



Called Meeting

AGENDA

January 9, 2018
City Hall

- I. **CALL TO ORDER**
- II. **DEPARTMENT REPORTS**
 1. January Monthly Reports
- III. **COMMITTEE INFORMATION**
 1. **Finance**
 2. **Airport**
 - a. **December 13, 2017 Airport Commission Minutes**
 - b. **Civil Air Patrol Lease Agreement**
 3. **Public Works**
 4. **Utilities**
 - a. **Discussion - Alcovy River / Highway 138 Sewer Extension Project**
 - b. **Approval - Out of State Training**
 5. **Public Safety**
 - a. **Approval - Police Vehicles Lease Purchase**
 6. **Economic Development**
 7. **DDA**
- IV. **ITEMS OF DISCUSSION**
 1. Upcoming Public Hearings
 1. **NextSite Retail Marketing Contract**
 2. **2nd Reading - Alcoholic Beverage Ordinance Update**
 3. **1st Reading - Driveway Ordinance Amendment**
 4. **Resolution - Open Records Officer**

V. **ITEMS REQUIRING ACTION**

1. **Election of Vice-Mayor**
2. **Appointment - Council Representative DDA**
3. **MEAG Letter of Support**

VI. **ADJOURN**



MONTHLY
DEPARTMENT
REPORTS
JANUARY
2018



CODE

DEPARTMENT

MONTHLY REPORT

January

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 November 1, 2017 thru November 30, 2017.

Statistics:

- Total Calls: 352
- Total Minutes: 16:27:14
- Total Minutes/Call: 2:48
- Code Inspections: 66
- Total Permits Written: 39
- Amount collected for permits: \$2,111.00
- Check postings for Miscellaneous Revenue: 183

Business/Alcohol Licenses new & renewals:

- **New Businesses:** 2
 - G and P 786 Inc dba Valero Food Mart – change of ownership
 - Zahara Haque Inc dba Mr Quick –change of ownership
- **Closed Businesses:** 6
 - Highland Integration – residential
 - Stephens Reliable Courier Service – residential
 - Georgia United Roofing – residential
 - School Staff Insurance
 - Fashion Villa of Monroe
 - Laura Roush Photography

Major Projects

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

Code Department:

- Receiving business license renewals, 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 2017 Business License
 - Receipting payments for 2018 business licenses –61 payments
 - Process paperwork (check requests) for overpayments on business license
 - Permit Applications – Parade, Road Race etc.
 - Processing paperwork for alcohol licenses
-

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- 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
 - On-line security awareness training with GBI required for an ORI#
 - Training at GBI office required to obtain an ORI#
 - Printing alcohol invoices and preparing to mail
 - 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 13 signs from road way.
- Wrote 63 repair / cleanup orders and Re-inspections
- Transported city funds for deposit to banks daily.
- Investigated 6 utility tampering and theft cases. (7 citations issued)
- Represented city in Municipal Court.
- Completed 15 hours of training

Historic Preservation Commission:

Request for COA -110 S Broad St

Request for COA – 114 S Broad St

Request for COA – 206 N Midland Ave

Request for COA – 321 S Madison Ave

Request for COA – 311 S Madison Ave

Request for COA – 100 S Broad Street

No quorum – No Meeting –COA's automatically approved 35 days from application date.

Planning Commission:

Request for Rezone and Annexation – Vine Street

Request for COA – 210 West Spring Street

No quorum – No meeting – Petition go forth to Council with recommendation for approval. COA automatically granted 35 days from application date.





**ECONOMIC
DEVELOPMENT
MONTHLY REPORT
JANUARY
2018**

Economic Development January Report:

- Holiday Season very successful in drawing visitors and shoppers
- Christmas Parade - 81 entries, large crowd of spectators, smooth event due to support of Monroe Police Department and the City of Monroe Streets & Transportation Department
- "Walk your City" temporary signs installed downtown to encourage walking to amenities
- In beginning stages of planning community gardens in Pilot Park with the Walton County Soil & Water Conservation and Walton Wellness
- 2018 Event Calendar set and direct mail postcard created (see below)

On going ED projects:

- RDF - livery stable renovation - event space and courtyard open and being used;
- CHIP grant - 3 homes underway
- DCA Main Street compliance
- Visitors Center
- The Local Crowd Monroe - crowdfunding tool in development
- DDA restaurant project - creating development agreement with restaurant, IPA process with DCA
- CVB/Tourism - running updated 30-sec version of TV commercial to promote downtown
- Childers Park - clearing of underbrush and dead trees in December; installation of education panels scheduled for this month
- Next GICH retreat in Feb. 20-22, 2018 in Pine Mountain, GA

Upcoming Events:

- Downtown Sponsor/Volunteer Appreciation Dinner and 2018 kick-off, Feb. 12th at the Cotton Warehouse, 6 pm

MONROE DOWNTOWN

events 2018

FEBRUARY 8
Chocolate Walk
5-8 pm

MARCH 17
Car Show
9 am - 4 pm

APRIL 28
Farm to Table Dinner
6 pm
Court Street

APRIL 5 - OCTOBER 4
Alive After 5
5-8 pm
First Thursday of Each Month

APRIL 13, JULY 27, & OCTOBER 19
Food Truck Friday
Monroe Cotton Mills

MAY 12-OCTOBER 13
Farmers Market
Every Saturday
8:30 to 12:30
Opening Day May 12

JULY 4
Bicentennial Events
Athens Tech Field
JUNE 3 | DECEMBER 15
Historic Courthouse

JULY 27
Movies at the Mill
6:30 pm
Monroe Cotton Mills

**MAY 4 | JUNE 1
AUGUST 3 | SEPTEMBER 7**
CONCERTS DOWNTOWN
7 pm
Historic Courthouse

OCTOBER 13
Fall Fest
10 am - 4 pm

OCTOBER 13
Paws in the Park 5K
8:30 am

NOVEMBER 1
Light Up the Night
Downtown Art Walk
5 - 8 pm

NOVEMBER 8, 15, & 29
Candlelight Shopping
5 - 8 pm

DECEMBER 6
Christmas Parade
6:30 pm

65th Annual Downtown Monroe Christmas Parade

For more events and updates, visit www.monroedowntown.com



ELECTRIC & TELECOM
DEPARTMENT
MONTHLY REPORT
JANUARY

Items of interest

1. Cold Weather
2. Holliday Internet Traffic
3. Construction
4. Internet Transport/Redundancy Update

MONTHLY DIRECTOR'S REPORT

REPORTING PERIOD: 10/2017 | FY 2017



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CITY OF MONROE: ELECTRIC FUND OVERVIEW

	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	Jul 2017	Aug 2017	Sep 2017	Oct 2017	Nov 2017	Dec 2017	FY 2017	AS BUDGET	FY 2016
REVENUES	\$ 1.725M	\$ 1.472M	\$ 1.411M	\$ 1.332M	\$ 2.141M	\$ 1.467M	\$ 1.666M	\$ 1.797M	\$ 1.886M	\$ 1.673M			\$ 16.572M	\$ 15.842M	\$ 16.898M
PERSONNEL COSTS	\$ 0.038M	\$ 0.102M	\$ 0.106M	\$ 0.105M	\$ 0.096M	\$ 0.152M	\$ 0.107M	\$ 0.093M	\$ 0.133M	\$ 0.116M			\$ 1.048M	\$ 1.022M	\$ 1.044M
CONTRACTED SVC	\$ 0.015M	\$ 0.017M	\$ 0.016M	\$ 0.041M	\$ 0.038M	\$ 0.049M	\$ 0.050M	\$ 0.042M	\$ 0.072M	\$ 0.020M			\$ 0.362M	\$ 0.296M	\$ 0.345M
SUPPLIES	\$ (0.069M)	\$ 1.040M	\$ 1.017M	\$ 1.044M	\$ 0.869M	\$ 1.017M	\$ 1.654M	\$ 1.218M	\$ 1.260M	\$ 1.601M			\$ 10.650M	\$ 10.537M	\$ 10.883M
CAPITAL OUTLAY	\$ -	\$ 0.040M	\$ -	\$ 0.008M	\$ 0.059M	\$ 0.058M	\$ -	\$ -	\$ 0.024M	\$ 0.011M			\$ 0.200M	\$ -	\$ 0.187M
FUND TRANSFERS	\$ 0.100M	\$ 0.185M	\$ 0.195M	\$ 0.164M	\$ 0.181M	\$ 0.215M	\$ 0.201M	\$ 0.177M	\$ 0.232M	\$ 0.201M			\$ 1.852M	\$ 1.554M	\$ 1.927M
EXPENSES	\$ 0.083M	\$ 1.384M	\$ 1.334M	\$ 1.362M	\$ 1.245M	\$ 1.491M	\$ 2.012M	\$ 1.529M	\$ 1.722M	\$ 1.949M			\$ 14.112M	\$ 13.409M	\$ 14.387M

MARGIN	\$ 1.642M	\$ 0.088M	\$ 0.077M	\$ (0.030M)	\$ 0.897M	\$ (0.024M)	\$ (0.346M)	\$ 0.268M	\$ 0.164M	\$ (0.276M)	\$ -	\$ -	\$ 2.460M	\$ 2.433M	\$ 2.511M
MCT CREDIT	\$ -	\$ 0.055M	\$ 0.055M	\$ 0.055M	\$ 0.055M	\$ 0.055M	\$ 0.055M	\$ 0.055M	\$ 0.055M	\$ 0.576M	\$ -	\$ -	\$ 1.019M	\$ -	\$ 0.800M

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

12-MO
PURCHASED
KWH's



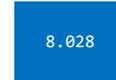
12-MO
RETAIL
KWH's



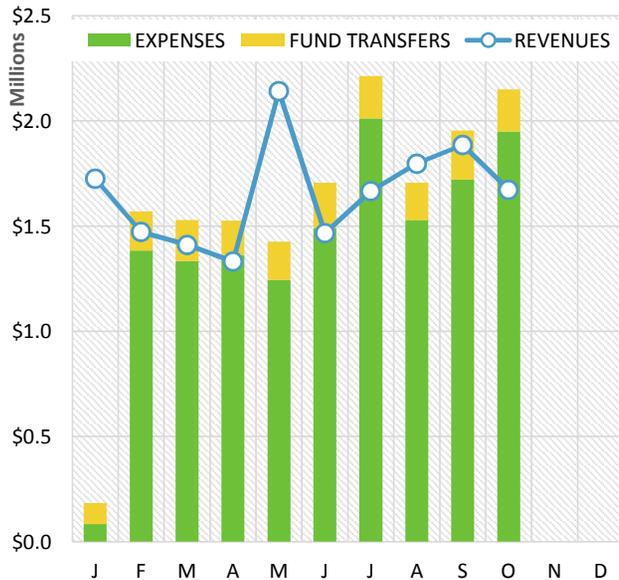
12-MO LINE
LOSS



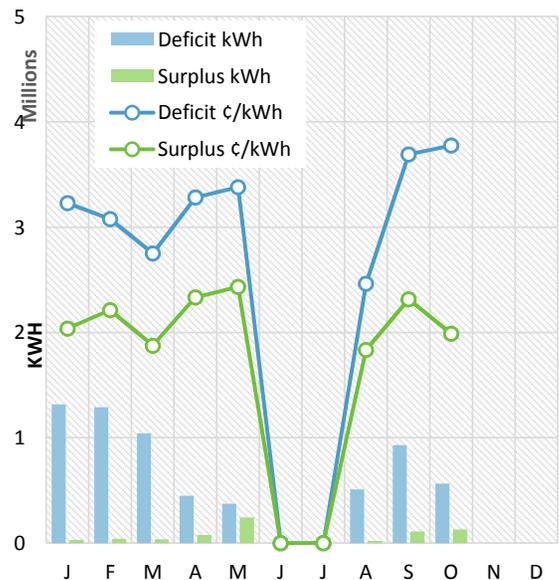
12-MO
WHOLESALE
¢/kwh



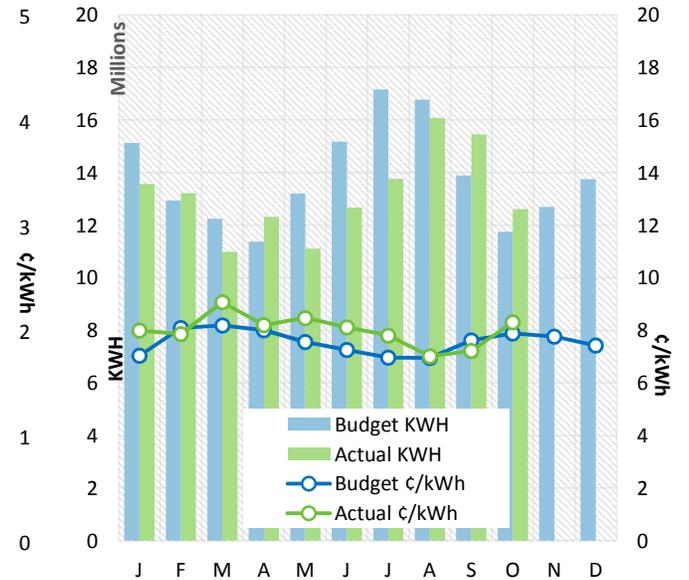
REVENUES vs. EXPENSES



DEFICIT PURCHASES vs. SURPLUS SALES



MEAG BUDGET vs. ACTUAL



RETAIL SALES REPORT

[Jan 2017](#)
 [Feb 2017](#)
 [Mar 2017](#)
 [Apr 2017](#)
 [May 2017](#)
 [Jun 2017](#)
 [Jul 2017](#)
 [Aug 2017](#)
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 [Dec 2017](#)

CUSTOMER COUNT

Residential	5,367	5,392	5,378	5,594	5,446	5,408	5,400	5,422	5,375	5,395
Commercial	835	826	840	841	844	843	840	844	848	852
Industrial	1	1	1	1	1	1	1	1	1	1
City	39	40	39	39	39	39	38	38	37	39
Total	6,242	6,259	6,258	6,475	6,330	6,291	6,279	6,305	6,261	6,287

Year-Over-Year Δ 0.63% 0.47% -0.89% 3.02% 1.17% 0.70% 0.30% 0.94% -0.67% 1.17%

KWH

Residential	6.202M	6.439M	5.589M	5.040M	4.557M	4.762M	5.585M	6.618M	6.743M	5.723M
Commercial	4.530M	4.431M	4.797M	4.668M	4.994M	5.332M	6.089M	6.476M	6.658M	6.088M
Industrial	0.713M	0.654M	0.850M	0.818M	0.749M	0.748M	0.834M	0.862M	0.889M	0.859M
City	0.407M	0.386M	0.389M	0.391M	0.394M	0.399M	0.445M	0.488M	0.499M	0.423M
Total	11.852M	11.910M	11.626M	10.917M	10.693M	11.241M	12.954M	14.444M	14.789M	13.094M

Year-Over-Year Δ 1.72% -14.35% -15.80% -5.65% 1.68% -1.35% -9.61% -5.37% -5.23% -8.45%

REVENUE

Residential	\$ 0.670M	\$ 0.693M	\$ 0.612M	\$ 0.561M	\$ 0.587M	\$ 0.615M	\$ 0.727M	\$ 0.870M	\$ 0.888M	\$ 0.745M
Commercial	\$ 0.593M	\$ 0.585M	\$ 0.615M	\$ 0.602M	\$ 0.640M	\$ 0.672M	\$ 0.736M	\$ 0.776M	\$ 0.792M	\$ 0.741M
Industrial	\$ 0.062M	\$ 0.059M	\$ 0.070M	\$ 0.068M	\$ 0.064M	\$ 0.064M	\$ 0.069M	\$ 0.070M	\$ 0.072M	\$ 0.070M
Other	\$ 0.001M	\$ 0.038M	\$ 0.002M	\$ 0.000M	\$ 0.000M	\$ 0.002M	\$ 0.000M	\$ 0.000M	\$ 0.023M	\$ 0.003M
City	\$ 0.039M	\$ 0.037M	\$ 0.037M	\$ 0.037M	\$ 0.037M	\$ 0.038M	\$ 0.042M	\$ 0.046M	\$ 0.047M	\$ 0.040M
Total	\$ 1.364M	\$ 1.411M	\$ 1.336M	\$ 1.268M	\$ 1.329M	\$ 1.390M	\$ 1.574M	\$ 1.763M	\$ 1.821M	\$ 1.599M

Year-Over-Year Δ -2.41% -13.03% -14.08% -5.18% 1.63% -1.40% -10.82% -6.51% -4.70% -8.08%

SALES STATISTICS

[Jan 2017](#)
[Feb 2017](#)
[Mar 2017](#)
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[Jul 2017](#)
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[Nov 2017](#)
[Dec 2017](#)
[YTD](#)

AVERAGE KWH/CUSTOMER

Residential	1,156	1,194	1,039	901	837	881	1,034	1,221	1,255	1,061	1,058
Commercial	5,425	5,364	5,710	5,551	5,917	6,325	7,249	7,673	7,852	7,146	6,421
Industrial	713,440	654,240	850,400	817,600	748,800	748,160	834,240	861,760	888,960	859,200	797,680
City	10,424	9,655	9,987	10,028	10,094	10,219	11,720	12,830	13,477	10,855	10,929

AVERAGE \$/CUSTOMER

Residential	\$125	\$128	\$114	\$100	\$108	\$114	\$135	\$161	\$165	\$138	\$129
Commercial	\$710	\$708	\$732	\$716	\$758	\$797	\$876	\$919	\$934	\$869	\$802
Industrial	\$61,995	\$58,620	\$69,801	\$67,932	\$64,010	\$63,974	\$68,880	\$70,269	\$71,819	\$70,123	\$66,742
City	\$990	\$917	\$949	\$953	\$959	\$971	\$1,113	\$1,219	\$1,280	\$1,031	\$1,038

AVERAGE \$/KWH

Residential	\$0.1081	\$0.1076	\$0.1096	\$0.1112	\$0.1289	\$0.1292	\$0.1301	\$0.1315	\$0.1316	\$0.1302	\$0.1218
Commercial	\$0.1309	\$0.1320	\$0.1282	\$0.1290	\$0.1281	\$0.1260	\$0.1209	\$0.1198	\$0.1190	\$0.1216	\$0.1255
Industrial	\$0.0869	\$0.0896	\$0.0821	\$0.0831	\$0.0855	\$0.0855	\$0.0826	\$0.0815	\$0.0808	\$0.0816	\$0.0839
City	\$0.0950	\$0.0950	\$0.0950	\$0.0950	\$0.0950	\$0.0950	\$0.0950	\$0.0950	\$0.0950	\$0.0950	\$0.0950
Average	\$0.1052	\$0.1060	\$0.1037	\$0.1046	\$0.1094	\$0.1089	\$0.1071	\$0.1070	\$0.1066	\$0.1071	\$0.1066

	Oct 2017	Oct 2016	FY2017 YTD	FY2016 YTD	MOST RECENT 12-MONTH
POWER SUPPLY COSTS					
MEAG Project Power	\$ 822,394	\$ 883,802	\$ 8,226,732	\$ 8,549,501	\$ 9,785,489
Transmission	93,861	93,728	905,077	898,037	1,067,960
Supplemental	76,596	68,145	778,676	728,687	851,992
SEPA	54,310	54,622	544,185	538,354	646,933
Other Adjustments	792	735	7,859	7,337	9,329
TOTAL POWER SUPPLY COSTS	\$ 1,047,952	\$ 1,101,032	\$ 10,462,529	\$ 10,721,916	\$ 12,361,702
AS BUDGET	925,625	955,661	10,467,346	#N/A	12,553,379
% ACTUAL TO BUDGET	113.22%	115.21%	99.95%	0.00%	98.47%

PEAKS & ENERGY

Peaks (KW)

Coincident Peak (CP)	29,476	30,992	32,666	34,008	32,666
Non-Coincident Peak (NCP)	30,066	31,222	33,231	34,288	33,231
CP (BUDGET)	21,810	21,844	35,664	#N/A	35,664
NCP (BUDGET)	23,395	23,043	36,419	#N/A	36,419

Energy (KWH)

MEAG Energy	10,656,249	12,719,011	110,285,692	114,803,466	131,511,480
Supplemental Purchases (or sales)	1,103,924	829,367	12,539,297	11,610,554	12,284,381
SEPA Energy	852,688	690,686	8,937,165	11,001,878	10,187,128
Total Energy (KWH)	12,612,861	14,239,064	131,762,154	137,415,897	153,982,989
AS BUDGET	11,748,000	11,462,000	139,626,000	#N/A	166,354,000
% ACTUAL TO BUDGET	107.36%	124.23%	94.37%	0.00%	92.56%

CP Load Factor	59.43%	63.81%	46.05%	46.13%	53.81%
NCP Load Factor	58.26%	63.34%	45.26%	45.75%	52.90%
% Supplemental	8.75%	5.82%	9.52%	8.45%	7.98%

UNIT COSTS (¢/kWh)

Bulk Power	8.2873	7.6155	7.9206	7.9009	7.9868
Supplemental	6.9385	8.2165	6.2099	6.2761	6.9356
SEPA Energy	6.3693	7.9084	6.0890	4.8933	6.3505
MEAG Total	8.3086	7.7325	7.9405	7.8025	8.0280

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.

	Oct 2017	Oct 2016	FY2017 YTD	FY2016 YTD	MOST RECENT 12-MONTH
SALES REVENUES					
ELECTRIC SALES	\$ 1,596,237	\$ 1,708,524	\$ 14,786,462	\$ 15,610,134	\$ 17,212,915
SALES REVENUES (ACTUAL)	\$ 1,596,237	\$ 1,708,524	\$ 14,786,462	\$ 15,610,134	\$ 17,212,915
AS BUDGET	\$ 1,482,917	\$ -	\$ 1,482,917	\$ -	Not Applicable
% ACTUAL TO BUDGET	107.64%	0.00%	997.12%	0.00%	Not Applicable
<i>Note on Electric Sales: Detail break-down for individual rate class is shown in ELECTRIC: RETAIL SALES section.</i>					
OTHER REVENUES					
OP REVENUE	37,723	31,434	652,005	319,067	791,974
MISC REVENUE	-	-	121,267	21,150	150,179
CUST ACCT FEES	-	-	-	-	-
OTHER REV	-	-	-	180	-
MEAG REBATE	-	-	705,858	580,448	705,858
ADMIN ALLOC	38,908	43,253	306,432	367,220	347,022
INT/INVEST INCOME	-	-	-	-	-
STATE GRANTS	-	-	-	-	-
OTHER REVENUES (ACTUAL)	\$ 76,630	\$ 74,686	\$ 1,785,562	\$ 1,288,065	\$ 1,995,033
AS BUDGET	\$ 101,297	\$ -	\$ 1,012,967	\$ -	Not Applicable
% ACTUAL TO BUDGET	75.65%	0.00%	176.27%	0.00%	Not Applicable
TOTAL REVENUES (ACTUAL)	\$ 1,672,868	\$ 1,783,210	\$ 16,572,024	\$ 16,898,198	\$ 19,207,948
AS BUDGET	\$ 1,584,213	\$ -	\$ 15,842,133	\$ -	Not Applicable
% ACTUAL TO BUDGET	105.60%	0.00%	104.61%	0.00%	Not Applicable

ELECTRIC UTILITY: EXPENSES

REPORTING PERIOD: 10/2017

MONROE
MOST RECENT
12-MONTH

	Oct 2017	Oct 2016	FY2017 YTD	FY2016 YTD	12-MONTH
PERSONNEL					
Compensation	\$ 79,977	\$ 77,968	\$ 769,691	\$ 791,164	\$ 971,691
Benefits	36,592	18,966	278,734	253,291	348,961
PERSONNEL (ACTUAL)	\$ 116,569	\$ 96,934	\$ 1,048,425	\$ 1,044,455	\$ 1,320,652
AS BUDGET	\$ 102,225	\$ -	\$ 1,022,253	\$ -	Not Applicable
% ACTUAL TO BUDGET	114.03%	0.00%	102.56%	0.00%	Not Applicable

CONTRACTED SERVICES

Consulting	\$ -	\$ -	\$ 724	\$ 867	\$ 724
Util Protect Ctr	-	-	-	-	-
Custodial Service	-	-	49	-	49
Lawn & Maint	-	-	-	-	-
Security Sys	-	-	-	-	-
Equip Rent/Lease	244	432	3,758	3,040	18,382
Pole Equip Rent/Lease	-	-	2,091	240	2,091
Repairs & Maintenance (Outside)	397	4,468	45,727	48,116	52,990
Landfill Fees	-	-	-	-	-
Maint Contracts	553	295	4,038	5,927	5,378
Other Contract Svcs	17,272	37,692	287,216	253,918	329,312
Comm Svcs	580	980	5,331	11,253	6,323
Public Relations	-	-	-	-	-
Mkt Expense	-	5,550	4,328	5,819	12,232
Printing	65	-	65	-	65
Util Bill Print Svcs	-	-	-	-	-
Dues & Sub	-	-	-	160	-
Travel	-	-	-	-	-
Ga Dept Rev Fee	900	-	900	-	900
Training & Ed	-	2,707	7,151	15,721	11,648
Gen Liab Ins	-	-	-	-	-
Uniform Rent	-	-	-	-	-
CONTRACTED SERVICES (ACTUAL)	\$ 20,010	\$ 52,125	\$ 361,377	\$ 345,060	\$ 440,094
AS BUDGET	\$ 29,625	\$ -	\$ 296,250	\$ -	Not Applicable
% ACTUAL TO BUDGET	67.54%	0.00%	121.98%	0.00%	Not Applicable

ELECTRIC UTILITY: EXPENSES

REPORTING PERIOD: 10/2017

MONROE
MOST RECENT
12-MONTH

	Oct 2017	Oct 2016	FY2017 YTD	FY2016 YTD	
SUPPLIES					
Chem & Pest	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	82	134	8,599	3,525	11,627
Postage	-	-	318	259	318
Janitorial	78	-	78	-	78
Util Costs - Util Fund	-	506	5,835	6,809	6,909
Util Cost - Other Fund	-	-	-	-	-
Mileage Reimb	-	-	-	-	-
Auto & Truck Fuel	2,926	1,558	17,338	12,885	21,794
Sm Tool & Min Equip	5,839	359	39,022	14,504	41,436
Lab Supplies	-	-	157	-	157
Sm Oper Supplies	-	2,132	32,289	16,568	38,705
Uniform Exp	6,526	-	10,407	4,793	14,348
Power Costs	1,569,654	1,022,864	10,396,984	10,667,321	11,355,573
Repairs & Maintenance (Inside)	16,652	33,724	122,703	136,174	194,942
Amr Proj Exp	-	-	3,265	-	3,265
Equip Pur (<\$5M)	-	-	4,840	2,054	4,840
Dam Claims	-	944	4,041	944	5,091
Misc	(1,243)	5,930	4,435	17,509	7,771
SUPPLIES (ACTUAL)	\$ 1,600,515	\$ 1,068,152	\$ 10,650,313	\$ 10,883,346	\$ 11,706,854
AS BUDGET	\$ 1,053,670	\$ -	\$ 10,536,703	\$ -	Not Applicable
% ACTUAL TO BUDGET	151.90%	0.00%	101.08%	0.00%	Not Applicable
CAPITAL OUTLAY					
Construction In Progress	\$ 10,728	\$ -	\$ 42,928	\$ 161,923	\$ (118,995)
Capital Expenditures	\$ -	\$ -	\$ 157,242	\$ 24,633	\$ 132,609
CAPITAL OUTLAY (ACTUAL)	\$ 10,728	\$ -	\$ 200,170	\$ 186,556	\$ 13,614
AS BUDGET	\$ -	\$ -	\$ -	\$ -	Not Applicable
% ACTUAL TO BUDGET	0.00%	0.00%	0.00%	0.00%	Not Applicable
FUND TRANSFERS					
Admin Alloc - Adm Exp	\$ 113,045	\$ 109,506	\$ 1,204,443	\$ 1,188,415	\$ 1,484,285
Transfer To Gf	88,153	91,841	647,219	738,963	790,310
Transfer To Cip	-	-	-	-	-
Transfer - Insurance	-	-	-	-	-
FUND TRANSFERS (ACTUAL)	\$ 201,198	\$ 201,347	\$ 1,851,662	\$ 1,927,379	\$ 2,274,595
AS BUDGET	\$ 155,375	\$ -	\$ 1,553,750	\$ -	Not Applicable
% ACTUAL TO BUDGET	129.49%	0.00%	119.17%	0.00%	Not Applicable
TOTAL EXPENSES (ACTUAL)	\$ 1,949,020	\$ 1,418,557	\$ 14,111,947	\$ 14,386,796	\$ 15,755,809
AS BUDGET	\$ 1,340,896	\$ -	\$ 13,408,956	\$ -	Not Applicable
% ACTUAL TO BUDGET	145.35%	0.00%	105.24%	0.00%	Not Applicable

MONTHLY DIRECTOR'S REPORT

REPORTING PERIOD: 10/2017 | FY 2017



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COMMENTARY & ANALYSIS

The net operating margin after transfers, FY to date was 2.82%

RECOMMENDATIONS

- *
- *
- *
- *

MOST RECENT
12-MONTH

Oct 2017 Oct 2016 FY2017 YTD FY2016 YTD

FINANCIALS

Revenues

RETAIL SALES	\$ 422,393	\$ 400,098	\$ 4,184,662	\$ 4,074,607	\$ 4,989,648
OTHER REVENUES	22,007	39,991	324,293	361,199	385,864
ADJUSTMENTS	-	3,926	97,815	113,966	105,806
Total Revenues	\$ 444,400	\$ 444,015	\$ 4,606,769	\$ 4,549,772	\$ 5,481,319

Expenses

PERSONNEL	\$ 48,025	\$ 39,940	\$ 451,515	\$ 449,759	\$ 539,645
PURCHASED & CONTRACTED SVC	244	432	20,043	21,512	25,408
PURCHASED PROPERTY SERVICES	8,823	38,688	230,533	238,097	296,029
SUPPLIES	5,519	6,572	102,507	86,017	137,092
COST OF GOODS SOLD	224,759	269,979	2,920,116	2,943,064	3,533,085
DEPR, DEBT SVC & OTHER COSTS	35,406	59,812	562,941	681,827	652,718
FUND TRANSFERS	21,228	20,931	189,327	203,637	230,392
Total Combined Expenses	\$ 344,003	\$ 436,354	\$ 4,476,982	\$ 4,623,914	\$ 5,414,369

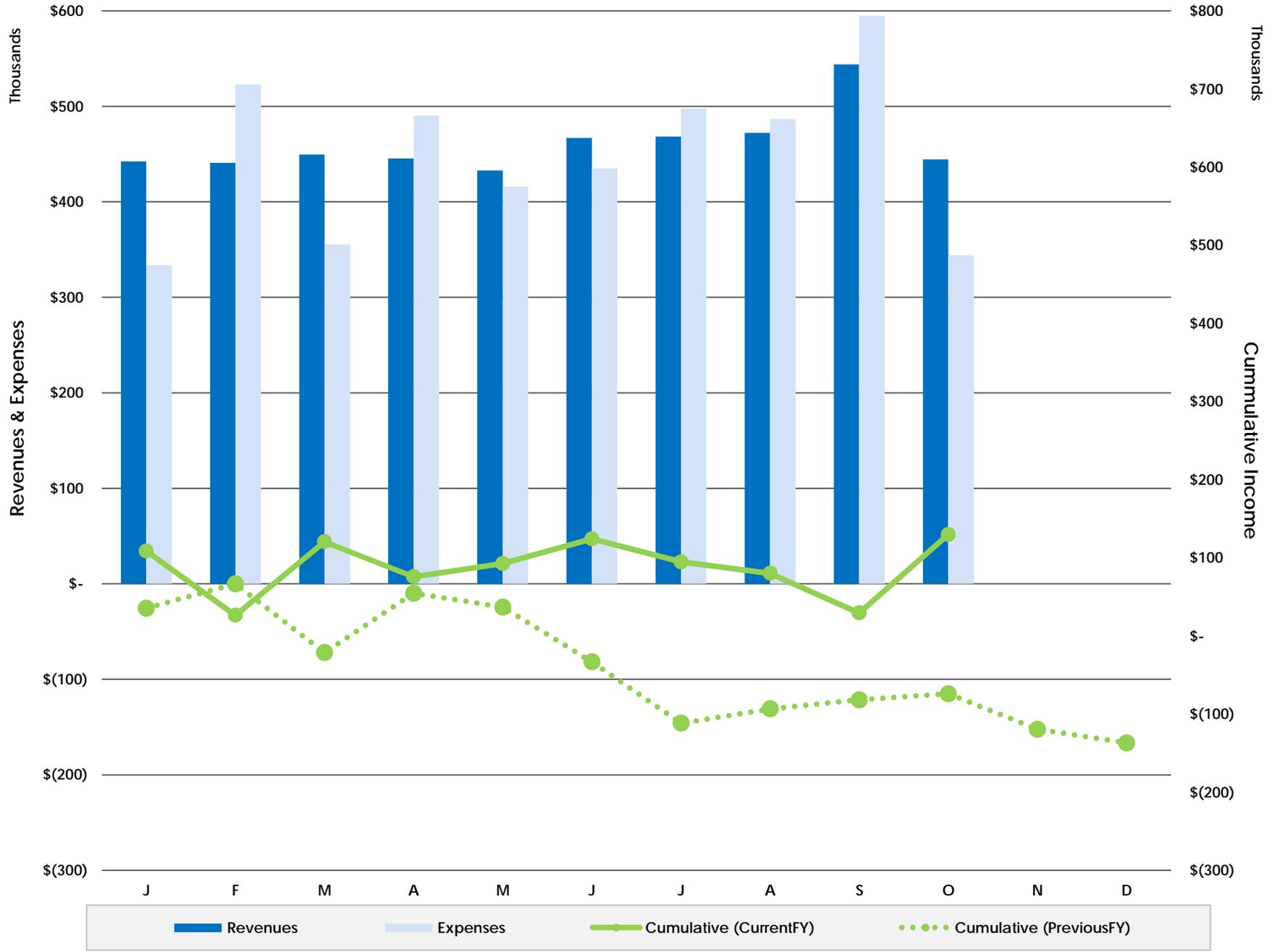
Income

Before Transfer	\$ 121,624	\$ 28,592	\$ 319,114	\$ 129,495	\$ 297,341
After Transfer	\$ 100,396	\$ 7,661	\$ 129,787	\$ (74,142)	\$ 66,950

Margin

Before Transfer	27.37%	6.44%	6.93%	2.85%	5.42%
After Transfer	22.59%	1.73%	2.82%	-1.63%	1.22%

CHART 1
 MONTHLY DIRECTOR'S REPORT
 REVENUE, EXPENSE & INCOME SUMMARY
 FISCAL YEAR 2017



MOST RECENT
12-MONTH

Oct 2017

Oct 2016

FY2017 YTD

FY2016 YTD

RETAIL SALES

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

CABLE TELEVISION	\$	201,328	\$	206,311	\$	2,033,801	\$	2,188,831	\$	2,445,087
DVR SERVICE		15,392		14,453		148,303		125,668		177,480
FIBER OPTICS		39,859		33,904		399,686		320,385		469,045
INTERNET		143,618		125,871		1,380,111		1,244,106		1,636,070
TELEPHONE		18,991		19,559		192,066		195,617		231,272
SET TOP BOX		3,204		-		30,695		-		30,695
Total RETAIL SALES (ACTUAL)	\$	422,393	\$	400,098	\$	4,184,662	\$	4,074,607	\$	4,989,648

OTHER REVENUES

CATV INSTALL/UPGRADE	\$	3,365	\$	4,745	\$	28,732	\$	32,230	\$	38,141
MARKETPLACE ADS		10		-		170		185		170
PHONE FEES		10,415		10,564		106,062		106,816		127,183
EQUIPMENT SALES		1,600		950		11,955		12,339		14,105
MODEM RENTAL		6,618		6,296		65,448		61,598		77,978
VIDEO PRODUCTION REVENUE		-		-		-		-		-
MISCELLANEOUS		-		-		20,661		-		20,661
ADMIN ALLOCATION		-		17,436		91,265		148,031		107,627
CONTRIBUTED CAPITAL		-		-		-		-		-
Total OTHER REVENUES ACTUAL	\$	22,007	\$	39,991	\$	324,293	\$	361,199	\$	385,864

Adjustment \$ - \$ 3,926 \$ 97,815 \$ 113,966 \$ 105,806

Note: Adjustment added to match Financials

TOTAL REVENUES (ACTUAL)	\$	444,400	\$	444,015	\$	4,606,769	\$	4,549,772	\$	5,481,319
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	Oct 2017	Oct 2016	FY2017 YTD	FY2016 YTD	MOST RECENT 12-MONTH
SUMMARY					
Personnel	\$ 48,025	\$ 39,940	\$ 451,515	\$ 449,759	\$ 539,645
Purchased & Contracted Svc	244	432	20,043	21,512	25,408
Purchased Property Services	8,823	38,688	230,533	238,097	296,029
Supplies	5,519	6,572	102,507	86,017	137,092
Cost of Goods Sold	224,759	269,979	2,920,116	2,943,064	3,533,085
Depr, Debt Svc & Other Costs	35,406	59,812	562,941	681,827	652,718
Fund Transfers	21,228	20,931	189,327	203,637	230,392
TOTAL SUMMARY (ACTUAL)	\$ 344,003	\$ 436,354	\$ 4,476,982	\$ 4,623,914	\$ 5,414,369

TELECOM

Personnel

Salaries	\$ 31,281	\$ 31,064	\$ 323,221	\$ 328,180	\$ 385,695
Benefits	16,744	8,876	128,293	121,579	153,950
Total Personnel (ACTUAL)	\$ 48,025	\$ 39,940	\$ 451,515	\$ 449,759	\$ 539,645

Purchased & Contracted Svc

Attorney Fees	-	-	-	-	-
Audit Services	-	-	-	-	-
Consulting - Technical	-	-	15,785	18,472	20,285
Utility Protection Ctr (DIG)	-	-	-	-	-
Lawn Care & Maintenance	-	-	-	-	-
Security Systems	-	-	-	-	-
Equipment Rents/Leases	244	432	4,258	3,040	5,123
Pole Equip. Rents/Leases	-	-	-	-	-
Total Purchased & Contracted Svc (ACTUAL)	\$ 244	\$ 432	\$ 20,043	\$ 21,512	\$ 25,408

	Oct 2017	Oct 2016	FY2017 YTD	FY2016 YTD	MOST RECENT 12-MONTH
Purchased Property Services					
Equipment Rep & Maint -Outside	-	566	2,191	11,099	8,437
Equipment Rental	23	-	196	-	196
Repair & Maintenance (Outside)	2,180	5,309	59,073	43,852	74,604
Repair & Maintenance (Inside)	5,186	30,338	136,449	139,358	174,077
Landfill Fees	-	-	-	-	-
Maintenance Contracts	553	259	4,038	3,037	5,378
Other Contractual Services	-	-	450	4,997	450
Communication Services	631	1,150	15,784	17,150	20,530
Public Relations	-	-	-	-	-
Marketing Expense	-	1,058	200	8,695	200
Utility Bill Printing Services	-	-	-	-	-
Dues & Subscriptions	-	-	7,411	7,268	7,411
Training & Education	-	7	4,492	2,642	4,497
General Liability Insurance	-	-	-	-	-
GA Dept Revenue Fee	250	-	250	-	250
Uniform Rental	-	-	-	-	-
Total Purchased Property Services (ACTUAL)	\$ 8,823	\$ 38,688	\$ 230,533	\$ 238,097	\$ 296,029

TELECOM (Continued)

Supplies					
Chemicals & Pesticides	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies & Expense	76	80	4,728	1,912	6,062
Postage	-	-	325	402	325
Janitorial Supplies	78	-	78	-	78
Utility Costs	2,933	3,434	40,409	39,717	51,138
Mileage Reimbursement	-	-	-	-	-
Auto & Truck Fuel	2,393	2,067	16,040	21,545	21,910
Small Tools & Minor Equipment	39	29	9,098	11,670	21,442
Small Operating Supplies	-	962	12,568	9,130	15,725
Uniform Expense	-	-	5,612	835	6,762
AMR Project Exp.	-	-	1,449	-	1,449
Equipment Pur (Less than \$5M)	-	-	12,200	804	12,200
Total Supplies (ACTUAL)	\$ 5,519	\$ 6,572	\$ 102,507	\$ 86,017	\$ 137,092

	Oct 2017	Oct 2016	FY2017 YTD	FY2016 YTD	MOST RECENT 12-MONTH
Cost of Goods Sold					
Internet Costs	-	8,835	44,798	129,149	74,944
Cost of Sales Telephone	39,912	43,258	379,839	582,545	439,137
Cost of Sales Fiber	30,550	-	88,209	-	88,209
Cost of Sales Internet	(28,364)	-	99,844	-	99,844
Cost of Programming CATV	182,660	217,886	2,307,425	2,231,370	2,826,076
CATV Video Production	-	-	-	-	4,875
Total Cost of Goods Sold (ACTUAL)	\$ 224,759	\$ 269,979	\$ 2,920,116	\$ 2,943,064	\$ 3,533,085

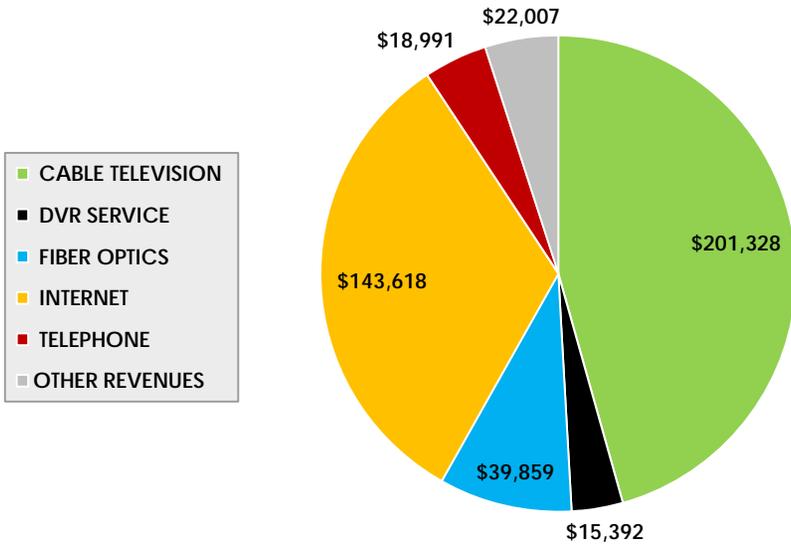
Depr, Debt Svc & Other Costs					
Damage Claims	\$ -	\$ -	\$ 7,312	\$ -	\$ 7,312
Miscellaneous	(452)	619	148	1,162	782
Utility Cashiers (Over)/Short	-	-	-	-	-
Utility Internal Admin Allocate	-	-	-	-	-
Depreciation Expense	-	-	-	-	177,935
Amortization Exp	-	-	-	-	-
Admin. Allocation - Adm Exp	35,858	44,143	382,049	479,066	494,857
Utility Bad Debt Expense	-	-	-	-	-
Revenue Bond Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Interest Expenses (Bond)	-	-	-	-	-
Construction in Progress	-	15,049	173,432	193,371	(19,940)
Capital Exp - Equipment	-	-	-	8,229	(8,229)
Total Depr, Debt Svc & Other Costs (ACTUAL)	\$ 35,406	\$ 59,812	\$ 562,941	\$ 681,827	\$ 652,718

Fund Transfers					
Transfer 5% to General Fund	21,228	20,931	189,327	203,637	230,392
Total Fund Transfers (ACTUAL)	\$ 21,228	\$ 20,931	\$ 189,327	\$ 203,637	\$ 230,392

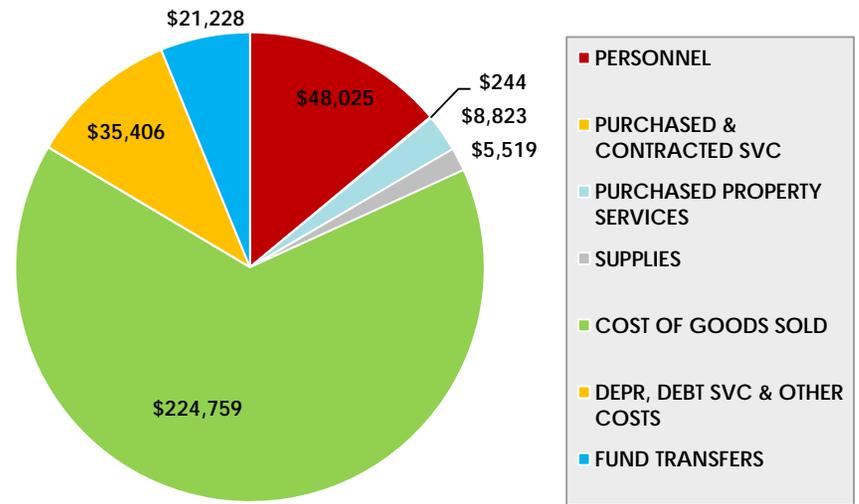
TOTAL TELECOM EXPENSES (ACTUAL)	\$ 344,003	\$ 436,354	\$ 4,476,982	\$ 4,623,914	\$ 5,414,369
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CHART 5
MONTHLY DIRECTOR'S REPORT
REVENUES & EXPENSES

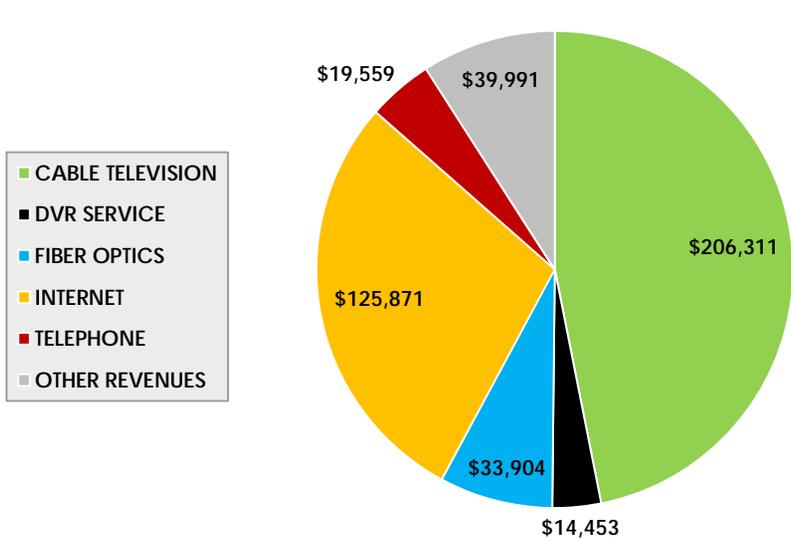
REVENUES [Oct 2017]



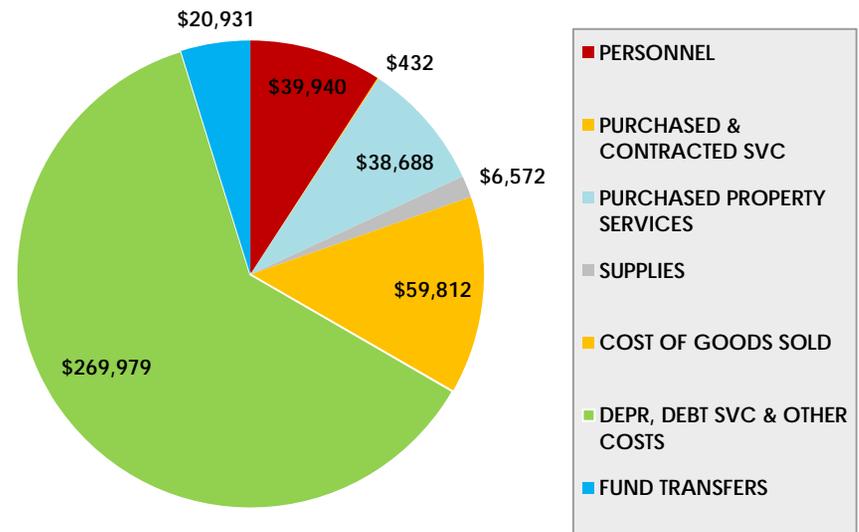
EXPENSES [Oct 2017]



REVENUES [Oct 2016]



EXPENSES [Oct 2016]



	Oct 2017	Oct 2016	FY2017 YTD	FY2016 YTD	MOST RECENT 12-MONTH
BASIC & EXPANDED BASIC					
Number of Bills	3,474	3,565	35,092	38,101	42,181
Revenue (\$)	\$ 194,804	\$ 199,327	\$ 1,967,358	\$ 2,120,700	\$ 2,364,542
Revenue Per Bill (\$)	\$ 56	\$ 56	\$ 56	\$ 56	\$ 56
MINI BASIC					
Number of Bills	187	205	1,911	2,014	2,325
Revenue (\$)	\$ 3,402	\$ 3,747	\$ 34,814	\$ 36,345	\$ 42,382
Revenue Per Bill (\$)	\$ 18	\$ 18	\$ 18	\$ 18	\$ 18
BOSTWICK					
Number of Bills	20	21	200	225	242
Revenue (\$)	\$ 1,128	\$ 1,184	\$ 11,257	\$ 12,538	\$ 13,626
Revenue Per Bill (\$)	\$ 56	\$ 56	\$ 56	\$ 56	\$ 56
BULK CATV/MOTEL					
Number of Bills	4	4	40	40	48
Revenue (\$)	\$ 990	\$ 990	\$ 9,900	\$ 9,900	\$ 11,880
Revenue Per Bill (\$)	\$ 248	\$ 248	\$ 248	\$ 248	\$ 248
SHOWTIME					
Number of Bills	7	5	62	33	72
Revenue (\$)	\$ 103	\$ 73	\$ 908	\$ 483	\$ 1,055
Revenue Per Bill (\$)	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15
SHOW/HBO					
Number of Bills	6	8	73	88	89
Revenue (\$)	\$ 74	\$ 100	\$ 906	\$ 1,100	\$ 1,106
Revenue Per Bill (\$)	\$ 12	\$ 13	\$ 12	\$ 12	\$ 12
BULK SHOWTIME/MOTEL					
Number of Bills	-	-	-	-	-
Revenue (\$)	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue Per Bill (\$)	\$ -	\$ -	\$ -	\$ -	\$ -
CINEMAX					
Number of Bills	3	5	51	40	62
Revenue (\$)	\$ 44	\$ 73	\$ 735	\$ 586	\$ 896
Revenue Per Bill (\$)	\$ 15	\$ 15	\$ 14	\$ 15	\$ 14

MOST RECENT
12-MONTH

Oct 2017

Oct 2016

FY2017 YTD

FY2016 YTD

MAX/HBO

Number of Bills		28		34		301		309		365
Revenue (\$)	\$	410	\$	490	\$	4,353	\$	4,439	\$	5,290
Revenue Per Bill (\$)	\$	15	\$	14	\$	14	\$	14	\$	14

HBO

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

MAX/HBO

Number of Bills		4		6		52		51		64
Revenue (\$)	\$	50	\$	75	\$	635	\$	635	\$	786
Revenue Per Bill (\$)	\$	13	\$	13	\$	12	\$	12	\$	12

PLAYBOY

Number of Bills		2		1		17		12		19
Revenue (\$)	\$	31	\$	16	\$	255	\$	188	\$	286
Revenue Per Bill (\$)	\$	16	\$	16	\$	15	\$	16	\$	15

STARZ

Number of Bills		20		16		183		132		221
Revenue (\$)	\$	293	\$	234	\$	2,681	\$	1,916	\$	3,238
Revenue Per Bill (\$)	\$	15	\$	15	\$	15	\$	15	\$	15

DVR

Number of Bills		134		122		1,261		1,057		1,507
Revenue (\$)	\$	10,275	\$	9,373	\$	97,061	\$	80,390	\$	115,917
Revenue Per Bill (\$)	\$	77	\$	77	\$	77	\$	76	\$	77

NON DVR

Number of Bills		58		61		598		554		721
Revenue (\$)	\$	4,182	\$	4,343	\$	43,063	\$	38,657	\$	51,881
Revenue Per Bill (\$)	\$	72	\$	71	\$	72	\$	70	\$	72

SET TOP BOX

Number of Bills		334		-		3,034		-		3,034
Revenue (\$)	\$	3,204	\$	-	\$	30,695	\$	-	\$	30,695
Revenue Per Bill (\$)	\$	10	\$	-	\$	10	\$	-	\$	10

	Oct 2017	Oct 2016	FY2017 YTD	FY2016 YTD	MOST RECENT 12-MONTH
ADD'L DVR BOX					
Number of Bills	71	53	604	520	716
Revenue (\$)	\$ 706	\$ 527	\$ 5,996	\$ 5,132	\$ 7,103
Revenue Per Bill (\$)	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10
ADD'L NON DVR BOX					
Number of Bills	33	31	314	215	371
Revenue (\$)	\$ 229	\$ 210	\$ 2,182	\$ 1,489	\$ 2,578
Revenue Per Bill (\$)	\$ 7	\$ 7	\$ 7	\$ 7	\$ 7
FIBER					
Number of Bills	39	54	496	452	604
Revenue (\$)	\$ 39,859	\$ 33,904	\$ 399,686	\$ 320,385	\$ 469,045
Revenue Per Bill (\$)	\$ 1,022	\$ 628	\$ 806	\$ 709	\$ 777
INTERNET					
Number of Bills	3,338	3,080	32,420	30,566	38,580
Revenue (\$)	\$ 140,930	\$ 123,074	\$ 1,350,950	\$ 1,213,578	\$ 1,601,034
Revenue Per Bill (\$)	\$ 42	\$ 40	\$ 42	\$ 40	\$ 41
WIRELESS INTERNET					
Number of Bills	47	50	510	568	615
Revenue (\$)	\$ 2,688	\$ 2,798	\$ 29,161	\$ 30,528	\$ 35,036
Revenue Per Bill (\$)	\$ 57	\$ 56	\$ 57	\$ 54	\$ 57
RESIDENTIAL PHONE					
Number of Bills	896	911	9,157	9,356	10,974
Revenue (\$)	\$ 3,271	\$ 3,294	\$ 32,407	\$ 33,997	\$ 39,182
Revenue Per Bill (\$)	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4
COMMERCIAL PHONE					
Number of Bills	443	464	4,574	4,613	5,504
Revenue (\$)	\$ 15,720	\$ 16,265	\$ 159,659	\$ 161,620	\$ 192,090
Revenue Per Bill (\$)	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35
TOTAL REVENUES	\$ 422,393	\$ 400,098	\$ 4,184,662	\$ 4,074,607	\$ 4,989,648

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

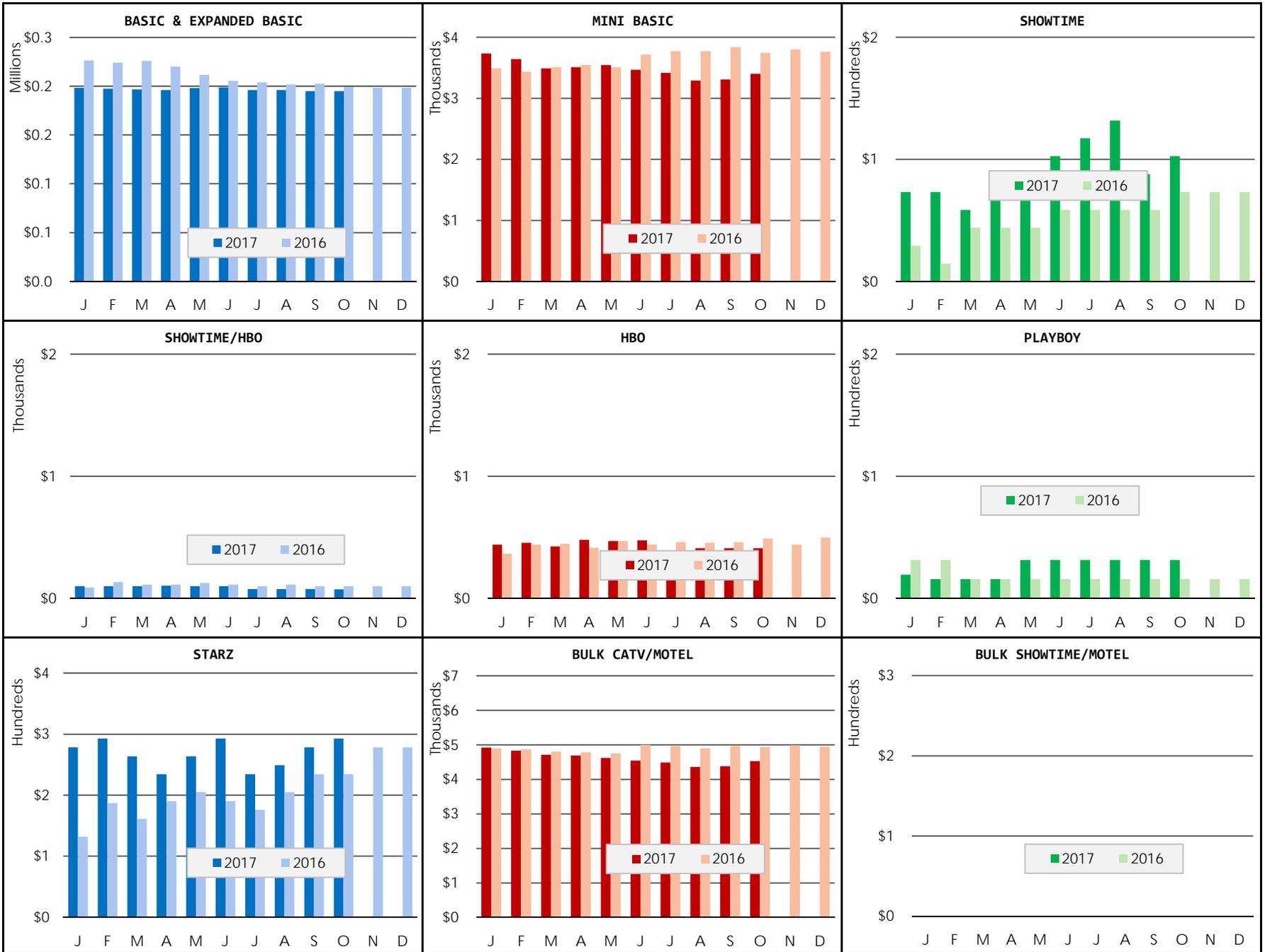


CHART 7
REVENUES FROM SALES BY CLASS
CURRENT VS. PREVIOUS FISCAL YEAR

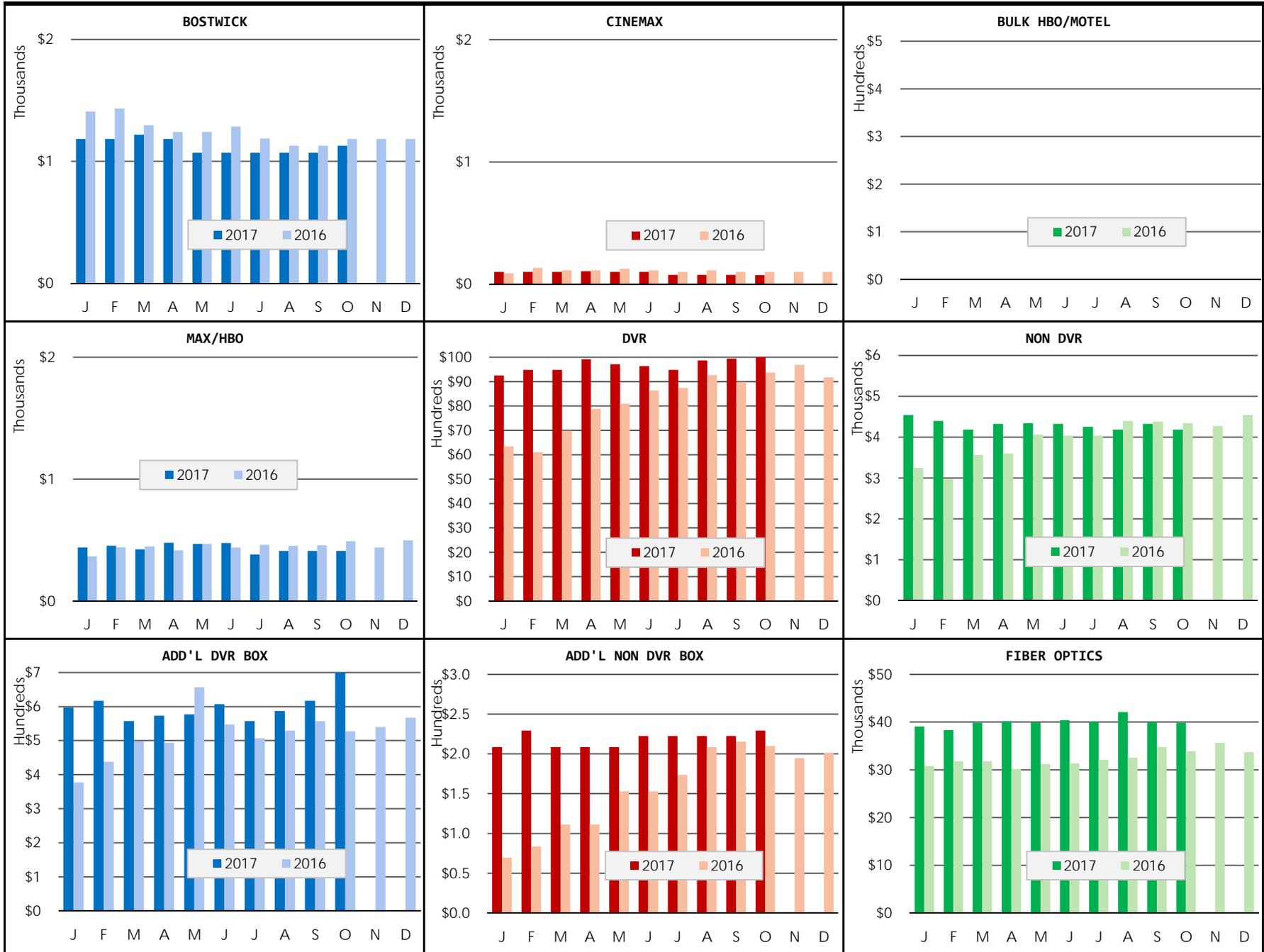
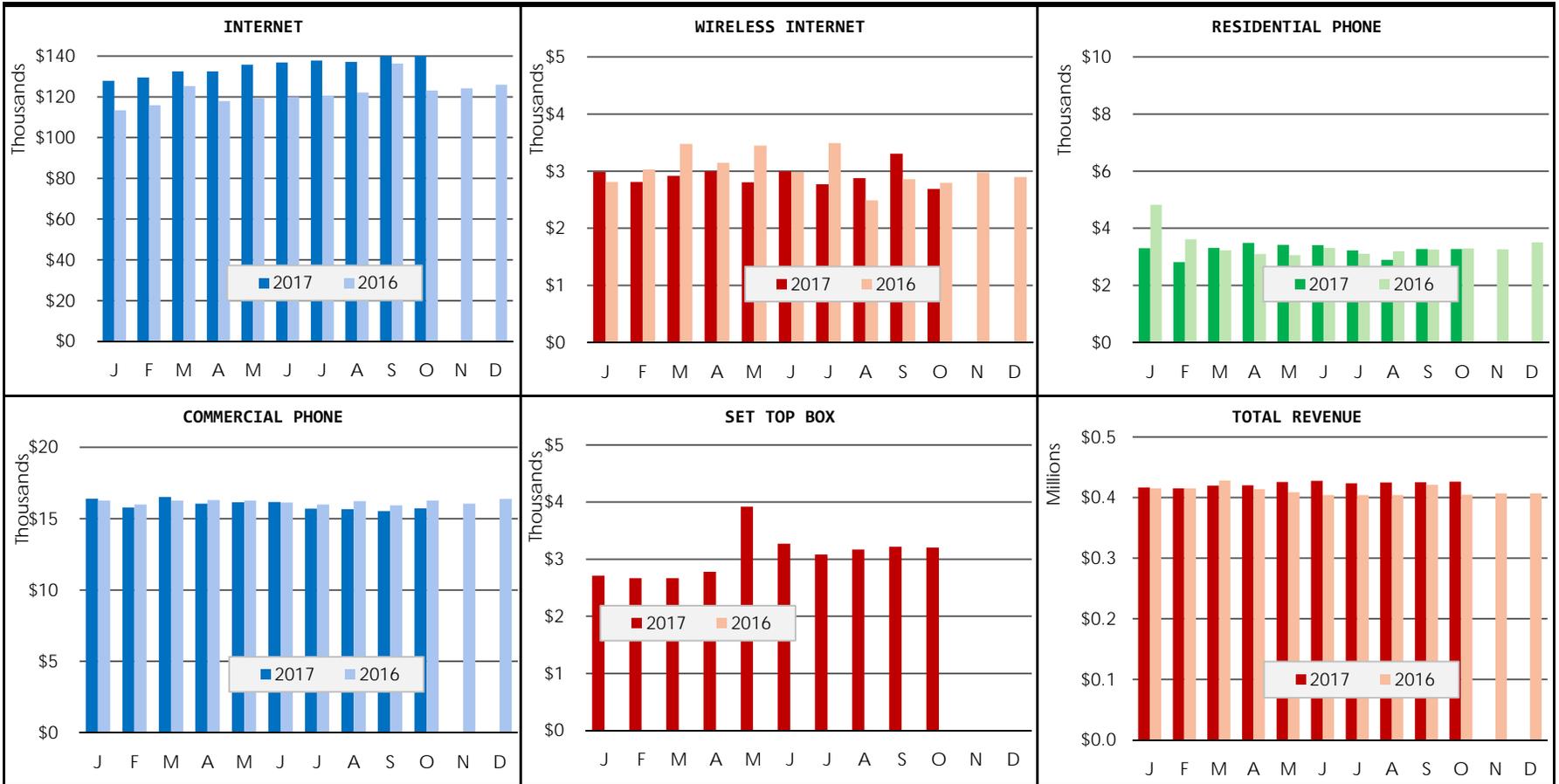


CHART 7
 REVENUES FROM SALES BY CLASS
 CURRENT VS. PREVIOUS FISCAL YEAR





FINANCE

DEPARTMENT

MONTHLY REPORT

JANUARY

2018

Performance Indicators	Nov-17	Oct-17	Sep-17	Aug-17	Jul-17	Jun-17	May-17	Apr-17	Mar-17	Feb-17	Jan-17	Dec-16	Nov-16
Telephone Calls													
Admin Support													
Utilities - Incoming Calls	6,047	6,234	8,851	7,103	6,434	6,918	6,176	5,714	6,126	5,937	4,867	4,665	6,156
Utilities - Abandoned Calls	342	396	494	468	379	444	384	403	339	405	313	200	306
% of Abandoned Calls - Utility	5.66%	6.35%	5.58%	6.59%	5.89%	6.42%	6.22%	7.05%	5.53%	6.82%	6.43%	4.29%	4.97%
Customer Count													
Utilities													
Electric Customers	6,217	6,287	6,261	6,305	6,279	6,291	6,330	6,475	6,258	6,259	6,242	6,252	6,210
Natural Gas Customers	3,731	3,749	3,760	3,751	3,728	3,740	3,791	3,876	3,745	3,742	3,729	3,716	3,730
Water Customers	9,076	9,114	9,095	9,160	9,133	9,163	9,173	9,323	9,110	9,094	9,084	9,059	8,969
Wastewater Customers	6,837	6,891	6,864	6,915	6,891	6,902	6,947	7,097	6,869	6,863	6,846	6,834	6,777
Cable TV Customers	3,626	3,681	3,669	3,714	3,705	3,751	3,752	3,713	3,714	3,738	3,766	3,768	3,777
Digital Cable Customers	194	192	189	186	182	185	187	190	181	184	183	182	187
Internet Customers	3,293	3,338	3,366	3,318	3,328	3,338	3,317	3,226	3,260	3,211	3,181	3,149	3,133
Residential Phone Customers	887	896	905	929	911	924	927	931	904	911	919	907	910
Commercial Phone Customers	435	443	440	451	446	462	461	459	475	469	468	468	462
Fiber Customers	49	49	49	52	52	52	52	52	52	52	54	54	54
Work Orders Generated													
Utilities													
Connects	706	755	650	782	663	623	666	588	898	777	666	686	698
Cutoff for Non-Payment	189	203	201	286	230	267	309	209	233	239	215	255	250
Electric Work Orders	59	98	91	90	68	65	99	124	84	52	57	52	49
Water Work Orders	98	111	94	98	92	76	103	86	90	250	120	64	174
Natural Gas Work Orders	26	31	11	19	13	35	34	35	53	25	63	45	36
Disconnects	556	771	672	769	647	621	761	504	743	679	588	580	651
Sewer Work Orders	13	25	14	10	15	10	17	21	15	18	24	27	
Telecomm Work Orders	325	483	427	512	489	518	481	434	498	436	446	465	499
Billing/Collections													
Utilities													
Utility Revenue Billed	\$ 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	\$ 3,414,936	\$ 3,102,541	\$ 3,091,606
Utility Revenue Collected	\$ 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	\$ 3,138,344	\$ 3,066,980	\$ 3,114,791
# of Inactive Accounts Written Off	52	49	54	56	50	14	58	35	72	85	74	75	68
Amount Written Off for Bad Debt	\$ 26,793	\$ 21,466	\$ 23,542	\$ 23,014	\$ 24,317	\$ 6,958	\$ 27,804	\$ 15,156	\$ 35,731	\$ 51,347	\$ 47,086	\$ 34,195	\$ 27,658
Utility Bad Debt Collected	\$ 4,726	\$ 3,984	\$ 5,723	\$ 5,649	\$ 3,378	\$ 415	\$ 4,571	\$ 3,024	\$ 7,068	\$ 5,033	\$ 4,004	\$ 3,197	\$ 2,982
Extensions													
Utilities													
Extensions Requested	662	717	722	711	680	647	685	595	632	606	770	619	679
Extensions Pending	286	293	311	270	302	236	294	251	194	239	335	236	284
Extensions Defaulted	31	33	45	46	41	56	30	30	30	36	32	30	40
Taxes													
Admin Support													
Property Tax Transactions	1	-	6	480	6	26	12	1	5	8	10	17	11
Property Tax Collected	\$ 113	\$ -	\$ 679	\$ 17,166	\$ 1,610	\$ 7,266	\$ 3,115	\$ 171	\$ 1,379	\$ 1,119	\$ 2,865	\$ 3,836	\$ 899
Accounting													
Payroll & Benefits													
Payroll Checks issued	64	62	53	52	90	74	52	51	48	51	50	223	51
Direct Deposit Advices	414	395	397	387	398	587	405	394	404	395	393	594	393
General Ledger													
Accounts Payable Checks Issued	313	294	258	372	302	346	385	293	397	306	285	318	352
Accounts Payable Invoices Entered	449	275	590	389	512	716	528	480	553	542	387	362	501
Journal Entries Processed	150	207	183	165	165	178	150	138	176	123	137	123	116
Miscellaneous Receipts	279	553	215	227	186	210	220	207	273	246	261	310	225
Purchase Orders Issued	76	98	83	104	74	87	90	94	265	280	267	106	105
Utility Deposit Refunds Processed	34	41	31	60	49	73	35	38	65	30	38	23	36
Local Option Sales Tax	\$ 143,745	\$ 148,203	\$ 150,257	\$ 151,509	\$ 146,601	\$ 146,581	\$ 166,217	\$ 144,473	\$ 131,333	\$ 134,643	\$ 163,847	\$ 135,719	\$ 140,018
Special Local Option Sales Tax - 2013	127,396	131,352	133,100	134,509	129,914	130,106	145,022	128,043	116,393	119,317	145,200	120,542	123,874

Performance Indicators	Nov-17	Oct-17	Sep-17	Aug-17	Jul-17	Jun-17	May-17	Apr-17	Mar-17	Feb-17	Jan-17	Dec-16	Nov-16
Personnel													
Payroll & Benefits													
Budgeted Positions	228	228	228	228	228	228	228	228	228	228	228	224	224
Filled Positions	216	225	222	209	207	207	208	208	207	207	204	203	207
Vacancies	12	13	16	19	21	21	20	20	21	21	24	21	17
Unfunded Positions	32	32	32	32	32	32	32	32	32	32	32	34	34
Clinic Appointment Capacity	160	140	140	180	141	164	180	160	180	175	145	120	159
Clinic Ancillary Visits	26	25	16	41	54	56	73	72	61	22	5	15	4
Clinic Utilization Percentage	83%	89%	80%	97%	93%	95%	90%	83%	105%	60%	63%	68%	74%
Clinic No Shows	9	16	17	22	21	31	31	24	25	4	5	11	-
Clinic Utilization2	106	100	96	134	77	100	89	60	128	83	86	67	113
IT													
City Wide													
IT Support/Service	56	60	55	70	60	79	60	84	76	52	81	69	50
Airport													
Airport													
Airport Fuel Sales/Gallons	4,446	2,778	2,525	3,291	3,641	3,277	4,045	5,383	4,098	3,411	2,318	1,525	1,912
Airport Fuel Sales/\$	16,406	10,251	9,310	12,144	13,434	12,091	14,572	19,324	14,711	12,246	8,320	5,475	6,863



**JANUARY 2018
FINANCIAL
STATUS REPORT**

City of Monroe
 Financial Performance Report
 For the Period Ended
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CASH

Cash balances as of November 30, 2017 total \$37,772,834.17. The following table shows the individual account balances.

11/30/2017

GOVERNMENTAL FUND	
General Fund Checking	1,503,015.21
Stabilization Fund	419,896.00
Community Center Deposits	6,321.98
Group Health Insurance (Claims/Premiums)	594,403.47
Unemployment Fund	17,174.03
Workmen's Compensation (To Fund Claims)	72,465.50

CAPITAL PROJECTS FUND	
Capital Improvement - General Government	2,739.99
SPLOST	1,380,834.46
SPLOST 2013	3,781,382.00
GO Bond - Public Facilities	32,111.18

SPECIAL REVENUE FUND	
Hotel/Motel	8,499.20
DEA Confiscated Assets Fund	2,387.07
Confiscated Assets Fund	18,019.23

DEBT SERVICE FUND	
General Obligation	114.80

ENTERPRISE FUND	
Solid Waste	74,170.01
Solid Waste Capital	644,622.01
Utility Revenue	897,908.14
Utility Revenue Reserve	1,333,114.10
Utility MEAG Payment Acct	1,920.83
Utility MGAG Payment Acct	8,312.57
Utility Gov't Loan Payment Acct	26,029.94
Utility MEAG Short-Term Investment	4,673,241.53
Utility MEAG Intermediate Extended Investment	4,341,006.89
Utility MEAG Intermediate Portfolio Investment	1,223,192.76
Utility Capital Improvement	11,929,947.82
Utility GEFA Restricted	1,000.00
Utility Bond Sinking Fund	2,380,812.24
Tap Fees	909,089.59
Utility Customer Deposits	1,489,101.62

City of Monroe
Financial Performance Report
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GENERAL FUND

The table below shows an overview of the General Fund revenues and expenses by department.

**REVENUE AND EXPENSE REPORT
GENERAL FUND**

	<u>Nov-16</u>	<u>Nov-17</u>	<u>Variance</u>	<u>2017 Budget</u>	<u>% Budget to YTD 2017</u>
REVENUE					
TAXES	4,357,333	4,083,692	273,641	6,659,447	61.32%
LICENSES & PERMITS	244,661	160,146	84,515	220,400	72.66%
INTERGOVERNMENTAL	298,690	140,241	158,449	91,591	153.12%
CHARGES FOR SERVICES	571,355	655,647	(84,292)	694,000	94.47%
FINES	178,102	250,233	(72,131)	425,000	58.88%
INVESTMENT INCOME	2	77	(75)	-	#DIV/0!
CONTRIBUTIONS & DONATIONS	38,250	64,854	(26,604)	42,000	154.41%
MISCELLANEOUS INCOME	197,764	255,202	(57,438)	205,700	124.07%
OTHER FINANCING SOURCES	1,780,266	1,919,072	(138,806)	2,298,407	83.50%
TOTAL REVENUE:	7,666,423	7,529,164	137,259	10,636,545	70.79%
EXPENSE					
GENERAL GOVERNMENT	1,333,930	1,353,471	19,541	1,283,253	105.47%
FINANCE	440,572	343,618	(96,954)	488,498	70.34%
PROTECTIVE/CODE INSPECTION	291,594	296,225	4,631	563,771	52.54%
FIRE	1,350,967	1,447,163	96,196	1,711,115	84.57%
HIGHWAYS & STREETS	1,319,815	1,309,509	(10,306)	1,620,804	80.79%
POLICE	3,085,930	3,361,521	275,591	3,800,281	88.45%
PARKS	240,660	285,685	45,025	326,098	87.61%
OTHER FINANCING USES	841,150	843,224	2,074	842,725	100.06%
TOTAL EXPENSES:	8,904,618	9,240,416	335,798	10,636,545	86.87%

Revenue

Collections were \$7,529,164 which is 70% of the total amount budgeted for 2017.

Taxes:

- General Property Tax - \$1.306 million which is 36% of budget to revenue.
- General Sales & Use Tax (Local Option Sales Tax) – Collections are at 86% of the budget.
- Selective Sales & Use Tax (Alcohol Beverage, etc.) – Collections are on budget at 94% for the year.
- Business Tax is at 105%. Insurance Premium Tax of 852 thousand was received in October. Occupation Taxes are at 102%. The due date for existing businesses was March 1.

Licenses & Permits

- Business Licenses which include alcoholic beverage permits and insurance licenses are slightly over budgeted revenue with the bulk of the funds already collected.
- Building permits – \$85 thousand collected of the \$150 thousand budgeted.

*City of Monroe
Financial Performance Report
For the Period Ended
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Charges for Services

- Culture & Recreation (Event Fees) – 53% of budget has been collected at this time.
- Other Charges for Services (Self Insurance Fees) – is on budget.

Fines

- Municipal Court Collections – 59% of budget with \$250 thousand collected. 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 – \$1
- 40 thousand collected or 100% of budget.

Miscellaneous

- Rents – Hanger rent, tie down fees and community center fees are at 116% of budget.

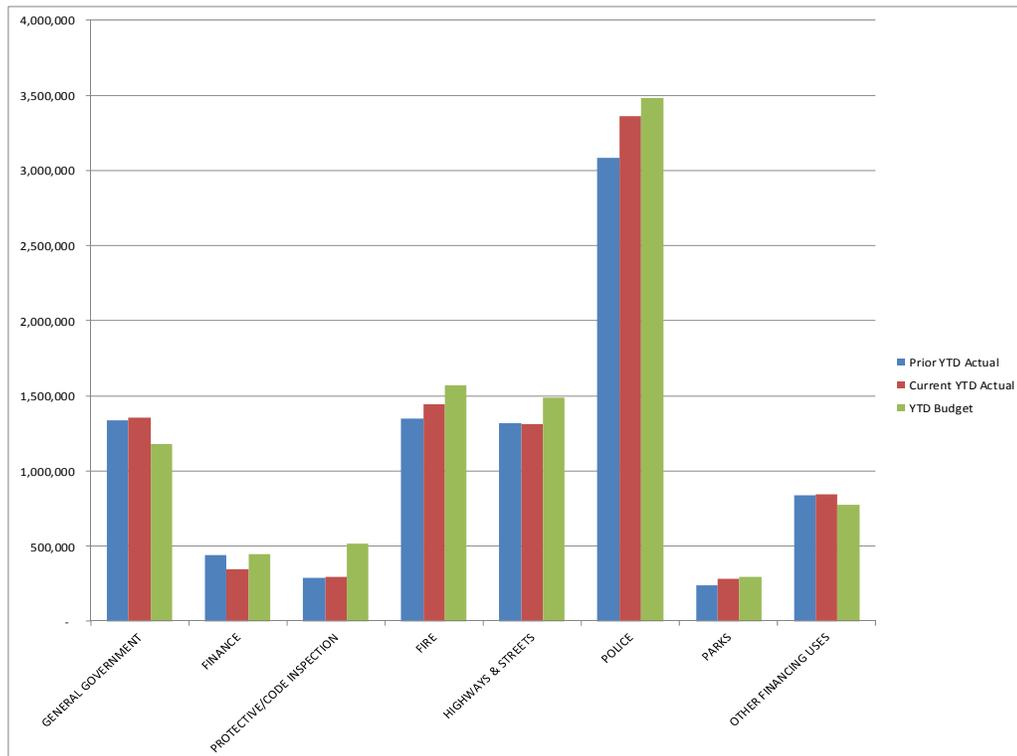
Other Financing Sources

- Operating transfers in from Utilities (for franchise fees) – collections are at 69% of the budget with \$1.412 million transferred from the utility fund franchise fees.

Expenditures

General fund total expenditures of \$9,240,416 are at 86% of the total budgeted for 2017. The target YTD percentage for this month should be at or below 91%.

The chart below compares year to date prior year expense, current year expense and current year budget figures (totals) for each department.



City of Monroe
Financial Performance Report
For the Period Ended
November 30, 2017

COMBINED UTILITIES

The table below shows an overview of the Combined Utility Fund revenues and expenses by department.

**REVENUE AND EXPENSE REPORT
COMBINED UTILITIES FUND**

	<u>Nov-16</u>	<u>Nov-17</u>	<u>Variance</u>	<u>2017 Budget</u>	<u>% Budget to YTD 2017</u>
REVENUE					
INTERGOVERNMENTAL	-	-	-	-	-
CHARGES FOR SERVICES					
WATER	4,686,112	4,541,174	144,938	4,765,000	95.30%
SEWER	3,636,579	3,660,397	(23,818)	3,856,740	94.91%
ELECTRIC	17,860,239	17,634,686	225,553	18,645,000	94.58%
NATURAL GAS	2,851,123	2,883,292	(32,169)	3,573,340	80.69%
CATV/INTERNET	4,837,404	4,959,844	(122,440)	5,723,000	86.67%
UTILITY NON SPECIFIC	708,159	661,091	47,068	-	-
INTEREST INCOME	167,262	1,066,764	(899,502)	50,000	2133.53%
CONTRIBUTIONS & DONATIONS	43,351	-	43,351	-	-
MISCELLANEOUS INCOME	950	-	950	-	-
OTHER FINANCING SOURCES	49,625	7,142	42,483	-	-
TOTAL REVENUE:	34,840,804	35,414,390	(573,586)	36,613,080	96.73%
EXPENSE					
FINANCIAL ADMINISTRATION	(1,658,595)	(1,761,090)	(102,495)	(1,767,276)	99.65%
UTILITY CUSTOMER SERVICE	865,869	977,213	111,344	1,074,210	90.97%
UTILITY BILLING	261,590	254,651	(6,939)	315,982	80.59%
CENTRAL SERVICES	531,135	529,226	(1,909)	681,663	77.64%
GENERAL ADMIN ELECTRIC/TELECOMM	163,188	178,763	15,575	251,758	71.01%
ELECTRIC	14,666,379	14,254,361	(412,018)	17,951,696	79.40%
TELECOMM	5,110,083	4,750,691	(359,392)	6,068,394	78.29%
GENERAL ADMIN GAS WATER & SEWER	102,454	57,418	(45,036)	211,669	27.13%
SEWER	2,444,845	2,777,541	332,696	3,674,167	75.60%
WATER	3,296,845	2,719,761	(577,084)	4,919,071	55.29%
GAS	2,190,344	2,221,558	31,214	3,231,746	68.74%
TOTAL EXPENSES:	27,974,137	26,960,093	(1,014,044)	36,613,080	73.64%

Revenue

Operating revenues total \$35,414,390 which is 96% of the total amount budgeted for 2017.

- Water – Charges for sales and services \$4.541 million, 95% of budget.
- Sewerage – Charges for sales and services \$3.660 million, 94% of budget.
- Electric – Charges for sales and services \$17.634 million, 94% of budget.
- Gas – Charges for sales and services \$2.883 million, 80% of budget.
- CATV/Internet – Charges for sales and services \$4.959 million, 86% of budget.

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

Operating expenses were \$26,960,093.

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

**CITY OF MONROE, GEORGIA
STATEMENT OF REVENUES, EXPENSES, AND
CHANGES IN FUND NET POSITION
COMBINED UTILITY FUND
FOR THE FISCAL PERIOD ENDED
November 30, 2017**

	<u>ADMINISTRATIVE DIVISION</u>	<u>CATV/INTERNET DIVISION</u>	<u>ELECTRIC DIVISION</u>	<u>GAS DIVISION</u>	<u>WASTEWATER DIVISION</u>	<u>WATER DIVISION</u>	<u>TOTAL ALL DIVISIONS</u>
OPERATING REVENUES							
Charges for sales and services	\$ -	\$ 4,959,843.51	\$ 17,634,685.78	\$ 2,883,292.48	\$ 3,660,396.81	\$ 4,541,174.14	\$ 33,679,392.72
Customer account fees	661,091.44	-	-	-	-	-	661,091.44
Other revenue - allocation	(880,735.59)	124,271.80	391,777.58	83,819.60	122,025.93	158,840.68	-
Other	-	-	-	-	-	-	-
Total operating revenues	<u>(219,644.15)</u>	<u>5,084,115.31</u>	<u>18,026,463.36</u>	<u>2,967,112.08</u>	<u>3,782,422.74</u>	<u>4,700,014.82</u>	<u>34,340,484.16</u>
OPERATING EXPENSES							
Cost of sales and services	-	3,039,098.33	10,302,533.09	1,056,985.51	-	-	14,398,616.93
General operating expenses	(22,618.00)	1,325,844.64	3,186,615.12	938,685.14	2,289,927.33	2,111,511.67	9,829,965.90
Depreciation	-	-	-	-	-	-	-
Amortization	-	-	-	-	-	-	-
Total operating expenses	<u>(22,618.00)</u>	<u>4,364,942.97</u>	<u>13,489,148.21</u>	<u>1,995,670.65</u>	<u>2,289,927.33</u>	<u>2,111,511.67</u>	<u>24,228,582.83</u>
Operating income (loss)	<u>(197,026.15)</u>	<u>719,172.34</u>	<u>4,537,315.15</u>	<u>971,441.43</u>	<u>1,492,495.41</u>	<u>2,588,503.15</u>	<u>10,111,901.33</u>
NON-OPERATING REVENUES (EXPENSES)							
Interest income	241,763.85	-	-	-	-	-	241,763.85
Other	-	-	825,000.00	-	-	-	825,000.00
Intergovernmental	-	-	-	-	-	-	-
Interest expense	(3,422.00)	-	-	(44,412.66)	(137,941.53)	(144,951.36)	(330,727.55)
Gain on disposal of capital assets	7,142.40	-	-	-	-	-	7,142.40
Total non-operating revenue (expense)	<u>245,484.25</u>	<u>-</u>	<u>825,000.00</u>	<u>(44,412.66)</u>	<u>(137,941.53)</u>	<u>(144,951.36)</u>	<u>743,178.70</u>
Income (loss) before capital contributions and transfers	<u>48,458.10</u>	<u>719,172.34</u>	<u>5,362,315.15</u>	<u>927,028.77</u>	<u>1,354,553.88</u>	<u>2,443,551.79</u>	<u>10,855,080.03</u>
Capital contributions	-	-	-	-	-	-	-
Capital assets	(8,196.00)	(175,156.09)	(218,324.60)	(112,972.10)	(189,637.77)	(273,229.14)	(977,515.70)
Transfers in	-	-	-	-	-	-	-
Transfers out	(11,000.00)	(210,591.92)	(725,651.64)	(125,920.99)	(160,034.36)	(190,068.74)	(1,423,267.65)
	<u>(19,196.00)</u>	<u>(385,748.01)</u>	<u>(943,976.24)</u>	<u>(238,893.09)</u>	<u>(349,672.13)</u>	<u>(463,297.88)</u>	<u>(2,400,783.35)</u>
Change in net position	<u>\$ 29,262.10</u>	<u>\$ 333,424.33</u>	<u>\$ 4,418,338.91</u>	<u>\$ 688,135.68</u>	<u>\$ 1,004,881.75</u>	<u>\$ 1,980,253.91</u>	<u>\$ 8,454,296.68</u>
Net position, beginning of year							<u>67,551,155.00</u>
Net position, end of period	<u>\$ 29,262.10</u>	<u>\$ 333,424.33</u>	<u>\$ 4,418,338.91</u>	<u>\$ 688,135.68</u>	<u>\$ 1,004,881.75</u>	<u>\$ 1,980,253.91</u>	<u>\$ 76,005,451.68</u>

*City of Monroe
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SOLID WASTE

The table below shows an overview of the Solid Waste Fund revenues and expenses by division.

**REVENUE AND EXPENSE REPORT
SOLID WASTE FUND**

	<u>Nov-16</u>	<u>Nov-17</u>	<u>Variance</u>	<u>2017 Budget</u>	<u>% Budget to YTD 2017</u>
REVENUE					
CHARGES FOR SERVICES	3,868,959	4,443,289	(574,330)	4,548,708	97.68%
CONTRIBUTIONS & DONATIONS	-	-	-	-	-
OTHER FINANCING SOURCES	510	-	510	-	-
TOTAL REVENUE:	3,869,469	4,443,289	(573,820)	4,548,708	97.68%
EXPENSE					
ADMINISTRATION	290,260	245,866	(44,394)	332,096	74.03%
SOLID WASTE COLLECTION	758,453	655,921	(102,532)	934,299	70.20%
SOLID WASTE DISPOSAL	1,895,226	1,953,186	57,960	2,467,527	79.16%
RECYCLABLE COLLECTION	79,582	70,375	(9,207)	162,849	43.21%
PUBLIC EDUCATION	-	-	-	-	-
YARD TRIMMINGS COLLECTION	168,557	155,894	(12,663)	199,805	78.02%
OTHER FINANCING USES	204,448	224,905	20,457	452,132	49.74%
TOTAL EXPENSES:	3,396,526	3,306,147	(90,379)	4,548,708	72.68%

Revenue

Collections for fiscal year 2017 are \$4.443 million or 97% of the revenue budget appropriation. As of December 1, we have \$139 thousand in transfer station revenue billed over 30 days with an additional \$194 thousand in current transfer station billing.

- Sanitation Fees – Collections through July is just over \$1.872 million, 89% of budget.
- Transfer Station Fees – Revenue of \$2.376 million.

Expenses

Solid Waste expenses are at 69.34% of the total budget or \$3,306,147. This includes 9 landfill payments to Oak Grove Landfill.

*City of Monroe
Financial Performance Report
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SPLOST

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

SPLOST 2013-2018

Sales Tax Receipt Month	Walton County		15.3335760%	Actual	Other Revenues	Total Receipts SPLOST	Expenses for the Month	Interest for the Month	Account Balance
	Special Local Option Sales Taxes Received	Receipt Total for Period of SPLOST	Monroe's Portion up to 60M	Receipt Total for Month					
Jan-16	935,643.98	28,862,166.43	143,467.68	143,465.10		143,465.10	1,837.50	195.95	2,446,605.96
Feb-16	726,107.59	29,588,274.02	111,338.26	111,336.26		111,336.26	-	194.78	2,558,137.00
Mar-16	752,782.77	30,341,056.79	115,428.52	115,426.44	169,087.53	284,513.97	45,052.54	230.74	2,797,829.17
Apr-16	781,423.83	31,122,480.62	119,820.22	119,818.06		119,818.06	139,722.31	230.78	2,778,155.70
May-16	765,594.40	31,888,075.02	117,393.00	117,390.89	18.00	117,408.89	42,156.68	234.10	2,853,642.01
Jun-16	790,451.48	32,678,526.50	121,204.48	121,202.29		121,202.29	313,106.49	227.42	2,661,965.23
Jul-16	825,064.76	33,503,591.26	126,511.93	126,509.66	122,442.69	248,952.35	53,596.99	232.40	2,857,552.99
Aug-16	815,336.28	34,318,927.54	125,020.21	125,017.96		125,017.96	85,600.63	242.71	2,897,213.03
Sep-16	846,418.81	35,165,346.35	129,786.27	129,783.94	-	129,783.94	45,978.68	238.66	2,981,256.95
Oct-16	819,807.16	35,985,153.51	125,705.75	125,703.49		125,703.49	301,464.21	244.40	2,805,740.62
Nov-16	807,878.37	36,793,031.88	123,876.64	123,874.42	40,988.00	164,862.42	43,890.72	231.71	2,926,944.03
Dec-16	786,142.21	37,579,174.09	120,543.71	120,541.54	57,100.35	177,641.89	103,347.10	249.59	3,001,488.41
Jan-17	946,956.31	38,526,130.40	145,202.27	145,199.65	148,261.11	293,460.76	77,866.68	255.99	3,217,338.48
Feb-17	778,138.75	39,304,269.15	119,316.50	119,314.35		119,314.35	16,223.31	247.48	3,320,677.00
Mar-17	759,086.68	40,063,355.83	116,395.13	116,393.04		116,393.04	89,191.52	279.04	3,348,157.56
Apr-17	835,050.38	40,898,406.21	128,043.08	-		-	94,297.57	272.52	3,254,132.51
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	3,407,865.56
Jun-17	848,506.61	42,692,690.46	130,106.41	-		-	149,150.18	279.95	3,258,995.33
Jul-17	847,263.86	43,539,954.32	129,915.85	260,017.57	-	260,017.57	16,868.17	288.27	3,502,433.00
Aug-17	877,233.25	44,417,187.57	134,511.23	134,508.81	145,529.34	280,038.15	16,101.80	301.34	3,766,670.69
Sep-17	868,042.28	45,285,229.85	133,101.92	133,099.53		133,099.53	178,174.68	301.63	3,721,897.17
Oct-17	856,642.97	46,141,872.82	131,354.00	131,351.64		131,351.64	178,300.43	315.69	3,675,264.07
Nov-17	830,845.61	46,972,718.43	127,398.34	127,396.05		127,396.05	21,580.37	302.25	3,781,382.00
Dec-17	835,759.02	47,808,477.45	128,151.74	128,149.44		128,149.44			3,909,531.44



FIRE

DEPARTMENT

MONTHLY REPORT

JANUARY

2018

	Canceled Call	39	22	31	38	37	32	44	34	42	49	58		426
	No Emergency Found	6	5	6	7	4	6	6	3	3	8	4		58
	Good Intent Other	6	1	7	4	2	1	2	3	6	4	9		45
	Total Good Intent Calls	51	28	44	49	43	39	52	40	51	61	71	0	529
	False Alarm													
	Malicious Alarm	0	0	0	1	0	2	1	0	0	1	5		10
	System/Detector Malfunction	5	2	3	7	3	5	5	4	7	4	6		51
	Unintentional Activation	2	0	9	6	6	6	5	6	7	0	4		51
	Alarm Other	5	3	0	0	0	0	0	1	0	1	0		10
	Total False Alarm	12	5	12	14	9	13	11	11	14	6	15	0	122
	SEVERE WEATHER													
	Sever Weather	0	0	0	1	0	0	0	0	2*	0	0	0	1
	TOTAL	222	176	208	211	220	199	237	220	216	216	229	0	2354
	AID GIVEN TO WCFR	3	3	4	9	1	6	4	4	0	1	16		51
	AID RECEIVED FROM WCFR	8	7	8	6	6	6	6	9	9	2	9		76
	PUBLIC RELATIONS/EVENTS	0	0	3	3	12	5	3	6	3	13	2		50
	TRAINING HRS.	253.5	233	270	246	303.5	182.5	320.5	178.8	215	270	306		2778.78
	BUILDING INSPECTIONS	23	22	14	18	16	12	18	22	19	17	18		199
	SMOKE ALARMS ISSUED TO PUBLIC	10	17	250	0	0	0	0	0	0	0	0		277
	ARSON INVESTIGATIONS/CITY	0	1	3	1	1	0	2	6	1	1	0		16
	ARSON INVEST./INTER AGENCY	1	2	0	3	0	0	0	0	0	0	1		7



POLICE

DEPARTMENT

MONTHLY REPORT

JANUARY

2018

Public Safety Dept. Activity Report-NOV 2017

Monroe Police Dept.		Monroe Fire Dept.			
Calls for Service	2971	FIRES			PHONE CALLS 128
		Building	5		TOTAL 128
Calls to MPD	1626	Cooking	1		SERVICE CALLS
		Vehicle	1		Assist other Agency 1
Court Cases	268	Grass	1		Public Service 2
		Trash/Waste	2		Service other 11
Training Hours	494	Dumpster	0		TOTAL 14
		Fire Other	0		GOOD INTENT CALL
Part 1 Crimes	71	TOTAL	10		Canceled call 58
		EMS			No Emergency Found 4
Part 2 Crimes	41	EMS Calls	35	417	Good Intent Other 9
		Medical Assist.	74		TOTAL 71
Arrest-Adult	64	Vehicle Accident w/injuries	3		FALSE ALARM
Juvenile	7	Vehicle/Pedestrian Accident	1		Malicious Alarm 5
		MVA/No injuries	4		System/Detector Malfunction 6
C/S Trash Pick up	0	Extrication	0		Unintentional Activation 4
Tires	0	EMS other	0		Alarm Other 0
		TOTAL	117		TOTAL 15
		HAZARDOUS CONDITIONS			SEVER WEATHER
		Flammable Liquid Spill	0		Sever Weather 0
		Gas Leak(LP/Natural Gas)	1		TOTAL 0
		Hazardous Other	1		GRAND TOTAL 229
		TOTAL	2		
Community Events					
11/4-A Strong Hands Up Class					
11/9-Candlelight Shopping		Aid Given to WCFR	16		
11/12-Fundraiser-help Children with Parents incarcerated		Aid Received from WCFR	9		
11/16-Candlelight Shopping					
11/18-A Strong Hands Up Class		Public Relations/Events	2		
11/20-Candlelight Shopping		Training Hrs.	306		
		Building Inspections	18		
		Smoke Alarms Issued to Public	0		
		Arson Investigations/City	0		
		Arson Invest./Inter Agency	1		

2017	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTALS
AGENCY													
LE CALLS													
WALTON SO	5,453	5,021	5,243	4,922	5,676	4,728	4,554	4,307	4,488	4,371	4,456		53,219
WCSO AREA CHECKS	7,769	7,068	8,909	9,159	8,180	7,432	8,217	7,556	7,866	7,750	9,311		89,217
MONROE PD	3,111	2,997	3,436	2,894	3,173	3,384	3,487	3,212	3,281	2,975	2,971		34,921
MPD AREA CHECKS	113	97	96	89	91	163	186	167	205	230	131		1,568
LOGANVILLE PD	2,765	3,075	3,455	2,942	2,477	2,434	2,507	2,748	2,219	2,658	2,237		29,517
LPD AREA CHECKS	34	14	14	13	11	7	12	19	15	9	11		159
SOCIAL CIRCLE PD	1,570	1,304	1,504	1,645	1,954	2,014	2,307	2,552	2,310	2,282	2,061		21,503
SPD AREA CHECKS	16	7	11	14	6	5	10	9	19	9	13		119
													0
WALTON EMS	1,623	1,208	1,289	1,252	1,471	1,289	1,435	1,419	1,391	1,408	1,438		15,223
													0
FIRE DEPTS													0
WALTON FIRE	444	336	395	377	410	405	392	379	561	419	418		4,536
MONROE FIRE	229	186	214	212	221	207	231	187	263	216	236		2,402
LOGANVILLE FIRE	186	148	171	181	184	164	156	221	176	168	193		1,948
SOC CIRCLE FIRE	63	59	92	63	73	61	76	73	127	81	74		842
TOTAL	23,376	21,520	24,829	23,763	23,927	22,293	23,570	22,849	22,921	22,576	23,550	0	255,174
PHONE CALLS													
ABANDONED	243	247	455	264	243	213	252	190	219	427	207		2,960
ADMIN IN	11,071	5,905	6,287	6,331	6,983	6,495	6,501	6,234	6,774	6,219	5,709		74,509
ADMIN OUT	3,149	2,800	3,387	3,204	3,572	3,595	3,925	3,704	3,840	3,484	3,071		37,731
911		3,985	4,715	4,651	5,073	4,802	5,171	4,769	5,130	4,636	4,211		47,143
TOTAL	14,463	12,937	14,844	14,450	15,871	15,105	15,849	14,897	15,963	14,766	13,198	0	162,343

COMPARISON OF CITATIONS 2016/2017

	NOV -16	NOV -017
CITATIONS/WARNINGS ISSUED:	136	285
ADJUDICATED/CLOSED CASES	252	268
FINES COLLECTED PER MONTH	\$41,219.20	\$41,036.00
YEAR TO DATE COLLECTED:	\$362,753.89	\$399,500.25



WALTON COUNTY 911

Radio Log Statistical Report, by Unit

<u>Unit</u>	<u>Unit Description</u>	<u>Number of Logs</u>
316	LAW ENFORCEMENT UNIT	1
320	LAW ENFORCEMENT UNIT	2
322	LAW ENFORCEMENT UNIT	8
324	LAW ENFORCEMENT UNIT	3
326	LAW ENFORCEMENT UNIT	3
351	LAW ENFORCEMENT UNIT	4
352	LAW ENFORCEMENT UNIT	4
353	LAW ENFORCEMENT UNIT	10
355	LAW ENFORCEMENT UNIT	15
358	LAW ENFORCEMENT UNIT	1
360	LAW ENFORCEMENT UNIT	13
361	LAW ENFORCEMENT UNIT	17
362	LAW ENFORCEMENT UNIT	4
363	LAW ENFORCEMENT UNIT	16
364	LAW ENFORCEMENT UNIT	5
366	LAW ENFORCEMENT UNIT	21
370	LAW ENFORCEMENT UNIT	4
Total Radio Logs:		131

Report Includes:

All dates between `00:00:00 11/01/17` and `23:59:59 11/30/17`, 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	8
ANIMAL BITE	1
ANIMAL COMPLAINT	12
INJURED ANIMAL	3
VICIOUS ANIMAL	1
PROWLER	10
ATTEMPTED BURGLARY	2
BURGLARY IN PROGRESS	5
BURGLARY REPORT	14
DOMESTIC NON-VIOLENT	76
DOMESTIC VIOLENT	2
ARMED ROBBERY	3
WARRANT SERVICE	15
SUBJECT WITH WEAPON	3
SUSPICIOUS PERSON	84
SUSPICIOUS VEHICLE	114
SUICIDE ATTEMPT	4
SUICIDE THREAT	4
KEYS LOCKED IN VEHICLE	129
SPEEDING AUTO	2
ACCIDENT NO INJURIES	63
INJURY BY COMPLAINT	5
ACCIDENT WITH A DEER	4
ACCIDENT WITH INJURIES	4
ACCIDENT UNKNOWN INJURIES	2
ROAD HAZARD	3
LIVESTOCK IN ROADWAY	1
DRUNK DRIVER	1
HIT AND RUN	4
HIT AND RUN WITH INJURIES	1
DIRECT TRAFFIC	8
TRANSPORT FOR BUSINESS	1
FUNERAL ESCORT	10
TRANSPORT	7
DISABLED VEHICLE	22
AREA/BLDG CHECK	1375
CHILD ABUSE	2
SEXUAL ASSAULT	3
BANK ALARM	2
BUSINESS ALARM	66
CHURCH ALARM	3
RESIDENTIAL ALARM	36
SCHOOL ALARM	2
SUBJECT IN CUSTODY	11

<u>Nature of Incident</u>	<u>Total Incidents</u>
TRANSPORT TO COURT	1
TRANSPORT TO JAIL	3
DEMENTED PERSON NON-VIOLENT	10
STOLEN VEHICLE	5
911 HANGUP	30
CONTROL SUBSTANCE PROBLEM	1
AGENCY ASSISTANCE	10
ASSAULT	3
ASSAULT PRIORITY 2	1
ASSAULT LAW ENFORCEMENT ONLY	4
CHILD CUSTODY DISPUTE	5
CIVIL ISSUE/DISPUTE	9
COUNTERFEIT MONEY	3
DAMAGE TO PROPERTY	26
DISPUTE NON VIOLENT IN NATURE	62
DISPUTE VIOLENT IN NATURE	3
DISTRUBING THE PEACE	10
EMERGENCY MESSAGE	1
LE ASSIST FOR EMS	22
ENTERING AN AUTO	27
EXPLOSIVES PROBLEM	1
EXTRA PATROL REQUEST	5
ASSIST FIRE DEPARTMENT	6
FIREARMS DISCHARGED	17
FOLLOW UP TO PREVIOUS CALL	1
FORGERY	1
FOUND PROPERTY	5
FRAUD	5
GAS DRIVE OFF	1
GUNSHOT WOUND PRIORITY 1	1
HARRASSING PHONE CALLS	7
HARRASSMENT	7
ILLEGAL PARKING	6
JUVENILE RUNAWAY	1
JUVENILE COMPLAINT	19
LOST ITEM REPOR	5
LOUD MUSIC COMPLAINT	5
MISSING PERSON	6
MISCELLANEOUS LAW INCIDENT	37
ROAD RAGE	3
SAFETY SOBRIETY CHECK POINT	1
PHONE CALLS/MAIL SCAMS	3
SHOPLIFTING	12
THEFT IN PROGRESS	1
THEFT REPORT	33
THREATS	9
TRAFFIC VIOLATION	353
TRAILER INSPECTION	1
TRESPASSING	2
UNKNOWN PRIORITY 1	2

<u>Nature of Incident</u>	<u>Total Incidents</u>
UNKNOWN LAW PROBLEM	8
UNSECURE PREMISES	7
VEHICLE INSPECTION	12
WELFARE CHECK	24

Total reported: 2971

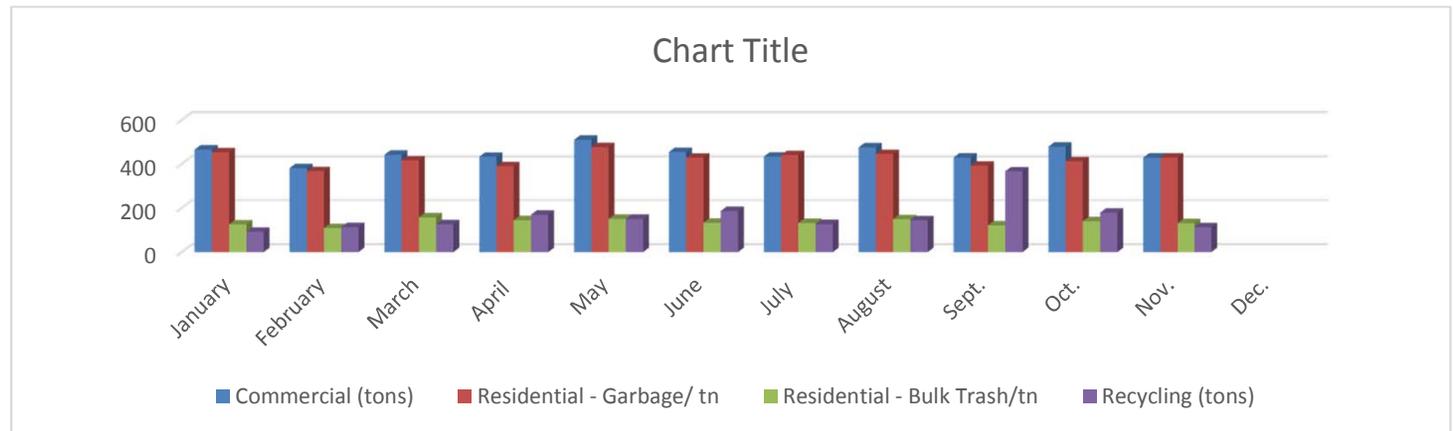
Report Includes:

All dates between `00:00:00 11/01/17` and `23:59:59 11/30/17`, 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
JANUARY
2018**

2017	January	February	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.
Commercial (tons)	465.46	381.21	441.82	432.73	510.02	454.5	433.6	475.81	429.45	478.69	429.2	
Residential - Garbage/ tn	453.21	367.69	415.94	390.21	476.68	428.88	440.64	445.57	392.13	411.98	429.19	
Residential - Bulk Trash/tn	125.95	108.94	158.02	145.21	150.95	133.02	132.25	149.53	121.48	140.13	131.08	
Recycling (tons)	92.20	113.59	126.62	169.85	151.16	186.67	127.21	144.43	366.74	179.12	112.84	
Transfer Station (tons)	5,459.82	4,981.88	5,784.47	5,226.22	6,235.12	5,610.73	5,240.39	5,643.59	4,835.95	5,416.73	4,938	
Customers (TS)	14	14	14	15	14	14	15	14	16	15	15	
Sweeper (tons)	4.1	10.06	13.47	14.27	26.45		5.69	8.35	15.57	27.87	16.46	
Storm drain debris (tons)	8.21	0.28	0.13	1.23	0.79	0.58		19.14	0.33	0.24	0.54	
	January	February	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.
Recycling - Yard Trim (tons)	58.37	70.27	93.7	127.74	111.59	120.35	95.89	98.65	331.58	144.17	76.08	
Recycling - Curbside (tons)	11.56	13.77	15.81	18.24	19.35	20.32	15.78	21.56	16.98	21.08	21.29	
Recycling - Cardboard (tons)	11.24	9.24	11.81	13.02	13.86	13.17	11.33	16.68	15.95	7.2	15.28	
Recycling - Scrap Metal (tons)	8.86	14.18		7.43	3.66	28.58		2.49		1.66		
Recycling - Scrap tires (tons)	105 (2.17)	297(6.13)	257 (5.30)	166 (3.42)	131(2.70)	206 (4.25)	204 (4.21)	245 (5.05)	108 (2.23)	243(5.01)	9 (0.19)	
Garbage carts (each)	30	64	63	47	67	68	30	100	27	41	56	
Recycling bins (each)	17	18	22	19	16	16	19	20	18	6	8	
Dumpsters (each)	3	3	7			1		8		3	1	
Lids & Rods (each)	13	2		4 & 2	4	2 & 1	1	2 & 1	3 & 2			
Cemetery Permits	4	5	2	3	1	5	7	3	5	6	4	





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

Public Works Administration

November 2017

* The Public Works Office received 454 calls during this period.

*The Public Works Office issued 86 work orders of which 66 were completed.

*Community Building rented out ten times (small – six, large – three 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	1	1				1		1					4
City Hall													0
Code		1			1	1					1		4
Electric/Cable	2	10	6	4	6	7	9	7	7	4	3		65
Finance													0
Fire	4	4	4	6	6	6	11	7	3	2	5		58
Gas/Water/Sewer	8	7	6	7	3	8	3	10	9	6	7		74
GUTA					1								1
Meter Readers		1	2	1			1			2	2		9
Motor Pool													0
Police	15	18	19	25	22	16	23	22	20	19	22		221
Public Works	52	39	44	46	46	41	41	40	23	51	29		452
TOTAL	82	81	81	89	85	80	88	87	62	84	69	0	888

Grounds Division

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

*Picked up .89 tons/1,780 pounds of litter on various city streets.

Street Division

*The right of way crew continues to trim limbs, cut grass and picked up 1.46 tons/2,922 pounds of litter. Crews have also completed road repairs on various streets.

*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:

	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
Signs repaired	10	7	6	4	4	7	7	8	8	4	5		70
Signs replaced	10	10	15	10	11	2	7		2	8	22		97
Sign post replaced/installed	15	8	10	4	5	5	7	4	5	5	12		80
New signs	17	16	9	21	14	9	12	11	10	21	15		155
Signs cleaned	8	10	14	7	10	12	6	9	8	7	14		105
Signs installed (new)	7	3	2		1	3	2			3	4		25
City emblems installed		2			2								4
In-lane pedestrian signs													0
Banners	7	3	4	8	11	10	12	11	8	6	7		87
Compaction Test	4	2	1	1	4	1	1		1		2		17
Traffic Studies			3	8	3	5	4		2	2			27
Parking Lot Striped							1						1
Speed hump installed			1					2	3	3			9
Crosswalk installed								1					1
Stop bars installed										4			4
TOTAL	78	61	65	63	65	54	59	46	47	63	81	0	682

Building Maintenance Division

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

	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
Airport	7	1	5	10	1	4		4	5	1	3		41
Art Guild		2	6	2	10	8	7	2	2	1	4		44
City Hall	7	9	8	4	4	10	14	11	11	4	3		85
Comm. Building	10	12	10	9	10	7	5	6	10	9	10		98
DDA								4	2	3	5		14
Fire	1	1	3	1	1	11	12	18	1	2	2		53
Library	1	1	6	3	8	3	12	3	5	4	5		51
Old City Hall	2	2	1	3	4	4	1	7	5		2		31
Playhouse							1				1		2
Police	13	14	9	8	9	2	11	8	3	11	6		94
Public Works	22	21	23	20	27	20	24	29	16	20	24		246
Transfer Station			3	2			1				1		7
Utilities	1	1	2		1	1	3	1		2	1		13
Downtown	1		4	1	4	4			1	3	2		20
TOTAL	65	64	80	63	79	74	91	93	61	60	69	0	799



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

MONTHLY DIRECTOR'S REPORT

REPORTING PERIOD: 10/2017 | FY 2017



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

CITY OF MONROE: NATURAL GAS FUND OVERVIEW

	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	Jul 2017	Aug 2017	Sep 2017	Oct 2017	Nov 2017	Dec 2017	FY 2017	AS BUDGET	FY 2016
REVENUES	\$ 0.489M	\$ 0.449M	\$ 0.372M	\$ 0.409M	\$ 0.220M	\$ 0.184M	\$ 0.168M	\$ 0.155M	\$ 0.148M	\$ 0.171M	\$ -	\$ -	\$ 2.765M	\$ 3.056M	\$ 2.784M
PERSONNEL COSTS	\$ (0.057M)	\$ 0.048M	\$ 0.053M	\$ 0.049M	\$ 0.058M	\$ 0.072M	\$ 0.051M	\$ 0.037M	\$ 0.049M	\$ 0.046M	\$ -	\$ -	\$ 0.406M	\$ 0.433M	\$ 0.465M
CONTRACTED SVC	\$ 0.004M	\$ 0.012M	\$ 0.014M	\$ 0.016M	\$ 0.018M	\$ 0.003M	\$ 0.005M	\$ 0.022M	\$ 0.010M	\$ 0.004M	\$ -	\$ -	\$ 0.108M	\$ 0.160M	\$ 0.073M
SUPPLIES	\$ 0.004M	\$ 0.239M	\$ 0.163M	\$ 0.123M	\$ 0.101M	\$ 0.091M	\$ 0.075M	\$ 0.074M	\$ 0.075M	\$ 0.072M	\$ -	\$ -	\$ 1.017M	\$ 1.383M	\$ 0.981M
CAPITAL OUTLAY	\$ -	\$ -	\$ 0.008M	\$ 0.002M	\$ -	\$ -	\$ -	\$ -	\$ 0.050M	\$ 0.042M	\$ -	\$ -	\$ 0.102M	\$ -	\$ 0.115M
FUND TRANSFERS	\$ 0.033M	\$ 0.060M	\$ 0.060M	\$ 0.050M	\$ 0.072M	\$ 0.058M	\$ 0.053M	\$ 0.044M	\$ 0.054M	\$ 0.047M	\$ -	\$ -	\$ 0.532M	\$ 0.605M	\$ 0.437M
EXPENSES	\$ (0.016M)	\$ 0.360M	\$ 0.297M	\$ 0.241M	\$ 0.248M	\$ 0.224M	\$ 0.183M	\$ 0.178M	\$ 0.238M	\$ 0.211M	\$ -	\$ -	\$ 2.164M	\$ 2.581M	\$ 2.071M
MARGIN	\$ 0.505M	\$ 0.089M	\$ 0.075M	\$ 0.168M	\$ (0.028M)	\$ (0.039M)	\$ (0.016M)	\$ (0.023M)	\$ (0.089M)	\$ (0.040M)	\$ -	\$ -	\$ 0.601M	\$ 0.475M	\$ 0.713M

12-MO
PURCHASED
MCF 's



12-MO
RETAIL
MCF 's



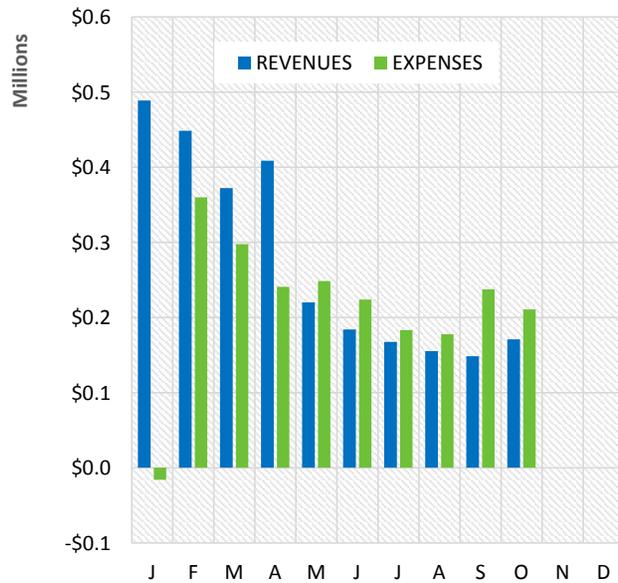
12-MO LINE
LOSS



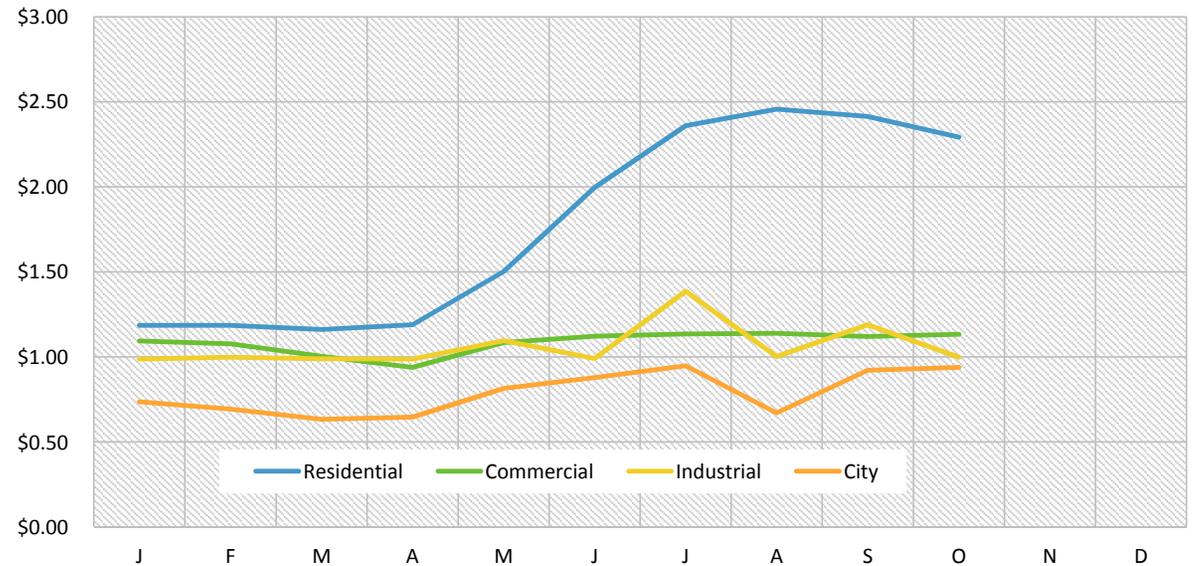
AVERAGE
COST PER
MCF



REVENUES vs. EXPENSES



AVERAGE \$/MCF



RETAIL SALES REPORT

Jan 2017 Feb 2017 Mar 2017 Apr 2017 May 2017 Jun 2017 Jul 2017 Aug 2017 Sep 2017 Oct 2017 Nov 2017 Dec 2017

CUSTOMER COUNT

Residential	3,160	3,178	3,174	3,308	3,214	3,169	3,157	3,178	3,184	3,169
Commercial	544	539	546	543	552	546	546	548	551	555
Industrial	3	3	3	3	3	3	3	3	3	3
City	20	20	20	20	20	20	20	20	20	20
Total	3,729	3,742	3,745	3,876	3,791	3,740	3,728	3,751	3,760	3,749
Year-Over-Year Δ	0.43%	0.73%	0.13%	3.72%	1.88%	0.35%	0.22%	0.73%	0.48%	1.08%

MCF

Residential	0.232M	0.215M	0.170M	0.143M	0.070M	0.036M	0.027M	0.025M	0.026M	0.028M
Commercial	0.158M	0.151M	0.139M	0.119M	0.084M	0.070M	0.062M	0.057M	0.061M	0.070M
Industrial	0.008M	0.003M	0.007M	0.008M	0.001M	0.005M	0.000M	0.003M	0.000M	0.003M
City	0.012M	0.010M	0.007M	0.006M	0.002M	0.002M	0.001M	0.006M	0.001M	0.001M
Total	0.427M	0.395M	0.340M	0.291M	0.173M	0.135M	0.112M	0.103M	0.099M	0.115M
Year-Over-Year Δ	31.71%	-24.57%	-35.37%	3.28%	-4.14%	7.70%	5.65%	14.77%	2.39%	3.42%

REVENUE

Residential	\$ 0.275M	\$ 0.255M	\$ 0.198M	\$ 0.170M	\$ 0.105M	\$ 0.073M	\$ 0.064M	\$ 0.062M	\$ 0.062M	\$ 0.065M
Commercial	\$ 0.172M	\$ 0.163M	\$ 0.139M	\$ 0.112M	\$ 0.092M	\$ 0.078M	\$ 0.071M	\$ 0.065M	\$ 0.069M	\$ 0.080M
Industrial	\$ 0.008M	\$ 0.003M	\$ 0.006M	\$ 0.008M	\$ 0.001M	\$ 0.005M	\$ 0.000M	\$ 0.003M	\$ 0.000M	\$ 0.003M
Other	\$ 0.016M	\$ 0.013M	\$ 0.014M	\$ 0.013M	\$ 0.014M	\$ 0.019M	\$ 0.017M	\$ 0.011M	\$ 0.009M	\$ 0.011M
City	\$ 0.008M	\$ 0.007M	\$ 0.004M	\$ 0.004M	\$ 0.002M	\$ 0.001M	\$ 0.001M	\$ 0.004M	\$ 0.001M	\$ 0.001M
Total	\$ 0.480M	\$ 0.442M	\$ 0.362M	\$ 0.306M	\$ 0.213M	\$ 0.176M	\$ 0.153M	\$ 0.143M	\$ 0.141M	\$ 0.160M
Year-Over-Year Δ	49.60%	-12.08%	-27.43%	5.76%	3.30%	11.89%	7.52%	6.82%	-0.67%	0.73%

SALES STATISTICS

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AVERAGE MCF/CUSTOMER

Residential	73	68	54	43	22	11	9	8	8	9	30
Commercial	290	281	254	219	153	128	114	104	111	127	178
Industrial	2,792	1,080	2,171	2,542	173	1,800	49	856	95	1,082	1,264
City	575	501	333	315	104	83	66	291	66	70	240

AVERAGE \$/CUSTOMER

Residential	\$87	\$80	\$62	\$52	\$33	\$23	\$20	\$19	\$19	\$21	\$42
Commercial	\$317	\$303	\$255	\$206	\$166	\$144	\$130	\$118	\$125	\$144	\$191
Industrial	\$2,756	\$1,078	\$2,147	\$2,511	\$189	\$1,784	\$68	\$859	\$113	\$1,080	\$1,259
City	\$423	\$348	\$211	\$204	\$85	\$73	\$63	\$195	\$61	\$65	\$173

AVERAGE \$/MCF

Residential	\$1.1858	\$1.1851	\$1.1624	\$1.1901	\$1.5016	\$1.9971	\$2.3603	\$2.4577	\$2.4152	\$2.2925	\$1.7748
Commercial	\$1.0943	\$1.0769	\$1.0043	\$0.9388	\$1.0847	\$1.1221	\$1.1350	\$1.1383	\$1.1199	\$1.1340	\$1.0848
Industrial	\$0.9872	\$0.9985	\$0.9892	\$0.9879	\$1.0958	\$0.9911	\$1.3854	\$1.0034	\$1.1898	\$0.9985	\$1.0627
City	\$0.7360	\$0.6936	\$0.6339	\$0.6467	\$0.8160	\$0.8790	\$0.9476	\$0.6705	\$0.9219	\$0.9395	\$0.7885
Average	\$1.0008	\$0.9885	\$0.9475	\$0.9409	\$1.1245	\$1.2473	\$1.4571	\$1.3175	\$1.4117	\$1.3411	\$1.1777

MOST RECENT
12-MONTH

Oct 2017 Oct 2016 FY2017 YTD FY2016 YTD

SALES REVENUES

NATURAL GAS SALES	\$	157,715	\$	158,932	\$	2,574,760	\$	2,552,417	\$	3,130,838
SALES REVENUES (ACTUAL)	\$	157,715	\$	158,932	\$	2,574,760	\$	2,552,417	\$	3,130,838
AS BUDGET	\$	287,528	\$	-	\$	2,875,283	\$	-		Not Applicable
% ACTUAL TO BUDGET		54.85%		0.00%		89.55%		0.00%		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	-	-	800	200	1,630	-	-	-	-	-
SALE FIXED ASSETS	-	-	-	16,398	-	-	-	-	-	-
TAP FEES	4,800	400	17,200	19,224	20,400	-	-	-	-	-
OTHER REV	-	-	-	-	-	-	-	-	-	-
ADMIN ALLOC	8,324	11,216	76,437	95,225	86,962	-	-	-	-	-
INT/INVEST INCOME	-	-	-	-	-	-	-	-	-	-
STATE GRANTS	-	-	-	-	-	-	-	-	-	-
MGAG REBATE	-	-	95,505	100,170	95,505	-	-	-	-	-
OTHER REVENUES (ACTUAL)	\$	13,124	\$	11,616	\$	189,942	\$	231,217	\$	204,497
AS BUDGET	\$	18,063	\$	-	\$	180,631	\$	-		Not Applicable
% ACTUAL TO BUDGET		72.66%		0.00%		105.15%		0.00%		Not Applicable

TOTAL REVENUES (ACTUAL)	\$	170,839	\$	170,548	\$	2,764,701	\$	2,783,633	\$	3,335,334
AS BUDGET	\$	305,591	\$	-	\$	3,055,914	\$	-		Not Applicable
% ACTUAL TO BUDGET		55.90%		0.00%		90.47%		0.00%		Not Applicable

NATURAL GAS: EXPENSES

REPORTING PERIOD: 10/2017

MONROE
MOST RECENT
12-MONTH

	Oct 2017	Oct 2016	FY2017 YTD	FY2016 YTD	
PERSONNEL					
Compensation	\$ 24,003	\$ 30,134	\$ 224,386	\$ 277,244	\$ 378,344
Benefits	22,009	12,103	181,514	187,981	227,230
PERSONNEL (ACTUAL)	\$ 46,227	\$ 42,237	\$ 406,115	\$ 465,225	\$ 605,790
AS BUDGET	\$ 43,305	-	\$ 433,048	-	Not Applicable
% ACTUAL TO BUDGET	106.75%	0.00%	93.78%	0.00%	Not Applicable
CONTRACTED SERVICES					
Consulting	\$ -	\$ 60	\$ 8,695	\$ 620	\$ 8,725
Util Protect Ctr	-	-	-	-	-
Custodial Service	-	-	23	-	23
Lawn & Maint	-	-	-	-	-
Security Sys	-	-	-	-	-
Equip Rent/Lease	453	849	5,944	5,125	7,225
Pole Equip Rent/Lease	-	-	-	-	-
Repairs & Maintenance (Outside)	1,662	1,046	51,483	24,009	62,630
Landfill Fees	-	-	-	-	-
Maint Contracts	495	233	3,530	1,573	4,817
Other Contract Svcs	928	851	19,542	20,801	20,110
Comm Svcs	489	672	4,669	4,341	5,674
Public Relations	-	-	-	-	-
Mkt Expense	200	-	5,631	5,580	8,558
Printing	-	-	-	-	-
Util Bill Print Svcs	-	-	-	-	-
Dues & Sub	-	-	1,370	7,855	1,370
Travel	112	-	112	-	112
Fees	-	-	313	801	313
Ga Dept Rev Fee	50	-	50	-	50
Training & Ed	-	(243)	6,385	2,134	7,073
Gen Liab Ins	-	-	-	-	-
Uniform Rent	-	-	449	-	449
CONTRACTED SERVICES (ACTUAL)	\$ 4,388	\$ 3,468	\$ 108,195	\$ 72,838	\$ 127,130
AS BUDGET	\$ 15,973	-	\$ 159,729	-	Not Applicable
% ACTUAL TO BUDGET	27.47%	0.00%	67.74%	0.00%	Not Applicable

NATURAL GAS: EXPENSES

REPORTING PERIOD: 10/2017

MONROE
MOST RECENT
12-MONTH

	Oct 2017	Oct 2016	FY2017 YTD	FY2016 YTD	12-MONTH
SUPPLIES					
Gas Cost	69,456	64,297	952,246	925,228	1,040,401
Office Supplies	49	61	1,459	3,588	1,776
Postage	-	-	465	430	465
Janitorial	34	-	34	-	34
Util Costs - Util Fund	-	240	1,405	2,226	1,837
Util Cost - Other Fund	-	-	196	-	196
Mileage Reimb	-	-	834	-	834
Auto & Truck Fuel	1,273	1,063	9,528	7,193	13,819
Sm Tool & Min Equip	39	678	2,812	3,356	4,292
Sm Oper Supplies	-	926	12,992	5,824	16,031
Uniform Exp	-	438	3,339	2,879	3,339
Repairs & Maintenance (Inside)	1,280	2,990	28,174	26,109	46,316
Equip Pur (<\$5M)	-	-	2,878	2,054	2,878
Dam Claims	-	-	-	841	-
Misc	(211)	-	240	1,328	487
SUPPLIES (ACTUAL)	\$ 71,919	\$ 70,692	\$ 1,016,600	\$ 981,056	\$ 1,132,706
AS BUDGET	\$ 138,337	\$ -	\$ 1,383,370	\$ -	Not Applicable
% ACTUAL TO BUDGET	51.99%	0.00%	73.49%	0.00%	Not Applicable

NATURAL GAS: EXPENSES

REPORTING PERIOD: 10/2017

MONROE
MOST RECENT
12-MONTH

	Oct 2017	Oct 2016	FY2017 YTD	FY2016 YTD	
CAPITAL OUTLAY					
Cip	\$ 41,679	\$ 54	\$ 101,534	\$ 20,143	\$ (13,594)
Capital Expenditures	\$ -	\$ -	\$ -	\$ 94,985	\$ -
CAPITAL OUTLAY (ACTUAL)	\$ 41,679	\$ 54	\$ 101,534	\$ 115,128	\$ (13,594)
AS BUDGET	\$ -	\$ -	\$ -	\$ -	Not Applicable
% ACTUAL TO BUDGET	0.00%	0.00%	0.00%	0.00%	Not Applicable
FUND TRANSFERS					
Depr Exp	\$ 11,536	\$ -	\$ 115,364	\$ -	\$ 253,801
Admin Alloc - Adm Exp	\$ 24,186	\$ 28,396	\$ 257,687	\$ 308,170	\$ 330,253
Int Exp 2016 Rev Bond	4,000	-	40,413	-	40,413
Transfer To Gf	6,945	6,945	118,037	128,384	136,071
Transfer To Cip	-	-	-	-	-
Transfer - Insurance	-	-	-	-	-
FUND TRANSFERS (ACTUAL)	\$ 46,667	\$ 35,341	\$ 531,501	\$ 436,554	\$ 760,538
AS BUDGET	\$ 60,506	\$ -	\$ 605,063	\$ -	Not Applicable
% ACTUAL TO BUDGET	77.13%	0.00%	87.84%	0.00%	Not Applicable
TOTAL EXPENSES (ACTUAL)	\$ 210,881	\$ 151,793	\$ 2,163,946	\$ 2,070,801	\$ 2,612,569
AS BUDGET	\$ 258,121	\$ -	\$ 2,581,209	\$ -	Not Applicable
% ACTUAL TO BUDGET	81.70%	0.00%	83.83%	0.00%	Not Applicable

MONTHLY DIRECTOR'S REPORT

REPORTING PERIOD: 10/2017 | FY 2017



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CITY OF MONROE: WATER & SEWER FUND OVERVIEW

	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	Jul 2017	Aug 2017	Sep 2017	Oct 2017	Nov 2017	Dec 2017	FY 2017	AS BUDGET	FY 2016
REVENUES	\$ 0.744M	\$ 0.726M	\$ 0.729M	\$ 0.697M	\$ 0.747M	\$ 0.803M	\$ 0.817M	\$ 0.459M	\$ 0.812M	\$ 0.821M			#N/A	\$ 8.862M	\$ 7.770M
PERSONNEL COSTS	\$ (0.000M)	\$ 0.142M	\$ 0.156M	\$ 0.137M	\$ 0.146M	\$ 0.214M	\$ 0.154M	\$ 0.118M	\$ 0.159M	\$ 0.165M			\$ 1.390M	\$ 1.962M	\$ 1.453M
CONTRACTED SVC	\$ 0.018M	\$ 0.068M	\$ 0.024M	\$ 0.029M	\$ 0.042M	\$ 0.072M	\$ 0.067M	\$ 0.088M	\$ 0.094M	\$ 0.038M			\$ 0.540M	\$ 0.763M	\$ 0.453M
SUPPLIES	\$ 0.077M	\$ 0.133M	\$ 0.113M	\$ 0.115M	\$ 0.126M	\$ 0.079M	\$ 0.155M	\$ 0.128M	\$ 0.235M	\$ 0.046M			\$ 1.208M	\$ 1.383M	\$ 1.108M
CAPITAL OUTLAY	\$ 0.084M	\$ 0.123M	\$ 0.112M	\$ 0.083M	\$ 0.218M	\$ 0.184M	\$ 0.212M	\$ 0.185M	\$ 0.208M	\$ 0.140M			\$ 1.549M	\$ -	\$ 1.766M
FUND TRANSFERS	\$ -	\$ 0.033M	\$ 0.032M	\$ 0.033M	\$ 0.032M	\$ 0.034M	\$ 0.037M	\$ 0.036M	\$ 0.037M	\$ 0.038M			\$ 0.313M	\$ -	\$ 0.345M
EXPENSES	\$ 0.179M	\$ 0.500M	\$ 0.436M	\$ 0.397M	\$ 0.564M	\$ 0.584M	\$ 0.625M	\$ 0.555M	\$ 0.733M	\$ 0.427M			\$ 5.000M	\$ 4.107M	\$ 5.126M

MARGIN	\$ 0.565M	\$ 0.226M	\$ 0.292M	\$ 0.301M	\$ 0.183M	\$ 0.219M	\$ 0.192M	\$ (0.096M)	\$ 0.079M	\$ 0.393M			#N/A	\$ 4.754M	\$ 2.643M
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12-MO PROCESSED KGAL



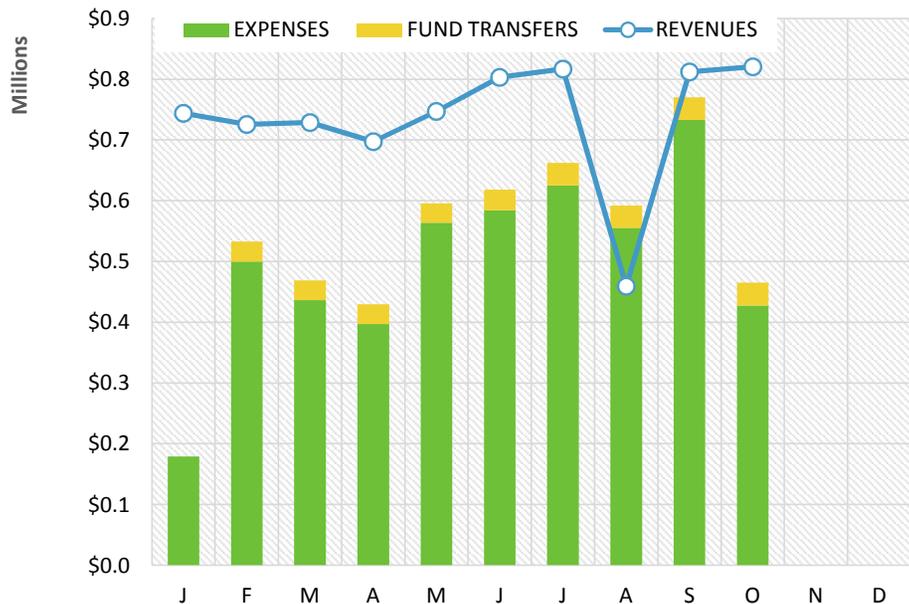
12-MO RETAIL KGAL



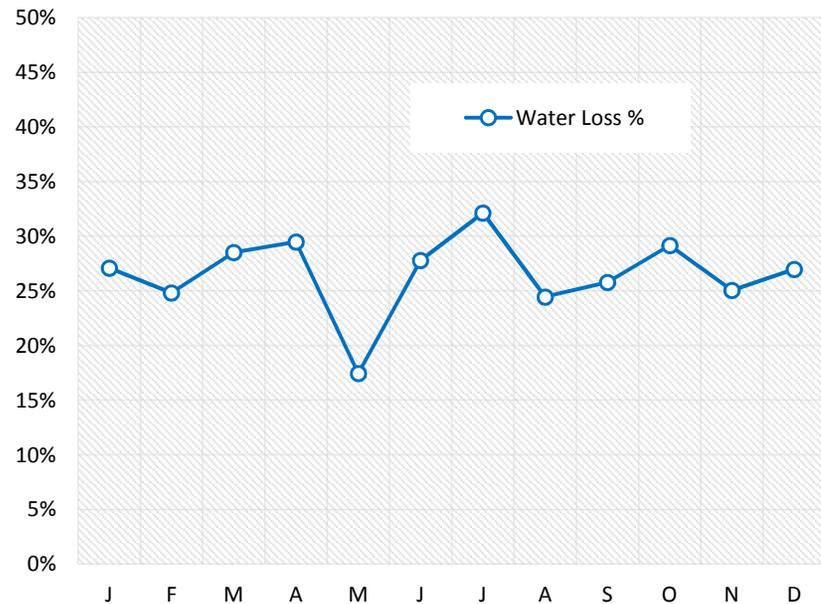
ROLLING 12-MO LINE LOSS



REVENUES vs. EXPENSES



MONTHLY WATER PROCESSED VS SOLD



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CUSTOMER COUNT - WATER

Residential	7,892	7,923	7,941	7,944	8,155	7,985	7,966	7,987	7,909	7,928
Commercial	884	878	868	878	878	888	877	881	894	898
Industrial	1	1	1	1	1	1	1	1	1	1
Water Authority	1	1	1	1	1	1	1	1	1	1
Residential Sprinkler	206	207	207	208	211	210	212	213	215	210
Commercial Sprinkler	75	74	76	78	77					
Total	9,059	9,084	9,094	9,110	9,323	9,085	9,057	9,083	9,020	9,038
YOY Δ	0.81%	-0.94%	1.39%	0.60%	3.10%	0.42%	0.18%	0.68%	0.10%	-0.23%

KGALLONS - WATER

Residential	33,821	32,731	32,205	31,142	31,001	36,490	35,492	37,791	38,701	37,148
Commercial	11,659	9,723	9,380	10,295	9,919	13,912	13,060	14,065	14,789	13,848
Industrial	2,940	3,365	3,572	3,161	3,092	3,163	2,692	2,792	2,209	1,969
Water Authority	4,327	4,085	4,705	3,985	4,223	4,895	3,836	4,545	4,629	3,420
Total	52,747	49,904	49,862	48,583	48,235	9,085	9,057	9,083	9,020	9,038
YOY Δ	4.19%	-3.98%	-0.99%	3.14%	4.54%	-82.34%	-84.79%	-87.61%	-85.25%	-84.86%

REVENUE - WATER

Residential	\$ 0.281M	\$ 0.273M	\$ 0.269M	\$ 0.261M	\$ 0.261M	\$ 0.301M	\$ 0.296M	\$ 0.311M	\$ 0.319M	\$ 0.305M
Commercial	\$ 0.086M	\$ 0.084M	\$ 0.072M	\$ 0.078M	\$ 0.076M	\$ 0.101M	\$ 0.094M	\$ 0.100M	\$ 0.104M	\$ 0.099M
Industrial	\$ 0.012M	\$ 0.014M	\$ 0.015M	\$ 0.013M	\$ 0.013M	\$ 0.013M	\$ 0.011M	\$ 0.011M	\$ 0.009M	\$ 0.008M
Water Authority	\$ 0.007M	\$ 0.007M	\$ 0.008M	\$ 0.007M	\$ 0.007M	\$ 0.008M	\$ 0.007M	\$ 0.008M	\$ 0.008M	\$ 0.006M
Total	\$ 0.386M	\$ 0.378M	\$ 0.364M	\$ 0.358M	\$ 0.356M	\$ 0.423M	\$ 0.407M	\$ 0.430M	\$ 0.440M	\$ 0.419M
YOY Δ	10.00%	-2.33%	-0.64%	1.82%	-1.43%	10.84%	-6.16%	-11.26%	-2.34%	-3.39%

RETAIL SALES REPORT

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CUSTOMER COUNT - SEWER

Residential	6,049	6,068	6,090	6,085	6,291	6,118	6,106	6,124	6,066	6,089
Commercial	784	777	772	783	805	783	784	790	797	801
Water Authority	1	1	1	1	1	1	1	1	1	1
Total	6,834	6,846	6,863	6,869	7,097	9,085	9,057	9,083	9,020	9,038
YOY Δ	0.44%	-0.94%	1.16%	0.19%	3.53%	33.19%	32.82%	33.99%	33.20%	32.15%

KGALLONS - SEWER

Residential	33,821	32,731	32,205	31,142	31,001	36,490	35,492	37,791	38,701	37,148
Commercial	11,659	9,723	9,380	10,295	9,919	13,912	13,060	14,065	14,789	13,848
Water Authority	4,327	4,085	4,705	3,985	4,223	4,895	3,836	4,545	4,629	3,420
Total	49,807	46,539	46,290	45,422	45,143	9,085	9,057	9,083	9,020	9,038
YOY Δ	5.72%	-2.98%	-1.25%	2.69%	0.80%	-81.47%	-83.88%	-87.00%	-84.43%	-83.84%

REVENUE - SEWER

Residential	\$ 0.193M	\$ 0.197M	\$ 0.195M	\$ 0.190M	\$ 0.191M	\$ 0.200M	\$ 0.197M	\$ 0.203M	\$ 0.202M	\$ 0.200M
Commercial	\$ 0.123M	\$ 0.109M	\$ 0.113M	\$ 0.126M	\$ 0.113M	\$ 0.139M	\$ 0.131M	\$ 0.133M	\$ 0.133M	\$ 0.131M
Water Authority	\$ 0.001M									
Total	\$ 0.318M	\$ 0.308M	\$ 0.309M	\$ 0.317M	\$ 0.305M	\$ 0.423M	\$ 0.407M	\$ 0.430M	\$ 0.440M	\$ 0.419M
YOY Δ	8.31%	0.71%	2.25%	4.74%	-0.54%	34.48%	25.66%	28.54%	31.87%	30.05%

SALES STATISTICS

Jan 2017 Feb 2017 Mar 2017 Apr 2017 May 2017 Jun 2017 Jul 2017 Aug 2017 Sep 2017 Oct 2017 Nov 2017 Dec 2017 YTD

AVERAGE KGALLONS/CUSTOMER (WATER)

Residential	4	4	4	4	4	5	4	5	5	5	4
Commercial	13	11	11	12	11	16	15	16	17	15	14
Industrial	2,940	3,365	3,572	3,161	3,092	3,163	2,692	2,792	2,209	1,969	2,896
Water Authority	4,327	4,085	4,705	3,985	4,223	4,895	3,836	4,545	4,629	3,420	4,265

AVERAGE \$/CUSTOMER (WATER)

Residential	\$36	\$34	\$34	\$33	\$32	\$38	\$37	\$39	\$40	\$39	\$36
Commercial	\$97	\$95	\$84	\$88	\$86	\$113	\$107	\$114	\$117	\$110	\$101
Industrial	\$12,046	\$13,763	\$14,600	\$12,939	\$12,660	\$12,947	\$11,044	\$11,448	\$9,093	\$8,124	\$11,867
Water Authority	\$7,356	\$6,945	\$7,999	\$6,775	\$7,179	\$8,322	\$6,521	\$7,727	\$7,869	\$6,375	\$7,307

AVERAGE \$/KGALLON (WATER)

Residential	\$8.3019	\$8.3450	\$8.3550	\$8.3822	\$8.4083	\$8.2451	\$8.3270	\$8.2362	\$8.2428	\$8.2200	\$8.3064
Commercial	\$7.3514	\$8.6169	\$7.7270	\$7.5388	\$7.6203	\$7.2303	\$7.1924	\$7.1118	\$7.0524	\$7.1292	\$7.4570
Industrial	\$4.0974	\$4.0901	\$4.0872	\$4.0934	\$4.0946	\$4.0934	\$4.1027	\$4.1004	\$4.1164	\$4.1257	\$4.1001
Water Authority	\$1.7000	\$1.7000	\$1.7000	\$1.7000	\$1.7000	\$1.7000	\$1.7000	\$1.7000	\$1.7000	\$1.8640	\$1.7164
Average	\$5.3627	\$5.6880	\$5.4673	\$5.4286	\$5.4558	\$5.3172	\$5.3305	\$5.2871	\$5.2779	\$5.3348	\$5.3950

AVERAGE KGALLONS/CUSTOMER (SEWER)

Residential	6	5	5	5	5	6	6	6	6	6	6
Commercial	15	13	12	13	12	18	17	18	19	17	15
Water Authority	4,327	4,085	4,705	3,985	4,223	4,895	3,836	4,545	4,629	3,420	4,265

AVERAGE \$/CUSTOMER (SEWER)

Residential	\$32	\$33	\$32	\$31	\$30	\$33	\$32	\$33	\$33	\$33	\$32
Commercial	\$157	\$141	\$146	\$161	\$140	\$177	\$167	\$168	\$167	\$164	\$159
Water Authority	\$1,359	\$1,279	\$1,173	\$1,146	\$959	\$1,333	\$1,226	\$1,333	\$1,386	\$1,279	\$1,247

AVERAGE \$/KGALLON (SEWER)

Residential	\$5.7183	\$6.0281	\$6.0515	\$6.1135	\$6.1728	\$5.4846	\$5.5570	\$5.3709	\$5.2269	\$5.3964	\$5.7120
Commercial	\$10.5517	\$11.2585	\$12.0274	\$12.2123	\$11.3567	\$9.9872	\$10.0182	\$9.4283	\$9.0170	\$9.4740	\$10.5331
Water Authority	\$0.3141	\$0.3131	\$0.2492	\$0.2876	\$0.2272	\$0.2722	\$0.3196	\$0.2932	\$0.2994	\$0.3740	\$0.2950
Average	\$5.5280	\$5.8666	\$6.1094	\$6.2044	\$5.9189	\$5.2480	\$5.2982	\$5.0308	\$4.8478	\$5.0815	\$5.5134

	Oct 2017	Oct 2016	FY2017 YTD	FY2016 YTD	MOST RECENT 12-MONTH
SALES REVENUES					
WATER SALES	\$ 416,195	\$ 415,864	\$ 3,946,218	\$ 4,038,698	\$ 4,732,790
SEWER SALES	\$ 328,953	\$ 333,457	\$ 2,877,104	\$ 3,163,191	\$ 3,524,515
SALES REVENUES (ACTUAL)	\$ 745,147	\$ 749,321	\$ 6,823,322	\$ 7,201,888	\$ 8,257,304
AS BUDGET	\$ 692,478	-	\$ 6,924,783	-	Not Applicable
% ACTUAL TO BUDGET	107.61%	0.00%	98.53%	0.00%	Not Applicable

Note on Water & Sewer Sales: Detail break-down for individual rate class is shown in WATER & SEWER: RETAIL SALES section.

OTHER REVENUES

WATER

OP REVENUE	\$ 1,023	\$ 1,511	\$ 13,426	\$ 13,663	\$ 1,588
MISC REVENUE	\$ 5,290	\$ 10,580	\$ 53,450	\$ 55,512	\$ -
REIMB DAMAGE PROP	\$ -	\$ -	\$ -	\$ -	\$ -
TAP FEES	\$ 22,125	\$ 8,275	\$ 112,850	\$ 136,375	\$ 22,275
CUST ACCT FEES	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER REV	\$ -	\$ -	\$ -	\$ -	\$ -
ADMIN ALLOC	\$ 15,775	\$ 16,047	\$ 144,850	\$ 136,241	\$ 4,660
INT/INVEST INCOME	\$ -	\$ -	\$ -	\$ -	\$ -
STATE GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER REVENUES (WATER)	\$ 44,213	\$ 36,413	\$ 324,575	\$ 341,791	\$ 28,523

SEWER

OP REVENUE	\$ 5,190	\$ 1,200	\$ 23,860	\$ 13,470	\$ 3,200
MISC REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -
TAP FEES	\$ 14,000	\$ 4,000	\$ 87,500	\$ 105,000	\$ 25,000
CUST ACCT FEES	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER REV	\$ -	\$ -	\$ -	\$ -	\$ -
ADMIN ALLOC	\$ 12,119	\$ 12,676	\$ 95,444	\$ 107,621	\$ 3,681
INT/INVEST INCOME	\$ -	\$ -	\$ -	\$ -	\$ -
STATE GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER REVENUES (SEWER)	\$ 31,309	\$ 17,876	\$ 206,804	\$ 226,091	\$ 31,881

OTHER REVENUES (TOTAL)	\$ 75,521	\$ 54,289	\$ 531,379	\$ 567,882	\$ 60,404
AS BUDGET	\$ 46,009	-	\$ 460,086	-	Not Applicable
% ACTUAL TO BUDGET	164.15%	0.00%	115.50%	0.00%	Not Applicable

TOTAL REVENUES (ACTUAL)	\$ 820,669	\$ 803,610	\$ 7,354,701	\$ 7,769,771	\$ 8,317,708
AS BUDGET	\$ 738,487	-	\$ 7,384,869	-	Not Applicable
% ACTUAL TO BUDGET	111.13%	0.00%	99.59%	0.00%	Not Applicable

	Oct 2017	Oct 2016	FY2017 YTD	FY2016 YTD	
PERSONNEL	\$ 165,021	\$ 129,501	\$ 1,389,680	\$ 1,453,094	\$ 2,029,002
CONTRACTED SERVICES	\$ 38,161	\$ 78,566	\$ 541,464	\$ 457,860	\$ 721,695
SUPPLIES	\$ 46,068	\$ 134,134	\$ 1,207,505	\$ 1,108,452	\$ 1,497,833
CAPITAL OUTLAY	\$ 140,005	\$ 159,529	\$ 1,549,315	\$ 1,766,043	\$ 3,876,157
FUND TRANSFERS	\$ 38,009	\$ 36,487	\$ 313,334	\$ 345,309	\$ 389,364
TOTAL	\$ 427,265	\$ 538,216	\$ 5,001,299	\$ 5,130,757	\$ 8,514,052

WATER

PERSONNEL

Compensation	\$ 38,057	\$ 42,459	\$ 357,873	\$ 436,356	\$ 601,979
Benefits	\$ 29,799	\$ 13,803	\$ 222,039	\$ 189,995	\$ 268,476
PERSONNEL (ACTUAL)	\$ 67,855	\$ 56,262	\$ 579,912	\$ 626,351	\$ 870,455
AS BUDGET	\$ 80,569	\$ -	\$ 805,688	\$ -	Not Applicable
% ACTUAL TO BUDGET	84.22%	0.00%	71.98%	0.00%	Not Applicable

CONTRACTED SERVICES

Consulting	\$ -	\$ 360	\$ 2,500	\$ 8,854	\$ 1,530
Custodial Service	\$ -	\$ -	\$ 214	\$ -	\$ 214
Lawn & Maint	\$ -	\$ -	\$ 180	\$ -	\$ 180
Sidewalk R&M	\$ 6,800	\$ -	\$ 6,800	\$ -	\$ 6,800
Security Sys	\$ -	\$ -	\$ -	\$ -	\$ -
Rents/Leases	\$ 2,785	\$ 849	\$ 26,836	\$ 7,900	\$ 28,117
Repair & Maintenance (Outside)	\$ 6,188	\$ 5,439	\$ 122,447	\$ 181,859	\$ 203,050
Landfill Fees	\$ -	\$ -	\$ -	\$ -	\$ -
Contracted Services	\$ 324	\$ 711	\$ 18,477	\$ 32,953	\$ 29,952
Comm Svcs	\$ 458	\$ 568	\$ 4,564	\$ 3,529	\$ 6,368
Public Relations	\$ -	\$ -	\$ -	\$ -	\$ -
Mkt Expense	\$ -	\$ -	\$ 60	\$ 402	\$ 60
Util Bill Print Svcs	\$ -	\$ -	\$ -	\$ -	\$ -
Dues & Sub	\$ -	\$ 350	\$ 1,859	\$ 1,556	\$ 1,958
Training & Ed	\$ -	\$ 590	\$ 6,601	\$ 5,739	\$ 9,543
Gen Liab Ins	\$ -	\$ -	\$ 2,181	\$ -	\$ 2,181
Uniform Rent	\$ -	\$ 257	\$ 3,794	\$ 3,459	\$ 4,632
CONTRACTED SERVICES (ACTUAL)	\$ 16,555	\$ 9,123	\$ 196,511	\$ 246,251	\$ 294,585
AS BUDGET	\$ 30,017	\$ -	\$ 300,167	\$ -	Not Applicable
% ACTUAL TO BUDGET	55.15%	0.00%	65.47%	0.00%	Not Applicable

WATER & SEWER UTILITY: EXPENSES

REPORTING PERIOD: 10/2017

MONROE

MOST RECENT
12-MONTH

	Oct 2017	Oct 2016	FY2017 YTD	FY2016 YTD	
SUPPLIES					
Chem & Pest	\$ 15,178	\$ 18,851	\$ 114,699	\$ 123,240	\$ 141,440
Office Supplies	\$ 90	\$ 85	\$ 23,601	\$ 4,738	\$ 24,148
Janitorial	\$ 495	\$ -	\$ 495	\$ -	\$ 495
Postage	\$ -	\$ 489	\$ 2,295	\$ 2,274	\$ 2,749
Utility Costs	\$ 4,431	\$ 25,979	\$ 238,329	\$ 268,963	\$ 304,929
Fuel & Mileage	\$ 1,345	\$ 942	\$ 9,156	\$ 7,791	\$ 11,826
Sm Tool & Min Equip	\$ 56	\$ 1,592	\$ 7,085	\$ 12,809	\$ 9,396
Lab Supplies	\$ -	\$ 2,548	\$ 21,097	\$ 17,763	\$ 24,215
Sm Oper Supplies	\$ (4,215)	\$ 6,362	\$ 29,000	\$ 24,370	\$ 40,310
Uniform Rental	\$ 278	\$ -	\$ 278	\$ -	\$ 278
Uniform Exp	\$ -	\$ -	\$ 3,108	\$ 4,103	\$ 3,108
Repairs & Maintenance (Inside)	\$ 7,469	\$ 21,836	\$ 130,645	\$ 89,011	\$ 178,205
Meters	\$ -	\$ -	\$ 56,247	\$ -	\$ 56,247
Equip Pur (<\$5M)	\$ -	\$ -	\$ 3,295	\$ 9,478	\$ 3,295
Dam Claims	\$ -	\$ -	\$ -	\$ 4,831	\$ -
Lab Equip	\$ -	\$ -	\$ -	\$ 283	\$ -
Misc	\$ (302)	\$ -	\$ 3,268	\$ 449	\$ 3,268
Amr Proj Exp	\$ -	\$ -	\$ -	\$ -	\$ -
SUPPLIES (ACTUAL)	\$ 24,824	\$ 78,683	\$ 642,599	\$ 570,103	\$ 803,910
AS BUDGET	\$ 61,058	\$ -	\$ 610,583	\$ -	Not Applicable
% ACTUAL TO BUDGET	40.66%	0.00%	105.24%	0.00%	Not Applicable
CAPITAL OUTLAY					
Util Cash (Over)/Shrt	\$ -	\$ -	\$ -	\$ -	\$ -
Util Int Admin Alloc	\$ -	\$ -	\$ -	\$ -	\$ -
Depr Exp	\$ -	\$ -	\$ -	\$ -	\$ 1,772,426
Amortization	\$ -	\$ 532	\$ -	\$ 5,323	\$ (1,024)
Admin Alloc - Adm Exp	\$ 45,833	\$ 40,628	\$ 488,324	\$ 440,911	\$ 592,148
Util Bad Debt Exp	\$ -	\$ -	\$ -	\$ -	\$ -
Principal Payments	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Expense	\$ 13,046	\$ 48,250	\$ 131,909	\$ 482,785	\$ 219,910
Sites/Land	\$ -	\$ -	\$ -	\$ -	\$ -
Cip	\$ 30,000	\$ 25,083	\$ 151,729	\$ 391,443	\$ (239,714)
Capital Expenditures	\$ -	\$ -	\$ 121,500	\$ -	\$ 121,500
CAPITAL OUTLAY (ACTUAL)	\$ 88,878	\$ 114,492	\$ 893,463	\$ 1,320,462	\$ 2,465,244
AS BUDGET	\$ -	\$ -	\$ -	\$ -	Not Applicable
% ACTUAL TO BUDGET	0.00%	0.00%	0.00%	0.00%	Not Applicable

	Oct 2017	Oct 2016	FY2017 YTD	FY2016 YTD	
FUND TRANSFERS					
FUND TRANSFERS (ACTUAL)	\$ 21,334	\$ 20,611	\$ 169,762	\$ 190,645	\$ 211,717
AS BUDGET	\$ -	\$ -	\$ -	\$ -	Not Applicable
% ACTUAL TO BUDGET	0.00%	0.00%	0.00%	0.00%	Not Applicable
TOTAL WATER EXPENSES (ACTUAL)	\$ 219,447	\$ 279,172	\$ 2,482,247	\$ 2,953,813	\$ 4,645,913
AS BUDGET	\$ 171,644	\$ -	\$ 1,716,438	\$ -	Not Applicable
% ACTUAL TO BUDGET	127.85%	0.00%	144.62%	0.00%	Not Applicable

	Oct 2017	Oct 2016	FY2017 YTD	FY2016 YTD	
WASTEWATER					
PERSONNEL					
Compensation	\$ 55,144	\$ 54,483	\$ 529,926	\$ 566,695	\$ 818,649
Benefits	\$ 42,022	\$ 18,756	\$ 279,842	\$ 260,047	\$ 339,898
PERSONNEL (ACTUAL)	\$ 97,166	\$ 73,239	\$ 809,769	\$ 826,742	\$ 1,158,547
AS BUDGET	\$ 82,948	-	\$ 829,483	-	Not Applicable
% ACTUAL TO BUDGET	117.14%	0.00%	97.62%	0.00%	Not Applicable
CONTRACTED SERVICES					
Consulting	\$ -	\$ 600	\$ 47,150	\$ 4,164	\$ 47,875
Util Protect Ctr	\$ -	\$ -	\$ -	\$ -	\$ -
Custodial Service	\$ -	\$ -	\$ 107	\$ -	\$ 107
Lawn & Maint	\$ -	\$ -	\$ -	\$ -	\$ -
Security Sys	\$ -	\$ -	\$ -	\$ -	\$ -
Rents/Leases	\$ 5,283	\$ 4,740	\$ 50,194	\$ 30,481	\$ 62,353
Repairs & Maintenance (Outside)	\$ 1,252	\$ 60,842	\$ 146,056	\$ 143,128	\$ 163,964
Landfill Fees	\$ 10,883	\$ -	\$ 73,425	\$ 1,026	\$ 117,789
Contracted Services	\$ 603	\$ 480	\$ 5,311	\$ 5,048	\$ 6,988
Comm Svcs	\$ 634	\$ 1,129	\$ 5,396	\$ 7,970	\$ 7,924
Public Relations	\$ 400	\$ -	\$ 400	\$ -	\$ 400
Mkt Expense	\$ -	\$ -	\$ -	\$ 269	\$ -
Util Bill Print Svcs	\$ -	\$ -	\$ -	\$ -	\$ -
Dues & Sub	\$ -	\$ -	\$ 1,073	\$ 668	\$ 1,073
Ga Dept Rev Fee	\$ 550	\$ -	\$ 550	\$ -	\$ 550
Training & Ed	\$ -	\$ 957	\$ 5,369	\$ 6,981	\$ 6,859
Gen Liab Ins	\$ -	\$ -	\$ 3,498	\$ -	\$ 3,498
Uniform Rent	\$ -	\$ 695	\$ 4,424	\$ 11,874	\$ 5,731
Fine/Late Fee	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ 2,000
CONTRACTED SERVICES (ACTUAL)	\$ 21,606	\$ 69,443	\$ 344,953	\$ 211,609	\$ 427,110
AS BUDGET	\$ 33,529	-	\$ 335,292	-	Not Applicable
% ACTUAL TO BUDGET	64.44%	0.00%	102.88%	0.00%	Not Applicable

WATER & SEWER UTILITY: EXPENSES

REPORTING PERIOD: 10/2017

MONROE

MOST RECENT

	Oct 2017	Oct 2016	FY2017 YTD	FY2016 YTD	12-MONTH
SUPPLIES					
Chem & Pest	\$ 11,773	\$ 12,690	\$ 83,468	\$ 104,039	\$ 102,024
Office Supplies	\$ 258	\$ 194	\$ 14,992	\$ 7,674	\$ 16,418
Janitorial	\$ 389	\$ -	\$ 389	\$ -	\$ 389
Postage	\$ -	\$ -	\$ 833	\$ 363	\$ 833
Utility Costs	\$ 3,469	\$ 23,212	\$ 247,652	\$ 283,366	\$ 305,156
Transportation	\$ 2,480	\$ 2,343	\$ 19,014	\$ 19,915	\$ 24,413
Food	\$ 234	\$ -	\$ 234	\$ -	\$ 234
Sm Tool & Min Equip	\$ 39	\$ 1,235	\$ 26,715	\$ 6,763	\$ 34,027
Lab Supplies	\$ -	\$ 709	\$ 20,040	\$ 17,519	\$ 25,092
Sm Oper Supplies	\$ 1,536	\$ 3,033	\$ 39,131	\$ 27,002	\$ 48,669
Uniform	\$ 724	\$ -	\$ 3,565	\$ 5,507	\$ 3,661
Repairs & Maintenance (Inside)	\$ -	\$ 5,877	\$ 96,953	\$ 45,672	\$ 117,729
Meters	\$ -	\$ -	\$ -	\$ -	\$ -
Equip Pur (<\$5M)	\$ -	\$ 2,975	\$ 3,905	\$ 10,585	\$ 5,393
Dam Claims	\$ 1,195	\$ -	\$ 1,125	\$ 1,657	\$ 1,875
Lab Equip	\$ -	\$ -	\$ -	\$ 2,650	\$ -
Misc	\$ (852)	\$ 3,182	\$ 6,890	\$ 5,637	\$ 8,009
CONTRACTED SERVICES (ACTUAL)	\$ 21,244	\$ 55,450	\$ 564,906	\$ 538,349	\$ 693,923
AS BUDGET	\$ 61,058	\$ -	\$ 610,583	\$ -	Not Applicable
% ACTUAL TO BUDGET	34.79%	0.00%	92.52%	0.00%	Not Applicable

	Oct 2017	Oct 2016	FY2017 YTD	FY2016 YTD	
CAPITAL OUTLAY					
Util Cash (Over)/Shrt	\$ -	\$ -	\$ -	\$ -	\$ -
Util Int Admin Alloc	\$ -	\$ -	\$ -	\$ -	\$ -
Depr Exp	\$ -	\$ -	\$ -	\$ -	\$ 693,241
Amortization	\$ -	\$ 323	\$ -	\$ 3,227	\$ 401
Admin Alloc - Adm Exp	\$ 35,210	\$ 32,093	\$ 375,145	\$ 348,288	\$ 457,158
Util Bad Debt Exp	\$ -	\$ -	\$ -	\$ -	\$ -
Principal Payments	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Expense	\$ 12,423	\$ 6,721	\$ 125,519	\$ 67,210	\$ 137,730
Sites/Land	\$ -	\$ -	\$ -	\$ -	\$ -
Cip	\$ 3,494	\$ 5,900	\$ 100,518	\$ 26,855	\$ 67,712
Capital Expenditures	\$ -	\$ -	\$ 54,671	\$ -	\$ 54,671
CAPITAL OUTLAY (ACTUAL)	\$ 51,127	\$ 45,037	\$ 655,852	\$ 445,580	\$ 1,410,912
AS BUDGET	\$ -	\$ -	\$ -	\$ -	Not Applicable
% ACTUAL TO BUDGET	0.00%	0.00%	0.00%	0.00%	Not Applicable
FUND TRANSFERS					
FUND TRANSFERS (ACTUAL)	\$ 16,675	\$ 15,876	\$ 143,573	\$ 154,664	\$ 177,647
AS BUDGET	\$ -	\$ -	\$ -	\$ -	Not Applicable
% ACTUAL TO BUDGET	0.00%	0.00%	0.00%	0.00%	Not Applicable
TOTAL EXPENSES (ACTUAL)	\$ 207,818	\$ 259,045	\$ 2,519,052	\$ 2,176,944	\$ 3,868,139
AS BUDGET	\$ 177,536	\$ -	\$ 1,775,358	\$ -	Not Applicable
% ACTUAL TO BUDGET	117.06%	0.00%	141.89%	0.00%	Not Applicable

City of Monroe
Airport Commission Meeting Minutes
December 13, 2017
10 AM – City Hall Conference Room

The meeting was called to order at 10:05 AM by Chairman Larry Fussell. In attendance were members Bill Scott, Bill Stone, Rodney Etheredge Dan Nugent as well as City Administrator Logan Propes, City Purchasing Manager Chris Bailey, City Councilmen Jimmy Richardson and Ross Bradley.

There were no Minutes from the October 11 meeting since a quorum was not present. Today's agenda was approved as presented.

Committee Reports:

Fuel Farm: Chris reported that the months of October and November had 105 and 132 transactions respectively. Revenue was \$10,250 and \$16,400 yielding a combined net profit of \$697. Chris announced that the recent rise in fuel cost from our supplier will result in a new retail price of \$379 (from \$367). This will keep us close to the other local airports that are expected to raise their prices also. Covington is our closest fuel competitor.

Old Business:

NPIAS : (National Plan for Integrated Airport Systems) report has been updated and submitted showing 34 aircraft based at D73 now.

CIP : was submitted to GDOT in November for requesting federal funding for the year beginning July 1, 2018.

Identifier Resolution and Application : has been submitted to FAA with the City's choice of KUMW or KMZW requested. When finalized, new airport signage will be provided by the City.

Hangar Progress : Chris stated that City consultant Barge-Waggoner has requested assistance from GDOT to develop a standard T-hangar design to be used for soliciting contractor estimates for the proposed new 8 unit hangar. Rodney has seen estimates for a steel 8 unit hangar in Baxley, GA at \$139,000 - \$154,510 that includes everything but the slab and dirt. Chris estimates that the total cost for Monroe will include site preparation, dirt removal, and slab at \$280,000 - \$300,000.

Larry and Rodney discussed an article in the Covington newspaper concerning the financial issues surrounding their 12 unit hangar that had a total loan cost of \$400,000 to be paid off in 15 years with annual payments of \$32,799 with rent income of \$43,500 that yields an annual gross profit / cash flow of \$10,701. This has been misconstrued as an unreasonable debt for Covington in the article rather than a profitable investment for the airport and city. Larry sees

this as a good example for Monroe to consider and that waiting has already cost the City additional costs with the rise in interest rates and construction costs now. Logan and Chris agree that the planning is needed and are moving ahead now. The use of ground leases for private hangars is low revenue for the city as demonstrated by other GA airports.

Rodney asked, "What does it take for Monroe to attract corporate business?" It was unanimously agreed by the committee that a LVP approach is needed now and continues to be first priority. Logan said that it would cost the City \$80,000 to put the LVP in place. Bill Scott said we must compete with Covington and Winder who have built their airports over a longer period of expansion than D73. Covington has new industry coming into their city that require more hangars and amenities. Winder has mostly ground leases and had National Guard operations that financed much of its growth years ago. We agreed that Monroe has made numerous improvements that will enhance our opportunities and we must promote D73 through commercial real estate channels and other sources for prospects. Dan noted that the "first impression" to potential corporate renters is not only the standard amenities offered by other airports but the physical appearance of the entire property. Cracked pavement, unmowed grass (sometimes) and limited parking space could be negative factors. Chris said that the long-awaited repaving of the tarmac areas is now part of the 2020 CIP. Ross and Jimmy asked if we should have a public viewing area but airport security would become a concern. Dan pointed-out that spectators often park at the ball field across the fence at SW end of runway #3 to watch flight operations.

Fuel Truck Lease: Chris reported that the Jet A fuel truck lease has been cancelled due to lack of use. It was a 3 month trial to see if we could attract turbine traffic and we did not. Bill Scott has his own 4,000 gallon truck and will work with the FBO to offer Jet A when he gets advance notice through the FBO.

New Business:

Apron Rehabilitation Design Application: on east side with expansion area is at GDOT now. Larry asked if the west side runway connector could also be included.

Storm Water Drainage Project: Toller Street drainage is being redesigned and will be a big project beyond Monroe Public Works so an outside contractor will be needed.

Open Discussion:

Bill Stone and Larry commented that the timber near the runway and beacon area obscures vision and produce turbulence. Removal is needed. Unfortunately, timber prices have dropped significantly. Runway edges need dressing for safety and aircraft damage prevention. The west gate may need adjustment. Jimmy Richardson was not re-elected and bid us farewell after many years of loyal support for our committee. Ross Bradley was welcomed as a new councilman assigned to our committee and is a pilot very interested in the future of D73.

Respectfully submitted:
Dan Nugent, Secretary



To: Airport Committee, City Council
From: Chris Bailey, Central Services Manager
Department: Airport
Date: 01/02/18
Description: A request is being made for the approval of allowing the lease with the Civil Air Patrol to continue for a period of one (1) year at the Community Building. The City of Monroe has provided the facility for use over the previous two (2) years at the request of the Civil Air Patrol.

Budget Account/Project Name: N/A

Funding Source: N/A

Budget Allocation: N/A

Budget Available: N/A

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

Recommendation:

Staff recommends the approval of allowing the lease with the Civil Air Patrol to continue for a period of one (1) year at the Community Building.

Background:

It is the practice of the City of Monroe to continually support the efforts of the Civil Air Patrol to train and conduct meetings pursuant the overall mission of the Civil Air Patrol as a non-profit organization, and part of the United States Air Force.

Attachment(s):

N/A



To: City Council, Utility Committee
From: Logan Propes, City Administrator, Rodney Middlebrooks, WSG Director
Department: Water, Sewer. Gas
Date: 1/5/2018
Description: Alcovy River/Hwy 138 Sewer extension project

Budget Account/Project Name: 2018 CIP

Funding Source: FY 2018 CIP Budget Expense, Utility Capital

Budget Allocation: \$2,687,223
Budget Available: \$3,000,000
Requested Expense: \$2,687,223 **Company of Purchase:** TBD

Recommendation:

Staff recommends the APPROVAL of bidding the Alcovy/138 Sewer extension project through engineers, Hofstadter & Associates.

Background:

As part of our development agreement with Reliant homes that was previously approved and later ratified by all parties, Reliant will install a pump station at their proposed development off of Michael Etchison Rd. From there the City will need to connect a new gravity sewer line which will also serve the highway 138 corridor for major economic development potential. This is shown in two segments.

Engineers have designed the system and estimated the total project costs to be \$2,687,223.37. This is figure subject to change by the time actual bids are received. Funding is to come from Utility Capital Improvement Funds. There is almost certain to be a great return on investment once the area develops commercially and residentially as many development prospects have inquired about having sewer access in this area.

Attachment(s):

Alcovy Sewer Phase II gravity estimate
Alcovy Sewer Phase II Division II gravity estimate
Sewer Improvements Area Map



Item	Qty.	Unit	Description	Unit Price	Total Price
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Section 1000 - Gravity Sewer Line

1005	6.20	AC	Clearing and Grubbing	\$ 5,250.00	\$ 32,541.32
1010	1,350	LF	18" Gravity 3-6'	\$ 100.00	\$ 135,000.00
1015	1,350	LF	18" Gravity 6-9'	\$ 105.00	\$ 141,750.00
1020	1,350	LF	18" Gravity 9-12'	\$ 110.00	\$ 148,500.00
1025	1,350	LF	18" Gravity 12-15'	\$ 115.00	\$ 155,250.00
1030	1,350	LF	18" Gravity 15-18'	\$ 120.00	\$ 162,000.00
1035	300	LF	18" Gravity 0-3' DIP	\$ 145.00	\$ 43,500.00
1040	120	LF	Jack and Bore w/ 24" Steel Casing	\$ 425.00	\$ 51,000.00
1045	650	LF	Below Grade Stream Crossing or Piers	\$ 315.00	\$ 204,750.00
1050	27	EA	Manhole Ring and Cover	\$ 650.00	\$ 17,550.00
1055	297	VF	4' Pre-Cast Manholes	\$ 350.00	\$ 103,950.00
1060	0	SY	Class "A" Removal and Replacement	\$ 75.00	\$ -

Total Construction - Section 1000 \$ **1,195,791.32**

Section 3000 - Erosion Control and Permitting Measures

3005	625	CY	Gravel for Trench Stabilization	\$ 65.00	\$ 40,625.00
3010	6,750	LF	Silt Fence, TP C	\$ 4.00	\$ 27,000.00
3015	15,000	SY	Temp Grass	\$ 0.30	\$ 4,500.00
3020	6.20	AC	Turf Establishment	\$ 3,000.00	\$ 18,595.04
3025	8	EA	Check Dams	\$ 450.00	\$ 3,600.00
3030	1	EA	Construction Exit	\$ 3,000.00	\$ 3,000.00
3035	1	LS	As-Builts	\$ 5,000.00	\$ 5,000.00
3040	6.20	AC	NPDES Stormwater Permit Fee	\$ 40.00	\$ 247.93

Total Construction - Section 3000 \$ **102,567.98**

Section 4000 - Trench Rock Removal

4005	5,850	CY	Trench Rock Removal	\$ 65.00	\$ 380,250.00
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Total Construction - Section 4000 \$ **380,250.00**

Total Construction Cost \$ **1,678,609.30**

Engineering Fee (7%)				\$	117,502.65
Construction Observation (3%)				\$	50,358.28
Easement Acquisition (@ \$4000 / AC)				\$	-
8	Mon	NPDES Stormwater Monitoring	(\$1,000/Mon)	\$	8,000.00
Erosion Sedimentation & Pollution Control Plans				\$	3,500.00
Pre-Construction Geotechnical Testing - Not Hofstadter, We will get bid this out				\$	10,000.00
Contingencies (10%)				\$	167,860.93

Total Project Cost \$ **2,035,831.16**

Item	Qty.	Unit	Description	Unit Price	Total Price
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Section 1000 - Gravity Sewer Line

1005	2.76	AC	Clearing and Grubbing	\$ 1,200.00	\$ 3,314.60
1010	1,071	LF	10" Gravity 3-6'	\$ 70.00	\$ 75,000.00
1015	1,071	LF	10" Gravity 6-9'	\$ 75.00	\$ 80,357.14
1020	1,071	LF	10" Gravity 9-12'	\$ 80.00	\$ 85,714.29
1025	1,071	LF	10" Gravity 12-15'	\$ 85.00	\$ 91,071.43
1035	300	LF	10" Gravity 0-3' DIP	\$ 90.00	\$ 27,000.00
1040	0	LF	Jack and Bore w/ 18" Steel Casing	\$ 350.00	\$ -
1045	0	LF	Below Grade Stream Crossing or Piers	\$ 250.00	\$ -
1050	12	EA	Manhole Ring and Cover	\$ 650.00	\$ 7,820.80
1055	120	VF	4' Pre-Cast Manholes	\$ 350.00	\$ 42,112.00
1060	0	SY	Class "A" Removal and Replacement	\$ 75.00	\$ -

Total Construction - Section 1000 \$ **412,390.26**

Section 3000 - Erosion Control and Permitting Measures

3005	279	CY	Gravel for Trench Stabilization	\$ 65.00	\$ 18,103.70
3010	3,008	LF	Silt Fence, TP C	\$ 4.00	\$ 12,032.00
3015	8,356	SY	Temp Grass	\$ 0.30	\$ 2,506.67
3020	2.76	AC	Turf Establishment	\$ 3,000.00	\$ 8,286.50
3025	3	EA	Check Dams	\$ 450.00	\$ 1,350.00
3030	1	EA	Construction Exit	\$ 3,000.00	\$ 3,000.00
3035	1	LS	As-Builts	\$ 1,500.00	\$ 1,500.00
3040	2.76	AC	NPDES Stormwater Permit Fee	\$ 40.00	\$ 110.49

Total Construction - Section 3000 \$ **46,889.36**

Section 4000 - Trench Rock Removal

4005	1,003	CY	Trench Rock Removal	\$ 65.00	\$ 65,173.33
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Total Construction - Section 4000 \$ **65,173.33**

Total Construction Cost \$ **524,452.95**

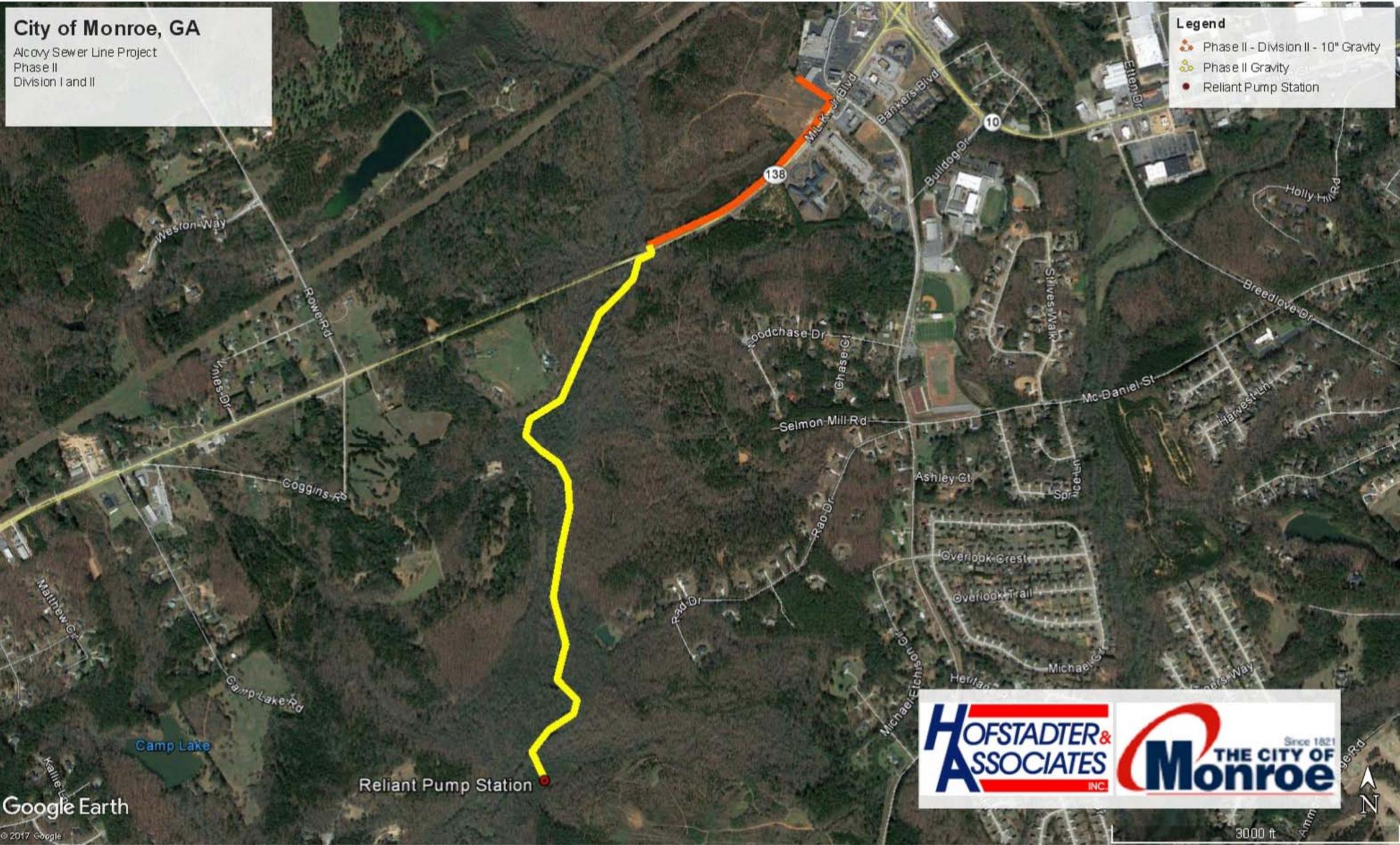
Engineering Fee (7%)				\$	36,711.71
Construction Observation (3%)				\$	15,733.59
Easement Acquisition (@ \$4000 / AC)				\$	11,048.67
4	Mon	NPDES Stormwater Monitoring	(\$1,000/Mon)	\$	4,000.00
Erosion Sedimentation & Pollution Control Plans				\$	3,500.00
Pre-Construction Geotechnical Testing - Not Hofstadter, We will get bid this out				\$	3,500.00
Contingencies (10%)				\$	52,445.29

Total Project Cost \$ **651,392.21**

City of Monroe, GA
Alcovy Sewer Line Project
Phase II
Division I and II

Legend

- Phase II - Division II - 10" Gravity
- Phase II Gravity
- Reliant Pump Station



3000 ft



To: City Council, Committee, City Administrator
From: Brian Thompson
Department: Electric
Date: 1/9/2018
Description: Out of State Training on March 19th through 22nd for two meter specialist. Our two meter specialist would be traveling to the Southeast Meter School held at Auburn University.

Budget Account/Project Name:

Funding Source: Electric Training

Budget Allocation: \$15,000.00

Budget Available: \$15,000.00

Requested Expense: \$2,410.00

Company of Purchase: Multiple

Recommendation:

Staff recommends the APPROVAL of this request based on the information provided for the training of these two employees

Background:

The Electric Department has two Meter Specialist that perform the installation and testing of all the commercial meters. The Southeast Meter School will provide up to date training for these employees to accurately and safely perform their job.

Attachment(s):

Request – 1 page

Quotation –

[HOME](#)[PROGRAMS](#)[APPARATUS SCHOOL](#)[METER SCHOOL](#)[CONTACT US](#)

Southeastern Meter School & Conference

March 19 – 22, 2018
The Hotel at Auburn University
Auburn, Alabama

[CLICK HERE TO REGISTER ONLINE TODAY!](#)

General Information

The Southeastern Meter School and Conference will be held at the Hotel at Auburn University in Auburn, Alabama. The school is sponsored by the **Southeastern Meter Technical Association**. It is held in cooperation with Utility Technology Association.

The school provides a forum for electric utility meter personnel to discuss metering practices, procedures, new technologies, and common problems with peers and representatives from industry. The school is open to anyone interested and involved in these areas. The modules are tailored to instruct utility professionals at all levels of experience.

Vendors from all over the country will be present, displaying and demonstrating the latest in technology for the metering and electrical industry. Take advantage of meeting one on one with the industry experts.

The conference is divided into five modules:

- **Module 100 Introductory Metering**
Module providing instruction in basic metering theory and application. This module will include topics of single and polyphase theory, instrument transformers, meter sockets, and meter form numbers.
- **Module 200 Advanced Metering**
Module on intermediate metering theory and polyphase meter installations. Topics include polyphase applications, reactive metering, troubleshooting with phasors, and pulse metering.
- **Module 300 Hands on Meter Testing and Safety**
Module providing both lecture and laboratory experiences on all aspects of meter testing. Session will include hands on experience in testing everything from simple single phase, polyphase and demand to multifunction meters.
- **Module 400 Smart Grid, AMI and Emerging Technology**
Module to learn about applications, trends and utilizing elements of Smart Grid, AMI and emerging technologies. Sessions will include AMI Technology, Data Analytics, Metering Renewable Energy, Meter Data Management along with many other classes.
- **Module 500 Meter Programming**
Module providing hands on of programming meters from the metering manufacturers. Classes to gain a better understanding of the personal computer and using it for your metering applications.

Both classroom and hands on experience opportunities are included. The courses are designed for participants to select topics they require or have an interest in.

Professional Development Hours

The Southeastern Distribution Apparatus School and Conference will award **18 professional development hours** to participants attending the entire school.

Exhibit Hall

The Exhibit Hall will be open **Monday, March 19 through Wednesday, March 21**. All the suppliers you need to meet will be in one place to answer your questions and demonstrate their products.

Keynote Speaker

Tami Barron
CEO
Southern Telecom & Southern Linc

Conference Info

[General Information and Registration Form](#)
[Exhibitor Registration Information](#)
[Agenda & Class Information](#)
[Past Participants List](#)

Hotel Info

[The Hotel at Auburn University](#)
241 South College Street
Auburn, Alabama 36830
Phone: 800-228-2876

(Click on the Hotel Name for Group Rate)

Contact Info

Suzanne Powell 📧
770-519-1676
suzanne@utilitytech.org

Tom Ellis
772-633-6949
tom.ellis@electricsupplyinc.com

Planning Committee

Chip Kanour, *Utility Specialists, Inc.*
David Ramsey, *Cobb EMC*
Freddy Morgan, *Marietta Power*
Geri Turner, *Tri-State Utility Products, Inc.*
Jeremy Morgan, *Fairhope Utilities*
John Winch, *Cobb EMC*
Ken Waddleton, *Snapping Shoals EMC*
Mark Wellden, *Georgia Power Company*
Michael Longmire, *Humboldt Utilities*
Mike Chirico, *South Alabama EC*
Nathan Madison, Jr., *South Alabama EC*
Randall Black, *Habersham EMC*
Rhonda Reis, *Independent*
Scott Shipes, *Pea River Electric Cooperative*
Tom Ellis, *Electric Supply, Inc.*
Tom Woods, *Marietta Power*
Trent Christian, *Georgia Power Company*
Suzanne Powell, *Utility Technology Assn*

Day Participant Program

This provides an opportunity for management (general managers, purchasing agents, operation managers, engineers, etc.) to **attend one day for a reduced charge**. Come on any day and attend a few classes, then enjoy an evening of hospitality in the exhibit hall.

Location

The [Hotel at Auburn University and Dixon Conference Center](#) is centrally located three miles from Interstate 85. The Hotel at Auburn University is situated in a charming university campus environment within easy walking distance to many shops and restaurants in the quaint, historical downtown Auburn, Alabama.

Find out more about the hotel at www.auhcc.com.

[REGISTER ONLINE TODAY!](#)

Southeastern Meter Technical Association

The Southeastern Meter Technical Association is a 501c6 non-profit that subscribes to the art of metering electric energy and power, and to the purpose of keeping abreast of new developments and techniques in the practice of this technology, and the sponsorship of educational programs and training for electric meter personnel.



To: City Council, Public Safety Committee
From: Keith Glass, Public Safety Director
Department: Police
Date: 1/5/2018
Description: 2018 Police Vehicles Lease Purchase

Budget Account/Project Name: 2018 PD Vehicles, General Fund

Funding Source: FY 2018 CIP Budget Expense, Police Department, General Fund

Budget Allocation: \$43,350.00 (P&I) \$18,481.33 (prior year insurance proceeds)

Budget Available: \$61,831.33

Requested Expense: \$62,225.88

Company of Purchase: Enterprise Fleet Management

Recommendation:

Staff recommends the APPROVAL of the Enterprise Lease Purchase agreement for the 9 new police department vehicles.

Background:

As part of or fleet maintenance policy, it is incumbent that vehicles that have deteriorated in condition from age and use be replaced for safety and decreased maintenance cost. The Police Department will be replacing some of their existing fleet of old, high-mileage vehicles along with replacing wrecked vehicles from the prior year, and adding vehicles as four new police officers will be hired onto the force for 2018.

To pay for this, the Police Department General Fund has allocated \$43,350 in principal and interest payments and will use the \$18,481.33 that came in insurance at the end of 2017 for wrecked (totaled) vehicles.

This will leave just \$394.55 above budget that will need to be amended from another operating line item to make 2018's fleet purchases.

This will also mark the first time the City has worked with Enterprise as its fleet provider and fleet maintenance manager. Under this program Enterprise helps the Police Department tailor a fleet management program for greater efficiency and lower costs over the next several years.

Attachment(s):

Enterprise Fleet Management 2018 Cost Summary
Vehicle quotes (Silverado, Tahoe, Tahoe Marked)



City of Monroe Georgia

Make	Model	Quantity	Monthly Lease payment	Total FY18 cost
Chevrolet	Tahoe(marked)	3	\$892.22	\$24,089.94
Chevrolet	Tahoe (marked)	3	\$892.22	\$21,413.28
Chevrolet	Silverado 1500	1	\$611.54	\$5,503.86
Chevrolet	Tahoe(Admin)	1	\$790.81	\$6,326.48
Chevrolet	Silverado 1500	1	\$611.54	\$4,892.32

* Cost assumes all aftermarket capped into cost of vehicle

* Cost assumes delivery by 4/1 with 9 months of payment or 5/1 with 8 months.

	\$62,225.88
FY18 Budget	\$43,350.00
Insurance payout	\$18,481.33
Total FY18 budget	\$61,831.33
Total +/-	(\$394.55)



Open-End (Equity) Lease Rate Quote

Quote No: 3757633

Prepared For: City of Monroe, Georgia

Date 01/05/2018
AE/AM ML/CP3

Unit #

Year 2018 Make Chevrolet Model Silverado 1500
Series WT 4x4 Crew Cab 5.75 ft. box 143.5 in. WB

Vehicle Order Type Ordered Term 48 State GA Customer# 577196

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

\$ 31,462.70	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)

Order Information

Driver Name	
Exterior Color	(0 P) Black / Chrome Grille Surround
Interior Color	(0 I) Dark Ash/Jet Black w/Cloth Seat Trim
Lic. Plate Type	Unknown
GVWR	0

\$ 31,462.70	Total Capitalized Amount (Delivered Price)
\$ 503.40	Depreciation Reserve @ 1.6000%
\$ 107.72	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) ²

\$ 611.12 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

Comp/Coli Deductible 0 / 0

\$ 0.00 Full Maintenance Program³ Contract Miles 0
Incl: # Brake Sets (1 set = 1 Axle) 0

OverMileage Charge \$ 0.00 Per Mile

Tires 0

Loaner Vehicle Not Included

\$ 0.00 Additional Services SubTotal

\$ 0.00 Sales Tax 0.0000% State

\$ 611.12 Total Monthly Rental Including Additional Services

\$ 7,299.50 Reduced Book Value at 48 Months

\$ 300.00 Service Charge Due at Lease Termination

Quote based on estimated annual mileage of 20,000
(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, Georgia

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.



Open-End (Equity) Lease Rate Quote

Quote No: 3757633

Aftermarket Equipment Total

Description	(B)illed or (C)apped	Price
Dana Safety Supply	C	\$ 3,522.15
Total Aftermarket Equipment Billed		\$ 0.00
Total Aftermarket Equipment Capitalized		\$ 3,522.15
Aftermarket Equipment Total		\$ 3,522.15



Open-End (Equity) Lease Rate Quote

Quote No: 3757633

VEHICLE INFORMATION:

2018 Chevrolet Silverado 1500 WT 4x4 Crew Cab 5.75 ft. box 143.5 in. WB - US

Series ID: CK15543

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	\$ 36,290.00	\$ 38,000.00
Total Options	\$ 1,005.55	\$ 1,105.00
Destination Charge	\$ 1,295.00	\$ 1,295.00
Total Price	\$ 38,590.55	\$ 40,400.00

SELECTED COLOR:

Exterior: GBA / V22 - (0 P) Black / Chrome Grille Surround

Interior: H2R - (0 I) Dark Ash/Jet Black w/Cloth Seat Trim

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
1WT	Preferred Equipment Group 1WT	NC	NC
A31	Power Windows w/Driver Express Up	Included	Included
A68	Rear 60/40 Folding Bench Seat (Folds Up)	Included	Included
AE7	40/20/40 Front Split Bench Seat	Included	Included
AKP	Solar Absorbing Tinted Glass	Included	Included
BG9	Graphite-Colored Rubberized-Vinyl Floor Covering	Included	Included
BLUE	Bluetooth For Phone	Included	Included
C5Z	GVWR: 7,200 lbs (3,266 kgs)	NC	NC
FE9	Federal Emissions Requirements	NC	NC
GBA_01	(0 P) Black	NC	NC
GU4	3.08 Rear Axle Ratio	Included	Included
H2R_02	(0 I) Dark Ash/Jet Black w/Cloth Seat Trim	NC	NC
IOB	Radio: AM/FM w/7" Diagonal Color Touch Screen	STD	STD
KG4	150 Amp Alternator	Included	Included
KNP	Auxiliary External Transmission Oil Cooler	Included	Included
L83	Engine: 5.3L EcoTec3 V8	\$ 1,087.45	\$ 1,195.00
MYC	Transmission: Electronic 6-Speed Automatic w/OD	STD	STD
N33	Manual Tilt Wheel Steering Column	Included	Included
NQG	Floor Mounted Shifter Transfer Case	Included	Included
PAINT	Solid Paint	STD	STD
R9Y	Fleet Free Maintenance Credit	\$ -81.90	\$ -90.00
RBZ	Tires: P255/70R17 AS BW	STD	STD
RD6	Wheels: 17" x 8" Painted Steel	Included	Included
S2B	17" x 7" Aluminum Full-Size Spare Wheel	Included	Included
STDSU	Heavy Duty Suspension	STD	STD
STDTM	Cloth Seat Trim	Included	Included
UDC	Driver Information Center	Included	Included
V22	Chrome Grille Surround	Included	Included
V8BAT	720 CCA/80 Amp-hr Maintenance Free HD Battery	Included	Included
WARANT	Fleet Customer Powertrain Limited Warranty	NC	NC
ZBZ	P255/70R17 AS BW Spare Tire	Included	Included

CONFIGURED FEATURES:

Body Exterior Features:

Number Of Doors: 4
Rear Cargo Door Type: tailgate
Driver And Passenger Mirror: manual folding side-view door mirrors
Door Handles: black
Front And Rear Bumpers: black front and rear bumpers with black rub strip
Rear Step Bumper: rear step bumper
Front Tow Hooks: 2 front tow hooks
Box Style: regular
Body Material: galvanized steel/aluminum body material
Grille: black w/chrome surround grille

Convenience Features:

Air Conditioning: manual air conditioning
Cruise Control: cruise control with steering wheel controls
Power Windows: power windows with front and rear 1-touch down
Auto Locking: auto-locking doors
Steering Wheel: steering wheel with manual tilting
Day-Night Rearview Mirror: day-night rearview mirror
Front Cupholder: front and rear cupholders
Overhead Console: mini overhead console
Glove Box: locking glove box
Driver Door Bin: driver and passenger door bins
Rear Door Bins: rear door bins
IP Storage: covered bin instrument-panel storage
Driver Footrest: driver's footrest
Retained Accessory Power: retained accessory power
Power Accessory Outlet: 2 12V DC power outlets
Smokers Package: ashtray

Entertainment Features:

radio: AM/FM/Satellite-prep with seek-scan
Radio Data System: radio data system
Speakers: 6 speakers
1st Row LCD: 1 1st row LCD monitor
Wireless Connectivity: wireless phone connectivity
Antenna: fixed antenna

Lighting, Visibility and Instrumentation Features:

Headlamp Type: delay-off projector beam high intensity low/high beam headlamps
Cab Clearance Lights: cargo bed light
Front Wipers: variable intermittent wipers
Tinted Windows: light-tinted windows
Dome Light: dome light with fade
Front Reading Lights: front and rear reading lights
Variable IP Lighting: variable instrument panel lighting
Display Type: analog display
Tachometer: tachometer
Voltmeter: voltmeter
Low Tire Pressure Warning: tire specific low-tire-pressure warning
Trip Computer: trip computer
Trip Odometer: trip odometer
Oil Pressure Gauge: oil pressure gauge
Water Temp Gauge: water temp. gauge
Engine Hour Meter: engine hour meter
Clock: in-radio display clock
Systems Monitor: systems monitor
Rear Vision Camera: rear vision camera
Oil Pressure Warning: oil-pressure warning
Water Temp Warning: water-temp. warning
Battery Warning: battery warning
Low Oil Level Warning: low-oil-level warning
Low Coolant Warning: low-coolant warning

Lights On Warning: lights-on warning
Key in Ignition Warning: key-in-ignition warning
Low Fuel Warning: low-fuel warning
Low Washer Fluid Warning: low-washer-fluid warning
Door Ajar Warning: door-ajar warning
Brake Fluid Warning: brake-fluid warning
Turn Signal On Warning: turn-signal-on warning
Transmission Fluid Temperature Warning: transmission-fluid-temperature warning

Safety And Security:

ABS four-wheel ABS brakes
Number of ABS Channels: 4 ABS channels
Brake Assistance: brake assist
Brake Type: four-wheel disc brakes
Vented Disc Brakes: front and rear ventilated disc brakes
Daytime Running Lights: daytime running lights
Spare Tire Type: full-size spare tire
Spare Tire Mount: underbody mounted spare tire w/crankdown
Driver Front Impact Airbag: driver and passenger front-impact airbags
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
Overhead Airbag: curtain 1st and 2nd row overhead airbag
Occupancy Sensor: front passenger airbag occupancy sensor
Height Adjustable Seatbelts: height adjustable front seatbelts
Seatbelt Pretensioners: front seatbelt pre-tensioners
3Point Rear Centre Seatbelt: 3 point rear centre seatbelt
Side Impact Bars: side-impact bars
Tailgate/Rear Door Lock Type: manual tailgate/rear door lock
Rear Child Safety Locks: rear child safety locks
Ignition Disable: PASS-Key III+ immobilizer
Electronic Stability: StabiliTrak w/Proactive Roll Avoidance electronic stability stability control with anti-roll
Traction Control: ABS and driveline traction control
Front and Rear Headrests: manual adjustable front head restraints
Rear Headrest Control: 2 rear head restraints

Seats And Trim:

Seating Capacity max. seating capacity of 6
Front Bucket Seats: front split-bench 40-20-40 seats
Number of Driver Seat Adjustments: 4-way driver and passenger seat adjustments
Reclining Driver Seat: manual reclining driver and passenger seats
Driver Lumbar: manual driver and passenger lumbar support
Driver Fore/Aft: manual driver and passenger fore/aft adjustment
Front Centre Armrest Storage: front centre armrest with storage
Rear Seat Type: rear 60-40 split-bench seat
Rear Folding Position: rear seat fold-up cushion
Rear Seat Armrest: rear seat centre armrest
Leather Upholstery: cloth front and rear seat upholstery
Headliner Material: full cloth headliner
Floor Covering: full vinyl/rubber floor covering
Cabback Insulator: cabback insulator
Shift Knob Trim: urethane shift knob

Standard Engine:

Engine 355-hp, 5.3-liter V-8 (regular gas)

Standard Transmission:

Transmission 6-speed automatic w/ OD and auto-manual



Open-End (Equity) Lease Rate Quote

Quote No: 3769231

Prepared For: City of Monroe, Georgia
Watts, RV

Date 01/05/2018
AE/AM ML/CP3

Unit #

Year 2018 Make Chevrolet Model Tahoe
Series LS 4x2

Vehicle Order Type Ordered Term 48 State GA Customer# 577196

\$ 38,315.87	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)

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) Black
Interior Color (0 I) Jet Black w/Premium Cloth Seat Trim
Lic. Plate Type Unknown
GVWR 0

\$ 38,315.87	Total Capitalized Amount (Delivered Price)
\$ 670.53	Depreciation Reserve @ 1.7500%
\$ 119.86	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) ²

\$ 790.39 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
---------	----------------------------

Comp/Coll Deductible 0 / 0

\$ 0.00	Full Maintenance Program ³ Contract Miles 0
---------	--

OverMileage Charge \$ 0.00 Per Mile

Incl: # Brake Sets (1 set = 1 Axle) 0

Tires 0

Loaner Vehicle Not Included

\$ 0.00 Additional Services SubTotal

\$ 0.00	Sales Tax 0.0000%
---------	-------------------

State

\$ 790.39 Total Monthly Rental Including Additional Services

\$ 6,130.43	Reduced Book Value at 48 Months
-------------	---------------------------------

\$ 300.00	Service Charge Due at Lease Termination
-----------	---

Quote based on estimated annual mileage of 20,000
(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, Georgia

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.



Open-End (Equity) Lease Rate Quote

Quote No: 3769231

Aftermarket Equipment Total

Description	(B)illed or (C)apped	Price
Dana Safety Supply	C	\$ 3,522.15
Total Aftermarket Equipment Billed		\$ 0.00
Total Aftermarket Equipment Capitalized		\$ 3,522.15
Aftermarket Equipment Total		\$ 3,522.15



Open-End (Equity) Lease Rate Quote

Quote No: 3769231

VEHICLE INFORMATION:

2018 Chevrolet Tahoe LS 4x2 - US

Series ID: CC15706

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	\$ 44,650.00	\$ 47,500.00
Total Options	\$ -3,551.28	\$ -3,902.50
Destination Charge	\$ 1,295.00	\$ 1,295.00
Total Price	\$ 42,393.72	\$ 44,892.50

SELECTED COLOR:

Exterior: GBA - (0 P) Black

Interior: H0U - (0 I) Jet Black w/Premium Cloth Seat Trim

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
1LS	Preferred Equipment Group 1LS	NC	NC
A95	Front High-Back Reclining Bucket Seats	Included	Included
AG2	Front Passenger 6-Way Power Seat Adjuster	Included	Included
AQQ	Extended-Range Remote Keyless Entry	Included	Included
AT6	2nd Row 60/40 Split-Folding Manual Bench	Included	Included
ATD	3rd Row Passenger Seat Delete	Included	Included
AYQ	Driver & Front Passenger Air Bags	Included	Included
B30	Color-Keyed Carpeting Floor Covering	Included	Included
B58	1st & 2nd Row Color-Keyed Carpeted Floor Mats	Included	Included
BTV	Remote Vehicle Start	Included	Included
BVE	Black Assist Steps	Included	Included
C5Y	GVWR: 7,100 lbs (3,221 kgs)	Included	Included
D07	Floor Console	Included	Included
FE9	Federal Emissions Requirements	NC	NC
GBA_01	(0 P) Black	NC	NC
GU4	3.08 Rear Axle Ratio	STD	STD
H0U_01	(0 I) Jet Black w/Premium Cloth Seat Trim	NC	NC
IO5	Radio: Chevrolet MyLink AM/FM Stereo	STD	STD
JD9	4-Wheel Antilock Disc Brakes w/Brake Assist	Included	Included
K34	Electronic Cruise Control w/Set & Resume Speed	Included	Included
L83	Engine: 5.3L V8 EcoTec3	STD	STD
MYC	Transmission: Electronic 6-Speed Automatic w/OD	STD	STD
NP5	Leather-Wrapped Steering Wheel	Included	Included
OUTLET	5 12-Volt Auxiliary Power Outlets	Included	Included
PNTTBL01	Paint Table : Primary w/1LS	\$ 0.00	\$ 0.00
R9Y	Fleet Free Maintenance Credit	\$ -61.43	\$ -67.50
RCV	Wheels: 18" x 8.5" Painted Aluminum	Included	Included
RKX	Tires: P265/65R18 AS BW	Included	Included
SJA	Grille w/Chrome Horizontal Louver Insert (LPO)	Included	Included
STDTM	Premium Cloth Seat Trim	Included	Included
TG5	Single-Slot CD/MP3 Player	Included	Included
U2J	SiriusXM Satellite Radio Delete	Included	Included
UD7	Rear Park Assist w/Audible Warning	Included	Included
UE0	OnStar Delete	\$ -77.35	\$ -85.00
UPF	Bluetooth For Phone	Included	Included
UQ3	6-Speaker Audio System Feature	Included	Included
V54	Roof-Mounted Luggage Rack Side Rails	Included	Included

WARANT	Fleet Customer Powertrain Limited Warranty	NC	NC
YL4	Custom Edition	\$ -3,412.50	\$ -3,750.00
ZW7	Premium Smooth Ride Suspension Package	Included	Included
ZY1	Solid Paint	STD	STD

CONFIGURED FEATURES:

Body Exterior Features:

Number Of Doors: 4
Rear Cargo Door Type: liftgate
Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors
Convex Driver Mirror: convex driver and passenger mirror
Spoiler: rear lip spoiler
Running Boards: running boards
Door Handles: black
Front And Rear Bumpers: body-coloured front and rear bumpers
Rear Step Bumper: rear step bumper
Body Material: galvanized steel/aluminum body material
Roof Rack: rails only
: class IV trailering with harness, hitch
Grille: chrome grille

Convenience Features:

Air Conditioning: automatic dual-zone front air conditioning
Rear Air Conditioning: rear air conditioning with separate controls
Cruise Control: cruise control with steering wheel controls
Power Windows: power windows with front and rear 1-touch down
1/4 Vent Rear Windows: power rearmost windows
Remote Keyless Entry: keyfob (all doors) remote keyless entry
Illuminated Entry: illuminated entry
Auto Locking: auto-locking doors
Remote Engine Start: remote engine start
Steering Wheel: steering wheel with manual tilting
Day-Night Rearview Mirror: day-night rearview mirror
Driver and Passenger Vanity Mirror: illuminated driver and passenger-side visor mirrors
Emergency SOS: OnStar Guidance
Front Cupholder: front and rear cupholders
Floor Console: full floor console with covered box
Overhead Console: mini overhead console with storage, conversation mirror
Glove Box: locking glove box
Driver Door Bin: driver and passenger door bins
Seatback Storage Pockets: 2 seatback storage pockets
IP Storage: covered bin instrument-panel storage
Retained Accessory Power: retained accessory power
Power Accessory Outlet: 5 12V DC power outlets
AC Power Outlet: 1 AC power outlet

Entertainment Features:

radio: SiriusXM AM/FM stereo with seek-scan, single in-dash CD player
MP3 Player: MP3 decoder
Audio Theft Deterrent: audio theft deterrent
Voice Activated Radio: voice activated radio
Speed Sensitive Volume: speed-sensitive volume
Steering Wheel Radio Controls: steering-wheel mounted audio controls
Speakers: 6 speakers
1st Row LCD: 2 1st row LCD monitor
Antenna: window grid antenna

Lighting, Visibility and Instrumentation Features:

Headlamp Type: delay-off projector beam halogen headlamps
Front Wipers: variable intermittent rain detecting wipers wipers
Rear Window wiper: fixed interval rear window wiper
Rear Window Defroster: rear window defroster
Rear Window: flip-up rear windshield
Tinted Windows: deep-tinted windows
Dome Light: dome light with fade
Front Reading Lights: front and rear reading lights
Variable IP Lighting: variable instrument panel lighting
Display Type: analog display
Tachometer: tachometer

Voltmeter: voltmeter
Compass: compass
Exterior Temp: outside-temperature display
Low Tire Pressure Warning: tire specific low-tire-pressure warning
Park Distance Control: Rear Park Assist rear parking sensors
Trip Computer: trip computer
Trip Odometer: trip odometer
Oil Pressure Gauge: oil pressure gauge
Water Temp Gauge: water temp. gauge
Engine Hour Meter: engine hour meter
Clock: in-radio display clock
Systems Monitor: systems monitor
Check Control: redundant digital speedometer
Rear Vision Camera: rear vision camera
Oil Pressure Warning: oil-pressure warning
Water Temp Warning: water-temp. warning
Battery Warning: battery warning
Low Oil Level Warning: low-oil-level warning
Low Coolant Warning: low-coolant warning
Lights On Warning: lights-on warning
Key in Ignition Warning: key-in-ignition warning
Low Fuel Warning: low-fuel warning
Low Washer Fluid Warning: low-washer-fluid warning
Door Ajar Warning: door-ajar warning
Trunk Ajar Warning: trunk-ajar warning
Brake Fluid Warning: brake-fluid warning
Turn Signal On Warning: turn-signal-on warning
Transmission Fluid Temperature Warning: transmission-fluid-temperature warning

Safety And Security:

ABS four-wheel ABS brakes
Number of ABS Channels: 4 ABS channels
Brake Assistance: brake assist
Brake Type: four-wheel disc brakes
Vented Disc Brakes: front and rear ventilated disc brakes
Daytime Running Lights: daytime running lights
Spare Tire Type: full-size spare tire
Spare Tire Mount: underbody mounted spare tire w/crankdown
Driver Front Impact Airbag: driver and passenger front-impact airbags
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
Overhead Airbag: curtain 1st, 2nd and 3rd row overhead airbag
Occupancy Sensor: front passenger airbag occupancy sensor
Height Adjustable Seatbelts: height adjustable front seatbelts
Seatbelt Pretensioners: front seatbelt pre-tensioners
3Point Rear Centre Seatbelt: 3 point rear centre seatbelt
Side Impact Bars: side-impact bars
Perimeter Under Vehicle Lights: remote activated perimeter/approach lights
Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks
Rear Child Safety Locks: rear child safety locks
Ignition Disable: immobilizer
Security System: security system
Panic Alarm: panic alarm
Electronic Stability: electronic stability control with anti-roll
Traction Control: ABS and driveline traction control
Front and Rear Headrests: manual adjustable front head restraints
Rear Headrest Control: 2 rear head restraints
Break Resistant Glass: break resistant glass

Seats And Trim:

Seating Capacity max. seating capacity of 6
Front Bucket Seats: front bucket seats
Number of Driver Seat Adjustments: 8-way driver and passenger seat adjustments
Reclining Driver Seat: power reclining driver and passenger seats
Driver Lumbar: power 2-way driver and passenger lumbar support

Driver Height Adjustment: power height-adjustable driver and passenger seats

Driver Fore/Aft: power driver and passenger fore/aft adjustment

Driver Cushion Tilt: power driver and passenger cushion tilt

Front Centre Armrest Storage: front centre armrest

Rear Seat Type: rear 60-40 split-bench seat

Rear Folding Position: rear seat tumble forward

Rear Seat Armrest: rear seat centre armrest

3rd Row Electric Control: fold into floor third row seat

Leather Upholstery: premium cloth front and rear seat upholstery

Headliner Material: full cloth headliner

Floor Covering: full carpet floor covering

Dashboard Console Insert, Door Panel Insert Combination: metal-look instrument panel insert, door panel insert, console insert

Shift Knob Trim: urethane shift knob

LeatherSteeringWheel: leather/metal-look steering wheel

Floor Mats: carpet front and rear floor mats

Interior Accents: chrome and metal-look interior accents

Cargo Space Trim: carpet cargo space

Trunk Lid: plastic trunk lid/rear cargo door

Cargo Tie Downs: cargo tie-downs

Cargo Light: cargo light

Concealed Cargo Storage: concealed cargo storage

Standard Engine:

Engine 355-hp, 5.3-liter V-8 (regular gas)

Standard Transmission:

Transmission 6-speed automatic w/ OD and auto-manual



Open-End (Equity) Lease Rate Quote

Quote No: 3753078

Prepared For: City of Monroe, Georgia

Date 01/05/2018

AE/AM ML/CP3

Unit #

Year 2018 Make Chevrolet Model Tahoe

Series Police Vehicle 4x2

Vehicle Order Type Ordered Term 48 State GA Customer# 577196

\$ 43,401.17	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)

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) Black
Interior Color (0 I) Jet Black w/Cloth Seat Trim
Lic. Plate Type Unknown
GVWR 0

\$ 43,401.17	Total Capitalized Amount (Delivered Price)
\$ 759.52	Depreciation Reserve @ 1.7500%
\$ 132.29	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) ²

\$ 891.81 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

Comp/Coll Deductible 0 / 0

\$ 0.00 Full Maintenance Program³ Contract Miles 0
Incl: # Brake Sets (1 set = 1 Axle) 0

OverMileage Charge \$ 0.00 Per Mile

Tires 0 Loaner Vehicle Not Included

\$ 0.00 Additional Services SubTotal

\$ 0.00 Sales Tax 0.0000% State

\$ 891.81 Total Monthly Rental Including Additional Services

\$ 6,944.21 Reduced Book Value at 48 Months

\$ 300.00 Service Charge Due at Lease Termination

Quote based on estimated annual mileage of 20,000
(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, Georgia

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.



Open-End (Equity) Lease Rate Quote

Quote No: 3753078

Aftermarket Equipment Total

Description	(B)illed or (C)apped	Price
Complete AME install of police equipment	C	\$ 9,092.40
Total Aftermarket Equipment Billed		\$ 0.00
Total Aftermarket Equipment Capitalized		\$ 9,092.40
Aftermarket Equipment Total		\$ 9,092.40



Open-End (Equity) Lease Rate Quote

Quote No: 3753078

VEHICLE INFORMATION:

2018 Chevrolet Tahoe Police Vehicle 4x2 - US
 Series ID: CC15706

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	\$ 43,559.60	\$ 46,340.00
Total Options	\$ -2,645.83	\$ -2,907.50
Destination Charge	\$ 1,295.00	\$ 1,295.00
Total Price	\$ 42,208.77	\$ 44,727.50

SELECTED COLOR:

Exterior: GBA - (0 P) Black
 Interior: H0U - (0 I) Jet Black w/Cloth Seat Trim

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
1FL	Preferred Equipment Group 1FL	\$ -3,194.10	\$ -3,510.00
5T5	SEO: 2nd Row Vinyl Seats w/Cloth Front	NC	NC
7X6	SEO: Left-Hand Spotlamp	\$ 445.90	\$ 490.00
9C1	Identifier for PPV	NC	NC
AG1	Driver 10-Way Power Seat Adjuster	Included	Included
AG2	Front Passenger 6-Way Power Seat Adjuster	Included	Included
AMF	Remote Keyless Entry Package	\$ 68.25	\$ 75.00
AT6	2nd Row 60/40 Split-Folding Manual Bench	Included	Included
ATD	3rd Row Passenger Seat Delete	Included	Included
AY0	Air Bags	Included	Included
AZ3	3-Passenger Front 40/20/40 Split-Bench Seat	Included	Included
B30	Color-Keyed Carpeting Floor Covering	\$ 172.90	\$ 190.00
B58	1st & 2nd Row Color-Keyed Carpeted Floor Mats	Included	Included
BVE	Black Assist Steps	Included	Included
C5U	GVWR: 6,800 lbs (3,084 kgs)	STD	STD
FE9	Federal Emissions Requirements	NC	NC
GBA_01	(0 P) Black	NC	NC
GU4	3.08 Rear Axle Ratio	STD	STD
H0U_01	(0 I) Jet Black w/Cloth Seat Trim	NC	NC
IO5	Radio: Chevrolet MyLink AM/FM Stereo	Included	Included
K34	Electronic Cruise Control w/Set & Resume Speed	Included	Included
K47	High-Capacity Air Cleaner	Included	Included
K4B	730 Cold-Cranking Amps Auxiliary Battery	Included	Included
KW7	170 Amp High Output Alternator	Included	Included
L83	Engine: 5.3L V8 EcoTec3 Flex Fuel Capable	STD	STD
LUGDEL	Luggage Rack Delete	Included	Included
MYC	Transmission: Electronic 6-Speed Automatic w/OD	STD	STD
NZZ	Skid Plate Package	Included	Included
PNTTBL01	Paint Table : Primary w/PPV/SSV	\$ 0.00	\$ 0.00
QAR	Tires: P265/60R17 AS Police V-Rated	Included	Included
R9Y	Fleet Free Maintenance Credit	\$ -61.43	\$ -67.50
RAP	Wheels: 17" x 8" Black Steel Police	Included	Included
STDTM	Cloth Seat Trim	Included	Included
TG5	Single-Slot CD/MP3 Player	Included	Included
U2J	SiriusXM Satellite Radio Delete	Included	Included
UD7	Rear Park Assist w/Audible Warning	Included	Included
UE0	OnStar Delete	\$ -77.35	\$ -85.00

UN9	SEO: Radio Suppression Package	Included	Included
UPF	Bluetooth For Phone	Included	Included
UQ3	6-Speaker Audio System Feature	Included	Included
VK3	License Plate Front Mounting Package	NC	NC
VPV	Ship-Thru: Kerr Industries	Included	Included
Z56	Heavy-Duty Police-Rated Suspension Package	Included	Included
ZAK	Spare P265/60R17 AS Police V-Rated	Included	Included
ZY1	Solid Paint	STD	STD

CONFIGURED FEATURES:

Body Exterior Features:

Number Of Doors 4
Rear Cargo Door Type: liftgate
Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors
Convex Driver Mirror: convex driver and passenger mirror
Spoiler: rear lip spoiler
Running Boards: running boards
Skid Plates: skid plates
Door Handles: body-coloured
Front And Rear Bumpers: body-coloured front and rear bumpers
Rear Step Bumper: rear step bumper
Front License Plate Bracket: front license plate bracket
Body Material: galvanized steel/aluminum body material
: class IV trailering with harness, hitch
Grille: black w/chrome surround grille

Convenience Features:

Air Conditioning: automatic dual-zone front air conditioning
Rear Air Conditioning: rear air conditioning with separate controls
Cruise Control: cruise control with steering wheel controls
Power Windows: power windows with driver and passenger 1-touch down
1/4 Vent Rear Windows: power rearmost windows
Remote Keyless Entry: keyfob (all doors) remote keyless entry
Illuminated Entry: illuminated entry
Auto Locking: auto-locking doors
Steering Wheel: steering wheel with manual tilting
Day-Night Rearview Mirror: day-night rearview mirror
Driver and Passenger Vanity Mirror: illuminated driver and passenger-side visor mirrors
Emergency SOS: OnStar Guidance
Front Cupholder: front and rear cupholders
Overhead Console: mini overhead console
Glove Box: glove box
Driver Door Bin: driver and passenger door bins
Seatback Storage Pockets: 2 seatback storage pockets
Front Underseat Storage Tray: locking front underseat storage tray
Retained Accessory Power: retained accessory power
Power Accessory Outlet: 4 12V DC power outlets
AC Power Outlet: 1 AC power outlet

Entertainment Features:

radio AM/FM stereo with seek-scan, single in-dash CD player
MP3 Player: MP3 decoder
Audio Theft Deterrent: audio theft deterrent
Voice Activated Radio: voice activated radio
Speed Sensitive Volume: speed-sensitive volume
Steering Wheel Radio Controls: steering-wheel mounted audio controls
Speakers: 6 speakers
1st Row LCD: 2 1st row LCD monitor
Antenna: window grid antenna

Lighting, Visibility and Instrumentation Features:

Headlamp Type: delay-off projector beam halogen headlamps
Front Wipers: variable intermittent Rainsense rain detecting wipers wipers
Front Windshield Visor Strip: front windshield visor strip
Rear Window wiper: fixed interval rear window wiper
Rear Window Defroster: rear window defroster
Rear Window: flip-up rear windshield
Tinted Windows: deep-tinted windows
Dome Light: dome light with fade
Front Reading Lights: front and rear reading lights
Variable IP Lighting: variable instrument panel lighting
Display Type: analog display
Tachometer: tachometer

Voltmeter: voltmeter
Low Tire Pressure Warning: tire specific low-tire-pressure warning
Park Distance Control: Rear Park Assist rear parking sensors
Trip Computer: trip computer
Trip Odometer: trip odometer
Oil Pressure Gauge: oil pressure gauge
Water Temp Gauge: water temp. gauge
Engine Hour Meter: engine hour meter
Clock: in-radio display clock
Systems Monitor: systems monitor
Check Control: redundant digital speedometer
Rear Vision Camera: rear vision camera
Oil Pressure Warning: oil-pressure warning
Water Temp Warning: water-temp. warning
Battery Warning: battery warning
Low Oil Level Warning: low-oil-level warning
Low Coolant Warning: low-coolant warning
Lights On Warning: lights-on warning
Key in Ignition Warning: key-in-ignition warning
Low Fuel Warning: low-fuel warning
Low Washer Fluid Warning: low-washer-fluid warning
Door Ajar Warning: door-ajar warning
Trunk Ajar Warning: trunk-ajar warning
Brake Fluid Warning: brake-fluid warning
Turn Signal On Warning: turn-signal-on warning
Transmission Fluid Temperature Warning: transmission-fluid-temperature warning

Safety And Security:

ABS four-wheel ABS brakes
Number of ABS Channels: 4 ABS channels
Brake Assistance: brake assist
Brake Type: four-wheel disc brakes
Vented Disc Brakes: front and rear ventilated disc brakes
Daytime Running Lights: daytime running lights
Spare Tire Type: full-size spare tire
Spare Tire Mount: underbody mounted spare tire w/crankdown
Driver Front Impact Airbag: driver and passenger front-impact airbags
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
Overhead Airbag: curtain 1st, 2nd and 3rd row overhead airbag
Occupancy Sensor: front passenger airbag occupancy sensor
Height Adjustable Seatbelts: height adjustable front seatbelts
Seatbelt Pretensioners: front seatbelt pre-tensioners
3Point Rear Centre Seatbelt: 3 point rear centre seatbelt
Side Impact Bars: side-impact bars
Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks
Rear Child Safety Locks: rear child safety locks
Ignition Disable: PASS-Key III immobilizer
Security System: security system
Electronic Stability: electronic stability stability control with anti-roll
Traction Control: ABS and driveline traction control
Front and Rear Headrests: manual adjustable front head restraints
Rear Headrest Control: 2 rear head restraints
Break Resistant Glass: break resistant glass

Seats And Trim:

Seating Capacity max. seating capacity of 6
Front Bucket Seats: front split-bench 40-20-40 seats
Number of Driver Seat Adjustments: 8-way driver and passenger seat adjustments
Reclining Driver Seat: power reclining driver and passenger seats
Driver Lumbar: power 2-way driver and passenger lumbar support
Driver Height Adjustment: power height-adjustable driver and passenger seats
Driver Fore/Aft: power driver and passenger fore/aft adjustment
Driver Cushion Tilt: power driver and passenger cushion tilt
Front Centre Armrest Storage: front centre armrest with storage

Rear Seat Type: rear 60-40 split-bench seat

Rear Folding Position: rear seat tumble forward

Rear Seat Armrest: rear seat centre armrest

Leather Upholstery: cloth front and rear seat upholstery

Door Trim Insert: vinyl door panel trim

Headliner Material: full cloth headliner

Floor Covering: full carpet floor covering

Dashboard Console Insert, Door Panel Insert Combination: metal-look instrument panel insert, door panel insert, console insert

Shift Knob Trim: urethane shift knob

Floor Mats: carpet front and rear floor mats

Interior Accents: chrome and metal-look interior accents

Cargo Space Trim: carpet cargo space

Trunk Lid: plastic trunk lid/rear cargo door

Cargo Tie Downs: cargo tie-downs

Cargo Light: cargo light

Standard Engine:

Engine 355-hp, 5.3-liter V-8 (regular gas)

Standard Transmission:

Transmission 6-speed automatic w/ OD and auto-manual



To: City Council, City Administrator
From: Sadie Krawczyk, ED Specialist
Department: Administration
Date: 1/1/2018
Description: Approval is being sought for a 3-year contract with NextSite for research, marketing & consulting services in the development and implementation of a retail recruitment strategy.

Budget Account/Project Name: 520-526-0400-00523-523310 – Marketing

Funding Source: FY 2018 Budget Expense

Budget Allocation: \$40,000.00

Budget Available: \$40,000.00

Requested Expense: \$23,000.00

Company of Purchase: NextSite

Recommendation:

Staff recommends the APPROVAL of the three-year contract with NextSite in the amount of \$23,000 for the first year of service.

Background:

Staff recommends the hiring of NextSite to develop a marketing strategy and the implementation of a retail recruitment plan based on market research and the desired direction of growth articulated by elected officials and staff. NextSite will represent the interests of the City of Monroe to potential retailers.

Due to the availability of land along commercial corridors and the projected population growth, professional assistance in attracting new businesses is needed at this time. This effort will help us play an active role in our commercial development by pursuing desired retailers and actively marketing available land within the city. The increase in jobs, addition of utility usage, and the increased property value of new commercial development will benefit the city and its citizens.

Attachment(s):

NextSite Proposal (21 pages)

NextSite Agreement (14 pages)

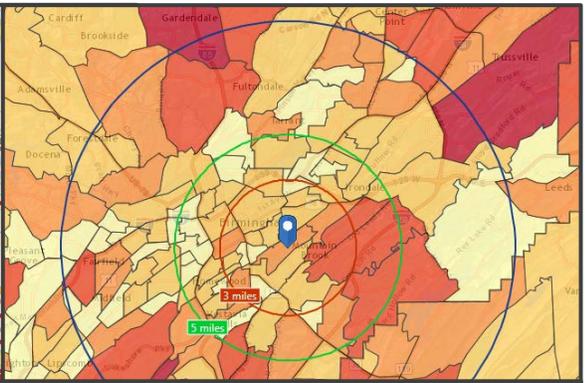
NextSite



MONROE, GA

RETAIL RESEARCH, MARKETING & RECRUITMENT OVERVIEW

PREPARED BY: CHARLES BRANCH
VP OF BUSINESS DEVELOPMENT
880 MONTCLAIR ROAD SUITE 525
BIRMINGHAM, AL 35213
205.218.9578
charles@NextSite.net



City	State	Popul. (2010)
Fort Dodge	IA	\$25,
Ottumwa	IA	\$25,
Trotwood	OH	\$24,
Grandview	MO	\$24,
Blue Island	IL	\$23,
Romulus	MI	\$23,
Maple Heights	OH	\$23,

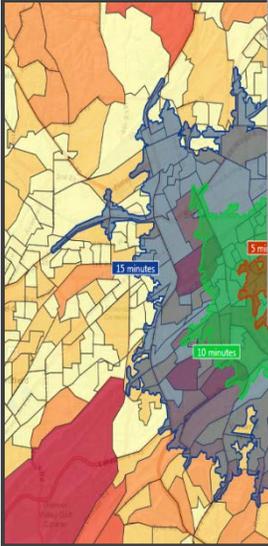


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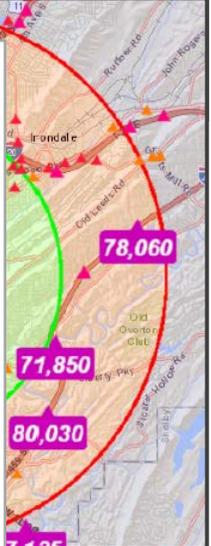
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Analysis.....10

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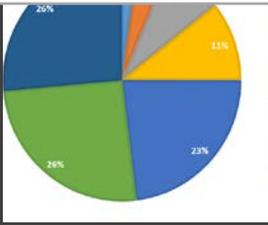
Project Timeline.....20



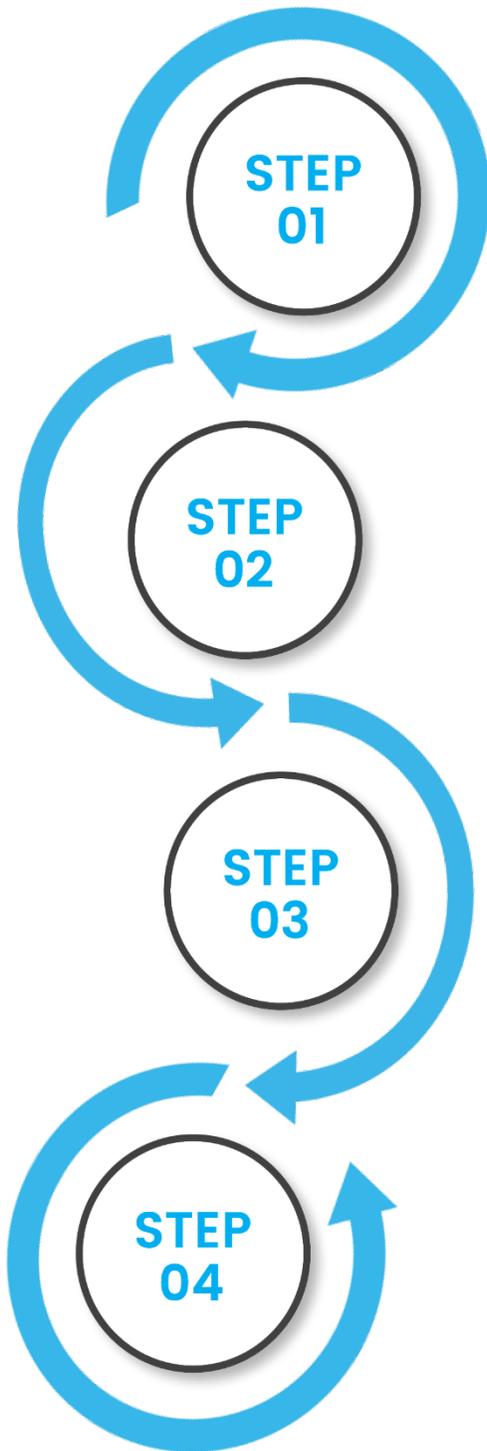
TAPESTRY SEGMENTATION
www.tapestry.com

12.1% of Households within a 10 Mile Radius

WHO ARE WE?
Bright Young Professionals is a large market, primarily located in urban outskirts of large metropolitan areas. These communities are home to young, educated, working professionals.



The NextSite Process



RESEARCH

NextSite leverages our customized and unique-to-market research focus to identify the decision critical data that will most likely influence the site location decisions of retailers, developers and tenant reps.

RETAILER TARGETS

Through NextSite's extensive analysis, demographic profiling, parameter matching, and retailer site selection experience, we will identify new retail & restaurant opportunities for your market.

ROBUST MARKETING

NextSite will proactively market and position the identified retail & restaurant opportunities within each community to our national network of developer and tenant rep relationships.

RESULTS

New Retail.
New Restaurants.
New Jobs.
Affecting Positive Change In Each Community.

qualifications

NextSite leverages the talents of our team and strategic partners to provide the most robust research, market analytics, commercial development analysis and retail recruitment services to affect positive change in our client communities.

Chuck Branch, Managing Partner of NextSite, has worked with over 1,000 Cities, Economic Development, Workforce Development and Chamber Organizations across the U.S. since 1999; assisting their efforts to proactively recruit commercial development across a broad spectrum of projects. He has also assisted numerous retailers, restaurants, tenant reps, commercial developers and retail brokers over the past 18 years with industry leading market analysis, decision critical research, site selection services and incentives consulting.

Doug Neil is a Member of NextSite and VP of Business Development with Daniel Community Advisors, a NextSite strategic partner focused on business development, marketing and community relations. His professional experience includes strategic consulting and incentive negotiation, economic and community development, international banking and corporate finance. Doug's commercial development experience includes mixed-use, retail, multi-family, senior housing and incentives consulting.

Our Retail Development and Tenant Rep relationships have completed hundreds of single and multi-tenant developments across the U.S. These relationships allow NextSite to leverage the real-world development/redevelopment experience of commercial real estate executives who have been directly involved in successful projects in communities of all sizes.

Once we are engaged – the research, market analysis and strategic planning process begins immediately. We also have a database of developers and tenant reps who have asked to be identified immediately when we are engaged by new clients.

The key to success is connecting the appropriate decision makers involved in commercial real estate development with the opportunities in each community.

the NextSite team



Chuck Branch is the Managing Member of NextSite. He is also Managing Partner of Decision Data Resources, a web-based GIS software subscription service. Chuck was a co-founder and Partner of Retail Strategies from 2011 to June 2015 when he sold his interest to the remaining partners of the firm. Chuck has spent the past 18 years providing research and marketing services to the public sector, commercial developers, and commercial real estate firms. His background includes research, consulting, project management and product implementation. He is a graduate of the University of Alabama with a Bachelor of Science degree in Accounting and double minor in Marketing and English Literature.

Doug Neil is a Member of NextSite and also VP of Business Development with Daniel Community Advisors, focused on business development, marketing and community relations. His professional experience includes strategic consulting and incentive negotiation, economic and community development, international banking and corporate finance. He holds a Master's degree in International Business Studies from the University of South Carolina and a Bachelor of Arts degree in Economics from Davidson College.



Charles Branch is the Vice President of Business Development for NextSite. Prior to joining NextSite, Charles was a Director of Business Development at Retail Strategies where he worked with municipal clients assisting their retail market analysis and recruiting efforts. His focus was customized retail market research, developing retail strategic plans and identifying retail recruitment and development opportunities.



Peter Saab does Business Development/Client Management for NextSite. Prior to joining NextSite, Peter was a Marketing and Leasing Specialist at Chance Partners, LLC where he developed and participated in all property marketing efforts. His previous experience allows him to work with municipal clients in assisting their retail market analysis and recruiting efforts.

Peter graduated from the University of Alabama with a bachelor's degree in Business Management with a specialization in Services. He is fluent in Spanish. He is a member of the International Council of Shopping Centers.

Tyler Day is the Research Coordinator for NextSite. He previously worked for the Oglethorpe County (GA) Board of Commissioners in a GIS data collection and maintenance capacity. He also performed GIS research and data collection for the University of Georgia. Tyler has extensive experience with geographic information systems and economic development concepts.

Tyler is a graduate of the University of Georgia and holds a Bachelor of Science in Geography and a GIS Certificate. He is a member of the International Council of Shopping Centers.



Katy Galloway is the Director of Business & Location Intelligence for NextSite. She previously worked for Arby's Restaurant Group on the real estate and development team where she analyzed areas for expanding company growth. Katy specializes in GIS mapping, market development plans, site selection packages, client communications and team operations.

Katy is a graduate of Auburn University with a Bachelor of Arts degree in Geography. She is a member of the International Council of Shopping Centers.



Ashton Cushing is the Director of Marketing for NextSite. Ashton brings a strong perspective and ability to create an individual and unique voice for NextSite and our clients through her experience in digital media, including marketing and advanced social media initiatives. Ashton also specializes in GIS mapping, advanced market research, market development plans, project coordination, conference & event management, client communication and team operations.

Ashton is a graduate of the University of Alabama with a Bachelor of Communication and Information Science degree in Public Relations and also holds a minor in Business. She is a member of the International Council of Shopping Centers.

Brucie Mancuso is the Marketing & Research Assistant for NextSite. Complimenting traditional marketing and research methods, Brucie will work to raise the visibility of our company and services to prospective clients, providing us with a greater presence in a wider market.

Brucie joins NextSite after her internship with Lewis Communications. She is a graduate of the University of Alabama with a Bachelor of Science in Commerce and Business Administration degree in Marketing. She is a member of the International Council of Shopping Centers.



Shelley Shores is the Vice President of Client Communications for NextSite. Prior to joining NextSite, Shelley was a Sales Executive with Xceligent, Inc. where she was responsible for sales, service and training for both the Birmingham and Huntsville markets. She worked extensively with local brokers, developers, investors, appraisers and municipalities. Prior to joining Xceligent, Shelley spent ten years in economic development with both the Birmingham Metropolitan Development Board and the Birmingham Business Alliance.

Shelley is a graduate of the University of Alabama with a bachelor's degree in finance. She currently serves on the NAIOP Alabama Board of Directors.



Andy Camp is the Vice President of Business Development for NextSite. Prior to joining the NextSite team, Andy served as an economic development officer for Carrol County, GA and the City of LaGrange, Troup County, GA. He spent 14 years in the construction and development industries prior to entering economic development. His previous construction experience includes two hospitals, multiple data centers, and academic buildings for universities. For developers, he consulted on numerous industrial, commercial and residential land developments including two LEED certified projects.

Andy is a graduate of the McWhorter School of Building Science at Auburn University. He is also a graduate of Leadership Georgia Class of 2015, a professional land surveyor in three states, a LEED AP and a member of the International Council of Shopping Centers.

Research. Marketing. Recruitment.

DEMOGRAPHICS

Population Trends & Growth
 Household Trends & Growth
 Income Trends & Growth
 Employees & Establishments
 Consumer Expenditures
 Consumer Profiles
 Consumer Segmentation
 Race & Ethnicity
 Crime Statistics
 Weather & Environmental

ADVANCED RESEARCH

Community Peer Analysis
 Retailer Peer Analysis
 Retail GAP/Leakage Analysis
 Site Selection Analysis
 Retail Tenant Match
 Mobile Data Analysis

MAPPING

Market Overview Aerials
 Large Format Aerials
 Site Specific Aerials
 Thematic Maps
 School & Major Employers Maps
 Site Comparison Maps
 Retailer Competition Maps
 Market Optimization Maps

MARKETING

Retail Marketing Brochures
 Property Flyers
 Retailer Site Selection Packages
 Social Media Marketing

RETAIL CONSULTING

Retailer Target List
 Focus Properties Analysis
 Retail Tenant Directory
 Retail Networking
 Conference Representation

INCENTIVES CONSULTING

Leveraging our community real estate relationships throughout the US, we provide comprehensive retail consulting solutions to communities and developers.

UberMedia

Retail



nielsen

United States
Census
 Bureau



research

NextSite research solutions are customized versus the industry standard pre-formatted radius or drive-time areas. Each city, community or retail trade area requires unique analysis based on numerous factors including natural boundary areas, current retail tenant mix, competition, travel times, radius areas and existing sites/buildings. Our research focuses on identifying the decision critical data that will most likely influence the site location decisions by retailers. Once these data points are determined – we provide thematic maps, aerial photos, asset maps and customized research reports by retail sector. NextSite primary data resources include:

CENSUS, AGS, CLARITAS & POPSTATS DEMOGRAPHICS

By incorporating demographic data from multiple sources, DDR is able to better understand the population, income and retail spending shifts taking place in the current economic environment. Our data also provides historical perspective and projected growth opportunities.

BUSINESS LOCATION DATA

This location data is ideal for competitive analysis, understanding market opportunities and evaluating market dynamics. Sourced to D&B®, the world's most trusted source of sales and marketing solutions, all D&B information is powered by DUNSRight™, D&B's Quality Process which gives you the insight you need to identify and target prospect.

CONSUMER SPENDING

This data includes 18 reports and over 1,000 variables that collectively cover approximately 95% of household spending. Based on extensive modeling of the BLS Consumer Expenditure Survey, Consumer Spending provides reliable estimates of market demand and average household expenditures.

RETAIL POTENTIAL

This new tabulation utilizes the Census of Retail Trade tables which cross-tabulates store type by merchandise line. The Consumer Expenditure data was aggregated to the merchandise line classification and then distributed to each of the major store types.

SEGMENTATION PROFILES

Classifies U.S. neighborhoods into market segments based on socioeconomic and demographic factors, then consolidates them into LifeMode and Urbanization Groups.

CONSUMER BEHAVIOR & ATTITUDES

The consumer behavior database consists of approximately 1800 indexes of product consumption, lifestyle preferences, product ownership and attitudes. The database is derived from an analysis of the MRI surveys using MOSAIC and offers insight into the consumption patterns and preferences of consumers.

MOBILE DATA ANALYSIS

Accurate Mobile Data for Retail Site Selection. See where customers are coming from to a location using real data to optimize your trade area, analyze business locations, create cannibalization forecasts and make retail site selections.

UberMedia
Retail

analysis

RETAIL GAP/LEAKAGE SUMMARY

One of the most critical components of any retail research/consulting engagement is accurate retail leakage analysis – measuring household spending by category that is leaving the designated trade area to purchase goods and services. Capturing this leakage through development and redevelopment broadens the tenant mix, creates jobs and leads to additional retail sales tax revenue.

COMMUNITY PEER ANALYSIS

Developers and retailers are always looking for opportunities in cities/trade areas that are similar to previous projects they have completed. We have developed a software solution that allows us to quickly identify similar geographies (peers) based on a set of demographic, consumer spending and population segmentation variables – allowing us to match potential developments and new retail based on existing locations.

FOCUS PROPERTIES

The NextSite team will work with your organization, local property owners and active commercial brokers in your market to determine the appropriate Focus Properties to position as opportunities to developers, tenant reps and retailers. Once we've identified these opportunities, we will upload them to OppSites.com on your behalf.

OppSites

OppSites is the only online marketplace showcasing public and privately owned properties that cities want to see developed or redeveloped. NextSite works with our public sector clients to identify focus properties and then post your public and privately owned sites, even if those sites are not listed for sale. Those sites are showcased on a searchable, web-based platform, and can be marketed to a national audience of developers.

RETAILER TARGET LIST

The NextSite team, leveraging our experience, resources and contacts throughout the U.S., will build a retailer target list to zero in on those retailers most likely to consider your city/retail trade area for future expansion. We will also match the retailers in this list to developers that have done single and multi-tenant projects with these concepts.

AERIAL MAPS OF CURRENT RETAILERS

Our mapping software solutions create aerials by city, retail trade area or development/redevelopment zones including locations of current regional and national retailers. These aerial maps become key components of the Retail Marketing Brochure.

RESEARCH – ON DEMAND

All NextSite clients can contact us to request market analysis reports for specific sites or retail concept.

RETAIL MARKETING BROCHURE

Highlights the Focus Properties in your city, key demographic statistics and includes an 11x17 aerial overview of the current retail landscape in the trade area.

proactivemarketing

ROBUST MARKETING

NextSite proactively markets and positions newly identified retail and restaurant opportunities within your community to our national network of developer and tenant rep relationships.

CONFERENCE REPRESENTATION

NextSite will also market your community and focus properties at the regional and national ICSC conferences throughout the year. Our marketing efforts will include one-on-one and portfolio review meetings with retailers, developers and tenant reps.

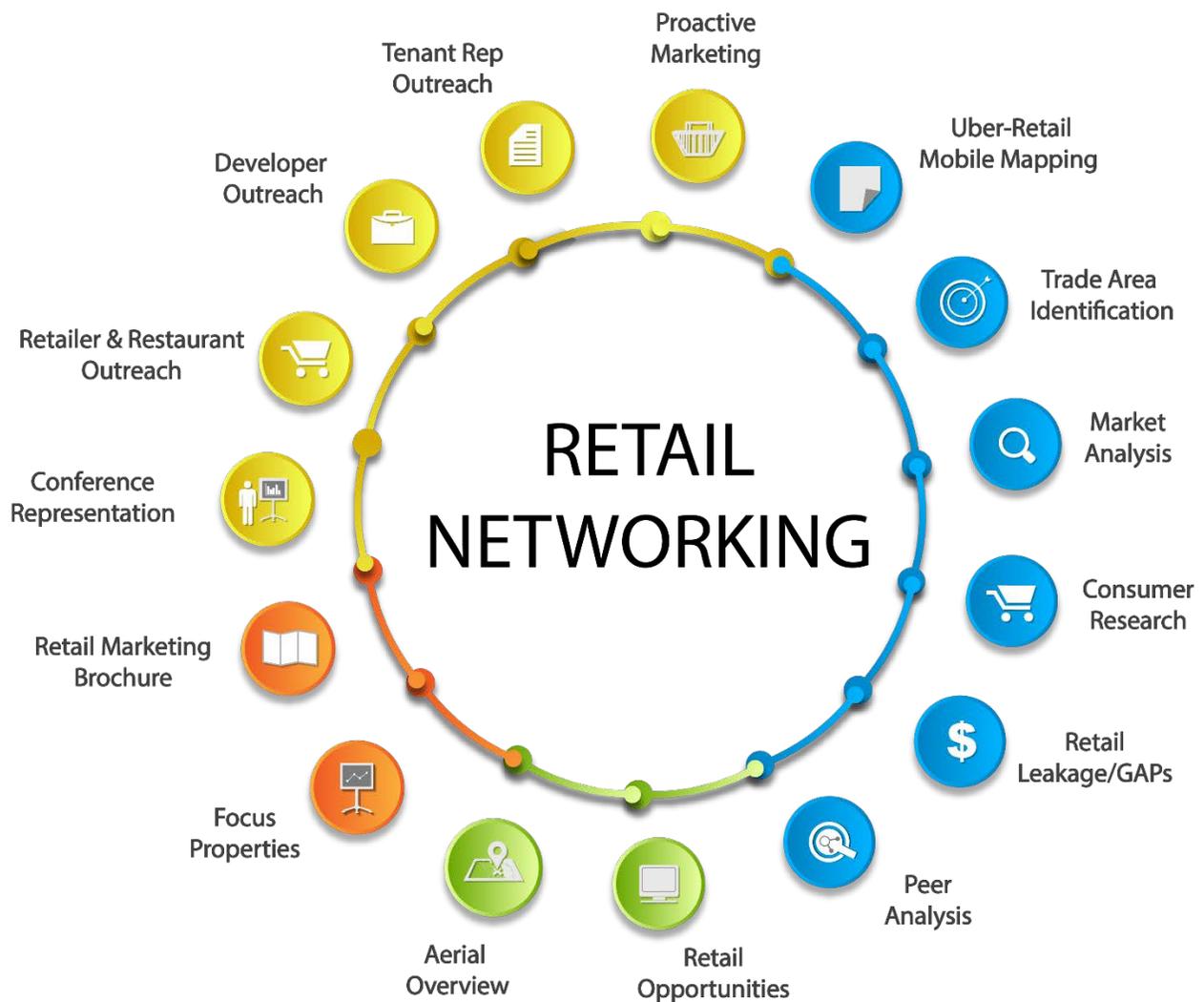
PUBLIC/PRIVATE PARTNERSHIPS – INCENTIVES CONSULTING SERVICES

NextSite has partnered with several industry experts to provide incentives consulting services to public sector organizations. It is critical for community leaders to understand the validity of these requests by leveraging the knowledge of these experts through quantitative analysis of the project pro forma, measuring the impact on existing retail sales (cannibalization) and calculating the potential for increased retail sales tax revenue to the city and the economic impact on city finances.

Incentive Fees Negotiated Per Project



The NextSite Solution



3 Year Customized Consulting Engagement
Pricing Per Year
\$23,000

Retail Networking

Retail Networking is our most complete community consulting service. We market the opportunities in your community to our network of developers, tenant reps and retailers through social media, email marketing, partner solutions and ICSC conferences across the U.S.

Retail Networking for each Community includes the following:



Conduct Initial Market Analysis

NextSite assessment will include, but will not be limited to, the following:

*Note: All of NextSite research and market analysis can and should be used to support your existing retailers. It also provides an excellent resource to support entrepreneurial efforts and organically grow new retail businesses throughout the community.



Uber-Retail
Mobile Mapping

Identify the Appropriate Retail Trade Corridors/Areas

NextSite will identify the appropriate radius, drive time and custom trade areas based on feedback from key community contacts, analysis of peer communities, through our onsite market visits and confirm these trade areas using our **Uber-Retail Mobile Mapping data**.



Retail
Leakage/GAPs

Perform Market & Retail GAP/Leakage Analysis

Once the Retail Trade Areas are identified, we begin the process of performing detailed demographic research, GAP/leakage analysis across all retail categories and household-level consumer expenditure reviews, consumer profiles and buying habits and, our newest research tool – mobile mapping data to understand consumer travel patterns and confirm trade areas. Our Custom Demographic Research includes Historical, Current and Projected Demographics from multiple sources.



Peer
Analysis

Conduct Retail Peer Identification & Analysis

Retailers have a tendency to locate in similar communities and/or trade areas. By identifying communities similar to Monroe from a demographic and business scope, we can analyze those retailers who have shown a propensity to locate in these peer areas.



Consumer
Research

Consumer Attitude & Behavior Analysis

Our detailed consumer attitude and behavior data allows us to drill down to the consumer level and understand their preferences and likelihood to purchase products and services. Local retail businesses can use this data to better understand the product and service mix needed to grow their company and capture spending that may be leaving the immediate trade area.



Market
Analysis

Lifestyles – Psychographic Profiles of Trade Area/Market Segmentation Analysis

Retailers today know the psychographic profiles of their target consumer. Through this data, we are able to review segmentation groups and match the consumer profile of Monroe shoppers to prospective retailers. This data can also be critical to retailers regarding the types of product and service offered once the location decision has been reached.



Consumer
Research

Thematic Mapping & Aerial Imagery by Trade Area

Data visualization allows retailers to identify and target areas for expansion/relocation and the consumers that match their customer profile.



Retail
Opportunities

Retail Opportunities

We use multiple databases to identify retailers and restaurants looking to expand their operations. These concepts when matched to the market/peer analysis, retail leakage and the existing retail landscape form the bases for our Retail Target List.



Retail Marketing Brochure



Retailer Targets

Identification of Retail Prospects to be Targeted for Recruitment

Provide Identification and Recommendation of Retail Targets – NextSite will develop a Retail Target List consisting of new to market retail/restaurants that fit the Monroe profile as well as the profile of targeted consumers. This list of retailer and restaurant targets is based on the initial research and analysis done for the City of Monroe and the identified trade areas. The Retail Target List is continuously updated as we determine interest levels through our conversations with developers and tenant rep firms.

Develop Marketing Materials

NextSite develops marketing materials on the client’s behalf to market the community and site opportunities to retailers, developers and tenant reps.

Retail GAP Summary Trade Area 20 Mile Radius

- General Merchandise/ Department Stores: \$40 Million
- Home Centers: \$19 Million
- Grocery: \$19 Million
- Convenience Stores: \$14 Million
- Specialty Food Stores: \$11 Million
- Outdoor Power Equipment: \$8 Million
- Cosmetics/ Beauty Supplies: \$8 Million
- Health/ Personal Care: \$7 Million
- Household Appliances: \$6 Million
- Floras: \$2 Million
- Office Supplies: \$1 Million

Major Employers by No. of Employees

City of Gwinnet	209
Mississippi Gulf Coast Community College	190
Lowe's	130
Bienville Orthopedic Specialists	90
Singing River Electric Power Association	78
Coca-Cola Bottling Co. Consolidated	68
Mallieco Brothers Construction, Inc.	59
Air Masters Mechanical, Inc.	55
Bell's Department Store	54
Singing River Services	50

Focus Properties

- 3300 Block, S McKenzie St: 76 Acres, Beck Partners, 850.477.7044
- Hwy 59 & 9th Ave: 12 Acres, Joe Everson, 251.943.1851
- County Road 20: 145 Acres, PJ Howard, 251.259.7135
- Hwy 59 & 7th Pl: 12 Acres, Burton Property, 251.341.5777
- 2750 McKenzie St: 2.54 Acres, RE/MAX of Gulf Shores, 251.948.2400
- 2001 S McKenzie St: 6.8+ Acres, David Blanchard, 251.605.1998

Demographics/Location

Regional Retail Trade Area

	5 Min Drive Time	10 Min Drive Time	15 Min Drive Time	5 Mile Radius	10 Mile Radius	15 Mile Radius
2016 Population	37,284	9,371	11,443	14,596	21,060	26,139
Total # of Employees	11,983	5,002	5,511	6,003	12,172	13,803
Median HH Income	\$37,078	\$37,949	\$38,148	\$39,013	\$32,890	\$35,978
Average HH Income	\$49,648	\$50,811	\$50,734	\$51,636	\$49,990	\$51,567

Historical Notes:

- Mississippi Gulf Coast Community College, which has its Jordan County home in Gwinnet, is on the list of Forest Growing Community Colleges in America.
- The city's love of nature is epitomized by the one-of-a-kind "Nature's Playground," a water-themed sculpture located in Gwinnet's Town Center.
- The City of Gwinnet has the only Veterans Tribute Tower in Mississippi. Located on U.S. 90 in front of Gwinnet City Hall, the tower is dedicated to honoring the men and women of our armed services. It stands as a lasting tribute to honor past veterans, salute to present day veterans and inspiration for the future of all veterans.
- The Woodland Indians left their mark on Gwinnet in the form of a Crowsline Bayou Indian Mound, believed to be used for ceremonial and burial purposes. The rectangular mound, located on Barroca Drive, was built about 1,500 years ago.
- David Glasgow Farragut, the U.S. Navy's first admiral, spent his childhood on the west bank of the Piscomago River in Gwinnet. He's best known for the famous "Hull down" quote: "Damn the torpedoes, full speed ahead!"

NextSite | Dublin Georgia | Jeff Rozelle | jrozelle@dublingeorgia.org | 251.971.1467



Conference
Representation



Proactive
Marketing



Tenant Rep
Outreach



Developer
Outreach



Retailer & Restaurant
Outreach

NextSite

Proactive Retail Recruitment

The most important service we provide is proactively recruiting **the developers and tenant reps** to leverage the identified target retailers/restaurants. Our team is also tasked with communicating and providing assistance to the local property owners and commercial real estate professionals in client communities while also keeping the primary community contacts updated on the progress of our recruitment efforts. Upon completion of the research phase of our engagement, the NextSite team will create an online account through our Basecamp platform, available to the appropriate contacts in your city to access all research, analysis and the strategic plan.

Portfolio Review

We have identified retailers and developers looking to aggressively expand their market presence regionally and nationally. We understand the parameters set by retailers when reviewing potential new locations. We have a roster of developers who are looking to replicate previous developments in similar communities across appropriate geographic regions. NextSite meets with these retailers and developers in a variety of settings - corporately, regionally, at ICSC functions or in their offices - to position opportunities across our engaged city portfolio down to the specific sites meeting their criteria. Extensive analysis and preparation prior to the Portfolio Review allow meetings to focus on deal making in addition to exchanging information. Retailers and developers have told us that this is the most productive use of their time, and their preferred way to discuss opportunities and negotiate deals.

Communication
with the Client

Communication
with Local
Property Owners,
Developers, and
Brokers

Updating and
Maintaining

The NextSite team will focus on proactively recruiting developers and tenant reps to the City of Monroe. This effort will include:

- Representation at ICSC Deal Making Conferences
- Outgoing phone calls to Tenant Rep firms
- Outgoing phone calls to Retail Developers
- Portfolio Reviews with Tenant Reps and Developers
- ICSC Conference meetings with Tenant Rep firms and Developers
- Basecamp updates in real time as new information becomes available



NextSite will develop marketing materials to be used at ICSC Conferences. The research group will also be involved with responding to custom retail research requests related to our Monroe engagement.



The NextSite conference schedule for the next 12 months includes the following conferences:

RECon – Las Vegas
Southeastern Deal Making
Florida Deal Making
Texas Deal Making
Chicago Deal Making

Carolinas Idea Exchange
Gulf South Idea Exchange
TN/KY Idea Exchange
Midwest Idea Exchange(OK/MO)



Reporting

NextSite will report to the appropriate city contacts through many platforms including:



- **Basecamp** is a Project Management Software Solution that allows NextSite and our clients to collaborate on the City of Monroe projects. The Primary Contact for the City of Monroe will be able to view all the project outputs, upload documents, receive updates and share project critical information with the NextSite team. Each time a member from the NextSite team updates the City of Monroe Basecamp account, an alert is sent to the appropriate contact at the City of Monroe.
- **Email, Phone Calls, & Web Conferencing**
- **In Person Meetings**



Retail Networking Project Timeline

Day
1

- ✓ Contract executed to engage NextSite
- ✓ Getting Started Questionnaire provided to the primary contact
- ✓ Basecamp Account is activated & document sharing begins
- ✓ Research & Market Analysis work begins
- ✓ Developer & Tenant Rep Contacts notified of client engagement

Day
15

- ✓ Getting Started Questionnaire has been received
- ✓ Mobile Mapping Analysis completed
- ✓ Aerial & Map work begins
- ✓ Peer Analysis & Retail Leakage reports completed

Day
30

- ✓ Focus Property information uploaded to Basecamp by client
- ✓ Radius, Travel Time & Regional Trade Area research completed
- ✓ All Market Analysis has been completed & uploaded to Basecamp

Day
45

- ✓ All Maps & Aerial outputs have been completed
- ✓ Focus Property Analysis has been completed & uploaded to OppSites
- ✓ Retailer Target List completed
- ✓ Retail Marketing Brochure completed

Day
60

- ✓ Proactive Marketing & Conference Representation begins
- ✓ Developer & Tenant Rep Contacts are provided market analysis, target list & aerial overview of existing retail



**AGREEMENT TO PROVIDE
RESEARCH, MARKETING & CONSULTING SERVICES**

THIS AGREEMENT is entered into by and between NextSite, LLC, an Alabama limited liability company (hereinafter referred to as “Consultant”) and the **City of Monroe** (hereinafter referred to as “Client”) on this the **1st** day of **December, 2017**, as follows:

WHEREAS, the Client desires to have performed those services identified on Exhibit A attached hereto (the “Project”) for the **City of Monroe** which it believes will promote the efficient operation of the Client; and,

WHEREAS, Consultant has made a proposal to the Client to provide research, marketing and consulting services related to the Project to the Client as further set forth below.

W-I-T-N-E-S-S-E-T-H:

NOW, THEREFORE, this agreement is made and entered into on the date first above written by and between the Client and Consultant, by which Consultant will provide research, marketing and professional consulting to the Client as hereinafter specified, through individuals possessing a high degree of professional skill where the personality of the individual will play a decisive role as follows:

1. SCOPE OF SERVICES

Consultant agrees, for the consideration stated herein, to provide research, marketing and professional consulting and related services to the Client for the Project as set out in Exhibit A. The engagement will focus on the site(s) identified by the Client and Consultant to pro-actively recruit commercial development and redevelopment.

2. TIME OF PERFORMANCE

Consultant shall provide services pursuant to this agreement and expeditiously and in good faith conduct its work in such a manner as to complete its commitments for Client within three (3) calendar years which shall be calculated as **December 1, 2017** to **November 30, 2020**.

Consultant shall commence, carry on and complete the Project with all practicable dispatch, in a sound, economical and efficient manner, in accordance with the provisions hereof and applicable laws. In accomplishing the Project, Consultant shall take such steps as are appropriate to ensure that the work involved is properly coordinated with related work and policies being carried on by the Client.

3. COMPENSATION

The Client agrees to pay Consultant for the services as set forth herein, the sum of **\$23,000** for the first year. Payment is to be made upon execution of this agreement and receipt of the invoice from NextSite, LLC. The compensation for years two and three shall be **\$23,000** per year payable by the anniversary date of the agreement. The Client shall have the right to renew the contract for additional years, starting in year four, at the rate of **\$23,000** per year and thereafter, as mutually agreed between Client and Consultant. Client acknowledges that affiliates and strategic partners of Consultant act in the capacity of a real estate advisory service business and may earn fees for services including development, leasing and real estate advisory fees in the performance of such affiliates services as part of the scope of the Project. The fees earned by such affiliates and strategic partners are not the responsibility of the **City of Monroe**.

4. CLIENT RESPONSIBILITIES

In addition to paying Consultant for services according to the preceding paragraph, the Client shall also provide for Consultant: access to relevant personnel, facilities, and materials including, but not necessarily limited to, those items specified in Consultant's proposal to Client, and such records, reports, and information as reasonably requested by Consultant and in Client's possession.

5. LEVEL OF COMPETENCE

Consultant represents and warrants to the Client that it and all of its employees that will be working on the project for the Client are qualified and competent to perform the services required. Such personnel shall not be employees of or have any pre-existing contractual relationship with the Client. All of the services required hereunder will be performed by Consultant or under its supervision.

The Project Directors for the performance of services by Consultant pursuant to the terms and conditions of this agreement shall be Charles Branch, VP of Business Development and Shelley Shores, VP of Client Communications. Consultant may also use additional employees to assist with the performance of this Agreement as Consultant deems appropriate in Consultant's discretion.

6. MATERIALS/CONFIDENTIALITY

The Client agrees to cooperate with and provide Consultant with access to facilities and information within its reasonable possession and control, requested by Consultant for its review and use in performing the services herein. Provided, however, all such documents, information, results, memoranda and all other written information ("information") shall be held confidential by Consultant and any of its sub-contractors and shall not, without the prior written consent of the Client, be used for any purpose other than the performance of this agreement nor be disclosed to any other entity not connected with performance of this agreement. Upon completion of services, Consultant shall return all such information to the Client. The Client shall retain ownership of all such information provided by Client.

7. INTELLECTUAL PROPERTY

The Client and Consultant, jointly and separately, acknowledge and agree that the intellectual property of both parties shall remain owned by the respective party. Except for Consultant's periodic and final reports generated for performance of this agreement to or for the Client, reports, memorandums, electronic mail, facsimile transmissions and other written and prepared documents shall be owned by the party who authored, generated or who originally possessed the same and nothing in this agreement shall contravene said rights.

8. INFORMATION AND REPORTS

Consultant shall furnish periodic reports concerning the status of the project to the Client's representative pursuant to a schedule agreed upon by Consultant and Client. Consultant shall furnish the Client, upon request, electronic copies of all documents and other material prepared or developed as part of the project. Such requests shall be reasonable and within normal business practices for such work.

9. COPYRIGHT INFORMATION

The Client acknowledges that all intellectual property developed during the course of this agreement by Consultant shall belong exclusively to Consultant. However, the Client may utilize any of the foregoing for and on behalf of its internal operations, but will take steps reasonably necessary with its employees with respect to the use, copying, protection and security of the foregoing.

10. APPLICABLE LAWS

Consultant shall register and comply with all State or Federal laws and/or regulations as they may relate to the services or activities of the Consultant to the Client.

11. INSURANCE

Consultant shall carry all appropriate and necessary insurance to be in compliance with state and national laws regarding the insurance coverage of its employees.

12. TERMINATION

Should Consultant violate any of the terms of this Contract or otherwise fail to fulfill its obligations set forth under Exhibit A of this Contract, Client shall immediately provide to Consultant written notice of any alleged deficiencies in performance and Consultant shall have thirty (30) days from the date notice is received to cure any alleged deficiencies in performance. In no way shall more than two (2) opportunities to cure be afforded to Consultant within a twelve month period. Should Consultant fail to remedy the alleged defect in performance after being given the opportunity to do so, Client shall have the right to terminate this Contract. All fees paid for any term shall be deemed fully earned when paid and are not subject to refund following any termination hereunder.

13. CONFLICT OF INTEREST

The Consultant represents and warrants to the Client, to the best of its knowledge, that neither it nor its Project Directors are aware of any conflict of interest which exists by means of its provision of services to the Client pursuant to the terms and conditions of this agreement.

14. NOTICES/PARTIES REPRESENTATIVES

The primary representative of the Client for this agreement shall be Sadie Krawczyk, Economic Development Specialists, City of Monroe.

All notices, bills, and invoices required by this agreement shall be sufficient if sent by the parties hereto in the United States Mail, postage prepaid thereon to the addresses noted below:

Client: City of Monroe
215 N Broad Street
Monroe, GA 30655
(770) 266-5331
skrawczyk@monroega.gov

Consultant: NextSite LLC
P.O. Box 531027
Birmingham, AL 35253
Attention: Chuck Branch

15. REPRESENTATIVE CAPACITY

While Consultant's role will be that of consultant to the Client, Consultant shall be and remain an independent contractor and not act in the role of an agent or legal representative on behalf of the Client. Consultant shall not have the authority to bind or obligate the Client, its officers, agents or employees.

16. MISCELLANEOUS

Capacity: Each party to this agreement represents and warrants to the other as follows:

- A. That it is an individual of the age of majority or otherwise a legal entity duly organized and in good standing pursuant to all applicable laws, rules and regulations.
- B. That each has full power and capacity to enter into this agreement, to perform and to conclude the same including the capacity, to the extent applicable, to grant, convey and/or transfer; areas, assets, facilities, properties, (both real and personal), permits, consents and authorizations and/or the full power and right to acquire and accept the same.
- C. That to the extent required, each party has obtained the necessary approval of its governing body, board, council or other appropriate governing body

and a resolution or other binding act has been duly and properly enacted by such governing body or board authorizing this agreement and said approval has been reduced to writing and certified or attested by the appropriate official of the party.

- D. That each party has duly authorized and empowered a representative to execute this agreement on their respective behalf and the execution of this agreement by such representative fully and completely binds the party to the terms and conditions hereof.
- E. That absent fraud, the execution of this agreement by a representative of the party shall constitute a certification that all such authorizations for execution exist and have been performed and the other party shall be entitled to rely upon the same. To the extent a party is a partnership, limited liability company or joint venture, the execution of this agreement by any member thereof shall bind the party and to the extent that the execution of agreement is limited to a manager, managing partner or specific member then the person so executing this agreement is duly authorized to act in such capacity for the party.
- F. That each party represents and warrants to the other that, to the best of its knowledge, there is no litigation, claim or administrative action threatened or pending or other proceedings to its knowledge against it which would have an adverse impact upon this transaction or upon either's ability to conclude the transaction or perform pursuant to the terms and conditions of this agreement.
- G. That each party has obtained any and all required permits, approvals and/or authorizations from third parties to enable it to fully perform pursuant to this agreement.

Third Party Beneficiaries: It is the intent of the parties hereto that there shall be no third-party beneficiaries to this agreement.

Final Integration: This agreement, together with any exhibits or amendments hereto, constitutes the entire agreement of the parties, as a complete and final integration thereof with respect to its subject matter. In the event of a direct conflict between the provisions hereof and any prior agreement or amendment, the latter shall supersede the former. All written or oral understandings and agreements heretofore had between and among the parties are merged into this agreement, which alone fully and completely expresses their understandings. No representation, warranty, or covenant made by any party which is not contained in this agreement or expressly referred to herein have been relied on by any party in entering into this agreement.

Force Majeure: Neither party to this agreement shall hold the other party responsible for damages or delay in performance caused by acts of God, strikes, lockouts or other circumstances beyond the reasonable control of the other or the other party's employees, agents or contractors.

Amendment in Writing: This agreement may not be amended, modified, altered, changed, terminated, or waived in any respect whatsoever, except by a further agreement in writing, properly executed by all of the parties.

Binding Effect: This Agreement shall bind the parties and their respective personal representatives, successors, and assigns. If any provision in this agreement shall be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

Captions: The captions of this agreement are for convenience and reference only, are not a part of this agreement, and in no way define, describe, extend, or limit the scope or intent of this agreement.

Construction: This agreement shall be construed in its entirety according to its plain meaning and shall not be construed against the party who provided or drafted it.

Mandatory and Permissive: "Shall", "will", and "agrees" are mandatory; "may" is permissive.

Governing Law: The laws of the State of Georgia, but without regard to conflict of laws principles, shall govern the validity of this agreement, the construction of its terms, the interpretation of the rights, the duties of the parties, the enforcement of its terms, and all other matters relating to this agreement.

Prohibition on Assignment and Delegation: No party to this agreement may assign or delegate its interests or obligations hereunder without the written consent of all other

parties hereto obtained in advance of any such assignment or delegation. No such assignment or delegation shall in any manner whatsoever relieve any party from its obligations and duties hereunder and such assigning or delegating party shall in all respects remain liable hereunder irrespective of such assignment or delegation.

Waiver: Non-enforcement of any provision of this agreement by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remaining terms and conditions of the agreement.

Agreement Date/Counterparts: The date of this agreement is intended as and for a date for the convenient identification of this agreement and is not intended to indicate that this agreement was necessarily executed and delivered on said date. This instrument may be executed in any number of counterparts, each of which so executed shall be deemed an original, but all such counterparts shall together constitute but one and the same instrument.

CLIENT:

City of Monroe

By _____

Title _____

Date _____

CONSULTANT:

NextSite, LLC

By _____

Title _____

Date _____

EXHIBIT A



RESEARCH - ANALYSIS - MARKETING:

NextSite Demographic and Consumer Research

NextSite partners with and contracts with numerous software, research and data solution providers to best analyze each opportunity in our engaged communities. Each city, town, or retail trade area requires unique analysis based on numerous factors including natural boundary areas, current retail tenant mix, competition, travel times, radius areas and existing sites/buildings. Our research focuses on identifying the decision critical data that will most likely influence the site location decisions by retailers. Once these data points are determined – we provide thematic maps, aerial photos, asset maps, and customized research reports by retail sector.

NextSite Analysis

RETAIL GAP/LEAKAGE SUMMARY

One of the most critical components of any retail research/consulting engagement is accurate retail leakage analysis – measuring household spending by category that is leaving the designated trade

area to purchase goods and services. Capturing this leakage through development and redevelopment broadens the tenant mix, creates jobs and leads to additional retail sales tax revenue.

COMMUNITY PEER ANALYSIS

Developers and retailers are always looking for opportunities in cities/trade areas that are similar to previous projects they have completed. We have developed a software solution that allows us to very quickly identify similar geographies (peers) based on a set of demographic, consumer spending and population segmentation variables – allowing us to match potential developments and new retail based on existing locations.

FOCUS PROPERTIES

The NextSite team will work with your organization, local property owners and active commercial brokers in your market to determine the appropriate Focus Properties to position as opportunities to developers, tenant reps and retailers. Once we've identified these opportunities, we will upload them to OppSites.com on your behalf.

RETAILER TARGET LIST

The NextSite team, leveraging our experience, resources and contacts throughout the U.S. will build a retailer target list identify those retailers most likely to consider your city/retail trade area for future expansion. We will also match the retailers in this list to developers that have done single and multi-tenant projects with these concepts.

AERIAL MAPS OF CURRENT RETAILERS

Our Regis software creates aerials by city, retail trade area or development/redevelopment zones including locations of all current regional and national retailers. These aerial maps become key components of the Retail Marketing Brochure.

[NextSite Pro-active Marketing](#)

RETAIL MARKETING BROCHURE

Highlights the Focus Properties in your city, key demographic statistics and includes an 11x17 aerial overview of the current retail landscape in the trade area.

PRO ACTIVE RECRUITMENT OF DEVELOPERS & TENANT REP FIRMS

NEXTSITE will leverage its developer and tenant rep relationships to proactively recruit new development and redevelopment in Monroe. As part of our efforts NextSite will represent and market the opportunities in Monroe at ICSC Deal Making Conferences across the U.S.

[BASECAMP](#)

Upon completion of the research component of our engagement, the NextSite team creates an online account through BASECAMP, a document management and communication platform,

available to the appropriate contacts in your city/organization to access the market analysis and marketing materials.

Scope of Services

Our process begins with establishing your Basecamp Account and issuing our Getting Started document to the identified primary contact(s) in your community. Simultaneously we begin the research and market analysis and plan our initial market visit. As we complete components of the process, we upload the research, analysis and strategy to your Basecamp Account. **This initial phase of the engagement is typically a 60 day process. However, we begin outreach to our developer and tenant rep relationships immediately, letting our contact(s) know we've been engaged by your community and our preliminary thoughts on the market opportunities.**

Market Research - NextSite's assessment will include, but will not be limited to, the following:

- Trade Area Analysis
- Demographics, psychographic, segmentation & consumer behavior/attitudes
- Trade Area Competitors
- Existing retail landscape
- Retail leakage/surplus – GAP Analysis
- Peer Analysis
- Retail development in peer communities
- Cannibalization
- Retail trends
- Market viability

- Identify Trade Corridors/Areas

NextSite will identify the appropriate radius, drive time and custom trade areas based on feedback from key community contacts, analysis of peer communities and through our onsite market visits.

- Analyze Market & Retail GAP/Leakage data

Once the Retail Trade Areas are identified, we begin the process of performing detailed demographic research, GAP/leakage analysis across all retail categories and household level consumer expenditure reviews, consumer profiles and buying habits and, our newest research tool – mobile mapping data to understand consumer travel patterns and confirm trade areas. Our Custom Demographic Research includes Historical, Current, and Projected Demographics from multiple sources.

- Conduct Retail Peer Identification and Analysis

Retailers have a tendency to locate in similar communities and/or trade areas. By identifying communities similar to Monroe from a demographic and business scope, we can analyze those retailers who have shown a propensity to locate in these peer areas.

- Consumer Attitude and Behavior Analysis

Our detailed consumer attitude and behavior data allows us to drill down to the consumer level and understand their preferences and likelihood to purchase products and services. Local retail businesses can use this data to better understand the product and service mix needed to grow their company and capture spending that may be leaving the immediate trade area.

- Identify/Evaluate/Catalog Available Commercial Properties and Development Opportunities

Understanding the real estate options within the market for development, redevelopment and higher and best use allows the NextSite team to position specific properties to retail prospects. Our team will drive the market and retail corridors to build a database of the available commercial properties. Once we identify the development and redevelopment Focus Properties we work with our clients to upload these sites to OppSites to market these opportunities to Developers and Tenant Reps.

- Psychographic Profiles of Trade Area / Market Segmentation Analysis

Retailers today know the psychographic profiles of their target consumer. Through our market analysis we identify the segmentation groups and match the consumer profile of Monroe shoppers to prospective retailers. This data can also be critical to retailers regarding the types of product and service offered once the location decision has been reached.

- Thematic Mapping and Aerial Imagery by trade area

Data visualization allows retailers to identify and target areas for expansion/relocation and the consumers that match their customer profile.

- Retail Competitor Mapping/Analysis

Understanding the location of current retailers in your community and the various retail trade corridors provides valuable insight into co-location opportunities, competitors and available sites for development/re-development. We extend this analysis to understand the retailer mix in competitor communities.

- Identification of Retail Prospects to be targeted for recruitment

An initial list of targeted retailers for recruitment. This database includes the retailer, contact information, and current expansion plans. Updates are made to the list as market conditions and feedback from developers and tenant reps dictate.

- Retailer Recruitment and Execution of the Retail Strategy

The most important service we provide is pro-actively recruiting the developers and tenant reps to leverage the identified target retailers/restaurants. Our team is tasked with communicating and providing assistance to the local commercial real estate professionals in your community while also keeping the primary contacts updated on the progress of our recruitment efforts.

- Updates on Retail Industry Trends

While our day to day effort is focused on micro analysis of the current retail landscape and opportunities – we believe it is critical to any strategic initiative to understand the macro factors affecting commercial retail development.

Marketing Strategy

Upon completion of the research component of our engagement, the NextSite team will create an online account through our BASECAMP platform, available to the appropriate contacts in Monroe to access all market analysis, marketing materials and project communications.

Identification and Recommendation of Retail Targets – NextSite will develop a Retail Target List consisting of new to market retail/restaurants that fit market profile as well as the profile of targeted consumers. This list of retailer and restaurant targets is based on the initial research and analysis done for your community and the identified trade areas. The Retail Target List is updated as we determine interest levels through our conversations with developers and tenant rep firms and as retailers/restaurants adjust their expansion plans.

Recommendations for Site Locations for Retail/Restaurant Targets - NextSite and its partners will work with the city to catalog local commercial properties that may be suitable sites for development and/or redevelopment, including those sites that may present a higher and best use. This will include maps, aerials, and all pertinent contact and site specific information relative to each site.

Develop Marketing Materials - NextSite will develop marketing materials on the client's behalf to market the community and site opportunities to retailers, developers, and tenant reps.

Implementation of Retail Recruitment Plan

A NextSite Team Member will be designated as the Primary point of contact between the appropriate officials and NextSite. The Client Managers responsibilities include:

1. Communication with the Client
2. Communication with local property owners, developers and brokers
3. Updating and Maintaining the Basecamp account
4. Responding to On-Demand research report requests

The NextSite team will focus on pro-actively recruiting developers and tenant reps to your community. This effort will include:

1. Outgoing phone calls to tenant rep firms
2. Outgoing phone calls to retail developers
3. Portfolio Reviews with tenant reps and developers
4. ICSC Conference meetings with tenant rep firms and developers
5. Updating the Focus Property List
6. Updating the Retail Target List
7. Basecamp updates in real time as new information becomes available
8. Responding to specific research and site information requests from developers and tenant reps

EXHIBIT B

Optional Services

PUBLIC/PRIVATE PARTNERSHIPS - INCENTIVES CONSULTING SERVICES

NextSite has partnered with several industry experts to provide incentives consulting services to public sector organizations. It is critical for community leaders to understand the validity of these request by leveraging the knowledge of these experts through quantitative analysis of the project pro forma, measuring the impact on existing retail sales (cannibalization) and calculating the potential for increased retail sales tax revenue to the city and the economic impact on city finances.

INCENTIVES CONSULTING FEES NEGOTIATED PER PROJECT

AN ORDINANCE TO AMEND CHAPTER 6 OF THE CODE OF
ORDINANCES OF THE CITY OF MONROE, GEORGIA, REGARDING ALCOHOLIC
BEVERAGES AND FOR OTHER PURPOSES.

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

Article I.

Chapter 6 of the Code of Ordinances is hereby amended by deleting Chapter 6 in its entirety and substituting with the following in lieu thereof:

SEE ATTACHED “**EXHIBIT A**” FOR THE COMPLETE TEXT OF CHAPTER 6 –
ALCOHOLIC BEVERAGES

Article II.

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

Article III.

This ordinance shall take effect from and after its adoption by the Mayor and Council of the City of Monroe, Georgia.

FIRST READING. This 12th day of December, 2017.

SECOND READING AND ADOPTED. This ___ day of January, 2018.

CITY OF MONROE, GEORGIA

By: _____ **(SEAL)**

Greg Thompson, Mayor

Attest: _____ **(SEAL)**

Debbie Kirk, City Clerk

EXHIBIT A

CHAPTER 6 – ALCOHOLIC BEVERAGES

ARTICLE I. - IN GENERAL

State Law reference— Georgia Alcoholic Beverage Code, O.C.G.A. § 3-1-1 *et seq.*; public drunkenness, O.C.G.A. § 16-11-41; furnishing alcoholic beverages to persons under 21 years of age, jurisdiction of municipal courts, O.C.G.A. § 36-32-10; driving under the influence of alcohol or drugs, O.C.G.A. § 40-6-391.

Sec. 6-1. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Alcohol means ethyl alcohol, hydrated oxide of ethyl, or spirits of wine, from whatever source or by whatever process produced.

Alcoholic beverage means and includes all alcohol, distilled spirits, beer, malt beverage, wine or fortified wine as defined in this section.

Beer or *malt beverage* means any alcoholic beverage obtained by the fermentation of any infusion or decoction of barley, malt, hops, or any other product, or any combination of such products in water containing not more than fourteen percent (14%) alcohol by volume, and including ale, porter, brown, stout, lager, beer, small beer and strong beer. The term "malt beverage" does not include sake, known as Japanese rice wine.

Brewery means a large or industrial scale manufacturer of alcoholic malt beverages for the purpose of wholesale

distribution. Such use must be connected to public water and sewer.

Brewpub means any restaurant in which malt beverages are manufactured, subject to the barrel production limitation prescribed in O.C.G.A. § 3-5-36. Barrels of malt beverages sold to licensed wholesale dealers for distribution or to the public for consumption off the premises as authorized by State law shall not be used when determining the total annual gross food and beverage sales as required under this chapter.

Distilled spirits or *spirituous liquor* means any alcoholic beverage obtained by distillation or containing more than twenty-one percent (21%) alcohol by volume, including but not limited to, all fortified wines.

Distiller means a manufacturer of distilled spirits.

Distillery means a large or industrial scale manufacturer of alcoholic distilled spirits for the purpose of wholesale distribution. Such use must be connected to public water and sewer.

Eating establishment means any public place, including a place available for rental by the public, selling prepared food for consumption by the public on the premises with a full service kitchen. A full service kitchen will consist of a three-compartment pot sink, a stove or grill permanently installed, and refrigerator, all of which must be approved by the health and fire departments. An eating establishment will be prepared to serve food every hour they are open.

Fortified wine means any alcoholic beverage containing more than twenty-four percent (24%) alcohol by volume made from fruits, berries, or grapes, either by natural fermentation or by natural fermentation with brandy added. Fortified wine includes, but is not limited to, brandy.

Governing authority means the mayor and council of the City of Monroe.

Growler means a reusable, resealable, and professionally sanitized glass jug used to transport malt beverages or wine for off-premises consumption that is not to exceed sixty-four (64) ounces and is filled with malt beverages or wine from a keg by a licensee, or an employee of a licensee, with a malt beverage and/or wine license for consumption off premises issued by the City of Monroe.

Hotel means any facility, or any portion of a facility, where a room, rooms or lodgings are furnished for value to any person, persons or legal entity, including a hotel, motel, inn, bed and breakfast, lodge, or any other place in which rooms, lodgings or accommodations are regularly furnished for value. For the purposes of this article, such hotel shall maintain a minimum of four (4) separate and distinct rooms available for hire. Motels and bed and breakfast establishments meeting the qualifications set out in this definition for hotels shall be classified in the same category as hotels.

Indoor commercial recreational establishment means and is limited to an establishment which:

- (1) Regularly serves prepared food, with a full service kitchen (a full service kitchen will consist of a three-compartment pot sink, a stove or grill permanently installed, and a refrigerator, all of which must be

approved by the health and fire departments), prepared to serve food every hour they are open and deriving at least seventy percent (70%) of its total annual gross sales from the sale of prepared meals or foods and recreation activities; and

- (2) Wherein the sale of food and alcoholic beverages is incidental to its primary enterprise and activity on the premises.

The primary activity on the premises of the indoor commercial recreational establishment shall be family-oriented in nature, generally meaning a use which attracts a range of individuals from all age groups. Uses may specifically include, but are not limited to, dinner theatres, bowling centers, and other similar uses. Outdoor commercial recreation is not included, nor shall concession sales of alcoholic beverages be permitted. Bingo parlors, dance halls, nightclubs, taverns, billiard parlors, video arcades, skating arenas, adult entertainment and/or sexually related entertainment activities, and similar uses are specifically excluded from this definition of indoor commercial recreational establishments.

Indoor publicly owned civic and cultural center means and is limited to publicly owned establishments in which:

The sale of food and alcoholic beverages are incidental to its primary enterprise and activity on the premises. Indoor publicly owned civic and cultural centers may include any publicly owned building or facility where events or functions are held for the purpose of recognizing and advancing the civic, cultural, artistic and entertainment interests of the City of Monroe.

License means an authorization granted by the City to operate as a retail consumption

dealer, retail package dealer, or wholesale dealer or manufacturer as outlined under this chapter.

Licensee means the individual to whom a license is issued or, in the case of a partnership, corporation or limited liability company, all partners, officers, and directors of the partnership, corporation or limited liability company.

Liter means a metric measurement currently used by the United States.

Manufacturer means any maker, producer, or bottler of an alcoholic beverage. The term "manufacturer" also means in the case of distilled spirits, any person engaged in distilling, rectifying, or blending any distilled spirits; in the case of malt beverage, any brewer.

Micro Brewery shall mean a manufacturer of malt beverages of up to fifteen thousand (15,000) barrels per year for the purpose of wholesale distribution of a majority of its product with incidental sales to the public either for on-site consumption or for package sales carryout not to exceed two hundred twenty-eight (288) ounces per person per day. Such use must be connected to public water and sewer. (No restaurant component).

Micro Distillery shall mean a producer of alcoholic distilled spirits of up to five hundred (500) barrels per year for the purpose of wholesale distribution with incidental retail sales to the public for on-site consumption. Such use must be connected to public water and sewer. (No restaurant component).

Package means a bottle, can, keg, barrel, or other original consumer container. Retail package alcoholic beverages shall include all alcoholic beverages in their original container, sold at retail to the final consumer, and not for resale.

Person means any individual, firm, partnership, cooperative, nonprofit membership corporation, joint venture, association, company, corporation, agency, syndicate, estate, trust, business trust, receiver, fiduciary, limited liability company or other group or combination acting as a unit, body politic, or political subdivision, whether public, private, or quasipublic.

Retail consumption dealer means any person who sells alcoholic beverages for consumption on the premises, at retail, only to consumers and not for resale.

Retail package dealer means any person who sells unbroken packages, at retail, only to consumers and not for resale.

Special events facility means a facility that meets all of the following criteria:

- a. Is regularly available for use to public or private groups or persons for a fee;
- b. Regularly is rented for a fee for special occasions such as weddings, meetings, banquets, catered events, parties or similar gatherings;
- c. Is located within either the boundaries of the Downtown Development Authority of the City of Monroe, or the City of Monroe's Designated Historic Districts;
- d. Hosts a minimum of eighteen (18) events for a fee per calendar year;
- e. Consists of a minimum of one thousand (1,000) square feet of rentable meeting and/or event space;
- f. Has adequate and accessible restroom facilities.

Wholesaler or *wholesale dealer* means any person who sells alcoholic beverages to other wholesale dealers, to retail package dealers, or to retail consumption dealers.

Wine means any alcoholic beverage containing not more than twenty-four percent (24%) alcohol made from fruits, berries, or grapes either by natural fermentation or by natural fermentation with brandy added. Wine includes, but is not limited to, all sparkling wines, champagnes, combinations of such beverages, vermouths, special natural wines, rectified wines, and like products. The term "wine" does not include cooking wine mixed with salt or other ingredients so as to render it unfit for human consumption as a beverage. A liquid shall first be deemed to be a wine at the point in the manufacturing process when it conforms to the definition of wine contained in this section.

State Law reference— Similar provisions, O.C.G.A. § 3-1-2.

Sec. 6-2. - Penalties for violation of chapter.

Any person convicted of a violation of this chapter shall be punished as provided in section 1-11 of this Code of Ordinances, or otherwise as may be provided by applicable law.

Sec. 6-3. - Sale in the City; license a privilege.

- (a) Alcoholic beverages may be sold in the City only under a license granted by the city council upon the terms and conditions provided in this chapter.
- (b) All licenses in this chapter shall be a mere grant of privilege to carry on the business during the term of the license, subject to all terms and conditions imposed by this chapter and state law.
- (c) All licenses pursuant to this chapter shall have printed on the front these words: "This license is a mere privilege subject to be revoked and annulled, and

is subject to any further ordinances which may be enacted."

- (d) Any holder of a license issued pursuant to this chapter is required to apply for and obtain an alcoholic beverage license from the state before any sales commence. Additionally, City licensees are required to abide by all applicable state regulations and laws.

State Law reference— Permit or license from governing authority required for wholesale or retail sales of alcoholic beverages; due process guidelines; fingerprints, O.C.G.A. § 3-3-2.

Sec. 6-4. - Sale or possession for sale without license or beyond boundaries of premises covered by license.

It shall be unlawful for any person, corporation, partnership or other legal entity to sell, or possess for the purpose of sale at any business location any alcoholic beverage where the person does not have a license granted by the City to sell or possess for sale these alcoholic beverages, or to sell or make deliveries beyond the boundaries of the premises covered by the license.

State Law reference— Licenses, § 3-3-3; violation of criminal provisions of title, § 3-1-4; dealing in alcoholic beverages declared privilege, § 3-3-1.; jurisdiction of municipal courts, § 36-32-1 *et. seq.*

Sec. 6-5. - Separate application and separate license for each location of sale.

Separate applications must be made for each location and separate licenses must be issued.

Sec. 6-6. - Application forms.

- (a) All persons desiring to sell alcoholic beverages shall make application on the

forms prescribed by the code enforcement officer.

- (b) The application shall include, but shall not be limited to, the name and address of the applicant; the proposed business to be carried on; if a partnership, the names and residence address of the partners; if a limited liability company, the name and address of the manager(s) and the name of any person or legal entity owning at least twenty percent (20%) of the limited liability company; if a corporation, the names of the officers, the name and address of the registered agent for service of process, the name of the manager(s), and the name of all shareholders holding at least twenty percent (20%) of any class of corporate stock, or any other entity having a financial interest in each entity which is to own or operate the establishment for which a license is sought. If the manager changes, the applicant must furnish the code enforcement officer the name and address of the new manager and other information as requested within ten (10) days of such change.
- (c) All applicants shall furnish data, fingerprints, financial responsibility and other records as required by the code enforcement officer and to ensure compliance with the provisions of this chapter. Failure to furnish data pursuant to such request shall automatically serve to dismiss the application with prejudice.
- (d) All applications shall be sworn to by the applicant before a notary public or other officer empowered by law to administer oaths.
- (e) In all instances in which an application is denied under the provisions of this chapter the applicant may not reapply for a license for at least one (1) year from the final date of such denial.

- (f) The code enforcement officer shall provide written notice to any applicant whose application is denied under the provisions of this chapter. Such written notification shall set forth in reasonable detail the reasons for such denial and shall advise the applicant of the right to appeal under the provisions of this chapter.

Sec. 6-7. - Withdrawal of application.

Any license application made pursuant to this chapter may be withdrawn by the applicant at any time. If the application is withdrawn before the license is issued, any sums deposited as license fees will be refunded. After issuance of the license, no refunds will be made. No refunds shall be made under any circumstances for investigative and administrative expenses required under this chapter.

Sec. 6-8. - Licensing qualifications.

- (a) No license for the sale of alcoholic beverages shall be granted to any person who is not a citizen of the United States or an alien lawfully admitted for permanent residence.
- (b) Where the applicant is a partnership, limited liability company or corporation, the provisions of this section shall apply to all its partners, officers, manager(s) and majority stockholders. In the case of a corporation, the license shall be issued jointly to the corporation and the majority stockholder, if an individual. Where the majority stockholder is not an individual, the license shall be issued jointly to the corporation and its agent registered under the provisions of this subsection. In the case of a partnership, the license will be issued to all the partners owning at least twenty percent (20%) of the partnership. If no partner owns twenty percent (20%) of the

partnership, then the general partner, managing partner or the partner with the greatest ownership will be licensed. In the case of a limited liability company, the license will be issued jointly to the limited liability company and manager(s).

- (c) No person, firm, limited liability company or corporation shall be granted any alcoholic beverage license unless it shall appear to the satisfaction of the city attorney that such person, manager(s), partners in the firm, or officers and directors of the corporation have not been convicted or pleaded guilty or entered a plea of nolo contendere to and have been released from parole or probation concerning any crime involving moral turpitude, illegal gambling or illegal possession or sale of controlled substances or the illegal possession or sale of alcoholic beverages, including the sale or transfer of alcoholic beverages to minors in a manner contrary to law, keeping a place of prostitution, pandering, pimping, public indecency, prostitution, solicitation of sodomy, or any sexually related crime within a period of ten (10) years immediately prior to the filing of such application. At the time an application is submitted for any alcoholic beverage license, the applicant shall, by a duly sworn affidavit, certify that neither the applicant, nor any of the other owners of the establishment, has been convicted or has pleaded guilty or entered a plea of nolo contendere to any crime involving moral turpitude, illegal gambling or illegal possession or sale of controlled substances or the illegal possession or sale of alcoholic beverages, including the sale or transfer of alcoholic beverages to minors in a manner contrary to law, keeping a place of prostitution, pandering, pimping,

public indecency, prostitution, solicitation of sodomy, or any sexually related crime within a period of ten (10) years immediately prior to the filing of such application. Should any applicant, partner, shareholder, manager or officer instrumental in the sale or dispensing of any alcoholic beverage, after a license has been granted, be convicted or plead guilty or nolo contendere to a crime involving moral turpitude, illegal gambling or illegal possession or sale of controlled substances or the illegal possession or sale of alcoholic beverages, including the sale or transfer of alcoholic beverages to minors in a manner contrary to law, keeping a place of prostitution, pandering, pimping, public indecency, prostitution, solicitation of sodomy, or any sexually related crime, the license issued hereunder shall be immediately revoked and cancelled.

- (d) No license for the sale of alcoholic beverages shall be granted to any person convicted under any federal, state or local law of any felony, within fifteen (15) years prior to the filing of application for such license.
- (e) No license for the sale of alcoholic beverages shall be granted to any person who has had any license issued under the police powers of the City previously revoked within two (2) years prior to the filing of the application.
- (f) The code enforcement officer may decline to issue a license when any person having any ownership interest in the operation of such place of business or control over such place of business does not meet the same character requirements as set forth in this section for the licensee.
- (g) All licensed establishments must have and continuously maintain in the City a

registered agent upon whom any process, notice or demand required or permitted by law or under this chapter to be served upon the licensee or owner may be served. This person must be a resident of the City or a licensed attorney practicing law that maintains an office in the City. The licensee shall file the name of such agent, along with the written consent of such agent, with the code enforcement officer and shall be in such form as he may prescribe.

- (h) All applicants for any alcoholic beverage license must be of good character, and all operators, managers, clerks, or other employees shall be of like character. Corporate or firm applicants shall be of good business reputation.
- (i) A license application may be denied to any applicant for any alcoholic beverage license where it appears that the applicant would not have adequate financial participation in the proposed business to direct and manage its affairs, or where it appears that the application is intended to be a mere surrogate for a person or persons who would not otherwise qualify for a license for any reason whatsoever.

State Law reference— Governing authority shall set forth ascertainable standards pertaining to the granting, refusal, suspension or revocation of alcoholic beverage permits or licenses, O.C.G.A. § 3-3-2.

Sec. 6-9. - Distance requirements.

- (a) No person may sell any malt beverage or wine for off premises consumption in or within one hundred (100) yards of a church building, school, school grounds or college campus.

- (b) Except for those licensees located in the Monroe Historic Downtown Entertainment District as defined herein, no person may sell any alcoholic beverage for on premises consumption in or within one hundred (100) yards of a church building, school, school grounds or college campus.
- (c) As used in this section, the term "school building," "school," "school grounds" or "educational building" shall apply only to state, county, city, or church school buildings and to such buildings at such other schools in which are taught subjects commonly taught in the common schools, universities and colleges of this state and which are public schools or private schools as defined in O.C.G.A. § 20-2-690(b). The term "school building" and "educational building" includes only those structures in which instruction is offered. The term "school grounds" shall apply only to the parcel or parcels of land on which a school, school building or educational building is located.
- (d) The term "church building" as used in this section shall mean the main structure used by any religious organization for purposes of worship.
- (e) The requirements for minimum distance from a church building, located in a shopping center as defined by the latest Illustrated Book of Development Definitions (copyright 2004 by Rutgers) or in the Monroe Historic Downtown Entertainment District shall not apply to any new license for retail package sales.
- (f) For purposes of this section, distance shall be measured by the most direct route of travel on the ground and shall be measured in the following manner:
 - (1) From the main physical entrance (i.e. the front door) of the

establishment from which alcoholic beverages are sold or offered for sale;

- (2) In a straight line, regardless of obstructions, to the nearest public sidewalk, walkway, street, road or highway by the nearest route;
 - (3) Along such public sidewalk, walkway, street, road or highway by the nearest route;
 - (4) To the main physical entrance (i.e. the front door) of the church building, school building or college campus.
- (g) No location which is licensed to sell alcoholic beverages on the effective date of the ordinance from which this section is derived shall be denied continued operation under an existing license, or denied any renewal of such license, nor shall any new owner of the location be denied a new license based upon the measurements set forth in this section.
- (h) As to any location licensed in the future, if the distance requirements in this section are met at the time of issuance of any license, the subsequent opening and operation of a church or school within the distance prohibited herein shall not prevent the continuance of an existing license or the renewal thereof or the issuance of a new license to any subsequent owner of such property; provided, however, that the distance requirements herein shall not apply at any location for which a new license is applied for if the sale of alcoholic beverages was lawful at such location at any time during the six (6) months immediately preceding such application.

State Law reference— Sales of alcoholic beverages near churches, schools or college campus, O.C.G.A. § 3-3-21.

Sec. 6-10. - License fee scale.

Before a license shall be granted, the applicant therefor shall comply with all rules and regulations adopted by the mayor and city council regulating the sale of alcoholic beverages and each applicant shall pay a license fee in accordance with the scale fixed, from time to time, by the mayor and city council contained in section 6-11 and kept on file with the code enforcement officer.

Sec. 6-11. - Fees enumerated.

License fees applicable to this chapter shall be as follows:

- (1) Retail dealers of distilled spirits to be consumed on the premises, \$3,500.00 per year; Sunday sales, \$1,000.00 per year additional.
- (2) Retail dealers of beer and wine to be consumed on the premises, \$1,500.00 per year; Sunday sales, \$500.00 per year additional.
- (3) Retail dealers of beer and wine sold in original packages for consumption off the premises, \$1,500.00 per year; Sunday sales \$500.00 per year additional.
- (4) Wholesale dealers in beer and wine, whose principal place of business is in the City, \$1,500.00 per year.
- (5) Wholesale dealers in distilled spirits whose principal place of business is in the City, \$2,000.00 per year.
- (6) Wholesale dealers in alcoholic beverages whose principal place of

business is not in the City, \$100.00 per year.

- (7) Temporary license for nonprofit organizations, \$25.00 per day, maximum ten (10) days per year.
- (8) Temporary license for for-profit organizations, \$150.00 per day, maximum ten (10) days per year.
- (9) Non profit private club, beer and wine to be consumed on the premises, \$600.00 per year; Sunday sales, \$150.00 per year additional.
- (10) Non profit private club, distilled spirits to be consumed on the premises, \$600.00 per year; Sunday sales, \$150.00 per year additional.
- (11) Hotel-motel "in-room service," \$250.00 per year.
- (12) Distilleries or Micro-Distilleries, \$1,500.00 per year.
- (13) Breweries or Micro-Breweries, \$1,000.00 per year.
- (14) Brewpubs, \$750.00 per year.
- (15) Beer and Wine Amenities License, \$100.00 per year.

Sec. 6-12. - Collection of fee or tax sums due.

If any person shall fail to pay any sums due under this chapter, the code enforcement officer or designee shall issue an execution against the person so delinquent and his property, for the amount of the delinquent fee or tax.

Sec. 6-13. - Transferability of license.

- (a) No license for the sale of alcoholic beverages shall be transferable, except as otherwise provided in this section.

- (b) In case of the death of a licensee, the establishment shall be allowed to continue to sell alcoholic beverages for a period of forty-five (45) days from the date of death or until expiration of the license or until approval of a new licensee, whichever shall first occur.
- (c) If a license is surrendered or a licensee severs his association with a licensed establishment, the establishment may continue to sell alcoholic beverages for a period of forty-five (45) days from the date of surrender, or from the date determined by the code enforcement officer to be the date of severance, provided a new application for a license is made within ten (10) days of surrender or severance. Upon issuance of a new license, the authorization to sell under the previous license shall be revoked by operation of law. No additional license fees shall be required during the period for which the original license was issued.
- (d) Nothing in this section, however, shall prohibit one (1) or more of the partners of a partnership holding a license to withdraw from the partnership in favor of one (1) or more of the partners who were partners at the time of the issuance of the license. Further, this section shall not prohibit transfer of stock between persons who held stock in the corporation at the time of issuance of the license.
- (e) Except as provided in subsections (a) through (d) of this section, any change in the ownership of any entity holding a license hereunder shall cancel and revoke any license pursuant to this chapter automatically, without the necessity of any hearing.
- (f) Violation of this section shall result in revocation of the license being used and subject the license holders to penalties as outlined in section 6-2. No license will

be issued to the old or the new owner in the city for one (1) year from the date of any such violation.

- (g) Should a licensee make application to the code enforcement officer for a transfer of location and should such a transfer of a location be approved, with no change of ownership of the business, the license fee paid for the previous license shall be applied to the new location. Each applicant for a transfer of location shall pay a transfer fee in the amount of \$300.00.

Sec. 6-14. - Display of license at place of business.

The City alcoholic beverage license shall at all times be kept plainly exposed to view to the public at the place of the business of the licensee.

Sec. 6-15. - Expiration; renewal of license.

All licenses granted hereunder shall be for the calendar year and shall expire automatically every December 31 of each calendar year. The full license fee must be paid for a license application filed prior to July 1 of the license year. One-half (½) of a full license fee shall be paid for any license application filed after July 1 of the license year, except for applications for temporary licenses under section 6-11 (7) and section 6-11 (8), which shall not be reduced.

Sec. 6-16. - Automatic license forfeiture for nonuse.

Any holder of any license hereunder who shall for a period of three (3) consecutive months after the license has been issued cease to operate the business and sale of the product or products authorized shall after the said three-month period automatically forfeit the license without the necessity of any further action.

Sec. 6-17. - Suspension or revocation of license.

- (a) A license may be suspended or revoked by the code enforcement officer where the licensee furnishes fraudulent or untruthful information in the application for a license and for failure to pay all fees, taxes or other charges imposed under the provisions of this chapter.
- (b) Whenever the State shall revoke any permit or license to sell alcoholic beverages, the City license issued hereunder shall thereupon be automatically revoked. The chief of police, upon notice of this revocation from the code enforcement officer, shall take the necessary steps to see that signs are removed and that all alcoholic beverage sales cease.
- (c) Any licensed establishment that is found to be in violation of section 6-38 or 6-41 shall be subject to immediate license revocation.
- (d) The code enforcement officer shall revoke the license of any licensee whose license has been suspended two (2) or more times in any consecutive twelve-month period.
- (e) The code enforcement officer shall revoke the license for any premises where alcoholic beverages have been sold or distributed during a period of suspension.
- (f) The code enforcement officer may suspend or revoke the license of any establishment which does not meet the licensing qualifications set forth in this chapter at any time such knowledge becomes known to him.
- (g) An act or omission of a licensee, owner of more than twenty percent (20%) interest in the licensed establishment, or employee of the licensee or licensed

establishment willingly or knowingly performed which constitutes a violation of federal or state law relating to alcoholic beverages or of any provision of this chapter, will subject the licensee to suspension or revocation of its license in accordance with the provisions of this chapter, when the code enforcement officer determines to his own satisfaction that the act or omission did occur, regardless of whether any criminal prosecution or conviction ensues; provided, however, in the case of an employee, the code enforcement officer must determine that the acts of the employee were known to or under reasonable circumstances should have been known to the licensee, were condoned by the licensee, or where the licensee has not established practices or procedures to prevent the violation from occurring.

- (h) Whenever it can be shown that a licensee under this chapter no longer maintains adequate financial responsibility upon which issuance of the license was conditioned, or whenever the licensee has defaulted in any obligation of any kind whatsoever, lawfully owing to the City, the license shall be revoked.
- (i) Wherever this chapter permits the code enforcement officer to suspend any license issued under this chapter but does not mandate the period of such suspension, such discretion shall be exercised within the guidelines of this subsection.
 - (1) No suspension shall be for a period of time longer than the time remaining on such license.
 - (2) The following factors shall be considered on any revocation or suspension as set out above:

- (a) Consistency of penalties mandated by this chapter and those set by the code enforcement officer.
- (b) Likelihood of deterring future wrongdoing.
- (c) Impact of the offense on the community.
- (d) Any mitigating circumstances or remedial or corrective steps taken by the licensee.
- (e) Any aggravating circumstances or failure by the licensee to take remedial or corrective steps.

Sec. 6-18. - Hearings.

- (a) No license shall be denied, suspended or revoked without the opportunity for a hearing as hereinafter provided.
- (b) The code enforcement officer shall provide written notice to the applicant or licensee of the order to deny, suspend or revoke the license. Such written notification shall set forth in reasonable detail the reasons for such action and shall notify the applicant or licensee of the right to appeal under the provisions of this chapter. Any applicant or licensee who is aggrieved or adversely affected by a final action of the code enforcement officer may have a review thereof by appeal to the mayor and city council. Such appeal shall be by written petition, filed in the office of the code enforcement officer within fifteen (15) days after the final order or action of the code enforcement officer and, in order to defray administrative costs, must be accompanied by a filing fee of Fifty Dollars (\$50.00). The code enforcement officer, at his discretion, may waive or reduce the filing fee amount if it is determined the fee would create a

hardship on the individual filing said appeal. The mayor and city council may, at the request of the appellant, refund the filing fee by a majority vote.

- (c) The mayor and city council shall determine all issues under this appeal process by a majority vote. Should the mayor and city council be unable to reach a decision by majority vote, the action taken by the code enforcement officer shall be upheld automatically.
- (d) A hearing shall be conducted on each appeal within forty-five (45) days of the date of filing with the code enforcement officer unless a continuance of such date is agreed to by the appellant and the code enforcement officer. The appellant at such hearing shall have the right to be represented by an attorney, at the expense of the appellant, and to present evidence and cross examine witnesses. Should the appellant desire an official transcript of the appeal proceedings, then such request must be made at least three days prior to such hearing. The appellant shall have the burden of proof on any such appeal. Before hearing an appeal, each member of the city council shall sign an affidavit to be part of the record that he is not related to any owner of the licensed establishment in question in the appeal being considered and that he has no financial interest in the outcome of the appeal. Should any council member be unable to sign such an affidavit, that member shall not serve on that appeal and the case shall be heard by the remaining members of the city council.
- (e) The findings of the mayor and city council shall be forwarded to the code enforcement officer within fifteen (15) days after the conclusion of the hearing, and it shall be the duty of the code enforcement officer to notify the

appellant of the decision of the mayor and city council.

- (f) The findings of the city council shall be final unless appealed within thirty (30) days of the date of said finding by writ of certiorari to the Superior Court of Walton County pursuant to O.C.G.A. § 5-4-3.

Sec. 6-19. - Notice.

For the purpose of this chapter, notice shall be deemed delivered three (3) days after the date of deposit to the United States Postal Service by certified mail or statutory overnight delivery.

Sec. 6-20. - Advertising; location requirements; signs.

- (a) Except for those licensees located in the Monroe Historic Downtown Entertainment District, signs or displays advertising, promoting the use of, or otherwise related to alcoholic beverages in any manner aside from that described in subsection (c) of this section may not be placed in exterior windows for view from the public right-of-way.
- (b) Except for those licensees located in the Monroe Historic Downtown Entertainment District no licensee shall use signs or any other visible means of advertising the sale of alcoholic beverages on the outside of the building in which the business of the licensee is located.
- (c) Any on premises consumption licensee under this chapter shall be permitted to use and advertise the words "your favorite beverages served" or an equivalent phrase to advertise that alcoholic beverages by the drink may be purchased at that licensed business establishment.

- (d) Any and all signage permitted hereunder must be displayed in compliance with the City of Monroe Zoning Ordinance as currently enacted or hereafter amended.
- (e) The exterior of each building in which alcoholic beverages are sold shall contain sufficient lighting so that all sides of the building and all entrances thereto are clearly visible at all times when the premises are open for business.

Sec. 6-21. - Audits of licensees.

- (a) If the code enforcement officer deems it necessary to conduct an audit of the records and books of the licensee, he shall notify the licensee of the date, time and place of the audit. The code enforcement officer may designate the City's internal auditor or other designated person to perform any audit authorized in this chapter. The licensee shall cooperate with the audit or forfeit any license(s) issued under this chapter.
- (b) All licensed establishments must maintain the following records for a three-year period and make them available for audit at the licensed premises:
 - (1) Monthly income or operating statements;
 - (2) Daily sales receipts showing liquor, beer, wine and food sales separately (this requirement does not apply to package beer and wine licensees);
 - (3) Daily cash register receipts such as Z tapes or guest tickets;
 - (4) Monthly state sales and use tax reports;

- (5) Federal income tax returns with all Form 1099s and W-2s.

Sec. 6-22. - Retailer to purchase from licensed wholesaler only.

- (a) No retailer shall purchase alcoholic beverages from any person other than a wholesaler licensed under this chapter. No wholesaler shall sell any alcoholic beverage to anyone other than a retailer licensed under this chapter; provided, however, that this section shall not prohibit the purchase by one retailer of another retailer's entire stock in a bona fide purchase of an ongoing business.
- (b) The code enforcement officer or his designee may request, from time to time, information concerning purchases and sales of alcoholic beverages from retailers and wholesalers.

Sec. 6-23. - Retail consumption dealers to store inventory only on premises.

No retail consumption dealer licensed under this chapter shall keep any alcoholic beverages at any place except the licensed place of business. No retail consumption dealer shall be permitted to enter into any type of arrangement whereby alcoholic beverages owned by a licensee are stored by a licensed wholesaler.

Sec. 6-24. - Bring your own bottle (brown bagging) prohibited.

Except where allowed in this chapter in regard to corkage services in section 6-109 and special event facilities in article VII, no person shall bring his or her own alcoholic beverage, into any establishment either licensed or unlicensed to serve alcoholic beverages.

Sec. 6-25. - Addition to contents of alcoholic beverages prohibited.

No one shall add to or permit the adding to any alcoholic beverage or refill any alcoholic beverage manufacturer's container in any manner.

Sec. 6-26. - Poured alcohol to be transported by employees.

Poured alcoholic beverages will be transported from point of dispensing to the customer by certified employees only.

Sec. 6-27. - Licensees to maintain a copy of this chapter; employees to be familiar with terms; licensee responsible for violations.

Each licensee licensed under this chapter shall keep a copy of this chapter in the licensed premises and shall instruct any person working there with respect to the terms, conditions and requirements of this chapter; and each licensee, the licensee's agents and employees selling alcoholic beverages shall at all times be familiar with the terms of this chapter.

Sec. 6-28. - Employment of underage persons prohibited; exceptions.

- (a) No person shall allow or require a person in his employment under eighteen (18) years of age to dispense, serve, sell, or take orders for any alcoholic beverage.
- (b) The provisions of this section shall not prohibit persons under eighteen (18) years of age who are employed in supermarkets or convenient stores from selling or handling alcoholic beverages which are sold for consumption off the premises.

Sec. 6-29. - Failure to require and properly check identification.

It shall be a violation of this chapter not to require and properly check identification to ensure an underage person is not sold,

served, or permitted to have in his possession, alcoholic beverages while in a licensed establishment. The term "identification" in this section shall mean any document issued by a governmental agency containing a description of the person, such person's photograph, and giving such person's date of birth and shall include, without being limited to, a passport, military ID card, driver's license or state department of public safety ID card.

Sec. 6-30. - Prohibited Actions of Licensees; Penalties.

- (a) No licensee or employee of a licensee under this chapter, shall do any of the following upon the licensed premises:
 - (1) Sell or offer to sell any distilled spirits, wines, malt beverages, or any other alcoholic beverage to any person under the age of twenty-one (21) years.
 - (2) Sell or offer to sell any alcoholic beverages to any person who is noticeably intoxicated whose intemperate habits are known to the licensee or his employees.
 - (3) Sell alcoholic beverages upon the licensed premises or permit alcoholic beverages to be consumed thereon, on any day or at any time when the sale or consumption is prohibited by law.
- (b) No person who holds a license to sell alcoholic beverages by the drink shall allow any minors to be in, frequent or loiter about the licensed premises of the establishment unless such minors are accompanied by a parent, legal guardian, or custodian; provided, however, that such minors shall be permitted in eating establishments, indoor commercial recreational

establishments, or private clubs as defined in this chapter without being accompanied by a parent, legal guardian, or custodian and provided further that this section shall not apply to minors who are employees under this chapter.

- (c) Any licensed establishment where two (2) or more violations of this section, or O.C.G.A. § 3-3-23 have occurred within any 24-month period shall be punished as follows:
 - (1) For the second violation within any 24-month period, suspension of said license(s) for a period not to exceed ninety (90) days.
 - (2) For the third and any subsequent violation within any 24-month period, suspension of license(s) for a period not to exceed one (1) year.

State Law reference— Furnishing to, purchase of, or possession by persons under twenty-one (21) years of age of alcoholic beverages; use of false identification; proper identification for sale of alcoholic beverages; dispensing, serving, etc., of alcoholic beverages by persons under twenty-one (21) years of age in the course of employment; seller's duty to request proper identification, O.C.G.A. § 3-3-23.

Sec. 6-31. - Purchase or possession of alcoholic beverages by underage persons.

Except as otherwise authorized by law:

- (a) No person under twenty-one (21) years of age shall purchase, attempt to purchase, or knowingly possess any alcoholic beverage;
- (b) No person under twenty-one (21) years of age shall misrepresent such

person's age in any manner whatsoever for the purpose of obtaining illegally any alcoholic beverage;

- (c) No person knowingly or intentionally shall act as an agent to purchase or acquire any alcoholic beverage for or on behalf of a person under twenty-one (21) years of age; and,
- (d) No person under twenty-one (21) years of age shall misrepresent his identity or use any false identification for the purpose of purchasing or obtaining any alcoholic beverage.

State Law reference— Similar provisions, O.C.G.A. § 3-3-23.

Sec. 6-32. - Regulations as to employees and managers.

The following regulations shall apply to all establishments holding a license for consumption of alcoholic beverages on the premises:

- (a) Any licensee for consumption on the premises shall require all persons employed as managers, servers, bartenders, doorpersons, or any other employee, agent or subcontractor with the responsibility for handling, serving, mixing or dispensing alcoholic beverages to obtain a server certification with proper training from a third party vendor approved by the City no later than three (3) days after commencement of his or her employment. The licensee or the employee of the licensee shall pay a fee as provided for by the third party vendor for such server certification.

- (b) The City may select one or more designated third party vendors approved for the issuance of server certifications. A list of designated vendors shall be kept by and made available to licensees by the code enforcement officer.
- (c) Any person who has been convicted of a violation of any law, ordinance or regulation governing the sale of alcoholic beverages, a violent crime or possession of illegal drugs in the three (3) years immediately preceding the date of the certification shall not be eligible to receive a server certification.
- (d) Only those persons maintaining a valid server certification required herein shall be permitted by a licensee to dispense, pour, mix or otherwise handle any alcoholic beverage on behalf of said licensee. Licensees found to be in violation of this section shall be subject to penalties as set forth in section 6-2.
- (e) All licensees shall maintain on the licensed premises a written log of all employees, a copy of a government issued photo identification of each employee and proof of the server certification required for each employee. Upon the request of a City of Monroe police officer, the city marshal or code enforcement officer, the licensee or manager on duty must present a manifest indicating employees on duty required to hold such certification. Such records and manifests may also be kept by a third party vendor who shall provide access to the server certifications to the City upon request.
- (f) All persons required to maintain server certification under this section shall keep proof of the same

on their person at all times while working in any licensed establishment and shall display the same upon the request of any police officer or code enforcement official of the City.

- (g) Any person required to maintain server certification under this section who is cited for a violation of this chapter or any state law governing dispensing of alcohol and who either enters a plea of guilty or nolo contendere or is convicted of such violation shall no longer be eligible for server certification for a period of three (3) years from the date of said plea or conviction.

Sec. 6-33. - Open area and patio sales.

- (a) Alcoholic beverage sales can be made by a licensed on-premises consumption establishment in a patio/open area type environment if the establishment has been approved to do so by the code enforcement officer.
- (b) The patio/open area shall be enclosed by some structure or stanchions providing for public ingress/egress only through the main licensed premises. The purpose of this requirement is to prevent a customer from leaving the outside sales area with an open drink without the licensee's knowledge.
- (c) The height of such structure shall be a minimum of three (3) feet above ground level. It does not have to be solid nor does it have to restrict visibility into or out of the patio/open sales area. It must be permitted and approved by the code enforcement officer or his designee.
- (d) The only exit from this type area is to be through the licensed establishment's main premises and through an approved

fire exit, not for general public use unless an emergency exists.

- (e) If a licensee desires a patio/open sales area inside an existing structure, plans will be reviewed and approved on an individual basis by the code enforcement officer. Interior type patio/open sales areas must also meet the requirements of the City's development and fire codes.
- (f) Nothing contained in this section shall prohibit a hotel or motel with an on the premises consumption license from making sales and allowing consumption of alcoholic beverages in ballrooms, meeting rooms, reception rooms, or patio areas of such hotel or motel, provided such functions are catered in connection with a meeting, conference, convention or similar type gathering at such hotel or motel. "Patio areas," as that term is used in this subsection, do not have to conform to the standards in this section.

Sec. 6-34. - No consumption outside premises.

- (a) Except as otherwise permitted in this chapter, it is prohibited for customers to leave a licensed premises with open alcoholic beverages, and it is the licensee's responsibility to ensure that no open beverages are sold and carried out. However, nothing in this section shall be construed to prohibit the carrying out of alcoholic beverages for consumption at a publicly owned or privately owned golf course.
- (b) Except as otherwise permitted in this chapter, it is prohibited for customers to gather outside an alcoholic beverage establishment and consume alcoholic beverages.
- (c) Except as otherwise permitted in this chapter, it is prohibited for the manager

or any employee to allow persons to gather outside an alcoholic beverage establishment and consume alcoholic beverages.

- (d) Notwithstanding any other contrary provision of law, any eating establishment which is licensed to sell alcoholic beverages for consumption on the premises may permit a patron to remove one unsealed bottle of wine per patron for consumption off premises, if the patron has purchased a meal and consumed a portion of the bottle of wine which has been purchased on the premises with such meal. A partially consumed bottle of wine that is to be removed from the premises must be securely resealed by the licensee or its employees before removal from the premises. The partially consumed bottle of wine shall be placed in a bag or other container that is secured in such a manner that it is visibly apparent if the container has been subsequently opened or tampered with, and a dated receipt for the bottle of wine and meal shall be provided by the licensee and attached to the container. If transported in a motor vehicle, the container with the resealed bottle of wine shall be placed in a locked glove compartment, a locked trunk, or the area behind the last upright seat of a motor vehicle that is not equipped with a trunk.

Sec. 6-35. - Specifications of premises.

No alcoholic beverage license shall be issued to any person unless the building in which the business will be located is complete and detailed plans of the building and outside premises are attached to the application, or unless proposed plans and specifications and a building permit of a proposed building to be built are attached to the application. The completed building or the proposed building shall comply with

ordinances of the City, regulations of the state revenue commissioner and the State. The proposed building shall also be subject to final inspection and approval when completed by the code enforcement officer and the fire department. Each building in which the business will be located shall contain sufficient lighting so that the building itself and the premises on all sides of the building are readily visible at all times from the front of the street on which the building is located so as to reveal all of the outside premises of such building. Each applicant for an alcoholic beverage license shall attach to the application evidence of ownership of the building or proposed building, or a copy of the lease if the applicant is leasing the building. All premises for which an alcoholic beverage license shall be issued shall afford therein adequate sanitary and accessible toilet facilities available for use by the public and shall be adequately illuminated so that all hallways, passage ways and open areas may be clearly seen by the customers therein.

Sec. 6-36. - Monroe Historic Downtown Entertainment District.

- (a) The provisions of this section are intended to set forth certain exceptions and provisions applicable only to licensees whose establishments are located within the Monroe Historic Downtown Entertainment District (as hereinafter defined) holding licenses to sell alcoholic beverages for consumption on the premises. Except as specifically set forth in this section to the contrary, all such licensees remain subject to all other provisions of this chapter.
- (b) As used in this chapter, the term “Monroe Historic Downtown Entertainment District” shall be defined as: All that area of public space, streets, sidewalks, open areas, and all parcels and tracts of real property in the area of the City bound as follows: on the North

by Bold Springs Avenue, on the South by Davis Street, on the East by Madison Avenue, and on the West by Wayne Street, including all parcels and tracts of real property that have road frontage on Wayne Street. The code enforcement officer shall maintain an official map of the Monroe Historic Downtown Entertainment District in his office at all times.

- (c) Outside consumption of alcoholic beverages by the drink shall be permitted within the Monroe Historic Downtown Entertainment District under the following conditions:
 - (1) Any licensee who desires to sell alcoholic beverages for outside consumption within the Monroe Historic Downtown Entertainment District must possess an alcoholic beverage license for on premises consumption in good standing with the City of Monroe and the State of Georgia.
 - (2) Any establishment licensed to sell alcoholic beverages by the drink for consumption on the premises is authorized to dispense alcoholic beverages in a clear plastic cup with the City’s approved logo and name imprinted thereon for consumption outside of the premises. Dispensing beer and/or wine in a can, bottle, or glass container for consumption outside in the designated area(s) is prohibited. Said clear plastic cups shall be purchased from the code enforcement officer or his designee at prices established by the city administrator.
 - (3) No establishment shall dispense to any person more than one (1) drink at a time for consumption outside of the premises within the Monroe

Historic Downtown Entertainment District.

- (4) No container in which an alcoholic beverage is dispensed for consumption in the designated area(s) shall exceed twenty (20) fluid ounces in size.
 - (5) No alcoholic beverages shall be sold and/or consumed outside and within the Monroe Historic Downtown Entertainment District except within the authorized hours of sale of the establishment where purchased.
 - (6) Food must be served during any period of time that alcoholic beverages are served. A licensed establishment shall always maintain the correct ratio of food to alcoholic beverage sales.
- (d) Outside consumption of alcoholic beverages by the drink by residents living in the Monroe Historic Downtown Entertainment District shall be permitted within the Monroe Historic Downtown Entertainment District under the following conditions:
- (1) Residents living in the Monroe Historic Downtown Entertainment District shall be permitted to purchase clear plastic cups with the City's approved logo and name imprinted thereon for personal use and outside consumption of alcoholic beverages within the Monroe Historic Downtown Entertainment District.
 - (2) Said clear plastic cups shall be purchased at prices established by the city administrator.
 - (3) No resident shall be in possession of more than one (1) drink contained in an approved clear plastic cup at any given time while partaking in outside

consumption in the Monroe Historic Downtown Entertainment District.

- (4) No resident shall be in possession of a drink contained in an approved clear plastic cup outside of the authorized hours of sale under this chapter within the Monroe Historic Downtown Entertainment District.
- (5) All other rules of general applicability of this Section shall apply to residents of the Monroe Historic Downtown Entertainment District using clear plastic cups for personal use.
- (e) The following additional regulations shall apply to the Monroe Historic Downtown Entertainment District:
 - (1) The possession of any open can, bottle, or glass container of alcoholic beverages for outside consumption within the Monroe Historic Downtown Entertainment District is prohibited.
 - (2) The possession of any container of alcoholic beverages for outside consumption within the Monroe Historic Downtown Entertainment District exceeding twenty (20) ounces is prohibited.
- (f) Nothing in this section shall relieve licensees from complying with all other provisions of this chapter and state law.

Sec. 6-37. - Eligibility for issuance of a temporary special event license.

- (a) A temporary license may be issued to any person, firm or corporation, for a period not to exceed three (3) days for any one (1) event for an approved special event. The person, firm or corporation must make application and pay the fee that may be required by this chapter and

shall be required to comply with all the general ordinances and regulations for an on-premises consumption establishment with the exception of the full-service kitchen requirement. Said temporary licenses may be applied for and issued to any one (1) person, firm or corporation up to ten (10) times per calendar year. The applicant seeking a temporary license must also obtain a state-issued temporary special event permit.

- (b) The special event must meet the following criterion prior to the issuance of a license to sell alcoholic beverages:
 - (1) The special event must receive approval from the city police department on crowd control and security measures.
 - (2) The special event must receive approval from the city department of transportation, traffic operations section, on traffic control measures.
 - (3) The location at which the special event is to take place must be properly zoned and approved by the code enforcement officer.
 - (4) The premises at which the special event is to take place must be approved by the code enforcement officer.
- (c) At least one (1) employee or volunteer of the special event licensee, working the special event in any position dispensing, selling, serving, taking orders or mixing alcoholic beverages shall be required to obtain a sever certification pursuant to section 6-32 for the special event.
- (d) The code enforcement officer or the chief of police or his designee may immediately revoke any temporary license for a special event if it is determined continued alcohol sales may

endanger the health, welfare or safety of the public.

- (e) As a condition on the issuance of a temporary special event license, the licensee shall indemnify and hold the City harmless from any and all claims, demands or causes of action which may arise from activities associated with the special event.

Sec. 6-38. - Solicitation prohibited.

No retail consumption dealers licensed under this chapter shall require, permit, suffer, encourage, or induce any employee or person to solicit in the licensed premises for himself, or for any person other than the patron and guest of the patron, the purchase by the patron of any drink, whether alcoholic beverage or nonalcoholic beverage or money with which to purchase the beverage; nor shall any licensee pay a commission or any other compensation to any person frequenting his establishment or to his agent or manager to solicit for himself or for others, the purchase by the patron of any drink, whether alcoholic beverage or nonalcoholic beverage or money with which to purchase the beverage.

Sec. 6-39. - Inspection of licensed establishments by the police department.

Sworn officers of the police department and the code enforcement officer or his designee shall have the authority to inspect establishments licensed under this chapter during the hours in which the premises are open for business. These inspections shall be made for the purpose of verifying compliance with the requirements of this chapter and state law. This section is not intended to limit the authority of the code enforcement officer or any other city officer to conduct inspections authorized by other provisions of this code.

Sec. 6-40. - Establishment can be closed in cases of emergency.

The mayor, code enforcement officer or the chief of police, or their designee, may immediately close an establishment licensed under this chapter in case of emergency, for the safety of the public or to investigate a crime, for a period of time not to exceed twenty-four (24) hours.

Sec. 6-41. - Types of entertainment, attire and conduct prohibited.

(a) *Preamble and purpose.*

- (1) Based upon the experiences of other counties and municipalities, including, but not limited to, Atlanta and Fulton County, Georgia; DeKalb County, Georgia; Gwinnett County, Georgia; Austin, Texas; Seattle and Renton, Washington; New York, New York; Los Angeles, California; and Ft. Lauderdale and Palm Beach, Florida, which experiences the city council believes are relevant to the problems faced by the City and based upon the evidence and testimony of the citizens and experts who have appeared before such bodies, the city council takes note of the notorious and self-evident conditions attendant to the commercial exploitation of human sexuality, which do not vary greatly among generally comparable communities within our country.
- (2) Moreover, it is the finding of the city council that public nudity and semi-nudity, under certain circumstances, particularly circumstances relating to the sale and consumption of alcoholic beverages in so-called "nude bars" or establishments offering so-called

"nude entertainment" or "erotic entertainment" begets criminal behavior and tends to create undesirable community conditions. Among the acts of criminal behavior identified with nudity and alcohol are disorderly conduct, prostitution, and drug trafficking and use. Among the undesirable community conditions identified with nudity and alcohol are depression of property values in the surrounding neighborhoods, increased expenditure for and allocation of law enforcement personnel to preserve law and order, increased burden on the judicial system as a consequence of the criminal behavior hereinabove described, and acceleration of community blight by the concentration of such establishments in particular areas. Therefore, the limitation of nude or semi-nude conduct in establishments licensed to sell alcohol for consumption on the premises is in the public welfare and is a matter of governmental interest and concern to prevent the occurrence of criminal behavior and undesirable community conditions normally associated with establishments which serve alcohol and also allow and/or encourage nudity or semi-nudity.

(b) *Prohibited activities.* Any establishment licensed under the provisions of this chapter is prohibited from permitting or engaging in the following activities:

- (1) The employment or use of any person, in any capacity, in the sale or service of alcoholic beverages while such person is unclothed or in such attire, costume or clothing as to expose to view any portion of the

female breast below the top of the areola or any portion of the pubic hair, anus, cleft of the buttocks, vulva or genitals;

- (2) Live entertainment which provides or features nude or semi-nude or erotic dancing, or the performance of obscene acts which simulate:
 - a. Sexual intercourse, masturbation, sodomy, bestiality, oral copulation, flagellation or any sexual acts which are prohibited by law;
 - b. The touching, caressing or fondling of the breast, buttock, anus or genitals; or
 - c. The displaying of the pubic hair, anus, vulva or genitals;
 - (3) The showing of any film, still pictures, electronic reproduction or other visual reproductions depicting any of the acts described in subsection (b)(2) of this section, which are obscene under state law; or
 - (4) The holding, promotion or allowance of any contest, promotion, special night or any other activity where patrons of the licensed establishment are encouraged or allowed to engage in any of the above-prohibited conduct.
- (c) *Mainstream activity excluded.* Notwithstanding the prohibitions in subsection (b) of this section, nothing in this chapter shall or is intended to apply to theatrical or motion picture performance houses, museums, or the like where the consumption or service of alcohol is not a primary purpose or mainstream activity of such establishment.

Secs. 6-42—6-80. - Reserved.

ARTICLE II. - RETAIL SALES OF DISTILLED SPIRITS FOR CONSUMPTION ON THE PREMISES

State Law reference— Retail sales of distilled spirits by the drink, O.C.G.A. § 3-4-90 *et. seq.*

Sec. 6-81. - Locations where permitted.

No distilled spirits may be sold by the drink for consumption on the premises where sold except:

- (1) In eating establishments regularly serving prepared food, with a full service kitchen. A full service kitchen will consist of a three-compartment pot sink, a stove or grill permanently installed, and a refrigerator, all of which must be approved by the health and fire departments. Such eating establishment will regularly serve food every hour they are open and derive at least as much gross receipts annually from the sale of prepared meals or food as it derives from the sale of distilled spirits.
- (2) In indoor commercial recreation establishments.
- (3) In an indoor publicly owned civic and cultural center deriving at least seventy percent (70%) of its total annual gross sales from operational activities other than alcohol sales.
- (4) At a publicly or privately owned golf course.
- (5) In public stadiums, coliseums or auditoriums.

- (6) Otherwise as permitted in this chapter (*i.e.* private clubs, hotel-motel in room service, etc.).

Sec. 6-82. - Investigative and administrative costs.

Each application for a license under this article shall be accompanied by a certified check for the full amount of the license fee, together with a separate certified check or cash in the amount of \$250.00 to defray investigative and administrative costs. If the applicant is denied a license, the deposit representing the license fee shall be refunded; but the \$250.00 cost paid for investigation and administrative costs shall be retained. However, any person applying for more than one (1) license shall pay only one (1) fee to defray investigative and administrative expenses, which fee shall be the largest of the investigative and administrative fees authorized under this chapter. Any applicant for a license under this article who has in existence at the time of making the new application an existing license under this article shall pay no investigative and administrative costs.

Sec. 6-83. - Advertising in official gazette of county.

A notice of each application to sell distilled spirits by consumption shall be advertised in the official gazette of the county, once a week for two (2) weeks immediately preceding consideration of the application.

Sec. 6-84. - Hours and days of sale.

- (a) Distilled spirits shall not be sold for consumption on the premises except between the hours of 9:00 a.m. until 1:55 a.m. Monday through Saturday.
- (b) Distilled spirits shall not be sold for consumption at any time in violation of

state law or any local ordinance or regulation or of any special order of the mayor and city council.

- (c) The sale of distilled spirits for consumption on the premises is permitted on Sundays from 12:30 p.m. until 12:00 midnight in the following establishments provided a Sunday sales license has been obtained:

- (1) Any licensed establishment which derives at least fifty percent (50%) of its total annual gross sales from the sale of prepared meals or food in all of the combined retail outlets of the individual establishment where food is served;
- (2) Any licensed establishment which derives at least fifty percent (50%) of its total annual gross income from the rental of rooms for overnight lodging;
- (3) Any publicly owned civic and cultural center deriving at least seventy percent (70%) of its total annual gross sales operational activities other than alcohol sales; or
- (4) A public stadium, coliseum or auditorium.
- (5) A publicly or privately owned golf course.
- (6) Otherwise as specifically permitted in this chapter.

- (d) Distilled spirits may be sold for consumption on the premises from 12:00 midnight to 1:55 a.m. on any Monday which is New Year's Day, January 1, of any year.

Secs. 6-85—6-105. - Reserved.

**ARTICLE III. - RETAIL SALES OF
MALT BEVERAGES AND WINE FOR
CONSUMPTION ON THE PREMISES**

**Sec. 6-106. - Type of retail establishment
where permitted.**

No beer or wine shall be sold for consumption on the premises where sold except:

- (1) In eating establishments having a full service kitchen (a full service kitchen will consist of a three-compartment sink, a stove or grill permanently installed, and a refrigerator, all of which must be approved by the health and fire departments), prepared to serve food every hour they are open.
- (2) In indoor commercial recreation establishments.
- (3) In an indoor publicly owned civic and cultural center deriving at least seventy percent (70%) of its total annual gross sales from operational activities other than alcohol sales.
- (4) At a publicly or privately owned golf course.
- (5) At a public stadium, coliseum or auditorium.
- (6) At a business establishment holding an Amenities License pursuant to section 6-111.
- (7) At a business establishment holding an on premises consumption license subject to and in compliance with the Volume/Sales Ratio requirement of the Monroe Historic Downtown Entertainment District as outlined in section 6-112.

- (8) Otherwise as permitted in this chapter (i.e. private clubs, hotel-motel in room service, etc.)

**Sec. 6-107. - Investigative and
Administrative costs.**

Each application for a license under this article shall be accompanied by a certified check for the full amount of the license fee, together with a separate certified check or cash in the amount of \$250.00 to defray investigative and administrative costs. If the application is denied and the license refused, or if the applicant withdraws his application prior to its being issued, the license fee shall be refunded; but the \$250.00 costs paid for investigation and administration shall be retained. Any person applying for more than one (1) license shall pay only one (1) fee to defray investigative and administrative expenses, which fee shall be the largest of the investigative and administrative fees authorized under this chapter. Any applicant for a license under this article who has in existence at the time of making the new application an existing license under this article shall pay no investigative and administrative costs.

Sec. 6-108. - Hours and days of sale.

- (a) Beer or wine shall not be sold for consumption on the premises except between the hours of 9:00 a.m. and 1:55 a.m. Monday through Saturday.
- (b) No beer or wine shall be sold for consumption at any time in violation of state law or any local ordinance or regulation or of any special order of the mayor and city council.
- (c) The sale of beer or wine on the premises is permitted on Sundays from 12:30 p.m. until 12:00 midnight in the following establishments provided a Sunday sales license has been obtained:

- (1) Any licensed establishment which derives at least fifty percent (50%) of its total annual gross sales from the sale of prepared meals or food in all of the combined retail outlets of the individual establishment where food is served;
 - (2) Any licensed establishment which derives at least fifty percent (50%) of its total annual gross income from the rental of rooms for overnight lodging;
 - (3) Any publicly owned civic and cultural center deriving at least seventy percent (70%) of its total annual gross sales from operational activities other than alcohol sales; or
 - (4) A public stadium, coliseum or auditorium.
 - (5) A publicly or privately owned golf course.
 - (6) Otherwise as permitted in this chapter.
- (d) Beer and/or wine may be sold for consumption on the premises from 12:00 midnight to 1:55 a.m. on any Monday which is New Year's Day, January 1, of any year.

Sec. 6-109. - Corkage services.

- (a) An eating establishment that possesses a valid license for the retail sale of beer or wine for consumption on premises may permit patrons to bring, possess and consume bottles of wine that are owned by the patron and brought unopened onto the premises under the following conditions:
 - (1) No more than Seven Hundred Fifty (750) milliliters of wine, per patron over the age of twenty-one (21), per meal, shall be permitted to be uncorked.

- (2) Only patrons seated at tables or booths shall be permitted to consume wine that has been provided by the patron.
 - (3) Patron provided wine may only be consumed by individuals who order and are served a meal by the licensee.
 - (4) Every bottle of wine brought onto the premises by a patron must be opened by the licensee's personnel.
 - (5) A patron may remove a partially consumed uncorked bottle of wine from the premises only if the requirements set forth in section 6-33(d) are met.
- (b) Eating establishments may at their discretion charge corkage fees for such services.

Sec. 6-110. - Sales Volume Ratio for Select Businesses

- (a) Any business required to pay a business occupation tax that does not otherwise meet the criteria of section 6-106(a) and is located in the Monroe Historic Downtown Entertainment District, may obtain an on premises consumption license for malt beverages and wine subject to the following conditions:
 - 1. The sale of alcoholic beverages shall be clearly incidental to the primary business conducted on the premises.
 - 2. On Premises consumption licensees shall maintain at least sixty percent (60%) of their business volume from the sale of other merchandise or services, not including alcoholic beverages.
 - 3. No alcoholic beverages shall be served on Sunday.

- (b) To qualify for such license, a retail business establishment must be open to the public for business a minimum of thirty-two (32) hours per week.

Sec. 6-111. - Amenity License

(a) A non-eating establishment that offers beer or wine as an act of hospitality, where it is clearly a secondary function of the business, shall be eligible to apply for a beer or wine amenity permit. Eating establishments shall not be eligible for a beer or wine amenity permit.

(b) An amenity permit shall allow the permit holder to offer beer or wine as an act of hospitality and shall not be part of the core operations of such establishments.

(c) The initial amenity permit application shall include a background check. A \$200.00 administrative fee shall be charged to cover this administrative process.

Secs. 6-112—6-135. - Reserved.

ARTICLE IV. - RESERVED

Secs. 6-136 – 6-300. – Reserved.

ARTICLE V. - RETAIL PACKAGE SALES OF MALT BEVERAGES AND WINE

State Law reference— License requirements, O.C.G.A. §§ 3-5-42, 3-6-40.

Sec. 6-301. - Type of retail establishment where permitted.

No beer or wine shall be sold at retail except in establishments maintaining at least fifty percent (50%) of the floor space and storage area in a manner which is devoted

principally to the retail sale of products that are not alcoholic beverages and located in zoning districts in which these establishments are permitted as a conforming use or in districts where an existing establishment exists as a nonconforming use.

Sec. 6-302. - Hours and days of sale.

(a) Retail package licensees shall not engage in the sale of beer or wine except between the hours of 7:00 a.m. and 12:00 midnight Monday through Saturday and 12:30 p.m. and 11:30 p.m. on Sunday.

(b) Retail package beer or wine shall not be sold at any time in violation of any state law or local ordinance or regulations or of any special order of the mayor and city council.

Sec. 6-303. - Use of tags or labels to indicate prices.

Retailers shall indicate plainly by tags or labels on the bottles or containers or on the shelf immediately below where the containers are placed the prices of all beer and wine exposed or offered for sale.

Sec. 6-304. - Quantity sale requirements.

Single cans or bottles or other properly packaged containers of alcoholic beverages may be sold.

Sec. 6-305. - Investigative and Administrative costs.

Each application for a license under this article shall be accompanied by a certified check for the full amount of the license fee, together with a separate certified check or cash in the amount of \$250.00 to defray investigative and administrative costs. If the application is denied and the license refused, or if the applicant withdraws his application prior to its being issued, the license fee shall be refunded; but the \$250.00 cost paid for

investigation and administration shall be retained. However, any person applying for more than one (1) license shall pay only one (1) fee to defray investigative and administrative expenses, which fee shall be the largest of the investigative and administrative fees authorized under this chapter. As to any applicant for a license under this article who has in existence at the time of making the new application an existing license under this article, there shall be no investigative and administrative fee.

Sec. 6-306. - Growler sales.

Licenses holding a retail beer and wine package license pursuant to this article may fill growlers with malt beverages or wine at the licensed location subject to the following requirements:

- (1) At least seventy percent (70%) of the licensee's total gross alcohol sales are from packaged sale of malt beverages or wine and the licensee's premises have a minimum of four hundred (400) square feet of floor space dedicated to the display of packaged malt beverages or wine offered for sale.
- (2) A growler shall not exceed sixty-four (64) ounces. Growlers may only be filled from kegs or barrels procured by the licensee from a duly licensed wholesaler.
- (3) Only professionally sanitized and sealed growlers may be filled and made available for retail sale.
- (4) Each growler must be securely sealed and removed from the premises in its original sealed condition.
- (5) Samples of tap malt beverages or wine may be made available. No individual shall be allowed to sample more than a total of twenty-

four (24) ounces which shall be comprised of at least four (4) different varieties of malt beverages or wine.

- (6) A licensee may charge a fee for samples of tap malt beverages or wine.

Secs. 6-307-330. - Reserved.

ARTICLE VI. - PRIVATE CLUBS

State Law reference— Sale of distilled spirits by private clubs, O.C.G.A. § 3-7-1 *et. seq.*

Sec. 6-331. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Fixed salary means the amount of compensation paid any member, officer, agent, or employee of a bona fide private club as may be fixed for him by its members at a prior annual meeting or by the governing body out of the general revenue of the club and shall not include a commission on any profits from the sale of alcoholic beverages. For the purpose of this definition, tips or gratuities which are added to the bills under club regulation shall not be considered as profits from the sale of alcoholic beverages.

Private club means any nonprofit association organized under the laws of this state which:

- (1) Has been in existence at least one (1) year prior to the filing of its application for a license to be issued pursuant to this article;
- (2) Has at least seventy-five (75) regular dues-paying members;

- (3) Owns, hires or leases a building or space within a building for the reasonable use of its members with:
 - a. Suitable kitchen and dining room space and equipment;
 - b. A sufficient number of employees for cooking, preparing and serving meals for its members and guests; and
- (4) Has no member, officer, agent or employee directly or indirectly receiving, in the form of salary or other compensation, any profits from the sale of alcoholic beverages beyond a fixed salary.

Sports club means an association or corporation organized and existing under the laws of the state, organized and operated primarily to provide a location for the patrons thereof to engage in sporting events. To qualify for an alcoholic beverage consumption on-premise license, a sports club must have been actively in operation within the city at least two (2) years prior to an application for license under this chapter; provided, however, the two-year operational requirement shall not apply to golf club associations or golf club corporations where the selling or the serving of alcoholic beverages is to take place on the golf course premises. A sports club organized or operated primarily for serving of alcoholic beverages shall not qualify for licensing under this article, and accordingly shall not be permitted to serve alcoholic beverages at any time. Unless otherwise indicated, a sports club licensee shall comply with all other requirements imposed upon retail consumption dealers.

Sec. 6-332. - Regulation of sale of alcoholic beverages.

Private clubs or sports clubs may sell and dispense alcoholic beverages upon

compliance with all applicable ordinances and regulations of the City governing the sale of such beverages and upon payment of such license fees and taxes as may be required by this chapter.

Sec. 6-333. - Certain organizations exempt from food establishment requirements.

Veterans' organizations, fraternal organizations, and other nonprofit organizations currently having tax exempt status under either the United States Internal Revenue Code or the state income tax law shall not be required to operate a food establishment serving prepared food. However, any such organization selling or dispensing alcoholic beverages shall be subject to all ordinance regulations dealing with general licensing and on-premise consumption establishments under this chapter.

Sec. 6-334. - Investigative and administrative costs.

Each application for a license under this article shall be accompanied by a certified check for the full amount of the license fee, together with a separate certified check or cash in the amount of \$250.00 to defray investigative and administrative costs. If the application is denied and the license refused, the deposit representing the license fee shall be refunded; but the \$250.00 cost paid for investigation and administration shall be retained. However, any person applying for more than one (1) license shall pay only one (1) fee to defray investigative and administrative expenses, which fee shall be the largest of the investigative and administrative fees authorized under this chapter. Any applicant for a license under this article who has in existence at the time of making the new application an existing license under this article shall pay no investigative and administrative costs.

Sec. 6-335. - Hours and days of sale.

- (a) No alcoholic beverages shall be sold for consumption on the premises of private clubs except between the hours of 9:00 a.m. and 1:55 a.m. Monday through Saturday.
- (b) Alcoholic beverages shall not be sold for consumption at any time in violation of any state law or local ordinance or regulation or of any special order of the mayor and city council.
- (c) The sale of alcoholic beverages for consumption on the premises is permitted on Sundays from 12:30 p.m. until 12:00 midnight in a private club or sports club provided a Sunday sales license has been obtained.
- (d) Alcoholic beverages may be sold for consumption on the premises from 12:00 midnight to 1:55 a.m. on any Monday which is New Year's Day, January 1, of any year.

Secs. 6-336—6-350. - Reserved.

ARTICLE VII. SPECIAL EVENT VENUES

Sec. 6-351. – Preamble and Purpose.

The City recognizes the valuable economic impact of special events facilities being located throughout the city's downtown and historic districts. The distribution and consumption of alcoholic beverages at special events facilities is attendant with the normal and customary types of events held at such facilities, i.e., weddings, meetings, banquets, catered events, parties or similar gatherings. To encourage such economic impact of these facilities while ensuring the safety, health and

general welfare of the public, special events facilities must obtain a license to sell alcoholic beverages at said facilities and must also register with the City annually for operating a special events facility.

Sec. 6-352. – Sale without a license prohibited.

Any special events facility that wishes to sell alcoholic beverages for consumption on premises shall be required to first obtain an appropriate state license as well as a City license pursuant to articles II and III of this chapter and comply with all other rules and regulations contained herein. Any sale of alcoholic beverages without said licensure is strictly prohibited.

Sec. 6-353. – Registration required.

Any special events facility that does not sell alcoholic beverages for consumption on premises but that allows alcoholic beverages to be consumed at said facility by private guests attending a private event must first register with the City on forms prepared by the code enforcement officer and pay an annual registration fee of \$300.00 per facility. Said registration fee shall be paid upon initial registration and annually by February 1 of each calendar year.

Sec. 6-354. – Investigative and administrative costs.

Each application seeking a license to sell alcoholic beverages or seeking registration of a special events facility as required herein shall be accompanied by a certified check for the full amount of the license or registration fee, together with a separate certified check or cash in the amount of \$250.00 to defray investigative and administrative costs. If the application is denied and the license refused, the deposit

representing the license fee shall be refunded; but the \$250.00 cost paid for investigation and administration shall be retained. However, any person applying for more than one (1) license shall pay only one (1) fee to defray investigative and administrative expenses, which fee shall be the largest of the investigative and administrative fees authorized under this chapter. Any applicant for a license or registration under this article who has in existence at the time of making the new application an existing license or active registration under this article shall pay no investigative and administrative costs.

Sec. 6-355. – Alcoholic beverages must be purchased from retailer.

Any alcoholic beverage consumed at a special events facility by private guests attending a private event must be purchased from a package retailer authorized to sell said beverages for off premise consumption.

Sec. 6-356. – Licensed Alcoholic Beverage Caterer Pouring.

A licensed alcoholic beverage caterer, licensed by the state pursuant to O.C.G.A. § 3-11-1, *et seq.* may distribute and sell alcoholic beverages at a special events facility in the City so long as the licensed alcoholic beverage caterer complies with all requirements of O.C.G.A. § 3-11-1, *et seq.* and the special events facility has first registered with the City pursuant to section 6-353 hereinabove.

Sec. 6-357. – Facility must be approved.

A special events facility must first be approved by the code enforcement officer and the City fire department prior to conducting operations as a special events facility.

Sec. 6-358. – Timing of Sales or Consumption.

All sales of alcoholic beverages or consumption of alcoholic beverages at special events facilities shall comply in all respects to the time restrictions found in sections 6-84 and 6-108 herein.

Secs. 6-359—6-400. - Reserved.

ARTICLE VIII. - HOTEL-MOTEL IN-ROOM SERVICE

State Law reference— In-room sales by hotels and motels, O.C.G.A. § 3-9-10 *et seq.*

Sec. 6-401. - License.

- (a) Any hotel as defined herein may provide in-room service of alcoholic beverages after obtaining a license for the same in accordance with the terms of this article.
- (b) The sale of alcoholic beverages by in-room service shall be subject to all restrictions and limitations imposed by this chapter, and shall be authorized only on such days and only during such hours as the sale of alcoholic beverages is otherwise authorized.

Sec. 6-402 – In-Room Service.

- (a) For purposes of this chapter, "in-room service" consists of:
 - (1) The delivery of alcoholic beverages in unbroken packages by an employee of the hotel to a registered guest's room when such alcoholic beverages have been ordered by the guest and when the guest shall be billed for the cost of such alcoholic

beverages at the time of delivery and when the sale of such alcoholic beverages is completed at the time of delivery or,

- (2) The provision of a cabinet, refrigerator, mini-bar or other facility located in a hotel's guest room which contains alcoholic beverages and which is accessible only to the guest and for which the sale of alcoholic beverages contained therein is final at the time requested except for a credit which may be given to the guest for any unused portion.
- (b) In order to be eligible for an in-room service license, a hotel must:
- (1) Be used and held out to the public as a place where sleeping accommodations are offered to guests for adequate pay, and meet other standards and conditions of a "hotel" as defined in this article; and;
 - (2) Contain four (4) or more separate and distinct rooms used for the sleeping accommodations of guests.
- (c) A hotel may consist of a single building or may consist of two (2) or more buildings located on the same premises and used in connection with the hotel operation.
- (d) A facility which is styled as a motel, motor lodge, inn, bed and breakfast or other similar appellation may be licensed as a hotel if it meets the requirements of this article.

Sec. 6-403. – Operation of Lounge, Restaurant or Supper Club.

A hotel may grant permission for the operation of a lounge, restaurant, or supper club on its premises; such an operation may be granted an on premises consumption

license pursuant to articles II or III herein if it meets the other applicable requirements of said articles and this chapter.

Sec. 6-404. - Investigative and administrative costs.

Each application for a license under this article shall be accompanied by a certified check for the full amount of the license fee, together with a separate certified check or cash in the amount of \$250.00 to defray investigative and administrative costs. If the application is denied and the license refused, the deposit representing the license fee shall be refunded; but the \$250.00 cost paid for investigation and administration shall be retained. However, any person applying for more than one (1) license shall pay only one (1) fee to defray investigative and administrative expenses, which fee shall be the largest of the investigative and administrative fees authorized under this chapter. Any applicant for a license under this article who has in existence at the time of making the new application an existing license under this article shall pay no investigative and administrative costs.

Sec. 6-405. – General Provisions.

All alcoholic beverages sold pursuant to this article shall be purchased from a licensed wholesale dealer and shall be subject to all taxes imposed under chapter 90 of this Code, including the excise tax on the retail sale by the drink of alcoholic beverages containing distilled spirits.

Secs. 6-406—6-420. - Reserved.

**ARTICLE IX. – BREWPUBS,
BREWRIES AND DISTILLERIES**

State Law reference— Limited exception, cocktail rooms; O.C.G.A. § 3-4-24.2; limited

exception, malt beverage taprooms, O.C.G.A. § 3-5-24.1.

Sec. 6-421. - License Required.

No person shall be permitted to operate a brewpub, brewery, micro-brewery, distillery or micro-distillery without first obtaining a license from the state and the City pursuant to this chapter.

Sec. 6-422. - Investigative and Administrative Costs.

Each application for a license under this article shall be accompanied by a certified check for the full amount of the license fee, together with a separate certified check or cash in the amount of \$250.00 to defray investigative and administrative costs. If the application is denied and the license refused, the deposit representing the license fee shall be refunded; but the \$250.00 cost paid for investigation and administration shall be retained. However, any person applying for more than one (1) license shall pay only one (1) fee to defray investigative and administrative expenses, which fee shall be the largest of the investigative and administrative fees authorized under this chapter. Any applicant for a license under this article who has in existence at the time of making the new application an existing license under this article shall pay no investigative and administrative costs.

Sec. 6-423. - Brewpubs.

(a) No individual shall be permitted to own or operate a brewpub without first obtaining a proper brewpub license from the City. Each brewpub licensee shall comply with all other

applicable state and local license requirements.

(b) A brewpub license authorizes the holder of such license to:

- (1) Manufacture on the licensed premises not more than ten thousand (10,000) barrels of malt beverage in a calendar year solely for retail sale.
- (2) Operate an eating establishment that shall be the sole retail outlet for such malt beverage and may offer for sale for consumption on premises any other alcoholic beverages produced by other manufacturers which are authorized for retail sale under this chapter, provided that such alcoholic beverages are purchased from a licensed wholesale dealer and, provided further, in addition to malt beverages manufactured on the premises, each brew pub licensee shall offer for sale commercially available canned or bottled malt beverages purchased from a licensed wholesale dealer.
- (3) Sell up to a maximum of five thousand (5,000) barrels annually of such malt beverage to licensed wholesale dealers. Under no circumstances shall such malt beverages be sold by a brewpub licensee to any person holding a retail consumption dealer's license or a retailer's license for the purpose of resale.
- (4) Sell malt beverages manufactured on the premises by the package at

retail for consumption off the premises.

- (c) Possession of a brewpub license shall not prevent the holder of such license from obtaining any other license available under this chapter for the same premises.
- (d) A brewpub licensee shall pay all state and local license fees and excise taxes applicable to individuals licensed under this chapter as manufacturers, retailers and, where applicable, wholesale dealers.
- (e) Except as set forth in this section, a brewpub licensee shall be subject to all other provisions of this chapter.

Sec. 6-424. – Breweries.

- (a) No individual shall be permitted to own or operate a brewery without first obtaining a proper brewery license from the City. Each brewery license shall comply with all other applicable state and local license requirements.
- (b) A licensed brewery is authorized to manufacture malt beverages for wholesale sale primarily to wholesale dealers.
- (c) A licensed brewery shall comply with O.C.G.A. § 3-5-24.1 relating to the limited sale of malt beverages to the public for onsite consumption or offsite package sales and may sell on all days and at all times that sales of malt beverages by retailers are lawful within the City.
- (d) A brewery licensee shall pay all state and local license fees and excise taxes applicable to individuals licensed under

this chapter as manufacturers, retailers and, where applicable, wholesale dealers.

- (e) Breweries shall not be permitted within the boundaries of the Downtown Development Authority of the City of Monroe or any Historic District of the City of Monroe.
- (f) Except as set forth in this section, a brewery licensee shall be subject to all other provisions of this chapter.

Sec. 6-425. – Distilleries.

- (a) No individual shall be permitted to own or operate a distillery without first obtaining a proper distillery license from the City. Each distillery licensee shall comply with all other applicable state and local license requirements.
- (b) A licensed distillery is authorized to manufacture distilled spirits for sale primarily to wholesale dealers.
- (c) A licensed distillery shall comply with O.C.G.A. § 3-4-24.2 relating to the limited sale of distilled spirits to the public for onsite consumption and may sell on all days and at times that sales of distilled spirits by retailers are lawful within the City.
- (d) A distillery licensed under this chapter shall pay all state and local license fees and excise taxes applicable to individuals licensed under this chapter as manufacturers, retailers and, where applicable, wholesale dealers.
- (e) Distilleries shall not be permitted within the boundaries of the Downtown Development Authority of the City of Monroe or any Historic District of the City of Monroe.

- (f) Except as set forth in this section, a distillery licensee shall be subject to all other provisions of this chapter.

Sec. 6-426. – Micro-Breweries.

- (a) No individual shall be permitted to own or operate a micro-brewery without first obtaining a proper micro-brewery license from the City. Each micro-brewery shall comply with all other applicable state and local license requirements.
- (b) A licensed micro-brewery is authorized to manufacture malt beverages for sale primarily to wholesale dealers.
- (c) A licensed micro-brewery shall comply with O.C.G.A. § 3-5-24.1 relating to the limited sale of malt beverages to the public for onsite consumption or offsite package sales and may sell on all days and at all times that sales of malt beverages by retailers are lawful within the City.
- (d) A micro-brewery licensee shall pay all state and local license fees and excise taxes applicable to individuals licensed under this chapter as manufacturers, retailers and, where applicable, wholesale dealers.
- (e) Except as set forth in this section, a micro-brewery licensee shall be subject to all other provisions of this chapter.

Sec. 6-427. - Micro-Distilleries.

- (a) No individual shall be permitted to own or operate a micro-distillery without first obtaining a proper micro-distillery license from the City. Each micro-distillery licensee shall comply with all

other applicable state and local license requirements.

- (b) A licensed micro-distillery is authorized to manufacture distilled spirits for sale primarily to wholesale dealers.
- (c) A licensed micro-distillery shall comply with O.C.G.A. § 3-4-24.2 relating to the limited sale of distilled spirits to the public for onsite consumption and may sell at all times that sales of distilled spirits by retailers are lawful within the City.
- (d) A micro-distillery licensee shall pay all state and local license fees and excise taxes applicable to individuals licensed under this chapter as manufacturers, retailers and, where applicable, wholesale dealers.
- (e) Except as set forth in this section, a micro-distillery licensee shall be subject to all other provisions of this chapter.

Secs. 6-428—6-600. - Reserved.

ARTICLE X. - WHOLESALERS

Sec. 6-601. - Special provisions applicable to wholesale purchases.

- (a) Any person desiring to sell at wholesale any alcoholic beverages in the City shall make application to the code enforcement officer for a license to do so, which application shall be in writing on the prescribed forms, and pay any license fee as set by this chapter.
- (b) No person who has any direct financial interest in any license for the retail sale of any alcoholic beverages in the City shall be allowed to have any interest or ownership in any wholesale alcoholic beverage license issued by the city.

- (c) No retailer shall purchase any alcoholic beverage from any person other than a wholesaler licensed under this article. No wholesaler shall sell any alcoholic beverage to any person other than a retailer licensed under this chapter; provided, however, that this section shall not prohibit the purchase by one retailer of another retailer's entire stock in a bona fide purchase of an ongoing business.
- (d) No alcoholic beverage shall be delivered to any retail sales outlet in the City except by a duly licensed wholesaler. The name of the wholesale distributor shall be clearly marked on the delivery vehicle.

Sec. 6-602. - Hours and days of sale.

Wholesalers shall not engage in the wholesale sale of alcoholic beverages except between the hours of 7:00 a.m. and 6:00 p.m. Monday through Saturday. There shall be no wholesale sales of alcoholic beverages on Sunday.

Sec. 6-603. - Audit and penalties.

- (a) If the code enforcement officer deems it necessary to conduct an audit of the records and books of the wholesale licensee, he shall notify the licensee of the date, time and place of the audit.

Secs. 6-604—6-700. - Reserved.

AN ORDINANCE TO AMEND THE CODE OF CITY OF MONROE, GEORGIA.

TO REVISE DEVELOPMENT REGULATIONS AS FOLLOWS:

Be it ordained by the Mayor and Council of the City of Monroe, Georgia.

Article IX, Sec 9.16 is hereby amended as follows: 1. Re-title 9.16 from Driveways to Access Management/Driveways to read as follows: and 2. By repealing said section 9.16.1 in its entirety and inserting in lieu thereof a new sec. 9.16.1 which shall read as follows: 3. The remainder of the section 9.16 is left unchanged.

9.16 Access Management / Driveways

The following standards shall apply to land subdivision and development, except for single-family dwelling units or industrial development where the primary access is from a state or federal highway or a thoroughfare classified as a major collector or arterial in the City of Monroe Development Regulations. These standards shall apply unless a more restrictive standard is required by the Georgia Department of Transportation.

9.16.1. Joint and Cross Access

1. Adjacent commercial or office properties on major collectors and arterials shall provide a cross access drive and pedestrian access to allow circulation between sites.
2. Joint driveways and cross access easements shall be established for multi-parcel commercial office or industrial development wherever feasible along major arterial highway corridors. The building site shall incorporate the following:
 - a. Continuous service drives or cross access corridor connecting adjacent parcels along the entire length of the development for at least 1,000 feet of linear frontage along the thoroughfare.
 - b. A design speed of 15 mph and a two-way travel aisle width of 24 feet to accommodate automobiles, service vehicles, and loading vehicles.
 - c. Driveway aprons, stub-outs and other design features to indicate that abutting properties may be connected to provide cross access via a service drive.
3. The Planning and Development Department may reduce the required separation distance of access points where they prove impractical, provided all of the following requirements are met:
 - a. Joint access driveways and cross access easements are provided wherever feasible in accordance with this Section.

b. The site plan incorporates a unified access and circulation system for vehicles and pedestrians in accordance with this Section.

B. Minimum Driveway Setbacks at Intersections

Driveway spacing at intersections and corners shall provide adequate sight distance, response time, and permit adequate queuing space. Driveway connections shall not be permitted within the functional area of an intersection, which includes the longitudinal limits of auxiliary or turning lanes. Minimum standards: No driveway access shall be allowed within one hundred and fifty (150) feet of the centerline of an intersecting Major Collector or Arterial Street, or within one hundred (100) feet of any Minor Collector Street.

C. Minimum Access Requirements

1. Except as otherwise noted in sub-section 2, below, all developments shall have access to a public right-of-way. The number of access points shall be as follows:

2. MINIMUM NUMBER OF ACCESS POINTS

Type of Development	Minimum Number of Driveway Access Points	Preferred Type of Primary Access
Residential, less than 100 units	1	Local Street or Minor Collector
Residential, 101 -200 units	2	Local Street or Minor Collector
Residential, more than 200 units	3	Collector
Non-Residential, less than 50 required parking spaces	1	Collector
Non-Residential, 50-300 required	2	Collector
Non-Residential, 301 – 1,000 required parking	3	Major Collector or Arterial
Non-Residential, more than 1,000 required parking	4 or more	Major Collector or Arterial

3. Townhouse and Multi-Family Developments:

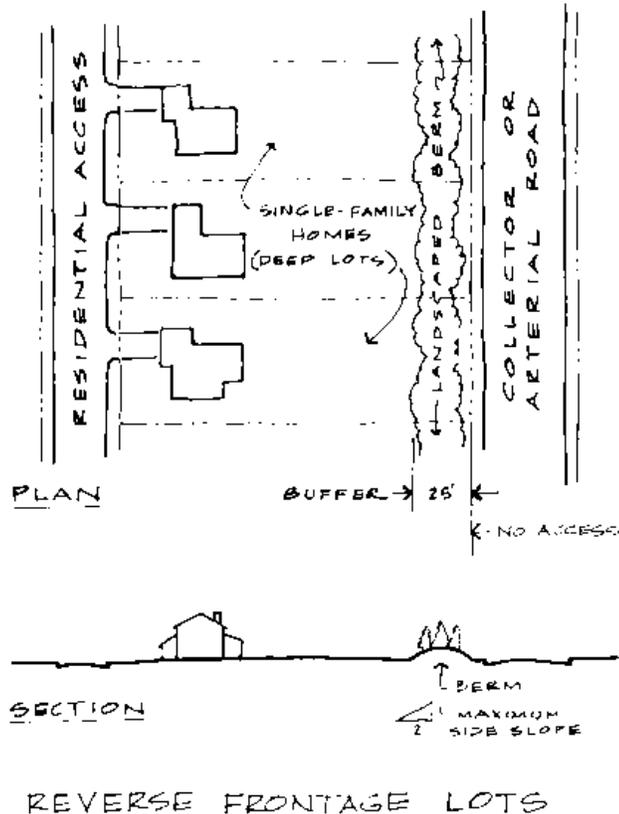
a. Individual parcels shall have right of access through common areas containing private streets and/or private drives at least twenty-two (22) feet in width leading to a publicly maintained street.

4. Manufactured Home Park

a. No space shall have direct vehicular access to a public street.

b. All spaces shall directly abut a private street contained within the park. Private streets shall be paved and provide adequate drainage in accordance with these Regulations.

c. Adequate access shall be provided to each space, with a minimum access width of twenty (20) feet unless more is deemed necessary because of topographical conditions or street curvature.



D. Separation of Access Points

1. Subdivisions located along existing roads and streets shall be required to provide reverse frontage lots or parallel frontage roads where feasible. All other lots must comply with the following:

a. Along State or US highways, no more than 1 point of vehicular access from a property shall be permitted for each 300 feet of lot frontage, or fraction thereof, although requirements of the Georgia Department of Transportation shall apply whenever more restrictive.

b. Along Arterial or Collector streets other than State or US highways, no more

than two (2) points of vehicular access from a property to each abutting public street shall be permitted for each 300 feet of lot frontage, or fraction thereof; provided however, that lots with less than 200 feet of frontage shall have no more than one point of access to any one public street. The Department shall determine whether the points of access may be unrestricted or will have to be designed for right-in, right-out traffic flow.

2. No point of access shall be allowed within 35 feet of the right-of-way line of any street intersections for single-family and two-family residential lots and within 50 feet for multi-family and non-residential properties.

3. Corner lot access shall be located as far from the intersection as reasonably possible to reduce turning movement conflicts and to promote proper traffic circulation.

4. Otherwise, the separation of access points on any street or road shall be determined by the established speed limit of the street or road, with the following minimum spacing requirements:

Posted Speed Limit of Road	Minimum Driveway Spacing
25 MPH	75 feet
Greater than 25 MPH	125 feet

5. The distance between access points shall be measured from the centerline of the proposed driveway to the nearest adjacent driveway or roadway.

6. The requirements of this Section are not intended to eliminate all access to a parcel of land that was legally subdivided prior to the enactment of this Section.

E. Emergency Access

All public streets, private and residential drives shall be designed and maintained so as to provide safe and convenient access for emergency vehicles.

All ordinances or parts of Ordinances in conflict with this Ordinance are hereby repealed.

EFFECTIVE DATE

This Ordinance shall take effect after its adoption.

FIRST READING. This ____ day of _____, 2018.

SECOND READING and ADOPTED on this the ____ day of _____, 2018.

CITY OF MONROE, GEORGIA

By: _____ (SEAL)
John Howard, Mayor

Attest: _____ (SEAL)
Logan Propes, City Administrator

RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF MONROE, GEORGIA
FOR THE
PURPOSE OF NAMING AN OPEN RECORDS OFFICER, AN ALTERNATE
OPEN RECORDS OFFICER AND FOR OTHER PURPOSES

WHEREAS, the provisions of the Georgia Open Records Act, the "Act" (O.C.G.A. Section 50-18-70, et seq.), were amended by action of the Georgia Legislature during the 2012 session; and

WHEREAS, one of the changes to the Act allows for the appointment of an Open Records Officer to whom all requests for records must be made; and

WHEREAS, a further change to the Act provides that a municipal corporation may require all requests made under the Act to be made in writing; and

WHEREAS, the Act further provides for notice of such change;

NOW THEREFORE, pursuant to the provisions of the Act, the City Council of the City of Monroe, the governing body of the City of Monroe, does hereby resolve as follows:

- (1) The City Administrator is designated as the Open Records Officer and the City Clerk is designated as the Alternate Open Records Officer to act in the absence of the City Administrator both to act for the City of Monroe, Georgia and all of its related and subsidiary entities as defined in the Act;
- (2) All requests for records made under the Act directed to the City of Monroe shall be made in writing to the Open Records Officer, or in his absence, to the Alternate Records Officer;
- (3) The Open Records Officer is directed to cause all City of Monroe websites to prominently display this designation and requirement;
- (4) The Open Records Officer is directed to notify The Walton Tribune as the county legal organ and any other media regularly covering City of Monroe matters of the content of this resolution;
- (5) The Open Records Officer is directed to notify City of Monroe employees and volunteers that any requests made under the Act shall be directed to the Open Records Officer or in his absence, the Alternate Records Officer; and
- (6) This action shall be effective immediately upon the notifications to the media and the changes to the websites having been made.

BE IT RESOLVED this 16th day of January, 2018.

John S. Howard, Mayor

Attest:

Debbie Kirk, City Clerk



To: City Council
From: Logan Propes, City Administrator
Department: N/A
Date: 01-03-2018
Description: MEAG Letter of Support

Recommendation: Staff recommends council approve the letter of support to the MEAG Board of Directors.

Background:

Former Mayor Greg Thompson has been the City of Monroe's representative to MEAG for many years and in 2017 was re-elected for a second term on the Board of Directors. He was also elected as its new Chairman. This role carries significant weight for Monroe amongst its 49-member cities. Mr. Thompson's continued leadership in MEAG is also a positive for the entire MEAG membership due to his knowledge and insight of current projects of magnitude that MEAG is currently in the midst of undertaking.

Attachment(s):

Letter of Support

January 16, 2018

Dear Municipal Electric Authority of Georgia Board of Directors:

Please accept this letter as support for current MEAG Chairman Greg Thompson's continued leadership on the MEAG Board by the Mayor and City Council of Monroe, Georgia.

We faithfully stand behind Mr. Thompson in his role as the City of Monroe's representative to MEAG and his Board of Directors chairmanship. We further believe his knowledge, insight, and long-time dedication to MEAG is not only good for Monroe but for all MEAG member cities.

Sincerely,

John S. Howard
Mayor
City of Monroe, Georgia