



## Called Meeting

### AGENDA

November 7, 2017

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#### I. CALL TO ORDER

#### II. DEPARTMENT REPORTS

1. [November Monthly Reports](#)

#### III. COMMITTEE INFORMATION

1. **Finance**

- a. [Approval - Employee Benefits Broker Services for Health and Wellness Benefit Plans](#)

2. **Airport**

- a. [Approval - Apron Rehabilitation and Expansion Design Agreement](#)

3. **Public Works**

- a. [Approval - North Broad Street LCI Construction Contract Award](#)

4. **Utilities**

5. **Public Safety**

6. **Economic Development**

#### IV. ITEMS OF DISCUSSION

1. **Upcoming Public Hearings**

- a. [Rezoning / Annexation - 1050 Good Hope Road & 1054 Good Hope Road](#)

2. [Appointment - Housing Authority](#)

3. [Application - Beer & Wine Package Sales - Valero Food Mart](#)

4. [Application - Beer & Wine Package Sales - Mr. Quick](#)

5. [Resolution - Airport Identifier Change](#)

## **V. ADJOURN TO EXECUTIVE SESSION**

1. [Real Estate Issue \(s\)](#)

## **VI. ADJOURN**



## Called Meeting

### AGENDA

November 7, 2017

**Item:**

November Monthly Reports

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

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

Attachments / click to download

 [November Monthly Reports](#)



**MONTHLY  
DEPARTMENT  
REPORTS  
NOVEMBER  
2017**

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**CODE**

**DEPARTMENT**

**MONTHLY REPORT**

**November**

**2017**

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**The Code Department of the City of Monroe respectfully submits this report to the Mayor and Council. It is the intent of this report to highlight statistics, specific job duties, and any job functions related to the Code Department during the time period of September 1, 2017 thru September 30, 2017.**

**Statistics:**

- Total Calls:334
- Total Minutes: 13:50:33
- Total Minutes/Call: 2:29
- Code Inspections: 36
- Total Permits Written: 34
- Amount collected for permits: \$3,315.00
- Check postings for Miscellaneous Revenue: 111

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

- **New Businesses:** 6
  - Almost Home
  - Church St Wings dba Smitty's Wing Shop-change of ownership
  - Davian's Pleasure – residential
  - Foster's Transportation – residential
  - My Solar Home Products – residential
  - Two Peas and a Paw
- **Closed Businesses:** 8
  - City Electric – moved to Loganville – Sept 21, 2017.
  - Fashion Villa
  - Kinfolks Wingz and Thingz LLC – change of name & ownership
  - Balmar Corp dba Pay Dirt Pawn
  - Kaity's Diner – change of name & ownership
  - City Electric
  - Coast to Coast Mobile – residential
  - Derick's Ice Cream Truck – residential

**Major Projects**

- Major Projects Permitted: None
- Major Projects Ongoing: Arby's

**Code Department:**

- Printing, folding, stuffing envelopes and mailing app 700 renewals for 2018 business licenses
  - 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 – 7 payments
  - Receipting payments for 2018 business licenses – 29 payments
  - Permit Applications – Parade, Road Race etc
  - Processing paperwork for alcohol licenses
  - Checking turn on list from utilities and contacting businesses that have not purchased business licenses
  - Checking all businesses for delinquent city and county personal property taxes prior to accepting payments for licenses
  - Researching state license requirements for businesses
  - Updating spread sheets regarding business licenses, number of employees, E-Verify #'s etc.
  - Applications for PTVR registrations
  - Reviewing information for application with the State of GA for an ORI#
  - 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 31 signs from road way.
- Wrote 63 repair / cleanup orders and Re-inspections
- Transported city funds for deposit to banks daily.
- Investigated 7 utility tampering and theft cases. (12 citations issued)
- Represented city in Municipal Court.

### **Historic Preservation Commission:**

Request for COA – 407 East Church Street – COA Granted for Accessory Bldg

Request for COA – 101 North Broad Street – COA Granted for new signs

Request for COA – 106 South Broad Street – COA Granted for Façade changes and Sign

### **Planning Commission:**

None

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**ECONOMIC  
DEVELOPMENT  
MONTHLY REPORT  
NOVEMBER  
2017**

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## Economic Development November Report:

- Smithsonian Exhibit completed - Monroe Museum local exhibit still on display - over 800 visitors to exhibit, including 4 field trips
- Reunion Day and the Sports card scavenger hunts were great add-on
- Fall Fest/Paws in the Park successful downtown events
- Received \$5,000 grant to help with mural repainting on 100 S. Broad Street building (design rendering below)



### Business Growth:

- Almost Home open at 105 E. Washington Street
- Coffee Camper Co. open at 100 N. Broad Street
- Monroe Auto Brokers has vacated 202 E. Spring Street (DDA property)
- 3 new businesses looking at spaces downtown currently

### On going ED projects:

- RDF - livery stable renovation - 2/3 complete, first event held in space on 11/4
- 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
- CVB/Tourism - running updated 30-sec version of TV commercial to promote holiday shopping
- Childers Park - new benches & trash cans to be installed 11/8 from Rotary Club donation; spraying of kudzu and underbrush beginning soon
- GICH monthly meeting

### Upcoming Events:

- Light Up the Night, Thursday, 11/2, 5-8pm
- Candlelight Shopping, Thursdays, 11/9, 16, & 30 and 12/14, 21, 5-8pm
- Christmas Parade, Thursday, 12/7, 6:30 pm



ELECTRIC & TELECOM  
DEPARTMENT  
MONTHLY REPORT  
NOVEMBER

# Items of interest

1. Street Light plan
2. FTTX update
3. Substation repairs

# MONTHLY DIRECTOR'S REPORT

REPORTING PERIOD: 09/2017 | 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
<b>REVENUES</b>	\$ 1.725M	\$ 1.472M	\$ 1.411M	\$ 1.332M	\$ 2.141M	\$ 1.467M	\$ 1.666M	\$ 1.797M	\$ 1.886M	\$ -	\$ -	\$ -	\$ 14.899M	\$ 11.968M	\$ 15.115M
PERSONNEL COSTS	\$ 0.038M	\$ 0.102M	\$ 0.106M	\$ 0.105M	\$ 0.096M	\$ 0.152M	\$ 0.107M	\$ 0.093M	\$ 0.133M	\$ -	\$ -	\$ -	\$ 0.932M	\$ 0.534M	\$ 0.948M
CONTRACTED SVC	\$ 0.015M	\$ 0.017M	\$ 0.016M	\$ 0.041M	\$ 0.038M	\$ 0.049M	\$ 0.050M	\$ 0.042M	\$ 0.072M	\$ -	\$ -	\$ -	\$ 0.341M	\$ 1.229M	\$ 0.293M
SUPPLIES	\$ (0.069M)	\$ 1.040M	\$ 1.017M	\$ 1.044M	\$ 0.869M	\$ 1.017M	\$ 1.654M	\$ 1.218M	\$ 1.260M	\$ -	\$ -	\$ -	\$ 9.050M	\$ 9.523M	\$ 9.815M
CAPITAL OUTLAY	\$ -	\$ 0.040M	\$ -	\$ 0.008M	\$ 0.059M	\$ 0.058M	\$ -	\$ -	\$ 0.024M	\$ -	\$ -	\$ -	\$ 0.189M	\$ 0.034M	\$ 0.187M
FUND TRANSFERS	\$ 0.100M	\$ 0.185M	\$ 0.195M	\$ 0.164M	\$ 0.181M	\$ 0.215M	\$ 0.201M	\$ 0.177M	\$ 0.232M	\$ -	\$ -	\$ -	\$ 1.650M	\$ 0.648M	\$ 1.726M
<b>EXPENSES</b>	\$ 0.083M	\$ 1.384M	\$ 1.334M	\$ 1.362M	\$ 1.245M	\$ 1.491M	\$ 2.012M	\$ 1.529M	\$ 1.722M	\$ -	\$ -	\$ -	\$ 12.163M	\$ 11.968M	\$ 12.968M

<b>MARGIN</b>	\$ 1.642M	\$ 0.088M	\$ 0.077M	\$ (0.030M)	\$ 0.897M	\$ (0.024M)	\$ (0.346M)	\$ 0.268M	\$ 0.164M	\$ -	\$ -	\$ -	\$ 2.736M	\$ -	\$ 2.147M
MCT CREDIT	\$ -	\$ 0.055M	\$ 0.055M	\$ 0.055M	\$ 0.055M	\$ 0.055M	\$ 0.055M	\$ 0.055M	\$ 0.055M	\$ -	\$ -	\$ -	\$ 0.443M	\$ -	\$ 0.722M

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

12-MO  
PURCHASED  
KWH's



12-MO  
RETAIL  
KWH's



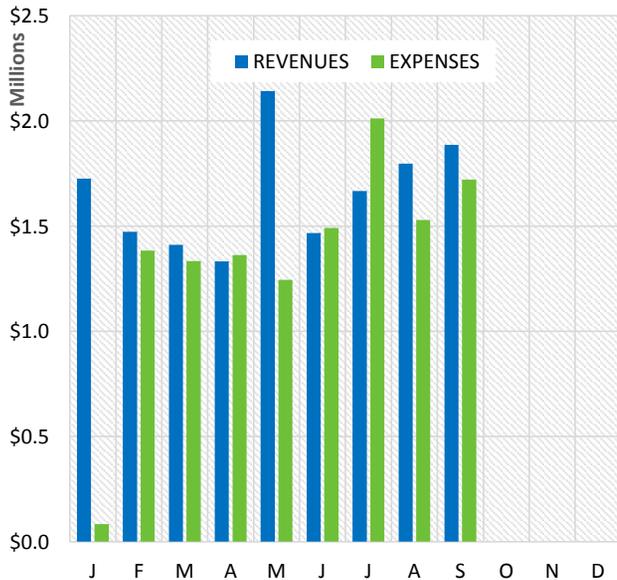
12-MO LINE  
LOSS



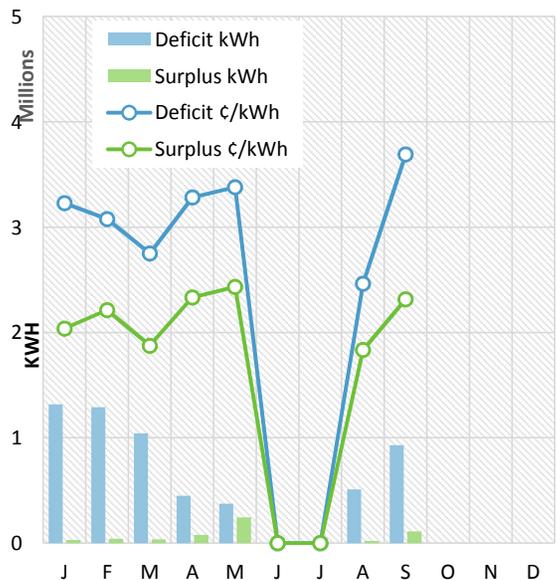
12-MO  
WHOLESALE  
¢/kwh



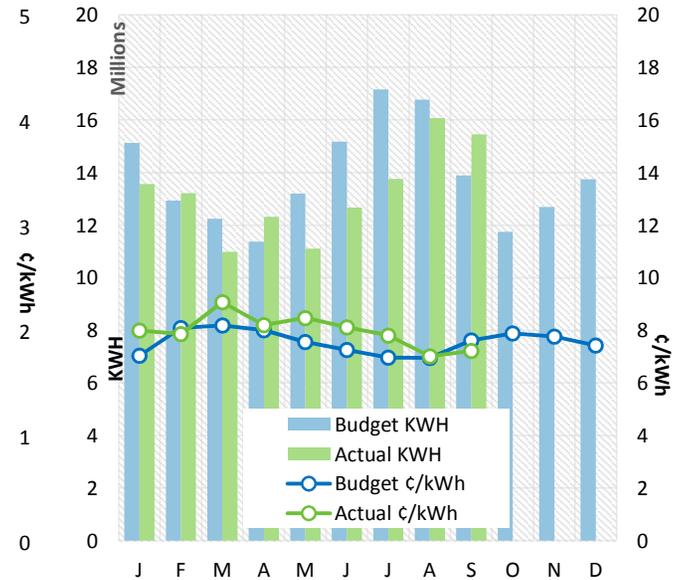
**REVENUES vs. EXPENSES**



**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   Sep 2017   Oct 2017   Nov 2017   Dec 2017

## CUSTOMER COUNT

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

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

## KWH

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

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

## REVENUE

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

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

# 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 KWH/CUSTOMER

Residential	1,156	1,194	1,039	901	837	881	1,034	1,221	1,255	1,057
Commercial	5,425	5,364	5,710	5,551	5,917	6,325	7,249	7,673	7,852	6,341
Industrial	713,440	654,240	850,400	817,600	748,800	748,160	834,240	861,760	888,960	790,844
City	10,424	9,655	9,987	10,028	10,094	10,219	11,720	12,830	13,477	10,937

## AVERAGE \$/CUSTOMER

Residential	\$125	\$128	\$114	\$100	\$108	\$114	\$135	\$161	\$165	\$128
Commercial	\$710	\$708	\$732	\$716	\$758	\$797	\$876	\$919	\$934	\$794
Industrial	\$61,995	\$58,620	\$69,801	\$67,932	\$64,010	\$63,974	\$68,880	\$70,269	\$71,819	\$66,367
City	\$990	\$917	\$949	\$953	\$959	\$971	\$1,113	\$1,219	\$1,280	\$1,039

## AVERAGE \$/KWH

Residential	\$0.1081	\$0.1076	\$0.1096	\$0.1112	\$0.1289	\$0.1292	\$0.1301	\$0.1315	\$0.1316	\$0.1209
Commercial	\$0.1309	\$0.1320	\$0.1282	\$0.1290	\$0.1281	\$0.1260	\$0.1209	\$0.1198	\$0.1190	\$0.1260
Industrial	\$0.0869	\$0.0896	\$0.0821	\$0.0831	\$0.0855	\$0.0855	\$0.0826	\$0.0815	\$0.0808	\$0.0842
City	\$0.0950	\$0.0950	\$0.0950	\$0.0950	\$0.0950	\$0.0950	\$0.0950	\$0.0950	\$0.0950	\$0.0950
<b>Average</b>	<b>\$0.1052</b>	<b>\$0.1060</b>	<b>\$0.1037</b>	<b>\$0.1046</b>	<b>\$0.1094</b>	<b>\$0.1089</b>	<b>\$0.1071</b>	<b>\$0.1070</b>	<b>\$0.1066</b>	<b>\$0.1065</b>

	Sep 2017	Sep 2016	FY2017 YTD	FY2016 YTD	MOST RECENT 12-MONTH
<b>POWER SUPPLY COSTS</b>					
MEAG Project Power	\$ 879,389	\$ 985,616	\$ 7,404,338	\$ 7,665,699	\$ 9,846,897
Transmission	97,246	96,796	811,216	804,309	1,067,827
Supplemental	80,084	79,602	702,080	660,542	843,541
SEPA	57,692	57,722	489,874	483,732	647,245
Other Adjustments	792	735	7,068	6,602	9,273
<b>TOTAL POWER SUPPLY COSTS</b>	<b>\$ 1,115,203</b>	<b>\$ 1,220,471</b>	<b>\$ 9,414,577</b>	<b>\$ 9,620,884</b>	<b>\$ 12,414,782</b>
<b>AS BUDGET</b>	<b>1,057,683</b>	<b>1,080,526</b>	<b>9,541,721</b>	<b>#N/A</b>	<b>12,583,415</b>
<b>% ACTUAL TO BUDGET</b>	<b>105.44%</b>	<b>112.95%</b>	<b>98.67%</b>	<b>0.00%</b>	<b>98.66%</b>

**PEAKS & ENERGY**

## Peaks (KW)

Coincident Peak (CP)	29,093	33,074	32,666	34,008	32,666
Non-Coincident Peak (NCP)	33,231	33,074	33,231	34,288	33,231
CP (BUDGET)	32,485	32,170	35,664	#N/A	35,664
NCP (BUDGET)	33,297	32,963	36,419	#N/A	36,419

## Energy (KWH)

MEAG Energy	13,116,457	14,622,882	99,629,443	102,084,455	133,574,242
Supplemental Purchases (or sales)	1,321,023	1,161,059	11,435,373	10,781,187	12,009,824
SEPA Energy	1,019,065	867,368	8,084,477	10,311,192	10,025,126
<b>Total Energy (KWH)</b>	<b>15,456,545</b>	<b>16,651,309</b>	<b>119,149,293</b>	<b>123,176,833</b>	<b>155,609,192</b>
<b>AS BUDGET</b>	<b>13,894,000</b>	<b>13,970,000</b>	<b>127,878,000</b>	<b>#N/A</b>	<b>166,068,000</b>
<b>% ACTUAL TO BUDGET</b>	<b>111.25%</b>	<b>119.19%</b>	<b>93.17%</b>	<b>0.00%</b>	<b>93.70%</b>

CP Load Factor	73.79%	69.92%	41.64%	41.35%	54.38%
NCP Load Factor	64.60%	69.92%	40.93%	41.01%	53.45%
% Supplemental	8.55%	6.97%	9.60%	8.75%	7.72%

**UNIT COSTS (¢/kWh)**

Bulk Power	7.1816	7.2279	7.8818	7.9351	7.9280
Supplemental	6.0623	6.8560	6.1395	6.1268	7.0238
SEPA Energy	5.6613	6.6549	6.0594	4.6913	6.4562
MEAG Total	7.2151	7.3296	7.9015	7.8106	7.9782

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

MOST RECENT  
12-MONTH

Sep 2017      Sep 2016      FY2017 YTD      FY2016 YTD

**SALES REVENUES**

ELECTRIC SALES	\$ 1,798,194	\$ 1,879,233	\$ 13,190,224	\$ 13,901,610	\$ 17,325,201
<b>SALES REVENUES (ACTUAL)</b>	<b>\$ 1,798,194</b>	<b>\$ 1,879,233</b>	<b>\$ 13,190,224</b>	<b>\$ 13,901,610</b>	<b>\$ 17,325,201</b>
AS BUDGET	\$ 1,482,917	-	\$ 1,482,917	-	Not Applicable
% ACTUAL TO BUDGET	121.26%	0.00%	889.48%	0.00%	Not Applicable

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

**OTHER REVENUES**

OP REVENUE	34,675	32,074	614,282	287,633	785,685
MISC REVENUE	22,565	-	121,267	21,150	150,179
CUST ACCT FEES	-	-	-	-	-
OTHER REV	-	180	-	180	-
MEAG REBATE	-	-	705,858	580,448	705,858
ADMIN ALLOC	30,642	30,130	267,524	323,967	351,367
INT/INVEST INCOME	-	-	-	-	-
STATE GRANTS	-	-	-	-	-
<b>OTHER REVENUES (ACTUAL)</b>	<b>\$ 87,882</b>	<b>\$ 62,383</b>	<b>\$ 1,708,931</b>	<b>\$ 1,213,378</b>	<b>\$ 1,993,089</b>
AS BUDGET	\$ 101,297	-	\$ 911,670	-	Not Applicable
% ACTUAL TO BUDGET	86.76%	0.00%	187.45%	0.00%	Not Applicable

<b>TOTAL REVENUES (ACTUAL)</b>	<b>\$ 1,886,076</b>	<b>\$ 1,941,616</b>	<b>\$ 14,899,156</b>	<b>\$ 15,114,988</b>	<b>\$ 19,318,290</b>
AS BUDGET	\$ 1,584,213	-	\$ 14,257,920	-	Not Applicable
% ACTUAL TO BUDGET	119.05%	0.00%	104.50%	0.00%	Not Applicable

**ELECTRIC UTILITY: EXPENSES**

REPORTING PERIOD: 09/2017

MONROE  
MOST RECENT  
12-MONTH

	Sep 2017	Sep 2016	FY2017 YTD	FY2016 YTD	
<b>PERSONNEL</b>					
Compensation	\$ 100,146	\$ 72,872	\$ 689,714	\$ 713,196	\$ 969,682
Benefits	33,207	20,281	242,036	234,305	332,133
<b>PERSONNEL (ACTUAL)</b>	<b>\$ 133,353</b>	<b>\$ 93,153</b>	<b>\$ 931,751</b>	<b>\$ 947,501</b>	<b>\$ 1,301,814</b>
AS BUDGET	\$ 102,225	\$ -	\$ 920,027	\$ -	Not Applicable
% ACTUAL TO BUDGET	130.45%	0.00%	101.27%	0.00%	Not Applicable
<b>CONTRACTED SERVICES</b>					
Consulting	\$ 329	\$ -	\$ 829	\$ 887	\$ 909
Util Protect Ctr	-	-	-	-	-
Custodial Service	49	-	49	-	49
Lawn & Maint	-	-	-	-	-
Security Sys	-	-	-	-	-
Equip Rent/Lease	244	429	3,514	2,607	18,570
Pole Equip Rent/Lease	-	-	2,091	240	2,091
Repairs & Maintenance (Outside)	6,634	388	45,330	43,648	57,062
Landfill Fees	-	-	-	-	-
Maint Contracts	272	155	3,485	5,632	5,120
Other Contract Svcs	63,361	42,666	269,944	216,226	349,733
Comm Svcs	611	914	4,751	10,272	6,723
Public Relations	-	-	-	-	-
Mkt Expense	-	-	4,328	269	17,782
Util Bill Print Svcs	-	-	-	-	-
Dues & Sub	-	-	-	160	-
Training & Ed	469	-	7,151	13,014	14,355
Gen Liab Ins	-	-	-	-	-
Uniform Rent	-	-	-	-	-
<b>CONTRACTED SERVICES (ACTUAL)</b>	<b>\$ 71,971</b>	<b>\$ 44,552</b>	<b>\$ 341,472</b>	<b>\$ 292,955</b>	<b>\$ 472,394</b>
AS BUDGET	\$ 29,625	\$ -	\$ 266,625	\$ -	Not Applicable
% ACTUAL TO BUDGET	242.94%	0.00%	128.07%	0.00%	Not Applicable

**ELECTRIC UTILITY: EXPENSES**

REPORTING PERIOD: 09/2017

MONROE  
MOST RECENT  
12-MONTH

	Sep 2017	Sep 2016	FY2017 YTD	FY2016 YTD	12-MONTH
<b>SUPPLIES</b>					
Chem & Pest	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	(45)	141	8,517	3,391	11,679
Postage	-	79	318	259	318
Util Costs - Util Fund	652	529	5,835	6,302	7,415
Util Cost - Other Fund	-	-	-	-	-
Mileage Reimb	-	-	-	-	-
Auto & Truck Fuel	2,033	1,954	14,412	11,327	20,426
Sm Tool & Min Equip	7,451	2,783	33,183	14,145	35,957
Lab Supplies	-	-	157	-	157
Sm Oper Supplies	5,823	2,322	32,289	14,437	40,837
Uniform Exp	1,786	3,211	3,881	4,793	7,822
Power Costs	1,224,829	1,298,639	8,827,330	9,644,457	10,808,782
Repairs & Maintenance (Inside)	15,799	6,391	106,052	102,450	212,014
Amr Proj Exp	-	-	3,265	-	3,265
Equip Pur (<\$5M)	-	-	4,840	2,054	4,840
Dam Claims	-	-	4,041	-	6,035
Misc	2,104	-	5,678	11,579	14,944
<b>SUPPLIES (ACTUAL)</b>	<b>\$ 1,260,431</b>	<b>\$ 1,316,048</b>	<b>\$ 9,049,798</b>	<b>\$ 9,815,194</b>	<b>\$ 11,174,491</b>
AS BUDGET	\$ 1,053,670	\$ -	\$ 9,483,033	\$ -	Not Applicable
% ACTUAL TO BUDGET	119.62%	0.00%	95.43%	0.00%	Not Applicable
<b>CAPITAL OUTLAY</b>					
Cip	\$ 24,000	\$ 26,054	\$ 32,200	\$ 161,923	\$ (129,723)
Capital Expenditures	\$ -	\$ -	\$ 157,242	\$ 24,633	\$ 132,609
<b>CAPITAL OUTLAY (ACTUAL)</b>	<b>\$ 24,000</b>	<b>\$ 26,054</b>	<b>\$ 189,442</b>	<b>\$ 186,556</b>	<b>\$ 2,886</b>
AS BUDGET	\$ -	\$ -	\$ -	\$ -	Not Applicable
% ACTUAL TO BUDGET	0.00%	0.00%	0.00%	0.00%	Not Applicable
<b>FUND TRANSFERS</b>					
Admin Alloc - Adm Exp	\$ 145,780	\$ 118,500	\$ 1,091,398	\$ 1,078,909	\$ 1,480,746
Transfer To Gf	86,412	90,313	559,067	647,123	793,998
Transfer To Cip	-	-	-	-	-
Transfer - Insurance	-	-	-	-	-
<b>FUND TRANSFERS (ACTUAL)</b>	<b>\$ 232,192</b>	<b>\$ 208,813</b>	<b>\$ 1,650,464</b>	<b>\$ 1,726,032</b>	<b>\$ 2,274,744</b>
AS BUDGET	\$ 155,375	\$ -	\$ 1,398,375	\$ -	Not Applicable
% ACTUAL TO BUDGET	149.44%	0.00%	118.03%	0.00%	Not Applicable
<b>TOTAL EXPENSES (ACTUAL)</b>	<b>\$ 1,721,947</b>	<b>\$ 1,688,620</b>	<b>\$ 12,162,927</b>	<b>\$ 12,968,238</b>	<b>\$ 15,226,329</b>
AS BUDGET	\$ 1,340,896	\$ -	\$ 12,068,060	\$ -	Not Applicable
% ACTUAL TO BUDGET	128.42%	0.00%	100.79%	0.00%	Not Applicable

## MONTHLY DIRECTOR'S REPORT

REPORTING PERIOD: 09/2017 | FY 2017



COVER	1
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COMMENTARY & ANALYSIS

The net operating margin after transfers, FY to date was .71%

RECOMMENDATIONS

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

MOST RECENT  
12-MONTH

Sep 2017      Sep 2016      FY2017 YTD      FY2016 YTD

FINANCIALS

Revenues

RETAIL SALES	\$	421,626	\$	416,614	\$	3,762,269	\$	3,674,509	\$	4,967,354
OTHER REVENUES		21,342		36,470		302,285		321,208		403,848
ADJUSTMENTS		100,916		(5,802)		97,815		110,040		109,732
<b>Total Revenues</b>	<b>\$</b>	<b>543,884</b>	<b>\$</b>	<b>447,282</b>	<b>\$</b>	<b>4,162,369</b>	<b>\$</b>	<b>4,105,757</b>	<b>\$</b>	<b>5,480,934</b>

Expenses

PERSONNEL	\$	50,837	\$	40,694	\$	403,430	\$	409,820	\$	531,500
PURCHASED & CONTRACTED SVC		2,529		429		19,859		21,079		25,656
PURCHASED PROPERTY SERVICES		46,714		25,191		221,538		199,409		325,722
SUPPLIES		23,129		12,644		96,988		79,445		138,145
COST OF GOODS SOLD		332,898		277,691		2,695,357		2,673,086		3,578,305
DEPR, DEBT SVC & OTHER COSTS		117,119		59,007		527,535		622,015		677,124
FUND TRANSFERS		21,203		20,021		168,099		182,706		230,095
<b>Total Combined Expenses</b>	<b>\$</b>	<b>594,429</b>	<b>\$</b>	<b>435,677</b>	<b>\$</b>	<b>4,132,806</b>	<b>\$</b>	<b>4,187,560</b>	<b>\$</b>	<b>5,506,547</b>

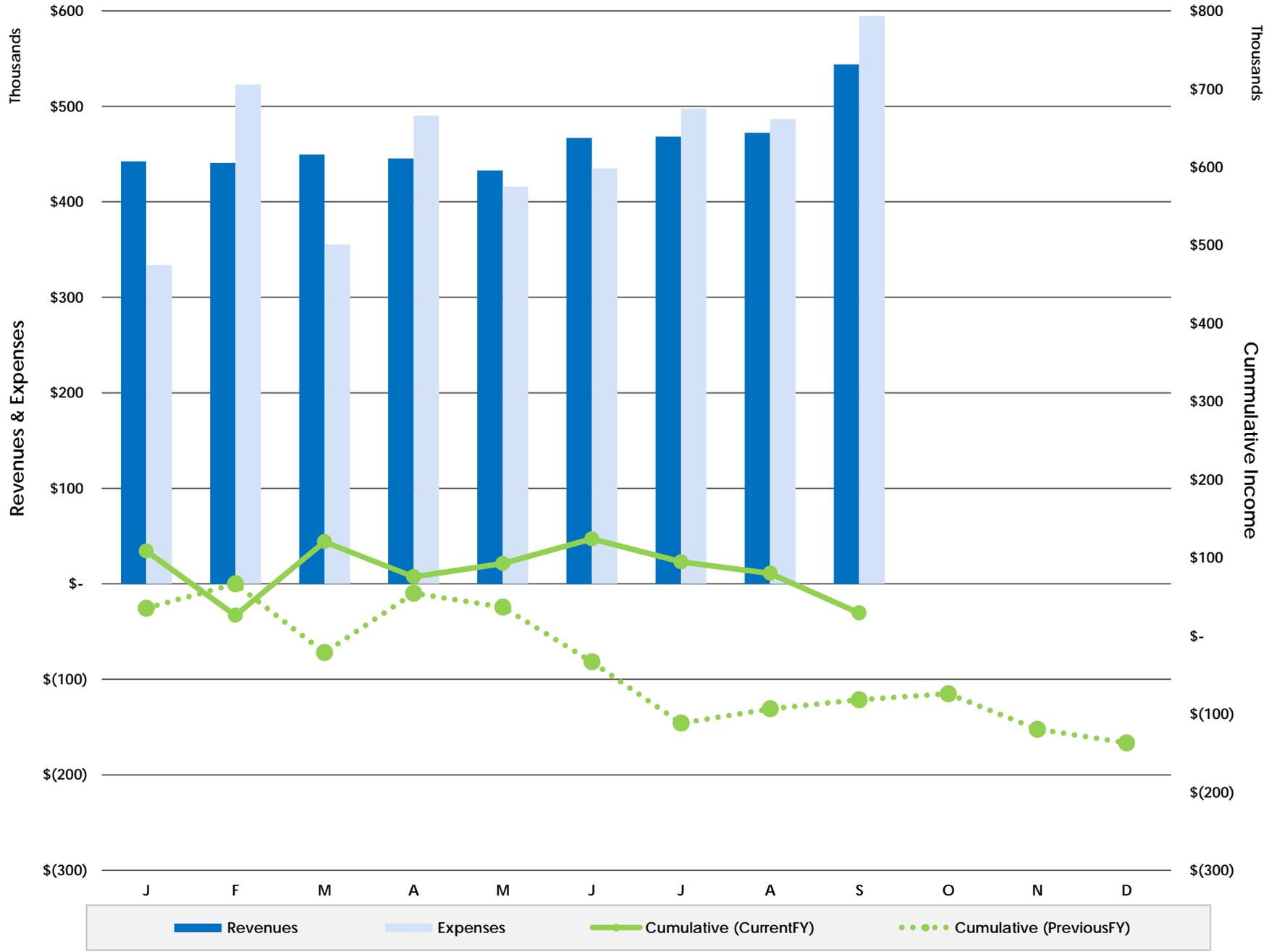
Income

Before Transfer	\$	(29,342)	\$	31,626	\$	197,662	\$	100,903	\$	204,482
After Transfer	\$	(50,545)	\$	11,605	\$	29,563	\$	(81,803)	\$	(25,613)

Margin

Before Transfer	-5.39%	7.07%	4.75%	2.46%	3.73%
After Transfer	-9.29%	2.59%	0.71%	-1.99%	-0.47%

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



MOST RECENT  
12-MONTH

Sep 2017

Sep 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	\$	201,234	\$	209,452	\$	1,832,473	\$	1,982,520	\$	2,450,069
DVR SERVICE		15,111		14,136		132,910		111,215		176,541
FIBER OPTICS		39,984		34,739		359,827		286,481		463,090
INTERNET		143,271		139,115		1,236,493		1,118,235		1,618,324
TELEPHONE		18,806		19,172		173,075		176,058		231,840
SET TOP BOX		3,220		-		27,491		-		27,491
<b>Total RETAIL SALES (ACTUAL)</b>	<b>\$</b>	<b>421,626</b>	<b>\$</b>	<b>416,614</b>	<b>\$</b>	<b>3,762,269</b>	<b>\$</b>	<b>3,674,509</b>	<b>\$</b>	<b>4,967,354</b>

## OTHER REVENUES

CATV INSTALL/UPGRADE	\$	3,031	\$	6,131	\$	25,367	\$	27,485	\$	39,521
MARKETPLACE ADS		-		-		160		185		160
PHONE FEES		10,535		10,499		95,647		96,252		127,332
EQUIPMENT SALES		1,150		1,350		10,355		11,389		13,455
MODEM RENTAL		6,626		6,345		58,831		55,301		77,656
VIDEO PRODUCTION REVENUE		-		-		-		-		-
MISCELLANEOUS		-		-		20,661		-		20,661
ADMIN ALLOCATION		-		12,146		91,265		130,595		125,063
CONTRIBUTED CAPITAL		-		-		-		-		-
<b>Total OTHER REVENUES ACTUAL</b>	<b>\$</b>	<b>21,342</b>	<b>\$</b>	<b>36,470</b>	<b>\$</b>	<b>302,285</b>	<b>\$</b>	<b>321,208</b>	<b>\$</b>	<b>403,848</b>

**Adjustment** \$ 100,916 \$ (5,802) \$ 97,815 \$ 110,040 \$ 109,732

Note: Adjustment added to match Financials

<b>TOTAL REVENUES (ACTUAL)</b>	<b>\$</b>	<b>543,884</b>	<b>\$</b>	<b>447,282</b>	<b>\$</b>	<b>4,162,369</b>	<b>\$</b>	<b>4,105,757</b>	<b>\$</b>	<b>5,480,934</b>
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MOST RECENT  
12-MONTH

	Sep 2017	Sep 2016	FY2017 YTD	FY2016 YTD	MOST RECENT 12-MONTH
<b>SUMMARY</b>					
Personnel	\$ 50,837	\$ 40,694	\$ 403,430	\$ 409,820	\$ 531,500
Purchased & Contracted Svc	2,529	429	19,859	21,079	25,656
Purchased Property Services	46,714	25,191	221,538	199,409	325,722
Supplies	23,129	12,644	96,988	79,445	138,145
Cost of Goods Sold	332,898	277,691	2,695,357	2,673,086	3,578,305
Depr, Debt Svc & Other Costs	117,119	59,007	527,535	622,015	677,124
Fund Transfers	21,203	20,021	168,099	182,706	230,095
<b>TOTAL SUMMARY (ACTUAL)</b>	<b>\$ 594,429</b>	<b>\$ 435,677</b>	<b>\$ 4,132,806</b>	<b>\$ 4,187,560</b>	<b>\$ 5,506,547</b>

TELECOM

Personnel

Salaries	\$ 35,777	\$ 30,972	\$ 291,940	\$ 297,116	\$ 385,479
Benefits	15,060	9,722	111,489	112,704	146,022
<b>Total Personnel (ACTUAL)</b>	<b>\$ 50,837</b>	<b>\$ 40,694</b>	<b>\$ 403,430</b>	<b>\$ 409,820</b>	<b>\$ 531,500</b>

Purchased & Contracted Svc

Medical Exams	\$ -	\$ -	\$ 60	\$ -	\$ 60
Attorney Fees	-	-	-	-	-
Audit Services	-	-	-	-	-
Consulting - Technical	2,285	-	15,785	18,472	20,285
Utility Protection Ctr (DIG)	-	-	-	-	-
Lawn Care & Maintenance	-	-	-	-	-
Security Systems	-	-	-	-	-
Equipment Rents/Leases	244	429	4,014	2,607	5,311
Pole Equip. Rents/Leases	-	-	-	-	-
<b>Total Purchased &amp; Contracted Svc (ACTUAL)</b>	<b>\$ 2,529</b>	<b>\$ 429</b>	<b>\$ 19,859</b>	<b>\$ 21,079</b>	<b>\$ 25,656</b>

	Sep 2017	Sep 2016	FY2017 YTD	FY2016 YTD	MOST RECENT 12-MONTH
<b>Purchased Property Services</b>					
Equipment Rep & Maint -Outside	386	1,694	2,191	10,532	9,003
Repair & Maintenance (Outside)	16,018	8,273	56,893	38,542	77,733
Repair & Maintenance (Inside)	27,080	10,259	131,262	109,020	199,229
Landfill Fees	-	-	-	-	-
Maintenance Contracts	272	115	3,485	2,778	5,084
Other Contractual Services	450	1,550	450	4,997	450
Communication Services	2,135	3,047	15,154	16,000	21,050
Public Relations	-	-	-	-	-
Marketing Expense	-	-	200	7,637	1,258
Utility Bill Printing Services	-	-	-	-	-
Dues & Subscriptions	-	-	7,411	7,268	7,411
Training & Education	375	252	4,492	2,635	4,504
General Liability Insurance	-	-	-	-	-
Uniform Rental	-	-	-	-	-
<b>Total Purchased Property Services (ACTUAL)</b>	<b>\$ 46,714</b>	<b>\$ 25,191</b>	<b>\$ 221,538</b>	<b>\$ 199,409</b>	<b>\$ 325,722</b>

## TELECOM (Continued)

## Supplies

Chemicals & Pesticides	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies & Expense	1,051	80	4,652	1,832	6,066
Postage	-	79	325	402	325
Utility Costs	4,496	4,247	37,476	36,283	51,639
Mileage Reimbursement	-	-	-	-	-
Auto & Truck Fuel	2,166	2,191	13,647	19,479	21,584
Small Tools & Minor Equipment	2,064	5,051	9,060	11,640	21,433
Small Operating Supplies	3,373	997	12,568	8,168	16,687
Uniform Expense	774	-	5,612	835	6,762
AMR Project Exp.	-	-	1,449	-	1,449
Equipment Pur (Less than \$5M)	9,206	-	12,200	804	12,200
<b>Total Supplies (ACTUAL)</b>	<b>\$ 23,129</b>	<b>\$ 12,644</b>	<b>\$ 96,988</b>	<b>\$ 79,445</b>	<b>\$ 138,145</b>

## Cost of Goods Sold

Internet Costs	(9,754)	12,622	44,798	120,314	83,779
Cost of Sales Telephone	35,923	44,482	339,927	539,287	442,483
Cost of Sales Fiber	6,055	-	57,659	-	57,659
Cost of Sales Internet	33,872	-	128,208	-	128,208
Cost of Programming CATV	266,802	220,587	2,124,765	2,013,485	2,861,301
CATV Video Production	-	-	-	-	4,875
<b>Total Cost of Goods Sold (ACTUAL)</b>	<b>\$ 332,898</b>	<b>\$ 277,691</b>	<b>\$ 2,695,357</b>	<b>\$ 2,673,086</b>	<b>\$ 3,578,305</b>

	Sep 2017	Sep 2016	FY2017 YTD	FY2016 YTD	MOST RECENT 12-MONTH
<b>Depr, Debt Svc &amp; Other Costs</b>					
Damage Claims	\$ -	\$ -	\$ 7,312	\$ -	\$ 7,312
Miscellaneous	-	-	600	542	1,853
Utility Cashiers (Over)/Short	-	-	-	-	-
Utility Internal Admin Allocate	-	-	-	-	-
Depreciation Expense	-	-	-	-	177,935
Amortization Exp	-	-	-	-	-
Admin. Allocation - Adm Exp	46,241	47,769	346,191	434,922	503,142
Utility Bad Debt Expense	-	-	-	-	-
Revenue Bond Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Interest Expenses (Bond)	-	-	-	-	-
Construction in Progress	70,877	11,238	173,432	178,322	(4,890)
Capital Exp - Equipment	-	-	-	8,229	(8,229)
<b>Total Depr, Debt Svc &amp; Other Costs (ACTUAL)</b>	<b>\$ 117,119</b>	<b>\$ 59,007</b>	<b>\$ 527,535</b>	<b>\$ 622,015</b>	<b>\$ 677,124</b>

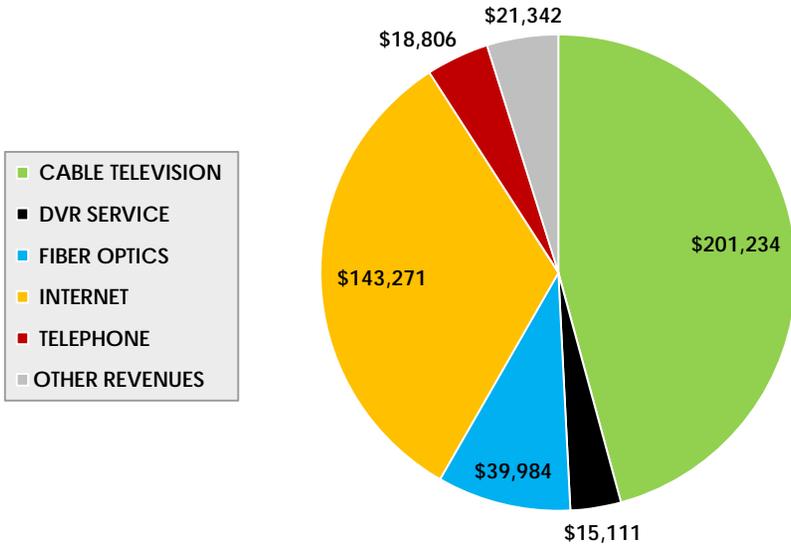
**Fund Transfers**

Transfer 5% to General Fund	21,203	20,021	168,099	182,706	230,095
<b>Total Fund Transfers (ACTUAL)</b>	<b>\$ 21,203</b>	<b>\$ 20,021</b>	<b>\$ 168,099</b>	<b>\$ 182,706</b>	<b>\$ 230,095</b>

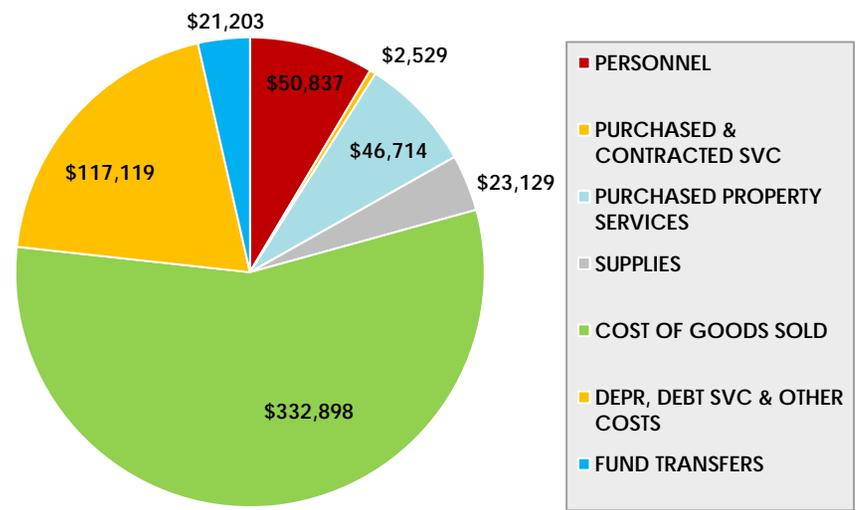
<b>TOTAL TELECOM EXPENSES (ACTUAL)</b>	<b>\$ 594,429</b>	<b>\$ 435,677</b>	<b>\$ 4,132,806</b>	<b>\$ 4,187,560</b>	<b>\$ 5,506,547</b>
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CHART 5  
MONTHLY DIRECTOR'S REPORT  
REVENUES & EXPENSES

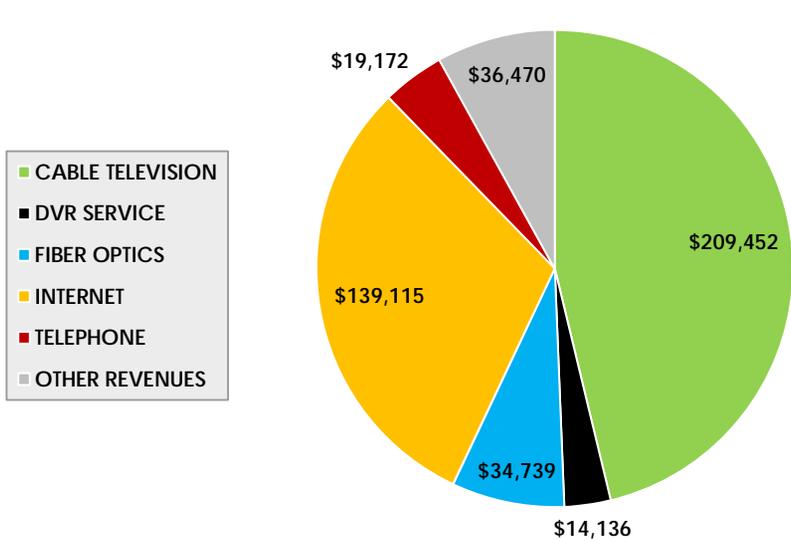
REVENUES [Sep 2017]



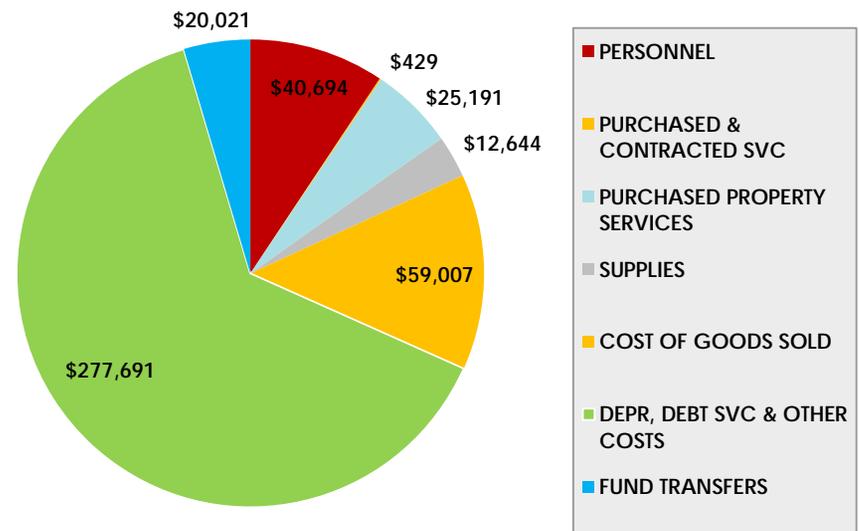
EXPENSES [Sep 2017]



REVENUES [Sep 2016]



EXPENSES [Sep 2016]



MOST RECENT  
12-MONTH

	Sep 2017	Sep 2016	FY2017 YTD	FY2016 YTD	
<b>BASIC &amp; EXPANDED BASIC</b>					
Number of Bills	3,469	3,733	31,618	34,536	42,272
Revenue (\$)	\$ 194,886	\$ 202,480	\$ 1,772,554	\$ 1,921,373	\$ 2,369,065
Revenue Per Bill (\$)	\$ 56	\$ 54	\$ 56	\$ 56	\$ 56
<b>MINI BASIC</b>					
Number of Bills	181	216	1,724	1,809	2,343
Revenue (\$)	\$ 3,309	\$ 3,839	\$ 31,412	\$ 32,598	\$ 42,727
Revenue Per Bill (\$)	\$ 18	\$ 18	\$ 18	\$ 18	\$ 18
<b>BOSTWICK</b>					
Number of Bills	19	20	180	204	243
Revenue (\$)	\$ 1,072	\$ 1,128	\$ 10,129	\$ 11,353	\$ 13,683
Revenue Per Bill (\$)	\$ 56	\$ 56	\$ 56	\$ 56	\$ 56
<b>BULK CATV/MOTEL</b>					
Number of Bills	4	4	36	36	48
Revenue (\$)	\$ 990	\$ 990	\$ 8,910	\$ 8,910	\$ 11,880
Revenue Per Bill (\$)	\$ 248	\$ 248	\$ 248	\$ 248	\$ 248
<b>SHOWTIME</b>					
Number of Bills	6	4	55	28	70
Revenue (\$)	\$ 88	\$ 59	\$ 806	\$ 410	\$ 1,026
Revenue Per Bill (\$)	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15
<b>SHOW/HBO</b>					
Number of Bills	6	8	67	80	91
Revenue (\$)	\$ 75	\$ 100	\$ 832	\$ 999	\$ 1,133
Revenue Per Bill (\$)	\$ 13	\$ 13	\$ 12	\$ 12	\$ 12
<b>BULK SHOWTIME/MOTEL</b>					
Number of Bills	-	-	-	-	-
Revenue (\$)	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue Per Bill (\$)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CINEMAX</b>					
Number of Bills	3	5	48	35	64
Revenue (\$)	\$ 44	\$ 73	\$ 691	\$ 513	\$ 925
Revenue Per Bill (\$)	\$ 15	\$ 15	\$ 14	\$ 15	\$ 14

MOST RECENT  
12-MONTH

	Sep 2017	Sep 2016	FY2017 YTD	FY2016 YTD	MOST RECENT 12-MONTH
<b>MAX/HBO</b>					
Number of Bills	28	34	273	275	371
Revenue (\$)	\$ 410	\$ 458	\$ 3,942	\$ 3,950	\$ 5,370
Revenue Per Bill (\$)	\$ 15	\$ 13	\$ 14	\$ 14	\$ 14
<b>HBO</b>					
Number of Bills	-	-	-	-	-
Revenue (\$)	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue Per Bill (\$)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>MAX/HBO</b>					
Number of Bills	4	6	48	45	66
Revenue (\$)	\$ 50	\$ 75	\$ 585	\$ 560	\$ 811
Revenue Per Bill (\$)	\$ 13	\$ 13	\$ 12	\$ 12	\$ 12
<b>PLAYBOY</b>					
Number of Bills	2	1	15	11	18
Revenue (\$)	\$ 31	\$ 16	\$ 223	\$ 173	\$ 271
Revenue Per Bill (\$)	\$ 16	\$ 16	\$ 15	\$ 16	\$ 15
<b>STARZ</b>					
Number of Bills	19	16	163	116	217
Revenue (\$)	\$ 278	\$ 234	\$ 2,388	\$ 1,681	\$ 3,179
Revenue Per Bill (\$)	\$ 15	\$ 15	\$ 15	\$ 14	\$ 15
<b>DVR</b>					
Number of Bills	129	120	1,127	935	1,495
Revenue (\$)	\$ 9,946	\$ 8,982	\$ 86,786	\$ 71,017	\$ 115,015
Revenue Per Bill (\$)	\$ 77	\$ 75	\$ 77	\$ 76	\$ 77
<b>NON DVR</b>					
Number of Bills	60	64	540	493	724
Revenue (\$)	\$ 4,326	\$ 4,381	\$ 38,881	\$ 34,314	\$ 52,042
Revenue Per Bill (\$)	\$ 72	\$ 68	\$ 72	\$ 70	\$ 72
<b>SET TOP BOX</b>					
Number of Bills	321	-	2,700	-	2,700
Revenue (\$)	\$ 3,220	\$ -	\$ 27,491	\$ -	\$ 27,491
Revenue Per Bill (\$)	\$ 10	\$ -	\$ 10	\$ -	\$ 10

MOST RECENT  
12-MONTH

	Sep 2017	Sep 2016	FY2017 YTD	FY2016 YTD	
<b>ADD'L DVR BOX</b>					
Number of Bills	62	56	533	467	698
Revenue (\$)	\$ 617	\$ 557	\$ 5,290	\$ 4,604	\$ 6,924
Revenue Per Bill (\$)	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10
<b>ADD'L NON DVR BOX</b>					
Number of Bills	32	31	281	184	369
Revenue (\$)	\$ 222	\$ 215	\$ 1,953	\$ 1,279	\$ 2,559
Revenue Per Bill (\$)	\$ 7	\$ 7	\$ 7	\$ 7	\$ 7
<b>FIBER</b>					
Number of Bills	39	54	457	398	619
Revenue (\$)	\$ 39,984	\$ 34,739	\$ 359,827	\$ 286,481	\$ 463,090
Revenue Per Bill (\$)	\$ 1,025	\$ 643	\$ 787	\$ 720	\$ 748
<b>INTERNET</b>					
Number of Bills	3,312	3,159	29,082	27,486	38,322
Revenue (\$)	\$ 139,964	\$ 136,258	\$ 1,210,020	\$ 1,090,504	\$ 1,583,178
Revenue Per Bill (\$)	\$ 42	\$ 43	\$ 42	\$ 40	\$ 41
<b>WIRELESS INTERNET</b>					
Number of Bills	54	51	463	518	618
Revenue (\$)	\$ 3,307	\$ 2,857	\$ 26,474	\$ 27,731	\$ 35,146
Revenue Per Bill (\$)	\$ 61	\$ 56	\$ 57	\$ 54	\$ 57
<b>RESIDENTIAL PHONE</b>					
Number of Bills	905	939	8,261	8,445	10,989
Revenue (\$)	\$ 3,274	\$ 3,250	\$ 29,136	\$ 30,703	\$ 39,204
Revenue Per Bill (\$)	\$ 4	\$ 3	\$ 4	\$ 4	\$ 4
<b>COMMERCIAL PHONE</b>					
Number of Bills	440	458	4,131	4,149	5,525
Revenue (\$)	\$ 15,532	\$ 15,922	\$ 143,939	\$ 145,355	\$ 192,636
Revenue Per Bill (\$)	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35
<b>TOTAL REVENUES</b>	<b>\$ 421,626</b>	<b>\$ 416,614</b>	<b>\$ 3,762,269</b>	<b>\$ 3,674,509</b>	<b>\$ 4,967,354</b>

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

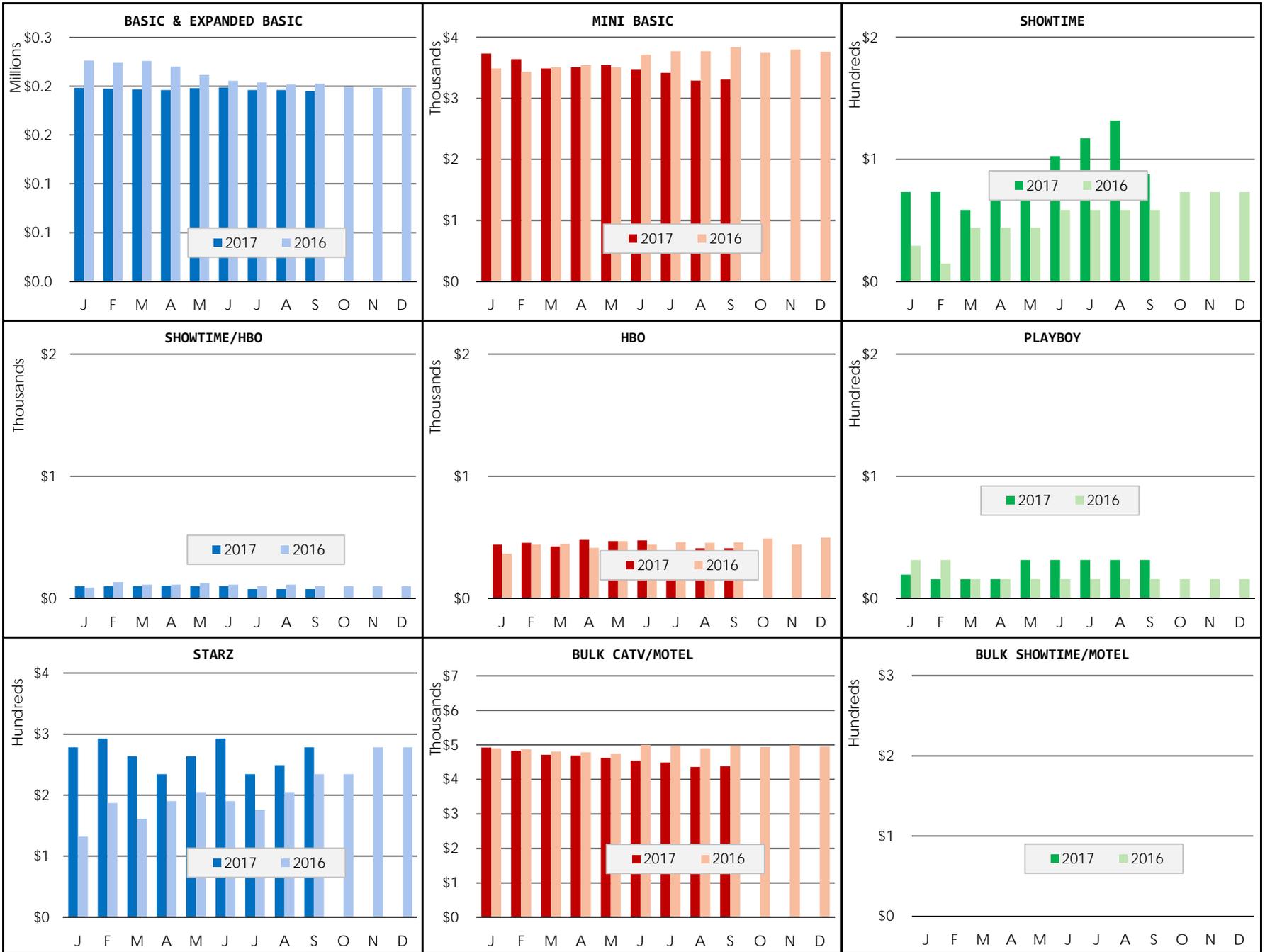


CHART 7  
REVENUES FROM SALES BY CLASS  
CURRENT VS. PREVIOUS FISCAL YEAR

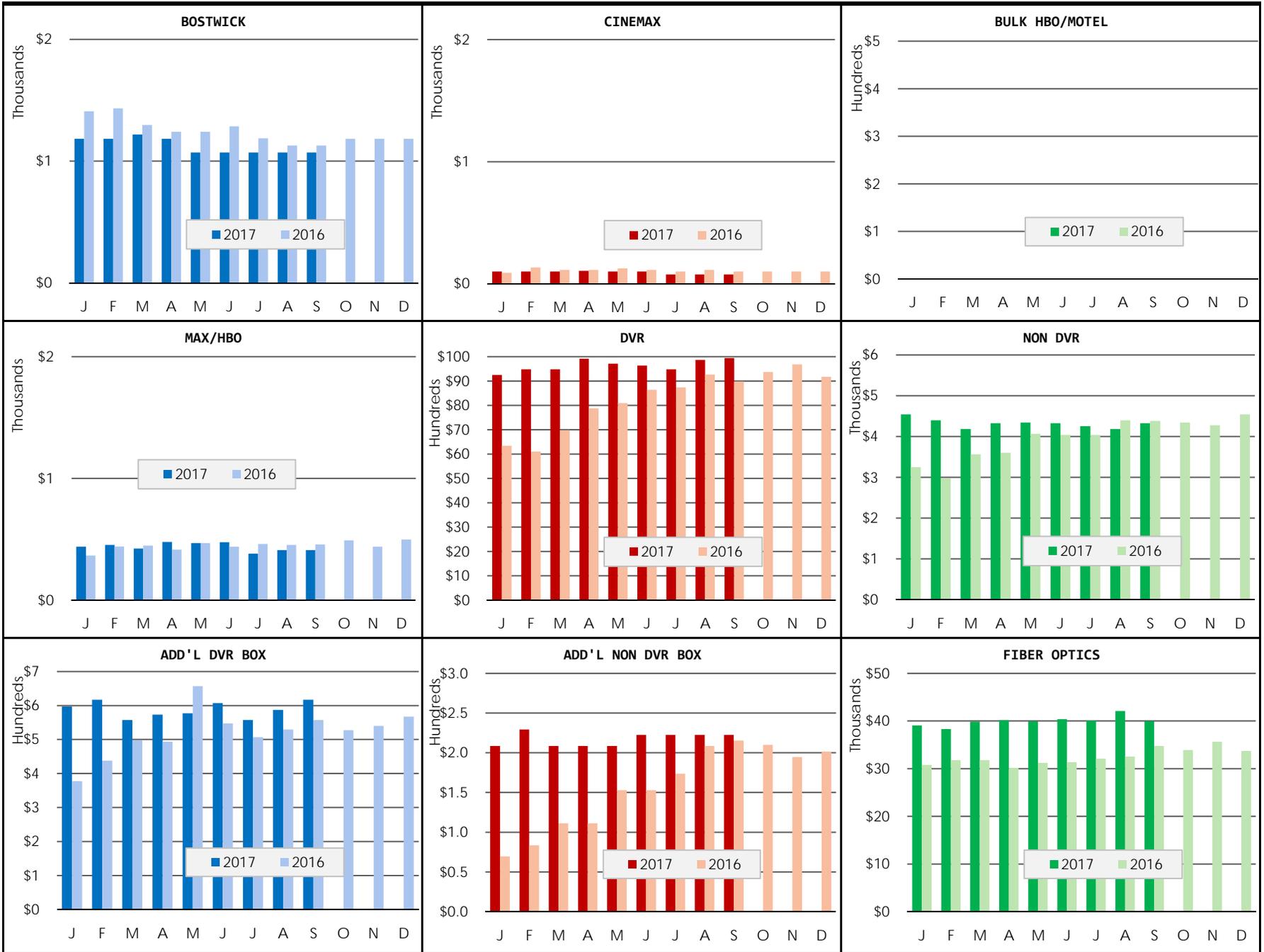
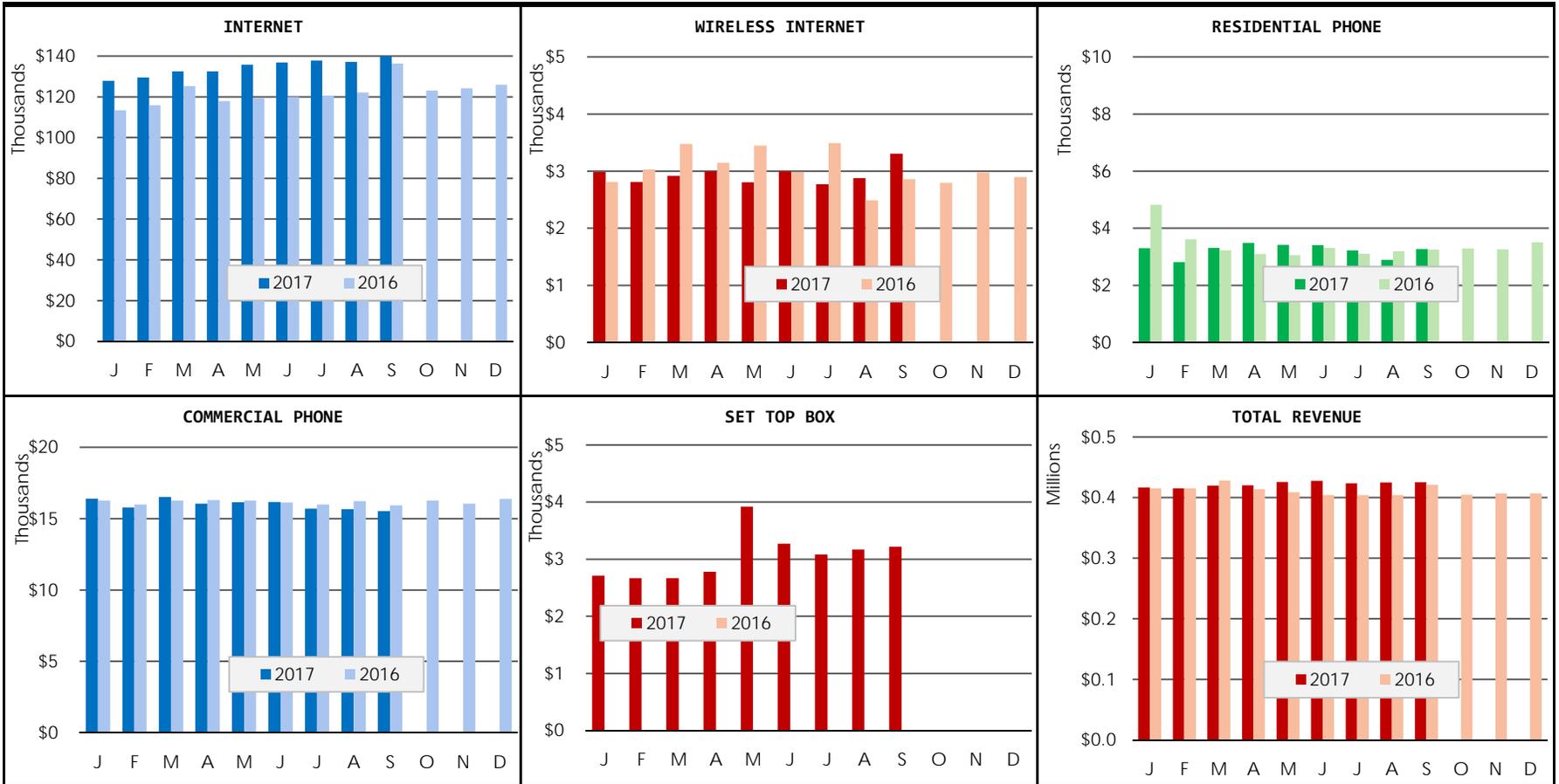


CHART 7  
REVENUES FROM SALES BY CLASS  
CURRENT VS. PREVIOUS FISCAL YEAR





**FINANCE**

**DEPARTMENT**

**MONTHLY REPORT**

**NOVEMBER**

**2017**

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Performance Indicators	Sep-17	Aug-17	Jul-17	Jun-17	May-17	Apr-17	Mar-17	Feb-17	Jan-17	Dec-16	Nov-16	Oct-16	Sep-16
<b>Telephone Calls</b>													
<b>Admin Support</b>													
Utilities - Incoming Calls	8,851	7,103	6,434	6,918	6,176	5,714	6,126	5,937	4,867	4,665	6,156	7,060	6,906
Utilities - Abandoned Calls	494	468	379	444	384	403	339	405	313	200	306	463	453
% of Abandoned Calls - Utility	5.58%	6.59%	5.89%	6.42%	6.22%	7.05%	5.53%	6.82%	6.43%	4.29%	4.97%	6.56%	6.56%
<b>Customer Count</b>													
<b>Utilities</b>													
Electric Customers	6,261	6,305	6,279	6,291	6,330	6,475	6,258	6,259	6,242	6,252	6,210	6,214	6,303
Natural Gas Customers	3,760	3,751	3,728	3,740	3,791	3,876	3,745	3,742	3,729	3,716	3,730	3,709	3,742
Water Customers	9,095	9,160	9,133	9,163	9,173	9,323	9,110	9,094	9,084	9,059	8,969	8,963	9,059
Wastewater Customers	6,864	6,915	6,891	6,902	6,947	7,097	6,869	6,863	6,846	6,834	6,777	6,761	6,839
Cable TV Customers	3,669	3,714	3,705	3,751	3,752	3,713	3,714	3,738	3,766	3,768	3,777	3,791	3,969
Digital Cable Customers	189	186	182	185	187	190	181	184	183	182	187	183	184
Internet Customers	3,366	3,318	3,328	3,338	3,317	3,226	3,260	3,211	3,181	3,149	3,133	3,130	3,210
Residential Phone Customers	905	929	911	924	927	931	904	911	919	907	910	911	939
Commercial Phone Customers	440	451	446	462	461	459	475	469	468	468	462	464	458
Fiber Customers	49	52	52	52	52	52	52	52	54	54	54	54	54
<b>Work Orders Generated</b>													
<b>Utilities</b>													
Connects	650	782	663	623	666	588	898	777	666	686	698	797	882
Cutoff for Non-Payment	201	286	230	267	309	209	233	239	215	255	250	182	260
Electric Work Orders	91	90	68	65	99	124	84	52	57	52	49	56	90
Water Work Orders	94	98	92	76	103	86	90	250	120	64	174	103	141
Natural Gas Work Orders	11	19	13	35	34	35	53	25	63	45	36	27	27
Disconnects	672	769	647	621	761	504	743	679	588	580	651	753	802
Sewer Work Orders	14	10	15	10	17	21	15	18	24	27			
Telecomm Work Orders	427	512	489	518	481	434	498	436	446	465	499	711	586
<b>Billing/Collections</b>													
<b>Utilities</b>													
Utility Revenue Billed	\$ 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	\$ 3,477,011	\$ 3,709,258
Utility Revenue Collected	\$ 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	\$ 3,509,431	\$ 3,565,885
# of Inactive Accounts Written Off	54	56	50	14	58	35	72	85	74	75	68	54	63
Amount Written Off for Bad Debt	\$ 23,542	\$ 23,014	\$ 24,317	\$ 6,958	\$ 27,804	\$ 15,156	\$ 35,731	\$ 51,347	\$ 47,086	\$ 34,195	\$ 27,658	\$ 22,835	\$ 30,178
Utility Bad Debt Collected	\$ 5,723	\$ 5,649	\$ 3,378	\$ 415	\$ 4,571	\$ 3,024	\$ 7,068	\$ 5,033	\$ 4,004	\$ 3,197	\$ 2,982	\$ 5,300	\$ 4,092
<b>Extensions</b>													
<b>Utilities</b>													
Extensions Requested	722	711	680	647	685	595	632	606	770	619	679	764	778
Extensions Pending	311	270	302	236	294	251	194	239	335	236	284	365	259
Extensions Defaulted	45	46	41	56	30	30	30	36	32	30	40	40	59
<b>Taxes</b>													
<b>Admin Support</b>													
Property Tax Transactions	6	480	6	26	12	1	5	8	10	17	11	5	10
Property Tax Collected	\$ 679	\$ 17,166	\$ 1,610	\$ 7,266	\$ 3,115	\$ 171	\$ 1,379	\$ 1,119	\$ 2,865	\$ 3,836	\$ 899	\$ 378	\$ 1,970
<b>Accounting</b>													
<b>Payroll &amp; Benefits</b>													
Payroll Checks issued	53	52	90	74	52	51	48	51	50	223	51	64	50
Direct Deposit Advices	397	387	398	587	405	394	404	395	393	594	393	385	389
<b>General Ledger</b>													
Accounts Payable Checks Issued	258	372	302	346	385	293	397	306	285	318	352	309	320
Accounts Payable Invoices Entered	590	389	512	716	528	480	553	542	387	362	501	625	1,672
Journal Entries Processed	183	165	165	178	150	138	176	123	137	123	116	123	129
Miscellaneous Receipts	215	227	186	210	220	207	273	246	261	310	225	284	226
Purchase Orders Issued	83	104	74	87	90	94	265	280	267	106	105	92	126
Utility Deposit Refunds Processed	31	60	49	73	35	38	65	30	38	23	36	50	47
Local Option Sales Tax	\$ 150,257	\$ 151,509	\$ 146,601	\$ 146,581	\$ 166,217	\$ 144,473	\$ 131,333	\$ 134,643	\$ 163,847	\$ 135,719	\$ 140,018	\$ 141,841	\$ 146,436
Special Local Option Sales Tax - 2013	133,100	134,509	129,914	130,106	145,022	128,043	116,393	119,317	145,200	120,542	123,874	125,703	129,784

Performance Indicators	Sep-17	Aug-17	Jul-17	Jun-17	May-17	Apr-17	Mar-17	Feb-17	Jan-17	Dec-16	Nov-16	Oct-16	Sep-16
<b>Personnel</b>													
<b>Payroll &amp; Benefits</b>													
Budgeted Positions	228	228	228	228	228	228	228	228	228	224	224	224	224
Filled Positions	222	209	207	207	208	208	207	207	204	203	207	207	204
Vacancies	16	19	21	21	20	20	21	21	24	21	17	17	20
Unfunded Positions	32	32	32	32	32	32	32	32	32	34	34	34	34
Clinic Appointment Capacity	140	180	141	164	180	160	180	175	145	120	159	150	161
Clinic Ancillary Visits	16	41	54	56	73	72	61	22	5	15	4	43	9
Clinic Utilization Percentage	80%	97%	93%	95%	90%	83%	105%	60%	63%	68%	74%	87%	61%
Clinic No Shows	17	22	21	31	31	24	25	4	5	11	-	11	-
Clinic Utilization2	96	134	77	100	89	60	128	83	86	67	113	87	90
<b>IT</b>													
<b>City Wide</b>													
IT Support/Service	55	70	60	79	60	84	76	52	81	69	50	68	54
<b>Airport</b>													
<b>Airport</b>													
Airport Fuel Sales/Gallons	2,525	3,291	3,641	3,277	4,045	5,383	4,098	3,411	2,318	1,525	1,912	3,385	2,195
Airport Fuel Sales/\$	9,310	12,144	13,434	12,091	14,572	19,324	14,711	12,246	8,320	5,475	6,863	12,152	7,882



**NOVEMBER 2017  
FINANCIAL  
STATUS REPORT**

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**CASH**

Cash balances as of September 30, 2017 total \$34,640,808.60. The following table shows the individual account balances.

**9/30/2017**

<b>GOVERNMENTAL FUND</b>	
General Fund Checking	364,013.69
Stabilization Fund	419,896.00
Community Center Deposits	6,104.79
Group Health Insurance (Claims/Premiums)	591,710.78
Unemployment Fund	17,174.03
Workmen's Compensation (To Fund Claims)	68,465.50

<b>CAPITAL PROJECTS FUND</b>	
Capital Improvement - General Government	2,739.99
SPLOST	1,380,834.46
SPLOST 2013	3,721,897.67
GO Bond - Public Facilities	32,111.18

<b>SPECIAL REVENUE FUND</b>	
Hotel/Motel	11,173.41
DEA Confiscated Assets Fund	1,637.78
Confiscated Assets Fund	18,019.23

<b>DEBT SERVICE FUND</b>	
General Obligation	114.80

<b>ENTERPRISE FUND</b>	
Solid Waste	111,321.44
Solid Waste Capital	607,470.58
Utility Revenue	1,076,881.29
Utility Revenue Reserve	1,333,114.10
Utility MEAG Payment Acct	1,859.01
Utility MGAG Payment Acct	8,306.57
Utility Gov't Loan Payment Acct	26,025.28
Utility MEAG Short-Term Investment	4,644,381.52
Utility MEAG Intermediate Extended Investment	4,232,178.15
Utility MEAG Intermediate Portfolio Investment	1,172,456.66
Utility Capital Improvement	11,548,145.25
Utility GEFA Restricted	1,000.00
Utility Bond Sinking Fund	843,611.58
Tap Fees	909,062.24
Utility Customer Deposits	1,489,101.62

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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>Sep-16</u>	<u>Sep-17</u>	<u>Variance</u>	<u>2017 Budget</u>	<u>% Budget to YTD 2017</u>
<b>REVENUE</b>					
TAXES	2,342,235	2,213,713	128,522	6,659,447	33.24%
LICENSES & PERMITS	232,098	140,586	91,512	220,400	63.79%
INTERGOVERNMENTAL	224,065	140,241	83,824	91,591	153.12%
CHARGES FOR SERVICES	460,729	534,066	(73,337)	694,000	76.95%
FINES	180,971	194,654	(13,683)	425,000	45.80%
INVESTMENT INCOME	2	77	(75)	-	#DIV/0!
CONTRIBUTIONS & DONATIONS	27,750	24,873	2,877	42,000	59.22%
MISCELLANEOUS INCOME	160,029	192,906	(32,877)	205,700	93.78%
OTHER FINANCING SOURCES	1,436,825	1,579,236	(142,411)	2,298,407	68.71%
<b>TOTAL REVENUE:</b>	<b>5,064,704</b>	<b>5,020,352</b>	<b>44,352</b>	<b>10,636,545</b>	<b>47.20%</b>
<b>EXPENSE</b>					
GENERAL GOVERNMENT	1,106,141	1,136,319	30,178	1,283,253	88.55%
FINANCE	377,175	358,305	(18,870)	488,498	73.35%
PROTECTIVE/CODE INSPECTION	240,970	242,940	1,970	563,771	43.09%
FIRE	1,091,087	1,179,601	88,514	1,711,115	68.94%
HIGHWAYS & STREETS	995,179	1,079,464	84,285	1,620,804	66.60%
POLICE	2,560,075	2,804,371	244,296	3,800,281	73.79%
PARKS	199,119	187,559	(11,560)	326,098	57.52%
OTHER FINANCING USES	841,150	843,224	2,074	842,725	100.06%
<b>TOTAL EXPENSES:</b>	<b>7,410,896</b>	<b>7,831,783</b>	<b>420,887</b>	<b>10,636,545</b>	<b>73.63%</b>

Revenue

Collections were \$5,064,704 which is 47% of the total amount budgeted for 2017.

Taxes:

- General Property Tax - \$631 thousand which is 17% of budget to revenue. This includes our first check from the Tax Commissioner of \$76,700.
- General Sales & Use Tax (Local Option Sales Tax) – Collections are at 69% of the budget with only 8 LOST checks received from the Dept of Revenue.
- Selective Sales & Use Tax (Alcohol Beverage, etc.) – Collections are on budget at 79% for the year.
- Business Tax is at 16%. Insurance Premium Tax is received in October. Occupation Taxes are at 101%. 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.

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- Building permits – \$66 thousand collected of the \$150 thousand budgeted.

Charges for Services

- Culture & Recreation (Event Fees) – 16% of budget has been collected at this time.
- Other Charges for Services (Self Insurance Fees) – is on budget.

Fines

- Municipal Court Collections – 46% of budget with \$194 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 – \$10 thousand collected or 25% of budget.

Miscellaneous

- Rents – Hanger rent, tie down fees and community center fees are at 92% of budget.

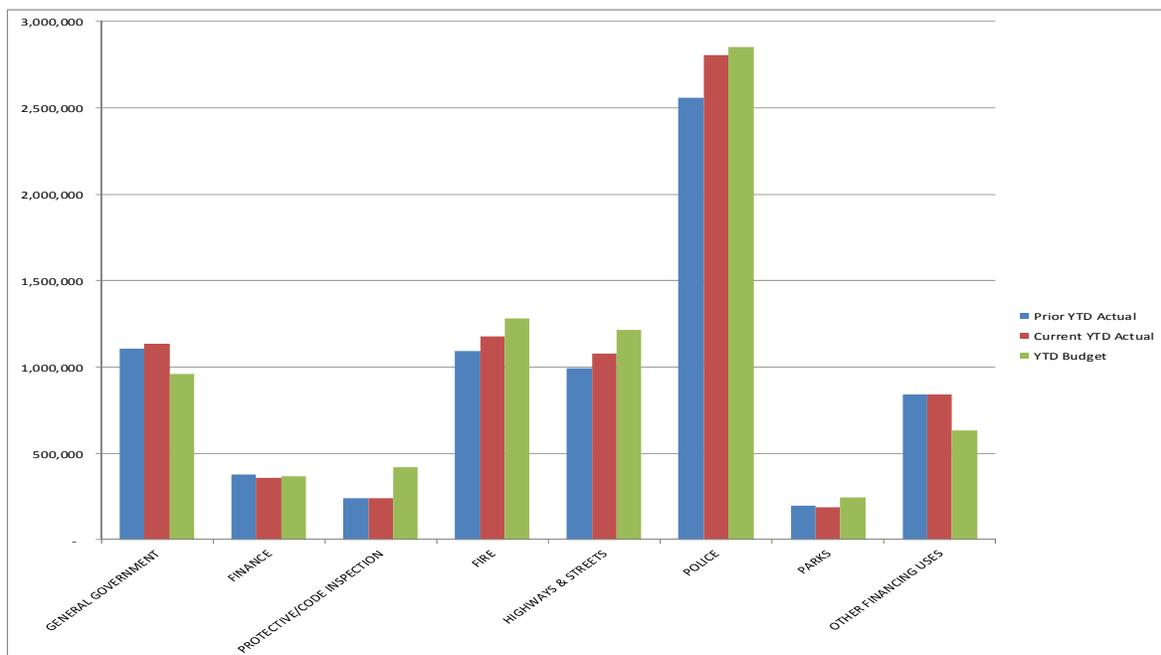
Other Financing Sources

- Operating transfers in from Utilities (for franchise fees) – collections are at 54% of the budget with \$1.113 million transferred from the utility fund franchise fees.

Expenditures

General fund total expenditures of \$7,831,783 are at 74% of the total budgeted for 2017. The target YTD percentage for this month should be at or below 75%.

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  
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**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>Sep-16</u>	<u>Sep-17</u>	<u>Variance</u>	<u>2017 Budget</u>	<u>% Budget to YTD 2017</u>
<b>REVENUE</b>					
INTERGOVERNMENTAL	-	-	-	-	-
CHARGES FOR SERVICES					
WATER	3,808,018	3,681,311	126,707	4,765,000	77.26%
SEWER	2,943,004	2,979,952	(36,948)	3,856,740	77.27%
ELECTRIC	14,791,021	14,631,632	159,389	18,645,000	78.47%
NATURAL GAS	2,512,679	2,525,750	(13,071)	3,573,340	70.68%
CATV/INTERNET	3,975,162	4,055,424	(80,262)	5,723,000	70.86%
UTILITY NON SPECIFIC	584,278	509,693	74,585	-	-
INTEREST INCOME	161,295	873,857	(712,562)	50,000	1747.71%
CONTRIBUTIONS & DONATIONS	43,351	-	43,351	-	-
MISCELLANEOUS INCOME	950	-	950	-	-
OTHER FINANCING SOURCES	49,625	7,142	42,483	-	-
<b>TOTAL REVENUE:</b>	<b>28,869,383</b>	<b>29,264,761</b>	<b>(395,378)</b>	<b>36,613,080</b>	<b>79.93%</b>
<b>EXPENSE</b>					
FINANCIAL ADMINISTRATION	(1,349,995)	(1,407,324)	(57,329)	(1,767,276)	79.63%
UTILITY CUSTOMER SERVICE	701,847	785,471	83,624	1,074,210	73.12%
UTILITY BILLING	213,094	205,046	(8,048)	315,982	64.89%
CENTRAL SERVICES	435,054	416,808	(18,246)	681,663	61.15%
GENERAL ADMIN ELECTRIC/TELECOMM	133,857	138,721	4,864	251,758	55.10%
ELECTRIC	12,112,137	11,581,677	(530,460)	17,951,696	64.52%
TELECOMM	4,187,560	4,133,028	(54,532)	6,068,394	68.11%
GENERAL ADMIN GAS WATER & SEWER	84,017	34,931	(49,086)	211,669	16.50%
SEWER	1,917,899	2,311,234	393,335	3,674,167	62.90%
WATER	2,670,394	2,261,550	(408,844)	4,919,071	45.98%
GAS	1,842,778	1,814,306	(28,472)	3,231,746	56.14%
<b>TOTAL EXPENSES:</b>	<b>22,948,642</b>	<b>22,275,448</b>	<b>(673,194)</b>	<b>36,613,080</b>	<b>60.84%</b>

Revenue

Operating revenues total \$29,264,761 which is 80% of the total amount budgeted for 2017.

- Water – Charges for sales and services \$3.681 million, 77% of budget.
- Sewerage – Charges for sales and services \$2.979 million, 77% of budget.
- Electric – Charges for sales and services \$14.631 million, 78% of budget.
- Gas – Charges for sales and services \$2.525 million, 70% of budget.
- CATV/Internet – Charges for sales and services \$4.055 million, 70% of budget.

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Expenses

Operating expenses were \$22,275,448.

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  
September 30, 2017**

	ADMINISTRATIVE DIVISION	CATV/INTERNET DIVISION	ELECTRIC DIVISION	GAS DIVISION	WASTEWATER DIVISION	WATER DIVISION	TOTAL ALL DIVISIONS
<b>OPERATING REVENUES</b>							
Charges for sales and services	\$ -	\$ 4,055,424.31	\$ 14,631,631.51	\$ 2,525,750.08	\$ 2,979,952.29	\$ 3,681,310.91	\$ 27,874,069.10
Customer account fees	538,955.15	-	-	-	-	-	538,955.15
Other revenue - allocation	(715,692.11)	100,984.16	318,361.29	68,112.42	99,159.15	129,075.09	-
Other	-	-	-	-	-	-	-
Total operating revenues	<u>(176,736.96)</u>	<u>4,156,408.47</u>	<u>14,949,992.80</u>	<u>2,593,862.50</u>	<u>3,079,111.44</u>	<u>3,810,386.00</u>	<u>28,413,024.25</u>
<b>OPERATING EXPENSES</b>							
Cost of sales and services	-	2,695,357.28	8,384,802.06	882,789.84	-	-	11,962,949.18
General operating expenses	(19,853.07)	1,096,140.56	2,587,088.34	759,086.62	1,919,546.20	1,751,029.90	8,093,038.55
Depreciation	-	-	-	-	-	-	-
Amortization	-	-	-	-	-	-	-
Total operating expenses	<u>(19,853.07)</u>	<u>3,791,497.84</u>	<u>10,971,890.40</u>	<u>1,641,876.46</u>	<u>1,919,546.20</u>	<u>1,751,029.90</u>	<u>20,055,987.73</u>
Operating income (loss)	<u>(156,883.89)</u>	<u>364,910.63</u>	<u>3,978,102.40</u>	<u>951,986.04</u>	<u>1,159,565.24</u>	<u>2,059,356.10</u>	<u>8,357,036.52</u>
<b>NON-OPERATING REVENUES (EXPENSES)</b>							
Interest income	198,856.66	-	-	-	-	-	198,856.66
Other	-	-	675,000.00	-	-	-	675,000.00
Intergovernmental	-	-	-	-	-	-	-
Interest expense	(2,657.07)	-	-	(36,413.12)	(113,095.73)	(118,863.76)	(271,029.68)
Gain on disposal of capital assets	7,142.40	-	-	-	-	-	7,142.40
Total non-operating revenue (expense)	<u>203,341.99</u>	<u>-</u>	<u>675,000.00</u>	<u>(36,413.12)</u>	<u>(113,095.73)</u>	<u>(118,863.76)</u>	<u>609,969.38</u>
Income (loss) before capital contributions and transfers	<u>46,458.10</u>	<u>364,910.63</u>	<u>4,653,102.40</u>	<u>915,572.92</u>	<u>1,046,469.51</u>	<u>1,940,492.34</u>	<u>8,967,005.90</u>
Capital contributions	-	-	-	-	-	-	-
Capital assets	(8,196.00)	(173,431.55)	(189,441.60)	(59,855.80)	(151,694.70)	(243,229.14)	(825,848.79)
Transfers in	-	-	-	-	-	-	-
Transfers out	(9,000.00)	(168,099.03)	(559,066.68)	(111,091.86)	(126,897.82)	(148,427.46)	(1,122,582.85)
	<u>(17,196.00)</u>	<u>(341,530.58)</u>	<u>(748,508.28)</u>	<u>(170,947.66)</u>	<u>(278,592.52)</u>	<u>(391,656.60)</u>	<u>(1,948,431.64)</u>
Change in net position	<u>\$ 29,262.10</u>	<u>\$ 23,380.05</u>	<u>\$ 3,904,594.12</u>	<u>\$ 744,625.26</u>	<u>\$ 767,876.99</u>	<u>\$ 1,548,835.74</u>	<u>\$ 7,018,574.26</u>
Net position, beginning of year							<u>67,551,155.00</u>
Net position, end of period	<u>\$ 29,262.10</u>	<u>\$ 23,380.05</u>	<u>\$ 3,904,594.12</u>	<u>\$ 744,625.26</u>	<u>\$ 767,876.99</u>	<u>\$ 1,548,835.74</u>	<u>\$ 74,569,729.26</u>

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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>Sep-16</u>	<u>Sep-17</u>	<u>Variance</u>	<u>2017 Budget</u>	<u>% Budget to YTD 2017</u>
<b>REVENUE</b>					
CHARGES FOR SERVICES	3,174,685	3,700,260	(525,575)	4,548,708	81.35%
CONTRIBUTIONS & DONATIONS	-	-	-	-	-
OTHER FINANCING SOURCES	510	-	510	-	-
<b>TOTAL REVENUE:</b>	<b>3,175,195</b>	<b>3,700,260</b>	<b>(525,065)</b>	<b>4,548,708</b>	<b>81.35%</b>
<b>EXPENSE</b>					
ADMINISTRATION	234,599	204,078	(30,521)	332,096	61.45%
SOLID WASTE COLLECTION	605,892	522,131	(83,761)	934,299	55.88%
SOLID WASTE DISPOSAL	1,541,292	1,740,891	199,599	2,467,527	70.55%
RECYCLABLE COLLECTION	64,302	59,645	(4,657)	162,849	36.63%
PUBLIC EDUCATION	-	-	-	-	-
YARD TRIMMINGS COLLECTION	127,668	124,981	(2,687)	199,805	62.55%
OTHER FINANCING USES	167,735	185,753	18,018	452,132	41.08%
<b>TOTAL EXPENSES:</b>	<b>2,741,488</b>	<b>2,837,479</b>	<b>95,991</b>	<b>4,548,708</b>	<b>62.38%</b>

Revenue

Collections for fiscal year 2017 are \$3.700 million or 81% of the revenue budget appropriation. As of October 1, we have \$65 thousand in transfer station revenue billed over 30 days with an additional \$188 thousand in current transfer station billing.

- Sanitation Fees – Collections through July is just over \$1.523 million, 80% of budget.
- Transfer Station Fees – Revenue of \$1.986 million.

Expenses

Solid Waste expenses are at 62.38% of the total budget or \$2,837,479. This includes 8 landfill payment to Oak Grove Landfill.

City Of Monroe  
 Financial Performance Report  
 For the Period Ended  
 September 30, 2017

**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% Monroe's Portion up to 60M	Actual Receipt Total for Month	Other Revenues	Total Receipts SPLOST	Expenses for the Month	Interest for the Month	Account Balance
	Special Local Option Sales Taxes Received	Receipt Total for Period of SPLOST							
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



**FIRE**

**DEPARTMENT**

**MONTHLY REPORT**

**NOVEMBER**

**2017**

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	Canceled Call	39	22	31	38	37	32	44	34	42				319
	No Emergency Found	6	5	6	7	4	6	6	3	3				46
	Good Intent Other	6	1	7	4	2	1	2	3	6				32
	<b>Total Good Intent Calls</b>	<b>51</b>	<b>28</b>	<b>44</b>	<b>49</b>	<b>43</b>	<b>39</b>	<b>52</b>	<b>40</b>	<b>51</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>397</b>
	<b>False Alarm</b>													
	Malicious Alarm	0	0	0	1	0	2	1	0	0				4
	System/Detector Malfunction	5	2	3	7	3	5	5	4	7				41
	Unintentional Activation	2	0	9	6	6	6	5	6	7				47
	Alarm Other	5	3	0	0	0	0	0	1	0				9
	<b>Total False Alarm</b>	<b>12</b>	<b>5</b>	<b>12</b>	<b>14</b>	<b>9</b>	<b>13</b>	<b>11</b>	<b>11</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>101</b>
	<b>SEVERE WEATHER</b>													
	Sever Weather	0	0	0	1	0	0	0	0	2*	0	0	0	1
	<b>TOTAL</b>	<b>222</b>	<b>176</b>	<b>208</b>	<b>211</b>	<b>220</b>	<b>199</b>	<b>237</b>	<b>220</b>	<b>216</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1909</b>
	<b>AID GIVEN TO WCFR</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>9</b>	<b>1</b>	<b>6</b>	<b>4</b>	<b>4</b>	<b>0</b>				<b>34</b>
	<b>AID RECEIVED FROM WCFR</b>	<b>8</b>	<b>7</b>	<b>8</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>9</b>	<b>9</b>				<b>65</b>
	<b>PUBLIC RELATIONS/EVENTS</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>12</b>	<b>5</b>	<b>3</b>	<b>6</b>	<b>3</b>				<b>35</b>
	<b>TRAINING HRS.</b>	<b>253.5</b>	<b>233</b>	<b>270</b>	<b>246</b>	<b>303.5</b>	<b>182.5</b>	<b>320.5</b>	<b>178.8</b>	<b>215</b>				<b>2202.78</b>
	<b>BUILDING INSPECTIONS</b>	<b>23</b>	<b>22</b>	<b>14</b>	<b>18</b>	<b>16</b>	<b>12</b>	<b>18</b>	<b>22</b>	<b>19</b>				<b>164</b>
	<b>SMOKE ALARMS ISSUED TO PUBLIC</b>	<b>10</b>	<b>17</b>	<b>250</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>277</b>
	<b>ARSON INVESTIGATIONS/CITY</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>6</b>	<b>1</b>				<b>15</b>
	<b>ARSON INVEST./INTER AGENCY</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>6</b>



**POLICE**

**DEPARTMENT**

**MONTHLY REPORT**

**NOVEMBER**

**2017**

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**Public Safety Dept. Activity Report-SEPT 2017**

<b>Monroe Police Dept.</b>		<b>Monroe Fire Dept.</b>			
Calls for Service	3281	<b>FIRES</b>		<b>PHONE CALLS</b>	210
		Building	4	<b>TOTAL</b>	<b>210</b>
Calls to MPD	1758	Cooking	2	<b>SERVICE CALLS</b>	
		Vehicle	0	Assist other Agency	1
Court Cases	500	Grass	4	Public Service	3
		Trash/Waste	2	Service other	10
Training Hours	597	Dumpster	0	<b>TOTAL</b>	<b>14</b>
		Fire Other	0	<b>GOOD INTENT CALL</b>	
Part 1 Crimes	55	<b>TOTAL</b>	<b>12</b>	Canceled call	42
		<b>EMS</b>		No Emergency Found	3
Part 2 Crimes	120	EMS Calls	44	Good Intent Other	6
		Medical Assist.	62	<b>TOTAL</b>	<b>51</b>
Arrest-Adult	55	Vehicle Accident w/injuries	9	<b>FALSE ALARM</b>	
Juvenile	3	Vehicle/Pedestrian Accident	0	Malicious Alarm	0
		MVA/No injuries	3	System/Detector Malfunction	7
C/S Trash Pick up	0.13	Extrication	0	Unintentional Activation	7
Tires	0	EMS other	0	Alarm Other	0
		<b>TOTAL</b>	<b>118</b>	<b>TOTAL</b>	<b>14</b>
		<b>HAZARDOUS CONDITIONS</b>		<b>SEVER WEATHER</b>	
		Flammable Liquid Spill	0	Sever Weather	2
		Gas Leak(LP/Natural Gas)	2	<b>TOTAL</b>	<b>0</b>
		Hazardous Other	5	<b>GRAND TOTAL</b>	<b>216</b>
		<b>TOTAL</b>	<b>7</b>		
<b>Community Events</b>					
9/2-Farmers Market		<b>Aid Given to WCFR</b>	0		
9/9-Farmers Market		<b>Aid Received from WCFR</b>	9		
9/9-Maple Heights Day					
9/9-TAM-The Addict's Mom-National campaign		Public Relations/Events	3		
9/9-A Strong Hands Up class		Training Hrs.	215		
9/15-First Friday Concert (rescheduled)		Building Inspections	19		
9/16-Farmers Market		Juvenile Fire setter/Conf.	0		
9/23-Farmers Market		Smoke Alarms Issued to Public	0		
9/23-A Strong Hands Up class		Arson Investigations/City	1		
9/23-Family Day		Arson Invest./Inter Agency	0		
9/28-MAHS Homecoming Parade					
9/30-Farmers Market					

2017	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTALS
AGENCY													
<b>LE CALLS</b>													
WALTON SO	5,453	5,021	5,243	4,922	5,676	4,728	4,554	4,307	4,488				44,392
WCSO AREA CHECKS	7,769	7,068	8,909	9,159	8,180	7,432	8,217	7,556	7,866				72,156
MONROE PD	3,111	2,997	3,436	2,894	3,173	3,384	3,487	3,212	3,281				28,975
MPD AREA CHECKS	113	97	96	89	91	163	186	167	205				1,207
LOGANVILLE PD	2,765	3,075	3,455	2,942	2,477	2,434	2,507	2,748	2,219				24,622
LPD AREA CHECKS	34	14	14	13	11	7	12	19	15				139
SOCIAL CIRCLE PD	1,570	1,304	1,504	1,645	1,954	2,014	2,307	2,552	2,310				17,160
SPD AREA CHECKS	16	7	11	14	6	5	10	9	19				97
WALTON EMS	1,623	1,208	1,289	1,252	1,471	1,289	1,435	1,419	1,391				0
													12,377
<b>FIRE DEPTS</b>													0
WALTON FIRE	444	336	395	377	410	405	392	379	561				0
MONROE FIRE	229	186	214	212	221	207	231	187	263				3,699
LOGANVILLE FIRE	186	148	171	181	184	164	156	221	176				1,950
SOC CIRCLE FIRE	63	59	92	63	73	61	76	73	127				1,587
													687
<b>TOTAL</b>	<b>23,376</b>	<b>21,520</b>	<b>24,829</b>	<b>23,763</b>	<b>23,927</b>	<b>22,293</b>	<b>23,570</b>	<b>22,849</b>	<b>22,921</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>209,048</b>
<b>PHONE CALLS</b>													
ABANDONED	243	247	455	264	243	213	252	190	219				2,326
ADMIN IN	11,071	5,905	6,287	6,331	6,983	6,495	6,501	6,234	6,774				62,581
ADMIN OUT	3,149	2,800	3,387	3,204	3,572	3,595	3,925	3,704	3,840				31,176
911		3,985	4,715	4,651	5,073	4,802	5,171	4,769	5,130				38,296
<b>TOTAL</b>	<b>14,463</b>	<b>12,937</b>	<b>14,844</b>	<b>14,450</b>	<b>15,871</b>	<b>15,105</b>	<b>15,849</b>	<b>14,897</b>	<b>15,963</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>134,379</b>

# COMPARISON OF CITATIONS 2016/2017

	SEP-16	SEP -017
CITATIONS/WARNINGS ISSUED:	238	500
ADJUDICATED/CLOSED CASES	216	500
FINES COLLECTED PER MONTH	\$40,796.05	\$41,452.70
YEAR TO DATE COLLECTED:	\$288,009.69	\$328,811.25



# WALTON COUNTY 911

## Radio Log Statistical Report, by Unit

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<u>Unit</u>	<u>Unit Description</u>	<u>Number of Logs</u>
316	LAW ENFORCEMENT UNIT	1
317	LAW ENFORCEMENT UNIT	3
320	LAW ENFORCEMENT UNIT	7
323	LAW ENFORCEMENT UNIT	1
324	LAW ENFORCEMENT UNIT	2
350	LAW ENFORCEMENT UNIT	4
351	LAW ENFORCEMENT UNIT	11
352	LAW ENFORCEMENT UNIT	3
353	LAW ENFORCEMENT UNIT	9
354	LAW ENFORCEMENT UNIT	13
355	LAW ENFORCEMENT UNIT	16
356	LAW ENFORCEMENT UNIT	5
358	LAW ENFORCEMENT UNIT	4
360	LAW ENFORCEMENT UNIT	8
361	LAW ENFORCEMENT UNIT	32
362	LAW ENFORCEMENT UNIT	26
363	LAW ENFORCEMENT UNIT	31
366	LAW ENFORCEMENT UNIT	23
370	LAW ENFORCEMENT UNIT	2
372	LAW ENFORCEMENT UNIT	4
<b>Total Radio Logs:</b>		<b>205</b>

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**Report Includes:**

All dates between `00:00:00 09/01/17` and `00:00:00 10/01/17`, 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

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<u>Nature of Incident</u>	<u>Total Incidents</u>
FIGHT VIOLENT	11
ANIMAL BITE	1
ANIMAL COMPLAINT	21
INJURED ANIMAL	3
VICIOUS ANIMAL	3
PROWLER	7
ATTEMPTED BURGLARY	1
BURGLARY IN PROGRESS	1
BURGLARY REPORT	12
DOMESTIC NON-VIOLENT	90
DOMESTIC VIOLENT	1
WARRANT SERVICE	22
SUSPICIOUS PERSON	134
SUSPICIOUS VEHICLE	139
SUICIDE ATTEMPT	1
SUICIDE THREAT	7
KEYS LOCKED IN VEHICLE	121
SPEEDING AUTO	4
ACCIDENT NO INJURIES	68
INJURY BY COMPLAINT	1
ACCIDENT WITH A DEER	3
ACCIDENT WITH INJURIES	10
ACCIDENT UNKNOWN INJURIES	2
ROAD HAZARD	19
INTOXICATED PERSON	1
HIT AND RUN	12
DIRECT TRAFFIC	4
TRANSPORT FOR BUSINESS	3
FUNERAL ESCORT	14
TRANSPORT	5
DISABLED VEHICLE	46
AREA/BLDG CHECK	1272
CHILD ABUSE	2
RAPE	1
CHASE	2
BANK ALARM	1
BUSINESS ALARM	66
CHURCH ALARM	9
RESIDENTIAL ALARM	52
SCHOOL ALARM	1
SUBJECT IN CUSTODY	11
TRANSPORT TO JAIL	4
DEMENTED PERSON NON-VIOLENT	12
STOLEN VEHICLE	7

<u>Nature of Incident</u>	<u>Total Incidents</u>
911 HANGUP	31
CONTROL SUBSTANCE PROBLEM	7
AGENCY ASSISTANCE	15
ASSAULT	3
ASSAULT PRIORITY 2	1
ASSAULT PRIORITY 3	1
ASSAULT LAW ENFORCEMENT ONLY	6
CHILD CUSTODY DISPUTE	4
CIVIL ISSUE/DISPUTE	11
COUNTERFEIT MONEY	3
CIVIL PAPER SERVICE	1
DAMAGE TO PROPERTY	50
DISPUTE NON VIOLENT IN NATURE	98
DISTRUBING THE PEACE	2
Dead Body	2
DISORDERLY CONDUCT	1
EMERGENCY MESSAGE	1
LE ASSIST FOR EMS	21
ENTERING AN AUTO	13
EXPLOSIVES PROBLEM	1
EXTRA PATROL REQUEST	7
ASSIST FIRE DEPARTMENT	11
FIREARMS DISCHARGED	14
FOLLOW UP TO PREVIOUS CALL	3
FORGERY	1
FOUND PROPERTY	6
FRAUD	7
GAS DRIVE OFF	1
HARRASSING PHONE CALLS	7
HARRASSMENT	15
IDENTITY THEFT	2
ILLEGAL PARKING	6
JUVENILE RUNAWAY	2
JUVENILE COMPLAINT	32
JUVENILE PROBLEM -NO COMPLAINT	2
KIDNAPPING	1
LOITERING	2
LOST ITEM REPOR	4
LOUD MUSIC COMPLAINT	11
MISSING PERSON	7
MOBILE HOME INSPECTION	1
MISCELLANEOUS LAW INCIDENT	62
POWER LINES DOWN	17
PROSTITUTION	1
ROAD RAGE	1
SEARCH WARRANT	1
SEIZURES PRIORITY 2	1
SHOPLIFTING	9
SHOTS FIRED	1
THEFT REPORT	35

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<u>Nature of Incident</u>	<u>Total Incidents</u>
THREATS	7
TRAFFIC VIOLATION	423
TRAILER INSPECTION	6
TREE DOWN	3
TREE DOWN	23
TRESPASSING	5
UNCONSCIOUS PRIORITY 1	1
UNDERAGE CONSUMPTION ALCOHOL	1
UNKNOWN PRIORITY 1	5
UNKNOWN LAW PROBLEM	13
UNSECURE PREMISES	10
VEHICLE INSPECTION	5
WELFARE CHECK	30

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Total reported: 3281

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**Report Includes:**

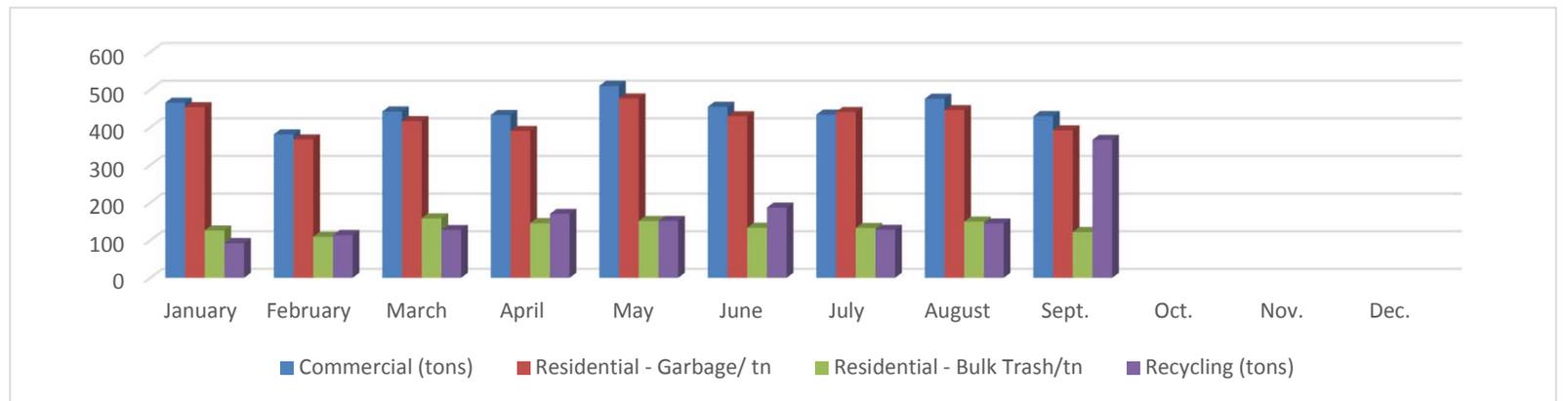
All dates between '00:00:00 09/01/17' and '00:00:00 10/01/17', All agencies matching 'MPD', All natures, All locations, All responsible officers. All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



**SOLID WASTE  
DEPARTMENT  
MONTHLY REPORT  
NOVEMBER  
2017**

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<b>2017</b>	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			
Residential - Garbage/ tn	453.21	367.69	415.94	390.21	476.68	428.88	440.64	445.57	392.13			
Residential - Bulk Trash/tn	125.95	108.94	158.02	145.21	150.95	133.02	132.25	149.53	121.48			
Recycling (tons)	92.20	113.59	126.62	169.85	151.16	186.67	127.21	144.43	366.74			
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			
Customers (TS)	14	14	14	15	14	14	15	14	16			
Sweeper (tons)	4.1	10.06	13.47	14.27	26.45		5.69	8.35	15.57			
Storm drain debris (tons)	8.21	0.28	0.13	1.23	0.79	0.58		19.14	0.33			
	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			
Recycling - Curbside (tons)	11.56	13.77	15.81	18.24	19.35	20.32	15.78	21.56	16.98			
Recycling - Cardboard (tons)	11.24	9.24	11.81	13.02	13.86	13.17	11.33	16.68	15.95			
Recycling - Scrap Metal (tons)	8.86	14.18		7.43	3.66	28.58		2.49				
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)			
Garbage carts (each)	30	64	63	47	67	68	30	100	27			
Recycling bins (each)	17	18	22	19	16	16	19	20	18			
Dumpsters (each)	3	3	7			1		8				
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			



CTIY OF MONROE  
IRMA – STORM DEBRIS CLEAN UP!  
(Sept. 12 through Oct 14, 2017)

- I. LABOR = 208.32Hrs @ \$4,759.13
- II. EQUIPMENT = \$13,258.36
- III. DEBRIS COLLECTION & DISPOSAL = 392.39 tons (2,615.93 cubic yards)



**STREETS AND  
TRANSPORTATION  
DEPARTMENT  
MONTHLY REPORT  
NOVEMBER  
2017**

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## **Public Works Administration**

September 2017

\* The Public Works Office received 756 calls during this period.

\*The Public Works Office issued 122 work orders of which 110 were completed.

\*Community Building rented out five times (large – three times, auditorium-once and whole building-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							3
Electric/Cable	2	10	6	4	6	7	9	7	7				58
Finance													0
Fire	4	4	4	6	6	6	11	7	3				51
Gas/Water/Sewer	8	7	6	7	3	8	3	10	9				61
GUTA					1								1
Meter Readers		1	2	1			1						5
Motor Pool													0
Police	15	18	19	25	22	16	23	22	20				180
Public Works	52	39	44	46	46	41	41	40	23				372
TOTAL	82	81	81	89	85	80	88	87	62	0	0	0	735

## **Grounds Division**

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

\*Picked up .06 tons/120 pounds of litter on various city streets.

## **Street Division**

\*The right of way crew continues to trim limbs, cut grass and picked up .69 tons/1,380 pounds of litter. Crews have also completed road repairs on various streets. Progress continues on the East Church Street sidewalk project.

\*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				61
Signs replaced	10	10	15	10	11	2	7		2				67
Sign post replaced/installed	15	8	10	4	5	5	7	4	5				63
New signs	17	16	9	21	14	9	12	11	10				119
Signs cleaned	8	10	14	7	10	12	6	9	8				84
Signs installed (new)	7	3	2		1	3	2						18
City emblems installed		2			2								4
In-lane pedestrian signs													0
Banners	7	3	4	8	11	10	12	11	8				74
Compaction Test	4	2	1	1	4	1	1		1				15
Traffic Studies			3	8	3	5	4		2				25
Parking Lot Striped							1						1
Speed hump installed			1					2	3				6
Crosswalk installed								1					1
Stop bars installed													0
<b>TOTAL</b>	<b>78</b>	<b>61</b>	<b>65</b>	<b>63</b>	<b>65</b>	<b>54</b>	<b>59</b>	<b>46</b>	<b>47</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>538</b>

## 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				37
Art Guild		2	6	2	10	8	7	2	2				39
City Hall	7	9	8	4	4	10	14	11	11				78
Comm. Building	10	12	10	9	10	7	5	6	10				79
DDA								4	2				6
Fire	1	1	3	1	1	11	12	18	1				49
Library	1	1	6	3	8	3	12	3	5				42
Old City Hall	2	2	1	3	4	4	1	7	5				29
Playhouse							1						1
Police	13	14	9	8	9	2	11	8	3				77
Public Works	22	21	23	20	27	20	24	29	16				202
Transfer Station			3	2			1						6
Utilities	1	1	2		1	1	3	1					10
Downtown	1		4	1	4	4			1				15
<b>TOTAL</b>	<b>65</b>	<b>64</b>	<b>80</b>	<b>63</b>	<b>79</b>	<b>74</b>	<b>91</b>	<b>93</b>	<b>61</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>670</b>



**WATER, SEWER, GAS,  
& STORMWATER  
MONTHLY REPORT  
NOVEMBER  
2017**

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# MONTHLY DIRECTOR'S REPORT

REPORTING PERIOD: 09/2017 | 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
<b>REVENUES</b>	<b>\$ 0.744M</b>	<b>\$ 0.726M</b>	<b>\$ 0.729M</b>	<b>\$ 0.697M</b>	<b>\$ 0.747M</b>	<b>\$ 0.803M</b>	<b>\$ 0.817M</b>	<b>\$ 0.459M</b>	<b>\$ 0.812M</b>				<b>\$ 6.534M</b>	<b>\$ 8.862M</b>	<b>\$ 6.966M</b>
PERSONNEL COSTS	\$ (0.000M)	\$ 0.142M	\$ 0.156M	\$ 0.137M	\$ 0.146M	\$ 0.214M	\$ 0.154M	\$ 0.118M	\$ 0.159M				\$ 1.225M	\$ 1.962M	\$ 1.324M
CONTRACTED SVC	\$ 0.018M	\$ 0.068M	\$ 0.024M	\$ 0.029M	\$ 0.042M	\$ 0.072M	\$ 0.067M	\$ 0.088M	\$ 0.093M				\$ 0.502M	\$ 0.763M	\$ 0.375M
SUPPLIES	\$ 0.077M	\$ 0.133M	\$ 0.113M	\$ 0.115M	\$ 0.126M	\$ 0.079M	\$ 0.155M	\$ 0.128M	\$ 0.235M				\$ 1.161M	\$ 1.383M	\$ 0.974M
CAPITAL OUTLAY	\$ 0.084M	\$ 0.123M	\$ 0.112M	\$ 0.083M	\$ 0.218M	\$ 0.184M	\$ 0.212M	\$ 0.185M	\$ 0.208M				\$ 1.409M	\$ -	\$ 1.607M
FUND TRANSFERS	\$ -	\$ 0.033M	\$ 0.032M	\$ 0.033M	\$ 0.032M	\$ 0.034M	\$ 0.037M	\$ 0.036M	\$ 0.037M				\$ 0.275M	\$ -	\$ 0.309M
<b>EXPENSES</b>	<b>\$ 0.179M</b>	<b>\$ 0.500M</b>	<b>\$ 0.436M</b>	<b>\$ 0.397M</b>	<b>\$ 0.564M</b>	<b>\$ 0.584M</b>	<b>\$ 0.625M</b>	<b>\$ 0.555M</b>	<b>\$ 0.732M</b>				<b>\$ 4.572M</b>	<b>\$ 4.107M</b>	<b>\$ 4.588M</b>

<b>MARGIN</b>	<b>\$ 0.565M</b>	<b>\$ 0.226M</b>	<b>\$ 0.292M</b>	<b>\$ 0.301M</b>	<b>\$ 0.183M</b>	<b>\$ 0.219M</b>	<b>\$ 0.192M</b>	<b>\$ (0.096M)</b>	<b>\$ 0.080M</b>				<b>\$ 1.962M</b>	<b>\$ 4.754M</b>	<b>\$ 2.378M</b>
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12-MO  
PROCESSED  
KGAL



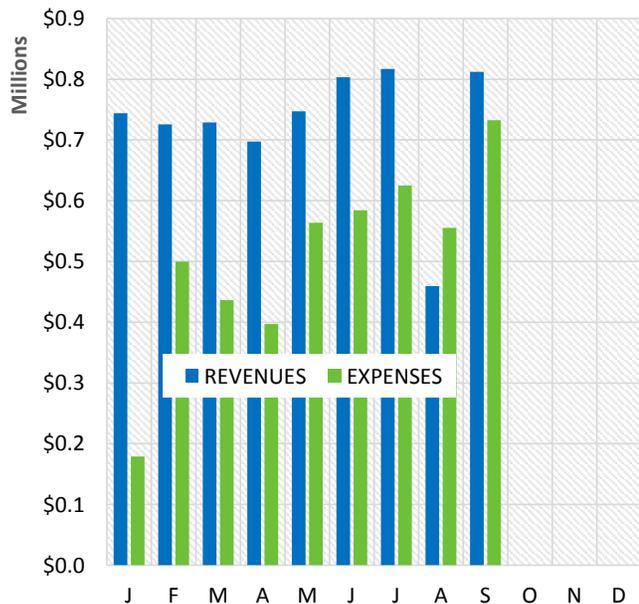
12-MO  
RETAIL  
KGAL



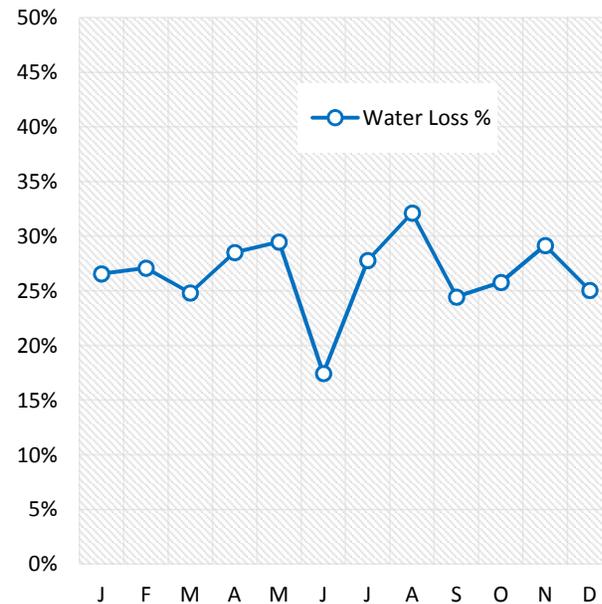
ROLLING  
12-MO LINE  
LOSS



**REVENUES vs. EXPENSES**



**MONTHLY WATER PROCESSED VS SOLD**



## 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 - WATER

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

### KGALLONS - WATER

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

### REVENUE - WATER

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

## 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 - SEWER

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

### KGALLONS - SEWER

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

### REVENUE - SEWER

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

## 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	4
Commercial	13	11	11	12	11	16	15	16	17	13
Industrial	2,940	3,365	3,572	3,161	3,092	3,163	2,692	2,792	2,209	2,998
Water Authority	4,327	4,085	4,705	3,985	4,223	4,895	3,836	4,545	4,629	4,359

### AVERAGE \$/CUSTOMER (WATER)

Residential	\$36	\$34	\$34	\$33	\$32	\$38	\$37	\$39	\$40	\$36
Commercial	\$97	\$95	\$84	\$88	\$86	\$113	\$107	\$114	\$117	\$100
Industrial	\$12,046	\$13,763	\$14,600	\$12,939	\$12,660	\$12,947	\$11,044	\$11,448	\$9,093	\$12,282
Water Authority	\$7,356	\$6,945	\$7,999	\$6,775	\$7,179	\$8,322	\$6,521	\$7,727	\$7,869	\$7,410

### AVERAGE \$/KGALLON (WATER)

Residential	\$8.3019	\$8.3450	\$8.3550	\$8.3822	\$8.4083	\$8.2451	\$8.3270	\$8.2362	\$8.2428	\$8.3159
Commercial	\$7.3514	\$8.6169	\$7.7270	\$7.5388	\$7.6203	\$7.2303	\$7.1924	\$7.1118	\$7.0524	\$7.4935
Industrial	\$4.0974	\$4.0901	\$4.0872	\$4.0934	\$4.0946	\$4.0934	\$4.1027	\$4.1004	\$4.1164	\$4.0973
Water Authority	\$1.7000	\$1.7000	\$1.7000	\$1.7000	\$1.7000	\$1.7000	\$1.7000	\$1.7000	\$1.7000	\$1.7000
<b>Average</b>	<b>\$5.3627</b>	<b>\$5.6880</b>	<b>\$5.4673</b>	<b>\$5.4286</b>	<b>\$5.4558</b>	<b>\$5.3172</b>	<b>\$5.3305</b>	<b>\$5.2871</b>	<b>\$5.2779</b>	<b>\$5.4017</b>

### AVERAGE KGALLONS/CUSTOMER (SEWER)

Residential	6	5	5	5	5	6	6	6	6	6
Commercial	15	13	12	13	12	18	17	18	19	15
Water Authority	4,327	4,085	4,705	3,985	4,223	4,895	3,836	4,545	4,629	4,359

### AVERAGE \$/CUSTOMER (SEWER)

Residential	\$32	\$33	\$32	\$31	\$30	\$33	\$32	\$33	\$33	\$32
Commercial	\$157	\$141	\$146	\$161	\$140	\$177	\$167	\$168	\$167	\$158
Water Authority	\$1,359	\$1,279	\$1,173	\$1,146	\$959	\$1,333	\$1,226	\$1,333	\$1,386	\$1,244

### AVERAGE \$/KGALLON (SEWER)

Residential	\$5.7183	\$6.0281	\$6.0515	\$6.1135	\$6.1728	\$5.4846	\$5.5570	\$5.3709	\$5.2269	\$5.7471
Commercial	\$10.5517	\$11.2585	\$12.0274	\$12.2123	\$11.3567	\$9.9872	\$10.0182	\$9.4283	\$9.0170	\$10.6508
Water Authority	\$0.3141	\$0.3131	\$0.2492	\$0.2876	\$0.2272	\$0.2722	\$0.3196	\$0.2932	\$0.2994	\$0.2862
<b>Average</b>	<b>\$5.5280</b>	<b>\$5.8666</b>	<b>\$6.1094</b>	<b>\$6.2044</b>	<b>\$5.9189</b>	<b>\$5.2480</b>	<b>\$5.2982</b>	<b>\$5.0308</b>	<b>\$4.8478</b>	<b>\$5.5613</b>

	Sep 2017	Sep 2016	FY2017 YTD	FY2016 YTD	MOST RECENT 12-MONTH
<b>SALES REVENUES</b>					
WATER SALES	\$ 440,912	\$ 429,047	\$ 3,530,023	\$ 3,622,834	\$ 4,732,459
SEWER SALES	\$ 336,364	\$ 316,056	\$ 2,548,151	\$ 2,829,734	\$ 3,529,019
<b>SALES REVENUES (ACTUAL)</b>	<b>\$ 777,276</b>	<b>\$ 745,103</b>	<b>\$ 6,078,175</b>	<b>\$ 6,452,568</b>	<b>\$ 8,261,477</b>
AS BUDGET	\$ 692,478	-	\$ 6,232,305	-	Not Applicable
% ACTUAL TO BUDGET	112.25%	0.00%	97.53%	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	\$ 959	\$ 1,144	\$ 12,403	\$ 12,153	\$ 1,511
MISC REVENUE	\$ 5,290	\$ 5,290	\$ 48,160	\$ 44,932	\$ 10,580
REIMB DAMAGE PROP	\$ -	\$ -	\$ -	\$ -	\$ -
TAP FEES	\$ 2,625	\$ 16,400	\$ 90,725	\$ 128,100	\$ 8,275
CUST ACCT FEES	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER REV	\$ -	\$ -	\$ -	\$ -	\$ -
ADMIN ALLOC	\$ 12,423	\$ 11,178	\$ 129,075	\$ 120,194	\$ 16,047
INT/INVEST INCOME	\$ -	\$ -	\$ -	\$ -	\$ -
STATE GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -
<b>OTHER REVENUES (WATER)</b>	<b>\$ 21,297</b>	<b>\$ 34,012</b>	<b>\$ 280,363</b>	<b>\$ 305,378</b>	<b>\$ 36,413</b>

**SEWER**

OP REVENUE	\$ -	\$ 40	\$ 18,670	\$ 12,270	\$ 1,200
MISC REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -
TAP FEES	\$ 4,000	\$ 23,500	\$ 73,500	\$ 101,000	\$ 4,000
CUST ACCT FEES	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER REV	\$ -	\$ -	\$ -	\$ -	\$ -
ADMIN ALLOC	\$ 9,544	\$ 8,830	\$ 83,325	\$ 94,945	\$ 12,676
INT/INVEST INCOME	\$ -	\$ -	\$ -	\$ -	\$ -
STATE GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -
<b>OTHER REVENUES (SEWER)</b>	<b>\$ 13,544</b>	<b>\$ 32,370</b>	<b>\$ 175,495</b>	<b>\$ 208,215</b>	<b>\$ 17,876</b>

<b>OTHER REVENUES (TOTAL)</b>	<b>\$ 34,841</b>	<b>\$ 66,382</b>	<b>\$ 455,858</b>	<b>\$ 513,593</b>	<b>\$ 54,289</b>
AS BUDGET	\$ 46,009	-	\$ 414,077	-	Not Applicable
% ACTUAL TO BUDGET	75.73%	0.00%	110.09%	0.00%	Not Applicable

<b>TOTAL REVENUES (ACTUAL)</b>	<b>\$ 812,117</b>	<b>\$ 811,485</b>	<b>\$ 6,534,032</b>	<b>\$ 6,966,161</b>	<b>\$ 8,315,766</b>
AS BUDGET	\$ 738,487	-	\$ 6,646,382	-	Not Applicable
% ACTUAL TO BUDGET	109.97%	0.00%	98.31%	0.00%	Not Applicable

	Sep 2017	Sep 2016	FY2017 YTD	FY2016 YTD	
PERSONNEL	\$ 158,748	\$ 135,561	\$ 1,224,659	\$ 1,323,593	\$ 1,993,481
CONTRACTED SERVICES	\$ 93,745	\$ 35,264	\$ 503,303	\$ 379,293	\$ 761,921
SUPPLIES	\$ 234,940	\$ 122,844	\$ 1,161,437	\$ 974,319	\$ 1,585,899
CAPITAL OUTLAY	\$ 208,093	\$ 177,352	\$ 1,409,310	\$ 1,606,514	\$ 3,895,680
FUND TRANSFERS	\$ 37,377	\$ 37,980	\$ 275,325	\$ 308,822	\$ 387,842
<b>TOTAL</b>	<b>\$ 732,903</b>	<b>\$ 509,001</b>	<b>\$ 4,574,035</b>	<b>\$ 4,592,541</b>	<b>\$ 8,624,823</b>

**WATER**

**PERSONNEL**

Compensation	\$ 42,029	\$ 44,713	\$ 319,816	\$ 393,897	\$ 606,381
Reg Salaries-Water	\$ 33,196	\$ 37,917	\$ 282,053	\$ 352,109	\$ 466,805
Overtime	\$ 8,833	\$ 6,795	\$ 37,763	\$ 41,788	\$ 131,560
Seas Salaries	\$ -	\$ -	\$ -	\$ -	\$ 8,016
Benefits	\$ 25,756	\$ 15,362	\$ 192,241	\$ 176,192	\$ 252,481
Util Lab & Bene To Cap	\$ -	\$ -	\$ -	\$ -	\$ -
Group Ins	\$ 14,684	\$ 5,314	\$ 91,054	\$ 86,482	\$ 107,431
Soc Sec	\$ (1,670)	\$ 2,640	\$ 18,925	\$ 23,173	\$ 34,460
Medicare	\$ 4,757	\$ 617	\$ 4,042	\$ 5,420	\$ 10,713
Gmebs Retire	\$ 7,986	\$ 6,791	\$ 78,204	\$ 61,117	\$ 99,862
Unemployment	\$ -	\$ -	\$ -	\$ -	\$ -
Workers Comp	\$ -	\$ -	\$ -	\$ -	\$ -
Med Exams	\$ -	\$ -	\$ 15	\$ -	\$ 15
<b>PERSONNEL (ACTUAL)</b>	<b>\$ 67,785</b>	<b>\$ 60,075</b>	<b>\$ 512,057</b>	<b>\$ 570,090</b>	<b>\$ 858,862</b>
AS BUDGET	\$ 80,569	\$ -	\$ 725,119	\$ -	Not Applicable
% ACTUAL TO BUDGET	84.13%	0.00%	70.62%	0.00%	Not Applicable

**CONTRACTED SERVICES**

Atty Fees - Pres & Malc	\$ -	\$ -	\$ -	\$ -	\$ 30
Atty Fees - Others	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Svcs	\$ -	\$ 1,778	\$ 1,250	\$ 4,247	\$ -
Consult - Tech	\$ -	\$ 1,778	\$ 1,250	\$ 4,247	\$ 1,680
Consulting	\$ -	\$ 3,556	\$ 2,500	\$ 8,494	\$ 1,710
Custodial Service	\$ 214	\$ -	\$ 214	\$ -	\$ 214
Lawn & Maint	\$ 180	\$ -	\$ 180	\$ -	\$ 180
Security Sys	\$ -	\$ -	\$ -	\$ -	\$ -
Equip Rent/Lease	\$ 2,994	\$ 429	\$ 24,050	\$ 7,050	\$ 26,181
Dues & Sub	\$ -	\$ -	\$ -	\$ -	\$ -
Rents/Leases	\$ 2,994	\$ 429	\$ 24,050	\$ 7,050	\$ 26,181
Equip R&M Outside	\$ 1,322	\$ 1,615	\$ 21,348	\$ 78,028	\$ 30,863
Equipment Rental	\$ 288	\$ -	\$ 288	\$ -	\$ 288
Vehicle R&M Outside	\$ 305	\$ 85	\$ 3,398	\$ 5,608	\$ 3,629
R&M Sys Outside	\$ 5,328	\$ 4,746	\$ 22,236	\$ 44,506	\$ 84,902

**WATER & SEWER UTILITY: EXPENSES**

REPORTING PERIOD: 09/2017

MONROE

MOST RECENT

	Sep 2017	Sep 2016	FY2017 YTD	FY2016 YTD	12-MONTH
R&M Build Outside	\$ 9,595	\$ -	\$ 9,595	\$ 1,700	\$ 9,873
R&M Wtr Tank Outside	\$ 12,813	\$ 150	\$ 52,690	\$ 40,028	\$ 66,043
R&M Reservoir Outside	\$ -	\$ -	\$ 6,704	\$ 6,551	\$ 6,704
R&M Catv Outside	\$ -	\$ -	\$ -	\$ -	\$ -
Repair & Maintenance (Outside)	\$ 29,651	\$ 6,596	\$ 116,259	\$ 176,421	\$ 202,301
Landfill Fees	\$ -	\$ -	\$ -	\$ -	\$ -
Maint Contracts	\$ 474	\$ 6,434	\$ 18,153	\$ 32,242	\$ 30,339
Other Contract Svcs	\$ -	\$ -	\$ -	\$ -	\$ -
Contracted Services	\$ 474	\$ 6,434	\$ 18,153	\$ 32,242	\$ 30,339
Comm Svcs	\$ 652	\$ 287	\$ 4,106	\$ 2,961	\$ 6,479
Public Relations	\$ -	\$ -	\$ -	\$ -	\$ -
Mkt Expense	\$ -	\$ -	\$ 60	\$ 402	\$ 60
Util Bill Print Svcs	\$ -	\$ -	\$ -	\$ -	\$ -
Dues & Sub	\$ 90	\$ -	\$ 1,859	\$ 1,206	\$ 2,308
Training & Ed	\$ 675	\$ 703	\$ 6,601	\$ 5,150	\$ 10,133
Gen Liab Ins	\$ -	\$ -	\$ 2,181	\$ -	\$ 2,181
Uniform Rent	\$ 859	\$ 428	\$ 3,794	\$ 3,202	\$ 4,889
<b>CONTRACTED SERVICES (ACTUAL)</b>	<b>\$ 35,789</b>	<b>\$ 18,432</b>	<b>\$ 179,957</b>	<b>\$ 237,128</b>	<b>\$ 286,973</b>
AS BUDGET	\$ 30,017	\$ -	\$ 270,150	\$ -	Not Applicable
% ACTUAL TO BUDGET	119.23%	0.00%	66.61%	0.00%	Not Applicable

**SUPPLIES**

Chem & Pest	\$ 15,689	\$ 8,576	\$ 99,521	\$ 104,389	\$ 145,113
Office Supplies	\$ 524	\$ 1,639	\$ 23,511	\$ 4,654	\$ 24,143
Postage	\$ 283	\$ 289	\$ 2,295	\$ 1,786	\$ 3,238
Util Costs - Util Fund	\$ 33,814	\$ 30,299	\$ 210,296	\$ 242,984	\$ 302,875
Util Cost - Other Fund	\$ -	\$ -	\$ 23,603	\$ -	\$ 23,603
Utility Costs	\$ 33,814	\$ 30,299	\$ 233,898	\$ 242,984	\$ 326,477
Mileage Reimb	\$ -	\$ -	\$ -	\$ -	\$ -
Auto & Truck Fuel	\$ 1,249	\$ 876	\$ 7,810	\$ 6,849	\$ 11,423
Fuel & Mileage	\$ 1,249	\$ 876	\$ 7,810	\$ 6,849	\$ 11,423
Sm Tool & Min Equip	\$ 3,013	\$ 2,987	\$ 7,029	\$ 11,217	\$ 10,933

**WATER & SEWER UTILITY: EXPENSES**

REPORTING PERIOD: 09/2017

MONROE

MOST RECENT

	Sep 2017	Sep 2016	FY2017 YTD	FY2016 YTD	12-MONTH
Lab Supplies	\$ 5,567	\$ 2,280	\$ 21,097	\$ 15,215	\$ 26,762
Sm Oper Supplies	\$ 2,714	\$ 4,665	\$ 33,215	\$ 18,008	\$ 50,888
Uniform Exp	\$ 159	\$ 603	\$ 3,108	\$ 4,103	\$ 3,108
Vehicle R&M Inside	\$ 2,976	\$ 646	\$ 6,740	\$ 3,156	\$ 7,985
Build R&M Inside	\$ 218	\$ 3,209	\$ 664	\$ 3,479	\$ 664
Equip R&M Inside	\$ 3,173	\$ 542	\$ 21,059	\$ 12,008	\$ 21,773
R&M Sys Inside	\$ 24,181	\$ 972	\$ 93,855	\$ 48,513	\$ 160,809
R&M Sys Inside/Ship	\$ -	\$ -	\$ -	\$ -	\$ -
R&M Reservoir Inside	\$ 729	\$ 20	\$ 858	\$ 20	\$ 1,341
Repairs & Maintenance (Inside)	\$ 31,278	\$ 5,389	\$ 123,176	\$ 67,176	\$ 192,572
Meters	\$ 56,247	\$ -	\$ 56,247	\$ -	\$ 56,247
Equip Pur (<\$5M)	\$ -	\$ -	\$ 3,295	\$ 9,478	\$ 3,295
Dam Claims	\$ -	\$ -	\$ -	\$ 4,831	\$ -
Lab Equip	\$ -	\$ -	\$ -	\$ 283	\$ -
Misc	\$ 536	\$ -	\$ 3,570	\$ 449	\$ 3,570
Amr Proj Exp	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SUPPLIES (ACTUAL)</b>	<b>\$ 151,075</b>	<b>\$ 57,603</b>	<b>\$ 617,775</b>	<b>\$ 491,420</b>	<b>\$ 857,770</b>
AS BUDGET	\$ 61,058	\$ -	\$ 549,525	\$ -	Not Applicable
% ACTUAL TO BUDGET	247.43%	0.00%	112.42%	0.00%	Not Applicable

**CAPITAL OUTLAY**

Util Cash (Over)/Shrt	\$ -	\$ -	\$ -	\$ -	\$ -
Util Int Admin Alloc	\$ -	\$ -	\$ -	\$ -	\$ -
Depr Exp	\$ -	\$ -	\$ -	\$ -	\$ 1,772,426
Amort Disc	\$ -	\$ -	\$ -	\$ -	\$ -
Amort Exp 2003 Bonds	\$ -	\$ -	\$ -	\$ -	\$ -
Amort Prem 2003 Util Bond	\$ -	\$ (20)	\$ -	\$ (182)	\$ (61)
Amort Def Chgs 2003 Util Bond	\$ -	\$ 314	\$ -	\$ 2,829	\$ 943
Amort Old Bond 2003 U Bond	\$ -	\$ -	\$ -	\$ -	\$ -
Amort 2006 Bond Prem	\$ -	\$ (2,688)	\$ -	\$ (24,195)	\$ (8,065)
Amort 2006 Bond Iss Cost	\$ -	\$ -	\$ -	\$ -	\$ -
Amort 2006 Bond Def Chg	\$ -	\$ 539	\$ -	\$ 4,855	\$ 1,618
Amort 2006 Bond Def Chg (2001)	\$ -	\$ 298	\$ -	\$ 2,682	\$ 894
Amort Bond Defeas	\$ -	\$ 2,089	\$ -	\$ 18,801	\$ 4,178
Amort 2011 Bond Prem	\$ -	\$ -	\$ -	\$ -	\$ -
Amort 2013 Gefa Iss Cost	\$ -	\$ -	\$ -	\$ -	\$ -
Amort Exp Other	\$ -	\$ -	\$ -	\$ -	\$ -
Amortization	\$ -	\$ 532	\$ -	\$ 4,791	\$ (492)
Admin Alloc - Adm Exp	\$ 59,104	\$ 43,964	\$ 442,492	\$ 400,283	\$ 586,943
Util Bad Debt Exp	\$ -	\$ -	\$ -	\$ -	\$ -
Rev Bond Princ 2001	\$ -	\$ -	\$ -	\$ -	\$ -
Rev Bond Princ 2003	\$ -	\$ -	\$ -	\$ -	\$ -
Rev Bond Princ 2006	\$ -	\$ -	\$ -	\$ -	\$ -

**WATER & SEWER UTILITY: EXPENSES**

REPORTING PERIOD: 09/2017

MONROE

MOST RECENT  
12-MONTH

	Sep 2017	Sep 2016	FY2017 YTD	FY2016 YTD	MOST RECENT 12-MONTH
Principal Payments	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Svc Int	\$ -	\$ -	\$ -	\$ -	\$ -
Int Exp 2003 Util Bond	\$ -	\$ 2,387	\$ -	\$ 21,484	\$ 6,301
Int Exp 2006 Rev Bond	\$ -	\$ 36,944	\$ -	\$ 332,494	\$ 107,683
Int Exp 2009 Gefa	\$ -	\$ -	\$ -	\$ -	\$ -
Contra Int Gefa	\$ -	\$ -	\$ -	\$ -	\$ -
Int Exp 2016 Rev Bond	\$ 12,394	\$ -	\$ 112,833	\$ -	\$ 112,833
Int Exp 2009 Gefa2	\$ -	\$ 8,270	\$ -	\$ 75,293	\$ 26,843
Int Gefa 2013	\$ 655	\$ 638	\$ 6,030	\$ 5,265	\$ 7,392
Int Exp Cust Dep	\$ -	\$ -	\$ -	\$ 0	\$ -
Other Int Exp	\$ -	\$ -	\$ -	\$ -	\$ -
Contra Int Gefa 2013	\$ -	\$ -	\$ -	\$ -	\$ (5,938)
Interest Expense	\$ 13,049	\$ 48,239	\$ 118,864	\$ 434,536	\$ 255,114
Sites/Land	\$ -	\$ -	\$ -	\$ -	\$ -
Cip	\$ -	\$ 39,532	\$ 121,729	\$ 366,361	\$ (244,632)
Cap Exp - Build	\$ -	\$ -	\$ -	\$ -	\$ -
Cap Exp - Infrass	\$ -	\$ -	\$ -	\$ -	\$ -
Cap Exp - Mach	\$ -	\$ -	\$ -	\$ -	\$ -
Cap Exp - Veh	\$ -	\$ -	\$ -	\$ -	\$ -
Cap Exp - Equip	\$ 70,000	\$ -	\$ 121,500	\$ -	\$ 121,500
Capital Expenditures	\$ 70,000	\$ -	\$ 121,500	\$ -	\$ 121,500
<b>CAPITAL OUTLAY (ACTUAL)</b>	<b>\$ 142,154</b>	<b>\$ 132,267</b>	<b>\$ 804,585</b>	<b>\$ 1,205,970</b>	<b>\$ 2,490,858</b>
AS BUDGET	\$ -	\$ -	\$ -	\$ -	Not Applicable
% ACTUAL TO BUDGET	0.00%	0.00%	0.00%	0.00%	Not Applicable
<b>FUND TRANSFERS</b>					
Transfer To Gf	\$ 20,722	\$ 21,534	\$ 148,427	\$ 170,034	\$ 210,994
Transfer To Cip	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer - Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer - E&R	\$ -	\$ -	\$ -	\$ -	\$ -
<b>FUND TRANSFERS (ACTUAL)</b>	<b>\$ 20,722</b>	<b>\$ 21,534</b>	<b>\$ 148,427</b>	<b>\$ 170,034</b>	<b>\$ 210,994</b>
AS BUDGET	\$ -	\$ -	\$ -	\$ -	Not Applicable
% ACTUAL TO BUDGET	0.00%	0.00%	0.00%	0.00%	Not Applicable
<b>TOTAL WATER EXPENSES (ACTUAL)</b>	<b>\$ 417,523</b>	<b>\$ 289,911</b>	<b>\$ 2,262,800</b>	<b>\$ 2,674,641</b>	<b>\$ 4,705,458</b>
AS BUDGET	\$ 171,644	\$ -	\$ 1,544,794	\$ -	Not Applicable
% ACTUAL TO BUDGET	243.25%	0.00%	146.48%	0.00%	Not Applicable

	Sep 2017	Sep 2016	FY2017 YTD	FY2016 YTD	
<b>WASTEWATER</b>					
<b>PERSONNEL</b>					
Compensation	\$ 58,769	\$ 54,786	\$ 474,782	\$ 512,213	\$ 817,988
Reg Salaries-Sewer	\$ 51,127	\$ 49,978	\$ 430,359	\$ 465,043	\$ 640,687
Overtime	\$ 7,641	\$ 4,808	\$ 44,423	\$ 47,170	\$ 169,028
Seas Salaries	\$ -	\$ -	\$ -	\$ -	\$ 8,273
Benefits	\$ 32,194	\$ 20,700	\$ 237,820	\$ 241,291	\$ 316,632
Util Lab & Bene To Cap	\$ -	\$ -	\$ -	\$ -	\$ -
Group Ins	\$ 17,620	\$ 7,358	\$ 107,210	\$ 119,829	\$ 129,886
Soc Sec	\$ (2,690)	\$ 3,192	\$ 27,575	\$ 29,799	\$ 44,906
Medicare	\$ 6,855	\$ 747	\$ 5,932	\$ 6,969	\$ 14,791
Gmebs Retire	\$ 9,583	\$ 9,403	\$ 93,845	\$ 84,624	\$ 123,772
Unemployment	\$ -	\$ -	\$ -	\$ -	\$ -
Workers Comp	\$ 826	\$ -	\$ 3,003	\$ -	\$ 3,003
Med Exams	\$ -	\$ -	\$ 254	\$ 70	\$ 274
<b>PERSONNEL (ACTUAL)</b>	<b>\$ 90,963</b>	<b>\$ 75,485</b>	<b>\$ 712,602</b>	<b>\$ 753,503</b>	<b>\$ 1,134,620</b>
AS BUDGET	\$ 82,948	\$ -	\$ 746,535	\$ -	Not Applicable
% ACTUAL TO BUDGET	109.66%	0.00%	95.45%	0.00%	Not Applicable
<b>CONTRACTED SERVICES</b>					
Atty Fees - Pres & Malc	\$ -	\$ -	\$ -	\$ -	\$ 75
Atty Fees - Others	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Svcs	\$ -	\$ -	\$ -	\$ -	\$ -
Consult - Tech	\$ 17,000	\$ 1,367	\$ 47,150	\$ 3,564	\$ 48,400
Consulting	\$ 17,000	\$ 1,367	\$ 47,150	\$ 3,564	\$ 48,475
Util Protect Ctr	\$ -	\$ -	\$ -	\$ -	\$ -
Custodial Service	\$ 107	\$ -	\$ 107	\$ -	\$ 107
Lawn & Maint	\$ -	\$ -	\$ -	\$ -	\$ -
Security Sys	\$ -	\$ -	\$ -	\$ -	\$ -
Equip Rent/Lease	\$ 5,491	\$ 4,320	\$ 44,911	\$ 25,741	\$ 57,279
Pole Equip Rent/Lease	\$ -	\$ -	\$ -	\$ -	\$ 4,532
Rents/Leases	\$ 5,491	\$ 4,320	\$ 44,911	\$ 25,741	\$ 61,810
Equip R&M Outside	\$ 17,389	\$ 288	\$ 80,596	\$ 13,662	\$ 138,580
Equipment Rental	\$ 384	\$ -	\$ 384	\$ -	\$ 384
Vehicle R&M Outside	\$ 73	\$ -	\$ 1,609	\$ 10,662	\$ 2,643
R&M Sys Outside	\$ -	\$ 8,100	\$ 52,992	\$ 56,026	\$ 59,636
R&M Build Outside	\$ -	\$ 758	\$ 9,224	\$ 1,936	\$ 22,311
R&M Wtr Tank Outside	\$ -	\$ -	\$ -	\$ -	\$ -
R&M Reservoir Outside	\$ -	\$ -	\$ -	\$ -	\$ -
R&M Catv Outside	\$ -	\$ -	\$ -	\$ -	\$ -
Repairs & Maintenance (Outside)	\$ 17,846	\$ 9,147	\$ 144,804	\$ 82,286	\$ 223,554
Landfill Fees	\$ 15,037	\$ 251	\$ 62,542	\$ 1,026	\$ 106,906

**WATER & SEWER UTILITY: EXPENSES**

REPORTING PERIOD: 09/2017

MONROE

MOST RECENT

	Sep 2017	Sep 2016	FY2017 YTD	FY2016 YTD	12-MONTH
Maint Contracts	\$ 322	\$ 352	\$ 4,707	\$ 4,568	\$ 6,865
Other Contract Svcs	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Contracted Services</b>	<b>\$ 322</b>	<b>\$ 352</b>	<b>\$ 4,707</b>	<b>\$ 4,568</b>	<b>\$ 6,865</b>
Comm Svcs	\$ 812	\$ 845	\$ 4,762	\$ 6,842	\$ 8,419
Public Relations	\$ -	\$ -	\$ -	\$ -	\$ -
Mkt Expense	\$ -	\$ -	\$ -	\$ 269	\$ -
Util Bill Print Svcs	\$ -	\$ -	\$ -	\$ -	\$ -
Dues & Sub	\$ -	\$ -	\$ 1,073	\$ 668	\$ 1,073
Training & Ed	\$ 778	\$ 198	\$ 5,369	\$ 6,024	\$ 7,816
Gen Liab Ins	\$ -	\$ -	\$ 3,498	\$ -	\$ 3,498
Uniform Rent	\$ 563	\$ 352	\$ 4,424	\$ 11,180	\$ 6,425
<b>CONTRACTED SERVICES (ACTUAL)</b>	<b>\$ 57,956</b>	<b>\$ 16,832</b>	<b>\$ 323,347</b>	<b>\$ 142,166</b>	<b>\$ 474,947</b>
AS BUDGET	\$ 33,529	\$ -	\$ 301,763	\$ -	Not Applicable
% ACTUAL TO BUDGET	172.85%	0.00%	107.15%	0.00%	Not Applicable

**SUPPLIES**

Chem & Pest	\$ 14,639	\$ 9,039	\$ 71,695	\$ 91,349	\$ 102,942
Office Supplies	\$ 6	\$ 1,364	\$ 14,734	\$ 7,480	\$ 16,354
Postage	\$ -	\$ 79	\$ 833	\$ 363	\$ 833
Util Costs - Util Fund	\$ 25,746	\$ 29,351	\$ 219,619	\$ 260,154	\$ 300,336
Util Cost - Other Fund	\$ -	\$ -	\$ 24,564	\$ -	\$ 24,564
<b>Utility Costs</b>	<b>\$ 25,746</b>	<b>\$ 29,351</b>	<b>\$ 244,183</b>	<b>\$ 260,154</b>	<b>\$ 324,899</b>
Mileage Reimb	\$ -	\$ -	\$ -	\$ -	\$ -
Auto & Truck Fuel	\$ 2,634	\$ 2,231	\$ 16,535	\$ 17,572	\$ 24,276
Transportation	\$ 2,634	\$ 2,231	\$ 16,535	\$ 17,572	\$ 24,276
Sm Tool & Min Equip	\$ 4,923	\$ 1,585	\$ 26,676	\$ 5,529	\$ 35,223
Lab Supplies	\$ 6,097	\$ 1,065	\$ 20,040	\$ 16,810	\$ 25,801
Sm Oper Supplies	\$ 4,078	\$ 5,078	\$ 37,596	\$ 23,969	\$ 50,167
Uniform Exp	\$ 125	\$ 952	\$ 2,841	\$ 5,507	\$ 2,937

**WATER & SEWER UTILITY: EXPENSES**

REPORTING PERIOD: 09/2017

MONROE

MOST RECENT

	Sep 2017	Sep 2016	FY2017 YTD	FY2016 YTD	12-MONTH
Vehicle R&M Inside	\$ 6,681	\$ 2,901	\$ 13,368	\$ 6,480	\$ 21,141
Build R&M Inside	\$ 583	\$ -	\$ 2,032	\$ 603	\$ 2,504
Equip R&M Inside	\$ 11,559	\$ 129	\$ 40,491	\$ 10,431	\$ 46,225
Amr Proj Exp	\$ -	\$ -	\$ -	\$ -	\$ -
R&M Sys Inside	\$ 4,436	\$ 6,472	\$ 41,062	\$ 22,281	\$ 53,736
R&M Sys Inside/Ship	\$ -	\$ -	\$ -	\$ -	\$ -
R&M Reservoir Inside	\$ -	\$ -	\$ -	\$ -	\$ -
Repairs & Maintenance (Inside)	\$ 23,258	\$ 9,503	\$ 96,953	\$ 39,795	\$ 123,606
Meters	\$ -	\$ -	\$ -	\$ -	\$ -
Equip Pur (<\$5M)	\$ -	\$ 4,994	\$ 3,905	\$ 7,610	\$ 8,368
Dam Claims	\$ 332	\$ -	\$ (70)	\$ 1,657	\$ 680
Lab Equip	\$ -	\$ -	\$ -	\$ 2,650	\$ -
Misc	\$ 2,027	\$ -	\$ 7,742	\$ 2,454	\$ 12,044
<b>CONTRACTED SERVICES (ACTUAL)</b>	<b>\$ 83,866</b>	<b>\$ 65,241</b>	<b>\$ 543,662</b>	<b>\$ 482,899</b>	<b>\$ 728,129</b>
AS BUDGET	\$ 61,058	\$ -	\$ 549,525	\$ -	Not Applicable
% ACTUAL TO BUDGET	137.35%	0.00%	98.93%	0.00%	Not Applicable

**CAPITAL OUTLAY**

Util Cash (Over)/Shrt	\$ -	\$ -	\$ -	\$ -	\$ -
Util Int Admin Alloc	\$ -	\$ -	\$ -	\$ -	\$ -
Depr Exp	\$ -	\$ -	\$ -	\$ -	\$ 693,241
Amort Disc	\$ -	\$ -	\$ -	\$ -	\$ -
Amort Exp 2003 Bonds	\$ -	\$ -	\$ -	\$ -	\$ -
Amort Prem 2003 Util Bond	\$ -	\$ (20)	\$ -	\$ (183)	\$ (61)
Amort Def Chgs 2003 Util Bond	\$ -	\$ 315	\$ -	\$ 2,836	\$ 945
Amort Old Bond 2003 U Bond	\$ -	\$ -	\$ -	\$ -	\$ -
Amort 2006 Bond Prem	\$ -	\$ (315)	\$ -	\$ (2,835)	\$ (945)
Amort 2006 Bond Iss Cost	\$ -	\$ -	\$ -	\$ -	\$ -
Amort 2006 Bond Def Chg	\$ -	\$ 63	\$ -	\$ 569	\$ 190
Amort 2006 Bond Def Chg (2001)	\$ -	\$ 35	\$ -	\$ 314	\$ 105
Amort Bond Defeas	\$ -	\$ 245	\$ -	\$ 2,203	\$ 490
Amort 2011 Bond Prem	\$ -	\$ -	\$ -	\$ -	\$ -
Amort 2013 Gefa Iss Cost	\$ -	\$ -	\$ -	\$ -	\$ -
Amort Exp Other	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Amortization</b>	<b>\$ -</b>	<b>\$ 323</b>	<b>\$ -</b>	<b>\$ 2,904</b>	<b>\$ 723</b>
Admin Alloc - Adm Exp	\$ 45,406	\$ 34,729	\$ 339,935	\$ 316,195	\$ 454,041
Util Bad Debt Exp	\$ -	\$ -	\$ -	\$ -	\$ -
Rev Bond Princ 2001	\$ -	\$ -	\$ -	\$ -	\$ -
Rev Bond Princ 2003	\$ -	\$ -	\$ -	\$ -	\$ -
Rev Bond Princ 2006	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Principal Payments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Debt Svc Int	\$ -	\$ -	\$ -	\$ -	\$ -
Int Exp 2003 Util Bond	\$ -	\$ 2,393	\$ -	\$ 21,533	\$ 6,316

**WATER & SEWER UTILITY: EXPENSES**

REPORTING PERIOD: 09/2017

MONROE

MOST RECENT  
12-MONTH

	Sep 2017	Sep 2016	FY2017 YTD	FY2016 YTD	
Int Exp 2006 Rev Bond	\$ -	\$ 4,328	\$ -	\$ 38,955	\$ 12,616
Int Exp 2009 Gefa	\$ -	\$ -	\$ -	\$ -	\$ -
Int Exp 2016 Rev Bond	\$ 12,423	\$ -	\$ 113,096	\$ -	\$ 113,096
Int Exp 2009 Gefa2	\$ -	\$ -	\$ -	\$ -	\$ -
Int Gefa 2013	\$ -	\$ -	\$ -	\$ -	\$ -
Int Exp Cust Dep	\$ -	\$ -	\$ -	\$ -	\$ -
Other Int Exp	\$ -	\$ -	\$ -	\$ -	\$ -
Contra Int Gefa 2013	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Interest Expense</b>	<b>\$ 12,423</b>	<b>\$ 6,721</b>	<b>\$ 113,096</b>	<b>\$ 60,489</b>	<b>\$ 132,028</b>
Sites/Land	\$ -	\$ -	\$ -	\$ -	\$ -
Cip	\$ 8,111	\$ 3,313	\$ 97,024	\$ 20,955	\$ 70,118
Cap Exp - Build	\$ -	\$ -	\$ -	\$ -	\$ -
Cap Exp - Infras	\$ -	\$ -	\$ -	\$ -	\$ -
Cap Exp - Mach	\$ -	\$ -	\$ -	\$ -	\$ -
Cap Exp - Veh	\$ -	\$ -	\$ -	\$ -	\$ -
Cap Exp - Equip	\$ -	\$ -	\$ 54,671	\$ -	\$ 54,671
<b>Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 54,671</b>	<b>\$ -</b>	<b>\$ 54,671</b>
<b>CAPITAL OUTLAY (ACTUAL)</b>	<b>\$ 65,940</b>	<b>\$ 45,085</b>	<b>\$ 604,725</b>	<b>\$ 400,544</b>	<b>\$ 1,404,822</b>
AS BUDGET	\$ -	\$ -	\$ -	\$ -	Not Applicable
% ACTUAL TO BUDGET	0.00%	0.00%	0.00%	0.00%	Not Applicable
<b>FUND TRANSFERS</b>					
Transfer To Gf	\$ 16,655	\$ 16,446	\$ 126,898	\$ 138,788	\$ 176,848
Transfer To Cip	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer - Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer - E&R	\$ -	\$ -	\$ -	\$ -	\$ -
<b>FUND TRANSFERS (ACTUAL)</b>	<b>\$ 16,655</b>	<b>\$ 16,446</b>	<b>\$ 126,898</b>	<b>\$ 138,788</b>	<b>\$ 176,848</b>
AS BUDGET	\$ -	\$ -	\$ -	\$ -	Not Applicable
% ACTUAL TO BUDGET	0.00%	0.00%	0.00%	0.00%	Not Applicable
<b>TOTAL EXPENSES (ACTUAL)</b>	<b>\$ 315,380</b>	<b>\$ 219,090</b>	<b>\$ 2,311,234</b>	<b>\$ 1,917,899</b>	<b>\$ 3,919,366</b>
AS BUDGET	\$ 177,536	\$ -	\$ 1,597,823	\$ -	Not Applicable
% ACTUAL TO BUDGET	177.64%	0.00%	144.65%	0.00%	Not Applicable

# MONTHLY DIRECTOR'S REPORT

REPORTING PERIOD: 09/2017 | FY 2017



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## 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
<b>REVENUES</b>	\$ 0.489M	\$ 0.449M	\$ 0.372M	\$ 0.409M	\$ 0.220M	\$ 0.184M	\$ 0.168M	\$ 0.155M	\$ 0.148M	\$ -	\$ -	\$ -	\$ 2.594M	\$ 2.750M	\$ 2.613M
PERSONNEL COSTS	\$ (0.057M)	\$ 0.048M	\$ 0.053M	\$ 0.049M	\$ 0.058M	\$ 0.072M	\$ 0.051M	\$ 0.037M	\$ 0.049M	\$ -	\$ -	\$ -	\$ 0.360M	\$ 0.390M	\$ 0.423M
CONTRACTED SVC	\$ 0.004M	\$ 0.012M	\$ 0.014M	\$ 0.016M	\$ 0.018M	\$ 0.003M	\$ 0.005M	\$ 0.022M	\$ 0.010M	\$ -	\$ -	\$ -	\$ 0.104M	\$ 0.144M	\$ 0.069M
SUPPLIES	\$ 0.004M	\$ 0.239M	\$ 0.163M	\$ 0.123M	\$ 0.101M	\$ 0.091M	\$ 0.075M	\$ 0.074M	\$ 0.075M	\$ -	\$ -	\$ -	\$ 0.945M	\$ 1.245M	\$ 0.910M
CAPITAL OUTLAY	\$ -	\$ -	\$ 0.008M	\$ 0.002M	\$ -	\$ -	\$ -	\$ -	\$ 0.050M	\$ -	\$ -	\$ -	\$ 0.060M	\$ -	\$ 0.115M
FUND TRANSFERS	\$ 0.033M	\$ 0.060M	\$ 0.060M	\$ 0.050M	\$ 0.072M	\$ 0.058M	\$ 0.053M	\$ 0.033M	\$ 0.042M	\$ -	\$ -	\$ -	\$ 0.462M	\$ 0.545M	\$ 0.401M
<b>EXPENSES</b>	\$ (0.016M)	\$ 0.360M	\$ 0.297M	\$ 0.241M	\$ 0.248M	\$ 0.224M	\$ 0.183M	\$ 0.166M	\$ 0.226M	\$ -	\$ -	\$ -	\$ 1.930M	\$ 2.323M	\$ 1.919M
<b>MARGIN</b>	\$ 0.505M	\$ 0.089M	\$ 0.075M	\$ 0.168M	\$ (0.028M)	\$ (0.039M)	\$ (0.016M)	\$ (0.011M)	\$ (0.078M)	\$ -	\$ -	\$ -	\$ 0.664M	\$ 0.427M	\$ 0.694M

12-MO  
PURCHASED  
MCF 's



12-MO  
RETAIL  
MCF 's



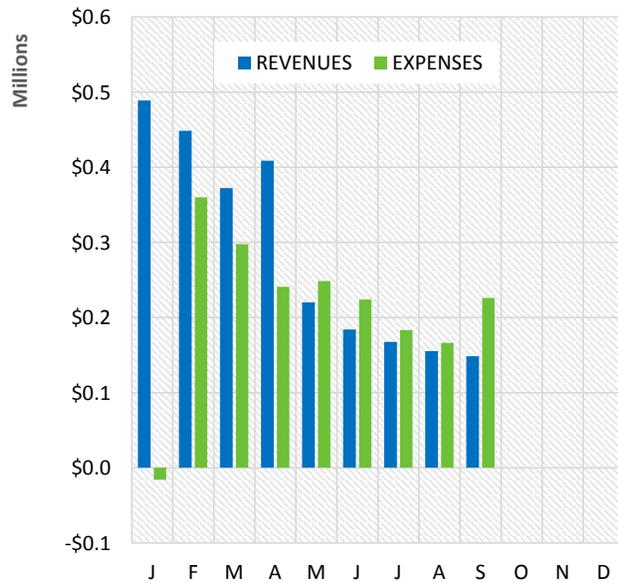
12-MO LINE  
LOSS



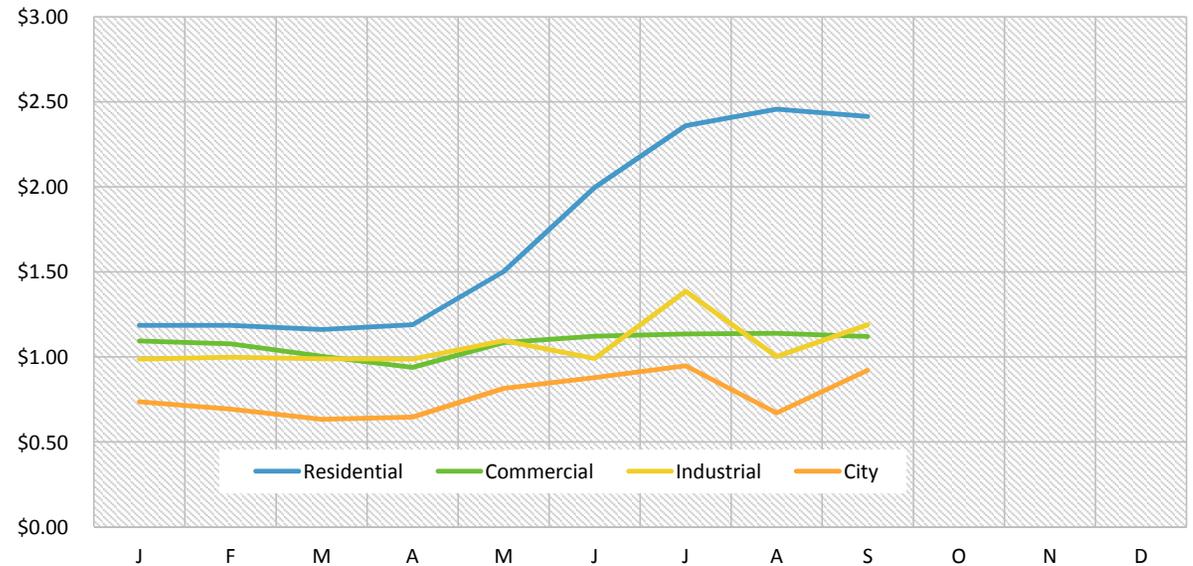
AVERAGE  
COST PER  
MCF



**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
Commercial	544	539	546	543	552	546	546	548	551
Industrial	3	3	3	3	3	3	3	3	3
City	20	20	20	20	20	20	20	20	20
<b>Total</b>	<b>3,729</b>	<b>3,742</b>	<b>3,745</b>	<b>3,876</b>	<b>3,791</b>	<b>3,740</b>	<b>3,728</b>	<b>3,751</b>	<b>3,760</b>

Year-Over-Year Δ      0.43%      0.73%      0.13%      3.72%      1.88%      0.35%      0.22%      0.73%      0.48%

## MCF

Residential	0.232M	0.215M	0.170M	0.143M	0.070M	0.036M	0.027M	0.025M	0.026M
Commercial	0.158M	0.151M	0.139M	0.119M	0.084M	0.070M	0.062M	0.057M	0.061M
Industrial	0.008M	0.003M	0.007M	0.008M	0.001M	0.005M	0.000M	0.003M	0.000M
City	0.012M	0.010M	0.007M	0.006M	0.002M	0.002M	0.001M	0.006M	0.001M
<b>Total</b>	<b>0.427M</b>	<b>0.395M</b>	<b>0.340M</b>	<b>0.291M</b>	<b>0.173M</b>	<b>0.135M</b>	<b>0.112M</b>	<b>0.103M</b>	<b>0.099M</b>

Year-Over-Year Δ      31.71%      -24.57%      -35.37%      3.28%      -4.14%      7.70%      5.65%      14.77%      2.39%

## REVENUE

Residential	\$ 0.275M	\$ 0.255M	\$ 0.198M	\$ 0.170M	\$ 0.105M	\$ 0.073M	\$ 0.064M	\$ 0.062M	\$ 0.062M
Commercial	\$ 0.172M	\$ 0.163M	\$ 0.139M	\$ 0.112M	\$ 0.092M	\$ 0.078M	\$ 0.071M	\$ 0.065M	\$ 0.069M
Industrial	\$ 0.008M	\$ 0.003M	\$ 0.006M	\$ 0.008M	\$ 0.001M	\$ 0.005M	\$ 0.000M	\$ 0.003M	\$ 0.000M
Other	\$ 0.016M	\$ 0.013M	\$ 0.014M	\$ 0.013M	\$ 0.014M	\$ 0.019M	\$ 0.017M	\$ 0.011M	\$ 0.009M
City	\$ 0.008M	\$ 0.007M	\$ 0.004M	\$ 0.004M	\$ 0.002M	\$ 0.001M	\$ 0.001M	\$ 0.004M	\$ 0.001M
<b>Total</b>	<b>\$ 0.480M</b>	<b>\$ 0.442M</b>	<b>\$ 0.362M</b>	<b>\$ 0.306M</b>	<b>\$ 0.213M</b>	<b>\$ 0.176M</b>	<b>\$ 0.153M</b>	<b>\$ 0.143M</b>	<b>\$ 0.141M</b>

Year-Over-Year Δ      49.60%      -12.08%      -27.43%      5.76%      3.30%      11.89%      7.52%      6.82%      -0.67%

# 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 MCF/CUSTOMER

Residential	73	68	54	43	22	11	9	8	8	33
Commercial	290	281	254	219	153	128	114	104	111	184
Industrial	2,792	1,080	2,171	2,542	173	1,800	49	856	95	1,284
City	575	501	333	315	104	83	66	291	66	259

## AVERAGE \$/CUSTOMER

Residential	\$87	\$80	\$62	\$52	\$33	\$23	\$20	\$19	\$19	\$44
Commercial	\$317	\$303	\$255	\$206	\$166	\$144	\$130	\$118	\$125	\$196
Industrial	\$2,756	\$1,078	\$2,147	\$2,511	\$189	\$1,784	\$68	\$859	\$113	\$1,279
City	\$423	\$348	\$211	\$204	\$85	\$73	\$63	\$195	\$61	\$185

## AVERAGE \$/MCF

Residential	\$1.1858	\$1.1851	\$1.1624	\$1.1901	\$1.5016	\$1.9971	\$2.3603	\$2.4577	\$2.4152	\$1.7172
Commercial	\$1.0943	\$1.0769	\$1.0043	\$0.9388	\$1.0847	\$1.1221	\$1.1350	\$1.1383	\$1.1199	\$1.0794
Industrial	\$0.9872	\$0.9985	\$0.9892	\$0.9879	\$1.0958	\$0.9911	\$1.3854	\$1.0034	\$1.1898	\$1.0698
City	\$0.7360	\$0.6936	\$0.6339	\$0.6467	\$0.8160	\$0.8790	\$0.9476	\$0.6705	\$0.9219	\$0.7717
<b>Average</b>	<b>\$1.0008</b>	<b>\$0.9885</b>	<b>\$0.9475</b>	<b>\$0.9409</b>	<b>\$1.1245</b>	<b>\$1.2473</b>	<b>\$1.4571</b>	<b>\$1.3175</b>	<b>\$1.4117</b>	<b>\$1.1595</b>

MOST RECENT  
12-MONTH

Sep 2017      Sep 2016      FY2017 YTD      FY2016 YTD

**SALES REVENUES**

NATURAL GAS SALES	\$ 141,116	\$ 142,081	\$ 2,417,045	\$ 2,393,485	\$ 3,132,055
<b>SALES REVENUES (ACTUAL)</b>	<b>\$ 141,116</b>	<b>\$ 142,081</b>	<b>\$ 2,417,045</b>	<b>\$ 2,393,485</b>	<b>\$ 3,132,055</b>
AS BUDGET	\$ 287,528	-	\$ 2,587,755	-	Not Applicable
% ACTUAL TO BUDGET	49.08%	0.00%	93.40%	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	800	4,624	12,400	18,824	16,000
OTHER REV	-	-	-	-	-
ADMIN ALLOC	6,556	7,813	68,112	84,009	89,854
INT/INVEST INCOME	-	-	-	-	-
STATE GRANTS	-	-	-	-	-
MGAG REBATE	-	-	95,505	100,170	95,505
<b>OTHER REVENUES (ACTUAL)</b>	<b>\$ 7,356</b>	<b>\$ 12,437</b>	<b>\$ 176,817</b>	<b>\$ 219,601</b>	<b>\$ 202,988</b>
AS BUDGET	\$ 18,063	-	\$ 162,568	-	Not Applicable
% ACTUAL TO BUDGET	40.72%	0.00%	108.77%	0.00%	Not Applicable

<b>TOTAL REVENUES (ACTUAL)</b>	<b>\$ 148,471</b>	<b>\$ 154,518</b>	<b>\$ 2,593,863</b>	<b>\$ 2,613,086</b>	<b>\$ 3,335,043</b>
AS BUDGET	\$ 305,591	-	\$ 2,750,323	-	Not Applicable
% ACTUAL TO BUDGET	48.58%	0.00%	94.31%	0.00%	Not Applicable

**NATURAL GAS: EXPENSES**

REPORTING PERIOD: 09/2017

MONROE  
MOST RECENT  
12-MONTH

	Sep 2017	Sep 2016	FY2017 YTD	FY2016 YTD	
<b>PERSONNEL</b>					
Compensation	\$ 28,024	\$ 27,469	\$ 200,383	\$ 247,111	\$ 384,475
Benefits	20,523	13,490	159,505	175,877	217,325
<b>PERSONNEL (ACTUAL)</b>	<b>\$ 48,547</b>	<b>\$ 40,959</b>	<b>\$ 359,888</b>	<b>\$ 422,988</b>	<b>\$ 601,799</b>
AS BUDGET	\$ 72,543	-	\$ 652,886	-	Not Applicable
% ACTUAL TO BUDGET	66.92%	0.00%	55.12%	0.00%	Not Applicable
<b>CONTRACTED SERVICES</b>					
Consulting	\$ (7,505)	\$ -	\$ 8,695	\$ 560	\$ 8,785
Util Protect Ctr	-	-	-	-	-
Custodial Service	23	-	23	-	23
Lawn & Maint	-	-	-	-	-
Security Sys	-	-	-	-	-
Equip Rent/Lease	661	429	5,491	4,275	7,621
Pole Equip Rent/Lease	-	-	-	-	-
Repairs & Maintenance (Outside)	12,968	-	49,821	22,963	62,014
Landfill Fees	-	-	-	-	-
Maint Contracts	213	89	3,035	1,340	4,555
Other Contract Svcs	718	667	18,614	19,950	20,034
Comm Svcs	737	389	4,180	3,669	5,857
Public Relations	-	-	-	-	-
Mkt Expense	975	-	5,431	5,580	8,358
Util Bill Print Svcs	-	-	-	-	-
Dues & Sub	-	-	1,370	7,855	1,370
Training & Ed	926	733	6,385	2,377	6,830
Gen Liab Ins	-	-	-	-	-
Uniform Rent	-	-	449	-	449
<b>CONTRACTED SERVICES (ACTUAL)</b>	<b>\$ 9,717</b>	<b>\$ 2,307</b>	<b>\$ 103,493</b>	<b>\$ 68,569</b>	<b>\$ 125,896</b>
AS BUDGET	\$ 15,973	-	\$ 143,756	-	Not Applicable
% ACTUAL TO BUDGET	60.83%	0.00%	71.99%	0.00%	Not Applicable

**NATURAL GAS: EXPENSES**

REPORTING PERIOD: 09/2017

MONROE  
MOST RECENT  
12-MONTH

	Sep 2017	Sep 2016	FY2017 YTD	FY2016 YTD	12-MONTH
<b>SUPPLIES</b>					
Gas Cost	65,897	60,864	882,790	860,931	1,035,242
Office Supplies	20	596	1,410	3,527	1,789
Postage	29	79	465	430	465
Util Costs - Util Fund	216	237	1,405	1,986	2,077
Util Cost - Other Fund	-	-	196	-	196
Mileage Reimb	-	-	834	-	834
Auto & Truck Fuel	1,114	983	8,255	6,130	13,609
Sm Tool & Min Equip	1,199	558	2,773	2,678	4,931
Sm Oper Supplies	1,960	833	12,992	4,898	16,957
Uniform Exp	711	349	3,339	2,441	3,777
Repairs & Maintenance (Inside)	4,301	3,138	26,893	23,119	48,026
Equip Pur (<\$5M)	-	-	2,878	2,054	2,878
Dam Claims	-	-	-	841	-
Misc	-	-	451	1,328	698
<b>SUPPLIES (ACTUAL)</b>	<b>\$ 75,445</b>	<b>\$ 67,638</b>	<b>\$ 944,681</b>	<b>\$ 910,363</b>	<b>\$ 1,131,478</b>
AS BUDGET	\$ 138,337	\$ -	\$ 1,245,033	\$ -	Not Applicable
% ACTUAL TO BUDGET	54.54%	0.00%	75.88%	0.00%	Not Applicable

	Sep 2017	Sep 2016	FY2017 YTD	FY2016 YTD	12-MONTH
<b>CAPITAL OUTLAY</b>					
Cip	\$ 50,250	\$ (280)	\$ 59,856	\$ 20,089	\$ (55,218)
Capital Expenditures	\$ -	\$ -	\$ -	\$ 94,985	\$ -
<b>CAPITAL OUTLAY (ACTUAL)</b>	<b>\$ 50,250</b>	<b>\$ (280)</b>	<b>\$ 59,856</b>	<b>\$ 115,074</b>	<b>\$ (55,218)</b>
AS BUDGET	\$ -	\$ -	\$ -	\$ -	Not Applicable
% ACTUAL TO BUDGET	0.00%	0.00%	0.00%	0.00%	Not Applicable
<b>FUND TRANSFERS</b>					
Depr Exp	\$ -	\$ -	\$ 80,755	\$ -	\$ 219,192
Admin Alloc - Adm Exp	\$ 31,189	\$ 30,728	\$ 233,501	\$ 279,774	\$ 334,464
Int Exp 2016 Rev Bond	4,000	-	36,413	-	36,413
Transfer To Gf	6,925	6,536	111,092	121,439	136,070
Transfer To Cip	-	-	-	-	-
Transfer - Insurance	-	-	-	-	-
<b>FUND TRANSFERS (ACTUAL)</b>	<b>\$ 42,114</b>	<b>\$ 37,265</b>	<b>\$ 461,761</b>	<b>\$ 401,213</b>	<b>\$ 726,139</b>
AS BUDGET	\$ 60,506	\$ -	\$ 544,556	\$ -	Not Applicable
% ACTUAL TO BUDGET	69.60%	0.00%	84.80%	0.00%	Not Applicable
<b>TOTAL EXPENSES (ACTUAL)</b>	<b>\$ 226,073</b>	<b>\$ 147,888</b>	<b>\$ 1,929,679</b>	<b>\$ 1,918,207</b>	<b>\$ 2,530,095</b>
AS BUDGET	\$ 287,359	\$ -	\$ 2,586,232	\$ -	Not Applicable
% ACTUAL TO BUDGET	78.67%	0.00%	74.61%	0.00%	Not Applicable



## Called Meeting

### AGENDA

November 7, 2017

**Item:**

Approval - Employee Benefits Broker Services for Health and Wellness Benefit Plans

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

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

Attachments / click to download

[Health and Wellness Broker Services](#)



To: Finance Committee  
From: Logan Propes, City Administrator  
Department: ALL  
Date: 11/03/2017 for the 11/07/2017 Agenda  
Description: EMPLOYEE BENEFITS BROKER SERVICES FOR HEALTH AND WELLNESS BENEFIT PLANS

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Budget Account/Project Name: N/A

Funding Source: N/A

Budget Allocation:	n/a	Allocated in each dept.	n/a
Budget Available:	n/a	Allocated in each dept.	n/a
Requested Expense:	n/a	Company of Purchase:	MSI Benefits Group, Inc.

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**Recommendation:**

Staff recommends that the Council award the professional services contract for Health Insurance Brokerage to MSI Benefits Group, Inc. for the 2018 plan year.

**Background:** On October 18, 2017 the City released a request for proposals (RFP) for Employee Benefits Broker Services for Health and Wellness Benefit Plans. The proposals were due November 2, 2017 at 10:00 am.

Four highly-competitive proposals were turned in from the following companies:

**BIS (incumbent)**

**Northwestern Benefit Corporation of Georgia**

**Shaw Hankins**

**MSI Benefits Group Inc.**

The value of putting these professional services out for bid is to ensure that the City employees receive responses from the highest caliber of companies to manage the city benefit programs. The services have not been bid for over 20 years. There has been a great deal of interest from a variety of companies and the RFP route is the best way to assess the potential services for a very important and expensive program.

The services may be renewed each year beyond the initial plan year at the request of the City. The initial plan year runs from April 1, 2018 – March 31, 2019.

**Attachment(s):** RFP for Health Insurance Services for the City of Monroe and;  
RFP from winning bidder for professional services (except bid enclosure which are available at City Hall for inspection) and;  
Overall scoring sheet



**TOTAL POINTS**

	<b>BIS</b>	<b>NORTHWESTERN</b>	<b>SHAW &amp; HANKINS</b>	<b>MSI</b>
REVIEWER 1	55	85	82	88
REVIEWER 2	65	83	88	84
REVIEWER 3	96	95	99	95
REVIEWER 4	61	87	79	85
<b>TOTAL</b>	<b>277</b>	<b>350</b>	<b>348</b>	<b>352</b>



# MSI BENEFITS GROUP, INC.

TownPark Ravine One, 245 TownPark Drive, Suite 100, Kennesaw, Georgia 30144  
Office: (770) 425-1231 Fax: (770) 425-4722 E-Mail: [info@msibenefitsgroup.com](mailto:info@msibenefitsgroup.com)

November 2, 2017

City of Monroe  
215 N. Broad Street  
Monroe, GA 30655

Re: RFP for Employee Benefits Broker Services for Health and Wellness Benefit Plans

Thank you for this opportunity of competing to represent the City of Monroe and of serving its employees.

MSI currently acts as **consultant and servicing broker for 51 Georgia Counties, Cities and Public Authorities** with a combined member count in excess of **35,000**. We feel well qualified and excited by the prospect of also offering our services to the City of Monroe.

During the past 34 years MSI Benefits Group has demonstrated a track record of assisting public sector Georgia groups in developing meaningful, multi-year strategic plans, providing expert consulting and aggressive cost advocacy.

This presentation comprehensively addresses all of our added value services. There are three aspects of MSI's online services that cannot be adequately evaluated without an actual visit to the website destination. **These services, as all others in this presentation, are an integral part of the Brokerage and Consulting work that we perform for all of our clients.** These are:

***eElect – 24/7 Automated Electronic Enrollment / Data Interface*** – *eElect* is the state-of-the-art gold standard of electronic enrollment platforms which we use to *augment, not replace*, face-to-face benefit communications and enrollment.

***MSI Website – Employer Page*** – Customized for the City of Monroe – enables your HR department to send MSI service requests and notifications of new hires, terminations and changes as we manage the day-to-day eligibility.

***MSI Website – HR Online*** – “Client-Only” access to an immensely robust library of federal and state laws, Health Care Reform regulations, forms and procedures which impact on every aspect and phase of Human Resources management.

*We have created sample web destinations for each of the above and have included detailed instructions with links that are provided in the body of our presentation. Thank you again for your consideration of MSI Benefits Group.*

Sincerely,

MATTHEW S. BIDWELL  
Vice-President  
MSI Benefits Group, Inc.  
[MBidwell@msibg.com](mailto:MBidwell@msibg.com)

## NOTICE TO PROPOSERS

1. Any prices offered by proposers on any item or service offered to the City of Monroe shall be the price effective at the date of delivery.
2. No delivery date of "ASAP" (As Soon As Possible) shall be considered acceptable on items that have a maximum delivery date listed in the specifications.
3. The City of Monroe reserves the right to accept any or all items where maximum delivery date, as listed in the specifications if not met by proposer.
4. Signature below of authorized agent for proposer shall constitute recognition and acceptance of all conditions of the sale as listed above.

Company Name

**MSI Benefits Group**

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Authorized Agent



**Matthew S. Bidwell**

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## **EXECUTIVE SUMMARY**

MSI Benefits Group has over 34 years of experience in benefits consulting and insurance brokerage services and we currently act as **consultant and servicing broker for 51 Georgia Counties, Cities and Public Authorities** with a combined member count in excess of **35,000**. Our public sector clients include:

Barrow County	City of Peachtree Corners	Madison County
Bleckley County	City of Thomaston	Oglethorpe County
Butts County	City of Toccoa	Peach County
City of Canton	City of Washington	Pickens County
City of Duluth	Cusseta-Chattahoochee County	Spalding County
City of East Point	Dade County	Stephens County
City of Ellijay	Douglas County	Sumter County
City of Griffin	Elbert County	Three Rivers RC
City of Hampton	Ellijay Water & Sewer	Town of Tyrone
City of Hapeville	GA World Congress Ctr. Authority	Upton County
City of Holly Springs	Georgia Public Broadcasting	Walker County
City of Jasper	Gilmer County	Walton County
City of Jefferson	Habersham County	Ware County
City of Lawrenceville	Harris County	White County
City of Lilburn	Jackson County	Whitfield County
City of Locust Grove	Jekyll Island Authority	Wilkes County
City of McDonough	Lumpkin County	Wilkinson County

Our comprehensive business model is based on the recognition that we are in a “relationship/service business” and not in a “transaction business”. As illustrated in the following pages, we place equal emphasis on **consulting, implementation** and on-going **service/support** in **core, supplemental** and **voluntary** benefits which offers inherent administrative efficiencies to our clients allowing them to take advantage of MSI as a central point of contact for all insured employee benefits.

**BENEFIT CONSULTING** - The ultimate purpose of MSI consulting services is to leverage our extensive industry knowledge and technical expertise to enable the City to deploy a robust employee benefits program which supports the constant need to **recruit, retain** and **motivate** top quality employees while adhering to financial constraints and objectives. Common topics for review and recommendations include:

- City of Monroe *objectives, requirements, budget and financial goals*
- City of Monroe Benchmarking of costs and benefits of other area employers
- Employee attitudes and expectations (customized employee surveys)
- Plan design analysis
- Leverage competition from all suitable regional and national carriers
- Advocacy with incumbent carriers
- Eligibility analysis

**IMPLEMENTATION** - “Enrollment”, “benefits orientation”, and “benefit communications” are all activities which we combine under the heading of implementation. With that in mind, we are convinced that “employee satisfaction” with benefits is directly linked to “employee understanding”. Therefore MSI allocates the time, effort, commitment and resources **throughout the plan year** to achieve a high level of employee understanding and appreciation.

Key elements of the MSI implementation process:

- **24/7 electronic communication / automated enrollment platform (*eElect*)**
- **Employee Benefits Handbook (sample copy enclosed)**
- **Total Compensation / Benefit Statements (sample copy enclosed)**
- **One on one, face to face open enrollment**
- **Return monthly for new employee orientations**
- **Salaried (non-commissioned) MSI employees are enrollment counselors**
- **Open enrollment announcement letter**
- **24/7 on-site open enrollment to accommodate public safety/shift employees**
- **Employee / eligibility data validation**
- **FSA / Section 125 explanation / enrollment**
- **Monthly updated payroll deduction reporting to your finance/accounting department**

**Note: You can view and manipulate the sample *eElect* enrollment platform customized for the City of Monroe. Please go to:**

**[www.eElect.com](http://www.eElect.com) / Enrollment ID: **95329** / Employee ID Number: **123456789****

**SERVICE / SUPPORT** - Our constant goal is to add value to your benefit choices by decreasing the HR workload and increasing employee comfort, security and satisfaction.

MSI *service/support* is task-organized into four functional areas:

- **Customer Service Team** – handles phone calls, coverage questions, claims issues, requests for administrative assistance, coordination with doctors and hospitals to facilitate claim payments
- **Enrollment Team** – performs monthly visits, enrolls newly hired employees and answer questions from existing covered employees.
- **Eligibility Team** – tracks new hires, changes and terminations and feed that data as needed to the benefit counselors and to our billing specialists. Tasks include COBRA tracking and COBRA compliance.
- **Billing Team** - reconciles all monthly invoices with on-going eligibility activity and provides *audited* “premium-due” information to your finance/accounting department.
- **Information Technology Team** – manages all data flow of eligibility and participation information via Electronic Data Interface (EDI) with insurance carriers and clients

Key elements of MSI customer service and support:

- **City of Monroe employees can review their own benefits, costs and all related documents and information online 24/7**
- **Claims assistance and resolution**
- **Employees are encouraged to call us directly with problems**
- **MSI maintains individual (HIPAA compliant) electronic file on each employee**
- **Assistance with Wellness and Disease Management Programs**
- **Monthly MSI employee benefit newsletter mailed to all management level decision makers**
- **Interactive MSI website with password access to your HR staff - used to send MSI service requests and notify us of new hires, terminations and changes. Includes a library of forms and documents specific to the City of Monroe’s benefit plans. Receipt of all service requests and notifications are electronically confirmed and archived.**

**Note: Please visit the City of Monroe sample employer page on the MSI website:**

**[www.msibq.com](http://www.msibq.com) / Click: “Employer” link**

**Username: “monroe” / Password: “msibenefits”**

## **EMPLOYEE BENEFITS BROKER RFP QUESTIONNAIRE**

### **GENERAL INFORMATION**

- 1) Provide the history of your firm, particularly your employee benefits division if you have multiple divisions.

Established in 1983, MSI Benefits Group is an independent insurance firm providing consulting and brokerage services to public and private sector employer groups in all aspects of insured and self-insured employee benefits. We are a private, for profit, Georgia "C" Corporation, in business for over 34 years and \$105 million in annual sales.

We place equal emphasis on consulting, implementation and on-going service/support in the core, supplemental and voluntary benefits realm which offers inherent administrative efficiencies to our clients allowing them to take advantage of MSI as a single administrative point of contact. Please see the "Business Documents" section in this presentation binder for all relevant credentials and licenses as well as the certificate of the firm's E&O coverage.

### **MSI BUSINESS PRINCIPLES**

At this time of ever increasing healthcare costs and continued legislative / regulatory uncertainty, we feel that our competitive edge relies on three fundamental principles that guide our relationship with all of our clients:

**INTEGRITY:** The complexity of today's insurance products and the confusing array of employee benefit options make consumers vulnerable to the good faith and professional conduct of their insurance representative. At MSI the exclusive focus of all our efforts are the needs of the client. We recognize that trust and confidence are the most essential ingredients of our business relationships.

**SERVICE / ACCOUNTABILITY:** MSI has built a culture of taking ownership of problems. Our customer service representatives (CSR) are prohibited from using the phrase: "Why don't you just call the insurance carrier? Here's the number." Whether the issue is a claim, a bill, a COBRA event or enrollment, we continuously look for ways to ease the client's burden for benefits administration. Wherever possible we do the work and we assume responsibility.

**SENSITIVITY:** The morale of each employee is dependent, in part, on his or her understanding of the benefits package that is made available. Our constant goal is to be an articulate good will ambassador on behalf of the employer as well as an effective benefit counselor to the employees. The employer must be able to rely on us to treat all employees with fairness, honesty and respect. This will have a beneficial impact on employee turn-over, employee performance and, ultimately, the employer's bottom line.

Our comprehensive business model is based on the recognition that we are in a 'relationship/service business' and not in a 'transaction business'. We place equal emphasis on consulting, implementation and on-going service/support in core *and* voluntary benefits which offers inherent administrative efficiencies to our clients allowing them to take advantage of MSI as a single point of contact for all insured employee benefits.

The goal of MSI consulting services is to harness our extensive industry knowledge and technical expertise to enable our clients to deploy a robust employee benefits program which supports the constant need to recruit, retain and motivate top quality employees while adhering to financial constraints and objectives.

2) How many employees are there in your company? Generally, what are their job categories (i.e., management, sales, technical, customer service, etc.)?

Each client account is served by a lead consulting broker who manages the relationship and is involved on a constant, year-round basis.

In addition to consulting services, MSI implementation and service/support is task-organized into five functional areas:

- **Customer Service Team** – handles service requests, coverage questions, claims issues, requests for administrative assistance, coordination with doctors and hospitals to facilitate claim payments.
- **Enrollment Team** – assigned to your account to perform monthly visits, enroll newly hired employees and answer questions from existing covered employees.
- **Eligibility Team** – assigned to your account to track new hires, changes and terminations and to feed that data as needed to the benefit counselors and to our billing specialists. Handles COBRA compliance tracking and notification to carriers.
- **Billing Team** - assigned to your account to reconcile all monthly bills with on-going eligibility activity and provide *audited* “premium-due” information to your finance/accounting department.
- **Information Technology Team** – manages all data flow of eligibility and participation information via Electronic Data Interface (EDI) with insurance carriers and clients.

We have 21 employees all of whom work at our offices in Kennesaw, Georgia. Our staff is task-organized into the five functional areas described above. Professional history of key personnel may be found in **Section IV**.

3) Please provide a list of those employees that will be working directly with the City of Monroe and their capacities. Please provide the roles and resume/qualifications of each person. Also, include the number of clients each person is expected to handle and categorize these clients by large (500 or more), medium (100-499), or small (less than 100) groups.

MSI’s account management team for the City of Monroe:

**Matt Bidwell**  
Vice-President  
[mbidwell@msibg.com](mailto:mbidwell@msibg.com)

**Maria Campos**  
Office Manager / Claims  
[mcampos@msibg.com](mailto:mcampos@msibg.com)

**Jessica Strow**  
Eligibility  
[jstrow@msibg.com](mailto:jstrow@msibg.com)

**Amy Strickland**  
COBRA/Eligibility  
[astrickland@msibg.com](mailto:astrickland@msibg.com)

**Reena Stamber**  
Lead Benefits Enroller  
[zworrall@msibg.com](mailto:zworrall@msibg.com)

**Tara James**  
Billing Manager  
[tjames@msibg.com](mailto:tjames@msibg.com)

**Josh Bradford**  
Information Technology  
[jbradford@msibg.com](mailto:jbradford@msibg.com)

**Rob Tate**  
Operations Manager/IT  
[rtate@msibg.com](mailto:rtate@msibg.com)

**Zori Worrall**  
Finance Manager  
[zworrall@msibg.com](mailto:zworrall@msibg.com)

- 4) How many of your clients do you currently work with on a broker basis? How many of your clients do you currently work with on a consultant basis?

We do not distinguish between “Consulting” and “Brokerage” work. In fact, the state of Georgia recognizes only “Agent” and “Counselor” as valid titles and all of our producers are licensed as such. We regard “Consulting” as an essential task which we have to perform in order to offer expert advice to clients and “Brokerage” is a very generic term that describes the transactional aspects of what we do.

- 5) Describe the form of professional liability or errors and omissions insurance carried by your company and the amount of coverage.

Please see **Page 42** in the “Business Documents” section in this presentation binder.

#### **ACCOUNT SERVICES**

- 1) Describe your account services department.
- 2) What is your process for ensuring customer satisfaction?
- 3) Do you provide employee communication services for your clients’ employees? If so, please provide a general description of your capabilities. Please provide a sample of employee communication materials that you have distributed to other clients.
- 4) How can you assist in facilitating employee meetings?
- 5) Do you help facilitate annual open enrollments?

The following narrative answers all five questions above in a logical sequence.

It is a **core value** of MSI Benefits Group to conduct all communication, enrollment and interaction with employees with professionalism and a keen understanding that the employer is relying on us to act as an articulate good will ambassador on his behalf. **The over-arching goal of the employer to be better positioned to recruit, retain and motivate top quality employees can only be attained if deliberate and professional effort is expended to accurately and effectively convey an understanding of the benefits to all employees.**

The following list is a summary of key implementation and service/support tools and resources. All listed services are included as part of this proposal and the proposed services apply to all City of Monroe employee benefits. On subsequent pages each service component is also described in more detail if not already described elsewhere in this document.

- Open Enrollment Announcement Letter (**Enclosure 2**)
- Employee Benefits Handbook (**Enclosure 3**)
- Interactive MSI Benefits Group website
- *eElect* – 24/7 Automated Electronic Enrollment / Data Interface  
**in conjunction with...**

- One-on-one, face-to-face open enrollment
- Enrollment Team (field based) returns monthly for new employee orientations / enrollment
- Eligibility Team (office based) manages flow of new hires, terminations, changes
- Billing Team aggregates and reconciles all premium invoices
  - I. Direct electronic data transfer of all *payroll deductions* into the City of Monroe payroll system
  - II. Direct electronic data transfer of all *benefit elections* into carrier eligibility systems
- Customer Service Team assists employees with claims, coverage and admin issues
- Toll-free call center / "live" CSR / operator answers MSI phones
- Total Compensation / Benefit Statements (**Enclosure 4**)
- COBRA / HIPAA Administration
- ACA Reporting (1094-C / 1095-C) (**Enclosure 8**)

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**Open Enrollment Announcement Letter**

We draft and publish with City of Monroe's management approval a letter to employees which conveys the employer's message for each annual open enrollment. Changes in carriers, benefits or contribution requirements are all examples of issues addressed by this letter. Also included are instructions to employees on how they can access the City of Monroe *eElect* Automated Electronic Enrollment System if they wish to self-enroll on-line during the designated open enrollment period. (See specimen letter - **Enclosure 2**)

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**Employee Benefits Handbook**

The Employee Benefits Handbook is published and printed by MSI for EACH City of Monroe employee and includes simplified spreadsheets that distill the most basic plan design and cost information for the employees' consideration in an easy to understand format as well as the actual insurance carrier brochures and other important information. As you can see from the enclosed sample, employee deductions / health / Rx / dental / life / disability / wellness / FSA / Sec 125 / EAP / COBRA / important claims & service addresses and telephone numbers are all compiled in the handbook for easy, year-round reference.

We insert both the Enrollment Announcement Letter and the Employee Benefits Handbook into a 9"x 12" envelope which is personalized with the employee's full name on a label that is color coded by City department. This helps to ensure that the necessary benefit information reaches every single employee in your workforce. (See specimen handbook - **Enclosure 3**)

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**Internet Based Tools**

All of our clients are enrolled online and this represents over 35,000 member lives. The enrollment websites are designed, deployed and managed year-round by MSI IT staff (none of these tasks are outsourced).

There are two major components of our online electronic capabilities:

1) Interactive MSI Benefits Group – Website

Our clients utilize the MSI website year-round to send us the following:

- New Hire Notifications
- Termination Notifications
- Change Requests
- Service Requests

All of these client notifications are electronically confirmed and archived. Beyond these four essential elements of eligibility information, which can only originate with the client, MSI assumes year-round responsibility for on-site enrollment of new hires and all other necessary administrative actions and/or interface with insurance carriers and plan administrators.

The MSI website also provides access to a library of forms and documents specific to your organization's benefit plans as well as the link to "MSI – HR Online".

Please visit the sample Employer Page we created and customized for the City of Monroe.

Website	>	<u>www.msibg.com</u>
Click	>	<u>"Employer"</u>
Username	>	<u>"monroe"</u>
Password	>	<u>"msibenefits"</u>

2) MSI - eElect – Online Enrollment Platform / Electronic Data Interface (EDI)

This website serves as a portal to a state-of-the-art web based benefit communication and enrollment platform (eElect) that employees can access 24/7 from their home, office, smartphone or tablet.

Traditional "paper/ink" enrollments have become virtually obsolete – for good reason. In the past, employer groups struggled with the handling, processing and reconciling of multiple carrier insurance applications, billing statements and payroll deductions.

*eElect* provides a single electronic point of entry for all insurance products. The employee's benefit elections, made with the on-site assistance of MSI benefit counselors, are fed electronically to multiple insurance carriers' eligibility databanks and identical data to the employer's payroll system. *eElect* ensures that the insurance carrier invoices and your payroll deductions will always match the actual lines of coverage elected by the employees.

At the heart of making electronic enrollments work is the blending of technology with an intimate knowledge of the insurance plans being enrolled. The system can be programmed to adjust for waiting periods, payroll cycles, late entrants, age band changes on life insurance and a host of other life events. All programming and data mapping is performed by MSI EMPLOYEES who are licensed and trained in the insurance products being enrolled.

- *eElect* is "HIPAA 834" compliant which is the federal government standard for electronic insurance eligibility data formatting

★ True EDI - Information is mapped directly into the eligibility database of the appropriate insurance carrier. *(Please note that this feature in itself is a crucial distinction not to be confused with so called “web-based enrollments” or “internet eligibility” capabilities, both of which require subsequent data entry or manipulation and thus vulnerable to errors.)*

- Simultaneously, *eElect* feeds the payroll deduction elections of the employee directly into the employer payroll system.
- MSI performs the extensive “data mapping” needed to accomplish these automatic data feeds.
- The employee can view detailed on-screen explanation of benefits and costs of each line of coverage and is assisted throughout by a MSI benefit counselor.
- **Total Compensation / Benefit Statements** are automatically generated at the conclusion of each enrollment. The Employee Total Compensation / Benefit Statement itemizes the employee’s benefit elections, the corresponding employee cost per pay period and per year and also itemizes the employer cost for each benefit.

Please visit the demo *eElect* enrollment site customized for the City of Monroe.

Website	>	<a href="http://www.eElect.com">www.eElect.com</a>
Enrollment ID	>	"95329"
Employee ID Number	>	"123456789"

★ Please Note: *eElect Electronic Enrollment is designed to augment, not replace, personal interaction and face-to-face benefit communications. The cornerstone of our implementation strategy is that, whenever possible, employee benefit communications are conducted face-to-face, one-on-one. Thus we conduct annual open enrollments with a staff of qualified, experienced and non-commissioned benefit counselors who meet individually with each employee to answer questions and return monthly for new employee orientations.*

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**Enrollment Team (field based) returns monthly for new employee orientations / enrollment**

A group of 237 employees will inevitably have a certain amount of turnover in the course of a plan year. We want new employees to be informed and enrolled with same amount of care and attention to detail that we devote to the annual open enrollment. MSI Benefit Counselors conduct the enrollment and benefit orientations of all new employees in close coordination with the City of Monroe HR Department.

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**Eligibility Team (office based) manages flow of new hires, terminations, changes**

The flow of new hires, terminations and change requests are monitored and managed by our Eligibility Team. The team ensures that eligibility data is accurately reflected in the *eElect* data base, promptly transmitted to insurance carriers / TPA’s and that all new activity is transmitted to the City of Monroe payroll department as well as to the MSI Billing Team.

---

**Billing Team aggregates and reconciles all premium invoices**

Our billing team aggregates all of your benefits invoices and reconciles them with the eligibility data flow. This month by month, year-round audit of all carrier invoices ensures complete accuracy. As you can note, this is made possible by the constant flow of eligibility data that we track on a day to day basis.

---

**Customer Service Team assists employees with claims, coverage and admin issues**

*OUR PHONE IS ANSWERED BY A LIVE RECEPTIONIST* / Customer Service Representative (CSR) augmented by voice mail, e-mail, toll-free telephone, fax and our brokers' cell phone numbers are always available to clients. **We encourage your employees to call us directly with claim problems and administrative issues** and they will feel most comfortable in doing so if indeed a live person answers the phone and connects them immediately to the dedicated Customer Service Representative. This saves the employee and/or the HR Department the frustration of endless hold times that often happens when you call insurance carriers directly.

---

**Toll-Free Call Center - "Live person", CSR / operator answers MSI phones –**

As you evaluate this proposal, please dial 770-425-1231 / 800-580-1629 during normal business hours (8:00 AM to 5:00 PM) to verify our response and compare to other call-for-service experiences.

---

**Total Compensation / Benefit Statements –**

The *eElect* Automated Electronic Enrollment System has the added benefit of automatically generated Total Compensation / Benefit Statements at the conclusion of each enrollment. The Employee Benefit Statement itemizes the employee's **benefit elections**, the corresponding **employee cost** per pay period and per year, employee **tax savings** from pre-tax deductions and also itemizes the **employer cost** for each benefit. It is communicated to the employee through:

- Immediate, post-enrollment on-site, on-screen confirmation of all benefits and costs
- Printed and distributed by MSI to all employees
- 24/7, year-round access by employees on the *eElect* system

A sample copy of the Total Compensation / Benefit Statement is enclosed (**Enclosure 4**).

---

**COBRA / HIPAA Administration –**

ALL of our employees are subject to and governed by HIPAA "Business Associate Agreements" that MSI executes with all clients and pertinent insurance carriers.

In addition to the comprehensive eligibility and demographic electronic records maintained in the *eElect* system we maintain an individual electronic employee file on each employee of each of our client groups. (It seems simple but we emphasize the point because this level of record keeping is far from standard among brokerages.) The employee file has notes of customer service actions and any correspondence related to or regarding your insurance plans. The instant availability of data offered by these electronic employee files empowers our Customer Service Representatives to solve problems faster and more effectively.

Please note that the above mentioned Employee Benefits Handbook also includes and thus satisfies the City of Monroe's requirement to individually disseminate a General (At-Hire) COBRA Eligibility Notice.

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★ **1094/1095 IRS Reporting**

As of January 1, 2015 the IRS requires all Applicable Large Employers (ALE) to report health coverage and enrollment of its employees on **IRS Form 1094-C** and to provide written notification to employees regarding details of each employee's coverage on **IRS Form 1095-C**.

At the City's option, MSI will perform all data preparation tasks related to this Federal ACA requirement. For more details please see **Enclosure 8** titled "MSI – HCM File, Completing Form 1094/1095-C".

In January 2017 MSI performed this task for 56 public and private sector clients and met or exceeded the original IRS deadlines.

**DATA ANALYSIS**

1) **What resources do you use to analyze medical and pharmacy claims?**

We obtain from the plan administrator and/or the TPA the following categories of data:

- High Cost Claimants
- Primary Care Provider Utilization
- Specialist Physician Utilization
- Inpatient Facility Utilization
- Average Length of Inpatient Stay
- Outpatient Facility Utilization
- Professional Utilization
- Clinical Engagement and Utilization
- Top Five Health Conditions for High Cost Claimants
- Top Health Conditions by Paid Amount
- Top 25 Target Episode Groups
- Emergency Room Savings Opportunity Analysis
- Average Rx Wholesale Price
- Rx Rebate Calculation Methodology
- Prescription Drug Performance Report
- Enrollment and Demographics
- Membership and Paid Amount by Month
- Medical Paid Amount and Plan Savings
- Medical Paid Claims Distribution
- Medical and Pharmacy Claim Lag Report
- Premium and Expense Summary
- Utilization by Setting
- Behavioral Health Top 10 Major Diagnoses by Paid Amount
- Dental Membership
- Dental Enrollment and Claims
- Dental Claims Summary by Service Category
- Dental Network Utilization and Plan Services

The sheer volume of this data, when viewed in its raw form can be daunting. It is our job and our expertise which distills and condenses these reports so that the information becomes useful and actionable. Please see **Enclosure 12 - City of Lawrenceville 2016 Health Plan Review** for an illustration of how we are able to present data and recommendations to management.

2) Will your organization complete a provider analysis of physicians, clinics, and hospitals that treat our plan participants?

Yes - see Question 1 above.

3) Will your organization provide a wellness and preventive health analysis of our employees and claims experience?

Yes - see Question 1 above.

4) What is the cost of customization or ad hoc reports?

There is no cost - we consider it part of our job to give clients detailed quarterly updates on plan performance.

#### **STRATEGIC PLANNING/VENDOR SELECTION**

1) What resources do you have available to help the City of Monroe manage our benefits and outline a benefits strategy consistent with current and future business plans?

2) How will you help the City of Monroe with the competitive marketing and placement of our plans, including development of marketing specifications, identification of market conditions, evaluation of proposals, negotiations and placement of insurance contracts for annual renewals?

3) How is the "rebidding" process handled?

4) How are plan design changes handled?

The following narrative answers all five questions above in a logical sequence.

Always the first step is to interview the professional staff and the appropriate committees who have day to day oversight of employee benefits. Each employer group has its unique needs and priorities. Consultation with the staff will reveal the hot button issues. We always try to determine what variable is giving the most concern. Budget, hiring, retention, provider network availability are all examples. We also gather at least the past two years' history of carriers, costs, benefits and cost sharing formulas to get an insight into the employer's benefits philosophy as well as the experiences and expectations of the employees. We then proceed through the methodology detailed in our answer below.

We first prepare an overview of all current in-force benefit plans and their cost. A comparison report, illustrating current benefits and employee's cost as they compare to other government agencies with whom the City of Monroe competes for skilled employees (i.e. Police and Fire) is compiled. We further assist the City in compiling all pertinent data needed in soliciting proposals.

Recommendations must start with an evaluation of your current programs. This evaluation will include requesting reports from your current plan in the following areas that relate to cost, provider network and service. In addition to the standard paid claims reports we request the following from each category.

### Cost

- Comparison reports on specific areas of utilization
- Utilization reports on specific medical providers
- Pharmacy evaluation
- Identify most utilized providers
- Identify claims categorically

### Provider Network

- Survey employees (optional but strongly recommended)
- GEO Access reports
- Review percentage of claims paid out-of-network

### Service

- Percentage of claims paid 15/30 days
- Member Service response times (Average hold time)
- Percentage of dropped calls

We distribute RFP's to all qualified insurance carriers that can provide both fully insured and self-insured options. We then perform a comprehensive review of all insurance carrier proposals. This in-depth analysis will consider point-by-point over 30 areas of benefit design as well as qualitative data about the various carriers and their networks, such as: financial performance, response time on claim payments, responsiveness of customer service and patient satisfaction.

Common topics for review and recommendations include:

Employer objectives and requirements  
Employer budget and financial goals  
Benchmark benefits and costs to similar employers  
Employee attitudes and expectations

Plan design analysis and recommendations

Leverage competition from all suitable regional carriers and re-insurers

Advocacy vis-a-vis Incumbent Carriers

Review current plans for competitiveness  
Analyze fixed costs (administration / re-insurance)  
Audit incumbent carrier assumptions affecting cost (inflation/trend, network discounts, regional comparisons)  
Evaluate incumbent carrier utilization management  
Offer opportunity to incumbents to reduce fees/rates

## Plan design changes

### Network evaluation

Deductibles, Co-pays, Coinsurance (consider industry benchmarks)

Dual option / Multiple options

Explore feasibility of introducing Health Savings Account (HSA)

Explore feasibility of introducing Health Reimbursement Account (HRA)

Disease Management Programs

Wellness Programs

## Employee contribution changes

Review employer contribution history / employee expectations

Consider regional public sector benchmarks

Analyze employer cost / employee cost / possible adverse selection

Explore segmenting employee contributions by employment class / length of service

## Eligibility

Review employer policy on working spouse eligibility

Evaluate timely cancellation of terminated employees' benefits

Calculate savings impact of lengthened Employee Waiting Period

Audit for fraud and unintentional errors as they relate to eligibility

We perform a comprehensive review of all insurance carrier proposals. This in-depth analysis will consider point-by-point over 30 areas of benefit design as well as qualitative data about the various carriers and their networks, such as: financial performance, response time on claim payments, responsiveness of customer service and patient satisfaction. An integral part of this evaluation process includes assessing the reporting capabilities of each insurance plan. Future planning decisions are closely tied to the reporting capabilities of your administrator. We require each prospective insurance administrator to submit copies of actual reports, along with their frequency of availability prior to being selected. Our goal, as always, is to improve benefits for employees, lower costs for both the client and its employees and reduce the financial risk.

All of the original insurance company proposals are analyzed and compiled by us into an Executive Summary. This spreadsheet format eases the management's task of making comparative judgments about all facets of the proposed coverage options. We make a formal presentation to management along with recommendations and we remain constantly engaged for questions and consultation during the entire review process.

- 5) Furnish a list of insurance companies, third party administrators, and other providers for which the consultant is an authorized agent or broker.

As noted, MSI Benefits Group currently acts as consultant and servicing broker for 51 Georgia counties, cities and public sector entities with a combined member count in excess of 35,000. This fact alone ensures that we are able to wield great credibility with carriers as we effectively and aggressively represent your interests.

MSI Benefits Group does not consider any insurance company as a "preferred carrier". However, most large, competitive insurance carriers consider MSI as a "preferred agency". This is an important distinction because on any given day, the best carrier is the one with the lowest cost for the best benefits and in whom we can have confidence of claims paying ability. Our job is to exercise due diligence on your behalf and make unbiased carrier recommendations based solely on the needs of the client.

Our sizable block of public and private sector business allows us to negotiate the most competitive premiums for our clients from any number of insurance companies.

MSI's negotiating leverage with carriers is further enhanced by our state-of-the-art on-line enrollment system which is recognized by insurance companies as having real monetary value. We provide 100% enrollment accuracy, reduced carrier acquisition cost, self-billing, and paperless enrollment. All the efforts provided by MSI reduce the administrative cost to the insurance companies and allows them to be more aggressive with the pricing provided to our clients for all lines of coverage.

Our carrier/plan administrator relationships include:

Aetna Health, Inc.	Hartford Life & Accident Insurance Co.
Aetna Health Insurance Co.	HealthEquity
Aetna Life Insurance Co.	HealthSmart
Alliant Health Plans, Inc.	Humana Employers Health Plan of Ga., Inc.
Allstate Benefits	Humana Insurance Co.
American Fidelity Assurance Co.	Humana Dental Insurance Co.
American Heritage Life Insurance Co	Kaiser Foundation Health Plan of Ga., Inc.
American Public Life Insurance Co.	Kaiser Permanente Insurance Co.
American United Life Insurance Co.	Kanawha Insurance Co.
Ameritas Life Insurance Co.	MedCom
Banner Life Insurance Co.	Metropolitan Life Insurance Co.
Berkshire Life Insurance Co.	Morgan & White Administrators
Blue Cross and Blue Shield of Ga.	Principal Life Insurance Co.
Boston Mutual Life Insurance Co.	Professional Insurance Co.
Brokers National Life Assurance Co.	Provident Life and Accident Insurance Co.
CIGNA Healthcare of Georgia, Inc.	Reliance Standard Life Insurance Co.
Connecticut General Life Insurance Co.	Standard Insurance Co.
Continental American Insurance Co. (Aflac)	Sun Life Assurance Co. of Canada
Coventry Health and Life Insurance Co.	TASC
Coventry Health Care of Georgia, Inc.	Texas Life Insurance Co.
Dearborn National	Unimerica Insurance Co.
Delta Dental Insurance Co.	Union Security Insurance Co.
Fidelity Security Life Insurance Co.	United HealthCare Insurance Co.
Golden Rule Insurance Co.	United HealthCare of Ga., Inc.
Greater Georgia Life Insurance Co.	Unum Life Insurance Co. of America
Guardian Life Insurance Co. of America	Unum Life Insurance Co. of America

6) How do you propose saving The City of Monroe money?

Please see our answers to questions 1-5 above - beyond that, we have no information about the City of Monroe's current cost.

7) What sort of benchmarking data can you provide?

- Mercer - National Survey of Employer-Sponsored Health Plans
- Kaiser Family Foundation - Employer Surveys
- MSI enjoys a relationship with 50 government employer groups and provides benchmarking on a confidential basis based on our own internal analytical data

**COST PROJECTIONS/ONGOING REVIEW**

1) How can you help us develop cost projections tied to our fiscal goals?

Please see specimen Benefits Strategic Plan (**Enclosure 7**).

2) Who do you use for actuarial services? Please provide credentials.

Actuarial services is a function of the in-force carrier and/or third party administrator.

3) How will you help with the management of insurance, including: monthly (or quarterly) supervision and/or preparation of claims activity reports from carriers; executive summary reports; underwriting analysis for annual renewals; annual financial projections for budgeting purposes; and alternative funding analyses?

Please see Question 1 under DATA ANALYSIS and Questions 1-4 under STRATEGIC PLANNING/VENDOR SELECTION.

**PLAN ADMINISTRATION AND LEGISLATIVE COMPLIANCE**

- 1) Do you have an in-house benefits attorney? If yes, please provide his or her credentials and the number of years he or she has provided counsel on benefits issues. If no, do you use an external benefits attorney? Which firm do you use?
- 2) How does your firm stay current with federal and state regulations that impact employer sponsored plans?
- 3) Will your firm notify The City of Monroe of changes in federal and/or local laws that would affect us?
- 4) Explain what steps you have taken to become HIPAA compliant.

Our clients routinely depend on us to be their in-house expert on a multitude of issues that impact on the day to day administration of benefits. COBRA Administration, HIPAA Compliance, Medicare Part D, Section 125 Administration and Compliance, Policy Conversion, Dependent Eligibility, Working Spouse Rules, FMLA, Absence Management Policies, effective wellness programs are all examples of issues on which we provide information, training and advice. Additionally, MSI Benefits Group mails a monthly newsletter to all management level decision makers within our client groups. (Current issue is enclosed) This newsletter addresses issues of topical interest in the realm of employee benefits and related legislative and regulatory trends. Archived copies of these newsletters can be found on our website at [www.msibg.com](http://www.msibg.com)

Please also review the [MSI – HR Online](#) link on our website which is reserved for clients and which you can access through the RFP process.

Website > [www.msibg.com](http://www.msibg.com)  
Click > "Employer"  
Username > "monroe"  
Password > "msibenefits"  
Click > "HR Online"

**MSI – HR Online** features the most current federal and state laws and updates plus step-by-step guidelines for compliance as well as how to hire, interview and terminate employees. We give you a comprehensive view of human resource and benefits laws both on a federal and state level. Whether you need a form, poster, the newest information on health care reform laws or state employment laws, we give you a complete inventory of HR information and forms needs including a great range of online tools to help you manage all your HR needs. You'll find easy, step-by-step guidance on how to comply with a broad range of laws from Health Care Reform, COBRA, HIPAA, USERRA and FMLA as well as how to interview, hire and terminate employees. Supported by a professional team of attorneys, we provide the guidelines that will help you comply with the laws, written in plain English so it's easy to understand. This dynamic online HR library provides:

- Health Care Reform (Patient Protection and Affordability Care Act – PPACA)
- Compliance steps that clearly explain how to comply with the law to help avoid penalties or potential employee lawsuits
- Thousands of pages of HR and benefits content
- Fast, efficient online HR tools for developing job descriptions and salary benchmarking
- Over 500 downloadable forms, posters and model notices
- Federal and state employment law information
- Job Description Developer
- Salary Benchmarking Tool
- Federal HR and Benefit Laws
- State Employment Laws
- How to Recruit, Hire and Terminate Employees
- Forms, Posters and Checklists (ready to download and print)
- Performance Reviews

ALL of our employees are subject to and governed by HIPAA "Business Associate Agreements" that MSI executes with all clients and pertinent insurance carriers.

#### **WELLNESS PROGRAMS**

- 1) What tools can you provide The City of Monroe to help implement/continue our wellness program with our third-party provider, Care ATC?
- 2) Can you provide examples of low-cost wellness tools?
- 3) How can you help develop a wellness program for the City over time?
- 4) What is your process for measuring the success or failure of a wellness program?

As an extension of our consulting services, MSI Benefits Group assists clients with the design and implementation of Employee Wellness Programs. Matthew S. Bidwell, RHU is a degreed Registered Nurse and takes the lead in coordinating wellness programs for clients.

NOTE: MSI has assisted, among other public sector groups, the City of Griffin in developing one of the most evolved and successful Employee Wellness Programs in the region. (City of Griffin is listed as an MSI reference)

The first and fundamental decision required from management is to decide the scope, intensity and aggressiveness of the wellness program to be implemented. Each employer group has a unique culture and there are trade-offs between “*positive incentives*” and “*coercive measures*”. MSI helps to ensure that a wellness program meets the needs and is compatible with the culture of the individual employer.

There are several basic considerations:

#### Goals and Expectations

All employee wellness programs strive to reduce future health care cost by reducing claims. This requires identifying your high and moderate risk individuals and converting them to moderate or low risk status. It is estimated that 12% of the adult population has elevated blood pressure, blood glucose and/or cholesterol and is *unaware of their at-risk condition*. These at-risk individuals will be the source of your future high-dollar claims.

#### Employee Involvement

The success of your wellness initiative is tied to the involvement and participation from employees. If a program is perceived as too invasive, it will meet resistance. On the other hand, if the program fails to identify at-risk members and does not offer assistance in improving these members’ health, then your intended goals will not be met. The employer must decide if participation will be voluntary or mandatory and consider incentives for participation.

#### Medical Provider Resources

Local and regional resources offered by health care providers must be accessed to assist in meeting the goals of a health program. This includes assistance in screening members and providing on-going educational assistance.

#### Financial Resources

Identify the financial commitment required in establishing a program. There are many inexpensive but effective resources available to assist in implementing a wellness program. Most group health insurance plans have imbedded wellness programs of various degrees of intensity. If feasible, these should be incorporated into your strategy.

### **HUMAN RESOURCES TOOLS**

- 1) Describe how you keep your clients abreast of employment laws in a timely manner.
- 2) What resources do you provide to help The City of Monroe remain compliant?
- 3) What types of materials can you provide to communicate pertinent information to the City of Monroe management and employees?

Please see our answers to Questions 1-4 under PLAN ADMINISTRATION and LEGISLATIVE COMPLIANCE.

- 4) Do you have any Internet-based employee communication tools? If yes, please provide a brief description of each and any fees.

#### **Internet Based Tools**

All of our clients are enrolled online and this represents over 35,000 member lives. The enrollment websites are designed, deployed and managed year-round by MSI IT staff (none of these tasks are outsourced).

There are two major components of our online electronic capabilities:

1) **Interactive MSI Benefits Group – Website**

Our clients utilize the MSI website year-round to send us the following:

- New Hire Notifications
- Termination Notifications
- Change Requests
- Service Requests

All of these client notifications are electronically confirmed and archived. Beyond these four essential elements of eligibility information, which can only originate with the client, MSI assumes year-round responsibility for on-site enrollment of new hires and all other necessary administrative actions and/or interface with insurance carriers and plan administrators.

The MSI website also provides access to a library of forms and documents specific to your organization's benefit plans as well as the link to "[MSI – HR Online](#)".

Please visit the sample Employer Page we created and customized for the City of Monroe.

Website	>	<a href="http://www.msibg.com">www.msibg.com</a>
Click	>	"Employer"
Username	>	"monroe"
Password	>	"msibenefits"

2) **MSI - eElect – Online Enrollment Platform / Electronic Data Interface (EDI)**

This website serves as a portal to a state-of-the-art web based benefit communication and enrollment platform (**eElect**) that employees can access 24/7 from their home, office, smartphone or tablet.

Traditional "paper/ink" enrollments have become virtually obsolete – for good reason. In the past, employer groups struggled with the handling, processing and reconciling of multiple carrier insurance applications, billing statements and payroll deductions.

**eElect** provides a single electronic point of entry for all insurance products. The employee's benefit elections, made with the on-site assistance of MSI benefit counselors, are fed electronically to multiple insurance carriers' eligibility databanks and identical data to the employer's payroll system. **eElect** ensures that the insurance carrier invoices and your payroll deductions will always match the actual lines of coverage elected by the employees.

At the heart of making electronic enrollments work is the blending of technology with an intimate knowledge of the insurance plans being enrolled. The system can be programmed to adjust for waiting periods, payroll cycles, late entrants, age band changes on life insurance and a host of other life events. **All programming and data mapping is performed by MSI EMPLOYEES (Information Technology Team) who are licensed and trained in the insurance products being enrolled.**

- **eElect** is "HIPAA 834" compliant which is the federal government standard for electronic insurance eligibility data formatting

- ★ True EDI - Information is mapped directly into the eligibility database of the appropriate insurance carrier. *(Please note that this feature in itself is a crucial distinction not to be confused with so called “web-based enrollments” or “internet eligibility” capabilities, both of which require subsequent data entry or manipulation and thus vulnerable to errors.)*
- Simultaneously, *eElect* feeds the payroll deduction elections of the employee directly into the employer payroll system.
- MSI performs the extensive “data mapping” needed to accomplish these automatic data feeds.
- The employee can view detailed on-screen explanation of benefits and costs of each line of coverage and is assisted throughout by a MSI benefit counselor.
- **Total Compensation / Benefit Statements** are automatically generated at the conclusion of each enrollment. The Employee Total Compensation / Benefit Statement itemizes the employee’s benefit elections, the corresponding employee cost per pay period and per year and also itemizes the employer cost for each benefit.

Please visit the demo *eElect* enrollment site customized for the City of Monroe.

Website	>	<a href="http://www.eElect.com">www.eElect.com</a>
Enrollment ID	>	"95329"
Employee ID Number	>	"123456789"

★ Please Note: *eElect Electronic Enrollment is designed to augment, not replace, personal interaction and face-to-face benefit communications. The cornerstone of our implementation strategy is that, whenever possible, employee benefit communications are conducted face-to-face, one-on-one. Thus we conduct annual open enrollments with a staff of qualified, experienced and non-commissioned benefit counselors who meet individually with each employee to answer questions and return monthly for new employee orientations.*

## **FEE INFORMATION**

1. Describe your proposed method of compensation for your services. Your response may propose similar or alternative methods for being compensated for your services.
2. Describe your approach towards commissions and/or your fee structure for: a. Placement of insurance and administrative or other services; b. Complimentary services that your firm provides; describe these services and the additional costs if any; c. Fees for other or optional services that can be purchased at an additional cost. Include a description of other or optional services that the firm provides that have not been listed.
3. What is your estimated annual cost for your firm to provide your proposed services to The City of Monroe? Explain your recommendations on how these fees can be funded (commissions, fee based on per hour of service, annual retainer fee, combination).
4. A general statement of the range of compensation you would expect for the services you propose should be included.
5. If you charge fees for consulting and employee communication, please indicate the basis of your charges (hourly, by project, etc.) and what typical charges might be.

### **Cost Proposal:**

MSI compensation for medical insurance is derived as a Per Employee Per Month (PEPM) fee that the medical carrier/administrator will include in the administration fee paid the City of Monroe.

Our cost proposal to the City of Monroe is a PEPM in the amount of \$20.83 to begin on January 1, 2018. (The PEPM includes only covered employees.) There are no separate or itemized fees for any administrative/complimentary/consulting services and this PEPM covers all MSI services described in this proposal.

### **Optional Service:**

Data preparation for the ACA 1094/1095 IRS Reporting is the only optional service which is invoiced separately. Please see **Enclosure 8**.

### **Ancillary and Voluntary Benefits:**

MSI will accept compensation in the form of standard level commissions, distribution fees or service fees from any carriers providing ancillary and voluntary benefits. MSI does expect the City to take advantage of the full scope of MSI services. As described in the body of our proposal we place equal emphasis on consulting, implementation and ongoing service support in core, supplemental and voluntary benefits which offer inherent administrative efficiencies to the City of Monroe and its employees.

### **Role of the Broker:**

By law and regulation, the broker bears a fiduciary duty to the carrier to accurately and honestly define the risk which they will take in exchange for the premium you pay.

Simultaneously, the broker acts as an aggressive advocate on behalf of the client by “packaging the risk” in ways that the carrier can more easily understand and process within their own unique underwriting criteria and which is the most favorable for the client.

As such, as a successful and trusted brokerage, there are four broad categories of “value” that we deliver from which derive our compensation:

- Consulting services for the client (best product at the best price)
- Added value Implementation and Service/Support for the client
- “Packaging the risk” / product distribution for the carrier
- Added value Implementation and Service/Support for the carrier

**REFERENCES/OTHER**

1. How many clients do you currently have that are of a larger size than the City of Monroe?

Barrow County  
City of East Point  
City of Griffin  
City of Lawrenceville  
Douglas County  
Georgia World Congress Center Authority  
Jackson County  
Spalding County  
Walker County  
Walton County  
Ware County  
Whitfield County

2. How many clients do you currently have that are of similar size to the City of Monroe?

Butts County  
Gilmer County  
Habersham County  
Harris County  
Lumpkin County  
Madison County  
Peach County  
Pickens County  
Sumter County  
Upson County  
White County

3. How many clients of similar size to the City of Monroe have you lost in the last three (3) years? Explain.

None

4. How many new clients of similar size to the City of Monroe have you gained in the last three (3) years?

Harris County  
Peach County  
Walker County

5. Please provide a reference list of a minimum of six (6) clients. Include at least two (2) clients with 50 - 100 employees and two (2) clients with 101-499 employees, and two (2) clients with 500 or greater employees. Please include name, address, telephone number, email address and length of time associated with your organization. Indicate on each whether your firm's role was as a broker and/or a consultant.

(50-100)

#### CITY OF JASPER

- **Stella Brewer** / HR Coordinator
- 200 Burnt Mountain Road, Jasper, GA 30143
- Tel: **706-692-9100**
- [sbrewer@jasper-ga.us](mailto:sbrewer@jasper-ga.us)
- Broker and Consultant for Health / Dental / Vision / Basic Life Insurance / Supplemental Life Insurance / Short Term Disability
- 2008 to Present

#### CITY OF JEFFERSON

- **Priscilla Murphy** / City Clerk
- 147 Athens Street, Jefferson, GA 30549
- Tel: **706-367-5121 x 7**
- [pmurphy@cityofjefferson.com](mailto:pmurphy@cityofjefferson.com)
- Broker and Consultant for Health / Dental / Vision / Basic Life Insurance / Supplemental Life Insurance / Short Term Disability / Long Term Disability / Accident Insurance / Critical Illness Insurance / Flexible Spending Account (FSA)
- 2008 to Present

(101-499)

#### JACKSON COUNTY

- **Melanie Thomas** / HR Director
- 67 Athens Street, Jefferson, GA 30549
- Tel: **706-367-6318**
- [mthomas@jacksoncountygov.com](mailto:mthomas@jacksoncountygov.com)
- Broker and Consultant for Health / Dental / Vision / Basic Life Insurance / Supplemental Life Insurance / Short Term Disability / Long Term Disability / Cancer Insurance / Accident Insurance / Health Reimbursement Arrangement (HRA) / Flexible Spending Account (FSA)
- 2006 to Present

#### BARROW COUNTY

- **Charlie Felts** / HR Director
- 30 N. Broad Street, Winder, GA 30680
- Tel: **770-307-3663**
- [cfelts@barrowga.org](mailto:cfelts@barrowga.org)
- Broker and Consultant for Health / Dental / Vision / Supplemental Life Insurance / Short Term Disability / Long Term Disability
- 2008 to Present

(500 or greater)

### WALTON COUNTY

- Karen Fraser / HR Director
- 303 S. Hammond Drive, Suite 331, Monroe, GA 30655
- Tel: 770-267-1329
- [kfraser@waltoncityofgriffin.com](mailto:kfraser@waltoncityofgriffin.com)
- Broker and Consultant for Health / Dental / Vision / Basic Life Insurance / Supplemental Life Insurance / Short Term Disability / Long Term Disability / Whole Life Insurance / Accident Insurance / Critical Illness Insurance / Flexible Spending Account (FSA)
- 2016 to Present

### DOUGLAS COUNTY

- Frederick Perry / HR Director
- 8700 Hospital Drive, Douglasville, GA 30134
- Tel: 770-920-7277
- [fperry@co.douglas.ga.us](mailto:fperry@co.douglas.ga.us)
- Broker and Consultant for Health / Dental / Basic Life Insurance / Supplemental Life Insurance / Short Term Disability / Long Term Disability / Whole Life Insurance / Health Reimbursement Arrangement (HRA) / Accident Insurance / Critical Illness Insurance / Flexible Spending Account (FSA) / Legal Shield / Medicare Advantage / Employee Assistance Program (EAP)
- 2015 to Present

6. Describe any other facets of your organization and your firm's experience that are relevant to this proposal which have not been previously described and that you feel warrant consideration.

All three of our business principles described in Question 1 of GENERAL INFORMATION above are equally important to us and defines the rules to which we adhere. However, it is the second of the three that our clients see and feel and experience on a day-to-day basis:

***SERVICE / ACCOUNTABILITY:*** MSI has built a culture of taking ownership of problems. Our customer service representatives (CSR) are prohibited from using the phrase: "Why don't you just call the insurance carrier? Here's the number." Whether the issue is a claim, a bill, a COBRA event or enrollment, we continuously look for ways to ease the client's burden for benefits administration. Wherever possible we do the work and we assume responsibility.

Therefore, as you check our references, we invite you to please drill down with our current clients on what their opinion is of the MSI customer service culture. This is the reason why we list below, for your consideration, ALL of our public sector clients instead of just the few the RFP requests.

The following is a current list of MSI Benefits Group's 51 Georgia public sector clients. In all cases MSI is responsible for core benefits (medical, dental, life and disability) and in most cases for all voluntary benefits. Please feel free to contact any of these in addition to the listed references:

<u>GROUP</u>	<u>CONTACT</u>	<u>TITLE</u>	<u>PHONE</u>
Barrow County	Charlie Felts	HR Director	770-307-3663
Bleckley County	Cindy Newman	Finance Director	478-934-3200
Butts County	Shwander Newton	HR Manager	770-775-8200
City of Canton	Lorrie Waters	HR Director	770-704-1524

City of Duluth	Ed Johnson	HR Director	770-497-5290
City of East Point	Frederick Gardiner	City Manager	404-270-7017
City of Ellijay	Al Hoyle	Mayor	706-635-4711
City of Griffin	Miles Neville	HR Director	770-233-2923
City of Hampton	Tiffany Wilson	Personnel Officer	770-946-4306
City of Hapeville	Jennifer Elkins	City Clerk	404-766-3004
City of Holly Springs	Rob Logan	City Manager	770-721-7503
City of Jasper	Stella Brewer	HR Manager	706-253-9100
City of Jefferson	Priscilla Murphy	City Clerk	706-367-5121
City of Lawrenceville	Steve North	Assistant City Manager	770-963-2414
City of Lilburn	Lynn Smith	HR Director	770-921-2210
City of Locust Grove	Tim Young	City Manager	770-957-5043
City of McDonough	Carla Tuck	HR Director	770-957-3915
City of Peachtree Corners	Brandon Branham	Accounting Manager	770-609-8818
City of Thomaston	Rebecca Zebe	HR Director	706-647-4242
City of Toccoa	Jan Crawford	HR Manager	706-282-3291
City of Washington	Sherri Bailey	City Administrator	706-678-3277
Cusseta-Chattahoochee County	Thomas Weaver	County Manager	706-989-3602
Dade County	Mary Bailey	HR Manager	706-657-4625
Douglas County	Frederick Perry	HR Director	770-920-7277
Elbert County	Tamara Butler	County Clerk	706-283-2000
Ellijay Water & Sewer	Bonnie Broady	HR Manager	706-276-2202
GA World Congress Ctr. Authority	Gwendolyn Miller- Jones	HR Director	404-223-4444
Georgia Public Broadcasting	Veronica Daniels	HR Generalist	404-685-2663
Gilmer County	Lisa Ellis-Malota	HR Director	706-515-2313
Habersham County	Vinitha Robinson	HR Manager	706-754-6270
Harris County	Nancy McMichael	County Clerk	706-628-4958
Jackson County	Melanie Thomas	HR Director	706-367-6318
Jekyll Island Authority	Jennifer Johnson	HR Director	912-635-4075
Lumpkin County	Alicia Davis	HR Manager	706-482-2573
Madison County	Tracy Dake	HR Manager	706-795-6303
Oglethorpe County	Josh Hawkins	County Administrator	706-743-5270
Peach County	Michelle Douglas	HR Manager	478-825-2535
Pickens County	Paula Peace	HR Manager	706-253-8820
Spalding County	Wendy Law	HR Director	770-467-4231
Stephens County	Patsy Browning	HR Director	706-886-9491
Sumter County	Bill Twomey	County Manager	229-928-4500
Three Rivers RC	Hope King	HR Director	678-692-0510
Town of Tyrone	Sandy Beach	Finance Manager	770-487-4038
Upton County	Jim Wheelless	County Administrator	706-647-7012
Walton County	Karen Fraser	HR Director	770-267-1329
Walker County	Shannon Whitfield	Sole Commissioner	706-638-1437
Ware County	Edward Cady, Jr	HR Director	912-287-4333
White County	Shanda Murphy	County Clerk	706-865-2235
Whitfield County	Jackie Carlo	HR Director	706-275-7512
Wilkes County	Karen Burton	County Administrator	706-678-2511
Wilkinson County	Debra Shanks	Deputy Clerk	478-946-2236

## **PERSONNEL QUALIFICATIONS - PROFESSIONAL HISTORY OF KEY PERSONNEL**

### **Les Szabolcsi, President – [lszabolcsi@msibg.com](mailto:lszabolcsi@msibg.com)**

Les graduated from the U.S. Military Academy at West Point in 1978. Prior to his appointment to West Point he served as an enlisted Ranger Instructor at Ft. Benning, Georgia. After military service as an infantry officer in Europe and Central America he returned to Georgia in 1985. Between 1985 and 1989 he was an independent Executive Recruiter serving the Human Resources departments of Fortune 500 companies. Clients included IBM, Procter & Gamble, Coca-Cola, Mobil Oil and Pfizer. Since 1989 he has been the President of MSI Benefits Group. Les serves on the Health Care Committee of the Board of Directors of the Georgia Chamber of Commerce, is a member of the Chairman's Club of the Cobb County Chamber of Commerce and is a former member of the Legislative Committee of the Georgia Association of Health Underwriters. Les is married and resides in Acworth, Georgia.

### **Matthew S. Bidwell RHU, Vice President, Sales – [mbidwell@msibg.com](mailto:mbidwell@msibg.com)**

Matt graduated from Spalding College in Louisville, Kentucky in 1980. From 1982 to 1996 he worked for John Alden Life Insurance Co. in the employee group benefits department. For the last ten years of his tenure with John Alden, Matt was the District Manager in Atlanta managing group health insurance sales. In 1996 Matt joined Blue Cross & Blue Shield of Ga. and was responsible for large group sales in Northwest Georgia. Matt joined MSI Benefits Group in 1998 as Vice President, Sales and his specialty is the public sector market. In 1990 Matt received the Health Insurance Associate designation from the Health Insurance Association of America and in 1994 was designated as a Registered Health Underwriter by the National Association of Health Underwriters. Matt is married with 4 children and resides in Milton, Georgia.

### **John C. Leggett, Benefit Consultant – [jleggett@msibg.com](mailto:jleggett@msibg.com)**

John is a native of Dallas, Georgia and began his professional career in 2002 as an Account Executive with MSI Benefits Group. He attended Floyd College while studying Business Administration. John is a licensed insurance agent and counselor in the State of Georgia and provides benefit consulting / brokerage services to the full range of MSI's public and private sector clients. John would be the lead consultant for Catoosa County and the primary point of contact for renewals, ongoing claims reviews and presentations to the Board of Commissioners. John is married with two children and resides in Marietta, Georgia.

### **Reenae M. Stamper, Enrollment Counselor Supervisor – [rstamper@msibg.com](mailto:rstamper@msibg.com)**

Reenae is a native of Athens, Georgia and began her professional life in 1976 as a Licensed Practical Nurse (LPN). In 1982 she joined Confederation Life Insurance Company in Marietta, Georgia and for the next 18 years progressed through a series of positions of increasing responsibility in benefits administration, eligibility and customer service dealing with claims, enrollments and employee benefit communications. Reenae joined MSI Benefits Group as Lead Enrollment Counselor in 1999. Reenae is married, has two daughters and resides in Powder Springs, Georgia.

### **Maria Campos, Account Manager (CSR Supervisor) – [mcampos@msibg.com](mailto:mcampos@msibg.com)**

Maria is a 2001 graduate of the University of Central Florida where she earned a B.S. in Business Administration. From 2001 thru early 2005 she worked as a Customer Service Representative in both the Patient Accounting and Managed Care Appeals Departments of Orlando Regional Healthcare. Maria relocated to Atlanta and joined MSI Benefits Group as a Customer Service Representative in February 2005. Maria is married with two children and resides in Kennesaw, Georgia.

COMPANY NAME **MSI Benefits Group, Inc.**

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**References**

(1) CLIENT NAME **Jackson County**  
ADDRESS (Street) **67 Athens Street**  
ADDRESS (City, St, Zip) **Jefferson, GA 30549**  
CONTACT NAME **Melanie Thomas, HR Director**  
TELEPHONE/E-MAIL **706-367-6318 / [mthomas@jacksoncountygov.com](mailto:mthomas@jacksoncountygov.com)**

(2) CLIENT NAME **Walton County**  
ADDRESS (Street) **303 S. Hammond Drive, Suite 331**  
ADDRESS (City, St, Zip) **Monroe, GA 30655**  
CONTACT NAME **Karen Fraser, HR Director**  
TELEPHONE/E-MAIL **706-267-1329 / [kfraser@co.walton.ga.us](mailto:kfraser@co.walton.ga.us)**

(3) CLIENT NAME **Barrow County**  
ADDRESS (Street) **30 N. Broad Street**  
ADDRESS (City, St, Zip) **Winder, GA 30680**  
CONTACT NAME **Charlie Felts III, HR Director**  
TELEPHONE/E-MAIL **770-307-3000 / [cfelts@barrowga.org](mailto:cfelts@barrowga.org)**

(4) CLIENT NAME **City of Duluth**  
ADDRESS (Street) **3167 Main Street**  
ADDRESS (City, St, Zip) **Duluth, GA 30096**  
CONTACT NAME **Ed Johnson, HR Manager**  
TELEPHONE/E-MAIL **770-497-5287 / [ejohnson@duluthga.net](mailto:ejohnson@duluthga.net)**



**JACKSON COUNTY**  
**HUMAN RESOURCES DEPARTMENT**

67 Athens Street  
Jefferson, Georgia 30549-1401

Melanie E. Thomas  
DIRECTOR

Phone: (706) 367-6316 Fax: (706) 367-7367

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January 7, 2014

**Letter of Recommendation**

To Whom It May Concern:

I am writing this letter to make you aware of what a wonderful service MSI Benefits Group, Inc. (MSI) has provided Jackson County Government for the last eight years. Having their services available to us is as if we have additional staff in our own office. MSI has *consistently* provided superb customer service in a number of ways, such as:

**Problem Resolution**

When our employees have issues with their claims, we can rely on MSI to get to the root of the problem quickly and provide the answers we and our employees need. This frees up our HR staff to work on other duties of our office.

**New Hire Orientations**

We have our new hire orientations on a bi-weekly schedule. A representative from MSI attends those orientations to present and explain our benefits to the new hires as well as enroll them.

**Billing**

MSI receives our monthly insurance invoices, reconciles the invoices and prepares spreadsheets for us which we use to pay our premiums.

**Open Enrollments**

In preparation for each open enrollment, MSI solicits bids on our insurance and works with the different insurance companies providing them with all census data and information needed to prepare their bids. When the benefit package is approved, MSI prepares each employee a benefits handbook and packet of information. They also attend the open enrollments for face to face meetings with the employees as well as providing the option to enroll online.

**Website**

We have access to MSI's website where we can submit changes to employees' records as well as retrieve an abundance of information related to Human Resources.

**Healthcare Reform**

MSI's support with the ever changing healthcare reform has been immeasurable. They have made us and/or our Finance Department aware of items in the reform that would seemingly have been overlooked otherwise thereby saving us from potential penalties.

MSI has demonstrated their knowledge, expertise and reliability from day one of our relationship with them. Given our experience with MSI, we are happy to recommend them for benefit brokerage services. If you have any questions or need additional information, please feel free to contact me at 706-367-6318 or [mthomas@jacksoncountygov.com](mailto:mthomas@jacksoncountygov.com).

Sincerely,



Melanie Thomas  
Human Resources Director



January 8, 2014

To Whom It May Concern:

This letter is to recommend the services of MSI Benefits Group.

MSI has been on board with the Barrow County Board of Commissioners for over 5 years and I have personally worked with Mr. Matt Bidwell there since becoming Human Resources Director in 2012.

Prior to being hired in Barrow County, I oversaw a self funded health plan with the City of Valdosta for 12 years with the assistance of other various benefit groups so I know what's out there.

Since coming to Barrow County I can truly say MSI has taken the dread out of administering an insurance program. Our last two renewals with MSI went smoothly and have been extremely cost effective for the County thanks to their knowledge of the market and ability to negotiate on our behalf. Additionally, the renewals were handled on a timely basis which allowed ample opportunity to consider all options available before the budget was set and enrollments planned. At renewal, they provided top quality assistance through their enrollment team basically handling it all for us. Their continued support through out the year all the way up to attending Commission meetings has been a valuable resource.

I have also found the staff at MSI to be knowledgeable, friendly and most importantly ready and willing to take the time necessary to respond to questions and resolve problems quickly. MSI also produces regular benefit updates which have been extremely helpful in navigating the current and ever changing insurance waters. This information allows me to keep my County Manager and elected officials up to date when I am asked about current legislation and future benefit requirements.

Sadly, my past experience with other benefit agencies put me in the same boat as a well known football coach found himself throughout this last season-always inches away from success, seconds away from disaster.

I can truly say that working with MSI Benefits Group has been key to the success of Barrow County's insurance plan and that they are a pleasure to work with.

I highly recommend them to you.

Best regards,

Charlie Felts  
Barrow County Human Resources Director



Ed Johnson, PHR  
Human Resources Manager

City of Duluth  
3167 Main Street  
Duluth, GA 30096-3263  
(P) 770.497.5290  
(F) 678.957.7262  
ejohnson@duluthga.net

### LETTER OF RECOMMENDATION FOR MSI BENEFITS GROUP

1-7-2014

The City of Duluth has used MSI Benefits Group for about 12 years, and we have been extremely satisfied with their work product, their abilities, and their customer service. I have worked closely with Matt Bidwell and I find him an incredibly competent and personable individual. He has saved the City tens if not hundreds of thousands of dollars over the years by suggesting and recommending various companies, programs, benefits, and strategies for saving money while almost always enhancing the employee's benefits.

Three years ago, for example, our original renewal quote with Blue Cross was an increase of 55%. Matt negotiated them down to a 49% increase, and then through his intelligent plan design (added a deductible and increased office visit copays), we ended up with a 22% increase. We had a bad claims experience year, but our previous years had seen increases in the range of 0-8%, so we were really just catching up on our run of previous good renewals. By shopping companies, Matt was able to get a better short- and long-term disability benefit plan at less cost than the previous year! And each year, Matt performs the same cost-savings and/or benefits enhancing actions. We value his wealth of knowledge on all types of insurance plans.

MSI also stays current with technology—several years ago they added on-line open enrollment, so employees who had no questions could simply complete their enrollment on line. Of course, we continue to have regular open enrollment so employees can ask MSI representatives questions face-to-face, but many of our employees take advantage of the online system. Also, all of the changes we make are simply entered online, we receive a confirmation, and that saves both us and MSI time, instead of sending faxes or making phone calls back and forth.

MSI also helps our employees as they have problems with getting insurance benefits paid. They contact the insurance company for us, discover the real problem (usually a coding error or other simple mistake), and get the problem resolved quickly, and much more effectively than our employees slugging it out with the company or their doctor's office. Our employee's frequently tell us what a great job MSI Benefits does for them when they have problems.

Three years ago, MSI, at their own expense, began printing a fantastic employee benefits handbook. Our employees love it, and I love it. It puts almost everything our employees (and I) need to know in one convenient place. MSI and I work on updating it each year, and adding more information.

But beyond all the above, I love the ability to pick up the phone, call and get answers to questions on subjects and specific instances I've not come across before. The entire staff at MSI is always friendly, knowledgeable, and helpful. They always return phone calls if they don't know the answer off the top of their heads or just want to make certain before they commit to an answer they are not absolutely sure of; not to mention the routine help they give us almost each and every day.

I wholeheartedly, and without reservation, recommend MSI Benefits Group for your consideration. Please feel free to contact me with any questions you may have.

Ed Johnson, HR Manager



January 8, 2014

To: Whom It May Concern

I am pleased to write a letter of recommendation for MSI Benefits Group, Inc. The City of Griffin has utilized MSI broker services for 13 years. I have been with the City of Griffin for ten (10) of those years.

Although MSI is our broker, I believe they go far beyond what is normally expected of a broker. In addition to their traditional broker services they provide the following:

- A user-friendly website which allows us to make on-line benefit changes.
- A very informational and comprehensive annual employee benefits handbook, which is tailored directly to our needs.
- Educated staff who understand our benefits and can answer all our questions.
- High level contacts with our insurance company and can get problems resolved in a timely manner.
- Staff who keep up with changes in the health laws and provide us with direction and guidance.
- Electronic open enrollment sign-up.

MSI staff provides us with the highest level of customer service we can expect. When we call their office, we always get a person. They do not use voicemail.

Please don't hesitate to call me if you have any questions at (770)233-2923 or [mneville@cityofgriffin.com](mailto:mneville@cityofgriffin.com).

Regards,

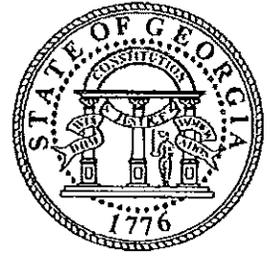
Miles Neville, SPHR  
Director, Human Resources

Human Resources Department  
P.O. Box T \* 100 South Hill St., Suite 400 \* Griffin, Ga 30224 \* 770-229-6425  
Website - [www.cityofgriffin.com](http://www.cityofgriffin.com)



## LUMPKIN COUNTY BOARD OF COMMISSIONERS

Stanley J. Kelley  
County Manager



January 13, 2014

MSI has been serving Lumpkin County for almost two years now. When I originally came to work for the county, no broker was in place and this was a service I was very interested in; however, I wanted a service that was familiar with the unique challenges that come with working for a county government. After doing the research and following the appropriate process, we selected MSI Benefits Group, Inc.

I have not regretted this decision. I have found the whole group to be very responsive. I especially like the fact that when any of us calls, a person answers the phone and immediately begins trying to resolve our issue or answer the question. I also appreciate the time that Matt saves me in staying on top of our claims and pricing services. Additionally, Matt was able to save the county money and help us increase our benefits by finding a much more reasonable price for employer provided life insurance.

I wholly recommend MSI Benefits Group, Inc. as a benefits broker. If you have questions or would like to speak with me personally, please contact me at 706.482.2573 or [alicia.davis@lumpkincounty.gov](mailto:alicia.davis@lumpkincounty.gov).

Best Regards,

Alicia Davis,  
Director, Community and Employee Services

# BOARD OF COMMISSIONERS PICKENS COUNTY, GEORGIA

ROBERT P. JONES, CHAIRMAN  
JERRY R. BARNES, DISTRICT 1 COMMISSIONER  
BECKY DENNEY, DISTRICT 2 COMMISSIONER



DEBORAH WATSON, COUNTY CLERK  
PHIL LANDRUM, COUNTY ATTORNEY

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January 9, 2014

To Whom it May Concern:

As the Human Resources Manager for Pickens County I can tell you that MSI Benefits Group has been an invaluable asset for our county for 13 years. I would say if we did not have MSI we would have to add another employee just to do the benefits. They handle every aspect of the benefits process for us.

MSI has a vast supply of knowledge that is exhibited through its employees, its Website and Newsletters. Anytime I need help with an issue I can call MSI and the problem is always resolved in a timely manner. From my experience with MSI they only hire professional and dependable employees.

I hope you will take this into consideration when making your decision. I highly recommend MSI Benefits Group and believe if you should decide to go with them you will be very satisfied with your decision.

Sincerely,

Paula F. Peace, Manager  
Human Resources  
Pickens County Government



## Called Meeting

### AGENDA

November 7, 2017

**Item:**

Approval - Apron Rehabilitation and Expansion Design Agreement

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

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

Attachments / click to download

 [Apron Rehab Agreement](#)



**To:** Airport Committee, City Council  
**From:** Chris Bailey, Central Services Manager  
**Department:** Airport  
**Date:** 10/30/17

**Description:** Approval is being sought for the execution of the Apron Rehabilitation and Expansion Design contract between the City of Monroe and Barge, Waggoner, Sumner, and Cannon, Inc. (BWSC) for \$74,230.00. This contract has been provided based on the approval of grant funding by the State. The City of Monroe will be responsible for five (5) percent of the existing proposal.

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**Budget Account/Project Name:** 2017 Airport CIP Budget

**Funding Source:** 2017 Airport CIP Budget

**Budget Allocation:** \$100,000.00

**Budget Available:** \$100,000.00

**Requested Expense:** \$74,230.00

**Company of Purchase:** Barge, Waggoner, Sumner, and Cannon, Inc.

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**Recommendation:**

Staff recommends that the Committee and Council APPROVE the request for the execution of the Apron Rehabilitation and Expansion Design contract between the City of Monroe and Barge, Waggoner, Sumner, and Cannon, Inc. (BWSC) for \$74,230.00. Original funding amounts were provided at \$54,000.00 by the State, but with requests, have been approved for the higher amount to further expand the scope of services provided for design.

**Background:**

It is the City of Monroe's practice to continually enhance and provide additional services at the Monroe-Walton County Airport through grant funding and City matched funds.

**Attachment(s):**

Contract – 4 pages

**EXHIBIT A**  
**MONROE-WALTON COUNTY AIRPORT**  
**MONROE, GEORGIA**  
**WORK AUTHORIZATION NO.: 2017-01**  
**APRON REHABILITATION AND EXPANSION DESIGN**

AP XXX-XXXX-XX(XXX) Walton  
 (Project Identification No.)

October 11, 2017  
 Date:

It is agreed to undertake the following work in accordance with the provisions of the Agreement between the **CITY OF MONROE** (OWNER) and **BARGE, WAGGONER, SUMNER and CANNON, INC.** (E/A) dated September 30, 2014.

Scope of Services:

See attached Work Scope document.

Time of Performance:

AE will complete all work items to meet or exceed GDOT's schedule for completion.

Compensation:

E/A will provide the following basic services (lump sum) at the indicated costs:

**Apron Rehabilitation and Expansion Design:**

Element 1 – Project Formulation	\$6,128.00
Element 2 – Survey	\$8,377.00
Element 3 – Geotechnical Investigation	\$8,580.00
Element 4 – Construction Plans	\$33,755.00
Element 5 – Contract Documents	\$3,259.00
Element 6 – Engineer's Design Report	\$1,261.00
Element 7 – DBE Plan	\$9,900.00
Element 8 – Coordination, Review, & Comments	\$2,970.00
 TOTAL PROJECT COSTS:	 \$74,230.00

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Agree as to Scope of Services, Time of Performance and Compensation:

**CITY OF MONROE**

**BARGE WAGGONER SUMNER &  
CANNON, INC.**

\_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

Witness: \_\_\_\_\_

Witness: \_\_\_\_\_

**Monroe-Walton County Airport  
Monroe, Georgia**

**EXHIBIT A**

**SCOPE OF WORK**

**ENGINEERING DESIGN FOR REHABILITATION AND EXPANSION OF  
THE AIRCRAFT PARKING APRON AND GRADING DESIGN FOR A  
PROPOSED T-HANGAR**

**GDOT Project Number APXXX-XXXX-XX(XXX) Walton County  
PID-TXXXXXX**

The City of Monroe will provide engineering design services for the following construction projects at the Monroe-Walton County Airport:

1. Rehabilitation of the existing aircraft parking apron
2. Design of apron expansion (as shown on the approved ALP Terminal Area Drawing)
3. Drainage design to route stormwater through a pipe culvert and fill in the ditch adjacent to the taxiway. The pipe will be placed and the ditch filled for the entire length of the proposed apron plus approximately 20'.

The Engineering Design Services will consist of the preparation of construction drawings and specifications necessary to complete the project, as well as, the necessary documents to advertise for bids, receive construction proposals, and award construction contract. The design services will include the following elements of work:

- **Element 1 – Project Formulation** shall include the preparation of work scope, fees, predesign/scoping meeting with GDOT, and funding assistance. Prepare and coordinate a FAA Categorical Exclusion Checklist (CATEX) for the rehabilitation of the existing apron and the proposed construction for the apron expansion. A FAA 7460 form and a Construction Safety Phasing Plan will also be prepared and submitted.
- **Element 2 – Survey Work** will consist of locating all relevant existing planimetric features (edges of pavements, drainage structures, lights, etc.) and obtaining existing contour information. The area southwest of the existing T-Hangars will be surveyed along with the existing apron, proposed area for apron expansion, and the drainage ditch to the west of the existing apron. The survey will also be used to maintain existing drainage patterns.
- **Element 3 – Geotechnical Investigation** will be conducted to determine the suitability of the existing material southwest of the existing T-Hangars to be used as “engineered fill”. Cores of the existing apron will be taken to determine the existing apron’s buildup and borings will be taken in the area of the apron expansion to determine CBR values.

- **Element 4 – Construction Plans** will consist of:
  1. Cover Sheet listing the name of the airport, description of the project, vicinity and location maps, project number, and index of drawings
  2. Project Layout Plan/General Notes/ etc
  3. Summary of Quantities with item number, specification numbers, description of work item, unit and quantity
  4. Construction Sequence and Safety Plan
  5. Grading Plan (for the apron area and the future T-Hangar area)
  6. NPDES Erosion Sedimentation and Pollution Control Plan (ESCPC) including the Comprehensive Monitoring Plan (if appropriate)
  7. Drainage plan & profile
  8. Marking Layout Plan
  9. Typical Sections and details as required
  
- **Element 5 – Contract Document** including the advertisement for bids, instructions to bidders, bid documents, contract documents, bid bond, performance bond, payment bond, and Federal Aviation Administration (FAA) and/or Georgia Department of Transportation (GDOT) specifications to include GDOT Special Provisions to published specifications. This element shall include preparation of an engineering cost estimate for the project. The plans and specifications will be a complete package ready to bid. Alternate bid schedules will be provided to match available funding. The apron markings and tie down layout will be “master planned” for the ultimate apron expansion.
  
- **Element 6 – Engineers/Design Report** – shall include a detailed description of the project construction, results of geotechnical investigation, design calculations, and discussion of rational for design decisions..
  
- **Element 7 – DBE Plan Update (3 Year Plan)** Under this phase, the ENGINEER will subcontract a qualified sub-consultant to develop a Disadvantaged Business Enterprise Plan update in accordance with 49 CFR, Part 26, associated with the Federal Aviation Administration for a three year period (FY18-FY20).
  
- **Element 8 - Coordination, Review and Comments** will be addressed after the 90 percent submittal to GDOT.

This project will be designed in accordance with the provisions of the Federal Aviation Administration (FAA) Advisory Circular 150/5300-13A. All construction details will conform to (FAA or GDOT Specifications and indicate published specification reference).

Deliverables will consist of an electronic set of Plans and Specifications to the GDOT for review and comment prior to the bidding phase. The final plans and specifications will be delivered to GDOT in electronic format to include PDF and Microstation files and (1) full size set of printed plans will be delivered to GDOT. Construction contract from GDOT will not be initiated until receipt of all deliverables.



## Called Meeting

### AGENDA

November 7, 2017

**Item:**

Approval - North Broad Street LCI Construction Contract Award

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

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

Attachments / click to download

 [North Broad LCI Construction Award](#)



To: Public Works Committee  
From: Logan Propes, City Administrator  
Department: STREETS & TRANSPORTATION  
Date: 10/31/2017 for the 11/07/2017 Agenda  
Description: NORTH BROAD STREET LCI CONSTRUCTION CONTRACT AWARD

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Budget Account/Project Name: LCI Construction  
Funding Source: SPLOST/GDOT Federal pass-thru funds (LCI)

Budget Allocation:	n/a	Allocated in each dept.	n/a
Budget Available:	\$	Allocated in each dept.	n/a
Requested Expense:	\$2,083,351.69*	Company of Purchase:	Tri-Scapes, Inc.

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**Recommendation:**

Staff recommends that the Council authorize the Mayor execute the low bid construction contract to **Tri-Scapes, Inc.** in the amount of \$2,083,351.69 pending final GDOT approvals.

**Background:** The N. Broad LCI is slated as a \$3,523,198 total project with the local share being \$1,120,640. Total construction match is anticipated to be \$416,670.34 (20%). The City electric crews will be installing the street lighting for a substantial cost savings over the alternate bid of street lighting. Bids for lighting ranged from \$549,245 to \$751,868.

The Georgia Department of Transportation will be reimbursing the City as draws are completed and paid. This allows the City to continue to pursue other SPLOST-funded projects at the same time.

\*Total Construction Contract: \$2,083,351.69

Total City Construction match: \$416,670.34 plus lighting install. Original GDOT budget was \$521,595.10 (20% match)

**Attachment(s):** Construction bid tabulation sheet with engineer's letter.



**Keck & Wood, Inc.**

3090 Premiere Parkway  
Suite 200  
Duluth, Georgia 30097  
Office: (678) 417-4000  
Fax: (678) 417-4055  
[www.keckwood.com](http://www.keckwood.com)

October 30, 2017

Mayor and Council Members  
215 N Broad Street  
Monroe, Georgia 30655

Re: North Broad Street LCI Project  
Our Reference No. 120101.00

Dear Honorable Mayor and Council:

We have reviewed the bids received at City Hall, at 2:00 p.m., local time on September 14, 2017 for construction of the referenced project. Three (3) bids were received. The following is a summary of the three (3) low bids.

	<u>Bidder</u>	<u>Bid Amount</u>
1.	Tri Scapes, Inc. 1595 Peachtree Parkway Suite 204-396 Cumming, Georgia 30041	\$2,083,351.69
2.	Ohmshiv Construction, LLC 1805 Herrington Road Building 3, Suite E Lawrenceville, Georgia 30043	\$2,117,443.99
3.	CMES, Inc. 6555 McDonough Drive Norcross, Georgia 30093	\$2,189,590.80

A certified tabulation of all bids received is attached. A copy of the tabulation has been mailed to each bidder for their information.

Each bidder submitted a 5% bid bond from a surety company listed on U. S. Treasury Circular 570 (07/01/17). The low bid of \$2,083,351.69 is within the funds allocated for the project.

Honorable Mayor and Council  
City of Monroe

October 30, 2017  
Page Two

The low bidder, Tri Scapes, Inc. is a prequalified contractor with the Georgia Department of Transportation (GDOT), and appears to have met all of the required qualifications for GDOT. Keck & Wood, Inc. has worked with Tri Scapes, Inc. on a similar streetscape project and considers Tri Scapes, Inc. to be capable of performing the required activities to complete this project.

Keck & Wood, Inc., therefore, recommends contract award to Tri Scapes, Inc. in the amount of \$2,083,351.69 for construction of the North Broad Street LCI Project. It must be noted that should the City of Monroe accept this recommendation and award to Tri Scapes, Inc., the award should be contingent on concurrence in the award from the Georgia Department of Transportation, and their approval of the Force Account Request for the City of Monroe to furnish and install pedestrian lighting.

Hartford Fire Insurance Company is the surety company for the recommended bidder's bid bond and will likely be the surety company used for the payment and performance bonds on the project. In addition to being listed on the U.S. Treasury Department Circular 570, the surety is shown as being licensed in Georgia, having an Active/Compliance status, and with an underwriting limitation that is greater than the bond amount. Please note that in accordance with Georgia Law (OCGA 36-91-40 (a)(2)), the City must have an "officer of the government entity" to "approve as to form and as to the solvency of the surety" for the proposed surety company named above. We recommend that your legal counsel be contacted to handle or suggest the procedures necessary to comply with this Georgia law. We can provide additional information on this issue if needed.

If there are any questions, please contact our office.

Very truly yours,

KECK & WOOD, INC.



Robert Renwick, P.E.

Enclosure

**BID TABULATION  
NORTH BROAD STREET LCI PROJECT  
CITY OF MONROE, GEORGIA**

RECEIVED BY: CITY OF MONROE, GEORGIA  
AT MONROE CITY HALL  
2:00 P.M., LOCAL TIME, SEPTEMBER 14, 2017

			BIDDER NO. 1 Tri Scapes, Inc. 1595 Peachtree Parkway Suite 204-396 Cumming, Georgia 30041		BIDDER NO. 2 Ohmshiv Construction, LLC 1805 Herrington Road Building 3, Suite E Lawrenceville, Georgia 30043		BIDDER NO. 3 CMES, Inc. 6555 McDonough Drive Norcross, Georgia 30093	
ITEM NO.	ITEM DESCRIPTION	QUANTITY UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
<b>BASE BID SCHEDULE</b>								
1	TRAFFIC CONTROL - PI 0011641	1 LS	\$54,576.00	\$54,576.00	\$150,000.00	\$150,000.00	\$104,784.00	\$104,784.00
2	TEMPORARY GRASSING	2 AC	\$834.00	\$1,668.00	\$450.00	\$900.00	\$450.00	\$900.00
3	MULCH	35 TN	\$504.00	\$17,640.00	\$250.00	\$8,750.00	\$250.00	\$8,750.00
4	CONSTRUCTION EXIT	1 EA	\$3,000.00	\$3,000.00	\$1,000.00	\$1,000.00	\$750.00	\$750.00
5	CONSTRUCT AND REMOVE SILT CONTROL GATE, TP 2	3 EA	\$510.00	\$1,530.00	\$200.00	\$600.00	\$450.00	\$1,350.00
6	CONSTRUCT AND REMOVE BALED STRAW CHECK DAM	78 LF	\$13.20	\$1,029.60	\$3.50	\$273.00	\$25.00	\$1,950.00
7	CONSTRUCT AND REMOVE INLET SEDIMENT TRAP	34 EA	\$142.20	\$4,834.80	\$85.00	\$2,890.00	\$150.00	\$5,100.00
8	MAINTENANCE OF TEMPORARY SILT FENCE, TP A	1,800 LF	\$0.59	\$1,062.00	\$0.50	\$900.00	\$0.25	\$450.00
9	MAINTENANCE OF SEDIMENT BARRIER - BALED STRAW	78 LF	\$1.40	\$109.20	\$2.00	\$156.00	\$5.00	\$390.00
10	MAINTENANCE OF SILT CONTROL GATE, TP 2	3 EA	\$331.50	\$994.50	\$50.00	\$150.00	\$100.00	\$300.00
11	MAINTENANCE OF CONSTRUCTION EXIT	1 EA	\$1,800.00	\$1,800.00	\$250.00	\$250.00	\$350.00	\$350.00
12	MAINTENANCE OF INLET SEDIMENT TRAP	34 EA	\$45.48	\$1,546.32	\$15.00	\$510.00	\$35.00	\$1,190.00
13	WATER QUALITY MONITORING AND SAMPLING	2 EA	\$240.00	\$480.00	\$250.00	\$500.00	\$100.00	\$200.00
14	WATER QUALITY INSPECTIONS	9 MO	\$1,140.00	\$10,260.00	\$325.00	\$2,925.00	\$200.00	\$1,800.00
15	TEMPORARY SILT FENCE, TYPE A	3,600 LF	\$1.73	\$6,228.00	\$1.50	\$5,400.00	\$2.00	\$7,200.00
16	GRADING COMPLETE - PI 120101	1 LS	\$428,910.37	\$428,910.37	\$625,000.00	\$625,000.00	\$675,753.00	\$675,753.00
17	GR AGGR BASE CRS, 6 INCH, INCL MATL	2,747 SY	\$6.90	\$18,954.30	\$8.50	\$23,349.50	\$16.00	\$43,952.00
18	AGGR SURF CRS	75 TN	\$24.23	\$1,817.25	\$21.00	\$1,575.00	\$24.00	\$1,800.00
19	RECYCLED ASPH CONC LEVELING, INCL BITUM MATL & H LIME	1,926 TN	\$134.10	\$258,276.60 *	\$98.95	\$190,577.70	\$102.00	\$196,452.00
20	RECYCLED ASPH CONC 12.5 MM SUPERPAVE, GP 2 ONLY, INCL BITUM MATL & H LIME	1,415 TN	\$131.60	\$186,214.00	\$108.00	\$152,820.00	\$111.00	\$157,065.00
21	RECYCLED ASPH CONC 19 MM SUPERPAVE, GP 1 OR 2, INCL BITUM MATL & H LIME	55 TN	\$156.85	\$8,626.75	\$114.00	\$6,270.00	\$115.00	\$6,325.00
22	BITUM TACK COAT	756 GL	\$3.18	\$2,404.08	\$4.00	\$3,024.00	\$4.00	\$3,024.00
23	MILL ASPH CONC PVMT, 1 1/2 IN DEPTH	400 SY	\$15.47	\$6,188.00	\$7.75	\$3,100.00	\$8.00	\$3,200.00
24	MILL ASPH CONC PVMT, VARIABLE DEPTH	840 SY	\$7.20	\$6,048.00	\$7.55	\$6,342.00	\$8.00	\$6,720.00
25	DRIVEWAY CONCRETE, 8 IN TK	100 SY	\$50.18	\$5,018.00	\$40.00	\$4,000.00	\$52.00	\$5,200.00
26	CONC SLOPE DRAIN	50 SY	\$52.14	\$2,607.00	\$32.00	\$1,600.00	\$52.00	\$2,600.00
27	CONC SIDEWALK, 4 IN	3,180 SY	\$33.45	\$106,371.00	\$25.00	\$79,500.00	\$35.00	\$111,300.00
28	CONC SIDEWALK, 8 IN	211 SY	\$50.18	\$10,587.98	\$40.00	\$8,440.00	\$64.00	\$13,504.00
29	CONCRETE MEDIAN, 6 IN	15 SY	\$55.95	\$839.25	\$32.00	\$480.00	\$45.00	\$675.00
30	CONCRETE MEDIAN, 7 1/2 IN	130 SY	\$62.42	\$8,114.60	\$42.00	\$5,460.00	\$46.00	\$5,980.00
31	CONC VALLEY GUTTER, 6 IN	65 SY	\$47.54	\$3,090.10	\$32.00	\$2,080.00	\$36.00	\$2,340.00
32	CONC VALLEY GUTTER WITH CURB, 8 IN	890 SY	\$50.18	\$44,660.20	\$40.00	\$35,600.00	\$52.00	\$46,280.00
33	CONCRETE HEADER CURB, 6 IN, TP 2	585 LF	\$17.19	\$10,056.15	\$12.00	\$7,020.00	\$9.00	\$5,265.00

**BID TABULATION  
NORTH BROAD STREET LCI PROJECT  
CITY OF MONROE, GEORGIA**

RECEIVED BY: CITY OF MONROE, GEORGIA  
AT MONROE CITY HALL  
2:00 P.M., LOCAL TIME, SEPTEMBER 14, 2017

			BIDDER NO. 1 Tri Scapes, Inc. 1595 Peachtree Parkway Suite 204-396 Cumming, Georgia 30041		BIDDER NO. 2 Ohmshiv Construction, LLC 1805 Herrington Road Building 3, Suite E Lawrenceville, Georgia 30043		BIDDER NO. 3 CMES, Inc. 6555 McDonough Drive Norcross, Georgia 30093	
ITEM NO.	ITEM DESCRIPTION	QUANTITY UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
34	CONC CURB & GUTTER, 8 IN X 30 IN, TP 2	6,320 LF	\$19.04	\$120,332.80	\$15.00	\$94,800.00	\$14.00	\$88,480.00
35	CONC CURB & GUTTER, 8 IN X 30 IN, TP 7	810 LF	\$22.04	\$17,852.40	\$15.50	\$12,555.00	\$14.00	\$11,340.00
36	CLASS B CONCRETE, INCL REINF STEEL	2 CY	\$242.25	\$484.50	\$500.00	\$1,000.00	\$910.00	\$1,820.00
37	CLASS B CONC, BASE OR PVMT WIDENING	85 CY	\$204.75	\$17,403.75	\$200.00	\$17,000.00	\$160.00	\$13,600.00
38	STORM DRAIN PIPE, 18 IN, H 1-10	2,435 LF	\$41.46	\$100,955.10	\$32.00	\$77,920.00	\$40.00	\$97,400.00
39	SIDE DRAIN PIPE, 18 IN, H 1-10	30 LF	\$30.23	\$906.90	\$32.00	\$960.00	\$35.00	\$1,050.00
40	SAFETY END SECTION 18 IN, SIDE DRAIN, 4:1 SLOPE	4 EA	\$726.75	\$2,907.00	\$650.00	\$2,600.00	\$1,300.00	\$5,200.00
41	FLARED END SECTION 18 IN, STORM DRAIN	4 EA	\$1,404.98	\$5,619.92	\$650.00	\$2,600.00	\$680.00	\$2,720.00
42	STN DUMPED RIP RAP, TP 3, 18 IN	200 SY	\$60.68	\$12,136.00	\$35.00	\$7,000.00	\$38.00	\$7,600.00
43	PLASTIC FILTER FABRIC	200 SY	\$5.49	\$1,098.00	\$4.00	\$800.00	\$2.00	\$400.00
44	REM SIGN	13 EA	\$120.00	\$1,560.00	\$65.00	\$845.00	\$150.00	\$1,950.00
45	RECONSTR DROP INLET, GROUP 1	1 EA	\$1,678.50	\$1,678.50	\$1,500.00	\$1,500.00	\$850.00	\$850.00
46	RECONSTR STORM SEW MANHOLE, TYPE 1	2 EA	\$1,419.00	\$2,838.00	\$1,500.00	\$3,000.00	\$750.00	\$1,500.00
47	RESET HIGHWAY SIGN	13 EA	\$240.00	\$3,120.00	\$65.00	\$845.00	\$200.00	\$2,600.00
48	ADJUST CATCH BASIN TO GRADE	1 EA	\$1,371.68	\$1,371.68	\$1,000.00	\$1,000.00	\$1,700.00	\$1,700.00
49	ADJUST DRAIN INLET TO GRADE	1 EA	\$1,371.68	\$1,371.68	\$1,000.00	\$1,000.00	\$720.00	\$720.00
50	HIGHWAY SIGNS, TP 1 MATL, REFL SHEETING, TP 9	198 SF	\$22.54	\$4,457.06	\$19.00	\$3,757.06	\$20.00	\$3,954.80
51	HIGHWAY SIGNS, TP 1 MATL, REFL SHEETING, TP 11	210 SF	\$22.96	\$4,814.71	\$19.25	\$4,036.73	\$20.00	\$4,194.00
52	GALV STEEL POSTS, TP 7	984 LF	\$9.54	\$9,387.36	\$8.00	\$7,872.00	\$8.50	\$8,364.00
53	GALV STEEL POSTS, TP 8	100 LF	\$15.41	\$1,541.00	\$13.00	\$1,300.00	\$13.00	\$1,300.00
54	GALV STEEL POSTS, TP 9	30 LF	\$9.89	\$296.70	\$8.50	\$255.00	\$8.50	\$255.00
55	GUARDRAIL, TP T	135 LF	\$62.42	\$8,426.70	\$68.00	\$9,180.00	\$65.00	\$8,775.00
56	GUARDRAIL, TP W	55 LF	\$72.68	\$3,997.40	\$28.00	\$1,540.00	\$27.00	\$1,485.00
57	GUARDRAIL ANCHORAGE, TP 1	1 EA	\$1,015.13	\$1,015.13	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
58	GUARDRAIL ANCHORAGE, TP 12A	1 EA	\$2,422.50	\$2,422.50	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
59	BARRIER FENCE (ORANGE), 4 FT	50 LF	\$1.98	\$99.00	\$1.50	\$75.00	\$3.00	\$150.00
60	DECORATIVE FENCE	1,020 LF	\$103.20	\$105,264.00	\$68.00	\$69,360.00	\$55.00	\$56,100.00
61	PAVEMENT MARKING SYMBOL, TP 4	12 EA	\$115.44	\$1,385.28	\$100.00	\$1,200.00	\$100.00	\$1,200.00
62	THERMOPLASTIC SOLID TRAF STRIPE, 5 IN, WHITE	4,850 LF	\$0.74	\$3,589.00	\$0.65	\$3,152.50	\$0.65	\$3,152.50
63	THERMOPLASTIC SOLID TRAF STRIPE, 5 IN, YELLOW	5,810 LF	\$0.74	\$4,299.40	\$0.65	\$3,776.50	\$0.65	\$3,776.50
64	PAVEMENT MARKING, BIKE SHARED LANE SYMBOL	4 EA	\$370.12	\$1,480.48	\$315.00	\$1,260.00	\$320.00	\$1,280.00
65	THERMOPLASTIC PVMT MARKING, ARROW, TP 1	12 EA	\$105.60	\$1,267.20	\$100.00	\$1,200.00	\$91.00	\$1,092.00
66	THERMOPLASTIC PVMT MARKING, ARROW, TP 2	6 EA	\$127.80	\$766.80	\$110.00	\$660.00	\$110.00	\$660.00
67	THERMOPLASTIC SOLID TRAF STRIPE, 24 IN, WHITE	136 LF	\$5.46	\$742.56	\$5.00	\$680.00	\$4.50	\$612.00
68	THERMOPLASTIC SOLID TRAF STRIPE, 8 IN, WHITE	2,370 LF	\$2.74	\$6,493.80	\$2.50	\$5,925.00	\$2.50	\$5,925.00
69	THERMOPLASTIC SKIP TRAF STRIPE, 5 IN, WHITE	1,800 GLF	\$0.66	\$1,188.00	\$0.60	\$1,080.00	\$0.55	\$990.00
70	THERMOPLASTIC SKIP TRAF STRIPE, 5 IN, YELLOW	560 GLF	\$0.66	\$369.60	\$0.60	\$336.00	\$0.55	\$308.00

**BID TABULATION**  
**NORTH BROAD STREET LCI PROJECT**  
**CITY OF MONROE, GEORGIA**

RECEIVED BY: CITY OF MONROE, GEORGIA  
 AT MONROE CITY HALL  
 2:00 P.M., LOCAL TIME, SEPTEMBER 14, 2017

				<b>BIDDER NO. 1</b>		<b>BIDDER NO. 2</b>		<b>BIDDER NO. 3</b>	
				Tri Scapes, Inc. 1595 Peachtree Parkway Suite 204-396 Cumming, Georgia 30041		Ohmshiv Construction, LLC 1805 Herrington Road Building 3, Suite E Lawrenceville, Georgia 30043		CMES, Inc. 6555 McDonough Drive Norcross, Georgia 30093	
ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT		UNIT		UNIT	
				PRICE	AMOUNT	PRICE	AMOUNT	PRICE	AMOUNT
71	THERMOPLASTIC TRAF STRIPING, YELLOW	280	SY	\$5.71	\$1,598.80 *	\$5.00	\$1,400.00	\$5.00	\$1,400.00
72	RAISED PVMT MARKERS TP 1	146	EA	\$5.76	\$840.96	\$5.00	\$730.00	\$5.00	\$730.00
73	RAISED PVMT MARKERS TP 3	45	EA	\$5.76	\$259.20	\$5.00	\$225.00	\$5.00	\$225.00
74	CATCH BASIN, GP 1	17	EA	\$1,918.35	\$32,611.95	\$2,450.00	\$41,650.00	\$2,100.00	\$35,700.00
75	CATCH BASIN, GP 1, SPCL DES	11	EA	\$2,330.25	\$25,632.75	\$2,350.00	\$25,850.00	\$2,000.00	\$22,000.00
76	CATCH BASIN, GP 1, ADDL DEPTH	10	LF	\$173.63	\$1,736.30	\$190.00	\$1,900.00	\$150.00	\$1,500.00
77	DROP INLET, GP 1	5	EA	\$3,041.49	\$15,207.45	\$2,350.00	\$11,750.00	\$1,200.00	\$6,000.00
78	STORM SEWER MANHOLE, TP 1	9	EA	\$2,047.50	\$18,427.50	\$2,250.00	\$20,250.00	\$900.00	\$8,100.00
79	STORM SEWER MANHOLE, TP 1, ADDL DEPTH, CL 1	5	LF	\$317.25	\$1,586.25	\$190.00	\$950.00	\$150.00	\$750.00
80	TRENCH DRAIN, 6 IN	0	LF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
81	DRIVEWAY GRATE INLET, SPECIAL DESIGN	5	EA	\$3,345.00	\$16,725.00	\$4,500.00	\$22,500.00	\$6,000.00	\$30,000.00
82	PERMANENT GRASSING	1	AC	\$1,938.00	\$1,938.00	\$1,000.00	\$1,000.00	\$900.00	\$900.00
83	AGRICULTURAL LIME	4	TN	\$237.60	\$855.36	\$150.00	\$540.00	\$210.00	\$756.00
84	FERTILIZER MIXED GRADE	1	TN	\$630.00	\$756.00	\$250.00	\$300.00	\$550.00	\$660.00
85	FERTILIZER NITROGEN CONTENT	60	LB	\$2.22	\$133.20	\$5.00	\$300.00	\$1.90	\$114.00
86	BERMUDA SOD	6,450	SY	\$5.51	\$35,539.50	\$6.00	\$38,700.00	\$4.50	\$29,025.00
87	LIRIOPE SPICATA	3,344	EA	\$16.26	\$54,373.44	\$6.00	\$20,064.00	\$5.00	\$16,720.00
88	4" CAL WILLOWS OAK - QUERCUS PHELLOS	0	EA	\$0.00	\$0.00 *	\$0.00	\$0.00	\$0.00	\$0.00
89	MAPLE ACER BUERGERANIUM	67	EA	\$795.75	\$53,315.25	\$285.00	\$19,095.00	\$870.00	\$58,290.00
90	LAGERSTROEMIA INDICA -	6	EA	\$334.50	\$2,007.00	\$250.00	\$1,500.00	\$580.00	\$3,480.00
91	PLANT TOPSOIL	195	CY	\$32.54	\$6,345.30	\$5.00	\$975.00	\$70.00	\$13,650.00
92	BRICK PAVERS	9,716	SF	\$13.22	\$128,445.52	\$22.00	\$213,752.00	\$18.00	\$174,888.00
93	SOLAR POWERED FLASHING ASSEMBLY	2	EA	\$7,267.50	\$14,535.00	\$8,000.00	\$16,000.00	\$7,400.00	\$14,800.00
<b>TOTAL BASE BID AMOUNT</b>				<b>\$2,083,351.69 *</b>		<b>\$2,117,443.99</b>		<b>\$2,189,590.80</b>	
<b>ALTERNATE A BID SCHEDULE</b>									
A1	TYPE A, SPCL, 100W LED TYPE 3 LUMINAIRE AND 12' POLE COMPLETE	81	EA	\$6,948.00	\$562,788.00	\$6,000.00	\$486,000.00	\$5,300.00	\$429,300.00
A2	TYPE B, SPCL, 100W LED TYPE 5 LUMINAIRE AND 12' POLE COMPLETE	2	EA	\$9,000.00	\$18,000.00	\$6,100.00	\$12,200.00	\$5,300.00	\$10,600.00
A3	CABLE, TP XHHW, AWG NO 4	24,300	LF	\$1.24	\$30,132.00	\$2.85	\$69,255.00	\$1.55	\$37,665.00
A4	CONDUIT, NONMETL, TP 2, 2 IN	6,100	LF	\$10.21	\$62,281.00	\$12.00	\$73,200.00	\$6.00	\$36,600.00
A5	CONDUIT, NONMETL, TP 3, 2 IN	900	LF	\$5.27	\$4,743.00	\$5.50	\$4,950.00	\$2.00	\$1,800.00
A6	ELECTRICAL POWER SERVICE ASSEMBLY, UNDERGROUND SERVICE POINT	1	EA	\$6,000.00	\$6,000.00	\$9,500.00	\$9,500.00	\$3,100.00	\$3,100.00
A7	SVC POLE RISER	1	EA	\$7,740.00	\$7,740.00	\$3,000.00	\$3,000.00	\$3,600.00	\$3,600.00
A8	ELECTRICAL JUNCTION BOX, CONC GROUND MOUNTED	26	EA	\$1,620.00	\$42,120.00	\$375.00	\$9,750.00	\$530.00	\$13,780.00
A9	DIRECTIONAL BORE - 2 IN	800	LF	\$22.58	\$18,064.00	\$16.50	\$13,200.00	\$16.00	\$12,800.00

**BID TABULATION  
NORTH BROAD STREET LCI PROJECT  
CITY OF MONROE, GEORGIA**

RECEIVED BY: CITY OF MONROE, GEORGIA  
AT MONROE CITY HALL  
2:00 P.M., LOCAL TIME, SEPTEMBER 14, 2017

ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNIT	BIDDER NO. 1 Tri Scapes, Inc. 1595 Peachtree Parkway Suite 204-396 Cumming, Georgia 30041		BIDDER NO. 2 Ohmshiv Construction, LLC 1805 Herrington Road Building 3, Suite E Lawrenceville, Georgia 30043		BIDDER NO. 3 CMES, Inc. 6555 McDonough Drive Norcross, Georgia 30093	
				PRICE	AMOUNT	PRICE	AMOUNT	PRICE	AMOUNT
	TOTAL ALTERNATE A BID AMOUNT				\$751,868.00		\$681,055.00		\$549,245.00
	TOTAL BASE BID PLUS ALTERNATE A BID PRICES				\$2,835,219.69		\$2,798,498.99		\$2,738,835.80
	BID BOND				5%		5%		5%
	NOTE REFERENCE				(1) (2) (3)		(1) (2)		(1) (2)
	LICENSE NUMBER				GCCO003381		UC302405		UC301152

**NOTES:**

\* DENOTES CORRECTED VALUE

- (1) SURETY COMPANY LISTED ON U. S. TREASURY CIRCULAR 570 (7/1/17).
- (2) BIDDER ACKNOWLEDGED RECEIPT OF ADDENDUM NO. 1.
- (3) BIDDER SUBMITTED UNIT PRICE FOR LINE ITEM NO.88 WHEN NO QUANTITY WAS NEEDED.

THIS IS TO CERTIFY THAT THIS IS A TRUE AND CORRECT TABULATION OF BIDS RECEIVED AT THE TIME AND PLACE STATED ABOVE. BIDS WERE SEALED WHEN RECEIVED AND OPENED AND READ IN THE PRESENCE OF THE OWNER'S REPRESENTATIVE.



KECK & WOOD, INC.

9/29/17

DATE



## Called Meeting

### AGENDA

November 7, 2017

**Item:**

Rezone / Annexation - 1050 Good Hope Road & 1054 Good Hope Road

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

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

Attachments / click to download

[Request for Annexation & Rezone](#)

July 10, 2017

**Petition Number:** 17-00323  
**Applicant:** Stone Creek Development, LLC  
**Location:** Map C13 Parcel 1 & 1DP  
**Proposed Zoning:** R-1A City  
**Existing Zoning:** R-1 City & A2 County  
**Acres:** +/- 51.07 acres Rezone & 46.57 for Annexation  
**Proposed Use:** Single Family Residential Subdivision

**CODE ENFORCEMENT STAFF RECOMMENDATION**

Approve  
 Deny  
 Approve with recommended conditions

- (a) The applicant, Stone Creek Development, LLC request a rezone and an annexation for property located at 1050 Good Hope Road. The property has 662.52 ft of road frontage on Good Hope Road.
- (b) The Property is presently zoned R-1 City & A2 County.
- (c) The requested zoning classification is R1A City.
- (d) The requested zoning will permit a use that is suitable in view of the use and development of adjacent and nearby property.
- (e) The change of zoning will not adversely affect the existing and adjacent property.
- (f) The subject property does have restricted economic use as currently zoned.
- (g) The change of zoning will not cause an excessive or burdensome use of existing street, transportation facilities, utilities or schools.
- (h) This property is in the county therefore the Future Land Use Plan does not apply.

Recommended conditions:

1. Maximum 3 Units Per Acre
2. Front façade to have brick, stone or stucco accent with the remainder of the home to be of the same material or wood or fiber cement siding.
3. That all state waters be delineated on the plans.

# RE-ZONING REQUEST ALL TYPES



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

PERMITNUMBER	DATE ISSUED	VALUATION	FEE	ISSUED BY
17-00323	07/07/2017	\$ 0.00	\$ 100.00	adkinson

NAME + ADDRESS	LOCATION	1050 Good Hope Rd Monroe, GA 30655	USEZONE	R-1 COUNTY	FLOODZONE
			PN	C130-001-DP	
			SUBDIVISION		
	CONTRACTOR	Stone Creek Development, LLC	LOT		
			BLOCK		
		PO Box 1326 Lawrenceville GA 30046	UTILITIES...		
			Electric		
			Sewer		
			Gas		
	OWNER	Joseph N Jackson Estate ()	PROJECTID#	1050Good HopeRd-170707-1	
	1050 Good Hope Rd NE Monroe GA 30655	EXPIRATIONDATE:	09/30/2017		

## CHARACTERISTICS OF WORK

DESCRIPTION OF WORK	DIMENSIONS
Request for Annexation & Rezone from A2 R1 County to R1A City - P&Z Mtg 8/15/17 @ 5:30 PM - Council Mtg 9/12/17 6:00 PM 215 N Broad Street	#STORIES
NATURE OF WORK	SQUARE FOOTAGE
Other	Sq. Ft.
CENSUS REPORT CODE	#UNITS
875 - * Re-Zoning Request	SINGLE FAMILY ONLY
	#BATHROOMS
	#BEDROOMS
	TOTAL ROOMS

## NOTICE

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

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

  
 Signature of Contractor or Authorized Agent

  
 Approved By

  
 Date

  
 Date

## MANAGE YOUR PERMIT ONLINE

WEB ADDRESS	PERMIT NUMBER	PERMIT PIN
<a href="http://BuildingDepartment.com/project">http://BuildingDepartment.com/project</a>	17-00323	54693

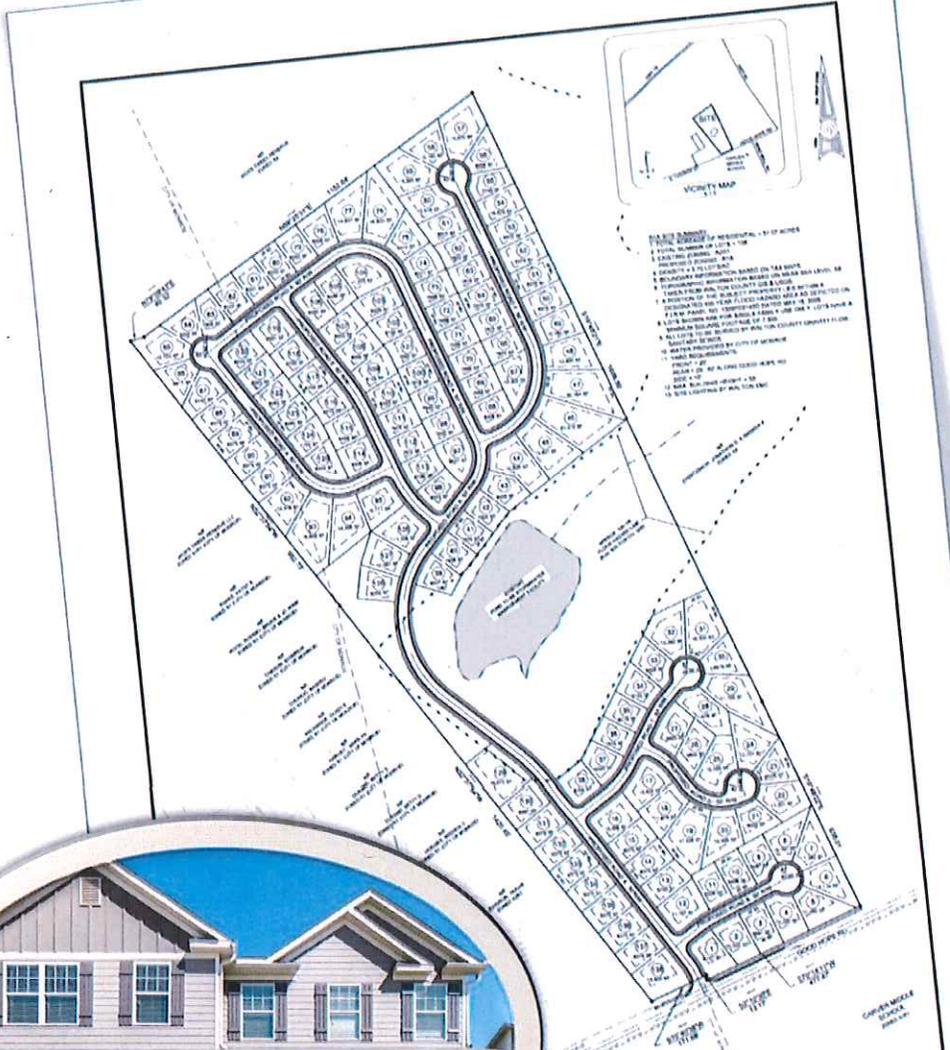
# Annexation and Rezoning Application

*Request to Annex and Rezone 1050 Good Hope Road, NE*

*From A2 and R1 (County) to R1A*

*And to Rezone 1054 Good Hope Road, NE from R1 to R1A*

*For a quality single-family residential neighborhood*



**NOTES:**

1. THIS PLAN IS FOR RESIDENTIAL - 1 1/2 OF ACRES
2. TOTAL NUMBER OF LOTS IS 108
3. LOTS ARE 1/2 ACRES
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**Prepared By:**  
Andrea P. Gray, LLC  
248 North Broad Street  
Monroe, Georgia 30655  
(678) 364-2384

**On behalf of:**  
Stone Creek Development, LLC  
As Agent for:  
Joseph N. Jackson Estate

## Table of Contents

1. Introduction and Project Overview
2. Application with Supplemental Information
3. Location and Zoning Maps
4. Site Plan and Survey
5. Utilities Letter
6. Photographs

## 1. Introduction and Project Overview

Stone Creek Development, LLC (the “Applicant”) builds high quality homes in northeast Georgia and is planning to bring a needed community of new homes to the City of Monroe. The Applicant identified  $\pm$  51.07 acres owned by the Joseph N. Jackson Estate and located at 1050 and 1054 Good Hope Road NE, Monroe, Georgia 30655 (the “Subject Property”) for such a development (see Location Map). The proposed site plan includes 138 single family residential lots resulting in a density of less than 3 homes per acre. The homes, constructed on slab or basement lots, will be craftsman style and constructed of brick, stone, stucco, wood siding or cement siding (no vinyl siding). Wood and cement siding homes will have brick, stone or stucco accents. Sidewalks and streetlights will be installed to enhance the neighborhood.

The Subject Property lies partly in Walton County and partly in the City of Monroe. To carry out its development plans, the Applicant seeks to annex the portion of the Subject Property in the unincorporated County (Tax Parcel No. C13000010DP) into the City of Monroe (the “City”) and to rezone the entire Subject Property from its City of Monroe zoning designation of R1 and Walton County zoning designations of A2 and R1 to the City’s designation of R1A (Medium Lot Residential District).

## 2. Application with Supplemental Information

REZONE/ANNEXATION APPLICATION FORM

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

- I. LOCATION 1050 and 1054 Good Hope Rd. NE, Monroe, GA 30655  
COUNCIL DISTRICT 4 and 8  
MAPNUMBER \_\_\_\_\_  
PARCEL NUMBER C13000010DP and C1300001
- II. PRESENT ZONING A2/R1 and R1 REQUESTED ZONING R1A
- III. ACREAGE +/- 51.07 acres PROPOSED USE Single Family Residential Subdivision
- IV. OWNER OF RECORD Joseph N. Jackson Estate  
ADDRESS 1050 Good Hope Rd. NE; Monroe, GA 30655  
PHONE NUMBER (770) 743-6734

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

- V. ANALYSIS:
1. A description of all existing uses and zoning of nearby property  
See supplemental Letter of Intent for description of existing uses and zoning of nearby property.
  2. Description of the extent to which the property value of the subject property is diminished by the existing zoning district classification As detailed in the supplemental information, the value of the subject property is substantially diminished by the existing zoning district classifications.
  3. The existing value of the property contained in the petition for rezoning under the existing zoning classification As detailed in the supplemental information, the assessed value of the subject property is \$243,300.
  4. The value of the property contained in the application for rezoning under the proposed zoning Classification As detailed in the supplemental information, the value of the subject property will be significantly increased under the proposed zoning classification.
  5. A description of the suitability of the subject property under the existing zoning classification As detailed in the supplemental information, the subject property is suitable for its present use, but is unsuitable for the development of a single family residential subdivision.
  6. A description of the suitability of the subject property under the proposed zoning classification of the property As detailed in the supplemental information, the subject property is suitable for the development of a single family residential subdivision under the proposed zoning classification.

Rezoning/Annexation Application

Page Two (2)

7. A description of any existing use of property including a description of all structures presently occupying the property See supplemental information.  
\_\_\_\_\_
8. The length of time the property has been vacant or unused as currently zoned See supplemental information.  
\_\_\_\_\_
9. A detailed description of all efforts taken by the property owner(s) to use the property or sell the property under the existing zoning classification See supplemental information.  
\_\_\_\_\_

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

LEGAL DESCRIPTION OF PROPERTY

*See Supplemental Information*

Rezoning/Annexation Application  
Page Three (3)

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

Owner of property (signature) Vivian J. Israel - executor  
Address 1050 Good Hope Rd., NE, Monroe, GA 30655  
Phone Number (770) 743-6734

Attorney/Agent (signature) Chad P. S. as attorney for Expo Homes  
Address 248 North Broad Street; Monroe, Georgia 30655  
Phone Number (678) 364-2384

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

Jenny S. Carter (Notary Public) 7.7.17 (Date)

My Commission Expires 1.7.2020



PETITION REQUESTING ANNEXATION  
CITY OF MONROE, GEORGIA

Date: July 7, 2017

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

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

Address/Location of Property: 1050 Good Hope Rd NE; Monroe, Georgia 30655

Tax Map Number: C13000010DP

See Attached Legal Description and Boundary Survey.

3. It is requested that this territory to be annexed shall be zoned R1A for the following reasons: The requested zoning classification would allow for the development of a 138-lot single family residential subdivision to provide needed housing to the area. Due to the existing pond and flood area, the requested R1A zoning allows the flexibility for the property to be developed with smaller lot sizes, but with an overall density of 2.70 lots per acre which is compatible with the 3.00 lots per acre allowed by the R1 zoning classification.

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

Respectfully Submitted,



Joseph N. Jackson Estate, Vivian Israel, Co-Executor of Estate

Owners Address: 1050 Good Hope Rd., NE, Monroe, GA 30655

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

Sanitary Sewer

Septic Tank

The following information must be included in the application material requesting an annexation or zoning change from A2/R1 and R1 to R1A located at 1050 and 1054 Good Hope Rd. NE, Monroe GA 30655, containing +/- 51 acre(s), property owner being Joseph N. Jackson Estate filed on July 7, 2017.

CHECK LIST - APPLICATION MATERIAL

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

---

         Monroe Utilities Network Availability Letter

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

Rezoning/Annexation Application

Page five (5)

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

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

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

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

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

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

COMMENTS

Proposed Special Conditions:

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1. Maximum lot density: 3.0 units per acre

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2. Homes to have accents of brick, stone, or stucco on the front facade; the balance of the home to be the same or of wood or fiber cement siding.

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Disclosure of Campaign Contributions and/or gifts:

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

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

## Supplemental Information for Application Section V:

### V. Analysis:

1. ***A description of all existing uses and zoning of nearby property:*** The Subject Property is located on Good Hope Road, east of the City: To the north and northwest, the Subject Property is bordered by property owned by Jack's Creek Reserve, LLC. The parcel to the north, located in the unincorporated County, is zoned A2, and the parcel to the northwest, located in the City, is zoned R-1. Both parcels are undeveloped. To the east, the Subject Property is bordered by a single parcel located in the unincorporated County which is zoned A2 and contains a single family residence. Nine lots of the Young Heights subdivision are located along the western boundary. One of the lots is located within the City and is zoned R1, 7 of the lots are located partly in the City and partly in the unincorporated County and are zoned R1 (City designation). The remaining subdivision lot is located in the unincorporated County and is zoned R1 (County designation). One additional parcel, lying in the unincorporated County and zoned A2 and R1, is adjacent to the Subject Property along its western border. South of the Subject Property and directly across Good Hope Road is Carver Middle School, owned by the Walton County Board of Education and zoned A1 and R1. An undeveloped parcel located within the City and zoned PCD is also located to the south across Good Hope Road. A location and zoning map is included under Tab 4 of this application notebook.
2. ***Description of the extent to which the property value of the subject property is diminished by the existing zoning district classification:*** The property value of

Subject Property is significantly diminished by the existing zoning district classifications. The majority of the Subject Property is currently in the unincorporated County. Less than 10 acres of the southern portion of the Subject Property along Good Hope Road are zoned R1 (Single Family Residential) allowing development with a minimum lot size of 1 acre (without public sewer). The balance of the Subject Property is zoned A2 (Rural Estate), allowing development with a minimum lot size of 1.5 acres (without public sewer). In addition, there is an existing pond and 100 year flood area covering approximately 10 acres of the Subject Property, making that portion unsuitable for development. Therefore, under the current zoning designation, the Subject Property would likely yield 30 lots, at most, and the accompanying infrastructure cost would make it unfeasible to develop the Subject Property as zoned.

3. ***The existing value of the property contained in the petition for rezoning under the existing zoning classification:*** As assessed by the Walton County Board of Tax Assessors, the 2017 value of the Subject Property is \$243,300. The value of the land is estimated to be \$201,600 and the value of the existing single family house and accessory structures is estimated to be \$41,700.
4. ***The value of the property contained in the application for rezoning under the proposed zoning classification:*** The proposed zoning classification would allow for the property to be developed into a 138-lot single family residential subdivision. The requested rezoning will significantly increase the value of the Subject Property, which is under contract to be sold for nearly twice the assessed value, provided the requested annexation and rezoning are approved.
5. ***A description of the suitability of the subject property under the existing zoning classification:*** Under the existing zoning classification, the Subject Property is

suitable for its current use, a single family residence and accompanying agricultural use. It would also be suitable for the development of a few single family lots fronting Good Hope Road. The split zoning, existing pond and flood area, discussed in further detail in paragraph 2, make the Subject Property unsuitable for development as a single family residential subdivision.

6. ***A description of the suitability of the subject property under the proposed zoning classification of the property:*** Under the proposed zoning classification, the Subject Property is well suited for the development of a single family residential subdivision that would be compatible with the surrounding properties and provide needed housing to the area. Due to the existing pond and flood area, the requested R1A rezoning allows the flexibility for the Subject Property to be developed with smaller lot sizes than the R1 zoning, but with an overall density of 2.70 lots per acre which is compatible with the 3.00 lots per acre allowed by the R1 zoning classification.
7. ***A description of any existing use of property including a description of all structures presently occupying the property:*** The property is used for residential and accompanying agricultural use. The 1,266 square foot single family residence on the Subject Property was built in 1920. There are also several accessory structures on the Subject Property, including a 1984 mobile home.
8. ***The length of time the property has been vacant or unused as currently zoned:*** The Subject Property is not currently vacant. The existing single family residence was constructed in 1920, and the property has been used for residential and accompanying agricultural use.
9. ***A detailed description of all efforts taken by the property owner(s) to use the property or sell the property under the existing zoning classification:*** Due to the

economic downturn, there were no efforts to market the Subject Property until March 2017. The Subject Property went under contract in May 2017; however, the contract is contingent on the requested annexation and rezoning approvals.

Legal Description:

ALL THAT TRACT OR PARCEL OF LAND lying and being in the 419<sup>th</sup> District, G.M., County of Walton, State of Georgia, about one and one-half miles Easterly of Monroe, Georgia, on the Good Hope Road, State Highway No. 83, containing 48 acres, more or less, as shown by survey and plat made by H.L. Dunahoo, Barrow County, Surveyor, Georgia Reg. Surveyor No. 277, on November 1, 1956, the plat being recorded in Plat Book 7, page 76, Office of the Clerk of Walton Superior Court, reference being made to said plat and the record thereof. Said land is more particularly described as follows:

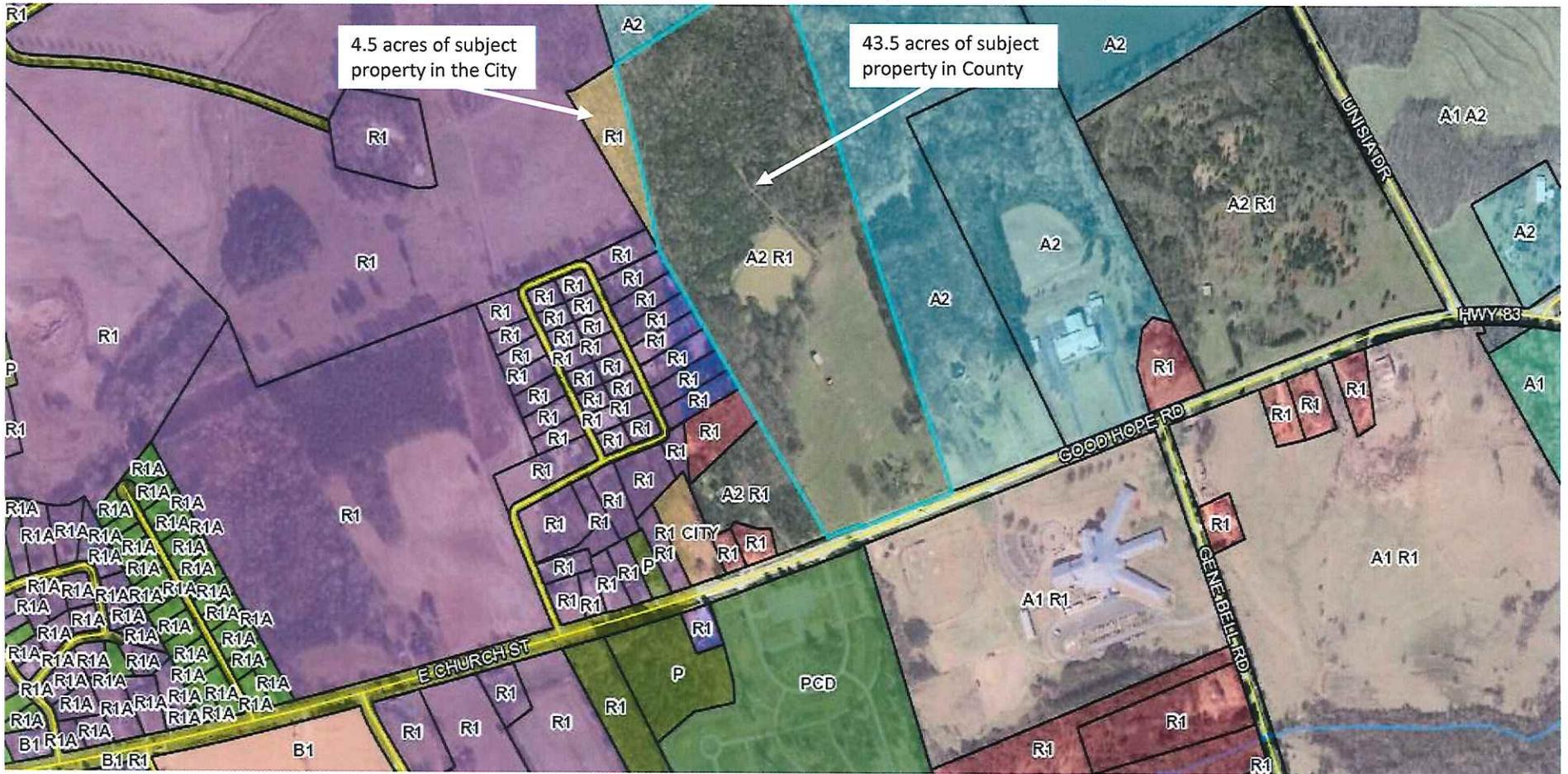
BEGINNING on the Northerly side of the Monroe Good Hope Road, State Highway No. 83, at iron pin at corner of land of Hugh Young and running thence North 33 degrees 00 minutes West two thousand three hundred sixty three (2363) feet to large hickory, running thence North 58 degrees 50 minutes East one thousand ninety four (1094) feet to iron pin corner, running thence South 22 degrees 20 minutes East two thousand five hundred four feet to iron pin corner at the edge of the right of way of said Monroe Good Hope Road, State Highway No. 83, running thence along said Road South 69 degrees 15 minutes West six hundred forty six (646) feet to beginning point.

Supplemental Information for Annexation Application:

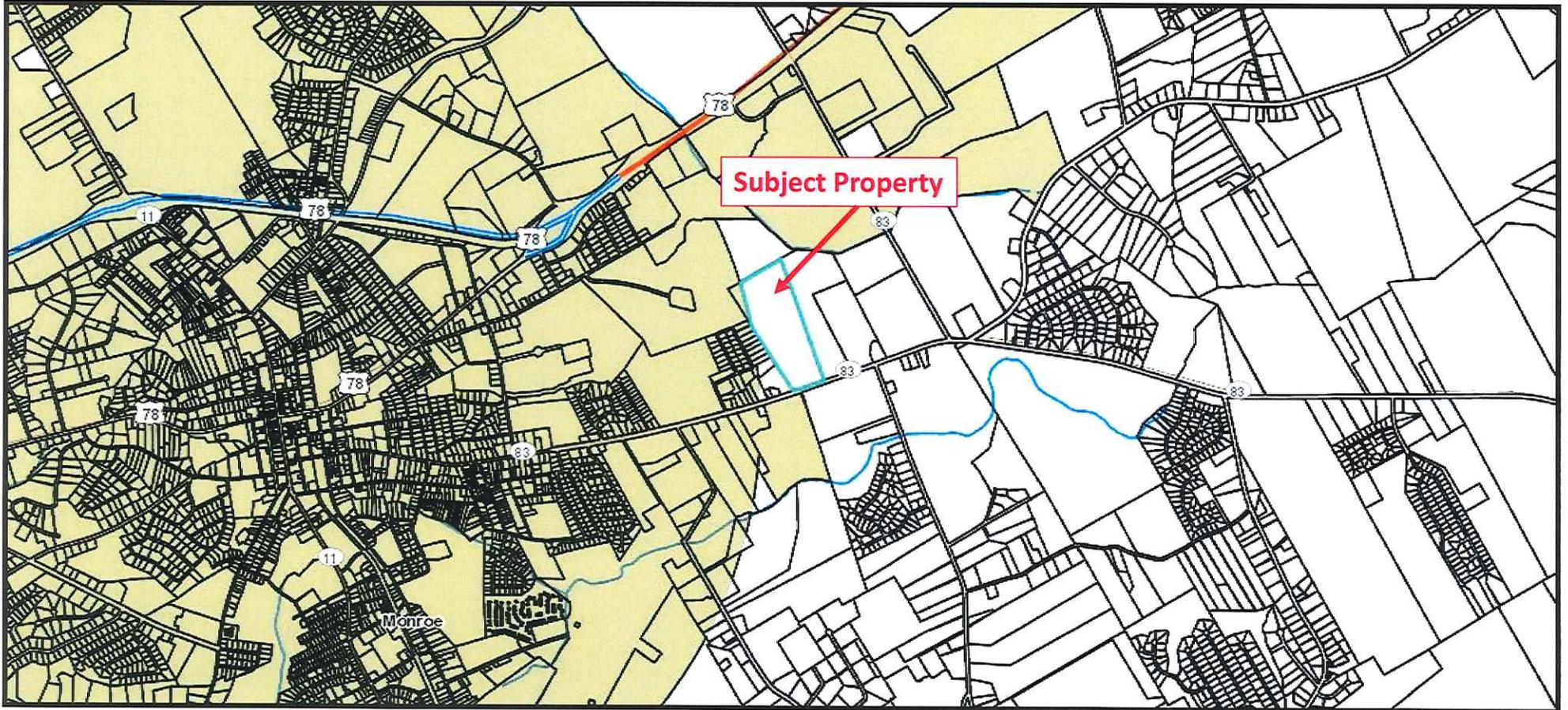
Pursuant to the 100% Method of Annexation set forth in O.C.G.A. §36-36-20 *et seq.*, the Applicant is requesting the City Council annex the Subject Property into the City and extend the City boundaries to include said property. The Subject Property is unincorporated and contiguous to the City (as described in O.C.G.A. § 36-36-20), and the northwest corner of the Subject Property (Tax Parcel No. C13000010DP) is already located within the City boundaries.

### 3. Location/Zoning Map

### Zoning Map of 1050 Good Hope Road (Hwy 83), Monroe, Georgia 30655



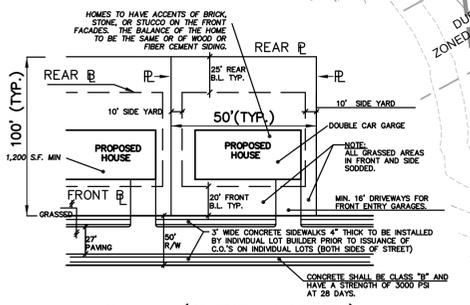
Location Map of 1050 Good Hope Road (Hwy 83), Monroe, Georgia 30655



## 4. Site Plan and Survey

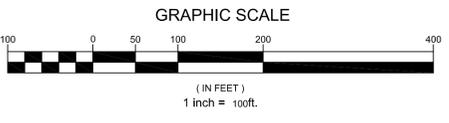


- R1A SITE SUMMARY:**
- TOTAL ACREAGE OF RESIDENTIAL = 51.07 ACRES
  - TOTAL NUMBER OF LOTS = 138
  - EXISTING ZONING - A2R1  
PROPOSED ZONING - R1A
  - DENSITY = 2.70 LOTS/AC.
  - BOUNDARY INFORMATION BASED ON TAX MAPS.
  - TOPOGRAPHIC INFORMATION BASED ON MEAN SEA LEVEL AS TAKEN FROM WALTON COUNTY GIS & USGS.
  - A PORTION OF THE SUBJECT PROPERTY LIES WITHIN A DESIGNATED 100 YEAR FLOOD HAZARD AREA AS DEPICTED ON F.I.R.M. PANEL NO. 13297C0145D DATED MAY 18, 2009.
  - LOTS SHOWN ARE FOR SINGLE FAMILY USE ONLY. LOTS HAVE A MINIMUM SQUARE FOOTAGE OF 7,500.
  - ALL LOTS TO BE SERVED BY WALTON COUNTY GRAVITY FLOW SANITARY SEWER.
  - WATER PROVIDED BY CITY OF MONROE.
  - YARD REQUIREMENTS:  
FRONT = 20'  
REAR = 25', 40' ALONG GOOD HOPE RD.  
SIDE = 10'
  - MAX. BUILDING HEIGHT = 33'
  - SITE LIGHTING BY WALTON EMC.



**R1A-(DETACHED)  
TYPICAL LOT LAYOUT**  
N.T.S.

**OWNER / DEVELOPER**  
STONE CREEK DEVELOPMENT, LLC  
P.O. BOX 1326  
LAWRENCEVILLE, GA 30046  
CONTACT: JOE DIXON  
PHONE: 770.338.8162



<b>1 OF 1</b>	DATE: 06/20/17	NO. DESCRIPTION	REZONING PLAN	STONE CREEK GOOD HOPE ROAD WALTON COUNTY, GEORGIA	 <b>PRECISION</b> Planning Inc. planners • engineers • architects • surveyors 400 Pike Boulevard, Lawrenceville, Ga 30046 770.338.8000 • www.ppi.us	PRELIMINARY, NOT FOR PUBLIC USE, GENERAL RELEASE OR CONSTRUCTION  STAMP	© 2017 PRECISION PLANNING, INC. ALL RIGHTS RESERVED. THESE CONSTRUCTION DOCUMENTS AND PERMITTED REPRODUCTIONS, IN WHOLE OR IN PART, ARE INSTRUMENTS OF SERVICE AND ARE THE SOLE PROPERTY OF PRECISION PLANNING, INC. UNLESS OTHERWISE AGREED TO. THEY SHALL NOT BE REPRODUCED OR CONVEYED IN ANY MANNER NOR ARE THEY TO BE USED FOR ANY OTHER PROJECTS OTHER THAN THAT SPECIFICALLY INDICATED HEREIN WITHOUT WRITTEN PERMISSION FROM AND DUE COMPENSATION TO PRECISION PLANNING, INC.	
	PROJECT NO. R16-204							SHEET TITLE
	DESIGN: PPI	DRAWN: CS						CHECKED: SWS



## 5. Utility Letter



IN RE: Utilities

To Whom It May Concern:

The City of Monroe offers five different utilities in our service territory. The five utilities are water, electricity, natural gas, wastewater, and cable television. We strive to provide the highest quality service at the lowest possible cost.

We value you as a customer and look forward to serving you. The utilities that are checked below are available at the location you have chosen.

WATER

ELECTRICITY *City of Monroe*  
*Walton EMC*  CABLE TV

NATURAL GAS

WASTEWATER

Please contact our office for any information needed to plan your relocation to Monroe. The City of Monroe offers fast service, knowledgeable service people, and a sensitivity to your needs. Again, let me say that we look forward to serving you.

Yours very truly,

  
\_\_\_\_\_  
Customer Service Representative

File:

A:\Utilities Available Form Letter.spd

## 6. Photographs

Photographs and Renderings of Homes Constructed by Expo Homes which are Representative of the Homes Planned for the Proposed Development





## CODE DEPARTMENT

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July 7, 2017

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

Re: Map C130 Parcel 1DP

Dear Commissioners:

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

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

See Exhibit "A" Attached

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

Pursuant to O.C.G.A. § 36-36-11 a public hearing on zoning of the property to be annexed as R1A City will be held September 12, 2017 at 215 N. Broad Street. If the county has a bonafide land use classification objection under O.C.G.A. § 36-36-11, in accordance with the land use agreement between the City of Monroe and Walton County, please notify Patrick Kelley in accordance with said agreement

Sincerely,

Debbie Adkinson  
Code Department Assistant

## Exhibit A

economic downturn, there were no efforts to market the Subject Property until March 2017. The Subject Property went under contract in May 2017; however, the contract is contingent on the requested annexation and rezoning approvals.

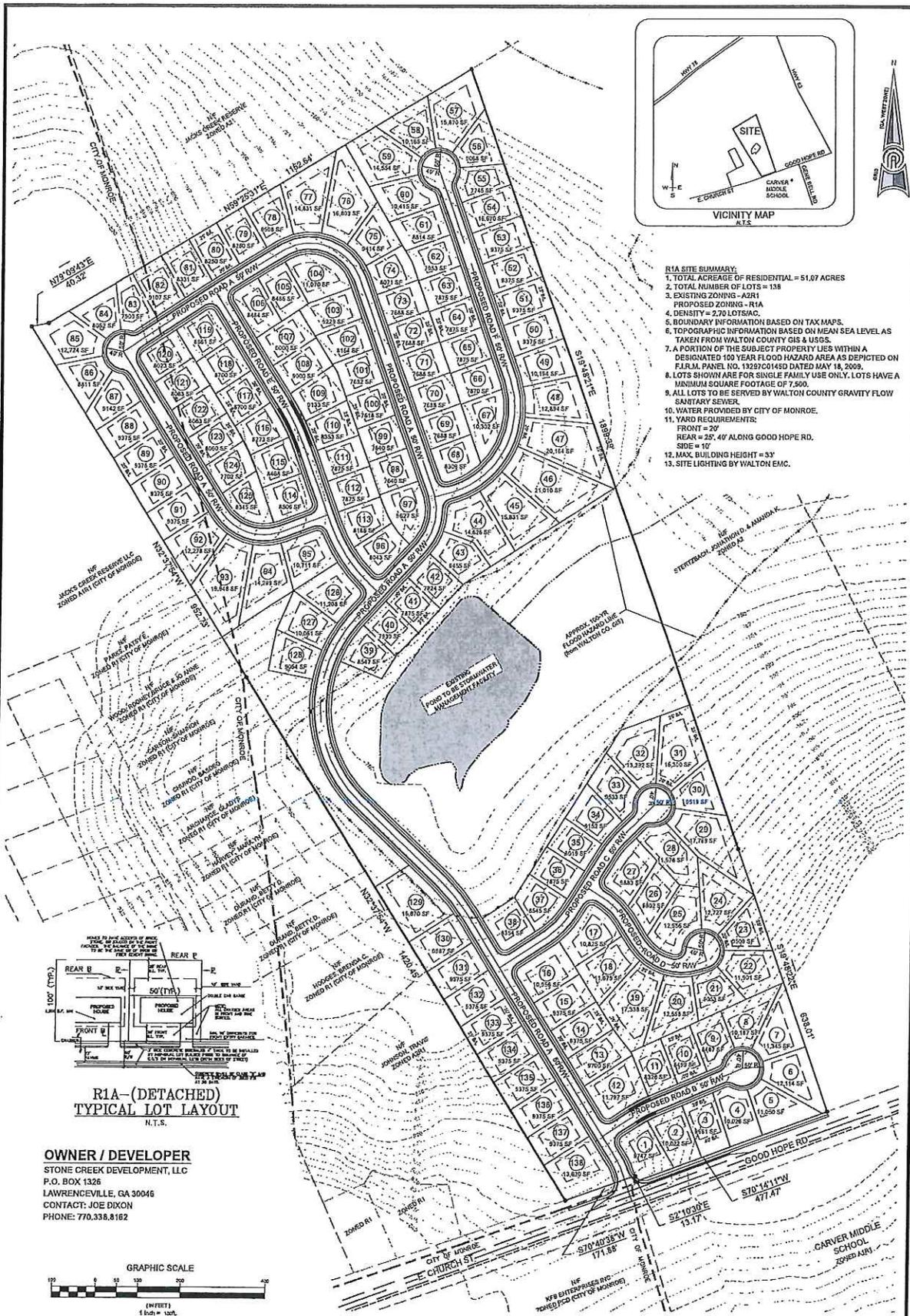
### Legal Description:

ALL THAT TRACT OR PARCEL OF LAND lying and being in the 419<sup>th</sup> District, G.M., County of Walton, State of Georgia, about one and one-half miles Easterly of Monroe, Georgia, on the Good Hope Road, State Highway No. 83, containing 48 acres, more or less, as shown by survey and plat made by H.L. Dunahoo, Barrow County, Surveyor, Georgia Reg. Surveyor No. 277, on November 1, 1956, the plat being recorded in Plat Book 7, page 76, Office of the Clerk of Walton Superior Court, reference being made to said plat and the record thereof. Said land is more particularly described as follows:

BEGINNING on the Northerly side of the Monroe Good Hope Road, State Highway No. 83, at iron pin at corner of land of Hugh Young and running thence North 33 degrees 00 minutes West two thousand three hundred sixty three (2363) feet to large hickory, running thence North 58 degrees 50 minutes East one thousand ninety four (1094) feet to iron pin corner, running thence South 22 degrees 20 minutes East two thousand five hundred four feet to iron pin corner at the edge of the right of way of said Monroe Good Hope Road, State Highway No. 83, running thence along said Road South 69 degrees 15 minutes West six hundred forty six (646) feet to beginning point.

### Supplemental Information for Annexation Application:

Pursuant to the 100% Method of Annexation set forth in O.C.G.A. §36-36-20 *et seq.*, the Applicant is requesting the City Council annex the Subject Property into the City and extend the City boundaries to include said property. The Subject Property is unincorporated and contiguous to the City (as described in O.C.G.A. § 36-36-20), and the northwest corner of the Subject Property (Tax Parcel No. C13000010DP) is already located within the City boundaries.



1 OF 1

DATE	NO.	DESCRIPTION
08/20/17		
RELEASE		

DESIGN	EXAM	CHECKED
PPI	CS	SWS

**REZONING PLAN**

**STONE CREEK**

GOOD HOPE ROAD  
WALTON COUNTY, GEORGIA

**PRECISION**  
Planning Inc.

planners • engineers • architects • surveyors

400 Pk • Buford, Lawrence, Ga 30044  
770.338.8000 • www.pjpi.com

PRELIMINARY, NOT FOR PUBLIC USE, GENERAL RELEASE OR CONSTRUCTION

STAMP

**NOTICE TO THE PUBLIC  
CITY OF MONROE**

**A petition has been filed with the  
City of Monroe requesting the  
property at 1050 & 1054 Good Hope Rd  
to be rezoned from R-1 City & A2 County to  
R1A City and 1050 Good Hope Rd to be Annexed  
A public hearing will be held before  
the Monroe Planning and Zoning  
Commission at City Hall Auditorium at  
215 N. Broad Street on August 15, 2017  
at 5:30 P.M. All those having an  
interest should be present.**

**A petition has been filed with the  
City of Monroe requesting the  
property at 1050 & 1054 Good Hope Rd  
to be rezoned from R-1 City & A2 County to  
R1A City and 1050 Good Hope Rd to be Annexed  
A public hearing will be held before  
The Mayor and City Council  
at the City Hall Auditorium at  
215 N. Broad Street on September 12, 2017  
at 6:00 P.M. All those having an  
interest should be present.**

**PLEASE RUN ON THE  
FOLLOWING DATE:**

**July 30, 2017**

# GOOD HOPE ROAD TRACT, WALTON COUNTY, GEORGIA

SITE RECONNAISSANCE FOR WETLANDS, STREAMS, AND STREAM BUFFERS  
PREPARED 8/11/2017 FOR MR. DAVID LEONARD, P.E. - PPI

On August 9, 2017, NEI reviewed the property known as "GOOD HOPE ROAD TRACT" to determine the extent of aquatic areas we believe would be jurisdictional under Section 404 of the Clean Water Act. The property is located on the north side of Good Hope Road approximately 0.5 miles east of Monroe. Coordinates to the center of the site are as follows: 33.799414°N -83.680370°W.

## SUMMARY OF FINDINGS

TOTAL STUDY AREA	~50 AC
Wetland Area	~0.3 AC
Intermittent/Perennial Stream	474 LF
Ephemeral Stream	95 LF

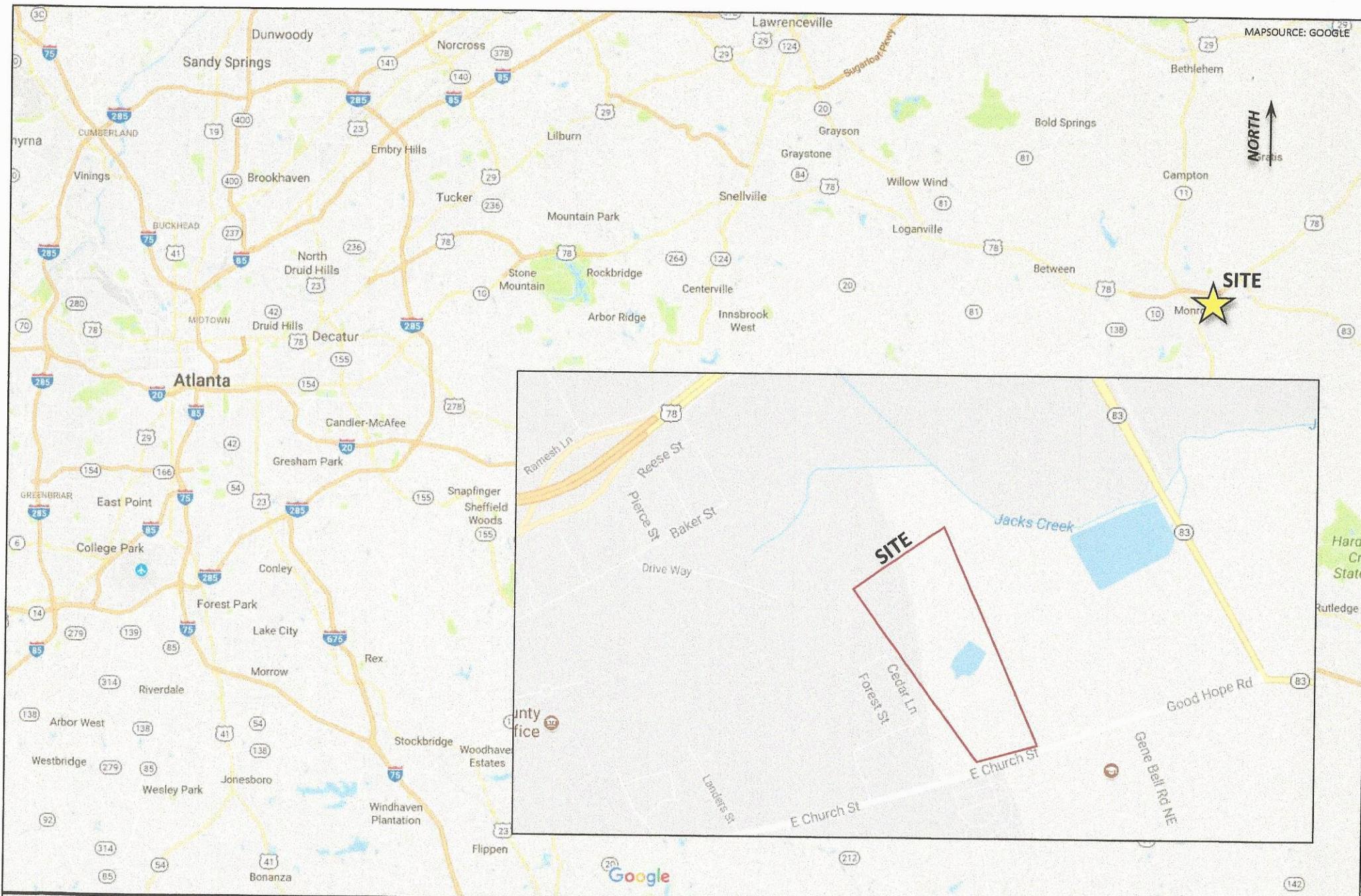
### PROPERTY DESCRIPTION

The subject property extends about 2,400 linear feet north of Good Hope Road and varies in width from about 640 linear feet wide near Good Hope Road expanding to about 1,180 linear feet wide at the northern extent. The study area includes a house, barns, pasture, and pond on the south one-half, and the northern half is vegetated with a mixed pine/hardwood forest. Topography on the site is typical of the Georgia Piedmont with slopes approaching 6 to 10%. The property generally slopes from south to the center and from north to the center leading to the farm pond, which drains generally to the northeast entering Jacks Creek offsite, which is in the Apalachee River basin.

### ON-SITE AQUATIC RESOURCES

The onsite aquatic resources included three stream features leading to a man-made pond. The pond discharges through a culvert contained in an earthen dam leading to a perennial flowing stream. Streamside wetlands were found along the features on the west side of the pond. The far north corner of the property borders a wetland complex associated with Jacks Creek. The USACE would regulate the discharge of fill material into the wetlands, the stream, and the pond. The GAEPD would consider the intermittent/perennial streams and the pond "Buffered Waters of the State", and they would regulate land disturbance in a buffer that extends 25 feet horizontally from the point of wretched vegetation. All other portions of the property were considered upland.





**VICINITY MAP**

PREPARED FOR:  
 Mr. David Leonard, P.E.  
 Precision Planning, Inc.

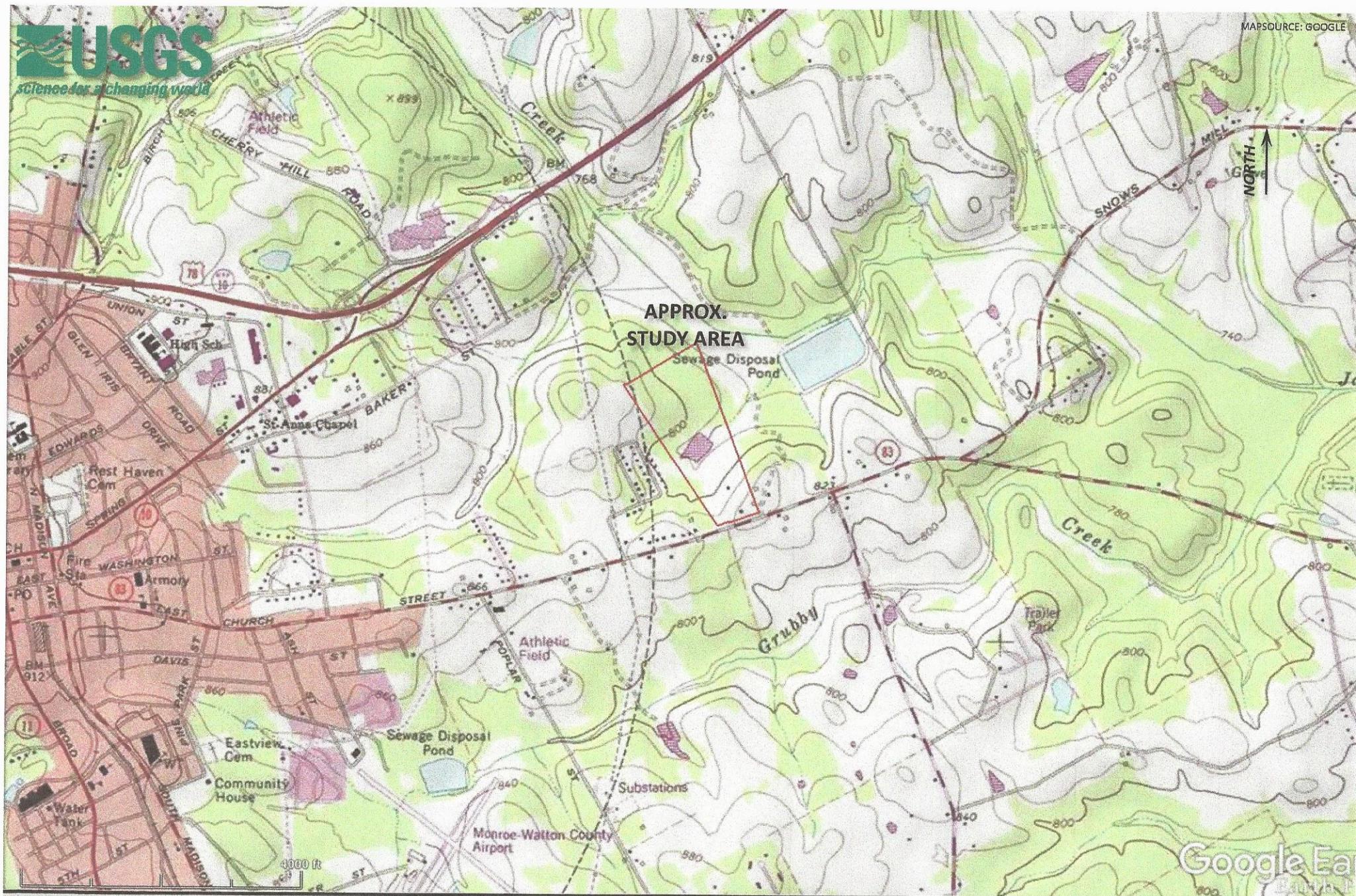
**FIELD RECONNAISSANCE FOR STREAMS AND WETLANDS  
 GOOD HOPE ROAD  
 WALTON COUNTY, GEORGIA**

EXHIBIT 1

PREPARED 8/11/2017 BY:

**NELSON ENVIRONMENTAL, INC.**

[www.NelsonEnvironmental.us](http://www.NelsonEnvironmental.us) PH:404/862-1665



**USGS QUADRANGLE MAP**

PREPARED FOR:  
 Mr. David Leonard, P.E.  
 Precision Planning, Inc.

**FIELD RECONNAISSANCE FOR STREAMS AND WETLANDS  
 GOOD HOPE ROAD  
 WALTON COUNTY, GEORGIA**

EXHIBIT 2  
 PREPARED 8/11/2017 BY:  
**NELSON ENVIRONMENTAL, INC.**

[www.NelsonEnvironmental.us](http://www.NelsonEnvironmental.us) PH:404/862-1665



**LAND PLAN WITH AQUATIC AREAS**

PREPARED FOR:  
 Mr. David Leonard, P.E.  
 Precision Planning, Inc.

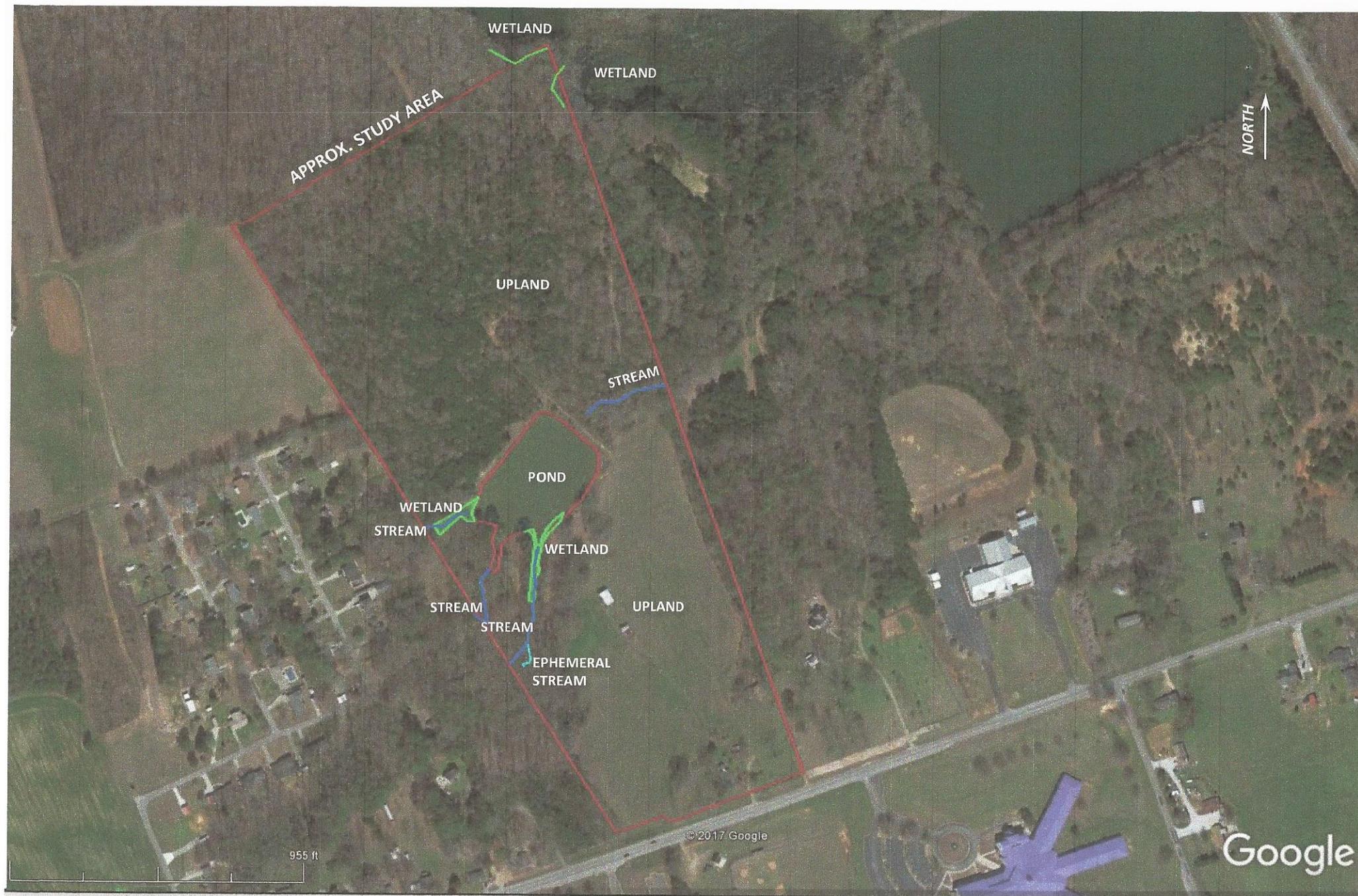
**FIELD RECONNAISSANCE FOR STREAMS AND WETLANDS  
 GOOD HOPE ROAD  
 WALTON COUNTY, GEORGIA**

EXHIBIT 3

PREPARED 8/11/2017 BY:

**NELSON ENVIRONMENTAL, INC.**

[www.NelsonEnvironmental.us](http://www.NelsonEnvironmental.us) PH:404/862-1665



**DELINEATED AQUATIC AREAS**

**PREPARED FOR:**  
**Mr. David Leonard, P.E.**  
**Precision Planning, Inc.**

**FIELD RECONNAISSANCE FOR STREAMS AND WETLANDS**  
**GOOD HOPE ROAD**  
**WALTON COUNTY, GEORGIA**

**EXHIBIT 4**

**PREPARED 8/11/2017 BY:**

**NELSON ENVIRONMENTAL, INC.**

[www.NelsonEnvironmental.us](http://www.NelsonEnvironmental.us) PH:404/862-1665



**AERIAL PHOTOGRAPH**

**PREPARED FOR:**  
Mr. David Leonard, P.E.  
Precision Planning, Inc.

**FIELD RECONNAISSANCE FOR STREAMS AND WETLANDS**  
**GOOD HOPE ROAD**  
**WALTON COUNTY, GEORGIA**

**EXHIBIT 5**

**PREPARED 8/11/2017 BY:**

**NELSON ENVIRONMENTAL, INC.**

[www.NelsonEnvironmental.us](http://www.NelsonEnvironmental.us) PH:404/862-1665



MAPSOURCE: GOOGLE



According to FWS NWI mapping, there is a pond and streams within the study area.

**USFWS NWI MAP**

**PREPARED FOR:**  
Mr. David Leonard, P.E.  
Precision Planning, Inc.

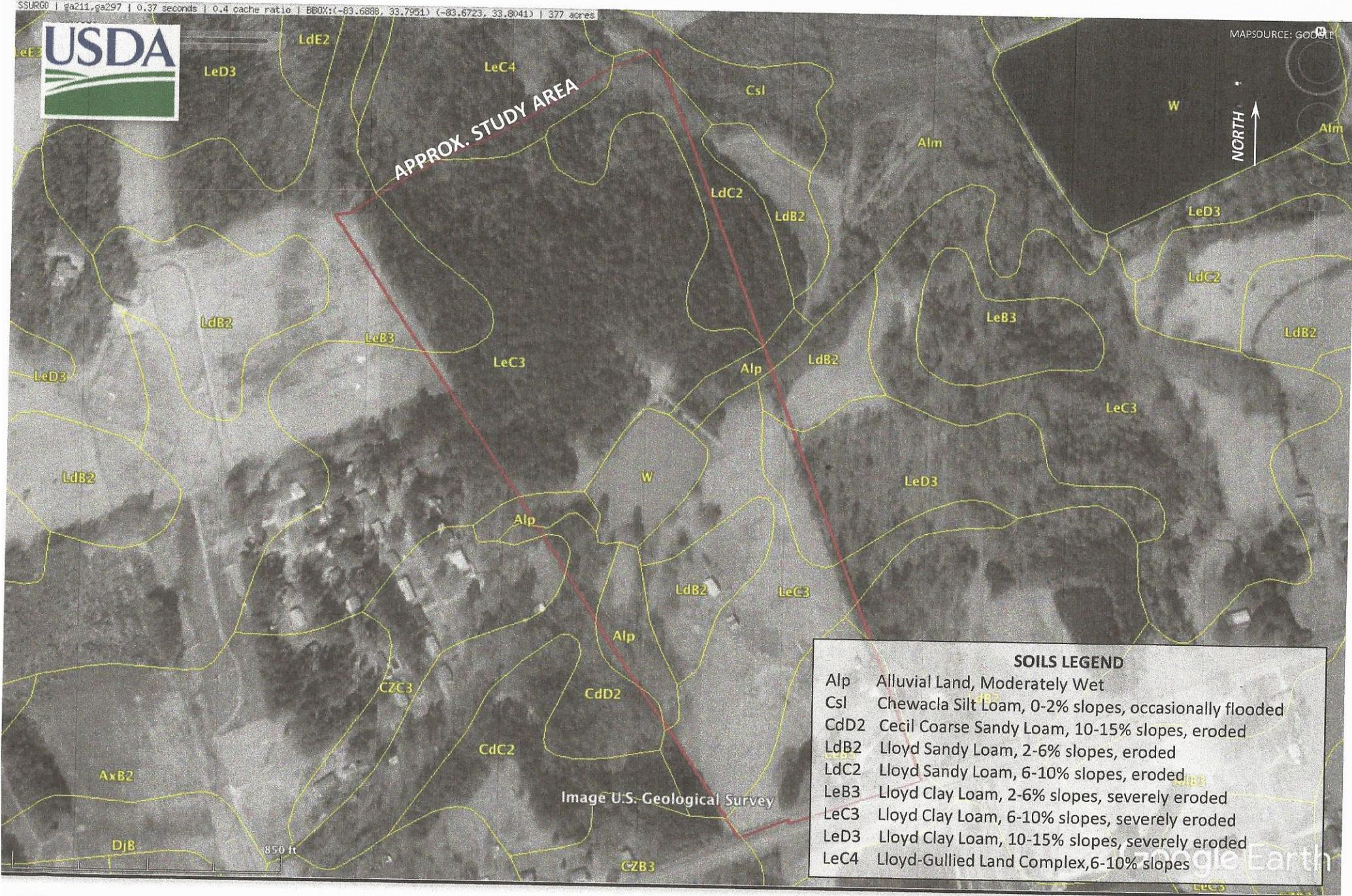
**FIELD RECONNAISSANCE FOR STREAMS AND WETLANDS**  
**GOOD HOPE ROAD**  
**WALTON COUNTY, GEORGIA**

EXHIBIT 6

PREPARED 8/11/2017 BY:

**NELSON ENVIRONMENTAL, INC.**

[www.NelsonEnvironmental.us](http://www.NelsonEnvironmental.us) PH:404/862-1665



**USDS SOILS SURVEY**

PREPARED FOR:  
 Mr. David Leonard, P.E.  
 Precision Planning, Inc.

**FIELD RECONNAISSANCE FOR STREAMS AND WETLANDS  
 GOOD HOPE ROAD  
 WALTON COUNTY, GEORGIA**

EXHIBIT 7  
 PREPARED 8/11/2017 BY:

**NELSON ENVIRONMENTAL, INC.**

[www.NelsonEnvironmental.us](http://www.NelsonEnvironmental.us) PH:404/862-1665



# Andrea P. Gray LLC

Attorney at Law

Andrea P. Gray, Partner  
andrea@andreapgray.com

www.andreapgray.com  
248 N. Broad St.  
Monroe, GA 30655  
(678) 364-2384

Jenny S. Carter, Of Counsel  
jenny@andreapgray.com

August 15, 2017

## **STATEMENT OF CONSTITUTIONAL OBJECTIONS**

Stone Creek Development, LLC (the “Applicant”) has filed a timely application for rezoning of property owned by the Joseph N. Jackson Estate (the “Owner”) located at 1050 and 1054 Good Hope Road, NE, Monroe, Georgia (the “Subject Property”), provided all required information, and submitted the appropriate fees. This Statement of Constitutional Objections is intended to put the City of Monroe, Georgia on notice of the Applicant’s and Owner’s assertion of their constitutional and legal rights to the requested rezoning.

The current zoning of the Subject Property restricts said property in an unreasonable manner, is unconstitutional, null and void in that the restriction to the current zoning classifications affords the Applicant and Owner no reasonable use of the Subject Property and is the equivalent of a taking of the Applicant’s and Owner’s property rights without payment of just and adequate compensation and without due process in violation of the Fifth Amendment and Fourteenth Amendments to the Constitution of the United States, and Article I, Section I, Paragraph I, and Article I, Section III, Paragraph 1 of the Constitution of the State of Georgia.

A refusal by the City of Monroe, Georgia to approve the rezoning requested by the Applicant and Owner to permit a reasonable economic return on the Applicant’s and Owner’s investment and a reasonable use of the Subject Property would therefore be unconstitutional, null and void and would be arbitrary, capricious and without a rational basis, thus constituting an abuse of discretion. Further, a refusal by the City of Monroe would discriminate in an arbitrary, capricious, and unreasonable manner between the Applicant and Owner and owners of similarly situated properties in violation of the Equal Protection Clause of the Fourteenth Amendment to the Constitution of the United States, and Article I, Section I, Paragraph II of the Georgia Constitution.

The continued application of the current zoning to the Subject Property results in little or no gain to the public in general and fails to promote the health, safety, morals or general welfare

of the public and does not bear a substantial relation to the objectives of the City of Monroe, Georgia Zoning Ordinance, and would constitute a substantial reduction of the property value of the Applicant and Owner and is therefore confiscatory and void.

By filing this Statement of Constitutional Rights, the Applicant and Owner reserve all rights and remedies available to them under the United States Constitution, the Georgia Constitution, all applicable federal state and local laws and ordinances, and in equity.

The Applicant and Owner respectfully request their application be approved as requested.

Respectfully submitted, this 15th day of August, 2017.



---

Andrea P. Gray  
Attorney for Applicant



## Called Meeting

### AGENDA

November 7, 2017

**Item:**

Appointment - Housing Authority

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

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

Attachments / click to download

 [Housing Authority Appt Info](#)

APPOINTMENTS

Updated

July 6, 2017

Appointed

Term Expires

HISTORIC PRESERVATION COMMISSION (Five year term)

Susan Brown	May 14, 2013	May 1, 2018
Mitch Alligood	November 10, 2015 (to fill unexpired term of David Dickinson)	May 1, 2019
James Woodall	February 10, 2015	May 1, 2020
John Lucas	April 12, 2016	May 1, 2021
Eric Edkin	April 11, 2017	May 1, 2022

HOUSING AUTHORITY (Five year term)

Lynn Hill	October 9, 2012	October 6, 2017
Mary Kate Watson Echols	October 8, 2013	October 6, 2018
Meketa Swords	October 14, 2014	October 6, 2019
Ruby Cooper	October 13, 2015	October 6, 2020
Stacey Favors	October 11, 2016	October 6, 2021

PLANNING COMMISSION (Five year term)

Michael Reese	September 10, 2013	September 1, 2017
Kyle Harrison	October 13, 2015	September 1, 2019
Rosalind Parks	October 13, 2015	September 1, 2019
Mike Eckles	August 9, 2016	September 1, 2020
John Howard	August 9, 2016	September 1, 2020

LIBRARY BOARD (Six year term)

Sandra Shurling	October 9, 2012	July 1, 2018
Estella Bell	July 9, 2013	July 1, 2019
Lynn Warren	July 9, 2013	July 1, 2019
Carolyn Yates	July 8, 2014	July 1, 2019
	(Appointment started in 2013)	
Lynn Laird	July 8, 2014	July 1, 2020



## *Housing Authority of the City of Monroe*

808 E. Marable Street  
Post Office Box 550  
Monroe, Georgia 30655

KEVIN A. STUART  
EXECUTIVE DIRECTOR

September 21, 2017

Honorable Greg Thompson  
Mayor, City of Monroe  
PO Box 1249  
Monroe, Georgia 30655

Dear Mayor Thompson:

The current term of Mr. Lynn Hill on the Board of Commissioners of the Housing Authority of the City of Monroe, GA will expire on October 6, 2017. Mr. Hill has asked me to inform you that he would like to continue to serve as a Commissioner.

Please reappoint Mr. Hill to serve on the Board of Commissioners of the Housing Authority of the City of Monroe, GA at your earliest convenience. Mr. Hill's contact information is as follows:

Lynn Hill  
609 E. Marable Street  
Monroe, GA 30655  
(706) 224-0192

Sincerely,

A handwritten signature in black ink that reads 'Kevin Stuart'. The signature is written in a cursive, slightly slanted style.

Executive Director



Appointed Board Member Biography

Name: Mr. Lynn E. Hill

\*\*\*\*\*

Profession / Business: Boys & Girls Club of WC Position: Program Director

Business Address: 405 Community Court, Monroe, Georgia 30655

Phone number: (770) 207-6279 Fax number: (770) 207-6286

Email address: lynnh@windstream.net

Home Address: 609 Marable Street, Monroe, Georgia 30656

Home Phone number: (770) 267-7156 Mobile Phone number: (706) 224-0192

(Please indicate address where you prefer to receive your mail)

Birthday: 08/27/1968 Birthplace: Walton Co. Hospital, Monroe, Georgia

Education: Bachelors in Business Administration (Management)

Hobbies: Cycling, Chess, Basketball

Membership in Service Clubs: 20 Years in Youth Development

Social Clubs: Master Mason, Tuscan Lodge No. 38, Monroe, Georgia

Membership / Offices Held / Other Agency Boards:

Monroe Museum, Board of Directors

Civic Appointments: Monroe Housing Authority, since year 2004

Political Offices: Board Member, Walton Co. School District, District 1

Reason for wanting to serve on Monroe Housing Authority Board

Much experience and desire to help administrate housing for families who need assistance through public housing.



## Called Meeting

### AGENDA

November 7, 2017

**Item:**

Application - Beer & Wine Package Sales - Valero Food Mart

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

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

Attachments / click to download

[Application-Beer & Wine Package Sales](#)



OCCUPATION TAX APPLICATION

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

BUSINESS NAME GRAND P 786 INC D/B/A Valero Food Mart TELEPHONE (770) 267-9300
ADDRESS 914 W Broad St. Monroe, GA 30656 TYPE OF BUSINESS
MAILING ADDRESS 2290 Hwy 411 NE Cartersville, GA 30121 Convenience Store/GAS Station
EMAIL ADDRESS rana.petroinc@yahoo.com
OWNER'S NAME HASSAN MUNIR TELEPHONE 770-843-1979
EMERGENCY CONTACT PERSON: JACK Todd
TELEPHONE 706 594-2150
PROPERTY OWNER'S NAME: Jones Petroleum
TELEPHONE 770 775-2386

\*\*NUMBER OF EMPLOYEES: FULL TIME 2 PART TIME 0
\*\*(Including Owners & Family Members)

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR ARE YOU DISQUALIFIED TO RECEIVE A LICENSE NO
BY REASON OF ANY MATTER OR THING CONTAINED IN THE LAWS OF THIS STATE, OR THIS CITY? YES NO
WILL A SIGN BE INSTALLED ON THE BUILDING OR PROPERTY? YES NO

A PERMIT IS REQUIRED FOR ALL SIGNS!!

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

Signature: [Handwritten Signature] Date 09/28/2017

Notice: All businesses located in the City of Monroe are subject to inspection by City Code and Fire Officials

LICENSE APPLICATION/RENEWAL  
FOR BEER AND WINE PACKAGE SALES

INDIVIDUAL(S), PARTNERSHIP, CLUB OR CORPORATION  
(Circle one of the above)

The following information is mandated under Chapter 6, Article II, of the City of Monroe Code.

TO: THE HONORABLE MAYOR AND COUNCIL  
CITY OF MONROE, GEORGIA

1. APPLICANT NAME: Hassan Munir / G & P 786 Inc.  
STORE NAME: Valero Food Mart  
STORE ADDR: 914 N Broad St Monroe, GA 30656  
COUNTY OF RESIDENCE: Meriwether  
DATE OF BIRTH: 12/18/1990  
No license shall be issued to a person who is under the age of twenty-one (21) years.

IN THE CASE OF A CO-PARTNERSHIP, THE PERSONS ENTITLED TO SHARE IN THE PROFITS THEREOF:

No license shall be issued to a co-partnership, unless all of the members of such co-partnership shall be qualified to obtain a license.

IN THE CASE OF A CORPORATION:

- (a) THE OBJECTS FOR WHICH SAID CORPORATION WAS ORGANIZED.

Domestic Profit Corporation to engage in any legal business activity

- (b) THE NAMES AND ADDRESSES OF THE OFFICERS AND DIRECTORS.

Hassan Munir 221 Stovall Rd Greenville, GA 30222

- (c) IF A MAJORITY INTERST OF THE STOCK OF SUCH CORPORATION IS OWNED BY ONE PERSON OR HIS/HER NOMINEE, THE NAME AND ADDRESS OF SUCH PERSON.

Hassan Munir 221 Stovall Rd Greenville, GA 30222 100%

2. ARE YOU A CITIZEN OF THE UNITED STATES? No  
IF A NATURALIZED CITIZEN, THE DATE AND PLACE OF HIS/HER NATURALIZATION. \_\_\_\_\_
3. CHARACTER OF BUSINESS. \_\_\_\_\_
4. LENGTH OF TIME APPLICANT HAS BEEN IN BUSINESS OF THIS CHARACTER: 2 yrs  
IN THE CASE OF A CORPORATION, THE DATE WHEN IT'S CHARTER WAS ISSUED: \_\_\_\_\_
5. AMOUNT IN DOLLARS OF GOODS, WARES AND MERCHANDISE ON HAND AT TIME OF APPLICATION. \_\_\_\_\_
6. LOCATION AND DESCRIPTION OF THE PREMISES OR PLACE OF BUSINESS WHICH LICENSE IS TO BE ISSUED FOR: 914 N Broad St, Monroe, GA 30656  
No license shall be issued to a person who does not own the premises for which a license is sought, or does not have a lease thereon for the full period for which the license is issued.
7. APPLICANT ~~HAS~~/HAS NOT MADE AN APPLICATION FOR A SIMILAR OR OTHER LICENSE ON THESE PREMISES OTHER THAN DESCRIBED IN THIS APPLICATION.  
(Circle)  
STATE THE DISPOSITION OF SUCH APPLICATION. \_\_\_\_\_
8. APPLICANT AFFIRMS UNDER PENALTY OF PERJURY THAT HE/SHE HAS NEVER BEEN CONVICTED OF A FELONY AND IS NOT DISQUALIFIED TO RECEIVE A LICENSE BY REASON OF ANY MATTER OR THING CONTAINED IN ARTICLE II OF THE CITY OF MONROE CODE, OR ANY OTHER ORDINANCE OF SAID CODE, OR THE LAWS OF THE STATE OF GEORGIA.
9. HAS THE APPLICANT HAD A PREVIOUS LICENSE ISSUED BY ANY STATE OR SUBDIVISION THEREOF OR BY THE FEDERAL GOVERNMENT, REVOKED? No  
IF YES, THE REASONS FOR REVOCATION. \_\_\_\_\_
10. APPLICANT AFFIRMS UNDER PENALTY OF PERJURY THAT HE/SHE WILL NOT VIOLATE ANY OF THE LAWS OF THE STATE OF GEORGIA OR THE UNITED STATES, OR ANY ORDINANCES OF THE CITY OF MONROE, GEORGIA, IN THE CONDUCT OF HIS/HER PLACE OF BUSINESS.
11. IF A RETAIL GROCERY BUSINESS IN EXISTENCE FOR MORE THAN SIX (6) MONTHS.

A STATEMENT FROM APPLICANT WITH DOCUMENTARY EVIDENCE PROVIDED THAT THE BUSINESS HAS HAD GROSS SALES OF MERCHANDISE, OTHER THAN MALT BEVERAGES AND WINE, OR MORE THAN THREE THOUSAND DOLLARS (\$3,000) PER

MONTH AVERAGE FOR SIX (6) SUCCESSIVE MONTHS PRECEDING THE FILING OF THE APPLICATION FOR LICENSE OR RENEWAL THEREOF.

12. IF A RETAIL GROCERY BUSINESS IN EXISTENCE FOR LESS THAN SIX (6) MONTHS.

A STATEMENT FROM APPLICANT WITH DOCUMENTARY EVIDENCE PROVIDED, THAT THE BUSINESS HAS HAD OR WILL HAVE GROSS SALES OF MERCHANDISE, OTHER THAN MALT BEVERAGES AND WINE, OF MORE THAN THREE THOUSAND DOLLARS (\$3,000) PER MONTH AVERAGE FOR SIX (6) SUCCESSIVE MONTHS FROM ITS INCEPTION; AND WITHIN TEN (10) DAYS UPON COMPLETION OF SIX (6) MONTHS' OPERATION, SUCH BUSINESS SHALL PROVIDE DOCUMENTARY EVIDENCE VERIFYING THE STATEMENT REQUIRED HEREIN; AND UPON FAILURE TO PROVIDE SUCH VERIFICATION AS PRESCRIBED HEREIN, THE LICENSE SHALL BE SUSPENDED UNTIL SUCH VERIFICATION IS MADE.

13. IF A CLUB, A STATEMENT THAT THE CLUB HAS BEEN ORGANIZED OR CHARTERED FOR AT LEAST ONE (1) YEAR; A STATEMENT THAT DURING THE PAST YEAR THE CLUB HAS HELD REGULAR MONTHLY MEETINGS; AND A STATEMENT THAT THE CLUB HAS AT LEAST FIFTY (50) MEMBERS.

This the 28 day of Sept 20 17.

*Hassan Munir* (Signature)  
Hassan Munir (Print Name)

Signed, sealed and delivered in the presence of:

*Jack Allen Todd*  
Notary Public

Executed: 9/28/2017





## Called Meeting

### AGENDA

November 7, 2017

**Item:**

Application - Beer & Wine Package Sales - Mr. Quick

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

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

Attachments / click to download

[Application - Beer & Wine Pouring](#)



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

OCCUPATION TAX  
APPLICATION

BUSINESS NAME ZAHRA HAQUE, INC. D/b/a Mr Quick TELEPHONE ( )  
ADDRESS 220 EAST SPRING STREET, MONROE TYPE OF BUSINESS  
MAILING ADDRESS - SAME - GA, 30655  
EMAIL ADDRESS merajul.haque@yahoo.com  
OWNER'S NAME RUKAIA A. SOHELY TELEPHONE 678-549-9631  
EMERGENCY CONTACT PERSON: Merajul Haque  
TELEPHONE 678-549-9631  
PROPERTY OWNER'S NAME: STEPHEN OIL COMPANY  
TELEPHONE ( )

\*\*NUMBER OF EMPLOYEES: FULL TIME 2  
PART TIME 1 \*\* (Including Owners & Family Members)

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR ARE YOU DISQUALIFIED TO RECEIVE A LICENSE (NO)  
BY REASON OF ANY MATTER OR THING CONTAINED IN THE LAWS OF THIS STATE, OR THIS CITY? YES (NO)  
WILL A SIGN BE INSTALLED ON THE BUILDING OR PROPERTY? YES (NO)

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

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

Signature: Rukaia Date 10 / 20 / 17

LICENSE APPLICATION/RENEWAL  
FOR BEER AND WINE PACKAGE SALES

INDIVIDUAL(S), PARTNERSHIP, CLUB OR CORPORATION  
(Circle one of the above)

The following information is mandated under Chapter 6, Article II, of the City of Monroe Code.

TO: THE HONORABLE MAYOR AND COUNCIL  
CITY OF MONROE, GEORGIA

1. APPLICANT  
NAME:

RUKAIA A SOHELY

STORE NAME: Zahra Haque Inc. DBA Mr. Quick

STORE ADDR: 220 EAST Spring Street Monroe, Ga 30655

COUNTY OF RESIDENCE: GWINNETTE

DATE OF BIRTH:

12/05/1991

No license shall be issued to a person who is under the age of twenty-one (21) years.

IN THE CASE OF A CO-PARTNERSHIP, THE PERSONS ENTITLED TO SHARE IN THE PROFITS THEREOF:

N/A

No license shall be issued to a co-partnership, unless all of the members of such co-partnership shall be qualified to obtain a license.

IN THE CASE OF A CORPORATION:

(a) THE OBJECTS FOR WHICH SAID CORPORATION WAS ORGANIZED.

To buy c-store.

(b) THE NAMES AND ADDRESSES OF THE OFFICERS AND DIRECTORS.

Rukaia A. Sohely,

1787 Brandon Sq Lawrenceville Ga  
30044.

(c) IF A MAJORITY INTEREST OF THE STOCK OF SUCH CORPORATION IS OWNED BY ONE PERSON OR HIS/HER NOMINEE, THE NAME AND ADDRESS OF SUCH PERSON.

Same.

2. ARE YOU A CITIZEN OF THE UNITED STATES? NO  
IF A NATURALIZED CITIZEN, THE DATE AND PLACE OF HIS/HER NATURALIZATION.

3. CHARACTER OF BUSINESS. \_\_\_\_\_

4. LENGTH OF TIME APPLICANT HAS BEEN IN BUSINESS OF THIS CHARACTER: One year

IN THE CASE OF A CORPORATION, THE DATE WHEN IT'S CHARTER WAS ISSUED: 10/02/2017

5. AMOUNT IN DOLLARS OF GOODS, WARES AND MERCHANDISE ON HAND AT TIME OF APPLICATION. \$ 25000.00

6. LOCATION AND DESCRIPTION OF THE PREMISES OR PLACE OF BUSINESS WHICH LICENSE IS TO BE ISSUED FOR: 220 E. Spring Street Monroe, GA 30655

No license shall be issued to a person who does not own the premises for which a license is sought, or does not have a lease thereon for the full period for which the license is issued.

7. APPLICANT HAS/HAS NOT MADE AN APPLICATION FOR A SIMILAR OR OTHER LICENSE ON THESE PREMISES OTHER THAN DESCRIBED IN THIS APPLICATION.  
(Circle)

STATE THE DISPOSITION OF SUCH APPLICATION. N/A

8. APPLICANT AFFIRMS UNDER PENALTY OF PERJURY THAT HE/SHE HAS NEVER BEEN CONVICTED OF A FELONY AND IS NOT DISQUALIFIED TO RECEIVE A LICENSE BY REASON OF ANY MATTER OR THING CONTAINED IN ARTICLE II OF THE CITY OF MONROE CODE, OR ANY OTHER ORDINANCE OF SAID CODE, OR THE LAWS OF THE STATE OF GEORGIA.

9. HAS THE APPLICANT HAD A PREVIOUS LICENSE ISSUED BY ANY STATE OR SUBDIVISION THEREOF OR BY THE FEDERAL GOVERNMENT, REVOKED? NO

IF YES, THE REASONS FOR REVOCATION. \_\_\_\_\_

10. APPLICANT AFFIRMS UNDER PENALTY OF PERJURY THAT HE/SHE WILL NOT VIOLATE ANY OF THE LAWS OF THE STATE OF GEORGIA OR THE UNITED STATES, OR ANY ORDINANCES OF THE CITY OF MONROE, GEORGIA, IN THE CONDUCT OF HIS/HER PLACE OF BUSINESS.

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MONTH AVERAGE FOR SIX (6) SUCCESSIVE MONTHS PRECEDING THE FILING OF THE APPLICATION FOR LICENSE OR RENEWAL THEREOF.

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13. IF A CLUB, A STATEMENT THAT THE CLUB HAS BEEN ORGANIZED OR CHARTERED FOR AT LEAST ONE (1) YEAR; A STATEMENT THAT DURING THE PAST YEAR THE CLUB HAS HELD REGULAR MONTHLY MEETINGS; AND A STATEMENT THAT THE CLUB HAS AT LEAST FIFTY (50) MEMBERS.

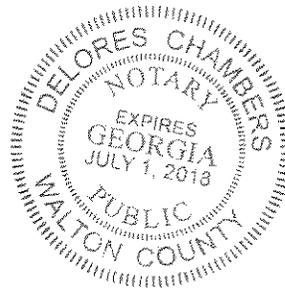
This the 19 day of october 2017.

Rukia (Signature)  
RUKAIA SOHELY (Print Name)

Signed, sealed and delivered in the presence of:

Delores Chambers  
Notary Public

Executed: 10/19/17





## Called Meeting

### AGENDA

November 7, 2017

**Item:**

Resolution - Airport Identifier Change

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

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

Attachments / click to download

 [Airport Identifier Change Resolution](#)



**To:** Mayor, City Council

**From:** Chris Bailey, Central Services Manager

**Department:**

**Date:** 10/30/17

**Description:** Approval is being sought for the adoption of a resolution approving for a change in the Monroe-Walton County Airport identifier from D73 to UMW (first option) or MZW (second option). Options are provided for approval as requested by the State.

---

**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 that the Mayor and Council ADOPT the resolution approving for a change in the Monroe-Walton County Airport identifier from D73 to UMW (first option) or MZW (second option).

***Background:***

It is the City of Monroe's practice to continually provide changes to the Monroe-Walton County Airport that enhance the ability of the Airport to provide services to the aviation community.

***Attachment(s):***

Resolution – 1 page

**AIRPORT IDENTIFIER CHANGE RESOLUTION**

A RESOLUTION OF THE CITY OF MONROE RECOGNIZING THE ALTERATION OF THE EXISTING MONROE-WALTON COUNTY AIRPORT IDENTIFIER BASED ON SERVICES AVAILABLE.

WHEREAS, the City of Monroe due to additions in services recognize the need to alter the current identifier from D73 to a new first option identifier of UMW, or new second option identifier of MZW; and

WHEREAS; the City Administrator and Airport Manager have determined the changes will allow for an informational advertisement to the aviation community of the additional services of Fuel, Precision Approach Path Indicator (PAPI) lights, and Automated Weather Observing System (AWOS) at the Monroe-Walton County Airport.

NOW, THEREFORE BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF MONROE, GEORGIA, DULY ASSEMBLED, THAT THE CITY OF MONROE FULLY SUPPORTS THE ALTERATION OF THE IDENTIFIER CHANGE TO THE MONROE-WALTON COUNTY AIRPORT.

APPROVED AND ADOPTED this 14th day of November, 2017.

CITY OF MONROE, GEORGIA

By: \_\_\_\_\_  
Greg Thompson, Mayor

\_\_\_\_\_  
Wayne Adcock, Vice Mayor

\_\_\_\_\_  
Larry Bradley, Council Member

\_\_\_\_\_  
Myoshia Crawford, Council Member

\_\_\_\_\_  
Norman Garrett, Council Member

\_\_\_\_\_  
Nathan Little, Council Member

\_\_\_\_\_  
Lee Malcom, Council Member

\_\_\_\_\_  
Jimmy Richardson, Council Member

Attest: \_\_\_\_\_  
Logan Propes, City Administrator



**Called Meeting**

**AGENDA**

**November 7, 2017**

**Item:**

Real Estate Issue (s)

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

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