deed has been recorded in the records of the Superior Court of the county where the property is located and is proof that you are the legal owner of the property. It is a good idea to protect the original by placing it in a safe place with your other important papers.

Please remember that if you are occupying this property as your principal residence, you must file for your homestead exemption to obtain a reduction in the amount of property taxes. The deadline to file for homestead exemption varies by county. Please contact your county's Tax Commissioner's Office for your deadline, location(s) where you can make your filing and what information they will require in order for you to file for your Homestead Exemption.

We wish you the best of health and happiness in your home. If we can be of assistance to you in any other matter, please do not hesitate to call.

Sincerely,

McMichael and Gray, PC
Skylar Murphy
Post-Closing Department

4-4
C
SB

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

BK: 4396 PG: 357-360
Filed and Recorded
Jun-12-2019 12:59:52PM
DOC#: D2019-004468
Real Estate Transfer Tax Paid \$405.60
1472019002025

Order No.: LOG-190349-PUR

Property Appraiser's Parcel I.D. Number:
C0600-034

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

Executor's Deed

STATE OF GEORGIA

COUNTY OF WALTON

THIS INDENTURE, made this 6th day of June, 2019, between
Ellen Henson Rogers and Dr. Susan Henson Frost, Individually AND as Co-Executors of the Estate
of Charles Walton Henson, Jr. AKA Charles W. Henson, Jr., deceased and Mary Woodson Felker,
as Administrator of the Estate of Florence Henson Blackwood AKA Florence Bibb Henson,
deceased,

of the County of Walton, and the State of Georgia, as party or parties of the first part, hereinafter
called Grantor, and

Cross Pointe Investments LLC, a Georgia Limited Liability Company
as party or parties of the second part, hereinafter called Grantee (the words "Grantor" and
"Grantee" to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH: That Grantor (acting under and by virtue of the power and authority contained in
said will, the same having been duly probated and recorded May 3, 2019, in the Court of Probate of Walton
County, Georgia, for and in consideration of \$10.00 DOLLARS in hand paid, at and before the sealing and delivery
of these presents (the receipt of which is hereby acknowledged), has granted, bargained, sold, aliened, conveyed,
and confirmed, and by these presents does grant, bargain, sell, alien, convey and confirm unto Grantee, the
following described property:

SEE ATTACHED "EXHIBIT A" FOR LEGAL DESCRIPTION

This conveyance is made subject to easements, encumbrances (but not liens), covenants, conditions and
restrictions of record and to all matters that would be disclosed by a current survey and inspection of the Property
(collectively, the "Permitted Exceptions").

TO HAVE AND TO HOLD the Property subject to the Permitted Exceptions, together with any and all
of the rights, members and appurtenances thereof, to the same being, belonging or in anywise appertaining to, the
only proper use, benefit and behoof of the Grantee and the heirs, legal representatives, successors and assigns of
Grantee forever IN FEE SIMPLE: in as full and ample a manner as the same was held, possessed and enjoyed, or
might have been held, possessed and enjoyed, by the said deceased.

IN WITNESS WHEREOF, the Grantor has signed and sealed this deed, the day and year above
written.

Signed, sealed and delivered in the presence of:

Karl Jackson
Unofficial Witness

[Signature]
Notary Public

My Commission Expires 4/16/23



Ellen Henson Rogers and Susan Henson Frost, as
Co-Executors of the Estate of Charles Walton Henson,
Jr. AKA Charles W. Henson, Jr., deceased

BY: [Signature]
Ellen Henson Rogers
Co-Executor

BY: [Signature] *see attached Exhibit "B"*
Susan Henson Frost
Co-Executor

[Signature] *see attached Exhibit "B"*
Ellen Henson Rogers, individually
[Signature]
Susan Henson Frost, individually

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

Order No.: LOG-190349-PUR

Property Appraiser's Parcel I.D. Number:
C0600-034

Exhibit "B"

Executor's Deed

STATE OF GEORGIA

COUNTY OF WALTON

THIS INDENTURE, made this 6th day of June, 2019, between
Ellen Henson Rogers and Dr. Susan Henson Frost, Individually AND as Co-Executors of the Estate
of Charles Walton Henson, Jr. AKA Charles W. Henson, Jr., deceased and Mary Woodson Felker,
as Administrator of the Estate of Florence Henson Blackwood AKA Florence Bibb Henson,
deceased,

of the County of Walton, and the State of Georgia, as party or parties of the first part, hereinafter
called Grantor, and

Cross Pointe Investments LLC, a Georgia Limited Liability Company
as party or parties of the second part, hereinafter called Grantee (the words "Grantor" and
"Grantee" to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH: That Grantor (acting under and by virtue of the power and authority contained in
said will, the same having been duly probated and recorded May 3, 2019, in the Court of Probate of Walton
County, Georgia, for and in consideration of \$10.00 DOLLARS in hand paid, at and before the sealing and delivery
of these presents (the receipt of which is hereby acknowledged), has granted, bargained, sold, aliened, conveyed,
and confirmed, and by these presents does grant, bargain, sell, alien, convey and confirm unto Grantee, the
following described property:

SEE ATTACHED "EXHIBIT A" FOR LEGAL DESCRIPTION

This conveyance is made subject to easements, encumbrances (but not liens), covenants, conditions and
restrictions of record and to all matters that would be disclosed by a current survey and inspection of the Property
(collectively, the "Permitted Exceptions").

TO HAVE AND TO HOLD the Property subject to the Permitted Exceptions, together with any and all
of the rights, members and appurtenances thereof, to the same being, belonging or in anywise appertaining to, the
only proper use, benefit and behoof of the Grantee and the heirs, legal representatives, successors and assigns of
Grantee forever IN FEE SIMPLE: In as full and ample a manner as the same was held, possessed and enjoyed, or
might have been held, possessed and enjoyed, by the said deceased.

IN WITNESS WHEREOF, the Grantor has signed and sealed this deed, the day and year above
written.

Signed, sealed and delivered in the presence of:

Brenda K. Jones
Unofficial Witness
Elise E. Erwin
Notary Public

My Commission Expires _____



Ellen Henson Rogers and Susan Henson Frost, as
Co-Executors of the Estate of Charles Walton Henson,
Jr. AKA Charles W. Henson, Jr., deceased

BY: *See attached*
Ellen Henson Rogers
Co-Executor

BY: *Susan Henson Frost*
Susan Henson Frost
Co-Executor

See attached
Ellen Henson Rogers, individually
Susan Henson Frost
Susan Henson Frost, individually

Signed, sealed and delivered in the presence of:

John Smith

Unofficial Witness

Robert Hune-Kalter

Notary Public

My Commission Expires: 3-26-2022

ROBERT HUNE-KALTER
Notary Public - State of Colorado
Notary ID 20184013629
My Commission Expires Mar 26, 2022

Mary Woodson Felker, as Administrator of
the Estate of Florence Henson Blackwood
AKA Florence Bibb Henson, deceased.

BY:

Mary Woodson Felker
Mary Woodson Felker
Administrator

Legal description 170 acres

All that tract or parcel of land lying and being in Walton County, containing 157 acres more or less, lying in the Vinegar Hill District, known as part of the Nicy Smith Dower Tract, located on the Nicy Smith Bridge Road, and bounded as follows:

On the West by lands formerly owned by J.A. Pirkle and later by New York Life Insurance Company, and now owned by Arle Etchison; on the North by land of Arle Etchison and land of W.E. Moore; on the East by the present River Run Dredge Ditch of Alcova River; on the South by land of R.C. Martin, A.M. Kelly, Eugene Kelly, and L.C. McGarity and land formerly known as the Jack Etchison land now owned by W.O. Phillips.

This is part of the tract conveyed to Sudie W. Miller by Robin S. Nowell on December 27, 1945 and recorded in the Office of the Clerk of Walton Superior Court in Deed Book 29, page 187, on December 27, 1945, and also being the same property conveyed by Sudie W. Miller to C.W. Henson on June 13, 1951, and recorded in Deed Book 39, Page 594, Office of the Clerk, Walton County Superior Court, said deeds conveying that portion of said land which lies on the West side of the present River Run Dredge Ditch of Alcova River, said Sudie W. Miller retaining and not conveying that portion of said land which lies on the East side of said present River Run Dredge Ditch of Alcova River.

TOGETHER WITH:

All that tract or parcel of land lying and being in Land Lots 30 and 31, 3rd District, City of Monroe, Walton County, Georgia, containing 13.020 acres and shown as Tract 2 on a survey for H.A. Spruce, LLC, dated January 29, 2018, prepared by Ronald Calvin Smith, Georgia Registered Land Surveyor #2921, recorded in Plat book 114, Page 32, Walton County, Georgia records, to which plat reference is made for a more detailed description.

SURVEYOR CERTIFICATION

As required by subsection (d) of O.C.G.A. section 15-6-67, this plat has been prepared by a land surveyor and approved by all applicable local jurisdictions for recording as evidenced by approval certificates, signatures, stamps, or statements hereon. Such approvals or affirmations should be confirmed with the appropriate governmental bodies by any purchaser or user of this plat as to intended use of any parcel. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.

Ronald Calvin Smith, Ge. R.L.S. no. 2921

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

CITY OF MONROE CODE ENFORCEMENT DATE:

THIS BLOCK RESERVED FOR THE CLERK SUPERIOR COURT

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.

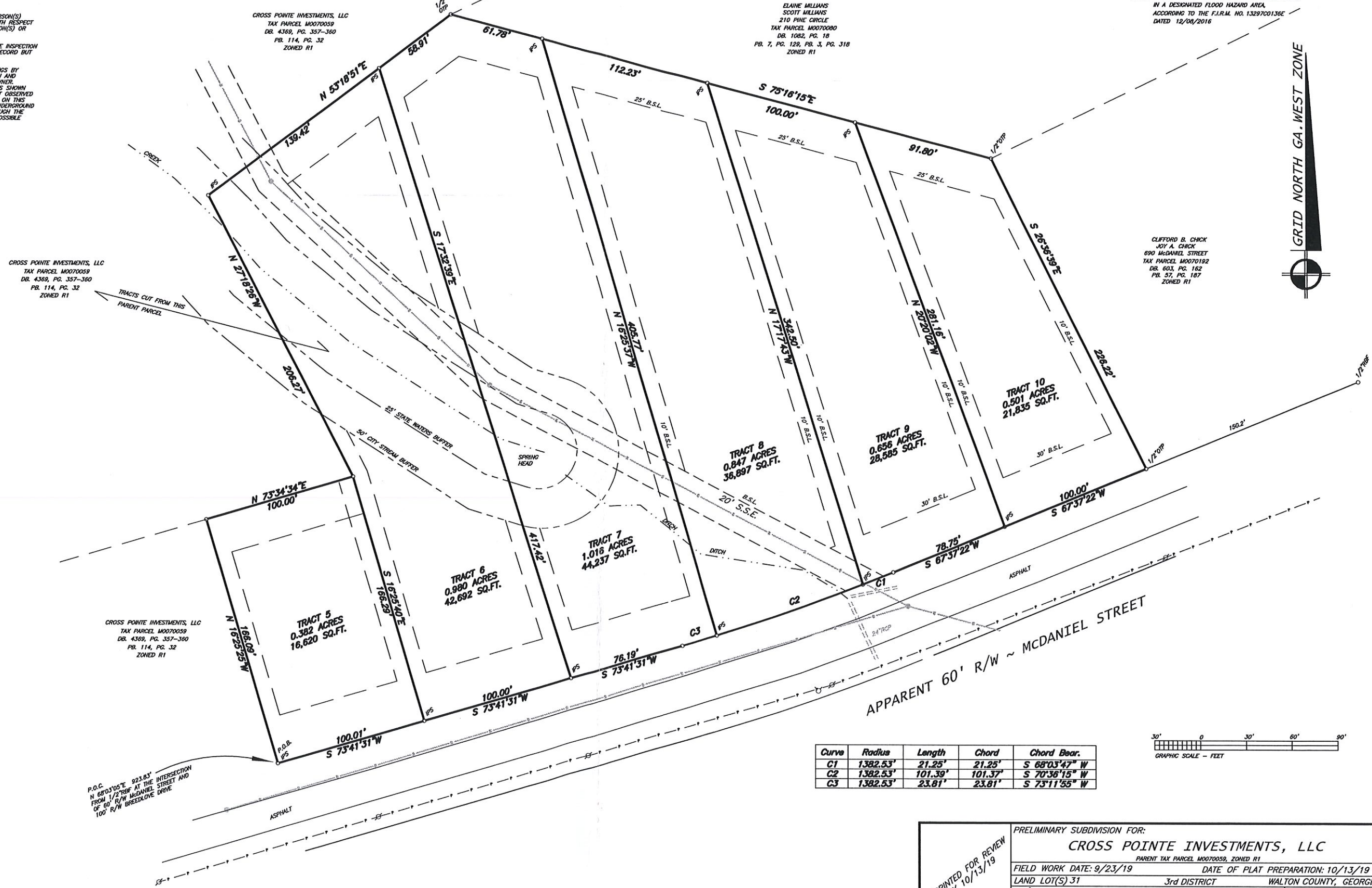
ANY UNDERGROUND UTILITY SHOWN HEREON IS BASED ON UTILITY MARKINGS BY THE UTILITY OWNER, A PRIVATE UTILITY MARKING COMPANY, CONSTRUCTION AND ASBUILT DRAWINGS PROVIDED BY THE UTILITY PROVIDER OR PROPERTY OWNER. THE SURVEYOR MAKES NO GUARANTEES THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES 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.

NOTE: BEARINGS & ELEVATIONS SHOWN HEREON ARE BASED UPON GPS SURVEY USING CHAMPION TRO EQUIPMENT AND #GPS 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 TRO DUAL FREQUENCY RECEIVER WITH A SCPECTER TWO DATA COLLECTOR RUNNING CARLSON SURVIVE 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 #GPS SOLUTIONS, INC. THE RELATIVE POSITIONAL ACCURACY AS CALCULATED ACCORDING TO THE FEDERAL GEOGRAPHIC 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.I.R.M. NO. 1329700136E DATED 12/08/2016

CLIFFORD B. CHICK
JOY A. CHICK
690 MCDANIEL STREET
TAX PARCEL M0070192
DB. 603, PG. 162
PB. 57, PG. 187
ZONED R1



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 58,827 FEET AND AN ANGULAR ERROR OF 07" 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 1 FOOT IN 66,046 FEET.

- LEGEND**
- R.B.F. = REBAR FOUND
 - L.P.S. = IRON PIN SET WITH CAP STAMPED "ALCOVY"
 - C.M.F. = CONCRETE MONUMENT FOUND
 - O.T.P. = OPEN TOP PIPE
 - C.T.P. = CORRUPTED TOP PIPE
 - R/W = RIGHT OF WAY
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 - F.F.E. = FINISHED FLOOR ELEVATION
 - (M) = MANHOLE
 - (I) = DRAIN INLET
 - (F) = FIRE HYDRANT
 - (L) = LIGHT POLE
 - (P) = POWER POLE
 - (-P-) = POWER LINE
 - (-X-) = 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

Curve	Radius	Length	Chord	Chord Bear.
C1	1382.53'	21.25'	21.25'	S 68°03'47" W
C2	1382.53'	101.39'	101.37'	S 70°36'15" W
C3	1382.53'	23.81'	23.81'	S 73°11'55" W



PRELIMINARY SUBDIVISION FOR:
CROSS POINTE INVESTMENTS, LLC
 PARENT TAX PARCEL M0070059, ZONED R1

FIELD WORK DATE: 9/23/19 DATE OF PLAT PREPARATION: 10/13/19
 LAND LOT(S) 31 3rd DISTRICT WALTON COUNTY, GEORGIA

ALCOVY SURVEYING AND ENGINEERING, INC. SCALE: 1" = 30'
 2205 HWY. 81 S., LOGANVILLE, GA. 30052
 Phone 770-466-4002 - LSF #000759

PRINTED FOR REVIEW ONLY 10/13/19

JOB NO. 16-194



To: Planning and Zoning / City Council
From: Patrick Kelley
Department: Planning, Zoning, Code and Development
Date: 01-10-2020
Description: Major subdivision approval Madison Davis PRD Referenced parcels only.

Budget Account/Project Name: NA

Funding Source: 2020 NA

Budget Allocation: NA

Budget Available: NA

Requested Expense: \$NA

Company of Purchase: NA

Recommendation: approval

Background: This is a long-standing development that has finally gotten to the point of being built out. This subdivision creates more than five lots and therefore requires P&Z recommendation and Council approval per the Development regulations.

Attachment(s): Application and supporting documents, see below.



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

Plan Report

Plan NO.: PLAT-00004

175

Plan Type: Subdivision Plat

Work Classification: Major Subdivision

Plan Status: In Review

Apply Date: 01/09/2020

Expiration:

Location Address

Parcel Number

321 MILLEDGE AVE, MONROE, GA 30655

M0170113

Contacts

EAGLE INVESTMENT PARTNERS **Applicant**
 380 E MIDLAND AVE STE 200, WINDER, GA 30680
 WLOBRIEN111@YAHOO.COM

Description: FINAL PLAT APPROVAL - P&Z MTG 1/21/2020 @ 5:30 PM - COUNCIL MTG 2/11/2020 @ 6:00 PM MADISON DAVIS SUBDIVIDING PARCEL M0160112 AND M0170113 6 LOTS

Valuation: \$0.00
 Total Sq Feet: 0.00

Fees	Amount
Major Subdivision Plat Review	\$50.00
Total:	\$50.00

Payments	Amt Paid
Total Fees	\$50.00
Check # 2443	\$50.00
Amount Due:	\$0.00

Condition Name

Description

Comments

Debbie Robinson

Issued By:

William O'Brien

Plan_Signature_1

Plan_Signature_2

January 09, 2020

Date

1/9/2020

Date

Date

CITY OF MONROE

DEVELOPMENT PERMIT AND PRELIMINARY SUBDIVISION PLAT APPLICATION

Application fees: Preliminary Subdivision Plats - \$20 per lot Non-residential Projects - 50% of BP
 NPDES fees: \$40/disturbed acre to EPD and \$40/disturbed acre to City of Monroe
 Shall be paid prior to issuance of permit.

Three copies of the site development plans including erosion, sediment & pollution control plan and two copies of the stormwater management study or two copies of the preliminary subdivision plat. Also required on all developments... Two copies of the hydraulic calculations with water line design must accompany all applications.

THIS FORM MUST BE COMPLETELY FILLED OUT.

Project Name Madison Davis PRD

Project Location 309 321 Mulledge Ave

Proposed Use Residential Map/Parcel MO160112
MO170113

Acreage 1 1/2 #S/D Lots 10 # Multifamily Units _____ # Bldgs _____

Water(provider) Monroe Sewer(provider) Monroe

Property Owner Eagle Investment Partners LLC Phone# 678 478 3700

Address 2492 Walkers Glen Ln City Buford State Ga Zip 30519

Developer Same Phone# _____

Address _____ City _____ State _____ Zip _____

Designer _____ Phone# _____

Address _____ City _____ State _____ Zip _____

Site Contractor Same Phone# _____

Address _____ City _____ State _____ Zip _____

The applicant shall be responsible from the date of the permit, or from the time of the beginning of the first work, whichever shall be the earlier, for all injury or damage of any kind resulting from this work, whether for basic services or additional services, to persons or property. The applicant shall exonerate, indemnify and save harmless the City from and against all claims or actions, and all expenses incidental to the defense (including death) to persons or property caused or sustained in connection with the performance of this permit or by conditions created thereby or arising out of or anyway connected with the work performed under the permit or for any and all claims for damages under the laws of the United States or of Georgia arising out of or in any way connected with the acquisition of and construction under the permit and shall assume and pay for, without cost to the City, the defense of any and all claims, litigation, and actions, suffered through any act or omission of the applicant or any subcontractor or anyone directly or indirectly employed under the supervision of any of them.

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

SIGNATURE OF APPLICANT: William OBrien DATE: 1/8/20

SURVEYOR CERTIFICATION
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Ronald Calvin Smith, Ga. R.L.S. no. 2921

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THIS BLOCK RESERVED FOR THE CLERK SUPERIOR COURT

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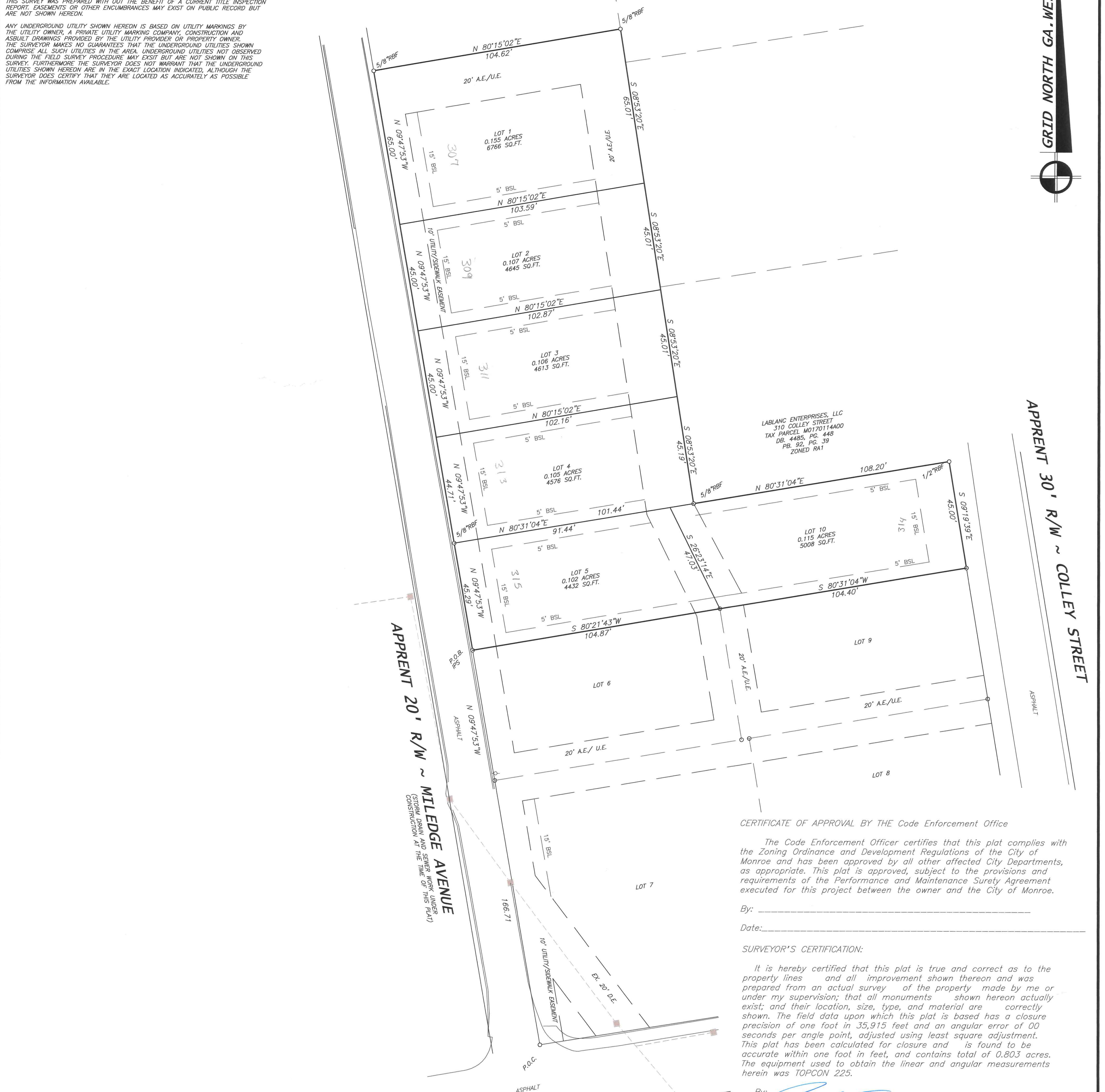
GRID NORTH GA. WEST ZONE



APPARENT 30' R/W ~ COLLEY STREET

APPARENT 20' R/W ~ MILEEDGE AVENUE
 (GRASSY DRIVE AND SEWER WORK UNDER CONSTRUCTION AT THE TIME OF THIS PLAT)

APPARENT 35' R/W ~ DAVIS STREET



CERTIFICATE OF APPROVAL BY THE Code Enforcement Office

The Code Enforcement Officer certifies that this plat complies with the Zoning Ordinance and Development Regulations of the City of Monroe and has been approved by all other affected City Departments, as appropriate. This plat is approved, subject to the provisions and requirements of the Performance and Maintenance Surety Agreement executed for this project between the owner and the City of Monroe.

By: _____
 Date: _____

SURVEYOR'S CERTIFICATION:

It is hereby certified that this plat is true and correct as to the property lines and all improvement shown thereon and was prepared from an actual survey of the property made by me or under my supervision; that all monuments shown hereon actually exist; and their location, size, type, and material are correctly shown. The field data upon which this plat is based has a closure precision of one foot in 35,915 feet and an angular error of 00 seconds per angle point, adjusted using least square adjustment. This plat has been calculated for closure and is found to be accurate within one foot in feet, and contains total of 0.803 acres. The equipment used to obtain the linear and angular measurements herein was TOPCON 225.

By: *RCS*
 Date: 1-2-20

Registered Georgia Land Surveyor
 Reg. No: 2921 Date of Expiration 12/31/2020

OWNERS CERTIFICATE AND DECLARATION:

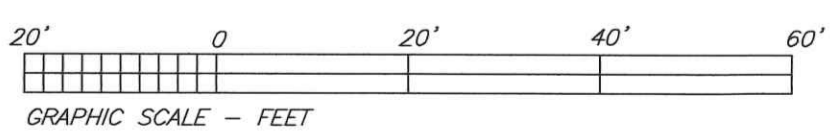
STATE OF GEORGIA THE CITY OF MONROE

The owner of the land shown on this plat and whose name is subscribed hereto in person or through a duly authorized agent acknowledges that this plat was made from an actual survey and dedicates to the use of the public forever all streets, drains, easements and other public facilities and appurtenances thereon shown for the purposes therein expressed.

Dated this _____ day of _____, 20

By: _____
 Owner

- LEGEND**
- R.B.F. = REBAR FOUND
 - I.P.S. = IRON PIN SET WITH CAP STAMPED "ALCOVY"
 - C.M.F. = CONCRETE MONUMENT FOUND
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 - P.P. = POWER POLE
 - P.L. = POWER LINE
 - F.L. = FENCE LINE
 - W.L. = WATER LINE
 - G.L. = GAS LINE
 - V. = VALVE
 - W. = WELL
 - (DISTANCE) = DEED OR PLAT CALL
 - P.O.C. = POINT OF COMMENCEMENT
 - P.O.B. = POINT OF BEGINNING



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 35,915 FEET AND AN ANGULAR ERROR OF 0" 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 1 FOOT IN 41,040 FEET.

PER CURRENT TAX INFORMATION OWNER: NEMEMAH SERVICE GROUP, LLC 1620 ALCOVY RIDGE CROSSING LOGANVILLE, GA. 30052



FINAL PLAT OF LOTS 1-5 AND LOT 10
MADISON DAVIS MDPD - PHASE 1
 PARENT TAX PARCEL M0170113, ZONED PRD
 FIELD WORK DATE: 6/10/15 DATE OF PLAT PREPARATION: 1/2/20
 LAND LOT(S) 65 3rd DISTRICT WALTON COUNTY, GEORGIA
ALCOVY SURVEYING AND ENGINEERING, INC. SCALE: 1" = 20'
 2205 HWY. 81 S., LOGANVILLE, GA. 30052
 Phone 770-466-4002 - LSE #000759 JOB NO. 13-089



To: City Council
From: Logan Propes, City Administrator
Department: Administration
Date: 02/04/2020
Subject: Resolution - Comprehensive Plan Update

Budget Account/Project Name: N/A

Funding Source: N/A

Budget Allocation: N/A

Budget Available: N/A

Requested Expense: N/A **Company of Purchase:** N/A

Description:

This request is for the approval of an Amendment to the Community Work Plan and its associated resolution.

Background:

As part of obtaining funding for additional CDBG and EIP grants, the City needs to update and make a minor amendment to its Community Work Plan (CWP) within the Comprehensive Plan Document. The purpose is to add a project under Community Facilities & Services, as *Item 17A. Stormwater, street, water and sewer infrastructure upgrades to the Central East Area of the City between Spring Street and Church Street.*

A public hearing is required to be held, in this case on February 11, 2020 as part of the Regular Council Meeting.

Attachment(s):

Resolution
 Proposed amendment to the City of Monroe Community Work Program

**RESOLUTION
BY THE CITY OF MONROE, GEORGIA
ADOPTING A MINOR PLAN AMENDMENT
FOR
THE CITY OF MONROE COMPREHENSIVE PLAN – COMMUNITY
WORK PROGRAM**

WHEREAS, the 1989 Georgia Planning Act requires that all local governments submit a comprehensive plan, and

WHEREAS, O.C.G.A. 50-8-1 et seq. gives the Department of Community Affairs authority to establish standards and procedures for appropriate and timely comprehensive planning by all local governments in Georgia; and

WHEREAS, the City of Monroe Mayor and Council have identified an additional update required for the Community Work Program, prior to the community’s next required five-year plan update; and

WHEREAS, a copy of the Minor Plan Amendment updates is attached to this resolution; and

WHEREAS, all portions of this Minor Plan Amendment were completed by the City of Monroe; and

WHEREAS, the Comprehensive Plan for the City of Monroe was reviewed by the Georgia Department of Community Affairs and was found in compliance with the Local Planning Requirements.

THEREFORE, BE IT RESOLVED that the Mayor and City Council of the City of Monroe, Georgia, does hereby adopt an Update for the City of Monroe Comprehensive Plan which relates to the Community Work Program.

Signed and sealed this 11th day of February 2020.

CITY OF MONROE, GEORGIA

**BY: _____(SEAL)
John S. Howard, Mayor**

**ATTEST: _____(SEAL)
Debbie Kirk, City Clerk**

#	Activity	Timeframe	Responsible Party	Cost Estimate	Funding Source
LAND USE, HOUSING, AND DEVELOPMENT					
9	Identify suitable locations for commercial development that is consistent with the community's vision	2017-2021	P&Z, economic development	Staff time	Local
10	Review and, if appropriate, update zoning and development code to ensure that new development is compatible with the community's vision	2017-2019	Development, P&Z, code	Staff time	Local
11	Inventory housing stock and develop plan to eradicate blight	2017-2021	P&Z, economic development, GICH team	None – volunteer	NA
12	*Develop a plan and initiatives for affordable housing	2017-2019	GICH team, P&Z	Staff time	Local
13	Create greenway along creek in Avondale Mills area	2017-2020	Property owner/ developer	\$2 million- \$5 million	Private
NATURAL AND CULTURAL RESOURCES					
14	Establish a tree-planting program	2018	Tree board	None – volunteer	NA
COMMUNITY FACILITIES & SERVICES					
15	SR 138 sewer extension/infrastructure improvement	2017	Utilities	\$1.2 million	Local
16	5th and 6th St. water, stormwater, curb, and gutter infrastructure	2017-2018	Utilities	\$500,000	State, local, CDBG
17	Gas line relocation for SR 78 bridge	2017	Utilities	\$400,000	Local
TRANSPORTATION					
18	Develop a local complete streets and trails plan with a pronounced focus on reducing automobile vehicle-miles traveled	2018-2020	Streets and transportation	\$50,000	Local
19	Develop an informal plan to improve local impact on decisions regarding state and federal highways	2017-2018	City leadership, County, ARC MPO, GDOT	Minimal	City, ARC, GDOT
20	Implement sidewalk master plan	2017-2020	Streets and transportation	\$5.9 million	SPLOST, CDBG
21	Airport: Repair and upgrade aprons and runways, construct eastside terminal area, remove obstructions, install a jet A fuel tank, construct eight-unit T-hangar and four corporate hangars	2018-2022	Airport committee, P&Z, streets and transportation, finance	\$6.1 million	Federal, state, local
22	Resurface 12 centerline miles throughout the city	2017-2021	Streets and transportation	\$975,000	SPLOST
23	New sidewalk construction throughout the city	2017-2021	Streets and transportation	\$475,000	SPLOST
24	Spring St. sidewalk project	2017-2018	Streets and transportation	\$2 million	SPLOST, local

#	Activity	Timeframe	Responsible Party	Cost Estimate	Funding Source
COMMUNITY FACILITIES & SERVICES					
17A	Stormwater, street, water and sewer Infrastructure upgrades to the Central East Area of the City between Spring Street and Church Street.	2019 - 2022	Utilities	\$2 Million	State, Local, CDBG



To: City Council
From: Logan Propes, City Administrator
Department: Administration
Date: 02/04/2020
Subject: Resolution - Service Delivery Strategy Amendment

Budget Account/Project Name:

Funding Source: N/A

Budget Allocation: N/A

Budget Available: N/A

Requested Expense: N/A **Company of Purchase:** N/A

Description:

This request is for the approval of an Amendment to the Service Delivery Strategy (SDS) with Walton County and its municipalities, to add the word "Grants" to the Road Construction & Maintenance, Storm Water, Wastewater Collection and Treatment, and Water Supply and Distribution Services as a Funding Method on the SDS Form 2 for each service.

Staff requests a motion approving the Resolution and the subsequent SDS 1 and 2 Forms as presented.

Background:

The cities of Social Circle and Monroe are both applying for Community Development Block Grant (CDBG) Funds on April 1st and the amended SDS must be in place prior to the applications being submitted. This will be beneficial to the other cities and county in the future if they apply for any state funds for the services listed above. The SDS was approved by Council on June 11, 2019.

An original copy for DCA SDS Form 4 – Certification will be circulated for signatures.

Attachment(s):

Resolution
 SDS Forms 1 and 2

RESOLUTION

Be it hereby resolved that the Mayor be authorized to execute the minor amendment to the Walton County Service Delivery Strategy Agreement which is required by the Georgia Department of Community Affairs for cities and counties to apply and receive funding for the identified services.

Be it hereby resolved that the **Form 2: Summary of Service Delivery Arrangements for Water Supply and Distribution, Waste Water Collection and Treatment, Stormwater, and Road Construction and Maintenance** will be revised to add the word “Grants” to the Funding Method (Section 3) on each of these forms and for each local government who provides these services as shown in the existing Walton County Service Delivery Strategy.

SO RESOLVED on this ____ day of February 2020.

CITY OF MONROE, GEORGIA

BY: _____ **(SEAL)**

John S. Howard, Mayor

ATTEST: _____ **(SEAL)**

Debbie Kirk, City Clerk



SERVICE DELIVERY STRATEGY

FORM 1

COUNTY: **WALTON**

I. GENERAL INSTRUCTIONS:

1. FORM 1 is required for **ALL** SDS submittals. Only one set of these forms should be submitted per county. The completed forms shall clearly present the collective agreement reached by all cities and counties that were party to the service delivery strategy.
2. List each local government and/or authority that provides services included in the service delivery strategy in Section II below.
3. List all services provided or primarily funded by each general purpose local government and/or authority within the county that are continuing *without change* in Section III, below. (It is acceptable to break a service into separate components if this will facilitate description of the service delivery strategy.)

<p style="text-align: center;">OPTION A <i>Revising or Adding to the SDS</i></p>	<p style="text-align: center;">OPTION B <i>Extending the Existing SDS</i></p>
<ol style="list-style-type: none"> 4. List all services provided or primarily funded by each general purpose local government and authority within the county which are revised or added to the SDS in Section IV, below. (It is acceptable to break a service into separate components if this will facilitate description of the service delivery strategy.) 5. For each service or service component listed in Section IV, complete a separate, updated <i>Summary of Service Delivery Arrangements</i> form (FORM 2). 6. Complete one copy of the <i>Certifications</i> form (FORM 4) and have it signed by the authorized representatives of participating local governments. [Please note that DCA cannot validate the strategy unless it is signed by the local governments required by law (see Instructions, FORM 4).] 	<ol style="list-style-type: none"> 4. In Section IV type, "NONE." 5. Complete one copy of the <i>Certifications for Extension of Existing SDS</i> form (FORM 5) and have it signed by the authorized representatives of the participating local governments. [Please note that DCA cannot validate the strategy unless it is signed by the local governments required by law (see Instructions, FORM 5).] 6. Proceed to step 7, below. <div data-bbox="868 1171 1576 1409" style="background-color: #003366; color: white; padding: 10px; text-align: center;"> <p>For answers to most frequently asked questions on Georgia's Service Delivery Act, links and helpful publications, visit DCA's website at http://www.dca.ga.gov/development/PlanningQualityGrowth/programs/servicedelivery.asp, or call the Office of Planning and Quality Growth at (404) 679-5279.</p> </div>

7. If any of the conditions described in the existing *Summary of Land Use Agreements* form (FORM 3) have changed or if it has been ten (10) or more years since the most recent FORM 3 was filed, update and include FORM 3 with the submittal.
8. Provide the completed forms and any attachments to your regional commission. The regional commission will upload digital copies of the SDS documents to the Department's password-protected web-server.

NOTE: ANY FUTURE CHANGES TO THE SERVICE DELIVERY ARRANGEMENTS DESCRIBED ON THESE FORMS WILL REQUIRE AN UPDATE OF THE SERVICE DELIVERY STRATEGY AND SUBMITTAL OF REVISED FORMS AND ATTACHMENTS TO THE GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS UNDER THE "OPTION A" PROCESS DESCRIBED, ABOVE.

II. LOCAL GOVERNMENTS INCLUDED IN THE SERVICE DELIVERY STRATEGY:

In this section, list all local governments (including cities located partially within the county) and authorities that provide services included in delivery strategy.

Between, Buford, Covington, Economic Development Authority of Walton County, Good Hope, Jersey, Joint Dev Auth of Jasper Morgan Newton and Walton, Lawrenceville, Loganville, Loganville Development Authority, Loganville DDA, Loganville URA, Loganville Housing Authority, Madison, Monroe, Monroe DDA, Monroe URA, Monroe Housing Authority, Monroe Walton Center for the Arts, NCWSA, Northeast GA Regional Solid Waste Mgmt. Authority, Social Circle, Social Circle DA, Social Circle DDA, Social Circle Housing Authority, Uncle Remus Regional Library System, Walnut Grove, Walnut Grove DDA, Walton County, Walton County Hospital Authority, Walton County Senior Citizen Council, Winder

III. SERVICES INCLUDED IN THE EXISTING SERVICE DELIVERY STRATEGY THAT ARE BEING EXTENDED WITHOUT CHANGE:

In this section, list each service or service component already included in the existing SDS which will continue as previously agreed with no need for modification.

Airport Services, Animal Control, Building Inspection, Economic Development Services, Emergency Dispatch(E9-11) Services (new), Fire Protection, Hospital/Medical Services(no longer provided), Magistrate Probate & Superior Court (now combined), Municipal Court (now separate from Magistrate & Municipal Court Services), Parks and Recreation, Planning & Zoning (formerly termed Planning & Zoning Services), Probate Court (now combined as Magistrate Probate & Superior Court), Public Cemeteries, Public Health Services, Public Housing, Road Construction and Maintenance, Senior Citizens Services, Stormwater, Superior Court (now included in Magistrate Probate & Superior Court Services), Telecommunications, Wastewater Collection and Treatment, Water Supply and Distribution, (formerly Water Supply & Distribution) Cooperative Extension, Code Enforcement, Coroner, Cultural Services, Electricity, Emergency Management Services, Emergency Medical Services, Indigent Defense, Jail, Law Enforcement, Libraries, Natural Gas, Public Transportation, Solid Waste, Streetlights, Voter Registration

IV. SERVICES THAT ARE BEING REVISED OR ADDED IN THIS SUBMITTAL:

In this section, list each new service or new service component which is being added and each service or service component which is being revised in this submittal. For each item listed here, a separate Summary of Service Delivery Arrangements form (FORM 2) must be completed.

Road Construction and Maintenance, Stormwater, Wastewater Collection and Treatment, Water Supply and Distribution, (formerly Water Supply & Distribution)



SERVICE DELIVERY STRATEGY

FORM 2: Summary of Service Delivery Arrangements

Instructions:

Make copies of this form and complete one for each service listed on FORM 1, Section III. Use exactly the same service names listed on FORM 1. Answer each question below, attaching additional pages as necessary. If the contact person for this service (listed at the bottom of the page) changes, this should be reported to the Department of Community Affairs.

COUNTY:WALTON COUNTY

Service:Road Construction & Maintenance

1. Check the box that best describes the agreed upon delivery arrangement for this service:

- Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):
- Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):
- One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service):
- One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.):
- Other (If this box is checked, attach a legible map delineating the service area of each service provider, and identify the government, authority, or other organization that will provide service within each service area.): **Walton County will provide labor and equipment for pavement overlay Countywide for LMIG and SPLOST projects, each jurisdiction will pay the cost of materials used within their corporate boundaries. Roadway construction and maintenance other than LMIG and SPLOST overlay projects will be provided by the County in the unincorporated area and each City within their corporate boundaries. The cities and county agree that they will work together to pave roads that service both the county and city through mutual agreement.**

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

- Yes (if "Yes," you must attach additional documentation as described, below)
- No

If these conditions will continue under this strategy, attach an explanation for continuing the arrangement (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, attach an implementation schedule listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

<i>Local Government or Authority</i>	<i>Funding Method</i>
Walton County	General Fund & LMIG funds/ Grants
Between, Good Hope, Jersey,	General Fund & LMIG funds/ Grants
Loganville, Monroe, Social Circle,	General Fund & LMIG funds/ Grants
Walnut Grove	General Fund & LMIG funds/ Grants

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

County will provide labor and equipment for City SPLOST and LMIG projects as a countywide service, supported by County general funds. For other City paving projects for which County assistance is requested, County will provide labor and equipment as time and season allows.

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

<i>Agreement Name</i>	<i>Contracting Parties</i>	<i>Effective and Ending Dates</i>
Master Service Delivery Agreement	Walton County/Between/Good Hope/Jersey/Loganville/ Monroe/ Social Circle/ Walnut Grove	July 2019-July 2029
Project IGA's	Specific City/County IGA's will be executed for each Project defining scope and material costs	Annually

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

LMIG and SPLOST related road maintenance services that may be bid by the county, such as patching striping, and shoulder maintenance will be advertised by the County such that each City may use the contract costs for work within the City. These items will be fully funded and administered by the respective City.

7. Person completing form: **Adele Schirmer**
 Phone number: **770-464-6901** Date completed:

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

If not, provide designated contact person(s) and phone number(s) below:
KEVIN LITTLE, WALTON COUNTY BOARD OF COMMISSIONERS CHAIRMAN, 770-267-1301;
JEANNE SULLIVAN, BETWEEN ACTING MAYOR - 571-331-5899;
JIMMY GUTHRIE, GOOD HOPE MAYOR - 770-267-8131; RANDY CARRITHERS, JERSEY MAYOR - 770-464-2404;
DANNY ROBERTS, LOGANVILLE CITY MANAGER -770-466-1165;
LOGAN PROPES, MONROE CITY ADMINISTRATOR -770-267-3429;
ADELE SCHIRMER, SOCIAL CIRCLE CITY MANAGER - 770-464-6901 &
MARK MOORE, WALNUT GROVE MAYOR - 770-787-0046



SERVICE DELIVERY STRATEGY

FORM 2: Summary of Service Delivery Arrangements

Instructions:

Make copies of this form and complete one for each service listed on FORM 1, Section III. Use exactly the same service names listed on FORM 1. Answer each question below, attaching additional pages as necessary. If the contact person for this service (listed at the bottom of the page) changes, this should be reported to the Department of Community Affairs.

COUNTY: WALTON COUNTY

Service: Storm Water

1. Check the box that best describes the agreed upon delivery arrangement for this service:

- Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service:)

- One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.): **Walton County, City of Between, City of Jersey, City of Loganville, City of Monroe, City of Social Circle and City of Walnut Grove**

- Other (If this box is checked, attach a legible map delineating the service area of each service provider, and identify the government, authority, or other organization that will provide service within each service area.):

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

- Yes (if "Yes," you must attach additional documentation as described, below)

- No

If these conditions will continue under this strategy, attach an explanation for continuing the arrangement (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, attach an implementation schedule listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

<i>Local Government or Authority</i>	<i>Funding Method</i>
Walton County	Financial Institution Tax, Franchise Taxes, Alcohol Excise Tax, Grants
Between, Jersey	General Fund, Grants
Walnut Grove, Monroe, Social Circle	General Fund, Grants
Loganville	Stormwater Utility Fee Enterprise Fund, Grants

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

County funding source is from unincorporated areas.

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

<i>Agreement Name</i>	<i>Contracting Parties</i>	<i>Effective and Ending Dates</i>
Master Service Delivery Agreement	Walton County/Between/Good Hope/Jersey/Loganville/ Monroe/ Social Circle/ Walnut Grove	July 2019 - July 2029

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

7. Person completing form: **Adele Schirmer**
 Phone number: **770-464-6901** Date completed:

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

If not, provide designated contact person(s) and phone number(s) below:
KEVIN LITTLE, WALTON COUNTY BOARD OF COMMISSIONERS CHAIRMAN, 770-267-1301;
JEANNE SULLIVAN, BETWEEN ACTING MAYOR - 571-331-5899;
JIMMY GUTHRIE, GOOD HOPE MAYOR - 770-267-8131; RANDY CARRITHERS, JERSEY MAYOR - 770-464-2404;
DANNY ROBERTS, LOGANVILLE CITY MANAGER -770-466-1165;
LOGAN PROPES, MONROE CITY ADMINISTRATOR -770-267-3429;
ADELE SCHIRMER, SOCIAL CIRCLE CITY MANAGER - 770-464-6901 &
MARK MOORE, WALNUT GROVE MAYOR - 770-787-0046



SERVICE DELIVERY STRATEGY

FORM 2: Summary of Service Delivery Arrangements

Instructions:

Make copies of this form and complete one for each service listed on FORM 1, Section III. Use exactly the same service names listed on FORM 1. Answer each question below, attaching additional pages as necessary. If the contact person for this service (listed at the bottom of the page) changes, this should be reported to the Department of Community Affairs.

COUNTY: WALTON COUNTY

Service: *Wastewater Collection and Treatment*

1. Check the box that best describes the agreed upon delivery arrangement for this service:

- Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service:)

- One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.):

- Other (If this box is checked, **attach a legible map delineating the service area of each service provider**, and identify the government, authority, or other organization that will provide service within each service area.): **City of Loganville, City of Monroe, City of Social Circle and City of Walnut Grove, and JDA of Jasper, Morgan, Newton, and Walton through NCWSA.**

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

- Yes** (if "Yes," you must attach additional documentation as described, below)
- No**

If these conditions will continue under this strategy, **attach an explanation for continuing the arrangement** (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, **attach an implementation schedule** listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

<i>Local Government or Authority</i>	<i>Funding Method</i>
City of Loganville	User Fees/ Grants
City of Monroe	User Fees/Grants
City of Social Circle	User Fees/Grants
City of Walnut Grove	User Fees/Grants
JDA of Jasper, Morgan, Newton, Walt	User Fees/Grants

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

Walton County is not providing sewer service. Service area mapping is updated.

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

<i>Agreement Name</i>	<i>Contracting Parties</i>	<i>Effective and Ending Dates</i>
Master Service Delivery Strategy	Walton County/Between/Good Hope/Jersey/Loganville/Monroe/Social Circle/Walnut Grove	July 2019 - July 2029
Intergovernment contract	Jasper County, Morgan county, Newton County, Walton County, Cityof Social Circle, & JDA of Jasper, Morgan Newton and Walton	7/23/2002-7/23/2052

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

7. Person completing form: **Adele Schirmer**
 Phone number: **770-464-6901** Date completed:

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

If not, provide designated contact person(s) and phone number(s) below:
MARK MOORE, MAYOR, CITY OF WALNUT GROVE, 770-787-0046
DANNY ROBERTS, CITY MANAGER, CITY OF LOGANVILLE, 770-466-1165
LOGAN PROPES, CITY ADMINISTRATOR, CITY OF MONROE, 770-267-3429
ADELE SCHIRMER, CITY MANAGER, CITY OF SOCIAL CIRCLE, 770-464-6901



SERVICE DELIVERY STRATEGY

FORM 2: Summary of Service Delivery Arrangements

Instructions:

Make copies of this form and complete one for each service listed on FORM 1, Section III. Use exactly the same service names listed on FORM 1. Answer each question below, attaching additional pages as necessary. If the contact person for this service (listed at the bottom of the page) changes, this should be reported to the Department of Community Affairs.

COUNTY: WALTON COUNTY

Service: *Water Supply and Distribution*

1. Check the box that best describes the agreed upon delivery arrangement for this service:

- Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.):

- One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service:)

- One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.):

- Other (If this box is checked, **attach a legible map delineating the service area of each service provider**, and identify the government, authority, or other organization that will provide service within each service area.): **Walton County, City of Loganville, City of Monroe, City of Jersey, and City of Social Circle, and JDA of Jasper, Morgan, Newton, and Walton through NCWSA.**

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

- Yes** (if "Yes," you must attach additional documentation as described, below)

- No**

If these conditions will continue under this strategy, **attach an explanation for continuing the arrangement** (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, **attach an implementation schedule** listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

<i>Local Government or Authority</i>	<i>Funding Method</i>
Walton County	User Fees/Grants
Loganville	User Fees/Grants
Monroe	User Fees/Grants
Social Circle	User Fees/Grants
Jersey	User Fees/Grants
JDA of Jasper, Morgan, Newton, Walt	User Fees/Grants

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

No changes

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

<i>Agreement Name</i>	<i>Contracting Parties</i>	<i>Effective and Ending Dates</i>
Master Service Delivery Agreement	Walton County/Between/Good Hope/Jersey/Loganville/Monroe/Social Circle/Walnut Grove	July 2019 - July 2029
Intergovernmental Agreement	Jasper County, Morgan county, Newton County, Walton County, Cityof Social Circle, and JDA of Jasper, Morgan Newton and Walton	7/23/2002-7/23/2052

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

7. Person completing form: **Adele Schirmer**
 Phone number: **770-464-6901** Date completed:

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy? Yes No

If not, provide designated contact person(s) and phone number(s) below:
KEVIN LITTLE, WALTON COUNTY BOARD OF COMMISSIONERS CHAIRMAN - 770-267-1301
RANDY CARRITHERS, JERSEY MAYOR - 770-464-2404
DANNY ROBERTS, LOGANVILLE CITY MANAGER - 770-466-1165
LOGAN PROPES, MONROE CITY ADMINISTRATOR - 770-464-6901
ADELE SCHIRMER, SOCIAL CIRCLE CITY MANAGER - 770-464-6901
MARK MOORE, WALNUT GROVE MAYOR - 770-787-0046

CITY OF MONROE
FY2020 CDBG APPLICATION
RESOLUTION

WHEREAS, the Georgia Department of Community Affairs has established the Community Development Block Grant program to assist cities and counties with improvements to public facilities, economic development, and housing in Georgia, and

WHEREAS, there exists in the City a need to provide street and drainage improvements to the City of Monroe's FY2020 CDBG Target Area,

NOW THEREFORE, BE IT RESOLVED by the Mayor and Monroe City Council that the City supports the application for FY2020 CDBG funds and that the City will apply for these funds for street and drainage improvements in the City's FY2020 CDBG Target Area. The City commits to the required cash match for the project, \$1,000 cash for the required audits and all additional cash and/or in-kind services needed to complete the project over the grant amount.

BE IT FURTHER RESOLVED that the Mayor is authorized and directed to act as the official representative of the City, to act in connection with the application, to be responsible for compliance with the applicable state and federal requirements of the program, and to provide such additional information as may be required;

BE IT FURTHER RESOLVED that the Mayor is authorized to enter into an agreement for engineering and grant administration services relating to the application and subsequent grant (if funded) and to execute the application and other required documents on behalf of the City including the grant award package (if funded);

BE IT FURTHER RESOLVED that the City commits to own, operate, and maintain all proposed improvements;

BE IT FURTHER RESOLVED that the City hereby adopts the Citizen Participation Plan of the Georgia Department of Community Affairs to ensure public involvement in the CDBG process;

BE IT FURTHER RESOLVED that the City hereby acknowledges that the proposed project is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3) and in accordance with the Georgia Department of Community Affairs' Section 3 Compliance Plan will to the greatest extent feasible, comply with all Section 3 requirements;

BE IT FURTHER RESOLVED that the City hereby acknowledges that the proposed project is subject to the requirements of Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, Section 104(b)(2) of the Housing and Community Development Act of 1974, as amended, and Section 105(b)(3) of the National Affordable Housing Act of 1990 (NAHA). The City hereby commits to Affirmatively Furthering Fair Housing to the greatest extent feasible.

BE IT FURTHER RESOLVED that the City hereby acknowledges that the proposed project is subject to the requirements of Section 504 of the Rehabilitation Act of 1973, as amended, Title II of the Americans with Disabilities Act of 1990 (ADA), Title VI of the Civil Rights Act of 1964 and Executive Order 13166 (LAP), and the Architectural Barriers Act of 1968. The City hereby commits to comply with all Section 504 requirements to the greatest extent feasible.

BE IT FURTHER RESOLVED that the proposed street and drainage improvements are in conformance with the City of Monroe's Comprehensive Plan and are not inconsistent with the City's Service Delivery Strategy;

BE IT FURTHER RESOLVED that a true and dedicated commitment has been made to the project for the successful completion of the above improvements for the citizens, especially the City's low-to-moderate income citizens;

BE IT RESOLVED this 11th day of February, 2020.

John S. Howard, Mayor

CERTIFICATION

I do hereby certify that the foregoing is a true and correct copy of the Resolution duly adopted by the City the date so stated in said Resolution. I further certify that I am the City Clerk and that said Resolution has full force and effect the 11th day of February, 2020.

ATTEST:

(SEAL)

Debbie Kirk, City Clerk

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONROE, GEORGIA
OPPOSING HOUSE BILL 302 AND SENATE BILL 172, PRE-EMPTION OF LOCAL
BUILDING DESIGN STANDARDS**

WHEREAS, HB 302 and SB 172 would prohibit local governments from regulating "building design elements" in single or double family dwellings, which could negatively impact economic development efforts and harm competitiveness; and

WHEREAS, appropriate local design standards and land use policies create a diverse, stable, profitable and sustainable residential development landscape; and

WHEREAS, HB 302 and SB 172 are bills that would undermine self-determination of citizens to establish community standards as illustrated by the following:

Municipal and county officials are elected in part to make decisions about the look and feel of their communities, which fosters economic development, preserves the character of communities; and

Municipalities and counties use design standards to ensure that the property values of surrounding property owners remain protected from incompatible development; and

HB 302 and SB 172 would severely erode the ability of all 538 Georgia cities and 159 counties to address unique and community- specific quality of life issues.

WHEREAS, county and municipal governments use building design standards to protect property values, attract high quality builders, and block incompatible development; and

WHEREAS, building design standards assure residents and business owners that their investments will be protected, and that others who come behind them will be equally committed to quality; and

WHEREAS, local governments spend a large amount of resources studying, surveying, crafting, and defining their vision and development strategies, and design standards are an integral part of those endeavors to attract residents, businesses, and the much-coveted trained workforce; and

WHEREAS, development and redevelopment efforts should reflect the community and its vision while simultaneously creating a sense of place; and

WHEREAS, county and municipal government officials are elected to make decisions about the look and feel of their communities, and HB 302 and SB 172 would transfer that power from duly-elected local leaders to outside groups with little to no stake in the future or success of Georgia's municipalities, including real estate developers and homebuilders; and

WHEREAS, building design standards neither discourage nor favor affordable housing, nor prevent the availability of certain housing types, as supporters of HB 302 and SB 172 purport; and

WHEREAS, local governments should have the ability to provide more affordable housing options without sacrificing their unique character or threatening economic growth; and

WHEREAS, although historic districts are protected in HB 302 and SB 172, which indicates an understanding that standards do in fact make sense, downtown overlays or other similar special zoning districts are not; and

WHEREAS, local governments should be empowered to enforce building design standards to make today's thriving downtown tomorrow's historic district; and

WHEREAS, by limiting the ability of local governments to enforce building design standards in single or double family dwellings, HB 302 and SB 172 would negatively impact quality-of-life issues, including economic growth and the safety and welfare of Georgia citizens.

NOW, THEREFORE, BE IT RESOLVED BY THE Mayor and Council that this governing body voices its opposition to HB 302 and SB 172, Preemption of Local Building Design Standards.

BE IT FURTHER RESOLVED that a copy of this Resolution be delivered to members of the [City or County] local delegation, and made available for distribution to the public and the press.

ADOPTED this ___ day of February, 2020.

CITY OF MONROE, GEORGIA

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

Attest: _____ (SEAL)
Debbie Kirk, City Clerk

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF MONROE, GEORGIA, SUPPORTING LEGISLATION FOR SENATE BILL 309, GEORGIA LOCAL GOVERNMENT INFRASTRUCTURE FINANCE AUTHORITY ACT

WHEREAS, locally elected officials work in partnership with citizens, the state of Georgia and the federal government to address ongoing funding needs for infrastructure projects and other capital investments which are crucial to maintaining safe communities and impact economic development efforts; and

WHEREAS, Georgia cities have \$11.2 billion of capital needs between now and the year 2022, with the greatest needs being infrastructure, public safety and government buildings; and

WHEREAS, taxpayers consistently continue to invest local dollars by supporting Special Purpose Local Option Sales Tax (SPLOST) and Transportation Special Purpose Local Option Sales Tax (TSPLOST) referendums; and

WHEREAS, tax increases alone will not be sufficient to address all outstanding projects, state legislation to establish a local government finance authority would provide a lower cost, efficient source for municipal and county governments to fund various projects and equipment needs; and

WHEREAS, an authority could be operated by both Georgia Municipal Association (GMA) and Association County Commissioners of Georgia (ACCG) to issue tax-exempt bonds to local government for financing of goods, real and personal property, structures and supplies; and

WHEREAS, such financing would be through revenue bonds pursuant to intergovernmental contracts; and

WHEREAS, while municipalities are currently authorized under Georgia law to participate in lease purchase financing, it is more expensive relative to other governmental financing options; and

WHEREAS, changing state law to provide municipalities and counties a more efficient funding source through the issuance of pooled revenue bonds by a local government finance authority will reduce the overall costs of capital spending and save Georgia taxpayers dollars.

NOW, THEREFORE, BE IT RESOLVED BY THE Mayor and Council of the City of Monroe, Georgia that this governing body voices its support of Senate Bill 309, Georgia Local Government Infrastructure Finance Authority Act.

ADOPTED this _____ day of February, 2020.

CITY OF MONROE, GEORGIA

Approved: _____
John S. Howard, Mayor

Attest: _____
Debbie Kirk, City Clerk



To: Mayor & Council

From: Beth Thompson, Finance Director

Department: Finance

Date: 2/4/2020

Subject: Resolution – 2019 Budget Amendment

Budget Account/Project Name: n/a

Funding Source: n/a

Budget Allocation: n/a

Budget Available: n/a

Requested Expense: n/a

Description:

FY 2019 End of Year Budget Amendments

Staff recommends the Council approve the FY 2019 End of Year Budget Amendments.

Background:

Budget amendments are needed to ensure compliance with our own financial policies and also to satisfy State of Georgia criteria, I am proposing a series of end-of-year budget amendments to balance any line items that cause overages at the department level. Adopting these amendments allows me to finalize the FY 2019 financial statements and Comprehensive Annual Financial Statements.

Please note that not all overages are indicative of being over budget in a “negative” way. Rather, most overages are offset by other revenues or other funding sources, i.e. the CHIP grant expenses are offset by CHIP grant revenues.

Attachment(s): FY 2019 Proposed Budget Amendments
FY 2019 Amended Budget Resolution

**AMENDED
BUDGET RESOLUTION**

A RESOLUTION ADOPTING THE 2019 BUDGET REVISIONS FOR THE CITY OF MONROE, GEORGIA; APPROPRIATING REVISED AMOUNTS AS SHOWN IN EACH BUDGET AS EXPENDITURES; ADOPTING THE REVISED REVENUE PROJECTIONS; AND PROHIBITING EXPENDITURES TO EXCEED APPROPRIATIONS.

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

WHEREAS, for the purpose of financing the conduct of affairs of the **City of Monroe** during the fiscal year beginning January 1, 2019 and ending December 31, 2019, the Revised Budget of the City's Revenues and Expenditures for such period, as prepared and submitted to the **City Council** by the City Administrator; and so approved by the **Mayor and City Council**.

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

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

ADOPTED by the **Mayor and City Council** of the **City of Monroe** this 4th day of February 2020.

John S. Howard, Mayor
City of Monroe

Attest:

Debbie Kirk, City Clerk

Inter-Departmental Budget Amendments Year End 2019

Increase Expense	100-1560-521240	Audit	AUDIT SERVICES	6,750.00
Increase Expense	100-6200-512100	Buildings & Grounds	GROUP INS	22,900.55
Increase Expense	100-6200-522140	Buildings & Grounds	LAWN CARE & MAINTENANCE	6,268.26
Increase Expense	100-6200-541300	Buildings & Grounds	BUILDINGS	29,389.00
Increase Expense	100-7520-512100	Economic Development	GROUP INS	1,484.93
Increase Expense	100-7520-527501	Economic Development	CHIP PROJECT EXPENSE	136,324.75
Increase Expense	100-1300-511100	Executive	REGULAR SALARIES	32,322.01
Increase Expense	100-1300-512100	Executive	GROUP INS	7,328.20
Increase Expense	100-1300-512910	Executive	MEDICAL EXAMS	32.50
Increase Expense	100-1300-521200	Executive	PROFESSIONAL SERVICES	2,685.92
Increase Expense	100-1300-521201	Executive	I/T SVCS - WEB DESIGN, ETC.	288.33
Increase Expense	100-1300-522202	Executive	VEHICLE REP & MAINT OUTSIDE	20.00
Increase Expense	100-1300-522208	Executive	MAINTENANCE CONTRACTS	5,292.59
Increase Expense	100-1300-523101	Executive	GENERAL LIABILITY INSURANCE	10,508.48
Increase Expense	100-1300-523200	Executive	COMMUNICATION SERVICES	401.47
Increase Expense	100-1300-523210	Executive	POSTAGE	334.68
Increase Expense	100-1300-523510	Executive	TRAVEL EXPENSE	1,344.79
Increase Expense	100-1300-523518	Executive	MAYOR EXP - HOWARD	5,694.97
Increase Expense	100-1300-523790	Executive	TRAINING MAYOR HOWARD	510.00
Increase Expense	100-1300-531100	Executive	OFFICE SUPPLIES & EXPENSES	35.07
Increase Expense	100-1300-531103	Executive	AUTO PARTS	382.45
Increase Expense	100-1300-531107	Executive	DAMAGE CLAIMS	260.02
Increase Expense	100-1300-531162	Executive	R & M BUILDINGS - INSIDE	1,381.00
Increase Expense	100-1300-531715	Executive	EMPLOYEE RECOGNITION	939.74
Increase Expense	100-1510-512100	Financial Administration	GROUP INS	14,693.03
Increase Expense	100-1510-512200	Financial Administration	SOCIAL SECURITY	472.43
Increase Expense	100-1510-512300	Financial Administration	MEDICARE	109.90
Increase Expense	100-1510-521201	Financial Administration	I/T SVCS - WEB DESIGN, ETC.	229.98
Increase Expense	100-1510-522204	Financial Administration	R & M BUILDINGS - OUTSIDE	130.00
Increase Expense	100-1510-522315	Financial Administration	P O BOX RENTAL	14.00
Increase Expense	100-1510-522322	Financial Administration	EQUIPMENT RENTAL	14.35
Increase Expense	100-1510-523200	Financial Administration	COMMUNICATION SERVICES	45.00
Increase Expense	100-1510-523801	Financial Administration	LICENSES	17.50
Increase Expense	100-1510-523850	Financial Administration	CONTRACT LABOR	82,893.87
Increase Expense	100-1510-523902	Financial Administration	SOFTWARE	402.86
Increase Expense	100-1510-531121	Financial Administration	COMPUTER EQUIP NON-CAP	5,978.19
Increase Expense	100-1510-531300	Financial Administration	FOOD	30.66
Increase Expense	100-3500-511100	Fire	REGULAR SALARIES	51,435.49
Increase Expense	100-3500-511200	Fire	PART - TIME/TEMPORARY SALARIES	892.89
Increase Expense	100-3500-512100	Fire	GROUP INS	131,265.98
Increase Expense	100-3500-512200	Fire	SOCIAL SECURITY	2,472.02
Increase Expense	100-3500-512300	Fire	MEDICARE	578.44
Increase Expense	100-3500-512910	Fire	MEDICAL EXAMS	2,656.00
Increase Expense	100-3500-512915	Fire	EMPLOYEE ASSISTANCE PROGRAM	20.84
Increase Expense	100-3500-512916	Fire	WALTON ATHLETIC MEMBERSHIP	195.00
Increase Expense	100-3500-521201	Fire	I/T SVCS - WEB DESIGN, ETC.	1,111.57
Increase Expense	100-3500-522160	Fire	PEST CONTROL	1,024.26
Increase Expense	100-3500-522201	Fire	EQUIP REP & MAINT OUTSIDE	445.14
Increase Expense	100-3500-522202	Fire	VEHICLE REP & MAINT OUTSIDE	2,474.66
Increase Expense	100-3500-523300	Fire	ADVERTISING	1,169.16
Increase Expense	100-3500-523600	Fire	DUES/FEES	968.00
Increase Expense	100-3500-523605	Fire	VEHICLE TAG & TITLE FEE	21.00
Increase Expense	100-3500-523616	Fire	GA DEPT OF REV FEES	100.00
Increase Expense	100-3500-523700	Fire	TRAINING & EDUCATION -EMPLOYEE	5,850.00
Increase Expense	100-3500-523801	Fire	LICENSES	179.86
Increase Expense	100-3500-523902	Fire	SOFTWARE	77.00
Increase Expense	100-3500-531104	Fire	CHEMICALS/PESTICIDES	42.00
Increase Expense	100-3500-531107	Fire	DAMAGE CLAIMS	475.00
Increase Expense	100-3500-531112	Fire	FIRE EQUIPMENT	734.45
Increase Expense	100-3500-531120	Fire	JANITORIAL SUPPLIES	442.02
Increase Expense	100-3500-531121	Fire	COMPUTER EQUIP NON-CAP	1,625.97
Increase Expense	100-3500-531160	Fire	EQUIPMENT PARTS	287.05
Increase Expense	100-3500-541303	Fire	CONSTRUCTION IN PROGRESS	12,523.55
Increase Expense	100-3500-542500	Fire	EQUIPMENT	30,818.69
Increase Expense	100-3500-581290	Fire	CAPITAL LEASE	7,355.68
Increase Expense	100-3500-582200	Fire	CAPITAL LEASE INTEREST	305.11
Increase Expense	100-1500-511100	General Administration	REGULAR SALARIES	1,896.95
Increase Expense	100-1500-512100	General Administration	GROUP INS	7,254.05
Increase Expense	100-1500-512200	General Administration	SOCIAL SECURITY	257.83
Increase Expense	100-1500-512300	General Administration	MEDICARE	60.90
Increase Expense	100-1500-512700	General Administration	WORKERS COMP INSURANCE	13,041.05
Increase Expense	100-1500-512910	General Administration	MEDICAL EXAMS	65.00
Increase Expense	100-1500-512915	General Administration	EMPLOYEE ASSISTANCE PROGRAM	38.60
Increase Expense	100-1500-531300	General Administration	FOOD	75.38
Increase Expense	100-1500-531600	General Administration	SMALL TOOLS & MINOR EQUIPMENT	95.05
Increase Expense	100-1500-572180	General Administration	GMA ASSESSMENT	21.01
Increase Expense	100-1530-521220	Law	ATTORNEY FEES-P & M	87,028.23

Increase Expense	100-1530-521230	Law	ATTORNEY FEES - OTHERS	10,526.00
Increase Expense	100-1100-512100	Legaslative/Council	GROUP INS	16,441.41
Increase Expense	100-6500-522204	Libraries	R & M BUILDINGS - OUTSIDE	2,403.83
Increase Expense	100-9001-611005	Other Financing Uses	TRANSFERS OUT - G.O. BOND	56.00
Increase Expense	100-7200-512100	Planning & Development	GROUP INS	15,269.17
Increase Expense	100-7200-523850	Planning & Development	CONTRACT LABOR	10,392.86
Increase Expense	100-7400-512300	Planning & Zoning	MEDICARE	0.25
Increase Expense	100-3200-512100	Police	GROUP INS	188,200.76
Increase Expense	100-6231-521220	Rails to Trails	ATTORNEY FEES-P & M	52.50
Increase Expense	100-4200-511300	Streets & Transportation	OVERTIME SALARIES	6,394.61
Increase Expense	100-4200-512100	Streets & Transportation	GROUP INS	78,433.88
Increase Expense	100-1565-582200	Walton Plaza	CAPITAL LEASE INTEREST	63,713.81
				<u>1,137,177.44</u>

Decrease Expense	100-1400-521101	Elections	ELECTION EXPENSE	(10,588.67)
Decrease Expense	100-1400-523300	Elections	ADVERTISING	(300.00)
Decrease Expense	100-2650-531119	Municipal Court	UNIFORM EXPENSE	(3.52)
Decrease Expense	100-2650-512300	Municipal Court	MEDICARE	(77.33)
Decrease Expense	100-2650-523610	Municipal Court	WITNESS FEES	(206.97)
Decrease Expense	100-2650-512200	Municipal Court	SOCIAL SECURITY	(332.70)
Decrease Expense	100-2650-523200	Municipal Court	COMMUNICATION SERVICES	(649.38)
Decrease Expense	100-2650-523700	Municipal Court	TRAINING & EDUCATION -EMPLOYEE	(700.00)
Decrease Expense	100-2650-512400	Municipal Court	GMEBS-RETIREMENT CONTRIBUTION	(836.52)
Decrease Expense	100-2650-511300	Municipal Court	OVERTIME SALARIES	(1,278.94)
Decrease Expense	100-2650-511100	Municipal Court	REGULAR SALARIES	(4,186.31)
Decrease Expense	100-2650-521225	Municipal Court	INDIGENT DEFENSE	(11,736.87)
Decrease Expense	100-3510-512300	Fire Prevention	MEDICARE	(46.04)
Decrease Expense	100-3510-531119	Fire Prevention	UNIFORM EXPENSE	(55.61)
Decrease Expense	100-3510-512200	Fire Prevention	SOCIAL SECURITY	(196.48)
Decrease Expense	100-3510-531103	Fire Prevention	AUTO PARTS	(361.84)
Decrease Expense	100-3510-531112	Fire Prevention	FIRE EQUIPMENT	(734.45)
Decrease Expense	100-3510-522201	Fire Prevention	EQUIP REP & MAINT OUTSIDE	(750.00)
Decrease Expense	100-3510-512420	Fire Prevention	RETIREMENT CONTRIBUTION	(759.00)
Decrease Expense	100-3510-512400	Fire Prevention	GMEBS-RETIREMENT CONTRIBUTION	(836.52)
Decrease Expense	100-3510-523300	Fire Prevention	ADVERTISING	(899.16)
Decrease Expense	100-3510-523600	Fire Prevention	DUES/FEES	(103.10)
Decrease Expense	100-5530-522204	Community Center	R & M BUILDINGS - OUTSIDE	(5,777.71)
Decrease Expense	100-5530-531171	Community Center	LANDSCAPING R & M - INSIDE	(500.00)
Decrease Expense	100-5530-522208	Community Center	MAINTENANCE CONTRACTS	(260.20)
Decrease Expense	100-5530-531100	Community Center	OFFICE SUPPLIES & EXPENSES	(167.05)
Decrease Expense	100-5530-522160	Community Center	PEST CONTROL	(117.63)
Decrease Expense	100-5530-531120	Community Center	JANITORIAL SUPPLIES	(24.16)
Decrease Expense	100-7563-542500	Airport	EQUIPMENT	(43,124.15)
				<u>(85,610.31)</u>

Total Increase in Expense	1,051,567.13
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Increase Revenue	100-1510-313100	Financial Administration	LOCAL OPTION SALES & USE TAX	379,807.79
Increase Revenue	100-1510-316200	Financial Administration	INSURANCE PREMIUM TAX	127,417.97
Increase Revenue	100-7520-331151	Economic Development	FED GRANT - CHIP	115,589.00
Increase Revenue	100-7200-322201	Planning & Development	BUILDING PERMITS	100,971.83
Increase Revenue	100-2650-351100	Municipal Court	MUNICIPAL COURT	54,901.43
Increase Revenue	100-1510-311100	Financial Administration	AD VALOREM TAX - CURRENT YEAR	112,484.22
Increase Revenue	100-3200-331210	Police	FED GRANT - HIDTA	10,708.36
Increase Revenue	100-3500-371017	Fire	FIRE CONTRIBUTED CAPITAL	27,118.69
Increase Revenue	100-1510-311200	Financial Administration	AD VALOREM TAX - PRIOR YEAR	26,939.04
Increase Revenue	100-3200-371018	Police	CONTRIBUTED CAPITAL - POLICE	26,489.00
Increase Revenue	100-1510-319000	Financial Administration	PEN & INT ON DELINQUENT TAXES	21,528.37
Increase Revenue	100-1510-392000	Financial Administration	SALE OF ASSETS - GEN FUND	21,260.00
Increase Revenue	100-1510-311340	Financial Administration	INTANGIBLE TAX REVENUE	19,936.79
Increase Revenue	100-1510-311600	Financial Administration	REAL ESTATE TRANSFER TAX	6,414.64

Total Increase in Revenue	1,051,567.13
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To: City Council
From: Logan Propes, City Administrator
Department: Administration
Date: 02/04/2020
Subject: Approval - GEMA/HS Statewide Mutual Aid and Assistance Agreement

Budget Account/Project Name: N/A

Funding Source: N/A

Budget Allocation: N/A

Budget Available: N/A

Requested Expense: N/A **Company of Purchase:** N/A

Description:

This request is for approval to enter into a four-year Statewide Mutual Aid and Assistance Agreement (SWMAAA) with the Georgia Emergency Management and Homeland Security Agency (GEMA/HA), which will be valid until March 1, 2024.

Background:

GEMA/HS coordinates the state's preparedness, response and recovery efforts to disasters. GEMA/HS works with local, state and federal governments, in partnership with the private sector and faith-based community, to prevent and respond to natural and man-made emergencies which may affect residents of Georgia.

GEMA/HA's Public Assistance Division is responsible for administering the millions of federal dollars that communities are eligible for in the wake of disasters. The division works closely with local governments to ensure that reconstruction and rebuilding programs are completed to reduce the risk of further losses.

The current four-year GEMA/HA Agreement will expire March 1, 2020. Each four-year extension constitutes a separate agreement.

Attachment(s):

GEMA/HS Agreement

Municipality: **CITY OF MONROE, GEORGIA**

The State of Georgia is vulnerable to a wide range of natural and man-made disasters and emergencies. The Georgia Emergency Management Act, as amended (The Act) gives the local governments of the State the authority to make agreements for mutual aid assistance in emergencies. Pre-existing agreements for mutual aid assistance in emergencies help to ensure the timely provision of mutual aid assistance and the reimbursement of costs incurred by those parties who render such assistance.

This mutual aid agreement is entered pursuant to authorities contained in Articles I through III, Chapter 3, Title 38, Official Code of Georgia Annotated.

ARTICLE I
STATEMENT OF AGREEMENT, DEFINITIONS AND AUTHORITIES

This Agreement is made and entered into between the participating political subdivisions, which approve and execute this Agreement, hereinafter called "Participating Parties" and the Georgia Emergency Management and Homeland Security Agency (GEMA/HS). For purposes of this Agreement, the following terms and expressions shall apply:

- (1) "Agreement" means this agreement, generally referred to as the "Statewide Mutual Aid Agreement" (SWMAA).
- (2) "Assistance" includes personnel, equipment, facilities, services, supplies and other resources furnished to a Requesting Party pursuant to this Agreement during an emergency or disaster.
- (3) "Assisting Party" means a party that provides assistance pursuant to this Agreement during an emergency or disaster.
- (4) "Authorized Representative" means a Participating Party's elected or appointed official or employee who has been authorized in writing by that party to request, to offer, or otherwise to provide mutual aid assistance.
- (5) "Participating Party" means a county or municipality of the State of Georgia that has become party to this Agreement by its approval and execution of this agreement.
- (6) "Participating Parties" means the combination of counties and municipalities that have become parties to this Agreement by their approval and execution of this Agreement.
- (7) "Requesting Party" means a party that requests assistance pursuant to this Agreement during an emergency or disaster.

Any term or expression not defined in this Agreement shall have the meaning specified in the Georgia Emergency Management Act, as amended (the Act) and rules promulgated thereunder, unless used in a context that clearly suggests a different meaning.

ARTICLE II
GENERAL PURPOSE

The purpose of this Agreement is to:

1. Provide the framework to support mutual assistance in managing an emergency or disaster occurring within any political subdivision that is a Participating Party, whether arising from natural disaster, technological hazard, human caused disaster, civil emergency, community disorders, insurgency, enemy attack, acts of terrorism, other significant events or homeland security activity; and
2. Identify those persons who are authorized to act on behalf of the Participating Party signing this Agreement as their Authorized Representative(s) concerning the provision of mutual aid resources and requests for mutual aid resources related to any mutual aid assistance sought from another Participating Party, or from or through the State of Georgia. Appendix A of this Agreement shall contain the name(s) of the Participating Party's Authorized Representative for purposes of this Agreement. Appendix A can be amended by the authorizing Participating Party as needed with no effect on the entire Agreement. All such amendments to Appendix A shall be done in writing and the Participating Party shall notify GEMA/HS and all other Participating Parties of such amendment within thirty (30) days.

ARTICLE III
ACKNOWLEDGEMENT OF PRINCIPLES

The prompt, full and effective utilization of resources of the Participating Parties, including any resources on hand or available from the State or Federal Government or any other source, that are essential to the safety, care and welfare of the people shall be the underlying principle on which all articles of this Agreement shall be understood.

In the event of a conflict between any provision of this Agreement and any existing intrastate mutual aid agreement affecting a Participating Party, the provisions of this Agreement shall be controlling.

On behalf of the governing authority of each political subdivision of this State participating in the Agreement, the director of emergency management of such political subdivision will be responsible for formulation of the appropriate mutual aid plans and procedures necessary to implement this Agreement.

ARTICLE IV
PARTICIPATING PARTY RESPONSIBILITIES

(a) It shall be the responsibility of each Participating Party to formulate procedures and programs for intergovernmental cooperation in the performance of the responsibilities listed in this Article. In formulating such plans, and in carrying them out, each Participating Party, insofar as practical, shall:

- (1) Protect and assure uninterrupted delivery of services, medicines, water, food, energy and fuel, search and rescue, and critical lifeline equipment, services, and resources, both human and material; and

(2) Inventory and set procedures for the loan and delivery of human and material resources, together with procedures for reimbursement.

(b) Whenever a Participating Party requires mutual aid assistance from another Participating Party and/or the State of Georgia, the Requesting Party may request assistance by:

(1) Contacting the Participating Party who is the owner/operator/employer of the supplies, equipment and/or personnel being sought for mutual aid assistance (the Assisting Party); or

(2) Contacting GEMA/HS to serve as the facilitator of such request for those resources being sought for mutual aid that are owned/operated/employed by Participating Parties (where such Participating Parties have submitted a record of those resources to GEMA/HS for such use); and/or, when such resources being sought for mutual aid are owned/operated/employed directly by the State of Georgia.

The provisions of this Agreement shall only apply to requests for assistance made by an Authorized Representative. Requests may be verbal or in writing. If verbal, the request must be confirmed in writing within 30 days of the verbal request. Requests shall provide the following information:

(1) A description of the emergency service function for which assistance is needed, such as but not limited to fire services, law enforcement, emergency medical, transportation, communications, public works and engineering, building inspection, planning and information assistance, mass care, resource support, health and medical services, damage assessment, volunteer and donated goods and search and rescue; and

(2) The amount and type of personnel, equipment, materials and supplies needed, and a reasonable estimate of the length of time each will be needed; and

(3) The specific place and time for staging of the Assisting Party's response and a point of contact at that location.

The Assisting Party will (a) maintain daily personnel time records, material records and a log of equipment hours (or miles, if appropriate) and (b) report work progress to the Requesting Party at mutually agreed upon intervals.

ARTICLE V LIMITATIONS

Any Participating Party requested to render mutual aid shall take such action as is necessary to provide and make available the resources covered by this Agreement in accordance with the terms hereof; provided that it is understood that the Participating Party who is asked to render aid may withhold resources to the extent necessary to meet the current or anticipated needs of the Participating Party's own political subdivision to remain in compliance with such Participating Party's policy, rule or law.

The Assisting Party's mutual aid resources will continue under the command and control of their own

supervisors, but the organizational units will be under the operational control of the emergency services authorities of the Requesting Party unless the Assisting Party approves an alternative.

In the event the Governor should declare a State of Emergency, any and all provisions of this Agreement which may conflict with the declared State of Emergency shall be superseded by the terms and conditions contained within the State of Emergency.

ARTICLE VI LIABILITY AND IMMUNITY

(a) In accordance with O.C.G.A. § 38-3-35(a), no political subdivision of the state, nor the agents or representatives of the state or any political subdivision thereof, shall be liable for personal injury or property damage sustained by any person appointed or acting as a volunteer emergency management worker or member of any agency engaged in emergency management activity. The foregoing shall not affect the right of any person to receive benefits or compensation to which he might otherwise be entitled under Chapter 9 of Title 34, Code Section 38-3-30, any pension law, or any act of Congress.

(b) In accordance with O.C.G.A. § 38-3-35(b), no political subdivision of the state nor, except in cases of willful misconduct, gross negligence, or bad faith, the employees, agents, or representatives of the state or any political subdivision thereof, nor any volunteer or auxiliary emergency management worker or member of any agency engaged in any emergency management activity complying with or reasonably attempting to comply with Articles 1 through 3, Chapter 3, Title 38, Official Code of Georgia Annotated; or any order, rule, or regulation promulgated pursuant to Articles 1 through 3 of title, or pursuant to any ordinance relating to precautionary measures enacted by any political provisions of Articles 1 through 3 of said chapter and title, or pursuant to any ordinance relating to precautionary measures enacted by any political subdivision of the state shall be liable for the death of or the injury to person or for damage to property as a result of any such activity.

(c) It is the express intent of the parties that the immunities specified in accordance with O.C.G.A. § 38-3-35 shall apply in addition to any other immunity provided by statute or case law.

ARTICLE VII RIGHTS AND PRIVILEGES

In accordance with O.C.G.A. § 38-3-30(a), whenever the employees of any Assisting Party or political subdivision are rendering outside aid pursuant to this agreement and the authority contained in Code Section 38-3-27, the employees shall have the same powers, duties, rights, privileges and immunities as if they were performing their duties in the political subdivisions in which they are normally employed.

ARTICLE VIII REIMBURSEMENT

In accordance with O.C.G.A. § 38-3-30(b), The Requesting Party shall be liable for any loss of or damage to equipment used or placed within the jurisdiction of the Requesting Party and shall pay any expense incurred in the operation and maintenance thereof. No claim for the loss, damage or expense shall be allowed unless, within 60 days after the same is sustained or incurred, an itemized notice of

the claim under oath is served by mail or otherwise upon the designated fiscal officer of the Requesting Party. Appendix B of this Agreement shall contain the name(s) of the Participating Party's designated fiscal officer for purposes of this Agreement. Appendix B can be amended by the authorizing Participating Party as needed with no effect on the entire Agreement. Appendix B can be amended by the authorizing Participating Party as needed with no effect on the entire Agreement. All such amendments to Appendix B shall be done in writing and the Participating Party shall notify GEMA/HS and all other Participating Parties of such amendment within thirty (30) days.

The Requesting Party shall also pay and reimburse the Assisting Party for the compensation paid to employees furnished by the Assisting Party during the time of the rendition of the aid, as well as the actual travel and per diem expenses of such employees while they are rendering the aid. The reimbursement shall include any amounts paid or due for compensation due to personal injury or death while the employees are engaged in rendering the aid. The term "employee," as used herein, shall mean, and this provision shall apply with equal effect to, paid, volunteer and auxiliary employees and emergency management workers.

Expenses to be reimbursed by the Requesting Party shall include the following:

- (1) Labor costs, which shall include all usual wages, salaries, compensation for hours worked, mobilization and demobilization, the Assisting Party's portion of payroll taxes (as employer), insurance, accrued paid leave and other fringe benefits, but not those amounts paid or due as a benefit to the Assisting Parties personnel under the terms of the Georgia Workers Compensation Act; and
- (2) Equipment costs, which shall include the fair rental value, the cost of fuel and other consumable supplies, service and repairs. If the equipment is damaged while in use under this Agreement and the Assisting Party receives payment for such damage under any contract for insurance, the Requesting Party may deduct such payment from any item or items invoiced; and
- (3) Material costs, which shall include the total reasonable cost for the use and consumption of any and all consumable supplies delivered by the Assisting Party for the benefit of the Requesting Party; and
- (4) Meals, lodging and other related expenses, which shall include charges for meals, lodging and other expenses relating to the provision of assistance pursuant to this Agreement shall be the actual and reasonable costs incurred by the Assisting Party.

The Assisting Party shall maintain records and submit invoices within 60 days for reimbursement as specified hereinabove and the Requesting Party shall pay the invoice no later than 30 days following the invoice date.

ARTICLE IX IMPLEMENTATION

This Agreement shall become operative immediately upon its approval and execution by GEMA/HS and any two political subdivisions of this State; thereafter, this Agreement shall become effective as to any other political subdivision of this State upon its approval and execution by such political subdivision.

Any Participating Party may withdraw from this Agreement by mailing notice of withdrawal, approved by the governing authority of such political subdivision, but no such withdrawal shall take effect until 30 days after the governing authority of the withdrawing political subdivision has given notice in writing of such withdrawal to the governing authorities of all other Participating Parties. Such action shall not relieve the withdrawing political subdivision from obligations assumed hereunder prior to the effective date of withdrawal.

Copies of this Agreement shall, at the time of their approval, be deposited with each of the respective Participating Parties and with GEMA/HS.

ARTICLE X
TERM OF AGREEMENT

This Agreement, once executed, is valid until March 1, 2024. Agreement of the Participating Parties to extend the term of this agreement at any time during the last year of its original term or the last year of any subsequent four-year term shall extend the term of this agreement for four years. Each four-year extension shall constitute a separate agreement.

ARTICLE XI
VALIDITY

If any provision of this Agreement is declared unconstitutional, or the applicability thereof to any person or circumstances is held invalid, the constitutionality of the remainder of this Agreement and the applicability thereof to other persons and circumstances shall not be affected thereby.

Agreed:

Chief Executive Officer - Signature
John S. Howard, Mayor
CITY OF MONROE, GEORGIA

Date: _____/_____/_____

GEMA/HS Director – Signature

GEMA/HS Director – Print Name

Date: _____/_____/_____

APPENDIX B
DESIGNATED FISCAL OFFICER(S)

The below named individual(s) is/are the “designated fiscal officer(s)” for the City of Monroe, Georgia, (municipality) for the purpose of reimbursement sought for mutual aid:

<u>Logan Propes</u> Print Name	<u>City Administrator, City of Monroe</u> Job Title/Position
-----------------------------------	---

Signature of Above Individual

<u>William Owens</u> Print Name	<u>Fire Chief, City of Monroe</u> Job Title/Position
------------------------------------	---

Signature of Above Individual

<u>Carl Morrow</u> Print Name	<u>Walton County EMA Director</u> Job Title/Position
----------------------------------	---

Signature of Above Individual

Chief Executive Officer - Signature
John S. Howard, Mayor
CITY OF MONROE, GEORGIA

Date: _____ / _____ / _____

APPOINTMENTS

Updated

January 7, 2020

Appointed**Term Expires****TREE BOARD APPOINTMENTS (Three- year terms)**

Steve Brown	March 14, 2017	March 1, 2020
Crista Carrell	March 14, 2017	March 1, 2020
Susan Pelham	March 14, 2017	March 1, 2020
Susan Brown	February 13, 2018	March 1, 2021
Elaine Oakes	February 12, 2019	March 1, 2022
Darrell Stone	February 12, 2019	March 1, 2022
Brian Thompson	February 12, 2019	March 1, 2022



Appointed Board Member Biography

Name: Stewart A. (Steve) Brown

Profession / Business: Education Position: Retired teacher & coach

Business Address: _____

Phone number: (770) 267-2741 Fax number: _____

Email address: stevebrownmonroe@gmail.com

Home Address: 422 Plantation Drive, Monroe, GA 30655

Home Phone number: (770) 267-2741 Mobile Phone number: _____

(Please indicate address where you prefer to receive your mail)

Birthday: 07/22/1947 Birthplace: Walton County, GA

Education: Monroe Area High School, 65', UGA, BSed., Med., EdS.

Hobbies: Local history, gardening, photography

Membership in Service Clubs: _____

Social Clubs: _____

Membership / Offices Held / Other Agency Boards:

Monroe Tree Council, Historical Society of Walton County,

Monroe Museum Board, First Baptist Church Board of Deacon

Civic Appointments: _____

Political Offices: _____

Reason for wanting to serve on Tree Board

Interest in preserving, protecting, & enlarging Monroe's green spaces & tree canopy

Beverly Harrison

From: Debbie Kirk
Sent: Tuesday, January 21, 2020 11:17 AM
To: Beverly Harrison
Subject: FW: Tree Board Appointment

From: Steve Brown [mailto:stevebrownmonroe@gmail.com]
Sent: Tuesday, January 21, 2020 11:05 AM
To: Debbie Kirk
Subject: Re: Tree Board Appointment

Good morning Debbie,
I would like to continue to serve on the Tree Board. The information on the form you have is correct except for my email address which is stevebrownmonroe@gmail.com.
Thank you,
Steve

On Tue, Jan 21, 2020 at 10:32 AM Debbie Kirk <DKirk@monroega.gov> wrote:

Good Morning Steve,

As you are aware, your term on the Tree Board expires on March 1, 2020. Thank you for your service!

You mentioned last week that you would like to continue to serve, which would be a three-year term ending on March 1, 2023. Attached is a copy of your original profile form that we have on file. If anything has changed and you would like to update your biography, attached is a blank, fillable profile form.

If you would like to continue to serve, please send an email or letter stating that you would like to continue to serve on the Tree Board for another three-year term.

Thanks,

G hee l h # N lun

City Clerk

City of Monroe

PO Box 1249

215 N. Broad Street

Monroe, GA 30655

770-266-5312

dkirk@monroega.gov



Appointed Board Member Biography

Name: Crista Carrell

Profession / Business: Wayfarer Hotel & Events Position: Owner/Manager

Business Address: 114 N Broad St, Monroe 30655

Phone number: (678) 871-8642 Fax number: _____

Email address: crista@mountaincreekfarm.com

Home Address: 630 Riverbend Rd, Monroe 30655

Home Phone number: (770) 267-3547 Mobile Phone number: (678) 638-9348

(Please indicate address where you prefer to receive your mail)

Birthday: 09/30/1967

Birthplace: Athens, GA

Education: BSA from UGA

Hobbies: gardening, reading

Membership in Service Clubs: Keep Walton Beautiful, Walton Local Food Alliance

Social Clubs: _____

Membership / Offices Held / Other Agency Boards:

VP of Walton County Soil & Water Conservation District

Civic Appointments: Historic Preservation Commission

Political Offices: _____

Reason for wanting to serve on Tree Board

promote community forestry and assist with tree plantings

Beverly Harrison

From: Debbie Kirk
Sent: Wednesday, January 29, 2020 8:52 AM
To: Beverly Harrison
Subject: FW: Tree Board Appointment
Attachments: Carrell bio for City.pdf

From: crista@mountaincreekfarm.com [mailto:crista@mountaincreekfarm.com]
Sent: Wednesday, January 29, 2020 8:43 AM
To: Debbie Kirk
Subject: RE: Tree Board Appointment

Good morning, Debbie. I would like to serve another term on the tree board. Thank you for organizing the appointment process!

Crista Carrell

From: Debbie Kirk <DKirk@MonroeGA.gov>
Sent: Tuesday, January 21, 2020 10:32 AM
To: Crista Carrell (crista@mountaincreekfarm.com) <crista@mountaincreekfarm.com>
Cc: Beverly Harrison <bharrison@monroega.gov>; Sadie Krawczyk <SKrawczyk@MonroeGA.gov>
Subject: Tree Board Appointment

Good Morning Crista,

As you are aware, your term on the Tree Board expires on March 1, 2020. Thank you for your service!

I wanted to inquire if you would like to continue to serve, which would be a three-year term ending on March 1, 2023. Attached is a copy of your original profile form that we have on file. If anything has changed and you would like to update your biography, attached is a blank, fillable profile form.

If you would like to continue to serve, please send an email or letter stating that you would like to continue to serve on the Tree Board for another three-year term.

Thanks,
G hee l h # l u n #
City Clerk
City of Monroe
PO Box 1249
215 N. Broad Street
Monroe, GA 30655
770-266-5312
dkirk@monroega.gov



Appointed Board Member Biography

Name: Susan T. Pelham

Profession / Business: Art Teacher / Art Sales Position: Owner

Business Address: 432 South Broad Street, Monroe, GA 30655

Phone number: (770) 267-9555 Fax number: _____

Email address: tillmanpelham@gmail.com

Home Address: 432 South Broad Street, Monroe, GA 30655

Home Phone number: (770) 267-9555 Mobile Phone number: _____

(Please indicate address where you prefer to receive your mail)

Birthday: 10/29/1941 Birthplace: Thomasville, GA

Education: Post Graduate

Hobbies: Painting

Membership in Service Clubs: _____

Social Clubs: Athenaeum Study Group (founded 1899)

Membership / Offices Held / Other Agency Boards:

Co-founder and Member of Monroe Art Guild, Past President MAG, Past President Walton Co. Historical Society,

Member McDaniel Tichenor House, Past Member Walton Foundation, Past Member Library Board

Civic Appointments: _____

Political Offices: _____

Reason for wanting to serve on Tree Board

Volunteerism is an important part of citizenship, enjoy helping community maintain its aesthetics.

Beverly Harrison

From: Debbie Kirk
Sent: Tuesday, January 21, 2020 11:18 AM
To: Beverly Harrison
Subject: FW:

From: Susan Pelham [mailto:tillmanpelham@gmail.com]
Sent: Saturday, January 18, 2020 10:50 AM
To: Debbie Kirk
Subject:

I accept the assignment of Tree Board Committee Member for another term.
Susan Pelham
432 s. Broad St. Monroe Ga.



To: City Council
From: Bill Owens, Fire Chief
Department: Fire
Date: 02/04/2020
Subject: Schedule of Fees – Fire Marshal’s Office.

Budget Account/Project Name: N/A

Funding Source: N/A

Budget Allocation: N/A

Budget Available: N/A

Requested Expense: N/A **Company of Record:** N/A

Description:

Requesting approval of the Fire Marshal’s Schedule of Fees for plans review, inspections, permits and violations of Chapter 46 of The Code of Ordinance for the City of Monroe, Georgia regarding the City’s Fire Protections and Prevention Ordinances.

Background:

With the adoption Chapter 46 of Code of Ordinance in January 2020 the Community Risk Reduction Division is now responsible for the inspections, plan reviews, permits and violations that was once under the jurisdiction of the State Fire Marshal. The Schedule of Fees is in pursuant of Chapter 46 of our Code of Ordinance.

Attachment(s):

Fire Marshal’s Office Schedule of Fees – 2 Pages



CITY OF MONROE FIRE DEPARTMENT

Post Office Box 1249 ★ 139 South Madison Avenue ★ Monroe, Georgia 30655 ★ Telephone 770-267-4446

SCHEDULE OF FEES Fire Marshal's Office

Plan Review:

Construction 5,000 or less sq ft.....	\$100.00
Construction 5,001 to 10,000 sq ft.....	\$175.00
Construction More than 10,000 sq ft.....	\$0.03 per square foot
Sprinkler/Fire Suppression/Hood Extinguishing System.....	\$100.00
Fire Alarm.....	\$50.00

Inspections:

New Construction 80%, 100%.....	no charge
Follow-up.....	\$50.00
Second and each subsequent follow-up.....	\$100.00

(Charges listed below will also apply to New Tenant Inspection when required for business license)

Existing Construction Annual.....	\$50.00
Follow-up.....	no charge
Second follow-up.....	no charge
Third and each subsequent follow-up.....	\$100.00

Firework Retail Stand Initial Inspection.....	no charge
Firework Retail Stand follow-up and each subsequent follow-up.....	\$50.00

Carnival Initial Inspection.....	no charge
Follow-up.....	\$50.00
Second and each subsequent follow-up.....	\$100.00

New and Existing

Personal Care Home Initial/Annual.....	\$50.00
Follow-up.....	no charge
Second follow-up.....	no charge
Third and each subsequent follow-up.....	\$100.00



CITY OF MONROE FIRE DEPARTMENT

Post Office Box 1249 ★ 139 South Madison Avenue ★ Monroe, Georgia 30655 ★ Telephone 770-267-4446

SCHEDULE OF FEES Fire Marshal's Office

Permits:

Commercial Burning Permit.....	\$250.00 per 30 days
Firework Retail Stand Annual Permit.....	\$500.00 annual
Tent Permit.....	\$50.00 per 30 days

Violations/Fines:

(False fire alarm fees are per 45 days of initial incident)

False Fire Alarm Initial.....	no charge
False Fire Alarm second.....	no charge
False Fire Alarm third	\$50.00
False Fire Alarm fourth	\$100.00
False Fire Alarm fifth.....	\$200.00

If a sixth false fire alarm happens within 45 days Business License will be suspended and full fire alarm test inspection required. Property owner will be required to hire a Fire Protection Company to perform a full test of the alarm system with Fire Marshal or Designee present to witness test.

Business License will remain suspended until the occupancy has a passing fire alarm inspection report from the Fire Marshal's Offices.

(As a result of non-compliance for false fire alarms within 45 days)

Fire Alarm Inspection.....	\$50.00
Follow-up and each subsequent follow-up	\$100.00

Blocking of Fire Department Access and Appliances.....\$50.00

(Fire Lanes, Facility Entrances, FDC Connections and Fire Hydrants)

Blocking of Emergency Means of Egress.....\$50.00

(All occupancies opened to the public)

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

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

The following is an Ordinance to amend the retirement plan for the employees of the City of Monroe, Georgia, in accordance with, and subject to, the terms and conditions set forth in the attached Georgia Municipal Employees Benefit System (“GMEBS”) Defined Benefit Plan Adoption Agreement, General Addendum, and Service Credit Purchase Addendum. When accepted by the authorized officers of the City and GMEBS, the foregoing shall constitute a contract between the City and GMEBS, all as authorized and provided by O.C.G.A. § 47-5-1 *et. seq.*

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

Article I.

The retirement plan for the employees of the City of Monroe, Georgia is hereby amended as set forth and subject to the terms and conditions stated in the following GMEBS Defined Benefit Plan Adoption Agreement (the “Agreement”), General Addendum, and Service Credit Purchase Addendum.

SEE ATTACHED “**EXHIBIT A**” for the complete Agreement, General Addendum and Service
Credit Purchase Addendum

Article II.

Except as otherwise specifically required by law or by the terms of the Agreement, General Addendum, or Service Credit Purchase Addendum, the rights and obligations under the plan with respect to persons whose employment or terms of office with the City was terminated for any reason whatsoever prior to the effective date of this Ordinance are fixed and shall be governed by such plan, if any, as it existed and was in effect at the time of such termination.

Article III.

All Ordinances or parts of Ordinances in conflict herewith are expressly repealed. However, the previously adopted GMEBS Defined Benefit Plan Adoption Agreement and any addendums thereto will remain in effect and be considered an addendum to the Agreement.

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 4th day of February, 2020.

SECOND READING AND ADOPTED on this 11th day of February, 2020.

CITY OF MONROE, GEORGIA

By: _____ **(SEAL)**

John S. Howard, Mayor

Attest: _____ **(SEAL)**

Debbie Kirk, City Clerk

GEORGIA MUNICIPAL EMPLOYEES
BENEFIT SYSTEM

DEFINED BENEFIT RETIREMENT PLAN

AN ORDINANCE
and
ADOPTION AGREEMENT
for
City of Monroe

Form Volume Submitter Adoption Agreement
Amended and Restated as of January 1, 2013
(With Amendments Taking Effect on or Before January 1, 2017)

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I. AN ORDINANCE

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

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

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

Ordinance continued on page 37

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

1. ADMINISTRATOR

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

2. ADOPTING EMPLOYER

Name: City of Monroe, Georgia

3. GOVERNING AUTHORITY

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

4. PLAN REPRESENTATIVE

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

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

5. PENSION COMMITTEE

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

Position: Mayor
 Position: City Finance Committee Chairman
 Position: City Administrator
 Position: City Finance Director
 Position: City HR/Payroll Supervisor

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

6. TYPE OF ADOPTION

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

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

7. EFFECTIVE DATE

NOTE: This Adoption Agreement and any Addendum, with the accompanying Master Plan Document, is designed to comply with Internal Revenue Code Section 401(a), as applicable to a governmental qualified defined benefit plan, and is part of the GMEBS Defined Benefit Retirement Plan. Plan provisions designed to comply with certain provisions of the Pension Protection Act of 2006 ("PPA"); the Heroes Earnings Assistance and Relief Tax Act of 2008 ("HEART"); and the Worker, Retiree, and Employer Recovery Act of 2008 ("WRERA"); and Plan provisions designed to comply with certain provisions of additional changes in federal law

and guidance from the Internal Revenue Service under Internal Revenue Service Notice 2012-76 (the 2012 Cumulative List) are effective as of the applicable effective dates set forth in the Adoption Agreement and Master Plan Document. By adopting this Adoption Agreement, with its accompanying Master Plan Document, the Adopting Employer is adopting a plan document intended to comply with Internal Revenue Code Section 401(a), as updated by PPA, HEART, WRERA, and the 2012 Cumulative List with the applicable effective dates.

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

The effective date of this Plan is _____.

(insert effective date of this Adoption Agreement not earlier than January 1, 2013).

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

Except as otherwise specifically provided in the Master Document or in this Adoption Agreement, the effective date of this restatement shall be the _____ (insert effective date of this Adoption Agreement not earlier than January 1, 2013). This Plan is intended to replace and serve as an amendment and restatement of the Employer's preexisting plan, which became effective on _____ (insert original effective date of preexisting plan).

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

Except as otherwise specifically provided in the Master Document or in this Adoption Agreement, the effective date of this restatement shall be date of its approval by the Governing Authority (insert effective date of this Adoption Agreement not earlier than January 1, 2013).

This Plan is adopted as an amendment and restatement of the Employer's preexisting GMEBS Adoption Agreement, which became effective on March 13, 2012 (insert effective date of most recent Adoption Agreement preceding this Adoption Agreement).

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

8. PLAN YEAR

Plan Year means (check one):

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

9. CLASSES OF ELIGIBLE EMPLOYEES

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

A. Eligible Regular Employees

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

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

B. Elected or Appointed Members of the Governing Authority

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

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

- ARE NOT eligible to participate in the Plan.
- ARE eligible to participate in the Plan.

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

Authority who holds office after November 1, 2004 shall be qualified to participate in the Plan on the first day of the month immediately following or coinciding with the first date after November 1, 2004 that he occupies any elective office of the Governing Authority. (Participation became mandatory effective September 1, 2003. See Section 12 of this Adoption Agreement concerning mandatory participation in the Plan.) In accordance with Section 4.03(b) of the Master Plan, an elected or appointed member of the Governing Authority who initially takes office or returns to office on or after January 1, 2015, shall be qualified to participate in the Plan on the date he or she initially takes such office or returns to office.

(2) Municipal Legal Officers (check one):

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

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

10. ELIGIBILITY CONDITIONS

A. Hours Per Week (Regular Employees)

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

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

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

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

Minimum hour requirement applicable to excepted Regular Employees:

- No minimum
- 20 hours/week (regularly scheduled)

- 30 hours/week (regularly scheduled)
- Other: _____ (must not exceed 40 hours/week regularly scheduled)

B. Months Per Year (Regular Employees)

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

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

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

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

The months to year requirement for excepted class(es) are:

- No minimum
- At least _____ months per year (regularly scheduled)

11. WAITING PERIOD

Except as otherwise provided in Section 4.02(b) of the Master Plan, Eligible Regular Employees shall not have a waiting period before participating in the Plan. Likewise, elected or appointed members of the Governing Authority and Municipal Legal Officers, if eligible to participate in the Plan, shall not have a waiting period before participating in the Plan.

12. ESTABLISHING PARTICIPATION IN THE PLAN

Participation in the Plan is considered mandatory for all Eligible Employees who satisfy the eligibility conditions specified in the Adoption Agreement, except as provided in Section 4.03(e) of the Master Plan. However, the Employer may specify below that participation is optional for certain classes of Eligible Employees, including Regular Employees, elected or appointed members of the Governing Authority, Municipal Legal Officers, City Managers, and/or Department Heads. If participation is optional for an Eligible Employee, then in order to become a Participant, he must make a written election to participate within 120 days after employment, election or appointment to office, or if later, the date he first becomes eligible to participate in the Plan. The election is irrevocable, and the failure to make the election within the 120 day time limit shall be deemed an irrevocable election not to participate in the Plan.

Classes for whom participation is optional (check one):

- None (Participation is mandatory for all Eligible Employees except as provided in Section 4.03(e) of the Master Plan).
- Participation is optional for the following Eligible Employees (must specify - specific positions are permissible; specific individuals may not be named; all positions or classes specified must be Eligible Employees): _____.

13. CREDITED SERVICE

In addition to Current Credited Service the Adopting Employer may include as Credited Service the following types of service:

A. Credited Past Service with Adopting Employer

Credited Past Service means the number of years and complete months of Service with the Adopting Employer prior to the date an Eligible Employee becomes a Participant which are treated as credited service under the Plan.

(1) Eligible Employees Employed on Original Effective Date of GMEBS Plan. With respect to Eligible Employees who are employed by the Adopting Employer on the original Effective Date of the Employer's GMEBS Plan, Service with the Adopting Employer prior to the date the Eligible Employee becomes a Participant (including any Service prior to the Effective Date of the Plan) shall be treated as follows (check one):

- All Service prior to the date the Eligible Employee becomes a Participant shall be credited (as Credited Past Service).
- All Service prior to the date the Eligible Employee becomes a Participant shall be credited (as Credited Past Service), except for Service rendered prior to _____ (insert date).
- All Service prior to the date the Eligible Employee becomes a Participant shall be credited (as Credited Past Service), except as follows (must specify other limitation in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)): _____.
- No Service prior to the date the Eligible Employee becomes a Participant shall be credited (as Credited Past Service).

(2) Previously Employed, Returning to Service after Original Effective Date. If an Eligible Employee is not employed on the original Effective Date of the Employer's GMEBS Plan, but he returns to Service with the Adopting Employer sometime after the Effective Date, his Service prior to the date he becomes a Participant (including any Service prior the Effective Date) shall be treated as follows (check one):

- All Service prior to the date the Eligible Employee becomes a Participant shall be credited (as Credited Past Service), subject to any limitations imposed above with respect to Eligible Employees employed on the Effective Date.

- All Service prior to the date the Eligible Employee becomes a Participant shall be credited (as Credited Past Service), provided that after his return to employment, the Eligible Employee performs Service equal to the period of the break in Service or one (1) year, whichever is less. Any limitations imposed above with respect to Eligible Employees employed on the Effective Date shall also apply.
- No Service prior to the date the Eligible Employee becomes a Participant shall be credited (as Credited Past Service).

Other limitation(s) on Recognition of Credited Past Service (must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i): In addition to the above limitations, and notwithstanding any other provision to the contrary, Credited Past Service shall not include any tenure of office as an elected or appointed member of the Governing Authority prior to November 1, 2004, unless the Participant was serving as an elected or appointed member of the Governing Authority or Eligible Regular Employee on November 1, 2004.

(3) **Eligible Employees Initially Employed After Effective Date.** If an Eligible Employee's initial employment date is after the original Effective Date of the Employer's GMEBS Plan, his Credited Past Service shall include only the number of years and complete months of Service from his initial employment date to the date he becomes a Participant in the Plan.

(4) **Newly Eligible Classes of Employees.** If a previously ineligible class of Employees becomes eligible to participate in the Plan, the Employer must specify in an addendum to this Adoption Agreement whether and to what extent said Employees' prior service with the Employer shall be treated as Credited Past Service under the Plan.

B. Prior Military Service

Note: This Section does not concern military service required to be credited under USERRA – See Section 3.02 of the Master Plan for rules on the crediting of USERRA Military Service.

(1) Credit for Prior Military Service.

The Adopting Employer may elect to treat military service rendered prior to a Participant's initial employment date or reemployment date as Credited Service under the Plan. Unless otherwise specified by the Employer under "Other Conditions" below, the term "Military Service" shall be as defined in the Master Plan. Except as otherwise required by federal or state law or under "Other Conditions" below, Military Service shall not include service which is credited under any other local, state, or federal retirement or pension plan.

Military Service credited under this Section shall not include any service which is otherwise required to be credited under the Plan by federal or state law. Prior Military Service shall be treated as follows (check one):

- Prior Military Service is **not** creditable under the Plan (if checked, skip to Section 13.C. – Prior Governmental Service).
- Prior Military Service shall be counted as Credited Service for the following purposes (check one or more as applicable):
- Computing amount of benefits payable.
 - Meeting minimum service requirements for vesting.
 - Meeting minimum service requirements for benefit eligibility.

(2) Maximum Credit for Prior Military Service.

Credit for Prior Military Service shall be limited to a maximum of _____ years (insert number).

(3) Rate of Accrual for Prior Military Service.

Credit for Prior Military Service shall accrue at the following rate (check one):

- One month of military service credit for every _____ month(s) (insert number) of Credited Service with the Adopting Employer.
- One year of military service credit for every _____ year(s) (insert number) of Credited Service with the Adopting Employer.
- All military service shall be creditable (subject to any caps imposed above) after the Participant has completed _____ years (insert number) of Credited Service with the Employer.
- Other requirement (must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i): Military Service shall be creditable upon full payment by the Participant for such service, subject to the conditions listed below.

(4) Payment for Prior Military Service Credit(check one):

- Participants shall **not** be required to pay for military service credit.
- Participants shall be required to pay for military service credit as follows:
 - The Participant must pay **100%** of the actuarial cost of the service credit (as defined below).
 - The Participant must pay an amount equal to (must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i): _____).

Other Conditions for Award of Prior Military Service Credit (must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2)

and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i): For purposes of this provision, the definition of "Military Service" contained in Section 2.42 of the Master Plan shall control, except that the second sentence of said definition shall not apply. In order to receive Military Service credit hereunder, the Participant must submit to the Pension Committee Secretary a copy of the Participant's DD-214 (military separation papers), reflecting the Participant's prior Military Service. See Service Credit Purchase Addendum for additional conditions.

(5) **Limitations on Service Credit Purchases.** Unless otherwise specified in an Addendum to the Adoption Agreement, for purposes of this Section and Section 13.C. concerning prior governmental service credit, the term "actuarial cost of service credit" is defined as set forth in the Service Credit Purchase Addendum. In the case of a service credit purchase, the Participant shall be required to comply with any rules and regulations established by the GMEBS Board of Trustees concerning said purchases.

C. Prior Governmental Service

Note: A Participant's prior service with other GMEBS employers shall be credited for purposes of satisfying the minimum service requirements for Vesting and eligibility for Retirement and pre-retirement death benefits as provided under Section 9.05 of the Master Plan, relating to portability service. This Section 13(C) does not need to be completed in order for Participants to receive this portability service credit pursuant to Section 9.05 of the Master Plan.

(1) Credit for Prior Governmental Service.

The Adopting Employer may elect to treat governmental service rendered prior to a Participant's initial employment date or reemployment date as creditable service under the Plan. Subject to any limitations imposed by law, the term "prior governmental service" shall be as defined by the Adopting Employer below. The Employer elects to treat prior governmental service as follows (check one):

- Prior governmental service is not creditable under the Plan (if checked, skip to Section 13.D. – Unused Sick/Vacation Leave).
- Prior governmental service shall be counted as Credited Service for the following purposes under the Plan (check one or more as applicable):
 - Computing amount of benefits payable.
 - Meeting minimum service requirements for vesting.
 - Meeting minimum service requirements for benefit eligibility.

(2) Definition of Prior Governmental Service.

Prior governmental service shall be defined as follows: (must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i): **Prior Service performed as a full-time employee (employed at least 30 hours per week) of a municipal corporation (other than the City of Monroe), county, consolidated city-county government,**

the State of Georgia or any other state, or the federal government. However, service creditable under this provision shall not include military service or service for any school system, school district, or school board. If there is a question about whether a Participant's prior service is within the above definition of prior governmental service, the City Attorney shall have sole discretionary authority to determine whether such service is within said definition, and such determination shall be final and binding.

Part-time service (less than 30 hours per week) performed as an employee of the City of Monroe prior to the date that the Participant became a Participant in this Plan shall also be creditable as prior governmental service hereunder. For purposes of this provision, each year of part-time service shall count as one half-year of credited service, and each month of part-time service shall count as one half-month of credited service. Partial months shall not be creditable.

Unless otherwise specified above, prior governmental service shall include only full-time service (minimum hour requirement same as that applicable to Eligible Regular Employees).

(3) Maximum Credit for Prior Governmental Service.

Credit for prior governmental service shall be limited to a maximum of _____ years (insert number).

(4) Rate of Accrual for Prior Governmental Service Credit.

Credit for prior governmental service shall accrue at the following rate (check one):

- One month of prior governmental service credit for every _____ month(s) (insert number) of Credited Service with the Adopting Employer.
- One year of prior governmental service credit for every _____ year(s) (insert number) of Credited Service with the Adopting Employer.
- All prior governmental service shall be creditable (subject to any caps imposed above) after the Participant has completed _____ years (insert number) of Credited Service with the Adopting Employer.
- Other requirement (must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i):
Prior governmental service shall be creditable upon full payment by the Participant for such service, subject to the conditions listed in the Service Credit Purchase Addendum.

(5) Payment for Prior Governmental Service Credit.

- Participants shall not be required to pay for governmental service credit.
- Participants shall be required to pay for governmental service credit as follows:

- The Participant must pay **100%** of the actuarial cost of the service credit.
- The Participant must pay an amount equal to **(must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)):** _____.

Other Conditions for Award of Prior Governmental Service Credit **(must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)):** _____.

D. Leave Conversion for Unused Paid Time Off (e.g., Sick, Vacation, or Personal Leave)

(1) Credit for Unused Paid Time Off.

Subject to the limitations in Section 3.01 of the Master Plan, an Adopting Employer may elect to treat accumulated days of unused paid time off for a terminated Participant, for which the Participant is not paid, as Credited Service. The only type of leave permitted to be credited under this provision is leave from a paid time off plan which qualifies as a bona fide sick and vacation leave plan (which may include sick, vacation or personal leave) and which the Participant may take as paid leave without regard to whether the leave is due to illness or incapacity. The Credited Service resulting from the conversion of unused paid time off must not be the only Credited Service applied toward the accrual of a normal retirement benefit under the Plan. The Pension Committee shall be responsible to certify to GMEBS the total amount of unused paid time off that is creditable hereunder.

Important Note: Leave cannot be converted to Credited Service in lieu of receiving a cash payment. If the Employer elects treating unused paid time off as Credited Service, the conversion to Credited Service will be automatic, and the Participant cannot request a cash payment for the unused paid time off.

The Employer elects the following treatment of unused paid time off:

- Unused paid time off shall **not** be treated as Credited Service **(if checked, skip to Section 14 – Retirement Eligibility).**
- The following types of unused paid time off for which the Participant is not paid shall be treated as Credited Service under the Plan **(check one or more as applicable):**
 - Unused sick leave
 - Unused vacation leave
 - Unused personal leave
 - Other paid time off **(must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)):** _____.

(2) Minimum Service Requirement.

In order to receive credit for unused paid time off, a Participant must meet the following requirement at termination (**check one**):

- The Participant must be 100% vested in a normal retirement benefit.
- The Participant must have at least _____ years (**insert number**) of Total Credited Service (not including leave otherwise creditable under this Section).
- Other (**must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): _____.

(3) Use of Unused Paid Time Off Credit. Unused paid time off for which the Participant is not paid shall count as Credited Service for the following purposes under the Plan (**check one or more as applicable**):

- Computing amount of benefits payable.
- Meeting minimum service requirements for vesting.
- Meeting minimum service requirements for benefit eligibility.

(4) Maximum Credit for Unused Paid Time Off.

Credit for unused paid time off for which the Participant is not paid shall be limited to a maximum of ____ months (**insert number**).

(5) Computation of Unused Paid Time Off.

Unless otherwise specified by the Adopting Employer under "Other Conditions" below, each twenty (20) days of creditable unused paid time off shall constitute one (1) complete month of Credited Service under the Plan. Partial months shall not be credited.

(6) Other Conditions (please specify, subject to limitations in Section 3.01 of Master Plan; must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)): _____.

14. RETIREMENT ELIGIBILITY**A. Early Retirement Qualifications**

Early retirement qualifications are (**check one or more as applicable**):

- Attainment of age 55 (**insert number**)
- Completion of 10 years (**insert number**) of Total Credited Service

Exceptions: If different early retirement eligibility requirements apply to a particular class or classes of Eligible Employees, the Employer must specify below the classes to whom the different requirements apply and indicate below the requirements applicable to them.

Eligible Employees to whom exception applies (must specify - specific positions are permissible; specific individuals may not be named): _____.

Early retirement qualifications for excepted class(es) are (check one or more as applicable):

- Attainment of age _____ (insert number)
- Completion of _____ years (insert number) of Total Credited Service

B. Normal Retirement Qualifications

Note: Please complete this Section and also list "Alternative" Normal Retirement Qualifications, if any, in Section 14.C.

(1) Regular Employees

Normal retirement qualifications for Regular Employees are (check one or more as applicable):

- Attainment of age 65 (insert number)
- Completion of 5 years (insert number) of Total Credited Service
- In-Service Distribution to Eligible Employees permitted (i.e., a qualifying Participant may commence receiving retirement benefits while in service without first incurring a Bona Fide Separation from Service), if Participant meets minimum age and service requirements specified immediately above and is at least age 62 (unless a lower safe-harbor age is permitted under applicable federal law), subject to applicable Plan provisions concerning recalculation and offset applied at re-retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to (check one): all Participants only the following class(es) of Participants (must specify - specific positions are permissible; specific individuals may not be named): _____.

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

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

Normal retirement qualifications for excepted class(es) are (check one or more as applicable):

- Attainment of age _____ (insert number)
- Completion of _____ years (insert number) of Total Credited Service
- In-Service Distribution to Eligible Employees permitted (i.e., a qualifying Participant may commence receiving retirement benefits while in service without first incurring a Bona Fide Separation from Service), if Participant meets minimum age and service requirements specified immediately above and is at

least age 62 (unless a lower safe-harbor age is permitted under applicable federal law), subject to applicable Plan provisions concerning recalculation and offset applied at re-retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to (check one): all Participants only the following class(es) of Participants (must specify - specific positions are permissible; specific individuals may not be named): _____.

(2) Elected or Appointed Members of Governing Authority

Complete this Section only if elected or appointed members of the Governing Authority or Municipal Legal Officers are permitted to participate in the Plan. Normal retirement qualifications for this class are (check one or more as applicable):

- Attainment of age **65** (insert number)
- Completion of _____ years (insert number) of Total Credited Service
- In-Service Distribution to Eligible Employees permitted (i.e., a qualifying Participant may commence receiving retirement benefits while in service without first incurring a Bona Fide Separation from Service), if Participant meets minimum age and service requirements specified immediately above and is at least age 62 (unless a lower safe-harbor age is permitted under applicable federal law), subject to applicable Plan provisions concerning recalculation and offset applied at re-retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to (check one): all Participants only the following class(es) of Participants (must specify - specific positions are permissible; specific individuals may not be named): _____.

Exceptions: If different normal retirement qualifications apply to particular elected or appointed members of the Governing Authority or Municipal Legal Officers, the Employer must specify below to whom the different requirements apply and indicate below the requirements applicable to them.

Particular elected or appointed members of the Governing Authority or Municipal Legal Officers to whom exception applies (must specify - specific positions are permissible; specific individuals may not be named): _____.

Normal retirement qualifications for excepted elected or appointed members of the Governing Authority or Municipal Legal Officers are (check one or more as applicable):

- Attainment of age _____ (insert number)
- Completion of _____ years (insert number) of Total Credited Service
- In-Service Distribution to Eligible Employees permitted (i.e., a qualifying Participant may commence receiving retirement benefits while in service without first incurring a Bona Fide Separation from Service), if Participant meets minimum age and service requirements specified immediately above and is at least age 62 (unless a lower safe-harbor age is permitted under applicable federal

law), subject to applicable Plan provisions concerning recalculation and offset applied at re-retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to **(check one)**: all Participants only the following class(es) of Participants **(must specify - specific positions are permissible; specific individuals may not be named)**: _____.

C. Alternative Normal Retirement Qualifications

The Employer may elect to permit Participants to retire with unreduced benefits after they satisfy service and/or age requirements other than the regular normal retirement qualifications specified above. The Employer hereby adopts the following alternative normal retirement qualifications:

Alternative Normal Retirement Qualifications (check one or more, as applicable):

- (1) Not applicable (the Adopting Employer does not offer alternative normal retirement benefits under the Plan).
- (2) **Alternative Minimum Age & Service Qualifications (if checked, please complete one or more items below, as applicable):**
- Attainment of age 55 (insert number)
 - Completion of 25 years (insert number) of Total Credited Service
 - In-Service Distribution to Eligible Employees permitted (i.e., a qualifying Participant may commence receiving retirement benefits while in service without first incurring a Bona Fide Separation from Service), if Participant meets minimum age and service requirements specified immediately above and is at least age 62 (unless a lower safe-harbor age is permitted under applicable federal law), subject to applicable Plan provisions concerning recalculation and offset applied at re-retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to **(check one)**: all Participants only the following class(es) of Participants **(must specify - specific positions are permissible; specific individuals may not be named)**: _____.

This alternative normal retirement benefit is available to:

- All Participants who qualify.
- Only the following Participants **(must specify - specific positions are permissible; specific individuals may not be named)**: Eligible Regular Employees.

A Participant **(check one)**: is required is not required to be in the service of the Employer at the time he satisfies the above qualifications in order to qualify for this alternative normal retirement benefit.

Other eligibility requirement **(must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2)**

and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i): _____.

- (3) **Rule of _____ (insert number).** The Participant's combined Total Credited Service and age must equal or exceed this number. Please complete additional items below:

To qualify for this alternative normal retirement benefit, the Participant (**check one or more items below, as applicable**):

- Must have attained at least age _____ (insert number)
- Must not satisfy any minimum age requirement
- In-Service Distribution to Eligible Employees permitted (*i.e.*, a qualifying Participant may commence receiving retirement benefits while in service without first incurring a Bona Fide Separation from Service), if the Participant meets the minimum age and service requirements specified immediately above and is at least age 62 (unless a lower safe-harbor age is permitted under applicable federal law), subject to applicable Plan provisions concerning recalculation and offset applied at re-retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to (**check one**): all Participants only the following class(es) of Participants (**must specify - specific positions are permissible; specific individuals may not be named**): _____.

This alternative normal retirement benefit is available to:

- All Participants who qualify.
- Only the following Participants (**must specify - specific positions are permissible; specific individuals may not be named**): _____.

A Participant (**check one**): is required is not required to be in the service of the Employer at the time he satisfies the Rule in order to qualify for this alternative normal retirement benefit.

Other eligibility requirement (**must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): _____.

- (4) **Alternative Minimum Service.** A Participant is eligible for an alternative normal retirement benefit if he has at least _____ years (**insert number**) of Total Credited Service, regardless of the Participant's age.

- In-Service Distribution to Eligible Employees permitted (*i.e.*, a qualifying Participant may commence receiving retirement benefits while in service without first incurring a Bona Fide Separation from Service), if the

Participant meets the minimum service requirement specified immediately above and is at least age 62 (unless a lower safe-harbor age is permitted under applicable federal law), subject to applicable Plan provisions concerning recalculation and offset applied at re-retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to **(check one)**: all Participants only the following class(es) of Participants **(must specify - specific positions are permissible; specific individuals may not be named)**: _____.

This alternative normal retirement benefit is available to:

- All Participants who qualify.
- Only the following Participants **(must specify - specific positions are permissible; specific individuals may not be named)**: _____.

A Participant **(check one)**: is required is not required to be in the service of the Employer at the time he satisfies the qualifications for this alternative normal retirement benefit.

Other eligibility requirement **(must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i))**: _____.

(5) Other Alternative Normal Retirement Benefit.

Must specify qualifications (in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)): _____.

- In-Service Distribution to Eligible Employees permitted (i.e., a qualifying Participant may commence receiving retirement benefits while in service without first incurring a Bona Fide Separation from Service), if the Participant meets minimum age and service requirements specified immediately above and is at least age 62 (unless a lower safe-harbor age is permitted under applicable federal law), subject to applicable Plan provisions concerning recalculation and offset applied at re-retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to **(check one)**: all Participants only the following class(es) of Participants **(must specify - specific positions are permissible; specific individuals may not be named)**: _____.

This alternative normal retirement benefit is available to:

- All Participants who qualify.
- Only the following Participants **(must specify - specific positions are permissible; specific individuals may not be named)**: _____.

A Participant (**check one**): is required is not required to be in the service of the Employer at the time he satisfies the qualifications for this alternative normal retirement benefit.

Other eligibility requirement (**must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): _____.

(6) **Other Alternative Normal Retirement Benefit for Public Safety Employees Only.**

Must specify qualifications (in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)): _____.

In-Service Distribution to Eligible Employees who are Public Safety Employees permitted (*i.e.*, a qualifying Participant may commence receiving retirement benefits while in service without first incurring a Bona Fide Separation from Service), if the Participant meets minimum age and service requirements specified immediately above and is at least age 50 (unless a lower safe-harbor age is permitted under applicable federal law), subject to applicable Plan provisions concerning recalculation and offset applied at re-retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to (**check one**): all Participants only the following class(es) of Participants (**must specify - specific positions are permissible; specific individuals may not be named**): _____.

This alternative normal retirement benefit is available to:

- All public safety employee Participants who qualify.
- Only the following public safety employee Participants (**must specify - specific positions are permissible; specific individuals may not be named**): _____.

A public safety employee Participant (**check one**): is required is not required to be in the service of the Employer at the time he satisfies the qualifications for this alternative normal retirement benefit.

Other eligibility requirement (**must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): _____.

Note: "Public safety employees" are defined under the Internal Revenue Code for this purpose as employees of a State or political subdivision of a State who provide police

protection, firefighting services, or emergency medical services for any area within the jurisdiction of such State or political subdivision.

D. Disability Benefit Qualifications

Subject to the other terms and conditions of the Master Plan and except as otherwise provided in an Addendum to this Adoption Agreement, disability retirement qualifications are based upon Social Security Administration award criteria or as otherwise provided under Section 2.23 of the Master Plan. The Disability Retirement benefit shall commence as of the Participant's Disability Retirement Date under Section 2.24 of the Master Plan.

To qualify for a disability benefit, a Participant must have the following minimum number of years of Total Credited Service (**check one**):

- Not applicable (the Adopting Employer does not offer disability retirement benefits under the Plan).
- No minimum.
- _____ years (**insert number**) of Total Credited Service.

Other eligibility requirement (**must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): _____.

15. RETIREMENT BENEFIT COMPUTATION

A. Maximum Total Credited Service

The number of years of Total Credited Service which may be used to calculate a benefit is (**check one or all that apply**):

- not limited.
- limited to _____ years for all Participants.
- limited to _____ years for the following classes of Eligible Regular Employees:
 - All Eligible Regular Employees.
 - Only the following Eligible Regular Employees: _____.
- limited to _____ years as an elected or appointed member of the Governing Authority.
- limited to _____ years as a Municipal Legal Officer.
- Other (**must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): _____.

B. Monthly Normal Retirement Benefit Amount

(1) Regular Employee Formula

The monthly normal retirement benefit for Eligible Regular Employees shall be 1/12 of (check and complete one or more as applicable):

- (a) **Flat Percentage Formula.** 2.0% (insert percentage) of Final Average Earnings multiplied by years of Total Credited Service as an Eligible Regular Employee.

This formula applies to:

- All Participants who are Regular Employees.
- Only the following Participants (must specify - specific positions are permissible; specific individuals may not be named): _____.

- (b) **Alternative Flat Percentage Formula.** _____% (insert percentage) of Final Average Earnings multiplied by years of Total Credited Service as an Eligible Regular Employee. This formula applies to the following Participants (must specify - specific positions are permissible; specific individuals may not be named): _____.

- (c) **Split Final Average Earnings Formula.** _____% (insert percentage) of Final Average Earnings up to the amount of Covered Compensation (see subsection (2) below for definition of Covered Compensation), plus _____% (insert percentage) of Final Average Earnings in excess of said Covered Compensation, multiplied by years of Total Credited Service as an Eligible Regular Employee.

This formula applies to:

- All Participants who are Regular Employees.
- Only the following Participants (must specify - specific positions are permissible; specific individuals may not be named): _____.

- (d) **Alternative Split Final Average Earnings Formula.** _____% (insert percentage) of Final Average Earnings up to the amount of Covered Compensation (see subsection (2) below for definition of Covered Compensation), plus _____% (insert percentage) of Final Average Earnings in excess of said Covered Compensation, multiplied by years of Total Credited Service as an Eligible Regular Employee.

This formula applies to:

- All Participants.
- Only the following Participants (must specify - specific positions are permissible; specific individuals may not be named): _____.

[Repeat above subsections as necessary for each applicable benefit formula and Participant class covered under the Plan.]

(2) Covered Compensation (complete only if Split Formula(s) is checked above):

Covered Compensation is defined as (check one or more as applicable):

- (a) **A.I.M.E. Covered Compensation** as defined in Section 2.18 of the Master Plan. This definition of Covered Compensation shall apply to **(check one)**:
 - All Participants who are Regular Employees.
 - Only the following Participants **(must specify - specific positions are permissible; specific individuals may not be named)**: _____.

- (b) **Dynamic Break Point Covered Compensation** as defined in Section 2.19 of the Master Plan. This definition of Covered Compensation shall apply to **(check one)**:
 - All Participants who are Regular Employees.
 - Only the following Participants **(must specify - specific positions are permissible; specific individuals may not be named)**:_____.

- (c) **Table Break Point Covered Compensation** as defined in Section 2.20 of the Master Plan. This definition of Covered Compensation shall apply to **(check one)**:
 - All Participants who are Regular Employees.
 - Only the following class(es) of Participants **(must specify - specific positions are permissible; specific individuals may not be named)**: _____.

- (d) **Covered Compensation** shall mean a Participant's annual Earnings that do not exceed \$ _____ **(specify amount)**. This definition shall apply to **(check one)**:
 - All Participants who are Regular Employees.
 - Only the following Participants **(must specify - specific positions are permissible; specific individuals may not be named)**:_____.

(3) Final Average Earnings

Unless otherwise specified in an Addendum to the Adoption Agreement, Final Average Earnings is defined as the monthly average of Earnings paid to a Participant by the Adopting Employer for the 60 (insert number not to exceed 60) consecutive months of Credited Service preceding the Participant's most recent Termination in which the Participant's Earnings were the highest, multiplied by 12. Note: GMEBS has prescribed forms for calculation of Final Average Earnings that must be used for this purpose.

This definition of Final Average Earnings applies to:

- All Participants who are Regular Employees.
- Only the following Participants (**must specify - specific positions are permissible; specific individuals may not be named**): _____.

[Repeat above subsection as necessary for each applicable definition and Participant class covered under the Plan.]

(4) Formula for Elected or Appointed Members of the Governing Authority

The monthly normal retirement benefit for members of this class shall be as follows (**check one**):

- Not applicable (elected or appointed members of the Governing Authority or Municipal Legal Officers are not permitted to participate in the Plan).
- \$30.00** (insert dollar amount) per month for each year of Total Credited Service as an elected or appointed member of the Governing Authority or Municipal Legal Officer or major fraction thereof (6 months and 1 day).

This formula applies to:

- All elected or appointed members of the Governing Authority or Municipal Legal Officers eligible to participate.
- Only the following elected or appointed members of the Governing Authority or Municipal Legal Officers eligible to participate (**must specify - specific positions are permissible; specific individuals may not be named**): _____.

[Repeat above subsection as necessary for each applicable formula for classes of elected or appointed members covered under the Plan.]

C. Monthly Early Retirement Benefit Amount

Check and complete one or more as applicable:

- (1) **Standard Early Retirement Reduction Table.** The monthly Early Retirement benefit shall be computed in the same manner as the monthly Normal Retirement benefit, but the benefit shall be reduced on an Actuarially Equivalent basis in accordance with Section 12.01 of the Master Plan to account for early commencement of benefits. This provision shall apply to:
 - All Participants.
 - Only the following Participants (**must specify - specific positions are permissible; specific individuals may not be named**): _____.
- (2) **Alternative Early Retirement Reduction Table.** The monthly Early Retirement benefit shall be computed in the same manner as the monthly Normal Retirement benefit, but the benefit shall be reduced to account for

early commencement of benefits based on the following table. This table shall apply to:

- All Participants.
- Only the following Participants (must specify - specific positions are permissible; specific individuals may not be named): _____.

Alternative Early Retirement Reduction Table

<u>Number of Years Before</u> <u>[Age (Insert Normal</u> <u>Retirement Age)]</u> (check as applicable)	<u>Percentage of</u> <u>Normal Retirement Benefit*</u> (complete as applicable)
---	---

<input type="checkbox"/> 0	1.000
<input type="checkbox"/> 1	0.____
<input type="checkbox"/> 2	0.____
<input type="checkbox"/> 3	0.____
<input type="checkbox"/> 4	0.____
<input type="checkbox"/> 5	0.____
<input type="checkbox"/> 6	0.____
<input type="checkbox"/> 7	0.____
<input type="checkbox"/> 8	0.____
<input type="checkbox"/> 9	0.____
<input type="checkbox"/> 10	0.____
<input type="checkbox"/> 11	0.____
<input type="checkbox"/> 12	0.____
<input type="checkbox"/> 13	0.____
<input type="checkbox"/> 14	0.____
<input type="checkbox"/> 15	0.____

*Interpolate for whole months

D. Monthly Late Retirement Benefit Amount (check one):

- (1) The monthly Late Retirement benefit shall be computed in the same manner as the Normal Retirement Benefit, based upon the Participant's Accrued Benefit as of his Late Retirement Date.
- (2) The monthly Late Retirement benefit shall be the greater of: (1) the monthly retirement benefit accrued as of the Participant's Normal Retirement Date, actuarially increased in accordance with the actuarial table contained in Section 12.05 of the Master Plan; or (2) the monthly retirement benefit accrued as of the Participant's Late Retirement Date, without further actuarial adjustment under Section 12.06 of the Master Plan.

E. Monthly Disability Benefit Amount

The amount of the monthly Disability Benefit shall be computed in the same manner as the Normal Retirement benefit, based upon the Participant's Accrued Benefit as of his Disability Retirement Date.

Minimum Disability Benefit. The Adopting Employer may set a minimum Disability Benefit. The Employer elects the following minimum Disability benefit (**check one**):

- Not applicable (the Adopting Employer does not offer disability retirement benefits under the Plan).
- No minimum is established.
- No less than (**check one**): 20% 10% ____% (if other than 20% or 10% insert percentage amount) of the Participant's average monthly Earnings for the 12 calendar month period (excluding any period of unpaid leave of absence) immediately preceding his Termination of Employment as a result of a Disability. (Unless otherwise specified in an Addendum to the Adoption Agreement, no minimum will apply to elected or appointed members of the Governing Authority or Municipal Legal Officers.)
- No less than (**check one**): 66 2/3 % ____% (if other than 66 2/3%, insert percentage amount) of the Participant's average monthly Earnings for the 12 calendar month period (excluding any period of unpaid leave of absence) immediately preceding his Termination of Employment as a result of a Disability, less any monthly benefits paid from federal Social Security benefits as a result of disability as reported by the Employer. (Unless otherwise specified in an Addendum to the Adoption Agreement, no minimum will apply to elected or appointed members of the Governing Authority or Municipal Legal Officers.)

Note: The Adopting Employer is responsible for reporting to GMEBS any amounts to be used in an offset.

F. Minimum/Maximum Benefit For Elected Officials

In addition to any other limitations imposed by federal or state law, the Employer may impose a cap on the monthly benefit amount that may be received by elected or appointed members of the Governing Authority. The Employer elects (**check one**):

- Not applicable (elected or appointed members of the Governing Authority do not participate in the Plan).
- No minimum or maximum applies.
- Monthly benefit for Service as an elected or appointed member of the Governing Authority may not exceed 100% of the Participant's final salary as an elected or appointed member of the Governing Authority.

- Other minimum or maximum (must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)): _____.

16. SUSPENSION OF BENEFITS FOLLOWING BONA FIDE SEPARATION OF SERVICE; COLA

A. Re-Employment as Eligible Employee After Normal, Alternative Normal, or Early Retirement and Following Bona Fide Separation of Service (see Master Plan Section 6.06(c) Regarding Re-Employment as an Ineligible Employee and Master Plan Section 6.06(e) and (f) Regarding Re-Employment After Disability Retirement)

(1) **Reemployment After Normal or Alternative Normal Retirement.** In the event that a Retired Participant 1) is reemployed with the Employer as an Eligible Employee (as defined in the Plan) after his Normal or Alternative Normal Retirement Date and after a Bona Fide Separation from Service, or 2) is reemployed with the Employer in an Ineligible Employee class, and subsequently again becomes an Eligible Employee (as defined in the Plan) due to the addition of such class to the Plan after his Normal or Alternative Normal Retirement Date, the following rule shall apply (**check one**):

- (a) The Participant's benefit shall be suspended in accordance with Section 6.06(a)(1) of the Master Plan for as long as the Participant remains employed.
- (b) The Participant may continue to receive his retirement benefit in accordance with Section 6.06(b) of the Master Plan. This rule shall apply to (**check one**): all Retired Participants only the following classes of Retired Participants (**must specify (specific positions are permissible; specific individuals may not be named) - benefits of those Retired Participants not listed shall be suspended in accordance with Section 6.06(a) of the Master Plan if they return to work with the Employer**): _____.

(2) **Reemployment After Early Retirement.** In the event a Participant Retires with an Early Retirement benefit after a Bona Fide Separation from Service 1) is reemployed with the Employer as an Eligible Employee before his Normal Retirement Date; or 2) is reemployed with the Employer in an Ineligible Employee class, and subsequently again becomes an Eligible Employee (as defined in the Plan) before his Normal Retirement Date due to the addition of such class to the Plan, the following rule shall apply (**check one or more as applicable**):

- (a) The Participant's Early Retirement benefit shall be suspended in accordance with Section 6.06(a)(1) of the Master Plan for as long as the Participant remains employed.

This rule shall apply to (**check one**): all Retired Participants; only the following classes of Retired Participants (**must specify - specific**

positions are permissible; specific individuals may not be named):

_____.

- (b) The Participant's Early Retirement benefit shall be suspended in accordance with Section 6.06(a)(1) of the Master Plan. However, the Participant may begin receiving benefits after he satisfies the qualifications for Normal Retirement or Alternative Normal Retirement, as applicable, and after satisfying the minimum age parameters of Section 6.06(a)(3) of the Master Plan, in accordance with Section 6.06(b)(2)(B)(i) of the Master Plan.

This rule shall apply to (check one): all Retired Participants; only the following classes of Retired Participants (must specify - specific positions are permissible; specific individuals may not be named):

_____.

- (c) The Participant's Early Retirement benefit shall continue in accordance with Section 6.06(b)(2)(B)(ii) of the Master Plan.

This rule shall apply to (check one): all Retired Participants; only the following classes of Retired Participants (must specify - specific positions are permissible; specific individuals may not be named):

_____.

B. Cost Of Living Adjustment

The Employer may elect to provide for an annual cost-of-living adjustment (COLA) in the amount of benefits being received by Retired Participants and Beneficiaries, which shall be calculated and paid in accordance with the terms of the Master Plan. The Employer hereby elects the following (check one):

- (1) No cost-of-living adjustment.
- (2) Variable Annual cost-of-living adjustment not to exceed _____% (insert percentage).
- (3) Fixed annual cost-of-living adjustment equal to _____% (insert percentage).

The above cost-of-living adjustment shall apply with respect to the following Participants (and their Beneficiaries) (check one):

- All Participants (and their Beneficiaries).
- Participants (and their Beneficiaries) who terminate employment on or after _____ (insert date).
- Other (must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of

Treasury Regulation 1.401-1(b)(1)(i)); specific positions are permissible; specific individuals may not be named): _____.

The Adjustment Date for the above cost-of-living adjustment shall be (if not specified, the Adjustment Date shall be January 1): _____.

**17. TERMINATION OF EMPLOYMENT BEFORE RETIREMENT;
VESTING**

A. Eligible Regular Employees

Subject to the terms and conditions of the Master Plan, a Participant who is an Eligible Regular Employee and whose employment is terminated for any reason other than death or retirement shall earn a vested right in his accrued retirement benefit in accordance with the following schedule (check one):

- No vesting schedule (immediate vesting).
- Cliff Vesting Schedule.** Benefits shall be 100% vested after the Participant has a minimum of 5 years (insert number not to exceed 10) of Total Credited Service. Benefits remain 0% vested until the Participant satisfies this minimum.
- Graduated Vesting Schedule.** Benefits shall become vested in accordance with the following schedule (insert percentages):

COMPLETED YEARS OF TOTAL CREDITED SERVICE	VESTED PERCENTAGE
1	%
2	%
3	%
4	%
5	%
6	%
7	%
8	%
9	%
10	%

Exceptions: If a vesting schedule other than that specified above applies to a special class(es) of Regular Employees, the Employer must specify the different vesting schedule below and the class(es) to whom the different vesting schedule applies.

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

Vesting Schedule for excepted class (must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)): _____.

B. Elected or Appointed Members of the Governing Authority

Subject to the terms and conditions of the Master Plan, a Participant who is an elected or appointed member of the Governing Authority or a Municipal Legal Officer shall earn a vested right in his accrued retirement benefit for Credited Service in such capacity in accordance with the following schedule (**check one**):

- Not applicable (elected or appointed members of the Governing Authority are not permitted to participate in the Plan).
- No vesting schedule (immediate vesting).
- Other vesting schedule (**must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): _____.

18. PRE-RETIREMENT DEATH BENEFITS

A. In-Service Death Benefit

Subject to the terms and conditions of the Master Plan, the Employer hereby elects the following in-service death benefit, to be payable in the event that an eligible Participant's employment with the Employer is terminated by reason of the Participant's death prior to Retirement (**check and complete one**):

- (1) **Auto A Death Benefit.** A monthly benefit payable to the Participant's Pre-Retirement Beneficiary, equal to the decreased monthly retirement benefit that would have otherwise been payable to the Participant, had he elected a 100% joint and survivor benefit under Section 7.03 of the Master Plan. In order to be eligible for this benefit, a Participant must meet the following requirements (**check one**):
- The Participant must be vested in a normal retirement benefit.
 - The Participant must have _____ years (**insert number**) of Total Credited Service.
 - The Participant must be eligible for Early or Normal Retirement.
 - Other eligibility requirement (**must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): _____.
- (2) **Actuarial Reserve Death Benefit.** A monthly benefit payable to the Participant's Pre-Retirement Beneficiary, actuarially equivalent to the reserve required for the Participant's anticipated Normal Retirement benefit, provided the Participant meets the following eligibility conditions (**check one**):

- The Participant shall be eligible upon satisfying the eligibility requirements of Section 8.02(c) of the Master Plan.
- The Participant must have ____ years (insert number) of Total Credited Service.
- Other eligibility requirement (must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)): _____.

Imputed Service. For purposes of computing the actuarial reserve death benefit, the Participant's Total Credited Service shall include (check one):

- Total Credited Service accrued prior to the date of the Participant's death.
- Total Credited Service accrued prior to the date of the Participant's death, plus (check one): one-half (1/2) _____ (insert other fraction) of the Service between such date of death and what would otherwise have been the Participant's Normal Retirement Date. (See Master Plan Section 8.02(b) regarding 10-year cap on additional Credited Service.)

Minimum In-Service Death Benefit for Vested Employees Equal to Terminated Vested Death Benefit. Unless otherwise specified under "Exceptions" below, if a Participant's employment is terminated by reason of the Participant's death prior to Retirement, and if as of the date of death the Participant is vested but he does not qualify for the in-service death benefit, then the Auto A Death Benefit will be payable, provided the Auto A Death Benefit is made available to terminated vested employees under the Adoption Agreement (see "Terminated Vested Death Benefit" below).

(3) **Exceptions:** If an in-service death benefit other than that specified above applies to one or more classes of Participants, the Employer must specify below the death benefit payable, the class(es) to whom the different death benefit applies, and the eligibility conditions for said death benefit.

Alternative Death Benefit (must specify formula that satisfies the definite written program and definitely determinable requirements of Treasury Regulations Sections 1.401-1(a)(2) and 1.401-1(b)(1)(i) and does not violate limits applicable to governmental plans under Code Sections 401(a)(17) and 415): _____.

Participants to whom alternative death benefit applies (must specify - specific positions are permissible; specific individuals may not be named): _____.

Eligibility conditions for alternative death benefit (must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)): _____.

B. Terminated Vested Death Benefit

(1) **Complete this Section only if the Employer offers a terminated vested death benefit.** The Employer may elect to provide a terminated vested death benefit, to be payable in the event that a Participant who is vested dies after termination of employment but before Retirement benefits commence. Subject to the terms and conditions of the Master Plan, the Employer hereby elects the following terminated vested death benefit (**check one**):

- Auto A Death Benefit.** A monthly benefit payable to the Participant's Pre-Retirement Beneficiary, equal to the decreased monthly retirement benefit that would have otherwise been payable to the Participant had he elected a 100% joint and survivor benefit under Section 7.03 of the Master Plan.
- Accrued Retirement Benefit.** A monthly benefit payable to the Participant's Pre-Retirement Beneficiary which shall be actuarially equivalent to the Participant's Accrued Normal Retirement Benefit determined as of the date of death.

(2) **Exceptions:** If a terminated vested death benefit other than that specified above applies to one or more classes of Participants, the Employer must specify below the death benefit payable, the class(es) to whom the different death benefit applies, and the eligibility conditions for said death benefit.

Alternative Death Benefit (must specify formula that satisfies the definite written program and definitely determinable requirements of Treasury Regulations Sections 1.401-1(a)(2) and 1.401-1(b)(1)(i) and does not violate limits applicable to governmental plans under Code Sections 401(a)(17) and 415): _____.

Participants to whom alternative death benefit applies (must specify - specific positions are permissible; specific individuals may not be named): _____.

Eligibility conditions for alternative death benefit (must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)): _____.

19. EMPLOYEE CONTRIBUTIONS

(1) **Employee contributions (check one):**

- Are not required.
- Are required in the amount of _____ % (insert percentage) of Earnings for all Participants.
- Are required in the amount of _____ % (insert percentage) of Earnings for Participants in the following classes (must specify - specific positions are permissible; specific individuals may not be named): _____.

[Repeat above subsection as necessary if more than one contribution rate applies.]

(2) **Pre-Tax Treatment of Employee Contributions.** If Employee Contributions are required in Subsection (1) above, an Adopting Employer may elect to "pick up" Employee Contributions to the Plan in accordance with IRC Section 414(h). In such case, Employee Contributions shall be made on a pre-tax rather than a post-tax basis, provided the requirements of IRC Section 414(h) are met. If the Employer elects to pick up Employee Contributions, it is the Employer's responsibility to ensure that Employee Contributions are paid and reported in accordance with IRC Section 414(h). The Adopting Employer must not report picked up contributions as wages subject to federal income tax withholding.

The Employer hereby elects (**check one**):

To pick up Employee Contributions. By electing to pick up Employee Contributions, the Adopting Employer specifies that the contributions, although designated as Employee Contributions, are being paid by the Employer in lieu of Employee Contributions. The Adopting Employer confirms that the executor of this Adoption Agreement is duly authorized to take this action as required to pick up contributions. This pick-up of contributions applies prospectively, and it is evidenced by this contemporaneous written document. On and after the date of the pick-up of contributions, a Participant does not have a cash or deferred election right (within the meaning of Treasury Regulation Section 1.401(k)-1(a)(3)) with respect to the designated Employee Contributions, which includes not having the option of receiving the amounts directly instead of having them paid to the Plan.

Not to pick up Employee Contributions.

(3) **Interest on Employee Contributions.** The Adopting Employer may elect to pay interest on any refund of Employee Contributions.

Interest shall not be paid.

Interest shall be paid on a refund of Employee Contributions at a rate established by GMEBS from time to time.

Other rate of interest (**must specify rate in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**):

20. MODIFICATION OF THE TERMS OF THE ADOPTION AGREEMENT

If an Adopting Employer desires to amend any of its elections contained in this Adoption Agreement (or any Addendum), the Governing Authority by official action must adopt an amendment of the Adoption Agreement (or any Addendum) or a new Adoption Agreement (or Addendum) must be adopted and forwarded to the Board for approval. The amendment of the

new Adoption Agreement (or Addendum) is not effective until approved by the Board and other procedures required by the Plan have been implemented.

The Administrator will timely inform the Adopting Employer of any amendments made by the Board to the Plan.

21. TERMINATION OF THE ADOPTION AGREEMENT

This Adoption Agreement (and any Addendum) may be terminated only in accordance with the Plan. The Administrator will inform the Adopting Employer in the event the Board should decide to discontinue this volume submitter program.

22. EMPLOYER ADOPTION AND AUTHORIZATION FOR AMENDMENTS

Adoption. The Adopting Employer hereby adopts the terms of the Adoption Agreement and any Addendum, which is attached hereto and made a part of this ordinance. The Adoption Agreement (and, if applicable, the Addendum) sets forth the Employees to be covered by the Plan, the benefits to be provided by the Adopting Employer under the Plan, and any conditions imposed by the Adopting Employer with respect to, but not inconsistent with, the Plan. The Adopting Employer reserves the right to amend its elections under the Adoption Agreement and any Addendum, so long as the amendment is not inconsistent with the Plan or the Internal Revenue Code or other applicable law and is approved by the Board of Trustees of GMEBS. The Adopting Employer acknowledges that it may not be able to rely on the volume submitter advisory letter if it makes certain elections under the Adoption Agreement or the Addendum.

The Adopting Employer hereby agrees to abide by the Master Plan, Trust Agreement, and rules and regulations adopted by the Board of Trustees of GMEBS, as each may be amended from time to time, in all matters pertaining to the operation and administration of the Plan. It is intended that the Act creating the Board of Trustees of GMEBS, this Plan, and the rules and regulations of the Board are to be construed in harmony with each other. In the event of a conflict between the provisions of any of the foregoing, they shall govern in the following order:

- (1) The Act creating the Board of Trustees of The Georgia Municipal Employees' Benefit System, O.C.G.A. Section 47-5-1 *et seq.* (a copy of which is included in the Appendix to the Master Defined Benefit Plan Document) and any other applicable provisions of O.C.G.A. Title 47;
- (2) The Master Defined Benefit Plan Document and Trust Agreement;
- (3) This Ordinance and Adoption Agreement (and any Addendum); and
- (4) The rules and regulations of the Board.

In the event that any section, subsection, sentence, clause or phrase of this Plan shall be declared or adjudged invalid or unconstitutional, such adjudication shall in no manner affect the previously existing provisions or the other section or sections, subsections, sentences, clauses or

phrases of this Plan, which shall remain in full force and effect, as if the section, subsection, sentence, clause or phrase so declared or adjudicated invalid or unconstitutional were not originally a part hereof. The Governing Authority hereby declares that it would have passed the remaining parts of this Plan or retained the previously existing provisions if it had known that such part or parts hereof would be declared or adjudicated invalid or unconstitutional.

This Adoption Agreement (and any Addendum) may only be used in conjunction with Georgia Municipal Employees Benefit System Master Defined Benefit Retirement Plan Document approved by the Internal Revenue Service under advisory letter J501718a dated March 30, 2018. The Adopting Employer understands that failure to properly complete this Adoption Agreement (or any Addendum), or to operate and maintain the Plan and Trust in accordance with the terms of the completed Adoption Agreement (and any Addendum), Master Plan Document and Trust, may result in disqualification of the Adopting Employer's Plan under the Internal Revenue Code. Inquiries regarding the adoption of the Plan, the meaning of Plan provisions, or the effect of the IRS advisory letter should be directed to the Administrator. The Administrator is Georgia Municipal Employees Benefit System, with its primary business offices located at: 201 Pryor Street, SW, Atlanta, Georgia, 30303. The business telephone number is: (404) 688-0472. The primary person to contact is: GMEBS Legal Counsel.

Authorization for Amendments. Effective on and after February 17, 2005, the Adopting Employer hereby authorizes the volume submitter practitioner who sponsors the Plan on behalf of GMEBS to prepare amendments to the Plan, for approval by the Board, on its behalf as provided under Revenue Procedure 2005-16, as superseded by Revenue Procedure 2015-36, Revenue Procedure 2011-49, and Announcement 2005-37. Effective January 1, 2013, Georgia Municipal Association, Inc., serves as the volume submitter practitioner for the Plan. Employer notice and signature requirements were met for the Adopting Employer before the effective date of February 17, 2005. The Adopting Employer understands that the implementing amendment reads as follows:

On and after February 17, 2005, the Board delegates to the Practitioner the authority to advise and prepare amendments to the Plan, for approval by the Board, on behalf of all Adopting Employers, including those Adopting Employers who have adopted the Plan prior to the January 1, 2013, restatement of the Plan, for changes in the Code, the regulations thereunder, revenue rulings, other statements published by Internal Revenue Service, including model, sample, or other required good faith amendments (but only if their adoption will not cause such Plan to be individually designed), and for corrections of prior approved plans. These amendments shall be applied to all Adopting Employers. Employer notice and signature requirements have been met for all Adopting Employers before the effective date of February 17, 2005. In any event, any amendment prepared by the Practitioner and approved by the Board will be provided by the Administrator to Adopting Employers.

Notwithstanding the foregoing paragraph, no amendment to the Plan shall be prepared on behalf of any Adopting Employer as of either:

- the date the Internal Revenue Service requires the Adopting Employer to file Form 5300 as an individually designed plan as a

result of an amendment by the Adopting Employer to incorporate a type of Plan not allowable in a volume submitter plan as described in Revenue Procedure 2015-36; or

- as of the date the Plan is otherwise considered an individually designed plan due to the nature and extent of the amendments.

If the Adopting Employer is required to obtain a determination letter for any reason in order to maintain reliance on the advisory letter, the Practitioner's authority to amend the Plan on behalf of the Adopting Employer is conditioned on the Plan receiving a favorable determination letter.

The Adopting Employer further understands that, if it does not give its authorization hereunder or, in the alternative, adopt another pre-approved plan, its Plan will become an individually designed plan and will not be able to rely on the volume submitter advisory letter.

AN ORDINANCE (continued from page 1)

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

Section 3. The effective date of this Ordinance shall be the date of its approval by the Governing Authority.

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

Approved by the Mayor and Council of the City of Monroe, Georgia this _____ day of _____, 20____.

Attest:

CITY OF MONROE, GEORGIA

City Clerk

Mayor

(SEAL)

Approved:

City Attorney

The terms of the foregoing Adoption Agreement are approved by the Board of Trustees of Georgia Municipal Employees Benefit System.

IN WITNESS WHEREOF, the Board of Trustees of Georgia Municipal Employees Benefit System has caused its Seal and the signatures of its duly authorized officers to be affixed this _____ day of _____, 20____.

Board of Trustees
Georgia Municipal Employees
Benefit System

(SEAL)

Secretary

**GENERAL ADDENDUM TO THE
GEORGIA MUNICIPAL EMPLOYEES BENEFIT SYSTEM
DEFINED BENEFIT RETIREMENT PLAN
ADOPTION AGREEMENT**

This is an Addendum to the Adoption Agreement completed by the City of Monroe, Georgia, as follows (complete one or more sections, as applicable):

*** Items (1) through (13) of General Addendum – Not Applicable ***

(14) Frozen Plan Provisions (for amendment of Adoption Agreement only – see Section 9 of Adoption Agreement regarding Classes of Eligible Employees):

- (a) Plan Freeze - The Plan is "frozen" effective as of _____ (specify date). The Plan shall be subject to all provisions of the Adoption Agreement and Master Plan, except as otherwise provided herein, and the Employer shall continue to maintain the Plan's qualified status. The Plan shall be frozen, as follows (check as applicable):
- (i) The Plan shall be frozen with respect to the following class(es) of Eligible Employees (one or more as applicable): all Participants; all Eligible Regular Employees; Members of the Governing Authority; Municipal Legal Officers; other (must specify): _____.
- (ii) Active Participants in the affected class(es) of Eligible Employees as of the freeze effective date shall be vested in their normal retirement benefits accrued as of the effective date of the freeze to the extent funded notwithstanding any provision of the Adoption Agreement to the contrary.
- (iii) Employees who are (check all that apply): employed by the Employer or in office as of _____ (specify date), first employed on or after _____ (specify date), first take office on or after _____ (specify date), reemployed on or

after _____ (specify date), return to office (following a vacation of office) on or after _____ (specify date), shall not be eligible to participate in the Plan on or after _____ (specify date).

- (iv) With respect to Employees designated in paragraph (iii) above, earnings on or after _____ (specify date) shall not be taken into account for purposes of the Plan.
- (v) The Employees designated in paragraph (iii) above shall not be credited with Service for the Employer on or after _____ (specify date) for purposes of (check all that apply): computing the amount of benefits payable; meeting minimum service requirements for participation and vesting; meeting minimum service requirements for benefit eligibility under the Plan.
- (vi) The following additional provisions shall apply as a result of the freeze (must specify): _____.
- (b) Restoration Following Plan Freeze - The Plan has been "frozen" since December 1, 1997 (specify freeze date). Effective January 1, 2004 (specify date), the Plan shall be reactivated in accordance with and subject to the following provisions (check as applicable):
- (i) The Plan shall cease to be frozen with respect to the following class(es) of Eligible Employees (one or more as applicable): all Participants; all Eligible Regular Employees; Members of the Governing Authority; Municipal Legal Officers; other (must specify): _____.
- (ii) Employees (check all that apply): employed by the Employer and/or in office as of December 1, 1997 (specify date), first employed on or after December 1, 1997 (specify date), first took office on or after December 1, 1997 (specify date), reemployed on or after January 1, 2004 (specify date), returned to

office (following a vacation of office) on or after January 1, 2004 (specify date), shall be eligible to commence or re-commence participation in the Plan (as applicable) with respect to Service on or after December 1, 1997 (specify date), provided they otherwise meet the eligibility requirements for participation under the Plan.

- (iii) With respect to the Employees designated in paragraph (ii) above, Earnings on or after December 1, 1997 (specify date) shall be taken into account for purposes of the Plan.
- (iv) The Employees designated in paragraph (ii) above shall receive credit for Service for the Employer on or after December 1, 1997 (specify date) for purposes of (check all that apply): computing the amount of benefits payable; meeting minimum service requirements for participation and vesting; meeting minimum service requirements for benefit eligibility under the Plan, provided the Employee met the minimum hour requirement and other eligibility requirements for recognition of Credited Service under the Plan.
- (v) Former Employees who are reemployed and/or return to office as Eligible Employees after January 1, 2004(specify date) will receive credit for Service with the Employer on or after December 1, 1997 (specify date) for purposes of (check all that apply): computing the amount of benefits payable; meeting minimum service requirements for participation and vesting; meeting minimum service requirements for benefit eligibility under the Plan, provided the Employee meets the minimum hour requirement and other eligibility requirements for recognition of Credited Service with respect to said period under the Plan, and provided the Employee satisfies any applicable Plan requirements with respect to his break in Service.

- (vi) The following additional provisions shall apply as a result of restoration following the freeze (must specify): With respect to a former Employee hired on or after December 1, 1997 who may become reemployed as an Eligible Employee after January 1, 2004, credit for any service performed between December 1, 1997 and January 1, 2004 will only be restored if such Employee completes at least one (1) year of service upon his/her reemployment with the City.

The terms of the foregoing Addendum to the Adoption Agreement are approved by the Mayor and Council of the City of Monroe, Georgia this _____ day of _____, 20____.

Attest: CITY OF MONROE, GEORGIA,

City Clerk

Mayor

(SEAL)

Approved:

City Attorney

The terms of the foregoing Addendum are approved by the Board of Trustees of the Georgia Municipal Employees Benefit System.

IN WITNESS WHEREOF, the Board of Trustees of the Georgia Municipal Employees Benefit System has caused its Seal and the signatures of its duly authorized officers to be affixed this _____ day of _____, 20____.

Board of Trustees
Georgia Municipal Employees
Benefit System

(SEAL)

Secretary

**SERVICE CREDIT PURCHASE
ADDENDUM TO THE
GEORGIA MUNICIPAL EMPLOYEES BENEFIT SYSTEM
DEFINED BENEFIT RETIREMENT PLAN
ADOPTION AGREEMENT**

This is an Addendum to the Adoption Agreement completed by the City of Monroe, Georgia. It modifies the Adoption Agreement to provide for service credit purchases for eligible Participants in the Retirement Plan for the Employees of the City of Monroe, in accordance with and subject to the following requirements:

- (1) **Service Credit Purchase; Eligibility Requirements.** Subject to any conditions specified in Section 13.B. or 13.C. of the Adoption Agreement and in this Service Credit Purchase Addendum, Participants in this Plan who are actively employed on or after January 1, 2004 and who are Vested in this Plan may purchase service credit under this Plan for prior Military Service, Prior Governmental Service, and part-time service, as described in subsections 13.B. and 13.C. of the Adoption Agreement. The Participant may not purchase credit for service other than that described in subsections 13.B. and 13.C. of the Adoption Agreement, nor may a Participant purchase credit for service which is already creditable under the Plan. The purchase of prior service credit is permitted but not required under this Plan. Such purchases will be allowed to the extent permitted by law, subject to any conditions, proofs, or acceptance that the Pension Committee Secretary or GMEBS deem appropriate.
- (2) **Use of Purchased Service Credit.** Subject to any conditions or limitations provided in this Addendum, service credit purchased hereunder will be counted as Credited Service for purposes of (check all that apply):
- computing the amount of benefits payable under the Plan;
 - meeting the minimum service requirements for vesting under the Plan;
 - meeting the minimum service requirements for benefit eligibility under the Plan.

- (3) **Application to Purchase Service Credit.** A Participant who meets the eligibility requirements specified in paragraph (1) above and who wishes to purchase eligible service credit as described in paragraph (1) above may apply for such purchase by completing and submitting to the Pension Committee Secretary an application form provided for that purpose. Participants will be responsible for providing the Pension Committee Secretary with any information or documentation that the Pension Committee Secretary deems necessary to establish that the Participant's service is eligible for purchase under paragraph (1) above.
- (4) **Window Period for Application.** In order to purchase service credit, eligible Participants may submit the service credit purchase application within the five (5) year period after they become Vested in the Plan (taking into account Credited Service with the City and Credited Service with prior GMEBS employers that is creditable for Vesting purposes under the portability provisions of the Plan). If a Participant was Vested in the Plan as of January 1, 2004, the Participant must have applied to purchase service credit within five (5) years after January 1, 2004. If a Participant does not submit a completed application to purchase service credit within the designated window period, the Participant will not be permitted to purchase service credit. As a precondition for approval of his or her application, the Participant will be responsible for providing the Pension Committee Secretary with any additional information or documentation that the Pension Committee Secretary deems necessary to establish that the Participant's service is eligible for purchase under paragraph (1) above. Notwithstanding any provision herein to the contrary, no Participant may apply for or purchase prior service credit after his or her termination of employment.
- (5) **Review by Pension Committee Secretary.** Within a reasonable time after the end of the application period, the Pension Committee Secretary will review the Participant's application to purchase service credit and will determine whether the application should be accepted. Upon approval of an application by the Pension Committee Secretary, the Pension Committee Secretary will certify on the application the number of years and months of prior service that are eligible for purchase under paragraph (1) above.

- (6) **Fee for Cost Study.** As a precondition for approval of the application to purchase service credit, and prior to the commencement of any cost study, Participants may be required by the Employer to pay all or a portion of the GMEBS actuarial cost study fee(s) associated with determining the cost to purchase the Participant's eligible service credit. Any portion of the fee that the Participant is not required to pay will be paid by the Employer.
- (7) **Actuarial Study to Determine Cost of Purchase.** In the event that a cost study has not been undertaken prior to the Participant's submission of a completed application to purchase service credit, if the Participant's application to purchase is approved by the Pension Committee Secretary, a cost study will be undertaken as soon as reasonably practicable after the application has been approved, in order to determine the actuarial cost relating to the Participant's prior service that is eligible for purchase.
- (8) **Lump Sum Payment Required Within 90 Days.** Upon completion of the cost study, the Pension Committee Secretary will notify the Participant of the lump sum amount required to purchase prior service credit, as reflected in the cost study. Within 90 days of receiving this notice or of receiving notice of the Pension Committee's approval of the Participant's application to purchase service credit, whichever is later, the Participant shall remit said lump sum amount in the form and manner required by paragraphs (9)-(11) below, the Pension Committee Secretary, and GMEBS. The Participant may remit less than the full lump amount necessary to purchase all of the prior service credit which is eligible for purchase, in which case the percentage of service credit awarded will be equal to the percentage of the full amount remitted. The Pension Committee Secretary shall have the authority to extend the 90-day time period for payment of lump sum amounts required to purchase service credit if, for reasons outside the control of the Participant, payment cannot be made within the 90-day period. However, the time limit for payment will not be extended any later than 90 days and in no event may a Participant make such payment after his or her termination of employment.
- (9) **Method of Payment.** To the extent permitted by the Internal Revenue Code and regulations issued thereunder, the lump sum amount referred to in paragraph (8) above may be paid via one or more of the following

sources: (1) a direct trustee-to-trustee transfer from a 401(a) qualified retirement plan, a governmental 457(b) deferred compensation plan or a 403(b) tax sheltered annuity; (2) a qualified rollover from a governmental 457(b) plan, 403(b) tax-sheltered annuity plan, 401(a) qualified plan, 403(a) annuity plan, or a 408(a) or 408(b) individual retirement account or annuity (traditional IRA); or (3) a lump sum contribution of after-tax funds. Participants shall be solely responsible for effecting the payment referred to herein. Participants will not be permitted to purchase credit via payroll deduction.

- (10) **Limitation on Amount of Lump Sum Payment.** If the lump sum amount referred to in paragraph (8) is paid via any method other than as described under paragraph (9)(1) or (9)(2) above, then the Participant shall not be permitted to contribute to the Plan in any calendar year an amount which exceeds any applicable limit specified in Internal Revenue Code Section 415.
- (11) **IRC 415, Other Limitations.** Notwithstanding any other provision of the Adoption Agreement or this Addendum to the contrary, the Plan will not accept and shall return without interest any contribution or portion of a contribution made to purchase service credit if such contribution would result in a violation of the applicable limitations established under Internal Revenue Code Section 415(b), (c), or (n) or any other provision of law or the Plan, or if it is later determined that the Participant's prior service is not eligible for purchase, and any prior service credit attributable to said contribution or portion of a contribution will be forfeited.
- (12) **Return of Contributions.** Contributions made to purchase prior service credit shall be used to fund retirement and death benefits payable under the Plan relating to such credit. Contributions shall not otherwise be refundable to the Participant or any other person, except as otherwise provided in this paragraph (12) or in Section 13.06 or 18.04 of the Master Plan Document (concerning failure to exhaust or termination of the Plan, respectively). Participants (check one):
- will not be permitted to withdraw contributions made to purchase prior service credit upon termination of employment (Participants must be vested to purchase prior service credit).

- will not be permitted to withdraw contributions made to purchase prior service credit upon termination of employment, unless they are not vested upon termination (Participants are not required to be vested to purchase prior service credit).
- will be permitted to withdraw contributions made to purchase service credit upon termination of employment, subject to the provisions of Section 13.03(c) of the Master Plan Document concerning the effect of withdrawal. For purposes of determining the amount of any refund of contributions made to purchase service credit, said contributions shall be credited with interest at [insert rate], subject to any limitations on the crediting of interest in Section 13.03(c) of the Master Plan Document.
- will be permitted to withdraw contributions made to purchase service credit upon termination of employment, subject to the following conditions for repayment (must describe):

Note: Partial withdrawal of employee contributions is not permitted. If the Participant withdraws contributions made to purchase service credit, the Participant will forfeit any and all service credit and/or benefits attributable to such purchase for all purposes.

(13) Repayment Upon Reemployment. If the Participant returns to employment with the Employer after having withdrawn his contributions made to purchase prior service credit, the Participant (check one):

- not applicable (withdrawal not permitted).
- will not be permitted to re-purchase said service credit upon reemployment.
- will be permitted to re-purchase said service credit upon reemployment, based on the actuarial cost of such service credit, taking into account the additional actuarial cost of any benefit enhancements adopted prior to reemployment pursuant to paragraph (14) below, provided that the Participant makes application for such re-purchase within [insert time limit] after reemployment and provided the

Participant effects payment for such re-purchase in accordance with and subject to the provisions of this Addendum within [insert time limit] after the application is approved.

- will be permitted to re-purchase said service credit upon reemployment, subject to the following conditions for repayment (must describe other repayment method): _____.

(14) Definition of Actuarial Cost. The cost to purchase qualifying prior service credit shall be determined based upon the actuarial cost of said prior service credit. In applying the provisions of the Adoption Agreement and this Service Credit Purchase Addendum, the term "actuarial cost of prior service credit" means:

- the actuarial accrued liability relating to such prior service as determined by the GMEBS actuary and calculated using the actuarial assumptions and methods established for this purpose in the funding policy adopted by the GMEBS Board of Trustees.
- Other (must specify other method of determining actuarial cost for this purpose): _____.

The terms of the foregoing Service Credit Purchase Addendum to the Adoption Agreement are approved by the Mayor and Council of the City of Monroe, Georgia this _____ day of _____, 20____.

Attest:

CITY OF MONROE, GEORGIA

City Clerk

(SEAL)

Approved:

City Attorney



The terms of the foregoing Service Credit Purchase Addendum are approved by the Board of Trustees of the Georgia Municipal Employees Benefit System.

IN WITNESS WHEREOF, the Board of Trustees of the Georgia Municipal Employees Benefit System has caused its Seal and the signatures of its duly authorized officers to be affixed this _____ day of _____, 20____.

**Board of Trustees
Georgia Municipal Employees
Benefit System**

(SEAL)

Secretary