



Called Meeting

AGENDA

**April 3, 2018
City Hall**

I. CALL TO ORDER

II. DEPARTMENT REPORTS

1. April Monthly Reports

III. COMMITTEE INFORMATION

1. **Finance**

- a. **Approval - Personnel and Operational Policies and Procedures**

2. **Airport**

3. **Public Works**

4. **Utilities**

- a. **Approval - Loganville Water Sales Agreement**

- b. **Purchase - Trucks for Water Treatment & Wastewater Treatment Facilities**

- c. **Purchase - Takeuchi Excavator for Stormwater**

- d. **Purchase - Van for IT**

- e. **Purchase - Van for Electric**

5. **Public Safety**

- a. **Approval - Out of State Travel for Fire**

6. **DDA**

7. **Planning and Code**

8. **Economic Development**

- a. **Discussion - Community Improvement Tax Incentive**

IV. ITEMS OF DISCUSSION

- 1 **UPCOMING PUBLIC HEARINGS**

- a. **Rezone - 603 & 606 Alcovy Street**
- b. **Rezone - 302 North Madison Avenue**
- c. **Zoning Ordinance Code Text Amendment #5**
- 2. **Presentation - Child Abuse Prevention Month Proclamation**
- 3. **Appointment - Historic Preservation Commission**
- 4. **Rezone - 603 & 606 Alcovy Street**
- 5. **Rezone - 302 North Madison Avenue**
- 6. **2nd Reading - Zoning Ordinance Code Text Amendment #4**
- 7. **1st Reading - Zoning Ordinance Code Text Amendment #5**
- 8. **Resolution - MGAG Voting Delegate**
- 9. **Resolution - ECG Voting Delegate**
- 10. **Resolution - MEAG Voting Delegate**
- 11. **Resolution - MEAG Competitive Trust Beneficiary**
- 12. **Resolution - 2017 Budget Amendment**

V. **ADJOURN**



MONTHLY
DEPARTMENT
REPORTS
APRIL
2018



**CENTRAL
SERVICES
MONTHLY REPORT
APRIL
2018**

CENTRAL SERVICES

MONTHLY REPORT

APRIL 2018

	2018 January	2018 February	2018 March	2017 March	2017 April	2017 May	2017 June	2017 July	2017 August	2017 September	2017 October	2017 November	2017 December	Monthly Average	Yearly Totals
AIRPORT															
100LL AvGas Sale Price	\$3.83	\$3.99	\$3.99	\$3.59	\$3.59	\$3.60	\$3.69	\$3.69	\$3.69	\$3.69	\$3.69	\$3.69	\$3.79	\$3.73	
Transactions	92	75	98	134	168	135	119	137	113	89	105	132	98	115	1495
Gallons Sold	3,073.1	2,328.6	2,380.2	4,097.8	5,382.6	4,045.5	3,276.7	3,640.5	3,291.0	2,616.6	2,778.0	4,446.2	3,305.7	3,435.6	44,662.4
Revenue	\$11,771.97	\$9,290.99	\$9,497.04	\$14,711.14	\$19,323.53	\$14,571.90	\$12,090.88	\$13,433.57	\$12,143.61	\$9,655.11	\$10,250.80	\$16,406.48	\$12,528.50	\$12,744.27	\$165,675.52
AvGas Profit/Loss	(\$180.12)	\$205.05	\$209.93	\$846.97	\$572.78	\$888.43	(\$1,743.50)	\$1,017.86	\$918.64	\$727.32	\$336.95	\$357.37	\$140.80	\$330.65	\$4,298.48
Airport Profit/Loss	(\$448.23)	\$3,643.48	(\$15,669.26)	\$6,422.05	\$4,739.03	(\$14,308.90)	\$5,303.00	(\$399.55)	(\$960.69)	(\$531.94)	\$847.51	\$4,890.31	\$4,143.87	(\$179.18)	(\$2,329.32)
COMMUNITY SERVICE															
Participants	1	0	0									0	1	0.4	2
Hours	4.0	0.0	0.0									0.0	8.0	2.4	12.0
SAFETY PROGRAMS															
Facility Inspections	8	5	6										3	5.5	22
Worksite Inspections	5	4	1										2	3.0	12
Employee Safety Classes	0	1	3										0	1.0	4
PURCHASING															
P-Card Transactions	334	452	480	403	302	342	389	361	439	362	324	321	314	371.0	4,823
Purchase Orders	143	144	105	132	95	99	87	75	135	97	119	106	67	108.0	1,404
Sealed Bids/Proposals	0	0	0	0	0	0	1	1	3	3	2	0	2	0.9	12
INFORMATION TECHNOLOGY															
Workorder Tickets	91	83	109	76	84	60	79	60	70	55	60	56	67	73.1	950
MARKETING															
Newsletters Distributed	0	0	6,005	6,105	0	0	6,177	0	0	6,208	0	0	6,241	2,364.3	30,736
Public Awareness Material	0	0	9,950	7,984	0	2,250	0	0	0	100	0	100	160	1,580.3	20,544

PROJECTS & UPDATES

FACILITIES MANAGEMENT



The new City Hall sign has been placed on the Broad Street side, matching the existing sign on Highland Avenue. The roof replacement at the old Water Treatment Facility should be complete this week or next. The inside will be used for possible offices and laboratory spaces. Garland/DBS will provide a scope and study of the roofing plan for the Fire Department, along with bid submissions that will come before the committee and council in May. The initial design phase of the City Hall drive thru is taking place. The library is undergoing repairs to the trim and gutters around the building, and will then see new paint this month, weather permitting. It will go from the dark green color to a tan color.

CHILDERS PARK

The City is currently still removing dead or damaged trees, underbrush, and kudzu from the property with plans to replant City approved trees and place playground equipment, benches, and other park friendly items. You should notice in the next week or two that the trees needing to be removed will be complete. Weather has delayed the removing of trees in this and other areas. The dog park area will be opened up with the removal of trees as well and will have grassy areas installed and cleaned up a bit to allow for a better experience.

POLICY UPDATE

Internal policies updates, additions, and adjustments will be before the Committee and Council this month. There are many needed changes from an operational and personnel perspective on many of these policies, and then the combination of all policies will make for a much smoother access point for all employees and administration. Sometime during the summer, there will be a like policy from an

external perspective to include citizens, customers, and developers from both a residential, commercial, and industrial perspective.

SAFETY PROGRAM & COMMITTEE



The Safety Committee continues to routinely meet and discuss aspects of improving our safety focus around the City. The topics covered recently with the safety module program have been training and education, training plus education leading to success, safety promotion, and internet/email safety for our internal systems. We continue to, as a committee, to develop new and creative ways to more effectively influence the workforce and to better protect that workforce from possible safety concerns. Tommy Arnold, Safety Coordinator, has continued to perform weekly inspections that address concerns and issues found at facilities and on jobsites. We are

currently coordinating with departments to recertify any and all employees with flagging requirements, and the routine recertifications needed for daily duties and responsibilities.

TRASH PICKUP

There will be a more concerted effort to use Community Service as the program takes shape to pick up trash at our entrance corridors to the City. This will be an ongoing challenge, and one that may seem slow in making progress and one that may not keep up with the challenge as manpower is evaluated. Keep in mind this is an issue that with more traffic and more events will continue to overwhelm the City. The efforts will maintain a high level still and will hopefully catch up to this ongoing problem.

LANDSCAPING SERVICES

As the grass at facilities around Monroe start growing faster with warmer temperatures, I wanted to assured everyone that our contractor, PS Landscapes, are on expecting and ready to shift to a more flexible schedule. Currently we have contractors at facilities every other week, but as the grass starts to potentially grow faster depending on the combination of temperatures and precipitation, we will adjust to a weekly, or week and a half schedule, or should dryer weather come upon us we will push the schedule to more than two weeks. Also, in the upcoming months, there should be a few facility upgrades with landscaping coming before council.





CODE

DEPARTMENT

MONTHLY REPORT

April

2018

The Code Department of the City of Monroe respectfully submits this report to the Mayor and Council. It is the intent of this report to highlight statistics, specific job duties, and any job functions related to the Code Department during the time period of February 1, 2018 thru February 28, 2018.

Statistics:

- Total Calls: 306
- Total Minutes: 19:36:03
- Total Minutes/Call: 3:51
- Code Inspections: 36
- Total Permits Written: 75
- Amount collected for permits: \$13,945.00
- Check postings for Miscellaneous Revenue: 103

Business/Alcohol Licenses new & renewals:

- **New Businesses:** 13
 - Phoenix Atl Holdings, LLC DBA Smartstyle
 - Walgreen Co DBA Rite Aid #11825 – change of ownership
 - Medlink of Georgia, Inc
 - DMS Investments LLC DBA Amoco Food Mart
 - Patriot Towing – residential office only
 - The Little Daycare LLC
 - Corey Alana Moon Photography
 - Team Impact Fitness
 - Monroe Art & Antique Mall
 - CB Auto
 - MV Tech Com – residential office only
 - Creek Craft Cabinets – name change
 - Escogo LLC
- **Closed Businesses:** 8
 - 1821 Fried Chicken DBA Church's Fried Chicken – ownership change
 - Clearview Primary Care at Breedlove
 - Teacher Learning Connection
 - Sara's Place
 - K & Z Ice Carvings
 - Patriot Fence
 - Creative Designs LLC – name change
 - ORSCA

Major Projects

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

Code Department:

- Receiving business license payments, affidavits and identification. Reviewing all documents and updating changes in system.
- Making numerous phone calls regarding insufficient paperwork and/or incorrect amounts for license payments
- Receipting payments for 2018 business licenses –295 payments
- Creating new applications for alcohol licenses
- Reviewing new alcohol ordinance and new procedures
- Process paperwork (check requests) for overpayments on business license
- Permit Applications – Parade, Road Race etc
- Processing paperwork for alcohol licenses
- Checking turn on list from utilities and contacting businesses that have not purchased business licenses
- Checking all businesses for delinquent city and county personal property taxes prior to accepting payments for licenses
- Researching state license requirements for businesses
- Updating spread sheets regarding business licenses, number of employees, E-Verify #'s etc.
- Applications for PTVR registrations
- Preparing year end paperwork for review by auditors
- Issuing permits for Building, Electrical, Plumbing and HVAC
- Scheduling inspections for contractors.
- Entering district data into the property system for reports.
- Scheduling Planning and Zoning and Historic Preservation meetings and attending
- Taking minutes for Planning & Zoning and Historic Preservation meetings and preparing them
- Taking and recording complaints.
- Researching Zoning Inquiries.
- Responding online inquiries.
- Cleaning up expired permits.
- Inspecting and processing nuisance housing projects – see attached.

City Marshal:

- Patrolled city daily.
 - Removed 43 signs from road way.
 - Wrote 112 repair / cleanup orders and Re-inspections
 - Transported city funds for deposit to banks daily.
 - Investigated 4 utility tampering and theft cases. (6 citations issued)
 - Represented city in Municipal Court.
-

Historic Preservation Commission:

Request for COA for signs – 113 N Broad Street- COA Granted

Request for COA for Windows – 221 W Highland Ave – COA Granted

Request for COA for Windows & Doors– 615 E Church Street – COA Granted

Request for COA for Awning – 101 N Broad Street – Tabled until March meeting

Request for COA for Exterior Changes – 217 N Jackson – COA Granted

Planning Commission:

Request for COA for exterior renovation – 615 E Spring Street – COA granted

Request for Rezone from M1 to B3 – 406 E Spring Street – recommend approval

Request for Rezone from R1 to R1A – 603 & 606 Alcovy St – Tabled until March mtg.

Request for Rezone from B2 to B3 – 1020 N Broad Street – recommend approval

Zoning Text Amendments – Various amendments – recommend approval

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

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

2018			
1101 S. Madison Ave	Bill Shea	Substitution of defendant from Gaynor Bracewell	City Seeking consent order. Consent order signed 04-13-17 with 120 days to rehab'd or demolished or after 150 days the City will Remove the structure. Currently under stop work order due to damaged asbestos siding for an environmental assesment. Owner attempting repairs to current code standards per consent agreement within 120 days. August 2017. Deadlines not met. The city will demolish this structure after securing an order from the Municipal court judge. Carryover from 2017 to be demolished after agreement to donate to the city is completed. Demolition completed by the City week of March 19-23, 2018.
513 Roberts St.	Ada Lou Etchison / John Brown	Demo Memo sent / 04-07-17 Owner wants to enter into a consent order for demolition by the City. He cannot afford and is physically unable to remove the structure himself.	Exhibit "A" and pictures prepared. 30 days to respond. The owner has responded and is willing to sign off on a consent order allowing the City to remove the structure. He states he has neither the means or physical ability to do so this himself. Consent order to allow demolition by the City. Completed in February 2018
1452 S. Broad St.	Suntrust Bank NE GA Trust for Elaine Hodges	Demolished in cooperation with the Owner and the Bank	Completed in February 2018
307 Turner St.	H A Apts & Houses	demolition permit purchased	To be completed in March 2018 Demolition to be started 03-28-18 Waiting on utility locates and gas shut off at the street.
319 S. Madison Ave	John Howard Howard Bros. construction and Development Inc.	Two demolition permit purchased	To be completed in March 2018. Efforts were made to have the fire department use these for training but the asbestos report came back and they can not. One house is potentially going to be moved and saved. The other still needs to be demolished right away to avoid a citation and nuisance abatement case.
601 East Marable St.	Gabriel Ansley	demolished by owner	This property was demolished by the owner at the request of the code office after attempts to rehabilitate the property
1360 Armistead Cir.	Timothy Armistead	demolished by owner	This property was demoloshed at the request of the Code office due to dilapidation.
327 Bold Springs Ave.	Duane Wilson	demo memo sent.	Awaiting response to demo memo. Sent 09-14-17. Completed Jan. 4 2018

Date	Location	Issue Type	Statue	FOLLOW UP DATE	RESOLUTION
12/15/2017	1238 MADISON AVE	PARKING VEHICLE ON PROPER SURFACE	R/C OPEN	1/26/2018	CITATION ISSUED
12/15/2017	1238 MADISON AVE	OPEN OUTDOOR STORAGE	R/C OPEN	1/26/2018	CITATION ISSUED
12/15/2017	1238 MADISON AVE	JUNK IN YARD	R/C OPEN	1/26/2018	CITATION ISSUED
1/2/2018	LOPEZ LN.	JUNK VEHICLE IN ROADWAY AREA OF 952	CLOSED	1/17/2018	VEHICLE TOWED AWAY
1/2/2018	953 LOPEZ LN.	MANNER OF PARKING IN ROADWAY MORE THAN 12" FROM CRUB	CLOSED	1/17/2018	VEHICLE TOWED AWAY
1/2/2018	723 MASTER DR.	JUNK IN YARD	CLOSED	1/17/2018	YARD CLEANED
1/2/2018	723 MASTERS DR.	PARKING VEHICLE ON PROPER SURFACE	CLOSED	1/17/2018	VEHICLE MOVED
1/2/2018	935 LOPEZ LN.	JUNK WOOD/ITEMS IN YARD	R/C OPEN	1/17/2018	CLEANED UP
1/2/2018	942 LOPEZ LN.	JUNK ITEMS IN YARD/TRASH	R/C OPEN	1/17/2018	CLEANED UP
1/3/2018	449 N. BROAD ST.	TRASH IN PARKING LOT/GROUND	OPEN	1/9/2018	CITATION ISSUED
1/5/2018	339 HOLLY HILL	VEHICLE PARKED IN YARD	OPEN	1/9/2018	CITATION ISSUED
1/9/2018	140 VICTORY DR.	OLD WOOD/JUNK IN YARD	R/C OPEN	1/24/2018	CLEANED UP
1/9/2018	143 VICTORY DR.	OLD CARPET/JUNK IN YARD	R/C OPEN	1/24/2018	CLEANED UP
1/9/2018	132 5TH ST.	JUNK ON PORCH/JUNK IN YARD	R/C OPEN	1/24/2018	CLEANED UP
1/9/2018	136 5TH ST	TRASH/JUNK IN YARD	R/C OPEN	1/24/2018	CLEANED UP
1/9/2018	139 5TH ST.	JUNK ON RIGHT SIDE OF RESIDENCE	R/C OPEN	1/24/2018	CLEANED UP
1/9/2018	106 3RD ST.	WOOD/JUNK IN BACK YARD	R/C OPEN	1/24/2018	CLEANED UP
1/9/2018	118 4TH ST.	JUNK/TRASH IN YARD	R/C OPEN	1/24/2018	CLEANED UP
1/9/2018	133 3RD ST.	TRASH/JUNK IN YARD	R/C OPEN	1/24/2018	CLEANED UP
1/9/2018	1251 S. MADISON AVE	JUNK/TRASH IN YARD	R/C OPEN	1/24/2018	CLEANED UP
1/9/2018	449 N. BROAD ST.	TRASH/LITTER IN GROUNDS	COURT DATE 3-8-18	1/9/2018	CITATION ISSUED
1/9/2018	339 HOLLY HILL	VEHICLE PARKED IN YARD	COURT DATE 3-8-18	1/9/2018	CITATION ISSUED
1/10/2018	1238 S. MADISON AVE	JUNK VEHICLES IN YARD	CLOSED	1/11/2018	MOVED
1/10/2018	414 WALTON ST.	CAMPER PARKED IN FRONT YARD	R/C OPEN	1/11/2018	MOVED

1/10/2018	PARKED WALTON ST.	VEHICLE PARKED IN YARD	R/C OPEN	1/11/2018	HOME OWNER/NURSING HOME
1/10/2018	606 BREEDLOVE DR.	GARBAGE COLLECTION PROCEDURES	R/C OPEN	1/11/2018	MOVED
1/10/2018	1226 S. MADISON AVE	VEHICLE PARKED IN YARD	CLOSED	1/14/2018	MOVED
1/10/2018	1221 S. MADISON AVE.	PARKING VEHICLE IN FRONT YARD	CLOSED	1/14/2018	MOVED
1/10/2018	1215 S. MADISON AVE.	PARKING VEHICLE ON PROPER SURFACE	CLOSED	1/14/2018	MOVED
1/10/2018	1213 S. MADISON AVE.	PARKING VEHICLE ON PROPER SURFACE	CLOSED	1/14/2018	MOVED
1/10/2018	206 S. MADISON AVE.	SIGN ORDINANCE	CLOSED	1/10/2018	REMOVED
1/10/2018	1212 S. MADISON AVE.	PARKING VEHICLE ON PROPER SURFACE	CLOSED	1/14/2018	MOVED
1/10/2018	1208 S. MADISON AVE.	PARKING VEHICLE IN FRONT YARD	CLOSED	1/14/2018	MOVED
1/10/2018	1126 S. MADISON AVE	JUNK ITEMS IN BACK YARD	R/C OPEN	1/26/2018	CLEANED UP
1/10/2018	511 S. MADISON AVE.	PARKING IN FRONT YARD	CLOSED	1/14/2018	MOVED
1/10/2018	319 S. MADISON AVE	EXTERIOR DOOR STANDING OPEN	R/C OPEN	1/29/2018	FIXED
1/10/2018	319 S. MADISON AVE.	WINDOWS BROKEN OUT OF RESIDENCE	R/C OPEN	1/29/2018	FIXED
1/10/2018	1244 S. MADISON AVE	WOOD/JUNK ITEMS ON DRIVE WAY	R/C OPEN	1/29/2018	CLEANED UP
1/10/2018	1244 S. MADISON AVE.	VEHICLE, FLAT TIRES, W/O TAG	R/C OPEN	1/29/2018	CLEANED UP
1/10/2018	1224 S. MADISON AVE	PARKING VEHICLE IN FRONT YARD	CLOSED	1/14/2018	MOVED
1/11/2018	206 WALKER DR.	TRASH/JUNK IN YARD. JUNK VEHICLE	R/C OPEN	1/27/2018	MOVED/CLEAN
1/11/2018	127 MARABLE ST.	JUNK IN THE YARD	R/C OPEN	1/27/2018	CLEANED UP
1/11/2018	139 MARABLE ST.	JUNK/TRASH IN YARD	R/C OPEN	1/27/2018	CLEANED UP
1/11/2018	142 MARABLE ST.	JUNK/TRASH IN YARD	R/C OPEN	1/27/2018	CLEANED UP
1/11/2018	308 DAVIS ST.	WOOD, MISC JUNK IN YARD	R/C OPEN	1/27/2018	CLEANED UP
1/11/2018	406 PINE PARK ST.	OLD TIRES/JUNK IN YARD	R/C OPEN	1/27/2018	CLEANED UP
1/11/2018	104 NORRIS ST.	OLD WOOD, TRASH IN YARD	R/C OPEN	1/27/2018	CLEANED UP
1/11/2018	212 WALKER DR.	MISC, JUNK AROUND RESIDENCE	R/C OPEN	1/27/2018	CLEANED UP
1/11/2018	215 WALKER DR.	TRASH/JUNK ITEMS IN YARD	R/C OPEN	1/27/2018	CLEANED UP
1/11/2018	303 WALKER DR.	JUNK, TRASH IN BACK YARD	R/C OPEN	1/27/2018	CLEANED UP
1/11/2018	313 WALKER DR.	TRASH IN FRONT YARD	R/C OPEN	1/27/2018	CLEANED UP
1/11/2018	317 WALKER DR.	PARKING VEHICLE I FRONT YARD	R/C OPEN	1/15/2018	MOVED

1/11/2018	316 WALKER DR.	JUNK, TRASH IN BACK YARD	R/C OPEN	1/27/2018	CLEANED UP
1/11/2018	338 WALKER DR.	WOOD, JUNK ITEMS IN YARD	R/C OPEN	1/27/2018	CLEANED UP
1/11/2018	108 NOWELL ST.	JUNK METAL IN YARD	R/C OPEN	1/27/2018	HOMEOWNER IN HOSPITALS
1/11/2018	119 NOWELL ST.	JUNK, TRASH IN YARD	R/C OPEN	1/27/2018	CLEANED UP
1/11/2018	837 STORE HOUSE CT.	ELECTRIC TAMPERING (THEFT)	R/C OPEN		OPEN INVESTIGATION
1/12/2018	320 GLEN IRIS DR.	JUNK VEHICLE, OPEN-OUTDOOR STORAGE	R/C OPEN	1/28/2018	CLEANED UP
1/12/2018	326 GLEN IRIS DR	JUNK VEHICLE, BROKEN FENCE	R/C OPEN	1/28/2018	WORKING WITH OWNER
1/12/2018	417 EDWARDS ST.	PARKING VEHICLE ON PROPER SURFACE	R/C OPEN	1/28/2018	MOVED
1/12/2018	430 EDWARDS ST.	JUNK VEHICLE, TRASH/JUNK IN YARD	R/C OPEN	1/28/2018	CLEANED UP
1/12/2018	109 GLEN IRIS DR.	OPEN-OUTDOOR STORAGE	R/C OPEN	1/28/2018	CLEANED UP
1/12/2018	129 GLEN IRIS DR.	PARKING VEHICLE ON PROPER SURFACE	R/C OPEN	1/28/2018	MOVED
1/12/2018	125 BRYANT RD.	PARKING VEHICLE ON PROPER SURFACE	R/C OPEN	1/28/2018	MOVED
1/12/2018	133 BRYANT RD.	PARKING VEHICLE ON PROPER SURFACE	R/C OPEN	1/28/2018	MOVED
1/12/2018	207 BRYANT RD.	OLD SINK IN FRONT YARD	R/C OPEN	1/28/2018	MOVED
1/12/2018	215 BRYANT RD.	PARKING VEHICLE ON PROPER SURFACE	R/C OPEN	1/28/2018	MOVED
1/12/2018	219 BRYANT RD.	PARKING VEHICLE ON PROPER SURFACE	R/C OPEN	1/28/2018	MOVED
1/12/2018	303 BRYANT RD.	OLD WOOD, JUNK IN YARD	R/C OPEN	1/28/2018	CLEANED UP
1/12/2018	307 BRYANT RD.	JUNK VEHICLES, PARKING VEHICLES IN YARD	R/C OPEN	1/28/2018	MOVED
1/12/2018	320 KNIGHT ST.	UNLAWFUL USE (E)	COURT DATE 3-8-18		CITATION ISSUED
1/16/2018	707 S. MADISON AVE.	JUNK/TRASH IN YARD	R/C OPEN	2/1/2018	CLEANED UP
1/16/2018	710 LAWENCE ST.	JUNK/OLD VEHICLE IN YARD	R/C OPEN	2/1/2018	WORKING WITH OWNER
1/16/2018	670 MICHAEL CIR.	VEHICLE PARTS/JUNK IN YARD	R/C OPEN	2/1/2018	CLEANED UP
1/16/2018	907 AMBER TR.	PARKING VEHICLE ON PROPER SURFACE	R/C OPEN	2/1/2018	CLEANED UP
1/16/2018	553 MICHAEL CIR.	OLD DESK IN FRONT YARD	R/C OPEN	2/1/2018	CLEANED UP
1/16/2018	517 MICHAEL CIR.	VEHICLE PARTS/JUNK IN YARD	R/C OPEN	2/1/2018	CLEANED UP
1/16/2018	407 PLANTATION DR.	DUMPSTER/VEHICLES PARKED IN YARD	R/C OPEN	2/1/2018	MOVED
1/16/2018	215 MOBLEY CIR.	JUNK WOOD/ JUNK ITEMS IN YARD	R/C OPEN	2/1/2018	CLEANED UP

1/16/2018	208 MOBLEY CIR.	CAMPER PARKED IN FRONT YARD	R/C OPEN	2/1/2018	MOVED
1/16/2018	208 MOBLEY CIR.	PARKING OF VEHICLE ON PROPER SURFACE	R/C OPEN	2/1/2018	CLEANED UP
1/22/2018	618 MARABLE ST.	REFRIGERATOR, JUNK IN YARD	R/C OPEN	2/7/2018	MOVED
1/22/2018	820 HICKORY DR.	JUNK IN YARD	R/C OPEN	2/7/2018	CLEANED UP
1/22/2018	845 HICKORY DR.	JUNK VEHICLE NO TAG	R/C OPEN	2/7/2018	MOVED
1/22/2018	832 FAWNFIELD DR.	VEHICLE ON LOCATION WITH FLAT TIRE, NO TAG	R/C OPEN	2/7/2018	MOVED
1/22/2018	813 FAWNFIELD DR.	JUNK/TRASH IN YARD	R/C OPEN	2/7/2018	CLEANED UP
1/22/2018	712 DAVIS ST.	JUNK/TRASH IN YARD	R/C OPEN	2/7/2018	CLEANED UP
1/22/2018	707 DAVIS ST.	TRASH.JUNK IN YARD	R/C OPEN	2/7/2018	CLEANED UP
1/22/2018	614 DAVIS ST.	JUNK/TRASH IN YARD	R/C OPEN	2/7/2018	CLEANED UP
1/22/2018	602 DAVIS ST.	JUNK ITEMS IN YARD/TRASH	R/C OPEN	2/7/2018	CLEANED UP
1/22/2018	301 PANNELL RD.	JUNK,TRASH,CAR PARTS IN YARD	R/C OPEN	2/7/2018	CLEANED UP
1/23/2018	141 HUBBARD ST.	VEHICLE PARKED IN YARD	R/C OPEN	2/8/2018	MOVED
1/23/2018	200 HUBBARD ST.	VEHICLE PARKED IN YARD	R/C OPEN	2/8/2028	MOVED
1/23/2018	207 HUBBARD ST.	VEHICLE PARKED IN YARD	R/C OPEN	2/8/2018	MOVED
1/23/2018	206 HUBBARD ST.	VEHICLE PARKED IN YARD	R/C OPEN	2/8/2018	MOVED
1/23/2018	222 HUBBARD ST.	2 JUNK VEHICLES IN YARD	R/C OPEN	2/8/2018	MOVED
1/23/2018	214 HUBBARD ST.	JUNK VEHICLE IN YARD,	R/C OPEN	2/8/2018	MOVED
1/23/2018	906 ALCOVY ST.	JUNK ITEMS IN YARD, VEHICLE PARKED IN YARD	R/C OPEN	2/8/2018	CLEANED UP
1/24/2018	105 W. FAMBROUGH ST	LARGE AMOUNT OF JUNK ON LOT	R/C OPEN	2/9/2018	TRYING TO LOCATE OWNER
1/24/2018	335 BOLD SPRINGS AVE.	TRASH IN YARD	R/C OPEN	2/9/2018	CLEANED UP
1/24/2018	317 BOLD SPRINGS AVE.	JUNK ITEMS ON TRAILOR/TRUCK	R/C OPEN	2/9/2018	CLEANED UP
1/24/2018	343 N. MADISON AVE.	VEHICLE SITTING ON BLOCKS	R/C OPEN	2/9/2018	MOVED
1/24/2018	789 HICKORY DR.	LARGE AMOUNT OF JUNK IN YARD	R/C OPEN	2/9/2018	
1/24/2018	105 VINE ST.	PARKING OF VEHICLE ON PROPER SURFACE	R/C OPEN	2/9/2018	MOVED
1/24/2018	1209 ALCOVY ST.	TRASH/JUNK IN YARD	R/C OPEN	2/9/2018	CLEANED UP
1/24/2018	1610 S. BROAD ST.	JUNK CARS PARKED ON GRASS	R/C OPEN	2/9/2018	MOVED

1/24/2018	918 ALCOVY ST.	OLD BURNED TRAILER IN YARD	R/C OPEN	2/9/2018	MOVED
1/25/2018	712 W. CREEK CIR.	JUNK ITEMS IN YARD	R/C OPEN	2/10/2018	CLEANED UP
1/26/2018	1432 S. BROAD ST.	JUNK ITEMS IN YARD	R/C OPEN	2/11/2018	CLEANED UP
1/29/2018	122 NOWELL ST. APT N	JUNK/TRASH IN YARD	R/C OPEN	2/11/2018	CLEANED UP
1/29/2018	122 NOWELL ST. APT M	JUNK/TRASH IN YARD	R/C OPEN	2/11/2018	CLEANED UP
1/29/2018	122 NOWELL ST. APT L	JUNK/TRASH IN YARD	R/C OPEN	2/11/2018	CLEANED UP
1/29/2018	122 NOWELL ST. APT K	JUNK/TRASH IN YARD	R/C OPEN	2/11/2018	CLEANED UP
1/29/2018	122 NOWELL ST. APT J	JUNK/TRASH IN YARD	R/C OPEN	2/11/2018	CLEANED UP
1/29/2018	122 NOWELL ST. APT I	JUNK/TRASH IN YARD	R/C OPEN	2/11/2018	CLEANED UP
1/29/2018	122 NOWELL ST. APT H	JUNK/TRASH IN YARD	R/C OPEN	2/11/2018	CLEANED UP
1/29/2018	122 NOWELL ST. APT G	JUNK/TRASH IN YARD	R/C OPEN	2/11/2018	CLEANED UP
1/29/2018	122 NOWELL ST. APT F	JUNK/TRASH IN YARD	R/C OPEN	2/11/2018	CLEANED UP
1/29/2018	122 NOWELL ST. APT E	JUNK/TRASH IN YARD	R/C OPEN	2/11/2018	CLEANED UP
1/29/2018	122 NOWELL ST. APT D	JUNK/TRASH IN YARD	R/C OPEN	2/11/2018	CLEANED UP
1/29/2018	122 NOWELL ST. APT C	JUNK/TRASH IN YARD	R/C OPEN	2/11/2018	CLEANED UP
1/29/2018	122 NOWELL ST. APT B	JUNK/TRASH IN YARD	R/C OPEN	2/11/2018	CLEANED UP
1/29/2018	122 NOWELL ST. APT A	JUNK/TRASH IN YARD	R/C OPEN	2/11/2018	CLEANED UP
1/29/2018	127 W. MARABLE ST.	JUNK/TRASH IN YARD	R/C OPEN	2/11/2018	CLEANED UP
1/29/2018	119 NOWELL ST.	JUNK/TRASH IN YARD, OPEN OUTDOOR STORAGE	R/C OPEN	2/11/2018	CLEANED UP
1/30/2018	132 ATHA ST.	TRASH,OLD POTS, MISC JUNK IN YARD	R/C OPEN	2/15/2018	CLEANED UP
1/30/2018	120 ATHA ST	BOXES, OLD PIPE IN YARD	R/C OPEN	2/15/2018	CLEANED UP
1/30/2018	114 ATHA ST.	JUNK/TRASH IN YARD	R/C OPEN	2/15/2018	CLEANED UP
1/30/2018	1032 S. MADISON AVE.	OLD VEHICLES IN YARD	R/C OPEN	2/15/2018	MOVED
1/30/2018	104 NORRIS ST.	JUNK TRASH IN YARD	R/C OPEN	2/15/2018	CLEANED UP
1/30/2018	1115 S. MADISON AVE	LARGE AMOUNT OF JUNK ITEMS ON PROPERTY	R/C OPEN	2/15/2018	CLEANED UP
1/31/2018	307 STOKES ST.	OLD WOOD, MISC JUNK ITEMS IN YARD	R/C OPEN	2/16/2018	CLEANED UP
1/31/2018	311 STOKES ST	OLD WOOD, JUNK IN YARD	R/C OPEN	3/1/2018	CLEANED UP

1/31/2018	529 LAWRENCE ST.	TRASH/JUNK IN YARD	R/C OPEN	2/23/2018	CLEANED UP
2/1/2018	IRVING STREET APT.	JUNK/TRASH ON PROPERTY	R/C OPEN	2/17/2018	CLEANED UP
2/1/2018	518-B GREEN ST.	JUNK/TRASH IN YARD	R/C OPEN	2/17/2018	CLEANED UP
2/1/2018	518-A GREEN ST.	JUNK/TRASH IN YARD	R/C OPEN	2/17/2018	CLEANED UP
2/1/2018	515 GREEN ST.	OLD VEHICLES IN DRIVEWAY	R/C OPEN	2/17/2018	CLEANED UP
2/1/2018	514-B GREEN ST.	TRASH/JUNK ITEMS IN YARD	R/C OPEN	2/17/2018	CLEANED UP
2/1/2018	514-A GREEN ST	TRASH/JUNK IN YARD	R/C OPEN	2/17/2018	CLEANED UP
2/1/2018	132 PERRY ST.	TRASH/JUNK IN YARD	R/C OPEN	3/14/2017	CLEANED UP
2/1/2018	127 PERRY ST	TRASH/JUNK IN YARD	R/C OPEN	2/17/2018	CLEANED UP
2/1/2018	121 PERRY ST	TRASH/JUNK IN YARD	R/C OPEN	2/17/2018	CLEANED UP
2/1/2018	113 PERRY ST.	JUNK/TRASH IN YARD	R/C OPEN	2/17/2018	CLEANED UP
2/1/2018	121 MORROW ST.	JUNK WOOD/ MISC JUNK IN YARD	R/C OPEN	2/17/2018	WORKING WITH OWNER
2/5/2018	118 OAK ST.	JUNK IN YARD	R/C OPEN	2/21/2018	CLEANED UP
2/5/2018	520 OAK ST.	OLD VEHICLE IN YARD	R/C OPEN	2/21/2018	MOVED
2/6/2018	140-A TANGLEWOOD DR.	TRASH/JUNK IN YARD	R/C OPEN	2/22/2018	MOVED
2/6/2018	319-B TANGLEWOOD DR.	2 OLD VEHICLES IN YARD	R/C OPEN	2/22/2018	MOVED
2/6/2018	300-B TANGLEWOOD DR.	TRASH IN YARD	R/C OPEN	2/22/2018	CLEANED UP
2/6/2018	237-B TANGLEWOOD DR.	OLD VEHICLE PARKED IN YARD	R/C OPEN	2/22/2018	MOVED
2/6/2018	232-B TANGLEWOOD DR.	TRASH/JUNK IN YARD	R/C OPEN	2/22/2018	CLEANED UP
2/6/2018	205-A TANGLEWOOD DR.	TRASH IN YARD	R/C OPEN	2/22/2018	CLEANED UP
2/6/2018	124-B TANGLEWOOD DR.	OLD VEHICLE BEHIND RESIDENCE	R/C OPEN	2/22/2018	MOVED
2/6/2018	124-A TANGLEWOOD DR.	OLD VEHICLE BEHIND RESIDENCE	R/C OPEN	2/22/2018	MOVED
2/8/2018	1302 S. BROAD ST.	JUNK IN YARD	R/C OPEN	2/24/2018	CLEANED UP
2/8/2018	1216 S. BROAD ST.	JUNK IN YARD	R/C OPEN	2/24/2018	CLEANED UP
2/8/2018	445 GLENWOOD DR.	WOOD PALLETTS IN YARD	R/C OPEN	2/24/2018	CLEANED UP
2/8/2018	421 GLENWOOD DR.	JUNK ITEM IN YARD	R/C OPEN	2/24/2018	CLEANED UP
2/8/2018	405 SHAMROCK DR.	TALL GRASS/ YARD IS A MESSY	R/C OPEN	2/24/2018	IN TOUCH WITH OWNER
2/14/2018	910 DAVIS ST.	JUNK IN YARD, BROKEN DOWN VEHICLE	R/C OPEN	3/2/2018	MOVED

2/14/2018	720 LACY ST.	JUNK IN YARD, BROKEN DOWN VEHICLE	R/C OPEN	3/2/2018	RE INSPECT ON 3-19-2018
2/14/2018	504 HARRIS ST.	JUNK/TRASH IN YARD	R/C OPEN	3/2/2018	CLEANED UP
2/14/2018	1005 NEW LACY ST.	TRASH IN YARD	R/C OPEN	3/2/2018	CLEANED UP
2/14/2018	513-A MAPLE LN.	JUNK, WOOD, BROKEN DOWN VEHICLE	R/C OPEN	3/2/2018	CITATION ISSUED
2/14/2018	513-B MAPLE LN.	JUNK IN YARD	R/C OPEN	3/2/2018	CITATION ISSUED
2/14/2018	1238 S. MADISON AVE	JUNK, TIRE, TRASH IN YARD	R/C OPEN	3/2/2018	CITATION ISSUED
2/14/2018	1238 S. MADISON AVE	NO GRASS, YARD IS A MUD HOLE	R/C OPEN	3/2/2018	CITATION ISSUED
2/15/2018	900 ROSEWOOD LN.	JUNK IN YARD	R/C OPEN	3/3/2018	CLEANED UP
2/15/2018	909 ROSEWOOD LN	TRASH IN YARD, OLD PARTS	R/C OPEN	3/3/2018	CLEANED UP
2/15/2018	912 ROSEWOOD LN.	TRASH/JUNK	R/C OPEN	3/3/2018	CLEANED UP
2/15/2018	916 ROSEWOOD LN.	OLD VEHICLE PARTS	R/C OPEN	3/3/2018	CLEANED UP
2/19/2018	837 FAWNFIELD DR.	TRASH/JUNK	R/C OPEN	3/7/2018	CLEANED UP
2/19/2018	834 FAWNFIELD DR.	JUNK IN YARD	R/C OPEN	3/7/2018	CLEANED UP
2/19/2018	829 FAWNFIELD DR.	OLD BIKES/JUNK	R/C OPEN	3/7/2018	CLEANED UP
2/20/2018	1409 MEADOW COURT	TARSH/JUNK	R/C OPEN	3/8/2018	CLEANED UP
2/20/2018	1408 MEADOW COURT	OLD VEHICLE WITH FLAT TIRES	R/C OPEN	3/8/2018	CLEANED UP
2/20/2018	1702 MEADOW TRACE	TRASH	R/C OPEN	3/8/2018	CLEANED UP
2/20/2018	1703 MEADOW TRACE	OLD WOOD/JUNK IN YARD	R/C OPEN	3/8/2018	CLEANED UP
2/21/2018	621 DAVIS ST	JUNK/TRASH	R/C OPEN	3/9/2018	CLEANED UP
2/21/2018	733 DAVIS ST	OLD WOOD IN YARD	R/C OPEN	3/9/2018	CLEANED UP
2/21/2018	728 DAVIS ST	TRASH IN YARD	R/C OPEN	3/9/2018	CLEANED UP
2/21/2018	802 DAVIS ST	TRASH IN YARD	R/C OPEN	3/9/2018	CLEANED UP
2/21/2018	801 DAVIS ST	TRASH/WOOD IN YARD	R/C OPEN	3/9/2018	IN TOUCH WITH MAMAGEMENT
2/21/2018	808 DAVIS ST	JUNK IN YARD	R/C OPEN	3/9/2018	CLEANED UP
2/28/2018	712 W. CREEK CIR.	JUNK IN YARD	R/C OPEN	3/16/2018	home owner need more time
2/28/2018	606 WHITE OAK DR.	JUNK/SCRAP METAL	R/C OPEN	3/16/2018	CLEANED UP
2/28/2018	112 5TH ST	JUNK IN YARD	R/C OPEN	3/16/2018	CITATION ISSUED
2/28/2018	133 5TH ST	JUNK IN YARD	R/C OPEN	3/16/2018	CLEANED UP

2/28/2018	122 6TH ST	JUNK ITEMS IN YARD	R/C OPEN	3/16/2018	WORKING WITH 78 Y/O LADY
2/28/2018	115 6TH ST	JUNK ITEMS IN YARD	R/C OPEN	3/16/2018	
3/1/2018	200 S. BROAD ST	WHITE SUV PARKED IN GRASS	R/C OPEN	3/17/2018	MOVED
3/1/2018	200 S. BROAD ST	GREEN CHEVY 3500 PARKED ON GRASS	R/C OPEN	3/17/2018	MOVED
2/28/2018	720 LACY ST.	JUNK, TRASH, VEHICLE IN YARD	R/C OPEN	3/16/2018	RE INSPECT ON 3-19-2018
3/5/2018	780 NICHOLAS CT	OLD VEHICLE WITH FLAT TIRES IN YARD	R/C OPEN	3/21/2018	MOVED
3/5/2018	313 WALKER DR.	JUNK IN FRONT YARD	R/C OPEN	3/21/2018	CLEANED UP
3/5/2018	511 S. MADISON AVE.	WOOD ITEN ON FRONT PORCH, JUNK	R/C OPEN	3/21/2018	CLEANED UP
3/5/2018	841 MASTERS DR.	OLD RED VEHICLE PARKED IN YARD	R/C OPEN	3/21/2018	MOVED
3/6/2018	420 SPRINGDALE	WHITE S10 WITH FLAT TIRE	R/C OPEN	3/22/2018	CITATION ISSUED
3/6/2018	815 ROSEWOOD LN.	PARKING 18 WHEELER IN RESIDENTAL AREA	R/C OPEN	3/22/2018	MOVED
3/6/2018	WASHINGTON STREET LAND TRACK	VEHICLES PARKING ON GRASS	R/C OPEN	3/22/2018	MOVED
3/7/2018	326 GLEN IRIS DR	PAINT CANS IN YARD	R/C OPEN	3/23/2018	TRING TO MAKE CONTACT WITH OWNER
3/7/2018	407 PLANTATION DR.	MATTRESS/TRUCK IN YARD	R/C OPEN	3/23/2018	WORKING WITH B.R. ANDERSON
3/7/2018	122 PERRY ST.	JUNK/OLD VEHICLE IN YARD	R/C OPEN	3/23/2018	CLEANED UP
3/7/2018	115 OAK ST.	4 OLD VEHICLE PARKED ON PROPERTY	R/C OPEN	3/23/2018	VEHICLES MOVED
3/7/2018	521 N. BROAD ST.	VEHICLE PARKED IN YARD	R/C OPEN	3/23/2018	MOVED
3/7/2018	130 PERRY ST.	TALL GRASS/WEEDS	R/C OPEN	3/23/2018	CUT
3/7/2018	115 DEAN ST.	JUNK/TRASH IN YARD	R/C OPEN	3/23/2018	CLEANED UP
3/14/2018	801 DAVIS ST	LARGE AMOUNT OF JUNK IN YARD	R/C OPEN	3/30/2018	CLEANED UP
3/14/2018	511 S. MADISON AVE.	OPEN/OUTDOOR STORAGE, WOOD	R/C OPEN	3/19/2018	CLEANED UP
3/14/2018	1238 S. MADISON AVE	LARGE AMOUNT OF JUNK IN YARD	CITATION ISSUED		CITATION ISSUED
3/14/2018	513 MAPLE ST	JUNK IN YARD	CITATION ISSUED		CITATION ISSUED
3/15/2018	333 WOODLAND RD	PARKING VEHICLE IN GRASS	R/C OPEN	3/31/2018	
3/15/2018	413 WOODLAND RD.	PARKING VEHICLE ON PROPER SURFACE	R/C OPEN	3/31/2018	

3/15/2018	405 WOODLAND RD.	PARKING VEHICLE ON PROPER SURFACE	R/C OPEN	3/31/2018	
3/15/2018	515 WOODLAND RD.	PARKING VEHICLE ON PROPER SURFACE	R/C OPEN	3/31/2018	
3/15/2018	417 WOODLAND RD.	PARKING VEHICLE ON PROPER SURFACE	R/C OPEN	3/31/2018	
3/15/2018	433 CLEARVIEW DR.	OPEN OUTDOOR STORAGE	R/C OPEN	3/31/2018	
3/15/2018	409 WOODLAND RD.	PARKING VEHICLE ON PROPER SURFACE	R/C OPEN	3/31/2018	PARKED ON GRAVEL PAD
3/15/2018	512 CLEARVIEW DR.	PARKING VEHICLE ON PROPER SURFACE	R/C OPEN	3/31/2018	
3/15/2018	437 CLEARVIEW DR.	PARKING VEHICLE ON PROPER SURFACE	R/C OPEN	3/31/2018	
3/19/2018	224 UNION ST.	JUNK, TRASH, TALL WEEDS	R/C OPEN	4/3/2018	
3/21/2018	317 WOODLAND RD.	RV PARKED IN FRONT OF RESIDENCE	R/C OPEN	4/5/2018	
3/22/2018	310A KNIGHT ST	TRASH, JUNK IN YARD	R/C OPEN	4/6/2018	
3/21/2018	111 ATHA ST	JUNK VEHICLE IN YARD,	R/C OPEN	4/5/2018	
3/22/2018	1108 S. BROAD ST.	TRASH, JUNK IN YARD	R/C OPEN	4/6/2018	
3/26/2018	501B PINE PARK ST	VEHICLE PARKED IN YARD	R/C OPEN	4/10/2018	
3/26/2018	501A PINE PARK ST.	VEHICLE PARKED IN YARD	R/C OPEN	4/10/2018	
3/26/2018	708 S. MADISON AVE.	VEHICLE PARKED IN YARD	R/C OPEN	4/10/2018	
3/26/2018	511 HARRIS ST.	JUNK IN YARD	R/C OPEN	4/10/2018	
3/26/2018	712 S. MADISON AVE	VEHICLE PARKED IN YARD	R/C OPEN	4/10/2018	



**ECONOMIC
DEVELOPMENT
MONTHLY REPORT
APRIL
2018**

Economic Development April Report:

- Georgia Initiative for Community Housing (GICH) planning session notes attached for your review
- "Places to Play" crowdfunding campaign is almost complete; \$10,000+ as of report date - www.fundmonroe.com
- Car Show & Easter Egg hunt in Childers were successful events
- Alleyway workday for Washington Street/Court Street alley set for Saturday, April 14th
- New alcohol ordinance communication pieces (flyers, posters, letters to restaurants)
- Piedmont ribbon cutting was Monday, 4/2.

Ongoing ED projects:

- RDF - livery stable renovation - event space and courtyard open and being used; tenant for 3rd space
- CHIP grant - 2 homes completed; 2 more in progress
- DCA Main Street compliance
- Visitors Center
- The Local Crowd Monroe - crowdfunding tool, www.fundmonroe.com
- DDA restaurant project - Purchase Sales Agreement signed, local bank financing approved, Revolving Loan Funds applied for
- Childers Park
- GICH - next team meeting, April TBD
- Walton Mill MainStreet senior living development - general contractor has been selected

Upcoming Events:

Food Truck Friday - April 13
ECG Economic Development Summit - April 16-18
Citywide Cleanup Day - April 21
Farm to Table Dinner – April 28
First Friday Concert - May 4
Farmers Market Opening Day - May 12



February 21-22, 2018

Pine Mountain, Georgia

Participants

1. *Sadie Krawczyk, Economic Development, City of Monroe*
2. *Leigh Ann Walker, Main Street Coordinator, City of Monroe*
3. *Gloria Reese, Real Estate Investor*
4. *Brian Krawczyk, Pastor, Grace Monroe*
5. *Pete McReynolds, Real Estate*
6. *James Draper, Landlord/Developer*
7. *Anna Blount, Director, Team Up Mentoring*
8. *Norman Garrett, City Council, City of Monroe*
9. *Patrice Broughton, Public Relations, City of Monroe*
10. *Gracy Bondy, Director F.I.S.H. Thrive Program*
11. *Adriane Brown, Manager, Live Forward Inc.*
12. *Donna Peters, Association Executive, Walton Barrow Board of Realtors*
13. *Sharon Liggett, Operations Coordinator, UGA Archway Partnership*

What are your top three to five greatest housing related accomplishments for Monroe since the GICH team formed? (In rank order)

1. Action Items
 - a. Learned Best Practices
 - b. Networking with Like Communities
 - c. Focus on Blight, Demolitions and Code Enforcement
 - d. Housing Fair
 - e. Bus Tour of Community
 - f. Generated Funding/Resource Ideas
 - g. LIHTC Point process (Two senior housing development proposals)
 - h. Housing Survey
 - i. CHIP Grant
2. Additional Impact
 - a. Increased Awareness about Housing> Inclusion in recent campaign as an election issue > council sub-committee formed
 - b. Collaboration & Partnership with other community leaders (Board of Realtors, HOPE Monroe)
 - c. Supports downtown infill, growth and development
 - d. Innovation
 - e. Trusted the process...that GICH works

- f. Mutual Respect
- g. Diversity of the GICH Monroe Committee
- h. Broad Support for GICH Monroe
- i. Improve Community Unity
- j. Service to the Community
- k. To Rejuvenate City...trying to affect housing & development can be daunting but we have worked our plan

What have we addressed in the last six months and what goals would you like to see targeted in the next six months:

1. Neighborhood Cleanups & Beautification

- a. Next cleanup day scheduled for Saturday, April 21st
- b. Flyer community encouraging residents to put large items out for pick up
- c. Plan for "A Brush with Kindness" with HOPE Monroe, try to help 1-3 homeowners with this day of minor exterior home improvements, painting, landscaping, etc. (use CHIP grant waiting list for potential applicants)

2. Transitional Housing

- a. Support the conversation around this topic and encourage local non-profits to create programs to fill this need
- b. Research existing resources and compile list for public use (Adriane, Anna, & Gracy will work on compiling information)
- c. Pursue Emergency Solutions Grant for funding to support this development (Gracy Bondy has grant writer contact)

3. Community Improvement Tax Incentive (a.k.a. Blight Tax)

- a. Research of best examples have been compiled (Sadie has these)
- b. Implementation timeline has been created
- c. FAQ's identified and ready for online upload, if city moves forward with effort
- d. Encourage Derelict Rental Property Ordinance (ex. – Savannah, GA; Sadie to email to team)

4. Support Home Ownership – Housing Expo

- a. Next Housing Expo scheduled for Saturday, July 7th
- b. Add the following workshop topics to housing expo
 - i. Tenant rights
 - ii. Fair housing
 - iii. Total housing cost calculations
 - iv. Heir property
- c. Explore hosting an heir property workshop in Monroe
- d. Continue getting information of available resources to citizens (USDA grants/loans, Georgia Dream program, etc.) www.monroega.com/housing

5. Increase Quality Rental Housing

- a. Help create "total housing cost" infographic, brochure, or flyer explaining how housing cost includes rent, maintenance and utilities to illustrate why moving to a better quality, but more expensive home can reduce your total housing cost (Patrice has existing resources for this)
- b. Support LIHTC projects focused on senior housing (55+ or 62+)
- c. Support LIHTC projects that replace current low-quality rental housing options in neighborhoods

- d. Research affordable single-family housing developers and gauge interest in redevelopment of substandard, existing housing
- e. Continue to support and encourage code enforcement of sub-standard properties
- f. Encourage Derelict Rental Property Ordinance (ex. – Savannah, GA; Sadie to email to team)

6. Housing Assessment

- a. Continue to gather data (2,222 of 4,157 recorded)
- b. Organize data from most recent tax parcel spreadsheet to evaluate changes in numbers
- c. Work with Jerry Shannon at UGA to see about creating an updatable online housing map that pulls from survey records.

Follow-up Activities

1. GICH Committee

- a. See action items above
- b. Discuss future role of GICH Team, MICH? Alumni Status?
- c. Next meeting scheduled for Wednesday, March 21st, 12:00-1:00 pm
- d. SAVE THE DATE – Fall 2018 Retreat, September 25-27th, Location TBD





SATURDAY
APRIL 21st



#monroecleanup

MONROE community CLEAN UP DAY



The City of Monroe is looking for volunteers to help with our Community Cleanup Day during the annual Great American Cleanup Week. This tradition brings the community together to help spruce up the city.

All volunteers will meet at City Hall at 9:00 a.m. to start the day.

*Each group is responsible for picking up trash and taking it to the Cherry Hill Transfer Station (213 Cherry Hill Road) between 9am-12pm.

\$100 in Downtown
Dollars to group
with the most team
spirit (uniforms,
costumes, etc.)



We're encouraging all residents to put large trash on the side of the road on the morning of (before 9:00 a.m.) Saturday, April 21, 2018 including broken furniture, tires, and other large objects for pick-up.



contact
housing@monroega.gov



*****ECRWSSDDM****

Postal Customer
Monroe, GA 30655

PRSRT STD
ECRWSS
U.S. POSTAGE
PAID
MONROE, GA



GREAT AMERICAN CLEANUP

— K A B . O R G —

Residents of the City of Monroe (city limits only), the week of April 16-20, 2018 the City of Monroe will be participating in the "Great American Cleanup". During this week, any resident (no businesses please) wishing to bring garbage, trash, scrap metal, and tires (limit ten) to the City of Monroe Transfer Station will be able to do so without charge. For information and hours of operation, contact the Monroe Transfer Station at 770-266-5148.



ELECTRIC AND TELECOM
MONTHLY
REPORT
APRIL

ITEMS OF INTREST

1. Spring St Update
2. Wayne St Project
3. Pollock Subdivision Project
4. FTTX Project
5. Electric System Automation
6. Upcoming Test Equipment Purchases



COVER	1
EXECUTIVE SUMMARY	2
OVERVIEW	3
CHART 1: REVENUES, EXPENSES & INCOME SUMMARY	4
REVENUES	5
EXPENSES	6-7
CHART 2: REVENUES & EXPENSE	8
RETAIL SALES & REVENUE	9-11
CHART 3: RETAIL REVENUES	12-14

COMMENTARY & ANALYSIS

The net operating margin after transfers, FY to date was -2.40%

RECOMMENDATIONS

- *
- *
- *
- *

MOST RECENT
12-MONTH

Nov 2016

Nov 2015

FY2016 YTD

FY2015 YTD

FINANCIALS

Revenues

RETAIL SALES	\$	402,497	\$	394,265	\$	4,477,104	\$	4,274,073	\$	4,864,364
OTHER REVENUES		27,742		26,324		388,941		347,296		418,257
ADJUSTMENTS		10,486		18,226		124,452		147,845		171,625

Total Revenues	\$	440,726	\$	438,815	\$	4,990,497	\$	4,769,215	\$	5,454,246
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Expenses

PERSONNEL	\$	49,231	\$	43,407	\$	498,990	\$	521,952	\$	543,864
PURCHASED & CONTRACTED SVC		432		-		21,944		34,218		29,069
PURCHASED PROPERTY SERVICES		18,163		21,349		256,260		212,317		282,876
SUPPLIES		10,068		13,676		96,085		159,234		106,386
COST OF GOODS SOLD		296,084		300,414		3,239,149		3,156,504		3,597,409
DEPR, DEBT SVC & OTHER COSTS		92,045		42,409		773,873		638,634		804,922
FUND TRANSFERS		20,145		19,423		223,783		214,615		243,521

Total Combined Expenses	\$	486,169	\$	440,677	\$	5,110,083	\$	4,937,473	\$	5,608,047
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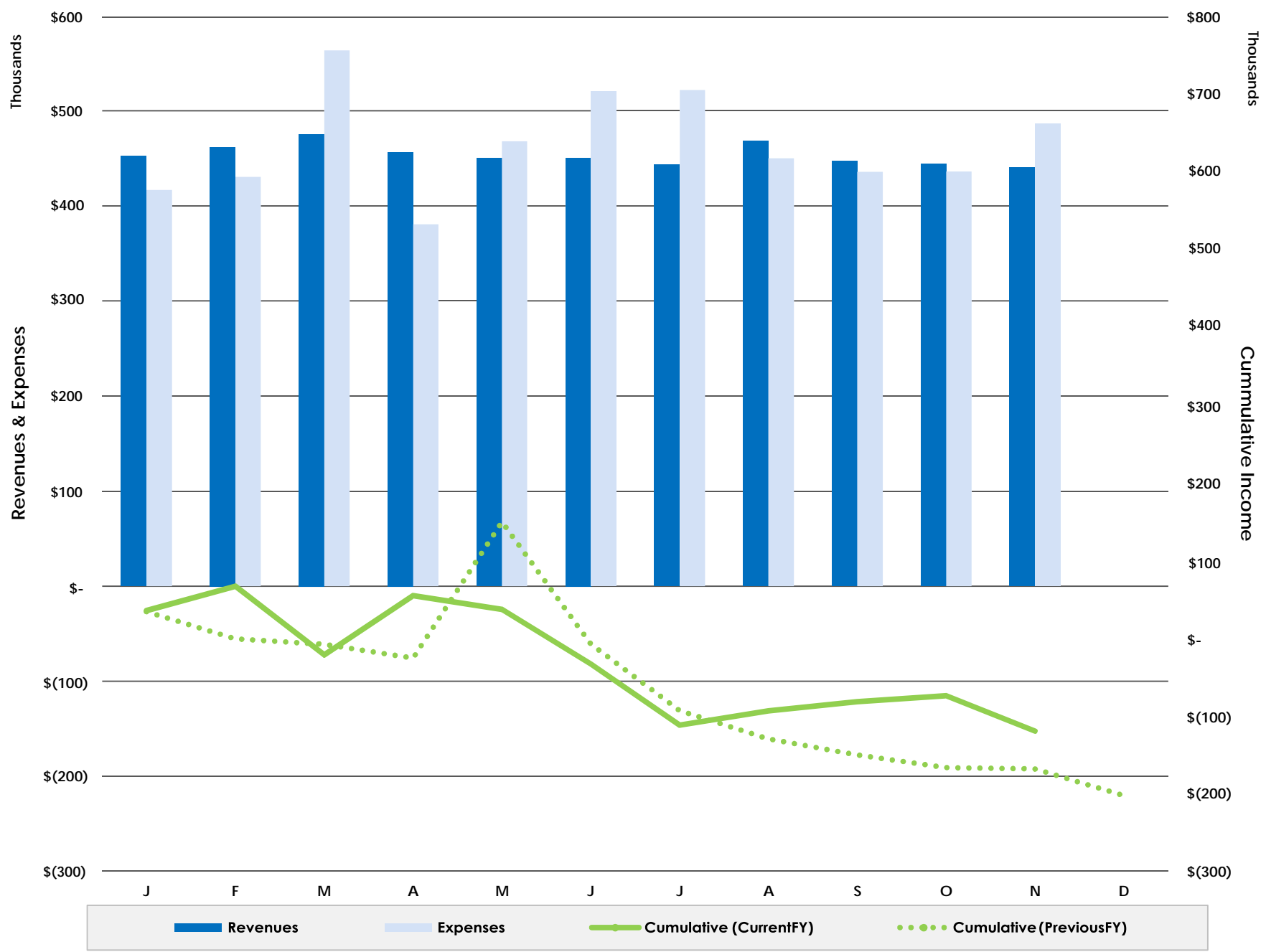
Incom

Before Transfer	\$	(25,298)	\$	17,561	\$	104,197	\$	46,356	\$	89,720
After Transfer	\$	(45,443)	\$	(1,862)	\$	(119,585)	\$	(168,259)	\$	(153,802)

Margin

Before Transfer	-5.74%	4.00%	2.09%	0.97%	1.64%
After Transfer	-10.31%	-0.42%	-2.40%	-3.53%	-2.82%

CHART 1
MONTHLY DIRECTOR'S REPORT
REVENUE, EXPENSE & INCOMESUMMARY
FISCAL YEAR 2016



MOST RECENT
12-MONTH

Nov 2016

Nov 2015

FY2016 YTD

FY2015 YTD

RETAIL SALES

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

CABLE TELEVISION	\$	205,707	\$	225,038	\$	2,394,538	\$	2,466,506	\$	2,604,630
DVR SERVICE		14,691		2,013		140,359		16,600		146,997
FIBER OPTICS		35,654		30,230		356,039		361,429		386,269
INTERNET		127,132		113,951		1,371,238		1,170,783		1,487,011
TELEPHONE		19,313		23,034		214,930		258,756		239,457
Total RETAIL SALES (ACTUAL)	\$	402,497	\$	394,265	\$	4,477,104	\$	4,274,073	\$	4,864,364

OTHER REVENUES

CATV INSTALL/UPGRADE	\$	4,540	\$	1,447	\$	36,769	\$	34,870	\$	38,378
MARKETPLACE ADS		-		-		185		200		195
PHONE FEES		10,543		10,760		117,359		116,773		128,298
EQUIPMENT SALES		1,300		1,050		13,639		13,850		14,989
MODEM RENTAL		6,297		5,982		67,895		64,307		73,849
VIDEO PRODUCTION REVENUE		-		-		-		-		-
MISCELLANEOUS		-		-		-		32		16
ADMIN ALLOCATION		5,063		7,085		153,094		104,689		162,532
CONTRIBUTED CAPITAL		-		-		-		12,575		-
Total OTHER REVENUES ACTUAL	\$	27,742	\$	26,324	\$	388,941	\$	347,296	\$	418,257

Adjustment

Note: Adjustment added to match Financials

Adjustment	\$	10,486	\$	18,226	\$	124,452	\$	147,845	\$	171,625
TOTAL REVENUES (ACTUAL)	\$	440,726	\$	438,815	\$	4,990,497	\$	4,769,215	\$	5,454,246

MOST RECENT
12-MONTH

Nov 2016

Nov 2015

FY2016 YTD

FY2015 YTD

SUMMARY

Personnel	\$	49,231	\$	43,407	\$	498,990	\$	521,952	\$	543,864
Purchased & Contracted Svc		432		-		21,944		34,218		29,069
Purchased Property Services		18,163		21,349		256,260		212,317		282,876
Supplies		10,068		13,676		96,085		159,234		106,386
Cost of Goods Sold		296,084		300,414		3,239,149		3,156,504		3,597,409
Depr, Debt Svc & Other Costs		92,045		42,409		773,873		638,634		804,922
Fund Transfers		20,145		19,423		223,783		214,615		243,521
TOTAL SUMMARY (ACTUAL)	\$	486,169	\$	440,677	\$	5,110,083	\$	4,937,473	\$	5,608,047

TELECOM

Personnel

Salaries	\$	30,941	\$	30,292	\$	359,121	\$	368,510	\$	397,944
Benefits		18,289		13,115		139,869		153,442		145,920
Total Personnel (ACTUAL)	\$	49,231	\$	43,407	\$	498,990	\$	521,952	\$	543,864

Purchased & Contracted Svc

Medical Exams	\$	-	\$	-	\$	-	\$	-	\$	-
Attorney Fees		-		-		-		-		-
Audit Services		-		-		-		-		-
Consulting - Technical		-		-		18,472		27,403		25,222
Utility Protection Ctr (DIG)		-		-		-		-		-
Lawn Care & Maintenance		-		-		-		-		-
Security Systems		-		-		-		-		-
Equipment Rents/Leases		432		-		3,472		2,477		3,847
Pole Equip. Rents/Leases		-		-		-		4,338		-
Total Purchased & Contracted Svc (ACTUAL)	\$	432	\$	-	\$	21,944	\$	34,218	\$	29,069

	Nov 2016	Nov 2015	FY2016 YTD	FY2015 YTD	MOST RECENT 12-MONTH
Purchased Property Services					
Equipment Rep & Maint -Outside	1,111	4,643	12,209	14,711	12,906
Repair & Maintenance (Outside)	4,030	4,815	47,881	38,626	56,802
Repair & Maintenance (Inside)	10,301	11,764	149,659	137,712	164,626
Landfill Fees	-	-	-	-	-
Maintenance Contracts	302	244	3,340	2,297	3,509
Other Contractual Services	-	-	4,997	-	4,997
Communication Services	2,415	(129)	19,565	7,213	21,277
Public Relations	-	-	-	-	-
Marketing Expense	-	-	8,695	970	8,845
Utility Bill Printing Services	-	-	-	-	-
Dues & Subscriptions	-	-	7,268	7,127	7,268
Training & Education	5	12	2,647	3,660	2,647
General Liability Insurance	-	-	-	-	-
Uniform Rental	-	-	-	-	-
Total Purchased Property Services (ACTUAL)	\$ 18,163	\$ 21,349	\$ 256,260	\$ 212,317	\$ 282,876

TELECOM (Continued)

Supplies

Chemicals & Pesticides	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies & Expense	420	2,499	2,332	11,323	3,531
Postage	-	-	402	15	402
Utility Costs	5,157	4,151	44,874	42,639	50,218
Mileage Reimbursement	-	-	-	-	-
Auto & Truck Fuel	2,249	1,941	23,794	27,467	25,561
Small Tools & Minor Equipment	173	309	11,843	5,220	12,308
Small Operating Supplies	2,069	2,364	11,200	35,710	11,728
Uniform Expense	-	-	835	939	1,756
AMR Project Exp.	-	-	-	-	-
Equipment Pur (Less than \$5M)	-	2,413	804	35,922	882
Total Supplies (ACTUAL)	\$ 10,068	\$ 13,676	\$ 96,085	\$ 159,234	\$ 106,386

Cost of Goods Sold

Internet Costs	14,813	11,978	143,962	232,983	157,916
Cost of Sales Telephone	13,409	62,502	595,953	374,440	654,595
Cost of Programming CATV	267,863	225,933	2,499,233	2,549,081	2,779,373
CATV Video Production	-	-	-	-	5,525
Total Cost of Goods Sold (ACTUAL)	\$ 296,084	\$ 300,414	\$ 3,239,149	\$ 3,156,504	\$ 3,597,409

MOST RECENT
12-MONTH

Nov 2016

Nov 2015

FY2016 YTD

FY2015 YTD

Depr, Debt Svc & Other Costs

Damage Claims	\$ -	\$ 79	\$ -	\$ 79	\$ -
Miscellaneous	14	-	1,176	303	4,441
Utility Cashiers (Over)/Short	-	-	-	-	-
Utility Internal Admin Allocate	-	-	-	-	-
Depreciation Expense	-	-	-	-	176,355
Amortization Exp	-	-	-	-	-
Admin. Allocation - Adm Exp	52,156	36,693	531,221	437,947	578,788
Utility Bad Debt Expense	-	-	-	-	-
Revenue Bond Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Interest Expenses (Bond)	-	-	-	-	-
Construction in Progress	14,093	5,637	207,464	199,271	12,359
Capital Exp - Equipment	25,783	-	34,012	1,033	32,978
Total Depr, Debt Svc & Other Costs (ACTUAL)	\$ 92,045	\$ 42,409	\$ 773,873	\$ 638,634	\$ 804,922

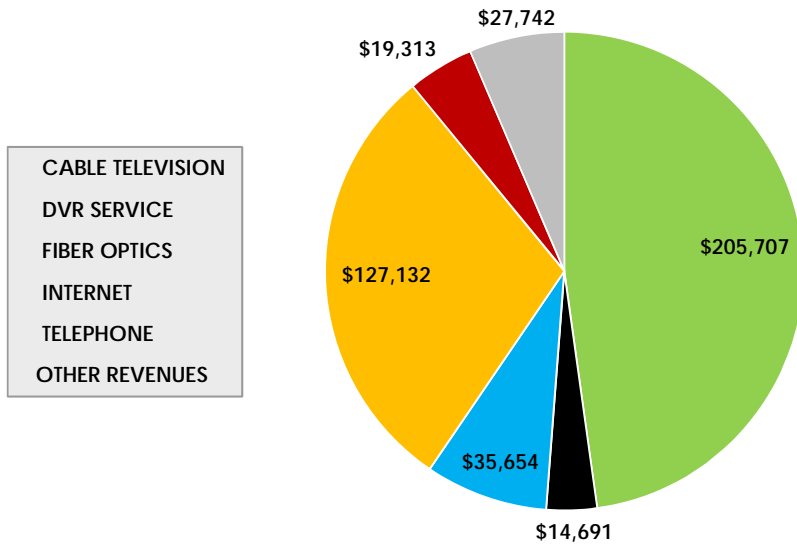
Fund Transfers

Transfer 5% to General Fund	20,145	19,423	223,783	214,615	243,521
Total Fund Transfers (ACTUAL)	\$ 20,145	\$ 19,423	\$ 223,783	\$ 214,615	\$ 243,521

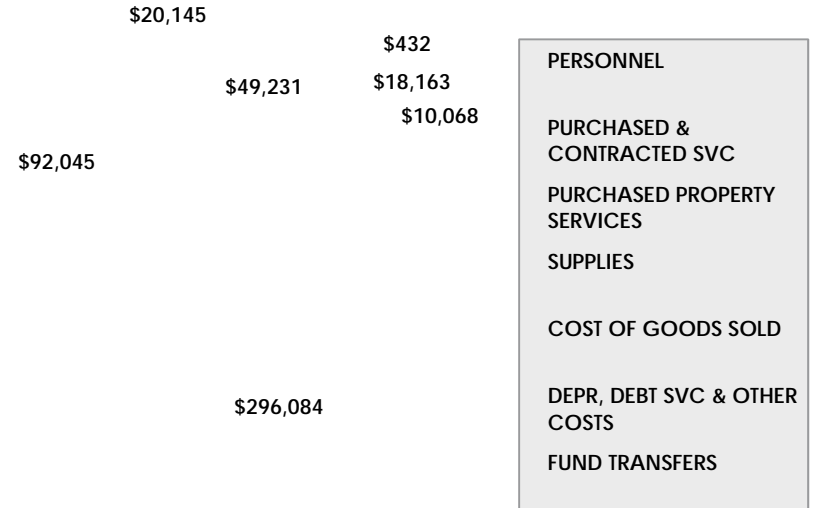
TOTAL TELECOM EXPENSES (ACTUAL)	\$ 486,169	\$ 440,677	\$ 5,110,083	\$ 4,937,473	\$ 5,608,047
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CHART 5
MONTHLY DIRECTOR'S REPORT
REVENUES & EXPENSES

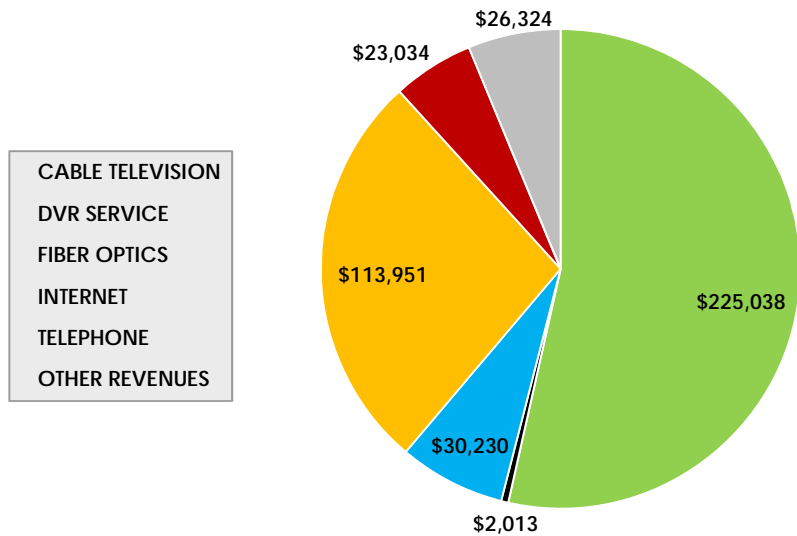
REVENUES [Nov 2016]



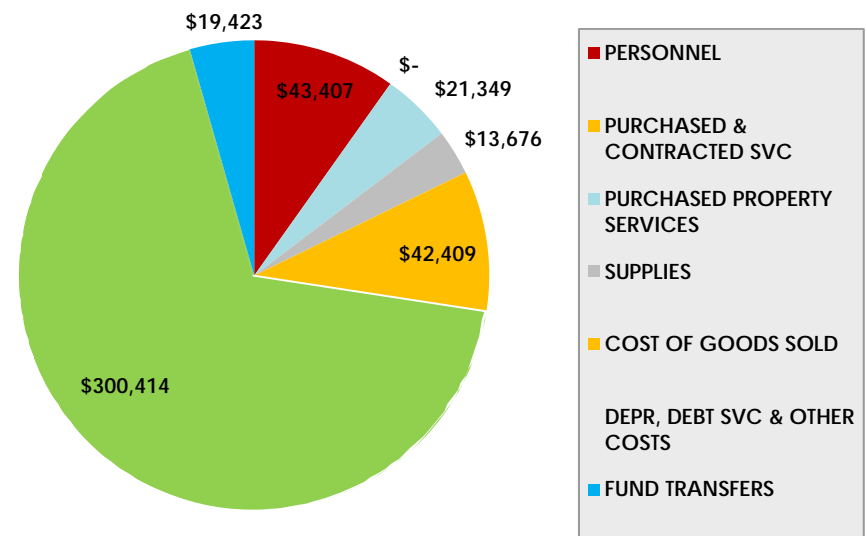
EXPENSES [Nov 2016]



REVENUES [Nov 2015]



EXPENSES [Nov 2015]



MOST RECENT
12-MONTH

Nov 2016

Nov 2015

FY2016 YTD

FY2015 YTD

BASIC & EXPANDED BASIC

Number of Bills	3,548	4,135	41,649	46,225	45,744
Revenue (\$)	\$ 198,675	\$ 207,476	\$ 2,319,375	\$ 2,315,923	\$ 2,523,376
Revenue Per Bill (\$)	\$ 56	\$ 50	\$ 56	\$ 50	\$ 55

MINI BASIC

Number of Bills	208	197	2,222	2,259	2,410
Revenue (\$)	\$ 3,802	\$ 3,207	\$ 40,147	\$ 36,524	\$ 43,164
Revenue Per Bill (\$)	\$ 18	\$ 16	\$ 18	\$ 16	\$ 18

BOSTWICK

Number of Bills	21	27	246	298	271
Revenue (\$)	\$ 1,184	\$ 1,332	\$ 13,722	\$ 14,960	\$ 14,982
Revenue Per Bill (\$)	\$ 56	\$ 49	\$ 56	\$ 50	\$ 55

BULK CATV/MOTEL

Number of Bills	4	4	44	44	46
Revenue (\$)	\$ 990	\$ 990	\$ 10,890	\$ 10,890	\$ 11,515
Revenue Per Bill (\$)	\$ 248	\$ 248	\$ 248	\$ 248	\$ 250

SHOWTIME

Number of Bills	5	38	38	273	42
Revenue (\$)	\$ 73	\$ 38	\$ 557	\$ 3,372	\$ 615
Revenue Per Bill (\$)	\$ 15	\$ 1	\$ 15	\$ 12	\$ 15

SHOW/HBO

Number of Bills	8	183	96	1,074	111
Revenue (\$)	\$ 100	\$ 2,297	\$ 1,200	\$ 13,479	\$ 1,388
Revenue Per Bill (\$)	\$ 13	\$ 13	\$ 13	\$ 13	\$ 13

BULK SHOWTIME/MOTEL

Number of Bills	-	25	-	275	-
Revenue (\$)	\$ -	\$ 250	\$ -	\$ 1,500	\$ -
Revenue Per Bill (\$)	\$ -	\$ 10	\$ -	\$ 5	\$ -

CINEMAX

Number of Bills	5	50	45	403	48
Revenue (\$)	\$ 73	\$ 182	\$ 659	\$ 5,258	\$ 703
Revenue Per Bill (\$)	\$ 15	\$ 4	\$ 15	\$ 13	\$ 15

MOST RECENT
12-MONTH

Nov 2016

Nov 2015

FY2016 YTD

FY2015 YTD

MAX/HBO

Number of Bills	30	563	339	3,422	382
Revenue (\$)	\$ 440	\$ 6,771	\$ 4,879	\$ 48,552	\$ 5,509
Revenue Per Bill (\$)	\$ 15	\$ 12	\$ 14	\$ 14	\$ 14

HBO

Number of Bills	-	48	-	528	-
Revenue (\$)	\$ -	\$ 480	\$ -	\$ 2,880	\$ -
Revenue Per Bill (\$)	\$ -	\$ 10	\$ -	\$ 5	\$ -

MAX/HBO

Number of Bills	6	150	57	790	69
Revenue (\$)	\$ 75	\$ 1,883	\$ 711	\$ 9,915	\$ 861
Revenue Per Bill (\$)	\$ 13	\$ 13	\$ 12	\$ 13	\$ 12

PLAYBOY

Number of Bills	1	1	13	148	15
Revenue (\$)	\$ 16	\$ 16	\$ 204	\$ 2,259	\$ 204
Revenue Per Bill (\$)	\$ 16	\$ 16	\$ 16	\$ 15	\$ 14

STARZ

Number of Bills	19	8	151	70	159
Revenue (\$)	\$ 278	\$ 117	\$ 2,194	\$ 996	\$ 2,311
Revenue Per Bill (\$)	\$ 15	\$ 15	\$ 15	\$ 14	\$ 15

DVR

Number of Bills	127	54	1,184	409	1,251
Revenue (\$)	\$ 9,681	\$ 1,106	\$ 90,071	\$ 8,337	\$ 93,878
Revenue Per Bill (\$)	\$ 76	\$ 20	\$ 76	\$ 20	\$ 75

NON DVR

Number of Bills	60	38	614	370	656
Revenue (\$)	\$ 4,276	\$ 628	\$ 42,933	\$ 6,015	\$ 45,356
Revenue Per Bill (\$)	\$ 71	\$ 17	\$ 70	\$ 16	\$ 69

ADD'L DVR BOX

Number of Bills	55	18	575	148	609
Revenue (\$)	\$ 540	\$ 209	\$ 5,672	\$ 1,650	\$ 6,010
Revenue Per Bill (\$)	\$ 10	\$ 12	\$ 10	\$ 11	\$ 10

MOST RECENT
12-MONTH

Nov 2016

Nov 2015

FY2016 YTD

FY2015 YTD

ADD'L NON DVR BOX

Number of Bills	28	10	243	83	253
Revenue (\$)	\$ 195	\$ 70	\$ 1,684	\$ 598	\$ 1,753
Revenue Per Bill (\$)	\$ 7	\$ 7	\$ 7	\$ 7	\$ 7

FIBER

Number of Bills	54	40	506	453	547
Revenue (\$)	\$ 35,654	\$ 30,230	\$ 356,039	\$ 361,429	\$ 386,269
Revenue Per Bill (\$)	\$ 660	\$ 756	\$ 704	\$ 798	\$ 706

INTERNET

Number of Bills	3,080	2,867	33,646	30,711	36,558
Revenue (\$)	\$ 124,155	\$ 111,611	\$ 1,337,732	\$ 1,167,898	\$ 1,450,907
Revenue Per Bill (\$)	\$ 40	\$ 39	\$ 40	\$ 38	\$ 40

WIRELESS INTERNET

Number of Bills	53	43	621	53	668
Revenue (\$)	\$ 2,977	\$ 2,340	\$ 33,506	\$ 2,884	\$ 36,103
Revenue Per Bill (\$)	\$ 56	\$ 54	\$ 54	\$ 54	\$ 54

RESIDENTIAL PHONE

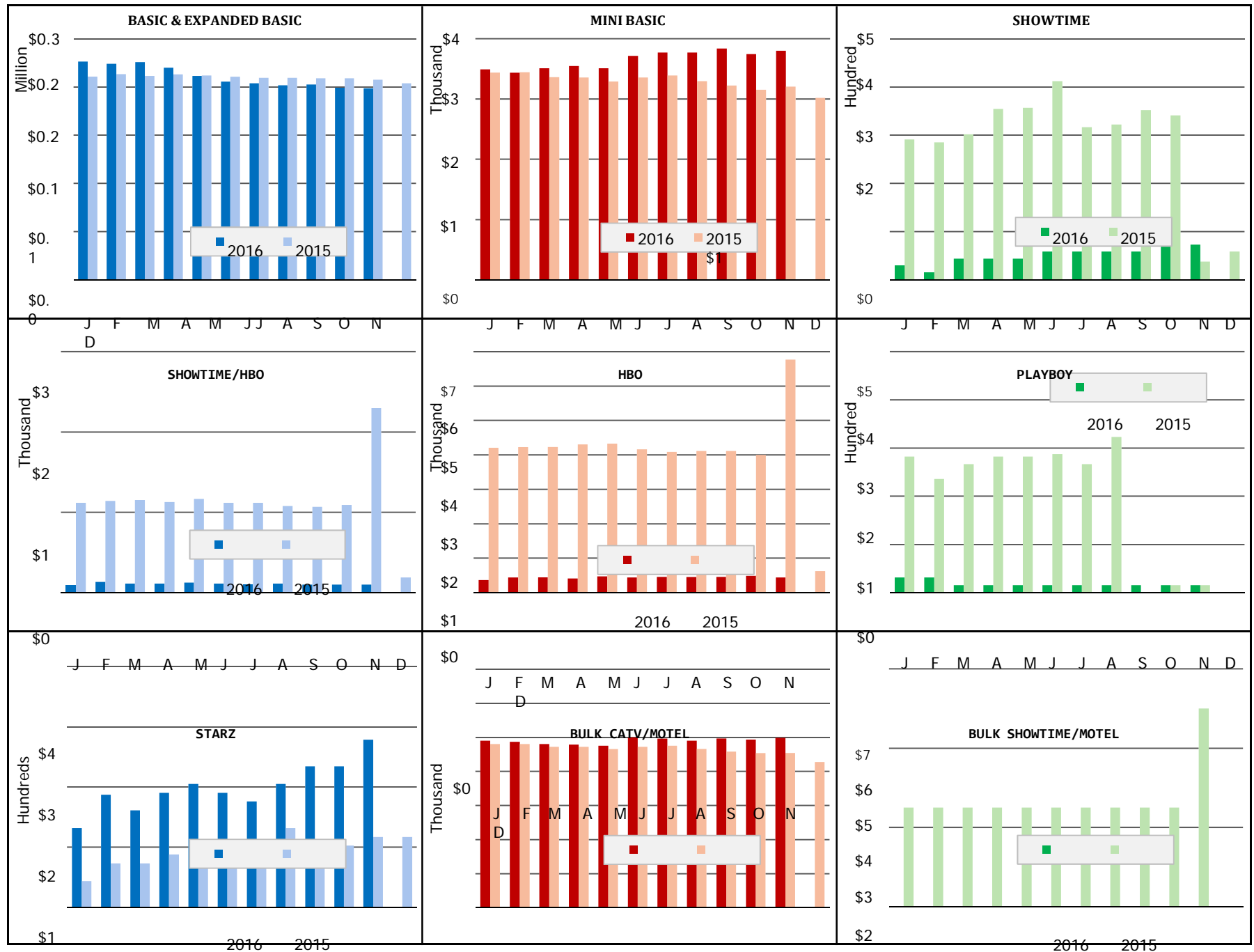
Number of Bills	910	951	10,266	9,451	11,218
Revenue (\$)	\$ 3,267	\$ 8,153	\$ 37,264	\$ 90,232	\$ 45,525
Revenue Per Bill (\$)	\$ 4	\$ 9	\$ 4	\$ 10	\$ 4

COMMERCIAL PHONE

Number of Bills	462	438	5,075	4,364	5,528
Revenue (\$)	\$ 16,046	\$ 14,881	\$ 177,666	\$ 168,524	\$ 193,932
Revenue Per Bill (\$)	\$ 35	\$ 34	\$ 35	\$ 39	\$ 35

TOTAL REVENUES	\$ 402,497	\$ 394,265	\$ 4,477,104	\$ 4,274,073	\$ 4,864,364
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CHART 7
REVENUES FROM SALES BY CLASS
CURRENT VS. PREVIOUS FISCAL YEAR



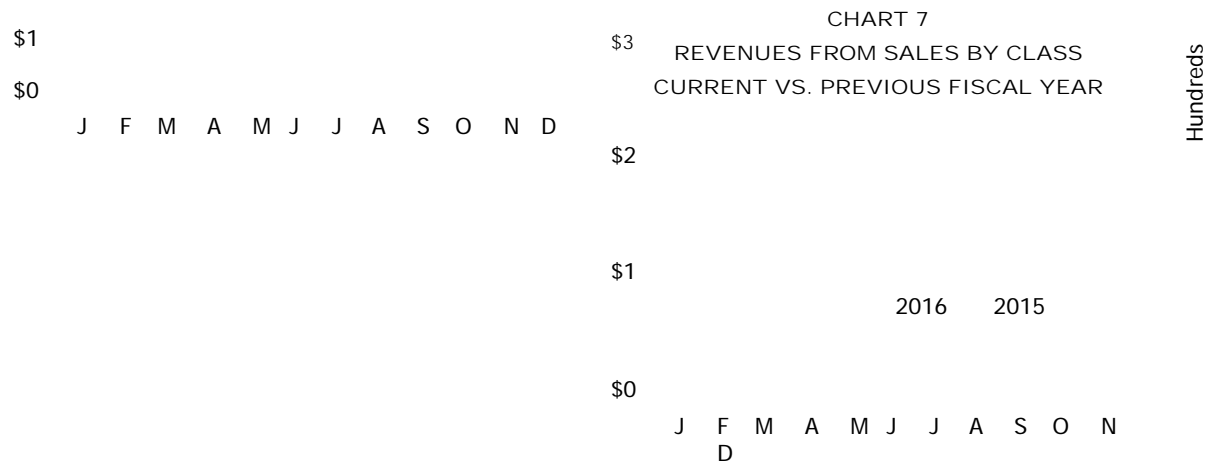
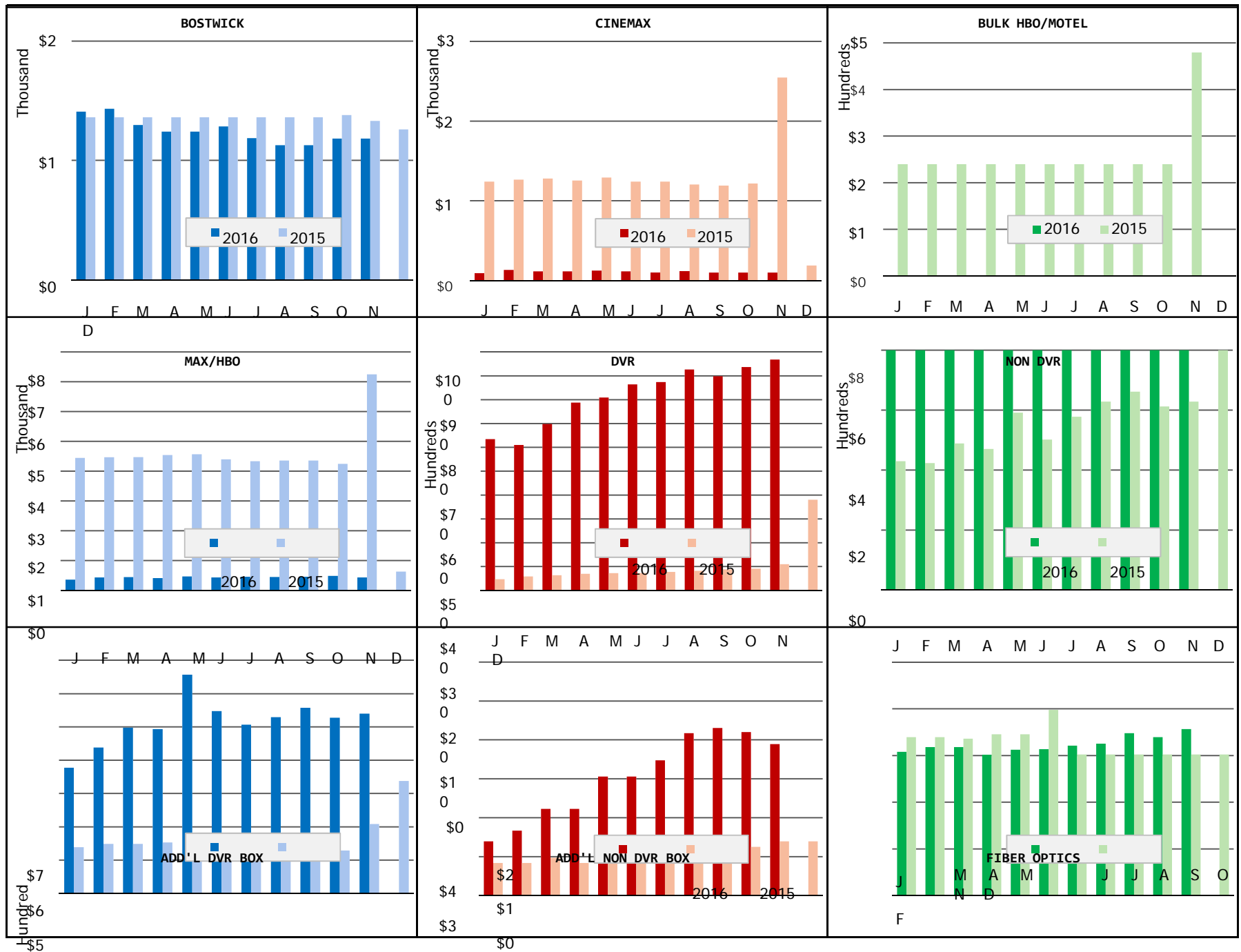


CHART 7
REVENUES FROM SALES BY CLASS
CURRENT VS. PREVIOUS FISCAL YEAR



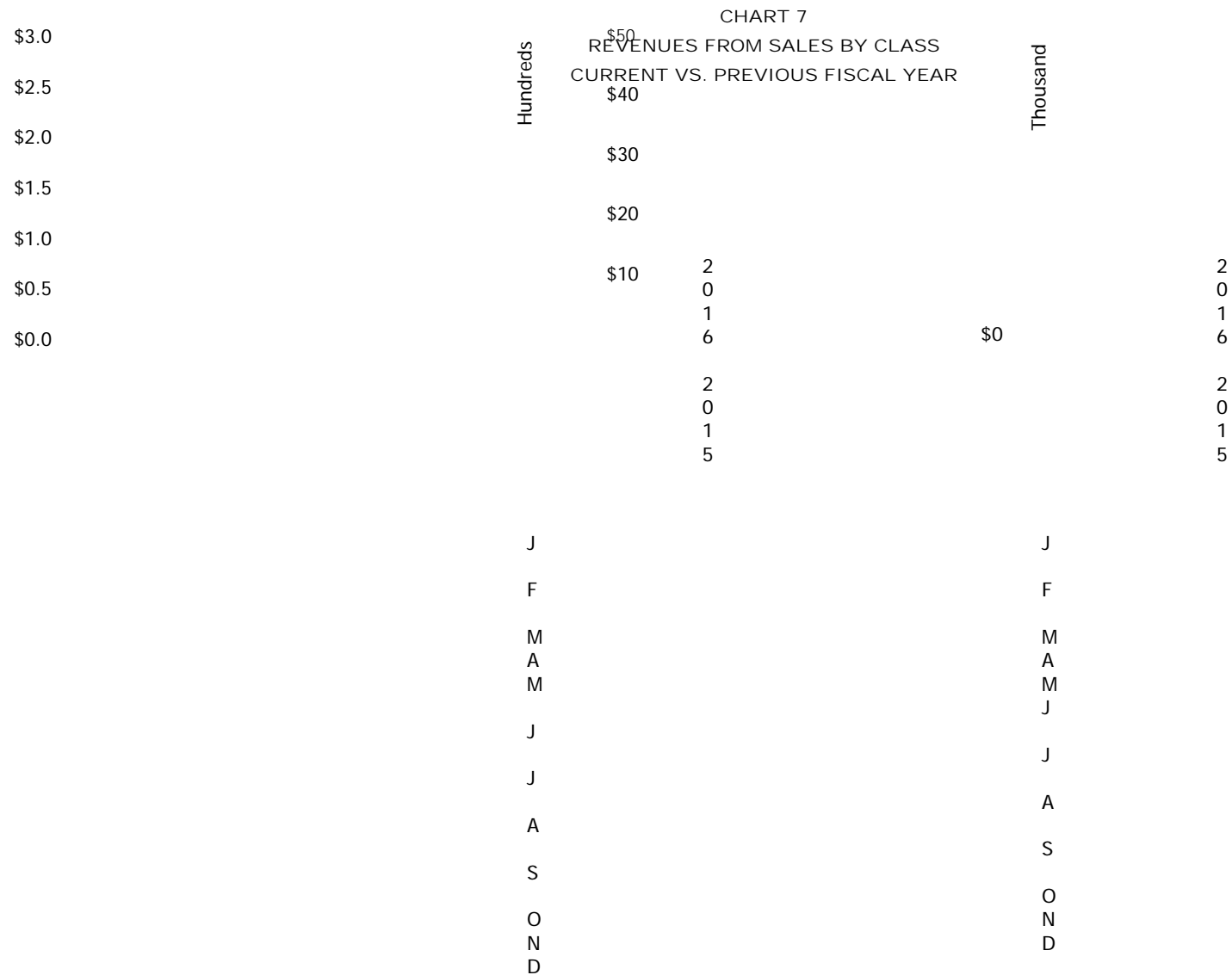
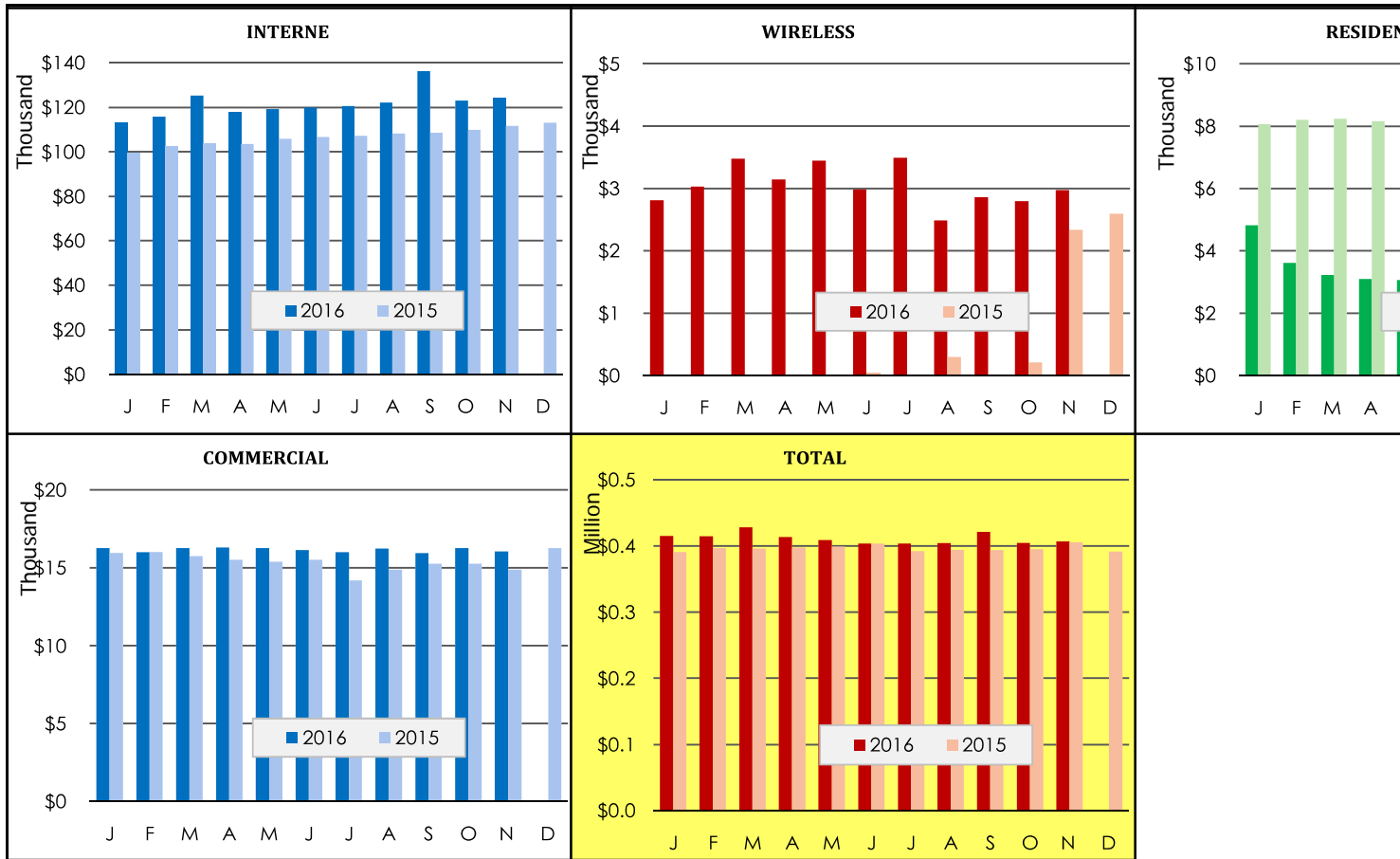


CHART 7
REVENUES FROM SALES BY CLASS
CURRENT VS. PREVIOUS FISCAL YEAR



MONTHLY DIRECTOR'S REPORT

REPORTING PERIOD: 02/2018 | FY 2018



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

CITY OF MONROE: ELECTRIC FUND OVERVIEW

	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	FY 2018	AS BUDGET	FY 2017
REVENUES	\$ 1.487M	\$ 1.641M											\$ 3.127M	\$ 3.213M	\$ 3.198M
PERSONNEL COSTS	\$ 0.112M	\$ 0.094M											\$ 0.206M	\$ 0.199M	\$ 0.140M
CONTRACTED SVC	\$ 0.033M	\$ 0.047M											\$ 0.079M	\$ 0.077M	\$ 0.033M
SUPPLIES	\$ 1.004M	\$ 1.617M											\$ 2.621M	\$ 2.127M	\$ 0.970M
CAPITAL OUTLAY	\$ 0.029M	\$ 0.011M											\$ 0.040M	\$ -	\$ 0.040M
FUND TRANSFERS	\$ 0.104M	\$ 0.211M											\$ 0.316M	\$ 0.355M	\$ 0.285M
EXPENSES	\$ 1.282M	\$ 1.980M											\$ 3.262M	\$ 2.758M	\$ 1.468M

MARGIN	\$ 0.205M	\$ (0.340M)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (0.135M)	\$ 0.454M	\$ 1.730M
MCT CREDIT	\$ 0.075M	\$ 0.357M	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.432M	\$ (0.660M)	\$ 0.055M

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

12-MO
PURCHASED
KWH's



12-MO
RETAIL
KWH's



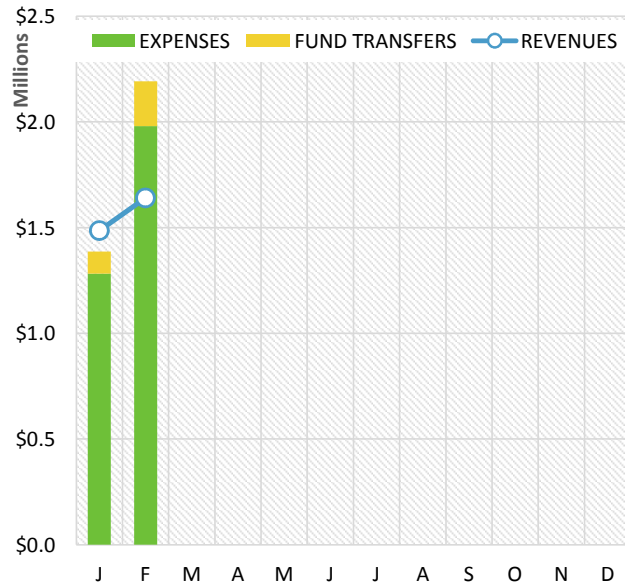
12-MO LINE
LOSS

4.31%

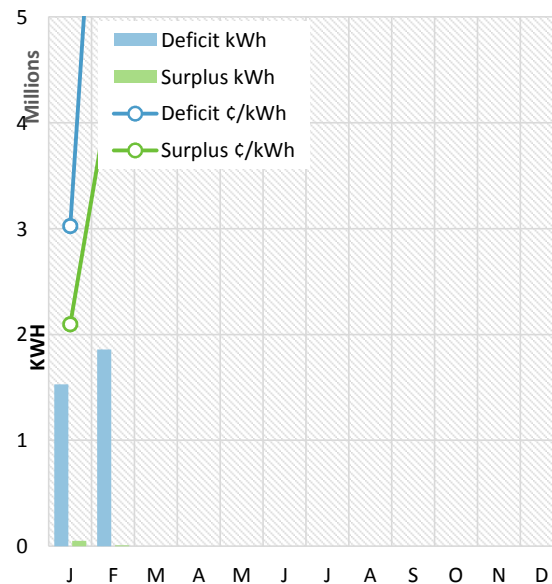
12-MO
WHOLESALE
¢/kWh

8.015

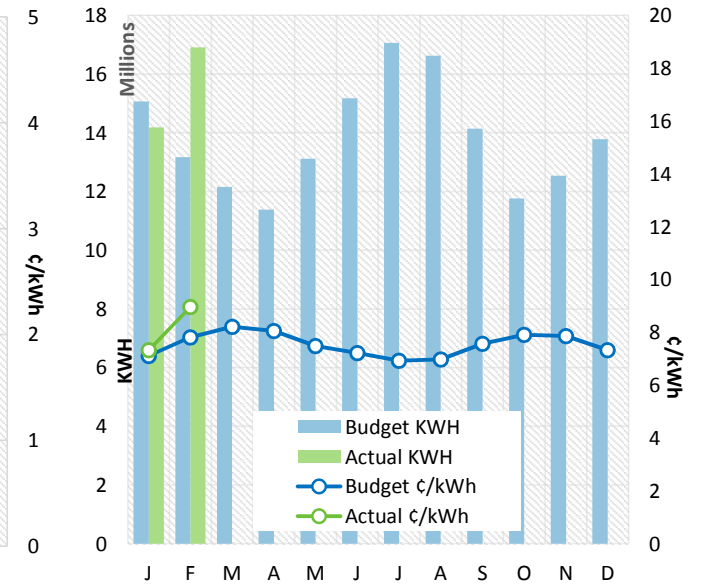
REVENUES vs. EXPENSES



DEFICIT PURCHASES vs. SURPLUS SALES



MEAG BUDGET vs. ACTUAL



RETAIL SALES REPORT

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

CUSTOMER COUNT

Residential	5,457	5,408
Commercial	856	863
Industrial	1	1
City	33	38
Total	6,347	6,310

Year-Over-Year Δ 1.68% 0.81%

KWH

Residential	6.984M	8.503M
Commercial	4.908M	5.443M
Industrial	0.693M	0.816M
City	0.391M	0.440M
Total	12.977M	15.203M

Year-Over-Year Δ 7.86% 25.75%

REVENUE

Residential	\$ 0.704M	\$ 0.847M
Commercial	\$ 0.630M	\$ 0.631M
Industrial	\$ 0.061M	\$ 0.059M
Other	\$ 0.000M	\$ 0.003M
City	\$ 0.038M	\$ 0.037M
Total	\$ 1.431M	\$ 1.577M

Year-Over-Year Δ 2.36% 9.13%

SALES STATISTICS

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

AVERAGE KWH/CUSTOMER

Residential	1,280	1,572	1,426
Commercial	5,734	6,308	6,021
Industrial	692,960	816,000	754,480
City	11,861	11,587	11,724

AVERAGE \$/CUSTOMER

Residential	\$129	\$157	\$143
Commercial	\$735	\$731	\$733
Industrial	\$60,516	\$59,369	\$59,943
City	\$1,142	\$985	\$1,064

AVERAGE \$/KWH

Residential	\$0.1007	\$0.0996	\$0.1002
Commercial	\$0.1283	\$0.1159	\$0.1221
Industrial	\$0.0873	\$0.0728	\$0.0800
City	\$0.0963	\$0.0850	\$0.0907

Average	\$0.1032	\$0.0933	\$0.0982
----------------	-----------------	-----------------	-----------------

MOST RECENT
12-MONTH

Feb 2018

Feb 2017

FY2018 YTD

FY2017 YTD

POWER SUPPLY COSTS

MEAG Project Power	\$ 974,717	\$ 797,983	\$ 1,789,066	\$ 1,648,865	\$ 9,912,631
Transmission	92,692	93,224	178,381	181,940	1,064,365
Supplemental	342,572	88,493	433,784	175,854	1,133,449
SEPA	105,095	58,052	152,900	114,443	676,260
Other Adjustments	861	792	1,652	1,527	9,568
TOTAL POWER SUPPLY COSTS	\$ 1,515,936	\$ 1,038,544	\$ 2,555,784	\$ 2,122,629	\$ 12,796,272
AS BUDGET	1,028,214	1,047,120	2,099,844	2,111,835	12,461,421
% ACTUAL TO BUDGET	147.43%	99.18%	121.71%	100.51%	102.69%

PEAKS & ENERGY

Peaks (KW)

Coincident Peak (CP)	36,151	29,791	36,151	29,791	36,151
Non-Coincident Peak (NCP)	36,256	30,961	36,256	30,961	36,256
CP (BUDGET)	30,003	29,364	32,520	32,597	35,664
NCP (BUDGET)	30,377	29,685	32,659	32,651	36,419

Energy (KWH)

MEAG Energy	12,803,019	10,613,988	24,431,760	21,961,690	134,107,428
Supplemental Purchases (or sales)	3,241,143	1,627,736	4,949,089	3,118,058	14,921,341
SEPA Energy	867,345	971,080	1,716,276	1,700,601	10,619,147
Total Energy (KWH)	16,911,508	13,212,804	31,097,125	26,780,349	159,647,917
AS BUDGET	13,169,000	12,940,000	28,237,000	28,061,000	166,244,000
% ACTUAL TO BUDGET	128.42%	102.11%	110.13%	95.44%	96.03%

CP Load Factor	64.97%	61.60%	9.82%	10.26%	50.41%
NCP Load Factor	64.78%	59.27%	9.79%	9.87%	50.27%
% Supplemental	19.17%	12.32%	15.91%	11.64%	9.35%

UNIT COSTS (¢/kwh)

Bulk Power	8.6806	7.8607	8.0288	7.8630	7.9745
Supplemental	10.5695	5.4366	8.7649	5.6399	7.5962
SEPA Energy	12.1168	5.9781	8.9088	6.7296	6.3683
MEAG Total	8.9639	7.8601	8.2187	7.9261	8.0153

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

MOST RECENT

Feb 2018

Feb 2017

FY2018 YTD

FY2017 YTD

12-MONTH

SALES REVENUES

ELECTRIC SALES	\$	1,573,953	\$	1,372,608	\$	3,004,721	\$	2,736,147	\$	17,662,394
SALES REVENUES (ACTUAL)	\$	1,573,953	\$	1,372,608	\$	3,004,721	\$	2,736,147	\$	17,662,394
AS BUDGET	\$	1,510,794	\$	1,482,917	\$	1,510,794	\$	1,482,917		Not Applicable
% ACTUAL TO BUDGET		104.18%		92.56%		198.88%		184.51%		Not Applicable

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

OTHER REVENUES

OP REVENUE		37,969		34,311		72,700		368,189		499,384
MISC REVENUE		473		38,295		1,125		38,475		86,987
SALE OF FIXED ASSETS		-		-		-		-		3,510
CUST ACCT FEES		-		-		-		-		-
OTHER REV		-		-		-		-		-
MEAG REBATE		-		-		-		-		705,858
ADMIN ALLOC		28,270		27,231		48,632		54,922		368,079
INT/INVEST INCOME		-		-		-		-		-
STATE GRANTS		-		-		-		-		-
OTHER REVENUES (ACTUAL)	\$	66,711	\$	99,837	\$	122,458	\$	461,585	\$	1,663,817
AS BUDGET	\$	95,512	\$	101,297	\$	191,025	\$	202,593		Not Applicable
% ACTUAL TO BUDGET		69.85%		98.56%		64.11%		227.84%		Not Applicable

TOTAL REVENUES (ACTUAL)	\$	1,640,664	\$	1,472,445	\$	3,127,179	\$	3,197,733	\$	19,326,212
AS BUDGET	\$	1,606,307	\$	1,584,213	\$	3,212,613	\$	3,168,427		Not Applicable
% ACTUAL TO BUDGET		102.14%		92.94%		97.34%		100.92%		Not Applicable

MCT CREDIT	\$	30,390	\$	55,316	\$	30,390	\$	55,316	\$	1,104,246
	\$	326,299	\$	-	\$	401,299	\$	-	\$	1,226,299

Note on MEAG MCT: excluded from revenues as it is a restricted account.

	Feb 2018	Feb 2017	FY2018 YTD	FY2017 YTD	12-MONTH
PERSONNEL					
Compensation	\$ 83,557	\$ 77,050	\$ 161,816	\$ 103,047	\$ 1,050,175
Benefits	10,452	25,211	44,284	37,177	358,117
PERSONNEL (ACTUAL)	\$ 94,009	\$ 102,261	\$ 206,100	\$ 140,224	\$ 1,408,292
AS BUDGET	\$ 99,643	\$ 102,225	\$ 199,286	\$ 204,451	Not Applicable
% ACTUAL TO BUDGET	94.35%	100.04%	103.42%	68.59%	Not Applicable
CONTRACTED SERVICES					
Consulting	\$ -	\$ -	\$ -	\$ -	\$ 724
Custodial Service	-	-	-	-	198
Lawn & Maint	-	-	-	-	1,303
Holiday Event	-	-	-	-	394
Maintenance Contracts	209	345	875	610	5,116
Rents/Leases	288	432	532	864	20,452
Repairs & Maintenance (Outside)	13,050	1,909	17,580	3,157	129,945
Landfill Fees	-	-	-	-	-
Other Contract Svcs	(14,973)	13,419	-	26,838	318,708
Comm Svcs	640	864	640	864	6,335
Postage	-	-	-	-	459
Public Relations	-	-	-	-	200
Mkt Expense	-	-	-	-	4,478
Printing	-	-	-	-	65
Dues & Sub	-	-	-	-	-
Travel	-	-	-	-	1,162
Ga Dept Rev Fee	-	-	-	-	900
Fees	-	-	200	-	427
Training & Ed	790	279	790	279	8,378
Contract Labor	46,823	-	58,623	-	69,922
CONTRACTED SERVICES (ACTUAL)	\$ 46,828	\$ 17,249	\$ 79,240	\$ 32,613	\$ 569,165
AS BUDGET	\$ 38,367	\$ 29,625	\$ 76,733	\$ 59,250	Not Applicable
% ACTUAL TO BUDGET	122.05%	58.22%	103.27%	55.04%	Not Applicable

SUPPLIES

	Feb 2018	Feb 2017	FY2018 YTD	FY2017 YTD	12-MONTH
Office Supplies	87	1,569	87	1,589	7,224
Postage	-	-	-	-	318
Auto Parts	93	-	162	-	162
Uniform Expense	7,896	-	7,896	-	7,896
Janitorial	196	-	274	-	666
Util Costs - Util Fund	1,934	703	3,306	1,837	8,788
Auto & Truck Fuel	1,648	2,399	1,648	2,399	19,899
Food	59	-	59	-	208
Sm Tool & Min Equip	391	1,571	391	1,586	58,580
Lab Supplies	-	-	-	157	-
Sm Oper Supplies	2,016	5,254	3,413	5,254	35,234
Construction Material	-	-	-	-	1,197
Tires	-	-	-	-	3,497
Uniform Exp	-	1,616	-	1,616	8,791
Power Costs	1,594,131	1,015,692	2,593,684	937,524	14,064,364
Repairs & Maintenance (Inside)	8,328	9,469	10,301	9,506	234,608
Amr Proj Exp	-	-	-	3,265	-
Equip Pur (<\$5M)	-	-	-	-	4,840
Dam Claims	-	-	-	4,041	-
Misc	-	1,507	-	1,507	2,928
SUPPLIES (ACTUAL)	\$ 1,616,779	\$ 1,039,781	\$ 2,621,221	\$ 970,283	\$ 14,459,199
AS BUDGET	\$ 1,063,717	\$ 1,053,670	\$ 2,127,434	\$ 2,107,341	Not Applicable
% ACTUAL TO BUDGET	151.99%	98.68%	123.21%	46.04%	Not Applicable
CAPITAL OUTLAY					
Construction In Progress	\$ 2,494	\$ -	\$ 31,098	\$ -	\$ 117,697
Capital Expenditures	\$ 9,000	\$ 39,849	\$ 9,000	\$ 39,849	\$ 68,347
CAPITAL OUTLAY (ACTUAL)	\$ 11,494	\$ 39,849	\$ 40,098	\$ 39,849	\$ 186,045
AS BUDGET	\$ -	\$ -	\$ -	\$ -	Not Applicable
% ACTUAL TO BUDGET	0.00%	0.00%	0.00%	0.00%	Not Applicable
FUND TRANSFERS					
Admin Alloc - Adm Exp	\$ 127,425	\$ 118,756	\$ 169,625	\$ 218,355	\$ 1,457,156
Transfer To Gf	83,823	66,351	145,877	66,351	870,409
Transfer To Cip	-	-	-	-	-
FUND TRANSFERS (ACTUAL)	\$ 211,249	\$ 185,107	\$ 315,502	\$ 284,706	\$ 2,327,565
AS BUDGET	\$ 177,434	\$ 155,375	\$ 354,868	\$ 310,750	Not Applicable
% ACTUAL TO BUDGET	119.06%	119.14%	88.91%	91.62%	Not Applicable
TOTAL EXPENSES (ACTUAL)	\$ 1,980,358	\$ 1,384,247	\$ 3,262,160	\$ 1,467,675	\$ 18,950,264
AS BUDGET	\$ 1,379,161	\$ 1,340,896	\$ 2,758,322	\$ 2,681,791	Not Applicable
% ACTUAL TO BUDGET	143.59%	103.23%	118.27%	54.73%	Not Applicable

MONTHLY DIRECTOR'S REPORT

REPORTING PERIOD: 02/2018 | FY 2018



COVER	1
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OVERVIEW	3
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EXPENSES	6-8
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RETAIL SALES & REVENUE	10-12
CHART 3: RETAIL REVENUES	13-15

COMMENTARY & ANALYSIS

The net operating margin after transfers, FY to date was 22.68%

RECOMMENDATIONS

- *
- *
- *
- *

MOST RECENT
12-MONTH

Feb 2018

Feb 2017

FY2018 YTD

FY2017 YTD

FINANCIALS

Revenues

RETAIL SALES	\$	426,478	\$	410,972	\$	860,236	\$	823,108	\$	5,059,992
OTHER REVENUES		39,770		29,780		69,551		59,848		417,982
ADJUSTMENTS		-		-		13,297		-		53,939
Total Revenues	\$	466,249	\$	440,752	\$	943,084	\$	882,956	\$	5,531,913

Expenses

PERSONNEL	\$	74,506	\$	42,144	\$	123,688	\$	68,726	\$	626,311
PURCHASED & CONTRACTED SVC		1,608		432		2,519		864		29,564
PURCHASED PROPERTY SERVICES		25,457		32,689		25,755		46,261		266,809
SUPPLIES		33,672		7,112		38,875		11,803		149,684
COST OF GOODS SOLD		114,293		330,885		360,746		578,738		3,121,679
DEPR, DEBT SVC & OTHER COSTS		104,130		89,169		131,038		129,609		866,491
FUND TRANSFERS		25,608		20,583		46,545		20,583		257,593
Total Combined Expenses	\$	379,274	\$	523,014	\$	729,165	\$	856,583	\$	5,318,130

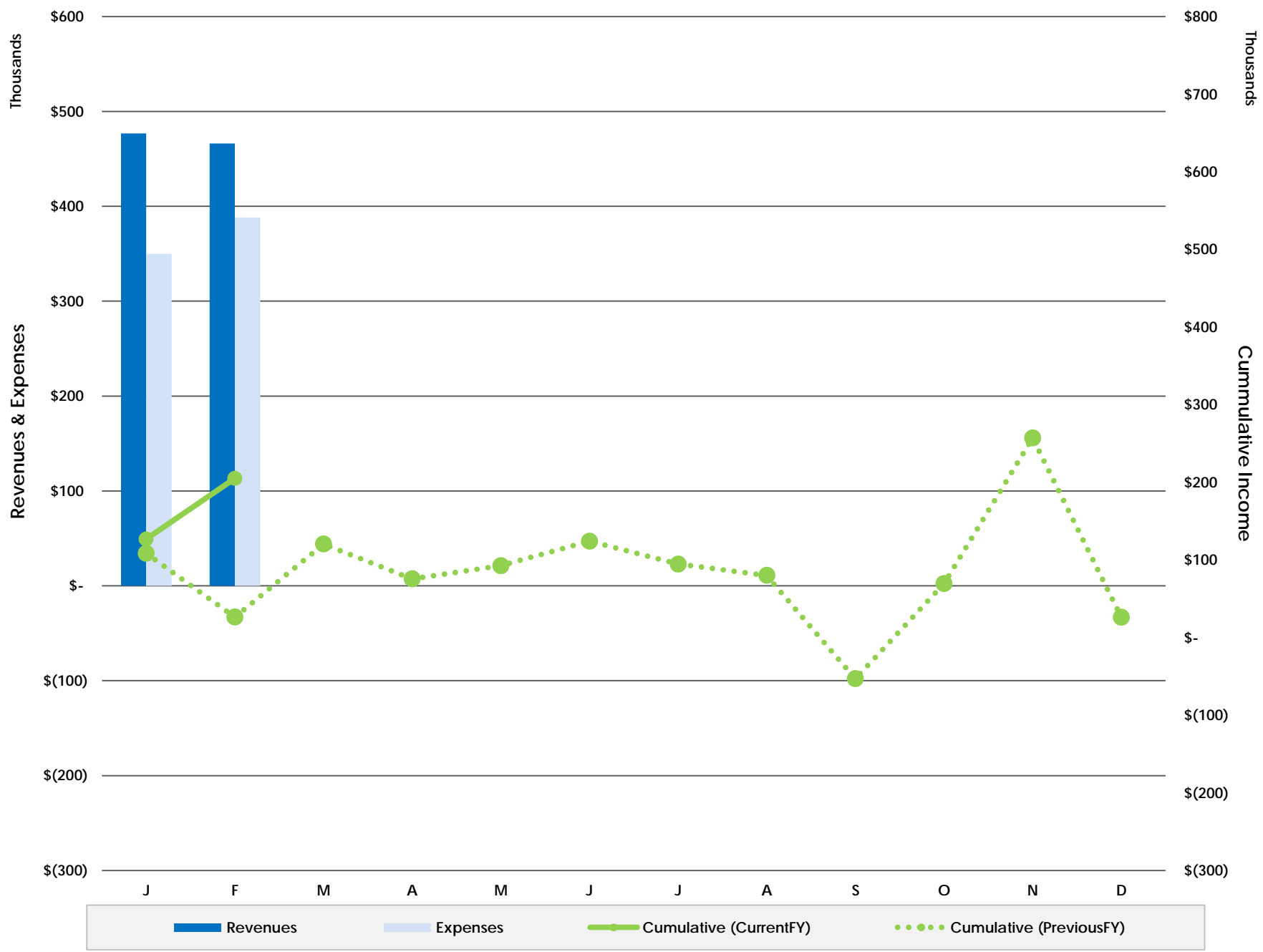
Income

Before Transfer	\$	112,583	\$	(61,679)	\$	260,464	\$	46,956	\$	471,375
After Transfer	\$	86,974	\$	(82,261)	\$	213,920	\$	26,373	\$	213,783

Margin

Before Transfer	24.15%	-13.99%	27.62%	5.32%	8.52%
After Transfer	18.65%	-18.66%	22.68%	2.99%	3.86%

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



MOST RECENT
12-MONTH

Feb 2018

Feb 2017

FY2018 YTD

FY2017 YTD

RETAIL SALES

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

CABLE TELEVISION	\$	198,677	\$	204,359	\$	400,248	\$	409,620	\$	2,419,893
DVR SERVICE		15,908		14,728		31,979		29,327		182,453
FIBER OPTICS		41,759		38,329		86,843		77,383		489,465
INTERNET		148,278		132,304		297,025		263,108		1,701,430
TELEPHONE		18,436		18,582		37,450		38,289		228,665
SET TOP BOX		3,420		2,670		6,690		5,380		38,086
Total RETAIL SALES (ACTUAL)	\$	426,478	\$	410,972	\$	860,236	\$	823,108	\$	5,059,992

OTHER REVENUES

CATV INSTALL/UPGRADE	\$	2,179	\$	3,394	\$	5,313	\$	4,978	\$	34,151
MARKETPLACE ADS		25		50		25		75		120
PHONE FEES		10,259		10,680		20,841		21,273		126,120
EQUIPMENT SALES		1,350		700		2,600		2,900		13,255
MODEM RENTAL		6,752		6,319		13,524		12,701		79,473
VIDEO PRODUCTION REVENUE		-		-		-		-		-
MISCELLANEOUS		-		-		-		500		20,161
ADMIN ALLOCATION		19,206		8,638		27,247		17,421		144,701
CONTRIBUTED CAPITAL		-		-		-		-		-
Total OTHER REVENUES ACTUAL	\$	39,770	\$	29,780	\$	69,551	\$	59,848	\$	417,982

Adjustment	\$	-	\$	-	\$	13,297	\$	-	\$	53,939
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Note: Adjustment added to match Financials

TOTAL REVENUES (ACTUAL)	\$	466,249	\$	440,752	\$	943,084	\$	882,956	\$	5,531,913
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MOST RECENT
12-MONTH

Feb 2018

Feb 2017

FY2018 YTD

FY2017 YTD

SUMMARY

Personnel	\$	74,506	\$	42,144	\$	123,688	\$	68,726	\$	626,311
Purchased & Contracted Svc		1,608		432		2,519		864		29,564
Purchased Property Services		25,457		32,689		25,755		46,261		266,809
Supplies		33,672		7,112		38,875		11,803		149,684
Cost of Goods Sold		114,293		330,885		360,746		578,738		3,121,679
Depr, Debt Svc & Other Costs		104,130		89,169		131,038		129,609		866,491
Fund Transfers		25,608		20,583		46,545		20,583		257,593
TOTAL SUMMARY (ACTUAL)	\$	379,274	\$	523,014	\$	729,165	\$	856,583	\$	5,318,130

TELECOM

Personnel

Salaries	\$	68,660	\$	30,713	\$	99,655	\$	51,436	\$	458,598
Benefits		5,846		11,431		24,032		17,290		167,713
Total Personnel (ACTUAL)	\$	74,506	\$	42,144	\$	123,688	\$	68,726	\$	626,311

Purchased & Contracted Svc

Attorney Fees	-	-	-	-	-
Audit Services	-	-	-	-	-
Consulting - Technical	-	-	-	-	22,570
Utility Protection Ctr (DIG)	-	-	-	-	-
Custodial Service	-	-	-	-	198
Lawn Care & Maintenance	-	-	-	-	-
Holiday Events	-	-	-	-	394
Security Systems	129	-	129	-	129
Equipment Rep & Maint	1,007	-	1,007	-	1,007
Maintenance Contracts	209	-	875	-	875
Equipment Rents/Leases	244	432	489	864	4,372
Pole Equip. Rents/Leases	-	-	-	-	-
Equipment Rental	19	-	19	-	19
Total Purchased & Contracted Svc (ACTUAL)	\$ 1,608	\$ 432	\$ 2,519	\$ 864	\$ 29,564

	Feb 2018	Feb 2017	FY2018 YTD	FY2017 YTD	MOST RECENT 12-MONTH
Purchased Property Services					
Equipment Rep & Maint -Outside	-	1,150	-	1,717	3,848
Equipment Rental	-	-	-	-	241
Repair & Maintenance (Outside)	-	7,174	36	9,247	56,043
Repair & Maintenance (Inside)	-	17,442	-	27,127	148,293
Landfill Fees	-	-	-	-	-
Maintenance Contracts	-	345	-	611	4,311
Other Contractual Services	-	-	-	-	450
Communication Services	2,260	2,886	2,260	3,611	21,609
Public Relations	32	-	32	-	32
Marketing Expense	23,000	-	23,000	-	23,200
Utility Bill Printing Services	-	-	-	-	-
Dues & Subscriptions	-	3,692	262	3,949	3,724
Fees	-	-	-	-	152
Training & Education	165	-	165	-	4,657
General Liability Insurance	-	-	-	-	-
GA Dept Revenue Fee	-	-	-	-	250
Uniform Rental	-	-	-	-	-
Total Purchased Property Services (ACTUAL)	\$ 25,457	\$ 32,689	\$ 25,755	\$ 46,261	\$ 266,809

TELECOM (Continued)

Supplies

Chemicals & Pesticides	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies & Expense	-	140	-	154	4,619
Postage	-	-	-	-	325
Auto Parts	1,670	-	1,741	-	1,741
Janitorial Supplies	196	-	274	-	666
Equipment Parts	6,335	-	6,335	-	6,335
Equipment R&M - Inside	4,408	-	4,408	-	4,408
System R&M - Inside	6,252	-	6,973	-	6,973
Utility Costs	4,239	4,301	8,371	7,833	49,077
Mileage Reimbursement	-	-	-	-	-
Auto & Truck Fuel	1,811	1,648	1,811	1,648	20,140
Food	59	-	59	-	208
Small Tools & Minor Equipment	4,598	260	4,598	275	19,292
Small Operating Supplies	4,105	764	4,305	920	16,175
Construction Material	-	-	-	-	1,197
Uniform Expense	-	-	-	973	4,639
AMR Project Exp.	-	-	-	-	1,449
Equipment Pur (Less than \$5M)	-	-	-	-	12,438
Total Supplies (ACTUAL)	\$ 33,672	\$ 7,112	\$ 38,875	\$ 11,803	\$ 149,684

	Feb 2018	Feb 2017	FY2018 YTD	FY2017 YTD	MOST RECENT 12-MONTH
Cost of Goods Sold					
Internet Costs	-	13,219	-	23,551	23,247
Cost of Sales Telephone	(2,666)	71,571	-	102,159	277,680
Cost of Sales Fiber	-	-	-	-	88,209
Cost of Sales Electricity	(4,604)	-	(4,604)	-	(4,604)
Cost of Sales Internet	42,946	-	42,946	-	231,078
Cost of Sales CATV	47,105	-	270,077	-	540,268
Cost of Sales Internet	21,209	-	32,156	-	66,163
Cost of Sales Fiber	10,303	-	20,171	-	45,240
Cost of Programming CATV	-	246,096	-	453,028	1,854,397
CATV Video Production	-	-	-	-	-
Total Cost of Goods Sold (ACTUAL)	\$ 114,293	\$ 330,885	\$ 360,746	\$ 578,738	\$ 3,121,679

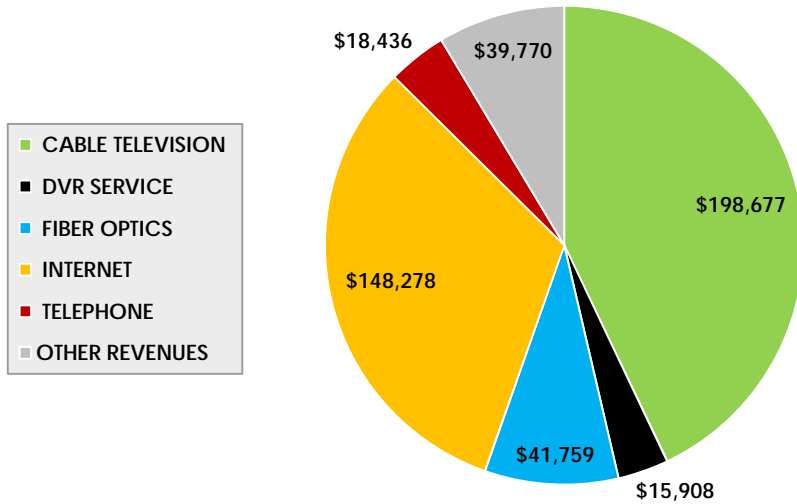
Depr, Debt Svc & Other Costs					
Damage Claims	\$ -	\$ -	\$ -	\$ -	\$ 7,312
Miscellaneous	-	317	-	317	(169)
Utility Cashiers (Over)/Short	-	-	-	-	-
Utility Internal Admin Allocate	-	-	-	-	-
Depreciation Expense	-	-	-	-	181,232
Amortization Exp	-	-	-	-	-
Admin. Allocation - Adm Exp	50,323	37,669	66,989	69,262	475,393
Utility Bad Debt Expense	-	-	-	-	-
Revenue Bond Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Interest Expenses (Bond)	-	-	-	-	-
Construction in Progress	53,807	51,182	64,049	60,029	202,722
Capital Exp - Equipment	-	-	-	-	-
Total Depr, Debt Svc & Other Costs (ACTUAL)	\$ 104,130	\$ 89,169	\$ 131,038	\$ 129,609	\$ 866,491

Fund Transfers					
Transfer 5% to General Fund	25,608	20,583	46,545	20,583	257,593
Total Fund Transfers (ACTUAL)	\$ 25,608	\$ 20,583	\$ 46,545	\$ 20,583	\$ 257,593

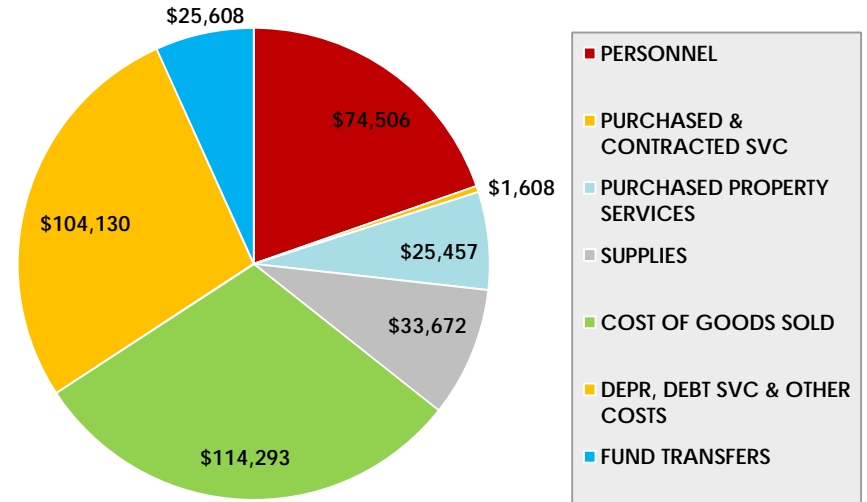
TOTAL TELECOM EXPENSES (ACTUAL)	\$ 379,274	\$ 523,014	\$ 729,165	\$ 856,583	\$ 5,318,130
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CHART 5
MONTHLY DIRECTOR'S REPORT
REVENUES & EXPENSES

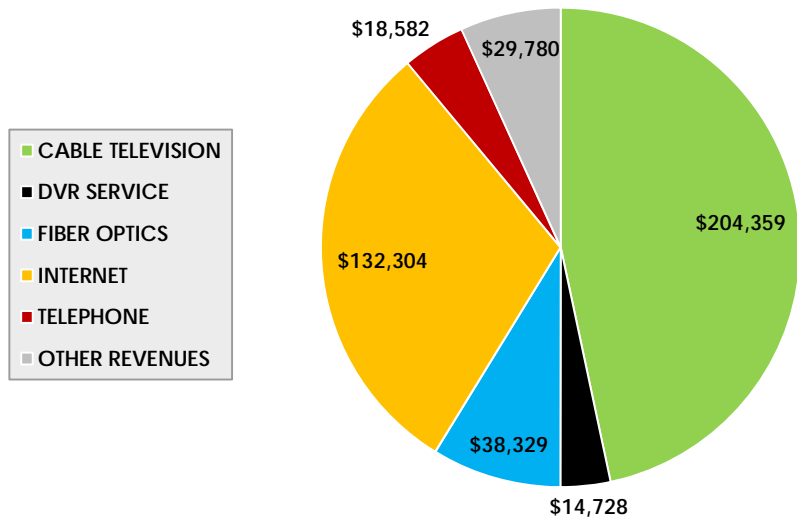
REVENUES [Feb 2018]



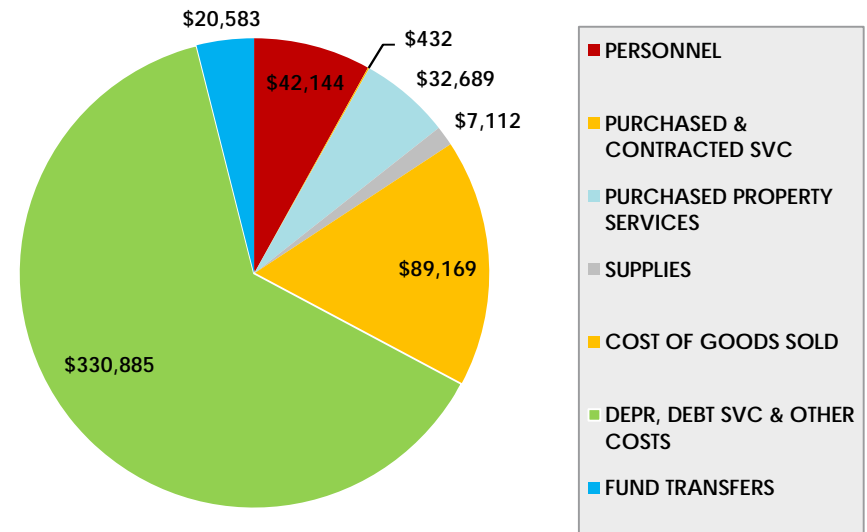
EXPENSES [Feb 2018]



REVENUES [Feb 2017]



EXPENSES [Feb 2017]



MOST RECENT
12-MONTH

Feb 2018

Feb 2017

FY2018 YTD

FY2017 YTD

BASIC & EXPANDED BASIC

Number of Bills	3,421	3,516	6,897	7,056	41,752
Revenue (\$)	\$ 192,290	\$ 197,441	\$ 387,407	\$ 395,719	\$ 2,341,739
Revenue Per Bill (\$)	\$ 56	\$ 56	\$ 56	\$ 56	\$ 56

MINI BASIC

Number of Bills	181	201	368	406	2,240
Revenue (\$)	\$ 3,299	\$ 3,644	\$ 6,687	\$ 7,378	\$ 40,831
Revenue Per Bill (\$)	\$ 18	\$ 18	\$ 18	\$ 18	\$ 18

BOSTWICK

Number of Bills	20	21	39	42	236
Revenue (\$)	\$ 1,096	\$ 1,184	\$ 2,168	\$ 2,369	\$ 13,256
Revenue Per Bill (\$)	\$ 55	\$ 56	\$ 56	\$ 56	\$ 56

BULK CATV/MOTEL

Number of Bills	4	4	8	8	48
Revenue (\$)	\$ 990	\$ 990	\$ 1,980	\$ 1,980	\$ 11,880
Revenue Per Bill (\$)	\$ 248	\$ 248	\$ 248	\$ 248	\$ 248

SHOWTIME

Number of Bills	9	5	16	10	83
Revenue (\$)	\$ 132	\$ 73	\$ 234	\$ 147	\$ 1,216
Revenue Per Bill (\$)	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15

SHOW/HBO

Number of Bills	7	8	14	16	85
Revenue (\$)	\$ 88	\$ 100	\$ 176	\$ 201	\$ 1,056
Revenue Per Bill (\$)	\$ 13	\$ 13	\$ 13	\$ 13	\$ 12

BULK SHOWTIME/MOTEL

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

CINEMAX

Number of Bills	4	6	9	12	57
Revenue (\$)	\$ 59	\$ 88	\$ 132	\$ 176	\$ 823
Revenue Per Bill (\$)	\$ 15	\$ 15	\$ 15	\$ 15	\$ 14

MOST RECENT
12-MONTH

Feb 2018

Feb 2017

FY2018 YTD

FY2017 YTD

MAX/HBO

Number of Bills	27	31	56	61	352
Revenue (\$)	\$ 396	\$ 454	\$ 807	\$ 894	\$ 5,043
Revenue Per Bill (\$)	\$ 15	\$ 15	\$ 14	\$ 15	\$ 14

HBO

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

MAX/HBO

Number of Bills	4	6	8	12	57
Revenue (\$)	\$ 50	\$ 75	\$ 100	\$ 151	\$ 685
Revenue Per Bill (\$)	\$ 13	\$ 13	\$ 13	\$ 13	\$ 12

PLAYBOY

Number of Bills	-	1	-	3	14
Revenue (\$)	\$ -	\$ 16	\$ -	\$ 35	\$ 220
Revenue Per Bill (\$)	\$ -	\$ 16	\$ -	\$ 12	\$ 16

STARZ

Number of Bills	19	20	38	39	222
Revenue (\$)	\$ 278	\$ 293	\$ 557	\$ 571	\$ 3,145
Revenue Per Bill (\$)	\$ 15	\$ 15	\$ 15	\$ 15	\$ 14

DVR

Number of Bills	138	123	279	243	1,570
Revenue (\$)	\$ 10,656	\$ 9,483	\$ 21,681	\$ 18,735	\$ 121,055
Revenue Per Bill (\$)	\$ 77	\$ 77	\$ 78	\$ 77	\$ 77

NON DVR

Number of Bills	60	61	116	124	707
Revenue (\$)	\$ 4,235	\$ 4,398	\$ 8,272	\$ 8,940	\$ 50,831
Revenue Per Bill (\$)	\$ 71	\$ 72	\$ 71	\$ 72	\$ 72

SET TOP BOX

Number of Bills	344	268	693	544	3,826
Revenue (\$)	\$ 3,420	\$ 2,670	\$ 6,690	\$ 5,380	\$ 38,086
Revenue Per Bill (\$)	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10

MOST RECENT
12-MONTH

Feb 2018

Feb 2017

FY2018 YTD

FY2017 YTD

ADD'L DVR BOX

Number of Bills	78	62	157	122	794
Revenue (\$)	\$ 776	\$ 617	\$ 1,562	\$ 1,214	\$ 7,887
Revenue Per Bill (\$)	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10

ADD'L NON DVR BOX

Number of Bills	36	33	68	63	387
Revenue (\$)	\$ 241	\$ 229	\$ 464	\$ 438	\$ 2,681
Revenue Per Bill (\$)	\$ 7	\$ 7	\$ 7	\$ 7	\$ 7

FIBER

Number of Bills	62	52	120	106	589
Revenue (\$)	\$ 41,759	\$ 38,329	\$ 86,843	\$ 77,383	\$ 489,465
Revenue Per Bill (\$)	\$ 674	\$ 737	\$ 724	\$ 730	\$ 831

INTERNET

Number of Bills	3,400	3,160	6,817	6,287	39,557
Revenue (\$)	\$ 144,994	\$ 129,495	\$ 290,475	\$ 257,312	\$ 1,665,360
Revenue Per Bill (\$)	\$ 43	\$ 41	\$ 43	\$ 41	\$ 42

WIRELESS INTERNET

Number of Bills	56	51	109	105	617
Revenue (\$)	\$ 3,283	\$ 2,809	\$ 6,551	\$ 5,797	\$ 36,070
Revenue Per Bill (\$)	\$ 59	\$ 55	\$ 60	\$ 55	\$ 58

RESIDENTIAL PHONE

Number of Bills	893	911	1,794	1,830	10,897
Revenue (\$)	\$ 3,227	\$ 2,814	\$ 6,348	\$ 6,115	\$ 39,003
Revenue Per Bill (\$)	\$ 4	\$ 3	\$ 4	\$ 3	\$ 4

COMMERCIAL PHONE

Number of Bills	432	469	880	937	5,393
Revenue (\$)	\$ 15,209	\$ 15,768	\$ 31,102	\$ 32,174	\$ 189,662
Revenue Per Bill (\$)	\$ 35	\$ 34	\$ 35	\$ 34	\$ 35

TOTAL REVENUES	\$ 426,478	\$ 410,972	\$ 860,236	\$ 823,108	\$ 5,059,992
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CHART 7
REVENUES FROM SALES BY CLASS
CURRENT VS. PREVIOUS FISCAL YEAR

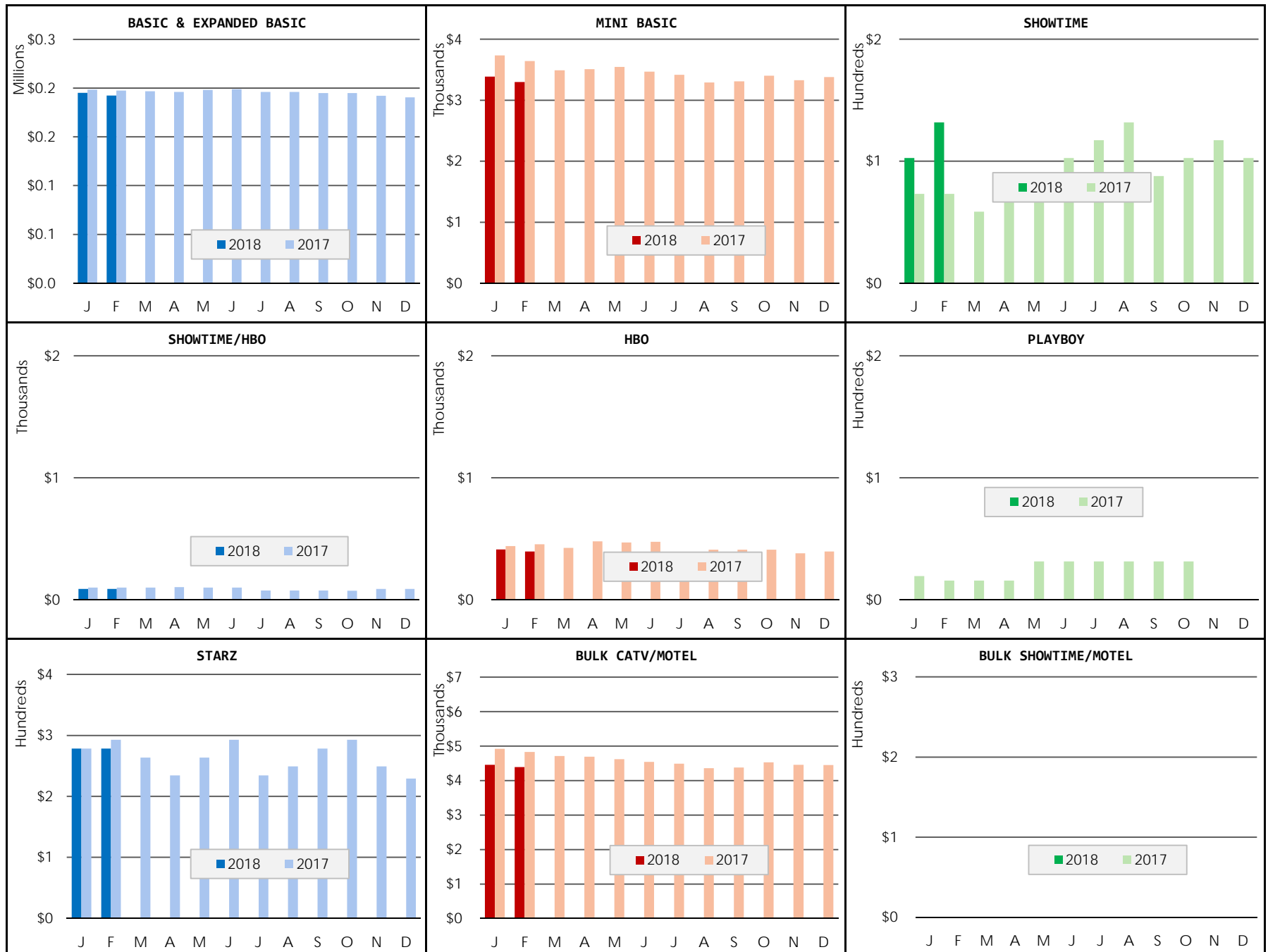


CHART 7
REVENUES FROM SALES BY CLASS
CURRENT VS. PREVIOUS FISCAL YEAR

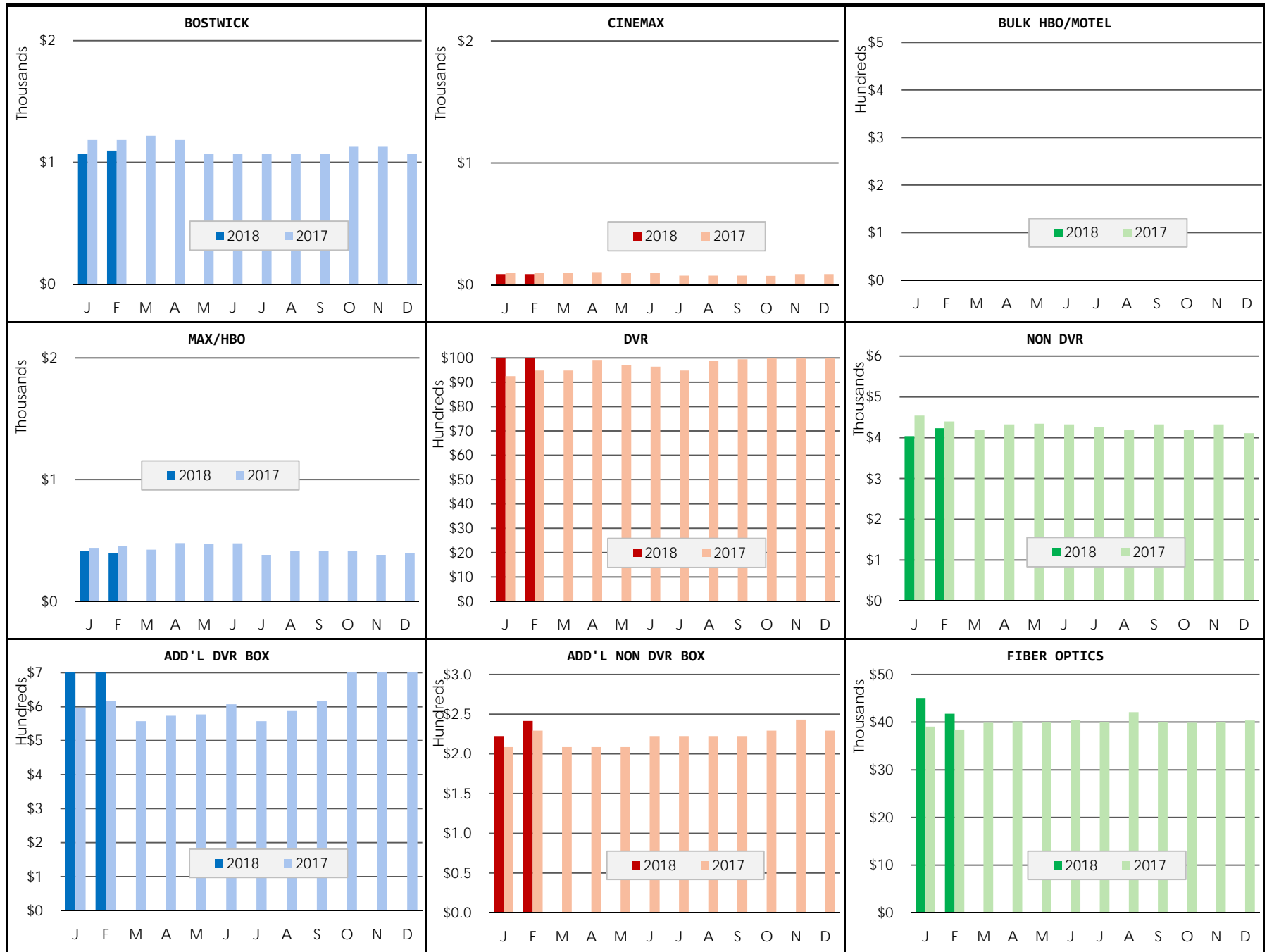
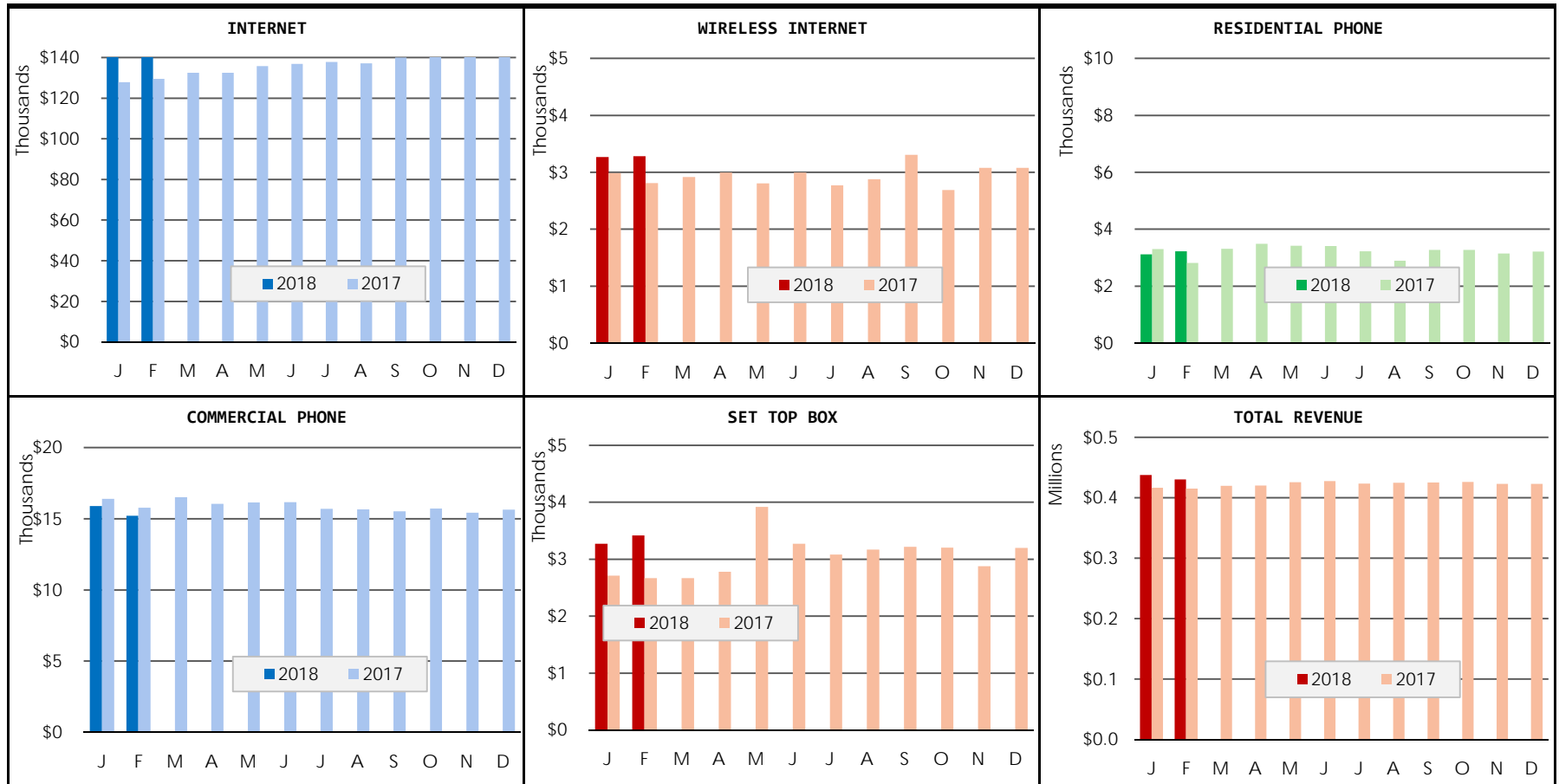


CHART 7
REVENUES FROM SALES BY CLASS
CURRENT VS. PREVIOUS FISCAL YEAR





APRIL 2018

FINANCIAL

STATUS REPORT

City of Monroe
Financial Performance Report
For the Period Ended
February 28, 2018

Cash balances for the City of Monroe as of February 28th total **\$37,606,010**

The following table shows the individual account balances.

GOVERNMENTAL FUND

General Fund Checking	1,286,712.88
Stabilization Fund	1,250,000.00
Community Center Deposits	6,488.65
Group Health Insurance (Claims/Premiums)	626,992.74
Unemployment Fund	17,174.03
Workmen's Compensation (To Fund Claims)	78,465.50

CAPITAL PROJECTS FUND

Capital Improvement - General Government	2,739.99
SPLOST	1,380,834.46
SPLOST 2013	4,169,093.90

SPECIAL REVENUE FUND

Hotel/Motel	7,023.77
DEA Confiscated Assets Fund	7,003.12
Confiscated Assets Fund	21,244.14

DEBT SERVICE FUND

General Obligation	114.80
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ENTERPRISE FUND

Solid Waste	480,757.36
Solid Waste Capital	700,029.26
Utility Revenue	459,793.81
Utility Revenue Reserve	1,333,114.10
Utility MEAG Payment Acct	2,003.74
Utility MGAG Payment Acct	8,319.70
Utility Gov't Loan Payment Acct	26,036.72
Utility MEAG Short-Term Investment	4,709,124.85
Utility MEAG Intermediate Extended Investment	4,552,616.89
Utility MEAG Intermediate Portfolio Investment	1,451,301.80
Utility Capital Improvement	11,872,582.40
Utility GEFA Restricted	1,000.00
Utility Bond Sinking Fund	630,183.49
Tap Fees	1,025,659.70
Utility Customer Deposits	1,499,598.37

City of Monroe
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GENERAL FUND

	<u>Feb-17</u>	<u>Feb-18</u>	<u>Variance</u>	<u>2018 Budget</u>	<u>% Budget to YTD 2018</u>
REVENUE					
TAXES	1,290,353	1,430,061	139,708	6,773,323	21.11%
LICENSES & PERMITS	96,738	95,511	(1,227)	327,700	29.15%
INTERGOVERNMENTAL	(24,170)	154,802	178,972	460,374	33.63%
CHARGES FOR SERVICES	119,128	113,201	(5,927)	700,000	16.17%
FINES	45,811	59,384	13,573	400,000	14.85%
INVESTMENT INCOME	-	-	-	-	-
CONTRIBUTIONS & DONATIONS	2,073	12,017	9,944	41,000	29.31%
MISCELLANEOUS INCOME	36,458	46,361	9,903	266,000	17.43%
OTHER FINANCING SOURCES	312,463	354,176	41,713	2,518,758	14.06%
TOTAL REVENUE:	1,878,854	2,265,513	386,659	11,487,155	19.72%
EXPENSE					
GENERAL GOVERNMENT	195,623	158,366	(37,257)	1,315,499	12.04%
FINANCE	63,875	41,976	(21,899)	417,991	10.04%
PROTECTIVE/CODE INSPECTION	45,613	56,768	11,155	631,363	8.99%
FIRE	232,679	300,563	67,884	2,202,148	13.65%
HIGHWAYS & STREETS	219,027	194,991	(24,036)	1,569,486	12.42%
POLICE	494,940	459,505	(35,435)	4,203,295	10.93%
PARKS/BUILDINGS	35,475	19,733	(15,742)	285,129	6.92%
OTHER FINANCING USES	-	-	-	862,248	-
TOTAL EXPENSES:	1,287,232	1,231,902	(55,330)	11,487,159	10.72%

Collections year-to-date are \$2,265,513 which is 19.72% of the total amount budgeted for 2018.

Taxes:

- General Tax collections for the month were \$354 thousand. *Until the last quarter of the year when property tax collections start coming in, this figure includes an estimated \$230 thousand.*
- Local Option Sales Tax collected for the month was \$148 thousand
- Selective Sales & Use Tax (*Alcohol Beverage, etc.*) collections for February were \$23 thousand
- Business Tax collections for the month were \$107 thousand. *Insurance Premium Tax will not be received from the State until October. If the Insurance Premium Tax were paid monthly, we would have an additional \$70,000. The due date for existing businesses is March 1*

Licenses & Permits

- Business Licenses (*include alcoholic beverage permits and insurance licenses*) collections for the month were \$19 thousand
- Building permits; \$14 thousand collected in February

Charges for Services

- Culture & Recreation (*Event Fees*); No revenue collected at this time.
- Self Insurance fees & Cemetary lot fees collected during the month totaled \$56 thousand

*City of Monroe
Financial Performance Report
For the Period Ended
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Fines

- Municipal Court Collections were \$24 thousand. *This figure does not include any of the add-on fees collected that are paid to outside agencies and not included as part of the City's revenue.*

Contributions & Donations

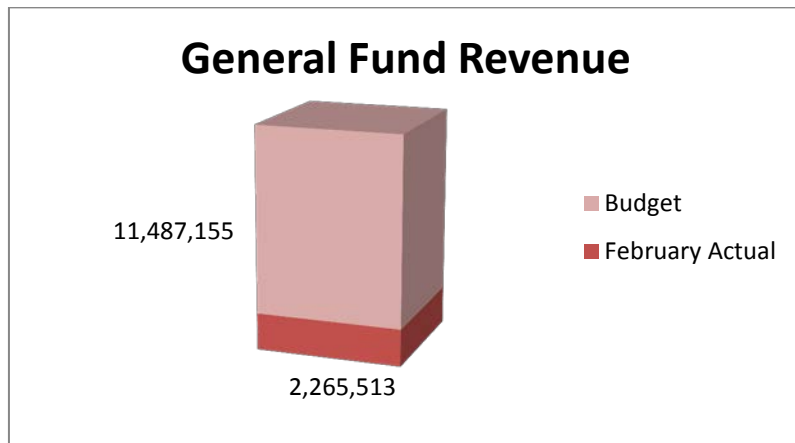
- Main Street; no revenue has been collected at this time

Miscellaneous

- Hanger rent, tie down fees, community center & Walton Plaza rental fees totaled \$14 thousand

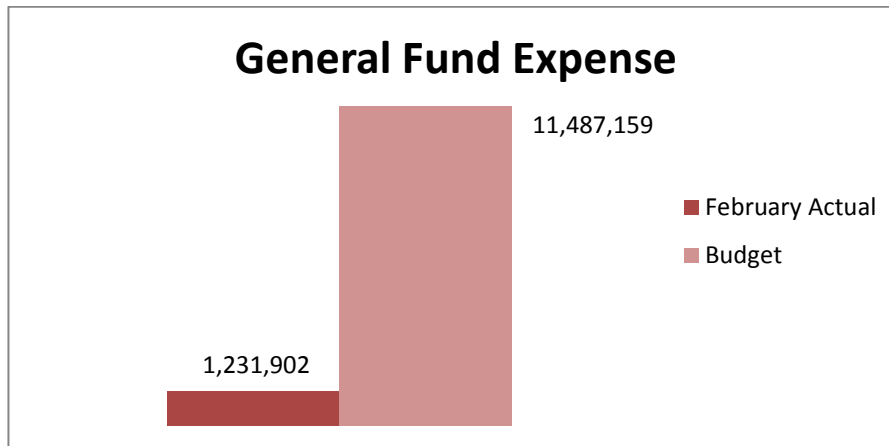
Other Financing Sources

- Operating transfers in from Utilities for the month were \$181 thousand and operating transfers in from Solid Waste were \$20 thousand



Expenditures

General fund year-to-date total expenditures of \$1,231,902 are at 11% of the total budgeted for 2018.



City of Monroe
Financial Performance Report
For the Period Ended
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COMBINED UTILITIES FUND

	<u>Feb-17</u>	<u>Feb-18</u>	<u>Variance</u>	<u>2018 Budget</u>	<u>% Budget to YTD 2018</u>
REVENUE					
INTERGOVERNMENTAL	-	120,510	120,510	500,000	24.10%
CHARGES FOR SERVICES					
WATER	783,889	791,806	7,917	4,845,000	16.34%
SEWER	646,690	668,357	21,667	3,928,000	17.02%
ELECTRIC	2,843,854	3,030,740	186,886	19,004,530	15.95%
NATURAL GAS	925,742	1,268,297	342,555	3,566,181	35.56%
CATV/INTERNET	893,401	925,622	32,221	5,698,000	16.24%
UTILITY NON SPECIFIC	117,872	127,038	9,166	640,000	19.85%
GUTA	-	20,630	20,630	367,062	5.62%
INTEREST INCOME	27,715	384,101	356,386	60,000	640.17%
CONTRIBUTIONS & DONATIONS	-	-	-	-	-
MISCELLANEOUS INCOME	-	5,110	5,110	-	-
OTHER FINANCING SOURCES	7,142	-	(7,142)	-	-
TOTAL REVENUE:	6,246,305	7,342,211	1,095,906	38,608,773	19.02%
EXPENSE					
FINANCIAL ADMINISTRATION	(249,896)	(328,768)	(78,872)	(2,350,535)	13.99%
UTILITY CUSTOMER SERVICE	198,096	158,502	(39,594)	1,087,100	14.58%
UTILITY BILLING	53,509	42,716	(10,793)	312,636	13.66%
CENTRAL SERVICES	114,699	127,550	12,851	950,800	13.42%
GENERAL ADMIN ELECTRIC/TELECOMM	36,360	39,567	3,207	358,627	11.03%
ELECTRIC	2,659,769	3,240,012	580,243	18,503,513	17.51%
TELECOMM	913,872	698,285	(215,587)	6,281,929	11.12%
GENERAL ADMIN GAS WATER & SEWER	21,532	21,783	251	217,159	10.03%
SEWER	482,916	569,607	86,691	4,594,859	12.40%
WATER	425,884	535,854	109,970	4,631,205	11.57%
GAS	636,176	797,695	161,519	3,653,918	21.83%
GUTA	-	42,800	42,800	367,562	11.64%
TOTAL EXPENSES:	5,292,917	5,945,603	652,686	38,608,773	15.40%

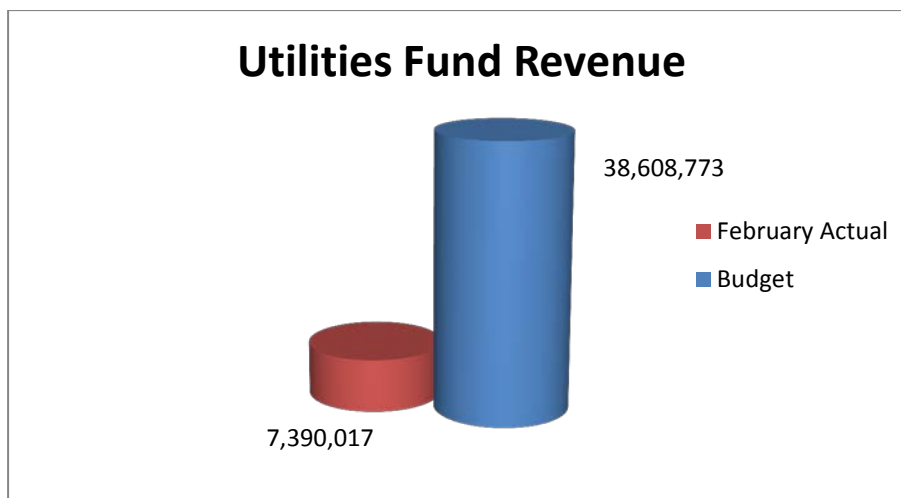
*City of Monroe
Financial Performance Report
For the Period Ended
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Revenue

Operating revenues total \$7,342,211 which is 19% of the total amount budgeted for 2018

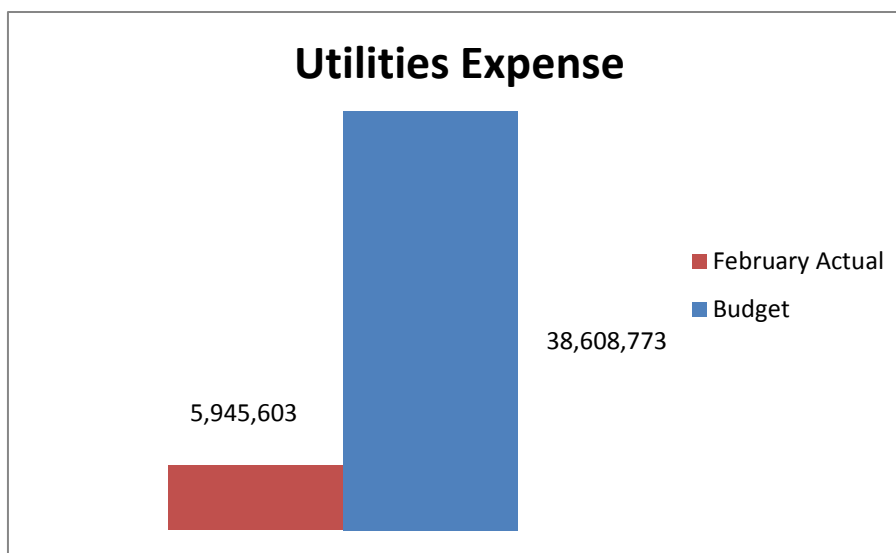
Charges for Sales and Services for the month:

- Water \$410 thousand
- Sewer \$346 thousand
- Electric \$1.6 million
- Natural Gas \$735 thousand
- Telecom \$457 thousand



Expenses

- Operating expenses were at 15% of the total budget, \$5,945,603



City of Monroe
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For the Period Ended
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The table below shows the changes in net position for the Utility Fund

	ADMINISTRATIVE DIVISION	CATV/INTERNET DIVISION	ELECTRIC DIVISION	GAS DIVISION	WASTEWATER DIVISION	WATER DIVISION	GUTA DIVISION	TOTAL ALL DIVISIONS
OPERATING REVENUES								
Charges for sales and services	\$ -	\$ 925,622.33	\$ 3,078,546.38	\$ 1,268,297.04	\$ 668,357.29	\$ 791,805.63	\$ 20,630.00	\$ 6,753,258.67
Customer account fees	132,148.25	-	-	-	-	-	-	132,148.25
Other revenue - allocation	(114,950.53)	19,205.94	48,632.12	11,664.03	15,753.97	19,694.47	-	0.00
Other	-	-	-	-	-	-	-	-
Total operating revenues	17,197.72	944,828.27	3,127,178.50	1,279,961.07	684,111.26	811,500.10	20,630.00	6,885,406.92
OPERATING EXPENSES								
Cost of sales and services	-	360,746.19	2,593,684.60	500,735.18	-	-	-	3,455,165.97
General operating expenses	(36,115.20)	218,101.36	452,114.04	176,652.67	341,675.75	343,583.85	42,799.97	1,538,812.44
Depreciation	-	-	-	-	-	-	-	-
Amortization	-	-	-	-	-	-	-	-
Total operating expenses	(36,115.20)	578,847.55	3,045,798.64	677,387.85	341,675.75	343,583.85	42,799.97	4,993,978.41
Operating income (loss)	(18,917.48)	365,980.72	81,379.86	602,573.22	342,435.51	467,916.25	(22,169.97)	1,891,428.51
NON-OPERATING REVENUES (EXPENSES)								
Interest income	17,197.72	-	-	-	-	-	-	17,197.72
Other	-	-	401,299.00	-	120,510.29	-	-	521,809.29
Intergovernmental	-	-	-	-	-	-	-	-
Interest expense	(585.95)	-	-	(7,503.04)	(23,303.76)	(24,526.94)	-	(55,919.69)
Gain on disposal of capital assets	-	-	-	-	-	-	-	-
Total non-operating revenue (expense)	16,611.77	-	401,299.00	(7,503.04)	97,206.53	(24,526.94)	-	483,087.32
Income (loss) before capital contributions and transfers	(2,305.71)	365,980.72	482,678.86	595,070.18	439,642.04	443,389.31	(22,169.97)	2,302,285.43
Capital contributions	-	-	-	-	-	-	-	-
Capital assets	(33,529.25)	(72,893.75)	(40,098.24)	(87,544.53)	(170,671.78)	(128,517.19)	-	(533,254.74)
Transfers in	-	-	-	-	-	-	-	-
Transfers out	(2,000.00)	(46,544.72)	(145,876.55)	(47,041.36)	(33,955.63)	(39,224.79)	-	(314,643.05)
	(35,529.25)	(119,438.47)	(185,974.79)	(134,585.89)	(204,627.41)	(167,741.98)	-	(847,897.79)
Change in net position	\$ (37,834.96)	\$ 246,542.25	\$ 296,704.07	\$ 460,484.29	\$ 235,014.63	\$ 275,647.33	\$ (22,169.97)	\$ 1,454,387.64
Net position, beginning of year								67,551,155.00
Net position, end of period	\$ (37,834.96)	\$ 246,542.25	\$ 296,704.07	\$ 460,484.29	\$ 235,014.63	\$ 275,647.33	\$ (22,169.97)	\$ 69,005,542.64

City of Monroe
Financial Performance Report
For the Period Ended
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SOLID WASTE FUND

	<u>Feb-17</u>	<u>Feb-18</u>	<u>Variance</u>	<u>2018 Budget</u>	<u>% Budget to YTD 2018</u>
REVENUE					
CHARGES FOR SERVICES	791,782	732,149	(59,633)	4,611,200	15.88%
CONTRIBUTIONS & DONATIONS	-	-	-	-	-
TOTAL REVENUE:	791,782	732,149	(59,633)	4,611,200	15.88%
EXPENSE					
ADMINISTRATION	41,803	42,993	1,190	342,176	12.56%
SOLID WASTE COLLECTION	124,428	118,988	(5,440)	830,811	14.32%
SOLID WASTE DISPOSAL	426,484	358,426	(68,058)	2,520,805	14.22%
RECYCLABLE COLLECTION	10,853	11,476	623	160,909	7.13%
PUBLIC EDUCATION	-	-	-	-	-
YARD TRIMMINGS COLLECTION	31,655	48,671	17,016	220,339	22.09%
OTHER FINANCING USES	41,589	38,608	(2,981)	536,160	7.20%
TOTAL EXPENSES:	676,812	619,162	(57,650)	4,611,200	13.43%

Revenue

Collections year-to-date as of February are \$732 thousand, 15% of the revenue budget appropriation.

- Sanitation fee collections for February were \$187 thousand
- Transfer Station revenues were \$196 thousand for the month



*City of Monroe
Financial Performance Report
For the Period Ended
February 28, 2018*

Expenses

Solid Waste expenses year-to-date as of February are at 13% of the total budget, \$619 thousand



*City of Monroe
Financial Performance Report
For the Period Ended
February 28, 2018*

SPLOST

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

Sales Tax Receipt Month	Walton County		15.3335760% Monroe's Portion up to 60M	Actual Receipt Total for Month	Other Revenues	Total Receipts SPLOST	Expenses for the Month	Interest for the Month
	Special Local Option Sales Taxes Received	Receipt Total for Period of SPLOST						
Feb-17	778,138.75	39,304,269.15	119,316.50	119,314.35		119,314.35	16,223.31	247.48
Mar-17	759,086.68	40,063,355.83	116,395.13	116,393.04		116,393.04	89,191.52	279.04
Apr-17	835,050.38	40,898,406.21	128,043.08	-		-	94,297.57	272.52
May-17	945,777.64	41,844,183.85	145,021.53	273,059.70	15,782.40	288,842.10	135,393.69	284.64
Jun-17	848,506.61	42,692,690.46	130,106.41	-		-	149,150.18	279.95
Jul-17	847,263.86	43,539,954.32	129,915.85	260,017.57	-	260,017.57	16,868.17	288.27
Aug-17	877,233.25	44,417,187.57	134,511.23	134,508.81	145,529.34	280,038.15	16,101.80	301.34
Sep-17	868,042.28	45,285,229.85	133,101.92	133,099.53		133,099.53	178,174.68	301.63
Oct-17	856,642.97	46,141,872.82	131,354.00	131,351.64		131,351.64	178,300.43	315.69
Nov-17	830,845.61	46,972,718.43	127,398.34	127,396.05		127,396.05	21,580.37	302.25
Dec-17	853,438.30	47,826,156.73	130,862.61	130,900.98		130,900.98	10,755.25	322.22
Jan-18	986,456.84	48,812,613.57	151,259.11	151,215.66		151,215.66	3,633.00	331.85
Feb-18	853,134.51	49,665,748.08	130,816.03	130,813.67		130,813.67	11,795.62	311.39

Performance Indicators	Feb-18	Jan-18	Dec-17	Nov-17	Oct-17	Sep-17	Aug-17	Jul-17	Jun-17	May-17	Apr-17	Mar-17	Feb-17
Telephone Calls													
Admin Support													
Utilities - Incoming Calls	5,419	6,756	5,736	6,047	6,234	8,851	7,103	6,434	6,918	6,176	5,714	6,126	5,937
Utilities - Abandoned Calls	296	421	327	342	396	494	468	379	444	384	403	339	405
% of Abandoned Calls - Utility	5.46%	6.23%	5.70%	5.66%	6.35%	5.58%	6.59%	5.89%	6.42%	6.22%	7.05%	5.53%	6.82%
Utilities													
Electric Customers	6,310	6,347	6,230	6,217	6,287	6,261	6,305	6,279	6,291	6,330	6,475	6,258	6,259
Natural Gas Customers	3,742	3,772	3,726	3,731	3,749	3,760	3,751	3,728	3,740	3,791	3,876	3,745	3,742
Water Customers	9,157	9,236	9,111	9,076	9,114	9,095	9,160	9,133	9,163	9,173	9,323	9,110	9,094
Wastewater Customers	6,900	6,974	6,863	6,837	6,891	6,864	6,915	6,891	6,902	6,947	7,097	6,869	6,863
Cable TV Customers	3,622	3,682	3,599	3,626	3,681	3,669	3,714	3,705	3,751	3,752	3,713	3,714	3,738
Digital Cable Customers	198	197	196	194	192	189	186	182	185	187	190	181	184
Internet Customers	3,456	3,470	3,365	3,293	3,338	3,366	3,318	3,328	3,338	3,317	3,226	3,260	3,211
Residential Phone Customers	893	901	889	887	896	905	929	911	924	927	931	904	911
Commercial Phone Customers	432	448	441	435	443	440	451	446	462	461	459	475	469
Fiber Customers	62	58	49	49	49	49	52	52	52	52	52	52	52
Work Orders Generated													
Utilities													
Connects	753	672	616	706	755	650	782	663	623	666	588	898	777
Cutoff for Non-Payment	129	216	232	189	203	201	286	230	267	309	209	233	239
Electric Work Orders	45	32	33	59	98	91	90	68	65	99	124	84	52
Water Work Orders	94	113	133	98	111	94	98	92	76	103	86	90	250
Natural Gas Work Orders	30	47	56	26	31	11	19	13	35	34	35	53	25
Disconnects	632	633	509	556	771	672	769	647	621	761	504	743	679
Telecomm Work Orders	380	410	302	325	483	427	512	489	518	481	434	498	436
Billing/Collections													
Utilities													
Utility Revenue Billed	\$ 3,965,341	\$ 3,540,223	\$ 3,239,965	\$ 3,115,028	\$ 3,420,156	\$ 3,608,210	\$ 3,557,935	\$ 3,339,918	\$ 3,186,533	\$ 3,112,404	\$ 3,059,715	\$ 3,259,561	\$ 3,426,757
Utility Revenue Collected	\$ 3,581,457	\$ 3,385,570	\$ 3,073,351	\$ 3,125,037	\$ 3,448,590	\$ 3,549,586	\$ 3,321,622	\$ 3,130,385	\$ 3,129,031	\$ 3,160,269	\$ 2,896,504	\$ 3,502,087	\$ 3,337,257
# of Inactive Accounts Written Off	55	80	77	52	49	54	56	50	14	58	35	72	85
Amount Written Off for Bad Debt	\$ 36,511	\$ 46,845	\$ 42,805	\$ 26,793	\$ 21,466	\$ 23,542	\$ 23,014	\$ 24,317	\$ 6,958	\$ 27,804	\$ 15,156	\$ 35,731	\$ 51,347
Utility Bad Debt Collected	\$ 6,920	\$ 12,828	\$ 5,398	\$ 4,726	\$ 3,984	\$ 5,723	\$ 5,649	\$ 3,378	\$ 415	\$ 4,571	\$ 3,024	\$ 7,068	\$ 5,033
Extensions													
Utilities													
Extensions Requested	627	761	583	662	717	722	711	680	647	685	595	632	606
Extensions Pending	291	259	193	286	293	311	270	302	236	294	251	194	239
Extensions Defaulted	25	48	30	31	33	45	46	41	56	30	30	30	36
Taxes													
Admin Support													
Property Tax Transactions	-	-	5	1	-	6	480	6	26	12	1	5	8
Property Tax Collected	\$ -	\$ -	\$ 2,342	\$ 113	\$ -	\$ 679	\$ 17,166	\$ 1,610	\$ 7,266	\$ 3,115	\$ 171	\$ 1,379	\$ 1,119
Accounting													
Payroll & Benefits													
Payroll Checks issued	70	70	223	64	62	53	52	90	74	52	51	48	51
Direct Deposit Advices	415	409	614	414	395	397	387	398	587	405	394	404	395
General Ledger													
Accounts Payable Checks Issued	289	258	320	313	294	258	372	302	346	385	293	397	306
Accounts Payable Invoices Entered	420	232	366	449	275	590	389	512	716	528	480	553	542
Journal Entries Processed	163	166	180	150	207	183	165	165	178	150	138	176	123
Miscellaneous Receipts	264	239	261	279	553	215	227	186	210	220	207	273	246
Utility Deposit Refunds Processed	18	29	29	34	41	31	60	49	73	35	38	65	30
Local Option Sales Tax	\$ 147,572	\$ 170,725	\$ 147,431	\$ 143,745	\$ 148,203	\$ 150,257	\$ 151,509	\$ 146,601	\$ 146,581	\$ 166,217	\$ 144,473	\$ 131,333	\$ 134,643
Special Local Option Sales Tax - 2013	130,814	151,216	130,901	127,396	131,352	133,100	134,509	129,914	130,106	145,022	128,043	116,393	119,317

Performance Indicators	Feb-18	Jan-18	Dec-17	Nov-17	Oct-17	Sep-17	Aug-17	Jul-17	Jun-17	May-17	Apr-17	Mar-17	Feb-17
Personnel													
Payroll & Benefits													
Budgeted Positions	241	241	228	228	228	228	228	228	228	228	228	228	228
Filled Positions	227	226	217	216	225	222	209	207	207	208	208	207	207
Vacancies	14	15	11	12	13	16	19	21	21	20	20	21	21
Unfunded Positions	33	33	32	32	32	32	32	32	32	32	32	32	32
Clinic Appointment Capacity	232	171	120	160	140	140	180	141	164	180	160	180	175
Clinic Ancillary Visits	100	47	10	26	25	16	41	54	56	73	72	61	22
Clinic Utilization Percentage	101%	95%	78%	83%	89%	80%	97%	93%	95%	90%	83%	105%	60%
Clinic No Shows	10	14	5	9	16	17	22	21	31	31	24	25	4
Clinic Utilization2	134	115	83	106	100	96	134	77	100	89	60	128	83

TAX REVENUE COMPARISONS

Since municipalities are creations of the state, their capacity to generate revenues is determined by specific revenue raising authority granted to them under the Georgia Constitution and State law. The City of Monroe, like all local governments, relies on tax revenues to fund operations of the general government. Accounting for the different type of tax revenues is an important function of the City of Monroe's Finance Department.

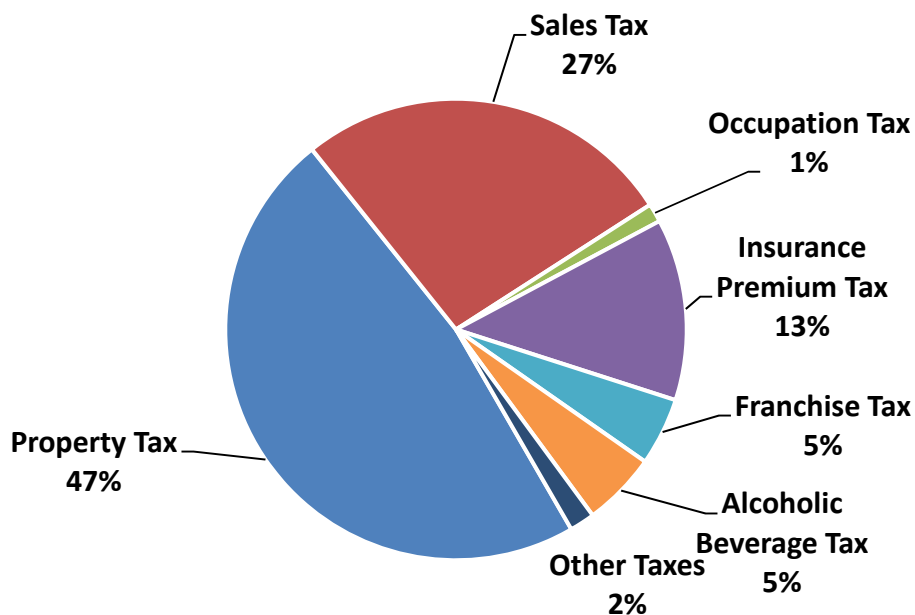
The types of tax revenues funding the General Government of the City of Monroe are:

- **Property Tax** is an ad valorem tax of real property. Property is assessed at 40% of the fair market value then calculated at the current millage rate.
- **Motor Vehicle Tax** is a motor vehicle and trailer excise tax.
- **Title Ad Valorem Tax (TAVT)** is a one-time tax imposed on the fair market value of a vehicle at the time of registration.
- **Mobile Home Tax** is taxation on manufactured homes.
- **Personal Property Tax-Intangible** is a tax levied on gross earnings from intangible property such as savings accounts, stocks, bonds, etc.
- **Personal Property Tax-Railroad** is a tax on the assessment of railroad equipment determined by the State Board of Equalization.
- **Local Option Sales Tax (LOST)** is a 1% sales and use tax. The City of Monroe's portion of the 1% tax is 17.3%.
- **Real Estate Transfer Tax** is a tax on the value of transferred real estate.
- **Franchise Tax** is a tax charged to outside utility providers for the use of public right of way.
- **Hotel/Motel Tax** is a 5% excise tax levied on the sale of rooms, lodgings & accommodations.
- **Alcohol Beverage Tax-Beer/Wine & Mixed Drink** is an excise tax levied on alcohol sales
- **Business & Occupation Tax** is a tax on business & occupations based on gross receipts
- **Insurance Premium Tax** is a tax on insurance premiums collected by insurance companies.
- **Financial Institutions Tax** is a tax on gross receipts of financial institutions.

A comparison of the City of Monroe's tax revenues for 2016 and 2017 show an increase in overall collections:

	2016	2017	Variance
Section A - General Property Taxes	\$3,036,358	\$3,168,882	\$132,524
Real Property Taxes, Current Year	\$2,634,075	\$2,770,884	\$136,809
Real Property Taxes, Current Year - Public Utility	\$52,035	\$54,132	\$2,097
Real Property Taxes, Prior Year	\$50,316	\$16,861	(\$33,455)
Personal Property Taxes, Current Year - Motor Vehicle Taxes	\$44,837	\$43,784	(\$1,053)
Personal Property Taxes, Current Year - Title Ad Valorem Tax	\$224,924	\$263,950	\$39,026
Personal Property Taxes, Current Year - Mobile Home Taxes	\$6,223	\$5,766	(\$457)
Personal Property Taxes, Current Year - Intangibles	\$23,450	\$13,006	(\$10,444)
Personal Property Taxes, Current Year - Railroad Equipment	\$498	\$499	\$1
Section B - General Sales and Use Taxes	\$1,672,504	\$1,782,464	\$109,960
Local Option Sales Tax (LOST) Counties Only	\$1,672,504	\$1,782,464	\$109,960
Section C - Excise or Selective Sales and Use Taxes or Fees	\$1,622,769	\$1,723,592	\$100,823
Intangible - Real Estate Transfer Tax	\$8,871	\$5,723	(\$3,148)
Franchise Taxes - Electric	\$253,768	\$269,769	\$16,001
Franchise Taxes - Telephone	\$50,152	\$48,153	(\$2,000)
Hotel/Motel Tax	\$42,504	\$45,983	\$3,479
Alcoholic Beverage Excise Taxes - Beer and Wine	\$280,651	\$327,956	\$47,305
Alcoholic Beverage Excise 3% Taxes - Mixed Drinks - Other	\$15,992	\$19,577	\$3,585
Business and Occupation Tax	\$86,200	\$87,339	\$1,139
Insurance Premiums Tax	\$825,052	\$852,827	\$27,775
Financial Institutions Tax	\$59,579	\$66,266	\$6,687

City of Monroe 2017



Below is a table comparing the different types of tax revenues for 2016 of cities comparable to the City of Monroe, along with the statewide average.

	Monroe	Acworth	Bainbridge	Covington	Loganville	Statewide Average
Section A - General Property Taxes	\$3,036,358	\$5,509,025	\$2,058,731	\$4,748,374	\$3,852,230	\$5,111,626
Real Property Taxes, Current Year	\$2,634,075	\$4,119,866	\$1,663,023	\$4,259,040	\$3,105,611	\$2,563,910
Real Property Taxes, Current Year - Public Utility	\$52,035	\$143,967	\$0	\$0	\$0	\$2,042,811
Real Property Taxes, Current Year - Timber Taxes	\$0	\$0	\$831	\$0	\$0	\$34,630
Real Property Taxes, Current Year - Other	\$0	\$261	\$0	\$4,126	\$0	\$493
Real Property Taxes, Prior Year	\$50,316	\$20,278	\$74,541	\$9,731	\$0	\$21,052
Personal Property Taxes, Current Year	\$0	\$370,008	\$0	\$4,729	\$282,317	\$77,369
Real Property Taxes, Prior Year	\$0	\$17	\$0	\$0	\$0	\$113,696
Personal Property Taxes, Current Year - Motor Vehicle Taxes	\$44,837	\$131,810	\$63,784	\$411,858	\$103,916	\$9,265
Personal Property Taxes, Current Year - Title Ad Valorem Tax	\$224,924	\$661,312	\$224,834	\$0	\$323,153	\$78,962
Personal Property Taxes, Current Year - ALT_ Apportioned	\$0	\$3,155	\$7,355	\$0	\$0	\$130,808
Personal Property Taxes, Current Year - Mobile Home Taxes	\$6,223	\$1,993	\$1,730	\$405	\$7,252	\$604
Personal Property Taxes, Current Year - Intangibles	\$23,450	\$54,895	\$18,265	\$53,581	\$29,981	\$1,615
Personal Property Taxes, Current Year - Railroad Equipment	\$498	\$1,202	\$0	\$4,904	\$0	\$33,277
Personal Property Taxes, Current Year - Other	\$0	\$261	\$4,368	\$0	\$0	\$3,134
Section B - General Sales and Use Taxes	\$1,672,504	\$0	\$1,615,279	\$1,981,351	\$1,011,101	\$1,586,906
Local Option Sales Tax (LOST) Counties Only	\$1,672,504	\$0	\$1,615,279	\$1,981,351	\$1,011,101	\$1,586,906
Section C - Excise or Selective Sales and Use Taxes or Fees	\$1,622,769	\$3,912,153	\$2,639,305	\$3,233,014	\$2,062,432	\$1,700,800
Intangible - Real Estate Transfer Tax	\$8,871	\$12,231	\$5,398	\$12,452	\$9,491	\$18,781
Franchise Taxes - Electric	\$253,768	\$1,010,424	\$792,397	\$517,482	\$540,777	\$338,323
Franchise Taxes - Water	\$0	\$0	\$0	\$0	\$0	\$4,657
Franchise Taxes - Gas	\$0	\$98,477	\$0	\$0	\$61,442	\$36,209
Franchise Taxes - Sewage	\$0	\$0	\$0	\$0	\$0	\$2,291
Franchise Taxes - Cable Television	\$0	\$257,006	\$114,729	\$146,653	\$81,395	\$63,891
Franchise Taxes - Telephone	\$50,152	\$34,952	\$37,153	\$80,404	\$12,983	\$27,285
Hotel/Motel Tax	\$42,504	\$206,648	\$194,620	\$685,132	\$31,264	\$393,145
Alcoholic Beverage Excise Taxes - Beer and Wine	\$280,651	\$451,734	\$331,332	\$493,848	\$325,430	\$148,632
Alcoholic Beverage Excise Taxes - 0_22 cent Distilled Spirits	\$0	\$0	\$0	\$68,818	\$0	\$12,532
Alcoholic Beverage Excise 3% Taxes - Mixed Drinks - Private	\$0	\$0	\$0	\$43,015	\$0	\$4,238
Alcoholic Beverage Excise 3% Taxes - Mixed Drinks - Other	\$15,992	\$87,158	\$8,579	\$0	\$15,806	\$28,169
Excise Tax on Energy Used in Manufacturing	\$0	\$0	\$0	\$0	\$1,019	\$7,426
Business and Occupation Tax	\$86,200	\$497,944	\$312,546	\$301,399	\$380,230	\$160,795
Insurance Premiums Tax	\$825,052	\$1,177,704	\$792,472	\$755,750	\$602,595	\$438,628
Financial Institutions Tax	\$59,579	\$77,875	\$50,079	\$128,061	\$0	\$15,798



FIRE

DEPARTMENT

MONTHLY REPORT

APRIL

2018

[illegible]

[illegible]



POLICE

DEPARTMENT

MONTHLY REPORT

APRIL

2018

Public Safety Dept. Activity Report-FEB. 2018

Monroe Police Dept.		Monroe Fire Dept.			
Calls for Service	3345	FIRES		PHONE CALLS	128
		Building	1	TOTAL	128
Calls to MPD	1536	Cooking	0	SERVICE CALLS	
		Vehicle	0	Assist other Agency	2
Court Cases	539	Grass	0	Public Service	1
		Trash/Waste	2	Service other	6
Training Hours	73	Dumpster	0	TOTAL	9
		Fire Other	0	GOOD INTENT CALL	
Part 1 Crimes	67	TOTAL	3	Canceled call	45
		EMS		No Emergency Found	4
Part 2 Crimes	47	EMS Calls	77	Good Intent Other	1
		Medical Assist.	48	TOTAL	50
Arrest-Adult	97	Vehicle Accident w/injuries	6	FALSE ALARM	
Juvenile	6	Vehicle/Pedestrian Accident	1	Malicious Alarm	2
		MVA/No injuries	6	System/Detector Malfunction	8
C/S Trash Pick up	0	Extrication	1	Unintentional Activation	0
Tires	0	EMS other	0	Alarm Other	0
		TOTAL	139	TOTAL	10
		HAZARDOUS CONDITIONS		SEVER WEATHER	
		Flammable Liquid Spill	0	Sever Weather	0
		Gas Leak(LP/Natural Gas)	1	TOTAL	0
		Hazardous Other	1	GRAND TOTAL	213
		TOTAL	2		
Community Events					
2/8-Chocolate Walk					
2/10-Honoring the Life-Etchison-Reception		Aid Given to WCFR	6		
2/14-Great Oaks-emerg. Preparedness Exercise		Aid Received from WCFR	1		
2/17-A Strong Hands Up class					
2/19-Kemp-Bus tour		Public Relations/Events	2		
2/23-Boys & Girls Pre-Spring Safety Day		Training Hrs.	272		
2/24-A Strong Hands Up class		Building Inspections	18		
2/26-Back to Basic School visit		Smoke Alarms Issued to Public	0		
		Arson Investigations/City	1		
		Arson Invest./Inter Agency	0		

[illegible]

COMPARISON OF CITATIONS 2017/2018

	Feb-17	Feb-18
CITATIONS/WARNINGS ISSUED:	279	461
ADJUDICATED/CLOSED CASES	286	539
FINES COLLECTED PER MONTH	\$32,687.00	\$45,872.61
YEAR TO DATE COLLECTED:	\$53,961.25	\$91,109.11



WALTON COUNTY 911

Radio Log Statistical Report, by Unit

<u>Unit</u>	<u>Unit Description</u>	<u>Number of Logs</u>
301	LAW ENFORCEMENT UNIT	1
316	LAW ENFORCEMENT UNIT	6
320	LAW ENFORCEMENT UNIT	7
321	LAW ENFORCEMENT UNIT	1
326	LAW ENFORCEMENT UNIT	3
340	LAW ENFORCEMENT UNIT	5
341	LAW ENFORCEMENT UNIT	1
351	LAW ENFORCEMENT UNIT	9
352	LAW ENFORCEMENT UNIT	22
353	LAW ENFORCEMENT UNIT	9
356	LAW ENFORCEMENT UNIT	25
357	LAW ENFORCEMENT UNIT	2
358	LAW ENFORCEMENT UNIT	1
360	LAW ENFORCEMENT UNIT	18
361	LAW ENFORCEMENT UNIT	3
362	LAW ENFORCEMENT UNIT	25
363	LAW ENFORCEMENT UNIT	33
364	LAW ENFORCEMENT UNIT	4
366	LAW ENFORCEMENT UNIT	31
370	LAW ENFORCEMENT UNIT	4
Total Radio Logs:		210

Report Includes:

All dates between '00:00:00 02/01/18' and '00:00:00 03/01/18', All agencies matching 'MPD', All zones, All units, All tencodes matching '1066', All shifts



WALTON COUNTY 911

Law Total Incident Report, by Nature of Incident

<u>Nature of Incident</u>	<u>Total Incidents</u>
FIGHT VIOLENT	11
ANIMAL BITE	2
ANIMAL COMPLAINT	7
VICIOUS ANIMAL	1
PROWLER	13
ATTEMPTED BURGLARY	2
BURGLARY IN PROGRESS	4
BURGLARY REPORT	5
DOMESTIC NON-VIOLENT	62
DOMESTIC VIOLENT	4
ARMED ROBBERY	1
WARRANT SERVICE	25
SUBJECT WITH WEAPON	1
SUSPICIOUS PERSON	112
SUSPICIOUS VEHICLE	120
SUICIDE ATTEMPT	2
SUICIDE THREAT	2
KEYS LOCKED IN VEHICLE	127
SPEEDING AUTO	2
ACCIDENT NO INJURIES	54
INJURY BY COMPLAINT	3
ACCIDENT WITH A DEER	2
FATALITY TRAFFIC ACCIDENT	1
ACCIDENT WITH INJURIES	7
ACCIDENT UNKNOWN INJURIES	5
ROAD HAZARD	8
LIVESTOCK IN ROADWAY	1
DRUNK DRIVER	2
INTOXICATED PERSON	1
HIT AND RUN	8
DIRECT TRAFFIC	4
FUNERAL ESCORT	17
TRANSPORT	9
DISABLED VEHICLE	35
AREA/BLDG CHECK	1633
LITTERING/ILLEGAL DUMPING	4
CHILD ABUSE	1
RAPE	1
SEXUAL ASSAULT	1
CHASE	1
BANK ALARM	3
BUSINESS ALARM	42
CHURCH ALARM	2
RESIDENTIAL ALARM	29

<u>Nature of Incident</u>	<u>Total Incidents</u>
SCHOOL ALARM	2
SUBJECT IN CUSTODY	7
TRANSPORT TO COURT	3
TRANSPORT TO JAIL	4
DEMENTED PERSON NON-VIOLENT	5
STOLEN VEHICLE	5
911 HANGUP	51
CONTROL SUBSTANCE PROBLEM	5
AGENCY ASSISTANCE	20
ASSAULT	3
ASSAULT PRIORITY 3	1
ASSAULT LAW ENFORCEMENT ONLY	5
CHILD CUSTODY DISPUTE	5
CIVIL ISSUE/DISPUTE	7
COUNTERFEIT MONEY	3
DAMAGE TO PROPERTY	20
DISPUTE NON VIOLENT IN NATURE	64
DISTURBING THE PEACE	6
LE ASSIST FOR EMS	24
ENTERING AN AUTO	11
EXTRA PATROL REQUEST	8
ASSIST FIRE DEPARTMENT	6
FIREARMS DISCHARGED	11
FIREWORKS	1
FOLLOW UP TO PREVIOUS CALL	5
FORGERY	2
FOUND PROPERTY	8
FRAUD	5
HARRASSING PHONE CALLS	10
HARRASSMENT	8
IDENTITY THEFT	1
ILLEGAL PARKING	8
JUVENILE RUNAWAY	1
JUVENILE COMPLAINT	22
JUVENILE PROBLEM -NO COMPLAINT	2
LOST ITEM REPOR	2
LOUD MUSIC COMPLAINT	5
MISSING PERSON	9
MISCELLANEOUS LAW INCIDENT	38
PHONE CALLS/MAIL SCAMS	3
SEARCH WARRANT	1
SHOPLIFTING	18
THEFT REPORT	23
THREATS	4
TRAFFIC VIOLATION	446
TRAILER INSPECTION	2
TREE DOWN	1
TRESPASSING	2
UNKNOWN PRIORITY 1	1
UNKNOWN LAW PROBLEM	9

<u>Nature of Incident</u>	<u>Total Incidents</u>
UNSECURE PREMISES	5
VANDALISM CHURCH CEMETERY	1
VEHICLE INSPECTION	14
WELFARE CHECK	35

Total reported: 3345

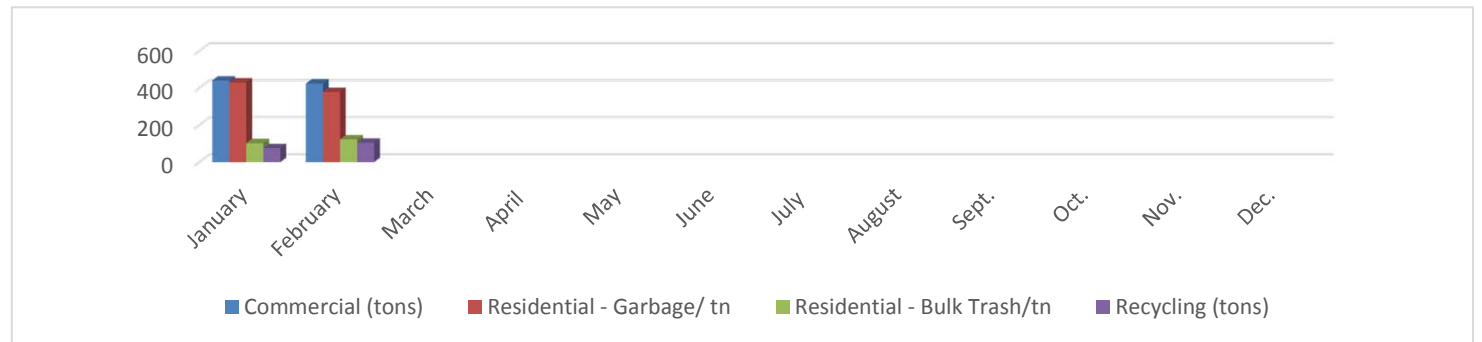
Report Includes:

All dates between '00:00:00 02/01/18' and '00:00:00 03/01/18', All agencies matching 'MPD', All natures, All locations, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



**SOLID WASTE
DEPARTMENT
MONTHLY REPORT
APRIL
2018**

2018	January	February	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.
Commercial (tons)	440.19	424.27										
Residential - Garbage/ tn	429.92	378.95										
Residential - Bulk Trash/tn	101.83	122.38										
Recycling (tons)	75.00	104.98										
Transfer Station (tons)	4,861.42	5,156.39										
Customers (TS)	15	15										
Sweeper (tons)	0.7	1.77										
Storm drain debris (tons)	0.3	9.06										
	January	February	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.
Recycling - Yard Trim (tons)	43.62	70.4										
Recycling - Curbside (tons)	17.76	18.87										
Recycling - Cardboard (tons)	10.73	12.14										
Recycling - Scrap Metal (tons)												
Recycling - Scrap tires (tons)	140 (2.89)	173 (3.57)										
Garbage carts (each)	31	62										
Recycling bins (each)	13	17										
Dumpsters (each)	1	6										
Lids (each)												
Cemetery Permits	1	8										





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

Public Works Administration

February 2018

* The Public Works Office received 459 calls during this period.

*The Public Works Office issued 94 work orders of which 77 were completed.

*Community Building rented out eight times (small – twice, large – five times, and auditorium – once).

Fleet Maintenance Division

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

Department	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
Airport													0
City Hall													0
Code		1											1
Electric/Cable	7	3											10
Finance													0
Fire	3	3											6
Gas/Water/Sewer	6	6											12
GUTA													0
Meter Readers		4											4
Motor Pool													0
Police	9	23											32
Public Works	37	35											72
TOTAL	62	75	0	0	0	0	0	0	0	0	0	0	137

Grounds Division

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

*Picked up 1.87 tons/3,740 pounds of litter on various city streets.

Street Division

*The right of way crew continues to trim limbs, and picked up 2.42 tons/4,840 pounds of litter on the ROW. In addition, they cleared 9.06 tons/18,120 pounds of debris from roadside ditches, and collected 132.65 tons/26,530 pounds of leaves. Crews have also completed road repairs on various streets, along with the demolition of a house on Roberts Street.

*The Airport inspection was completed by GDOT in August 2015 and the street division is continuing to work on those items to bring into state and federal compliance. This work consists of tree removal, grading of slopes, and stormwater drainage renovations.

Sign & Marking Division

- General maintenance:

[illegible]

Building Maintenance Division

- Work orders were issued for repair work and completed at the following locations:

[illegible]



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

MONTHLY DIRECTOR'S REPORT

REPORTING PERIOD: 02/2018 | FY 2018



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CITY OF MONROE: NATURAL GAS FUND OVERVIEW

	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	FY 2018	AS BUDGET	FY 2017
REVENUES	\$ 0.539M	\$ 0.741M	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.280M	\$ 0.606M	\$ 0.937M
PERSONNEL COSTS	\$ 0.052M	\$ 0.039M	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.090M	\$ 0.084M	\$ (0.008M)
CONTRACTED SVC	\$ 0.007M	\$ 0.019M	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.027M	\$ 0.037M	\$ 0.016M
SUPPLIES	\$ 0.230M	\$ 0.290M	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.520M	\$ 0.277M	\$ 0.243M
CAPITAL OUTLAY	\$ -	\$ 0.088M	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.088M	\$ -	\$ -
FUND TRANSFERS	\$ 0.030M	\$ 0.065M	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.095M	\$ 0.139M	\$ 0.070M
EXPENSES	\$ 0.319M	\$ 0.500M	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.819M	\$ 0.536M	\$ 0.321M
MARGIN	\$ 0.220M	\$ 0.241M	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.460M	\$ 0.070M	\$ 0.617M

12-MO
PURCHASED
CCF 's



12-MO
RETAIL
CCF 's



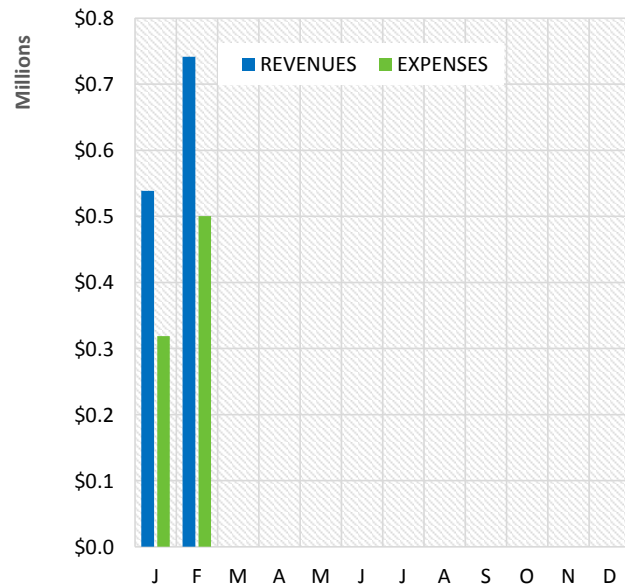
12-MO LINE
LOSS

5.02%

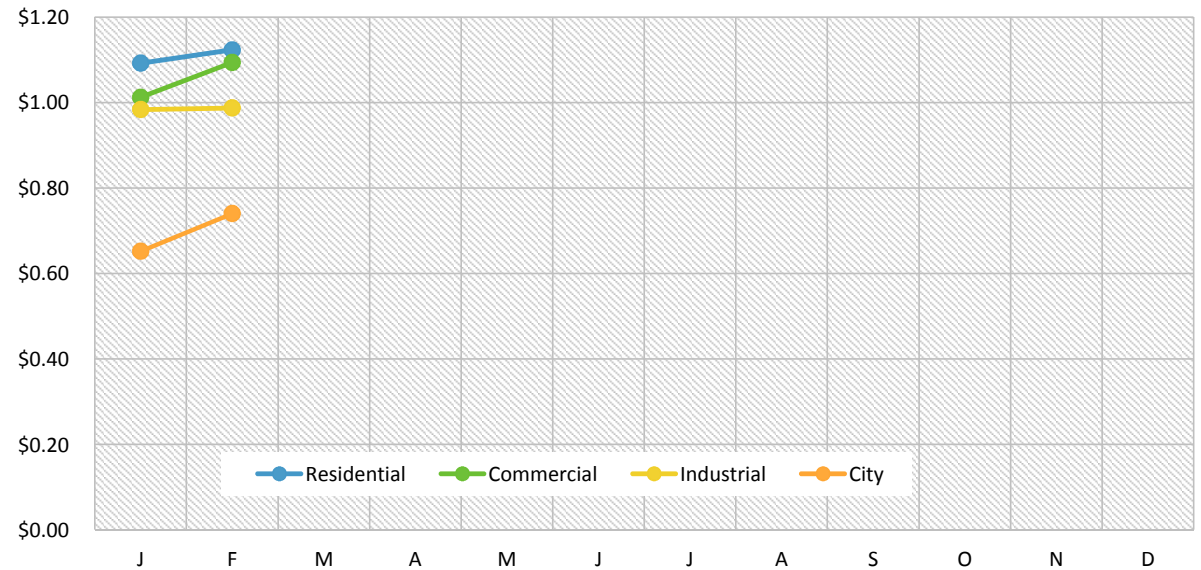
AVERAGE
COST PER
CCF

\$0.4711

REVENUES vs. EXPENSES



AVERAGE \$/CCF



RETAIL SALES REPORT

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CUSTOMER COUNT

Residential	3,188	3,160
Commercial	559	557
Industrial	3	3
City	20	20
Total	3,772	3,742

Year-Over-Year Δ 1.15% 0.00%

CCF

Residential	0.285M	0.348M
Commercial	0.184M	0.278M
Industrial	0.016M	0.008M
City	0.011M	0.017M
Total	0.508M	0.667M

Year-Over-Year Δ 19.11% 68.96%

REVENUE

Residential	\$ 0.312M	\$ 0.391M
Commercial	\$ 0.186M	\$ 0.304M
Industrial	\$ 0.016M	\$ 0.008M
Other	\$ 0.011M	\$ 0.016M
City	\$ 0.007M	\$ 0.012M
Total	\$ 0.531M	\$ 0.731M

Year-Over-Year Δ 10.58% 65.54%

SALES STATISTICS

[Jan 2018](#)
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[Nov 2018](#)
[Dec 2018](#)
[YTD](#)

AVERAGE CCF/CUSTOMER

Residential	89	110	100
Commercial	329	500	414
Industrial	5,453	2,621	4,037
City	527	831	679

AVERAGE \$/CUSTOMER

Residential	\$98	\$124	\$111
Commercial	\$333	\$546	\$440
Industrial	\$5,364	\$2,589	\$3,976
City	\$344	\$616	\$480

AVERAGE \$/CCF

Residential	\$1.0925	\$1.1235	\$1.1080
Commercial	\$1.0124	\$1.0940	\$1.0532
Industrial	\$0.9837	\$0.9876	\$0.9856
City	\$0.6520	\$0.7405	\$0.6962
Average	\$0.9351	\$0.9864	\$0.9608

	Feb 2018	Feb 2017	FY2018 YTD	FY2017 YTD	MOST RECENT 12-MONTH
Natural Gas Supply Cost					
Capacity Reservation Fees	\$ 53,909	\$ 53,984	\$ 107,818	\$ 107,969	\$ 494,335
Demand Storage/Peaking Services	\$ 1,580	\$ 1,580	\$ 3,160	\$ 3,161	\$ 18,604
Supply Charges	\$ 221,963	\$ 181,328	\$ 407,627	\$ 347,655	\$ 975,275
Gas Authority Supply Charges	\$ 10,874	\$ -	\$ 10,874	\$ -	\$ 10,874
Gas Authority Charges	\$ (12,148)	\$ (6,516)	\$ (28,744)	\$ (16,869)	\$ (56,650)
P.A.C.E	300	-	600	-	600
APGA Annual Dues	3,130	-	3,130	-	3,130
Other	4,109	7,308	7,687	9,044	33,218
TOTAL MGAG BILL	\$ 283,716	\$ 237,685	\$ 512,152	\$ 450,959	\$ 1,479,387

DELIVERED SUPPLY

Volume CCF	772,610	453,680	1,338,640	961,510	3,228,380
Volume Dth (MGAG)	751,980	441,070	1,303,720	934,380	3,140,520

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

UNIT COSTS					
\$/Dth	0.3773	0.5389	0.3928	0.4826	0.4711
\$/CCF	0.3672	0.5239	0.3826	0.4690	0.4582

MOST RECENT
12-MONTH

Feb 2018

Feb 2017

FY2018 YTD

FY2017 YTD

SALES REVENUES

NATURAL GAS SALES	\$	731,012	\$	441,395	\$	1,261,897	\$	921,942	\$	3,437,958
SALES REVENUES (ACTUAL)	\$	731,012	\$	441,395	\$	1,261,897	\$	921,942	\$	3,437,958
AS BUDGET	\$	286,932	\$	287,528	\$	573,864	\$	287,528		Not Applicable
% ACTUAL TO BUDGET		254.77%		153.51%		219.89%		320.64%		Not Applicable

Note on Natural Gas Sales: Detail break-down for individual rate class is shown in NATURAL GAS RETAIL SALES section.

OTHER REVENUES

OP REVENUE		-		-		-		-		-
MISC REVENUE		-		200		-		600		1,398
CONTRIBUTED CAPITAL		-		-		-		-		6,970
SALE FIXED ASSETS		-		-		-		-		-
TAP FEES		3,600		1,200		6,400		3,200		25,000
OTHER REV		-		-		-		-		-
ADMIN ALLOC		6,780		5,826		11,664		11,750		90,885
INT/INVEST INCOME		-		-		-		-		-
STATE GRANTS		-		-		-		-		-
MGAG REBATE		-		-		-		-		95,505
OTHER REVENUES (ACTUAL)	\$	10,380	\$	7,226	\$	18,064	\$	15,550	\$	219,758
AS BUDGET	\$	16,169	\$	9,480	\$	32,338	\$	18,960		Not Applicable
% ACTUAL TO BUDGET		64.20%		76.23%		55.86%		82.02%		Not Applicable

TOTAL REVENUES (ACTUAL)	\$	741,392	\$	448,621	\$	1,279,961	\$	937,493	\$	3,657,716
AS BUDGET	\$	303,101	\$	297,008	\$	606,202	\$	594,016		Not Applicable
% ACTUAL TO BUDGET		244.60%		151.05%		211.14%		157.82%		Not Applicable

	Feb 2018	Feb 2017	FY2018 YTD	FY2017 YTD	12-MONTH
PERSONNEL					
Compensation	\$ 34,451	\$ 31,853	\$ 65,436	\$ (26,585)	\$ 393,236
Benefits	4,121	16,510	24,657	18,265	229,239
PERSONNEL (ACTUAL)	\$ 38,572	\$ 48,363	\$ 90,155	\$ (8,320)	\$ 622,753
AS BUDGET	\$ 41,863	\$ 43,305	\$ 83,726	\$ 86,610	Not Applicable
% ACTUAL TO BUDGET	92.14%	111.68%	107.68%	-9.61%	Not Applicable
CONTRACTED SERVICES					
Consulting	\$ -	\$ -	\$ -	\$ -	\$ 9,741
Util Protect Ctr	-	-	-	-	-
Custodial Service	-	-	-	-	92
Lawn & Maint	-	-	-	-	-
Holiday Events	-	-	-	-	394
Security Sys	-	-	-	-	-
Equipment Rep & Maint	3,023	-	3,023	-	3,023
R&M System - Outside	5,818	-	6,343	-	6,343
Maintenance Contracts	152	-	619	-	619
Equip Rent/Lease	244	641	489	1,281	5,848
Pole Equip Rent/Lease	-	-	-	-	-
Equipment Rental	19	-	19	-	19
Repairs & Maintenance (Outside)	-	1,468	-	3,888	54,562
Landfill Fees	-	-	-	-	-
Maint Contracts	-	318	-	558	3,661
Other Contract Svcs	-	7,308	3,647	7,308	21,350
Comm Svcs	600	463	762	624	6,256
Public Relations	32	-	32	-	64
Mkt Expense	400	2,071	2,771	2,721	9,289
Printing	-	-	-	-	70
Util Bill Print Svcs	-	-	-	-	-
Dues & Sub	-	-	-	-	1,370
Travel	-	-	-	-	112
Fees	600	-	600	-	1,035
Ga Dept Rev Fee	-	-	-	-	50
Training & Ed	1,113	-	1,113	-	9,166
Gen Liab Ins	-	-	-	-	-
Uniform Rent	-	-	-	-	449
Contract Labor	7,227	-	7,227	-	7,227
CONTRACTED SERVICES (ACTUAL)	\$ 19,228	\$ 12,269	\$ 26,646	\$ 16,381	\$ 140,740
AS BUDGET	\$ 18,323	\$ 15,973	\$ 36,646	\$ 31,946	Not Applicable
% ACTUAL TO BUDGET	104.94%	76.81%	72.71%	51.28%	Not Applicable

NATURAL GAS: EXPENSES

REPORTING PERIOD: 02/2018

MONROE

MOST RECENT

12-MONTH

	Feb 2018	Feb 2017	FY2018 YTD	FY2017 YTD	12-MONTH
SUPPLIES					
Gas Cost	276,178	230,376	500,735	230,376	1,448,983
Office Supplies	1,529	181	1,529	192	2,811
Postage	-	183	-	183	281
Auto Parts	112	-	112	-	112
Uniform Expense	2,318	-	2,318	-	2,318
Janitorial	86	-	120	-	291
Equipment R&M - Inside	18	-	18	-	18
System R&M - Inside	5,599	-	10,709	-	10,709
Util Costs - Util Fund	273	-	605	236	2,436
Util Cost - Other Fund	-	-	-	-	196
Mileage Reimb	-	834	-	834	-
Auto & Truck Fuel	1,312	354	1,312	354	12,667
Food	45	-	45	-	81
Sm Tool & Min Equip	1,530	-	1,530	15	9,886
Sm Oper Supplies	808	2,336	872	2,405	12,201
Construction Material	-	-	-	-	1,197
Tires	-	-	-	-	1,237
Uniform Exp	-	596	-	596	2,743
Repairs & Maintenance (Inside)	-	2,504	-	5,787	30,337
Equip Pur (<\$5M)	-	1,620	-	1,620	1,258
Dam Claims	-	-	-	-	202
Misc	-	104	-	104	136
SUPPLIES (ACTUAL)	\$ 289,808	\$ 239,088	\$ 519,905	\$ 242,701	\$ 1,540,099
AS BUDGET	\$ 138,375	\$ 11,046	\$ 276,750	\$ 22,092	Not Applicable
% ACTUAL TO BUDGET	209.44%	2164.51%	187.86%	1098.61%	Not Applicable

CAPITAL OUTLAY

Cip	\$ 87,545	\$ -	\$ 87,545	\$ -	\$ 300,456
Capital Expenditures	\$ -	\$ -	\$ -	\$ -	-
CAPITAL OUTLAY (ACTUAL)	\$ 87,545	\$ -	\$ 87,545	\$ -	\$ 300,456
AS BUDGET	\$ -	\$ -	\$ -	\$ -	Not Applicable
% ACTUAL TO BUDGET	0.00%	0.00%	0.00%	0.00%	Not Applicable

NATURAL GAS: EXPENSES

REPORTING PERIOD: 02/2018

MONROE

MOST RECENT

12-MONTH

	Feb 2018	Feb 2017	FY2018 YTD	FY2017 YTD	
FUND TRANSFERS					
Depr Exp	\$ -	\$ -	\$ -	\$ -	\$ 142,608
Admin Alloc - Adm Exp	\$ 30,562	\$ 25,408	\$ 40,683	\$ 46,716	\$ 316,146
Int Exp 2016 Rev Bond	3,752	-	7,503	-	55,667
Transfer To Gf	31,027	23,270	47,041	23,270	159,159
Transfer To Cip	-	-	-	-	-
Transfer - Insurance	-	-	-	-	-
FUND TRANSFERS (ACTUAL)	\$ 65,340	\$ 48,677	\$ 95,228	\$ 69,986	\$ 673,581
AS BUDGET	\$ 69,530	\$ 60,506	\$ 139,060	\$ 121,013	Not Applicable
% ACTUAL TO BUDGET	93.97%	80.45%	68.48%	57.83%	Not Applicable
TOTAL EXPENSES (ACTUAL)					
\$ 500,494	\$ 348,398	\$ 819,478	\$ 320,748	\$ 3,277,628	
AS BUDGET	\$ 268,091	\$ 130,830	\$ 536,182	\$ 261,660	Not Applicable
% ACTUAL TO BUDGET	186.69%	266.30%	152.84%	122.58%	Not Applicable

MONTHLY DIRECTOR'S REPORT

REPORTING PERIOD: 02/2018 | FY 2018



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DETAIL EXPENSES	7-12

CITY OF MONROE: WATER & SEWER FUND OVERVIEW

	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	FY 2018	AS BUDGET	FY 2017
REVENUES	\$ 0.720M	\$ 0.776M											\$ 1.496M	\$ 8.989M	\$ 1.470M
PERSONNEL COSTS	\$ 0.159M	\$ 0.192M											\$ 0.352M	\$ 1.901M	\$ 0.142M
CONTRACTED SVC	\$ 0.039M	\$ 0.034M											\$ 0.073M	\$ 0.776M	\$ 0.086M
SUPPLIES	\$ 0.082M	\$ 0.136M											\$ 0.218M	\$ 1.532M	\$ 0.211M
CAPITAL OUTLAY	\$ 0.112M	\$ 0.359M											\$ 0.471M	\$ 1.344M	\$ 0.207M
FUND TRANSFERS	\$ 0.033M	\$ 0.040M											\$ 0.073M	\$ 0.630M	\$ 0.033M
EXPENSES	\$ 0.425M	\$ 0.761M											\$ 1.186M	\$ 6.183M	\$ 0.679M
MARGIN	\$ 0.295M	\$ 0.015M											\$ 0.309M	\$ 2.806M	\$ 0.791M

12-MO
PROCESSED
KGAL



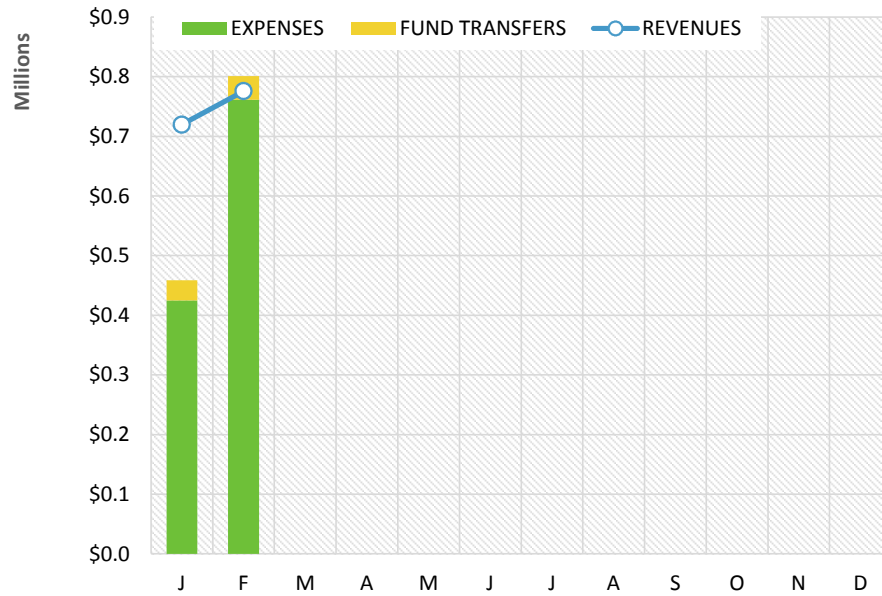
12-MO
RETAIL
KGAL



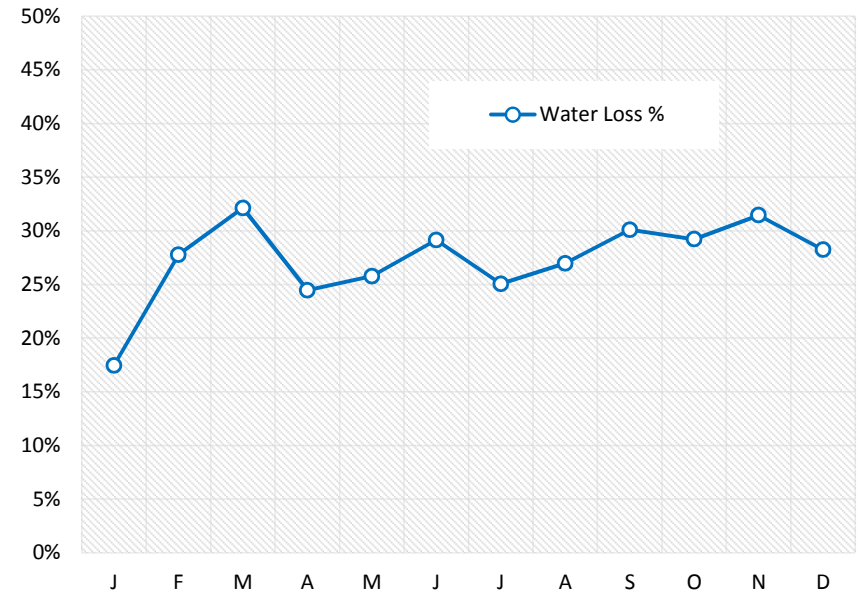
ROLLING
12-MO LINE
LOSS

27.43%

REVENUES vs. EXPENSES



MONTHLY WATER PROCESSED VS SOLD



RETAIL SALES REPORT

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CUSTOMER COUNT - WATER

Residential	8,035	7,955
Commercial	899	901
Industrial	1	1
Water Authority	1	1
Residential Sprinkler	223	222
Commercial Sprinkler	77	77
Total	9,236	9,157

YOY Δ 1.95% 0.80%

KGALLONS - WATER

Residential	33,268	33,961
Commercial	9,691	10,150
Industrial	2,203	2,175
Water Authority	3,413	5,519
Total	48,574	51,805

YOY Δ -7.91% 3.81%

REVENUE - WATER

Residential	\$ 0.278M	\$ 0.287M
Commercial	\$ 0.075M	\$ 0.078M
Industrial	\$ 0.009M	\$ 0.009M
Water Authority	\$ 0.006M	\$ 0.009M
Total	\$ 0.369M	\$ 0.383M

YOY Δ -4.41% 1.48%

RETAIL SALES REPORT

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CUSTOMER COUNT - SEWER

Residential	6,155	6,098
Commercial	818	801
Water Authority	1	1
Total	6,974	6,900

YOY Δ 2.05% 0.79%

KGALLONS - SEWER

Residential	33,268	33,961
Commercial	9,691	10,150
Water Authority	3,413	5,519
Total	46,371	49,630

YOY Δ -6.90% 6.64%

REVENUE - SEWER

Residential	\$ 0.196M	\$ 0.197M
Commercial	\$ 0.116M	\$ 0.116M
Water Authority	\$ 0.001M	\$ 0.001M
Total	\$ 0.313M	\$ 0.314M

YOY Δ -1.35% 2.06%

SALES STATISTICS

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

YTD

AVERAGE KGALLONS/CUSTOMER (WATER)

Residential	4	4	4
Commercial	11	11	11
Industrial	2,203	2,175	2,189
Water Authority	3,413	5,519	4,466

AVERAGE \$/CUSTOMER (WATER)

Residential	\$35	\$36	\$35
Commercial	\$84	\$86	\$85
Industrial	\$9,069	\$8,956	\$9,012
Water Authority	\$6,375	\$9,382	\$7,879

AVERAGE \$/KGALLON (WATER)

Residential	\$8.3658	\$8.4529	\$8.4094
Commercial	\$7.7515	\$7.6652	\$7.7084
Industrial	\$4.1166	\$4.1176	\$4.1171
Water Authority	\$1.8679	\$1.7000	\$1.7839

Average	\$5.5255	\$5.4839	\$5.5047
---------	----------	----------	----------

AVERAGE KGALLONS/CUSTOMER (SEWER)

Residential	5	6	5
Commercial	12	13	12
Water Authority	3,413	5,519	4,466

AVERAGE \$/CUSTOMER (SEWER)

Residential	\$32	\$32	\$32
Commercial	\$142	\$145	\$144
Water Authority	\$1,279	\$1,119	\$1,199

AVERAGE \$/KGALLON (SEWER)

Residential	\$5.8970	\$5.7957	\$5.8464
Commercial	\$11.9720	\$11.4736	\$11.7228
Water Authority	\$0.3748	\$0.2028	\$0.2888
Average	\$6.0813	\$5.8240	\$5.9527

	Feb 2018	Feb 2017	FY2018 YTD	FY2017 YTD	MOST RECENT 12-MONTH
SALES REVENUES					
WATER SALES	\$ 382,314	\$ 361,938	\$ 748,401	\$ 737,087	\$ 4,732,239
SEWER SALES	\$ 313,368	\$ 303,542	\$ 625,957	\$ 608,310	\$ 3,533,281
SALES REVENUES (ACTUAL)	\$ 695,683	\$ 665,480	\$ 1,374,358	\$ 1,345,396	\$ 8,265,520
AS BUDGET	\$ 705,083	\$ 692,478	\$ 1,410,167	\$ 1,384,957	Not Applicable
% ACTUAL TO BUDGET	98.67%	96.10%	97.46%	97.14%	Not Applicable
<u>Note on Water & Sewer Sales:</u> Detail break-down for individual rate class is shown in WATER & SEWER: RETAIL SALES section.					
OTHER REVENUES					
WATER					
OP REVENUE	\$ 1,470	\$ 1,451	\$ 2,529	\$ 3,023	\$ 1,024
MISC REVENUE	\$ 5,290	\$ 2,845	\$ 13,225	\$ 10,780	\$ 7,935
SALE OF FIXED ASSETS	\$ -	\$ -	\$ -	\$ -	\$ -
REIMB DAMAGE PROP	\$ -	\$ -	\$ -	\$ -	\$ -
TAP FEES	\$ 20,650	\$ 16,125	\$ 27,650	\$ 33,000	\$ 8,950
CUST ACCT FEES	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER REV	\$ -	\$ -	\$ -	\$ -	\$ -
ADMIN ALLOC	\$ 11,448	\$ 11,041	\$ 19,694	\$ 22,267	\$ 15,704
INT/INVEST INCOME	\$ -	\$ -	\$ -	\$ -	\$ -
STATE GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER REVENUES (WATER)	\$ 38,858	\$ 31,462	\$ 63,099	\$ 69,070	\$ 33,613
SEWER					
OP REVENUE	\$ 3,200	\$ 3,380	\$ 6,400	\$ 5,380	\$ 3,200
MISC REVENUE	\$ 4,000	\$ -	\$ 4,000	\$ -	\$ -
TAP FEES	\$ 25,000	\$ 17,000	\$ 32,000	\$ 33,000	\$ 9,000
CUST ACCT FEES	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER REV	\$ -	\$ -	\$ -	\$ -	\$ -
ADMIN ALLOC	\$ 9,158	\$ 8,482	\$ 15,754	\$ 17,106	\$ 12,064
INT/INVEST INCOME	\$ -	\$ -	\$ -	\$ -	\$ -
STATE GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER REVENUES (SEWER)	\$ 41,358	\$ 28,862	\$ 58,154	\$ 55,486	\$ 24,264
OTHER REVENUES (TOTAL)	\$ 80,216	\$ 60,323	\$ 121,253	\$ 124,556	\$ 57,877
AS BUDGET	\$ 43,989	\$ 46,009	\$ 87,978	\$ 92,017	Not Applicable
% ACTUAL TO BUDGET	182.35%	131.11%	137.82%	135.36%	Not Applicable
TOTAL REVENUES (ACTUAL)	\$ 775,899	\$ 725,803	\$ 1,495,611	\$ 1,469,953	\$ 8,323,397
AS BUDGET	\$ 749,072	\$ 738,487	\$ 1,498,144	\$ 1,476,974	Not Applicable
% ACTUAL TO BUDGET	103.58%	98.28%	99.83%	99.52%	Not Applicable

WATER & SEWER UTILITY: EXPENSES

REPORTING PERIOD: 02/2018

MONROE

MOST RECENT

Feb 2018

Feb 2017

FY2018 YTD

FY2017 YTD

12-MONTH

PERSONNEL	\$	192,140	\$	142,027	\$	351,505	\$	141,865	\$	1,983,144
CONTRACTED SERVICES	\$	34,407	\$	68,163	\$	72,992	\$	86,017	\$	613,575
SUPPLIES	\$	136,031	\$	133,222	\$	217,881	\$	210,578	\$	1,489,684
CAPITAL OUTLAY	\$	358,996	\$	123,493	\$	470,662	\$	207,457	\$	4,039,885
FUND TRANSFERS	\$	39,692	\$	32,951	\$	73,180	\$	32,951	\$	425,760
TOTAL	\$	761,267	\$	499,855	\$	1,186,220	\$	678,867	\$	8,552,048

WATER
PERSONNEL

Compensation	\$	71,627	\$	42,290	\$	114,256	\$	32,259	\$	533,242
Benefits	\$	7,238	\$	20,287	\$	33,850	\$	29,318	\$	282,573
PERSONNEL (ACTUAL)	\$	78,864	\$	62,577	\$	148,106	\$	61,576	\$	815,814
AS BUDGET	\$	80,502	\$	80,569	\$	161,004	\$	161,138	Not Applicable	
% ACTUAL TO BUDGET		97.97%		77.67%		91.99%		38.21%	Not Applicable	

CONTRACTED SERVICES

Professional Fee	\$	-	\$	-	\$	-	\$	-	\$	12,480
Consulting	\$	-	\$	-	\$	-	\$	-	\$	13,730
Custodial Service	\$	-	\$	-	\$	-	\$	-	\$	856
Lawn & Maint	\$	180	\$	-	\$	360	\$	-	\$	1,170
Holiday Event	\$	-	\$	-	\$	-	\$	-	\$	394
Equipment Rep & Maint	\$	2,823	\$	-	\$	10,465	\$	-	\$	10,465
Vehicle Rep & Maint Outside	\$	30	\$	-	\$	30	\$	-	\$	30
R&M System - Outside	\$	13,195	\$	-	\$	13,195	\$	-	\$	13,195
R&M Water Tanks - Outside	\$	12,813	\$	-	\$	12,813	\$	-	\$	12,813
Maintenance Contracts	\$	395	\$	-	\$	1,000	\$	-	\$	1,000
Sidewalk R&M	\$	-	\$	-	\$	-	\$	-	\$	6,800
Sidewalk R&M - Outside	\$	1,250	\$	-	\$	1,250	\$	-	\$	1,250
Security Sys	\$	-	\$	-	\$	-	\$	-	\$	-
Rents/Leases	\$	4,946	\$	2,973	\$	5,190	\$	3,614	\$	33,774
Repair & Maintenance (Outside)	\$	-	\$	16,111	\$	-	\$	25,048	\$	130,502
Landfill Fees	\$	-	\$	-	\$	-	\$	-	\$	-
Contracted Services	\$	-	\$	789	\$	-	\$	1,480	\$	18,216
Comm Svcs	\$	620	\$	580	\$	620	\$	580	\$	5,707
Postage	\$	371	\$	-	\$	371	\$	-	\$	764
Public Relations	\$	-	\$	-	\$	-	\$	-	\$	16
Mkt Expense	\$	-	\$	-	\$	-	\$	-	\$	60
Util Bill Print Svcs	\$	-	\$	-	\$	-	\$	-	\$	-
Dues & Sub	\$	-	\$	(99)	\$	-	\$	(99)	\$	1,958
Travel	\$	-	\$	-	\$	-	\$	-	\$	252
Fees	\$	140	\$	-	\$	140	\$	-	\$	382
Training & Ed	\$	165	\$	2,256	\$	165	\$	2,256	\$	5,724

WATER & SEWER UTILITY: EXPENSES

REPORTING PERIOD: 02/2018

MONROE

MOST RECENT

	Feb 2018	Feb 2017	FY2018 YTD	FY2017 YTD	12-MONTH
Gen Liab Ins	\$ -	\$ -	\$ -	\$ -	\$ 2,181
Uniform Rent	\$ -	\$ 448	\$ -	\$ 814	\$ 2,981
Contract Labor	\$ 409	\$ -	\$ 409	\$ -	\$ 409
CONTRACTED SERVICES (ACTUAL)	\$ 37,335	\$ 23,059	\$ 46,007	\$ 33,692	\$ 264,629
AS BUDGET	\$ 30,746	\$ 30,017	\$ 61,492	\$ 60,033	Not Applicable
% ACTUAL TO BUDGET	121.43%	76.82%	74.82%	56.12%	Not Applicable

SUPPLIES

Chem & Pest	\$ (15,713)	\$ 15,285	\$ -	\$ 24,661	\$ 121,552
Office Supplies	\$ 2,508	\$ 177	\$ 2,508	\$ 200	\$ 27,767
Auto Parts	\$ 1,176	\$ -	\$ 1,260	\$ -	\$ 1,260
Chemicals & Pesticides	\$ 31,316	\$ -	\$ 31,316	\$ -	\$ 31,316
Janitorial	\$ 1,313	\$ -	\$ 1,836	\$ -	\$ 4,334
Equipment Parts	\$ 2,013	\$ -	\$ 2,013	\$ -	\$ 2,013
R&M Building - Inside	\$ 343	\$ -	\$ 343	\$ -	\$ 343
Equipment R&M - Inside	\$ 18	\$ -	\$ 18	\$ -	\$ 18
System R&M Inside	\$ 12,260	\$ -	\$ 13,115	\$ -	\$ 13,115
Postage	\$ -	\$ 340	\$ -	\$ 340	\$ 2,174
Utility Costs	\$ 28,749	\$ 21,072	\$ 54,973	\$ 50,072	\$ 297,063
Fuel & Mileage	\$ 1,213	\$ 971	\$ 1,213	\$ 971	\$ 11,723
Food	\$ 48	\$ -	\$ 48	\$ -	\$ 217
Books & Periodicals	\$ -	\$ -	\$ -	\$ -	\$ 120
Sm Tool & Min Equip	\$ 2,212	\$ 256	\$ 2,212	\$ 271	\$ 20,122
Lab Supplies	\$ 2,777	\$ 3,874	\$ 2,777	\$ 3,874	\$ 24,900
Sm Oper Supplies	\$ 1,317	\$ 9,913	\$ 1,381	\$ 10,766	\$ 20,519
Uniform Rental	\$ 338	\$ -	\$ 473	\$ -	\$ 1,413
Construction Material	\$ -	\$ -	\$ -	\$ -	\$ 1,197
Uniform Exp	\$ -	\$ 887	\$ -	\$ 887	\$ 2,486
Repairs & Maintenance (Inside)	\$ -	\$ 11,235	\$ -	\$ 15,667	\$ 152,626
Meters	\$ -	\$ -	\$ -	\$ -	\$ 56,247
Equip Pur (<\$5M)	\$ -	\$ -	\$ -	\$ -	\$ 3,295
Dam Claims	\$ -	\$ -	\$ -	\$ -	\$ 1,438
Lab Equip	\$ -	\$ -	\$ -	\$ -	\$ -
Misc	\$ -	\$ 101	\$ -	\$ 101	\$ 3,167
Amr Proj Exp	\$ -	\$ -	\$ -	\$ -	\$ -
SUPPLIES (ACTUAL)	\$ 71,891	\$ 64,112	\$ 115,489	\$ 107,809	\$ 800,428
AS BUDGET	\$ 66,591	\$ 61,058	\$ 133,182	\$ 122,117	Not Applicable
% ACTUAL TO BUDGET	107.96%	105.00%	86.72%	88.28%	Not Applicable

WATER & SEWER UTILITY: EXPENSES

REPORTING PERIOD: 02/2018

MONROE

MOST RECENT

	Feb 2018	Feb 2017	FY2018 YTD	FY2017 YTD	12-MONTH
CAPITAL OUTLAY					
Util Cash (Over)/Shrt	\$ -	\$ -	\$ -	\$ -	\$ -
Util Int Admin Alloc	\$ -	\$ -	\$ -	\$ -	\$ -
Depr Exp	\$ -	\$ -	\$ -	\$ -	\$ 995,906
Amortization	\$ -	\$ -	\$ -	\$ -	\$ -
Admin Alloc - Adm Exp	\$ 51,603	\$ 48,148	\$ 68,693	\$ 88,529	\$ 590,704
Util Bad Debt Exp	\$ -	\$ -	\$ -	\$ -	\$ -
Principal Payments	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Expense	\$ 12,262	\$ 681	\$ 24,527	\$ 1,366	\$ 180,381
Sites/Land	\$ -	\$ -	\$ -	\$ -	\$ -
Cip	\$ 86,780	\$ -	\$ 128,517	\$ -	\$ 280,246
Capital Expenditures	\$ 1	\$ -	\$ 1	\$ -	\$ 121,501
CAPITAL OUTLAY (ACTUAL)	\$ 150,646	\$ 48,829	\$ 221,738	\$ 89,895	\$ 2,168,739
AS BUDGET	\$ 56,015	\$ -	\$ 112,030	\$ -	Not Applicable
% ACTUAL TO BUDGET	268.94%	0.00%	197.93%	0.00%	Not Applicable
FUND TRANSFERS					
FUND TRANSFERS (ACTUAL)	\$ 21,205	\$ 17,835	\$ 39,225	\$ 17,835	\$ 230,885
AS BUDGET	\$ -	\$ -	\$ -	\$ -	Not Applicable
% ACTUAL TO BUDGET	0.00%	0.00%	0.00%	0.00%	Not Applicable
TOTAL WATER EXPENSES (ACTUAL)	\$ 359,941	\$ 216,411	\$ 570,566	\$ 310,807	\$ 4,280,495
AS BUDGET	\$ 233,854	\$ 171,644	\$ 467,707	\$ 343,288	Not Applicable
% ACTUAL TO BUDGET	153.92%	126.08%	121.99%	90.54%	Not Applicable

Feb 2018

Feb 2017

FY2018 YTD

FY2017 YTD

12-MONTH

WASTEWATER**PERSONNEL**

Compensation	\$	102,038	\$	54,841	\$	158,544	\$	46,716	\$	794,789
Benefits	\$	11,238	\$	24,609	\$	44,855	\$	33,572	\$	372,541
PERSONNEL (ACTUAL)	\$	113,276	\$	79,450	\$	203,399	\$	80,288	\$	1,167,330
AS BUDGET	\$	77,896	\$	82,948	\$	155,792	\$	165,897	Not Applicable	
% ACTUAL TO BUDGET		145.42%		95.78%		130.56%		48.40%	Not Applicable	

CONTRACTED SERVICES

Consulting	\$	-	\$	-	\$	-	\$	-	\$	47,150
Util Protect Ctr	\$	-	\$	-	\$	-	\$	-	\$	-
Landfill Fees	\$	3,750	\$	-	\$	3,750	\$	-	\$	3,750
Custodial Service	\$	-	\$	-	\$	-	\$	-	\$	427
Lawn & Maint	\$	-	\$	-	\$	-	\$	-	\$	790
Holiday Event	\$	-	\$	-	\$	-	\$	-	\$	394
Security Sys	\$	-	\$	-	\$	-	\$	-	\$	-
Equipment Repair & Maintenance	\$	(20,313)	\$	-	\$	4,153	\$	-	\$	4,153
Vehicle Rep & Maint Outside	\$	1,064	\$	-	\$	3,064	\$	-	\$	3,064
R&M System - Outside	\$	3,728	\$	-	\$	3,728	\$	-	\$	3,728
Maintenance Contracts	\$	257	\$	-	\$	724	\$	-	\$	724
Rents/Leases	\$	7,221	\$	4,610	\$	10,200	\$	8,952	\$	61,773
Repairs & Maintenance (Outside)	\$	-	\$	29,212	\$	-	\$	29,287	\$	109,473
Landfill Fees	\$	-	\$	6,597	\$	-	\$	7,702	\$	86,304
Contracted Services	\$	-	\$	516	\$	-	\$	951	\$	5,594
Comm Svcs	\$	862	\$	905	\$	862	\$	905	\$	6,814
Public Relations	\$	-	\$	-	\$	-	\$	-	\$	632
Mkt Expense	\$	-	\$	-	\$	-	\$	-	\$	-
Util Bill Print Svcs	\$	-	\$	-	\$	-	\$	-	\$	-
Dues & Sub	\$	-	\$	-	\$	-	\$	-	\$	1,073
Mileage Reimbursement	\$	44	\$	-	\$	44	\$	-	\$	44
Fees	\$	-	\$	-	\$	-	\$	-	\$	288
Ga Dept Rev Fee	\$	-	\$	-	\$	-	\$	-	\$	550
Training & Ed	\$	460	\$	2,567	\$	460	\$	3,357	\$	3,471
Gen Liab Ins	\$	-	\$	-	\$	-	\$	-	\$	3,498
Uniform Rent	\$	-	\$	698	\$	-	\$	1,172	\$	3,252
Fine/Late Fee	\$	-	\$	-	\$	-	\$	-	\$	2,000
CONTRACTED SERVICES (ACTUAL)	\$	(2,928)	\$	45,104	\$	26,984	\$	52,325	\$	348,945
AS BUDGET	\$	32,450	\$	33,529	\$	64,900	\$	67,058	Not Applicable	
% ACTUAL TO BUDGET		-9.02%		134.52%		41.58%		78.03%	Not Applicable	

WATER & SEWER UTILITY: EXPENSES

REPORTING PERIOD: 02/2018

MONROE

MOST RECENT

	Feb 2018	Feb 2017	FY2018 YTD	FY2017 YTD	12-MONTH
SUPPLIES					
Chem & Pest	\$ (2,898)	\$ 11,313	\$ -	\$ 13,841	\$ 92,257
Office Supplies	\$ 1,771	\$ 298	\$ 1,771	\$ 324	\$ 16,888
Auto Parts	\$ 1,015	\$ -	\$ 1,015	\$ -	\$ 1,015
Chemicals & Pesticides	\$ 19,827	\$ -	\$ 19,827	\$ -	\$ 19,827
Uniform Expense	\$ 529	\$ -	\$ 529	\$ -	\$ 529
Janitorial	\$ 612	\$ -	\$ 858	\$ -	\$ 2,365
Postage	\$ -	\$ -	\$ -	\$ -	\$ 833
Equipment Parts	\$ 6,948	\$ -	\$ 6,948	\$ -	\$ 6,948
R&M Building - Inside	\$ 970	\$ -	\$ 3,370	\$ -	\$ 3,370
Equipment R&M - Inside	\$ 18	\$ -	\$ 6,601	\$ -	\$ 6,601
System R&M - Inside	\$ 37	\$ -	\$ 37	\$ -	\$ 37
Utility Costs	\$ 20,778	\$ 30,961	\$ 43,163	\$ 59,884	\$ 276,265
Transportation	\$ 1,983	\$ 1,821	\$ 1,983	\$ 1,821	\$ 22,412
Food	\$ 240	\$ -	\$ 240	\$ -	\$ 896
Books & Periodicals	\$ -	\$ -	\$ -	\$ -	\$ 120
Sm Tool & Min Equip	\$ 6,554	\$ 3,589	\$ 6,554	\$ 3,604	\$ 43,103
Lab Supplies	\$ 2,670	\$ 4,745	\$ 2,670	\$ 4,745	\$ 21,674
Sm Oper Supplies	\$ 2,164	\$ 10,894	\$ 2,362	\$ 11,764	\$ 37,639
Uniform	\$ 923	\$ 596	\$ 1,165	\$ 596	\$ 6,391
Construction Material	\$ -	\$ -	\$ -	\$ -	\$ 1,197
Repairs & Maintenance (Inside)	\$ -	\$ 4,132	\$ 3,300	\$ 5,427	\$ 117,268
Meters	\$ -	\$ -	\$ -	\$ -	\$ -
Equip Pur (<\$5M)	\$ -	\$ -	\$ -	\$ -	\$ 4,084
Dam Claims	\$ -	\$ 17	\$ -	\$ 17	\$ 1,393
Lab Equip	\$ -	\$ -	\$ -	\$ -	\$ -
Misc	\$ -	\$ 745	\$ -	\$ 745	\$ 6,145
CONTRACTED SERVICES (ACTUAL)	\$ 64,140	\$ 69,110	\$ 102,392	\$ 102,769	\$ 689,257
AS BUDGET	\$ 66,591	\$ 61,058	\$ 133,182	\$ 122,117	Not Applicable
% ACTUAL TO BUDGET	96.32%	113.19%	76.88%	84.16%	Not Applicable

WATER & SEWER UTILITY: EXPENSES

REPORTING PERIOD: 02/2018

MONROE

MOST RECENT

	Feb 2018	Feb 2017	FY2018 YTD	FY2017 YTD	12-MONTH
CAPITAL OUTLAY					
Util Cash (Over)/Shrt	\$ -	\$ -	\$ -	\$ -	\$ -
Util Int Admin Alloc	\$ -	\$ -	\$ -	\$ -	\$ -
Depr Exp	\$ -	\$ -	\$ -	\$ -	\$ 722,422
Amortization	\$ -	\$ -	\$ -	\$ -	\$ -
Admin Alloc - Adm Exp	\$ 41,278	\$ 36,989	\$ 54,949	\$ 68,010	\$ 455,972
Util Bad Debt Exp	\$ -	\$ -	\$ -	\$ -	\$ -
Principal Payments	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Expense	\$ 11,652	\$ -	\$ 23,304	\$ -	\$ 172,897
Sites/Land	\$ -	\$ -	\$ -	\$ -	\$ -
Cip	\$ 155,420	\$ 37,675	\$ 170,672	\$ 49,552	\$ 465,185
Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 54,671
CAPITAL OUTLAY (ACTUAL)	\$ 208,350	\$ 74,664	\$ 248,924	\$ 117,562	\$ 1,871,147
AS BUDGET	\$ 55,987	\$ -	\$ 111,974	\$ -	Not Applicable
% ACTUAL TO BUDGET	372.14%	0.00%	222.30%	0.00%	Not Applicable
FUND TRANSFERS					
FUND TRANSFERS (ACTUAL)	\$ 18,488	\$ 15,116	\$ 33,956	\$ 15,116	\$ 194,875
AS BUDGET	\$ 52,467	\$ -	\$ 104,933	\$ -	Not Applicable
% ACTUAL TO BUDGET	35.24%	0.00%	32.36%	0.00%	Not Applicable
TOTAL EXPENSES (ACTUAL)	\$ 401,326	\$ 283,444	\$ 615,654	\$ 368,060	\$ 4,271,554
AS BUDGET	\$ 285,391	\$ 177,536	\$ 570,781	\$ 355,072	Not Applicable
% ACTUAL TO BUDGET	140.62%	159.65%	107.86%	103.66%	Not Applicable



Called Meeting

AGENDA

April 3, 2018

Item:

Approval - Personnel and Operational Policies and Procedures

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Personnel & Operational Policies & Procedures](#)



To: Finance Committee, City Council

From: Chris Bailey, Central Services Manager

Department: Central Services

Date: 03/26/18

Description: A request is being made for the approval of changes to the Personnel, Drug and Alcohol, Travel, Procurement, and Fixed Asset policies; along with the approval of the newly added Dress Code policy. These policies will all become part of one master Personnel and Operational Policies and Procedures for easier reference for all internal policy and procedure references. All additions are in red, and removals are in red with strikethrough lines.

Recommendation:

Staff recommends the approval of changes to the Personnel, Drug and Alcohol, Travel, Procurement, and Fixed Asset policies; along with the approval of the newly added Dress Code policy. These additions, removals, and changes are needed to make policies match with other laws and policies that have changed throughout the years, with many of the policies being changed not having been updated since 2008-2009. The Dress Code policy will be implemented and then allow for adjustments as all departments will have different needs and requirements, which may require additional approvals from Council in the following months.

Background:

It is the practice of the City of Monroe to continually work towards the update of all policies and procedures to better explain and allow for reference for personnel and operational situations. This combination of policies into one master internal document will allow for the ease of location, with external policies coming before Council at a later meeting in the year for the same process.

Attachment(s):

Personnel and Operational Policies and Procedures – 195 pages
Policy Update Brief – 2 pages

Personnel Policy

- Changes in Duties of Position – request for updates to job description can be requested by Personnel Administrator as needed.
- Newly appointed position can be designated as a ‘trainee’ position until the chosen applicant meets minimum qualifications over a set period of time, and the salary level can be below minimum of the salary range.
- Promotion can change salary range per Personnel Administrator.
- Demotion can be an alternative to reduction in force.
- Employees eligible to salary increases upon completion of undergraduate, graduate, licenses, and certifications that are job related and determined to further benefit the City service.
- Internal announcements can take place for vacancies for a maximum of 10 days, prior to posting external vacancies for a minimum of 10 days.
- Promotional appointments are allowable per approval of Personnel Administrator with proper budgeted appropriations.
- Probationary periods may be extended or reclassified per approval of the Personnel Administrator as an extension to new appointments or as disciplinary action.
- Inter-Departmental Transfers may take place without the posting of vacant positions when qualifications and requirements are met.
- Full-time positions may be made by the combination of 2 part-time positions.
- Disciplinary Process Standards complete layout of disciplinary actions to create a standard of process.
- Termination clarification and appeal process adjustments.
- More clearly outlined grievance process for clarity.
- Full-time and Part-time leave accrual clarifications, and general accrual clarifications.
- Health Bank clarification to explain donation of hours and usage of those donated hours.
- Military leave updated to reflect The Uniformed Services Employment and Reemployment Rights Act (USERRA).
- FMLA clarification update for leave reasons per state law.
- Benefit payments clarification for those on leave of absence without pay explained.
- The addition of Fraternization for the addressing of internal and external relationships by employees and elected officials.
- The addition of Outside Employment to address the impracticality of outside employment situations that inversely affect the availability and effectiveness of City employment, or how it may conflict with current City employment and possible leave of absence situations.

Drug and Alcohol Policy

- City employees who operate equipment and/or vehicles owned, leased, or rented by the City are subject to drug testing.

Dress Code

- New policy addition for a general beginning of a standard uniform policy that will be updated and adjusted over the course of the upcoming months to be more inclusive to all departments based on responsibilities and duties. The policy will current address the overall guidelines of dress code as it pertains to employment with the City.

Travel Policy

- Per Diem rates adjusted for uniformity for employees and elected officials. The change will reflect a new rate of \$40.00 per day.
- Deletion of the section stating if meals are provided then Per Diem is not to be claimed so that now Per Diem may be claimed regardless if meals are provided.
- Should meeting meals be a requirement to attend, no overage above Per Diem limits will be reimbursed by the City, as the overage is the responsibility of the attending individual.
- No additional rates exceeding Per Diem for out-of-state travel will be given as adjustments to the Per Diem rates.

Procurement Policy

- Addition of Federal Grant Procurement Guidelines as provided for by the state and federal government for any procurement activities that involve federal funds or grants.
- Addition of Professional Services that follow state procurement law and guidelines that do not require competitive bids when the service provided is of the professional level. This addition allows for the quality of such professional services be exempt from the bid for lowest priced services.
- Blanket Purchase Orders are now acceptable and open for a year, instead of per month.
- Purchase Orders are to accompany any purchase not made with a P-Card, and the elimination of Check Requests for those without a Purchase Order or P-Card payment. This change allows for accounting efficiency and increased audit tracking accuracy.
- Budgetary and Capital Improvement Program items already approved in the budget through a more detailed approval process are then not required to have additional council approval at later meetings as long as the purchase follows already specifically approved guidelines upon submission to the Purchasing and Finance departments, and City Administrator.
- Standing Approved Purchases of any system critical equipment or services for plants and utility operations that may affect the ability to provide service.

Fixed Asset Policy

- Firmly states that GovDeals is the method of choice for the sale and/or surplus of all assets no longer in use or usable by the City.
- The addition of procedural guidelines for the sale and/or surplus of assets based on value, theft risk, and DOAS status are clarified.
- Procedural inclusion for the Trade-In process of assets.



**PERSONNEL AND OPERATIONAL
POLICIES AND PROCEDURES**

TABLE OF CONTENTS

Personnel Policy

Original – June 1994

1st Update – September 1994

2nd Update – April 1995

3rd Update – April 1998

4th Update – October 1998

5th Update – December 2002

6th Update – October 2008

7th Update – April 2018

Retirement Policy

Original – November 2017

Drug and Alcohol Policy

Original – June 2009

1st Update – April 2018

Dress Code

Original – April 2018

Media Relations Policy

Original – September 2017

Travel Policy

Original – June 2009

1st Update – August 2016

2nd Update – April 2018

Workplace Safety Policy

Original – April 2017

Vehicle, Equipment, and Facility Maintenance Policy

Original – April 2017

Procurement Policy

Original – June 2009

1st Update – August 2016

2nd Update – April 2018

Procurement Card Policy

Original – August 2016

1st Update – December 2016

Elected Officials Procurement Card Policy

Original – August 2016

1st Update – December 2016

Asset Inventory Records Policy

Original – November 2014

Fixed Assets Policy

Original – November 2014

Intangible Assets Policy

Original – November 2010

Technology Policy: PCI Compliance

Original – November 2014

Incident Response Policy: PCI-DSS Compliance

Original – November 2014

Information Technology Policy

Original – November 2014

Internet Use Policy

Original – November 2014

Intellectual Property Rights Statement Policy

Original – November 2014

City Weblinks Policy

Original – November 2014

PERSONNEL POLICY

Original June 1994

1st Update September 1994

2nd Update April 1995

3rd Update April 1998

Amended Section 6. Appointments, paragraph (a) Initial Appointments

4th Update October 1998

Amended Section 16. Attendance and Leave, paragraph (C) Holidays
(Added Martin Luther King, Jr. Holiday)

5th Update December 2002

Amended Section 16., 3. Family and Medical Leave, paragraph (a)
(... may have up to twelve (12) weeks of unpaid leave per rolling 12-month period under the following situations or conditions:)

6th Update October 2008

Amended Section 10. Separations, Paragraph I. Retirement
(Deleted: After age 65, an employee will no longer be eligible for insurance coverage and must elect Medicare as their primary carrier. If an employee elects to retire at age 62 and such employee has twenty-five (25) years of service, the City or the Water, Light & Gas Commission will continue to pay insurance for the retired employee until the employee reaches age 65.)

7th Update April 2018

Overall policy update to reflect current needs, with additions where appropriate and the removal of items as determined to allow for more efficient approaches to operational functions within the City of Monroe.

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Section 1. General

- A. Purpose.** The purpose of this Handbook is to provide employees of the City of Monroe with general information regarding the personnel guidelines the City of Monroe attempts to follow in most cases, but NEITHER THIS HANDBOOK NOR ANY PROVISION OF THIS HANDBOOK IS AN EMPLOYMENT CONTRACT NOR ANY OTHER TYPE OF CONTRACT. Due to the nature of City of Monroe operations and variations necessary to accommodate individual situations, the guidelines set out in this Handbook may not apply to every employee or in every situation. The City of Monroe reserves the right to rescind, modify or deviate from these or other guidelines, policies, practices or procedures relating to employment matters from time to time as they consider necessary in their sole discretion, either in individual or City-wide situations with or without notice. All employees of the City of Monroe are employed for an indefinite term, and employment may be terminated, with or without cause, at any time, at the will of either the employees or the City of Monroe. This status can only be altered by a written contract of employment which is specific as to all material terms and is signed by both the employee and the Personnel Administrator of the City of Monroe.
- B. Administration.** The City Council will designate the Personnel Administrator for the City of Monroe.
- C. Employees Covered**
 - 1.** Personnel Policies and Procedures apply to all employees of the City of Monroe. Personnel Policies and Procedures do not apply to employees specifically excluded by these Policies and Procedures or ordinances.
 - 2.** The following employee(s) is not covered by these policies and procedures:
City Administrator

Section 2. Definitions

For the purpose of these Policies and Procedures, the following terms shall have the meanings respectively ascribed to them below, unless another meaning is specifically indicated.

Appeal - The right of an applicant or employee to appear before the grievance committee to be heard on matters of discrimination, unfair practices or other grievances of such person in the manner prescribed in these policies and procedures.

Classified Service - The classified service consists of all positions included in the classification and pay plan with the exception of those positions specifically excluded by the Mayor and City Council.

Classification and Pay Plan - The system of assigning jobs to classes and to appropriate pay grades based on the similarities of positions.

Continuous Service - Continuous service is employment that is uninterrupted except for authorized leaves of absence.

Demotion - Demotion means a change in the rank of an employee from a position in one class to a position in another class having a lower minimum starting salary and less discretion and/or responsibility.

Department Head - The position with overall administrative responsibility for a department.

Dismissal - An involuntary termination initiated by the City.

Eligible - A person who has made a passing score on any examination required under these regulations and who has qualified to be employed by the City.

Employee - A person appointed to a position in the city government for which he or she is compensated on a full-time or part-time basis.

Grievance - Any dispute concerning the interpretation or application of these personnel policies and procedures or any decision relative to any disciplinary action, dismissal, demotion or charge of discrimination.

Immediate Family - A spouse, child, step-child, father, mother, father-in-law, mother-in-law, brother, sister, grandparents, grandchildren, or anyone the employee claimed as a dependent on their last tax return.

Lay-Off - The separation of an employee from the classified service due to lack of work, lack of funds, abolishment of the position, or for other material changes in duties or organization.

Merit Increase - An increase in pay based on an employee's job performance.

Overtime - Applies to non-exempt employees only. Time worked in excess of the regular work schedule for the position in accordance with the Fair Labor Standards Act.

Part-Time Employee - An employee who works on a continuing basis but does not work the full or regular work schedule.

Performance Evaluations - A method of evaluating each employee's job performance on a consistent periodic basis.

Personnel Administrator - The employee responsible for ensuring the policies and procedures in this plan are carried out in a fair and consistent manner. The Mayor and City Council shall appoint the Personnel Administrator for the City of Monroe employees.

Probationary Employee - An employee serving the first six (6) months of his or her employment, re-employment, or reinstatement to any position in the classified service. A probationary employee is not a regular employee until completion of the six (6) months probationary period. The probationary period can be extended at the discretion of the Department Head if the performance of the employee needs further evaluation.

Promotion - A change in rank of an employee from a position in one class to a position in another class having a higher minimum salary and carrying a greater scope of discretion and responsibility.

Promotion List - A list of persons who have been found qualified for appointment to a higher position. They may be qualified either by a written examination or other evaluation techniques.

Provisional Employee - An employee appointed to a position without competition pending the establishment of an eligibility list. Such employee may serve for a limited time only and must compete with other applicants to qualify for a probationary appointment (if applicable).

Public Hearing - A meeting of the Mayor and City Council, open to the public, at which any interested party may appear and be heard.

Regular Employee - An employee who has completed the probationary period.

Reprimand - A reprimand is a formal means of communicating to an employee that problem exists and that it must be corrected.

Resignation - The termination of an employee by action or request of the employee.

Salary Increase - An increase in the regular salary, within the salary pay range, prescribed for each class by the Classification and Pay Plan.

Suspension - An enforced leave of absence as a result of a disciplinary purpose or a pending investigation of charges against an employee.

Section 3. Position Classification and Pay Plan

- A.** Establishment. The Personnel Administrator shall be responsible for developing, maintaining, and administering a position classification and pay plan covering all employees in the classified service of the City of Monroe, Georgia. Such plan shall be approved and amended by the Mayor and City Council. The Plan shall constitute the approved system of grouping positions into appropriate classes and pay scales.
- B.** Definitions. For the purpose of this section, the following words shall have the meanings respectively ascribed to them below.
 - 1.** To "Allocate" a position shall mean assigning the position to an appropriate class on the basis of the similarity of work performed and level of responsibility inherent in the position.
 - 2.** A "Class" shall mean a group of positions (or one position) that:
 - a.** has similar duties and responsibilities;
 - b.** requires like qualifications; and
 - c.** can be equitably compensated by the same salary range.
 - 3.** The "Class Title" shall be the official designation or name of the class as stated in the job description. It shall be used in all personnel records and actions. Class Titles may be changed for purposes of internal administration.
 - 4.** A "Position" shall mean a group of currently assigned duties and responsibilities requiring the full or part-time employment of one person. A position may be occupied or vacant.
 - 5.** "Reclassification" shall mean the assignment of an existing position from one class to a

different class due to a significant change in duties or responsibilities.

C. Allocation of Positions.

1. Initial Allocation. The Personnel Administrator for the City shall be responsible for the initial allocation of a position of every employee of the City.
2. New Positions. When a new position is established and approved by the Mayor and City Council, the Department Head involved shall complete a position description covering the duties and responsibilities of the new position. The Personnel Administrator shall allocate the position to one of the classes in the classification plan. If a suitable class does not exist, the Personnel Administrator shall recommend that the Mayor and City Council establish a new class. Upon the recommendation and approval of such new class by the Mayor and City Council, the Personnel Administrator shall allocate the new position to this class.
3. Allocation Appeals. If an employee has reason to believe that his or her position has been improperly allocated, such employee may, with the knowledge of the Department Head, request the Personnel Administrator review the allocation of such position. Any such request must be submitted in writing and contain a statement of justification. If not resolved to the employee's satisfaction, the employee may appeal to the Grievance Committee in the manner provided in Section 12.

D. Maintenance of Plan.

1. Vacancies. Each time a vacancy occurs, the Department Head shall submit a description of the vacant position to the Personnel Administrator for a review of the allocation of the position. The Personnel Administrator may waive this requirement for cases in which he/she has determined that no material changes have occurred.
2. Departmental Reorganization. Each time a department or division under the jurisdiction of a Department Head is significantly reorganized, such Department Head shall submit new position descriptions for all affected positions to the Personnel Administrator.
3. Changes in Duties of Position. The Personnel Administrator may require departments or employees to submit position descriptions on a periodic basis or any time the Personnel Administrator has reason to believe that there has been a change in the duties and responsibilities of one or more positions.
4. New and Abolished Positions. Each time a new position is established, a position description shall be written and incorporated into the existing plan. Likewise, an abolished position shall be deleted from the classification plan.

E. Official Copy of the Plan. The Personnel Administrator shall be responsible for maintaining an official copy of the Position Classifications and Pay Plan. The official copy shall include a list of class titles and job descriptions, plus all amendments. A copy of the official plan shall be made available to the public for inspection under reasonable conditions during normal business hours.

F. Amendments to the Plan. When there is a need for the establishment of new positions where

there is an increase to the existing budget, the Personnel Administrator shall submit findings and recommendations to the Mayor and City Council, which shall take such actions as deemed appropriate. Any abolishment of existing positions shall be approved by the Personnel Administrator, with the recommendation submitted by Department Heads. All changes in the Position Classifications and Pay Plan shall be in the form of amendments to the plan approved by the Personnel Administrator, or in case of additional budget appropriations by the Mayor and City Council.

Section 4. Rate of Pay

A. New Appointees. New appointees shall be paid the minimum rate of pay for the class to which they are assigned, subject to the following exceptions which require the approval of the Personnel Administrator and the Mayor and City Council.

1. If an appointee to a particular position does not meet the minimum qualifications stated in the job description or if certain classes of work require a formalized training period which is of unusual duration, and the needs of the City can best be met by placing an individual in a training capacity, the Personnel Administrator may designate such position as a "trainee" position. Appointment to a "trainee" position shall be at a salary range below the minimum rate established for the classification and at a rate not more than ten (10) percent below the established minimum rate.
2. If an appointee exceeds the minimum qualifications for the position, such employee may be started at a rate above the starting salary for the classification. Written approval of the Personnel Administrator is required in such instances.

B. Promotion.

1. An employee shall be promoted when:
 - a. The employee is transferred to a position classified in a higher salary range.
 - b. The employee's position is reclassified to a classification having a higher salary range.
2. Promotions may occur within a department or between departments, with approval by the Personnel Administrator.
3. At the time an employee is promoted to a previously established position in a classification with a higher salary range the following salary increases may be granted:
 - a. Up to five (5) percent above the employee's current salary; or
 - b. Up to the minimum salary range of the new classification, whichever is greater.
 - c. Up to a salary level classification approved by the Personnel Administrator that matches the qualifications of the appointee in the established classification.

C. Demotion.

1. An employee shall be demoted when:
 - a. The employee is placed in a different classification having a lower salary range.
 - b. The employee's position is reclassified to a classification in a lower salary range.
 - c. As an alternative to a reduction in force of the employee base.

2. When an employee receives a demotion of the type stated in C.1.a., such employee's salary may remain unchanged or be reduced at the discretion of the **Department Head and City Administrator**.
 3. When an employee receives a demotion of the type in 1.b., such employee's salary shall not be reduced. The employee shall be permitted to continue at their present salary but shall not be entitled to a salary increase when their current salary exceeds the maximum pay range of the new assigned classification.
- D. Reinstated Employees. A reinstated employee shall be paid at a salary rate within the approved salary range for the position to which the employee is reinstated. The rate of salary at appointment shall be in accordance with Section 4.A.1. and 4.A.2.
- E. Part-Time Employment. Salaries for part-time employment shall be equivalent to the hourly salary rate for full-time employment in similar positions. Part-time employees are not eligible for cost-of-living increases but are eligible for merit increases.
- F. Temporary Employment. Salaries for temporary employment shall be determined by the Personnel Administrator. Part-time employees are not eligible for cost-of-living increases but are eligible for merit increases.
- G. Overtime. Only non-exempt employees are eligible for overtime. Overtime is time worked in excess of the regular work schedule. Overtime **must** be authorized by the Department Head. Compensation for overtime will be in accordance with the provisions of the Fair Labor Standards Act, as amended.
- H. Increases in Salaries. Increases in pay for City employees shall be governed by the following principles.
1. Any employee shall be initially employed for a probationary period of six (6) months. This probationary period may be extended at the discretion of the Department Head if the performance of the employee needs further evaluation.
 2. The pay plan consists of **various** pay grades. The **Personnel Administrator** ~~Mayor and City Council~~ may add or delete pay grades as deemed necessary.
 3. Each pay grade shall have a salary range with minimum and maximum rates. The range between the minimum rate and the maximum rate is approximately fifty (50) percent.
 4. After an employee reaches the maximum rate within a salary grade, such employee shall only be entitled to across-the-board salary adjustments and merit increases may be awarded in bonus form only.
 5. Each Department Head shall file an annual performance evaluation report on each employee within that department. This report shall become a permanent part of each employee's personnel file and shall be used to determine merit increases, if any.

6. In order for an employee to move to a higher salary grade, the employee must:
 - a. Apply for a new position within a higher salary grade;
 - b. Be an incumbent in a position which has been reclassified to a higher salary grade; or
 - c. Receive a promotion to a classification with a higher salary grade.
7. Every three (3) years, at Budget Meetings, the Mayor and City Council will consider increasing the percentage of employees' salaries within all salary grades on an equal percentage basis. The percentage for cost-of-living pay increases will change the minimum and maximum rates for each salary grade of the salary schedule.
8. Merit increases may be granted upon the recommendation of the Department Head, administrative approval of the Personnel Administrator, and budgetary approval of the Mayor and City Council, **and may be granted to all employees.**
9. Employees may be eligible for salary increases upon the successful completion of undergraduate and graduate degrees that are job related and provide additional service knowledge to the City of Monroe. This designation must be recommended by the Department Head, and approved by the Personnel Administrator, and can be retroactive for up to six (6) months from the adoption of this policy.
10. Employees may be eligible for salary increases upon the successful completion of licenses and/or certifications that are job related and provide additional service knowledge to the City of Monroe. This designation must be recommended by the Department Head and approved by the Personnel Administrator. Any licenses and/or certifications obtained should be copied and placed in the personnel file of the employee, and in situations of inclusion be attached to the performance evaluation.

Section 5. Applications and Examinations

- A. Announcement of Vacant Positions. Except as otherwise provided below, all vacancies in the classified service shall be publicized by posting announcements at City Hall, on the City of Monroe website, on area bulletin boards, and by such other means deemed advisable by the Personnel Administrator. The announcements shall specify the job title, salary range, qualification requirements, job description, manner of making application, and other pertinent information; and shall specify the date, time, and place of examinations (if required) for the position. **Postings must be open for application for a minimum of ten (10) business days.**
- B. Announcement of Vacant Positions. **Except for the appointment of Mayor and Council approved positions, such as City Administrator and Department Heads, all vacancies in the classified service shall be publicized by posting internal announcements at all City operated departmental facilities for a period of no more than ten (10) business days. This will follow Section 5.H, through the promotion of internal employees as set forth in this policy. Should no applicants meet minimum qualifications or not be selected, the vacancies for classified service shall then be publicized by posting external announcements at City Hall, City website, local organs of choice, and other suitable locations as determined by the Personnel Administrator for a period of no less than ten (10) business days and/or until the vacancy is filled.**
- C. Application Form. All applicants for positions in the classified service of the City of Monroe shall

submit an application to the proper Human Resource Department, on forms provided by the City of Monroe. Such forms shall require information concerning training, experience, education, and other pertinent information; and shall be signed by the applicant.

- D. Employment Requirements. All positions in the classified service shall be open only to persons who meet the requirements that are listed in the public announcement of the vacant position. Such requirements may include but are not limited to the following factors: experience, education, and training.
- E. Receipt and Duration of Applications. Applications from all persons desiring employment with the City of Monroe shall be accepted during regular business hours and placed on file. Applicants must complete a new application for every job opportunity posted.
- F. Rejection of Applications. The Department Head or Personnel Administrator may reject an application that indicates the applicant is deficient in any or all of the requirements as specified in the public announcement. An applicant may also be rejected for fraud or deception in the completion of the application, or if his or her past employment record is determined to be unsatisfactory by the Department Head or Personnel Administrator.
- G. Open Competitive Appointments. Positions shall be filled through a competitive process as referenced in Section 5.A and 5.B. This process may include but shall not be limited to: ratings of training, experience, job-related tests, or any combination of these as determined by the Department Head or Personnel Administrator. Factors such as education, job-related qualifications, and experience will be taken into account in making employment decisions. The Department Head or Personnel Administrator may require the applicant to submit proof of education and military service, or any other such documentation as is deemed necessary.
- H. Promotional Appointments. Promotional appointments shall be open to all employees who meet the training, education, and experience requirements included in the job description; or who have an equivalent combination of experience, education, and training that provides the required knowledge, skills, and abilities. Promotional appointments may be made at the discretion of the Department Head, with approval by the Personnel Administrator, without posting the job vacancy.

Section 6. Appointments

- A. Initial Appointments. All employees, except for the Department Heads, of the City shall be appointed upon the recommendation of the appropriate Department Head, and approval of the Personnel Administrator.
- B. Types of Appointments. When initially hired, persons employed by the Mayor and City Council shall be given one of the following types of appointment by the City of Monroe.
 - 1. Probationary. A probationary appointment, consisting of six (6) months, is an appointment to a position in the classified service. An employee serving a probationary period may be discharged or returned to his or her previous position at the discretion of the Department Head and shall not have the right to utilize the grievance and appeal procedure set forth in this policy.

2. Regular. A classified employee shall be given a regular appointment upon completion of the probation period.
3. Part-Time. A classified employee with a regular work schedule that does not exceed thirty (30.0) hours **exactly** per week on a consistent basis. A classified part-time employee given an initial probationary appointment shall be given a regular part-time appointment upon completion of the probationary period.
4. Temporary. Temporary appointments may be made to fill positions which are authorized **in the budget** and established for a specified period of time, when the work of a department requires the services of one or more employees on a seasonal or intermittent basis, or in cases of emergency. Temporary appointments shall not exceed one hundred twenty (120) calendar days **and not exceed thirty (30.0) hours exactly per week**; however, extensions to such appointments may be granted by the **Personnel Administrator**. The Personnel Administrator can authorize the creation of Temporary or Seasonal appointments not in the budget when proven documentation is provided and the appointment is proposed by the Department Head.
5. Promotional. A regular or part-time employee may be given a promotional appointment to a classification having a higher minimum salary and carrying a greater scope of discretion and responsibility by the **Department Head or Personnel Administrator**.

Section 7. Probation Period

- A. Objective. The probation period is to allow new employees time to train and learn their jobs. During an employee's probation period, the employee may be released or returned to his or her previous position without notice.
- B. Duration. The probation period shall be six (6) months in duration.
- C. Probation Period for Promotional Appointments. The probation period shall be used in connection with promotional appointments. If a person is removed during the probation period following a promotion, such person shall be entitled to receive the benefits of his or her former class. The period may require job related certifications and licenses to be achieved as a basis for job requirements as listed in job descriptions. The employee may utilize the grievance procedures contained in Section 12.
- D. Demotion During Probation Period. A Department Head may demote an employee during the probation period. A written report of such demotion must be filed with the Personnel Administrator within three (3) days after the effective date of the demotion.
- E. Probation Period Completion. Failure to provide written report of demotion or completion to the Personnel Administrator within five (5) working days of the completion date of the probation period shall be construed as completion of the probation period.
- F. **Probation Period Extension. A Department Head or Personnel Administrator may choose to extend the probation period of an employee upon initial appointment if determined the employee**

should be allowed more time for completion of training, certification or license attainment, or other situations that prove beneficial to the City of Monroe. A written report should be provided to the Personnel Administrator and placed on file within five (5) business days of the completion date of the probation period.

- G. Probation Period Reclassification. A Department Head or Personnel Administrator may reassign a probation period to an employee at any time during employment should there be justification and a written report filed with the Personnel Administrator. Reasons for reclassification should be disciplinary, work absenteeism, certification or license related, or other job-related functions.

Section 8. Promotions and Transfers

- A. Policy. It shall be the policy of the City to fill vacancies in the classified service, as considered practicable, by promotion from within the existing employee base. To this end, closed examinations and job vacancy postings may be held internally at the call of the Department Head, and under the direction of the Personnel Administrator.
- B. Political or Partisan Endorsement Prohibited. Promotions to positions in the classified service shall be based only upon merit and fitness for promotion. No consideration shall be given to political or partisan endorsement.
- C. Promotional Examinations. The Department Head and/or Personnel Administrator may conduct competitive promotional examinations in accordance with these regulations. In competitive promotional examinations, the Department Head and/or Personnel Administrator shall admit to the examination all employees who meet the published minimum qualification requirements.
- D. Intra-Departmental Transfers. A Department Head may, at any time, transfer an employee in the classified service under his or her jurisdiction from one position to another in the same class in the same department, without posting any job vacancies for public advertisement. An intra-departmental transfer of an employee to a position in another class shall be made only with the approval of the Personnel Administrator. ~~and only between classes within the same pay range.~~
- E. Inter-Departmental Transfers. A transfer of an employee from one department to another shall require the approval of both Department Heads involved and the Personnel Administrator. Requests for such transfer shall support how the employee meets the qualification requirements of the class to which the transfer is proposed and may move the employee to another pay grade and classification. This type of transfer does not require posting of job vacancies for public advertisement.
- F. Employment Status Adjustment. A full-time employment position may be created by the combination of two (2) existing part-time employment positions already approved within the budget, when the salary adjustment does not exceed the combined salaries for the two (2) part-time employment positions. An employee may be promoted to this new full-time employment position with the recommendation of a Department Head, and approval by the Personnel Administrator.
- G. Salary Grade After Transfer. An employee who is transferred shall continue at the same rate of pay; or as specified in the classified service of the new position; or a new rate of pay deemed

appropriate and approved by the Department Head and Personnel Administrator.

Section 9. Employee Performance Evaluation

- A. Objective.** The purpose of the Employee Performance Evaluation shall be primarily to inform employees of how well they are performing their work and how they can improve their work performance. Such performance evaluation may also be used in determining merit raises or bonuses, as a factor in determining order of lay-off, as a basis for training, promotion, demotion, transfer, or dismissal, and for such other purposes as set forth in these policies.
- B. Period of Evaluation.** All employees, except temporary workers shall be evaluated at the end of six (6) months of service and evaluated annually thereafter. An employee shall not be eligible for a merit pay raise until the performance evaluation form has been completely processed. Employees may also be evaluated at the time of separation.
- C. Evaluations.** Evaluations shall be prepared by the Department Head and immediate Supervisor of each employee and reviewed by the Personnel Administrator. An employee in a supervisory position who is leaving the position shall be required to submit Employee Performance Evaluation forms on all the employees under his or her supervision who have not been evaluated within the previous six (6) month period.
- D. Review with Employees.** The evaluator shall discuss each performance evaluation with the employee being evaluated. If an employee disagrees with statement(s) in an evaluation, such employee may submit, within ten (10) days following the conference with his or her supervisor, a written statement that shall be attached to the evaluation form and forwarded to the Personnel Administrator.
- E. Performance Evaluations Confidential.** Performance evaluations shall be confidential and shall be made available only to the employee evaluated, the employee's Department Head, the Personnel Administrator, and the Mayor and City Council.
- F. Licenses and Certifications.** Any licenses and/or certifications obtained during the period of evaluation should be copied and placed in the personnel file of the employee, and in situations of inclusion be attached to the performance evaluation. Upon completion of any licenses and/or certifications deemed to provide greater value to the City, such employee may be eligible for a salary increase as submitted by the Department Head to the Personnel Administrator for approval. Please refer to Section 4.H.10.

Section 10. Disciplinary Actions

- A. Intent.** Effective supervision and good employee relations should reduce to a minimum those instances necessitating disciplinary action. The establishment of rules and regulations and the imposition of disciplinary action for a violation thereof are not intended to restrict the rights or to punish any employee but are for the purpose of ensuring the rights of all employees, securing cooperation and uniformity throughout the classified service, and correcting deficient job performance. The severity of the disciplinary action imposed should be related to the gravity of the offense, the employee's record of disciplinary action, and the disciplinary action imposed in similar cases. Nothing in these procedures alters the fact that employment with the City of

Monroe is for an indefinite term; however, these procedures should provide guidance on practices the City will follow in all situations when verbal instructions or counseling is not effective.

- B. Conduct Subject to Disciplinary Action.** Since it is not possible to anticipate the circumstances under which every conceivable infraction could take place, employees should not view the following list as exhaustive nor as specifying the appropriate discipline for an infraction.

1. The conviction of a felony, or of a misdemeanor involving moral turpitude.
2. Excessive absenteeism.
3. Absence without leave, or failure to report after the expiration of a leave of absence.
4. Excessive tardiness.
5. Abuse of sick leave.
6. Insubordination or serious breach of proper discipline.
7. Inefficiency or incompetency.
8. Abuse or theft of City property.
9. Assault, battery, or fighting with a fellow employee.
10. The borrowing of City equipment for personal use.
11. The loss of a job requirement, such as the loss of a necessary license, which prevents the adequate performance of the essential functions of the position.
12. The willful making of false statements to supervisors, officials, the public, boards, commissions, or agencies.
13. The violation of City policies, ordinances, administrative regulations, departmental rules, or these rules and regulations.
14. The consumption, sale, or possession of alcoholic beverages and/or illegal substances while at work, or being intoxicated on the job, or being otherwise affected on the job because of the prior use of some illegal substance.
15. The discovery of a false statement in an application.
16. Acceptance of gratuities in conflict with state law or City ordinance.
17. Political activity in conflict with Section 21 of these Policies and Procedures.
18. Engaging in offensive conduct or using offensive language toward the public, supervisory personnel, or a fellow employee.
19. Harassment on the basis of race, color, sex, religion, national origin, citizenship, age, or disability.

- C. Types of Disciplinary Action.** The Personnel Administrator and a Department Head, subject to the employee's right of appeal as provided in Section 12, shall have the following alternatives when disciplining an employee.

1. **Oral Reprimand.** An oral reprimand is a progressive disciplinary measure which may be issued for an incident, action, or behavior which does not warrant more severe disciplinary action. In the oral reprimand, the Supervisor will verbally and privately explain to the employee that he or she is being reprimanded, describe the problem, and indicate what must be done to correct the problem. In certain instances, the Department Head should include a written memo in the employee's personnel file describing the nature and resolution of such reprimand.
2. **Written Reprimand.** Where the incident, action, or behavior of the employee is such as not to initially warrant a more severe type of disciplinary action, a written reprimand may be issued

for first or second offenses. Written reprimands shall be issued by the Department Head to the affected employee, a copy of the reprimand shall be forwarded to the Personnel Administrator and filed in the personnel folder of the employee.

3. **Suspension without Pay.** A Department Head with the prior approval of the Personnel Administrator may suspend without pay any employee under his or her supervision. Prior to notification to employee, the Personnel Administrator shall review the proposed action of the Department Head. The Personnel Administrator shall render a decision after a review of the recommendation of the Department Head. The Personnel Administrator shall take such action he or she deems appropriate in the matter. A suspension may be imposed for a **length of time of one (1) to three (3) working days** by the Department Head with prior approval of the Personnel Administrator. A written statement specifically setting forth the reasons for such action and the length of time of such suspension shall be furnished by the Department Head to the affected employee, a copy of same shall be sent to the Personnel Administrator and filed in the personnel folder of the employee within one (1) working day of the effective date of the action.
4. **Suspension with Pay.** When an employee has been accused of serious misconduct or criminal behavior, the employee may be suspended with pay for a period of five (5) days, during which the Personnel Administrator will conduct an investigation to determine whether the pending charges will affect the employee's job performance or whether the conduct which resulted in the arrest is the basis for disciplinary action. Where the Personnel Administrator determines that an employee's return to work would not be in the best interest of the City, the employee will be given notice of his or her proposed indefinite suspension without pay, including the reasons for the suspension and the employee will be given an opportunity to respond to the Personnel Administrator concerning those reasons. After the employee has had an opportunity to respond, the Personnel Administrator will issue a decision on the indefinite suspension.
5. **Demotion.** A Department Head may reduce the salary of a regular employee within the range provided in the pay plan or demote the employee to a lower-graded position. The Department Head shall take such action after consultation with the Personnel Administrator. A written statement specifically setting forth the reasons for any such action shall be furnished by the Department Head to the affected employee, and a copy of same shall be forwarded to the Personnel Administrator and filed in the personnel folder of such employee within one (1) working day of the effective date of the action.
6. **Dismissal or Termination.** When a regular employee is charged with misconduct, the Department Head shall place the employee on a three (3) day, paid administrative suspension with a recommendation for dismissal or termination. A written statement specifically setting forth the reasons for suspension with a recommendation for dismissal shall be furnished by the Department Head proposing the dismissal to the affected employee, a copy of the report shall be furnished to the Personnel Administrator within one (1) working day of the effective date of the action. The Personnel Administrator shall ensure that a written notice of the charges is furnished to the affected employee and shall conduct an investigation to verify that the charges are substantiated and that no errors relevant to the charges were made. The Personnel Administrator shall hold a meeting **after the three (3) working day suspension** where the employee shall be authorized to present information which is pertinent to the

charges on his/her behalf. The Personnel Administrator shall render a decision on the proposal for dismissal based on all of the relevant information. The Personnel Administrator shall advise the employee of his/her right to appeal the decision under the grievance procedure.

7. Notification of Right of Appeal. Any written notification submitted to a regular employee who is being subjected to disciplinary action shall set forth the right of the employee to appeal such action to the Grievance Committee in the manner set forth in Section 12. Oral and written reprimands are not eligible for review by the Grievance Committee.

D. Disciplinary Process Standards. This list of disciplinary actions is to be taken by a Department Head, to then be reviewed by the Personnel Administrator, when circumstances require such action. These steps should serve as a guideline, and not absolute, as certain situations will need more or less disciplinary action based on the situation, and may through written documentation by Department Head, and approval by the Personnel Administrator be progressed to properly gauge the circumstance and situation.

1. First Violation – Oral reprimand, notation made in employee file, and instruction on proper actions.
2. Second Violation – Written reprimand, and instruction on proper actions with notated steps for improvement.
3. Third Violation – One (1) to three (3) day suspension with or without pay, written reprimand, and instruction on proper actions.
4. Fourth Violation – Demotion, Dismissal, or Termination.

Section 11. Separations

- A. Types of Separation from the Classified Service.** Separation from positions in the classified service shall be designated as one of the following:

1. Resignation. An employee shall submit to the Department Head written notice of resignation at least fourteen (14) days in advance of the date of resignation. Immediately upon receipt of such notice of resignation, the Department Head shall forward the same to the Personnel Administrator. Time off for sick leave, personal time, or vacation time is not considered proper notice of resignation and will result in default of payment of unused leave. Failure to comply with this rule shall be entered on the service record of the employee.
2. Abandonment of Job. An employee not on authorized leave of absence as defined in Section 16.F., and who fails to report to work for three (3) consecutive days may be terminated from the service of the City for job abandonment. Any employee terminated for job abandonment shall have the right of appeal to the Grievance Committee in the manner set forth in Section 12.
3. Quitting. An employee that fails to submit a written notice of resignation at least fourteen (14) days in advance of the date of resignation will be classified under quitting. As stated in Section 16, authorized time off for sick leave, personal time or vacation time is not considered proper notice of resignation.
4. Lay-off or Reduction in Force. Any involuntary separation not related to an employee's

conduct shall constitute a lay-off or reduction in force.

- a. Basis. Any employee may be laid off because of shortage of funds or work, abolishment of the position, material changes in the duties or organization, or related reasons beyond the employer's or the employee's control which do not reflect dissatisfaction with the service of the employee. The duties previously performed by any laid-off employee may be reassigned to other employees holding positions in appropriate classes.
 - b. Notice to Department Head. Whenever the lay-off or reduction in force of any employee shall become necessary, the Mayor and City Council shall notify the Personnel Administrator and Department Head at least thirty (30) calendar days in advance of the intended action, of the necessity for such lay-off and the reasons therefore. The Department Head shall thereupon furnish to the Personnel Administrator the names and job titles of the employees to be laid off and the order in which such lay-off shall be affected.
 - c. Order of Lay-Off. Should it become necessary to reduce the number of employees within a given class in any department, such employees shall be laid off on the basis of the following three (3) factors to be weighted equally: job performance, length of service in class, and length of service with the City. If an employee believes that an error has been made in determining lay-off order, he or she may request an administrative review by the Personnel Administrator.
 - d. Special Cases. Should a Department Head determine that the retention of a certain employee is essential to the effective operation of the department because of the fact that such employee possesses special skills or ability and should the Department Head wish to retain an employee in preference to another with a higher rating, then the Department Head shall submit a written request to the Personnel Administrator. Such notification shall set forth in detail the specific skills and abilities possessed by the employee and the reasons why such employee is essential to the effective operation of the department. With the approval of the Personnel Administrator, the individual may be retained.
 - e. Notice to Employees. Regular employees to be laid off shall be notified in writing by the Personnel Administrator at least fourteen (14) calendar days prior to the effective date of the lay-off.
 - f. Demotions. Any regular employee scheduled to be laid off shall have the right to be demoted to a lower classification, provided that a vacancy exists and such employee is qualified to fill the position in the lower classification, **or at the discretion of the Personnel Administrator.**
- 5. Termination. Terminations are dismissals initiated by the City, that may or may not allow for an appeal pursuant to Section 12, Grievance and Appeal Procedure.**
- 6. Inability to Perform.** If an employee suffers from a physical or mental disability which prevents him or her from performing the essential functions of their current position, even with reasonable accommodation, the employee may be reassigned to a different position, if the

employee is qualified for the re-assigned position and if such position is vacant or will be vacant within a reasonable amount of time. Such a reassignment will be made to a position equivalent to the one presently held in terms of pay or job status. If there are no accommodations that would enable the employee to remain in the current position and there are no positions soon to be vacant for which the employee is qualified, the employee may be reassigned to a lower graded position or be terminated due to inability to perform the job. In all such cases, the employee will cooperate with the City or to determine the limitations imposed by the disability and to design accommodation for the essential functions of the job. Termination due to an inability to perform essential functions shall be subject to an appeal pursuant to Section 12, Grievance and Appeal Procedure.

7. Loss of a Job Requirement. Any employee who is unable to perform the essential functions of his or her job adequately because of loss of a necessary license or other necessary requirement shall be separated by lay-off from employment in that position until such license or requirement is re-obtained, or by termination should the failure of such license affect the ability of the City to maintain services. The license or requirement should be reacquired within a reasonable length of time, determined by the **Department Head**, or the employee will be terminated.
8. Dismissal or Discharge. Dismissals or discharges are involuntary terminations initiated by the City.
9. Retirement. The retirement of an employee shall consist of the voluntary separation of an employee who has met the requirements of age and length of service.
10. Death. Separation shall be effective as of the date of the death of the employee. All compensation, including annual leave pay, and funds set aside from payroll deductions due to such employee as of the effective date of separation shall be paid to the beneficiary of the employee, the surviving spouse of such employee, or to the estate of such employee, as may be determined by law or by the applicable executed documents in the personnel folder of such employee.

Section 12. Appeal and Grievance Procedures.

- A. Intent. City employee grievances should receive prompt consideration and equitable resolution. Wherever possible, grievances should be resolved or adjusted informally, and both supervisors and employees shall be expected to make every effort to do so. Any regular employee in the classified service who has been demoted, suspended, dismissed, or subjected to any other type of disciplinary action (except oral or written reprimand), or who is aggrieved as a result of the interpretation and application of these rules and regulations, and any applicant or employee (regular or probationary) who has been subjected to any alleged discriminatory action that is prohibited by federal law, shall have the right to utilize the grievance and appeal procedure hereinafter set forth.
- B. Treatment of Process. These procedures governing the processing of grievances and providing the right of appeal are established for the purpose of eliminating or correcting justifiable complaints or dissatisfaction of regular employees or certain complaints of probationary employees and applicants; ensuring that all employees shall be afforded fair, equitable, and expeditious review

of their grievances without fear, coercion, or discrimination; and providing a systematic and orderly method for resolving complaints and differences between employees and supervisory or management personnel.

C. **Grievance Committee.** The Grievance Committee for City employees is the Mayor and City Council. The Grievance Committee shall hear all matters brought before it under procedures set forth below, and after a hearing may, by a majority vote of the Committee, take such action concerning an affected employee as it deems appropriate, including but not limited to: reinstatement with or without full compensation for lost wages, reprimand, suspension, or dismissal from the service of the City. If either the employee or the employer is dissatisfied with the decision of the Grievance Committee, a final appeal may be made in writing within ten (10) working days, to be brought before the Mayor and City Council.

D. **Procedure for Grievance Resolution.**

1. A formal grievance shall not be initiated unless the employee has discussed the grievance with their Department Head and Personnel Administrator, or in the case of an applicant, with the Personnel Administrator. Such discussion shall be held within ten (10) working days after the occurrence ~~or within ten (10) working days after the employee becomes aware of the occurrence~~ of a grievance matter. The Personnel Administrator shall render a decision on the matter within ten (10) working days after the grievance has been discussed.
2. Should the employee or applicant not be satisfied with the decision of the Personnel Administrator, the employee or applicant, within five (5) working days, shall state the grievance in writing to the Personnel Administrator, setting forth the reasons for the appeal. ~~The Personnel Administrator shall make appropriate inquiries, consider all facts surrounding the action, and make every effort to resolve the grievance to the satisfaction of the Department Head and the employee, or the applicant.~~
3. ~~Should no decision resulting in the settlement of the grievance be reached within ten (10) working days after the filing of the written grievance, the employee or applicant, within five (5) working days, may appeal~~ to the Grievance Committee. Such appeal ~~shall be submitted through the Personnel Administrator and~~ shall be accompanied by all of the facts and information concerned with the grievance ~~as well as any written responses of the Department Head.~~
4. The Grievance Committee shall, within thirty (30) working days after the receipt of an appeal, hold a hearing upon same and consider the action complained of in the grievance.
 - a. Whenever possible, the hearing shall be scheduled during normal working hours and employees, supervisors, applicants, their representatives and witnesses shall have the right to appear before the committee for the purpose of presenting facts, information, and relevant evidence. All hearings conducted by the Grievance Committee shall be in accordance with Title 50, Chapter 14 Official Code of Georgia Annotated.
 - b. At the hearing before the Grievance Committee, technical rules of evidence shall not apply. All testimony before the committee shall be under oath or affirmation. Any member of the Committee shall have the power to ~~administer oaths and call witnesses and may~~ compel the production of relevant books, records, and

documents.

- c. A copy of the decision of the Grievance Committee shall be given to the affected employee and the Department Head of same, or to the applicant, within three (3) working days following the completion of the hearing.
5. The failure of management to follow the steps outlined above shall result in conferring upon the employee the right automatically to proceed to the next step in the grievance procedure. The failure of the employee to follow the steps outlined above may result in the dismissal of the grievance at any step.
6. In those cases where dismissal of an employee is involved, the Personnel Administrator shall immediately notify the affected employee that, if requested, a hearing before the Grievance Committee will be set up and held within thirty (30) working days of the action taken. At all such hearings, the Department Head shall be required to appear and explain the reasons for the dismissal.

E. Outline of Grievance Process.

1. Discussion of grievance with Department Head and Personnel Administrator. Must happen within ten (10) business days of occurrence of a grievance matter.
2. Appeal of grievance decision by Department Head and Personnel Administrator made in writing to Personnel Administrator. Must be with five (5) business days of decision from Step 1.
3. Grievance Committee hearing to be held for final decision. Must be within thirty (30) business days of Step 2.

Section 13. Employee Development

- A. In-Service Training. **Department Heads** and the Personnel Administrator shall be responsible for fostering and promoting in-service training of employees for the purpose of improving the quality of service and to assist employees in preparing themselves for advancement. Department Heads and the Personnel Administrator through proper development of job descriptions will notify employees under any such conditions where attendance of training seminars is required as a condition of employment.
- B. Licenses and Certifications. Training and development as it relates to particular job requirements per job descriptions will be encouraged and provided by the City upon employment. **Additional licenses and certifications that may be available to provide growth and development will also be allowed and funded by the City with prior Department Head and Personnel Administrator approval.**

Section 14. Records and Reports

- A. Personnel Transactions. All appointments, separations, and all other personnel transactions shall be recorded on forms provided by the Personnel Administrator. A separate file folder shall be prepared and maintained for each employee and shall contain the original or a copy of all pertinent documents.

- B. Personnel Files.** Personnel files are business records of the City and are property of the City.
- C. Public Inspection.** Information relative to employees and former employees shall be available for public inspection at reasonable times in the Personnel Department in the presence of a Personnel Representative and in accordance with Title 50, Chapter 18 Official Code of Georgia Annotated.
- D. Destruction of Records.** Employee service records shall be kept in accordance with State and Federal regulations after separation of employment. Such records may be kept in their original form or in any other duplicate the Personnel Administrator deems appropriate. All other records including correspondence, applications, and examinations may be destroyed after three (3) years.
- E. Attendance Records.** Regular attendance reports shall be prepared and submitted by each Department Head as requested by the Personnel Administrator and in the form designated by the Personnel Administrator.

Section 15. Payroll.

- A. Initial Appointments.** Upon the appointment of any employee to a classified service, the **Department Head** shall submit to the **Personnel Administrator, or designee** such information as is necessary to certify the employment status, title or position, and salary or wage of such employee.
- B. Payroll Adjustments.**
 - 1.** Each Department Head shall be responsible for immediately notifying the Personnel Administrator **for approval** of any occurrences or actions **to be** taken which require an adjustment in the salary or wage of any employee or employees under the supervision of such Department Head.
 - 2.** Upon the receipt of such notice, or action by the Grievance Committee, which requires an adjustment in the salary or wage of any employee or employees, the Personnel Administrator shall make such payroll adjustments for such employee or employees as may be required.
- C. Recovery of Salaries Improperly Paid.** Employees may be held liable for the return of salaries improperly, erroneously, or illegally paid to employees.
- D. Voluntary Deductions.** Upon the request in writing of any employee, the City shall be authorized to provide for automatic payroll deductions for such employee, in such amount as the employee shall specify, for the purpose of contributing to personal savings plans, pensions, **insurance**, or other personal financial investment plans.

Section 16. Attendance and Leave

- A. Hours of Work.** The established work week and the hours of work shall, insofar as practicable, be uniform within occupational groups and shall be determined in accordance with the needs of the City and the reasonable needs of the public who may be required to do business with various City Departments. The work schedule for each department shall be established by the Department Head with the advice and approval of the Personnel Administrator.

B. Attendance. Each Department Head shall be responsible for the attendance of all persons in his or her department. The Personnel Administrator shall keep complete attendance and other records on each employee, including annual leave, sick leave, overtime, personal leave, and others, as provided in Section 16.

C. Holidays. All full-time employees ~~with the exception of temporary employees~~ shall be eligible for holiday leave for the following days and other days as designated by specific action of the Mayor:

New Year's Day
Martin Luther King, Jr.
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Day
Day after Christmas Day
Personal Preference Day (must have two-week prior approval)

(i.e., President's; Valentine's; St. Patrick's; Good Friday; Confederate Memorial; Flag; Yom Kippur; Halloween; Election; Columbus; Veterans; Chanukah; Christmas Eve; or New Year's Eve Day)

1. Whenever a holiday falls on a Saturday, the preceding Friday shall be designated a substitute holiday and observed as the official holiday for that year. When the holiday falls on a Sunday, the following Monday shall be designated as the official holiday for that year. An employee who is not on approved leave and fails to report on his or her scheduled work day before or after a holiday shall not be paid for the holiday.

2. Holidays which occur during annual or sick leave shall not be charged against annual or sick leave. Full-time employees shall be paid for holidays based on the number of hours they normally work each day, exclusive of overtime. Temporary employees will not be paid for holidays not worked.

~~3. The Personnel Administrator will determine, in advance, the appropriate compensation in instances where an employee is scheduled to work on a holiday. If an alternate holiday is to be taken, it must be taken within a six (6) month period or be forfeited.~~

D. Birthday. All full-time employees with fifteen (15) or more years of service shall be eligible for a paid holiday on their birthday, ~~after completion of the fifteenth year of service.~~

E. Annual (Vacation) Leave.

1. General. Vacations are for the purpose of rejuvenating both physical and mental faculties and all employees are urged to avail themselves of vacation periods.

2. Eligibility. All full-time employees in the classified service shall be entitled to earn and accrue annual leave. ~~Regular part time employees shall be entitled to annual leave in proportion to the number of hours worked.~~ Probationary employees accrue but may not take vacation leave

during first six (6) months of employment. ~~Part-time and~~ temporary employees shall not be eligible for annual leave.

3. Rate of Leave Accrual. Full-time ~~and part-time~~ employees begin to accrue annual leave immediately upon employment. Employees under ~~part-time~~, temporary, provisional, emergency appointments, and employees not deemed to be in the classified service will not be granted annual leave under these policies. Annual leave shall be accrued according to the following schedule:

Number of Years of Continuous Employment	Number of Leave Hours Accrued per Month
0 - 12 Months	4 Hours
1 – 4 Years	8 Hours
5 – 10 Years	10 Hours
11 – 24 Years	12 Hours
25+ Years	14 Hours

1. Accrual of annual leave will cease during the time period an employee is out of work on "leave" as described in Section 16-G. ~~Accrual of annual leave will cease during the time period an employee is out on disability and workers' compensation.~~
4. Notice of Leave. A request for annual leave shall be submitted to the employee's immediate supervisor. Annual leave may be taken only after approval by the Department Head so that, insofar as practicable, the department can function without the hiring of additional temporary help. Annual leave shall be authorized in units of days or hours only.
5. Maximum Allowable Accumulation. Unused annual leave not exceeding three hundred sixty (360) hours may be carried into the next calendar year. ~~It is the intent of these rules to have employees take their annual leave yearly. Therefore, no payment shall be made for non-use of annual leave except as provided in section 16.E.6. unless approved by the Mayor and City.~~
6. Payment for Unused Leave. When an employee is separated from service, such employee shall be paid for all unused annual leave ~~(up to 360 hours)~~ unless he or she fails to give and serve proper notice of resignation, ~~of no less than ten (10) working days without leave.~~

F. Sick Leave.

2. General. Sick leave shall be allowed to an eligible employee in the following instances:
 - a. In the case of actual sickness or disability of the employee, or for medical, dental, eye examination, or treatment for which arrangements cannot be made outside of working hours; and
 - b. When the employee is required to care for a sick or injured ~~immediate family member, spouse, child, or member of the immediate family~~ the employee shall report the illness prior to his or her scheduled work time.

3. Eligibility. Those employees entitled to earn annual leave shall also be eligible to earn sick leave as described in Section 16.E.2.
4. Rate of Leave Accrual. Full-time employees begin to accrue sick leave immediately upon employment at the rate of **eight (8) hours ~~one (1) day~~** per month. Accrual of sick leave will cease during the time period an employee is out of work on "leave" as described in Section 16.G. **Accrual of annual leave will cease during the time period an employee is out on disability and workers' compensation.**
5. Certification by Physician. A medical certificate signed by a licensed physician may be required by a Department Head or the Personnel Administrator to substantiate a request for sick leave.
6. **Workers Compensation Benefits. Sick leave is not available to employees who are receiving wage replacement covered under as part of worker's compensation benefits, except to supplement difference between benefit and weekly wages.**
7. Maximum Allowable Accumulation. A maximum of four hundred eighty (480) hours of sick leave may be accumulated. **For time accumulated in excess of four hundred eighty (480) sick leave hours, the employee will be paid regular salary in addition to his or her normal pay as a one (1) time payment at the end of the calendar year of accumulation.**
8. Personal Leave. Up to sixteen (16) hours per year of accumulated sick leave can be used for personal leave.
9. **~~No~~ Payment of Unused Sick Leave. When an employee is separated from the service, ~~no~~ payment shall be made for any unused sick leave in excess of 480 hours.**
10. Health Bank. An employee may voluntarily assign his or her sick leave to another employee in an extraordinary or unusual circumstance to be approved by the Personnel Administrator (i.e., catastrophic illness) **to a sick bank approved by the Personnel Administrator. Donations are limited to 40 hours per employee. Resigning and retiring employees may donate 40 hours. Donations will be held for two (2) years and if not used for approved reason, revert to the employee who donated the hours. The employee using time from the health bank must have used all of their own accrued leave before using leave from the health bank.**

G. Other Types of Leave.

1. Military Leave.
 - a. Any regular employee who leaves the classified service to join the military forces of the United States during time of war or other national emergency, or is inducted by Selective Service, may, upon written request, prior to induction into the military, be placed on military leave without pay, such leave to extend through a date ninety (90) days after which such service terminates. Such employee shall be entitled to be restored to the vacated position, or a comparable position, provided the employee makes application to the Personnel Administrator within ninety (90) days of the date of discharge under honorable conditions, and is physically and mentally capable of performing the essential functions of the position with or without reasonable

accommodation.

- b. The returning employee shall be entitled to any increases in salary (including cost-of-living increases) or any advancement in grade which would normally be accorded to the incumbent of the position, with the exception of any increases or advancement in grade which would normally be dependent on meritorious performance of the duties of the position.
 - c. In the event a position vacated by a person entering the military service as stated above no longer exists at the time he or she qualifies to return to work, such person shall be entitled to be re-employed in another position of the same status, class, and pay in the classified service, provided such re-employment does not necessitate the laying off of another employee.
 - d. Any regular employee who is a member of the National Guard or an organized military reserve of the United States will be allowed leave of absence with pay to attend training camps upon presentation of orders concerning such training for up to eighteen (18) days or in the event the Governor declares a State of emergency up to thirty (30) days in any one (1) calendar year. Subsequently, employees may charge their accrued annual leave to time off for military duty.
 - e. Employees on leave of absence for military service have ~~the same~~ rights with regard to continuation of benefits, ~~including group health coverage, as do employees on "leave" as described in Section 16~~ as provided in The Uniformed Services Employment and Reemployment Rights Act (USERRA).
2. Funeral Leave. In the event of death in an employee's immediate family, he or she will be granted paid leave up to three (3) scheduled working days. This three (3) day period will begin on the day of death ~~and extend through the day of the funeral~~. The employee will receive his or her normal pay for any scheduled workday that occurs during this period.
3. Family and Medical Leave.
- a. Under the Family and Medical Leave Act, a full-time employee, with at least twelve (12) ~~continuous~~ months of service and has worked a minimum of 1,250 hours during that twelve (12) ~~continuous~~ month period, may have up to twelve (12) weeks of unpaid leave per rolling 12-month period under the following situations or conditions:
 - i. Bond with a newborn baby within one year of birth;
 - ii. Placement of a child for adoption or foster care;
 - iii. Serious health condition making someone unable to perform the functions of his or her job;
 - iv. Care for the employee's spouse, son, daughter, or parent who has a serious health condition;
 - v. Qualifying exigency for a family member arising from active military duty.
 - ~~vi. Birth, adoption or foster care of a child;~~
 - ~~vii. Care of a child after birth or adoption;~~
 - ~~viii. Care of a seriously ill close family member (spouse, child, parent, foster parent); or~~
 - ~~ix. Care for the worker's own serious health condition.~~

- b. All employees eligible for leave under the FMLA will be required to provide the City with a written certification of the serious health condition. Employees must give the Personnel Administrator (PA) a completed Certification Form, a Department of Labor (DOL) Form—"Certification of Physician or Practitioner", within fifteen (15) days after the employee requests leave under the FMLA. The PA may require the employee to obtain a second or third medical opinion regarding the condition and treatment. The PA may require the employee to provide periodic progress reports regarding "leave status."
 - c. During the twelve (12) week leave period under FMLA, the City will maintain the employee's current health benefits.
 - d. Upon reinstatement of employment, the City will return the employee to the previous or an equivalent position at the same level of pay, benefits, and other terms of employment.
 - e. The employee may elect to use their accrued annual or sick leave during the twelve (12) week unpaid leave period.
 - f. In the case of an employee's own serious health condition or to care for a family member who has a serious health condition, unpaid leave may be taken on an intermittent or reduced leave basis. Both the employee and employer must agree to the intermittent leave schedule. The employee must make an effort to schedule intermittent leave so that the employee's absence has minimal effect on the day-to-day business of the City.
 - g. The employee must give their best estimate of when they expect to return to work. Except for medical reasons, if an employee does not return to work after the twelve (12) week leave period, the employee may be held liable for any health premiums paid by the City during the leave period.
- 4. Temporary Disabilities Covered by Worker's Compensation. An employee who is temporarily disabled because of an injury or illness sustained directly in the performance of his or her work may be covered by the provisions of the State Workers' Compensation Act.
- 5. Temporary Disabilities Not Covered by Workers' Compensation. An employee who becomes temporarily disabled shall be eligible for leave under the terms and conditions of the Family & Medical Leave Act in Section 16-3. If necessary, further extension of leave (either with or without pay) must be specifically authorized by the Mayor and City Council, upon recommendation of the Department Head and approval of the Personnel Administrator.
- 6. Civil Leave. An employee shall be given necessary time off without loss of pay, when performing jury duty, or when required by proper authority to be a witness in legal proceedings, provided such call to duty is reported in advance to the employee's Department Head or Personnel Administrator.
- 7. Maternity Leave.
 - a. Maternity leave is a period of approved absence related to pregnancy, confinement, and recovery.
 - b. The employee desiring maternity leave should report the pregnancy to the Department Head or Personnel Administrator. Such notification shall include a written statement from the attending physician specifying the approximate date of birth.

- c. An employee will be permitted to continue work, with reasonable accommodation, so long as the conditions of the pregnancy do not adversely impair work performance or health.
 - d. A regular female employee shall be granted leave for maternity purposes with full pay for up to six (6) weeks.
 - e. A female employee may extend maternity leave beyond six (6) weeks under the terms and conditions of the Family Leave Act PL103-3.
- 8. Leave of Absence Without Pay. A Department Head, with the approval of the Personnel Administrator, may grant a regular employee a leave of absence without pay for a period not to exceed six (6) months. Leave of absence without pay for a period exceeding six (6) months and not more than one (1) year may be granted with the approval of the Mayor and City Council. All departments are required to adhere to the following regulations.
 - a. Leave without pay shall be granted only when it will not adversely affect the interests of the City services.
 - b. Failure of an employee to return to work at the expiration of approved leave shall be considered as absence without leave and grounds for disciplinary action.
 - c. Any employee who has been granted leave of absence and plans to return before the leave period has expired shall be required to give his or her Department Head at least a one (1) week notice. Upon receipt of such written notice, the employee shall be permitted to return to work.
 - d. The City will maintain the employees' current benefits. The employee is required to make premium payments to the City by each payroll date. If premiums are 30 days late, a written notice will be sent allowing 15 days to catch up unpaid premiums. Failure to pay premiums will result in the cancellation of coverage.
 - e. An employee who obtains either part-time or full-time employment elsewhere while on an authorized leave of absence without pay is required to notify his or her Department Head in writing within three (3) days of accepting such employment.
- 9. Absence Without Leave.
 - a. An absence of an employee from duty, including any absence for one (1) day or part of a day, that is not authorized by a leave of absence under the provisions of these regulations shall be deemed to be an absence without leave. Any such absence shall be without pay and shall be cause for disciplinary action.
 - b. When an employee has taken leave of any kind or is absent without leave, his or her Department Head shall notify the Personnel Administrator in writing within the same pay period in which the leave is taken or the absence without leave occurs. Such notification may be by notation on a time card or attendance sheet or by memo, giving specific information covering type of leave, dates, hours, and other pertinent data.
- 10. Administrative Leave. An employee may be placed on administrative leave with pay at the discretion of the Department Head and approval of the Personnel Administrator when such action is deemed to be in the best interest of the City.

Section 17. Fraternization

- A. Internal Relationship. Romantic or sexual liaisons that develop among employees or between employees and elected officials in the workplace may be potentially disruptive to our

business. The City will intervene and discuss the romantic or sexual liaisons with involved employees and/or elected officials. The City may also take remedial measures, up to and including transfer or immediate termination, when the City decides that such action is in the City's best interests.

- B. External Relationship. You are expressly prohibited from dating or becoming similarly involved with (for example a romantic or sexual relationship) anyone doing business with the department within which you are employed. Further, no employee may engage in such relationship with any contractor, vendor, or other person or persons doing business with the City if such relationship is deemed by the City to pose or present in any manner a conflict of interest or potential liability. The City may take remedial measures, up to and including transfer or immediate termination, when the City decides that such action is in the City's best interests.

Section 18. Nepotism

- A. It is the policy of the City of Monroe that no Department Head, member of the Mayor and City Council, or Personnel Administrator shall appoint or employ any person who is a member of the immediate or extended family of such officer to any regular classified position in the City if such appointment or employment would cause a relative of such officer to come under the direct supervision of such officer.
- B. The employment of relatives is not prohibited by the City as long as none of the related persons are employed in a supervisory role in which they might have an effect on a relative's progress, performance, or welfare as an employee.
- C. An employee may not be promoted into a position in which they would have supervisory responsibility over a relative, unless the relative can be transferred to another position that would not be under the supervision of the relative that is being promoted.
- D. Under this nepotism policy, "relatives" are defined as spouse, mother, father, stepmother, stepfather, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, stepson, stepdaughter, brother, brother-in-law, sister, sister-in-law, half-brother, half-sister, grandchild, grandparent, and grandparents of spouse.
- E. This section does not apply to person employed by the City prior to the election of the Mayor and City Council respective of relatives already maintaining employment.

Section 19. Equal Opportunity and Non-Discrimination

- A. Policy. All applicants for positions and employees of the City shall be assured of fair and equitable treatment in all aspects of personnel administration, including training, promotion, and disciplinary action; without regard to political affiliation, race, color, national origin, sex, age, disability, or religious creed; and with proper regard for their privacy and constitutional rights as citizens.

It is and shall continue to be the policy of the City that its employees and their work environment be free from all forms of sexual harassment and intimidation. Verbal and physical conduct of a sexual nature by an employee, supervisor, or manager including sexual advances, requests for

sexual favors, or other conduct which tends to create an intimidating, hostile, or offensive work environment, is strictly prohibited.

An employee who believes he or she is being subjected to sexual harassment by a co-worker, manager, supervisor, or other individual (whether or not employed by the City); or who believes his or her employment is being adversely affected by such conduct, should report such incidents to his or her supervisor as soon as possible. A prompt and thorough investigation of his or her complaint will be conducted. If he or she is not satisfied with the conclusion or results of the investigation, he or she should present his or her complaint to the Personnel Administrator. If circumstances require, incidents of sexual harassment may be reported directly to the Mayor and City Council.

It is also the City's policy to comply with all the relevant and applicable provisions of the Americans with Disabilities Act ("ADA"). The City will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. The City will also make reasonable accommodations whenever necessary for all employees or applicants with disabilities, provided that the individuals are otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations do not require significant difficulty or expense."

- B. **Publicity.** The Personnel Administrator shall see that information about job opportunities and the equal employment policies of the City is readily available to all citizens of the City and especially to all potential job applicants.
- C. **Appeals Based on Alleged Discrimination.** Any applicant or employee who believes that he or she has been discriminated against shall have the right to counsel with the Personnel Administrator and to avail himself or herself of the appropriate Grievance Procedure outlined in Section 12.
- D. **Affirmative Action Plan.** The Mayor and City Council may adopt an affirmative action plan to formulate actions to correct employment practices which have, or potentially could have, a negative impact upon minority groups or females.

Section 20. Outside Employment

Other than for our Public Safety employees who work special shifts, the City considers other employment or "moonlighting" impractical given most employees full-time duties with the City. In the event you have other employment, you should be careful that extra hours of work do not affect the safe performance of your regular job with the City by leaving you tired and slow to react. You must notify your supervisor of any second job or outside employment. Of course, any outside employment may not create a conflict of interest with your work at our City. Likewise, you may not perform any work for another company or venture during your working time for the City.

Employees who are on a leave of absence from employment with the City generally must be on leave from any other employment as well unless the nature of the City leave is unrelated to the outside employment. For example, if an employee's essential job duties require the ability to stand for long periods and the employee is on leave due to an inability to stand, the employee would not be allowed to engage in outside employment that required standing.

Section 21. Political Activities

No employee in the classified service shall engage in political activities at the work place or during business hours. No City employee shall hold an elective office in the city government, nor shall they solicit any contributions or assessments, or services, nor publicly endorse any candidate for any City elective office. **Any such activity will result in the termination of employment by the City.**

RETIREMENT POLICY

Original November 2017

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Section 1. Your Retirement Plan

Retirement appears to be far in the future to employees in their twenties, thirties, and even forties. However, those in their fifties and older realize how quickly time passes as the retirement years arrive. Hence, a successful retirement requires advanced planning so that life will be pleasant and secure when the time arrives.

Accordingly, the City of Monroe has adopted a defined benefit retirement plan. This plan provides for payment of monthly benefits to you for life after you retire. The City manages the plan and invests plan assets through the Georgia Municipal Employees Benefit System (GMEBS). The City engages Georgia Municipal Association (GMA) to conduct day-to-day administration of the plan.

This plan is designed to help you prepare for financial security in later years. It supplements your Social Security benefits and personal savings by providing additional income in retirement.

Please read this booklet and become familiar with the benefits afforded in the plan. Understanding how these benefits enrich your retirement can give you and your family greater personal assurance.

The full terms and conditions of the plan are set forth in the plan's text which is available for inspection in the office of your Pension Committee Secretary. The plan text will govern any issues which may arise concerning the plan. Your entitlement to benefits is dictated by the terms of the retirement plan text as adopted by the City. ***This booklet is for information and illustration purposes only and is not a part of the City's retirement plan text.***

Section 2. Retirement Plan

- A. Purpose. The purpose of the City's retirement plan is to provide additional income to make it easier for you and your family to be secure and independent in your retirement years. The plan is designed for career employees to supplement Social Security and personal savings to provide adequate retirement income.
- B. Eligibility. Regular, full-time employees who work at least 30 hours per week on a regular basis are eligible for the plan.

Section 3. Cost

- A. It does not cost you anything; the City pays the entire cost of the plan.

Section 4. Benefits

- A. After you retire, the plan pays you a monthly retirement benefit for as long as you live. You may choose an option that will reduce your monthly benefit and leave a benefit to a beneficiary.

Section 5. Determination of Benefits

- A. The amount of your benefit is based on four items:
 - 1. Credited Service. Normally, your credited service will be the total years and months that you have worked for the City. You may also have the option to purchase additional credited service for previous military service, full-time service performed for a government other than the City of Monroe, or part-time service performed for the City of Monroe.
 - 2. Final Average Earnings. Your final average earnings are the average of your earnings for the period of 60 consecutive months in which they are highest. In most cases it will be your last 5

years of employment prior to retirement.

3. **Benefit Formula.** The benefit formula is a percentage that is multiplied by your final average earnings and your years and months of credited service to produce your annual normal retirement benefit. Your annual benefit is calculated as follows:
 - a. 2.00% times your Final Average Earnings
 - b. times your years and months of Credited Service
4. **Age at Retirement.** Normal retirement age is 65 provided you have at least 5 years of credited service.

Alternatively, you may retire with a normal unreduced retirement benefit if you are at least age 55 and have at least 25 years of credited service. You do not have to be actively employed with the City in order to qualify for this alternative normal retirement.

An early, reduced retirement benefit is available between ages 55 and 65 provided you have at least 10 years, but less than 25 years of credited service. If you retire under the early retirement provision, your benefit will be reduced to compensate for your longer life expectancy after retirement. The earlier you retire, the lower your benefit. (The early retirement reduction factors are shown on page 8 of this handbook.)

Section 6. Benefits Paid

- A. Your retirement benefits are paid to you each month for as long as you live. Retirement begins on the first day of a month. You can choose one of three ways to receive your benefits:
 1. **Lifetime Monthly Benefit for Retiree Only; No Lifetime Monthly Survivor Benefit.** Under this option, you will receive the maximum lifetime monthly retirement benefit amount (i.e., no actuarial reduction is applied). The benefit is paid to you every month for as long as you live. However, no monthly lifetime survivor benefit will be payable after your death. You may not designate a beneficiary to receive a monthly lifetime survivor benefit after you die. When you die, monthly retirement benefit payments stop and no further monthly benefits are payable to any beneficiary or your estate. Note that if you die before 36 months of retirement payments have been paid to you, a lump sum death benefit in the amount of 36 times your initial monthly retirement benefit minus any retirement benefits paid to you will be payable to your surviving spouse if:
 - a. You are married at the time of your death,
 - b. Your spouse survives you by at least 32 days; and
 - c. Your spouse submits to GMEBS proof of marriage within 6 months after your death. If you do not have a spouse at the time of your death, or if your spouse does not survive you by at least 32 days, or if your spouse does not provide proof of marriage within 6 months after your death, then the lump sum amount will be paid to your estate.
 2. **Reduced Lifetime Monthly Benefit for Retiree (with Pop-Up feature); Lifetime Survivor Benefit.** If you choose this option, you will receive an actuarially reduced lifetime monthly retirement benefit, and upon your death your designated beneficiary will receive a monthly benefit equal to a percentage of your monthly retirement benefit for as long as he or she lives after your death. You may designate any living person as your beneficiary. You select the percentage of your monthly benefit (100%, 75%, 50%, or 25%) that you want your beneficiary to receive for as long as he or she lives after your death. Under this option, your lifetime monthly benefit amount will be actuarially reduced to take into account the fact that benefits

will be paid over two lifetimes (yours and that of your beneficiary after your death). The amount of the reduction in your monthly retirement benefit depends on the age difference between you and your beneficiary, and on the percentage, you choose to leave to your beneficiary. In the event that your designated beneficiary predeceases you (after you have begun to receive benefit payments), your monthly benefit will “pop up” or increase to what it would have been if you had elected Option A above (single life annuity), provided you submit to GMEBS proof of the beneficiary’s death. If your designated beneficiary is your spouse at the time of your retirement, and if you become legally divorced from your designated beneficiary following retirement, then you are permitted but not required to request a pop-up following divorce. You must submit sufficient proof of your divorce with your application for the pop-up. GMEBS may deny an application for pop-up following divorce if it determines that denial is warranted based upon the terms of the divorce decree or other factors. If your application for pop-up following divorce is approved, then your monthly benefit will “pop up” or increase to what it would have been if you had elected Option A above (single life annuity), and your former spouse will no longer be eligible to receive any survivor benefit following your death. Please note that you cannot change your beneficiary after retirement. The pop-up provision does not allow you to name a new beneficiary if your beneficiary predeceases you or if you become divorced from your beneficiary.

3. **Reduced Lifetime Monthly Benefit for Retiree; Survivor Benefit for Designated Period.** This option provides an actuarially reduced lifetime monthly retirement benefit for you (you choose the period – 5, 10, 15 or 20 years). In the event of your death within a certain period of time after retirement, your designated beneficiary will continue to receive the same monthly retirement benefit that you did, if the beneficiary is living at your death. Payments to your beneficiary cease at the end of the designated period (i.e., they do not continue, even if your beneficiary lives beyond the designated period). The amount of the reduction in your monthly benefit depends on the length of the period you select. Please note that if you live beyond the designated period, your beneficiary will not receive a benefit. Also, you cannot change your beneficiary after your retirement date. If your designated beneficiary predeceases you, no survivor benefit will be payable and your benefit will not increase.

Section 7. Death Benefits

- A. **As an Active Employee** - After you become vested in the plan, you may name one person as your primary beneficiary and one person as your secondary beneficiary. Your primary beneficiary will receive an immediate monthly lifetime benefit if you die while you are employed by the City. If your beneficiary is your spouse, he or she may elect to wait until they retire to begin receiving the benefit.

If your primary beneficiary does not survive you by at least 32 days, your secondary beneficiary will receive the benefit. This benefit would be equal to the decreased monthly retirement benefit that would have otherwise been payable to you as a 100% joint and survivor benefit.

To designate a primary and secondary pre-retirement beneficiary, you must complete a beneficiary designation form. You may obtain a form from your Pension Committee Secretary. You may change your beneficiary designation at any time prior to retirement by completing a new beneficiary designation form and returning it to your Pension Committee Secretary.

If you die before becoming vested no benefits are paid.

- B. **As a Terminated Vested Employee** – If you terminate employment with a vested benefit and you die before you begin receiving retirement benefits, then a monthly terminated vested death benefit will be payable to your designated primary beneficiary (or your secondary beneficiary, if

the primary beneficiary does not survive you by at least 32 days.) This benefit would be equal to the decreased monthly retirement benefit that would have otherwise been payable to you a 100% joint and survivor benefit.

To designate a primary and secondary pre-retirement beneficiary, you must complete a beneficiary designation form. You may obtain a form from your Pension Committee Secretary. You may change your beneficiary designation at any time prior to retirement by completing a new beneficiary designation form and returning it to your Pension Committee Secretary.

- C. **As a Retiree** – Death benefits after retirement depend on which form of payment you choose when you retire. If you choose Option B or Option C at retirement, your designated beneficiary should receive benefits after your death based on the plan selected. If you choose Option A, you cannot name a beneficiary.

Section 8. Disability Benefits

- A. You **may be** entitled to disability retirement benefits from the City's plan provided you are a participant in the plan, your employment terminates as a result of total and permanent disability, you apply and qualify for Social Security disability benefits within one year from your termination date, and the date of disability determined by Social Security was during your employment. Disability benefits are paid as long as you live, assuming that you remain disabled for life. Verification of the continuance of your disability is required each year.

The amount of the disability retirement benefit depends on your earnings and credited service only up to the date your employment terminates due to disability. In either case, the amount of the disability retirement benefit is never less than 20% of your average monthly earnings from your last 12 months of employment. There is no reduction for age even though disability retirement may occur before your normal retirement date.

In order to receive both retroactive and prospective GMEBS Disability benefits, a Participant must: apply for disability benefits with the Social Security Administration within one year of termination due to disability and submit a GMEBS retirement application and the SSA Disability award letter to the Pension Committee Secretary within six months of receipt of the award letter. Participants who fail to meet these timing requirements but are otherwise eligible for Disability benefits under the plan can receive prospective benefits following submission of a retirement application and SSA Disability award letter to GMEBS.

Section 9. Early Exit Before Retirement

- A. After you have 5 years of credited service, you have a full vested benefit in the plan. The benefit you earned while you were working is then held for you, or vested, until you are old enough to retire and receive your monthly benefits. You may apply for your benefits at any time after you qualify for retirement. Examples of Benefit Calculations include:

1. Example 1 - Option A (Maximum Benefit with No Beneficiary)

The following steps are necessary to calculate a monthly normal retirement benefit under the City's plan. Our sample participant has final average earnings of \$35,000, has 30 years and 0 months of credited service, and terminates employment due to retirement at age 65.

	Sample Participant	Your Retirement
1 Final average earnings.	\$35,000.00	_____
2 Multiply line 1 by 2.00% (.02).	\$700.00	_____
3 Credited service (years and months).	30,0	_____
4 Multiply line 2 by line 3 to find annual normal retirement benefit.	\$21,000.00	_____
5 Divide line 4 by 12 to find monthly normal retirement benefit.	\$1,750.00	_____

Remember, the resulting amount will change if Options B or C is chosen or if retirement is before age 65 or age 55 to 65 with at least 10 but less than 25 years of credited service. Remember also to count Social Security benefits and your personal savings when estimating your total retirement income.

2. Example 2 - Option B (Joint and Survivor Option with Pop-Up)

If you decide to take Option B so that after your death a percent (100%, 75%, 50%, 25%) of your monthly benefit will continue to be paid to a beneficiary, you will receive a reduced benefit.

The benefit is reduced because the benefit must be spread out to cover the expected lifetimes of two persons instead of one. The amount of the reduction depends on the age difference between the retiree and the beneficiary, the younger the beneficiary, the greater the reduction.

However, if the participant's beneficiary predeceases the participant after retirement payments have begun, then the participant's monthly retirement benefit "pops-up" to what he would have received if he had chosen Option A.

3. Example 3 – Option C (Term Certain Option)

If you decide to take Option C, payment to a beneficiary is limited to the Term Certain number of years chosen (5, 10, 15, 20). The term begins on your date of your retirement. If you die before the end of the term, your beneficiary will receive a benefit equal to yours until the end of the term. If you live beyond the term chosen, your benefit will continue until your death but there is no survivor benefit.

4. Example 4 – Early Retirement Benefit – Option A

Early retirement, as we mentioned before, is possible if a participant is between ages 55 and 65 and has at least 10 years of credited service, but less than 25 years of credited service. A participant will have less credited service and undoubtedly lower final average earnings when he retires early, so his accrued benefit is lower than if he had worked until normal retirement age. Then, because he is expected to receive more monthly payments than someone who retires at age 65, his accrued benefit is reduced to compensate for his longer life expectancy. That's why early retirement benefits are lower than normal retirement benefits.

Suppose that our participant takes early retirement at age 55. He is taking the maximum payment himself with no beneficiary (Option A). For simplicity, we will use the same final

average earnings and years of service for this example as we used in Example 1. But as stated earlier, an employee's final average earnings and credited service will actually be lower when he retires early.

We follow all the steps in Example 1 and then must apply an early retirement reduction factor. His accrued normal retirement benefit at age 65 was \$1,750.00 per month. However, to find the amount he can draw at age 55, we must multiply the accrued benefit at age 65 by the early retirement reduction factor for age 55.

The Early Retirement Reduction Table shows that a participant retiring at age 55 gets 50% of his accrued normal retirement benefit. 50% of \$1,750.00 yields a monthly benefit of \$875.00 starting at age 55 and continuing for the rest of his life.

Early Retirement Reduction Table (To be used when calculating early retirement benefits)

Find the age at early retirement, and then look across to the percentage of the accrued normal retirement benefit that will be paid at that age.

Retirement Age	Percentage of Your Normal Retirement Income
65	100.0%
64	93.3%
63	86.7%
62	80.0%
61	73.3%
60	66.7%
59	63.3%
58	60.0%
57	56.7%
56	53.3%
55	50.0%

Section 10. General

- A. Information Availability.** Your Pension Committee Secretary will be glad to answer any questions that may occur to you after you have read this booklet. The pension committee is responsible for administration of the plan and will consider issues between the City and its employees in relative matters.
- B. Employment After Retirement.** Your retirement income will continue just the same if you take a part-time or full-time job with another employer after retiring from the City. If you become re-employed with the City as an eligible employee, your benefits will be suspended as long as you remain an eligible employee with the City. If you are under age 62 and become re-employed as an ineligible employee or as an independent contractor, your benefits will be suspended as long as you remain employed or until age 62. If you are age 62 or older and become re-employed as an ineligible employee or independent contractor, your retirement benefit will continue.
- C. You Cannot Borrow or Pledge Money from the Fund.** The purpose of the retirement plan is to ensure that participants will receive the intended rate of income upon retirement. Therefore, the State of Georgia statute creating GMEBS contains provisions to prevent the sale, assignment, pledge, or attachment of benefits.
- D. Social Security and Your Retirement Benefits.** Your benefits from the City's retirement plan are

separate from Social Security benefits. For employees whose year of birth is before or through 1937, full benefits from Social Security are payable at age 65. For others, see the following table:

Date of Birth	Retirement Age for Full S.S. Benefits
1938	65 years, 2 months
1939	65 years, 4 months
1940	65 years, 6 months
1941	65 years, 8 months
1942	65 years, 10 months
1943 – 1954	66 years, 0 months
1955	66 years, 2 months
1956	66 years, 4 months
1957	66 years, 6 months
1958	66 years, 8 months
1959	66 years, 10 months
1960 – later	67 years, 0 months

DRUG & ALCOHOL POLICY

Original June 2009

1st Update April 2018

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Section 1. Introduction

- A.** It is the intent of the City of Monroe to provide a working environment as free from the use of non-prescribed drugs and alcohol, and the abuse of prescribed drugs as reasonably possible. Given the risks that arise if employees are attempting to perform their duties while using or having used drugs or alcohol, the City of Monroe has adopted the following policy regarding drugs and alcohol which applies to all employees of the City. All employees must abide by the statements within this policy.

Section 2. Definitions

For the purpose of these Policies and Procedures, the following terms shall have the meanings respectively ascribed to them below, unless another meaning is specifically indicated.

Accident - An unexpected and undesirable event resulting in injury or damage to person or property.

Alcohol - The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl or isopropyl alcohol.

Alcohol Use - The consumption of any beverage, mixture, or preparation including medication, containing alcohol.

GDOT - Georgia Department of Transportation

Drug - Any substance (other than alcohol) that has known mind or function- altering effects on a person, specifically including any psychoactive substance, and including, but not limited to, controlled substances.

Collection Site - A place designated by the employer where individuals present themselves for providing a specimen of their urine or saliva, and/or taking a Breath Alcohol Test to be analyzed for the presence of drugs and alcohol.

Medical Review Officer - A licensed physician (Medical Doctor or Doctor of Osteopathy) responsible for receiving laboratory results generated by an employer's Drug and Alcohol Testing Program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual confirmed positive test result together with his or her medical history and any other relevant biomedical information.

PHMSA - Pipeline and Hazardous Materials Safety Administration

Random Selection Testing - Unannounced testing.

Reasonable Suspicion/Cause Testing - Testing performed when an employer believes the actions, appearance, or conduct of an employee are indicative of drug and/or alcohol use.

Subscribed Regulatory Compliance Service (S.R.C.S.) - A service of the Municipal Gas Authority of Georgia which offers an alcohol and drug misuse prevention plan that is updated as needed to provide continuous compliance with PHMSA requirements.

Substance Abuse Professional - A licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified Psychologist, Social Worker, Employee Assistance Professional, or an Addiction Counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of drug and/or alcohol related disorders.

Section 3. Who May Be Tested

- A.** Who Is Included. All City employees that **operate equipment and/or vehicles** are subject to testing under this policy. Some employees will also be covered and tested under other plans (i.e.: PHMSA as presented by S.R.C.S. or DOT). Due to the nature of the City operations and variations necessary to accommodate individual situations, the provisions of this policy may not apply to every employee in every situation. The City reserves the right to rescind, modify or deviate from this or any other policy, guideline or practice as it considers appropriate in its sole discretion, either an individual or city-wide situation with or without notice.
- B.** At Will Employment. Nothing in this policy or any other policy alters the fact that all employees of the City of Monroe are employed for an indefinite period and that such employment may be terminated with or without cause or notice at the will of either the employee or the employer. Neither this policy nor any related policies, guidelines or practices are employment contracts or parts of any employment contract.

Section 4. Prohibited Drug-Related and/or Alcohol - Related Conduct

- A.** Involvement. The manufacture, distribution, dispensation, sale, purchase, use, possession, or reporting to work under the influence of non-prescribed drugs or alcohol is prohibited while on City property or during working hours. The sale, purchase, use or possession of equipment, products and materials which are used, intended for use, or designed for use with non-prescribed controlled substances also is prohibited while on City property or during working hours. Reporting to or being at work with a measurable quantity of intoxicants, non-prescribed controlled substances in blood, urine, or saliva is prohibited. Reporting to or being at work with a measurable quantity of prescribed narcotics or over-the-counter drugs in blood or urine or use of prescribed narcotics or over-the-counter drugs is also prohibited where in the opinion of the City such use prevents the employee from performing the duties of his or her job or poses a risk to the safety of the employee, other persons or property.
- B.** Alcohol Concentration of 0.02 or Greater. Employees are prohibited from reporting for duty or remaining on duty requiring the performance of job functions while having an alcohol concentration of 0.02 or greater.
- C.** Pre-Duty Use of Alcohol Within Four (4) Hours. Employees may not use alcohol within four (4) hours prior to performing job functions or, if an employee is called to duty to respond to an emergency within the time period after the employee has been notified to report for duty. If a City of Monroe representative has actual knowledge that an employee has used alcohol within four (4) hours prior to performing job functions or within the time period after the employee has been notified to report for duty, the employee will not be permitted to perform or continue to perform job functions.

- D. On-Duty Use of Drugs and/or Alcohol.** Employees may not use drugs and/or alcohol while performing job functions. If a City of Monroe representative has actual knowledge that an employee is using drugs and/or alcohol while performing job functions, the employee will not be permitted to perform or continue to perform job functions.
- E. Abuse of Prescription Drugs or Over-The-Counter Drugs.**
- 1.** Employees using prescription medication while on the job shall do so in strict accordance with medication directions. It is the employee's responsibility to notify the prescribing physician of the duties required by the employee's position and to ensure that the physician approves the use of the prescription medication while the employee is performing their duties.
 - 2.** Employees using over-the-counter drugs are responsible for reading the warning labels or otherwise knowing any potential effect such drugs might have on their ability to perform their jobs.
 - 3.** The abuse and/or inappropriate use of legally prescribed drugs or over-the-counter drugs is prohibited. Job performance or attendance deficiencies resulting from abuse and/or inappropriate use shall be cause for disciplinary action. If an employee's behavior or job performance gives rise to reasonable suspicion/cause that the employee is abusing or inappropriately using prescription medication or over-the-counter drugs, the employee may be required to submit to drug testing and to take leave until such time as the employee is cleared to return to work by the employee's physician, the Medical Review Officer and the personnel director.
- F. Illegal Use of Prescribed Drugs.** Any prescription drug use that is not prescribed to the employee is considered illegal drug use. (Ex.: Use of wife's, husband's, or someone else's prescription)
- G. Employee Request for Help.** In compliance with Georgia State Law 45-23-7, if an employee notifies the City of Monroe of a drug problem and agrees to attend an approved treatment program, that employee will not be terminated solely for the drug dependence for one year if the employee adheres to the treatment program. This option is available only one time during any five-year period. This policy does not prevent the restructuring of an employee's duties to take the drug dependence into account.
- H. Convictions.** In compliance with Georgia State Law 45-23-4, following a first conviction for the manufacture, distribution, sale or possession of drugs, an employee shall be suspended for two months and the employee must attend an approved drug abuse treatment and education program. Following a second such conviction, the employee shall be terminated and shall be ineligible for public service for five years.

Section 5. Tests Administered

- A. Pre-employment Drug and Alcohol Testing.** All job applicants being considered for employment shall be required to pass a drug and alcohol screening test prior to being hired. All job applicants shall be informed in advance that such testing shall be required. The prospective employees will be drug and alcohol tested post job offer but pre-employment. Job applicants will be denied employment if they have a confirmed positive test result or refuse the drug and/or alcohol test.

- B. Post-Accident Testing.** Following an accident, as defined in the Definitions Section, the City of Monroe will promptly test each surviving covered employee for drug and/or alcohol if that employee's performance contributed to the accident or cannot be completely discounted as a contributing factor to the accident. The decision not to administer a Drug and Alcohol Test under this section will be based on the City of Monroe's determination, using the best available information at the time of the determination that the employee's performance could not have contributed to the accident. This also applies to any employee involved in an accident driving his or her private vehicle while on City business. An employee who is subject to Post-Accident Testing and who fails to remain readily available for such drugs and/or alcohol testing, including notifying the supervisor of his/her location if he/she leaves the scene of the accident prior to submission to a Drug and/or Alcohol Test, may be deemed to have refused to submit to testing.
- C. Reasonable-Suspicion/Cause Testing.**
- 1.** Reasonable Suspicion/Cause Testing is designed to identify drug and/or alcohol-affected employees who may pose a danger to themselves and others in their job performance. Employees may be at work in a condition that raises concern regarding their safety or productivity. Supervisors shall receive training directed toward helping to recognize the conduct and behavior giving rise to reasonable suspicion of drug or alcohol misuse. Supervisors who suspect an employee is under the influence of drugs and/or alcohol shall immediately report their observations. The department head or the highest ranking supervisory staff on duty will make a decision as to whether there is a reasonable suspicion/cause to believe an employee is using or has used drugs and/or alcohol.
 - 2.** A determination by the City of Monroe that reasonable suspicion/cause of drug and/or alcohol use exists and to require the employee to undergo a drug and/or alcohol test will be based on specific, stated observations concerning the appearance, behavior, speech, or body odors of the employee at the time. Following the determination, the employee shall be transported to the testing site by the employee's supervisor or a designee. Following the test, the employee shall be transported home by the employee's supervisor or designee.
 - 3.** The City of Monroe will not permit an employee to report for duty or remain on duty requiring the performance of job functions while the employee is under the influence of or impaired by drugs and/or alcohol, as shown by the behavioral, speech, or performance indicators of drug and/or alcohol misuse.
 - 4.** Written documentation of specific facts, symptoms or observations that formed the basis for suspicion of drug and/or alcohol use must be completed within the next working day and forwarded to the personnel department.
- D. Return-To-Duty Testing.** If a Substance Abuse Professional consulted in the case makes a determination that some form of evaluation and/or treatment is required, then the employee must comply with the recommended provisions in order to be considered eligible to return to duty. Before an employee may return to duty after engaging in prohibited conduct, the City of Monroe will ensure that the employee undergoes a Return-To-Duty Alcohol Test with a result indicating an alcohol concentration of less than 0.02.

- E. Follow-Up Testing. An employee who returns to duty following the determination that assistance in resolving problems associated with drug and/or alcohol misuse will be subject to a reasonable program of Follow-Up Drug and/or Alcohol Testing, without prior notice, for up to sixty (60) months after his or her return to duty. Follow-Up Testing will be conducted just before the employee is to perform, while the employee is performing, or just after the employee has ceased performing a job function.
- F. Random Testing. Employees shall be required to submit to a drug and/or alcohol screening test at random. The City of Monroe shall test at a rate of at least 50% of the employees every calendar year. All persons will be subject to be randomly tested during each random testing date. A person may be randomly tested more than once or not at all during the annual period. All employees will be placed in the random pool. The random test list will be done by computer.

Section 6. Substances for Which Tests May Be Conducted

- A. The selection of drugs for which an employee may be tested include, but are not limited to: amphetamines, barbiturates, benzodiazepines, cocaine metabolite, opiates, phencyclidine, marijuana, methadone propoxyphene creatinine

Section 7. Where Drug and/or Alcohol Tests Will Be Performed

- A. All drug and/or alcohol specimen collections for the City of Monroe will be conducted by a trained professional at a collection site selected by the City of Monroe. All drug and/or alcohol testing for the City of Monroe will be conducted by a qualified and approved laboratory selected by the collection site.

Section 8. Penalty for Not Submitting to A Drug and/or Alcohol Test

- A. Any job applicant who refuses to consent to a drug and/or alcohol test shall be denied employment. Any employee who refuses to submit to a Post-Accident, Reasonable-Suspicion/Cause, Return-To-Duty, Follow-Up or Random Drug and/or Alcohol Test will be terminated from employment.

Section 9. Disciplinary Actions

- A. Positive Tests. An employee with a positive test result is subject to disciplinary action up to and including termination.
- B. Positive Alcohol Test Less Than 0.04.
 - 1. When an employee has tested for alcohol in a concentration of 0.02 or greater, but less than 0.04, that employee will be removed from performing any job function and suspended without pay for the remainder of his or her shift and referred to a substance abuse professional who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse.
 - 2. An employee who has been tested for alcohol and had a concentration greater than 0.02 but less than 0.04 will not be permitted to perform job functions or continue to perform

job functions until:

- a. An Alcohol Test is administered and the employee's alcohol concentration measures less than 0.02.
 - b. The start of the employee's next regularly scheduled duty period, but not less than eight (8) hours following the determination that there is reasonable suspicion to believe that the employee has violated the prohibitions as contained in this procedure.
 3. If an employee, after assessment, is rehabilitation and the employee refuses successfully complete a Rehabilitation Program, he or she will be terminated from referred for to enter or Assessment employment.
- C. Positive Alcohol Test Of 0.04 Or Greater. An employee who has tested for alcohol with a concentration of 0.04 or greater will be terminated.
- D. Positive Drug Tests. If an employee, after assessment, referred rehabilitation, and the employee refuses to enter or successfully complete a Rehabilitation Assessment Program, he or she will be terminated from employment.

Section 10. Required Recordkeeping

- A. Records. The person assigned to manage the City of Monroe's Drug and Alcohol Testing Program will maintain the Drug Testing and Alcohol Testing Records in accordance with the provisions set out in this policy.
 1. Rules on the Disclosure of Drug and/or Alcohol Information and Records
 - a. The City of Monroe will maintain all drug and/or alcohol related testing information, including all test results and other appropriate records, in a secure manner to prevent the disclosure of such information to unauthorized personnel.
 - b. The City of Monroe will not release drug and/or alcohol testing information on employees except by law or when expressly authorized by the employee.

APPENDIX A1 - CITY OF MONROE

CITY OF MONROE
215 NORTH BROAD STREET
POST OFFICE Box 1249
MONROE, GEORGIA 30655

NOTICE OF ALCOHOL AND/OR DRUG TESTING "FOR CAUSE" OR "REASONABLE SUSPICION"

I, the undersigned, do hereby give my consent to the City of Monroe, together with any clinic, doctor, hospital or laboratory designated by the City of Monroe, to perform appropriate tests on me for alcohol and/or drugs.

I give my consent to release to the City of Monroe, or its designated agents, the results of any medical tests or medical procedures to determine the presence and/or level of alcohol and/or drugs.

I further agree, in "For-Cause" or "Reasonable-Suspicion", to submit to a physical assessment by the Substance Abuse Professional assigned, if warranted.

I realize that my refusal to sign this form constitutes a violation of the stated policy of the City of Monroe, and for that refusal I will not be considered for and knowingly waive any possibility of employment or continued employment with the City of Monroe. A copy of this consent form shall be as valid as the original.

Employee

Witness

Social Security Number

Screening Test Number

Date

APPENDIX A2 - CITY OF MONROE

CITY OF MONROE
215 NORTH BROAD STREET POST OFFICE BOX 1249
MONROE, GEORGIA 30655

NOTICE OF ALCOHOL AND/OR DRUG TESTING "FOR CAUSE" OR "REASONABLE SUSPICION"

I, the undersigned, do hereby give my consent to the City of Monroe, together with any clinic, doctor, hospital or laboratory designated by the City of Monroe, to perform appropriate tests on me for alcohol and/or drugs.

I give my consent to release to the City of Monroe, or its designated agents, the results of any medical tests or medical procedures to determine the presence and/or level of alcohol and/or drugs.

I further agree, in "For-Cause" or "Reasonable-Suspicion", to submit to a physical assessment by the Substance Abuse Professional assigned, if warranted.

I realize that my refusal to sign this form constitutes a violation of the stated policy of the City of Monroe, and for that refusal I will not be considered for and knowingly waive any possibility of employment or continued employment with the City of Monroe. A copy of this consent form shall be as valid as the original.

Employee

Witness

Social Security Number

Screening Test Number

Date

DRESS CODE POLICY

Original April 2018

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Section 1. General

- A.** While in uniform an employee of the City of Monroe shall adhere to the acceptable standards of dress and grooming as set forth in this policy, as well as maintain a professional standard of cleanliness and personal hygiene.
- B.** If uniforms are required, they will be provided by the City of Monroe.
- C.** Uniformed personnel are required to be in uniform attire during the assigned working hours as a condition of employment.
- D.** Wearing of uniforms are limited to in route to and from work, while on the job, meal breaks during the work day, or at official departmental or City of Monroe functions.
- E.** While it may be accepted for the employee to make brief stops in route to or from work, employees are not allowed to purchase or consume alcoholic beverages while in uniform at any time. While on a meal break to avoid negative appearance, employees in uniform shall not eat at the bar area of a restaurant if alcohol is sold.
- F.** All uniforms shall be properly sized for a professional fit and appearance and shall be worn appropriately as determined by the supervisor, or Personnel Administrator.
- G.** Uniforms shall not be altered in any way to change their general appearance or function, or to set them apart from other personnel in uniform.
- H.** Any type of shirts or outerwear should be tastefully decorated and/or with logos that are not generally considered offensive or disruptive to others in a work environment or reflect personal beliefs while in a City of Monroe work setting.

Section 2. Uniform Procedures

- A.** All uniforms must be approved by the Supervisor and shall be leased or purchased from a vendor approved by the Department Head and/or Personnel Administrator.
- B.** It is the responsibility of the Supervisor or designee to keep track of items issued to each employee.
- C.** Ownership of all uniforms purchased by the City is considered City property.
- D.** All uniforms will require the City logo, approved department patch or wording distinguishing employment with the City of Monroe.
- E.** It is the responsibility of all supervisors on a daily basis to ensure uniform standards are upheld.

Section 3. Headgear/Hats

- A.** Field personnel are allowed to wear headgear/hats to protect themselves from the weather while out in the field in accordance with department policy.

- B. Headgear/hats should always be in good condition and/or replaced when needed.
- C. If headgear/ hats are provided by the City, the employee shall wear the headgear/ hat provided by the City and shall refrain from wearing a personally owned/non-City hat. If a non-City of Monroe hat is authorized, unprofessional/offensive logos and/or wording may be restricted.
- D. Employees may not wear headgear/hats while inside a City building when working in an administrative position (primarily assigned to working inside a City building).

Section 4. Footwear

- A. Employees required to wear safety footwear or a specific uniform footwear for their essential job duties, shall be issued footwear. No beach type footwear or flipflops will be allowed.
- B. In the event a uniformed employee is provided a footwear allowance in lieu of being issued footwear, the allowance shall be capped at \$100.00 annually. Departments may place footwear guidelines for reimbursement and a receipt shall be provided to the finance department along with all other required documents.
- C. If footwear becomes unserviceable due to normal wear and tear, replacement items can be obtained during the fiscal year if funds are available.
- D. Open-toe shoes/sandals are generally okay for office personnel.

Section 5. City Logo and Department Patch

- A. When the City Logo is used on a uniform or other item of clothing the logo shall not be altered.
- B. If a department desires to vary the approved uniform patch in color or style, approval must be received by the city administrator.

Section 6 Cleaning of Issued Uniform and Negligence

- A. Upon starting a shift, uniforms shall be free of stains; no holes, rips, or fraying; free of excessive pet hair or lint; and free of excessive wrinkles.
- B. Employees shall be responsible for the cleaning and care of their respective uniforms.
- C. The employee shall be responsible for reimbursing the City for replacement uniforms lost or damaged due to negligence by the employee.

Section 7. Tattoos, Jewelry, and Piercings while in Uniform

- A. Visible jewelry that pierces or is attached to the eyebrow, tongue, nose or other exposed part of the head or face may not be worn while in uniform. Departments may allow female employees to wear earrings provided the following is adhered to:

- B.** No dangling or over-sized earrings shall be worn.
- C.** Plugs (used to enlarge piercing holes in the ear lobes) are prohibited.
- D.** Uniformed employees shall be restricted to one ring per hand provided the size of the ring does not hinder the employee's performance or presents a distraction.
- E.** If worn, jewelry around the neck shall not be visible
- F.** Eyeglass frames and cords/chains must be of a color and pattern not to be considered a distraction from the uniform.
- G.** Any lost or damaged jewelry voluntarily worn by the employee, shall be the responsibility of the employee.
- H.** Tattoos are acceptable; however, facial tattoos are prohibited.

Section 8. Grooming

- A.** Fingernails shall be groomed and have a clean appearance. The length of the fingernails shall not inhibit the performance of the duties assigned or cause a distraction. Any fingernail polish (if permitted by the department) shall be a non- distracting color and professional in appearance.
- B.** Dyed, tinted or bleached hair must be within a naturally occurring color range and must be professional in appearance.
- C.** Hair must be styled in such a manner so that it does not interfere with uniform headgear or any specialized equipment and shall not interfere with safety and effectiveness of the employee.
- D.** If facial hair is permitted by department policy, the length of the facial hair shall not interfere with professional responsibility.

Section 9. Administrative Personnel and Non-Uniformed Employees

- A.** Administrative personnel that are not required to wear a uniform shall comply with the department's dress code. When no department dress code policy exists, the non- uniform policy shall be business casual.
- B.** When authorized in the City's budget, non-uniformed personnel may be issued a shirt or jacket with a city or department logo, to be worn during work hours.
- C.** Fridays, or other days as designated by Department Heads, will be casual days. This will allow for a more casual appearance to include nicer jeans and tennis/canvas shoes are acceptable. All other policy guidelines are to be followed.
- D.** No tank tops, unless worn under another shirt are allowed. No sleeveless shirts where the shoulder strap is not at least two (2) inches wide is allowed. No tops that show excessive cleavage or midriff are allowed. Skirts should be no more than four (4) inches above mid-knee

when standing. No pants that are loungewear, sweats, jogging, exercise, or extremely tight fitting are allowed. No shorts, skorts or anything that appears like shorts (Capri pants are okay) are allowed. Tights are not acceptable unless worn under appropriate length skirts and dresses, or longer tops. Attire that is too sheer for office wear or that is extremely tight-fitting is not allowed.

Section 10. Discipline

- A.** If an employee is found to be outside of the acceptable uniform standards, the employee will be requested to correct the deviation. In the event the employee must leave work to make the necessary corrections, the employee may use accrued vacation leave during their absence for their first violation of policy. Additional violations will be subject to disciplinary actions.

Section 11. Exceptions

- A.** Exceptions to these guidelines may apply where the position warrants and must be recommended by the department head and approved by the Personnel Officer.
- B.** Exceptions may be made to comply with laws related to disability accommodation, medical conditions, or accepted religious beliefs identified in accordance with Federal law, on a case-by-case basis. Medical exceptions shall be presented to the Human Resources Department along with a medical certification from their primary care physician or licensed specialist. Inability to wear safety equipment will not be considered if noted as a requirement of the position.

Section 12. Separation and Responsibility of Cost

- A.** All uniform clothing items bearing the City of Monroe logo or department patch issued to an employee are considered City owned property and must be returned in good and usable condition no later than the last day of employment.
- B.** If the uniform item(s) cannot be returned or returned in good condition, the cost associated shall be seventy percent (70%) of the cost associated with the replacement of the item or the original cost (the lower of the two-associated cost will be used).

MEDIA RELATIONS POLICY

Original September 2017

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Section 1. General

- A.** The purpose of the City of Monroe Media Relations Policy is to establish a set of guidelines regarding media relations, including all interactions with the media, and responses to media requests for information. Media Relations is defined as communication with or information provided to all media in any form, especially information that has the potential to generate numerous inquiries or ongoing interest from the media or public.
- B.** It is the policy of the City of Monroe to respond to news media questions or inquiries effectively, accurately and quickly to inform residents, businesses and visitors.
- C.** The City Spokespersons are responsible for the City's media relations. The City Spokespersons will serve as the sole liaisons with the media, either by responding to requests for information or facilitating contact with the appropriate department managers or personnel for response. Specific guidelines for responding to media requests follow.

Section 2. City Spokespersons

- A.** Unless otherwise authorized, the City Spokespersons are:
 - 1.** The Mayor;
 - 2.** Customer/Community Relations Liaison;
 - 3.** The City Administrator and City Clerk insofar as matters are within their authority;
 - 4.** The Economic Development Specialist and Main Street Coordinator insofar as matters are within their authority and subject purview;
 - 5.** Police Department and Fire Department Public Information Officers as designated by the respective department's specific media policies governing their procedures to address matters within their authority and as related to public safety issues or incidents;
 - 6.** The City Attorney.

Section 3. Media Inquiries

- A.** Except for media inquiries related to public safety issues involving police, fire or emergency services, all City employees must notify their Department Director or the City Administrator about all television, radio, newspaper or other media inquiries they receive and provide their Department Director or the City Administrator with the reporter's name, phone number, subject of the inquiry, deadline and other relevant information.
- B.** The Department Director or City Administrator will then contact the Customer/Community Relations Liaison and the City Attorney to coordinate a response, including designating a spokesperson if needed after consultation with the City Attorney and the appropriate Department.
- C.** City staff who are not City Spokespersons or serving as a designated spokesperson after consultation with the City Administrator, Customer/Community Relations Liaison, City Attorney or appropriate Department and who are contacted by a news or media representative shall: (1) treat the reporter as a customer and interact in a courteous and professional manner; (2) explain that they are not a City Spokesperson or designated spokesperson, but will pass along the request to someone who will respond as soon as possible; and (3) forward the journalist's name and organization, contact number, deadline and topic of interview along with the request.

Section 4. City-Initiated Information

- A.** Media contact shall be initiated only by the Customer/Community Relations Liaison or the City Attorney. This includes contacting reporters, editors and other newspaper or other publication staff, and issuing press releases and media advisories. Departments seeking publicity for events or activities should contact the Customer/Community Relations Liaison as early as possible.
- B.** City employees or Departments, with the exception of Fire and Police as specifically outlined in their departmental policies regarding media relations, shall not initiate news media contacts or arrange news conferences and the like without prior approval from the City Administrator and in consultation with the Customer/Community Relations Liaison and the City Attorney.

Section 5. Litigation, Personnel and Elections Issues

- A.** As a matter of general practice, the City and its Departments therein do not discuss any active, pending or threatened litigation, personnel-related information, and/or election related information.

Section 6. Personal Points of View

- A.** All employees have the right to their personal points of view regarding any issue. However, personal points of view may conflict with the City's official policy. Therefore, City employees who write letters to the editor of any newspaper or transmit such letters electronically may not use official City stationary or email. If an employee chooses to identify himself or herself as a City employee in any personal letter or email to any editor or any other media on a matter related to city business, he or she must include language which states that the views expressed do not represent the views of the City, but rather are the employee's personal opinions. Similar disclaimers must be given if an employee addresses a public meeting, participates in a radio talk show, or is interviewed for a radio or television program unless the employee is officially representing the City as a City Spokesperson or a designated spokesperson so appointed after consultation with the City Attorney and appropriate Department regarding such designation.
- B.** Such disclaimer is not required by employees expressing views or commenting on personal, social media postings in regard to general observations of news, events or undertakings in the City, as long as said commentary or postings do not appear as official commentary by the city or as official commentary on City Policy.
- C.** Employees who represent the City in any of the above forums must identify themselves as an official spokesperson for the City after obtaining prior approval from the City Administrator in consultation with the Customer/Community Relations Liaison and the City Attorney.

Section 7. Electronic and Social Media Communication

- A.** The City communicates to taxpayers, businesses, residents and the general public by way of its website, monroega.com. Social media managed by the Customer/Community Relations Liaison includes such sites as Facebook, Twitter, YouTube and others. The City recognizes that taxpayers, residents, businesses and the general public increasingly gather information through these sites

and other forms of social media. The best and most appropriate use of social media generally falls into three categories: (1) to disseminate time-sensitive material; (2) to enhance the City's ability to put its messages before the widest audience possible; and (3) to initiate transparent conversations between the City, taxpayers, residents, businesses, the media and general citizenry.

- B. The City recognizes that the instantaneous yet permanent nature of these electronic tools can pose risk without effective controls. Information and statements posted on websites and through social media reflect directly on the City and require great care. Communication by way of electronic and social media on behalf of the City can be done only by the Customer/Community Relations Liaison, City Administrator, Department Heads, or the designated staff of those respective offices.

Section 8. Public Safety Issues

- A. Because the City Police and Fire Departments operate during off-hours and weekends, and their work has the potential to generate a high volume of media calls, those departments have designated sworn personnel as media spokespersons and shall follow specific inter-departmental guidelines when releasing information to address matters within their authority and as related to public safety issues or incidents.
- B. Any media calls to other City employees regarding incidents involving police, fire or emergency services should be referred immediately to the Police Department or the Fire Department as appropriate. All information released to the media by the Police and Fire Departments should be provided immediately to the City Administrator, the Customer/Community Relations Liaison and the City Attorney. The City Administrator, Customer/Community Relations Liaison and the City Attorney should be contacted at the time of major incidents when appropriate.

Section 9. Crisis or Emergency Issues

- A. During a crisis or major emergency, the procedure for handling the media shall follow procedure as highlighted in the City's Emergency Plan or shall follow procedure as designated by the Mayor upon consultation with the City Attorney.

TRAVEL POLICY

Original June 2009

1st Update August 2016

2nd Update April 2018

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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:

<u>Requesting Party</u>	→	<u>Authorizing Party</u>
Employees		Department Director
Department Director		City Administrator
City Administrator		Mayor
Mayor/City Council		Budget Adoption

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>Employee</u>	<u>Elected Official</u>
Breakfast	\$8.00	\$8.00
Lunch	\$10.00	\$10.00
Dinner	\$22.00	\$22.00

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. ~~Occasionally meeting circumstances dictate presence at a meal exceeding allowable limits. If this occurs circumstances should be documented and the cost of the meal will be reimbursed if supported by receipts and proper approval from the Authorizing Party.~~
 8. ~~Expenses and reimbursements exceeding per diem will be considered to certain out of state locations if prior request is submitted and amount was budgeted.~~
- 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 cleared at least 48 hours in advance by the City Administrator.
 3. The total meal party is no greater than three (3) members including the City of Monroe staff member.
 4. An itemized receipt is provided along with a documented explanation of the event and how it is beneficial to the City.
 5. It is submitted on a Travel Expense Form (FORM A) after returning from travel.

Section 6. Travel

A. Air, Rail, and Bus Fares

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

B. City Vehicles

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

C. Personal Vehicles

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

D. Rental Vehicles

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

E. Local Ground Transportation

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

Section 7. Registration

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

Section 8. Miscellaneous

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

Form A – Travel Expense Report Form

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

Prepared By _____ Date _____

Approved By _____ Date _____

Form B – Tax Exemption Certificate Form

Form **ST-5** (Rev. 11/2012)



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

To: _____
(SUPPLIER) (DATE)

(SUPPLIER'S ADDRESS) (CITY) (STATE) (ZIP CODE)

THE UNDERSIGNED DOES HEREBY CERTIFY that all tangible personal property purchased or leased after this date will be for the purpose indicated below and that this certificate shall remain in effect until revoked in writing. Any tangible personal property obtained under this certificate of exemption is subject to the sales and use tax if it is used or consumed by the purchaser in any manner other than that indicated on this certificate. (Check appropriate box.)

- ☐ 1. Purchases or leases of tangible personal property or services for resale. O.C.G.A. § 48-8-30.
- ☒ 2. For use by the Federal Government, The American Red Cross, Georgia State Government, any county, municipality, qualifying authority or public school system of this state. Payment must be made by warrant on appropriated Government funds. A Georgia sales and use tax number is not required for this exemption. O.C.G.A. § 48-8-3(1).
- ☐ 3. Purchases or leases of tangible personal property or services for **RESALE ONLY** by a church, qualifying nonprofit child caring institution, nonprofit parent teacher organization or association, nonprofit private school (grades K-12), nonprofit entity raising funds for a public library, member councils of the Boy Scouts of the U.S.A. or Girl Scouts of the U.S.A. **THIS EXEMPTION DOES NOT EXTEND TO ANY PURCHASE TO BE USED BY OR DONATED BY THE PURCHASING ENTITY.** A Georgia sales and use tax number is not required for this exemption. O.C.G.A. § 48-8-3(15),(39),(41),(56),(59),and(71).
- ☐ 4. Materials used for packaging tangible personal property for shipment or sale. Such materials must be used solely for packaging and must not be purchased for reuse by the shipper or seller. O.C.G.A. § 48-8-3(94). A Georgia sales and use tax number is not required for this exemption.
- ☐ 5. Aircraft, watercraft, motor vehicles, and other transportation equipment manufactured or assembled in this state sold by the manufacturer or assembler for use exclusively outside of this state when possession is taken by the purchaser within this state for the sole purpose of removing the property from this state under its own power due to the fact that the equipment does not lend itself more reasonably to removal by other means. A Georgia sales and use tax number is not required for this exemption. O.C.G.A. § 48-8-3(32).
- ☐ 6. The sale of aircraft, watercraft, railroad locomotives and rolling stock, motor vehicles, and major components and replacement/repair parts of each, which will be used principally to cross the borders of this state in the service of transporting passengers or cargo by common carriers in interstate or foreign commerce under authority granted by the United States government. Private and contract carriers are not exempt. O.C.G.A. § 48-8-3(33)(A).
- ☐ 7. For use by a federally chartered credit union, credit unions organized under the laws of this state, and credit unions organized under the laws of the United States and domiciled within this state. A Georgia sales and use tax number is not required for this exemption. 12 U.S.C.S. 1768; O.C.G.A. § 48-6-97.

MUNICIPALITY

PURCHASER'S BUSINESS ACTIVITY

Under penalties of perjury I declare that this certificate has been examined by me and to the best of my knowledge and belief is true and correct, made in good faith, pursuant to the sales and use tax laws of the State of Georgia.

Business Name: CITY OF MONROE Sales Tax Number: N/A

Business Address: 215 N. BROAD ST City: MONROE State: GA ZIP Code: 30655

Purchaser's Name: CONNIE H. DAVIS Signature: Connie H. Davis Title: AP CLERK

A dealer must secure one properly completed certificate of exemption from each buyer making tax exempt purchases. Certificates of exemption must be obtained by the dealer within 90 days of the exempt sale being completed. The dealer must maintain a copy of the certificate of exemption presented for audit purposes.

ATTENTION: GEORGIA HOTEL AND MOTEL OPERATORS

On April 2, 1987, Act Number 621 amending Official Code of Georgia Annotated Section 48-13-51 became effective. This Act provides that Georgia State or local government officials or employees traveling on official business should not be charged county or municipal excise tax on lodging. Sales tax is not exempted under the current sales tax law, since the payment of hotel/motel bills by an employee is not considered to be payment made directly by a State agency from appropriated funds. Upon verification of the identity of the State official or employee identified below, Georgia hotel and motel operators are authorized to exempt the individual from any applicable county or municipal lodging excise tax. Sales tax, however, should continue to be charged.

A copy of this certification should be maintained with your tax records to document the individual's status as a state official or employee traveling on official business. If you have any questions, please contact the accounting or fiscal office of the Department or agency employing the individual identified below.

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

CERTIFICATION

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

Signature of Official or Employee _____ Date _____

PRINT OR TYPE

Name of Official or Employee _____

Title of Official or Employee _____

Agency Represented _____ City of Monroe

Accounting/Fiscal Office Contact _____ Connie Davis Phone No. 770-266-5117

Date(s) of Lodging _____

WORKPLACE SAFETY POLICY

Original April 2017

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Section 1. General

The purpose of this policy is to provide all departments of the City of Monroe with notice of the standards for the administration and compliance with a comprehensive Workplace Safety Policy, that complies with the Occupational Safety and Health Administration (OSHA) standards to maintain a safe and injury free workplace. This policy is designed for all employees, elected officials, and other authorized representatives to include contractors of the City of Monroe. This policy shall include all mandatory guidelines for compliance with the policy and encompass the administration of the policy.

It is the policy of the City of Monroe to provide uniformity of operations, that accident prevention be a prime concern, and to maintain a safe and healthy working environment for all employees, contractors, and customers. It is a best management practice to provide for efficient, productive, and damage free results to all property and equipment. All daily activities shall follow strictly developed guidelines set forth in this Policy, and subsequent procedures as added, for the safe operation of all working environments. The Workplace Safety Policy of the City of Monroe is designed to follow the overall standards of the Occupational Safety and Health Administration (OSHA) as a guideline, and to develop organizational safety procedures to maintain a safe and injury free workplace. Compliance with the Policy and all items contained therein is mandatory for all employees, or personnel charged with representing the City of Monroe. Exceptions may be present when greater departmental policies exist, and are provided as documentation, such as the National Fire Protection Association (NFPA) Safety Standards. The authorization and responsibility for enforcement has been given to the Program Administrator, Safety Coordinator, and Safety Committee.

Section 2. Definitions

Benching System – a method of protecting employees from cave-ins by excavating the sides of an excavation to form one or more horizontal steps, usually with vertical or near-vertical surfaces between levels.

Competent Person – a person who has been trained to identify hazards in the workplace or working conditions that are unsafe for employees, and who has the authority to have these hazards corrected.

Confined Space – an area large enough and so configured that an employee can enter and perform assigned work, has limited or restricted means for entry or exit, and is not designed for continuous employee occupancy.

Controlled Access Zone – a work area designated and clearly marked in which certain types of work may take place without the use of conventional protection systems to protect the employees working in the zone.

Guardrail System – a barrier erected to prevent employees from falling to lower levels.

Program Administrator – the individual who oversees operational procedures and is responsible for assuring compliance with this Policy.

Protective System – systems that include support systems, sloping and benching systems, shield systems, and other systems that provide the necessary protection to protect employees from cave-ins, material that could fall or roll from an excavation face into an excavation, or from the collapse of adjacent

structures.

Safety Committee – a committee of employees charged with the overall execution, implementation, and review of the Workplace Safety Policy.

Safety Coordinator – an employee designated to provide training, and additional guidance in all safety matters in concurrence with the Workplace Safety Policy.

Safety Monitoring System – a system in which a competent person is responsible for recognizing and warning employees of hazards.

Shoring System – a structure that is built or put in place to support the sides of an excavation to prevent cave-ins.

Sloping System – sloping the sides of an excavation, which will vary with soil type, weather, and surface or near surface loads that may affect the soil in the area of the trench, away from the excavation to protect employees from cave-ins.

Section 3. Policy Provisions

- A. Implementation.** This Policy supports five (5) fundamental means of maximum employee involvement.
 - 1. Management and employees at all levels commitment to safety, and this Policy as a mandatory guideline.
 - 2. Regularly held safety meetings by foremen or supervisors at all worksites and facilities.
 - 3. Effective job safety training for all categories of employees, as provided by the Georgia Utility Training Academy (GUTA).
 - 4. Quarterly safety presentations at GUTA or jobsites given by the Safety Coordinator.
 - 5. Incentive rewards program for exemplary safety performance.
- B. Administration.** This Policy will be carried out per guidelines established and published in this and other procedures provided as supplements. Specific instructions and assistance will be provided by the Safety Coordinator as requested. Each foreman, supervisor, department head, and member of management staff will be responsible for meeting all of the requirements of the Workplace Safety Policy, and for maintaining an effective accident prevention effort within his/her area of responsibility.
- C. Inspection.** The provisions and guidelines set forth in this Policy will provide for inspection and enforcement by a Program Administrator, Safety Coordinator, and the Safety Committee. Inspections will be performed as routine and random inspections for worksites, facilities, equipment, vehicles, and personnel. When inspection finds evidence of any violation of policy, the violation will be addressed based on the severity and corrected onsite, or as appropriately determined. Self-inspection is expected before the operation of any vehicles and equipment, and on job sites prior to work being performed. Written documentation must be kept of all inspections performed where observations are reported and kept on file.

D. Reporting of Injuries. All employees must report the injury to their foreman, supervisor, department head, or member of management staff, who must then notify the Safety Coordinator of the incident on the same day of the occurrence. No casual mentioning of the injury will be sufficient. Statements from witnesses will be taken, and, signed by witnesses, and include the time and date. Photographs of the area where the incident occurred and any other relevant items may be recorded as evidence of the occurrence. The Safety Coordinator will assist in the investigation of the occurrence. Documentation of the incident, and all other items of interest are to be turned into the Program Administrator or Safety Coordinator. Failure to report an injury in a reasonable amount of time is a violation of this Policy and may result in disciplinary action.

E. Basic Safety Rules.

1. Compliance with applicable Federal, State, County, City, Client, and Organizational safety rules and regulations is a condition of employment.
2. All injuries must be reported to your supervisor immediately, and then reported to the Safety Coordinator. An employee who fails to notify supervisor personnel of an injury or accident may be issued a safety violation notice and may be subject to disciplinary action, in accordance with this Policy. In the event of an accident involving personal injury or damage to property, all persons involved are required to submit to drug testing.
3. All personnel will be required to attend safety meetings as stipulated by project requirements to meet safety standards, or as scheduled by the Safety Coordinator or Safety Committee.
4. Alcoholic beverages or illegal drugs are not allowed on City property or inside City equipment at any time.
5. Housekeeping shall be an integral part of every job. Supervisors and employees are responsible for keeping their worksites and work areas clean and hazard-free at all times. Clean up is required when a job is finished at the end of the day. Please refer to the Vehicle, Equipment, and Facility Maintenance Policy for more details.
6. "Horseplay" on City property, or on the worksite is strictly prohibited.
7. Report all unsafe conditions to the Safety Coordinator immediately.
8. Excessive cell phone usage will not be allowed, or tolerated while at work, and specifically while on the worksite.

F. Assignment of Responsibility.

1. It is the responsibility of City of Monroe to provide safe working conditions and procedures to all employees, and to ensure that all employees understand and adhere to the procedures of this Policy and follow the instructions of the Program Administrator, Safety Coordinator, and Safety Committee.
2. It is the responsibility of the Program Administrator and Safety Coordinator to implement this program by:
 - a. Performing routine and random safety checks of worksite operations.
 - b. Enforcing the City of Monroe Workplace Safety Policy, and any additional procedures.
 - c. Correcting any unsafe practices or conditions immediately.
 - d. Training employees and supervisors in recognizing possible safety issues and the proper steps for making the workplace a safer workplace.
 - e. Maintaining records of employee training, equipment issue, and safety systems used at City of Monroe jobsites.

- f. Investigating and documenting all incidents that result in employee injury.
- 3. It is the responsibility of all employees to:
 - a. Understand and adhere to the procedures outlined in this Safety Program.
 - b. Follow the instructions of the Program Administrator, Safety Coordinator, and Safety Committee.
 - c. Bring to the attention of management any unsafe or hazardous conditions or practices that may cause injury to either themselves or any other employees, as contained in this Policy.
 - d. Report any incident that causes injury to an employee, regardless of the nature of the injury.
 - e. Report any incident that causes damage to property, regardless of the nature of the damage.

G. Disciplinary Procedures.

- 1. Discipline. Employees are expected to use good judgment when doing their work and to follow established safety rules. An established disciplinary procedure to provide appropriate consequences for failure to follow safety rules, along with a timeline of record have been developed that will govern this Policy. This Policy is designed not to punish employees but to convey unacceptable behavior to the attention of all employees in a way that motivates corrections and produces a safer working environment.
- 2. Timeline of Record. After a period of six (6) months from the date of the most recent violation, the disciplinary process begins anew, unless the violation is determined to be more serious and repeated in nature. This time period demonstrates the effectiveness of an employee to demonstrate the ability to act in a manner that follows the Workplace Safety Policy guidelines and protect other employees.
- 3. Disciplinary Process. This is the list of disciplinary actions to be taken in the event of violation of any part of the Policy, as determined by the Program Administrator.
 - a. **First Violation** – verbal warning, notation made in employee file, and instruction on proper actions.
 - b. **Second Violation** – One (1) day suspension without pay, written reprimand, and instruction on proper actions.
 - c. **Third Violation** – Three (3) day suspension without pay, written reprimand, and instruction on proper actions.
 - d. **Fourth Violation** – Termination.
- 4. Accident Investigation. All incidents that result in injury to workers shall be reported to the Safety Coordinator and investigated further by the Safety Committee upon presentation. All incidents shall be investigated as soon as possible by the Safety Coordinator to identify the cause and means of prevention to prevent future occurrences. In the event of such an incident, this Policy shall be reviewed to determine if additional practices, procedures, or training should be implemented to prevent similar incidents in the future, and any disciplinary measures to be taken.

5. Enforcement. Constant awareness of and compliance with all safety rules, are considered conditions of employment with City of Monroe. The Program Administrator is given the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this Policy.

Section 4. Confined Space Entry Program

- A. Procedure Standards. This applies to any work that requires City of Monroe employees to enter a confined space. Confined spaces include, but are not limited to: manholes, tanks, towers, electrical vaults, boilers, sewers, tunnels and vessels. This policy will state practices to identify confined spaces and their respective hazards. Methods to evaluate confined spaces and the required procedures necessary for working in and around confined spaces will also be addressed.
- B. Training Requirements. Training will be conducted by GUTA, and will be provided prior to any entry into confined spaces. Methods of training may include, but not be limited to, videos, booklets, simulated confined spaces training sessions, lectures, and online resources. Additional training might be necessary when an employee's work duties change, the hazards of a confined space change or inadequacies in an employee's knowledge is apparent. Areas of training will include:
 1. Types of confined spaces.
 2. Signs, symptoms, and resulting dangers of hazards in the confined spaces.
 3. Atmospheric testing.
 4. Procedures for entry into permit spaces.
 5. Ventilation of confined space.
 6. PPE (Personal Protective Equipment).
 7. Communication procedures.
 8. Use of retrieval systems.
 9. Emergency exit and rescue procedures.
 10. Protective barriers.
 11. First aid and CPR.
 12. Testing equipment.
 13. Testing methods.
 14. Atmospheric conditions.
- C. Program Guidelines. GUTA will maintain all records pertaining to this Policy. GUTA will perform annual program reviews, utilizing canceled permits, and any other information available, to ensure that employees participating in entry operations are protected from permit space hazards.
 1. Evaluating Confined Spaces. Confined spaces must be located, identified, and documented with the Safety Coordinator at GUTA. The Safety Coordinator will be responsible tracking the location and conditions of confined spaces.
 2. Reevaluation of Confined Spaces. All confined spaces must be reevaluated/retested prior to any scheduled work. If the confined space hazards have changed in any way, the space must be reclassified accordingly.

D. Worksite Requirements.

1. **Confined Space Entry Permit.** A Confined Space Entry Permit (Appendix A) must be completed prior to entry. This permit documents the location, purpose of entry, authorized attendant(s), authorized entrant(s), existing hazards, special requirements, test results, testing equipment, communication measures, and emergency procedures. The permit is filled out by the entry supervisor for that particular job. The permit is valid only for the date and time listed which corresponds to the time required to complete the purpose of entry. It is expected that most permits will be valid for no more than eight (8) hours. Permits must be retained GUTA and used to review this confined space annually.
2. **Atmospheric Testing.** Entry personnel must test the atmosphere of the confined space and record the results on the entry permit. The test must be performed using a calibrated direct-reading instrument with remote sampling ability. The atmosphere must first be tested for oxygen content, then for flammable gases and vapors and for potential toxic air contaminants (test must be performed in this order). Attendant must perform additional tests at specified intervals as determined by the Safety Coordinator. Testing equipment must be:
 - a. Calibrated according to manufacturer's specifications.
 - b. Field checked prior to use.
 - c. Calibrated annually by the manufacturer or their authorized representative.
3. **Isolation.** The space must be isolated from all energy sources. Refer to the Lockout/Tagout section of this Policy for correct procedures for controlling hazardous energy sources.
4. **Ventilation.** Permit space must be purged, flushed, cleaned, and ventilated to eliminate or control atmospheric hazards.
5. **Barriers.** Place necessary pedestrian, vehicle, and/or other barriers to protect entrants from external hazards.
6. **Personal Protective Equipment.** The City of Monroe will provide all necessary personal protective equipment (PPE) to ensure the safety of employees. PPE for each job will be determined and listed on the confined space entry permit.
7. **Tools and Equipment.** The City of Monroe will provide all necessary tools and equipment for the job as determined by the supervisor. These items will be stated on the confined space entry permit and include such items as:
 - a. Communication equipment.
 - b. Ladders.
 - c. Testing equipment.
 - d. Lighting.
 - e. Rescue and emergency equipment.
8. **Duties of Attendant.** An authorized attendant must be stationed outside the permit space for the duration of the entry operations. Attendant must:
 - a. Know the hazards of the confined space.
 - b. Know how many entrants are in the space at all times and be able to identify them.
 - c. Monitor and maintain communication with entrants.

- d. Monitor activities inside and outside the space and determine the continued safety of entrants.
 - e. Contact emergency and rescue services when necessary.
 - f. Be able to perform non-entry rescue. Attendant should NEVER enter a space to attempt rescue of another employee.
 - g. Never attempt to perform any other duties that might interfere with primary duty to monitor and protect entrants.
 - h. Order immediate evacuation of space when a prohibited condition is detected, entrant exhibits behavioral effects of hazard exposure, situation outside of space becomes dangerous or they are unable to effectively and safely perform all duties required.
- 9. Duties of Entrant. Authorized entrant(s) have duties beyond the work required inside the confined space. They must:
 - a. Know the hazards of the confined space.
 - b. Properly use all equipment (PPE, tools, and equipment) required.
 - c. Communicate with attendant concerning space conditions
 - d. Exit as quickly as possible when ordered by the attendant, any symptom of exposure to dangerous situation becomes apparent, a prohibited condition is detected, or if an evacuation alarm is activated.

Section 5. Fall Protection Requirements

- A. Procedure Standards. The guideline of procedures to follow will be based on Occupational Safety and Health Administration (OSHA) Fall Protection Standard, 29 CFR 1926, Subpart M.
- B. Training Requirements.
 - 1. All employees who may be exposed to fall hazards are required to receive training on how to recognize such hazards, and how to minimize their exposure to them. Employees shall receive training as soon after initial employment as possible, and before they are required to work in areas where fall hazards exist.
 - 2. A record of employees who have received training and training dates shall be maintained by the Safety Coordinator at GUTA. The details of record of employees shall include:
 - a. Nature of the fall hazards employees may be exposed to.
 - b. Correct procedures for erecting, maintaining, disassembling, and inspecting fall protection systems.
 - c. Use and operation of controlled access zones, guardrails, personal fall arrest systems, safety nets, warning lines, and safety monitoring systems.
 - d. Role of each employee in the Safety Monitoring System (if one is used).
 - e. Limitations of the use of mechanical equipment during roofing work on low-slope roofs (if applicable).
 - f. Correct procedures for equipment and materials handling, storage and erection of overhead protection.
 - 3. Additional training shall be provided on an annual basis, or as needed when changes are made to the Fall Protection procedures, an alternative Fall Protection Plan, or the OSHA Fall Protection Standard.

4. Retraining will be performed when work site inspections indicate that an employee does not have the necessary knowledge or skills to safely work in or around fall hazards, or when changes to this program are made.

C. Program Guidelines.

1. The following are minimum guidelines that must be followed in accordance with this Policy:
 - a. Full body harnesses and lanyards shall be worn and secured any time there is a fall hazard of more than six (6) feet.
 - b. Lifelines shall be erected to provide fall protection where work is required in areas where permanent protection is not in place. Horizontal lifelines shall be a minimum of two (2) inch diameter wire rope. Vertical lifelines shall be three-quarter (3/4) inch manila rope or equivalent and shall be used in conjunction with an approved rope grab.
 - c. Structural steel erectors are required to "hook up" with full body harness and lanyard.
 - d. Employees using lanyards to access the work or position themselves on a wall or column, must use an additional safety lanyard for fall protection.
 - e. Man-lifts must be used properly. As soon as an employee enters an articulating boom lift and before the lift is started, the employee must put on the harness and attach the lanyard to the lift.

D. Worksite Requirements.

1. Guardrail Systems.

- a. Guardrail systems shall be erected at unprotected edges, ramps, runways, or holes where it is determined by a Competent Person that erecting such systems will not cause an increased hazard to employees.
- b. Gates or removable guardrail sections shall be placed across openings of hoisting areas or holes when they are not in use to prevent access.
- c. Excavations that are six (6) feet or deeper shall be protected by guardrail systems, fences, barricades, or covers.
- d. Walkways that allow employees to cross over an excavation that is six (6) feet or deeper shall be equipped with guardrails.

2. Covers.

- a. All covers shall be secured to prevent accidental displacement.
- b. Covers shall be color-coded or bear the markings "HOLE" or "COVER".
- c. Covers located in roadways shall be able to support twice the axle load of the largest vehicle that might cross them.
- d. Covers shall be able to support twice the weight of employees, equipment, and materials that might cross them.

3. Personal Fall Arrest Systems. Personal fall arrest systems shall be issued to and used by employees as determined by the Safety Coordinator and may consist of anchorage, connectors, body harness, deceleration device, lifeline, or suitable combinations. Personal fall arrest systems shall:

- a. limit the maximum arresting force to 1800 pounds.

- b. Be rigged so an employee cannot free fall more than six (6) feet or contact any lower level.
 - c. Bring an employee to a complete stop and limit the maximum deceleration distance traveled to three and a half (3 ½) feet.
 - d. Be strong enough to withstand twice the potential impact energy of an employee free falling six (6) feet or the free fall distance permitted by the system, whichever is less.
 - e. Be inspected prior to each use for damage and deterioration.
 - f. Be removed from service if any damaged components are detected.
- 4. Safety Monitoring Systems. In situations where no other fall protection has been implemented, a Competent Person shall monitor the safety of employees in these work areas.
- 5. Falling Objects. The following procedures must be followed by all employees to prevent hazards associated with falling objects.
 - a. No materials (except masonry and mortar) shall be stored within four (4) feet of working edges.
 - b. Excess debris shall be removed regularly to keep work areas clear.
 - c. During roofing work, materials and equipment shall be stored no less than six (6) feet from the roof edge unless guardrails are erected at the edge.
 - d. Stacked materials must be stable and self-supporting.
 - e. Canopies shall be strong enough to prevent penetration by falling objects.
 - f. Toe-boards erected along the edges of overhead walking/working surfaces shall be capable of withstanding a force of at least 50 pounds; and solid with a minimum of three and a half (3 ½) inches tall and no more than one-quarter (¼) inch clearance above the walking/working surface.
 - g. Equipment shall not be piled higher than the toe-board unless sufficient paneling or screening has been erected above the toe-board.

Section 6. Fire Prevention and Protection

- A. Procedure Standards. The following Fire Prevention and Protection plan is provided only as a guide to assist employers and employees in complying with the requirements of the Occupational Safety and Health Administration's (OSHA) Fire Prevention Plan Standard, 29 Code of Federal Regulations (CFR) 1910.39, as well as to provide other helpful information. It is not intended to supersede the requirements of the standard.
- B. Training Requirements. The Safety Coordinator, along with Public Safety officials, shall present basic fire prevention training to all employees upon employment. Retraining will be performed when work site inspections indicate that an employee does not have the necessary knowledge or skills, or when changes to this program are made. and GUTA shall maintain documentation of the training, which includes:
 - 1. Review of Occupational Safety and Health Administration's (OSHA) Fire Prevention Plan Standard, 29 Code of Federal Regulations (CFR) 1910.39.
 - 2. This Fire Prevention and Protection plan, and safety practices to be implemented.
 - 3. Good housekeeping practices, to be followed by all facilities, also referenced in the Vehicle, Equipment, and Facility Maintenance Policy.
 - 4. Proper response and notification in the event of a fire.

5. Instruction on the use of portable fire extinguishers, as determined by City of Monroe policy in the Emergency Action Plan.
 6. Recognition of potential fire hazards.
- C. Program Guidelines. To limit the risk of fires, employees shall adhere to the following precautions and guidelines:
1. Minimize the storage of combustible materials.
 2. Make sure that doors, hallways, stairs, and other exit routes are kept free of obstructions.
 3. Dispose of combustible waste in covered, airtight, and metal containers.
 4. Use and store flammable materials in well-ventilated areas away from ignition sources.
 5. Use only nonflammable cleaning products.
 6. Keep incompatible (i.e., chemically reactive) substances away from each other.
 7. Perform "hot work" (i.e., welding or working with an open flame or other ignition sources) in controlled and well-ventilated areas.
 8. Keep equipment in good working order (i.e., inspect electrical wiring and appliances regularly and keep motors and machine tools free of dust and grease).
 9. Ensure that heating units are safeguarded.
 10. Report all gas leaks immediately. **The Natural Gas Supervisor** shall ensure that all gas leaks are repaired immediately upon notification.
 11. Repair and clean up flammable liquid leaks immediately.
 12. Keep work areas free of dust, lint, sawdust, scraps, and similar material.
 13. Do not rely on extension cords if wiring improvements are needed, and take care not to overload circuits with multiple pieces of equipment.
 14. Turn off electrical equipment when not in use.
- D. Worksite Requirements. The following sections address the major workplace fire hazards at City of Monroe facilities and the procedures for controlling the hazards.
1. Electrical Fire Hazards. Electrical system failures and the misuse of electrical equipment are leading causes of workplace fires. Fires can result from loose ground connections, wiring with frayed insulation, or overloaded fuses, circuits, motors, or outlets. To prevent electrical fires, employees shall:
 - a. Make sure that worn wires are replaced.
 - b. Use only appropriately rated fuses.
 - c. Never use extension cords as substitutes for wiring improvements.
 - d. Use only approved extension cords [i.e., those with the Underwriters Laboratory (UL) or Factory Mutual (FM) label].
 - e. Check wiring in hazardous locations where the risk of fire is especially high.
 - f. Check electrical equipment to ensure that it is either properly grounded or double insulated.
 - g. Ensure adequate spacing while performing maintenance.
 2. Portable Heaters. All portable heaters shall be approved by their supervisor. Portable electric heaters shall have tip-over protection that automatically shuts off the unit when it is tipped over. There shall be adequate clearance between the heater and combustible furnishings or other materials always.

3. Office Fire Hazards. Fire risks are not limited to City of Monroe's industrial facilities. Fires in offices have become more likely because of the increased use of electrical equipment, such as computers and fax machines. To prevent office fires, employees shall:
 - a. Avoid overloading circuits with office equipment.
 - b. Turn off nonessential electrical equipment at the end of each workday.
 - c. Keep storage areas clear of rubbish.
 - d. Ensure that extension cords are not placed under carpets.
 - e. Ensure that trash and paper set aside for recycling is not allowed to accumulate.
4. Cutting, Welding, and Open Flame Work.
 - a. All necessary hot work permits have been obtained prior to work beginning.
 - b. Cutting and welding are done by authorized personnel in designated cutting and welding areas whenever possible.
 - c. Adequate ventilation is provided.
 - d. Torches, regulators, pressure-reducing valves, and manifolds are UL listed or FM approved.
 - e. Oxygen-fuel gas systems are equipped with listed and/or approved backflow valves and pressure-relief devices.
 - f. Cutters, welders, and helpers are wearing eye protection and protective clothing as appropriate.
 - g. Cutting or welding is prohibited in sprinkler covered areas while sprinkler protection is out of service.
 - h. Cutting or welding is prohibited in areas where explosive atmospheres of gases, vapors, or dusts could develop from residues or accumulations in confined spaces.
 - i. Cutting or welding is prohibited on metal walls, ceilings, or roofs built of combustible sandwich-type panel construction or having combustible covering.
 - j. Confined spaces such as tanks are tested to ensure that the atmosphere is not over ten percent of the lower flammable limit before cutting or welding in or on the tank.
 - k. Small tanks, piping, or containers that cannot be entered are cleaned, purged, and tested before cutting or welding on them begins.

Smoking is prohibited at all City of Monroe buildings, vehicles, and equipment. Certain outdoor areas may also be designated as no smoking areas. The areas in which smoking is prohibited outdoors are identified by NO SMOKING signs.

Section 7. Excavation Safety

- A. Procedure Standards. This Excavation Safety plan has been developed to protect employees from safety hazards that may be encountered during work in trenches and excavations. This program is intended to assure that:
 1. Employees who perform work in excavations are aware of their responsibilities and know how to perform the work safely.
 2. The City of Monroe has appointed one or more individuals within the company to assure compliance with the requirements of this program through Competent Person training.

3. The responsibilities of management, supervisors, Safety Coordinator and workers are clearly detailed.
 4. All persons involved in excavation and trenching work have received appropriate training in the safe work practices that must be followed when performing this type of work.
- B. Training Requirements.** All personnel involved in trenching or excavation work shall be trained in the requirements of this program by the Safety Coordinator with assistance from the appropriate supervisors. Retraining will be performed when work site inspections indicate that an employee does not have the necessary knowledge or skills to safely work in or around excavations, or when changes to this program are made.
- C. Worksite Requirements.**
1. **Utilities and Pre-Work Site Inspection.** Prior to excavation, the site shall be thoroughly inspected by a Competent Person or Safety Coordinator to determine if special safety measures must be taken.
 2. **Surface Encumbrances.** All equipment, materials, supplies, permanent installations (i.e., buildings or roadways), trees, brush, boulders, and other objects at the surface that could present a hazard to employees working in the excavation shall be removed or supported as necessary to protect employees.
 3. **Underground Installations.** The location of sewer, gas, telephone, fuel, electric, water, or any other underground installations or wires that may be encountered during excavation work shall be determined and marked prior to opening an excavation and all excavation laws will be followed. Arrangements shall be made as necessary with the appropriate utility entity for the protection, removal, shutdown, or relocation of underground installations. If it is not possible to establish the exact location of these installations, the work may proceed with caution if detection equipment or other safe and acceptable means are used to locate the utility. Excavation shall be done in a manner that does not endanger the underground installations or the employees engaged in the work. Utilities left in place shall be protected by barricades, shoring, suspension, or other means as necessary to protect employees.
 4. **Protection of the Public.** Barricades, walkways, lighting, and posting shall be provided as necessary for the protection of the public prior to the start of excavation operations. Guardrails, fences, or barricades shall be provided on excavations adjacent to walkways, driveways, and other pedestrian or vehicle thoroughfares. Warning lights or other illumination shall be maintained as necessary for the safety of the public and employees from sunset to sunrise. Wells, holes, pits, shafts, and all similar hazardous excavations shall be effectively barricaded or covered and posted as necessary to prevent unauthorized access. All temporary excavations of this type shall be backfilled as soon as possible. Walkways or bridges protected by standard guardrails shall be provided where employees and the public are permitted to cross over excavations. Where workers in the excavation may pass under these walkways or bridges, a standard guardrail and toe-board shall be used to prevent the hazard of falling objects. Information on the requirements for guardrails and toe-boards may be obtained by contacting Tommy Arnold/Safety Coordinator.

5. **Warning System for Mobile Equipment.** A warning system shall be used when mobile equipment is operated adjacent to the edge of an excavation if the operator does not have a clear and direct view of the edge of the excavation. The warning system shall consist of barricades, hand or mechanical signals, or stop logs. If possible, the grade should be away from the excavation.
6. **Hazardous Atmospheres.** Adequate precautions shall be taken to prevent employee exposure to atmospheres containing less than 19.5 percent oxygen and other hazardous atmospheres. These precautions include providing proper respiratory protection or forced ventilation of the workspace.
 - a. Competent Person representative will test the atmosphere in excavations over six (6) feet deep if a hazardous atmosphere exists or could reasonably be expected to exist. A hazardous atmosphere could be expected, for example, in excavations in landfill areas, areas where hazardous substances are stored nearby, or near areas containing gas pipelines.
 - b. Forced ventilation or other effective means shall be used to prevent employee exposure to an atmosphere containing a flammable gas more than ten (10) percent of the lower flammability limit of the gas.
 - c. When controls are used that are intended to reduce the level of atmospheric contaminants to acceptable levels, continuous air monitoring will be performed by Competent Person representative. The device used for atmospheric monitoring shall be equipped with an audible and visual alarm.
 - d. Atmospheric testing will be performed using a properly calibrated direct reading gas monitor. Direct reading gas detector tubes or other acceptable means may also be used to test potentially toxic atmospheres. Each atmospheric testing instrument shall be calibrated by Safety Coordinator on a schedule and in the manner recommended by the manufacturer. In addition: Any atmospheric testing instrument that has not been used within 30 days shall be recalibrated prior to use. Each atmospheric testing instrument shall be calibrated at least every six (6) months. Each atmospheric testing instrument must be field checked prior to use to ensure that it is operating properly.
7. **Protection from Water Accumulation Hazards.** Employees are not permitted to work in excavations that contain or are accumulating water unless precautions have been taken to protect them from the hazards posed by water accumulation. Precautions may include special support or shield systems to protect from cave-ins, water removal to control the level of accumulating water, or use of safety harnesses and lifelines. If water is controlled or prevented from accumulating using water removal equipment, the water removal equipment and operation shall be monitored by a person trained in the use of that equipment. If excavation work interrupts the natural drainage of surface water (such as streams), diversion ditches, dikes, or other suitable means shall be used to prevent surface water from entering the excavation. Precautions shall also be taken to provide adequate drainage of the area adjacent to the excavation. Excavations subject to runoff from heavy rains shall be respected by Competent Person Representative after each rain incident to determine if additional precautions, such as special support or shield systems to protect from cave-ins, water removal to control the level of accumulating water, or use of safety harnesses and lifelines, should be used.
8. **Stability of Adjacent Structures.** The Safety Coordinator or Competent Person will determine if the excavation work could affect the stability of adjoining buildings, walls, sidewalks, or

other structures. Support systems (such as shoring, bracing, or underpinning) shall be used to assure the stability of structures and the protection of employees where excavation operations could affect the stability of adjoining buildings, walls, or other structures. Sidewalks, pavements, and appurtenant structures shall not be undermined unless a support system or other method of protection is provided to protect employees from the possible collapse of such structures.

9. Sloping and Benching. Employees in an excavation shall be protected from cave-ins by using either an adequate sloping and benching system or an adequate support or protective system. The only exceptions are:
 - a. Excavations made entirely in stable rock.
 - b. Excavations less than five (5) feet in depth where examination of the ground by Competent Person provides no indication of a potential cave-in.
10. Materials and Equipment. Materials and equipment used for protective systems shall be free from damage or defects that might affect their proper function. Manufactured materials and equipment used for protective systems shall be used and maintained in accordance with the recommendations of the manufacturer, and in a manner, that will prevent employee exposure to hazards.

Section 8. Respiratory Protection

- A. Procedure Standards. The City of Monroe Respiratory Protection plan is designed to protect employees by establishing accepted practices for respirator use, providing guidelines for training and respirator selection, and explaining proper storage, use and care of respirators. This program will also follow certain guidelines as found with Occupational Safety and Health Administration (OSHA) respiratory protection requirements as found in 29 CFR 1910.134.
- B. Training Requirements. The Safety Coordinator will provide training to respirator users and on the contents of the City of Monroe Respiratory Protection plan and their responsibilities under it, and on the OSHA Respiratory Protection Standard. All affected employees and their supervisors will be trained prior to using a respirator in the workplace. Supervisors will also be trained prior to supervising employees that must wear respirators. The training course will cover the following topics:
 1. The City of Monroe Respiratory Protection plan.
 2. The OSHA Respiratory Protection Standard (29 CFR 1910.134).
 3. Respiratory hazards encountered at City of Monroe and their health effects.
 4. Proper selection and use of respirators.
 5. Limitations of respirators.
 6. Respirator donning and user seal (fit) checks.
 7. Fit testing.
 8. Emergency use procedures.
 9. Maintenance and storage.
 10. Medical signs and symptoms limiting the effective use of respirators.

Employees will be retrained annually or as needed (e.g., if they change departments or work processes and need to use a different respirator). Employees must demonstrate their understanding of the topics covered in the training through hands-on exercises and a written test.

Respirator training will be documented by the Safety Coordinator and the documentation will include the type, model, and size of respirator for which each employee has been trained and fit tested.

C. Program Guidelines.

- 1. NIOSH Certification.** All respirators must be certified by the National Institute for Occupational Safety and Health (NIOSH) and shall be used in accordance with the terms of that certification. Also, all filters, cartridges, and canisters must be labeled with the appropriate NIOSH approval label. The label must not be removed or defaced while the respirator is in use.
- 2. Voluntary Respirator Use.** The Safety Coordinator shall authorize voluntary use of respiratory protective equipment as requested by all other workers on a case-by-case basis, depending on specific workplace conditions and the results of medical evaluations.
- 3. Medical Evaluation.** Employees who are either required to wear respirators, or who choose to wear a half face piece APR voluntarily, must pass a medical exam provided by City of Monroe before being permitted to wear a respirator on the job. Employees are not permitted to wear respirators until a physician has determined that they are medically able to do so. Any employee refusing the medical evaluation will not be allowed to work in an area requiring respirator use.

D. Worksite Requirements.

- 1. Hazard Assessment and Respirator Selection.** The Safety Coordinator will select respirators to be used on site, based on the hazards to which workers are exposed and in accordance with the OSHA Respiratory Protection Standard. The Competent Person will conduct a hazard evaluation for each operation, process, or work area where airborne contaminants may be present in routine operations or during an emergency. A log of identified hazards will be maintained by the Competent Person. The hazard evaluations shall include:
 - a.** Identification and development of a list of hazardous substances used in the workplace by department or work process.
 - b.** Review of work processes to determine where potential exposures to hazardous substances may occur. This review shall be conducted by surveying the workplace, reviewing the process records, and talking with employees and supervisors.
 - c.** Exposure monitoring to quantify potential hazardous exposures.
 - d.** The proper type of respirator for the specific hazard involved will be selected in accordance with the manufacturer's instructions. A list of employees and appropriate respiratory protection will be maintained by the Competent Person.
- 2. Updating the Hazard Assessment.** The Safety Coordinator must revise and update the hazard assessment as needed (i.e., any time work process changes may potentially affect exposure). If an employee feels that respiratory protection is needed during an activity, he/she is to contact his/her supervisor or the Competent Person. The Competent Person will evaluate the potential hazard and arrange for outside assistance as necessary. The Competent Person will then communicate the results of that assessment to the employees. If it is determined that respiratory protection is necessary, all other elements of the respiratory protection program will be in effect for those tasks, and the respiratory program will be updated accordingly.
- 3. General Respirator Use Procedures.**

- a. Employees will use their respirators under conditions specified in this program, and in accordance with the training they receive on the use of each model. In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH or by its manufacturer.
 - b. All employees shall conduct user seal checks each time they wear their respirators. Employees shall use either the positive or negative pressure check (depending on which test works best for them) as specified in the OSHA Respiratory Protection Standard.
 - c. Positive Pressure Test: This test is performed by closing off the exhalation valve with your hand. Breathe air into the mask. The face fit is satisfactory if some pressure can be built up inside the mask without any air leaking out between the mask and the face of the wearer.
 - d. Negative Pressure Test: This test is performed by closing of the inlet openings of the cartridge with the palm of your hand. Some masks may require that the filter holder be removed to seal off the intake valve. Inhale gently so that a vacuum occurs within the face piece. Hold your breath for ten (10) seconds. If the vacuum remains, and no inward leakage is detected, the respirator is fit properly.
4. Air Quality. For supplied-air respirators, only Grade D breathing air shall be used in the cylinders. The Program Administrator will coordinate deliveries of compressed air with the company's vendor and will require the vendor to certify that the air in the cylinders meets the specifications of Grade D breathing air. The Competent Person will maintain a minimum air supply of one fully charged replacement cylinder for each SAR unit. In addition, cylinders may be recharged as necessary from the breathing air cascade system located near the respirator storage area.
5. Change Schedules. Respirator cartridges shall be replaced as determined by the Competent Person, supervisor(s), and manufacturers recommendations.
6. Cleaning. Respirators are to be regularly cleaned and disinfected at the designated respirator cleaning station. Respirators issued for the exclusive use of an employee shall be cleaned as often as necessary. Atmosphere-supplying and emergency use respirators are to be cleaned and disinfected after each use. The Competent Person will ensure an adequate supply of appropriate cleaning and disinfection materials at the cleaning station. If supplies are low, employees should notify their supervisor, who will inform the Competent Person.
7. Maintenance. Respirators are to be properly maintained always to ensure that they function properly and protect employees adequately. Maintenance involves a thorough visual inspection for cleanliness and defects. Worn or deteriorated parts will be replaced prior to use. No components will be replaced or repairs made beyond those recommended by the manufacturer. Repairs to regulators or alarms of atmosphere supplying respirators will be conducted by the manufacturer. All respirators shall be inspected routinely before and after each use.
8. Storage. After inspection, cleaning, and necessary repairs, respirators shall be stored appropriately to protect against dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals. Respirators must be stored in a clean, dry area, and in accordance with the manufacturer's recommendations. Each employee will clean and inspect their own air-

purifying respirator in accordance with the provisions of this program and will store their respirator in a plastic bag in the designated area. Each employee will have his/her name on the bag and that bag will only be used to store that employee's respirator. Respirators shall not be placed in places such as lockers or toolboxes unless they are in carrying cartons. Respirators maintained at stations and work areas for emergency use shall be stored in compartments built specifically for that purpose, be quickly accessible always, and be clearly marked.

9. **Respirator Malfunctions and Defects.** For any malfunction of an ASR (atmosphere-supplying respirator), such as breakthrough, face piece leakage, or improperly working valve, the respirator wearer should inform his/her supervisor that the respirator no longer functions as intended and go to the designated safe area to maintain the respirator. The supervisor must ensure that the employee either receives the needed parts to repair the respirator or is provided with a new respirator. Respirators that are defective or have defective parts shall be taken out of service immediately. If, during an inspection, an employee discovers a defect in a respirator, he/she is to bring the defect to the attention of his/her supervisor. Supervisors will give all defective respirators to the Program Administrator.

Section 9. Control of Hazardous Energy (Lockout/Tagout)

- A. **Procedure Standards.** The objective of this procedure is to establish a means of positive control to prevent the accidental starting or activating of machinery or systems while they are being repaired, cleaned and/or serviced. This program serves to:
 1. Establish a safe and positive means of shutting down machinery, equipment and systems.
 2. Prohibit unauthorized personnel or remote-control systems from starting machinery or equipment while it is being serviced.
 3. Provide a secondary control system (tagout) when it is impossible to positively lockout the machinery or equipment.
 4. Establish responsibility for implementing and controlling lockout/tagout procedures.
 5. Ensure that only approved locks, standardized tags and fastening devices provided by the company will be utilized in the lockout/tagout procedures.
- B. **Training Requirements.** Each authorized employee who will be utilizing the lockout/tagout procedure will be trained in the recognition of applicable hazardous energy sources, type and magnitude of energy available in the work place, and the methods and means necessary for energy isolation and control. Each affected employee (all employees other than authorized employees utilizing the lockout/tagout procedure) shall be instructed in the purpose and use of the lockout/tagout procedure, and the prohibition of attempts to restart or re-energize machines or equipment that are locked out or tagged out.
- C. **Program Guidelines.**
 1. **Preparation for Lockout or Tagout.** Employees who are required to utilize the lockout/tagout procedure must be knowledgeable of the different energy sources and the proper sequence of shutting off or disconnecting energy means. The four types of energy sources are:
 - a. Electrical (most common form).
 - b. Hydraulic or Pneumatic.
 - c. Fluids and Gases.
 - d. Mechanical (including gravity).

More than one energy source may be utilized on some equipment and the proper procedure must be followed to identify energy sources and lockout/tagout accordingly.

2. Removal of an Authorized Employee's Lockout/Tagout. Each location must develop written emergency procedures that comply with 1910.147(e)(3) to be utilized at that location. Emergency procedures for removing lockout/tagout should include the following:
 - a. Verification by employer that the authorized employee who applied the device is not in the facility.
 - b. Make reasonable efforts to advise the employee that his/her device has been removed. (This can be done when he/she returns to the facility).
 - c. Ensure that the authorized employee has this knowledge before he/she resumes work at the facility.
3. Procedures for Outside Personnel/Contractors. Outside personnel/contractors shall be advised that the company has and enforces the use of lockout/tagout procedures. They will be informed of the use of locks and tags and notified about the prohibition of attempts to restart or re-energize machines or equipment that are locked out or tagged out.
4. Release from Lockout/Tagout. The following are steps to be taken when removing lockout/tagout designation from a controllable hazard.
 - a. Inspection: Make certain the work is completed and inventory the tools and equipment that were used.
 - b. Clean-up: Remove all towels, rags, work-aids, etc.
 - c. Replace guards: Replace all guards possible. Sometimes a guard may have to be left off until the start sequence is over due to possible adjustments. However, all other guards should be put back into place.
 - d. Check controls: All controls should be in their safest position.
 - e. The work area shall be checked to ensure that all employees have been safely positioned or removed and notified that the lockout/tagout devices are being removed.
 - f. Remove locks/tags. Remove only your lock or tag.

D. Worksite Requirements.

1. Electrical.
 - a. Shut off power at machine and disconnect.
 - b. Disconnecting means must be locked or tagged.
 - c. Press start button to see that correct systems are locked out.
 - d. All controls must be returned to their safest position.
 - e. Points to remember:
 - i. If a machine or piece of equipment contains capacitors, they must be drained of stored energy.
 - ii. Possible disconnecting means include the power cord, power panels (look for primary and secondary voltage), breakers, the operator's station, motor circuit, relays, limit switches, and electrical interlocks.
 - iii. Some equipment may have a motor isolating shut-off and a control isolating shut-off.

- iv. If the electrical energy is disconnected by simply unplugging the power cord, the cord must be kept under the control of the authorized employee or the plug end of the cord must be locked out or tagged out.

2. Hydraulic/Pneumatic.

- a. Shut off all energy sources (pumps and compressors). If the pumps and compressors supply energy to more than one piece of equipment, lockout or tagout the valve supplying energy to the piece of equipment being serviced.
- b. Stored pressure from hydraulic/pneumatic lines shall be drained/bled when release of stored energy could cause injury to employees.
- c. Make sure controls are returned to their safest position (off, stop, standby, inch, jog, etc.).

3. Fluids and Gases.

- a. Identify the type of fluid or gas and the necessary personal protective equipment.
- b. Close valves to prevent flow, and lockout/tagout.
- c. Determine the isolating device, then close and lockout/tagout.
- d. Drain and bleed lines to zero energy state.
- e. Some systems may have electrically controlled valves. If so, they must be shut off and locked/tagged out.
- f. Check for zero energy state at the equipment.

4. Mechanical Energy.

- a. Block out or use die ram safety chain.
- b. Lockout or tagout safety device.
- c. Shut off, lockout or tagout electrical system.
- d. Check for zero energy state.
- e. Return controls to safest position.

- 5. Service or Maintenance Involving More than One Person.** When servicing and/or maintenance is performed by more than one person, each authorized employee shall place his own lock or tag on the energy isolating source. This shall be done by utilizing a multiple lock scissors clamp if the equipment is capable of being locked out. If the equipment cannot be locked out, then each authorized employee must place his tag on the equipment.

Section 10. Vehicle Safety and Accident Requirements

- A. Procedure Standards.** Vehicle safety is of complete importance for the health and wellbeing of employees, and citizens. This Policy will comply and be referenced further in the Vehicle, Equipment, and Facility Maintenance Policy.
- B. Training Requirements.** Training will be provided by the Safety Coordinator on the proper expectations of vehicle maintenance and safety. All vehicles should be operated in accordance with law, used as outlined by manufacturer specifications, and should never be operated in any way not specified by the operating manual.
- C. Program Guidelines.** All employees are required to adhere to the following minimum rules of when operating city vehicles:

1. Speed limits should be strictly observed, except emergency vehicles in route to an emergency.
2. Use of safety restraints such as seatbelts, shoulder harnesses, and other restraints should be worn by the driver and all passengers at all times when the vehicle is in motion.
3. All traffic, driving, and road regulations are to be strictly observed. Courtesy is to be extended to all entering and exiting traffic at all times.
4. Use of controlled substances such as alcohol, illegal drugs, or prescription medication which may interfere with effective and safe operation are strictly prohibited.
5. Fuel is supplied exclusively through a city facility or through an issued or assigned fuel card for city-owned vehicles.
6. Maintenance responsibilities will be assigned to the Department of Streets and Transportation, Maintenance Division.
7. Tobacco usage will at no time be authorized or allowed in a city vehicle.
8. Vehicles should contain only those items for which the vehicle is designed. The city shall not be liable for the loss or damage of any personal property transported in the vehicle.
9. Employees are expected to keep city vehicles clean, and to report to their supervisor any malfunction or damage for immediate assessment and maintenance.
10. Employees who are assigned vehicles for commuting purposes are expected to park such vehicles in safe locations.
11. The jobsite speed limit is 10 MPH. No employee is permitted to ride in the bed of a truck standing up or sit on the outside edges of a truck. Employees must be sitting down inside the truck or truck bed when the vehicle is in motion. Riding as a passenger on equipment is prohibited unless the equipment has the safe capacity for transporting personnel.

- D. Reporting of Accidents. Whenever a city vehicle is involved in an accident, or subject to damage, or in the event an employee's personal vehicle is damaged during an approved, work-related trip, the employee operating the vehicle is required to immediately notify his/her immediate supervisor and contact the Georgia State Patrol. All accidents, or damages must be reported to the Safety Coordinator.

Section 11. Equipment Safety Requirements

- A. Procedure Standards. Equipment safety is of complete importance for the health and wellbeing of employees, and citizens. Equipment will be required to be inspected prior to use, and in some cases, be a part of a log kept with the equipment in order to insure proper inspection, use, and maintenance for safety purposes. This Policy will comply and be referenced further in the Vehicle, Equipment, and Facility Maintenance Policy.
- B. Training Requirements. Training will be provided by the Safety Coordinator on the proper expectations of equipment maintenance and safety. All equipment should be used as outlined by manufacturer specifications and should never be operated in any way not specified by the operating manual.
- C. Program Guidelines.
1. Heavy, medium, and light duty equipment must be kept in safe operating conditions at all times. Any defects or damages are to be reported to the Safety Coordinator, Program Administrator, or direct supervisor for repairs to be performed. Any failure to report defects or damages is in direct violation of the Policy.

2. All tools whether company or personal, must be in good working condition. Defective tools will not be used. Examples of defective tools include chisels with mushroomed heads, hammers with loose or split handles, guards missing on saws or grinders, etc.
3. All extension cords, drop cords, and electrical tools shall be checked, properly grounded with ground fault interrupters (GFI=s), and color-coded by a designated competent person each month. This shall be part of the assured grounding program. Cords and equipment that do not meet requirements shall be immediately tagged and removed from service until repairs have been made.
4. Adequate precautions must be taken to protect employees and equipment from hot work such as welding or burning. Fire extinguishing equipment shall be no further than 50 feet away from all hot work. Used fire extinguishers must be returned to Safety Administrator to be recharged immediately. Use of welding blinds is required in high traffic areas.

Section 12. Facility Safety

- A. Procedure Standards. Facility safety is of complete importance for the health and wellbeing of employees, and citizens. Facility maintenance and organization is a representation of responsibility and respect for City of Monroe as presented to others. This Policy will comply and be referenced further in the Vehicle, Equipment, and Facility Maintenance Policy.
- B. Training Requirements. Training will be provided by the Safety Coordinator on the proper expectations of facility maintenance and safety. All facilities should be kept in an organized, clean, and well-maintained manner. Facilities will have developed expectations and rules that should be followed as a mandatory requirement of employment. Any changes in facility requirements will come with notification to employees.
- C. Program Guidelines. Basic guidelines of concern are as follows, but for more detailed program guidelines please refer to Vehicle, Equipment, and Facility Maintenance Policy.
 1. All facilities must be kept clean of debris, well organized, and presentable to the public.
 2. All facilities must be evaluated as to issues of maintenance and housekeeping practices to maintain proper standards of functionality.
 3. All facilities must have a maintenance program and plan in place, with any maintenance requirements becoming part of the five (5) year capital improvement program tracking sheet.
 4. Any material, tools, vehicles, and equipment shall be stored in the designated areas of all facilities.
 5. All safety functions (i.e. alarms, alerts, communication systems, fire extinguishers, fire sprinkler systems, etc.) must be kept in good working order, and evaluated on a regular timeline.
- D. Requirements. It is the requirement of all employees to adhere to the organization, appearance, and maintenance of all facilities.

Section 13. Employee Health, Wellbeing, and Safety

- A. Procedure Standards. Employee safety and wellbeing is of the utmost importance to the City of Monroe. The standards set forth in this Policy are for the protection of all employees and are to be monitored by all employees.

B. Training Requirements. Training will be provided by the Safety Coordinator on the proper expectations of all employees during City of Monroe related activities. All employees are expected to follow the guidelines set forth in policy and provided during training. Training will be mandatory and will be provided on a regularly scheduled timeline.

C. Requirements.

1. Hard hats will be worn by all employees on the project site; where the project site involves excavation, overhead hazards, or other hazards as determined by the Safety Coordinator. The bill of the hard hat will be worn in front always. Alterations or modifications of the hat or liner are prohibited. Equipment operators, when in an enclosed cab, have the option of not wearing a hard hat due to the possible obstruction of view.
2. Safety glasses will be worn as the minimum-required eye protection. Additional eye and face protection such as mono-goggles and face shields are required for such operations as grinding, jack hammering, utilizing compressed air or handling chemicals, acids and caustics. Burning goggles for cutting, burning or brazing and welding hoods for welding, etc., are required. Employees performing welding, cutting, or brazing operations, or are exposed to the hazards produced by these tasks, shall wear approved spectacles or a welding face-shield or helmet, as determined by a Competent Person or Safety Coordinator.
3. Employees using or working in the immediate vicinity of hammer drills, masonry saws, jackhammers, or similar high-noise producing equipment shall wear suitable hearing protection, as determined by the Safety Coordinator.
4. Clothing must provide adequate protection to the body. Natural Gas and Electric Employees will not be permitted to wear polyester or nylon clothing. Suitable clothing will be provided and must be worn as required.
5. Employees shall wear, as determined by the Safety Committee approved gloves or other suitable hand protection.
6. The jobsite speed limit is 10 MPH.
7. No employee is permitted to ride in the bed of a truck standing up or sit on the outside edges of a truck. Employees must be sitting down inside the truck or truck bed when the vehicle is in motion.
8. Seatbelts must be worn at all times while a vehicle or equipment is in operation.
9. Riding as a passenger on equipment is prohibited unless the equipment has the safe capacity for transporting personnel.
10. All ladders must be in safe condition without broken rungs or split side rails. Damaged ladders shall be removed from service. Metal ladders around electrical work are prohibited. A step ladder shall never be used as an extension ladder. A step ladder must only be used when fully opened with braces locked.
11. Stairs, ladders, or ramps shall be provided at excavation sites where employees are required to enter trench excavations over four (4) feet deep. The maximum distance of lateral travel (along the length of the trench) necessary to reach the means of egress shall not exceed 25 feet.
12. All floor openings or excavations shall be barricaded on all sides to ensure employees are aware of the hazards. Floor holes shall be covered, with the covers secured and clearly marked.
13. Warning signs, barricades, and tags will be used to fullest extent and shall be obeyed.
14. Employees exposed to vehicular traffic shall be provided with, and shall wear warning vests or other suitable garments marked with or made of reflectorized or high-visibility material.

Emergency lighting, such as spotlights or portable lights, shall be provided as needed to perform work safely.

- 15.** No employee is permitted underneath loads being handled by lifting or digging equipment. Employees are required to stand away from any vehicle being loaded or unloaded to avoid being struck by any spillage or falling materials. Operators may remain in the cabs of vehicles being loaded or unloaded when the vehicles provide adequate protection for the operator during loading and unloading operations.
- 16.** Each employee is responsible for wearing a respirator when and where required and in the proper manner.
- 17.** Excessive cell phone usage will not be allowed, or tolerated while at work, and specifically while on the worksite.

Appendix A

CONFINED SPACE ENTRY PERMIT

Permit Start Date: _____		Time: _____		Location: _____				
Permit End Date: _____		Time: _____		Description of Space: _____				
				Purpose of Entry: _____				
PERSONNEL - Your signature indicates you have been trained on the hazard of this space, your duties, and precautions you must take for this entry.								
Position		Printed Name			Signature			
Entry Supervisor								
Attendant								
Attendant								
Entrant								
Entrant								
Entrant								
Entrant								
Entrant Sign-In		Time In		Entrant Sign-Out			Time Out	
Atmospheric Testing	Permissible Levels	Pre-Entry Levels	Levels After Ventilation	Periodic Check Time _____	Periodic Check Time _____	Periodic Check Time _____	Periodic Check Time _____	Periodic Check Time _____
Oxygen	19.5% - 23.5%							
Carbon Monoxide	<35ppm							
Hydrogen Sulfide	<10ppm							
Lower Explosive Limit	<10%							
Multigas Detector(s) Used:								
Model: _____		Serial Number: _____			Date Last Calibrated: _____			
Model: _____		Serial Number: _____			Date Last Calibrated: _____			
Model: _____		Serial Number: _____			Date Last Calibrated: _____			
Model: _____		Serial Number: _____			Date Last Calibrated: _____			
EMERGENCY PROCEDURE:								
DO NOT ATTEMPT TO ENTER SPACE								
Alert 911 Center before making a confined space entry. Notify 911 Center when confined space entry has been cancelled.								
Additional Information: _____								

CONFINED SPACE ENTRY PERMIT

PERMIT SPACE HAZARDS:

- | | | |
|--|--|--|
| <input type="checkbox"/> Oxygen Enriched Atmosphere ($>23.5\%$) | <input type="checkbox"/> Toxic Gases or Vapors | <input type="checkbox"/> Entrapment |
| <input type="checkbox"/> Oxygen Deficient Atmosphere ($<19.5\%$) | <input type="checkbox"/> Energized Equipment | <input type="checkbox"/> Engulfment |
| <input type="checkbox"/> Flammable Atmosphere | <input type="checkbox"/> Electrical | <input type="checkbox"/> Hazardous Chemicals |
| <input type="checkbox"/> Other: _____ | | |

SPECIAL REQUIREMENTS:

- | | | |
|---|---|--|
| <input type="checkbox"/> Tripod Retrieval Unit | <input type="checkbox"/> Lockout/Tagout | <input type="checkbox"/> Head Protection |
| <input type="checkbox"/> Full Body Harness with "D" Ring | <input type="checkbox"/> Ventilation | <input type="checkbox"/> Eye/Face Protection |
| <input type="checkbox"/> Emergency Escape Retrieval Equipment | <input type="checkbox"/> Barricades | <input type="checkbox"/> Protective Clothing |
| <input type="checkbox"/> Fall Protection | <input type="checkbox"/> Respirators | <input type="checkbox"/> Hearing Protection |
| <input type="checkbox"/> Self-Contained Breathing Apparatus | <input type="checkbox"/> Fire Extinguishers | <input type="checkbox"/> Communication |
| <input type="checkbox"/> Explosion Proof Lighting | <input type="checkbox"/> Ladders | <input type="checkbox"/> Visual |
| <input type="checkbox"/> Hot Work | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Voice |
| | | <input type="checkbox"/> 2-way Radio |
| | | <input type="checkbox"/> Cell |

PERMIT CANCELLATION:

Permit Cancelled By: _____ Date: _____ Time: _____

Permit was cancelled because: ☐ Work Completed ☐ Permit Expired
☐ Emergency _____

Authorization By Entry Supervisor:

I certify that all required conditions and/or actions have been performed and/or taken to provide safe entry and work in this confined space.

Signature _____ Printed Name _____

VEHICLE, EQUIPMENT, AND FACILITY POLICY

Original April 2017

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Section 1. General

The purpose of this policy is to provide all facilities of the City of Monroe with notice of the standards for the administration and compliance with a comprehensive Vehicle, Equipment, and Facility Maintenance Policy, that provides a minimum set of standards for the organization, housekeeping, and maintenance of all assets owned by the City of Monroe. This policy is designed for all employees, elected officials, and other authorized representatives to include contractors of the City of Monroe. This policy shall include all mandatory guidelines for compliance with the policy and encompass the administration of the policy.

It is the policy of the City of Monroe to provide uniformity of operations, provide for the upkeep and preservation of vehicles and equipment, that facility maintenance and organization be a major concern, to maintain a responsible and well-kept appearance of all vehicles, equipment, and facilities. All operations and activities shall follow the guidelines set forth in this Policy, and subsequent procedures as added, for the proper maintenance and upkeep of all assets and facilities. The Vehicle, Equipment, and Facility Maintenance Policy of the City of Monroe is designed to develop organizational housekeeping and maintenance procedures to maintain an organized and well-kept workplace. Compliance with the Policy and all items contained therein is mandatory for all employees, or personnel charged with representing the City of Monroe. The authorization and responsibility for enforcement has been given to the Program Administrator. All foremen, supervisors, department heads, and management staff share in the responsibility of administration of this Policy as well.

Section 2. Definitions

Asset – all vehicles, equipment, and buildings owned and/or operated by the City of Monroe or used to perform daily operations.

Facility / Property – any location, asset, or building owned and/or operated by the City of Monroe where functional operations are performed.

Program Administrator – the individual within the company who oversees excavation work and is responsible for assuring compliance with this program.

Safety Coordinator – an employee designated to provide training, and additional guidance in all safety matters.

Section 3. Policy Provisions

- A. Implementation.** This Policy supports five (5) fundamental means of maximum employee involvement and adherence.
 - 1.** Management and employees at all levels commitment to responsible housekeeping of property and equipment.
 - 2.** Responsible actions of all employees and management regarding the upkeep of all vehicles, equipment, and facilities.
 - 3.** Planned practices for the upkeep and maintenance of all vehicles, equipment, and facilities.
 - 4.** Regular inspections of vehicles, equipment, and facilities by the Program Administrator.
 - 5.** Incentive rewards program for exemplary performance.

- B. Administration.** This Policy will be carried out per guidelines established and published in this Policy and other procedures provided as supplements. Specific instructions and assistance will be provided by the Program Administrator, as requested. Each foreman, supervisor, department head, and member of management staff will be responsible for meeting all of the requirements of the Vehicle, Equipment, and Facility Maintenance Policy and his/her area of responsibility. Each foreman, supervisor, department head, and member of management staff must also ensure that all maintenance issues and damages to vehicles, equipment, and facilities are properly addressed and repaired.
- C. Reporting of Damages.** All employees will be held accountable for inspection, notification, and reporting of any damage to assets or facilities. Employees must report the damage to their foreman, supervisor, department head, or member of management staff, who must then notify the Program Administrator of the incident. *No casual mentioning of the damage will be sufficient.* Statements from witnesses will be taken and should be signed by witnesses and include the time and date, when major damages occur. Failure to report damage in a reasonable period of time (*meaning at or near the time of the damage*) is a violation of the Vehicle, Equipment, and Facility Maintenance Policy, and may result in disciplinary action, as described in section II of this Policy.
- D. Basic Rules.**
1. Compliance with applicable Federal, State, County, City, Client, and Organizational rules and regulations is a condition of employment.
 2. In such cases where already existing policies and procedures exist covering more specific guidelines or possible working exceptions, those policies and procedures supersede those provided for guidelines provided the appropriate documentation and conditions are met.
 3. All personnel will be required to attend facility meetings as stipulated by the Program Administrator to meet Policy standards.
 4. Alcoholic beverages or illegal drugs are not allowed on City property or inside City vehicles or equipment at any time.
 5. Tobacco use is prohibited inside any City vehicle or equipment, and inside any City facility.
 6. Housekeeping shall be an integral part of every job. Supervisors and employees are responsible for keeping their worksites and work areas clean and hazard-free at all times. Clean up is required when a job is finished at the end of the day.
 7. "Horseplay" on City property, or while in use of any vehicle, equipment, or facility is strictly prohibited.
- E. Assignment of Responsibility.**
1. It is the responsibility of all City of Monroe personnel to provide for well maintained, organized, and well-kept vehicles, equipment, and facilities, and to ensure that all employees understand and adhere to the procedures of this Policy and follow the instructions of the Program Administrator.
 2. It is the responsibility of the Program Administrator to implement this program by:
 - a. Performing routine inspections of vehicles, equipment, and facilities.
 - b. Enforcing the City of Monroe Vehicle, Equipment, and Facility Maintenance Policy, and any additional procedures.
 - c. Correcting any damages or errors in practices or conditions immediately.

- d. Training employees and supervisors in improper practices, issues and the proper steps for properly maintaining vehicles, equipment, and facilities.
 - e. Maintaining records of employee damage or misuse of vehicles, equipment, and/or facilities.
- 3. It is the responsibility of all employees to:
 - a. Understand and adhere to the procedures outlined in this Vehicle, Equipment, and Facility Maintenance Policy.
 - b. Follow the instructions of the Program Administrator and Safety Coordinator.
 - c. Bring to the attention of management any damages or practices that may be in violation of this Policy by themselves or any other employees.
 - d. Report any incident that causes damage to any vehicle, equipment, and/or facility, regardless of the nature of the damage.
 - e. Report any incident that causes damage to property, regardless of the nature of the damage.

Section 4. Disciplinary Procedures

- A. Discipline. Employees are expected to use good judgment when doing their work and to follow established Policy rules. An established disciplinary procedure to provide appropriate consequences for failure to follow rules, along with a timeline of record have been developed that will govern the Vehicle, Equipment, and Facility Maintenance Policy. This Policy is designed not to punish employees but to convey unacceptable behavior to the attention of all employees in a way that motivates corrections and produces a more respected working environment.
- B. Timeline of Record. After a period of six (6) months from the date of the most recent violation, the disciplinary process begins anew. This time period demonstrates the effectiveness of an employee to demonstrate the ability to act in a manner that follows the Vehicle, Equipment, and Facility Maintenance Policy guidelines, and respect the working environment.
- C. Disciplinary Process. This is the list of disciplinary actions to be taken in the event of violation of any part of the Vehicle, Equipment, and Facility Maintenance Policy.
 - 1. **First Violation** – verbal warning, notation made in employee file by Program Administrator, and instruction on proper actions.
 - 2. **Second Violation** – One (1) day suspension without pay, written reprimand, and instruction on proper actions.
 - 3. **Third Violation** – Three (3) day suspension without pay, written reprimand, and instruction on proper actions.
 - 4. **Fourth Violation** – Termination.
- D. Inspection of Facilities and Assets. The Program Administrator is responsible for, or assignment of the routine and random inspection of vehicles, equipment, and facilities. Any discoverable violations of this Policy will be documented and further investigated for disciplinary action, and corrective actions will be taken to correct the violation and/or issue. In the event of such an incident, this Policy shall be reviewed to determine if additional practices, procedures, or training should be implemented to prevent similar incidents in the future. A written log of inspections will be maintained by the Program Administrator.

- E. Enforcement. Constant awareness of and respect for all assets and facilities, as well as compliance with all Policy rules, are considered conditions of employment with City of Monroe. Supervisors, as well as Program Administrator, reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this Policy.

Note: An employee may be subject to immediate termination when a violation places the employee or co-workers at risk of permanent disability or death.

Section 5. Vehicle Maintenance Safety and Accident Requirements

- A. Procedure Standards. The following provides the guidelines for the maintenance, upkeep, and overall presentation of vehicles owned and operated by the City of Monroe. Further detail may be provided or required at the department level, but these guidelines should be followed as a minimum requirement.
- B. Program Guidelines.
 - 1. All vehicles must have a standardized City of Monroe logo, along with department/division classification, and be numbered. Only approved markings may be put on vehicles.
 - 2. All vehicles must carry an updated insurance card.
 - 3. All vehicles must be serviced on a regular basis, as scheduled with the Streets and Transportation Department, or as needed.
 - 4. All vehicles must be kept in a clean and presentable level of presentation, both inside and outside.
 - 5. All trash and waste debris must be removed from vehicles on a daily basis.
 - 6. Only those tools required for the assigned work to be performed should be kept in the vehicle.
 - 7. Any material, tools, or equipment being transported in a vehicle must be secured, and stored in an organized fashion in the vehicle. Any material, tools, or equipment not needed, or found in excess should be returned to the proper facility and location within the facility.
 - 8. All lights, signals, bin doors, doors, tailgates, wipers, and other features must be in good working order. Any features and functions determined to be of a safety issue should be repaired in an immediate, yet reasonable amount of time.
 - 9. Employees who are assigned vehicles for commuting purposes are expected to park such vehicles in safe locations.
 - 10. Fuel is supplied exclusively through a city facility or through an issued or assigned fuel card for city-owned vehicles.
 - 11. Any City of Monroe vehicles in use shall never be left with the engine running while unattended in the parking lot, or on the worksite at any point.
- C. Minimum Safety Standards. All employees are required to adhere to the following minimum rules of when operating city vehicles:
 - 1. Speed limits should be strictly observed, except emergency vehicles in route to an emergency.
 - 2. Speed limits on jobsites should not exceed 10 mph at any time.
 - 3. Use of safety restraints such as seatbelts, shoulder harnesses, and other restraints should be worn by the driver and all passengers at all times when the vehicle is in motion, exceptions allowed per specific requirements for Public Safety, (NFPA).
 - 4. All traffic, driving, and road regulations are to be strictly observed. Courtesy is to be extended to all entering and exiting traffic at all times.

5. Use of controlled substances such as alcohol, illegal drugs, or prescription medication which may interfere with effective and safe operation are strictly prohibited.
 6. Tobacco usage will at no time be authorized or allowed in a city vehicle.
 7. Employees are expected to keep city vehicles clean, and to report to their supervisor any malfunction or damage for immediate assessment and maintenance.
- D. Reporting of Accidents. Whenever a city vehicle is involved in an accident, or subject to damage, or in the event an employee's personal vehicle is damaged during an approved, work-related trip, the employee operating the vehicle is required to immediately notify his/her immediate supervisor and contact the Georgia State Patrol. All accidents, or damages must be reported to the Program Administrator.
- E. Reporting of Damages. All damage to vehicles should be reported immediately to the employee's supervisor. The supervisor is to document the damage, the reason for the damage, and the employee at fault and send the report to the Program Administrator. The damage should be taken for repair in a reasonable amount of time, if it causes a safety issue the vehicle should be taken for repair immediately.

Section 6. Equipment Maintenance Procedures

- A. Procedure Standards. The following provides the guidelines for the maintenance, upkeep, and overall presentation of equipment owned and operated by the City of Monroe. Further detail may be provided or required at the department level, but these guidelines should be followed as a minimum requirement.
- B. Program Guidelines.
1. All equipment must have a standardized City of Monroe logo, along with department/division classification, and be numbered. Only approved markings may be put on equipment.
 2. All equipment must be serviced on a regular basis, as scheduled with the Streets and Transportation Department, as provided by the manufacturer, or as needed.
 3. All equipment must be kept in a clean and presentable level of presentation, both inside and outside.
 4. No trash or waste debris should be kept on any equipment.
 5. Only those tools required for the assigned work to be performed should be kept with the equipment.
 6. Any material, tools, or equipment being transported on equipment must be secured, and stored in an organized fashion on the equipment. Any material, tools, or equipment not needed, or found in excess should be returned to the proper facility and location within the facility.
 7. All operable and functional components of equipment must be kept in a working fashion. Any features and functions determined to be of a safety issue should be repaired in an immediate, yet reasonable amount of time.
 8. Fuel is supplied exclusively through a city facility or through an issued or assigned fuel card for city-owned vehicles.
- C. Minimum Safety Standards. All employees are required to adhere to the following minimum rules of when operating city equipment:
1. Equipment should be operated at reasonable and recommended speeds to ensure the safety of employees and facilities at all times.

2. Use of safety restraints such as seatbelts, shoulder harnesses, and other restraints should be worn by the operator at all times when the equipment is being operated, unless in a fully enclosed cab.
 3. All traffic, driving, and road regulations are to be strictly observed when equipment is being driven on the road. Courtesy is to be extended to all entering and exiting traffic at all times.
 4. Use of controlled substances such as alcohol, illegal drugs, or prescription medication which may interfere with effective and safe operation are strictly prohibited.
 5. Tobacco usage will at no time be authorized or allowed on city equipment.
 6. Employees are expected to keep city equipment clean, and to report to their supervisor any malfunction or damage for immediate assessment and maintenance.
 7. Heavy, medium, and light duty equipment must be kept in safe operating conditions at all times. Any defects or damages are to be reported to the Safety Coordinator, Program Administrator, or direct supervisor for repairs to be performed. Any failure to report defects or damages is in direct violation of the Policy.
- D. Reporting of Accidents. Whenever city equipment is involved in an accident, or subject to damage, the employee operating the equipment is required to immediately notify his/her immediate supervisor. All accidents, or damages must be reported to the Program Administrator.
- E. Reporting of Damages. All damage to equipment should be reported immediately to the employee's supervisor. The supervisor is to document the damage, the reason for the damage, and the employee at fault and send the report to the Program Administrator. The damage should be taken for repair in a reasonable amount of time, if it causes a safety issue the equipment should be scheduled for repair immediately.

Section 7. Facility Maintenance Procedures

- A. Procedure Standards. The following provides the guidelines for the maintenance, upkeep, and overall presentation of facilities owned and operated by the City of Monroe. Further detail may be provided or required at the department level, but these guidelines should be followed as a minimum requirement.
- B. Program Guidelines.
1. All facilities must be kept clean of debris, well organized, and presentable to the public.
 2. All facilities must be evaluated as to issues of maintenance and housekeeping practices to maintain proper standards of functionality.
 3. All facilities must have a maintenance program and plan in place, with any maintenance requirements becoming part of the five (5) year capital improvement program tracking sheet.
 4. Any material, tools, vehicles, and equipment shall be stored in the designated areas of all facilities.
 5. All safety functions (i.e. alarms, alerts, communication systems, fire extinguishers, fire sprinkler systems, etc.) must be kept in good working order, and evaluated on a regular timeline.
- C. Facility Standards. All employees are required to adhere to the following minimum rules of the facilities owned and operated by the City of Monroe:
1. City Hall Building & Parking Area

- a. The employee parking lot is for employee personal vehicles and work vehicles only. No vehicles pulling trailers are allowed due to limited space. No work vehicles are allowed in the employee parking lot while pulling a trailer due to potential damage of employee personal vehicles.
- b. The customer parking lot is for the overflow of employee personal vehicles when the employee parking lot is full. No employee personal vehicles with trailers are allowed due to limited space.
- c. The use of portable heaters in office spaces will be restricted to that of the International Fire Code (605.10) as follows:
 - i. Listed and labeled. Only listed and labeled portable, electric space heaters shall be used. (605.10.1)
 - ii. Power supply. Portable, electric space heaters shall be plugged directly into an approved receptacle. (605.10.2)
 - iii. Extension cords. Portable, electric space heaters shall not be plugged into extension cords. (605.10.3)
 - iv. Prohibited areas. Portable, electric space heaters shall not be operated within 3 feet (914 mm) of any combustible materials. Portable, electric space heaters shall be operated only in locations for which they are listed. (605.10.4)
- d. Desktop areas should be kept presentable, organized, and clean of excess debris, aside from normal required materials.
- e. Storage rooms should be kept well organized, clutter free, and be free of any excess debris.
- f. Basement areas should be kept well organized, clutter free, and be free of any excess debris.
- g. Customer service areas should be kept well organized and presentable to the public at all times.
- h. Supplies and storage of supplies should be kept well organized, clutter free, and be free of any excess debris.
- i. Cell phone usage should be done in a respectful manner to customers, and other employees, and not interfere with normal working functions.
- j. Trash shall be kept clear of all working areas, desktop areas, and other areas of the City Hall building. Trash receptacles are available and should be used at all times, and when to capacity placed in the hallways or visible location for emptying by janitorial services.
- k. Breakroom areas are to be kept clean, free of food debris and waste, and treated as a privilege. Refrigerators are to be cleaned periodically to avoid out of date food and debris.
- l. Personal items should be stored and secured when brought to the workplace and are not the responsibility of the city to replace when damaged, stolen, or broken.
- m. City of Monroe vehicles in the parking lot either during the day, or overnight should be locked, left in a well-kept, clutter free, and free of any excess debris.
- n. City of Monroe vehicles in use shall never be left with the engine running while unattended in the parking lot, or on the worksite at any point.

2. Public Works Facility

- a. The employee parking lot is for employee personal vehicles and work vehicles only.

- b.** The use of portable heaters in office spaces will be restricted to that of the International Fire Code (605.10) as follows:
 - i.** Listed and labeled. Only listed and labeled portable, electric space heaters shall be used. (605.10.1)
 - ii.** Power supply. Portable, electric space heaters shall be plugged directly into an approved receptacle. (605.10.2)
 - iii.** Extension cords. Portable, electric space heaters shall not be plugged into extension cords. (605.10.3)
 - iv.** Prohibited areas. Portable, electric space heaters shall not be operated within 3 feet (914 mm) of any combustible materials. Portable, electric space heaters shall be operated only in locations for which they are listed. (605.10.4)
- d.** Desktop areas should be kept presentable, organized, and clean of excess debris, aside from normal required materials.
- e.** Supplies and storage of supplies should be kept well organized, clutter free, and be free of any excess debris.
- f.** Cell phone usage should be done in a respectful manner to other employees, and not interfere with normal working functions.
- g.** Trash shall be kept clear of all working areas, desktop areas, and other areas of all buildings. Trash receptacles are available and should be used at all times, and when to capacity placed in the hallways or visible location for emptying by janitorial services, or emptied in the available trash dumpsters.
- h.** Breakroom areas are to be kept clean, free of food debris and waste, and treated as a privilege. Refrigerators are to be cleaned periodically to avoid out of date food and debris.
- i.** Personal items should be stored and secured when brought to the workplace and are not the responsibility of the city to replace when damaged, stolen, or broken.
- j.** City of Monroe vehicles in the parking lot either during the day, or overnight should be locked, left in a well-kept, clutter free, and free of any excess debris.
- k.** City of Monroe vehicles in use shall never be left with the engine running while unattended in the parking lot, or on the worksite at any point.
- l.** City of Monroe vehicles and equipment should always be parked or stored in the proper locations as assigned. Any vehicles or equipment parked or stored outside of a locked building, shall be kept locked, with all windows or doors closed completely.
- m.** City of Monroe trailers should always be parked or stored in the proper locations as assigned. Any debris, trash, or excess dirt shall be removed from the trailer at the end of each day.
- n.** All project material shall be kept in assigned areas, and only used for projects as assigned. Upon completion, it is the responsibility of the division foremen to assist in the reassignment of remaining project material into the inventory system.
- o.** Public Works grounds must be kept free of clutter and trash, avoid misplaced material and supplies, and remain presentable and organized at all times.
- p.** Gates for entry/exit to the facility must be functional and working at all times. During off hours, gates are to remain closed and/or locked.
- q.** Wash areas for vehicles and equipment shall be kept washed down and free to mud and gravel before and after washing vehicles and equipment.

- r. Dumpsters shall be used for the designated use (scrap metal, wire, trash, etc.) and shall be kept clean, and emptied when at capacity as determined by the Solid Waste department.

3. Fire Department

- a. The employee parking lot is for employee personal vehicles and work vehicles only. No vehicles pulling trailers are allowed due to limited space. No work vehicles are allowing in the employee parking lot while pulling a trailer due to potential damage of employee personal vehicles.
- b. The customer parking lot is for the overflow of employee personal vehicles when the employee parking lot is full. No employee personal vehicles with trailers are allowed due to limited space.
- c. The use of portable heaters in office spaces will be restricted to that of the International Fire Code (605.10) as follows:
 - i. Listed and labeled. Only listed and labeled portable, electric space heaters shall be used. (605.10.1)
 - ii. Power supply. Portable, electric space heaters shall be plugged directly into an approved receptacle. (605.10.2)
 - iii. Extension cords. Portable, electric space heaters shall not be plugged into extension cords. (605.10.3)
 - iv. Prohibited areas. Portable, electric space heaters shall not be operated within 3 feet (914 mm) of any combustible materials. Portable, electric space heaters shall be operated only in locations for which they are listed. (605.10.4)
- d. Desktop areas should be kept presentable, organized, and clean of excess debris, aside from normal required materials.
- e. Storage rooms should be kept well organized, clutter free, and be free of any excess debris.
- f. Basement areas should be kept well organized, clutter free, and be free of any excess debris.
- g. Customer service areas should be kept well organized and presentable to the public at all times.
- h. Supplies and storage of supplies should be kept well organized, clutter free, and be free of any excess debris.
- i. Cell phone usage should be done in a respectful manner to customers, and other employees, and not interfere with normal working functions.
- j. Trash shall be kept clear of all working areas, desktop areas, and other areas of the City Hall building. Trash receptacles are available and should be used at all times, and when to capacity placed in the hallways or visible location for emptying by janitorial services.
- k. Breakroom areas are to be kept clean, free of food debris and waste, and treated as a privilege. Refrigerators are to be cleaned periodically to avoid out of date food and debris.
- l. Personal items should be stored and secured when brought to the workplace and are not the responsibility of the city to replace when damaged, stolen, or broken.
- m. City of Monroe vehicles in the parking lot either during the day, or overnight should be locked, left in a well-kept, clutter free, and free of any excess debris.

- n. City of Monroe vehicles in use shall never be left with the engine running while unattended in the parking lot, or on the worksite at any point, unless being used in emergency operations.

4. Police Department

- a. The employee parking lot is for employee personal vehicles and work vehicles only. No vehicles pulling trailers are allowed due to limited space. No work vehicles are allowing in the employee parking lot while pulling a trailer due to potential damage of employee personal vehicles.
- b. The customer parking lot is for the overflow of employee personal vehicles when the employee parking lot is full. No employee personal vehicles with trailers are allowed due to limited space.
- c. The use of portable heaters in office spaces will be restricted to that of the International Fire Code (605.10) as follows:
 - i. Listed and labeled. Only listed and labeled portable, electric space heaters shall be used. (605.10.1)
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- d. Desktop areas should be kept presentable, organized, and clean of excess debris, aside from normal required materials.
- e. Storage rooms should be kept well organized, clutter free, and be free of any excess debris.
- f. Basement areas should be kept well organized, clutter free, and be free of any excess debris.
- g. Customer service areas should be kept well organized and presentable to the public at all times.
- h. Supplies and storage of supplies should be kept well organized, clutter free, and be free of any excess debris.
- i. Cell phone usage should be done in a respectful manner to customers, and other employees, and not interfere with normal working functions.
- j. Trash shall be kept clear of all working areas, desktop areas, and other areas of the City Hall building. Trash receptacles are available and should be used at all times, and when to capacity placed in the hallways or visible location for emptying by janitorial services.
- k. Breakroom areas are to be kept clean, free of food debris and waste, and treated as a privilege. Refrigerators are to be cleaned periodically to avoid out of date food and debris.
- l. Personal items should be stored and secured when brought to the workplace and are not the responsibility of the city to replace when damaged, stolen, or broken.
- m. City of Monroe vehicles in the parking lot either during the day, or overnight should be locked, left in a well-kept, clutter free, and free of any excess debris.

- n. City of Monroe vehicles in use shall never be left with the engine running while unattended in the parking lot, or on the worksite at any point.

5. Utility Warehouse

- a. The employee parking lot is for employee personal vehicles and work vehicles only.
- b. The use of portable heaters in office spaces will be restricted to that of the International Fire Code (605.10) as follows:
 - i. Listed and labeled. Only listed and labeled portable, electric space heaters shall be used. (605.10.1)
 - ii. Power supply. Portable, electric space heaters shall be plugged directly into an approved receptacle. (605.10.2)
 - iii. Extension cords. Portable, electric space heaters shall not be plugged into extension cords. (605.10.3)
 - iv. Prohibited areas. Portable, electric space heaters shall not be operated within 3 feet (914 mm) of any combustible materials. Portable, electric space heaters shall be operated only in locations for which they are listed. (605.10.4)
- c. Desktop areas should be kept presentable, organized, and clean of excess debris, aside from normal required materials.
- d. Supplies and storage of supplies should be kept well organized, clutter free, and be free of any excess debris.
- e. Cell phone usage should be done in a respectful manner to other employees, and not interfere with normal working functions.
- f. Trash shall be kept clear of all working areas, desktop areas, and other areas of all buildings. Trash receptacles are available and should be used at all times, and when to capacity placed in the hallways or visible location for emptying by janitorial services, or emptied in the available trash dumpsters.
- g. Breakroom areas are to be kept clean, free of food debris and waste, and treated as a privilege. Refrigerators are to be cleaned periodically to avoid out of date food and debris.
- h. Personal items should be stored and secured when brought to the workplace and are not the responsibility of the city to replace when damaged, stolen, or broken.
- i. City of Monroe vehicles in the parking lot either during the day, or overnight should be locked, left in a well-kept, clutter free, and free of any excess debris.
- j. City of Monroe vehicles in use shall never be left with the engine running while unattended in the parking lot, or on the worksite at any point.
- k. City of Monroe vehicles and equipment should always be parked or stored in the proper locations as assigned. Any vehicles or equipment parked or stored outside of a locked building, shall be kept locked, with all windows or doors closed completely.
- l. City of Monroe trailers should always be parked or stored in the proper locations as assigned. Any debris, trash, or excess dirt shall be removed from the trailer at the end of each day.
- m. Buildings (D) Headend, (E) Inventory Warehouse, (F) Water Sewer Gas, (G) Electric Cable, and all other buildings shall be kept clean of trash and debris, be swept regularly, be kept organized, and presentable.
- n. All project material shall be kept in assigned areas, and only used for projects as assigned. Upon completion, it is the responsibility of the division foremen to assist in the reassignment of remaining project material into the inventory system.

- o. Utilities warehouse grounds must be kept free of clutter and trash, avoid misplaced material and supplies, and remain presentable and organized at all times.
- p. The headend must remain clear and free of debris, and the building (D) must remain clean and organized.
- q. Gates for entry/exit to the facility must be functional and working at all times. During off hours, gates are to remain closed and/or locked.
- r. Wash areas for vehicles and equipment shall be kept washed down and free to mud and gravel before and after washing vehicles and equipment.
- s. Dumpsters shall be used for the designated use (scrap metal, wire, trash, etc.) and shall be kept clean, and emptied when at capacity as determined by the Solid Waste department.

6. Water Treatment Facility

- a. Buildings (A, B, & C) and all other buildings shall be kept clean of trash and debris, be swept regularly, be kept organized, and presentable.
- b. The use of portable heaters in office spaces will be restricted to that of the International Fire Code (605.10) as follows:
 - i. Listed and labeled. Only listed and labeled portable, electric space heaters shall be used. (605.10.1)
 - ii. Power supply. Portable, electric space heaters shall be plugged directly into an approved receptacle. (605.10.2)
 - iii. Extension cords. Portable, electric space heaters shall not be plugged into extension cords. (605.10.3)
 - iv. Prohibited areas. Portable, electric space heaters shall not be operated within 3 feet (914 mm) of any combustible materials. Portable, electric space heaters shall be operated only in locations for which they are listed. (605.10.4)
- c. Desktop areas should be kept presentable, organized, and clean of excess debris, aside from normal required materials.
- d. Storage rooms should be kept well organized, clutter free, and be free of any excess debris.
- e. Basement areas should be kept well organized, clutter free, and be free of any excess debris.
- f. Supplies and storage of supplies should be kept well organized, clutter free, and be free of any excess debris.
- g. Cell phone usage should be done in a respectful manner to customers, and other employees, and not interfere with normal working functions.
- h. Trash shall be kept clear of all working areas, desktop areas, and other areas of the City Hall building. Trash receptacles are available and should be used at all times, and when to capacity placed in the hallways or visible location for emptying by janitorial services.
- i. Breakroom areas are to be kept clean, free of food debris and waste, and treated as a privilege. Refrigerators are to be cleaned periodically to avoid out of date food and debris.
- j. Personal items should be stored and secured when brought to the workplace and are not the responsibility of the city to replace when damaged, stolen, or broken.
- k. City of Monroe vehicles in the parking lot either during the day, or overnight should be locked, left in a well-kept, clutter free, and free of any excess debris.

- l. City of Monroe vehicles in use shall never be left with the engine running while unattended in the parking lot, or on the worksite at any point.
- m. Chemicals shall always be stored in the designated areas, and not stored in areas that could potentially pose a safety risk to employees, or citizens.

7. Wastewater Treatment Facility

- a. Buildings shall be kept clean of trash and debris, be swept regularly, be kept organized, and presentable.
- b. The use of portable heaters in office spaces will be restricted to that of the International Fire Code (605.10) as follows:
 - i. Listed and labeled. Only listed and labeled portable, electric space heaters shall be used. (605.10.1)
 - ii. Power supply. Portable, electric space heaters shall be plugged directly into an approved receptacle. (605.10.2)
 - iii. Extension cords. Portable, electric space heaters shall not be plugged into extension cords. (605.10.3)
 - iv. Prohibited areas. Portable, electric space heaters shall not be operated within 3 feet (914 mm) of any combustible materials. Portable, electric space heaters shall be operated only in locations for which they are listed. (605.10.4)
- c. Desktop areas should be kept presentable, organized, and clean of excess debris, aside from normal required materials.
- d. Storage rooms should be kept well organized, clutter free, and be free of any excess debris.
- e. Basement areas should be kept well organized, clutter free, and be free of any excess debris.
- f. Supplies and storage of supplies should be kept well organized, clutter free, and be free of any excess debris.
- g. Cell phone usage should be done in a respectful manner to customers, and other employees, and not interfere with normal working functions.
- h. Trash shall be kept clear of all working areas, desktop areas, and other areas of the City Hall building. Trash receptacles are available and should be used at all times, and when to capacity placed in the hallways or visible location for emptying by janitorial services.
- i. Breakroom areas are to be kept clean, free of food debris and waste, and treated as a privilege. Refrigerators are to be cleaned periodically to avoid out of date food and debris.
- j. Personal items should be stored and secured when brought to the workplace and are not the responsibility of the city to replace when damaged, stolen, or broken.
- k. City of Monroe vehicles in the parking lot either during the day, or overnight should be locked, left in a well-kept, clutter free, and free of any excess debris.
- l. City of Monroe vehicles in use shall never be left with the engine running while unattended in the parking lot, or on the worksite at any point.
- m. Chemicals shall always be stored in the designated areas, and not stored in areas that could potentially pose a safety risk to employees, or citizens.

8. Georgia Utility Training Academy

- a. The employee parking lot is for employee personal vehicles and work vehicles only.

- b.** The use of portable heaters in office spaces will be restricted to that of the International Fire Code (605.10) as follows:
 - i.** Listed and labeled. Only listed and labeled portable, electric space heaters shall be used. (605.10.1)
 - ii.** Power supply. Portable, electric space heaters shall be plugged directly into an approved receptacle. (605.10.2)
 - iii.** Extension cords. Portable, electric space heaters shall not be plugged into extension cords. (605.10.3)
 - iv.** Prohibited areas. Portable, electric space heaters shall not be operated within 3 feet (914 mm) of any combustible materials. Portable, electric space heaters shall be operated only in locations for which they are listed. (605.10.4)
- c.** Desktop areas should be kept presentable, organized, and clean of excess debris, aside from normal required materials.
- d.** Storage rooms should be kept well organized, clutter free, and be free of any excess debris.
- e.** Customer service areas should be kept well organized and presentable to the public at all times.
- f.** Supplies and storage of supplies should be kept well organized, clutter free, and be free of any excess debris.
- g.** Equipment and material kept at the Georgia Utility Training Academy is ONLY for use by the Georgia Utility Training Academy.
- h.** Cell phone usage should be done in a respectful manner to customers, and other employees, and not interfere with normal working functions.
- i.** Trash shall be kept clear of all working areas, desktop areas, and other areas of the City Hall building. Trash receptacles are available and should be used at all times, and when to capacity placed in the hallways or visible location for emptying by janitorial services.
- j.** Breakroom areas are to be kept clean, free of food debris and waste, and treated as a privilege. Refrigerators are to be cleaned periodically to avoid out of date food and debris.
- k.** Personal items should be stored and secured when brought to the workplace and are not the responsibility of the city to replace when damaged, stolen, or broken.
- l.** City of Monroe vehicles in the parking lot either during the day, or overnight should be locked, left in a well-kept, clutter free, and free of any excess debris.
- m.** City of Monroe vehicles in use shall never be left with the engine running while unattended in the parking lot, or on the worksite at any point.
- n.** Chemicals shall always be stored in the designated areas, and not stored in areas that could potentially pose a safety risk to employees, or citizens.
- o.** Training areas shall be kept free of material not involved in training, and shall not be used for storage.
- p.** No smoking is allowed in the training areas surrounded by fencing.

PROCUREMENT POLICY

Original June 2009

1st Update August 2016

2nd Update April 2018

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Section 1. General

- A.** The purpose of this policy is to require all City of Monroe officials and employees to initiate all purchases of products and services through the centralized purchasing office. The policy is to require all purchases be preceded by the methods required by the City for all purchases. The following policies and any accompanying procedures shall be strictly adhered to when making all purchases.
- B.** All purchases shall follow strictly developed guidelines set forth in this policy and be within acceptable funding through previously approved budgets. A shown frequency of not obtaining purchases in the method set forth in this policy will result in revocation of purchasing privileges.

Section 2. Definitions

Sealed Bids – bids submitted where specifications or design are known and set forth, and pricing is the determining factor for award.

Request for Proposals – bids submitted where specifications or design are unknown, and thus pricing as well as scope of the project are the determining factors for award. Require a predetermined grading scale and committee to score and recommend award.

Purchase Orders – issued numerical contracts creating agreements between vendors and the City of Monroe.

Purchase Order Request Form – (Form A) form to be submitted in request of a Purchase Order.

Section 3. Procurement Provisions

- A.** Bids or Price Quotations. The following dollar amounts shall be followed in determining the process to be used in obtaining bids and price quotations:
 - 1. \$0.00 to \$1,500.00 – verbal quotation;
 - 2. \$1,500.01 to \$3,000.00 – at least one (1) written quotation;
 - 3. \$3,000.01 to \$10,000.00 – at least two (2) written quotations;
 - 4. \$10,000.01 to \$99,999.99 – at least three (3) written quotations;
 - 5. Over \$100,000.00 – sealed bids.
- B.** Approval. Lists shall be provided to the Purchasing Agent of authorized employees allowed to request Purchase Orders and will be updated each fiscal year. The following approval authority shall apply to the City for all purchases:
 - 1. Up to \$1,500.00 – Authorized Employees;
 - 2. Up to \$3,000.00 – Department Heads;
 - 3. Up to \$10,000.00 - City Administrator and Purchasing Agent;
 - 4. Over \$10,000.00 – Mayor, Committee and Council.
- C.** Emergency Purchases. Any purchases that are required to prevent damage, failure or injury to any systems or citizens that exceed preset purchasing limits. Full and complete documentation, along with written explanation is to be provided following purchasing by use of this method.

- D. State/National Contract Purchases.** The Purchasing Agent may use state or national contracts for purchasing any products or services that are available to local governments. By using this method of purchase, the requirement of bidding items over one hundred thousand (\$100,000.00) will be exempted due to the state or national agency having already bid the item.
- E. Federal Grant Procurement Guidelines.** When using federal funds and grants, federal procurement guidelines are to be followed as accompanied by or in some cases overruling state and local procurement guidelines. Uniform guidance when using federal funds and grants for procurement are as follows for obtaining bids and price quotations:
1. \$0.00 to \$3,500.00 – micro purchase, no price quotes are required;
 2. \$3,500.01 to \$150,000.00 – small purchase, simple & informal procurement methods, price or rate quote must be obtained from an adequate number of qualified sources;
 3. Over \$150,000.00 – construction projects requiring seal bids, fixed price or cost reimbursement requiring competitive sealed proposals, unique goods/services requiring sole-source or non-competitive solicitations.
- F. Brand Name Purchases.** The Purchasing Agent may elect the purchase of brand name products or services when those goods comprise a major brand system, program, service previously selected by the city and due to operational effectiveness, future enhancements or additions, or maintenance and storage of spare parts preclude the mixing of brands, manufactures, etc.
- G. Sole Source Purchases.** A contract may be awarded or a purchase made without competition when the city determines that there is only one source for the required products, supply service, or construction item. The Purchasing Agent shall conduct negotiations as appropriate, as to price, delivery and terms of such purchase. A separate file of sole source procurements shall be maintained as a public record and shall list each contractor's name, the amount and type of each contract, and a listing of the item(s) procured under each purchase order or contract.
- H. Professional Services.** Exempt from bidding requirements are professional services which are limited to those services as defined by statute as a profession or professional service are included. Examples of such services are certified public accountancy, actuarial services, architecture, landscape architecture and installation, interior design, janitorial, licensed or accredited appraisers or licensed or accredited financial analysts providing opinions of value, chiropractic, dentistry, professional engineering, podiatry, pharmacy, veterinary medicine, registered professional nursing, harbor piloting, land surveying, law, psychology, medicine and surgery, *optometry, and osteopathy.*
- I. Modification of Specifications.** Once a contract is bid and awarded by City Officials in accordance with this section, the City reserves the right to further negotiate all terms of the contract if the City determines that it is in the City's best interest to do so without the necessity of rebidding any such contract; provided, however, that any negotiations permitted hereunder shall not result in a variance of the price term exceeding ten (10) percent of the original bid price.
- J. Operational Policies/Procedures.** Consistent with this section and with the approval of the City Administrator, the Purchasing Agent shall develop and adopt written operational

policies/procedures relating to the execution of this section, the functioning of the centralized purchasing offices, and which shall also include but not be limited to policies/procedures for:

1. The procurement of all supplies, services and construction needs by the City of Monroe;
 2. The establishment of programs for specifications development, contract administration and inspection and acceptance;
 3. The selling, lending or disposal of goods, supplies and equipment belonging to the City.
- K. Purchase Orders (PO):** This section sets forth the methods for which purchase orders are to be requested, approved and issued. **Purchase Orders are to accompany any purchase not made on a P-Card.**
1. Only authorized personnel, as stated above may request or obtain a PO number;
 2. Purchase Order requests must be submitted and include all of the following information on the Purchase Order Request Form (Form A);
 3. Purchase Order requests will then be reviewed to confirm all requirements are met as set forth in the purchasing policy;
 4. Purchase Order numbers will then be issued.
- L. Blanket Purchase Orders.** Purchase Orders will be issued monthly **or yearly** to vendors for small items purchased on a regular basis, or as determined by the Purchasing Agent.
- ~~**M. Check Request.** In such cases where a Purchase Order cannot or is not obtained prior to a purchase, a check request must be filled out immediately and submitted to the Purchasing Agent for review. Documentation should be included with explanation as to the nature of the purchase and reasoning for failure to obtain a Purchase Order.~~
- N. Purchasing Cards/P-Cards.** Cards may serve as Purchase Orders in certain cases as outlined in the Purchasing Card/P-Card policy. All cards issued to individuals are to be used only by the person issued the card. No other individuals are to use the card at any time. Itemized receipts are required for all P-Card transactions.
- O. Documentation.** Accounts Payable will process Purchase Orders after proper supporting documentation is received. A receipt or invoice must support every purchase. Failure to support all purchases with an original invoice may result in revocation of purchasing privileges.
- P. Vendor Approval.** All purchases must be with vendors that are pre-approved by the Purchasing Agent or designee. Proper documentation must be submitted for all vendors prior to Purchase Orders being issued. Vendors must have all information properly provided before Purchase Orders are issued. All E-Verify and required information must be completed prior to any purchase agreement with vendors.
- Q. Capital Improvement Projects (CIP).** Projects that are created and approved by fiscal year for the improvement of services and systems. All CIP projects require the approval of City Council if the overall project expense is anticipated to be over \$10,000.00. CIP projects are required to include a material list with budgetary numbers when submitting approval requests. All purchases for CIP projects are required to have a Project Number prior to the issuance of a Purchase Order.

- R. Credit Card/Store Card. All cards issued to individuals are to be used only by the person issued the card. No other individuals are to use the card at any time. Itemized receipts are required to be turned in promptly following all purchases. In all cases where a Procurement Card can be used, it should be used.
- S. Taxable/Tax Exempt. All employees must exhibit a conscious effort to provide all applicable tax-exempt documentation prior to making purchases.
- T. Grant Approval/Purchases. All purchases using funds from Council approved grants may be made without requiring further Council approval. All purchasing policies are to be followed completely, as well as any additional required grant specific policies and requirements.
- U. Budget/Capital Improvement Program (CIP) Approved Purchases. Any items included in an already approved fiscal year budget and/or already approved CIP budget are not required to then be reapproved by City Council. Any items, material, and/or projects in this category must have been approved with detailed lists and budgeting allocations by City Council in the year prior to the current fiscal year. All items, material, and/or projects require the approve of the Purchasing Agent, Finance Director, and City Administrator prior to entering budget or CIP submission for City Council approval. Any items, material, and/or projects not covered in original approval submission must be presented to City Council for additional approval.
- V. Federal Aid Highway Program (FAHP) Funding Procurement. The competitive negotiation method for the procurement of engineering and design related services shall be used when FAHP funds are involved in the contract as specified in 23 U.S.C. 112(b)(2)(A). The solicitation, evaluation, ranking, selection and negotiation shall comply with the qualifications-based selection procurement procedures for architectural and engineering services codified under 40 U.S.C. 1101-1104, commonly referred to as the Brooks Act. (Appendix A)
- W. Standing Approved Purchases. Items approved for purchase going forward by City Council without additional per purchase approval required.
 - 1. Any chemicals or System Critical Equipment or Services for Treatment Plants and Utility Systems;
 - 2. Fuel for Public Works storage/consumption;
 - 3. Fuel for Airport resale;
 - 4. Transformers for Electric, not to exceed \$25,000.



Since 1821
THE CITY OF
Monroe

REQUEST BY: _____ PO# _____ PROJECT# _____

EXPENSE ACCOUNT: _____

[illegible]

TOTAL	\$0.00
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Appendix A

City of Monroe Policy for Competitive Negotiation Qualifications-based Selection for Projects Using Federal Aid Highway Program (FAHP) Funding

1.0 Summary of Requirements of Brooks Act.

Except as provided in **2.0 Small Purchases** and **3.0 Noncompetitive** below, the City of Monroe shall use the competitive negotiation method for the procurement of engineering and design related services when FAHP funds are involved in the contract (as specified in 23 U.S.C. 112(b)(2)(A)). The solicitation, evaluation, ranking, selection, and negotiation shall comply with the qualifications-based selection procurement procedures for architectural and engineering services codified under 40 U.S.C. 1101–1104, commonly referred to as the Brooks Act.

In accordance with the requirements of the Brooks Act, the following procedures shall apply to the competitive negotiation procurement method:

1.1 Solicitation.

The solicitation process shall be by public announcement, public advertisement, or any other public forum or method that assures qualified in-State and out-of-State consultants are given a fair opportunity to be considered for award of the contract. Procurement procedures may involve a single step process with issuance of a request for proposal (RFP) to all interested consultants or a multiphase process with issuance of a request for statements or letters of interest or qualifications (RFQ) whereby responding consultants are ranked based on qualifications and request for proposals are then provided to three or more of the most highly qualified consultants. Minimum qualifications of consultants to perform services under general work categories or areas of expertise may also be assessed through a prequalification process whereby statements of qualifications are submitted on an annual basis. Regardless of any process utilized for prequalification of consultants or for an initial assessment of a consultant's qualifications under an RFQ, a RFP specific to the project, task, or service is required for evaluation of a consultant's specific technical approach and qualifications.

1.2 Request for Proposal (RFP).

The RFP shall provide all information and requirements necessary for interested consultants to provide a response to the RFP and compete for the solicited services. The RFP shall:

- 1.2.1 Provide a clear, accurate, and detailed description of the scope of work, technical requirements, and qualifications of consultants necessary for the services to be rendered. The scope of work should detail the purpose and description of the project, services to be performed, deliverables to be provided, estimated schedule for performance of the work, and applicable standards, specifications, and policies;
- 1.2.2 Identify the requirements for any discussions that may be conducted with three (3) or more of the most highly qualified consultants following submission and evaluation of proposals;

- 1.2.3 Identify evaluation factors including their relative weight of importance in accordance with subparagraph (a)(1)(iii) of this section;
- 1.2.4 Specify the contract type and method(s) of payment to be utilized in accordance with § 172.9;
- 1.2.5 Identify any special provisions or contract requirements associated with the solicited services;
- 1.2.6 Require that submission of any requested cost proposals or elements of cost be in a concealed format and separate from technical/qualifications proposals as these shall not be considered in the evaluation, ranking, and selection phase; and
- 1.2.7 Provide a schedule of key dates for the procurement process and establish a submittal deadline for responses to the RFP which provides sufficient time for interested consultants to receive notice, prepare, and submit a proposal, which except in unusual circumstances shall be not less than 14 days from the date of issuance of the RFP.

1.3 Evaluation Factors.

- 1.3.1 Criteria used for evaluation, ranking, and selection of consultants to perform engineering and design related services must assess the demonstrated competence and qualifications for the type of professional services solicited. These qualifications-based factors may include, but are not limited to, technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures), work experience, specialized expertise, professional licensure, staff capabilities, workload capacity, and past performance.
- 1.3.2 Price shall not be used as a factor in the evaluation, ranking, and selection phase. All price or cost related items which include, but are not limited to, cost proposals, direct salaries/wage rates, indirect cost rates, and other direct costs are prohibited from being used as evaluation criteria.
- 1.3.3 In-State or local preference shall not be used as a factor in the evaluation, ranking, and selection phase. State licensing laws are not preempted by this provision and professional licensure within a jurisdiction may be established as a requirement which attests to the minimum qualifications and competence of a consultant to perform the solicited services.
- 1.3.4 The following non-qualifications based evaluation criteria are permitted under the specified conditions and provided the combined total of these criteria do not exceed a nominal value of ten percent of the total evaluation criteria to maintain the integrity of a qualifications-based selection:
 - 1.3.4.1 A local presence may be used as a nominal evaluation factor where appropriate. This criterion shall not be based on political or jurisdictional boundaries and may be applied on a project-by-project basis for contracts where a need has been established for a consultant to provide a local presence, a local presence will add value to the quality and efficiency of the project, and application of this criteria leaves an appropriate number of qualified consultants, given the nature and size of the project. If a consultant outside of the locality area indicates as part of a proposal that it will satisfy the criteria in some manner, such as

establishing a local project office, that commitment shall be considered to have satisfied the local presence criteria.

- 1.3.4.2 The participation of qualified and certified Disadvantaged Business Enterprise (DBE) sub-consultants may be used as a nominal evaluation criterion where appropriate in accordance with 49 CFR Part 26 and the City of Monroe's FHWA-approved DBE program.

1.4 Evaluation, Ranking, and Selection.

- 1.4.1 Consultant proposals shall be evaluated by the City of Monroe based on the criteria established and published within the public solicitation.
- 1.4.2 While the contract will be with the prime consultant, proposal evaluations shall consider the qualifications of the prime consultant and any sub-consultants identified within the proposal with respect to the scope of work and established criteria.
- 1.4.3 Following submission and evaluation of proposals, the City of Monroe shall conduct interviews or other types of discussions determined three of the most highly qualified consultants to clarify the technical approach, qualifications, and capabilities provided in response to the RFP. Discussion requirements shall be specified within the RFP and should be based on the size and complexity of the project as defined in City of Monroe written policies and procedures (as specified in § 172.5(c)). Discussions may be written, by telephone, video conference, or by oral presentation/interview. Discussions following proposal submission are not required provided proposals contain sufficient information for evaluation of technical approach and qualifications to perform the specific project, task, or service with respect to established criteria.
- 1.4.4 From the proposal evaluation and any subsequent discussions which have been conducted, the City of Monroe shall rank, in order of preference, at least three consultants determined most highly qualified to perform the solicited services based on the established and published criteria.
- 1.4.5 Notification must be provided to responding consultants of the final ranking of the three most highly qualified consultants.
- 1.4.6 The City of Monroe shall retain acceptable documentation of the solicitation, proposal, evaluation, and selection of the consultant accordance with the provisions of 49 CFR 18.42.

1.5 Negotiation.

- 1.5.1 Independent estimate. Prior to receipt or review of the most highly qualified consultant's cost proposal, the City of Monroe shall prepare a detailed independent estimate with an appropriate breakdown of the work or labor hours, types or classifications of labor required, other direct costs, and consultant's fixed fee for the defined scope of work. The independent estimate shall serve as the basis for negotiation and ensuring the consultant services are obtained at a fair and reasonable cost.
- 1.5.2 Elements of contract costs (e.g., indirect cost rates, direct salary or wage rates, fixed fee, and other direct costs) shall be established separately in accordance with § 172.11.

- 1.5.3 If concealed cost proposals were submitted in conjunction with technical/qualifications proposals, only the cost proposal of the consultant with which negotiations are initiated may be considered. Concealed cost proposals of consultants with which negotiations are not initiated should be returned to the respective consultant due to the confidential nature of this data (as specified in 23 U.S.C. 112(b)(2)(E)).
- 1.5.4 The City of Monroe shall retain documentation of negotiation activities and resources used in the analysis of costs to establish elements of the contract in accordance with the provisions of 49 CFR 18.42. This documentation shall include the consultant cost certification and documentation supporting the acceptance of the indirect cost rate to be applied to the contract (as specified in § 172.11(c)).

2.0 Small Purchases.

The small purchase method involves procurement of engineering and design related services where an adequate number of qualified sources are reviewed and the total contract costs do not exceed an established simplified acquisition threshold of \$150,000.00. The City of Monroe may use the State's small purchase procedures which reflect applicable State laws and regulations for the procurement of engineering and design related services provided the total contract costs do not exceed the Federal simplified acquisition threshold (as specified in 48 CFR 2.101). The State of Georgia has established a lower threshold of \$75,000.00 for use of small purchase procedures, the lower threshold shall apply to the use of FAHP funds. The following additional requirements shall apply to the small purchase procurement method:

- 2.1 The scope of work, project phases, and contract requirements shall not be broken down into smaller components merely to permit the use of small purchase procedures.
- 2.2 A minimum of three consultants are required to satisfy the adequate number of qualified sources reviewed.
- 2.3 Contract costs may be negotiated in accordance with State small purchase procedures; however, the allow ability of costs shall be determined in accordance with the Federal cost principles.
- 2.4 The full amount of any contract modification or amendment that would cause the total contract amount to exceed the established simplified acquisition threshold would be ineligible for Federal-aid funding. The FHWA may withdraw all Federal-aid from a contract if it is modified or amended above the applicable established simplified acquisition threshold.

3.0 Noncompetitive.

The noncompetitive method involves procurement of engineering and design related services when it is not feasible to award the contract using competitive negotiation or small purchase procurement methods. The following requirements shall apply to the noncompetitive procurement method:

- 3.1 The City of Monroe may use their own noncompetitive procedures which reflect applicable State and local laws and regulations and conform to applicable Federal requirements.
- 3.2 The City of Monroe shall establish a process to determine when noncompetitive procedures will be used and shall submit justification to, and receive approval from, the FHWA before using this form of contracting.

3.3 Circumstances under which a contract may be awarded by noncompetitive procedures are limited to the following:

- 3.3.1 The service is available only from a single source;
- 3.3.2 There is an emergency which will not permit the time necessary to conduct competitive negotiations; or
- 3.3.3 After solicitation of a number of sources, competition is determined to be inadequate.

3.4 Contract costs may be negotiated in accordance with the City of Monroe noncompetitive procedures; however, the allow ability of costs shall be determined in accordance with the Federal cost principles.

4.0 Additional Procurement Requirements.

4.1 Common Grant Rule.

- 4.1.1 The City of Monroe must comply with procurement requirements established in State and local laws, regulations, policies, and procedures which are not addressed by or in conflict with applicable Federal laws and regulations (as specified in 49 CFR 18.36).
- 4.1.2 When State and local procurement laws, regulations, policies, or procedures are in conflict with applicable Federal laws and regulations, the City of Monroe must comply with Federal requirements to be eligible for Federal-aid reimbursement of the associated costs of the services incurred following FHWA authorization (as specified in 49 CFR 18.4).

4.2 Disadvantaged Business Enterprise (DBE) program.

- 4.2.1 The City of Monroe shall give consideration to DBE consultants in the procurement of engineering and design related service contracts subject to 23 U.S.C. 112(b)(2) in accordance with 49 CFR part 26. When DBE program participation goals cannot be met through race-neutral measures, additional DBE participation on engineering and design related services contracts may be achieved in accordance with the City of Monroe's FHWA approved DBE program through either:
 - 4.2.1.1 Use of an evaluation criterion in the qualifications-based selection of consultants (as specified in § 172.7(a)(1)(iii)(D)); or
 - 4.2.1.2 Establishment of a contract participation goal.
- 4.2.2 The use of quotas or exclusive set-asides for DBE consultants is prohibited (as specified in 49 CFR 26.43).

4.3 Suspension and Debarment.

The City of Monroe must verify suspension and debarment actions and eligibility status of consultants and sub-consultants prior to entering into an agreement or contract in accordance with 49 CFR 18.35 and 2 CFR part 180.

PROCUREMENT CARD POLICY

Original August 2016

1st Update December 2016

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Section 1. General

The purpose of this policy is to establish the responsibilities, controls and authorizations for the application, issuance and processing of the Procurement Card (P-Card) Program for the employees of the City of Monroe. All purchases should follow the same rules and guidelines set forth in the City of Monroe Purchasing Policy. The following policy and any accompanying procedures establish the minimum standards which must be adhered to and monitored when making purchases using a P-Card. Individual department directors must monitor, and may impose more stringent or additional guidelines within their department. At no time should a city issued purchasing card or credit card be used for personal purchases regardless of the circumstances. Utilizing the purchasing card or credit card for personal use or for any item or service not directly related to such official's public duty may result in disciplinary action including, but not limited to, felony criminal prosecution. All purchases utilizing a government purchasing card or government credit card must be in accordance with these guidelines and with state law.

It is the policy of the City of Monroe to control and monitor all purchases of products, goods and services through the use of a Procurement Card as stated in this policy. All purchases shall follow strictly developed guidelines set forth in the Purchasing and Procurement Card Policy, and be within acceptable funding through previously approved budgets. All purchases use the Procurement Card are to be administered by the following:

Section 2. Definitions

Authorized User – employee with written consent by a Cardholder to use a specific City of Monroe Procurement Card. It is recommended that each authorized user sign a Procurement Card Agreement Form prior to any use of the Procurement Card.

Cardholder – an employee who is assigned an individual Procurement Card for use to execute transactions on behalf of the City of Monroe by his/her Department Director.

Card Issuer – issuing bank servicing the Procurement Cards to City of Monroe employees.

Department Procurement Card Liaison – Department Director or his/her delegate who is responsible for overseeing the Procurement Card Program within his/her Department.

Procurement Card Administrator – employee of the City of Monroe charged with review and approval authority for the Procurement Card Program.

Procurement Card Agreement (Form A) – agreement signed by the Cardholder and Procurement Card Administrator that outlines the responsibilities and duties regarding the use of the Procurement Card.

Single Purchase – A single transaction is defined as one or more items purchased from the same vendor at the same time on the same day. Any intentional circumvention of this policy including split purchases is strictly prohibited.

Section 3. Roles and Responsibilities. The following section provides the different roles and subsequent responsibilities of each of those roles as it pertains to the City of Monroe Procurement Card Program:

- A. Department Directors. Department Directors are responsible for insuring that all expenditures incurred by his/her department comply fully with the requirements of this and other policies or procedures adopted by the City of Monroe. The Department Director is responsible for approval of all transactions authorized on Procurement Cards to his/her assigned department. The Department Director is responsible for the actions of designated Department Procurement Card Liaison for his/her department. The Department Director directly or through the designated Department Procurement Card Liaison expressly authorizes individual cardholders and establishes individual cardholder credit limits, to then be approved by the Procurement Card Administrator.
- B. Employees/Cardholders. Employees or Cardholders are responsible for record keeping and the weekly transactions including obtaining and submitting receipts for the purchases with each week's online statement. The Cardholder of a Procurement Card must sign the Procurement Card Agreement (*Form A*) in order to be issued the card. This agreement must be on file with the Procurement Card Administrator. The cardholder is also responsible for timely submission of the original detailed receipts to the Department Procurement Card Liaison no less than weekly.
- C. Procurement Card Administrator. The Procurement Card Administrator is responsible for issuing and managing the Procurement Card Agreements. Procurement Card Agreements must be signed by the Employee/Cardholder prior to the issuance of the Procurement Card. The Procurement Card system tracks the cardholder name, date issued, card number and spending limits. The Procurement Card Administrator will only grant system access to Authorized Users who are assigned responsibility for keeping track of the Procurement Cards issued. The Procurement Card Administrator is also responsible for training all Department Procurement Card Liaisons and holding Procurement Card meetings to update current cardholders of any changes to the Procurement Card Program.
- D. Department Procurement Card Liaison. The Department Procurement Card Liaison must review the charges, credits and returns for all the Procurement Cards assigned to the responsible Department. Additionally, the Department Procurement Card Liaison must review the supporting documentation submitted by the Cardholder to assess the validity and completeness of the transaction as well as compliance with this policy, the Purchasing Policy, and other applicable policies or procedures. Any lack of documentation or support must be communicated immediately to the Cardholder and resolved in a timely manner. The Department Procurement Card Liaison is responsible for the approval of periodic transactions posted in the Procurement Card system. The Department Procurement Card Liaison is also responsible for coordination, instruction and guidance for all Cardholders under their supervision. Any misuse of the Procurement Card must be reported in written form to the Department Director.
- E. Finance Department. The Finance Department is responsible for reconciling the Procurement Card statement received directly from the bank to the Procurement Card entries entered in the system and approved by the Department Procurement Card Liaisons. Any disputes or discrepancies must be investigated immediately and resolved. The Finance Department will only grant system access to Authorized Users who are accountable for general ledger coding of the Procurement Card transactions.
- F. Finance Director. The Finance Director is directly responsible for auditing the City of Monroe Procurement Card program. All violations will be addressed with the offending Cardholder's

Department Director and Department Procurement Card Liaison. Violator's Procurement Card accounts can be deactivated, reimbursements enforced and/or face termination.

Section 4. Procurement Card Program Control. The following provides information detailing the control and conditions with which the Procurement Card Program is to be administered:

- A. Safekeeping. Access to the Procurement Card Program system's database is restricted to only authorize personnel and any misuse is strictly prohibited and will be subject the employee facing immediate termination and possible prosecution. The Procurement Card is the property of the City of Monroe and as such should be retained in a secure location.
- B. Authorization. The Cardholder is solely responsible for all transactions. Delegating the use of the Procurement Card is permissible only to Authorized Users. It is required that each Authorized User read and sign a Procurement Card Agreement Form, prior to usage of the Procurement Card.
- C. Card Cancellation. All cards must be immediately cancelled when a Cardholder terminates employment with the City of Monroe or assumes another position that does not require the use of the Procurement Card in that department. The Human Resources Department notifies the Procurement Card Administrator weekly upon employee termination(s) or transfer(s). The Department Procurement Card Liaison must obtain the Procurement Card from the Cardholder, cut and return the Procurement Card to the Purchasing Division. If any employee is taking a leave of absence, then the Procurement Card should be placed on an "inactive" status during the leave; via notification to the Procurement Card Administrator. The Procurement Card may be reactivated upon the Cardholder's return only upon written request from the Cardholder's Department Director.
- D. Dollar Limits. The Procurement Card may have up to a maximum initial limit of \$10,000.00 unless otherwise approved higher by the Purchasing Card Administrator. A single transaction is restricted to limits as outlined in the Purchasing Policy approval limits. A Department Director may authorize individual cardholders with credit limits and single transaction limits lower than the standard limits. Any request to raise the limit must be submitted in writing from the Cardholder's Department Director to the Procurement Card Administrator for review and approval by the Finance Director.
- E. Procurement Card Use. Allowable uses for the Procurement Card will generally be goods and services within a Department's delegated authority granted by the Purchasing Policy for which the Purchasing Division has not already obtained competitive pricing. Check with your Department Procurement Card Liaison for clarification on any purchase prior to the transaction.
- F. Excluded Usage and Charges. No set of policies can contemplate or list every possible scenario. This list should be used as a guide, not authorization for purchase if not represented in the examples provided.
 - 1. Alcoholic beverages of any kind.
 - 2. Personal vehicle charges.
 - 3. Gifts, tickets or other personal items for any employee or their family members.
 - 4. Long term leases or equipment rentals.
 - 5. Meals unless specifically related to City sponsored events or exceptions as approved by the City Administrator.

6. Property leases including short term or long term storage.
7. City authorized cell phone payments.
8. Employee classes not related to their employment with the City of Monroe.
9. Sales Tax.
10. Any purchases made for grant funded projects require Finance Department approval prior.

Check with your Department Procurement Card Liaison prior to the purchase if you have any questions about whether a charge is valid or not allowed under the Procurement Card Program.

- G. Receipt Documentation.** All charges on the Procurement Card require an original detailed receipt from the vendor as support for the transaction. If the charge is invoiced to the Cardholder, then the invoice should be sent directly to the Cardholder's responsible Department. Receipts must include at a minimum: 1) vendor name, 2) amount, 3) date of transaction, and 4) description of the items purchased. Receipts that do not include this minimum documentation are not acceptable.
1. All travel and event purchases charged on the Cardholder's account must adhere to the terms outlined by the City of Monroe Travel Policy.
 2. All transaction forms and supporting documentation must adhere to the Georgia Record Retention Policy. This documentation must be available for audit and review for seven (7) years after the date of purchase.

All receipts will be scanned into a PDF format and attached to the transaction in the Works program. This must be completed prior to the final approval of the transaction by the Finance Department. Departments will then attach the receipts to the Procurement Card Transaction Form and file receipts by month/year for audit purposes. The Department Director may add comments to the transaction in Works to identify the purpose for which the Procurement Card was used so that a complete history of the transaction is available in Works (example – 2014 Professional Dues in APWA for Department Director).

- H. Procurement Card Statement Distribution.**
1. Internet inquiry access to all Cardholders.
 2. Master copy sent to Finance Department by the financial institution providing a breakdown of charges by Cardholder name and Department.
- I. Dates/Deadlines.** Although it would be best if supporting documentation was provided on a daily basis, each Department Procurement Card Liaison should receive the Cardholder's supporting documentation no later than Monday morning for the previous week's activity. If the information received is incomplete, the Department Procurement Card Liaison must send a notice to the Cardholder via email or appropriate departmental communication tool as a reminder. If the documentation is still not received by the Department Procurement Card Liaison after two (2) weeks, then the Department Procurement Card Liaison must send a notice to the Cardholder's appropriate Department Director for follow up. If there is still no response after the notice to the Cardholder's appropriate Department Director within two (2) weeks of the 2nd notice, then the Department Procurement Card Liaison must send a request to the Procurement Card Administrator for the Cardholder's account to be deactivated. Undocumented charges must be immediately refunded to the City of Monroe by the cardholder and no further transactions will be allowed. In order for the Cardholder to be reinstated, the City Administrator or his/her delegate will assess the Cardholder's history and determine if reinstatement is warranted.

- J. Lost Procurement Card.** If a card is lost or stolen, immediately notify the following:
- 1.** Card Issuer
 - 2.** Department Procurement Card Liaison
 - 3.** Procurement Card Administrator
- K. Procurement Card Violations.** The following is a list of violations of the Procurement Card Policy. Repeated violations can result in the deactivation of Cardholder accounts and penalties including possible termination of employment.
- 1.** Unacceptable purchases.
 - 2.** Unacceptable documentation.
 - 3.** Missed deadlines for submitting the procurement card supporting documentation.
 - 4.** Unresolved credits or disputes.
 - 5.** Intentional circumvention of the policies of the City of Monroe, specifically including the Purchasing and Travel Policies.
 - 6.** Splitting transactions to avoid the single transaction limit.

FORM A

CITY OF MONROE
PROCUREMENT CARD AGREEMENT

The City of Monroe is pleased to issue you a Procurement Card (P-Card) under our Procurement Card Program. This agreement outlines your responsibilities and duties regarding the use of the Procurement Card. The Procurement Card is a tool that can be used as an alternate method of procurement and payment. It is important to understand that this in no way relieves you of your responsibility to follow the instructions outlined in the Purchasing Policy. All normal approval processes still apply when using the Procurement Card.

The cardholder participating in the P-Card program agrees to the following terms and conditions:

- I agree not to use the P-Card for any personal or non-business related purchases whether the purchase is for me or someone else. I authorize the City of Monroe to take whatever steps are necessary to collect an amount equal to the total of the improper purchases, including but not limited to declaring such purchases an advance on my wages to the extent allowed by law. If I am no longer employed by the City, then I agree to pay legal fees incurred by the City upon initiating legal proceedings to collect the improper purchases.
- I agree to immediately report a lost or stolen card to Bank of America at 1.800.300.3084 (24/7), my Department Director and the Procurement Card Administrator (770.266.5406) at the first opportunity during normal business hours. I understand that failure to notify the above of the theft, loss or misplacement of the card could make me personally liable for any fraudulent use.
- I agree that the P-Card is not transferable. I am the only authorized user of the card, unless another user is specifically designated. I understand that as the Cardholder, I am solely responsible for all transactions not disputed within 30 days.
- I agree the City of Monroe may terminate my right to use the card at any time and for any reason. I agree to return the card to the City of Monroe immediately upon request or termination of employment.
- I agree that any of my purchases using the P-Card are subject to audit.
- I agree to follow the established procedures as stated in the City of Monroe Purchasing Policy, Procurement Card Policy and all other applicable City policies and procedures. I agree not to circumvent the established policies when using the P-Card.
- I agree to present the City of Monroe Tax Exempt form with all purchases on my P-Card to ensure a vendor does not include Georgia State Sales Tax on my P-Card purchases.
- I agree to submit all supporting documentation timely and completely.
- My signature below acknowledges that I have read the Procurement Card Policy and confirm my understanding of the procedures, terms and conditions for using the Procurement Card.

Cardholder Name & Signature

<i>Signature of Cardholder:</i>	
<i>Print Name:</i>	
<i>Title:</i>	<i>Procurement Card Number:</i>
<i>Department:</i>	<i>Date:</i>

PROCUREMENT CARD POLICY *FOR ELECTED OFFICIALS*

Original April 2016

1st Update December 2016

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Section 1. General

The Georgia General Assembly established guidelines and penalties into the Official Code of Georgia Annotated (O.C.G.A.) which provides that no municipal corporation shall issue government purchasing cards or government credit cards to Elected Officials on or after January 1, 2016, until the governing authority of the municipal corporation, by public vote, has authorized the issuance and has promulgated specific policies regarding the use of such Procurement Cards for Elected Officials of such municipal corporation.

The purpose of this policy is to establish the responsibilities, controls and authorizations for the application, issuance and processing of the Procurement Card (P-Card) Program for Elected Officials of the City of Monroe. The policy is not intended to replace current State of Georgia statutes but is intended to comply with such state laws and establish more efficient guidelines for Elected Officials using such Procurement Cards. The following policy and any accompanying procedures establish the minimum standards which must be adhered to and monitored when making purchases using a P-Card. At no time should a city issued Procurement Card or credit card be used for personal purchases regardless of the circumstances. Utilizing the Procurement Card for personal use or for any item or service not directly related to such official's public duty may result in disciplinary action including, but not limited to, felony criminal prosecution. All purchases utilizing a Procurement Card must be in accordance with these guidelines and with state law.

Section 2. Definitions

Authorized User – employee with written consent by a Cardholder to use a specific City of Monroe Procurement Card. It is recommended that each authorized user sign a Procurement Card Agreement Form prior to any use of the Procurement Card.

Cardholder – an employee who is assigned an individual Procurement Card for use to execute transactions on behalf of the City of Monroe by his/her Department Director.

Card Issuer – issuing bank servicing the Procurement Cards to City of Monroe employees.

Procurement Card Administrator – employee of the City of Monroe charged with review and approval authority for the Procurement Card Program.

Procurement Card Agreement (Form A) – agreement signed by the Cardholder and Procurement Card Administrator that outlines the responsibilities and duties regarding the use of the Procurement Card.

Single Purchase – A single transaction is defined as one or more items purchased from the same vendor at the same time on the same day. Any intentional circumvention of this policy including split purchases is strictly prohibited.

Section 3. Policy. It is the policy of the City of Monroe to control and monitor all purchases of products, goods and services through the use of a Procurement Card as stated in this policy. This Purchasing Card Policy, as required by state law under O.C.G.A. 36-80-24(c), applies to the use of Procurement Card used by Elected Officials authorized to be issued such Procurement Cards. All purchases shall follow strictly developed guidelines set forth in the Purchasing and Procurement Card Policy, and be within acceptable funding through previously approved budgets. All purchases use the Procurement Card are to be administered by the following:

- A. Authorized Elected Officials. The following section provides which Elected Officials are to be authorized to be issued Procurement Cards.

1. Mayor
 2. City Council member
- B. Public Inspection.** In accordance with O.C.G.A. § 36-80-24(b) any documents related to purchases using Procurement Cards incurred by Elected Officials shall be available for public inspection.
- C. Transaction/Dollar Limits.** Transaction limits are hereby established to insure compliance with state purchasing laws, maintain proper budgetary controls, and to minimize excessive use of any individual credit line. Individual monthly card limits cannot exceed those established by the municipal governing authority. The established single transaction limit for each card must be less than \$3,000.00. The established monthly card limit is based upon the City's budgetary constraints and is not to exceed \$10,000.00 per month. Any exceptions to the standardized limits must have express written approval by the City of Monroe and must be added to this policy by amendment or addendum.

Section 4. Purchasing Card Usage. State law provides that the required policy must include a description of purchases which are authorized for use of such cards and those purchases which are not authorized for use of such cards.

- A. Excluded Usage and Charges.** No set of policies can contemplate or list every possible scenario. This list should be used as a guide, not authorization for purchase if not represented in the examples provided.
1. Any purchases of items for personal use.
 2. Alcoholic beverages of any kind.
 3. Personal vehicle charges.
 4. Cash refunds or advances.
 5. Gifts, tickets or other personal items for any employee or their family members.
 6. Long term leases or equipment rentals.
 7. Meals unless specifically related to City sponsored events.
 8. Property leases including short term or long-term storage.
 9. City authorized cell phone payments.
 10. Employee classes not related to their employment with the City of Monroe.
 11. Sales Tax.
 12. Purchases or transactions made with the intent to circumvent the city purchasing policy, transactional limits, or state law.
 13. Any purchases made for grant funded projects require Finance Department approval prior.
- B. Acceptable Usage and Charges.** Elected Officials may use Procurement Cards to purchase goods and/or services not prohibited by this policy or state law.
1. Purchases of items for official city use which fall within the transactional restrictions of this policy.
 2. Purchase of lodging, fuel, food, non-alcoholic beverages, or education and training materials while on city business.
 3. Emergency purchases necessary to protect city property.

Section 5. Roles and Responsibilities. The following section provides the different roles and subsequent responsibilities of each of those roles as it pertains to the City of Monroe Procurement Card Program:

- A. Cardholders. Cardholders are responsible for record keeping and the weekly transactions including obtaining and submitting receipts for the purchases with each week's online statement. The Cardholder of a Procurement Card must sign the Procurement Card Agreement (*Form A*) in order to be issued the card. This agreement must be on file with the Procurement Card Administrator. The cardholder is also responsible for timely submission of the original detailed receipts to the Department Procurement Card Liaison no less than weekly.
- B. Procurement Card Administrator. The Procurement Card Administrator is responsible for issuing and managing the Procurement Card Agreements. Procurement Card Agreements must be signed by the Employee/Cardholder prior to the issuance of the Procurement Card. The Procurement Card system tracks the cardholder name, date issued, card number and spending limits. The Procurement Card Administrator will only grant system access to Authorized Users who are assigned responsibility for keeping track of the Procurement Cards issued. The Procurement Card Administrator is also the liaison between Cardholders and the issuers of such cards. The Procurement Card Administrator is also responsible for training all Cardholders and holding Procurement Card meetings to update current cardholders of any changes to the Procurement Card Program.
- C. Finance Department. The Finance Department is responsible for reconciling the Procurement Card statement received directly from the bank to the Procurement Card entries entered in the system and approved by the Department Procurement Card Liaisons. Any disputes or discrepancies must be investigated immediately and resolved. The Finance Department will only grant system access to Authorized Users who are accountable for general ledger coding of the Procurement Card transactions.
- D. Finance Director. The Finance Director is directly responsible for auditing the City of Monroe Procurement Card program. All violations will be addressed with the offending Cardholder. Violator's Procurement Card accounts can be deactivated, reimbursements enforced and/or face termination.

Section 6. Procurement Card Program Control. The following provides information detailing the control and conditions with which the Procurement Card Program is to be administered:

- A. Safekeeping. Access to the Procurement Card Program system's database is restricted to only authorize personnel and any misuse is strictly prohibited and will be subject the employee facing immediate termination and possible prosecution. The Procurement Card is the property of the City of Monroe and as such should be retained in a secure location.
- B. Authorization. The Cardholder is solely responsible for all transactions. Delegating the use of the Procurement Card is permissible only to Authorized Users. It is required that each Authorized User read and sign a Procurement Card Agreement Form, prior to usage of the Procurement Card.
- C. Card Cancellation. All cards must be immediately cancelled when a Cardholder terminates employment with the City of Monroe or assumes another position that does not require the use of the Procurement Card in that department. The Human Resources Department notifies the Procurement Card Administrator weekly upon employee termination(s) or transfer(s). The Department Procurement Card Liaison must obtain the Procurement Card from the Cardholder,

cut and return the Procurement Card to the Purchasing Division. If any employee is taking a leave of absence, then the Procurement Card should be placed on an "inactive" status during the leave; via notification to the Procurement Card Administrator. The Procurement Card may be reactivated upon the Cardholder's return only upon written request from the Cardholder's Department Director.

- D. Receipt Documentation.** All charges on the Procurement Card require an original detailed receipt from the vendor as support for the transaction. If the charge is invoiced to the Cardholder, then the invoice should be sent directly to the Cardholder's responsible Department. Receipts must include at a minimum: 1) vendor name, 2) amount, 3) date of transaction, and 4) description of the items purchased. Receipts that do not include this minimum documentation are not acceptable.
1. All travel and event purchases charged on the Cardholder's account must adhere to the terms outlined by the City of Monroe Travel Policy.
 2. All transaction forms and supporting documentation must adhere to the Georgia Record Retention Policy. This documentation must be available for audit and review for seven (7) years after the date of purchase.

All receipts will be scanned into a PDF format and attached to the transaction in the Works program. This must be completed prior to the final approval of the transaction by the Finance Department. Departments will then attached the receipts to the Procurement Card Transaction Form and file receipts by month/year for audit purposes. The Department Director may add comments to the transaction in Works to identify the purpose for which the Procurement Card was used so that a complete history of the transaction is available in Works (example – 2014 Professional Dues in APWA for Department Director).

- E. Procurement Card Statement Distribution.**
1. Internet inquiry access to all Cardholders.
 2. Master copy sent to Finance Department by the financial institution providing a breakdown of charges by Cardholder name and Department.
- F. Dates/Deadlines.** Although it would be best if supporting documentation was provided on a daily basis, each Department Procurement Card Liaison should receive the Cardholder's supporting documentation no later than Monday morning for the previous week's activity. If the information received is incomplete, the Department Procurement Card Liaison must send a notice to the Cardholder via email or appropriate departmental communication tool as a reminder. If the documentation is still not received by the Department Procurement Card Liaison after two (2) weeks, then the Department Procurement Card Liaison must send a notice to the Cardholder's appropriate Department Director for follow up. If there is still no response after the notice to the Cardholder's appropriate Department Director within two (2) weeks of the 2nd notice, then the Department Procurement Card Liaison must send a request to the Procurement Card Administrator for the Cardholder's account to be deactivated. Undocumented charges must be immediately refunded to the City of Monroe by the cardholder and no further transactions will be allowed. In order for the Cardholder to be reinstated, the City Administrator or his/her delegate will assess the Cardholder's history and determine if reinstatement is warranted.
- G. Lost Procurement Card.** If a card is lost or stolen, immediately notify the following:
1. Card Issuer

2. Department Procurement Card Liaison
3. Procurement Card Administrator

Section 7. Accounting/Auditing. The Procurement Card Administrator, along with the Finance Director, in an effort to ensure compliance with city policy and state law, will conduct monthly/quarterly reviews and audits of all Procurement Card transactions. The review is designed to ensure compliance, identify non-compliance issues and misuse, and through corrective measures assist the city with improving compliance. The monthly/quarterly review and audit should happen within fifteen (15) days of the start of a new month/quarter. After completing the monthly/quarterly audit the Procurement Card Administrator shall notify Cardholders of any violations or questions that occurred within that previous month/quarter. Depending on the severity of the violation, the Finance Director may suspend or revoke the use of the Procurement Card after notification to the Cardholder and to the municipal governing authority, but only after consultation with the City Attorney. Any unresolved violations should be reported to the City of Monroe and the City Attorney in writing within five (5) business days.

Section 8. Procurement Card Violations

- A. The following is a list of violations of the Procurement Card Policy. Repeated violations can result in the deactivation of Cardholder accounts and penalties including possible termination of employment.
 1. Unacceptable purchases.
 2. Unacceptable documentation.
 3. Missed deadlines for submitting the procurement card supporting documentation.
 4. Unresolved credits or disputes.
 5. Intentional circumvention of the policies of the City of Monroe, specifically including the Purchasing and Travel Policies.
 6. Splitting transactions to avoid the single transaction limit.

The use of a Procurement Card may be suspended or revoked when the Administrator, after consultation with the city attorney, determines that the cardholder has violated the approved policies or state law regarding the use of the Procurement Card. The Procurement Card shall be revoked whenever a Cardholder is removed from office with the city and shall be suspended if such Elected Official has been suspended from office.

FORM A

CITY OF MONROE
PROCUREMENT CARD AGREEMENT

The City of Monroe is pleased to issue you a Procurement Card (P-Card) under our Procurement Card Program. This agreement outlines your responsibilities and duties regarding the use of the Procurement Card. The Procurement Card is a tool that can be used as an alternate method of procurement and payment. It is important to understand that this in no way relieves you of your responsibility to follow the instructions outlined in the Purchasing Policy. All normal approval processes still apply when using the Procurement Card.

The cardholder participating in the P-Card program agrees to the following terms and conditions:

- I agree not to use the P-Card for any personal or non-business related purchases whether the purchase is for me or someone else. I authorize the City of Monroe to take whatever steps are necessary to collect an amount equal to the total of the improper purchases, including but not limited to declaring such purchases an advance on my wages to the extent allowed by law. If I am no longer employed by the City, then I agree to pay legal fees incurred by the City upon initiating legal proceedings to collect the improper purchases.
- I agree to immediately report a lost or stolen card to Bank of America at 1.800.300.3084 (24/7), my Department Director and the Procurement Card Administrator (770.266.5406) at the first opportunity during normal business hours. I understand that failure to notify the above of the theft, loss or misplacement of the card could make me personally liable for any fraudulent use.
- I agree that the P-Card is not transferable. I am the only authorized user of the card, unless another user is specifically designated. I understand that as the Cardholder, I am solely responsible for all transactions not disputed within 30 days.
- I agree the City of Monroe may terminate my right to use the card at any time and for any reason. I agree to return the card to the City of Monroe immediately upon request or termination of employment.
- I agree that any of my purchases using the P-Card are subject to audit.
- I agree to follow the established procedures as stated in the City of Monroe Purchasing Policy, Procurement Card Policy and all other applicable City policies and procedures. I agree not to circumvent the established policies when using the P-Card.
- I agree to present the City of Monroe Tax Exempt form with all purchases on my P-Card to ensure a vendor does not include Georgia State Sales Tax on my P-Card purchases.
- I agree to submit all supporting documentation timely and completely.
- My signature below acknowledges that I have read the Procurement Card Policy and confirm my understanding of the procedures, terms and conditions for using the Procurement Card.

Cardholder Name & Signature

<i>Signature of Cardholder:</i>	
<i>Print Name:</i>	
<i>Title:</i>	<i>Procurement Card Number:</i>
<i>Department:</i>	<i>Date:</i>

ASSET INVENTORY RECORDS POLICY

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Section 1. General

It is the policy of the City of Monroe to maintain control and accountability over all fixed, capital or attractive assets to ensure legal and contractual compliance (e.g., items acquired through grant contracts), to protect public safety and avoid potential liability (e.g., police weapons), to compensate for a heightened risk of theft (“walk-away” items), or because they are easily transportable and readily marketable, or readily diverted to personal use (e.g., telephones, cameras, laptops, other electronic equipment or tools of the trade).

Section 2. Definitions

Fixed Assets (Capital Assets) – Assets that are real or tangible with a value of five thousand (\$5,000) or more and has a useful life of two (2) or more years. Examples include, but are not limited to; land, buildings, and improvements other than buildings or any piece of equipment that are purchased or gifted to the City.

Intangible Assets – Assets that lack physical substance, are non-financial in nature, and have a useful life greater than one (1) year. Examples include, but are not limited to; easements, water rights, timber rights, patents, copyrights, trademarks, internally generated websites, and computer software (purchased, licensed, and internally generated). Note: land use rights associated with property already owned by an agency should not be reported as intangible assets separate from the property.

Small and Attractive Assets – Assets so identified that fall below the City’s capitalization policy of five thousand (\$5,000) are considered small and attractive assets. Small and attractive assets may include, but are not limited to; electronic devices, radios, cellular phones; computers, laptops, appliances, televisions, audio/video equipment, weapons, rescue or safety equipment, and any other item deemed by management to be at risk. Attractive assets are not to include items that are very small in nature or of minimal monetary value such as shovels, wrenches, hammers, staplers, etc. In addition, do not include items that are consumed or exhausted.

Section 3. Policy. It is the policy of the City of Monroe to control and account for all assets whether fixed, capital, or attractive. Assets of the City of Monroe and component units should be inventoried and/or cataloged according to the following:

- A. All assets meeting the City’s Fixed Asset Capitalization Policy of at least five thousand (\$5,000).
- B. Small and attractive assets as defined and/or identified by management.
- C. Intangible assets meeting capitalization requirements of at least one hundred thousand (\$100,000).

Section 4. Procedures. Where practical, and as determined by policy, all assets that can be labeled shall be identified and tagged with the following guidelines:

- A. Numerically assigned labels will be supplied by the Purchasing Agent for all assets. When labeling is not possible due to the nature of the asset (e.g., weapons), or labeling could hinder the operation of the asset (e.g., lubricants undermining label adhesive), serial numbers or other

identifying records must be supplied. When labels cannot be attached to the asset, the label reserved for that asset will be retained by the Purchasing Agent, or designated individual and kept with the record of the asset.

- B.** All items will be assigned an asset number upon receipt, and before the item is placed into service. These items will be recorded and tracked in a database managed by the Purchasing Agent.
- C.** Tags will remain on, or with the asset throughout the life of the asset. Damaged tags must be reported and replaced as needed and are the responsibility of those individuals with possession of items.
- D.** When an asset is relocated to another department, both the transferring and receiving department shall inform the Purchasing Agent. The transferring and receiving department directors will approve interdepartmental transfers. Identification numbers must be transferred accordingly with the asset and department.
- E.** Assets cannot be traded, sold, auctioned, gifted, surplus, or junked without authorization from the Finance Director or Purchasing Agent under policies specifying the surplus of property.
- F.** At a minimum, verification of asset inventory shall be done annually on a sampling basis by performing a physical inspection, confirming the existence and location of the selected items. Maintaining control of all assets and accurate reporting is the responsibility of the Department Manager of the department where the assets are assigned.
- G.** All items are to be checked into a central location designated by the Purchasing Agent. Whenever possible, items identified as requiring numerical tags must be shipped directly to the Purchasing Agent before being placed into use.
- H.** Any item that is purchased and “picked up” by a city employee, that requires a numerical identification according to policy must be brought to the Purchasing Agent for tagging. Failure to have items tagged may result in the employee bearing responsibility for the cost of purchased item.
- I.** All small or attractive assets that are permanently assigned to personnel must be presented for inventory and verification upon request.
- J.** Should reconciliation of the asset count and the database reveal discrepancies, it will be the responsibility of the Department Director to locate assets promptly and reconcile all discrepancies.

Section 5. Accounting

- A.** Fixed Assets shall be capitalized and purchased from a capital outlay (54XXXX) object general ledger account. Prior to the purchase, budgetary approval is required. In the case of Capital Improvement Project purchases, project numbers are to be acquired prior to purchase.

- B.** Attractive assets shall be expensed and purchased from the Small Asset < 5,000 (532835) object general ledger account.
- C.** Capital assets purchased in proprietary funds will be recorded as capital expenditures for budget purposes in those funds at the time of purchase. The capital expenditures will be closed to the appropriate asset account in the balance sheet through a working capital journal entry.

FIXED ASSETS POLICY

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Section 1	General
Section 2	Fixed Asset Criteria
Section 3	Fixed Asset Procedures

Section 1. General

The Finance Department is responsible for the proper recording, acquisition, transfer, and disposal of all assets city wide. *City property may not be acquired, transferred, or disposed of without first providing proper documentation.* A fixed asset information form must accompany each step. Each Department Head is ultimately responsible for reporting all changes in a timely manner to the Finance Department.

Section 2. Fixed Asset Criteria. A fixed asset is defined as a financial resource meeting all of the following criteria:

- A. It is tangible in nature.
- B. It has a useful life of greater than two years.
- C. It is not a repair part or supply item.
- D. It has a value equal to, or greater than, the capitalization threshold of \$5,000.

Keeping an accurate record of the City's fixed assets is important for a myriad of reasons. Some of the most important reasons that the City needs to keep a good record of fixed assets are: for financial statement information, for insurable values, for control and accountability, for maintenance scheduling and cost analysis, for estimating and accounting for depreciation, for preparation of capital and operating budgets, and for debt management.

Section 3. Fixed Asset Procedures

A. Recording of Fixed Assets

1. Unless otherwise approved by the Finance Director, or **assigned personnel**, all recordable fixed assets must be recorded within thirty (30) calendar days after receipt and acceptance of the asset.
2. Assets will be capitalized at acquisition cost, including expenses incurred in preparing the asset for use.
3. Donated assets shall be recorded at fair market value as determined by the Department Head. Fair market value may be defined as, but is not limited to, an average of documented prices for equivalent items from three separate vendors.
4. The City will recognize acquisition costs based on individual unit prices. Assets should not be grouped. For example, in acquiring equipment, if three pieces of identical equipment items were acquired simultaneously at \$5,000 each, this would not be an asset of \$15,000 consisting of 3 pieces of equipment. Instead, it would be 3 separate acquisitions of \$5,000. Each item would be recorded as a separate controllable item.
5. For equipment purchases, title is considered to pass at the date the equipment is received. Similarly, for donated assets, title is considered to pass when the asset is available for the agency's use and when the agency assumes responsibility for maintaining the asset.
6. Constructed assets are transferred from the construction in progress account to the related building, improvements other than buildings, or equipment accounts when they become operational. Constructed buildings, for example, are assumed to be operational when an authorization to occupy the building is issued, regardless of whether or not final payments have been made on all the construction contracts.

- B. Acquisition of Fixed Assets.** There are various methods by which assets can be acquired. The asset acquisition method determines the basis for valuing the asset. Fixed assets may be acquired in the following ways:
1. New purchases
 2. Donations
 3. Transfers from other City departments
 4. City surplus
 5. Internal/external construction
 6. Lease purchases
 7. Trade-in
 8. Forfeiture or condemnation
- C. Lease Purchases.** Assets may be lease-purchased through installment purchases (an agreement in which title passes to the City) or through lease financing arrangements (an agreement in which title may or may not pass). Departments considering a lease purchase must consult with the City Administrator.
- D. Disposal of Fixed Assets.** When an asset is disposed of, its value is removed from the financial balances reported and from inventory reports; however, the asset record, including disposal information, remains on the master file for three years, in the City's Finance Department, after which time it is purged from the system according to general accepted accounting principles. This preserves an audit trail for disposed items, and facilitates departmental comparisons between actual or historical useful life information with useful life guidelines. Such comparisons permit a more precise definition of an asset's useful life than those provided by the Internal Revenue Service (IRS) or other guidelines initially used. A disposal action is appropriate only when certain conditions occur resulting in an asset no longer being in the possession of the agency. Assets no longer in use, which remains in the possession of the department, are considered surplus property and not a disposal. Fixed assets may be disposed of in any of the following methods:
1. **Sale or Surplus.** Sale of fixed assets by a department must be to the highest, responsible bidder and must be conducted by **GovDeals** auction. The sale must be publicized in accordance with state laws. **The following guidelines apply to the surplus of assets. All assets will be auctioned on GovDeals as approved by City Council. Any asset with a value of one thousand (\$1,000.00) dollars or less does not need City Council approval for surplus. Any assets with a value greater than one thousand (\$1,000.00) dollars must be approved by City Council for surplus. The following steps are to be followed for surplus:**
 - a. Assets with a value greater than one thousand (\$1,000.00) dollars, following City Council approval.**
 - i. Assets must be submitted by Department Director to Purchasing Agent following approval with documentation and description. All owned vehicles must be submitted with title.**
 - ii. Assets will then be grouped and placed on display at the City of Monroe Public Works facility.**
 - iii. Assets will then be advertised in a newspaper of general circulation in the community for a period not less than fifteen (15) days nor more than sixty**

- (60) days preceding the day of the auction or, if the sale is by sealed bids, preceding the last day for the receipt of proposals.
 - iv. Assets will then be auctioned on the GovDeals website for a period of no less than seven (7) days nor more than ten (10) days.
 - v. Notifications of award will be sent by automation to successful bidders and City of Monroe.
 - vi. Payment, removal and proper documentation will be processed within the following ten (10) days as noted in Terms and Conditions of GovDeals and City of Monroe.
 - b. Assets with a value less than one thousand (\$1,000.00) dollars.
 - i. Assets must be submitted by Department Director to Purchasing Agent with documentation confirming proof of a value less than one thousand (\$1,000.00) dollars and description. All owned vehicles must be submitted with title.
 - ii. Purchasing Agent will then make the determination as to the appropriate value and follow surplus guidelines, should the asset be determined to have a low value the appropriate means of disposal of the asset will be provided.
 - iii. Assets for surplus will then be grouped and placed on display at the City of Monroe Public Works facility.
 - iv. Assets will then be advertised in a newspaper of general circulation in the community for a period not less than fifteen (15) days nor more than sixty (60) days preceding the day of the auction or, if the sale is by sealed bids, preceding the last day for the receipt of proposals.
 - v. Assets will then be auctioned on the GovDeals website for a period of no less than seven (7) days nor more than ten (10) days.
 - vi. Notifications of award will be sent by automation to successful bidders and City of Monroe.
 - vii. Payment, removal and proper documentation will be processed within the following ten (10) days as noted in Term and Conditions of GovDeals and City of Monroe.
 - c. Assets that are deemed to be of a high theft risk and not appropriate for advertisement may also be approved for surplus.
 - i. Assets must be submitted by Department Director to Purchasing Agent with documentation providing reason for high theft risk, description of the assets and alternative method for surplus.
 - ii. Purchasing Agent will then seek approval from City Administrator.
 - iii. Assets will then be granted surplus approval for alternative method provided by Department Director, or placed into the process for surplus by means of GovDeals.

- d.** Assets that are purchased from federal, state or agencies such as Department of Administrative Services (DOAS) must follow those particular agency requirements for the use and disposal of assets.
- 2.** Seized Assets. The following guidelines apply to the surplus or disposal, and accounting of seized assets. All assets will be auctioned on GovDeals as approved by City Council on December 5, 2006. All seized assets must be approved by City Council for surplus.
 - i.** Assets must be submitted by Department Director to Purchasing Agent following approval with documentation and description. All owned vehicles must be submitted with title, any acquisition or seizure details and description.
 - ii.** Assets will then be grouped and placed on display at the City of Monroe Public Works facility.
 - iii.** Assets will then be advertised in a newspaper of general circulation in the community for a period not less than fifteen (15) days nor more than sixty (60) days preceding the day of the auction or, if the sale is by sealed bids, preceding the last day for the receipt of proposals.
 - iv.** Assets will then be auctioned on the GovDeals website for a period of no less than seven (7) days nor more than ten (10) days.
 - v.** Notifications of award will be sent by automation to successful bidders and City of Monroe.
 - vi.** Payment, removal and proper documentation will be processed within the following ten (10) days as noted in Terms and Conditions of GovDeals and City of Monroe.

Note: All funds resulting in the surplus or disposal of seized assets must be returned to the proper seized fund accounts as provided by federal, state and local law.

- 3.** Trade-In. Trade may be appropriate for the disposal of assets. Trade of an item must be approved by City Council. Trade of seized assets and properties may result in received assets being used only for Police activity in accordance with federal, state and local law.
 - a.** Assets must be submitted by Department Director to Purchasing Agent following approval with documentation and description. All owned vehicles must be submitted with title, any acquisition or seizure details and description.
 - b.** Assets must then be assigned a fair market value (FMV) to determine trade-in value.
 - c.** Assets, accompanied with a Purchase Order may be used as a trade-in on new or used assets.
- 4.** Abandonment/Retirement – Assets are “abandoned” or “retired” when there is no longer any use for them in the Department, they are of no use to any other City department, and they

cannot be repaired, transferred, cannibalized, sold, or traded-in. Thus, meaning that, there is no safe and appropriate use for the abandoned goods to the City or for others.

5. Lost or stolen – Stolen items must be reported to Monroe Police and a police report filed. A copy of this report must accompany the disposal record.
 6. Transfer – A transfer between departments will be treated as a transfer rather than sale. That is, the asset is recorded under the new Department with original acquired date and funding amount. A fixed asset form must be sent to the Finance Department for all transfers
 7. Cannibalization (taking parts and employing them for like uses within the department, such as is often the practice in computer or vehicle maintenance). – Cannibalized items are considered surplus and are disposed of by noting cannibalization on the disposal record. Ideally, this method will allow departments to look at cannibalized items on the disposal report and assess what surplus parts may be available. Departments will send documentation of items cannibalized to the Finance Department, and all remaining costs and accumulated depreciation will be removed from appropriate asset accounts in the general fixed asset fund.
 8. Casualty loss – Casualty losses must be documented within 24 hours of loss and reported to the Finance Department immediately for follow-up with the City's insurance carrier.
- E. Physical Inventory. An annual physical inventory of all fixed assets will be performed by the Finance Department in conjunction with each department. The inventory will be conducted with the least amount of interruption possible to the department's daily operation. A full report of the results of the inventory will be sent, within 30 days of completion, to all departments for verification and acceptance.

INTANGIBLE ASSETS POLICY

Original November 2010

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Section 1. General (Source Data: GASB Statement 51). All intangible assets meeting the capitalization requirements above will be amortized unless the intangible asset has an indefinite life. Intangible assets with a cost equal to or greater than the threshold and a useful life of two or more years should be capitalized. Assets costing below the threshold should be expensed. When an internally generated computer project spans more than one year, the total application development costs of the project should be considered when applying the capitalization threshold, not the outlays incurred in individual years (Note: a project would include a modification to existing software). Intangible assets of the City of Monroe and component units should be capitalized according to the following:

1. The acquisition cost is at least One Hundred Thousand (\$100,000).
2. The intangible asset has a useful life greater than one year.
3. The department has the ability to sell, transfer, license, or rent the asset to another party or the asset arises from a contractual or legal right.
4. The asset is nonfinancial in nature and not acquired or created primarily for the purpose of generating income or profit, the result of a capital lease transaction, or goodwill.

Example: Intangible assets are considered internally generated if they are created or produced by the government or an entity contracted by the government, or if they are acquired from a third party but require more than minimal incremental effort on the part of the government to begin to achieve their expected level of service capacity. Computer software is a common type of intangible asset that is often internally generated. Computer software should be considered internally generated if it is developed in-house by the government's personnel or by a third-party contractor on behalf of the government. Commercially available software that is purchased or licensed by the government and modified using more than minimal incremental effort before being put into operation also should be considered internally generated. Any of the following activities would satisfy the "modified using more than minimal incremental effort" criterion: changing code, changing fields, adding special reporting capabilities, data entry/conversion and testing any changes.

Section 2. Definitions

Intangible Assets – Assets that lack physical substance, are non-financial in nature, and have a useful life greater than one year. Examples include, but are not limited to, easements, water rights, timber rights, patents, copyrights, trademarks, internally generated websites, and computer software (purchased, licensed, and internally generated). Note: land use rights associated with property already owned by an agency should not be reported as intangible assets separate from the property.

Easements – The right to use land belonging to another for a particular use.

Water Rights – The right to access or use water from a water source (i.e., a river, stream, pond or source of groundwater).

Timber Rights – The right to claim trees on property belonging to another.

Patents – The legal protection granted to an individual, company, or organization from the United States federal government or a foreign government giving the owner the exclusive right to produce and sell an invention for a given period of time.

Copyrights – The legal protection granted to authors or artist for their works from the federal government. This gives the owner the exclusive rights to produce or sell the artistic or published work for a specified period of time.

Trademark – A name, word, phrase, logo, symbol, design, or image that identifies that the product is from a unique source.

Purchased Software – Purchased software is software that the City of Monroe pays an upfront cost in order to use. This may be software that we pay for initially and then pay an additional annual maintenance fee in order to receive upgrades and support from the vendor.

Licensed Software – Licensed software is software that the City of Monroe has the right to use for a specified period of time based on an agreement with the vendor.

Internally Generated Software – Internally generated software is software developed by City of Monroe staff or an entity contracted by the City of Monroe, or acquired from an external entity but requiring more than minimal incremental effort on the part of the City of Monroe to begin to achieve its expected level of service capacity.

Section 3. Program Guidelines

- A. Retroactive Reporting:** Retroactive reporting is required for intangible assets, except as follows. Retroactive reporting is not required for 1) internally generated intangible assets, including those in development as of the effective date of this policy and 2) intangible assets with an indefinite estimated useful life as of the effective date of this policy.
- B. Accounting Guidance:** Intangible assets should be classified as capital assets, except that intangible assets acquired or created primarily for the purpose of directly obtaining income or profit should be classified as investments (e.g. copyright donated to a university to generate income). Existing authoritative guidance related to the accounting and financial reporting for capital assets should be applied to intangible assets, as applicable. Additionally, before an intangible asset can be recognized in the financial statements, it must meet one or both of the following criteria:
 - 1.** The asset is separable, that is, the asset is capable of being separated or divided from the government and sold, transferred, licensed, rented, or exchanged, either individually or together with a related contract, asset, or liability.
 - 2.** The asset arises from contractual or other legal rights, regardless of whether those rights are transferable or separable from the entity or from other rights and obligations.
 - 3.** If the types of intangible assets reported by a government differ in nature and usage, then they should not be reported collectively as a single major class of capital assets (e.g., intangible assets). For example, the nature and usage of patents differs from that of right-of-way easements such that they should not be aggregated in the same major class of capital assets.
- C. Internally Generated Intangible Assets:** Capitalization of internally generated capital assets can only occur after ALL of the following conditions has been met:

1. Determination of the specific objective of the project and the nature of the service capacity that is expected to be provided by the intangible asset upon the completion of the project,
2. Demonstration of the technical or technological feasibility for completing the project so that the intangible asset will provide its expected service capacity, and
3. Demonstration of the current intention, ability, and presence of effort to complete or, in the case of a multiyear project, continue development of the intangible asset.

Only outlays incurred subsequent to meeting the above criteria should be capitalized. Outlays incurred prior to meeting those criteria should be expensed as incurred.

D. Specific Application to Computer Software: The activities involved in developing and installing internally generated computer software can be grouped into the following stages:

1. Preliminary Project Stage (expense)
 - a. Conceptual formulation and evaluation of alternatives
 - b. Determination of existence of needed technology
 - c. Final selection of alternatives
2. Application Development Stage (capitalize)
 - a. Design of the chosen path
 - b. Coding
 - c. Installation to hardware
 - d. Testing and parallel processing
 - e. Data conversion, if necessary to make operational
3. Post-Implementation/Operation Stage (expense)
 - a. Application training
 - b. Software maintenance
 - c. Data conversion, if not necessary to make operational
4. Reporting of activity outlays should be based upon nature of activity, not timing of its occurrence and should follow these guidelines:
 - a. Preliminary project stage - expense as incurred
 - b. Application development stage – capitalize once criteria is met; cease capitalizing when software is operational
 - c. Post-implementation/operation stage – expense as incurred
5. An improvement to existing computer software must do at least one of the following to qualify for capitalization:
 - a. Increase the software's functionality,
 - b. Increase the software's efficiency, or
 - c. Extend the software's estimated useful life.

If the modification does not result in any of the above outcomes, the modification should be considered maintenance, and the associated outlays should be expensed as incurred. If a maintenance contract covers all required maintenance and any unspecified upgrades issued during the year by the vendor, the unspecified upgrades should be considered maintenance. For commercially available software acquired through a licensing agreement requiring multi-year

payments, a long-term liability representing the agency's obligation to make payments under the contract should also be reported. If no interest rate is stated in the licensing agreement, the long-term liability does not have to be discounted.

- E. Amortization: An intangible asset should be considered to have an indefinite useful life if there are no legal, contractual, regulatory, technological, or other factors that limit the useful life of the asset (e.g., permanent right-of-way easement). Intangible assets with indefinite useful lives should not be amortized. Intangible assets with limited useful lives (e.g., by legal or contractual provisions) should be amortized over their estimated useful lives. Amortization of computer software should begin when the program is placed into service. Renewal periods related to such provisions may be considered in determining the useful life of the intangible asset if the government expects to exercise the renewal option and any anticipated outlays to be incurred as part of achieving the renewal are nominal (in relation to the level of service capacity obtained through the renewal).

TECHNOLOGY POLICY: PCI COMPLIANCE

Original November 2014

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Section 1. General. PCI DSS stands for Payment Card Industry Data Security Standard, and is a worldwide security standard assembled by the Payment Card Industry Security Standards Council (PCI SSC). The PCI DSS, a set of comprehensive requirements for enhancing payment account data security, was developed by the founding payment brands of the PCI Security Standards Council (PCI SSC). The PCI SSC is responsible for managing the security standards, while compliance with the PCI set of standards is enforced by the founding members of the Council: American Express, Discover Financial Services, JCB International, MasterCard Worldwide and Visa Inc. PCI DSS includes technical and operational requirements for security management, policies, procedures, network architecture, software design and other critical protective measures to prevent credit card fraud, hacking, and various other security vulnerabilities and threats. The standards apply to all organizations that store, process or transmit cardholder data. The standards are designed to protect cardholder information of customers and any individual or entity that utilizes a credit card to transact business with the City. This policy is intended to be used in conjunction with the complete PCI-DSS requirements as established and revised by the PCI Security Standards Council.

Section 2. Definition

Merchant Account - A relationship set up by the Controller's office between the City and a bank in order to accept credit card transactions. The merchant account is tied to a general ledger account to distribute funds appropriately to the organization (owner) for which the account was set up.

Coordinator – The City official who has oversight responsibility for the regulation/standard. Regulation monitors stay abreast of updates to their respective regulations, ensure policies are up to date and notify the Information Security Officer and Data Managers about changes.

Credit Card Data - Full magnetic strip or the PAN (Primary Account Number) plus any of the following: cardholder name, expiration date, and service code

PCI-DSS - Payment Card Industry Data Security Standard

PCI Security Standards Council - The security standards council defines credentials and qualifications for assessors and vendors as well as maintaining the PCI-DSS.

Self-Assessment - The PCI Self-Assessment Questionnaire (SAQ) is a validation tool that is primarily used by merchants to demonstrate compliance to the PCI DSS.

PAN - Primary Account Number is the payment card number (credit or debit) that identifies the issuer and the particular cardholder account. It is also called Account Number.

Section 3. Program

- A. Compliance.** All departments that collect, maintain, or have access to credit card information must comply with the PCI policy. The City of Monroe currently has no third-party vendors that process and store credit card information using the City of Monroe's merchant accounts. The City of Monroe does have a relationship with both Smith Data (QS/1) and Courtware Solutions who process utility bill payments and traffic fines by credit card. However, the City of Monroe's merchant accounts are not used and no credit card information is received from either vendor.
- B. Responsible Parties.** All persons who have access to credit card information, including:

1. Every employee that accesses handles or maintains credit card information. City of Monroe employees include full-time, part-time, salaried, and hourly staff members as well as intern workers who access, handle or maintain records.
 2. Employees who contract with service providers (third-party vendors) who process credit card payments on behalf of the City of Monroe
 3. IT staff responsible for scanning the City systems to insure no credit card numbers are stored electronically.
- C. Prohibited. City of Monroe policy prohibits the storing of any credit card information in an electronic format on any computer, server, or database including Excel spreadsheets. It further prohibits the emailing of credit card information. Based on this policy, compliance with a number of the PCI Compliance requirements do not apply. The following list communicates the full scope of the compliance requirements but based on the City policy that prohibits storing of credit card information electronically and utilizing third-party vendors for web based credit card processing, some may not be relevant.
- D. Program Requirements.
1. Build and Maintain a Secure Network
 2. Maintain a Vulnerability Management Program
 3. Implement Strong Access Control Measures
 4. Regularly Monitor and Test Networks
 5. Maintain an Information Security Policy
 6. Insure Third Party Compliance
 7. Training
- E. Recommendations:
1. Complete an annual self-assessment
 2. Perform a quarterly Network scan
 3. Without adherence to the PCI-DSS standards, the City would be in a position of unnecessary reputational risk and financial liability. Merchant account holders who fail to comply are subject to:
 - a. Any fines imposed by the payment card industry
 - b. Any additional monetary costs associated with remediation, assessment, forensic analysis or legal fees
 - c. Suspension of the merchant account.
- F. Section Procedures. The City of Monroe requires compliance with PCI standards. To achieve compliance, the following requirements must be met by departments accepting credit cards to process payments on behalf of the City.
- G. General Requirements
1. Credit card merchant accounts must be approved by the City.
 2. Management and employees must be familiar with and adhere to the PCI-DSS requirements of the PCI Security Standards Council.

3. Management in departments accepting credit cards must conduct an annual self- assessment against the requirements. All employees involved in processing credit card payments must sign a statement that they have read, understood, and agree to adhere to Information Security policies of the City of Monroe and this policy.
4. Any proposal for a new process (electronic or paper) related to the storage, transmission or processing of credit card data must be brought to the attention of and be approved by the City.

H. Storage and Disposal

1. Credit card information must not be entered/stored on network servers, workstations, or laptops.
2. Credit card information must not be transmitted via email.
3. Web payments must be processed using a PCI-compliant service provider approved by the City.
4. Although electronic storage of credit card data is prohibited by this policy, the City will perform a quarterly Network scan to ensure that the policy has not been violated.
5. Any paper documents containing credit card information should be limited to only information required to transact business, only those individuals who have a business need to have access, should be in a secure location, and must be destroyed via approved methods once business needs no longer require retention.
6. All credit card processing machines must be programmed to print-out only the last four or first six characters of a credit card number.
7. Securely dispose of sensitive cardholder data when no longer needed for reconciliation, business or legal purposes. In no instance shall this exceed 45 days and should be limited whenever possible to only 3 business days. Secured destruction must be via shredding either in house or with a third-party provider with certificate of disposal
8. Neither the full contents of any track for the magnetic strip nor the three-digit card validation code may be stored in a database, log file, or point of sale product.

I. Third Party Vendors (Processors, Software Providers, Payment Gateways, or Other Service Providers)

1. The City must approve each merchant bank or processing contact of any third- party vendor that is engaged in, or propose to engage in, the processing or storage of transaction data on behalf of the City of Monroe—regardless of the manner or duration of such activities.
2. Insure that all third-party vendors adhere to all rules and regulations governing cardholder information security.
3. Contractually require that all third parties involved in credit card transactions meet all PCI security standards.

J. Self-Assessment. The PCI-DSS Self-Assessment Questionnaire must be completed by the merchant account owner annually and anytime a credit card related system or process changes. This assessment is the responsibility of the Finance Department.

K. Training. Ongoing training and awareness programs will be offered to train employees on PCI DSS and importance of compliance.

- L.** Responsible Organization/Party: The Finance Utility Billing Administration Division Manager shall serve as the Coordinator of the policy which includes responsibility for notifying the City Administrator, Department Heads, and other Managers about changes to the policy. S/he will be assisted by the Director and Assistant Director of the Finance Department, and other employees as needed.
- M.** Enforcement: The IT Administrator will oversee enforcement of the policy. Additionally, this individual will investigate any reported violations of this policy, lead investigations about credit card security breaches, and may terminate access to protected information of any users who fail to comply with the policy. S/he will be assisted by the City Administrator, Department Heads, Managers, Supervisors, and other employees as needed.

INCIDENT RESPONSE POLICY: PCI-DSS COMPLIANCE

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Section 1. General

The City of Monroe Information Technology Administrator is responsible for responding to reports of incidents, compromises, and breaches of City of Monroe computers, data, and network resources. The purpose of the Incident Response Plan is to establish procedures in accordance with applicable legal and regulatory requirements to address instances of unauthorized access to or disclosure of City information. The Incident Response Plan defines the policy, roles and responsibilities for the involved personnel when reacting to an information security threat.

The primary emphasis of activities described within this plan is the return to a secure state as quickly as possible, while minimizing the adverse impact to the City. Depending on the circumstances, the Information Technology Administrator (IT Administrator) may decide to modify or bypass one or more of the procedures outlined in this plan in response to a particular security incident, with the understanding that the IT Administrator will take all reasonable steps to investigate and resolve any security issues. The capture and preservation of incident relevant data (e.g., network flows, data on drives, access logs, etc.) is performed primarily for the purpose of problem determination and resolution, as well as classification of the incident.

The City shall provide timely and appropriate notice to affected individuals and departments when there has been a security incident, a compromise, or a breach involving city data, computers, or networks. The IT Administrator, Finance Department Director, and the City Administrator shall be responsible for reviewing breaches to determine whether notification is required, and directing responsible departments in complying with the notification obligation. All known or suspected security incidents must be reported to the IT Administrator. Suspected incidents can be reported at administrator@monroega.gov or through the City of Monroe Call Center.

Section 2. Definitions

Security Incident - A vulnerability which may compromise the security of city resources has been discovered and is underway. Generally, this means a weakness in intrusion prevention has been found, an attempted exploit has taken place, or reconnaissance by a hacker has been thwarted. Examples include systematic unsuccessful attempts to gain entry, a PC or workstation infected with a virus, worm, Trojan, botnet, or other malware that has been discovered and removed.

Security Compromise – An escalation of a security incident where the attacker has gained control of a city account, system, or device, and is leveraging that position to control and utilize compromised resources for the purpose of unauthorized acquisitions. At this point, it has been determined that data has not been compromised or stolen.

Security Breach – A confirmed, unauthorized acquisition, modification or destruction of city or private data has taken place. At this point, a breach has been forensically determined and evidence supports that data was compromised.

Private Data - Data about individuals that is classified by law as private or confidential and is maintained by the city in electronic format or medium. "Private data" means data classified as not public and available to the subject of the data, and "confidential data" means data classified as not public but not available to the subject of the data.

Unauthorized Acquisition - For the purposes of this plan, this means that a person has obtained city data without statutory authority or the consent of the individual who is the subject of the data, and with the intent to use the data for non-city purposes

Systematic Unsuccessful Attempts - continual probes, scans, or login attempts where the perpetrators obvious intent is to discover a vulnerability and inappropriately access and compromise that device.

City of Monroe Resources or Systems – includes all city-owned computers, peripherals, networks, and related equipment and software, and the voice and data communications infrastructure.

Section 3. Program Response

- A.** Intrusion attempts, security breaches, or other technical security incidents perpetrated against city-owned computing or networked resources must be reported to the IT Administrator. Functional unit managers and/or supervisory personnel must:
 - 1. Report any security incidents in order to obtain assistance, advice, or to file the incident.
 - 2. Report any systematic unsuccessful attempts (e.g., login attempts, probes, or scans).
 - 3. Where feasible given the circumstances, reports should be sent as soon as the situation is detected; minimally the report should be sent as soon as possible thereafter.
- B.** Upon receiving a report of a security incident, the IT Administrator will:
 - 1. Ensure that appropriate information is collected and logged per applicable procedures.
 - 2. Immediately assess actual or potential disclosure or inappropriate access to institutional or personal information.
 - 3. Report the situation to the Finance Director and/or City Administrator.
 - 4. Consult with and/or assign the incident to other personnel for further investigation as necessary.
 - 5. Provide preliminary advice or comment to the functional unit as required.
 - 6. Initiate steps to warn other City of Monroe systems personnel if it appears that the situation has the potential to affect other city systems as well.
 - 7. Perform or assist in any subsequent investigation and/or perform computer forensics as required.
 - 8. If circumstances dictate, report and/or consult with city Legal Counsel, city Police, Internal Auditors, city Public Relations, or other appropriate agencies.
 - 9. Ensure that appropriate records are filed.
 - 10. Confirm actual or probable disclosure or inappropriate access to institutional or personal information.
 - 11. Invoke formal incident response procedures commensurate with the situation.

Section 4. Security Measures and Responsiveness

- A.** In order to protect city data and systems, as well as to protect threatened systems external to the city, the IT Administrator may block, or place restrictions on technology services provided using any city owned systems and networks. Specifically:
 - 1. Limitations may be implemented through the use of policies, standards, and/or technical

methods, and could include (but may not be limited to) usage eligibility rules, password requirements, or restricting or blocking certain protocols or use of certain applications known to cause security problems.

2. Restrictions may be permanently deployed based on a continuing threat or risk after appropriate consultation with affected constituents, or they may be temporarily deployed, without prior coordination, in response to an immediate and serious threat.
 3. Restrictions deployed temporarily will be removed when the risk is mitigated to an acceptable level, or where the effect on city functions caused by the restriction approaches or exceeds risk associated with the threat, as negotiated between the affected constituents and the IT Administrator.
- B.** In order to protect city data and systems, as well as to protect threatened systems external to the city, the IT Administrator may unilaterally choose to isolate a specific city system from other city or external networks, given:
1. Information in-hand reasonably points to the system as having been compromised.
 2. There is ongoing activity associated with the system that is causing or will cause damage to other city systems and/or data, or the assets of other internal or external agencies, or where there is a medium-to-high risk of such damage occurring.
 3. All reasonable attempts have been made to contact the responsible systems personnel or department management, or such contact has been made where the technician or department managers are unable to (or choose not to) resolve the problem in a reasonable time.
 4. Isolation is removed when the risk is mitigated to an acceptable level, or where loss of access or function caused by the isolation approaches or exceeds risk associated with the threat, as negotiated between the responsible functional manager and the IT Administrator.
 5. Advance consultation with the appropriate security contractor, or Legal Counsel, where practical and where circumstances warrant.
- C.** The reaction to a reported security vulnerability directly corresponds to the potential for damage to the local system (or adjacent systems) or inappropriate disclosure or modification of data. The risk levels are characterized as:
1. Very High Risk, response is immediate:
 - a. Damage to the system or data is occurring, or
 - b. Attempts to exploit the vulnerability on that system are occurring, or
 - c. The vulnerability is currently being actively exploited against other similar technologies within the City; probable damage to systems and data is being experienced in those other incidents.
 2. High Risk, response is within 1 hour:
 - a. The vulnerability is known to exist on the system;
 - b. The exposure is currently being actively exploited against other similar technologies external to the City;
 - c. Damage to systems and data are being experienced in those other incidents.
 3. Medium Risk, response should be within 4 hours:
 - a. The system is susceptible to the vulnerability given that the system is configured

- incorrectly;
 - b. The exposure is currently being actively exploited against other similar technologies external to the City;
 - c. There is some potential for damage to systems and data.
4. Low Risk, response should be within 8 hours:
- a. The system is susceptible to the vulnerability given that the system is configured incorrectly;
 - b. The exposure is currently being actively exploited against other similar technologies external to the City;
 - c. Damage to systems and data is possible but is not considered likely.

In the event of a significant series of incidents, a compromise, or a breach, the entire episode and response are reviewed to determine which parts of the incident response plan worked correctly. The "lessons learned" will be part of an After-Action Review to determine areas that need to be changed (policies, system configurations, etc.).

Section 5. System Users and Administrator Guidelines

- A. Do a quick assessment. Do not immediately shut down the machine, as you may lose important information. If the machine is being used to attack others, or if the attacker is actively using or damaging the machine, you may need to disconnect it from the network. If this does not appear to be the case, leave the system intact for the moment.
- B. Report the problem. Call the IT Administrator or the City of Monroe Call Center, and request an emergency system security check. Every effort will be made to respond as quickly as possible, as well as, respect the confidentiality of incident information.
- C. Gather all the relevant information you can find. This may include, but is not limited to, system logs, directory listings, electronic mail files, screen prints of error messages, and activity logs. Copy them to a safe location (that will not be deleted or over-written), so that we can study them later.
- D. Take notes. Have your partner record all relevant information, including things you observed, actions you took, dates and times, and the like. It is best to log your activities as they occur. Over time, your actions and the order in which they were executed will not be easily remembered. The preservation of information is critical to any legal action that may take place at a later date.
- E. Change account passwords. All system accounts that were involved with the incident should have new passwords requested. Exceptions to this rule are accounts which are authenticated with tokens or certificates, in which case the PIN or pass- phrase for them should be changed. Never share your password (pin, or pass- phrase) with anyone, for any reason.
- F. Change the status of accounts, if necessary. In the event that a system administrator detects a problem with a system, or user activity on a system, a quick way to stop the unwanted activity is to "disable" an account, by restricting logins to it. This is not deleting the account, but is merely making the account temporarily unusable through Active Directory.
- G. Stop rogue service(s), if necessary. In the event that a system compromise or denial-of-service

attack is underway, and you are unable to stop or kill the service(s), you may need to disconnect the machine from the network to get them stopped.

INFORMATION TECHNOLOGY POLICY

Original November 2014

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Section 1. General

This policy covers the overall security of the information technology division and best practices for the City of Monroe.

Section 2. Definitions

Availability – Information shall be available and delivered to the right person, at the time when it is needed.

Confidentiality – Access to Data shall be confined to those with appropriate authority.

Integrity – Information shall be complete and accurate. All systems, assets and networks shall operate correctly, according to specification.

Section 3. Information Security

- A.** The aim of this section is to establish and maintain the security and confidentiality of information, information systems, applications and networks owned or held by City of Monroe by:
 - 1.** Ensuring that all members of staff are aware of and fully comply with the relevant legislation as described in this and other policies.
 - 2.** Describing the principals of security and explaining how they shall be implemented in the organization.
 - 3.** Introducing a consistent approach to security, ensuring that all members of staff fully understand their own responsibilities.
 - 4.** Creating and maintaining within the organization a level of awareness of the need for Information Security as an integral part of the day to day business.
 - 5.** Protecting information assets under the control of the organization.
- B.** Responsibilities for Information Security. Ultimate responsibility for information security rests with the Chief Executive of City of Monroe, but on a day-to-day basis the Network Administrator shall be responsible for managing and implementing the policy and related procedures. Supervisors are responsible for ensuring that their permanent and temporary staff and contractors are aware of:
 - 1.** The information security policies applicable in their work areas
 - 2.** Their personal responsibilities for information security
 - 3.** How to access advice on information security matters

All staff shall comply with information security procedures including the maintenance of data confidentiality and data integrity. Failure to do so may result in disciplinary action. The Information Technology Policy shall be maintained, reviewed and updated by the Network Administrator. This review shall take place annually. Supervisors shall be individually responsible for the security of their physical environments where information is processed or stored. Each member of staff shall be responsible for the operational security of the information systems they use. Each system user shall comply with the security requirements that are currently in force, and shall also ensure that the confidentiality, integrity and availability of the information they use is

maintained to the highest standard. Agreements with external contractors that allow access to the organization's information systems shall be in operation before access is allowed. These agreements shall ensure that the staff or sub-contractors of the external organization shall comply with all appropriate security policies.

- C. Information Security Awareness Training. Information security awareness training shall be included in the staff induction process. An ongoing awareness program shall be established and maintained by the Network Administrator in order to ensure that staff awareness is refreshed and updated as necessary.
- D. Security Control of Assets. Each IT asset, (hardware, software, application or data) shall have a named custodian who shall be responsible for the information security of that asset (i.e., if you are assigned a specific piece of equipment/software, you are responsible for it). All assets not so designated shall be the responsibility of the Network Administrator
 - 1. Access Controls: Only authorized personnel who have a justified and approved business need shall be given access to restricted areas containing information systems or stored data.
 - 2. User Access Controls: Access to information shall be restricted to authorized users who have a bona-fide business need to access the information unless otherwise provided for by law.
 - 3. Computer Access Control: Access to computer facilities shall be restricted to authorized users who have business need to use the facilities.
 - 4. Application Access Control: Access to data, system utilities and program source libraries shall be controlled and restricted to those authorized users who have a legitimate business need (i.e., systems or database administrators). Authorization to use an application shall depend on the availability of a license from the supplier.
 - 5. Equipment Security: In order to minimize loss of, or damage to, all assets, equipment shall be physically protected from threats and environmental hazards.
 - 6. Computer and Network Procedures: Management of computers and networks shall be controlled through standard documented policy and procedures that have been authorized by the Mayor and/or City Council.
 - 7. Information Security Events and Weaknesses: All information security events and suspected weaknesses are to be reported to the Network Administrator. All information security events shall be investigated to establish their cause and impacts with a view to avoiding similar events.
 - 8. Protection from Malicious Software: The organization shall use software countermeasures and management procedures to protect itself against the threat of malicious software. All staff shall be expected to co-operate fully with this policy. Users shall not install software on the organization's property without permission from the Network Administrator. Users breaching this requirement may be subject to disciplinary action.
 - 9. System Change Control: Changes to information systems, applications or networks shall be reviewed and approved by the Network Administrator.
 - 10. Intellectual Property Rights: The organization shall ensure that all information products are properly licensed and approved by the Network Administrator. Users shall not install software on the organization's property without permission from the Network Administrator.

Section 4. Acceptable Use. Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP; are the property of the City of Monroe. These systems are to be used for

business purposes in serving the interests of the government, and of our citizens in the course of normal operations. Effective security and efficient operation is a team effort involving the participation and support of every City of Monroe employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly. The purpose of this policy is to outline the acceptable use of computer equipment and systems at the City of Monroe. These rules are in place to protect the employee and the City of Monroe. Inappropriate use exposes the City of Monroe to risks including virus attacks, compromise of network systems and services, and legal issues. This section applies to employees, contractors, consultants, temporaries, and other workers at the City of Monroe, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by the City of Monroe.

- A. General Use and Ownership.** While the City of Monroe's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the government systems remains the property of the City of Monroe. Because of the need to protect the City of Monroe's network, and the availability of information to the public under the Open Records Act, we cannot guarantee the confidentiality of information stored on any network device belonging to the City of Monroe. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager. Any information that users consider sensitive or vulnerable should be encrypted. For security and network maintenance purposes, authorized individuals within the City of Monroe may monitor equipment, systems and network traffic at any time. The City of Monroe reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.
- B. Security and Proprietary Information.** Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. All PCs, laptops and workstations are secured with a password-protected screensaver with the automatic activation feature set at 15 minutes or less, or by logging-off (control-alt-delete for Win2K+ users) when left unattended. Because information contained on portable computers is especially vulnerable, special care should be exercised. Postings by employees from a City of Monroe email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not those of the City of Monroe, unless posting is in the course of business duties. All hosts used by the employee that are connected to the City of Monroe Internet/Intranet/Extranet, whether owned by the employee or the City of Monroe, shall be continually executing approved virus-scanning software with a current virus database unless overridden by departmental or group policy. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.
- C. Unacceptable Use.** The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services). Under no circumstances is an employee of the City of Monroe authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing the City of Monroe-owned resources. The lists contained herein below are by no means exhaustive but attempt to provide a framework for activities which fall into the category

of unacceptable use.

D. System and Network Activities. The following activities are strictly prohibited unless required by the scope of your assigned job duties:

- 1.** Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the City of Monroe.
- 2.** Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the City of Monroe or the end user does not have an active license is strictly prohibited.
- 3.** Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
- 4.** Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- 5.** Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done from home.
- 6.** Using a City of Monroe computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws.
- 7.** Making fraudulent offers of products, items, or services originating from any City of Monroe account.
- 8.** Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
- 9.** Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- 10.** Port scanning or security scanning is expressly prohibited unless prior notification to the Network Administrator is made.
- 11.** Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
- 12.** Circumventing user authentication or security of any host, network or account.
- 13.** Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
- 14.** Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
- 15.** Providing information about, or lists of, the City of Monroe employees to parties outside the City of Monroe.

INTERNET USE POLICY

Original November 2014

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Section 1. General

This policy will cover the acceptable and unacceptable uses for the internal internet usage by employees and officials. This should be used as a best practices guideline to the usage of the internet.

Section 2. Definitions

Blogging – Writing a blog. A blog (short for weblog) is a personal online journal that is frequently updated and intended for general public consumption.

Spam – Unauthorized and/or unsolicited electronic mass mailings.

Social Networking – Membership and participation in a social structure made of nodes (which are generally individuals or organizations) that are tied by one or more specific types of interdependency, such as values, visions, ideas, financial exchange, friendship, sexual relationships, kinship, dislike, conflict or trade. (i.e.: MySpace, Facebook, Twitter, eBay).

Voice Mail Policy

Section 3. Internet Usage Guidelines.

- A. Internet Use Limited to City Business.** The City's Internet capabilities may be used for City business purposes only. The term "Internet" means the electronic information system of that name which connects smaller groups of linked computer networks. The term "City's Internet Capabilities" means any and all access to the Internet obtained through City sponsorship, ownership, or financial contribution, or by any employee or officer as a representative or agent of the City. The term "City business purposes" means the official work of City government undertaken for public benefit, as opposed to activities undertaken for personal, non-City or private purposes. Unacceptable sites or uses include, but are not limited to the following:
 - 1. Pornographic sites and access to pornographic materials.
 - 2. Use of the City Internet to harass employees, vendors, customers, and others.
 - 3. Sports or games.
 - 4. Online wagering or gambling sites.
 - 5. Use of the City Internet for partisan political purposes.
 - 6. Unauthorized transfer of copyrighted materials utilizing City Internet capabilities.
 - 7. Any site that charges a fee (unless there has been prior written approval of justified City expense item by supervisor).
 - 8. Vendor sites to purchase personal items.
 - 9. Marketing of personal or private business.
- B. Access.** Employees may be provided with access to the Internet to assist them in performing their jobs. Use of the Internet, however, must be tempered with common sense and good judgment. To that end, employees' use of the internet shall not in any way interfere with their job performance; therefore, employees shall not waste time on the Internet.
- C. Duty not to waste computer resources.** Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of

documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related. If you abuse your right to use the Internet, it will be taken away from you. In addition, you may be subject to disciplinary action, including possible termination, and civil and criminal liability.

- D.** Disclaimer of liability for use of Internet. The City of Monroe is not responsible for material viewed or downloaded by users from the Internet. Users are cautioned that many internet pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an email address on the Internet may lead to receipt of unsolicited email containing offensive content. Users accessing the Internet do so at their own risk. No expectation of privacy. The computers and computer accounts given to employees are to assist them in performance of their jobs. Employees should not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to the City and may only be used for business purposes.
- E.** Monitoring computer usage. The City has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing email sent and received by users.
- F.** Blocking of inappropriate content. The City may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by City networks. In the event you nonetheless encounter inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was subject to company blocking software.
- G.** Prohibited activities. Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law), or violative of the City of Monroe's equal employment opportunity policy and its policies against sexual or other harassment may not be downloaded from the Internet or displayed or stored in the City's computers. Employees encountering or receiving this kind of material should immediately report the incident to their supervisors. The City of Monroe's equal employment opportunity policy and its policies against sexual or other harassment apply fully to the use of the Internet and any violation of those policies is grounds for discipline up to and including discharge.
- H.** Games and entertainment software. Employees may not use the company's Internet connection to download games or other entertainment software, including wallpaper and screen savers, or to play games over the Internet.
- I.** Illegal copying. Employees may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to copy or download. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written

permission of your supervisor.

- J. Accessing the Internet. To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to the City's network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to the City's network.
- K. Virus detection. Files obtained from sources outside the City, including disks brought from home; files downloaded from the Internet, newgroups, bulletin boards, or other online services; files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage the City's computer network. Employees should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from sources outside of the City of Monroe, without first scanning the material with City-approved virus checking software. If you suspect that a virus has been introduced into the City's network, notify your supervisor immediately.
- L. Sending unsolicited e-mail (spamming). Without the express permission of their supervisors, employees may not send unsolicited e-mail to persons with whom they do not have a prior relationship.
- M. Amendments and revisions. This policy may be amended or revised from time to time as the need arises. Users will be provided with copies of all amendments and revisions.

Section 4. Email and Communications Activities

- A. Unless otherwise stated, all directives below apply to use of city government provided email accounts. Limited occasional use of personal email accounts is acceptable during business hours and using city resources. However, the email system shall not be used for:
 - 1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
 - 2. Any form of harassment via email, whether through language, frequency, or size of messages.
 - 3. Unauthorized use, or forging, of email header information.
 - 4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
 - 5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
 - 6. Use of unsolicited email originating from within the City of Monroe's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by the City of Monroe or connected via the City of Monroe's network.
 - 7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).
 - 8. The email system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job related solicitations.
- B. No expectation of privacy. The email accounts given to employees are to assist them in the performance of their jobs. Employees have no right of personal privacy in any matter stored in, created, received, or sent over the City of Monroe's email system. The City of Monroe, in its discretion as owner of the email system, reserves and may exercise the right to monitor, access, retrieve and delete any matter stored in, created, received, or sent over the email system, for any

reason and without the permission of any employee. Even if employees use a password to access the email system, the confidentiality of any message stored in, created, received, or sent from the City of Monroe email system still cannot be assured. Use of passwords or other security measures does not in any way diminish the City of Monroe's rights to access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to the City of Monroe as email files may need to be accessed by the company in an employee's absence.

- C. Harassment. The City of Monroe's policies against sexual or other harassment apply fully to the email system, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no email messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.
- D. Approval. Management approval is required before anyone can post any information on commercial online systems or the Internet. Any approved material that is posted should obtain all proper copyright and trademark notices. Absent prior approval from the City of Monroe to act as an official representative of the City of Monroe, employees posting information must include a disclaimer in that information stating, "Views expressed by the author do not necessarily represent those of the City of Monroe."
- E. Conduct. Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Emails are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write email communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on City of Monroe letterhead. Because email records and computer files may be subject to discovery in litigation, the City of Monroe employees are expected to avoid making statements in email or computer files that would not reflect favorably on the employee or the City of Monroe if disclosed in a litigation or otherwise.

Any employee who discovers misuse of the email system should immediately contact their supervisor.

Section 5. Blogging and Social Networking. Blogging and Social Networking by employees, whether using the City of Monroe's property and systems or personal computer systems attached to the city network, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of the City of Monroe's systems to engage in blogging and social networking is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate the City of Monroe's policy, is not detrimental to the City of Monroe's best interests, and does not interfere with an employee's regular work duties. Blogging and social networking from the City of Monroe's systems is also subject to monitoring. The City of Monroe's Confidential Information policy also applies to blogging. As such, Employees are prohibited from revealing any City of Monroe confidential information. Employees shall not engage in any blogging or social networking that may harm or tarnish the image, reputation and/or goodwill of the City of Monroe and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging and social networking or otherwise engaging in any conduct prohibited by the City of Monroe's Non-Discrimination and Anti-Harassment policy. Employees may also not attribute personal statements, opinions or beliefs to the City of Monroe

when engaged in blogging or social networking. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of the City of Monroe. Employees assume any and all risk associated with blogging and/or social networking. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export-controlled materials, the City of Monroe's trademarks, logos and any other the City of Monroe intellectual property may also not be used in connection with any blogging or social networking activity.

Section 6. Voice Mail System. Every City of Monroe employee is responsible for using the Voice Mail system properly and in accordance with this policy. Any questions about this policy should be addressed to your supervisor. The Voice Mail system is the property of the City of Monroe. It has been provided by the City of Monroe for use in conducting official business. All communications and information transmitted by, received from, or stored in this system are official records and property of the City of Monroe. Employees have no right of personal privacy in any matter stored in, created, received, or sent over the City of Monroe Voice Mail system. The City of Monroe, in its discretion as owner of the Voice Mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the Voice Mail system, for any reason without the permission of any employee and without notice. Even if employees use a password to access the Voice Mail system, the confidentiality of any message stored in, created, received, or sent from the City of Monroe Voice Mail system still cannot be assured. Use of passwords or other security measures does not in any way diminish the City of Monroe's rights to access materials on its system, or create any privacy rights of employees in the messages and files on the system. The City of Monroe may request employee's passwords as Voice Mail messages may need to be accessed by the City in an employee's absence. Even though the City of Monroe reserves the right to retrieve and read any Voice Mail messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. The City of Monroe's policies against sexual or other harassment apply fully to the Voice Mail system, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no Voice Mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law. The Voice Mail system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job-related solicitations. Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Voice Mails are sometimes misdirected or forwarded and may be heard by persons other than the intended recipient. Users should create Voice Mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on City of Monroe letterhead. Employees should also use professional and courteous greetings on their Voice Mail boxes so as to properly represent the City of Monroe to outside callers. Because Voice Mail records and messages may be subject to discovery in litigation, City of Monroe employees are expected to avoid making statements in Voice Mail that would not reflect favorably on the employee or the City of Monroe if disclosed in a litigation or otherwise. Any employee who discovers misuse of the Voice Mail system should immediately contact your supervisor.

INTELLECTUAL PROPERTY RIGHTS STATEMENT POLICY

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Section 1	General
Section 2	Policy

Section 1. General

Intellectual properties (IP) are legal property rights over creations of the mind, both artistic and commercial, and the corresponding fields of law. Under intellectual property law, owners are granted certain exclusive rights to a variety of intangible assets, such as musical, literary, and artistic works; ideas, discoveries and inventions; and words, phrases, symbols, and designs. Common types of intellectual property include copyrights, trademarks, patents, industrial design rights and trade secrets.

Intellectual property rights are a bundle of exclusive rights over creations of the mind, both artistic and commercial. The former is covered by copyright laws, which protect creative works, such as books, movies, music, paintings, photographs, and software, and gives the copyright holder exclusive right to control reproduction or adaptation of such works for a certain period of time.

The second category is collectively known as "industrial properties", as they are typically created and used for industrial or commercial purposes. A patent may be granted for a new, useful, and non-obvious invention and gives the patent holder a right to prevent others from practicing the invention without a license from the inventor for a certain period of time. A trademark is a distinctive sign which is used to prevent confusion among products in the marketplace.

An industrial design right protects the form of appearance, style or design of an industrial object from infringement. A trade secret is an item of non-public information concerning the commercial practices or proprietary knowledge of a business. Public disclosure of trade secrets may sometimes be illegal.

The term intellectual property denotes the specific legal rights described above, and not the intellectual work itself.

Section 2. Policy

It shall be the policy of the City of Monroe, Georgia that all employees agree in writing that they will not use previous employers or clients intellectual property in a manner or degree which would violate Federal, State, or Local laws during the official discharge of their associated duties with the City of Monroe.

CITY WEBLINKS POLICY

Original November 2014

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Section 1	General
Section 2	Submission
Section 3	Website
Section 4	Political
Section 5	External Links

Section 1. General. The City of Monroe has made every effort to insure the accuracy of the information provided on its website. However, due to the possibility of unauthorized modification of the data, transmission errors, HTML browser incompatibilities, changes made since the last update to the website, or other aspects of electronic communication that are beyond the City's control, the City does not guarantee the accuracy of the information provided on its web site and is not liable for reliance on this information. Please contact the City of Monroe at 770-267-7536 to verify the accuracy of the data.

Section 2. Submission. When submitting forms over the internet, there is always the risk that information provided can be viewed by someone else. The City of Monroe takes normal precautions to protect data, and we only ask for the minimal information necessary to process your request. However, you are submitting this data with the understanding that we cannot guarantee this information will not be intercepted.

Section 3. Website. The City of Monroe website is designed to provide residents and interested parties access to government departments, services and programs, events and activities where and when possible. From time to time, departments may wish to provide links to other sites that provide state or federal government information or additional information about the community, including festivals, cultural events and related matters. The City of Monroe does not provide open links to its website or from the City's site to an outside website without documented approval by the City of Monroe's Network Administrator. The City of Monroe's website does not provide an open forum. The City of Monroe's website is a non-public forum site. Through implementing this policy, the City of Monroe does not discriminate based upon the viewpoint contained in any proposed link or destination. Funding from the City does not automatically qualify an organization or vendor a link from the City of Monroe website.

Section 4. Political. In order to avoid the appearance of City endorsement of political content, links shall not be made to sites that are associated with, sponsored by or serving a candidate for elected office or elected official, any political party or organization supporting or seeking to defeat any candidate for elective office or ballot proposal shall not be linked. The City may, from time to time, approve links to outside web services that provide an approved service for either/both the City of Monroe and/or the citizens of Monroe. Formation and continuation of such link(s) are at the discretion of the City of Monroe and not to be considered a right to or a right for doing business with or providing a service for the City of Monroe and/or its citizens.

Section 5. External Links. Some links made available through the City of Monroe's website allow visitation outside the City website. Be aware that the internet sites available through these links, and materials that may be found at such sites, are not under the control of the City of Monroe. Therefore, the City of Monroe cannot and does not make any representation to you about these sites or the materials available there. The fact that the City of Monroe has made these links available to you is not an endorsement or recommendation to you by the City of Monroe of any of these sites or any material found there. The City is providing these links only as a convenience to you.

All links must meet at least one or all of the following viewpoint neutral criteria:

- A. Partnering or collaborative non-profit organization actively participating in one or more public programs.
- B. Approved sponsor(s) of one or more official City event(s) (access subject to the terms of sponsorship level, generally for sponsorships at the top tier.) Sponsorships arranged through outside contractors are not automatically eligible for this benefit. Determination of sponsorship link(s) is a right reserved by the City of Monroe and City event staff.

- C.** Official site of state, local, or federal governmental agency, or local school system or library board/system (or approved library resource/research service).
- D.** Regularly updated website maintained by an organization that receives direct financial support from the City. The City of Monroe reserves the right to add and/or drop links to such organizations at City's discretion. Funding from the City does not automatically qualify an organization or vendor a link from the City of Monroe website.



Called Meeting

AGENDA

April 3, 2018

Item:

Approval - Loganville Water Sales Agreement

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Loganville Water Sales Agreement](#)



From: Logan Propes, City Administrator
Rodney Middlebrooks, Water, Sewer, Gas

Department: Water

Date: April 3, 2018

Description: Loganville Water Sales Agreement

Budget Account/Project Name: n/a

Funding Source: 2018 operating budgets: n/a

Budget Allocation: n/a Allocated in each dept. n/a

Budget Available: \$2,000,000 Allocated in each dept. n/a

Requested Expense: Up to \$2,000,000 Company of Purchase: n/a

Recommendation:

Staff recommends that the Council approve the Loganville Water Sales agreement as presented pending final legal counsel reviews and amendments.

Background:

The City of Monroe would like to sell treated water to the City of Loganville under a long-term contract that would include the shared costs of construction of a water transmission line from the Alcovy River area to Loganville. The total preliminary estimated cost is \$3,296,250 but with rising construction prices could reach as high as \$4,000,000. This cost will be shared equally (50/50) between the two parties.

Initial sales will be 1 million gallons per day with a take or pay rate of \$3.72 per K/Gal. Over 1 million and up to 2 million gallons per day the rate is \$3.37 per K/Gal. Over 2 million and up to 3 million galls per day the rate is \$3.25 per K/gal. Over 3 million gallons per day will require negotiation and notification of need from Loganville due to potential required system upgrades at that point.

The contract will be renewable for five years or for 10 years subject to rate renegotiation.

Attachment(s): Loganville Water Sales Agreement

**STATE OF GEORGIA
COUNTY OF WALTON**

WATER SERVICE AGREEMENT

THIS WATER SERVICE AGREEMENT (the “Agreement”) is made and entered into this ____ day of _____, 2018 (the “Effective Date”) by and between the CITY OF MONROE, GEORGIA, a municipal corporation of the State of Georgia, by and through its Mayor and Council (hereinafter referred to as “Monroe” or the “City of Monroe”) and the CITY OF LOGANVILLE, GEORGIA, a municipal corporation of the State of Georgia, by and through its Mayor and Council (hereinafter referred to as “Loganville” or the “City of Loganville”) with the City of Monroe and the City of Loganville referred to collectively herein as the “Parties.”

WITNESSETH:

WHEREAS, the City of Monroe owns and operates a water supply distribution system with a capacity currently capable of serving its present customers and capable of supplying certain excess water; and,

WHEREAS, the City of Monroe will be capable of selling certain excess water capacity as stated hereinafter to the City of Loganville to supplement the City of Loganville’s water resources; and,

WHEREAS, the Parties hereto desire to enter into a contract for the sale and purchase of potable water between the Parties and to set forth the terms and conditions for the sale thereof; and,

WHEREAS, the City of Monroe desires currently to be a wholesale seller of water; and,

WHEREAS, the City of Monroe desires currently to sell wholesale potable water to the City of Loganville; and,

WHEREAS, the City of Loganville desires currently to purchase wholesale potable water from the City of Monroe;

NOW, THEREFORE, for and in consideration of the mutual promises contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto intend to be legally bound, and do agree as follows:

1. Allocation. The above recitals are made a part of this Agreement. The City of Monroe shall make available to the City of Loganville at certain points of delivery hereinafter defined, during the term of this Agreement or any renewal or extension thereof, potable water meeting applicable purity standards of the Georgia Department of Health, Georgia Department of Natural Resources and Environmental Protection Division in such quantity and at such prices as specified hereinafter in this Agreement.

2. Quantity of Water. Commencing on the first date that the City of Loganville begins to receive the Daily Minimum GPD as outlined hereinafter, and for ten (10) calendar years from that date (the “Initial Term”), and during all times as this Agreement may be extended or renewed as described herein, the City of Monroe agrees to make available to the City of Loganville at the designated points of delivery hereinafter defined, potable water in a quantity not less than One Million (1,000,000) gallons per day (“GPD”) (the “Daily Minimum GPD”) and not more than Two Million (2,000,000) GPD (the “Daily Maximum GPD”) as determined on a monthly basis, priced at certain tiered pricing as hereinafter defined, subject to the Monroe Priority Policy as hereinafter defined.

3. Monroe Priority Policy.

Should the City of Monroe decide for any reason that provision to the City of Loganville of the amounts of water called for in Paragraph 2 or Paragraph 11 would cause a

shortage or decrease in the capacity of the City of Monroe to provide water to the City of Monroe customers, or said shortage or decrease would negatively impact the customary reserve or processing levels of the City of Monroe water supply, then the City of Monroe in its sole discretion shall be permitted to reduce the amount of water provided to the City of Loganville (the “Reduced GPD”) to an appropriate level as determined by the City of Monroe, this reduction being known as the “Monroe Priority Policy.” The City of Monroe shall provide thirty (30) days’ written notice to the City of Loganville of the City of Monroe’s intent to implement the Monroe Priority Policy, excepting emergency situations.

4. Points of Delivery and Pressure. The City of Monroe and the City of Loganville have or shall have points of delivery designated at the following locations:

- a. A point of delivery/metering location as agreed upon by the parties located within one (1) mile of Between, Georgia, at a mutually serviceable location (the “Meter Point”).

Each Party attests that, by the execution of this Agreement, there are no other known points of delivery aside from the points of delivery stated hereinabove between the City of Monroe and the City of Loganville to be utilized as of the date of the execution of this Agreement. Each Party agrees to notify the other Party in writing immediately if points of delivery, in addition to the ones stated above, are found by such party subsequent to the execution of this Agreement. In such case, the City of Monroe and the City of Loganville will endeavor to mutually determine the quantity of water that has been supplied through such delivery point(s) and the City of Monroe shall bill the City of Loganville accordingly. The City of Monroe and the City of Loganville agree that additional delivery points may be established and installed from time to time at the City of Loganville’s cost and expense unless otherwise agreed. Provided, however, that before any additional delivery point is installed by the City of Loganville, the City of Loganville shall submit

in writing a request to the City of Monroe for authorization of such additional delivery point. No additional delivery point may be established or installed by the City of Loganville without the City of Loganville first receiving written approval from the City of Monroe.

The City of Monroe will ensure to provide adequate water pressure to the City of Loganville at the point of delivery for the life of this Agreement, and any extension or renewal thereof, as confirmed by the City of Monroe's Engineers in the letter attached as Exhibit "A," attached hereto and incorporated fully herein.

5. Primary Distribution Line

Distribution to the points of delivery shall be accomplished through the construction of a certain primary water distribution line more fully shown in the attached Exhibit "B," attached hereto and incorporated fully herein (the "Primary Distribution Line").

The total amount of funds expended for the build out and construction of the Primary Distribution Line shall be the "Construction Costs" of the Primary Distribution Line. The Construction Costs are estimated to be no less than Three Million Two Hundred Thousand Dollars (\$3,200,000), an amount which both the City of Loganville and City of Monroe acknowledge and assent to being jointly responsible for as described hereinafter, and not a sum certain at the time of execution of this Agreement.

The City of Loganville and City of Monroe shall each be responsible for one half (1/2) the Construction Costs of the Primary Distribution Line. The City of Loganville's one half (1/2) of Construction Costs shall be the "City of Loganville Share of Costs," and the City of Monroe's one half (1/2) of Construction Costs shall be the "City of Monroe's Share of Costs."

The City of Monroe shall be responsible for all the initial expenditures of the Construction Costs to build out and develop the Primary Distribution Line. The City of Loganville

Share of Costs shall be determined upon completion of the Primary Distribution Line and full accounting of the Construction Costs (the “Accounting of Costs”) and the Accounting of Costs shall be delivered to the City of Loganville within sixty (60) days of final completion of the Primary Distribution Line.

The City of Loganville Share of Costs shall be due in full and payable to the City of Monroe One Hundred Twenty (120) days after completion of the Primary Distribution Line (the “Loganville Share Payment Deadline”) with no pre-payment penalty of any sort for payment in full of the City of Loganville Share of Costs at any time subsequent to the delivery of the Accounting of Costs or prior to the Loganville Share Payment Deadline.

The City of Loganville and City of Monroe shall each be responsible for maintenance, repair and upkeep of each city’s respective portion of the Primary Distribution Line running from each respective City to the above-referenced Meter Point as outlined in Section 4(a) above. The City of Loganville shall be responsible for the maintenance, repair and upkeep for that certain portion of the Primary Distribution Line located and running west of the Meter Point. The City of Monroe shall be responsible for the maintenance, repair and upkeep for that certain portion of the Primary Distribution Line located and running east of the Meter Point.

6. Billing Procedure. The City of Monroe will furnish the City of Loganville at its address, or through an alternate method as agreed upon by the Parties, a monthly itemized statement of the amount owed to the City of Monroe by the City of Loganville under this Agreement. The standard billing procedures of the City of Monroe shall apply and the City of Loganville shall pay the bill in full within thirty (30) days of the City of Monroe’s mailing of same.

7. Metering Equipment. The Parties agree there is currently located or will be located at the Meter Point as established in Paragraph 4, sufficient metering equipment needed under this

Agreement. The Parties agree to cooperate to modify such metering equipment for use under this Agreement as needed. A meter registering not more than two (2%) percent above or below the test results, shall be deemed to be accurate. The previous reading of any meter disclosed by test to be inaccurate shall be corrected for the three (3) months previous to such test in accordance with the percentage of inaccuracy found by such test. If any meter fails to register for any period, the amount of water furnished during such period shall be deemed to be the amount of water delivered in the corresponding period immediately prior to the failure, unless the City of Monroe and the City of Loganville shall agree upon a different amount. The metering equipment shall be read in a timely manner approximately every thirty (30) days on or close to the first day of each calendar month. An appropriate official of the City of Monroe at all reasonable times shall have access to the meter for purpose of reading same.

8. Renewal Term. The Initial Term of this Agreement shall automatically renew for a single ten (10) year renewal term (the “Renewal Term”) unless cancelled by either Party by way of ninety (90) days’ written notice prior to commencement of the Renewal Term.

9. Failure to Deliver. The City of Monroe will at all times operate and maintain its water system in an efficient manner and will take such actions as will be necessary to furnish the City of Loganville with quantities of water required by this Agreement, excepting the Monroe Priority Policy provisions as defined in Paragraph 3.

Temporary or partial failure to deliver water shall be remedied by the City of Monroe with all possible dispatch. In the event an extended shortage of water beyond the control of the City of Monroe, or a drought declaration by the State of Georgia, or if the supply of water available to the City of Monroe is otherwise diminished over an extended period of time, the supply of water to the City of Loganville’s customers shall be reduced or diminished in the same ratio or proportion

as the supply to the City of Monroe’s customers is reduced or diminished, but also fully subject to the parameters of the Monroe Priority Policy.

10. Price of water. The purchase price of water supplied under this Agreement shall be set as follows:

Number of Gallons per day	Rates per K/Gal
0 – 1,000,000	\$3.72
1,000,001 – 2,000,000	\$3.37
2,000,001 – 3,000,000	\$3.25

The minimum daily rate per K/Gal of Three Dollars and 72/100 (\$3.72) shall apply to any amount of water supplied to the City of Loganville from the City of Monroe under the terms of this Agreement ranging from zero (0) GPD to One Million (1,000,000) GPD (the “Minimum Daily Rate”).

There shall be a one percent (1%) increase in the above-listed Rates per K/Gal for year five (5) of the Initial Term, and a quarter-percent (0.25%) increase in the above-listed Rates per K/Gal for each respective year subsequent to year five (5), including years six (6) through ten (10) of the Initial Term. Additionally, there shall be a quarter-percent (0.25%) increase in the above-listed Rates per K/Gal for each respective year of the Renewal Term, beginning in year one (1) of the Renewal Term, and continuing through and including year ten (10) of the Renewal Term (with the aforementioned rate increases for the Initial Term and Renewal Term collectively referred to as the “Rate Increase Provisions”).

The Rate Increase Provisions are to govern the Rates per K/Gal collected by the City of Monroe from the City of Loganville, unless a City of Monroe-wide rate adjustment occurs,

which is greater than the Rate Increase Provisions, (the “City-wide Increase Rate”), and in such case, the City-wide Increase Rate shall govern.

Notwithstanding anything to the contrary herein, the City of Monroe shall have the right to increase the purchase price of water under this Agreement at any time during the Initial Term, or Renewal Term, or any further extension or renewal thereof, by providing one hundred twenty (120) days written notice to the City of Loganville prior to such an increase.

During the Initial Term of this Agreement and any extensions or renewals thereof, the City of Loganville shall not pay less than a monthly minimum charge which shall be the equivalent cost of purchasing One Million (1,000,000) gallons per day of water at Three Dollars and 72/100 (\$3.72) per K/Gal per a thirty (30) day period. This monthly charge shall be paid whether or not the City of Loganville purchases an average of One Million (1,000,000) GPD of potable water each month, and shall serve as compensation to the City of Monroe for additional improvements required within their system (the “Take or Pay Clause”). Notwithstanding any other provision to the contrary, the application of the Take or Pay Clause of this Agreement for any given month of the Initial Term or any future extension or renewal thereof is expressly conditioned on the City of Loganville being offered an average of One Million (1,000,000) GPD of potable water in said month by the City of Monroe. Should the City of Monroe be unable to provide the required GPD of the Take or Pay Clause due to a system failure or inability to produce the required GPD of the Take or Pay Clause, the City of Loganville shall be responsible only for the Minimum Daily Rate of actual GPD supplied.

11. Increased Daily Maximum GPD

The City of Loganville may petition the City of Monroe by way of a written request, not less than twelve (12) months in advance of the desired start date, for an increase in the Daily

Maximum GPD of potable water purchased by the City of Loganville to not more than Three Million (3,000,000) GPD (the “Increased Daily Maximum GPD Plan”). The option to sell the Increased Daily Maximum GPD will be determined by the City of Monroe in its sole discretion.

Upon commencement of the Increased Daily Maximum GPD Plan, the rate of the Take or Pay Clause as referenced in Paragraph 10 shall increase to a rate such that the City of Loganville shall not pay less than a monthly minimum charge which shall be the equivalent cost of purchasing One Million Five Hundred Thousand (1,500,000) gallons per day of water at Three Dollars and 37/100 (\$3.37) per K/Gal per a thirty (30) day period or the then corresponding rate taking into account the Rate Increase Provisions and the City-Wide Increase Rate. This monthly charge shall be paid whether or not the City of Loganville purchases an average of One Million Five Hundred Thousand (1,500,000) GPD of potable water each month, and shall serve as compensation to the City of Monroe for additional improvements required within their system (the “Increased Take or Pay Clause”).

12. Rules and Regulations. This Agreement is subject to the same rules, regulations, or laws as may be applicable to similar agreements in this state, and the City of Monroe and the City of Loganville will collaborate and obtain such permits, certificates, or the like, as may be required to comply therewith. The City of Loganville agrees to comply with all rules and regulations that the City of Monroe has now or may in the future impose on its water customers. Those rules and regulations may include, but shall not be limited to, such emergency measures as bans on water sprinkling, hydrant flushing, car washing and similar uses.

13. Notice. All notices, requests, demands or other communications required or permitted to be given hereunder shall be in writing by U.S. certified mail, return receipt requested, or statutory overnight delivery, and shall be addressed and delivered to each Party at the addresses

set forth below. By giving prior written notice thereof, either Party may from time to time and at any time change its address for notices hereunder.

If to City of Monroe:

City of Monroe
c/o Mayor John Howard
215 North Broad Street
Monroe, Georgia 30655

With Copy to counsel for the City of Monroe:

Paul L. Rosenthal, Esq.
Preston & Malcom, P.C.
110 Court Street
Monroe, Georgia 30655

If to City of Loganville:

City of Loganville
c/o Mayor Rey Martinez
4303 Lawrenceville Rd.
P.O. Box 39
Loganville, Georgia 30052

With Copy to counsel for the City of Loganville:

Robyn Oliver Webb

Hoffer & Webb, LLP
3190 Northeast Expressway
Suite 430
Chamblee, Georgia 30341

14. Georgia Law. It is the intention of the Parties that the laws of Georgia shall govern the validity of this Agreement, the construction of its terms and the interpretation of the rights or duties of the Parties.

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

16. Time. Time is and shall be of the essence of this Agreement.

17. Power. The Parties signing this Agreement hereby state that they have the power to do so on behalf of the entity for whom they are signing.

18. Effective. This Agreement shall be effective upon the Parties hereto and their assigns and successors in office.

19. Cumulative. Except as expressly limited by the terms of this Agreement, all rights, powers, and privileges conferred hereunder shall be cumulative and not restrictive of those provided at law or in equity.

20. Force Majeure. In case by reason of force majeure, any Party hereto shall be rendered unable wholly, or in part, to carry out its obligations under this contract then if such Party shall give notice and full particulars of such force majeure in writing to the other Party within a reasonable time after occurrence of the event or cause relied on, the obligation of the Party giving such notice, so far as it is affected by such force majeure, shall be suspended during the continuance of the inability then claimed, but for no longer period. Such Party, shall endeavor to remove or overcome such inability with all reasonable dispatch. The term "force majeure" as employed herein, shall mean act(s) of God, strikes, lockout(s) or other industrial disturbance(s), act(s) of public enemy, order(s) of any kind of the Government of the United States or the State of Georgia or any civil or military authority, insurrections, riots, epidemics, landslides, lightning, earthquakes, fires, hurricanes, storms, floods, washouts, droughts, arrest, restraint of government

and people, civil disturbances, explosions, breakage or accident(s) to machines, pipe lines, or any other cause(s) outside the Party's control which prevent performance under this Agreement. Should interruptions and/or lowering of pressure occur, the City of Loganville shall be foreclosed from any action against the City of Monroe and shall hold the City of Monroe harmless from any costs including attorneys' fees and court costs incurred from any action by one or more of the City of Loganville's customers.

21. Entire Contract. This Agreement constitutes the entire contract and agreement between the Parties and it supersedes and replaces all letters, memoranda, or other documents signed by the parties hereto with respect to the sale of water by the City of Monroe to the City of Loganville. Any modification of this Agreement must be in writing signed by both Parties.

[Remainder of page left intentionally blank. Signature page to follow.]

IN WITNESS WHEREOF, the Parties have hereunto set their hands and seal, the
Effective Date first written above.

CITY OF MONROE, GEORGIA

Witness

_____(SEAL)
John Howard, Mayor

Notary Public

_____(SEAL)
Debbie Kirk, City Clerk

**CITY OF LOGANVILLE,
GEORGIA**

Witness

_____(SEAL)
Rey Martinez, Mayor

Notary Public

_____(SEAL)
_____, City Clerk



Called Meeting

AGENDA

April 3, 2018

Item:

Purchase - Trucks for Water Treatment & Wastewater Treatment Facilities

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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Attachments / click to download

 [Truck Info](#)



To: Utility Committee, City Council
From: Chris Bailey, Central Services Manager
Department: Water Treatment Facility, Wastewater Treatment Facility
Date: 03/26/18
Description: A request is being made to purchase two (2) 2018 F150 Trucks from Courtesy Ford for \$20,500.00 each. These vehicles will be used for replacement of two (2) older existing vehicles that will be put up for surplus on GovDeals in the following months.

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

Funding Source: Capital Improvement Program (CIP)

Budget Allocation: \$40,000.00

Budget Available: \$40,000.00

Requested Expense: \$41,000.00 **Company of Purchase:** Courtesy Ford

Recommendation:

Staff recommends the approval of the request to purchase two (2) 2018 F150 Trucks from Courtesy Ford for \$20,500.00 each. These vehicles will be used for replacement of two (2) older existing vehicles that will be put up for surplus on GovDeals in the following months. Bids were sought per policy with 3 quotes being provided, with the low bid being \$500.00 above budget for each vehicle.

Background:

It is the practice of the City of Monroe to continually work towards the replacement of older, less efficient vehicles in the fleet.

Attachment(s):

Quotes – 3 pages

Rw

VIRTG1DP

CNGP530

VEHICLE ORDER CONFIRMATION

03/21/18 09:59:22

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Dealer: F21061

Page: 1 of 1

2018 F-150

Order No: 4000 Priority: F4 Ord FIN: QE908 Order Type: 5B Price Level: 835

Ord Code: 100A Cust/Flt Name: MONROE PO Number:

		RETAIL	DLR INV		RETAIL	DLR INV
F1C	F150 4X2 R/C	\$27705	\$26320.00	96W	SPRAY- IN LINER	\$495 \$456.00
	122" WHEELBASE				FLEX FUEL	
YZ	OXFORD WHITE				SP DLR ACCT ADJ	(1132.00)
A	VINYL 40/20/40	NC	NC		SP FLT ACCT CR	(779.00)
G	MED EARTH GRAY				FUEL CHARGE	10.16
100A	EQUIP GRP			B4A	NET INV FLT OPT	NC 7.00
	.XL SERIES				DEST AND DELIV	1395 1395.00
	.17"SILVER STEEL			TOTAL	BASE AND OPTIONS	29690 26365.16
99B	3.3L V6 PFDI			TOTAL		29690 26365.16
446	ELEC 6-SPD AUTO			*THIS IS NOT AN INVOICE*		
	.245/70R-17 A/S					
X19	3.55 REG AXLE	NC	NC			
	6100# GVWR					
	JOB #2 ORDER					
53B	CLASS IV HITCH	95	88.00			
F1=	Help	F2=	Return to Order	F3/F12=Veh Ord Menu		
F4=	Submit	F5=	Add to Library			
S099 - PRESS F4 TO SUBMIT				QC00369		

V1DP0142

2,6

20,500.00

Sale Price

Courtesy

VIRTC1DP



CNGP530

VEHICLE ORDER CONFIRMATION

03/10/18 19:40:02

==>

Dealer: F21472

2018 F-150

Page: 1 of 1

Order No: 4587 Priority: E5 Ord FIN: QE908 Order Type: 5B Price Level: 835
Ord Code: 100A Cust/Flt Name: MONROE PO Number:

		RETAIL	DLR INV			RETAIL	DLR INV
F1C	F150 4X2 R/C	\$27705	\$26320.00	96W	SPRAY- IN LINER	\$495	\$456.00
	122" WHEELBASE				FLEX FUEL		
YZ	OXFORD WHITE				SP DLR ACCT ADJ		(1132.00)
A	VINYL 40/20/40	NC	NC		SP FLT ACCT CR		(779.00)
G	MED EARTH GRAY				FUEL CHARGE		10.16
100A	EQUIP GRP			B4A	NET INV FLT OPT	NC	7.00
	.XL SERIES				PRICED DORA	NC	NC
	.17"SILVER STEEL				DEST AND DELIV	1395	1395.00
99B	3.3L V6 PFDI				TOTAL BASE AND OPTIONS	29690	26365.16
446	ELEC 6-SPD AUTO				TOTAL	29690	26365.16
	.245/70R-17 A/S				*THIS IS NOT AN INVOICE*		
X19	3.55 REG AXLE	NC	NC				
	6100# GVWR						
	JOB #2 ORDER						
53B	CLASS IV HITCH	95	88.00				
F1=Help		F2=Return to Order		F3/F12=Veh Ord Menu			
F4=Submit		F5=Add to Library					
S099 - PRESS F4 TO SUBMIT							QC09566

V1DP0005

2,6

\$ 20,640.60 SALE PRICE

Loganville Ford

CNGP530

VEHICLE ORDER CONFIRMATION

03/20/18 16:46:36

==>

Dealer: F21480

2018 F-150

Page: 1 of 1

Order No: 1020 Priority: F4 Ord FIN: QS060 Order Type: 5B Price Level: 835

Ord PEP: 100A Cust/Flt Name: MONROE

PO Number:

	RETAIL		RETAIL
F1C F150 4X2 R/C	\$27705	96W SPRAY- IN LINER	\$495
122" WHEELBASE		FLEX FUEL	
YZ OXFORD WHITE		SP DLR ACCT ADJ	
A VINYL 40/20/40	NC	SP FLT ACCT CR	
G MED EARTH GRAY		FUEL CHARGE	
100A EQUIP GRP		B4A NET INV FLT OPT	NC
.XL SERIES		DEST AND DELIV	1395
.17"SILVER STEEL		TOTAL BASE AND OPTIONS	29690
99B 3.3L V6 PFDI		TOTAL	29690
446 ELEC 6-SPD AUTO		*THIS IS NOT AN INVOICE*	
.245/70R-17 A/S			
X19 3.55 REG AXLE	NC		
6100# GVWR			
JOB #2 ORDER			
53B CLASS IV HITCH	95		
F1=Help	F2=Return to Order	F3/F12=Veh Ord Menu	
F4=Submit	F5=Add to Library		
S099 - PRESS F4 TO SUBMIT		QC00402	

20,700.00 Sales Price

Current production last week of June

16-18 weeks order to delivery
to dealer.



Called Meeting

AGENDA

April 3, 2018

Item:

Purchase - Takeuchi Excavator for Stormwater

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Excavator Info](#)



To: Utility Committee, City Council
From: Chris Bailey, Central Services Manager
Department: Stormwater
Date: 03/26/18
Description: A request is being made to purchase a 2018 Takeuchi TB260 rubber track excavator from Perimeter Takeuchi for \$63,600.00. This excavator will be designated to the Stormwater department and will stop the need for a rental unit and borrowing from other departments.

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

Funding Source: Capital Improvement Program (CIP)

Budget Allocation: \$75,000.00

Budget Available: \$75,000.00

Requested Expense: \$63,600.00

Company of Purchase: Perimeter Takeuchi

Recommendation:

Staff recommends the approval of the request to purchase a 2018 Takeuchi TB260 rubber track excavator from Perimeter Takeuchi for \$63,600.00. This excavator will be designated to the Stormwater department and will stop the need for a rental unit and borrowing from other departments. Bids were sought per policy with only 2 quotes being provided, with the low bid being \$11,400.00 below budget.

Background:

It is the practice of the City of Monroe to continually work towards the assignment of equipment to departments and divisions so that more system maintenance may be done in all areas, and to avoid the cross of equipment used on Water, Wastewater, and Stormwater.

Attachment(s):

Quotes – 2 pages

RW

Bill Braswell

From: takeuchijimi@yahoo.com
Sent: Tuesday, February 06, 2018 9:28 AM
To: Bill Braswell
Subject: Fwd: Takeuchi quote

Sent from my iPad

Begin forwarded message:

From: takeuchijimi@yahoo.com
Date: February 5, 2018 at 9:47:14 AM EST
To: bbraswell@monroega.gov
Subject: Takeuchi quote

2018 Takeuchi TB260 rubber track excavator. Equipped with cab, heat, air, quick coupler, 24" bucket, angle blade, GPS tracking for two years, hydraulic thumb. 2 year/2000 hour warranty, which ever comes first.

\$63,600.00 plus tax, if tax applies

Thank you,

Jimi Martin
Perimeter Takeuchi
3022 Peachtree Ind. Blvd.
Buford, Ga. 30518
Cell 770-231-5236
Office 770-614-5730

Sent from my iPad



EQUIPMENT SALE QUOTE

154287966

Customer # : 793027
Quote Date : 02/05/18

UR Job Loc : 420 NORTH BROAD ST,
UR Job # : 7
Customer Job ID:
P.O. # : QUOTE
Ordered By : BILL BRASWELL
Written By : SARAH COCHRAN
Salesperson : SARAH COCHRAN

**This is not an invoice
Please do not pay from this document**

Job Site

CITY OF MONROE WATER TREATMENT
420 N BROAD ST
MONROE GA 30655

Office: 770-267-7536 Cell: 404-427-6195

CITY OF MONROE
PO BOX 1249
MONROE GA 30655-1249

Qty	Equipment #	Price	Amount
1	9070100 CC: 907-0100 MINI EXCAVATOR 10000-14000# Includes a thumb and a 24" QC bucket Includes an enclosed cab w/ AC & heat Rubber tracks	64486.25	64486.25
Sub-total:			64486.25
Estimated Total:			64486.25

Customer is hereby notified that United Rentals has assigned its rights (but not its obligations) in the agreement to sell all or any of the used equipment described herein to United Rentals Exchange, LLC., a qualified intermediary, as part of a Section 1031 like-kind exchange program.

Note: This proposal may be withdrawn if not accepted within 30 days.

THIS IS NOT AN EQUIPMENT SALE AGREEMENT/INVOICE. THE SALE OF EQUIPMENT AND ANY OTHER ITEMS LISTED ABOVE IS SUBJECT TO AVAILABILITY AND ACCEPTANCE OF THE TERMS AND CONDITIONS OF UNITED'S EQUIPMENT SALE AGREEMENT/INVOICE, WHICH MUST BE SIGNED PRIOR TO OR UPON DELIVERY OF THE EQUIPMENT AND OTHER ITEMS.



Called Meeting

AGENDA

April 3, 2018

Item:

Purchase - Van for IT

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Van Info](#)



To: Utility Committee, City Council
From: Chris Bailey, Central Services Manager
Department: Central Services
Date: 03/26/18
Description: A request is being made to purchase a 2018 Grand Caravan from Courtesy Ford for \$24,500.00. This vehicle will be used for replacement of the current 2002 Mercury Mountaineer that will put up for surplus on GovDeals in the following months.

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

Funding Source: Capital Improvement Program (CIP)

Budget Allocation: \$25,000.00

Budget Available: \$25,000.00

Requested Expense: \$24,500.00

Company of Purchase: Courtesy Ford

Recommendation:

Staff recommends the approval of the request to purchase a 2018 Grand Caravan from Courtesy Ford for \$24,500.00. This vehicle will be used for replacement of the current 2002 Mercury Mountaineer that will put up for surplus on GovDeals in the following months. Bids were sought per policy with 4 quotes being provided, with the low bid being \$500.00 below budget.

Background:

It is the practice of the City of Monroe to continually work towards the replacement of older, less efficient vehicles in the fleet.

Attachment(s):

Quotes – 4 pages

COURTESY CHRYSLER DODGE JEEP RAM
1890 DOGWOOD DR SE
CONYERS, GA 300135043

Configuration Preview

Date Printed: 2018-03-21 9:39 AM
Estimated Ship Date:

VIN:
VON:

Quantity: 1
Status: BA - Pending order
FAN 1: 00J64 City of Monroe GA
FAN 2:
Client Code:
Bid Number: TB8059
PO Number:

Sold to:
COURTESY CHRYSLER DODGE JEEP RAM
(45575)
1890 DOGWOOD DR SE
CONYERS, GA 300135043

Ship to:
COURTESY CHRYSLER DODGE JEEP RAM (45575)
1890 DOGWOOD DR SE
CONYERS, GA 300135043

Vehicle:

2018 GRAND CARAVAN SE (RTKH53)

	Sales Code	Description	MSRP(USD)	FWP(USD)
Model:	RTKH53	GRAND CARAVAN SE	25,995	25,760
Package:	29H	Customer Preferred Package 29H	2,765	2,461
	ERB	3.6L V6 24V VVT Engine	0	0
	DG2	6-Speed Automatic 62TE Transmission	0	0
Paint/Seat/Trim:	PW7	White Knuckle Clear Coat	0	0
	APA	Monotone Paint	0	0
	*N7	Premium Cloth Bucket Seats	0	0
	-X9	Black	0	0
Options:	4DH	Prepaid Holdback	0	-893
	4ES	Delivery Allowance Credit	0	-259
	MAF	Fleet Purchase Incentive	0	-790
	CYC	2nd Row STOW 'N GO Bucket Seats	995	886
	5N8	Top Sellers	0	0
	4FM	Fleet Option Editor	0	0
	4FT	Fleet Sales Order	0	0
	166	Zone 66-Orlando	0	0
	4EA	Sold Vehicle	0	0
Non Equipment:	4FA	Special Bid-Ineligible For Incentive	0	0
Bid Number:	TB8059	Government Incentives	0	-4,350
Discounts:	YGE	5 Additional Gallons of Gas	0	13
Destination Fees:			1,095	1,095
Total Price:			30,850	23,923

Order Type: Fleet
Scheduling Priority: 1-Sold Order
Customer Name:
Customer Address:

PSP Month/Week:
Build Priority: 99

USA

Instructions:

24,500.00 Sale Price

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

Sold to:
AKINS DODGE JEEP CHRYSLER (66709)
220 WEST MAY STREET
WINDER, GA 306808300

Ship to:
AKINS DODGE JEEP CHRYSLER (66709)
220 WEST MAY STREET
WINDER, GA 306808300

Vehicle:

2018 GRAND CARAVAN SE (RTKH53)

	Sales Code	Description	MSRP(USD)
Model:	RTKH53	GRAND CARAVAN SE	25,995
Package:	29H	Customer Preferred Package 29H	2,765
	ERB	3.6L V6 24V VVT Engine	0
	DG2	6-Speed Automatic 62TE Transmission	0
Paint/Seat/Trim:	PW7	White Knuckle Clear Coat	0
	APA	Monotone Paint	0
	*N7	Premium Cloth Bucket Seats	0
	-X9	Black	0
Options:	4DH	Prepaid Holdback	0
	4ES	Delivery Allowance Credit	0
	MAF	Fleet Purchase Incentive	0
	CYC	2nd Row STOW 'N GO Bucket Seats	995
	5N6	Easy Order	0
	4FM	Fleet Option Editor	0
	4FT	Fleet Sales Order	0
	166	Zone 66-Orlando	0
	4EA	Sold Vehicle	0
Non Equipment:	4FA	Special Bid-Ineligible For Incentive	0
Bid Number:	TB8059	Government Incentives	0
Discounts:	YGE	5 Additional Gallons of Gas	0
Destination Fees:			1,095
Total Price:			30,850

Order Type: Fleet
Scheduling Priority: 1-Sold Order
Customer Name:
Customer Address:

PSP Month/Week:
Build Priority: 99

USA

Instructions:

\$ 24,647.00

Sales Price

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

GINN CHRYSLER JEEP DODGE, LLC
5190 HIGHWAY 278 NE
COVINGTON, GA 300142652

Configuration Preview

ATTN: CHNO BRUNETTE

Date Printed: 2018-02-13 8:35 AM
Estimated Ship Date:

VIN:
VON:

Quantity: 1
Status: BA - Pending order
FAN 1: 00J64 City of Monroe GA
FAN 2:
Client Code:
Bid Number: TB8059
PO Number:

Sold to:
GINN CHRYSLER JEEP DODGE, LLC (60359)
5190 HIGHWAY 278 NE
COVINGTON, GA 300142652

Ship to:
GINN CHRYSLER JEEP DODGE, LLC (60359)
5190 HIGHWAY 278 NE
COVINGTON, GA 300142652

Vehicle:

2018 GRAND CARAVAN SE (RTKH53)

	Sales Code	Description	MSRP(USD)
Model:	RTKH53	GRAND CARAVAN SE	25,995
Package:	29H	Customer Preferred Package 29H	2,765
	ERB	3.6L V6 24V VVT Engine	0
	DG2	6-Speed Automatic 62TE Transmission	0
Paint/Seat/Trim:	PW7	White Knuckle Clear Coat	0
	APA	Monotone Paint	0
	*N7	Premium Cloth Bucket Seats	0
	-X9	Black	0
Options:	4DH	Prepaid Holdback	0
	4ES	Delivery Allowance Credit	0
	MAF	Fleet Purchase Incentive	0
	CYC	2nd Row STOW 'N GO Bucket Seats	995
	YEP	Manuf Statement of Origin	0
	5N6	Easy Order	0
	4FM	Fleet Option Editor	0
	4FT	Fleet Sales Order	0
	166	Zone 66-Orlando	0
	4EA	Sold Vehicle	0
Non Equipment:	4FA	Special Bid-Ineligible For Incentive	0
Bid Number:	TB8059	Government Incentives	0
Discounts:	YGE	5 Additional Gallons of Gas	0
Destination Fees:			1,095

Total Price: 30,850

Order Type: Fleet
Scheduling Priority: 1-Sold Order
Customer Name:
Customer Address: USA

PSP Month/Week:
Build Priority: 99

Instructions:

Your cost
\$ 24,923 each

\$ 24,923.00
verified w/ Marion Sherrill

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.



Open-End (Equity) Lease Rate Quote

Quote No: 3815656

Prepared For: City of Monroe
Watts, RV

Date 02/19/2018
AE/AM ML/CP3

Unit #

Year 2018 Make Dodge Model Grand Caravan

Series SE Front-wheel Drive Passenger Van

Vehicle Order Type Ordered Term 48 State GA Customer# 577196

\$ 25,077.00	Capitalized Price of Vehicle ¹
\$ 0.00 *	TAVT 7.0000% State GA
\$ 8.00 *	Initial License Fee
\$ 0.00 *	Registration Fee
\$ 0.00	Other: Courtesy Delivery Fee
\$ 0.00	Capitalized Price Reduction
\$ 0.00 *	Tax on Capitalized Price Reduction
\$ 0.00	Gain Applied From Prior Unit
\$ 0.00 *	Tax on Gain On Prior
\$ 0.00 *	Security Deposit
\$ 0.00 *	Tax on Incentive(Taxable Incentive Total : \$0.00)

\$ 25,077.00 Total Capitalized Amount (Delivered Price)

\$ 413.77 Depreciation Reserve @ 1.6500%

\$ 94.45 Monthly Lease Charge (Based on Interest Rate - Subject to a Floor)²

\$ 508.22 Total Monthly Rental Excluding Additional Services

Additional Fleet Management

Master Policy Enrollment Fees

\$ 0.00 Commercial Automobile Liability Enrollment

Liability Limit \$0.00

\$ 0.00 Physical Damage Management

\$ 0.00 Full Maintenance Program³ Contract Miles 0

Incl: # Brake Sets (1 set = 1 Axle) 0

\$ 0.00 Additional Services SubTotal

\$ 0.00 Sales Tax 0.0000%

State

\$ 508.22 Total Monthly Rental Including Additional Services

\$ 5,216.04 Reduced Book Value at 48 Months

\$ 400.00 Service Charge Due at Lease Termination

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name

Exterior Color (0 P) White Knuckle Clearcoat

Interior Color (0 I) Black w/Premium Cloth Bucket Seats

Lic. Plate Type Unknown

GVWR 0

Comp/Coll Deductible 0 / 0

OverMileage Charge \$ 0.00 Per Mile

Tires 0

Loaner Vehicle Not Included

Quote based on estimated annual mileage of 15,000

(Current market and vehicle conditions may also affect value of vehicle)

(Quote is Subject to Customer's Credit Approval)

Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle.

Lessee certifies that it intends that more than 50% of the use of the vehicle is to be in a trade or business of the Lessee.

LESSEE City of Monroe

BY

TITLE

DATE

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

¹ Capitalized Price of Vehicle May be Adjusted to Reflect Final Manufacturer's Invoice. Lessee Hereby Assigns to Lessor any Manufacturer Rebates And/Or Manufacturer Incentives Intended for the Lessee, Which Rebates And/Or Incentives Have Been Used By Lessor to Reduce the Capitalized Price of the Vehicle.

² Monthly Lease Charge Will Be Adjusted to Reflect the Interest Rate on the Delivery Date (Subject to a Floor).

³ The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Printed On 02/19/2018 12:11 PM

Page 1 of 6



Called Meeting

AGENDA

April 3, 2018

Item:

Purchase - Van for Electric

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Van Info](#)



To: Utility Committee, City Council
From: Chris Bailey, Central Services Manager
Department: Electric
Date: 03/26/18
Description: A request is being made to purchase a 2018 Dodge Ram ProMaster 2500 Cargo Van from Enterprise for \$24,497.00. This vehicle will be used for commercial meter testing, energy audits, and power restoration equipment to make for a more mobilized customer focused approach for the Electric department.

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

Funding Source: Capital Improvement Program (CIP)

Budget Allocation: \$27,000.00
Budget Available: \$27,000.00
Requested Expense: \$24,497.00 **Company of Purchase:** Enterprise

Recommendation:

Staff recommends the approval of the request to purchase a 2018 Dodge Ram ProMaster 2500 Cargo Van from Enterprise for \$24,497.00. This vehicle will be used for commercial meter testing, energy audits, and power restoration equipment to make for a more mobilized customer focused approach for the Electric department. Bids were sought per policy with 4 quotes being provided, with the low bid being \$2,503.00 below budget.

Background:

It is the practice of the City of Monroe to continually work towards the development of more customer focused programs and to provide services that make the City of Monroe more efficient, thus providing a better experience for all customers.

Attachment(s):

Quotes – 4 pages



Open-End (Equity) Lease Rate Quote

Quote No: 3843398

Prepared For: City of Monroe
Watts, RV

Date 03/20/2018
AE/AM ML/CP3

Unit #

Year 2018 Make RAM Model ProMaster 2500

Series High Roof Cargo Van 159 in. WB

Vehicle Order Type Ordered Term 48 State GA Customer# 577196

\$ 24,497.00	Capitalized Price of Vehicle ¹
\$ 0.00 *	TAVT 7.0000% State GA
\$ 8.00 *	Initial License Fee
\$ 0.00 *	Registration Fee
\$ 0.00	Other: Courtesy Delivery Fee
\$ 0.00	Capitalized Price Reduction
\$ 0.00 *	Tax on Capitalized Price Reduction
\$ 0.00	Gain Applied From Prior Unit
\$ 0.00 *	Tax on Gain On Prior
\$ 0.00 *	Security Deposit
\$ 0.00 *	Tax on Incentive(Taxable Incentive Total : \$0.00)

\$ 24,497.00 Total Capitalized Amount (Delivered Price)

\$ 428.70 Depreciation Reserve @ 1.7500%

\$ 91.95 Monthly Lease Charge (Based on Interest Rate - Subject to a Floor)²

\$ 520.65 Total Monthly Rental Excluding Additional Services

Additional Fleet Management

Master Policy Enrollment Fees

\$ 0.00 Commercial Automobile Liability Enrollment

Liability Limit \$0.00

\$ 0.00 Physical Damage Management

\$ 0.00 Full Maintenance Program³ Contract Miles 0

Incl: # Brake Sets (1 set = 1 Axle) 0

\$ 0.00 Additional Services SubTotal

\$ 0.00 Sales Tax 0.0000%

\$ 520.65 Total Monthly Rental Including Additional Services

\$ 3,919.40 Reduced Book Value at 48 Months

\$ 400.00 Service Charge Due at Lease Termination

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name

Exterior Color (0 P) Bright White Clearcoat

Interior Color (0 I) Black w/Cloth Bucket Seats or Vinyl Buc

Lic. Plate Type Unknown

GVWR 0

Comp/Coll Deductible 0 / 0

OverMileage Charge \$ 0.0450 Per Mile

Tires 0

Loaner Vehicle Not Included

Quote based on estimated annual mileage of 15,000

(Current market and vehicle conditions may also affect value of vehicle)

(Quote is Subject to Customer's Credit Approval)

Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle.

Lessee certifies that it intends that more than 50% of the use of the vehicle is to be in a trade or business of the Lessee.

LESSEE City of Monroe

BY

TITLE

DATE

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

¹ Capitalized Price of Vehicle May be Adjusted to Reflect Final Manufacturer's Invoice. Lessee Hereby Assigns to Lessor any Manufacturer Rebates And/Or Manufacturer Incentives Intended for the Lessee, Which Rebates And/Or Incentives Have Been Used By Lessor to Reduce the Capitalized Price of the Vehicle.

² Monthly Lease Charge Will Be Adjusted to Reflect the Interest Rate on the Delivery Date (Subject to a Floor).

³ The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Printed On 03/20/2018 09:19 AM

COURTESY CHRYSLER DODGE JEEP RAM
1890 DOGWOOD DR SE
CONYERS, GA 300135043

Configuration Preview

Date Printed: 2018-03-21 9:47 AM
Estimated Ship Date:

VIN:
VON:

Quantity: 1
Status: BA - Pending order
FAN 1: 00J64 City of Monroe GA
FAN 2:
Client Code:
Bid Number: TB8059
PO Number:

Sold to:
COURTESY CHRYSLER DODGE JEEP RAM
(45575)
1890 DOGWOOD DR SE
CONYERS, GA 300135043

Ship to:
COURTESY CHRYSLER DODGE JEEP RAM (45575)
1890 DOGWOOD DR SE
CONYERS, GA 300135043

Vehicle: 2018 2500 CARGO VAN HIGH ROOF(159 IN WB) (VF2L16)

	Sales Code	Description	MSRP(USD)	FWP(USD)
Model:	VF2L16	2500 CARGO VAN HIGH ROOF(159 IN WB)	34,795	33,300
Package:	21A	Customer Preferred Package 21A	0	0
	ERB	3.6L V6 24V VVT Engine	0	0
	DG2	6-Speed Automatic 62TE Transmission	0	0
Paint/Seat/Trim:	PW7	Bright White Clear Coat	0	0
	APA	Monotone Paint	0	0
	*B7	Vinyl Bucket Seats	100	89
	-X9	Black	0	0
Options:	GTB	Wide Power Heated Mirrors	195	174
	GKE	Left Sliding Door with No Glass	595	530
	LCP	MOPAR Cargo Area Lighting - LED	285	254
	JKP	12V Rear Auxiliary Power Outlet	45	40
	CCK	Mopar Slush Mat Front Walk Thru	110	98
	UAB	Uconnect 3 NAV with 5" Display	395	352
	GXK	Additional Key Fobs (2)	125	111
	4DH	Prepaid Holdback	0	-1,114
	XAA	ParkSense Rear Park Assist System	295	263
	4ES	Delivery Allowance Credit	0	-347
	RSD	SiriusXM Satellite Radio	195	174
	MAF	Fleet Purchase Incentive	0	0
	5N8	Top Sellers	0	0
	4FM	Fleet Option Editor	0	0
	4FT	Fleet Sales Order	0	0
	166	Zone 66-Orlando	0	0
	4EA	Sold Vehicle	0	0
Non Equipment:	4FA	Special Bid-Ineligible For Incentive	0	0
Bid Number:	TB8059	Government Incentives	0	-11,300
Discounts:	YGV	4.5 Additional Gallons of Gas	0	12
Destination Fees:			1,395	1,395

Total Price: 38,530 24,031

Order Type: Fleet
Scheduling Priority: 1-Sold Order

PSP Month/Week:
Build Priority: 99

24,500.00
Sale Price

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

GINN CHRYSLER JEEP DODGE, LLC
5190 HIGHWAY 278 NE
COVINGTON, GA 300142652

Configuration Preview

ATT: CHAD CARVETTE

Date Printed: 2018-03-12 10:28 AM VIN:
Estimated Ship Date: VON:

Quantity: 1
Status: BA - Pending order
FAN 1: 00J64 City of Monroe GA
FAN 2:
Client Code:
Bid Number: TB8059
PO Number:

Sold to:
GINN CHRYSLER JEEP DODGE, LLC (60359)
5190 HIGHWAY 278 NE
COVINGTON, GA 300142652

Ship to:
GINN CHRYSLER JEEP DODGE, LLC (60359)
5190 HIGHWAY 278 NE
COVINGTON, GA 300142652

Vehicle: 2018 2500 CARGO VAN HIGH ROOF(159 IN WB) (VF2L16)

	Sales Code	Description	MSRP(USD)
Model:	VF2L16	2500 CARGO VAN HIGH ROOF(159 IN WB)	34,795
Package:	21A	Customer Preferred Package 21A	0
	ERB	3.6L V6 24V VVT Engine	0
	DG2	6-Speed Automatic 62TE Transmission	0
Paint/Seat/Trim:	PW7	Bright White Clear Coat	0
	APA	Monotone Paint	0
	*B7	Vinyl Bucket Seats	100
	-X9	Black	0
Options:	MAF	Fleet Purchase Incentive	0
	CCK	Mopar Slush Mat Front Walk Thru	110
	JKP	12V Rear Auxiliary Power Outlet	45
	XAA	ParkSense Rear Park Assist System	295
	MDA	Front License Plate Bracket	0
	LCP	MOPAR Cargo Area Lighting - LED	285
	GTB	Wide Power Heated Mirrors	195
	GKE	Left Sliding Door with No Glass	595
	4DH	Prepaid Holdback	0
	YEP	Manuf Statement of Origin	0
	4ES	Delivery Allowance Credit	0
	5N6	Easy Order	0
	4FM	Fleet Option Editor	0
	4FT	Fleet Sales Order	0
	166	Zone 66-Orlando	0
	4EA	Sold Vehicle	0
Non Equipment:	4FA	Special Bid-Ineligible For Incentive	0
Bid Number:	TB8059	Government Incentives	0
Discounts:	YGV	4.5 Additional Gallons of Gas	0
Destination Fees:			1,395

Total Price: 37,815

Order Type: Fleet
Scheduling Priority: 1-Sold Order
Customer Name:
Customer Address: USA

PSP Month/Week:
Build Priority:

GINN COMMERCIAL
Marion Sherrill
Government Municipal Sales Mgr
6263 Turner Lake Road
Covington, GA 30014
(p)678-625-4000/(f)678-625-4300
msherrill@gstginn.com

99

your cost 1.5
#24,615 each

Instructions:

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

Sold to:
AKINS DODGE JEEP CHRYSLER (66709)
220 WEST MAY STREET
WINDER, GA 306808300

Ship to:
AKINS DODGE JEEP CHRYSLER (66709)
220 WEST MAY STREET
WINDER, GA 306808300

Vehicle: 2018 2500 CARGO VAN HIGH ROOF(159 IN WB) (VF2L16)

	Sales Code	Description	MSRP(USD)
Model:	VF2L16	2500 CARGO VAN HIGH ROOF(159 IN WB)	34,795
Package:	21A	Customer Preferred Package 21A	0
	ERB	3.6L V6 24V VVT Engine	0
	DG2	6-Speed Automatic 62TE Transmission	0
Paint/Seat/Trim:	PW7	Bright White Clear Coat	0
	APA	Monotone Paint	0
	*B7	Vinyl Bucket Seats	100
	-X9	Black	0
Options:	4DH	Prepaid Holdback	0
	4ES	Delivery Allowance Credit	0
	MAF	Fleet Purchase Incentive	0
	CCK	Mopar Slush Mat Front Walk Thru	110
	XAA	ParkSense Rear Park Assist System	295
	UAB	Uconnect 3 NAV with 5" Display	395
	LCP	MOPAR Cargo Area Lighting - LED	285
	GKE	Left Sliding Door with No Glass	595
	GTB	Wide Power Heated Mirrors	195
	5N6	Easy Order	0
	4FM	Fleet Option Editor	0
	4FT	Fleet Sales Order	0
	166	Zone 66-Orlando	0
	4EA	Sold Vehicle	0
Non Equipment:	4FA	Special Bid-Ineligible For Incentive	0
Bid Number:	TB8059	Government Incentives	0
Discounts:	YGV	4.5 Additional Gallons of Gas	0
Destination Fees:			1,395

Total Price: 36,165

Order Type: Fleet
Scheduling Priority: 1-Sold Order
Customer Name:
Customer Address: USA
Instructions:

PSP Month/Week:
Build Priority: 99

\$24,700.00 Sales Price

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.



Called Meeting

AGENDA

April 3, 2018

Item:

Approval - Out of State Travel for Fire

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

📎 [Out of State Travel Info](#)



To: Public Safety Committee, City Council
From: Keith Glass, Director of Public Safety; Bill Owens, Assistant Fire Chief
Department: Fire
Date: 4/3/2017
Description: Out of state travel to FDIC (Fire Department Instructors Conference) in Indianapolis, Indiana on April 26-29, 2018

Budget Account/Project Name: Out of State Travel for Training

Funding Source: Fire Training - 100-530-03500-00523-523700

Budget Allocation: \$15,250.00
Budget Available: \$10,003.90
Requested Expense: \$478.00 **Company of Purchase:** N/A

Recommendation:

Recommend Council APPROVE out of state training for the department Training Officer, LT Mike Towe to FDIC (Fire Department Instructors Conference) in Indianapolis, Indiana on April 26-29, 2018

Expenses of \$380.00 for class registration \$98.00 meals

Background:

Strategic Planning for a Successful Training Program

The strategy behind a successful department wide training program is explained. The process includes a wagon-wheel model for achieving training goals, which includes gathering data from chief and company officers, as well as firefighters; "organizational buy-in" to the program; and remaining "on-message" within the Training Division. Students become acquainted with a training action plan for all skills-based training and a standardized guide they can use in their jurisdiction.

Attachment(s):

None



PRELIMINARY EVENT SCHEDULE

Sunday April 22, 2018

3:00 PM – 7:00 PM

Registration Open - Indiana Convention Center

Monday April 23, 2018

6:00 AM – 5:00 PM

Registration, Indiana Convention Center

6:30 AM & 12:00 PM

H.O.T. Evolutions Staging/Bus Loading, Indiana Convention Center/Wabash W Lobby

8:00 AM – 5:00 PM

H.O.T. Evolutions

8:00 AM – 5:30 PM

H.O.T. Workshops, Indiana Convention Center

Tuesday April 24, 2018

6:00 AM – 5:00 PM

Registration, Indiana Convention Center

6:30 AM & 12:00 PM

H.O.T. Evolutions Staging/Bus Loading, Indiana Convention Center/Wabash W Lobby

8:00 AM – 5:00 PM

H.O.T. Evolutions

8:00 AM – 5:30 PM

H.O.T. Workshops, Indiana Convention Center

Wednesday April 25, 2018

7:00 AM – 6:00 PM

Registration, Indiana Convention Center & Lucas Oil Stadium

8:00 AM – 10:00 AM

Opening Ceremony, Indiana Convention Center, Sagamore Ballroom

10:30 AM – 7:15 PM

Classroom Sessions, Indiana Convention Center & Lucas Oil Stadium

Thursday April 26, 2018

7:30 AM – 5:00 PM

Registration, Indiana Convention Center & Lucas Oil Stadium

8:00 AM – 10:00 AM

General Session, Indiana Convention Center, Sagamore Ballroom

10:30 AM – 5:15 PM

Classroom Sessions, Indiana Convention Center & Lucas Oil Stadium

11:00 AM – 5:00 PM

Exhibit Hall Open, Lucas Oil Stadium

12:00 PM – 5:00 PM

Exhibit Hall Open, Indiana Convention Center & South Street

Friday April 27, 2018

8:00 AM – 5:00 PM

Registration, Indiana Convention Center & Lucas Oil Stadium

8:30 AM – 12:15 PM

Classroom Sessions, Indiana Convention Center & Lucas Oil Stadium

9:00 AM – 5:00 PM

Exhibit Hall Open, Lucas Oil Stadium & South Street

10:00 AM – 5:00 PM

Exhibit Hall Open, Indiana Convention Center

Saturday April 28, 2018

8:00 AM – 2:00 PM

Registration, Indiana Convention Center & Lucas Oil Stadium

9:00 AM – 2:00 PM

Exhibit Hall Open, Indiana Convention Center, South Street & Lucas Oil Stadium

***Times are tentative and subject to change*



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PennWell Fire Group

[Fire Engineering \(http://www.fireengineering.com/index.html\)](http://www.fireengineering.com/index.html)

[Fire Apparatus \(http://www.fireapparatusmagazine.com/index.html\)](http://www.fireapparatusmagazine.com/index.html)

[Firefighter Nation \(http://www.firefighternation.com\)](http://www.firefighternation.com)

[FireRescue \(http://www.firerescuemagazine.com\)](http://www.firerescuemagazine.com)

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Called Meeting

AGENDA

April 3, 2018

Item:

Discussion - Community Improvement Tax Incentive

Department:**Additional Information:****Financial Impact:****Budgeted Item:****Recommendation / Request:**

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Community Improvement Tax Incentive Info](#)



To: City Council, City Administrator
From: Sadie Krawczyk, ED Specialist
Department: Administration
Date: 3/29/2018
Description: Item for Discussion – Community Improvement Tax Incentive

Budget Account/Project Name: n/a

Funding Source: n/a

Budget Allocation: 000

Budget Available: 0.00

Requested Expense: 0.00

Company of Purchase:

Recommendation:

Background:

There has been much discussion within the Monroe GICH team, citizens, and staff about the potential of using the “Blight Tax” or “Community Improvement Tax Incentive” tool to address dilapidated, vacant structures around the city. The research presented here is to assist the discussion among City Council regarding this topic.

Attachment(s):

Community Improvement Tax Incentive Potential Timeline for Implementation (1 page)
FAQ’s document (2 pages)

Community Improvement Tax Incentive (Blight Tax) potential timeline:

- 1st Month, Week 1: Called Council Meeting - City Council Discussion of proposed ordinance & public hearings schedule
- 1st Month, Week 2: Press release of ordinance consideration, advertise public meetings and website FAQ's/feedback form (example of [FAQ page](#))
- 1st Month, Week 3: FAQ's and feedback form published online
- 1st Month, Week 4-5: Public meetings @ City Hall & Community Center
- 2nd Month, Week 1: Called Council Meeting – report to council from public meetings
- 2nd Month, Week 2: City Council decision to move forward with ordinance drafting and any additional tools needed (i.e. Derelict Rental Property Ordinance/application for local Home Improvement Grant/Loan program funds)
- 3rd Month, Week 1: Called Council Meeting – ordinance discussion
- 3rd Month, Week 2: 1st reading
- 4th Month, Week 1: Called Council Meeting – ordinance discussion
- 4th Month, Week 2: 2nd reading

Additional resources:

- [Single Family Housing Repair Loans & Grants in Georgia through USDA](#) - EXISTING
- City funded Residential Facade Loan Program (see [Historic Columbus Façade Loan](#) example; would require general funds or other grant such as [USDA Housing Preservation Grant](#))
- [CHIP grant for new construction](#) – city would have to acquire land to construct new homes for low to moderate income individuals; \$600,000 grant for construction, upon sale of homes profit has to go back into CHIP housing activity, however, after this reinvestment, any profit generated can be used as the city sees fit, so this could eventually be the funding source for local revolving loan program or other housing related activity)
- [CDBG Housing Grant](#) – similar to above in that we could receive grant funds to construct or rehabilitate housing for low to moderate income individuals; can be combined with infrastructure activity like we typically use these funds for
- [Derelict Rental Property Ordinance](#) – to address dilapidated rental properties and repeat offenses
- Create a Land Bank Authority to acquire tax delinquent properties and return them to tax-paying status; has the power to sell or lease the property; can also manage, maintain, protect, repair, alter, and insure the property; trade or exchange for other property is also authorized.
- [GMA model ordinance](#) available for reference

Community Improvement Tax Incentive FAQ's

On _____, City Council will consider adoption of a new ordinance to help combat chronic blight in Monroe. Called the Community Improvement Tax Incentive, the proposed ordinance creates a process for declaring properties maintained in a chronically blighted condition, and establishes a mechanism to tax those properties at a higher rate until they are brought into compliance.

The proposed ordinance can be read [HERE](#).

The following is a brief Q&A on key aspects of the proposal. If you have further questions or comments, please submit them through [the feedback form](#). We will work to get an answer for you.

Q: Which properties will qualify for this proposed tax increase?

A: Under this ordinance, a qualifying blighted property must present two or more blighted conditions as defined in the ordinance. The ordinance targets the worst of the worst unoccupied properties that are deemed uninhabitable or unsafe for sustained periods of time. The ordinance does not apply to occupied properties, or properties with less serious problems, such as ones that are in violation solely because of aesthetic reasons.

Q: What's the process for identifying blighted properties that would be subject to increased taxation?

A: An inspection of the property would be performed, a report written, and the code official would make a determination in writing that the property is blighted as defined by the ordinance and qualifies for the increased taxation. The property owner would then be served with this notice. The property owner would have 30 days from receipt to request a hearing in Recorder's Court. A hearing would be set and notice given by legal advertisement. At the hearing, evidence would be presented and the Judge would affirm or reverse the code official's determination. Property owners could then appeal to Superior Court.

Q: How does the increase in taxation work?

A: If the property is upheld as blighted, the City's portion of the property tax bill would be increased by **multiplying the City's millage rate by 7**. Currently, the City's millage rate is 7.421, which means a property owner pays \$7.42 for every \$1,000 of assessed property value. Under this ordinance, the blighted property would instead be taxed at \$51.95 per \$1,000 of assessed value.

Q: What will the City do with this new revenue?

A: Any revenue arising from the increased rate of ad valorem **taxation shall be used only for community improvement purposes**, including defraying the cost of the City's programs to close, repair or demolish unfit structures. The hope is that this ordinance will encourage those who cannot maintain their properties to sell them to those who can. If that does not happen, ownership change may be forced in some cases through tax sale.

Q: Will the taxes go back down when the property comes into compliance?

A: Yes. An owner whose property has been declared blighted may petition the code official to lift the designation after completion of work required under a plan of remedial action or required by court action. Once the blighted designation is lifted, the property then becomes eligible for a decreased rate of taxation. At such time, the City's normal millage rate (currently 7.42 mills) will be **cut in half for up to four years**.

Reader's Questions

Q. If a property owner is unresponsive after 30 days what's the procedure then?

A. If a property owner is unresponsive after 30 days, then they will not have a hearing in Recorder's Court. The property will still then qualify for the increased property tax.

Q. It would be helpful in assessing this proposal to have shown examples of how this approach has succeeded in other cities.

A. Similar initiatives have been successfully implemented in cities throughout Georgia, including Savannah, Albany, College Park, Griffin and Swainsboro.

Q. How will senior citizens be notified other than by TV, Bulletin Board, and meetings?

A. It's important to emphasize that this ordinance applies only to unoccupied homes. No one, seniors or otherwise, will be displaced from their home because of this ordinance. Property owners will be notified directly if their property falls under the purview of this ordinance.

Q. Will there be a lien on their home?

A. A lien would be taken out on a property if the owner fails to pay their property taxes.

Q. Are there government grant available?

A. For occupied homes, there are [Single Family Housing Repair Loans & Grants in Georgia through USDA](#).

Q. Is this a plot to move blacks out of the city?

A. This ordinance will only apply to unoccupied houses and will not displace anyone from their home.

Q. Why aren't landlords held accountable for the blight they cause in the city and county, and are there plans in place to correct this type of injustice and or behavior? They rent houses and refuse to repair them etc. IT'S TIME to put accountability into action, and Make them Keep their rental properties up to code.

A. Landlords are held accountable under the [Derelict Rental Property Ordinance](#). That ordinance focuses on landlords who keep their properties in chronically derelict conditions or allow criminality to persist. The more times the landlord is cited, the higher the fines. Rental properties which are not being kept in good condition can be reported either through the City of Monroe website or the City 311 app.

Q. Have guidelines been established to eliminate harassment?

A. The ordinance is not meant to target or harass any particular group of people, but rather directly address the most neglected, uninhabitable properties.

Q. What assistance will be made available to senior citizens/any citizen, who needs help with the process?

A. Under this ordinance, property owners may request a hearing in Recorder's Court to review the findings of the City.

Q. What about HUD and other public housing facilities. Will they be held accountable also, and how will that be handled?

A. This ordinance only applies to unoccupied housing.



Called Meeting

AGENDA

April 3, 2018

Item:

Presentation - Child Abuse Prevention Month Proclamation

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Child Abuse Prevention Proclamation](#)

PROCLAMATION CITY OF MONROE GA

WHEREAS, According to the Children's Defense Fund's most recent State of America's Children report, there were 1,854 confirmed cases of child abuse and/or neglect each day in America in 2017; and

WHEREAS, The Georgia Family Connection Partnership reports that there were 208 substantiated cases of child abuse and/or neglect in Walton County in 2016; and

WHEREAS, In 2017, A Child's Voice Child Advocacy Center responded to 132 cases of child physical or sexual abuse in Walton County by conducting Forensic Interviews, Forensic Medical Examinations, and family advocacy; and

WHEREAS, Children may delay or never make a disclosure of their abuse, and sometimes formal reports of child abuse are not submitted to law enforcement or the Division of Family and Children Services (DFCS); and

WHEREAS, The Center for Disease Control and Prevention (CDC) suggests that reported cases of child abuse may underestimate the true occurrence and estimates that 1 in 4 American children experience some form of child maltreatment in their lifetimes; and

WHEREAS, Darkness to Light reports that around 1 in 10 children will be sexually abused by their 18th birthday and only 38% of child victims will disclose their abuse; and

WHEREAS, According to Darkness to Light, victims of child abuse are significantly more likely to experience emotional, psychological, health, and behavioral issues and are more likely to engage in risky behaviors, such as substance abuse, running away, violence, or unsafe sex; and

WHEREAS, With a strong support system and effective counseling, children are able to heal from physical and sexual abuse; and

WHEREAS, Children's Advocacy Centers, like A Child's Voice, work within the community to spread awareness about child abuse, teach citizens how to recognize the signs and respond to child abuse, and utilize a multidisciplinary approach to coordinating care for families the help of Walton County law enforcement, DFCS, District Attorney's Office, and mental health counselors; and

WHEREAS, A Child's Voice Child Advocacy Center invites all residents of Walton County to participate in Child Abuse Prevention Month April 2018.

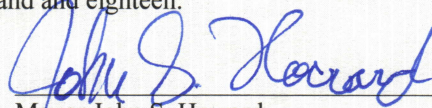
NOW, THEREFORE, I, JOHN HOWARD, MAYOR OF THE CITY OF MONROE, do hereby proclaim April 1-30, 2018 as

CHILD ABUSE PREVENTION MONTH

in the City of Monroe and encourage all residents to become aware of the prevalence of child abuse in our community and to learn how to properly recognize, respond to and prevent instances of child physical or sexual abuse.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be Seal of the City of Monroe to be affixed this 1st day of April, the year of our Lord two thousand and eighteen.





Mayor John S. Howard
City of Monroe, Georgia



Called Meeting

AGENDA

April 3, 2018

Item:

Appointment - Historic Preservation Commission

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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 [HPC Appointment Info](#)

APPOINTMENTS

Updated

February 13, 2018

Appointed

Term Expires

HISTORIC PRESERVATION COMMISSION (Five year term)

Susan Brown	May 14, 2013	May 1, 2018
Mitch Alligood	November 10, 2015 (to fill unexpired term of David Dickinson)	May 1, 2019
Marc Hammes	December 12, 2017 (to fill unexpired term of James Woodall)	May 1, 2020
Fay Brassie	December 12, 2017 (to fill unexpired term of John Lucas)	May 1, 2021
Crista Carrell	December 12, 2017 (to fill unexpired term of Eric Edkin)	May 1, 2022



Appointed Board Member Biography

Name: Susan Hearn Brown

Profession / Business: Retired Position: _____

Business Address: _____

Phone number: _____ Fax number: _____

Email address: susielee@monroeaccess.net

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: 02/22/1949 Birthplace: Atlanta, GA

Education: Monroe Area High School, University of Georgia

Hobbies: gardening, reading, history

Membership in Service Clubs: D.A.R.

Social Clubs: _____

Membership / Offices Held / Other Agency Boards:

Historic Preservation Commission of Monroe, Walton County Historic Society Board,

Monroe Cultural & Heritage Museum Board (secretary), Monroe Tree Council

Civic Appointments: _____

Political Offices: _____

Reason for wanting to serve on HPC Board

Love of Monroe's history - particularly public buildings and private houses

Beverly Harrison

From: Debbie Kirk
Sent: Wednesday, March 7, 2018 11:54 AM
To: Beverly Harrison
Subject: Historic Preservation Commission Tenure

From: Debbie Adkinson
Sent: Wednesday, March 07, 2018 11:30 AM
To: Debbie Kirk
Subject: FW: FW: Historic Preservation Commission Tenure

Please see Susan's answer below for commission. She would like to continue.

Debbie Adkinson
City of Monroe
Code Department Assistant
215 N Broad Street
Monroe GA 30655
Phone: 770-207-4674
Direct line: 770-266-5160

From: susan brown [<mailto:susanbrownmonroe@gmail.com>]
Sent: Wednesday, March 07, 2018 10:47 AM
To: Debbie Adkinson
Subject: Re: FW: Historic Preservation Commission Tenure

I will continue to serve on the commission.

Susan

From: Debbie Adkinson
Sent: Wednesday, February 14, 2018 4:51 PM
To: 'susan brown'
Subject: Historic Preservation Commission Tenure

Your term with the HPC will expire on May 1, 2018. We need to know if you will be interested in continuing with the Commission for another five years? We would need to get this on the April Agenda for the Council Meeting.

Please let us hear from you as soon as possible.

Thank you,

Debbie Adkinson
City of Monroe
Code Department Assistant
[215 N Broad Street](#)
[Monroe GA 30655](#)
Phone: [770-207-4674](tel:770-207-4674)
Direct line: [770-266-5160](tel:770-266-5160)



Called Meeting

AGENDA

April 3, 2018

Item:

Rezone - 603 & 606 Alcovy Street

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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Called Meeting

AGENDA

April 3, 2018

Item:

Rezone - 302 North Madison Avenue

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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Called Meeting

AGENDA

April 3, 2018

Item:

2nd Reading - Zoning Ordinance Code Text Amendment #4

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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 [Zoning Code Text Amendment #4](#)

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

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

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

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

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

FIRST READING. This 13th, day of March, 2018.

SECOND READING AND ADOPTED on this 10th, day of April, 2018.

CITY OF MONROE, GEORGIA

By:_____ (SEAL)
John S. Howard, Mayor

Attest:_____ (SEAL)
Debbie Kirk, City Clerk

EXHIBIT A

City of Monroe Zoning Ordinance Text Amendment

Amendment # 4

1. Section 1250.2(3)(vi) and 1250.2(1)(d) - Sign setbacks from right of way – change to 0
2. Article VII Section 700.1 table 11 building ground floor square footage change to read building floor area.
3. Section 1250.2 Non Residential – Remove (2) (c) and (d).
4. Section 700.1, Table 11: add note 7 under R-2, Lot Area, Min(1)- Note 7: Minimum lot size for single family homes shall comply with the requirements for R1A districts.
5. Article VI, Section 630.3 Table 8 Industrial Zoning District Land Use Regulations. Utility and Area Service Provider Facilities: Emergency management services – fire, police, ambulance, change from C to P.



Called Meeting

AGENDA

April 3, 2018

Item:

1st Reading - Zoning Ordinance Code Text Amendment #5

Department:**Additional Information:****Financial Impact:****Budgeted Item:****Recommendation / Request:**

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Zoning Code Text Amendment #5](#)

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

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

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

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

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

FIRST READING. This 10th, day of April, 2018.

SECOND READING AND ADOPTED on this 8th, day of May, 2018.

CITY OF MONROE, GEORGIA

By: _____ (SEAL)
John S. Howard, Mayor

Attest: _____ (SEAL)
Debbie Kirk, City Clerk

EXHIBIT A

City of Monroe Zoning Ordinance Text Amendment

Amendment # 5

1. Section 610.3 table 6 Note 7 to be beside Animals Household pets :

Dogs:

On any residential property equal to or less than one (1) acre, or for any dwelling unit in a multifamily development (e.g. apartment, condominium, townhome, mobile home park, duplex or similar), it shall be unlawful to possess or keep more than three (3) dogs. On any residential property larger than one (1) acre but equal to or less than two (2) acres, it shall be unlawful to possess or keep more than six (6) dogs. On any residential property larger than two (2) acres, there shall be no restriction on the number of dogs allowed to be possessed or kept provided all other applicable zoning provisions are obeyed. However, any such property that contains more than six (6) dogs shall be required to maintain those animals in an enclosure at least one hundred (100) feet from the nearest property line.

Cats:

On any residential property equal to or less than one (1) acre, or for any dwelling unit in a multifamily development (e.g. apartment, condominium, townhome, mobile home park, duplex or similar), it shall be unlawful to possess or keep more than six (6) cats. On any residential property larger than one (1) acre but equal to or less than two (2) acres, it shall be unlawful to possess or keep more than six (6) cats. On any residential property larger than two (2) acres, there shall be no restriction on the number of cats allowed to be possessed or kept provided all other applicable zoning provisions are obeyed.

Litters of animals shall be exempt from the provisions herein for up to six (6) months from the date of birth.



Called Meeting

AGENDA

April 3, 2018

Item:

Resolution - MGAG Voting Delegate

Department:**Additional Information:****Financial Impact:****Budgeted Item:****Recommendation / Request:**

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

📎 [MGAG Voting Delegate](#)

STATE OF GEORGIA

CITY OF MONROE

A RESOLUTION

BE IT RESOLVED by the Mayor and City Council of the City of Monroe that John S. Howard is hereby appointed to serve as this City's voting delegate on the Municipal Gas Authority of Georgia's Election Committee, with authority to cast all votes to which this city is entitled. Rodney Middlebrooks is appointed as alternate voting delegate.

SO RESOLVED, this 10th day of April 2018.

John S. Howard, Mayor

ATTEST: _____
Debbie Kirk, City Clerk

This is to certify the above is a true and correct copy of a Resolution passed by the City of Monroe and Council on the 10th day of April 2018.

Debbie Kirk, City Clerk
(Official Seal)



Called Meeting

AGENDA

April 3, 2018

Item:

Resolution - ECG Voting Delegate

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [ECG Voting Delegate](#)

STATE OF GEORGIA

CITY OF MONROE

A RESOLUTION

BE IT RESOLVED by the Mayor and City Council of the City of Monroe that John S. Howard is hereby appointed to serve as this City's voting delegate for the annual Electric Cities of Georgia, Inc. Board of Director's election, with authority to cast all votes to which this city is entitled. Wayne Adcock is appointed as alternate voting delegate.

SO RESOLVED, this 10th day of April 2018.

John S. Howard, Mayor

ATTEST: _____
Debbie Kirk, City Clerk

This is to certify the above is a true and correct copy of a resolution passed by the City of Monroe Mayor and Council on the 10th day of April 2018.

Debbie Kirk, City Clerk
(Official Seal)



Called Meeting

AGENDA

April 3, 2018

Item:

Resolution - MEAG Voting Delegate

Department:**Additional Information:****Financial Impact:****Budgeted Item:****Recommendation / Request:**

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

📎 [MEAG Voting Delegate](#)

STATE OF GEORGIA

CITY OF MONROE

A RESOLUTION

BE IT RESOLVED by the Mayor and City Council of the City of Monroe that John S. Howard is hereby appointed to serve as this City's voting delegate on the Municipal Electric Authority of Georgia's Election Committee, with authority to cast all votes to which this city is entitled. Wayne Adcock is appointed as alternate voting delegate.

SO RESOLVED, this 10th day of April 2018.

John S. Howard, Mayor

ATTEST: _____
Debbie Kirk, City Clerk

This is to certify the above is a true and correct copy of a resolution passed by the City of Monroe Mayor and Council on the 10th day of April 2018.

Debbie Kirk, City Clerk
(Official Seal)



Called Meeting

AGENDA

April 3, 2018

Item:

Resolution - MEAG Competitive Trust Beneficiary

Department:**Additional Information:****Financial Impact:****Budgeted Item:****Recommendation / Request:**

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

📎 [MEAG Competitive Trust Beneficiary](#)

RESOLUTION OF CITY OF MONROE

WHEREAS, the City of Monroe [the “City”] is a Beneficiary of the Municipal Competitive Trust, as amended (the “Trust”); and

WHEREAS, MEAG Power has requested that the City reconfirm the authority and position of the individuals authorized by the City to communicate to MEAG Power the decisions of the City concerning both deposits into and withdrawals from any of the City’s Subaccounts created by the Municipal Competitive Trust, as amended; and

WHEREAS, the City, after due consideration, has determined that the requested confirmation as to the authority and identity of the authorized individuals is in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED that henceforth the Mayor, Vice-Mayor, City Administrator, and Finance Director (together, the “Authorized Officials”) are authorized to communicate the decisions of the City to MEAG Power with respect to any deposits into or withdrawals from any of the City Subaccounts established by the Municipal Competitive Trust, as amended, consistent with the term of the Municipal Competitive Trust, as amended; and

FURTHER RESOLVED that the City hereby authorizes the Authorized Officials to execute, and the City Clerk to attest and deliver, certificates specifying the names, titles, term of office and specimen signatures of the Authorized Officials and other certificates and documents that MEAG Power may require from time to time to effect the purposes of the Trust and this Resolution. Only two Authorized Officials’ signatures will be required to exercise all of the powers listed in this resolution.

This the 10th day of April, 2018.

John S. Howard, Mayor

ATTEST:

Debbie Kirk, City Clerk

[SEAL]

EXHIBIT A

INCUMBENCY AND SIGNATORY CERTIFICATE

I, the undersigned Debbie Kirk, DO HEREBY CERTIFY that I am the duly appointed City Clerk of the City of Monroe (the "City"). I HEREBY FURTHER CERTIFY that the below named persons have been duly appointed or elected, as applicable, have been qualified, are duly holding the offices set opposite their names on this day and the signatures set opposite their names are their genuine signatures:

<u>Name</u>	<u>Office</u>	<u>Term Expires</u>	<u>Signature</u>
<u>John S. Howard</u>	<u>Mayor</u>	<u>At the pleasure of the Council</u>	_____
<u>L. Wayne Adcock</u>	<u>Vice-Mayor</u>	<u>At the pleasure of the Council</u>	_____
<u>Logan Propes</u>	<u>City Administrator</u>	<u>At the pleasure of the Council</u>	_____
<u>Beth Thompson</u>	<u>Finance Director</u>	<u>At the pleasure of the Council</u>	_____

IN WITNESS WHEREOF, I have hereunder subscribed my name and affixed the official seal of the City this 10th day of April, 2018.

By: Debbie Kirk
Its: City Clerk

[SEAL]



Called Meeting

AGENDA

April 3, 2018

Item:

Resolution - 2017 Budget Amendment

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

📎 [2017 Budget Amendment](#)



From: Beth Thompson, Finance Director

Department: Finance

Date: April 3, 2018

Description: FY 2017 End of Year Budget Amendments

Budget Account/Project Name: n/a

Funding Source: 2017 operating budgets: n/a

Budget Allocation: n/a Allocated in each dept. n/a

Budget Available: n/a Allocated in each dept. n/a

Requested Expense: n/a Company of Purchase: n/a

Recommendation:

Staff recommends that the Council approve the FY 2017 End of Year Budget Amendments.

Background:

In order to ensure compliance with our own financial policies and also to satisfy State of Georgia criteria, staff has proposed a series of end-of-year budget amendments to balance any line items that cause overages at the department level. Adopting these amendments allows staff to finalize the FY 2017 financial statements and Comprehensive Annual Financial Statements.

Please note that not all overages are indicative of being over budget in a “negative” way. Rather, some overages are offset by other revenues or other funding sources, i.e. the Hotel-Motel Tax Fund. In that case more was spent from the proceeds to the Conventions and Visitors Bureau because more proceeds than budgeted came in to the city.

Attachment(s): FY 2017 Proposed Budget Amendments

**AMENDED
BUDGET RESOLUTION**

A RESOLUTION ADOPTING THE 2017 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, 2017 and ending December 31, 2017, 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 10th day of April 2018.

John Howard, Mayor
City of Monroe

Attest:

Debbie Kirk, City Clerk

BUDGET AMENDMENT SHEET Year End 2017

General Fund

	LEVEL 3	LEVEL 5	AMOUNT
INCREASE ACCT	01400 - ELECTIONS	521101 - ELECTION EXPENSE	\$5,151.63
DECREASE ACCT	01560 - AUDIT	521240 - AUDIT SERVICES	\$3,500.00
DECREASE ACCT	01595 - GENERAL ADMINISTRATION FEES	572180 - GMA ASSESSMENT	\$45.95
DECREASE ACCT	05500 - COMMUNITY SERVICES	572040 - CHAMBER OF COMMERCE	\$500.00
DECREASE ACCT	04975 - CENTRAL SERVICES	531970 - DNU STREET LIGHTS	\$868.30
DECREASE ACCT	04200 - HIGHWAYS AND STREETS	522600 - DNU LANDSCAPE	\$237.38
INCREASE ACCT	07520 - ECONOMIC DEVELOPMENT	572501 - CHIP PROJECT EXPENSE	\$93,773.00
DECREASE ACCT	33400 - STATE GRANTS	334008 - STATE GRANTS - CHIP	\$93,773.00
INCREASE ACCT	07520 - ECONOMIC DEVELOPMENT	521200 - PROFESSIONAL FEES	\$26,678.94
DECREASE ACCT	07200 - PROTECTIVE INSPECTION	542500 - CAPITAL-EQUIPMENT	\$26,678.94
INCREASE ACCT	07550 - DOWNTOWN DEVELOPMENT	572030 - DOWNTOWN DEVELOPMENT	\$5,842.06
DECREASE ACCT	04200 - HIGHWAYS AND STREETS	522400 - DNU EQUIP R&M OUTSIDE	\$5,842.06
INCREASE ACCT	07563 - AIRPORT	530051 - DNU AIRPORT FUEL	\$91,964.00
INCREASE ACCT	07563 - AIRPORT	530050 - DNU AIRPORT EXPENSE	\$13,108.00
INCREASE ACCT	07563 - AIRPORT	532550 - DNU BLDG R&M INSIDE	\$18,393.00
DECREASE ACCT	07200 - PROTECTIVE INSPECTION	531250 - DNU OFFICE OPERATIONS	\$25,204.24
DECREASE ACCT	07200 - PROTECTIVE INSPECTION	523850 - CONTRACT LABOR	\$20,494.06
DECREASE ACCT	07200 - PROTECTIVE INSPECTION	521200 - PROFESSIONAL FEES	\$21,165.99
DECREASE ACCT	04200 - HIGHWAYS AND STREETS	530850 - DNU GAS/OIL/FUEL OUTSIDE	\$29,636.00
DECREASE ACCT	07200 - PROTECTIVE INSPECTION	542500 - CAPITAL-EQUIPMENT	\$24,890.00
DECREASE ACCT	07200 - PROTECTIVE INSPECTION	530850 - DNU GAS/OIL/FUEL OUTSIDE	\$2,075.00
INCREASE ACCT	05530 - COMMUNITY CENTER	532590 - DNU PARKS & GROUNDS R&M	\$12,324.93
DECREASE ACCT	04200 - HIGHWAYS AND STREETS	523800 - DNU GENERAL LIABILITY INS	\$12,324.93
INCREASE ACCT	03200 - POLICE	542200 - CAPITAL-VEHICLES	\$159,070.00
DECREASE ACCT	39300 - PROCEEDS OF GEN LONG TERM	393000 - CAPITAL LEASES	\$159,070.00
INCREASE ACCT	03200 - POLICE	531150 - INVESTIGATION SUPPLIES	\$10,538.00
DECREASE ACCT	04200 - HIGHWAYS AND STREETS	511300 - OVERTIME SALARIES	\$10,538.00
INCREASE ACCT	03500 - FIRE	542200 - CAPITAL-VEHICLES	\$64,375.08
DECREASE ACCT	39300 - PROCEEDS OF GEN LONG TERM	393000 - CAPITAL LEASES	\$64,375.08
INCREASE ACCT	01300 - EXECUTIVE	541300 - CAPITAL-BUILDINGS	\$1,494,484.00
DECREASE ACCT	39300 - PROCEEDS OF GEN LONG TERM	393502 - NOTE PROCEEDS	\$1,494,484.00
INCREASE ACCT	09000 - OTHER FINANCING USES	611005 - TRANSFERS OUT - G.O. BOND	\$54,909.00
DECREASE ACCT	07200 - PROTECTIVE INSPECTION	511100 - REGULAR SALARIES	\$54,909.00
INCREASE ACCT	01530 - LAW	521220 - ATTORNEY FEES-P & M	\$145,463.90
DECREASE ACCT	01100 - LEGISLATIVE	512100 - GROUP INS	\$13,047.54
DECREASE ACCT	01100 - LEGISLATIVE	532730 - DNU DIST 3 EXP - R BRADLEY	\$18,400.17
DECREASE ACCT	01500 - GENERAL ADMINISTRATION	511100 - REGULAR SALARIES	\$65,770.22
DECREASE ACCT	01510 - FINANCIAL ADMINISTRATION	531250 - DNU OFFICE OPERATIONS	\$11,988.23
DECREASE ACCT	01510 - FINANCIAL ADMINISTRATION	511300 - OVERTIME SALARIES	\$9,113.41
DECREASE ACCT	07200 - PROTECTIVE INSPECTION	512200 - SOCIAL SECURITY	\$17,033.92
DECREASE ACCT	07200 - PROTECTIVE INSPECTION	542500 - CAPITAL-EQUIPMENT	\$10,110.41

Hotel/Motel

INCREASE ACCT	07500 - ECONOMIC DEV/ASSISTANCE	572035 - CONVENTION VISITORS BUREAU	\$20,712.00
DECREASE ACCT	31410 - SELECTIVE SALES & USE TAXES	314100 - HOTEL/MOTEL TAX	\$20,712.00



Called Meeting

AGENDA

April 3, 2018

Item:

Rezone - 603 & 606 Alcovy Street

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Request for Rezone](#)



To: City Council
From: Patrick Kelley
Department: Planning, Zoning and Code
Date: 02-13-18
Description: Rezone of 603 and 606 Alcovy St. From R-1 To R1A conditional

Budget Account/Project Name: NA

Funding Source: 2017 NA

Budget Allocation: NA

Budget Available: NA

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

Recommendation: *Approve with conditions as presented and or modified by Planning and Zoning and the Council. (original recommendation) Deny at minimum R1A standards due to the prevalent development pattern in the area being R1 and current zoning is R1.*

Background: This property has been vacant for many years except for the house at 606 which is proposed to be relocated.

Attachment(s):

See file attached below.

Please note the submitted plat list minimum R1A standards.

January 18, 2018

Petition Number: 18-00019
Applicant: Pinehurst Homes, LLC
Location: 603 & 606 Alcovy Street
Proposed Zoning: R-1A
Existing Zoning: R-1
Acreage: Total acreage 3.97AC
Proposed Use: Residential Development

CODE ENFORCEMENT STAFF RECOMMENDATION

☐ Approve
☐ Deny
☒ Approve with recommended conditions

- (a) The applicant, Duane Wilson with Pinehurst Homes, LLC request a rezone for property located at 603 & 606 Alcovy Street. The project has 275.02 ft of road frontage on Alcovy Street. The property consists of 3.97ACS. The recommendation of the Code Department is for approval with conditions.
- (b) The Property is presently zoned R-1
- (c) The requested zoning classification is R-1A
- (d) The requested zoning will permit a use that is suitable in view of the use and development of adjacent and nearby property.
- (e) The change of zoning will not adversely affect the existing and adjacent property.
- (f) The subject property does have restricted economic use as currently zoned.
- (g) The change of zoning will not cause an excessive or burdensome use of existing street, transportation facilities, utilities or schools.
- (h) The Future Land Use Plan indicates the property should be Residential.

Recommended conditions:

- 1. Incorporate proposed conditions into development agreement and final plat.
- 2. Add any conditions deemed appropriate by P&Z and Council.
- 3. Specify aesthetics and final finish due to the broad disparity between the Legends S/D and Retreat at Mill Creek S/D.
- 4. Require development agreement as if a planned district.
- 5. Minimum sq footage of 1,700
- 6. Brick and or Rock on 50% of fronts with 3 sides hardi plank(concrete) siding
- 7. No vinyl on Cornice or soffits
- 8. HOA will be required
- 9. Professional landscaped planted buffer along Alcovy St and entrance of subdivision
- 10. Architectural Shingles
- 11. Recorded plat with all conditions

RE-ZONING REQUEST ALL TYPES



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

PERMIT NUMBER	DATE ISSUED	VALUATION	FEE	ISSUED BY
18-00019	01/18/2018	\$ 0.00	\$ 100.00	adkinson

NAME + ADDRESS	LOCATION 603 Alcovy St Monroe, GA 30655	USEZONE R-1	
		PIN M0020-027-000	FLOODZONE Yes
		SUBDIVISION	
	CONTRACTOR	LOT	
	PINEHURST HOMES, LLC	BLOCK 0	
	992 Holly Hill Rd Monroe GA 30655	UTILITIES...	
		Electric	
		Sewer	
		Gas	
	OWNER PINEHURST HOMES, LLC, 404 427 7920	PROJECTID# 603AlcovySt-180118-1	
992 Holly Hill Rd Monroe GA 30655			
	EXPIRATIONDATE: 06/18/2018		

CHARACTERISTICS OF WORK

DESCRIPTION OF WORK	DIMENSIONS
Request for Rezone of 603 and 606 Alcovy Street P&Z Mtg 2/20/18 @5:30 pm, Council Mtg 3/13/18 @ 6:00 pm 215 N Broad Street	#STORIES
	SQUAREFOOTAGE
	Sq. Ft.
	#UNITS
NATURE OF WORK	SINGLE FAMILY ONLY
Other	#BATHROOMS
CENSUS REPORT CODE	#BEDROOMS
875 - * Re-Zoning Request	TOTAL ROOMS

NOTICE

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

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Contractor or Authorized Agent

Date

Approved By

Date

MANAGE YOUR PERMIT ONLINE

WEB ADDRESS	PERMIT NUMBER	PERMIT PIN
http://BuildingDepartment.com/project	18-00019	55587

BP1-20040705-si

REZONE/ANNEXATION APPLICATION FORM

PERMIT NUMBER _____

- I. LOCATION 603 & 606 Alcovy Street
COUNCIL DISTRICT 3 and 8
MAPNUMBER M0200028 and a portion of M0200027
PARCEL NUMBER _____
- II. PRESENT ZONING R1 REQUESTED ZONING R1A
- III. ACREAGE 3.970 PROPOSED USE Residential
- IV. OWNER OF RECORD Pinehurst Homes, LLC
ADDRESS 992 Holly Hill Road, Monroe, Ga. 30655
PHONE NUMBER 404-427-7920

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
All adjoining property is residential use. Office building at 603 Alcovy Street has an apartment upstairs.
 2. Description of the extent to which the property value of the subject property is diminished by the existing zoning district classification Proposed development will allow for high quality homes to be constructed on site.
 3. The existing value of the property contained in the petition for rezoning under the existing zoning classification
603 Alcovy Street is valued at \$160,000 and 606 Alcovy Street is valued at \$75,000.
 4. The value of the property contained in the application for rezoning under the proposed zoning Classification After construction is complete there will be 14 houses valued at \$275,000-\$300,000.
 5. A description of the suitability of the subject property under the existing zoning classification
As currently used for rental property.
 6. A description of the suitability of the subject property under the proposed zoning classification of the property Proposed homes will be equivalent to current new construction in the area.

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 606 Alcovy Street has a 1200 square foot house used as rental.
603 Alcovy Street has an office building with an apartment rented up stairs. This structure will remain.
8. The length of time the property has been vacant or unused as currently zoned _____
None for rental properties
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 _____
Property was sold with the intent to develop, would not sell as is.

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) Dan Wilson
Address 992 HOLLY HILL RD. MONROE, GA. 30655
Phone Number 404-427-7920

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

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

Deborah M. Adkinson (Notary Public) 1-18-18 (Date)

My Commission Expires Sept. 8, 2020



**PETITION REQUESTING ANNEXATION
CITY OF MONROE, GEORGIA**

Date: _____

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

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

Address/Location of Property: _____

Tax Map Number: _____

See Attached Legal Description and Boundary Survey.

3. It is requested that this territory to be annexed shall be zoned _____ for the following reasons: _____

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

Respectfully Submitted,

Owners Address: _____

Rezoning/Annexation Application
Page Four (4)

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

X Sanitary Sewer _____ Septic Tank

The following information must be included in the application material requesting an annexation or zoning change from R1 to R1a located at 603 & 606 Alcovy Street, containing 3.970 acre(s), property owner being Pinehurst Homes filed on 1/19/2018.

CHECK LIST - APPLICATION MATERIAL

- ☒ Application Fee (\$100.00 Application Fee Single Family Rezoning)
(\$300.00 Application Fee Multi Family Rezoning)
(\$200.00 Application Fee Commercial Rezoning)
(Application fee For Annexation is the same as a Rezone)

- ☐ The completed application form (one original with original signatures)
☐ Special Conditions made part of the rezoning/annexation request
☐ Legal Description
☒ Survey plat of property showing bearings and distances and:
☒ abutting property owners
☒ the zoning of abutting property
☒ the current zoning of the subject property
____ Development Plan (two full size and one 11x17)
____ Site plan of the property at an appropriate scale
☐ the proposed use
☐ internal circulation and parking (proposed number of parking spaces)
☐ landscaping minimum square footage of landscaped area
☐ grading
☐ lighting
☐ drainage (storm water retention structures)
☐ amenities (location of amenities)
☐ buildings (maximum gross square footage and height of structures)
☐ buffers
____ Additional information that may be required by the Code Enforcement Officer:

- ☐ Monroe Utilities Network Availability Letter

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

Rezoning/Annexation Application
Page five (5)

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

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

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

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

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

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

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: _____

DB 4173
Pg. 150

Return Recorded Document to:
STRICKLAND AND LINDSAY, LLP
P. O. Box 249
Winder, Georgia 30680

LIMITED WARRANTY DEED

STATE OF GEORGIA
COUNTY OF BARROW

FILE #: 170513P

THIS INDENTURE made this 29th day of December, 2017, between Evelyn Barton Long, of the State of Georgia, as party or parties of the first part, hereinunder called Grantor, and Pinehurst Homes, LLC, a Georgia limited liability company, as party or parties of the second part, hereinafter called Grantee (the words "Grantor" and "Grantee" to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH that: Grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable considerations in hand paid, at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents does grant, bargain, sell, alien, convey and confirm unto the said Grantee.

All that tract or parcel of land lying and being in the County of Walton, State of Georgia and Town District, G.M. located on the Easterly side of Alcova Street designated as Tract 1 and being 0.42 acre according to a survey dated June 30, 1975, for J. N. Long made by William J. Gregg, Registered Land Surveyor and said tract is more particularly described as follows: Beginning at an iron pin located at the Southeasterly corner of said tract, said beginning point being also located North 23 degrees 01 minutes East 180 feet from a concrete monument, said beginning point being also a common corner with the lands of Walton Mill and J. N. Long and from said beginning point thence North 23 degrees 01 minutes East 185.41 feet; thence South 87 degrees 07 minutes West 142.6 feet; thence South 13 degrees 20 minutes West 122.02 feet; thence South 65 degrees 28 minutes East 107.78 feet back to beginning point.

Said property is bounded as follows: Northerly by lands of Alvin Vaughn; Easterly by lands of Walton Mill; Southerly by lands of J. N. Long and Westerly by Tract 2 of the same survey.

minutes West 189.41 feet; thence South 20 degrees 17 minutes West 33.94 feet back to beginning point.

Said property is bounded as follows: Northerly by lands of Alvin Vaughn; Easterly by Tract 1 of said survey; Southerly by lands of J. N. Long and Westerly by Alcova Street right of way

A survey of Tracts 1 and 2, being all of the above described property, is recorded in Plat Book 20, Page 345, Clerk's Office, Walton Superior Court, to which plat and record thereof reference is hereby made, and incorporated herein.

The above two tracts of land were deeded to John Nathan Long by Executor's Deed, dated 13th day of August, 1975, same being Recorded on August 13, 1975 in Deed Book 123, Pages 524-526 of the Official Records of Walton County, Georgia from the Estate of Harry M. Arnold and the Estate of Sarah G. Arnold.

AND ALSO:

All that tract or parcel of land lying and being in Walton County, Georgia and in the City of Monroe. Said land containing 1.4 acres more or less and lying North and West of the Walton Cotton Mill land and being East of the Monroe to Jersey road and more particularly described as follows: Beginning at a concrete post where lands of the Walton Cotton Mill, Mrs. H. M. Arnold and the Monroe to Jersey road join and running along the Monroe to Jersey road North 14 East 178 feet to an iron pin corner, thence South 66 East 190 feet to an iron pin, thence South 65 1/2 East 167 feet to an iron pin corner, thence South 21 1/2 West 180 feet to a concrete post corner, thence North 65 1/2 West 332 feet to the beginning corner.

Said land is bounded now or formerly as follows: On the North by lands of Mrs. H. M. Arnold, on the East and South by lands of the Walton Cotton Mill, and on the West by the Monroe to Jersey road.


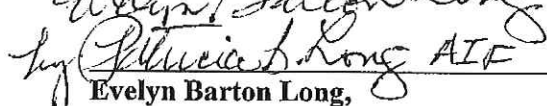
This property was deeded to John Nathan Long by Mrs. H. M. Arnold by Warranty Deed dated 25th day of March 1961, same being recorded March 29, 1961 in Deed Book 50, Page 399 of the Official Records of Walton County, Georgia, and more fully described in survey and plat made by J. M. Williams dated March 22, 1961, same being Recorded in Plat Book 9, Page 158 of the Official Records of Walton County, Georgia, to which plat and record thereof reference is hereby made and incorporated herein.

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

TO HAVE AND TO HOLD the said tract or parcel of land, 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 behoove 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 by, through and under the above named grantor.

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


by  AIF (SEAL)
Evelyn Barton Long,
by Patricia B. Long, her Attorney-in-Fact
(See attached Financial Power of Attorney)



Date: **January 16, 2018**

In Re: Utilities

To Whom It May Concern:

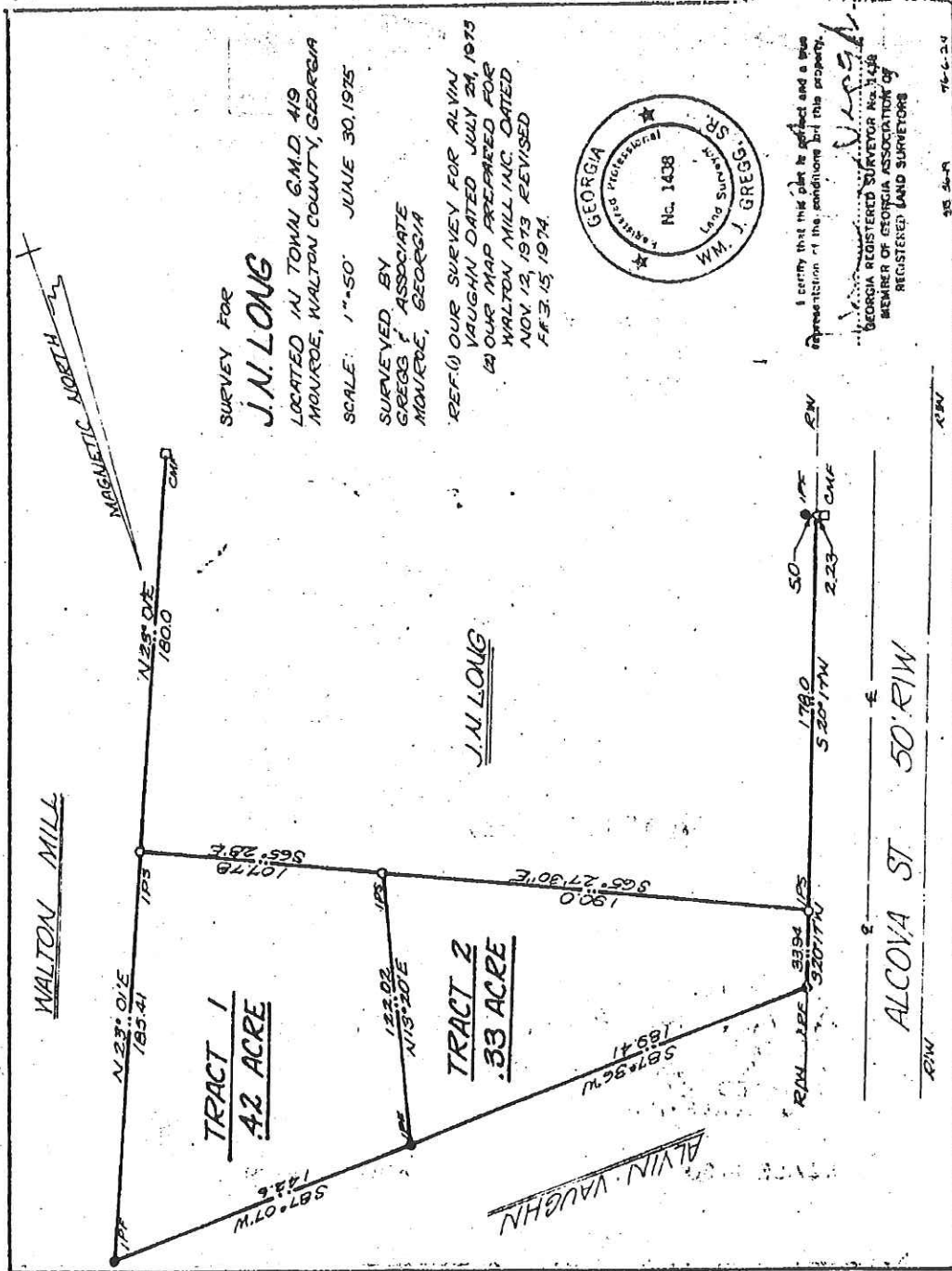
The City of Monroe offers electricity, natural gas, water, wastewater, cable television, telephone, and internet services.

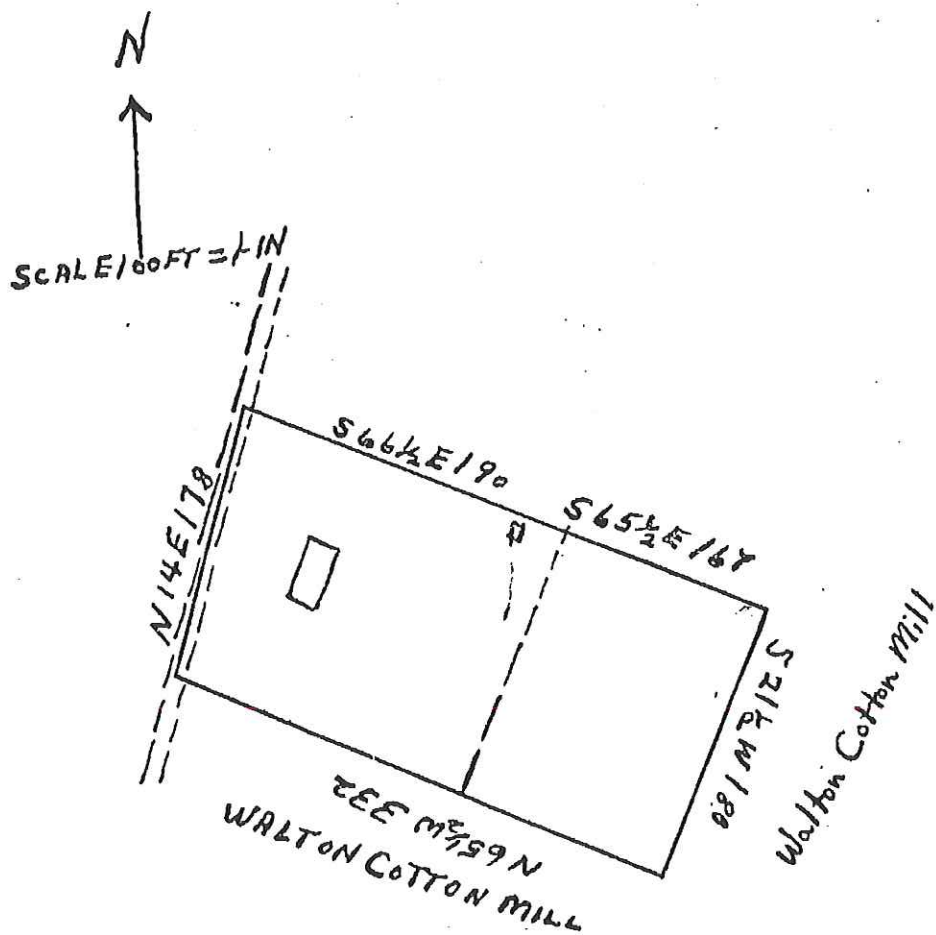
The utilities checked below are available at **603 and 606 Alcovy Street** in the City of Monroe, Georgia.

- ☒ ELECTRICITY
- ☒ NATURAL GAS
- ☒ WATER
- ☒ WASTEWATER
- ☒ CABLE TV
- ☒ TELEPHONE
- ☒ INTERNET

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


City of Monroe





PROPERTY OF MRS H M ARNOLD
 LOCATED IN MONROE WALTON COUNTY
 GA.

March-22-1961

Reg. # 374 J M Williams

Recorded March 28, 1961
 Emma Lou Lasater, Clerk

2-4
RB
Recorded 09/05/2017 10:21AM

KATHY K. TROST

WALTON COUNTY CLERK OF COURT

Georgia Transfer Tax Paid : \$125.00

Bk04122

Pg 0235-0236

Deed

Doc: WD

enw
Return Recorded Document to:
STRICKLAND & LINDSAY, LLP
P. O. Box 249
Winder, Georgia 30680

LIMITED WARRANTY DEED

STATE OF GEORGIA
COUNTY OF BARROW


FILE #: 170339P

THIS INDENTURE made this **30th** day of **August, 2017**, between **Linda Lois Baccus**, of the State of Georgia, as party or parties of the first part, hereinunder called Grantor, and **Pinehurst Homes, LLC**, a Georgia limited liability company, as party or parties of the second part, hereinafter called Grantee (the words "Grantor" and "Grantee" to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH that: Grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable considerations in hand paid, at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents does grant, bargain, sell, alien, convey and confirm unto the said Grantee.

All that tract or parcel of land lying and being in the Town, 419 District, G.M., State of Georgia, County of Walton, designated on survey of said property as Tract A, containing 0.241 acres, and Tract B, containing 2.016 acres, and being more particularly described and delineated according to said plat and survey prepared by John F. Brewer, Georgia Registered Surveyor Number 2115, dated 04/11/1995, entitled, "Rezoning Plat For Joe E. Baccus & Linda L. Baccus", said plat being of record in the Office of the Clerk of Superior Court of Walton County, Georgia, in Plat Book 66, page 26; which said plat and the recording thereof are by reference hereto incorporated herein for a more complete and detailed description.

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



TO HAVE AND TO HOLD the said tract or parcel of land, 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 behoove 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 by, through and under the above named grantor.

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

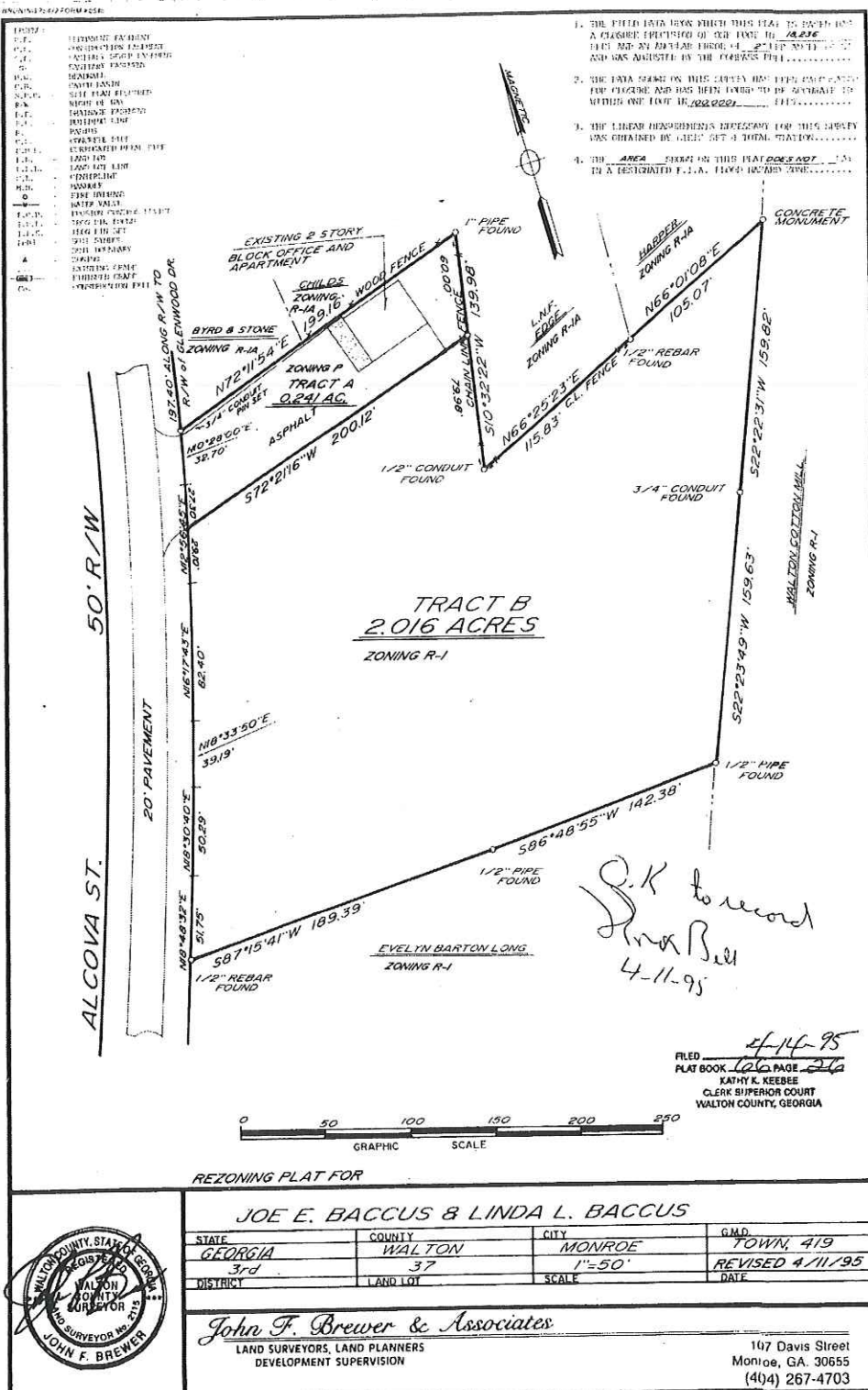

Linda Lois Baccus (SEAL)

Signed, sealed and delivered in presence of:


Witness


Notary Public





B10-113

**NOTICE TO THE PUBLIC
CITY OF MONROE**

**A petition has been filed with the
City of Monroe requesting the
property at 603 & 606 Alcovy Street
to be rezoned from R-1 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 February 20, 2018
at 5:30 P.M. All those having an
interest should be present.**

**A petition has been filed with the
City of Monroe requesting the
property at 603 & 606 Alcovy Street
to be rezoned from R-1 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 March 13, 2018
at 6:00 P.M. All those having an
interest should be present.**

**PLEASE RUN ON THE
FOLLOWING DATE:**

February 4, 2018

606 AICOVY ST. MONROE, GA. 30655 REZONE

Please see the proposed R1-A rezone conditions below:

1. Minimum Sq. footage - 1,700
2. Brick and/or Rock on 50% of fronts with 3 sides hardi plank (concrete) siding
3. No vinyl on cornish or soffits
4. HOA will be required
5. Professional landscaped planted buffer along Alcovy St. and entrance of subdivision

⑥ Architectural shingles

⑦ Development agreement and ⑧ plat recordation

Notes

Conceptual development plan would carry the same overall aesthetic, final finish, and product as the neighboring subdivisions of The Retreat at Mill Creek and The Legends.

Price points would initially start in the mid \$200K's

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.

Curve	Radius	Length	Chord	Chord Bear.
C1	1514.20'	187.88'	187.76'	N 17°07'21" E

NOTE: BEARINGS & ELEVATIONS SHOWN HEREON ARE BASED UPON GPS SURVEY USING CHAMPION TKO EQUIPMENT AND eGPS SOLUTIONS REAL TIME NETWORK ADJUSTMENT AS OF THE FIELD WORK DATE SHOWN.

NOTE: THE INITIAL CONTROL POINTS FOR THIS SURVEY WERE LOCATED UTILIZING GPS. THE EQUIPMENT USED WAS A CHAMPION TKO DUAL FREQUENCY RECEIVER WITH A SCPECTER TWO DATA COLLECTOR RUNNING CARLSON SURVICE SOFTWARE. NETWORK RTK CORRECTIONS WERE RECEIVED VIA A CELLULAR MODEM. THE TYPE OF SURVEY WAS NETWORK RTK UTILIZING TRIMBLE VRS REAL TIME NETWORK OPERATED BY eGPS SOLUTIONS, INC. THE RELATIVE POSITIONAL ACCURACY, AS CALCULATED ACCORDING TO THE FEDERAL 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.



LEGEND

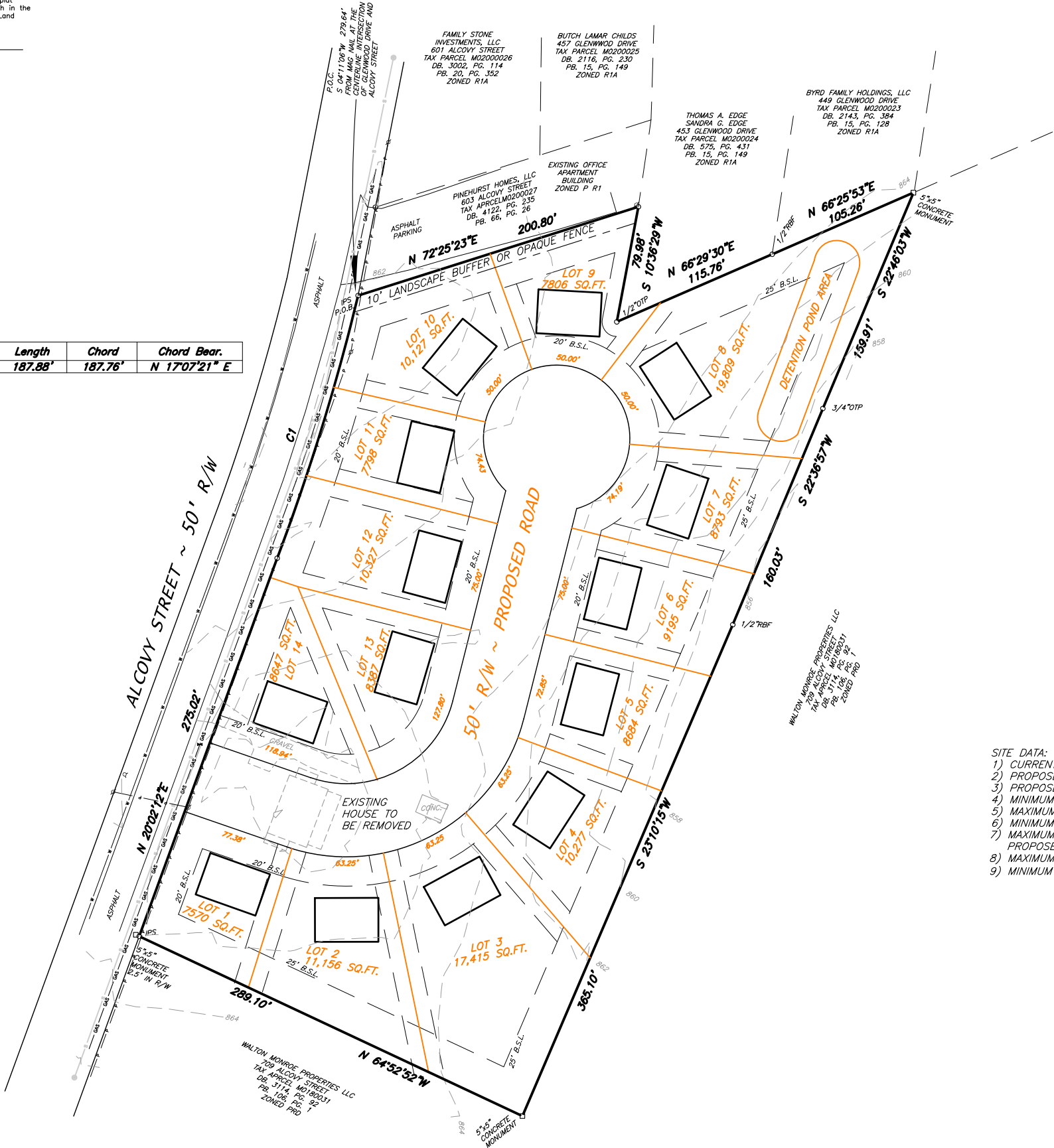
- R.B.F. = REBAR FOUND
- I.P.S. = IRON PIN SET WITH CAP STAMPED "ALCOVY"
- C.M.F. = CONCRETE MONUMENT FOUND
- O.T.P. = OPEN TOP PIPE
- C.T.P. = CRIMPED TOP PIPE
- R/W = RIGHT OF WAY
- P.L. = PROPERTY LINE
- C.L. = CENTER LINE
- B.S.L. = BUILDING SETBACK LINE
- L.L. = LAND LOT
- L.L.L. = LAND LOT LINE
- G.M.D. = GEORGIA MILITIA DISTRICT
- T.B.M. = TEMPORARY BENCH MARK
- R. = RADIUS
- CH. = CHORD
- TAN. = TANGENT
- N/O.F. = NOW OR FORMERLY
- D.B. = DEED BOOK
- P.B. = PLAT BOOK
- D.E. = DRAINAGE EASEMENT
- S.S.E. = SANITARY SEWER EASEMENT
- F.F.E. = FINISHED FLOOR ELEVATION
- (MH) = MANHOLE
- = DRAIN INLET
- ⚡ = FIRE HYDRANT
- ⚡ = LIGHT POLE
- ⚡ = POWER POLE
- P— = POWER LINE
- X— = FENCE LINE
- W— = WATER LINE
- G— = GAS LINE
- H— = 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 60,167 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 ONE FOOT IN 352,793 FEET.

NOTE: NO PORTION OF THE PROPERTY SHOWN HEREON IS IN A DESIGNATED FLOOD HAZARD AREA, ACCORDING TO THE F.I.R.M. NO. 13297C0139E DATED 12/8/2016



- SITE DATA:
- 1) CURRENT ZONING IS R1 AND P.
 - 2) PROPOSED USE IS RESIDENTIAL.
 - 3) PROPOSED 14 LOTS.
 - 4) MINIMUM HEATED FLOOR SPACE IS 1,300 SQ.FT.
 - 5) MAXIMUM BUILDING HEIGHT IS 35 FEET.
 - 6) MINIMUM BUILDING WIDTH IS 24 FEET.
 - 7) MAXIMUM DENSITY IS 5 UNITS PER ACRE, PROPOSED DENSITY IS 3.5 UNITS PER ACRE.
 - 8) MAXIMUM LOT COVERAGE IS 40%.
 - 9) MINIMUM 2 PARKING SPACES PER DWELLING.

3.970 ACRES



OWNER:
PINEHURST HOMES, LLC
2205 HWY. 81 S., LOGANVILLE, GA. 30052
MONROE, GA. 30655

REZONING PLAT FOR:

PINEHURST HOMES, LLC

IN THE CITY OF MONROE, TAX PARCEL M0200028 & M0200027

FIELD WORK DATE: 1/9/18

DATE OF PLAT PREPARATION: 1/11/18

LAND LOT(S) 37

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" = 40'

JOB NO. 17-178



Called Meeting

AGENDA

April 3, 2018

Item:

Rezone - 302 North Madison Avenue

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Request for Rezone](#)



To: City Council
From: Patrick Kelley
Department: Planning, Zoning and Code
Date: 03-29-18
Description: Rezone of 302 N. Madison Ave. from B-1 To R-1

Budget Account/Project Name: NA

Funding Source: 2017 NA

Budget Allocation: NA

Budget Available: NA

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

Recommendation: Approve

Background: This property was potentially intended for a neighborhood commercial use but is now being occupied as single family residential. No future commercial use has been indicated and the owners occupy the property as their residence.

Attachment(s):

February 26, 2018

Petition Number: 18-00098
Applicant: Shauna & Clayton Mathias
Location: 302 N Madison Avenue
Proposed Zoning: R-1
Existing Zoning: B-1
Acreage: Total acreage .76 AC
Proposed Use: Residential

CODE ENFORCEMENT STAFF RECOMMENDATION

☒ Approve
☐ Deny
☐ Approve with recommended conditions

- (a) The applicant, Clayton and Shauna Mathias request a rezone for property located at 302 N Madison Ave. The project has approximately 90 ft of road frontage on N Madison Avenue. The property consists of .76 ACS. The recommendation of the Code Department is for Approval.
- (b) The Property is presently zoned B-1
- (c) The requested zoning classification is R-1
- (d) The requested zoning will permit a use that is suitable in view of the use and development of adjacent and nearby property.
- (e) The change of zoning will not adversely affect the existing and adjacent property.
- (f) The subject property does have restricted economic use as currently zoned.
- (g) The change of zoning will not cause an excessive or burdensome use of existing street, transportation facilities, utilities or schools.
- (h) The Future Land Use Plan indicates the property should be Residential.

Recommended conditions:

RE-ZONING REQUEST ALL TYPES



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

PERMITNUMBER	DATEISSUED	VALUATION	FEE	ISSUED BY
18-00098	02/23/2018	\$ 0.00	\$ 100.00	adkinson

NAME + ADDRESS	LOCATION	302 N Madison Ave Monroe, GA 30655	USEZONE	B-1	FLOODZONE	Yes
			PIN	M0012-122-000		
	CONTRACTOR	Shauna & Clayton Mathias	SUBDIVISION			
			LOT			
			BLOCK	0		
			UTILITIES...			
		302 N Madison Ave Monroe GA 30655	Electric			
			Sewer			
		OWNER Shauna & Clayton Mathias ()	Gas			
		302 N Madison Ave Monroe GA 30655	PROJECTID#	302NMadisonAve-180 223-1		
			EXPIRATIONDATE:	05/31/2018		

CHARACTERISTICS OF WORK

DESCRIPTIONOFWORK

Request for Rezone from B-1 to R-1 - P&Z
Mtg 3/20/18 @ 5:30 pm-Council Mtg 4/10/18
@ 6:00 pm 215 N Broad Street

NATUREOFWORK

Other

CENSUSREPORTCODE

875 - * Re-Zoning Request

DIMENSIONS

	#STORIES	
SQUAREFOOTAGE		Sq. Ft.
	#UNITS	
SINGLEFAMILYONLY		
	#BATHROOMS	
	#BEDROOMS	
	TOTALROOMS	


NOTICE

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

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.


Signature of Contractor or Authorized Agent

02/23/2018
Date


Approved By

2-23-18
Date

MANAGE YOUR PERMIT ONLINE

WEBADDRESS

<http://BuildingDepartment.com/project>

PERMITNUMBER

18-00098

PERMITPIN

55842

REZONE APPLICATION FORM

PERMIT NUMBER _____

- I. LOCATION 302 N. Madison Ave.
COUNCIL DISTRICT 2 & 7
MAPNUMBER 12
PARCEL NUMBER 122
- II. PRESENT ZONING B-1 REQUESTED ZONING R-1
- III. ACREAGE .76 PROPOSED USE single family residential
- IV. OWNER OF RECORD Shauna Mathias Clayton Mathias
ADDRESS 302 N. Madison Ave.
PHONE NUMBER 404-358-0801

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
R-1 (single family residential), PKD (school), B-2^{an} (market)
2. Description of the extent to which the property value of the subject property is diminished by the existing zoning district classification N/A
3. The existing value of the property contained in the petition for rezoning under the existing zoning classification \$315,000
4. The value of the property contained in the application for rezoning under the proposed zoning Classification \$315,000
5. A description of the suitability of the subject property under the existing zoning classification
Impossible to refinance home loan with a traditional bank/lender
6. A description of the suitability of the subject property under the proposed zoning classification of the property
Easier to refinance (allowed) home loan with changed zoning. Also easier to sell property in future.

Rezoning Application
Page Two (2)

7. A description of any existing use of property including a description of all structures presently occupying the property Residential ; home & detached garage
8. The length of time the property has been vacant or unused as currently zoned N/A
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 Property is used as primary residence

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 Application
Page Three (3)

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

Owner of property (signature) [Signature]

Address 302 N. Madison Ave. Monroe, GA 30655

Phone Number 404-358-0801

Attorney/Agent (signature) _____

Address _____

Phone Number _____

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

[Signature] (Notary Public)

2/23/18 (Date)

My Commission Expires Sept. 8, 2020



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 B-1 to R-1 located at 302 N. Madison Ave., containing .76 acre(s), property owner being Shauna & Clayton Mathias 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 (deed)
- ___ 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.

COMMENTS

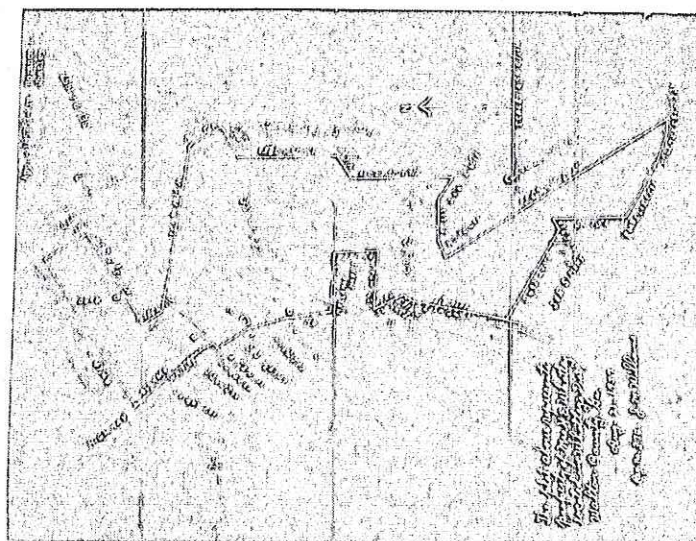
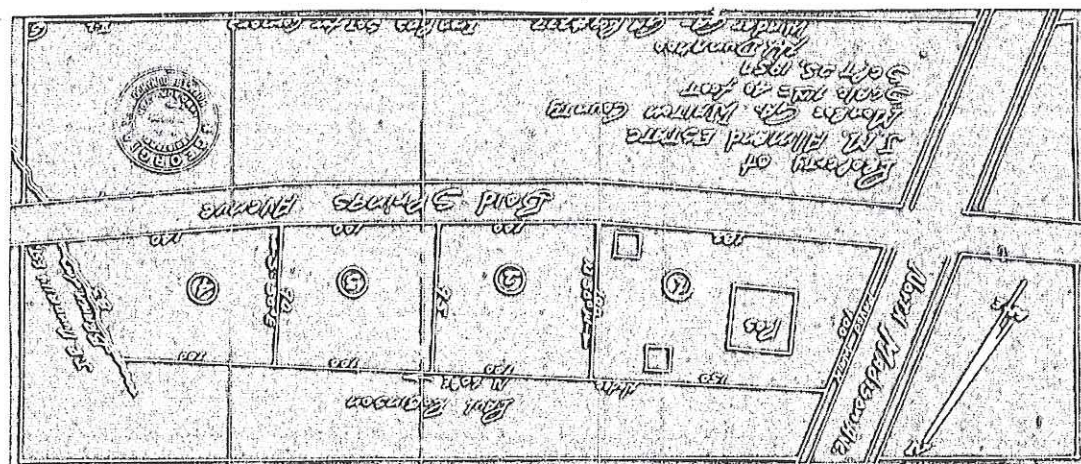
This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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: _____

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

Order No.: LOG-161140-PUR

LIMITED WARRANTY DEED

STATE OF GEORGIA

COUNTY OF WALTON

THIS INDENTURE, made this 7th day of February, 2017, between

Donald K. Baker

of the County of Walton, State of Georgia, as party or parties of the first part, hereinafter called Grantor,
and

Shauna Mathias and Clayton Mathias
as Joint Tenants with Rights of Survivorship and not as Tenants in Common

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

WITNESSETH that: Grantor, for and in consideration of the sum of Ten And No/100 Dollars (\$10.00) and other good and valuable considerations in hand paid at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents does grant, bargain, sell, alien, convey and confirm unto the said Grantee,

All that tract or parcel of land lying and being in Walton County, Georgia, in the City of Monroe, located at the corner of Bold Springs Avenue and North Madison Avenue in said City, and being known as part of the J. Marshall Almand Place, designated as Lots No. 1, 2 and 3 on a survey thereof dated September 25, 1957, made by H. L. Dunahoo, Surveyor, Winder, Georgia, said Survey being recorded in Plat Book 7, Page 127, Clerk's Office, Walton Superior Court. Reference to said survey and the record thereof being hereby made, said property is more particularly described as follows: Beginning at the northeast corner of the intersection of North Madison Avenue and Bold Springs Avenue, thence 100 feet northerly along the easterly side of North Madison Avenue paved walk 100 feet; thence north 60 degrees east 350 feet; thence south 30 degrees east 90 feet; thence westerly along the northerly side of Bold Springs Avenue 382 feet back to the beginning corner. Bounded as follows: North by Paul Robinson; East by Lot No. 4 of said estate; South by Bold Springs Avenue and West by North Madison Avenue.

Map Ref No. M0120 0000 122 000

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

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

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

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:

Unofficial Witness

Donald K. Baker

(Seal)

Notary Public

My Commission Expires: _____



Date: 2-23-18

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 302 N Madison Av in the City of Monroe, Georgia.

- ☒ ELECTRICITY
- ☒ NATURAL GAS
- ☒ WATER
- ☒ WASTEWATER
- ☒ CABLE TV
- ☒ TELEPHONE
- ☒ INTERNET

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

Khiaque Mahom-Jordan
City of Monroe

**NOTICE TO THE PUBLIC
CITY OF MONROE**

**A petition has been filed with the
City of Monroe requesting the
property at 302 N Madison Ave. to
be rezoned from B-1 to R-1
A public hearing will be held before
the Monroe Planning and Zoning
Commission at City Hall Auditorium at
215 N. Broad Street on March 20, 2018
at 5:30 P.M. All those having an
interest should be present to voice
their interest.**

**A petition has been filed with the
City of Monroe requesting the
property at 302 N Madison Ave. to
be rezoned from B-1 to R-1
A public hearing will be held before
The Mayor and City Council
at the City Hall Auditorium at
215 N. Broad Street on April 10, 2018
at 6:00 P.M. All those having an
interest should be present to voice
their interest.**

**PLEASE RUN ON THE
FOLLOWING DATE:**

March 4, 2018



Called Meeting

AGENDA

April 3, 2018

Item:

Zoning Ordinance Code Text Amendment #5

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Zoning Code Text Amendment #5](#)



To: City Council
From: Patrick Kelley
Department: Planning, Zoning and Code
Date: 03-09-18
Description: This is a text amendment pursuant to clarification, correction and augmentation of the zoning ordinance to more clearly define or express the intent of the ordinance when written.

Budget Account/Project Name: NA

Funding Source: 2018 NA

Budget Allocation: NA

Budget Available: NA

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

Recommendation: Approve

Background: We regularly assess the zoning ordinance for ambiguities, irregularities and omissions in order to clean up the zoning code; simplifying and making clear its intent. This text amendment addresses limits on household pets specifically cats and dogs.

Attachment(s):

Permit and Exhibit A

TEXT AMENDMENT ZONING CODE



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

PERMIT NUMBER	DATE ISSUED	VALUATION	FEE	ISSUED BY
18-00114	03/07/2018	\$ 0.00	\$	adkinson

NAME + ADDRESS	LOCATION 215 N Broad St Monroe, GA 30655	USEZONE B-2	
		PIN M0014-026-000	FLOODZONE Yes
		SUBDIVISION CORRIDOR OVERLAY DISTRICT	
	CONTRACTOR	LOT	
	City Of Monroe	BLOCK 0	
		UTILITIES...	
	Monroe GA 30655	Electric	
		Sewer	
	OWNER City Of Monroe ()	Gas	
	Monroe GA 30655	PROJECTID# 215NBroadSt-180123-1	
	EXPIRATIONDATE: 09/03/2018		

CHARACTERISTICS OF WORK

DESCRIPTION OF WORK	DIMENSIONS
ZONING CODE TEXT AMENDMENT -	#STORIES
COUNCIL MTG 4/10/18 @6:00 PM 215 N	SQUAREFOOTAGE
BROADSTREET	Sq. Ft.
	#UNITS
NATURE OF WORK	SINGLE FAMILY ONLY
Other	#BATHROOMS
CENSUS REPORT CODE	#BEDROOMS
886 - ZONING CODE TEXT AMENDMENT	TOTAL ROOMS

NOTICE

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

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Contractor or Authorized Agent

Date

Approved By

Date

MANAGE YOUR PERMIT ONLINE

WEB ADDRESS

<http://BuildingDepartment.com/project>

PERMIT NUMBER

18-00114

PERMIT PIN

55899

BP1-20040705-sl

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

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

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

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

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

FIRST READING. This 10th, day of April, 2018.

SECOND READING AND ADOPTED on this 8th, day of May, 2018.

CITY OF MONROE, GEORGIA

By: _____ (SEAL)
John Howard, Mayor

Attest: _____ (SEAL)
Debbie Kirk, City Clerk

EXHIBIT A

City of Monroe Zoning Ordinance Text Amendment

Amendment # 5

1. Section 610.3 table 6 Note 7 to be beside Animals Household pets :

Dogs:

On any residential property equal to or less than one (1) acre, or for any dwelling unit in a multifamily development (e.g. apartment, condominium, townhome, mobile home park, duplex or similar), it shall be unlawful to possess or keep more than three (3) dogs. On any residential property larger than one (1) acre but equal to or less than two (2) acres, it shall be unlawful to possess or keep more than six (6) dogs. On any residential property larger than two (2) acres, there shall be no restriction on the number of dogs allowed to be possessed or kept provided all other applicable zoning provisions are obeyed. However, any such property that contains more than six (6) dogs shall be required to maintain those animals in an enclosure at least one hundred (100) feet from the nearest property line.

Cats:

On any residential property equal to or less than one (1) acre, or for any dwelling unit in a multifamily development (e.g. apartment, condominium, townhome, mobile home park, duplex or similar), it shall be unlawful to possess or keep more than six (6) cats. On any residential property larger than one (1) acre but equal to or less than two (2) acres, it shall be unlawful to possess or keep more than six (6) cats. On any residential property larger than two (2) acres, there shall be no restriction on the number of cats allowed to be possessed or kept provided all other applicable zoning provisions are obeyed.

Litters of animals shall be exempt from the provisions herein for up to six (6) months from the date of birth.

**NOTICE TO THE PUBLIC
CITY OF MONROE**

The City of Monroe Planning & Zoning commission will be holding a hearing for a zoning action/zoning code text amendment. A public hearing will be held on February 20, 2018 at 5:30 P. M. in the City Hall Building at 215 N Broad Street.

The City of Monroe Council will be holding a hearing for a zoning action/zoning code text amendment. A public hearing will be held on March 13, 2018 at 6:00 P.M. in the City Hall Building at 215 N Broad Street

All those having an interest should be present.

**Please run on the
following date:**

February 4, 2018