



Called Meeting

AGENDA

September 5, 2017

I. CALL TO ORDER

II. DEPARTMENT REPORTS

1. [September Monthly Reports](#)

III. COMMITTEE INFORMATION

1. Finance

2. Airport

- a. [August 9, 2017 Airport Commission Minutes](#)

3. Public Works

- a. [Approval - Ammons Bridge Road Culvert Repair - Intergovernmental Agreement](#)

4. Utilities

- a. [Presentation - Clearwater / GMC Engineering](#)
- b. [Approval - Roof Repair at older Water Treatment Plant Building on Marable Street](#)
- c. [Purchase - Materials for Natural Gas Main Replacement](#)
- d. [Approval - Contracting Services for Natural Gas Main Replacement](#)
- e. [Approval - Contracting Services for Natural Gas Main Reroute](#)
- f. [Approval - Additional Services & Expenses for Natural Gas Main Reroute](#)
- g. [Purchase - Altec Model AT37G with 2017 Dodge Ram 5500](#)
- h. [Approval - CDBG 2018 Grant Administrator](#)

i. Approval - CDBG 2018 Engineering Services

5. Public Safety

a. Approval - Out of State Training

6. Economic Development

IV. ITEMS OF DISCUSSION

1. Upcoming Public Hearings

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

2. Application - Beer & Wine Package Sales - The Market

V. ADJOURN



Called Meeting

AGENDA

September 5, 2017

Item:

September Monthly Reports

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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

Attachments / click to download

 [September Dept Reports](#)



MONTHLY
DEPARTMENT
REPORTS
SEPTEMBER
2017



CODE

DEPARTMENT

MONTHLY REPORT

September

2017

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 July 1, 2017 thru July 31, 2017.

Statistics:

- Total Calls: 300
- Total Minutes: 14:05:35
- Total Minutes/Call: 2:49
- Code Inspections: 36
- Total Permits Written: 40
- Amount collected for permits: \$2173.00
- Check postings for Miscellaneous Revenue: 80

Business/Alcohol Licenses new & renewals:

- **New Businesses:** 7
 - Misty Sue's Adult Day Health Center LLC
 - The Hensley Agency / Country Financial
 - Bobby Killen dba Bobby Killen
 - J Key Commercial LLC
 - J Key Gutters & Sheet metal LLC
 - Latitude, Expand Your Ordinary LLC
 - First Legacy LLC
- **Closed Businesses:** 5
 - Erik Sweatman Electric LLC dba ES Electric
 - Sexton's Electrical Services
 - Simon Cleaning Service
 - Tin Jam Transportation
 - Sale Benefits Group INC

Major Projects

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

Code Department:

- Receiving business license renewals, affidavits and identification. Reviewing all documents and updating changes in system.
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- Scanning new business licenses and renewals for 2016 for storage purposes
 - Making numerous phone calls regarding insufficient paperwork and/or incorrect amounts for license payments
 - Receipting payments for 2017 Business License –13 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.
 - 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 27 signs from road way.
- Wrote 78 repair / cleanup orders and Re-inspections
- Transported city funds for deposit to banks daily.
- Investigated 3 utility tampering and theft cases. (6 citations issued)
- Represented city in Municipal Court.

Historic Preservation Commission:

Request for COA for expansion – 205 W. Highland Ave. - COA Granted

Planning Commission:

Request for Rezone from R-2 to B-2 – 110 Mears Street – Recommend Approval

Request for Conditional Use – 110 Mears Street – Recommend approval

DEMOLITION AND CLEANUP

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

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



ELECTRIC & TELECOM
DEPARTMENT
MONTHLY REPORT
SEPTEMBER

Items of interest

1. LED lighting update
2. Wayne St. Power Project
3. Colo Atl Project

MONTHLY DIRECTOR'S REPORT

REPORTING PERIOD: 07/2017 | FY 2017



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DETAIL EXPENSES	7-8

CITY OF MONROE: ELECTRIC FUND OVERVIEW

	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	Jul 2017	Aug 2017	Sep 2017	Oct 2017	Nov 2017	Dec 2017	FY 2017	AS BUDGET	FY 2016
REVENUES	\$ 1.725M	\$ 1.472M	\$ 1.411M	\$ 1.332M	\$ 2.141M	\$ 1.467M	\$ 1.666M	\$ -	\$ 11.216M	\$ 11.968M	\$ 11.244M				
PERSONNEL COSTS	\$ 0.038M	\$ 0.102M	\$ 0.106M	\$ 0.105M	\$ 0.096M	\$ 0.152M	\$ 0.107M	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.706M	\$ 0.534M	\$ 0.750M
CONTRACTED SVC	\$ 0.015M	\$ 0.017M	\$ 0.016M	\$ 0.041M	\$ 0.038M	\$ 0.049M	\$ 0.050M	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.228M	\$ 1.229M	\$ 0.217M
SUPPLIES	\$ (0.069M)	\$ 1.040M	\$ 1.017M	\$ 1.044M	\$ 0.869M	\$ 1.017M	\$ 1.654M	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6.572M	\$ 9.523M	\$ 7.276M
CAPITAL OUTLAY	\$ -	\$ 0.040M	\$ -	\$ 0.008M	\$ 0.059M	\$ 0.058M	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.165M	\$ 0.034M	\$ 0.119M
FUND TRANSFERS	\$ 0.100M	\$ 0.185M	\$ 0.195M	\$ 0.164M	\$ 0.181M	\$ 0.215M	\$ 0.201M	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.241M	\$ 0.648M	\$ 1.319M
EXPENSES	\$ 0.083M	\$ 1.384M	\$ 1.334M	\$ 1.362M	\$ 1.245M	\$ 1.491M	\$ 2.012M	\$ -	\$ 8.912M	\$ 11.968M	\$ 9.682M				

MARGIN	\$ 1.642M	\$ 0.088M	\$ 0.077M	\$ (0.030M)	\$ 0.897M	\$ (0.024M)	\$ (0.346M)	\$ -	\$ 2.304M	\$ -	\$ 1.563M				
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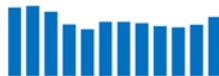
MCT CREDIT	\$ -	\$ 0.055M	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.332M	\$ -	\$ 0.566M					
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* MCT Credit is excluded from margin as it typically has restricted use.

12-MO
PURCHASED
KWH's



12-MO
RETAIL
KWH's



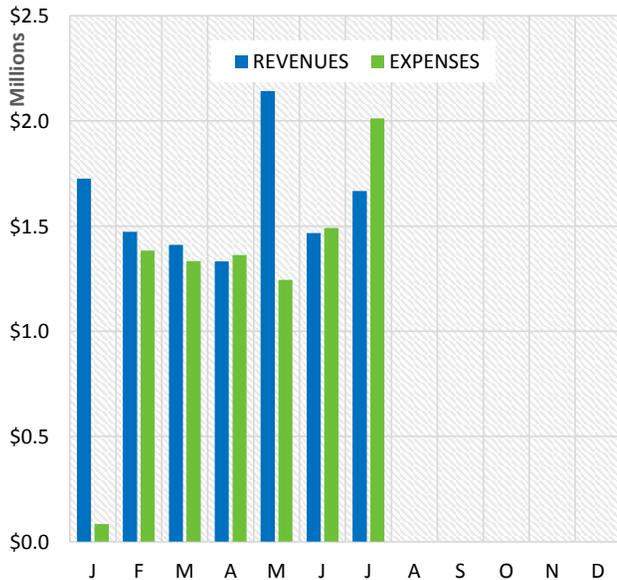
12-MO LINE
LOSS



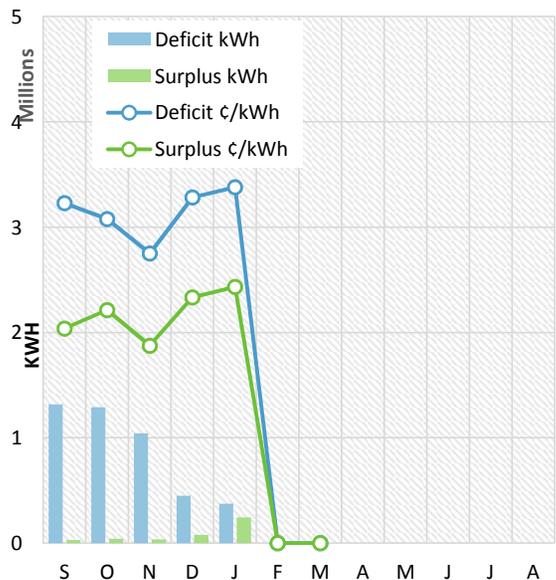
12-MO
WHOLESALE
¢/kWh



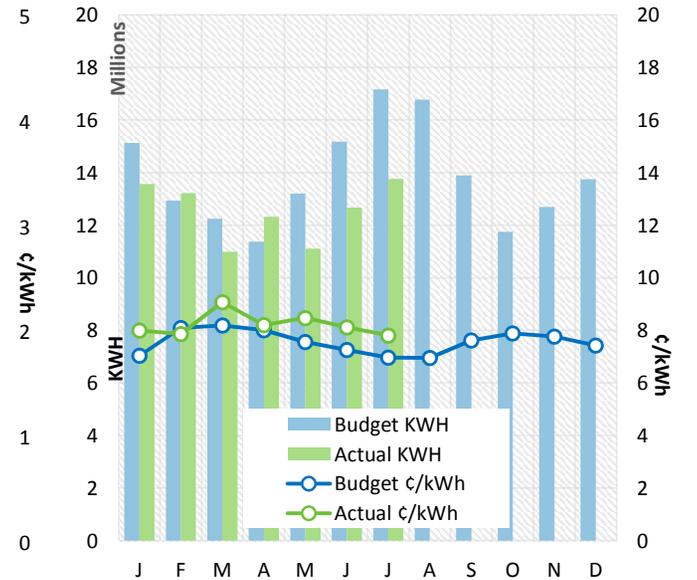
REVENUES vs. EXPENSES



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
Commercial	835	826	840	841	844	843	840
Industrial	1	1	1	1	1	1	1
City	39	40	39	39	39	39	38
Total	6,242	6,259	6,258	6,475	6,330	6,291	6,279

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

KWH

Residential	6.202M	6.439M	5.589M	5.040M	4.557M	4.762M	5.585M
Commercial	4.530M	4.431M	4.797M	4.668M	4.994M	5.332M	6.089M
Industrial	0.713M	0.654M	0.850M	0.818M	0.749M	0.748M	0.834M
City	0.407M	0.386M	0.389M	0.391M	0.394M	0.399M	0.445M
Total	11.852M	11.910M	11.626M	10.917M	10.693M	11.241M	12.954M

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

REVENUE

Residential	\$ 0.670M	\$ 0.693M	\$ 0.612M	\$ 0.561M	\$ 0.587M	\$ 0.615M	\$ 0.727M
Commercial	\$ 0.593M	\$ 0.585M	\$ 0.615M	\$ 0.602M	\$ 0.640M	\$ 0.672M	\$ 0.736M
Industrial	\$ 0.062M	\$ 0.059M	\$ 0.070M	\$ 0.068M	\$ 0.064M	\$ 0.064M	\$ 0.069M
Other	\$ 0.001M	\$ 0.038M	\$ 0.002M	\$ 0.000M	\$ 0.000M	\$ 0.002M	\$ 0.000M
City	\$ 0.039M	\$ 0.037M	\$ 0.037M	\$ 0.037M	\$ 0.037M	\$ 0.038M	\$ 0.042M
Total	\$ 1.364M	\$ 1.411M	\$ 1.336M	\$ 1.268M	\$ 1.329M	\$ 1.390M	\$ 1.574M

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

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	1,006
Commercial	5,425	5,364	5,710	5,551	5,917	6,325	7,249	5,934
Industrial	713,440	654,240	850,400	817,600	748,800	748,160	834,240	766,697
City	10,424	9,655	9,987	10,028	10,094	10,219	11,720	10,304

AVERAGE \$/CUSTOMER

Residential	\$125	\$128	\$114	\$100	\$108	\$114	\$135	\$118
Commercial	\$710	\$708	\$732	\$716	\$758	\$797	\$876	\$757
Industrial	\$61,995	\$58,620	\$69,801	\$67,932	\$64,010	\$63,974	\$68,880	\$65,030
City	\$990	\$917	\$949	\$953	\$959	\$971	\$1,113	\$979

AVERAGE \$/KWH

Residential	\$0.1081	\$0.1076	\$0.1096	\$0.1112	\$0.1289	\$0.1292	\$0.1301	\$0.1178
Commercial	\$0.1309	\$0.1320	\$0.1282	\$0.1290	\$0.1281	\$0.1260	\$0.1209	\$0.1279
Industrial	\$0.0869	\$0.0896	\$0.0821	\$0.0831	\$0.0855	\$0.0855	\$0.0826	\$0.0850
City	\$0.0950	\$0.0950	\$0.0950	\$0.0950	\$0.0950	\$0.0950	\$0.0950	\$0.0950
Average	\$0.1052	\$0.1060	\$0.1037	\$0.1046	\$0.1094	\$0.1089	\$0.1071	\$0.1064

	Jul 2017	Jul 2016	FY2017 YTD	FY2016 YTD	MOST RECENT 12-MONTH
POWER SUPPLY COSTS					
MEAG Project Power	\$ 851,602	\$ 907,475	\$ 5,650,349	\$ 5,708,242	\$ 10,050,365
Transmission	94,747	95,514	618,289	611,521	1,067,688
Supplemental	75,281	83,739	522,853	498,899	825,956
SEPA	51,325	48,729	375,342	372,283	644,161
Other Adjustments	792	735	5,485	5,132	9,160
TOTAL POWER SUPPLY COSTS	\$ 1,073,746	\$ 1,136,192	\$ 7,172,317	\$ 7,196,077	\$ 12,597,329
AS BUDGET	1,194,698	1,206,810	7,317,536	#N/A	12,651,433
% ACTUAL TO BUDGET	89.88%	94.15%	98.02%	0.00%	99.57%

PEAKS & ENERGY

Peaks (KW)

Coincident Peak (CP)	-	31,115	29,791	31,889	34,008
Non-Coincident Peak (NCP)	-	32,994	30,961	32,994	34,288
CP (BUDGET)	34,939	34,972	34,939	#N/A	35,200
NCP (BUDGET)	35,809	35,689	35,809	#N/A	35,963

Energy (KWH)

MEAG Energy	11,633,358	12,916,134	73,311,589	72,655,660	136,685,182
Supplemental Purchases (or sales)	1,209,153	1,483,837	8,238,613	8,497,215	11,097,036
SEPA Energy	913,429	694,100	6,070,306	8,776,910	9,545,237
Total Energy (KWH)	13,755,940	15,094,071	87,620,508	89,929,785	157,327,456
AS BUDGET	17,158,000	16,980,000	97,207,000	#N/A	166,194,000
% ACTUAL TO BUDGET	80.17%	88.89%	90.14%	0.00%	94.66%

CP Load Factor	#DIV/0!	67.38%	33.58%	32.19%	52.81%
NCP Load Factor	#DIV/0!	63.54%	32.31%	31.11%	52.38%
% Supplemental	8.79%	9.83%	9.40%	9.45%	7.05%

UNIT COSTS (¢/kWh)

Bulk Power	7.8402	7.4485	8.1713	8.2348	7.9340
Supplemental	6.2259	5.6434	6.3464	5.8713	7.4430
SEPA Energy	5.6189	7.0205	6.1832	4.2416	6.7485
MEAG Total	7.8057	7.5274	8.1857	8.0019	8.0071

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

Jul 2017 Jul 2016 FY2017 YTD FY2016 YTD

SALES REVENUES

ELECTRIC SALES	\$ 1,573,747	\$ 1,731,675	\$ 9,629,372	\$ 10,168,288	\$ 17,497,670
SALES REVENUES (ACTUAL)	\$ 1,573,747	\$ 1,731,675	\$ 9,629,372	\$ 10,168,288	\$ 17,497,670
AS BUDGET	\$ 1,482,917	-	\$ 1,482,917	-	Not Applicable
% ACTUAL TO BUDGET	106.13%	0.00%	649.35%	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	34,566	33,194	544,805	223,591	780,250
MISC REVENUE	-	-	98,702	21,150	127,613
CUST ACCT FEES	-	-	-	-	-
OTHER REV	-	-	-	-	180
MEAG REBATE	-	-	705,858	580,448	705,858
ADMIN ALLOC	57,903	30,597	236,882	250,832	393,861
INT/INVEST INCOME	-	-	-	-	-
STATE GRANTS	-	-	-	-	-
OTHER REVENUES (ACTUAL)	\$ 92,468	\$ 63,790	\$ 1,586,247	\$ 1,076,021	\$ 2,007,762
AS BUDGET	\$ 101,297	-	\$ 709,077	-	Not Applicable
% ACTUAL TO BUDGET	91.28%	0.00%	223.71%	0.00%	Not Applicable

TOTAL REVENUES (ACTUAL)	\$ 1,666,216	\$ 1,795,465	\$ 11,215,619	\$ 11,244,309	\$ 19,505,432
AS BUDGET	\$ 1,584,213	-	\$ 11,089,493	-	Not Applicable
% ACTUAL TO BUDGET	105.18%	0.00%	101.14%	0.00%	Not Applicable

MCT CREDIT	\$ 55,316	\$ 78,168	\$ 331,896	\$ 565,908	\$ 625,836
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Note on MEAG MCT: excluded from revenues as it is a restricted account.

	Jul 2017	Jul 2016	FY2017 YTD	FY2016 YTD	
PERSONNEL					
Compensation	\$ 75,051	\$ 109,104	\$ 510,494	\$ 558,383	\$ 945,275
Benefits	31,668	28,242	195,054	191,936	327,519
PERSONNEL (ACTUAL)	\$ 106,719	\$ 137,346	\$ 705,548	\$ 750,319	\$ 1,272,794
AS BUDGET	\$ 177,955	\$ -	\$ 1,245,684	\$ -	Not Applicable
% ACTUAL TO BUDGET	59.97%	0.00%	56.64%	0.00%	Not Applicable

CONTRACTED SERVICES

Consulting	\$ 75	\$ -	\$ 75	\$ 492	\$ 550
Util Protect Ctr	-	-	-	-	-
Lawn & Maint	-	-	-	-	-
Security Sys	-	-	-	-	-
Equip Rent/Lease	432	620	3,025	1,747	18,942
Pole Equip Rent/Lease	-	-	2,091	240	2,091
Repairs & Maintenance (Outside)	17,580	5,758	36,222	41,262	50,340
Landfill Fees	-	-	-	-	-
Maint Contracts	259	148	2,883	5,168	4,982
Other Contract Svcs	28,800	42,827	169,008	146,244	318,779
Comm Svcs	709	330	3,610	8,914	6,940
Public Relations	-	-	-	-	-
Mkt Expense	-	-	4,328	45	18,006
Util Bill Print Svcs	-	-	-	-	-
Dues & Sub	-	-	-	160	-
Training & Ed	2,501	1,730	6,682	12,534	14,366
Gen Liab Ins	-	-	-	-	-
Uniform Rent	-	-	-	-	-
CONTRACTED SERVICES (ACTUAL)	\$ 50,357	\$ 51,414	\$ 227,923	\$ 216,805	\$ 434,995
AS BUDGET	\$ 29,625	\$ -	\$ 207,375	\$ -	Not Applicable
% ACTUAL TO BUDGET	169.98%	0.00%	109.91%	0.00%	Not Applicable

ELECTRIC UTILITY: EXPENSES

REPORTING PERIOD: 07/2017

MONROE
MOST RECENT
12-MONTH

	Jul 2017	Jul 2016	FY2017 YTD	FY2016 YTD	12-MONTH
SUPPLIES					
Chem & Pest	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	802	1,095	5,122	3,133	8,541
Postage	-	17	318	137	441
Util Costs - Util Fund	398	588	4,708	5,201	7,389
Util Cost - Other Fund	-	-	-	-	-
Mileage Reimb	-	-	-	-	-
Auto & Truck Fuel	1,349	1,712	10,343	9,373	18,311
Sm Tool & Min Equip	150	906	18,903	10,004	25,817
Lab Supplies	-	-	157	-	157
Sm Oper Supplies	3,937	2,225	18,350	11,627	29,707
Uniform Exp	-	120	1,915	120	10,529
Power Costs	1,615,714	1,136,174	6,420,128	7,141,482	10,904,556
Repairs & Maintenance (Inside)	30,172	10,935	79,793	81,562	206,643
Amr Proj Exp	-	-	3,265	-	3,265
Equip Pur (<\$5M)	-	-	1,000	2,054	1,000
Dam Claims	-	-	4,041	-	6,035
Misc	1,359	2,235	3,574	11,579	12,840
SUPPLIES (ACTUAL)	\$ 1,653,881	\$ 1,156,006	\$ 6,571,617	\$ 7,276,272	\$ 11,235,231
AS BUDGET	\$ 1,053,670	\$ -	\$ 7,375,692	\$ -	Not Applicable
% ACTUAL TO BUDGET	156.96%	0.00%	89.10%	0.00%	Not Applicable
CAPITAL OUTLAY					
Cip	\$ -	\$ -	\$ 8,200	\$ 94,462	\$ (86,262)
Capital Expenditures	\$ -	\$ 24,633	\$ 157,242	\$ 24,633	\$ 132,609
CAPITAL OUTLAY (ACTUAL)	\$ -	\$ 24,633	\$ 165,442	\$ 119,095	\$ 46,346
AS BUDGET	\$ -	\$ -	\$ -	\$ -	Not Applicable
% ACTUAL TO BUDGET	0.00%	0.00%	0.00%	0.00%	Not Applicable
FUND TRANSFERS					
Admin Alloc - Adm Exp	\$ 132,770	\$ 143,222	\$ 847,016	\$ 846,854	\$ 1,468,419
Transfer To Gf	68,543	66,898	394,279	472,430	803,903
Transfer To Cip	-	-	-	-	-
Transfer - Insurance	-	-	-	-	-
FUND TRANSFERS (ACTUAL)	\$ 201,314	\$ 210,120	\$ 1,241,295	\$ 1,319,285	\$ 2,272,322
AS BUDGET	\$ 155,375	\$ -	\$ 1,087,625	\$ -	Not Applicable
% ACTUAL TO BUDGET	129.57%	0.00%	114.13%	0.00%	Not Applicable
TOTAL EXPENSES (ACTUAL)	\$ 2,012,271	\$ 1,579,518	\$ 8,911,824	\$ 9,681,776	\$ 15,261,689
AS BUDGET	\$ 1,416,625	\$ -	\$ 9,916,376	\$ -	Not Applicable
% ACTUAL TO BUDGET	142.05%	0.00%	89.87%	0.00%	Not Applicable

MONTHLY DIRECTOR'S REPORT

REPORTING PERIOD: 07/2017 | FY 2017



COVER	1
EXECUTIVE SUMMARY	2
OVERVIEW	3
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REVENUES	5
EXPENSES	6-8
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RETAIL SALES & REVENUE	10-12
CHART 3: RETAIL REVENUES	13-15

COMMENTARY & ANALYSIS

The net operating margin after transfers, FY to date was 4.30%

RECOMMENDATIONS

- *
- *
- *
- *

MOST RECENT
12-MONTH

Jul 2017 Jul 2016 FY2017 YTD FY2016 YTD

FINANCIALS

Revenues

RETAIL SALES	\$ 419,571	\$ 399,480	\$ 2,919,498	\$ 2,858,128	\$ 4,940,964
OTHER REVENUES	49,017	33,673	242,429	244,879	420,320
ADJUSTMENTS	(254)	10,453	(15,647)	87,097	19,213
Total Revenues	\$ 468,334	\$ 443,606	\$ 3,146,280	\$ 3,190,104	\$ 5,380,497

Expenses

PERSONNEL	\$ 46,810	\$ 59,608	\$ 314,356	\$ 325,666	\$ 526,580
PURCHASED & CONTRACTED SVC	2,742	2,870	17,085	15,719	28,243
PURCHASED PROPERTY SERVICES	22,177	28,589	153,118	148,908	307,803
SUPPLIES	14,355	10,496	57,615	53,213	125,004
COST OF GOODS SOLD	334,576	311,510	1,969,342	2,154,538	3,370,838
DEPR, DEBT SVC & OTHER COSTS	42,187	89,022	373,944	461,084	684,465
FUND TRANSFERS	21,409	19,989	125,464	142,662	227,505
Total Combined Expenses	\$ 484,256	\$ 522,084	\$ 3,010,926	\$ 3,301,789	\$ 5,270,438

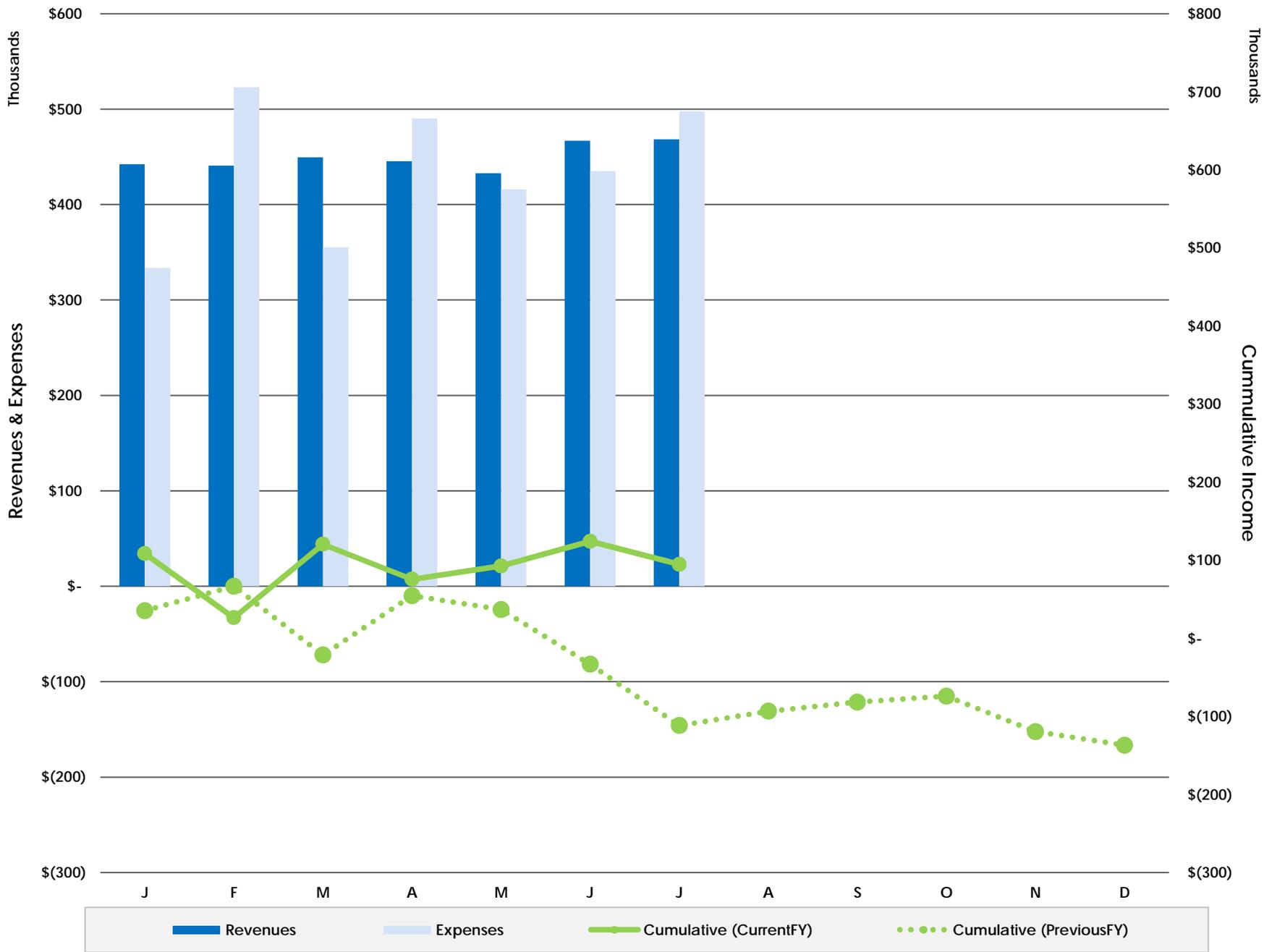
Income

Before Transfer	\$ 5,486	\$ (58,489)	\$ 260,818	\$ 30,977	\$ 337,564
After Transfer	\$ (15,922)	\$ (78,478)	\$ 135,354	\$ (111,685)	\$ 110,059

Margin

Before Transfer	1.17%	-13.18%	8.29%	0.97%	6.27%
After Transfer	-3.40%	-17.69%	4.30%	-3.50%	2.05%

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



MOST RECENT
12-MONTH

Jul 2017

Jul 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	\$	202,424	\$	210,692	\$	1,428,841	\$	1,564,293	\$	2,464,665
DVR SERVICE		14,517		13,459		102,939		82,676		175,109
FIBER OPTICS		40,044		32,094		277,759		219,208		448,294
INTERNET		140,576		124,127		953,147		854,487		1,598,725
TELEPHONE		18,930		19,109		135,711		137,464		233,070
SET TOP BOX		3,080		-		21,101		-		21,101
Total RETAIL SALES (ACTUAL)	\$	419,571	\$	399,480	\$	2,919,498	\$	2,858,128	\$	4,940,964

OTHER REVENUES

CATV INSTALL/UPGRADE	\$	2,396	\$	3,424	\$	18,411	\$	17,204	\$	42,846
MARKETPLACE ADS		-		25		135		185		135
PHONE FEES		10,397		10,507		74,570		75,248		127,258
EQUIPMENT SALES		1,050		1,250		7,855		8,189		14,155
MODEM RENTAL		6,669		6,133		45,659		42,939		76,846
VIDEO PRODUCTION REVENUE		-		-		-		-		-
MISCELLANEOUS		10,139		-		20,661		-		20,661
ADMIN ALLOCATION		18,367		12,334		75,139		101,114		138,419
CONTRIBUTED CAPITAL		-		-		-		-		-
Total OTHER REVENUES ACTUAL	\$	49,017	\$	33,673	\$	242,429	\$	244,879	\$	420,320

Adjustment \$ (254) \$ 10,453 \$ (15,647) \$ 87,097 \$ 19,213

Note: Adjustment added to match Financials

TOTAL REVENUES (ACTUAL)	\$	468,334	\$	443,606	\$	3,146,280	\$	3,190,104	\$	5,380,497
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	Jul 2017	Jul 2016	FY2017 YTD	FY2016 YTD	MOST RECENT 12-MONTH
SUMMARY					
Personnel	\$ 46,810	\$ 59,608	\$ 314,356	\$ 325,666	\$ 526,580
Purchased & Contracted Svc	2,742	2,870	17,085	15,719	28,243
Purchased Property Services	22,177	28,589	153,118	148,908	307,803
Supplies	14,355	10,496	57,615	53,213	125,004
Cost of Goods Sold	334,576	311,510	1,969,342	2,154,538	3,370,838
Depr, Debt Svc & Other Costs	42,187	89,022	373,944	461,084	684,465
Fund Transfers	21,409	19,989	125,464	142,662	227,505
TOTAL SUMMARY (ACTUAL)	\$ 484,256	\$ 522,084	\$ 3,010,926	\$ 3,301,789	\$ 5,270,438

TELECOM

Personnel

Salaries	\$ 32,011	\$ 46,126	\$ 224,083	\$ 233,119	\$ 381,618
Benefits	14,799	13,483	90,273	92,547	144,962
Total Personnel (ACTUAL)	\$ 46,810	\$ 59,608	\$ 314,356	\$ 325,666	\$ 526,580

Purchased & Contracted Svc

Medical Exams	\$ 60	\$ -	\$ 60	\$ -	\$ 60
Attorney Fees	-	-	-	-	-
Audit Services	-	-	-	-	-
Consulting - Technical	2,250	2,250	13,500	13,972	22,500
Utility Protection Ctr (DIG)	-	-	-	-	-
Lawn Care & Maintenance	-	-	-	-	-
Security Systems	-	-	-	-	-
Equipment Rents/Leases	432	620	3,525	1,747	5,683
Pole Equip. Rents/Leases	-	-	-	-	-
Total Purchased & Contracted Svc (ACTUAL)	\$ 2,742	\$ 2,870	\$ 17,085	\$ 15,719	\$ 28,243

	Jul 2017	Jul 2016	FY2017 YTD	FY2016 YTD	MOST RECENT 12-MONTH
Purchased Property Services					
Equipment Rep & Maint -Outside	1,142	1,471	6,276	8,093	15,528
Repair & Maintenance (Outside)	5,090	12,750	33,260	29,775	62,867
Repair & Maintenance (Inside)	9,169	10,169	89,276	82,177	184,086
Landfill Fees	-	-	-	-	-
Maintenance Contracts	259	112	2,883	2,469	4,791
Other Contractual Services	-	-	-	3,447	1,550
Communication Services	2,141	605	9,895	6,083	25,708
Public Relations	-	-	-	-	-
Marketing Expense	-	-	-	7,213	1,482
Utility Bill Printing Services	-	-	-	-	-
Dues & Subscriptions	3,262	3,481	7,411	7,268	7,411
Training & Education	1,113	-	4,117	2,383	4,381
General Liability Insurance	-	-	-	-	-
Uniform Rental	-	-	-	-	-
Total Purchased Property Services (ACTUAL)	\$ 22,177	\$ 28,589	\$ 153,118	\$ 148,908	\$ 307,803

TELECOM (Continued)

Supplies

Chemicals & Pesticides	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies & Expense	1,858	397	3,188	1,610	4,825
Postage	-	37	325	259	469
Utility Costs	5,529	3,796	29,279	27,229	52,495
Mileage Reimbursement	-	-	-	-	-
Auto & Truck Fuel	1,772	2,426	9,146	13,046	23,516
Small Tools & Minor Equipment	1,080	3,138	4,294	3,436	24,872
Small Operating Supplies	-	570	4,161	6,698	9,751
Uniform Expense	2,081	132	4,838	132	6,692
AMR Project Exp.	1,099	-	1,449	-	1,449
Equipment Pur (Less than \$5M)	935	-	935	804	935
Total Supplies (ACTUAL)	\$ 14,355	\$ 10,496	\$ 57,615	\$ 53,213	\$ 125,004

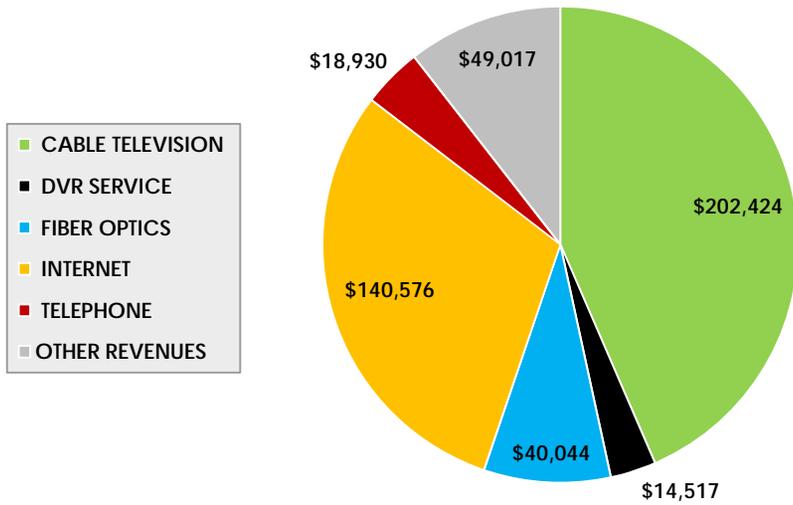
Cost of Goods Sold

Internet Costs	-	17,216	50,118	95,070	114,343
Cost of Sales Telephone	86,354	79,149	320,751	464,885	497,709
Cost of Programming CATV	248,222	215,145	1,598,473	1,594,582	2,753,912
CATV Video Production	-	-	-	-	4,875
Total Cost of Goods Sold (ACTUAL)	\$ 334,576	\$ 311,510	\$ 1,969,342	\$ 2,154,538	\$ 3,370,838

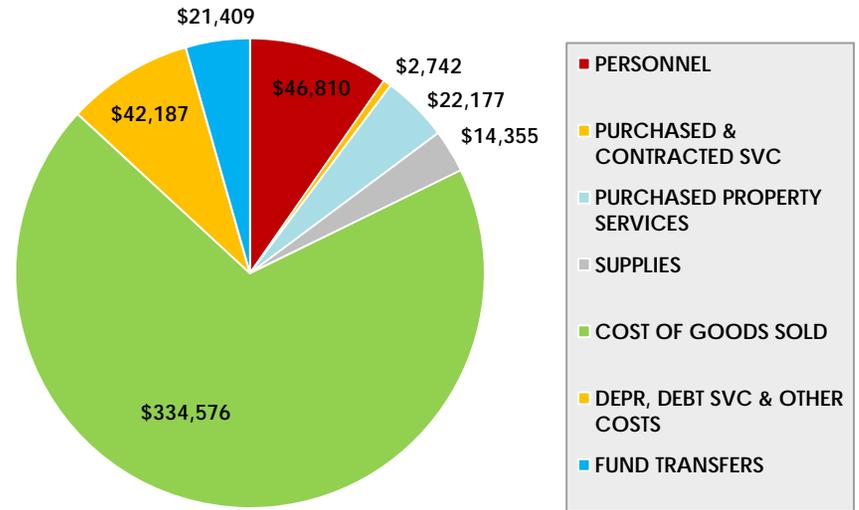
	Jul 2017	Jul 2016	FY2017 YTD	FY2016 YTD	MOST RECENT 12-MONTH
Depr, Debt Svc & Other Costs					
Damage Claims	\$ -	\$ -	\$ 7,312	\$ -	\$ 7,312
Miscellaneous	72	101	591	542	1,844
Utility Cashiers (Over)/Short	-	-	-	-	-
Utility Internal Admin Allocate	-	-	-	-	-
Depreciation Expense	-	-	-	-	177,935
Amortization Exp	-	-	-	-	-
Admin. Allocation - Adm Exp	42,115	57,734	268,673	341,378	519,169
Utility Bad Debt Expense	-	-	-	-	-
Revenue Bond Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Interest Expenses (Bond)	-	-	-	-	-
Construction in Progress	-	31,186	97,368	110,935	(13,566)
Capital Exp - Equipment	-	-	-	8,229	(8,229)
Total Depr, Debt Svc & Other Costs (ACTUAL)	\$ 42,187	\$ 89,022	\$ 373,944	\$ 461,084	\$ 684,465
Fund Transfers					
Transfer 5% to General Fund	21,409	19,989	125,464	142,662	227,505
Total Fund Transfers (ACTUAL)	\$ 21,409	\$ 19,989	\$ 125,464	\$ 142,662	\$ 227,505
TOTAL TELECOM EXPENSES (ACTUAL)	\$ 484,256	\$ 522,084	\$ 3,010,926	\$ 3,301,789	\$ 5,270,438

CHART 5
MONTHLY DIRECTOR'S REPORT
REVENUES & EXPENSES

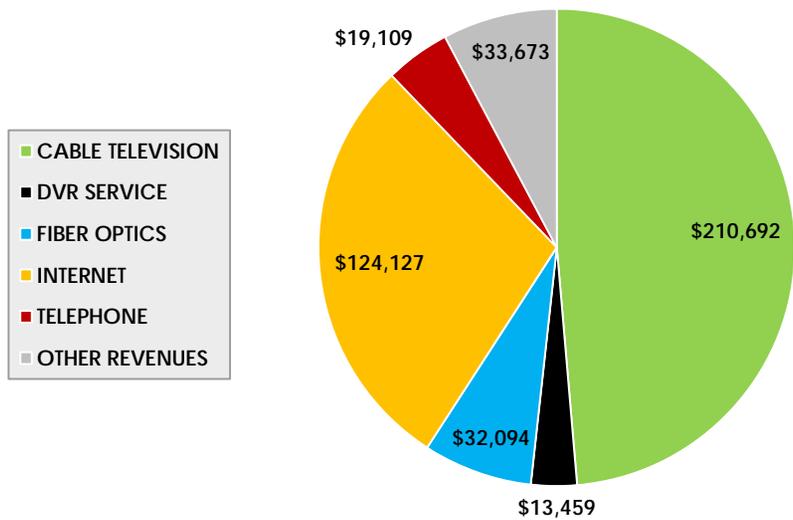
REVENUES [Jul 2017]



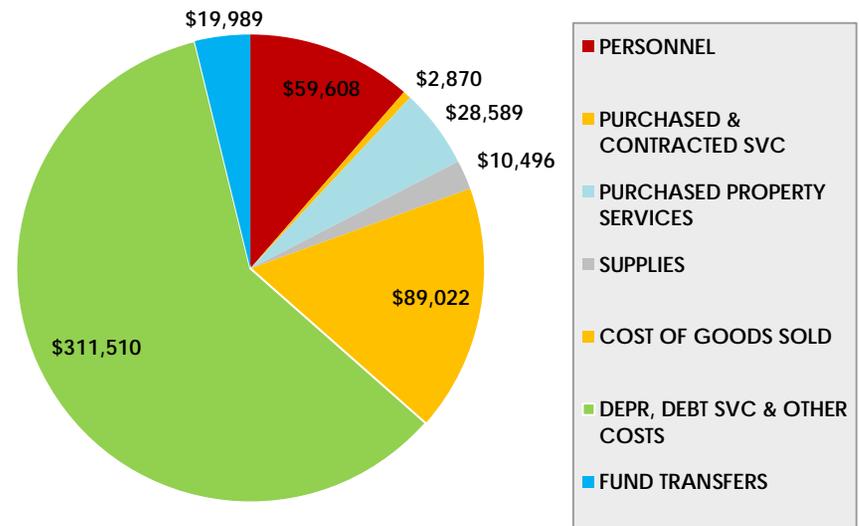
EXPENSES [Jul 2017]



REVENUES [Jul 2016]



EXPENSES [Jul 2016]



MOST RECENT
12-MONTH

	Jul 2017	Jul 2016	FY2017 YTD	FY2016 YTD	MOST RECENT 12-MONTH
BASIC & EXPANDED BASIC					
Number of Bills	3,497	3,624	24,634	27,200	42,624
Revenue (\$)	\$ 195,996	\$ 203,822	\$ 1,381,643	\$ 1,516,992	\$ 2,382,535
Revenue Per Bill (\$)	\$ 56	\$ 56	\$ 56	\$ 56	\$ 56
MINI BASIC					
Number of Bills	189	207	1,363	1,386	2,405
Revenue (\$)	\$ 3,418	\$ 3,772	\$ 24,813	\$ 24,985	\$ 43,740
Revenue Per Bill (\$)	\$ 18	\$ 18	\$ 18	\$ 18	\$ 18
BOSTWICK					
Number of Bills	19	20	142	164	245
Revenue (\$)	\$ 1,072	\$ 1,188	\$ 7,986	\$ 9,097	\$ 13,795
Revenue Per Bill (\$)	\$ 56	\$ 59	\$ 56	\$ 55	\$ 56
BULK CATV/MOTEL					
Number of Bills	4	4	28	28	48
Revenue (\$)	\$ 990	\$ 990	\$ 6,930	\$ 6,930	\$ 11,880
Revenue Per Bill (\$)	\$ 248	\$ 248	\$ 248	\$ 248	\$ 248
SHOWTIME					
Number of Bills	8	4	40	20	63
Revenue (\$)	\$ 117	\$ 59	\$ 586	\$ 293	\$ 923
Revenue Per Bill (\$)	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15
SHOW/HBO					
Number of Bills	6	8	55	63	96
Revenue (\$)	\$ 75	\$ 100	\$ 681	\$ 786	\$ 1,196
Revenue Per Bill (\$)	\$ 13	\$ 13	\$ 12	\$ 12	\$ 12
BULK SHOWTIME/MOTEL					
Number of Bills	-	-	-	-	-
Revenue (\$)	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue Per Bill (\$)	\$ -	\$ -	\$ -	\$ -	\$ -
CINEMAX					
Number of Bills	4	4	40	25	66
Revenue (\$)	\$ 59	\$ 59	\$ 574	\$ 366	\$ 954
Revenue Per Bill (\$)	\$ 15	\$ 15	\$ 14	\$ 15	\$ 14

MOST RECENT
12-MONTH

Jul 2017

Jul 2016

FY2017 YTD

FY2016 YTD

MAX/HBO

Number of Bills		26		32		217		209		381
Revenue (\$)	\$	381	\$	461	\$	3,122	\$	3,038	\$	5,461
Revenue Per Bill (\$)	\$	15	\$	14	\$	14	\$	15	\$	14

HBO

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

MAX/HBO

Number of Bills		4		4		40		34		69
Revenue (\$)	\$	50	\$	50	\$	485	\$	422	\$	849
Revenue Per Bill (\$)	\$	13	\$	13	\$	12	\$	12	\$	12

PLAYBOY

Number of Bills		2		1		11		9		16
Revenue (\$)	\$	31	\$	16	\$	161	\$	141	\$	239
Revenue Per Bill (\$)	\$	16	\$	16	\$	15	\$	16	\$	15

STARZ

Number of Bills		16		12		127		86		211
Revenue (\$)	\$	234	\$	176	\$	1,861	\$	1,242	\$	3,091
Revenue Per Bill (\$)	\$	15	\$	15	\$	15	\$	14	\$	15

DVR

Number of Bills		123		113		870		694		1,479
Revenue (\$)	\$	9,483	\$	8,741	\$	66,972	\$	52,768	\$	113,450
Revenue Per Bill (\$)	\$	77	\$	77	\$	77	\$	76	\$	77

NON DVR

Number of Bills		59		56		422		366		733
Revenue (\$)	\$	4,254	\$	4,038	\$	30,373	\$	25,535	\$	52,313
Revenue Per Bill (\$)	\$	72	\$	72	\$	72	\$	70	\$	71

SET TOP BOX

Number of Bills		317		-		2,055		-		2,055
Revenue (\$)	\$	3,080	\$	-	\$	21,101	\$	-	\$	21,101
Revenue Per Bill (\$)	\$	10	\$	-	\$	10	\$	-	\$	10

MOST RECENT
12-MONTH

	Jul 2017	Jul 2016	FY2017 YTD	FY2016 YTD	
ADD'L DVR BOX					
Number of Bills	56	51	412	357	687
Revenue (\$)	\$ 557	\$ 507	\$ 4,086	\$ 3,518	\$ 6,807
Revenue Per Bill (\$)	\$ 10	\$ 10	\$ 10	\$ 10	\$ 10
ADD'L NON DVR BOX					
Number of Bills	32	25	217	123	366
Revenue (\$)	\$ 222	\$ 174	\$ 1,508	\$ 855	\$ 2,538
Revenue Per Bill (\$)	\$ 7	\$ 7	\$ 7	\$ 7	\$ 7
FIBER					
Number of Bills	52	42	366	290	636
Revenue (\$)	\$ 40,044	\$ 32,094	\$ 277,759	\$ 219,208	\$ 448,294
Revenue Per Bill (\$)	\$ 770	\$ 764	\$ 759	\$ 756	\$ 705
INTERNET					
Number of Bills	3,278	3,051	22,501	21,234	37,993
Revenue (\$)	\$ 137,804	\$ 120,637	\$ 932,858	\$ 832,101	\$ 1,564,419
Revenue Per Bill (\$)	\$ 42	\$ 40	\$ 41	\$ 39	\$ 41
WIRELESS INTERNET					
Number of Bills	50	65	360	420	613
Revenue (\$)	\$ 2,773	\$ 3,490	\$ 20,289	\$ 22,386	\$ 34,306
Revenue Per Bill (\$)	\$ 55	\$ 54	\$ 56	\$ 53	\$ 56
RESIDENTIAL PHONE					
Number of Bills	911	912	6,427	6,592	11,008
Revenue (\$)	\$ 3,225	\$ 3,110	\$ 22,971	\$ 24,259	\$ 39,484
Revenue Per Bill (\$)	\$ 4	\$ 3	\$ 4	\$ 4	\$ 4
COMMERCIAL PHONE					
Number of Bills	446	451	3,240	3,228	5,555
Revenue (\$)	\$ 15,704	\$ 15,999	\$ 112,740	\$ 113,205	\$ 193,586
Revenue Per Bill (\$)	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35
TOTAL REVENUES	\$ 419,571	\$ 399,480	\$ 2,919,498	\$ 2,858,128	\$ 4,940,964

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

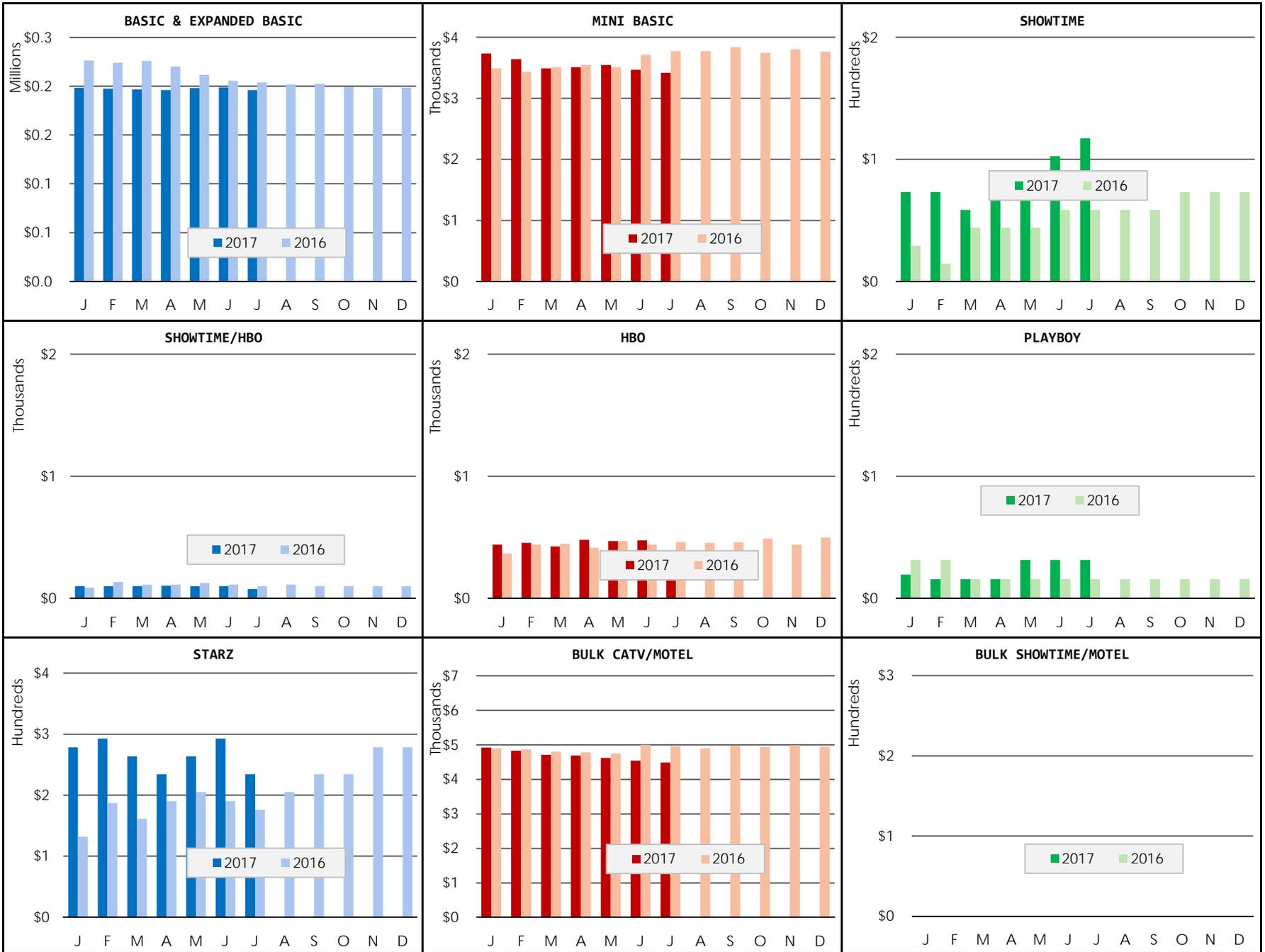


CHART 7
REVENUES FROM SALES BY CLASS
CURRENT VS. PREVIOUS FISCAL YEAR

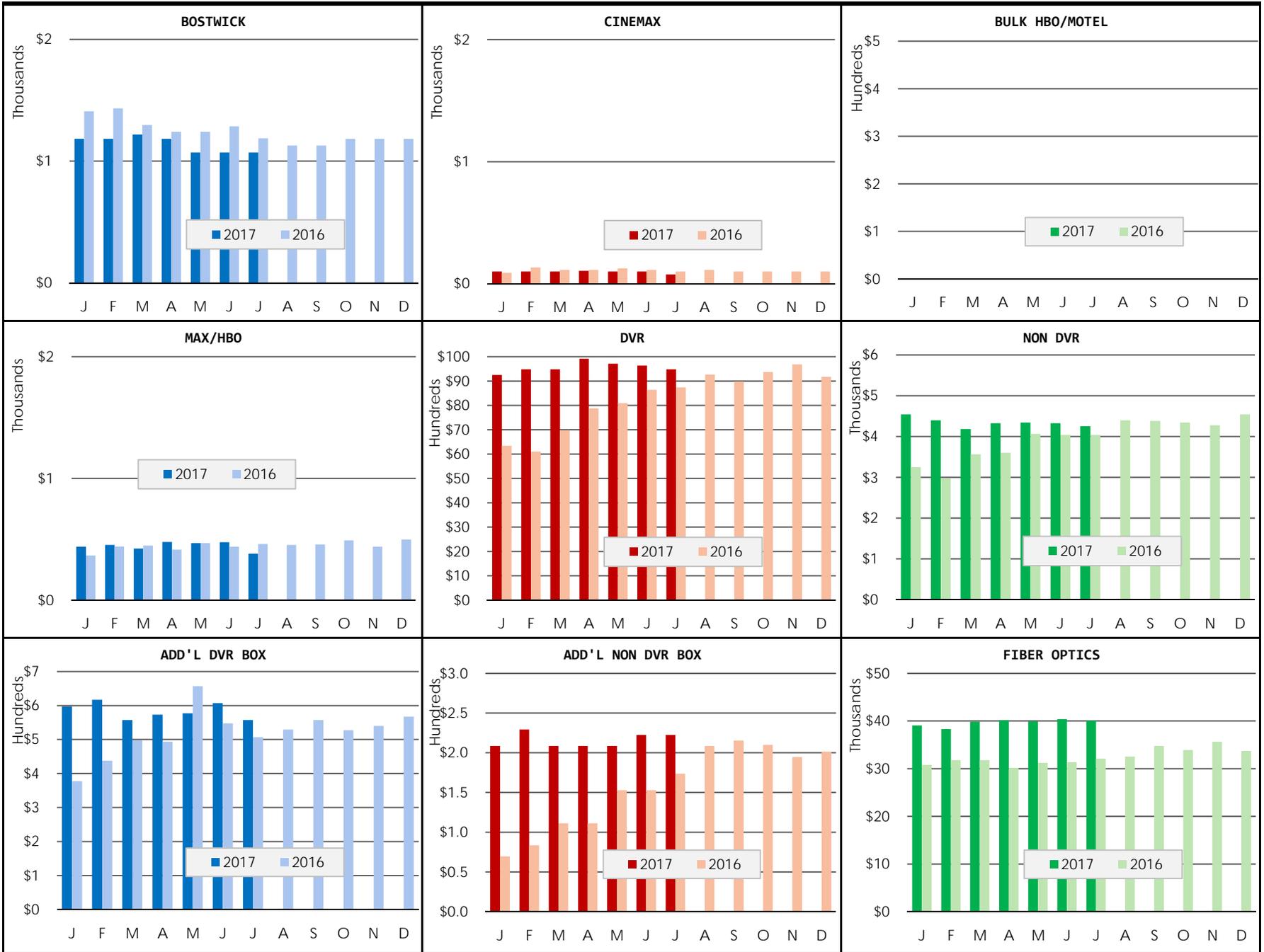
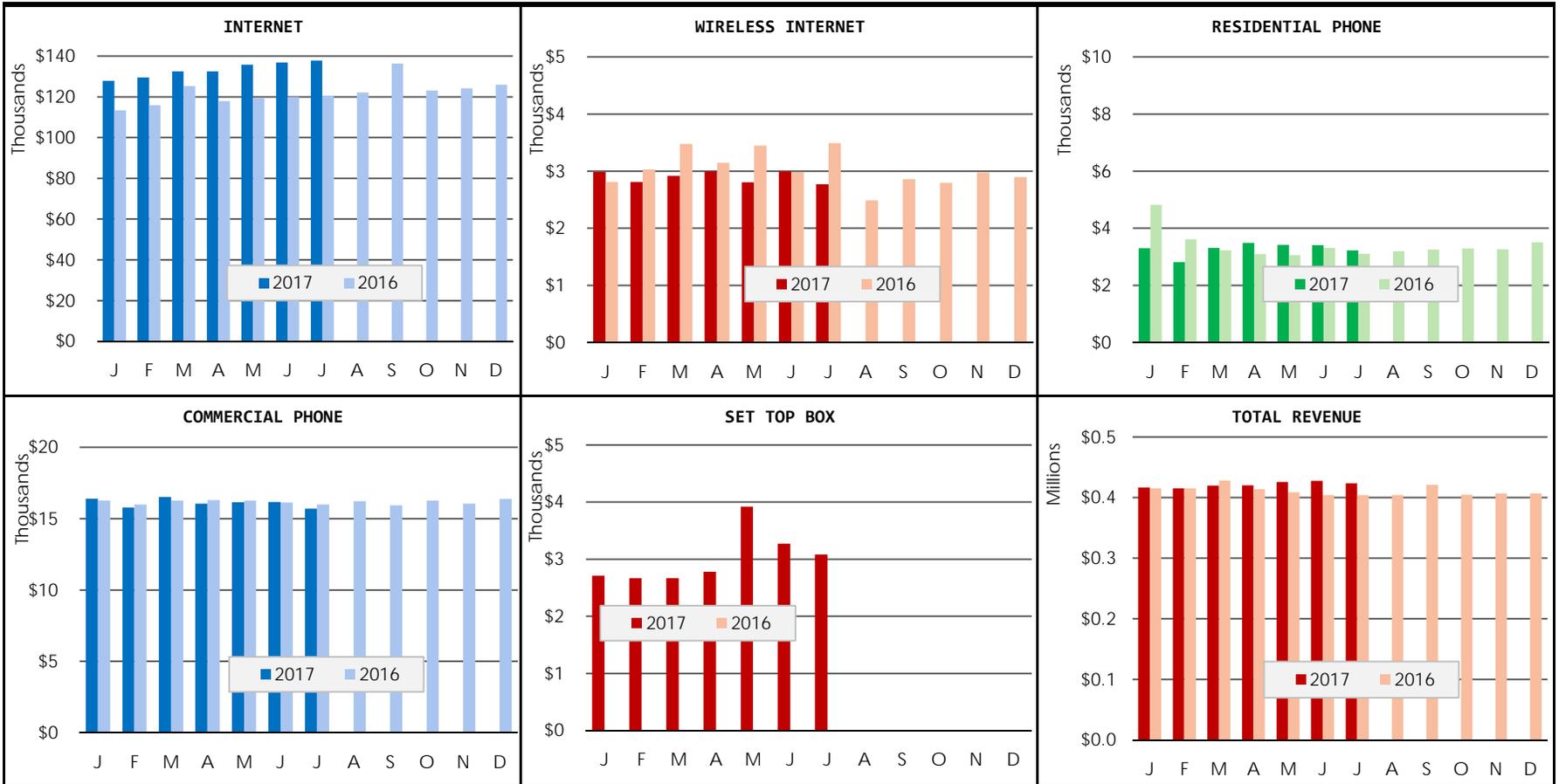


CHART 7
REVENUES FROM SALES BY CLASS
CURRENT VS. PREVIOUS FISCAL YEAR





FINANCE

DEPARTMENT

MONTHLY REPORT

SEPTEMBER

2017

Performance Indicators	Jul-17	Jun-17	May-17	Apr-17	Mar-17	Feb-17	Jan-17	Dec-16	Nov-16	Oct-16	Sep-16	Aug-16	Jul-16
Telephone Calls													
Admin Support													
Utilities - Incoming Calls	6,434	6,918	6,176	5,714	6,126	5,937	4,867	4,665	6,156	7,060	6,906	8,088	7,428
Utilities - Abandoned Calls	379	444	384	403	339	405	313	200	306	463	453	656	460
% of Abandoned Calls - Utility	5.89%	6.42%	6.22%	7.05%	5.53%	6.82%	6.43%	4.29%	4.97%	6.56%	6.56%	8.11%	6.19%
Customer Count													
Utilities													
Electric Customers	6,279	6,291	6,330	6,475	6,258	6,259	6,242	6,252	6,210	6,214	6,303	6,246	6,260
Natural Gas Customers	3,728	3,740	3,791	3,876	3,745	3,742	3,729	3,716	3,730	3,709	3,742	3,724	3,720
Water Customers	9,133	9,163	9,173	9,323	9,110	9,094	9,084	9,059	8,969	8,963	9,059	9,011	9,022
Wastewater Customers	6,891	6,902	6,947	7,097	6,869	6,863	6,846	6,834	6,777	6,761	6,839	6,772	6,779
Cable TV Customers	3,705	3,751	3,752	3,713	3,714	3,738	3,766	3,768	3,777	3,791	3,969	3,830	3,851
Digital Cable Customers	182	185	187	190	181	184	183	182	187	183	184	184	169
Internet Customers	3,328	3,338	3,317	3,226	3,260	3,211	3,181	3,149	3,133	3,130	3,210	3,140	3,116
Residential Phone Customers	911	924	927	931	904	911	919	907	910	911	939	914	912
Commercial Phone Customers	446	462	461	459	475	469	468	468	462	464	458	463	451
Fiber Customers	52	52	52	52	52	52	54	54	54	54	54	54	42
Work Orders Generated													
Utilities													
Connects	663	623	666	588	898	777	666	686	698	797	882	837	733
Cutoff for Non-Payment	230	267	309	209	233	239	215	255	250	182	260	335	219
Electric Work Orders	68	65	99	124	84	52	57	52	49	56	90	104	301
Water Work Orders	92	76	103	86	90	250	120	64	174	103	141	158	133
Natural Gas Work Orders	13	35	34	35	53	25	63	45	36	27	27	30	16
Disconnects	647	621	761	504	743	679	588	580	651	753	802	785	711
After Hours							871	496	107	99	81	148	483
Sewer Work Orders	15	10	17	21	15	18	24	27					
Telecomm Work Orders	489	518	481	434	498	436	446	465	499	711	586	704	854
Billing/Collections													
Utilities													
Utility Revenue Billed	\$ 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	\$ 3,693,043	\$ 3,567,399
Utility Revenue Collected	\$ 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	\$ 3,624,866	\$ 3,268,545
# of Inactive Accounts Written Off	50	14	58	35	72	85	74	75	68	54	63	86	63
Amount Written Off for Bad Debt	\$ 24,317	\$ 6,958	\$ 27,804	\$ 15,156	\$ 35,731	\$ 51,347	\$ 47,086	\$ 34,195	\$ 27,658	\$ 22,835	\$ 30,178	\$ 40,121	\$ 37,175
Utility Bad Debt Collected	\$ 3,378	\$ 415	\$ 4,571	\$ 3,024	\$ 7,068	\$ 5,033	\$ 4,004	\$ 3,197	\$ 2,982	\$ 5,300	\$ 4,092	\$ 3,018	\$ 6,293
Extensions													
Utilities													
Extensions Requested	680	647	685	595	632	606	770	619	679	764	778	803	736
Extensions Pending	302	236	294	251	194	239	335	236	284	365	259	322	331
Extensions Defaulted	41	56	30	30	30	36	32	30	40	40	59	51	57
Taxes													
Admin Support													
Property Tax Transactions	6	26	12	1	5	8	10	17	11	5	10	16	21
Property Tax Collected	\$ 1,610	\$ 7,266	\$ 3,115	\$ 171	\$ 1,379	\$ 1,119	\$ 2,865	\$ 3,836	\$ 899	\$ 378	\$ 1,970	\$ 2,414	\$ 3,403
Accounting													
Payroll & Benefits													
Payroll Checks issued	90	74	52	51	48	51	50	223	51	64	50	86	79
Direct Deposit Advices	398	587	405	394	404	395	393	594	393	385	389	402	572
General Ledger													
Accounts Payable Checks Issued	302	346	385	293	397	306	285	318	352	309	320	304	288
Accounts Payable Invoices Entered	512	716	528	480	553	542	387	362	501	625	1,672	1,453	1,393
Journal Entries Processed	165	178	150	138	176	123	137	123	116	123	129	145	150
Miscellaneous Receipts	186	210	220	207	273	246	261	310	225	284	226	559	462
Purchase Orders Issued	74	87	90	94	265	280	267	106	105	92	126	160	111
Utility Deposit Refunds Processed	49	73	35	38	65	30	38	23	36	50	47	112	176
Local Option Sales Tax	\$ 146,601	\$ 146,581	\$ 166,217	\$ 144,473	\$ 131,333	\$ 134,643	\$ 163,847	\$ 135,719	\$ 140,018	\$ 141,841	\$ 146,436	\$ 141,067	\$ 142,785
Special Local Option Sales Tax - 2013	129,914	130,106	145,022	128,043	116,393	119,317	145,200	120,542	123,874	125,703	129,784	125,018	126,510

Performance Indicators	Jul-17	Jun-17	May-17	Apr-17	Mar-17	Feb-17	Jan-17	Dec-16	Nov-16	Oct-16	Sep-16	Aug-16	Jul-16
Personnel													
Payroll & Benefits													
Budgeted Positions	228	228	228	228	228	228	228	224	224	224	224	224	224
Filled Positions	207	207	208	208	207	207	204	203	207	207	204	203	204
Vacancies	21	21	20	20	21	21	24	21	17	17	20	21	20
Unfunded Positions	32	32	32	32	32	32	32	34	34	34	34	34	34
Clinic Appointment Capacity	141	164	180	160	180	175	145	120	159	150	161	189	169
Clinic Ancillary Visits	54	56	73	72	61	22	5	15	4	43	9	42	60
Clinic Utilization Percentage	93%	95%	90%	83%	105%	60%	63%	68%	74%	87%	61%	94%	80%
Clinic No Shows	21	31	31	24	25	4	5	11	-	11	-	10	11
Clinic Utilization2	77	100	89	60	128	83	86	67	113	87	90	135	76
IT													
City Wide													
IT Support/Service	60	79	60	84	76	52	81	69	50	68	54	66	58
Airport													
Airport													
Airport Fuel Sales/Gallons	3,641	3,277	4,045	5,383	4,098	3,411	2,318	1,525	1,912	3,385	2,195	1,797	2,634
Airport Fuel Sales/\$	13,434	12,091	14,572	19,324	14,711	12,246	8,320	5,475	6,863	12,152	7,882	6,452	9,456



**SEPTEMBER 2017
FINANCIAL
STATUS REPORT**

City Of Monroe
 Financial Performance Report
 For the Period Ended
 July 31, 2017

CASH

Cash balances as of July 31, 2017 total \$34,229,042.13. The following table shows the individual account balances.

7/31/2017

GOVERNMENTAL FUND	
General Fund Checking	463,118.67
Stabilization Fund	1,250,000.00
Community Center Deposits	5,937.07
Group Health Insurance (Claims/Premiums)	497,362.74
Unemployment Fund	17,174.03
Workmen's Compensation (To Fund Claims)	64,465.50

CAPITAL PROJECTS FUND	
Capital Improvement - General Government	2,739.99
SPLOST	1,380,834.46
SPLOST 2013	3,502,433.00
GO Bond - Public Facilities	32,111.18

SPECIAL REVENUE FUND	
Hotel/Motel	17,621.19
DEA Confiscated Assets Fund	1,428.55
Confiscated Assets Fund	24,347.84

DEBT SERVICE FUND	
General Obligation	114.80

ENTERPRISE FUND	
Solid Waste	153,257.67
Solid Waste Capital	565,534.35
Utility Revenue	1,067,803.03
Utility Revenue Reserve	1,333,114.10
Utility MEAG Payment Acct	1,788.69
Utility MGAG Payment Acct	8,303.16
Utility Gov't Loan Payment Acct	26,020.69
Utility MEAG Short-Term Investment	4,615,511.90
Utility MEAG Intermediate Extended Investment	4,117,022.31
Utility MEAG Intermediate Portfolio Investment	1,120,566.93
Utility Capital Improvement	11,101,982.34
Utility GEFA Restricted	1,000.00
Utility Bond Sinking Fund	459,311.42
Tap Fees	909,034.90
Utility Customer Deposits	1,489,101.62

*City Of Monroe
Financial Performance Report
For the Period Ended
July 31, 2017*

GENERAL FUND

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

**REVENUE AND EXPENSE REPORT
GENERAL FUND**

	<u>Jul-16</u>	<u>Jul-17</u>	<u>Variance</u>	<u>2017 Budget</u>	<u>% Budget to YTD 2017</u>
REVENUE					
TAXES	3,669,658	3,725,635	(55,977)	6,659,447	55.95%
LICENSES & PERMITS	218,373	136,779	81,594	220,400	62.06%
INTERGOVERNMENTAL	217,234	60,075	157,159	91,591	65.59%
CHARGES FOR SERVICES	363,189	421,724	(58,535)	694,000	60.77%
FINES	166,069	142,317	23,752	425,000	33.49%
INVESTMENT INCOME	2	75	(73)	-	#DIV/0!
CONTRIBUTIONS & DONATIONS	17,250	22,056	(4,806)	42,000	52.51%
MISCELLANEOUS INCOME	122,118	151,566	(29,448)	205,700	73.68%
OTHER FINANCING SOURCES	1,093,359	1,237,526	(144,167)	2,298,407	53.84%
TOTAL REVENUE:	5,867,252	5,897,753	(30,501)	10,636,545	55.45%
EXPENSE					
GENERAL GOVERNMENT	872,786	928,642	55,856	1,283,253	72.37%
FINANCE	259,440	228,832	(30,608)	488,498	46.84%
PROTECTIVE/CODE INSPECTION	197,213	217,750	20,537	563,771	38.62%
FIRE	878,926	879,973	1,047	1,711,115	51.43%
HIGHWAYS & STREETS	804,720	864,658	59,938	1,620,804	53.35%
POLICE	2,018,073	2,178,092	160,019	3,800,281	57.31%
PARKS	156,811	140,497	(16,314)	326,098	43.08%
OTHER FINANCING USES	70,575	13,120	(57,455)	842,725	1.56%
TOTAL EXPENSES:	5,258,544	5,451,564	193,020	10,636,545	51.25%

Revenue

Collections were \$5,897,753 which is 55% of the total amount budgeted for 2017.

Taxes:

- General Property Tax - \$2.031 million which is 56% of budget to revenue. Until the last quarter of the year when property tax collections start coming in, this figure includes an estimated \$1.581 million.
- General Sales & Use Tax (Local Option Sales Tax) – Collections are at 51% of the budget with only 6 LOST checks received from the Dept of Revenue.
- Selective Sales & Use Tax (Alcohol Beverage, etc.) – Collections are on budget at 61% for the year.
- Business Tax is at 65% which includes \$475 thousand estimate for Insurance Premium Tax which is not paid until October. Occupation Taxes are at 100%. The due date for existing businesses was March 1.

*City Of Monroe
Financial Performance Report
For the Period Ended
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Licenses & Permits

- Business Licenses which include alcoholic beverage permits and insurance licenses are slightly over budgeted revenue with the bulk of the funds already collected.
- Building permits – \$63 thousand collected of the \$150 thousand budgeted.

Charges for Services

- Culture & Recreation (Event Fees) – 14% of budget has been collected at this time.
- Other Charges for Services (Self Insurance Fees) – is on budget.

Fines

- Municipal Court Collections – 33% of budget with \$142 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 74% of budget.

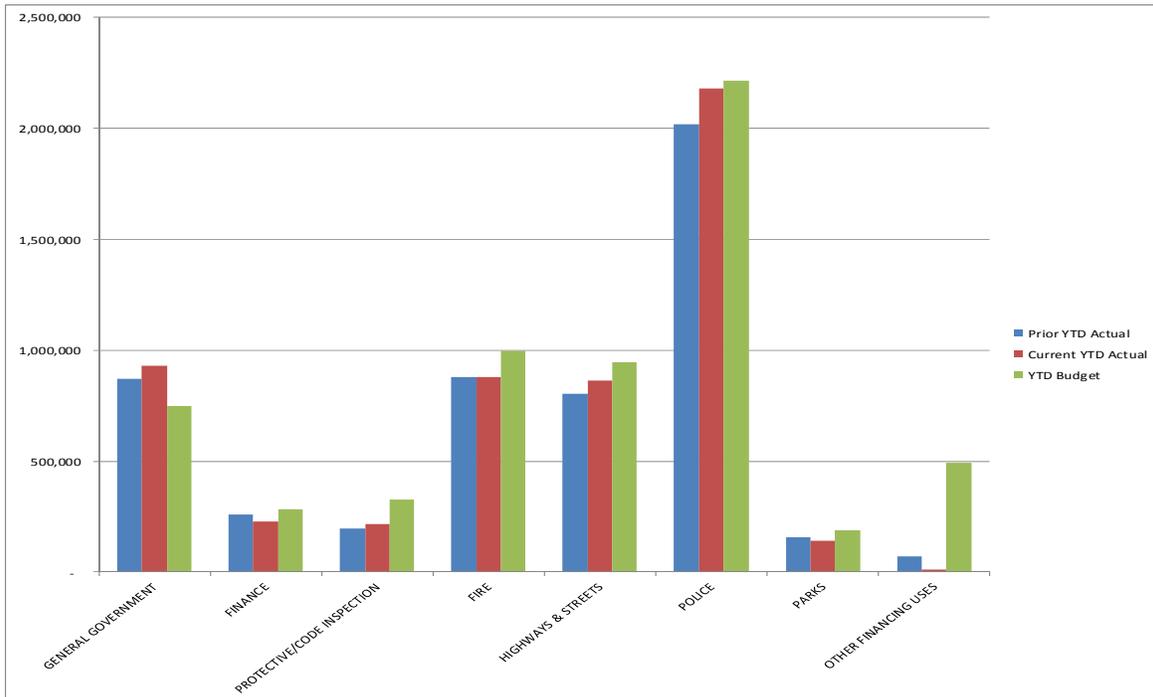
Other Financing Sources

- Operating transfers in from Utilities (for franchise fees) – collections are at 40% of the budget with \$818 thousand transferred from the utility fund franchise fees.

Expenditures

General fund total expenditures of \$5,451,564 are at 51% of the total budgeted for 2017. The target YTD percentage for this month should be at or below 58%.

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



City Of Monroe
Financial Performance Report
For the Period Ended
July 31, 2017

COMBINED UTILITIES

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

**REVENUE AND EXPENSE REPORT
COMBINED UTILITIES FUND**

	<u>Jul-16</u>	<u>Jul-17</u>	<u>Variance</u>	<u>2017 Budget</u>	<u>% Budget to YTD 2017</u>
REVENUE					
INTERGOVERNMENTAL	-	-	-	-	-
CHARGES FOR SERVICES					
WATER	2,883,220	2,792,960	90,260	4,765,000	58.61%
SEWER	2,249,660	2,299,958	(50,298)	3,856,740	59.63%
ELECTRIC	10,993,477	10,978,737	14,740	18,645,000	58.88%
NATURAL GAS	2,229,345	2,239,611	(10,266)	3,573,340	62.68%
CATV/INTERNET	3,088,991	3,147,541	(58,550)	5,723,000	55.00%
UTILITY NON SPECIFIC	437,000	376,827	60,173	-	-
INTEREST INCOME	146,241	673,554	(527,313)	50,000	1347.11%
CONTRIBUTIONS & DONATIONS	43,351	-	43,351	-	-
MISCELLANEOUS INCOME	950	-	950	-	-
OTHER FINANCING SOURCES	-	7,142	(7,142)	-	-
TOTAL REVENUE:	22,072,235	22,516,330	(444,095)	36,613,080	61.50%
EXPENSE					
FINANCIAL ADMINISTRATION	(1,065,070)	(1,087,036)	(21,966)	(1,767,276)	61.51%
UTILITY CUSTOMER SERVICE	548,239	610,907	62,668	1,074,210	56.87%
UTILITY BILLING	167,224	157,990	(9,234)	315,982	50.00%
CENTRAL SERVICES	349,607	318,139	(31,468)	681,663	46.67%
GENERAL ADMIN ELECTRIC/TELECOMM	105,972	100,899	(5,073)	251,758	40.08%
ELECTRIC	9,009,896	8,479,030	(530,866)	17,951,696	47.23%
TELECOMM	3,301,789	3,051,543	(250,246)	6,068,394	50.29%
GENERAL ADMIN GAS WATER & SEWER	66,246	14,925	(51,321)	211,669	7.05%
SEWER	1,484,012	1,719,010	234,998	3,674,167	46.79%
WATER	2,108,455	1,565,395	(543,060)	4,919,071	31.82%
GAS	1,557,491	1,442,003	(115,488)	3,231,746	44.62%
TOTAL EXPENSES:	17,633,861	16,372,805	(1,261,056)	36,613,080	44.72%

Revenue

Operating revenues total \$19,899,509 which is 54% of the total amount budgeted for 2017.

- Water – Charges for sales and services \$2.792 million, 58% of budget.
- Sewerage – Charges for sales and services \$2.299 million, 59% of budget.
- Electric – Charges for sales and services \$10.978 million, 58% of budget.
- Gas – Charges for sales and services \$2.239 million, 62% of budget.
- CATV/Internet – Charges for sales and services \$3.147 million, 55% of budget.

City Of Monroe
Financial Performance Report
For the Period Ended
July 31, 2017

Expenses

Operating expenses were \$16,372,805.

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
July 31, 2017

	<u>ADMINISTRATIVE DIVISION</u>	<u>CATV/INTERNET DIVISION</u>	<u>ELECTRIC DIVISION</u>	<u>GAS DIVISION</u>	<u>WASTEWATER DIVISION</u>	<u>WATER DIVISION</u>	<u>TOTAL ALL DIVISIONS</u>
OPERATING REVENUES							
Charges for sales and services	\$ -	\$ 3,147,541.03	\$ 10,978,736.54	\$ 2,239,611.38	\$ 2,299,957.69	\$ 2,792,960.85	\$ 21,458,807.49
Customer account fees	406,089.54	-	-	-	-	-	406,089.54
Other revenue - allocation	(532,523.38)	75,139.05	236,882.35	50,680.25	73,781.12	96,040.61	-
Other	-	-	-	-	-	-	-
Total operating revenues	<u>(126,433.84)</u>	<u>3,222,680.08</u>	<u>11,215,618.89</u>	<u>2,290,291.63</u>	<u>2,373,738.81</u>	<u>2,889,001.46</u>	<u>21,864,897.03</u>
OPERATING EXPENSES							
Cost of sales and services	-	2,004,639.10	6,088,232.41	750,423.20	-	-	8,843,294.71
General operating expenses	(17,066.29)	824,071.12	1,931,974.98	571,973.76	1,394,802.59	1,279,098.46	5,984,854.62
Depreciation	-	-	-	-	-	-	-
Amortization	-	-	-	-	-	-	-
Total operating expenses	<u>(17,066.29)</u>	<u>2,828,710.22</u>	<u>8,020,207.39</u>	<u>1,322,396.96</u>	<u>1,394,802.59</u>	<u>1,279,098.46</u>	<u>14,828,149.33</u>
Operating income (loss)	<u>(109,367.55)</u>	<u>393,969.86</u>	<u>3,195,411.50</u>	<u>967,894.67</u>	<u>978,936.22</u>	<u>1,609,903.00</u>	<u>7,036,747.70</u>
NON-OPERATING REVENUES (EXPENSES)							
Interest income	148,553.54	-	-	-	-	-	148,553.54
Other	-	-	525,000.00	-	-	-	525,000.00
Intergovernmental	-	-	-	-	-	-	-
Interest expense	(1,870.29)	-	-	(28,413.58)	(88,249.93)	(92,761.36)	(211,295.16)
Gain on disposal of capital assets	7,142.40	-	-	-	-	-	7,142.40
Total non-operating revenue (expense)	<u>153,825.65</u>	<u>-</u>	<u>525,000.00</u>	<u>(28,413.58)</u>	<u>(88,249.93)</u>	<u>(92,761.36)</u>	<u>469,400.78</u>
Income (loss) before capital contributions and transfers	<u>44,458.10</u>	<u>393,969.86</u>	<u>3,720,411.50</u>	<u>939,481.09</u>	<u>890,686.29</u>	<u>1,517,141.64</u>	<u>7,506,148.48</u>
Capital contributions	-	-	-	-	-	-	-
Capital assets	(8,196.00)	(97,368.23)	(165,441.60)	(9,605.80)	(142,238.70)	(85,700.00)	(508,550.33)
Transfers in	-	-	-	-	-	-	-
Transfers out	(7,000.00)	(125,464.26)	(394,279.47)	(96,511.54)	(93,718.31)	(107,834.71)	(824,808.29)
	<u>(15,196.00)</u>	<u>(222,832.49)</u>	<u>(559,721.07)</u>	<u>(106,117.34)</u>	<u>(235,957.01)</u>	<u>(193,534.71)</u>	<u>(1,333,358.62)</u>
Change in net position	<u>\$ 29,262.10</u>	<u>\$ 171,137.37</u>	<u>\$ 3,160,690.43</u>	<u>\$ 833,363.75</u>	<u>\$ 654,729.28</u>	<u>\$ 1,323,606.93</u>	<u>\$ 6,172,789.86</u>
Net position, beginning of year							67,551,155.00 [¶]
Net position, end of period	<u>\$ 29,262.10</u>	<u>\$ 171,137.37</u>	<u>\$ 3,160,690.43</u>	<u>\$ 833,363.75</u>	<u>\$ 654,729.28</u>	<u>\$ 1,323,606.93</u>	<u>\$ 73,723,944.86</u>

*City Of Monroe
Financial Performance Report
For the Period Ended
July 31, 2017*

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>Jul-16</u>	<u>Jul-17</u>	<u>Variance</u>	<u>2017 Budget</u>	<u>% Budget to YTD 2017</u>
REVENUE					
CHARGES FOR SERVICES	2,503,488	2,861,538	(358,050)	4,548,708	62.91%
CONTRIBUTIONS & DONATIONS	-	-	-	-	-
TOTAL REVENUE:	2,503,488	2,861,538	(358,050)	4,548,708	62.91%
EXPENSE					
ADMINISTRATION	187,526	165,920	(21,606)	332,096	49.96%
SOLID WASTE COLLECTION	480,150	418,037	(62,113)	934,299	44.74%
SOLID WASTE DISPOSAL	1,186,541	1,325,043	138,502	2,467,527	53.70%
RECYCLABLE COLLECTION	51,869	37,073	(14,796)	162,849	22.77%
PUBLIC EDUCATION	-	-	-	-	-
YARD TRIMMINGS COLLECTION	95,167	101,028	5,861	199,805	50.56%
OTHER FINANCING USES	132,175	141,817	9,642	452,132	31.37%
TOTAL EXPENSES:	2,133,428	2,188,918	55,490	4,548,708	48.12%

Revenue

Collections for fiscal year 2017 are \$2.861 million or 62% of the revenue budget appropriation. As of Aug 1, we have \$152 thousand in transfer station revenue billed over 30 days with an additional \$204 thousand in current transfer station billing.

- Sanitation Fees – Collections through July is just over \$1.178 million, 62% of budget.
- Transfer Station Fees – Revenue of \$1.496 million.

Expenses

Solid Waste expenses are at 48.12% of the total budget or \$2,188,918. This includes 6 landfill payment to Oak Grove Landfill.

City Of Monroe
 Financial Performance Report
 For the Period Ended
 July 31, 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



FIRE

DEPARTMENT

MONTHLY REPORT

SEPTEMBER

2017

	Canceled Call	39	22	31	38	37	32	44						243
	No Emergency Found	6	5	6	7	4	6	6						40
	Good Intent Other	6	1	7	4	2	1	2						23
	Total Good Intent Calls	51	28	44	49	43	39	52	0	0	0	0	0	306
	False Alarm													
	Malicious Alarm	0	0	0	1	0	2	1						4
	System/Detector Malfunction	5	2	3	7	3	5	5						30
	Unintentional Activation	2	0	9	6	6	6	5						34
	Alarm Other	5	3	0	0	0	0	0						8
	Total False Alarm	12	5	12	14	9	13	11	0	0	0	0	0	76
	SEVERE WEATHER													
	Sever Weather	0	0	0	1	0	0	0	0	0	0	0	0	1
	TOTAL	222	176	208	211	220	199	237	0	0	0	0	0	1473
	AID GIVEN TO WCFR	3	3	4	9	1	6	4						30
	AID RECEIVED FROM WCFR	8	7	8	6	6	6	6						47
	PUBLIC RELATIONS/EVENTS	0	0	3	3	12	5	3						26
	TRAINING HRS.	253.5	233	270	246	303.5	182.5	320.5						1809.03
	BUILDING INSPECTIONS	23	22	14	18	16	12	18						123
	SMOKE ALARMS ISSUED TO PUBLIC	10	17	250	0	0	0	0						277
	ARSON INVESTIGATIONS/CITY	0	1	3	1	1	0	2						8
	ARSON INVEST./INTER AGENCY	1	2	0	3	0	0	0						6



POLICE

DEPARTMENT

MONTHLY REPORT

SEPTEMBER

2017

Public Safety Dept. Activity Report-2017 JULY

Monroe Police Dept.		Monroe Fire Dept.			
Calls for Service	3487	FIRES		PHONE CALLS	197
		Building	2	TOTAL	197
Calls to MPD	1867	Cooking	2	SERVICE CALLS	
		Vehicle	1	Assist other Agency	2
Court Cases	394	Grass	1	Public Service	3
		Trash/Waste	0	Service other	17
Training Hours	271	Dumpster	0	TOTAL	22
		Fire Other	0	GOOD INTENT CALL	
Part 1 Crimes	88	TOTAL	6	Canceled call	44
		EMS		No Emergency Found	6
Part 2 Crimes	43	EMS Calls	52	Good Intent Other	2
		Medical Assist.	83	TOTAL	52
Arrest-Adult	82	Vehicle Accident w/injuries	4	FALSE ALARM	
Juvenile	2	Vehicle/Pedestrian Accident	0	Malicious Alarm	1
		MVA/No injuries	5	System/Detector Malfunction	5
C/S Trash Pick up	0	Extrication	0	Unintentional Activation	5
Tires	0	EMS other	0	Alarm Other	0
		TOTAL	144	TOTAL	11
		HAZARDOUS CONDITIONS		SEVER WEATHER	
		Flammable Liquid Spill	0	Sever Weather	0
		Gas Leak(LP/Natural Gas)	0	TOTAL	0
		Hazardous Other	2	GRAND TOTAL	237
		TOTAL	2		
Community Events					
7/1-Farmers Market					
7/1-Independence Day Celebration		Aid Given to WCFR	4		
7/7-Rescheduled-First Friday Concert		Aid Received from WCFR	6		
7/8-Farmers Market					
7/8-A Strong Hands Up Class		Public Relations/Events	3		
7/8-Community Impact Day.		Training Hrs.	320.5		
7/8-Rescheduled-Walton Community Spiritual Outreach		Building Inspections	18		
7/15-Farmers Market		Smoke Alarms Issued to Public	0		
7/20th thru 23rd-Tent Revival Church Meeting		Arson Investigations/City	2		
7/22-Farmers Market		Arson Invest./Inter Agency	0		
7/22-A Strong Hands Up Class					
7/22-Neighborhood Event					
7/22-Doughnut sale					
7/22-Ttile Max Community Event					
7/22-Benefit for School Children					
7/23-Verizon Book Bag giveaway					
7/26-Boys & Girls Club Summer Bash					
7/28-Movie at the Mill					
7/29-MADD Meeting					
7/29-Farmers Market					

COMPARISON OF CITATIONS 2016/2017

	Jul-16	Jul-17
CITATIONS/WARNINGS ISSUED:	186	348
ADJUDICATED/CLOSED CASES	99	394
FINES COLLECTED PER MONTH	\$15,504.75	\$32,264.50
YEAR TO DATE COLLECTED:	\$163,259.04	\$235,266.75



WALTON COUNTY 911

Radio Log Statistical Report, by Unit

<u>Unit</u>	<u>Unit Description</u>	<u>Number of Logs</u>
309	LAW ENFORCEMENT UNIT	1
314	LAW ENFORCEMENT UNIT	2
320	LAW ENFORCEMENT UNIT	1
323	LAW ENFORCEMENT UNIT	4
352	LAW ENFORCEMENT UNIT	3
353	LAW ENFORCEMENT UNIT	2
355	LAW ENFORCEMENT UNIT	18
356	LAW ENFORCEMENT UNIT	5
358	LAW ENFORCEMENT UNIT	5
360	LAW ENFORCEMENT UNIT	12
361	LAW ENFORCEMENT UNIT	61
362	LAW ENFORCEMENT UNIT	19
363	LAW ENFORCEMENT UNIT	20
366	LAW ENFORCEMENT UNIT	11
367	LAW ENFORCEMENT UNIT	1
370	LAW ENFORCEMENT UNIT	4
372	LAW ENFORCEMENT UNIT	17
	Total Radio Logs:	186

Report Includes:

All dates between `00:00:00 07/01/17` and `00:00:00 08/01/17`, 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

<u>Nature of Incident</u>	<u>Total Incidents</u>
FIGHT VIOLENT	16
ANIMAL COMPLAINT	32
INJURED ANIMAL	3
VICIOUS ANIMAL	1
PROWLER	8
ATTEMPTED BURGLARY	3
BURGLARY IN PROGRESS	7
BURGLARY REPORT	5
DOMESTIC NON-VIOLENT	92
DOMESTIC VIOLENT	5
ARMED ROBBERY	2
WARRANT SERVICE	28
SUBJECT WITH WEAPON	5
SUSPICIOUS PERSON	133
SUSPICIOUS VEHICLE	138
TRAFFIC STOP	1
SUICIDE ATTEMPT	3
SUICIDE THREAT	1
KEYS LOCKED IN VEHICLE	132
SPEEDING AUTO	2
ACCIDENT NO INJURIES	58
ACCIDENT WITH A DEER	3
ACCIDENT WITH INJURIES	9
PERSON STRUCK WITH AUTO	1
ACCIDENT UNKNOWN INJURIES	6
ROAD HAZARD	6
DRUNK DRIVER	1
INTOXICATED PERSON	2
HIT AND RUN	5
DIRECT TRAFFIC	1
TRANSPORT FOR BUSINESS	4
FUNERAL ESCORT	7
TRANSPORT	13
DISABLED VEHICLE	32
AREA/BLDG CHECK	1583
LITTERING/ILLEGAL DUMPING	3
RAPE	1
SEXUAL ASSAULT	4
CHASE	3
BANK ALARM	1
BUSINESS ALARM	55
CHURCH ALARM	5
RESIDENTIAL ALARM	40
SCHOOL ALARM	2

<u>Nature of Incident</u>	<u>Total Incidents</u>
SUBJECT IN CUSTODY	4
TRANSPORT TO COURT	3
TRANSPORT TO JAIL	3
DEMENTED PERSON NON-VIOLENT	5
STOLEN VEHICLE	9
911 HANGUP	39
CONTROL SUBSTANCE PROBLEM	3
AGENCY ASSISTANCE	11
ASSAULT	4
ASSAULT PRIORITY 3	2
ASSAULT LAW ENFORCEMENT ONLY	5
ANIMAL BITE PRIORITY 3	1
CHILD CUSTODY DISPUTE	2
CIVIL ISSUE/DISPUTE	10
COUNTERFEIT MONEY	2
CIVIL PAPER SERVICE	1
DAMAGE TO PROPERTY	35
DISPUTE NON VIOLENT IN NATURE	102
DISPUTE VIOLENT IN NATURE	1
DISTRUBING THE PEACE	11
Dead Body	3
EMERGENCY MESSAGE	2
LE ASSIST FOR EMS	23
ENTERING AN AUTO	36
EXTRA PATROL REQUEST	13
ASSIST FIRE DEPARTMENT	7
FIREARMS DISCHARGED	17
FIREWORKS	9
FOLLOW UP TO PREVIOUS CALL	4
FOUND PROPERTY	14
FRAUD	11
GUNSHOT WOUND PRIORITY 1	1
GUNSHOT WOUND PRIORITY 2	1
HARRASSING PHONE CALLS	5
HARRASSMENT	16
ILLEGAL PARKING	10
JUVENILE RUNAWAY	2
JUVENILE COMPLAINT	19
JUVENILE PROBLEM -NO COMPLAINT	2
LOUD MUSIC COMPLAINT	14
MISSING PERSON	4
MISCELLANEOUS LAW INCIDENT	48
ROAD RAGE	1
SAFETY SOBRIETY CHECK POINT	1
PHONE CALLS/MAIL SCAMS	2
SHOPLIFTING	8
SHOTS FIRED	2
THEFT IN PROGRESS	1
THEFT REPORT	32
THREATS	21

<u>Nature of Incident</u>	<u>Total Incidents</u>
TRAFFIC VIOLATION	387
TRAILER INSPECTION	2
TREE DOWN	1
TRESPASSING	4
UNCONSCIOUS PRIORITY 1	1
UNKNOWN PRIORITY 1	2
UNKNOWN LAW PROBLEM	12
UNSECURE PREMISES	4
VEHICLE INSPECTION	5
WELFARE CHECK	25

Total reported: 3487

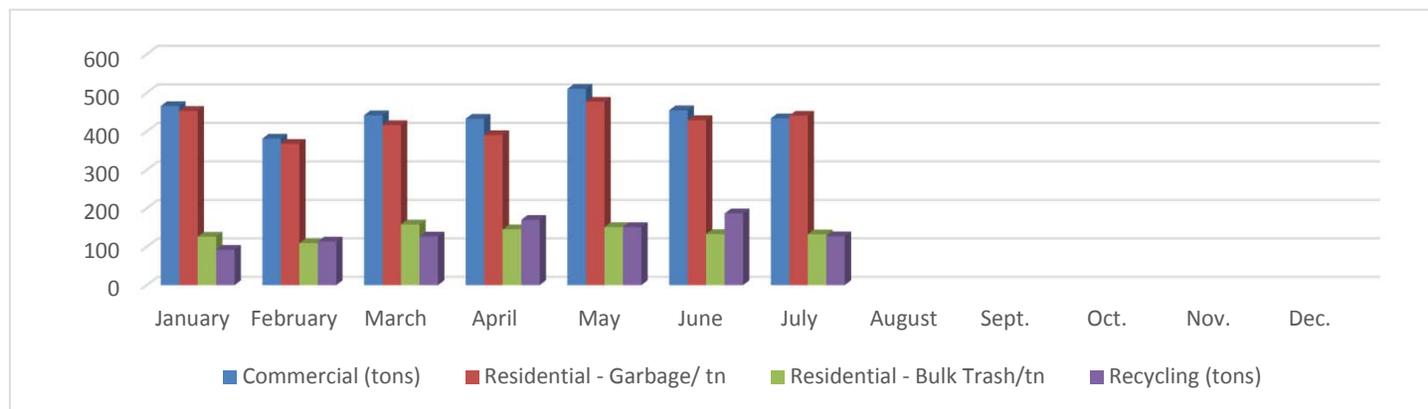
Report Includes:

All dates between `00:00:00 07/01/17` and `00:00:00 08/01/17`, 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
SEPTEMBER
2017**

2017	January	February	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.
Commercial (tons)	465.46	381.21	441.82	432.73	510.02	454.5	433.6					
Residential - Garbage/ tn	453.21	367.69	415.94	390.21	476.68	428.88	440.64					
Residential - Bulk Trash/tn	125.95	108.94	158.02	145.21	150.95	133.02	132.25					
Recycling (tons)	92.20	113.59	126.62	169.85	151.16	186.67	127.21					
Transfer Station (tons)	5,459.82	4,981.88	5,784.47	5,226.22	6,235.12	5,610.73	5,240.39					
Customers (TS)	14	14	14	15	14	14	15					
Sweeper (tons)	4.1	10.06	13.47	14.27	26.45		5.69					
Storm drain debris (tons)	8.21	0.28	0.13	1.23	0.79	0.58						
	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					
Recycling - Curbside (tons)	11.56	13.77	15.81	18.24	19.35	20.32	15.78					
Recycling - Cardboard (tons)	11.24	9.24	11.81	13.02	13.86	13.17	11.33					
Recycling - Scrap Metal (tons)	8.86	14.18		7.43	3.66	28.58						
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)					
Garbage carts (each)	30	64	63	47	67	68	30					
Recycling bins (each)	17	18	22	19	16	16	19					
Dumpsters (each)	3	3	7			1						
Lids & Rods (each)	13	2		4 & 2	4	2 & 1	1					
Cemetery Permits	4	5	2	3	1	5	7					





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

Public Works Administration

July 2017

* The Public Works Office received 531 calls during this period.

*The Public Works Office issued 86 work orders of which 72 were completed.

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

Fleet Maintenance Division

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

Department	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
Airport	1	1				1							3
City Hall													0
Code		1			1	1							3
Electric/Cable	2	10	6	4	6	7	9						44
Finance													0
Fire	4	4	4	6	6	6	11						41
Gas/Water/Sewer	8	7	6	7	3	8	3						42
GUTA					1								1
Meter Readers		1	2	1			1						5
Motor Pool													0
Police	15	18	19	25	22	16	23						138
Public Works	52	39	44	46	46	41	41						309
TOTAL	82	81	81	89	85	80	88	0	0	0	0	0	586

Grounds Division

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

*Picked up .46 tons/920 pounds of litter on various city streets.

Street Division

*The right of way crew continues to trim limbs, cut grass and picked up .86 tons/1,720 pounds of litter. Crews have also completed road repairs on various streets, and completed asphalt patching for this years' LMIG 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.



Water, Sewer, Gas & Stormwater

Monthly Report

August 1, 2017

	JAN	FEB	MAR	APR	MAY	JUN	JUL	JUL	AUG	SEPT	OCT	NOV	DEC	AVERAGE
WATER TREATMENT PLANT														
Processed (MG)	70.8	60.4	67.2	70.9	77.4	75.1	83.5	85.1	81.9	81.3	80.6	76.3	73.8	75.7
Average Daily (MG)	2.2	2.1	2.2	2.4	2.5	2.5	2.7	2.7	2.6	2.7	2.6	2.5	2.4	2.5
WATER DISTRIBUTION														
Workorders	67	59	70	62	84	60	84	109	146	80	76	63	62	78.6
Service Calls	41	39	48	51	63	54	63	61	75	85	82	45	44	57.8
Emergency Calls	26	16	17	27	16	28	24	34	37	30	35	49	9	26.8
Leaks Repaired	24	17	21	26	23	25	34	36	51	41	42	26	27	30.2
Meter Replacments	0	3	3	5	7	7	10	4	5	6	2	5	1	4.5
New Services	6	9	6	4	8	6	5	9	6	2	4	7	8	6.2
Pipe Installation/Repair (FT)	300	0	0	0	0	0	100	0	0	0	300	3,800	400	376.9
WASTEWATER TREATMENT PLANT														
Treated (MG)	63.5	45.9	50.1	62.9	59.3	60.0	60.1	55.7	47.6	50.3	47.4	43.9	49.4	53.5
Average Daily (MG)	2.0	1.6	1.6	2.1	1.9	2.0	1.9	1.8	1.5	1.7	1.5	1.4	1.6	1.7
WASTEWATER COLLECTION														
Workorders	22	22	11	21	9	15	10	14	10	0	17	18	19	14.5
Service Calls	11	19	6	18	4	6	8	9	4	5	11	11	14	9.7
Emergency Calls	11	3	2	3	5	9	2	5	6	9	6	7	5	5.6
Services Installed	5	3	2	2	2	1	2	1	1	3	2	3	5	2.5
Cleanouts Installed	2	3	3	1	2	0	1	1	1	3	2	1	5	1.9
Pipe Installation/Repair (FT)	121	54	58	59	387'	25	41'	15	35	285	46	32	81	811.0
NATURAL GAS														
Natural Gas Sold (MCF)	42,660	39,472	33,973	29,057	17,287	13,502	11,154	10,558	8,946	9,639	11,137	12,781	23,432	20,277
Workorders	62	33	49	36	37	30	20	16	30	27	28	34	44	34.3
Service Calls	35	26	34	23	21	13	11	10	6	23	15	26	35	21.4
Leaks Calls	17	7	15	13	7	8	8	7	11	2	4	8	9	8.9
ERT Replacments	3	8	19	4	5	4	0	0	0	0	0	0	1	3.4
Meter Replacments	0	0	0	0	0	0	1	1	3	7	0	7	0	1.5
New Services	5	3	3	1	4	5	1	3	7	2	4	4	5	3.6
Pipe Installation/Repair (FT)	0	0	0	0	0	0	0	2,500	0	0	2,707	3,000	3,003	862.3
STORMWATER														
Workorders	1	0	0	6	6	6	5	0	0	2	1	0	1	2.2
Emergency Calls	0	0	0	0	0	0	0	1	0	0	0	0	0	0.1
Pipe Installation/Repair (FT)	40	0	0	70	77	0	154	28	60	40	80	48	0	45.9
Ditches/Pipe Cleaned (FT)	614	80	0	246	120	360	250	100	120	60	410	20	40	186
Pond Inspections	1	0	0	0	0	0	0	0	0	0	0	0	0	0.1
Grates Cleaned/Cleared	114	52	20	74	22	1	0	80	108	20	0	88	175	58.0
GEORGIA UTILITY TRAINING ACADEMY														
On-Site Classes Held	15	26	31	16	13	17	9	4	16	7	14	21	4	14.8
On-Site Attendance	49	56	88	41	35	54	16	15	43	59	43	34	14	42.1
Off-Site Classes Held	0	0	13	2	6	1	6	5	1	0	6	0	2	3.2
Off-Site Attendance	0	0	42	13	23	9	72	24	15	0	51	0	28	21.3
Sponsorships	0	0	0	0	0	0	0	0	0	1	0	0	0	0.1

Items of interest:



Called Meeting

AGENDA

September 5, 2017

Item:

August 9, 2017 Airport Commission Minutes

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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Attachments / click to download

 [Airport Minutes](#)

City of Monroe,
Airport Advisory Committee Meeting Minutes
August 9, 2017
10 AM – City Hall Conference Room

The meeting was called to order at 10 AM by Chairman Larry Fussell. In attendance were members Bill Scott, Bill Stone, Rodney Etheredge, Dan Nugent, as well as Jimmy Richardson (City Councilman) and Chris Bailey (City Purchasing Manager).

The June meeting minutes and today's agenda were approved.

Committee Reports:

Fuel Farm: Chris reported that the months of June and July had 119 and 137 transactions respectively. June had 3,300 gallons at \$12,090 and July had 3,600 gallons at \$13,433 yielding a combined profit of \$1,931. This resulted in completing the original investment break-even point for the fuel farm ahead of schedule in 22 months. This validates the pricing strategies and need for the fuel farm.

Old Business:

Standard Operating Procedures: Larry has put together input from all the committee members with their suggestions for revision. Chris will review them and update as needed on the City website.

New Business:

Fuel Truck Lease: Chris announced that the Jet-A fuel truck is now operational effective August 2 after gaining appropriate GDOT approvals and filling with fuel. The City is leasing the truck at \$1,000/month. Current pricing is \$3.49/gallon that is posted on AirNav website and is believed to be competitive with other surrounding airports. A discussion about how to get more Jet traffic at Monroe was started by Larry. Rodney said that local jets won't make a special trip to Monroe for fuel and jet refueling destination for cross-country flight planning is unlikely. Additional Internet sites for posting the availability of Jet-A at Monroe were suggested for better awareness. Bill Scott is a user of Jet-A fuel and said that although it will take time to build sales up to the 2,000 gallons/month level for break-even, it is an important amenity/service for future growth at D73.

Land Lease Activity: Chris reported that there have been discussions with two new land lease prospects who would build their own hangars. One would build a hangar for 2-3 aircraft on the east side and the other would build 13 T-hangars next to the existing FBO hangars. No names or details are being disclosed at this time as negotiations proceed. Rodney asked what the land lease terms would be and Chris said there are no fixed rates now although the current rate is \$.20/ square foot. Larry has studied the long-term benefits of such leases and concludes that the City will not see significant revenue for multiple-decades versus City financed hangars with much quicker ROI. Rodney told about his visit to the Griffin Airport where most of the hangars are land lease and the Airport Manager warned Rodney (Monroe) not to do it due to revenue loss needed for operations and improvements. Larry cautioned against too many private hangars and Bill Scott pointed out that FAA requires a FBO and hangars to be eligible for funding.

Funding Allocation: Chris reported that FY18 Project funding by GDOT will only be \$54,000 to be used exclusively for design of a larger apron area on east side only. No other improvement requests were granted! This is a big disappointment and the City needs to get more support from its consultant to move forward. There could be an additional FAA requirement for additional obstruction (tree) removal next year. The next CIP needs to plan for more infrastructure improvements such as the LVP approach project originally budgeted for \$50,000 by BWSC. Bill Stone suggested that the LVP approach should be the highest improvement project now. Rodney said that from a business aspect, future projects should be revenue producing. Chris said that the City is not breaking-even with the airport. Larry requested that a BWSC representative be at our next meeting in October. Chris agreed.

Hangar Discussion: Chris asked our opinion on building open hangars (no closed walls) vs. the traditional closed hangar. There was unanimous agreement that open hangars are not desirable to renters because they do not provide weather protection, security, or a professional appearance. Low cost open hangars will not generate more business for Monroe.

Open Discussion: Rodney said that local elections are coming with politicians calling for City improvements and that most do not consider the airport an asset that needs more money. Dan said that the City doesn't recognize the value of their airport for future economic development and we need to actively promote the improved airport with key politicians/influence City and County leaders. Jimmy agreed that it has been very difficult to get funding and interest for the airport. Bill Scott asked about updating the website and Chris said that is already underway. We agreed that we need to develop a clear vision for the future of the airport and how to "Sell" it to the decision makers in the City and County. Larry suggested that each member contact his County Commissioner to update them on the airport status and need for support to benefit Walton County. Dan suggested that we develop a set of "Talking Points" to help tell our story and ask for specific actions. Larry agreed and said he would like Chris and Dan to work with him to build an education/ promotion program and talking points to be used before the next meeting in October. Dan remarked that we may want to invite the individual politicians to visit the airport but we need to make sure the grass has been cut (now very overgrown due to bad weather and faulty mowing equipment).

The meeting was adjourned at 11:15 AM.

Respectfully submitted,

Dan Nugent
Secretary



Called Meeting

AGENDA

September 5, 2017

Item:

Approval - Ammons Bridge Road Culvert Repair - Intergovernmental Agreement

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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Attachments / click to download

 [Ammons Bridge Road Repair IGA Info](#)



To: Public Works Committee
From: Logan Propes, City Administrator
Department: STREETS & TRANSPORTATION
Date: 08/01/2017
Description: AMMONS BRIDGE ROAD CULVERT REPLACEMENT – IGA WITH WALTON COUNTY

Budget Account/Project Name: n/a

Funding Source: 2013 SPLOST

Budget Allocation: n/a Allocated in each dept. n/a

Budget Available: n/a Allocated in each dept. n/a

Requested Expense: \$11,425.00 Company of Purchase: n/a

Recommendation:

Staff recommends that the Council authorize the Mayor to execute intergovernmental agreement with Walton County Board of Commissioners for the cost sharing of the emergency repair on the Ammons Bridge Rd. culvert in the amount of \$11,425.00.

Background: On August 3rd, the City was notified about a dangerous situation with the culvert box on Ammons Bridge Rd. at the point where the city limits meet the county line. It was determined that approximately 25% of the culvert infrastructure was in the city. The City Administrator authorized the County to proceed with emergency repair work which was estimated at the time to cost approximately \$46,000 with the understanding the city would pay its share of the cost later. The total invoice for repair work was \$45,700.00. If not for the emergency repair the road was in imminent risk of collapse and longer-term closing, which would have been far more expensive to repair.

Walton County will take up this matter in their September meetings as well.

Funding can come from the 2013 SPLOST fund – Transportation category.

Attachment(s): Walton County BOC IGA

**SERVICE DELIVERY STRATEGY
INTERGOVERNMENTAL AGREEMENT**

This Agreement is made this _____ day of _____, 2017 by and between Walton County, Georgia, a political subdivision of the State of Georgia, whose address is Historic Walton County Courthouse, 111 South Broad Street, Monroe Georgia, 30655 (the "County"), and the City of Monroe, a municipality in the State of Georgia, whose address is P.O. Box 1249, Monroe, Georgia 30655, (the "City"), and both parties have been duly authorized to enter into this Agreement.

WITNESSETH:

WHEREAS, the parties to this Agreement are both governmental units; and
WHEREAS, the parties are authorized to provide the services set forth herein; and
WHEREAS, pursuant to Article IX, Section III, Paragraph I of the Constitution of Georgia the County and the city are authorized to enter into Intergovernmental Agreements with each other for periods not exceeding fifty (50) years in connection with the activities which these governments are authorized to undertake.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and in consideration of the mutual promises and undertakings contained herein, the parties hereto do hereby agree and consent to the following:

1) Effective Date

This Agreement shall be effective on the 7 day of August, 2017.

2) Description of Services and Responsibilities of Each Party

The County agrees to perform the services and the City agrees to compensate the County for these services as more particularly set forth on the Description of Services attached hereto and incorporated herein as Exhibit A.

3) Payment

Payment for the services shall be as set forth on Exhibit A.

4) Indemnification

To the extent permitted by law, the County shall at its sole cost and expense fully indemnify, defend and hold harmless the City, its officers, and employees and agents against any claims, suits, action, liabilities and judgments from third parties for damages which may be the result of willful, negligent, or tortious conduct or operations of agents and employees of the County.

To the extent permitted by law, the City shall at its sole cost and expense fully indemnify, defend and hold harmless the County, its officers, and employees and agents against any claims, suits, action, liabilities and judgments from third parties for damages which may be the result of willful, negligent, or tortious conduct or operations of agents and employees of the City.

It is understood by the parties that no employees, officers, or agents of either party shall be under or subject to the direction of control of the other party, its officers and agents for any of the services provided pursuant to this Agreement. Nothing

contained within this Agreement shall in any way be interpreted to waive the rights of sovereign immunity held by either party to claims for damages or injury occasioned through the conduct of the parties or their agents acting under this Agreement.

5) Term

This Agreement shall commence on the effective date set forth herein and will terminate on the 31 day of December, 2017 unless otherwise terminated as set forth herein. In no event shall this Agreement extend for a period greater than 50 years.

6) Termination

This Agreement may be unilaterally terminated by either party, in whole or in part, for any reason whatsoever. The terminating party shall terminate by delivering in writing to the other party with at least thirty (30) days notice to the other party, a Notice of Termination specifying the nature, extent, and effective date of termination.

7) Notice

All notices required under this Agreement shall be either hand delivered or in writing and shall be sent via Certified U.S. Mail, return receipt requested as follows:

To County

Walton County Board of Commissioners
Historic County Courthouse
111 South Broad Street
Monroe Georgia 30655

To City

City of Monroe
P.O. Box 1249
Monroe, Georgia 30655

A copy of all correspondence should also be delivered to the attorney of each jurisdiction. All notices sent to the above addresses shall be binding unless said address is changed in writing to the other party.

8) No Third Party Beneficiaries

This Agreement is for the benefit of the parties hereto only and is not intended to benefit any third party or to give rise to any duties to or causes of action for any third party.

9) Georgia Laws Govern

This agreement shall be governed by and construed and enforced in accordance with the laws of the State of Georgia

10) Venue

This Agreement shall be deemed to have been made and performed in Walton County, Georgia. For the purposes of venue, all suits or causes of action arising out of this Agreement shall be brought in the courts of Walton County, Monroe, Georgia.

11) Successors and Assigns

Neither party shall assign, sublet or transfer Its interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officers, agents or officials of either party.

12) Entire Agreement

This Agreement constitutes the entire Agreement between the parties hereto as to all matters contained herein and supercedes any existing agreements(s) between the City and the County for the provision of the services set forth on Exhibit A. No representation oral or written not incorporated herein shall be binding upon the parties hereto. All subsequent changes in this Agreement must be signed by all parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in three counterparts, each to be considered as an original by their authorized representative, on the day and date hereinabove written.

City: Monroe

County: Walton County

By: _____
Greg Thompson
Mayor

By: _____
Kevin W. Little
Chairman

ATTEST:

ATTEST:

Leta P. Talbird, County Clerk



Called Meeting

AGENDA

September 5, 2017

Item:

Presentation - Clearwater / GMC Engineering

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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

Attachments / click to download

 [Presentation Outline](#)

OPERATION / ENERGY ASSESSMENT / WWTP OPTIMIZATION PRESENTATION TO MONROE CITY COUNCIL

SEPTEMBER 5, 2017

INTRODUCTION – GOODWYN, MILLS AND CAWOOD, INC.

BACKGROUND OF WASTEWATER TREATMENT PLANT

- Originally constructed in 1992
- Upgraded in early 2000s to meet upcoming discharge limits
- Equipment approaching 20-30 year life, repair and maintenance required

DESCRIPTION OF EXISTING PLANT

- Influent Screens
- Grit Chamber
- Primary Clarifiers
- Biotowers
- Aeration Basin
- Secondary Clarifiers
- Chlorine Gas
- Anaerobic Digestion
- Sludge Drying Beds

PROGRESS TO DATE

- Presently in compliance
- Regularly replacing equipment
- Operation improved through optimization and equipment replacement
- Engineering analysis of plant (process, structural, and electrical)

OBSERVATION

- WWTP has capacity for City's growth
- WWTP is meeting and can meet discharge limits
- WWTP is efficiently designed with a few exceptions
- Much equipment needs to be replaced, upgraded

RECOMMENDED ROUTE

- Implement phased capital improvement plan
- Initiate a computer based maintenance system



Called Meeting

AGENDA

September 5, 2017

Item:

Approval - Roof Repair at older Water Treatment Plant Building on Marable Street

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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

Attachments / click to download

 [Roof Repair Info](#)



To: City Council
From: Rodney Middlebrooks, Director of Water & Gas
Chris Bailey, Central Services Manager
Department: Water Treatment Plant
Date: 8/30/17
Description: A request is being made for the contracting of the repair/replacement of the roof of the older Water Treatment Plant Building on Marable Street. Bids were performed by Garland/DBS, Inc. using US Communities contracts. This group has performed the project management and bid process for City Hall, Community Building, and Art Guild recently. The lowest bid was \$237,548.00 by Horizon Roofing.

Budget Account/Project Name: 2017 Water CIP Budget

Funding Source: 2017 Water CIP Budget

Budget Allocation: \$125,000.00

Budget Available: \$125,000.00

Requested Expense: \$237,548.00

Company of Purchase: Garland/DBS, Inc.

Recommendation:

Staff recommends the approval of this request for the contracting of the repair/replacement of the roof of the older Water Treatment Plant Building on Marable Street. Bids were performed by Garland/DBS, Inc. using US Communities contracts. This bid follows procurement policy guidelines by using State/Federal Contract bidding procedures.

Background:

It is the practice of the City of Monroe to continually upgrade and repair buildings as needed in the City of Monroe.

Attachment(s):

Quotation/Bid – 6 pages

Pictures – 5 pages



Garland/DBS, Inc.
3800 East 91st Street
Cleveland, OH 44105
Phone: (800) 762-8225
Fax: (216) 883-2055



ROOFING MATERIAL AND SERVICES PROPOSAL

City of Monroe
Water Treatment Plant Building A
205 E Marable Street
Monroe, GA 30655

Date Submitted: 8/30/2017

Proposal #: 25-GA-170943

MICPA # 14-5903

Georgia General Contractor License #: GCCO003281

Please Note: The following estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Cobb County, GA and U.S. Communities. This estimate should be viewed as the maximum price an agency will be charged under the agreement. Garland/DBS, Inc. administered a competitive bid process for the project with the hopes of providing a lower market adjusted price whenever possible.

Scope of Work: Building A Roof Replacement

Preparation

- 1 Tear off the existing roof system down to the concrete deck and metal deck. Remove only as much roofing as can be covered in the same day.
- 2 Deck Preparation:
 - a. Concrete Deck – Ensure the concrete is dry and free of debris before proceeding.
 - b. Metal Deck – Replace any damaged, missing, or unsafe metal decking at an additional cost per sqft. A per sqft cost line item will be on the bid form.

Vapor Barrier

- 3 Installation of the vapor barrier to follow:
 - a. Concrete Deck:
 - i. Prime the deck with asphalt primer and allow to dry.
 - ii. Install one ply of Ultra-Shield Mod Bit Torch Base Sheet over the concrete deck per the data sheets and specifications.
 - b. Metal Deck:
 - i. Install a new layer of ½" Securock board, mechanically attached over the metal deck per the engineered fastening pattern and wind uplift calcs provided.
 - ii. Install one ply of Ultra-Shield Mod Bit Torch Base Sheet over the concrete deck per the data sheets and specifications.

- 4 Install one ply of Ultra-Shield Mod Bit Torch Base Sheet on all walls, curbs, and details per data sheets, specifications, and details provided.

Insulation

- 5 Install new (R-20 average) Full Tapered ISO insulation w/ ¼" minimum slope, down over the vapor barrier using Deck Grabber E HR foam adhesive in the approved fastening pattern as provided by the wind uplift calculations.
- 6 Adhere down a ½" inch DensDeck board over the ISO using Deck Grabber E HR foam adhesive, using the specified fastening pattern as provided by the wind uplift calculations.
- 7 At parapet walls, units, and thru-wall scuppers, install appropriate crickets to accommodate best drainage as possible to roof drains.
- 8 Install sumps at all thru-wall scuppers to provide positive drainage.
- 9 Install non combustible perlite or glass fiber cant strips at all wall/curb detail treatments where angle changes are greater than 45 degrees. This is to be set in mastic.

Roof System

- 10 Install one ply of StressBase 80 mod bit base sheet over the coverboard using Weatherking cold process adhesive at a rate of 2-2.5 gal per square.
 - a. Before installation, cut base sheets to 18' and allow sheets to relax.
 - b. Install 80 mil SBS base sheet in cold process adhesive at 2 gal per square. Shingle laps in proper direction to shed water on each large area of roofing.
 - c. Subsequent rolls of base sheet shall be installed across the roof with a minimum of 4" side laps and 8" end laps. The end laps shall be staggered 12" minimum.
 - d. Allow the base sheets to cure at least thirty minutes before installing the cap sheet. However, the modified membrane must be installed the same day as the base ply – no phasing.
- 11 Install one ply of VersiPly Mineral mod bit cap sheet over the base sheet using Weatherking cold process adhesive at a rate of 2-2.5 gal per square.
 - a. Before installation, roll out the cap membrane and allow them to relax.
 - b. Install new Mineral Surfaced SBS Modified Membrane to the base sheet in cold process adhesive at two gallons per square. Shingle laps in proper direction to shed water on each large area of roofing.
 - c. The roll must push a puddle of adhesive in front of it and care should be taken to eliminate air entrapment under the membrane. Any fish mouths must be patched appropriately.
 - d. Subsequent rolls of modified shall be installed across the roof as above with a minimum of 4" side laps and 8" end laps. The end laps shall be staggered 12" minimum. The modified membrane shall be laid in the same direction as the underlayment, but the laps shall not coincide with the laps of the base layers.
 - e. Heat weld side and end laps using hot air gun, ensuring pencil thin bleed out.

Flashings

- 12 Install new 2-ply base flashings to all curbs and walls using the same rolls as above using Weatherking Flashing cold process adhesive at a rate of 4-6 gal per ply per square. Heat weld the horizontal lap only.
- 13 Terminate the top of the flashings using a tbar. Three course all vertical base flashing laps using Flashing Bond and 6" Garmesh. Three course the termination bar using Flashing Bond and Garmesh.
- 14 Install new boots, pitch pans, etc. on all details as shown on roof details and specifications provided.

Metal Works

- 15 Remove existing metal coping, thru-wall scupper, conductor heads, and downspouts and dispose of them.
- 16 Install new pre-fabricated 24-gauge Kynar Coated R-Mer Edge Coping on all parapet walls per details provided.
- 17 Fabricate and install new thru-wall scupper to fit the existing thru-wall hole in the building. These to be fabricated using 24 gauge Kynar coated metal flat stock. Follow all details provided for flashing.
- 18 Fabricate and install new conductor heads downspouts at all existing downspout locations with equal size replacements. These to be formed using 24 gauge Kynar coated metal flat stock.
- 19 Install new counter flashings as needed around the roof at all non-parapet walls and on all curbs. This to be formed using 24 gauge Kynar coated metal flat stock.
- 20 Fabricate and install a new two piece metal expansion joint cap on the expansion joint using 24 gauge Kynar coated metal flat stock.

Surfacing

- 21 Allow installed roof system 30 days of curing time before installation of coating system.
- 22 During this 30 day period, contractor and manufacturer's representative to inspect roof and discuss coating applications.
- 23 At end of 30 days wait period, apply Aluminizer Base Coat at a rate of .75 gallon per 100 square feet to entire field and flashings.
- 24 Within 72 hours from application of Base coat, Apply Aluminizer Top Coat at rate of .75 gallons per 100 square feet to entire field and flashings.
- 25 No foot traffic allowed on coated areas for 48 hours after application.

Misc. Details

- 26 Replace all wood sleepers with new generic rubber sleepers.
- 27 Replace all damaged storm collars and metal clamps as necessary.
- 28 Provide a 3 yr labor warranty from the contractor installing the roof system.

Line Item Pricing

Item #	Item Description	Unit Price	Quantity	Unit	Extended Price
2.05	Tear-off & Dispose of Debris: SYSTEM TYPE BUR W/ Insulation and Mineral Surfacing - Metal Deck	\$ 1.82	1,600	SF	\$ 2,912
2.08	Tear-off & Dispose of Debris: SYSTEM TYPE BUR W/ Insulation and Mineral Surfacing - Concrete Deck	\$ 1.82	6,100	SF	\$ 11,102
6.16.01	Roof Deck and Insulation Option: METAL ROOF DECK - COLD PROCESS APPLICATION - INSULATION OPTION: - Mechanically Fasten Polyisocyanurate / Adhere High Density Asphalt Coated Wood Fiber with Insulation Adhesive to Provide an Average R-Value of 20 In Compliance FM 1-90 Requirements	\$ 3.22	1,600	SF	\$ 5,152
6.20.01	Roof Deck and Insulation Option: CONCRETE ROOF DECK - COLD PROCESS APPLICATION - INSULATION OPTION: - Adhere Polyisocyanurate in Insulation Adhesive / Adhere High Density Asphalt Coated Wood Fiber with Insulation Adhesive to Provide an Average R-Value of 20 In Compliance FM 1-90 Requirements	\$ 4.16	6,100	SF	\$ 25,376
4.47	Insulation Recovery Board & Insulations Options: INSULATION SUBSTITUTION OPTION Substitute 1/2" Treated Gypsum Insulation Board with Glass-Mat (e.g. DensDeck / Securock / Equal) in Place of the Wood Fiber or Perlite - Adhered with Insulation Adhesive	\$ 0.63	7,700	SF	\$ 4,851
4.53	Insulation Recovery Board & Insulations Options: INSULATION SLOPE OPTION Provide a 1/4" Tapered Polyisocyanurate Insulation System while Maintaining the Average R-Value Including Tapered Crickets; Adhered with Insulation Adhesive	\$ 5.43	7,700	SF	\$ 41,811
12.12.02	2-PLY ROOF SYSTEMS - COMBINATIONS OF A BASE PLY & A CAP SHEET (TOP PLY) PLEASE NOTE: BASE PLY & CAP SHEET COMBINATIONS MUST BE APPROVED BY THE MANUFACTURER: ROOF CONFIGURATION 1 Ply Modified Base Sheet Adhered in Cold Process Modified Asphalt: BASE PLY OPTION: - ASTM D 6163 SBS Fiberglass Reinforced Modified Bituminous Sheet Material Type III - 220 lbf/in tensile	\$ 3.83	7,700	SF	\$ 29,491

12.32.02	2-PLY ROOF SYSTEMS - COMBINATIONS OF A BASE PLY & A CAP SHEET (TOP PLY) PLEASE NOTE: BASE PLY & CAP SHEET COMBINATIONS MUST BE APPROVED BY THE MANUFACTURER: ROOF CONFIGURATION 1 Ply Mineral Surfaced Cap Sheet Adhered in Cold Process Modified Asphalt: ROOFING MEMBRANE OPTION: - ASTM D 6163 SBS Fiberglass Reinforced Modified Bituminous Sheet Material Type III - Minimum of 220 lbf/in tensile	\$ 4.69	7,700	SF	\$ 36,113
20.11.02	NEW FLASHINGS FOR ROOFING SYSTEMS & RESTORATION OPTIONS: ROOF FLASHINGS FOR MODIFIED & COAL TAR PITCH ROOF SYSTEMS: Minimum 1 Ply of Base Flashing and Mineral Cap Sheet Installed in Hot ASTM D 312 Type III or IV Asphalt:FLASHING OPTION: - BASE PLY: SBS Modified Fiberglass Reinforced Base Flashing Ply w/ Tensile Strength of 215 lbf/in tensile (ASTM D 5147); TOP PLY: ASTM D 6163 SBS Fiberglass Reinforced Modified Bituminous Sheet Material Type III - 220 lbf/in tensile	\$ 14.66	3,500	SF	\$ 51,310
20.999	NEW FLASHINGS FOR ROOFING SYSTEMS & RESTORATION OPTIONS: ROOF FLASHINGS FOR MODIFIED & COAL TAR PITCH ROOF SYSTEMS: Minimum 1 Ply of Base Flashing and Mineral Cap Sheet Installed in Hot ASTM D 312 Type III or IV Asphalt: - PER SQUARE FOOT COSTS - INSTALLING IN COLD PROCESS FLASHING ADHESIVE Substitute Hot Asphalt Application for Cold Process Flashing Adhesive Application of Flashings	\$ 6.49	3,500	SF	\$ 22,715
5.31	Coat New Roofing With Elastomeric Coating: ROOF SYSTEM TYPE Apply an Aluminum Coating per Specifications (1 Gallon per Square per Coat - 2 Coats Required) - Smooth or Mineral Surfaced Modified	\$ 1.54	11,200	SF	\$ 17,248
	Metal Stretch-Out: 24" 24 Gauge Kynar Coping with Four (4) Bends	\$ 11.67	860	LF	\$ 10,036
	Sub-Total Prior to Multipliers:				\$ 258,117
22.11	JOB SITE SPECIFIC MULTIPLIERS APPLIED TO EACH LINE ITEM ON ASSOCIATE JOB: MULTIPLIER - LIMITED / OBSTRUCTED / DIFFICULT ROOF ACCESS Multiplier Applied when Access to the Roof is Limited to Specific Entry Points, Equipment & Materials Cannot be Lifted by Crane on the Roof, or Access is Dependent Upon Road Closure	30%		%	\$ 77,435

22.46	JOB SITE SPECIFIC MULTIPLIERS APPLIED TO EACH LINE ITEM ON ASSOCIATE JOB: MULTIPLIER - ROOF SIZE IS GREATER THAN 10,000 SF, BUT LESS THAN 20,000 SF Multiplier Applied when Roof Size is Less than 20,000 SF, but Greater than 10,000 SF Fixed Costs: Equipment, Mobilization, Demobilization, Disposal, & Set-Up Labor are Not Completely Absorbed Across Roof Area	15%	%	\$ 38,718
	TOTAL:			\$ 374,270

Building A Roof Replacement:

Total Maximum Price of Line Items under the MICPA: \$ 374,270

Proposal Price Based Upon Market Experience: \$ 237,548

Competitive Bid Results:

Horizon Roofing	\$ 237,548
Ben Hill Roofing	\$ 327,889
Veteran Builders	\$ 422,658

Unforeseen Site Conditions:

Damaged Deck Replacement \$ 5.42 per Square Foot

Potential issues that could arise during the construction phase of the project will be addressed via unit pricing for additional work beyond the scope of the specifications. This could range anywhere from wet insulation, to the replacement of deteriorated wood nailers. Proposal pricing valid through 12/31/2017.

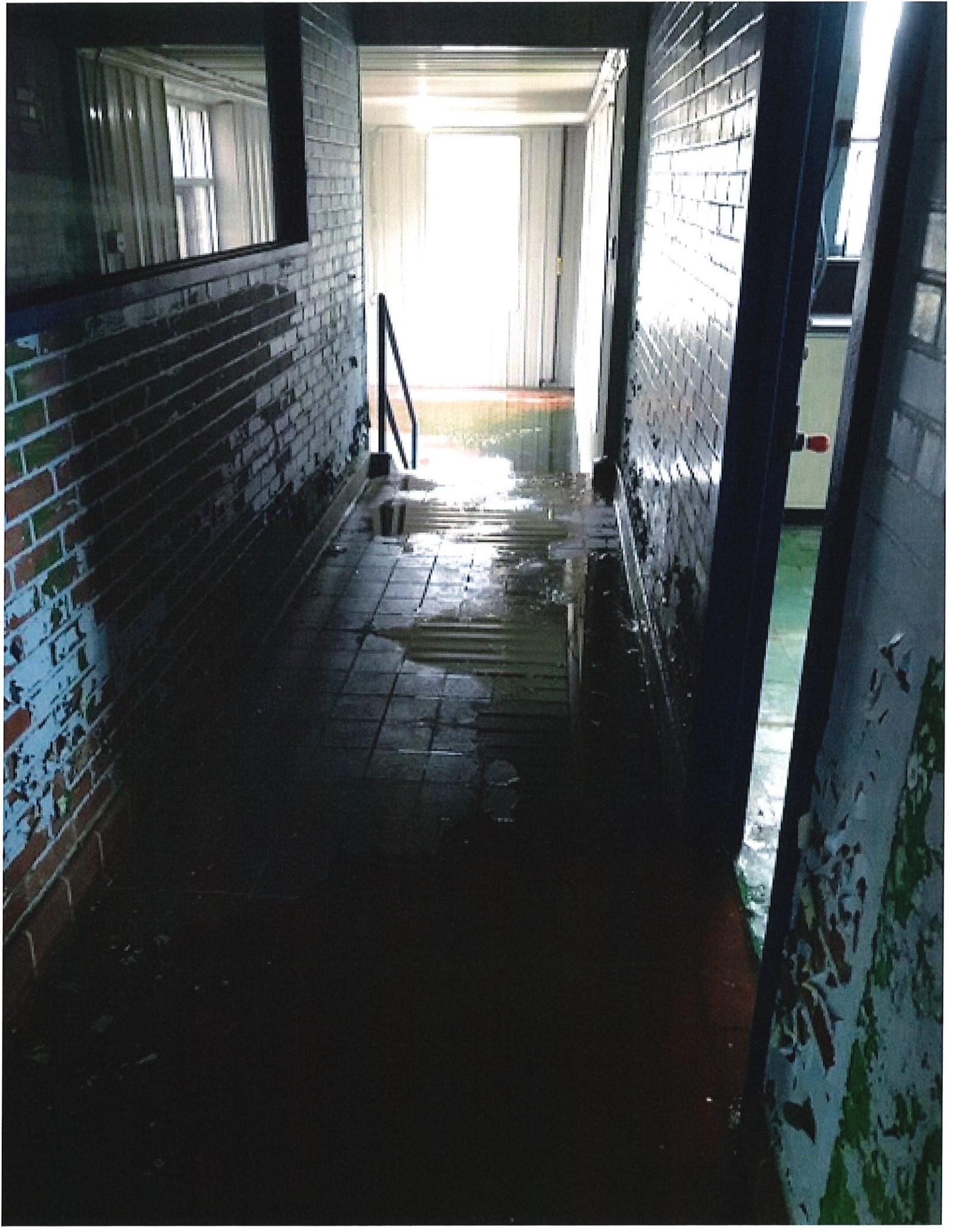
If you have any questions regarding this proposal, please do not hesitate to call me at my number listed below.

Respectfully Submitted,

Matt Egan

Matt Egan
Garland/DBS, Inc.
(216) 430-3662













Called Meeting

AGENDA

September 5, 2017

Item:

Purchase - Materials for Natural Gas Main Replacement

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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

Attachments / click to download

 [Gas Main Replacement Materials](#)



To: City Council
From: Rodney Middlebrooks, Director of Water & Gas
Chris Bailey, Central Services Manager
Department: Natural Gas
Date: 8/30/17
Description: A request is being made for the purchase of material to replace existing steel natural gas mains in the Roosevelt areas. The lowest bid came from Consolidated Pipe & Supply Company, Inc at \$18,923.25. This continues the replacement of existing steel natural gas mains as proposed in the overall CIP budgetary plan.

Budget Account/Project Name: 2017 Natural Gas CIP Budget

Funding Source: 2017 Natural Gas CIP Budget

Budget Allocation: \$140,000.00

Budget Available: \$140,000.00

Requested Expense: \$18,923.25

Company of Purchase: Consolidated Pipe & Supply Company, Inc.

Recommendation:

Staff recommends the approval of this request to purchase of material to replace existing steel natural gas mains in the Roosevelt areas. This request provides only two (2) bids by lack of suppliers to provide gas pipe and materials, and one (1) bid was submitted incomplete.

Background:

It is the practice of the City of Monroe to continually replace existing steel natural gas mains to further enhance the safety of the overall natural gas system, and provide for more cost-efficient maintenance.

Attachment(s):

Quotations – 4 pages

C O N S O L I D A T E D P I P E A N D S U P P L Y C O . , I N C .
C U S T O M E R Q U O T E

194 Hurricane Shoals Rd.
Lawrenceville GA 30046

Quote Nbr: 179177 000
Quote Date: 8/15/2017

Page 1

0022 - PAUL ROOT
Phone 770-822-9664
Fax 770-822-9323
Toll Free 800-844-9585

Job: ROOSEVELT

Bid Date: 8/15/2017

260298 - MONROE CITY OF - A/P
MONROE UTILITIES
P O BOX 1249
MONROE GA 30655

Good Until: 9/15/2017
To: CHAD
Email: cgravette@MonroeGA.gov

Line	Qty	Item	Size/Wall/Description	Price	Extended Price
1	5000.0	208331	2 DRISPLX SDR11 PE2708 6500 GAS PIPE 500	0.78 FT	3,900.00
2	3000.0	211325	4 DRISPLX SDR11 2708 6500 GAS PIPE 500	2.74 FT	8,220.00
3	8000.0	217426	#12 YELLOW TRACING WIRE PE30 SOLID 500	0.12 FT	960.00
4	60.0	243051	2X1/2 IPEX .090 528004 TT KNOCK ON	21.00 EA	1,260.00
5	5.0	255544	4X1/2 IPEX 528018 IPSXCTS EF TT	27.00 EA	135.00
6	65.0	216089	1/2 PERF/EFV 51474 090 3408/4710 CPLG FLP4	24.95 EA	1,621.75
7	2.0	221187	4X2 IPEX 3408/4710 EF/US TT 228025	84.00 EA	168.00
8	1.0	226351	2 KEROTEST SDR11 2406 POLY VAL 99042011	61.00 EA	61.00
9	5.0	200065	2 PERPIPE SDR11 2708 BF TEE	6.00 EA	30.00
10	1.0	202325	4 MUL H17261 LINE STP FTG	1,750.00 EA	1,750.00
11	1.0	94522	4 STD SA234WPB SMLS 90 LR EL 08	30.00 EA	30.00
12	1.0	200636	4 PERF SDR11 703102 2708 WLD TRANS	115.00 EA	115.00

CONSOLIDATED PIPE AND SUPPLY CO., INC.

CUSTOMER QUOTE

Quote Nbr: 179177 000

Quote Date: 8/15/2017

Page 2

Line	Qty	Item	Size/Wall/Description	Price	Extended Price
13	1.0	200092	2 MUL H17155 LINE STP FTG	140.00 EA	140.00
14	1.0	90474	2 STD SA234WPB SMLS CAP 08	13.00 EA	13.00
15	1.0	90478	4 STD SA234WPB SMLS CAP 08	19.50 EA	19.50
16	20.0	287217	2 IPEX 3408/4710 EF CPLG 128028	9.00 EA	180.00
17	10.0	287233	4 IPEX 128030 3408/4710 EF CPLG	32.00 EA	320.00

Total:

18,923.25

Shipment: FOB Destination, Freight prepaid and Allowed



Called Meeting

AGENDA

September 5, 2017

Item:

Approval - Contracting Services for Natural Gas Main Replacement

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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

Attachments / click to download

 [Gas Main Replacement Contracting Services](#)



To: City Council

From: Rodney Middlebrooks, Director of Water & Gas
Chris Bailey, Central Services Manager

Department: Natural Gas

Date: 8/30/17

Description: A request is being made for the contracting of services to replace existing steel natural gas mains in the Roosevelt areas. The lowest bid came from Harrison & Harrison, Inc at \$143,800.01. This continues the replacement of existing steel natural gas mains as proposed in the overall CIP budgetary plan.

Budget Account/Project Name: 2017 Natural Gas CIP Budget

Funding Source: 2017 Natural Gas CIP Budget

Budget Allocation: \$140,000.00

Budget Available: \$140,000.00

Requested Expense: \$143,800.01

Company of Purchase: Harrison & Harrison, Inc.

Recommendation:

Staff recommends the approval of this request to contracting of services to replace existing steel gas mains in the Roosevelt areas. This request follows procurement policy by requiring for sealed bids due to the pricing of the project being greater than \$100,000.00. Bids were made available from July 10th to August 10th, and three (3) submissions were provided.

Background:

It is the practice of the City of Monroe to continually replace existing steel natural gas mains to further enhance the safety of the overall natural gas system, and provide for more cost-efficient maintenance.

Attachment(s):

Quotation Sheet – 1 page

Company	Organizational Profile	References	A	B	C	D	Business License	Insurance	Signatures	OQ Requirements	Drug & Alcohol Documents	Project Schedule	Assumption & Exceptions	Proposed Cost	Recommendation
D. Lance Souther, Inc.	X	X	X	X	X	X	X	X	X	X	X	X	FINANCIALS	\$301,665.00	NO
Pike Electric, LLC	X	X	X	X	X	X	X	X	X	X	X	X	X	\$159,935.00	NO
Mastec, Inc.														NO BID	NO
Harrison & Harrison, Inc.	X	X	X	X	X	X	X	X	X	X	X	X	N/A	\$143,800.01	YES

References - 5 minimum

Form A - Checklist

Form B - E-Verify

Form C - Non-Collusion

Form D - Debarment & Suspension

Form E - Project Costs

Insurance - requirements per ITB



Called Meeting

AGENDA

September 5, 2017

Item:

Approval - Contracting Services for Natural Gas Main Reroute

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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

Attachments / click to download

 [Gas Main Reroute Contracting Services](#)



To: City Council

From: Rodney Middlebrooks, Director of Water & Gas
Chris Bailey, Central Services Manager

Department: Natural Gas

Date: 8/30/17

Description: A request is being made for the contracting of services to remove the natural gas main from the Highway 78 bridge crossing, to then reroute underneath Highway 78 to the connection point at the natural gas take station on the corner of Sorrells Street and Highway 11. The lowest bid came from D. Lance Souther, Inc. at \$505,106.25. This follows the plan and requirement to remove the natural gas main on the Highway 78 bridge crossing as proposed in the CIP budgetary plan.

Budget Account/Project Name: 2017 Natural Gas CIP Budget

Funding Source: 2017 Natural Gas CIP Budget

Budget Allocation: \$360,000.00

Budget Available: \$360,000.00

Requested Expense: \$505,106.25 **Company of Purchase:** D. Lance Souther, Inc.

Recommendation:

Staff recommends the approval of this request for the contracting of services to remove the natural gas main from the Highway 78 bridge crossing, to then reroute underneath Highway 78 to the connection point at the natural gas take station on the corner of Sorrells Street and Highway 11. This request follows procurement policy guidelines by requiring sealed bids. Three (3) companies gained plan documents and two (2) submitted final bids.

Background:

It is the practice of the City of Monroe to continually replace existing steel natural gas mains to further enhance the safety of the overall natural gas system, and provide for more cost-efficient maintenance.

Attachment(s):

Recommendation Letter – 2 pages



Goodwyn Mills Cawood

6120 Powers Ferry Rd NW
Suite 350
Atlanta, GA 30339

T (770) 952-2481
F (770) 955-1064

www.gmcnetwork.com

August 28, 2017

Rodney Middlebrooks
Utilities Director
City of Monroe
215 North Broad Street
Monroe, GA 30655

RE: Bids Received
Gas Main Crossing State Highway 78

Dear Mr. Middlebrooks:

Goodwyn Mills and Cawood, Inc. (GMC) has reviewed the bids for the City of Monroe Gas Main Crossing State Highway 78 project, received by the City of Monroe on August 24, 2017 at 2:00 pm. Enclosed is a tabulation of the bids received.

After reviewing the bid proposals, GMC recommends awarding the contract to the low bidder, D. Lance Souther, Inc. in the amount of \$505,106.25.

Enclosed are four (4) copies of the Notice of Award along with the Agreement and Notice to Proceed. If the City concurs with GMC's recommendation please sign all four copies of the documents, but do not date them, and return all documents to GMC's office at 6120 Powers Ferry Rd NW, Suite 350, Atlanta, GA 30339. At that time, GMC will transmit the contract documents to the contractor with instructions to obtain the Payment Bond, Performance Bond, and insurance certificates. This will not give the contractor the authority to begin construction. After receipt of these documents from the contractor and a satisfactory review by GMC, a pre-construction conference will be scheduled. All documents will then be executed and dated, and the Notice to Proceed will be issued to begin construction.

Please contact me if you have any questions regarding the post-bid procedures.

Sincerely,

Goodwyn, Mills and Cawood Inc.

Tim Blaydes, PE
Senior Project Manager

Enclosure(s)



CITY OF MONROE GAS MAIN
 CROSSING STATE HIGHWAY 78
 BID DATE: AUGUST 24, 2017
 DUE: 2:00 P.M.



Part 1

Item No.	Description	Estimated Quantity	Unit of Measure	D. Lance Souther, Inc.		Harrison & Harrison, Inc.	
				Unit Price	Total Price	Unit Price	Total Price
1.	Mobilization & Demobilization	1	LS	\$ 2,000.00	\$ 2,000.00	\$ 13,000.00	\$ 13,000.00
2.	Traffic Control	1	LS	\$ 3,000.00	\$ 3,000.00	\$ 27,507.00	\$ 27,507.00
3.	Construction Exit (Co)	1	EA	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 500.00
4.	Grassing, Planting and Mulching (Ds1, Ds2 & Ds3)	1	LS	\$ 4,000.00	\$ 4,000.00	\$ 1,000.00	\$ 1,000.00
5.	Sediment Barrier (Sd1-NS, Sd1-S)	580	LF	\$ 4.00	\$ 2,320.00	\$ 2.10	\$ 1,218.00
6.	Sediment Barrier Inlet Sediment Trap (Sd2)	3	EA	\$ 200.00	\$ 600.00	\$ 250.00	\$ 750.00
7.	Sediment Barrier Inlet Sediment Trap (Sd2-P)	1	EA	\$ 400.00	\$ 400.00	\$ 100.00	\$ 100.00
8.	Trench Rock Blasting/Breaker and Excavation	50	CY	\$ 300.00	\$ 15,000.00	\$ 200.00	\$ 10,000.00
9.	Horizontal Directional Drill Rock Excavation	200	LF	\$ 120.00	\$ 24,000.00	\$ 75.00	\$ 15,000.00
10.	4" FBE X52 .219" WT High Pressure Steel Gas Main (Open Trench)	2,081	LF	\$ 81.25	\$ 169,081.25	\$ 86.87	\$ 180,776.47
11.	4" FBE X52 .219" WT High Pressure Steel Gas Main (Horizontal Directional Drill)	1,909	LF	\$ 95.00	\$ 181,355.00	\$ 93.89	\$ 179,236.01
12.	Hot Tap Existing 3" High Pressure Steel Gas Line	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 15,565.00	\$ 15,565.00
13.	Remove and Replace Asphalt or Concrete Pavement (City Streets, Labor Only)	124	LF	\$ 75.00	\$ 9,300.00	\$ 112.90	\$ 13,999.60
14.	Crusher Run for asphalt replacement (Labor Only)	20	TN	\$ 250.00	\$ 5,000.00	\$ 200.00	\$ 4,000.00
15.	Remove and Replace Fencing (All Types)	350	LF	\$ 12.00	\$ 4,200.00	\$ 10.00	\$ 3,500.00
16.	4" Steel Ball Valves (High Pressure Class 600)	3	EA	\$ 5,100.00	\$ 15,300.00	\$ 5,858.50	\$ 17,575.50
17.	Pressure Testing	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 2,500.00	\$ 2,500.00
18.	Remove Exist. Gas Main from SR 11 Bridge over US 78 / SR 10	1	LS	\$ 36,000.00	\$ 36,000.00	\$ 31,769.00	\$ 31,769.00
19.	Mill Asphalt Pavement 1-1/2" Depth (GDOT Location)	300	SY	\$ 15.00	\$ 4,500.00	\$ 20.00	\$ 6,000.00
20.	1-1/2" Recycled Asph. Conc. 12.5 mm Superpave, Level B (165 lb/SY) (GDOT Location)	25	TN	\$ 250.00	\$ 6,250.00	\$ 393.12	\$ 9,828.00
21.	8" High Early Strength Concrete Trench Cap (GDOT Location)	30	LF	\$ 60.00	\$ 1,800.00	\$ 33.33	\$ 999.90
Total Amount of Base Bid					\$ 505,106.25		\$ 534,824.48

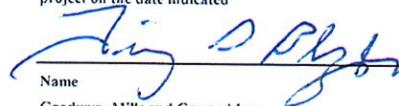
(In Figures)

(In Figures)

Additive Bid Items

Item No.	Description	Estimated Quantity	Unit of Measure	D. Lance Souther, Inc.		Harrison & Harrison, Inc.	
				Unit Price	Total Price	Unit Price	Total Price
1.	Sodding	100	SY	\$ 18.00	\$ 1,800.00	\$ 14.85	\$ 1,485.00
2.	Stabilization Stone (Labor Only)	20	TN	\$ 25.00	\$ 500.00	\$ 25.00	\$ 500.00

The undersigned certifies that this is a true and accurate tabulation of Bids received for the above project on the date indicated


 Name
 Goodwyn, Mills and Cawood Inc.



Called Meeting

AGENDA

September 5, 2017

Item:

Approval - Additional Services & Expenses for Natural Gas Main Reroute

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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

Attachments / click to download

 [Gas Main Reroute Additional Services](#)



To: City Council
From: Rodney Middlebrooks, Director of Water & Gas
Chris Bailey, Central Services Manager
Department: Natural Gas
Date: 8/30/17
Description: A request is being made for the additional services and expenses incurred for design, engineering, and bidding services to remove the natural gas main from the Highway 78 bridge crossing, to then reroute underneath Highway 78 to the connection point at the natural gas take station on the corner of Sorrells Street and Highway 11. The additional expense is \$23,700.00.

Budget Account/Project Name: 2017 Natural Gas CIP Budget

Funding Source: 2017 Natural Gas CIP Budget

Budget Allocation: \$360,000.00

Budget Available: \$360,000.00

Requested Expense: \$23,700.00

Company of Purchase: Goodwyn Mills & Cawood, Inc.

Recommendation:

Staff recommends the approval of this request for the additional services and expenses incurred for design, engineering, and bidding services to remove the natural gas main from the Highway 78 bridge crossing, to then reroute underneath Highway 78 to the connection point at the natural gas take station on the corner of Sorrells Street and Highway 11.

Background:

It is the practice of the City of Monroe to continually engineer and design projects for construction through proper avenues to thus protect the City of Monroe from liability of design.

Attachment(s):

Request – 1 page



Goodwyn Mills Cawood

August 23, 2017

6120 Powers Ferry Rd NW
Suite 350
Atlanta, GA 30339

T (770) 952-2481
F (770) 955-1064

www.gmcnetwork.com

Mr. Rodney Middlebrooks
Utilities Director
City of Monroe
215 North Broad Street
Monroe, Georgia 30655

Dear Rodney,

GMC has incurred additional engineering costs related to the Gas Main Crossing Highway 78 project. These costs were related to additional length of pipe added to the project and being required by GDOT to prepare details for removing the existing gas main off of the Georgia Highway 11 bridge at Highway 78. For our original proposal, we were planning on the crossing to be 1,000 feet in total length (This would include 200 feet for the crossing and about 400 feet on each side to connect to the existing gas main). The total gas main length ended up being 4,000 feet. For removing the gas main off of the Highway 11 bridge, we had included the GDOT permit for the Highway 78 crossing only.

Our additional engineering costs for the additional gas main length is \$23,700.00 (\$7,900 x 3). Our additional engineering costs for preparing the design for the gas main from the bridge is \$4,155.00. The design for the pipe removal required an additional 34.5 hours of engineering. The total additional engineering cost being requested is **\$27,855.00**.

Thanks for your consideration of this proposal and please do not hesitate to give me a call with any questions. We look forward to continue working with the City of Monroe on this project.

Sincerely,
GOODWYN MILLS AND CAWOOD, INC.

Tim Blaydes, PE

Accepted By: _____

Date: _____



Called Meeting

AGENDA

September 5, 2017

Item:

Purchase - Altec Model AT37G with 2017 Dodge Ram 5500

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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

Attachments / click to download

 [Altec Purchase Info](#)



To: City Council
From: Brian Thompson, Director of Electric & Telecommunications
Chris Bailey, Central Services Manager
Department: Electric
Date: 8/30/17
Description: A request is being made for purchasing an Altec Model AT37G with 2017 Dodge Ram 5500 for the electric department. This purchase will be replacing an existing vehicle that will then be made available for surplus.

Budget Account/Project Name: 2017 Electric CIP Budget

Funding Source: 2017 Electric CIP Budget

Budget Allocation: \$110,000.00

Budget Available: \$110,000.00

Requested Expense: \$97,876.00

Company of Purchase: Altec Industries, Inc.

Recommendation:

Staff recommends the approval of this request for purchasing an Altec Model AT37G with 2017 Dodge Ram 5500 for the electric department. This purchase follows procurement policy by providing for three (3) quotes.

Background:

It is the practice of the City of Monroe to continually upgrade and/or replace existing trucks and equipment for safety purposes and efficiency of operations through the elimination of maintenance costs.

Attachment(s):

Quotation Sheet – 1 page

Equipment Description – 7 pages

August 16, 2017
Our 88th Year

Ship To:
CITY OF MONROE (GA)
420 N BROAD ST
MONROE, GA 30655
US

Bill To:
CITY OF MONROE (GA)
PO BOX 1249
MONROE, GA 30655
United States

Attn:
Phone: 770-266-5406
Email: CBAILEY@MONROEGA.GOV

Altec Quotation Number: 383906 - 1
Account Manager: Tim Luker
Technical Sales & Support: Martin Hayes Fulkerson

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
	<u>Unit</u>		
1.	ALTEC Model AT37G telescoping/articulating continuous rotation aerial device with an insulating articulating arm, insulating telescopic upper boom, and the patented ISO-Grip insulating system at the boom tip. Includes the following features: <ul style="list-style-type: none"> A. Ground to bottom of platform height: 37.8 feet B. Working height: 42.8 feet C. Maximum reach to edge of platform. Side Mounted Platform: 26.6 feet. End Mounted Platform: 28.3 feet (at 14.4 foot platform height). D. Telescopic boom extension: 9 feet 8 inches E. Continuous rotation F. Insulating Aerial Device, ANSI Category C, 46kV and Below G. Articulating Arm: Articulation is from -7 to 90 degrees. Insulator provides 12 inches of isolation. H. Compensation System: By raising the articulating arm only, the telescopic boom maintains its relative angle in relation to the ground. The work position is achieved through a single function operation. I. Telescoping upper boom: Articulation is from -25 to 75 degrees. J. Master/ Slave Leveling: Platform automatically maintains level during boom articulation through a lifetime master/slave hydraulic leveling system that requires no major preventive maintenance. K. The INSULATING UPPER CONTROL SYSTEM includes a single handle controller incorporating high electrical resistance components that is dielectrically tested to 40 kV AC with no more than 400 microampers of leakage. The control handle is green in color to differentiate it from other non-tested controllers. L. One set of tool outlets at the platform providing up to 5 gpm of flow for open center tools M. Hydraulic System: Open center system operating at 5gpm and 2,400 psi. N. Unit is painted with a powder coat paint process which provides a finish-painted surface that is highly resistant to chipping, scratching, abrasion and corrosion. 	1	

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<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
	<p>O. Structural Warranty all of the following applicable major components is to be warranted for so long as the initial purchaser owns the product: Booms, boom articulation links, hydraulic cylinder structures, outrigger weldments, pedestals, subbases and turntables.</p> <p>P. Manuals: Two (2) operator and Maintenance/Parts manuals</p>		
2.	AT37G Unit Model	1	
3.	Engine Start/Stop & Secondary Stowage System: 12 VDC powered motor and pump assembly for temporary operation of the unit in a situation wherein the primary hydraulic source fails. Electric motor is powered by the chassis battery. This feature allows the operator to completely stow the booms and platform. Secondary Stowage & Start/Stop is activated with an air plunger at the platform and switch at the lower control station.	1	
4.	Post style pedestal mounting	1	
5.	Poly Hydraulic Reservoir, Pedestal Mounted, 7 Gallon (Includes Sight Gauge)	1	
6.	Single, One (1) Man, Fiberglass Platform; End Mounted with 180 degree rotator. 24 x 30 x 42 inches, includes hydraulic tilt.	1	
7.	Two (2) Platform Steps	1	
8.	Soft nylon reinforced vinyl platform cover for a 24 x 30 inch platform	1	
9.	Platform liner for a 24 x 30 x 42 inch platform	1	
10.	Platform Capacity, 400LBS.	1	
11.	Altec Patented ISO-Grip Insulating 4 Function, Proportional Speed, Upper Control Handle - with safety interlock and interlock guard. Forward/back operates upper boom in/out, tiller operates rotation CW/CCW, up/down operates lower boom up/down, and twist operates articulating arm up/down. Platform leveling is controlled with a separate interlocked control handle.	1	
12.	Manual lowering valve located at the boomtip. For use in emergency situations to allow the operator to lower the boom to the ground	1	
13.	Powder coat unit Altec White.	1	
<u>Unit & Hydraulic Acc.</u>			
14.	HVI-22 Hydraulic Oil (Standard).	9	
15.	Standard Pump For PTO	1	
16.	Hot shift PTO for automatic transmission	1	

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UTILITY EQUIPMENT AND BODIES SINCE 1929

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
<u>Body</u>			
17.	108 Inch Universal Small Aerial Body for a 60 Inch CA Chassis with 38 Inch Long Side Access Tailshelf to Meet the Following Specifications:	1	
	<ul style="list-style-type: none"> A. Basic body fabricated from A40 grade 100% zinc alloy coated steel B. All doors are full, double paneled, self-sealed with built-in drainage. C. Stainless steel hinge rods extend full length of door. D. Door hinges are zinc alloy material attached with rivets E. All doors contain stainless steel, flush mounted, paddle activated rotary style latches with two-stage locking, including keyed locks and adjustable strikers. F. Heavy-gauge welded steel frame construction with smooth galvanneal floor. G. Possible contact edges are folded for safety. H. Door header drip rail at top for maximum weather protection. I. Neoprene or rolled fenders on wheel fender panels. J. Steel treated for improved primer bond and rust resistance. K. Automotive underseal applied to body. L. Automotive type non-porous door seals fastened to the door facing. M. 108 Inch Body Length N. 40 Inch Body Height (Standard) O. 94 Inch Body Width (Standard) P. 20 Inch Body Compartment Depth (Standard) R. 8 Inch Body crossmembers (Standard) S. No Treadplate On Compartment Tops T. 6 Inch tall wooden tailboard installed at the rear of body cargo area U. Stainless Steel Rotary Paddle Latch With Lock (Standard) V. Master Body Locking System (Standard) W. One (1) wheel chock holder installed in fender panel on each side of body. X. Gas Shock Type Rigid Door Holders For Vertical Doors (Standard) Y. Chains On Horizontal Doors Z. Hotstick shelf extending full length of body on curbside. AA. Drop-Down Hot Stick Door For One (1) Shelf (Right Side) AB. Two (2) Hot Stick Brackets AC. 1st Vertical streetside (LH) - Two (2) Adjustable Shelves With Removable Dividers On 4 Inch Centers AD. 1st Horizontal streetside (LH) - One (1) Fixed Shelf With Removable Dividers On 8 Inch Centers AE. Rear Vertical streetside (LH) - Six (6) Adjustable Locking Swivel Hooks AF. 1st Vertical curbside (RH) - Seven (7) Adjustable Locking Swivel Hooks, Louvered Panel Installed in Cargo Wall AG. 1st Horizontal curbside (RH) - Vacant AH. Rear Vertical curbside (RH) - Two (2) Adjustable Shelves With Removable Dividers On 4 Inch Centers AI. Lexan Rock Guards Installed In Front Of Body At The Bottom AJ. One (1) Small Bolt-On Grab Handle Installed At Rear Of Curbside Compartments 		

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<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
AK.	38 Inch Tailshelf with Integrated Side Access Steps and Smooth Galvaneal Floor Installed at Rear of Body		
<u>Body and Chassis Accessories</u>			
18.	ICC Underride Protection	1	
19.	Combination 2 Ball (10,000 LB MGTW) And Pintle Hitch (16,000 LB MGTW)	1	
20.	Set Of Eye Bolts for Trailer Safety Chain, installed one each side of towing device mount.	1	
21.	Rear Torsion Bar Installed On Chassis	1	
22.	Appropriate counterweight added for stability.	1	
23.	Platform Rest, Rigid with Rubber Tube	1	
24.	Boom Rest for a Telescopic Unit	1	
25.	Mud Flaps With Altec Logo (Pair)	1	
26.	Wheel Chocks, Rubber, 9.75" L x 7.75" W x 5.00" H, with 4" L Metal Hairpin Style Handle (Pair)	1	
27.	Slope Indicator Assembly For Machine Without Outriggers	1	
28.	Safety Harness And 4.5' Lanyard (Fits Medium To Xlarge) Includes Pouch and Placards	1	
29.	5 LB Fire Extinguisher With Light Duty Bracket, Installed (In Cab or Inside Compartment Only)	1	
30.	Triangular Reflector Kit, Installed	1	
31.	Vinyl manual pouch for storage of all operator and parts manuals	1	
<u>Electrical Accessories</u>			
32.	Lights and reflectors in accordance with FMVSS #108 lighting package. (Complete LED, including LED reverse lights)	1	
33.	Altec Standard Amber LED Strobe Light With Brush Guard Post Mounted On Streetside Front Compartment Top	1	
34.	Single tone back up alarm installed between the chassis frame rails at the rear of the chassis. To work in conjunction with chassis reverse drive system	1	

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UTILITY EQUIPMENT AND BODIES SINCE 1929

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
35.	6-Way Trailer Receptacle (Pin Type) Installed At Rear	1	
36.	Dodge Upfitter Switches (Supplied With Chassis)	1	
37.	Dodge Module	1	
38.	Install secondary stowage system.	1	
39.	PTO Indicator Light Installed In Cab	1	
<u>Finishing Details</u>			
40.	Powder Coat Unit Altec White	1	
41.	Finish Paint Body Accessories Above Body Floor Altec White	1	
42.	Altec Standard; Components mounted below frame rail shall be coated black by Altec. i.e. step bumpers, steps, frame extension, pintle hook mount, dock bumper mounts, D-rings, receiver tubes, accessory mounts, light brackets, under-ride protection, etc. Components mounted to under side of body shall be coated black by Altec. i.e. Wheel chock holders, mud flap brackets, pad carriers, boxes, lighting brackets, steps, and ladders.	1	
43.	Apply Non-Skid Coating to all walking surfaces	1	
44.	English Safety And Instructional Decals	1	
45.	Vehicle Height Placard - Installed In Cab	1	
46.	Placard, HVI-22 Hydraulic Oil	1	
47.	Dielectric test unit according to ANSI requirements.	1	
48.	Stability test unit according to ANSI requirements.	1	
49.	Focus Factory Build	1	
50.	Delivery Of Completed Unit	1	
51.	Inbound Freight	1	
52.	Altec Stock/Global Spec, AT37G, Dodge 5500 4x4, Diesel, 60CA, TB	1	
53.	Stock Unit	1	
54.	Stock Unit Sold To Customer	1	

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<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
<u>Chassis</u>			
55.	Altec Supplied Chassis	1	
56.	Altec Supplied Chassis	1	
	A. 2017 Model Year		
	B. Ram 5500		
	C. Chassis Color - White		
	D. Class V (16,001-19,500 LBS)		
	E. Regular Cab		
	F. 4x4		
	G. 60 Clear CA (Round To Next Whole Number)		
	H. 144.5 Wheelbase		
	I. 19,000 LBS GVWR		
	J. 7,000 LBS Front Axle Rating		
	K. 13,500 LBS Rear Axle Rating		
	L. Cummins 6.7L Turbo Diesel (Dodge)		
	M. Aisin AS69RC Automatic Transmission (Dodge Chassis)		
	N. Dodge 3500-5500 Single Horizontal Right Side Exhaust		
	O. Cruise Control		
	P. LBN - Dodge PTO Prep Package (Right Hand Side PTO)		
	Q. 4.44 Axle Ratio		
	R. No Idle Engine Shut-Down Required		
	S. Hydraulic Brakes		
	T. Park Brake In Rear Wheels		
	U. NFH - RAM 52 Gallon Fuel Tank (Rear)		
	V. RAM 9 Gallon DEF Tank (Under Cab Left Hand)		
	W. Ambulance Prep Package		
	X. Cold Weather Group (Includes Block Heater)		

Additional Pricing

57.	Standard Altec Warranty: One (1) year parts warranty, one (1) year labor warranty, ninety (90) days warranty for travel charges, limited lifetime structural warranty	1	
-----	---	---	--

Unit / Body / Chassis Total	97,876.00
FET Total	0.00

We Wish To Thank You For Giving Us The Pleasure
And Opportunity of Serving You

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
		Total	97,876.00

Altec Industries, Inc.

BY _____

Martin Hayes Fulkerson

Notes:



Called Meeting

AGENDA

September 5, 2017

Item:

Approval - CDBG 2018 Grant Administrator

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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

Attachments / click to download

 [CDBG Grant Administrator Info](#)



To: City Council
From: Rodney Middlebrooks, Director of Water & Gas
Chris Bailey, Central Services Manager
Department: Sewer Collection
Date: 9/5/17
Description: A request is being made for the approval of a grant administrator for the upcoming Community Development Block Grant (CDBG) due to new requirements based on funding from the Department of Community Affairs (DCA). This is consistent with previous CDBG awarded projects and requirements for funding. The award will be given to Allen-Smith Consulting, Inc.

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:** Allen-Smith Consulting, Inc.

Recommendation:

Staff recommends the approval of a grant administrator for the upcoming Community Development Block Grant (CDBG) due to new requirements based on funding from the Department of Community Affairs (DCA). The award will be given to Allen-Smith Consulting, Inc. This bid follows procurement policy guidelines.

Background:

It is the practice of the City of Monroe to adhere to all guidelines when receiving federal and state grant funds.

Attachment(s):

Evaluation Summary – 1 page

Allen-Smith Consulting Submittal – 28 pages

2018 CDBG QUALIFICATION SUMMARY

POINTS: Poor – 0 Good – 1 Excellent – 2

GRANT ADMINISTRATION:	Allen-Smith Consulting	BluLynx Solutions
Consultant's knowledge of CDBG guidelines and regulations. Years of experience	2 + 2 + 2 = 6	1 + 1 + 1 = 3
Consultant's ability to perform administration services. Check references	2 + 2 + 2 = 6	1 + 1 + 1 = 3
Consultant's experience in administration of this type of project.	2 + 2 + 2 = 6	1 + 1 + 1 = 3
TOTAL POINTS:	18	9



Statement of Qualifications

405 Nunnally Farm Road

Monroe, Georgia 30655

Voice: (770) 207-0142

Fax: (770) 207-0159

www.allensmithconsulting.com



Section One

**Qualifications Statement
Fee Schedule**

**GRANT ADMINISTRATION
STATEMENT OF QUALIFICATIONS**

NAME OF FIRM: Allen Smith Consulting, Inc.

ADDRESS: 405 Nunnally Farm Road, Monroe, Georgia 30655

1. Years in Business in Present Form: Twenty-two Years

2. Firms History and Resource Capability to Perform Required Services:
See attached Statement of Qualifications

3. Titles, names, and addresses of all officers.
Patsy Allen, Chief Executive Officer
Debra Smith, President

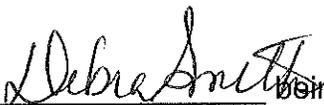
4. List up to five (5) projects which demonstrate skills to be used on CDBG projects.
See Attached Statement of Qualifications

5. If you were awarded the administration on these type of projects, what would your fee for grant administration services be (*fees can be expressed in percentages, but all agreements will be lump sum amounts*)?
Our fee would be a lump sum based on 6.0% of the Grant Amount for the project.

6. List key personnel (with qualifications) likely to be involved on these projects and explain their specific role in CDBG work.
See Resumes in Statement of Qualifications.

7. List three references with contact information.
See Reference List in Statement of Qualifications

8. Are you a Section 3 Business Concern? Yes _____ No X
See Section 3 Certification Form in Statement of Qualifications

8. Certifying that:
Mrs. Debra Smith  being duly sworn deposes and states that she is the President (title) of Allen Smith Consulting, Inc. (name of firm) and that answers to the foregoing questions and all statements herein contained are true and correct.

Allen-Smith Consulting Fee Schedule

(Effective April 25, 2017)

ASC's standard fees, shown below, include preparation and submittal of the application:

TYPE OF APPLICATION	FEE
GA DCA Community Development Block Grant Regular Round (CDBG) – Public Facilities	\$10,000.00
GA DCA Community Development Block Grant Regular Round (CDBG) – Multi-Activity	\$12,000.00
GA DCA Community Development Block Grant – Employment Incentive Program (EIP)	\$10,000.00
GA DCA Community Development Block Grant – Redevelopment Fund Program (RDF)	\$10,000.00
GA DCA Regional Economic Business Assistance (REBA) – Recommendation by the GA Department of Economic Development (<i>fee includes Completeness Items</i>)	\$9,000.00
OneGeorgia Authority (1GA) – Equity Fund	\$10,000.00
OneGeorgia Authority (1GA) – Economic Development, Growth and Expansion (EDGE) Fund (<i>fee includes Completeness Items</i>)	\$9,000.00
US Department of Commerce – Economic Development Administration (EDA) – Economic Development Assistance Program	\$10,000.00
OTHER GRANT NOT LISTED WILL BE QUOTED UPON REQUEST	

Grant Administration Fee (after award of grant):

Grant Administration Fees are sometimes based on a percent of the *total* project cost. This varies with each agency, but our fees are always within the agency's guidelines. Listed below are typical fees for specific grants and are based on total grant amount.

CDBG / EIP / RDF: Fees are 6 percent of the total grant amount.

EDA / DDRLF/ GCF: Fees are between 4 and 6 percent of the total grant amount depending on the complexity of the project.

ONEGEORGIA EQUITY & EDGE / REBA: Fees will be negotiated depending on the complexity and duration of the project.



Section Two

Brief History and Resource Capability

Allen-Smith Consulting Company History

Allen-Smith Consulting, Inc. began on October 17, 1994. Patsy Allen and Debra Smith, co-owners, both have strong backgrounds in grant writing, grant administration, and project management. Their combined previous experience also includes engineering and architectural projects.

Mrs. Allen and Mrs. Smith have strived to build a company that possesses both the personnel and technical capabilities to provide quality service to their clients. With the latest in computer, internet, printer and copier equipment, the finished products are always professional and readable. Once a project is funded, reporting forms to be submitted to the various agencies are all computer generated and electronically transmitted, when possible, for a cleaner appearance and better efficiency. Furthermore, every year Allen-Smith endeavors to go a little "greener" by increasing electronic operations and decreasing paper waste.

With a staff of five persons, Allen-Smith Consulting is one of the more successful grant writing and grant administration firms in Georgia. Mrs. Allen and Mrs. Smith act as Client Managers, while our Project Manager Morgan Brown uses her excellent research and writing skills to assist in project development, environmental assessments, common rule procurement, grant writing, and CDBG benefit documentation. Grants Managers Keeley Garrett and Sara Thomas manage the grants from day of award to close out of the project including Davis Bacon Certified Payroll review and Uniform Act Assistance. The Grants Managers also provide administration and grant preparation assistance for the entire staff.

Allen-Smith Consulting has a very successful history of obtaining grants for its clients, which is detailed in the "Project Experience" section of this package. To date, Allen-Smith Consulting has obtained and administered over \$254,975,787.00 in grant funds since its inception in 1994. These ASC projects have benefitted nearly 119,782 persons in Georgia. This amount does not include loans and grants written by others but administered by Allen-Smith Consulting.



Section Three

**Résumés
(Key Personnel)**

ACHIEVEMENTS

Over thirty four years of experience in planning, grant writing & administration, funding procurement, community assessments, and program management.

Developed and prepared grant and loan applications for Economic Development, American Recovery and Reinvestment Act, Historic Preservation, Housing Rehabilitation, Elderly Housing, Housing Acquisition/Demolition, Temporary and Permanent Relocation, Drug Elimination Projects, Water and Sewer Facilities, Senior Citizen Centers, Mentally and Physically Disabled Centers, Public Health Departments, Child Development, Head Start Centers, Boys and Girls Clubs, Downtown Development Projects, Street Improvements, Drainage Improvements, Shelters, and Sidewalk Improvements utilizing the following agencies:

Georgia Department of Community Affairs, OneGeorgia Authority, Economic Development Administration, Georgia Environmental Facilities Authority, Rural Development, Georgia Department of Transportation, Georgia Department of Natural Resources

Assisted local community leaders to develop needs assessments which form the basis for short and long range planning goals.

Responsible for coordination with the client, the engineer/architect, contractor, and the state or federal agency to bring each project to a successful completion. Activities include review of pay requests, change orders, payroll monitoring, labor interviews, draw downs, quarterly financial reports and all associated grant and loan compliance.

Worked with communities to address specific economic development needs. Prepared Economic Development Master Plans and utilized the Employment Incentive Program (EIP), OneGeorgia Authority (1GA), Economic Development Administration (EDA), the Georgia Environmental Facilities Authority (GEFA), Georgia Cities Foundation (GCF), Redevelopment Fund (RDF), and Downtown Development Revolving Loan Fund (DDRFLF)

SOCIETIES

Associate Member, Georgia Municipal Association
Associate Member, Association of County Commissioners
Associate Member, Georgia Rural Water Association
Walton County Chamber of Commerce, Tourism Council Chair, 2007

CAREER EDUCATION

Armstrong State College - Political Science 1964
Community Development Block Grant Applicant's and Recipients' Workshops
Block Grant Financial Management and Acquisition/Relocation
Economic Development Workshops
Georgia Academy for Economic Development Graduate

ACHIEVEMENTS

Over thirty years of experience in planning, grant writing & administration, funding procurement, community assessments, and program management.

Developed and prepared grant and loan applications for Economic Development, American Recovery and Reinvestment Act, Historic Preservation, Housing Rehabilitation, Elderly Housing, Housing Acquisition/Demolition, Temporary and Permanent Relocation, Drug Elimination Projects, Water and Sewer Facilities, Senior Citizen Centers, Mentally and Physically Disabled Centers, Public Health Departments, Child Development, Head Start Centers, Boys and Girls Clubs, Downtown Development Projects, Street Improvements, Drainage Improvements, Shelters, and Sidewalk Improvements utilizing the following agencies:

Georgia Department of Community Affairs, OneGeorgia Authority, Economic Development Administration, Georgia Environmental Facilities Authority, Rural Development, Georgia Department of Transportation, Georgia Department of Natural Resources

Served local governments by providing research and preparation of needs assessments, preparation of funding application, conducting public hearings, preparing cost estimates, long range planning, economic development planning, community facilities planning, Special Local Option Sales Tax (SPLOST) planning, facility program analysis and easement and real property acquisition.

Responsible to each community to ensure compliance with local, state, and federal regulations, which include environmental, financial, citizen participation, fair housing, labor standards, and other project specific requirements.

Worked with communities to address specific economic development needs. Prepared Economic Development Master Plans and utilized the Employment Incentive Program (EIP), OneGeorgia Authority (1GA), Economic Development Administration (EDA), the Georgia Environmental Facilities Authority (GEFA), Georgia Cities Foundation (GCF), Redevelopment Fund (RDF), and Downtown Development Revolving Loan Fund (DDRLF).

SOCIETIES

Member, Georgia Economic Development Association
Leadership Georgia 2002 Class
Leadership Walton 2001 Class
Walton County Chamber of Commerce, Vice Chair for Community Development, 2005
Walton County Chamber of Commerce, Chairman, 2007
Walton County Chamber of Commerce, Past Chair, Executive Board, 2008-2009

CAREER EDUCATION

Troy State University, Bachelor of Science in English, 1985
Block Grant Applicants' and Recipients' Workshop, (annual attendance)
Economic Development Workshops (annual attendance)
Georgia Academy for Economic Development Graduate

ACHIEVEMENTS

Over fourteen years of experience in grant administration and management, including file maintenance, financial management, beneficiary documentation, monitoring visits by funding agencies, conducting public hearings, labor standards compliance, attending bid openings, conducting portions of preconstruction conferences, and other activities related to the overall administration of grant and loan funds.

Over five years of experience in administration assistance with all areas of Architectural Design, Bidding, and Construction Management.

Over ten years of experience in administration assistance with all areas of Recreation Planning, Grants for Park Construction, and Park Maintenance.

Responsible for grant administration for Water and Sewer Facilities, Senior Citizen Centers, Mentally and Physically Disabled Centers, Public Health Departments, Child Development, Head Start Centers, Boys and Girls Clubs, Street Improvements, Drainage Improvements, and Sidewalk Improvements projects utilizing the following agencies:

Georgia Department of Community Affairs, OneGeorgia Authority, Economic Development Administration, Georgia Environmental Facilities Authority, Rural Development, Georgia Department of Natural Resources

Serves as a liaison between the local government and the funding agencies when concerns or issues require resolution.

Responsible for coordination with the client, engineer, and/or contractor to ensure compliance with Davis Bacon Certified Payrolls, Uniform Act Assistance, Section 3 Reporting and CDBG Benefit documentation

CAREER EDUCATION

North Georgia College & State University

Community & Economic Development

Community Development Block Grant Applicants Workshops 2002 - 2011

Community Development Block Grant Recipients Workshops 2002 - 2016

ACHIEVEMENTS

Over a year of experience in grant writing and funding procurement.

Works with Clients in the development and preparation of grant and loan applications to State and Federal agencies, including the Georgia Department of Community Affairs (DCA), Economic Development Administration (EDA), and OneGeorgia Authority (OneGA) for the following types of projects:

Economic Development Projects
Redevelopment Projects
Sanitary Sewer System Improvements
Water Distribution System Improvements
Street and Drainage Improvements

Serves local governments by providing research and preparation for funding applications, conducting public hearings, and coordinating interagency activity.

Responsible for coordination with the client, the engineer/architect, the state or federal agency, and all other parties involved to ensure compliance with local, state, and federal regulations, which include environmental, financial, citizen participation, fair housing, Section 3, and other project-specific requirements in order to facilitate the efficient completion of an accurate, competitive funding application.

CAREER EDUCATION

Georgia College and State University – B.A. in Mass Communication, 2015

Community & Economic Development

Georgia Academy for Economic Development, Region 2/Region 4, Fall 2016

Community Development Block Grant Recipients Workshop, 2015-2016

Community Development Block Grant Applicants Workshop, 2015-2016

ACHIEVEMENTS

Over five years of experience in grant administration and management, including file maintenance, financial management, beneficiary documentation, monitoring visits by funding agencies, conducting public hearings, labor standards compliance, attending bid openings, conducting portions of preconstruction conferences, and other activities related to the overall administration of grant and loan funds.

Over five years of experience in banking with administration assistance with finance and loan processing.

Responsible for grant administration for Water and Sewer Facilities, Senior Citizen Centers, Mentally and Physically Disabled Centers, Public Health Departments, Child Development, Head Start Centers, Boys and Girls Clubs, Street Improvements, Drainage Improvements, and Sidewalk Improvements projects utilizing the following agencies:

Georgia Department of Community Affairs, OneGeorgia Authority, Economic Development Administration, Georgia Environmental Facilities Authority, Rural Development, Georgia Department of Natural Resources

Serves as a liaison between the local government and the funding agencies when concerns or issues require resolution.

Responsible for coordination with the client, engineer, and/or contractor to ensure compliance with Davis Bacon Certified Payrolls, Uniform Act Assistance, Section 3 Reporting and CDBG Benefit documentation

CAREER EDUCATION

University of Georgia

Community & Economic Development

Community Development Block Grant Recipients Workshops, 2011 – 2016



Section Four

References

Allen-Smith Consulting

Reference List

Client References:

Mr. Ralph McMullen, County Manager
Ms. Cindy Cunningham, County Clerk
Baldwin County Board of Commissioners
121 North Wilkinson Street
Milledgeville, GA 31061
(478) 445-0773

Mr. Guy Herring, Director
Barrow County Economic Development
30 North Broad Street
Winder, GA 30680
(770) 867-0662

Mr. Benjy Thompson, CEO
Development Authority of Bulloch County
102 South Main Street, P.O. Box 303
Statesboro, GA 30458
(912) 489-9115

Mr. David Dyer, Executive Director
Development Authority of Jasper County
119 W. Washington Street, Suite 319 A
P.O. Box 270
Monticello, GA 31064
(706) 468 - 0657

Mr. Greg Sellars, Executive Director
Ms. Lil Easterlin, Exec. Director
Development Authority of Jefferson County
P. O. Box 630
Louisville, GA 30434
(478) 625-8134

Mr. Kenny Smith, City Manager
Mr. Toussaint Kirk, Director Planning & Dev.
City of Griffin
100 South Hill Street, P.O. Box T
Griffin, GA 30224
(770) 229-6400

Mr. David Luckie, Executive Director
Griffin-Spalding Development Authority
P. O. Box 109 East Solomon Street, Suite 100
Griffin, Georgia 30224
(770) 412-9200

Mrs. Kay Pippin, Mayor
Mrs. Jeanette Riley, City Clerk
City of Jackson
134 South Oak Street
Jackson, GA 30233
(770) 775-7535

Mr. Alan Verner, Chairman
JDA of Jasper, Morgan, Newton and Walton
Counties
5100 Davis Academy Road
Rutledge, GA 30663
(706) 557-2161

Mr. Jeff Killip, PE, Director of Public Works
City of Jefferson
147 Athens Street
Jefferson, GA 30549
(706) 367-5121 Ext. 3

Mr. Logan Propes, Finance Director
Mr. Rodney Middlebrooks, Public Works Director
Mrs. Beth Thompson, Accounting Div. Director
City of Monroe
P.O. Box 1249
Monroe, GA 30655
(770) 267-7536

Mr. Russell Thompson, City Manager
City of Thomaston
106 East Lee Street, P.O. Box 672
Thomaston, GA 30286
(706) 647-4242

Mr. John Graham, Chairman
Warren County Board of Commissioners
P.O. Box 46
Warrenton, GA 30828
(706) 465-2171

Mrs. Mary Ann Moseley, City Administrator
City of Warrenton
P. O. Box 109
Warrenton, Georgia 30828
(706) 465-3282

Professional References:

Mr. Trey Gavin (Engineering)
Carter & Sloope, Inc.
6310 Peak Road
Macon, GA 31210
(912) 477-3923

Mr. Richard Pendergrass (Engineering)
Pendergrass & Associates, Inc.
P.O. Box 81610
Conyers, GA 30013
(770) 785-7853

Mr. Chad Sipe (Engineering)
Carter & Sloope, Inc.
115 Woodland Way, Suite 120
Canton, GA 30114
(770) 479-8782

Mr. Jerry Hood (Engineering)
Engineering Management, Inc.
303 Swanson Drive
Lawrenceville, GA 30045
(770) 962-1387

Mr. Ben Turnipseed (Engineering)
G. Ben Turnipseed Engineers
2255 Cumberland Pkwy. Building 400
Atlanta, GA 30339
(770) 333-0700

Mr. Jim Aton (Engineering)
Hayes James & Associates, Inc.
4145 Shackleford Road, Suite 300
Norcross, GA 30093
(770) 923-1600

Mr. Kenny Green (Engineering)
G. Ben Turnipseed Engineers
4210 Columbia Road, Building 3
Augusta, GA 30907
(706) 863-8800

Mr. Sam Andras, AIA (Architecture)
Andras Allen Star Architecture
1300 6th Avenue, Suite 500
Columbus, GA 31901
(706) 571-6923

Mr. Charles Welch (Engineering)
Goodwyn, Mills, and Cawood
2430 Herodian Way, Suite 101
Smyrna, Georgia 30080
(770) 952 - 2481

Mr. Ben Carter, AIA
Mr. Joe Watkins, AIA (Architecture)
Carter Watkins Assoc. Architects, Inc.
P.O. Box 1004
Monroe, GA 30655-1004
(770) 267-7799

Mr. Tim Ingram (Engineering)
Ingram & Associates, LLC
332 New Street
Macon, GA 31201
(478) 745-3996

Mr. Kip Oldham, AIA (Architecture)
K.A. Oldham & Associates
14 E. Washington Street
Newnan, GA 30263
(770) 683-9170

Mr. Brian Upson (Engineering)
Paragon Consulting Group
118 N. Expressway
Griffin, GA 30223
(770) 412-7700

Mr. Richard Akin, PE (Engineering)
Rindt-McDuff Associates, Inc.
334 Cherokee Street
Marietta, GA 30060
(770) 427-8123



Section Five

Administrative Services Approach

Allen-Smith Consulting

Administrative Services Approach

Allen-Smith Consulting (ASC) will act as an administrative partner with the Client to establish an efficient and communication oriented process to implement and complete the proposed project. First, ASC will coordinate a kick-off meeting to insure that all parties involved are on the same track...a successful one.

The following is a brief list of major tasks to be performed during the grant administration phase:

1. Assist CLIENT with the execution and submittal of grant award package documentation to the Funding Agency.
2. Establish accounting system to maintain proper financial record keeping of grant funds and local funds.
3. Maintain, on a daily basis, financial accounting system and necessary records.
4. Set up file system to document all required compliance aspects of the project.
5. Assist with Environmental Review Compliance as required.
6. Assist CLIENT in addressing general and special conditions, as applicable.
7. Schedule, coordinate, and conduct the necessary public hearings as required by the Funding Agency.
8. Assist Architect and/or Engineer with the required contract clauses to be contained in the bid documents for the construction contractor, if required.
9. Assist CLIENT and CLIENT acquisition agent with Uniform Act compliance, if applicable.
10. Coordinate with contractors to ensure compliance with all Labor Law Requirements, if applicable.
11. Conduct all employee interviews with general contractor and sub-contractors, if applicable.
12. Examine all certified payroll sheets for wage and job classification compliance (verify with employee interviews), if applicable.
13. Coordinate and perform portion of pre-construction conference with Architect and/or Engineer, contractors and others to ensure compliance with Funding Agency requirements.
14. Serve as a liaison between Architect and/or Engineer, contractors, and the CLIENT on matters related to grant compliance.
15. Request wage rates and contractor approvals, if applicable.
16. Prepare and submit quarterly reports and any other reports as may be required by the Funding Agency.
17. Prepare and submit drawdown requests as needed.

Administrative Services Approach, continued...

18. Draft all correspondence to the Funding Agency from the CLIENT in regards to this project, as needed.
19. Coordinate and attend all monitoring visits by the Funding Agency(ies), as necessary.
20. Monitor progress of the Architect and/or Engineer for the CLIENT during the project.
21. Assist the CLIENT in keeping project schedule on track with Architect and/or Engineer and contractor(s).
22. Assist the CLIENT in all phases of the project to comply with Federal and State regulations as listed in Funding Agency's Manual.
23. Obtain and document all beneficiary count numbers for the CLIENT's files, if applicable.
24. Assist CLIENT with all Section 3 requirements.
25. Coordinate and conduct close out public hearing, if applicable.



Section Six

Current Workload

Allen-Smith Consulting

Current Workload

Allen-Smith Consulting's current workload consists of over 70 active grant writing and administration projects, including:

- Community Development Block Grants (CDBG)
- Employment Incentive Program (EIP)
- Redevelopment Fund Program (RDF)
- Economic Development Administration (EDA)
- OneGeorgia Authority – Equity and EDGE (1GA)
- Regional Economic Business Assistance (REBA)
- Georgia Economic Finance Authority (GEFA)
- Appalachian Regional Commission (ARC)

Approximately 30% of these projects are in the process of closing out. Allen-Smith Consulting has the capacity to add the proposed project to its workload.



Section Seven

Statement of Commitment to Client

Allen-Smith Consulting

Statement of Commitment to Client

Caring

The Client will know that we care about their project. The Client will know that their project matters a great deal.

Authority

The Client will know that we have the authority to commit our firm and our resources to meeting their expectations.

Reliability

The Client will know that the most important factor in the quality of our work will be reliability. Our performance will be dependable and accurate the first time.

Involvement

The Client will be involved in the development of the project.

Notification

The Client will be kept informed of developments - good or bad. The client will not be kept in the dark if something is wrong on the project.

Goals

The Client's goals and schedule will be of utmost importance. Time will always be the most important thing the Client pays for and will be respected and followed. A sense of urgency will guarantee a continual, pressing need to expedite the process and deliver a superior quality project.



Section Eight

Project Experience

Allen-Smith Consulting Project Experience List

Economic Development, Innovative, and Redevelopment Projects

Baldwin/Putnam Counties

Water Improvements

FY 2001 – OneGeorgia Authority (Equity)
FY 2001 – Employment Incentive Program
Grant Writing & Grant Administration

Baldwin County

Sewer Improvements

FY 2003 – Employment Incentive Program
Grant Writing & Grant Administration

Baldwin County

Airport Improvements

FY 2007 – OneGeorgia Authority (Equity)
Grant Administration

Baldwin County

Airport Improvements – Fuel System

FY 2015 – OneGeorgia Authority (Equity)
Grant Writing & Grant Administration

Baldwin County

Road Improvements (Kroger)

FY 2010 – OneGeorgia Authority (Equity)
FY 2010 – Employment Incentive Program
Grant Writing & Grant Administration

City of Barnesville

Water / Sewer Improvements

FY 2007 – Employment Incentive Program
Grant Writing and Grant Administration

City of Barnesville

Water Improvements (Piedmont Green)

FY 2010 – OneGeorgia Authority (Equity)
Grant Writing & Grant Administration

Barnesville-Lamar County IDA

Infrastructure Improvements (General Protecht)

FY 2007 – Economic Development Administration
FY 2007 – Employment Incentive Program
FY 2007 – OneGeorgia Authority (EDGE)
Grant Writing & Grant Administration

Barrow County

Sewer Improvements (Ingles)

FY 2000 – Employment Incentive Program
Grant Writing & Grant Administration

Barrow County

Infrastructure Improvements (Chico's)

FY 2002 – Employment Incentive Program
FY 2002 – Regional Economic Business Assistance
Grant Writing & Grant Administration

Barrow County

Machinery / Equipment (Hagemeyer)

FY 2002 – Regional Economic Business Assistance
Grant Writing & Grant Administration

Barrow County/City of Winder

Water Improvements

FY 2004 – Employment Incentive Program
Grant Writing & Grant Administration

Barrow County

Sewer Improvements (Home Depot)

FY 2005 – Employment Incentive Program
Grant Writing & Grant Administration

Barrow County

Equipment Purchase (Raw Talent)

FY 2007 – Employment Incentive Program (Loan)
Loan Writing & Loan Administration

Joint Development Authority of Winder & Barrow County

Site Acquisition (Boise Building Materials Distribution)

FY 2007 – Regional Economic Business Assistance
Grant Writing & Grant Administration

Barrow County

Infrastructure Improvements (Jayhawk/Schuetz Container)

FY 2009 – Employment Incentive Program
Grant Writing and Grant Administration

Barrow County

Distribution Building (Chico's)

FY 2009 – Regional Economic Business Assistance
Grant Writing & Grant Writing

Bartow County

Rail Spur (Tyson Foods)

FY 1998 – Employment Incentive Program
FY 1998 – Appalachian Regional Commission
Grant Administration

City of Bogart

Sewer Infrastructure (Bensons Bakery)

FY 2000 – Employment Incentive Program
Grant Writing & Grant Administration

City of Bowdon*Facility Expansion (Memory Lane Assisted Living Facility)*

FY 2012 – Employment Incentive Program

Grant Writing

Bulloch County*WL Plastics, Inc. – Rail Spur*

FY 2016 – Employment Incentive Program

Grant Writing

Bulloch County*Aspen Aerogels – Rail Spur*

FY 2016 – Employment Incentive Program

Grant Writing

Development Authority of Bulloch County*Aspen Aerogels – Site Work*

FY 2016 – OneGeorgia Authority EDGE

Grant Writing & Grant Administration

Development Authority of Bulloch County*Gateway Industrial Park – Road Improvements*

FY 2016 – OneGeorgia Authority Equity

Grant Writing & Grant Administration

Joint Development Authority of Butts-Spalding*Site Work – Dollar General*

FY 2016 – OneGeorgia Authority EDGE

Grant Writing & Grant Administration

Butts County & Spalding County*Water Improvements – Dollar General*

FY 2016 – Joint Employment Incentive Program

Grant Writing

Butts County*Ready Pac - Water Improvements*

FY 2016 – Employment Incentive Program

Grant Writing

City of Calhoun*Building Purchase (Cherokee Mill Lofts)*

FY 2012 – Redevelopment Fund

Grant Administration

City of Canton / Cherokee County Development Authority*Rail Spur (UAC)*

FY 2004 – Economic Development Administration

FY 2004 – Employment Incentive Program

Grant Writing (EDA) & Grant Administration (EDA/EIP)

City of Carrollton*Sewer Improvements (Nursing Home)*

FY 2004 – Employment Incentive Program

Grant Writing

City of Clarkesville*Building Stabilization – 1416 Washington Street*

FY 2004 – Redevelopment Fund Program

Grant Writing & Grant Administration

Columbia County*GIW - Road Improvements*

FY 2014 – Employment Incentive Program

Grant Writing & Grant Administration

City of Conyers*Road Improvements (HillPhoenix)*

FY 2013 – Employment Incentive Program

Grant Writing

Cook County*Airport Terminal*

FY 2010 – OneGeorgia Authority (Equity)

Grant Writing & Grant Administration

Coweta County Development Authority*Equipment – Variety Wholesalers*

FY 2016 – REBA

Grant Writing & Grant Administration

Dalton Whitfield Economic Development Authority*Equipment (Shiroki)*

FY 2007 – Regional Economic Business Assistance

Grant Writing & Grant Administration

Douglas County Development Authority*Machinery / Equipment (Turano Baking)*

FY 2007 – Regional Economic Business Assistance

Grant Writing & Grant Administration

City of Douglasville*Site Work (Gordon Food Service)*

FY 2013 – Regional Economic Business Assistance

Grant Writing & Grant Administration

City of Eatonton*Redevelopment (Hearn Cotton Warehouse)*

FY 2007 – OneGeorgia Authority (Equity)

FY 2007 – Downtown Development Revolving Loan Fund

FY 2007 – Georgia Cities Foundation

Grant Writing

City of Eatonton DDA*Parking Lot / Stage Construction (City Center Park)*

FY 2013 – OneGeorgia Authority (Equity)

Grant Writing & Grant Administration

Effingham County Industrial Development Authority*Site Improvements (Medient Studios)*

FY 2013 – OneGeorgia Authority (EDGE)

Grant Writing & Grant Administration

Effingham County Industrial Development Authority*PortFresh - Water*

FY 2016 – OneGeorgia Authority Equity

Grant Writing & Grant Administration

Fall Line Regional Development Authority*Industrial Park Study*

FY 2003 – OneGeorgia Authority (Equity)

Grant Writing & Grant Administration

Economic Development, Innovative, and
Redevelopment Projects (continued)

City of Fort Valley/Peach County
Sewer Improvements (South Peach Industrial Park)
FY 2000 – OneGeorgia Authority (Equity)
Grant Writing & Grant Administration

City of Fort Valley/Peach County
Public Infrastructure Improvements (Step2 Company)
FY 2000 – Employment Incentive Program
Grant Writing & Grant Administration

City of Gordon
Public Infrastructure Improvements (Ind. Dev. Park)
FY 2006 – OneGeorgia Authority (Equity)
Grant Writing & Grant Administration

Greene County
Sewer Improvements (Flying J)
FY 2006 – Employment Incentive Program
FY 2006 – OneGeorgia Authority (Equity)
Grant Writing & Grant Administration

City of Greensboro
Building Renovation (Marrett Building)
FY 1999 – CDBG Innovative Program
Grant Writing & Grant Administration

City of Greensboro
Acquisition / Equipment (First Hand, Inc.)
FY 2004 – Employment Incentive Program
FY 2004 – Revolving Loan Fund
Grant Writing & Grant Administration

City of Greensboro
Building Renovation (Festival Hall)
FY 2008 – OneGeorgia Authority (Equity)
Grant Writing & Grant Administration

City of Greensboro
Building Renovation (Chero Cola Building)
FY 2014 – Redevelopment Fund
Grant Writing & Grant Administration

City of Greensboro
StreetScape Phase 1
FY 2016 – USDA RBDG
Grant Writing & Grant Administration

City of Greensboro
StreetScape Phase 2
FY 2016 – USDA RBDG
Grant Writing

City of Griffin
Public Infrastructure Improvements (Kroger)
FY 2011 – Employment Incentive Program
Grant Writing

City of Griffin
Sewer Infrastructure Improvements (1888 Mills)
FY 2014 – Employment Incentive Program
Grant Writing & Grant Administration

Griffin-Spalding Development Authority
Site Work, Rail Spur, Pre-Treatment Facility (Caterpillar)
FY 1998 – Regional Economic Business Assistance
Grant Writing & Grant Administration

Griffin-Spalding Development Authority
Industrial Park Planning
FY 2003 - Municipal Electric Authority Georgia (MEAG)
Grant Writing

Griffin-Spalding Development Authority
(Project Jade)
FY 2010 – OneGeorgia Authority (EDGE)
Grant Writing

Griffin-Spalding Development Authority
Machinery / Equipment (Caterpillar, Inc.)
FY 2010 – OneGeorgia Authority (EDGE)
Grant Writing & Grant Administration

Griffin-Spalding Development Authority
Building Construction (UGA Food Innovation Center)
FY 2013 – Economic Development Administration
Grant Writing

Griffin-Spalding Development Authority
The Lakes at Green Valley – Water/Sewer
FY 2016 – OneGeorgia Authority Equity
Grant Writing & Grant Administration

Griffin-Spalding Development Authority
Griffin-Spalding County Joint Application
Marukan Vinegar USA - Public Pretreatment Facility
FY 2016 – Employment Incentive Program
Grant Writing

City of Grovetown
Road Improvements (Grovetown Center)
FY 2013 – OneGeorgia Authority (Equity)
Grant Writing

Haralson County/Dev. Authority of Haralson County
Rail Spur (Mark-Lynn Foods)
FY 1998 – Employment Incentive Program
Grant Writing & Grant Administration

Haralson County/Dev. Authority of Haralson County
Building Renovation (Spectra Science)
FY 1998 – Employment Incentive Program
Grant Writing & Grant Administration

Haralson County Development Authority
Sewer Improvements
FY 2001 – OneGeorgia Authority (Equity)
Grant Writing & Grant Administration

Economic Development, Innovative, and
Redevelopment Projects (continued)

Haralson County

(Associated Maintenance Corporation)

FY 2006 – Employment Incentive Program/Revolving Loan
Fund

Grant Writing & Grant Administration

Haralson County

Water Improvements (Suzukaku)

FY 2007 – OneGeorgia Authority (Equity)

Grant Writing & Grant Administration

Haralson County

Acquisition (NEEMA Properties)

FY 2005 – Employment Incentive Program/Revolving Loan
Fund

Grant Writing & Grant Administration

City of Harlem

Equipment (Tracy-Luckey)

FY 2008 – Employment Incentive Program/Revolving Loan
Fund

Grant Writing & Grant Administration

City of Harlem

Building Renovation (Columbia Theatre)

FY 2010 – Redevelopment Fund

Grant Writing

Harris County

Equipment (JCG Foods)

FY 2013 – OneGeorgia Authority (EDGE)

Grant Writing & Grant Administration

Heard County Water Authority

Water Improvements

FY 2007 – Rural Development

Grant Writing & Grant Administration

Henry County Development Authority

Equipment (Inline Plastics)

FY 2009 – Regional Economic Business Assistance

Grant Administration

Lake Oconee Development Authority

Tourism & Marketing

FY 2001 – Regional Assistance Program

Grant Writing

City of Jackson

QTR - Water Improvements

FY 2016 – Employment Incentive Program

Grant Writing &

Jackson County Economic Development

Sewer Improvements (Tanger Factory Outlet)

FY 1995 – Employment Incentive Program

Grant Writing & Grant Administration

Jackson County Economic Development

Sewer Improvements (Tanger Factory Outlet)

FY 1995 – Georgia Environmental Finance Authority (Loan)

Loan Writing & Administration

Jackson County

Public Infrastructure Improvements (Nicolon, Inc.)

FY 1995 – Regional Economic Business Assistance Grant

Writing & Grant Administration

Jackson County Economic Development

Pre-Treatment Facility (Mayfield Dairy Farms)

FY 1997 – Employment Incentive Program

Grant Writing & Grant Administration

Jackson County Economic Development

Pre-Treatment Facility (Mayfield Dairy Farms)

FY 1997 – Georgia Environmental Finance Authority (Loan)

Loan Writing & Administration

**Joint Development Authority of Athens-Clarke,
Jackson, Madison, Morgan, Oconee, and Walton
(Mayfield Dairy Farms)**

FY 2006 – Regional Economic Business Assistance

Grant Writing & Grant Administration

Development Authority of Jasper County

Minnetta Industrial Park – Land Acquisition/Entrance

FY 2016 – OneGeorgia Authority Equity

Grant Writing & Grant Administration

Development Authority of Jefferson County

Public Infrastructure Improvements (Pyramax)

FY 2011 – Economic Development Administration

FY 2011 – Employment Incentive Program

FY 2011 – OneGeorgia Authority (Equity)

Grant Writing & Grant Administration

Development Authority of Jefferson County

Public Infrastructure Improvements (Northstar)

FY 2012 – OneGeorgia Authority (Equity)

Grant Writing

Jefferson County Industrial Development Authority

Airport Industrial Park – Multi-Infrastructure

FY 2016 – OneGeorgia Authority (Equity)

Grant Writing & Grant Administration

**Joint Development Authority of Jasper, Newnan,
Morgan, and Walton Counties**

Infrastructure Improvements (Stanton Springs)

FY 2007 – OneGeorgia Authority (Equity)

Grant Writing & Grant Administration

**Joint Development Authority of Jasper, Newton,
Morgan, and Walton Counties**

Site Work (Baxter Healthcare)

FY 2012 – OneGeorgia Authority (EDGE)

FY 2012 – Economic Development Administration

Grant Writing & Grant Administration

Economic Development, Innovative, and
Redevelopment Projects (continued)

Jones County Industrial Development Authority

Road Improvements / Signage
FY 2008 – OneGeorgia Authority (Equity)
Grant Writing & Grant Administration

City of LaGrange

Road Improvements (Sewon)
FY 2009 – Employment Incentive Program
Grant Writing & Grant Administration

Development Authority of LaGrange

Jindal Films – Building and Equipment
FY 2016 – Employment Incentive Program
Grant Writing & Grant Administration

City of Lincolnton/Lincoln County

Training and Development Center
FY 2003 – Employment Incentive Program
FY 2003 – Redevelopment Fund
Grant Writing

City of Luthersville

Building Stabilization -Preservation -Bank Building
FY 2016 – Redevelopment Fund Program
Grant Writing

Macon County Development Authority

(Flint River Foods)
FY 2004 – OneGeorgia Authority (EDGE)
Grant Writing & Grant Administration

City of Madison Downtown Development Authority

FY 2009 – OneGeorgia Authority
Grant Writing & Grant Administration

Madison County

Road Improvements (Dills Food City)
FY 2013 – Employment Incentive Program
Grant Writing

Madison County Development Authority

Road Improvements (Cooper Road Industrial Park)
FY 2009 – Appalachian Regional Commission
Grant Writing & Grant Administration

Madison County Development Authority

Sewer Improvements (Ingles)
FY 2009 – OneGeorgia Authority (Equity)
Grant Writing & Grant Administration

Meriwether County

Water Tank (Dongwon)
FY 2007 – Employment Incentive Program
Grant Writing & Grant Administration

Meriwether County

Water Improvements (Meriwether Park)
FY 2008 – OneGeorgia Authority (Equity)
Grant Writing & Grant Administration

Meriwether County Industrial and Building Authority

Site Work (Dongwon)
FY 2008 – OneGeorgia Authority (EDGE)
Grant Writing & Grant Administration

Milledgeville/Baldwin County Development Authority

Water Improvements (Vernay Industries)
FY 2003 – Employment Incentive Program
Grant Writing & Grant Administration

City of Monroe

Road Improvements (Walmart Distribution Center)
FY 2004 – Employment Incentive Program
Grant Writing & Grant Administration

City of Monroe

Building Renovation (Livery Stable)
FY 2016 – Redevelopment Fund Program
Grant Writing & Grant Administration

Murray County

Rail Spur and Road Improvements (Mattex)
FY 2014 – Employment Incentive Program
Grant Writing & Grant Administration

Murray County

Site Improvements (Mattex)
FY 2013 – OneGeorgia Authority (EDGE)
Grant Writing & Grant Administration

Murray County

Building Construction (Agricultural Center)
FY 2013 – OneGeorgia Authority (Equity)
Grant Writing

Peach County

Regional Workforce Development Center
FY 2007 – Employment Incentive Program
FY 2007 – OneGeorgia Authority (Equity)
Grant Writing

Peach County

(Southern Perfection)
FY 2008 – OneGeorgia Authority (Loan)
Loan Writing

Peach County

Regional Workforce Development Center
FY 2012 – Employment Incentive Program
FY 2012 – OneGeorgia Authority (Equity)
Grant Writing & Grant Administration

Pike County Industrial Development Authority

Water and Sewer Improvements (Industrial Park)
FY 2005 – OneGeorgia Authority (Equity)
Grant Writing & Grant Administration

Pike County

Water Improvements (Ranews - Engine Painting Division)
FY 2006 – Employment Incentive Program
Grant Writing & Grant Administration

**Economic Development, Innovative, and
Redevelopment Projects (continued)**

City of Plains

Renovation (Inn & Antique Mall)
FY 2000 – OneGeorgia Authority (Equity)
FY 2000 – Redevelopment Fund
Grant Writing & Grant Administration

Putnam County

Building Renovations (Georgia Writers Museum)
FY 2014 – OneGeorgia Authority (Equity)
Grant Writing

Putnam County/City of Eatonton

Water Improvements
FY 2005 – Employment Incentive Program
Grant Writing & Grant Administration

Putnam County/City of Eatonton

Sewer Improvements – Legacy Homes
FY 2016 – Employment Incentive Program
Grant Writing

Eatonton-Putnam Water Sewer Authority

WWTP Upgrades – Industrial Park Capacity
FY 2016 – Economic Development Administration
Grant Writing

City of Roberta

Water Improvements
FY 2001 – OneGeorgia Authority (Equity)
Grant Writing & Grant Administration

City of Sandersville

Water Improvements
FY 200w – OneGeorgia Authority (Equity)
Grant Writing & Grant Administration

City of Sandersville/Washington County

Spec Building
FY 2003 – OneGeorgia Authority (Equity)
Grant Writing

Sinclair Water Authority

Water Improvements
FY 2001 – Regional Assistance Program (RAP)
FY 2001 – OneGeorgia Authority (Equity)
Grant Writing & Grant Administration

City of Social Circle

FY 2005 – OneGeorgia Authority (Equity)
Grant Writing & Grant Administration

City of Social Circle

FY 2005 – Employment Incentive Program
Grant Writing

City of Social Circle

FY 2006 – Downtown Development Revolving Loan Fund
FY 2006 – Georgia Cities Foundation
Grant Writing & Grant Administration

City of Social Circle

Infrastructure Improvements (General Mills)
FY 2009 – Economic Development Administration
FY 2009 – American Recovery and Reinvestment Act
Grant Writing and Grant Administration

Spalding County

Road Improvements (Caterpillar, Inc.)
FY 1998 – Employment Incentive Program
Grant Writing & Grant Administration

Spalding County

Road Improvements (Springs Industries)
FY 2000 – Employment Incentive Program
Grant Writing & Grant Administration

Spalding County

Building Purchase / Renovation (Old Griffin Bottling)
FY 2004 – Employment Incentive Program/Revolving Loan
Fund
Grant Writing & Grant Administration

Spalding County

Infrastructure Improvements (Sumika)
FY 2007 – Employment Incentive Program
Grant Writing & Grant Administration

Spalding County

Rail Spur (NORCOM)
FY 2009 – Employment Incentive Program
Grant Writing & Grant Administration

City of Summerville

Water Improvements (Mohawk)
FY 2011 – Employment Incentive Program
Grant Writing & Grant Administration

City of Swainsboro

Infrastructure and Facility for Technology Park (Zcorum)
FY 2001 – Employment Incentive Program
FY 2001 – Regional Economic Business Assistance
Grant Writing & Grant Administration

City of Tallapoosa

Water Improvements (Honda)
FY 2005 – Employment Incentive Program
FY 2005 – Economic Development Administration
Grant Administration

City of Tennille

Building Renovation (Memory Lane Assisted Living)
FY 2010 – Employment Incentive Program (Loan)
Grant Writing & Grant Administration

City of Thomaston

Infrastructure (WesTek)
FY 2001 – OneGeorgia Authority (Equity)
Grant Writing & Grant Administration

Economic Development, Innovative, and
Redevelopment Projects (continued)

City of Thomaston Development Authority
Rail Spur and Infrastructure Improvements (Plymart)
FY 2006 – Employment Incentive Program
FY 2006 – OneGeorgia Authority (Equity)
Grant Writing & Grant Administration

City of Thomaston
Water / Sewer Improvements (Walmart)
FY 2000 – Employment Incentive Program
Grant Writing & Grant Administration

Thomaston/Upson County Development Authority
Spec Building
FY 2001 – OneGeorgia Authority (Equity)
Grant Writing & Grant Administration

City of Thomaston
(Animal Health and Science)
FY 2010 – OneGeorgia Authority (EDGE)
FY 2010 – Employment Incentive Program
Grant Writing & Grant Administration

Warren County
(Oglethorpe Power)
FY 2010 – Economic Development Administration
FY 2010 – Employment Incentive Program
Grant Writing

City of Warrenton
Water Improvements (Georgia Pacific / Timberman)
FY 2002 – Employment Incentive Program
Grant Writing & Grant Administration

Washington County
Airport Terminal
FY 2010 – OneGeorgia Authority (Equity)
Grant Writing & Grant Administration

City of West Point
Technology & Training Center
FY 2001 – OneGeorgia Authority (Equity)
FY 2001 – Employment Incentive Program
Grant Writing & Grant Administration

City of West Point
Industrial Park Expansion
FY 2003 – OneGeorgia Authority (Equity)
Grant Writing & Grant Administration

City of West Point
Infrastructure Improvements (KIA Motors)
FY 2006 – Economic Development Administration
FY 2006 – Employment Incentive Program
Grant Writing & Grant Administration

City of West Point
Public Infrastructure Improvements (Mobis and Glovis)
FY 2007 – OneGeorgia Authority (Equity)
FY 2007 – Employment Incentive Program
Grant Writing & Grant Administration

City of West Point
Rail Spur (KIA Motors)
FY 2007 – Regional Economic Business Assistance
Grant Writing & Grant Administration

City of West Point
Water / Sewer Improvements (Hyundai Dymos)
FY 2013 – Employment Incentive Program
FY 2013 – OneGeorgia Authority (Equity)
Grant Writing & Grant Administration

City of West Point Downtown Development Authority
Building Renovation (Hood Building)
FY 2008 – Redevelopment Fund
Grant Writing & Grant Administration

Development Authority of West Point
Rail Spur (KIA Motors)
FY 2008 – Regional Economic Business Assistance
Grant Writing & Grant Administration

Development Authority of West Point
Site Work (KIA Motors)
FY 2008 – Regional Economic Business Assistance
Grant Writing & Grant Administration

West Point Valley Partnership Joint Development Auth.
FY 2007 - OneGeorgia Equity
Grant Writing & Grant Administration

Wilkinson County
ISP Alliance
FY 1998 – Employment Incentive Program
Grant Writing & Grant Administration

Development Authority of Wilkinson County
(CARBO Ceramics)
FY 1997 – Regional Economic Business Assistance
Grant Writing & Grant Administration

City of Winder
(Olympic Steel)
FY 2008 – Employment Incentive Program
Grant Writing & Grant Administration

Winder-Barrow Industrial Building Authority
Park 53 South Phase 1 – Water/Sewer
FY 2016 – OneGeorgia Authority Equity
Grant Writing & Grant Administration

City of Zebulon
Sewer Improvements (Southern Mills)
FY 2003 – Employment Incentive Program
Grant Writing & Grant Administration

City of Zebulon
Building Renovation
FY 2005 – Redevelopment Fund
Grant Writing & Grant Administration

Boys & Girls Clubs, Head Starts, Learning Centers, Day Care Centers, Community Service Centers

ACTION, Inc. Madison County

Head Start

FY 2000 – Department of Health & Human Services
Grant Writing

Banks County

Adult Learning Center

FY 2004 – Community Development Block Grant
Grant Writing & Grant Administration

Barrow County

Head Start Facility

FY 2000 – Community Development Block Grant
Grant Writing & Grant Administration

Bartow County

Boys & Girls Club

FY 1996 – Community Development Block Grant
Grant Writing & Grant Administration

City of Cave Springs

Day Care Facility

FY 1999 – Community Development Block Grant
Grant Writing & Grant Administration

City of Commerce

Boys & Girls Club

FY2014 – Community Development Block Grant
Grant Writing & Grant Administration

City of Fort Valley

Boys & Girls Club

FY 2000 – Community Development Block Grant
Grant Writing & Grant Administration

City of Harlem

Family Connection / Head Start

FY 2006 – Community Development Block Grant
Grant Writing & Grant Administration

Jackson County

Boys & Girls Club

FY2012 – Community Development Block Grant
Grant Writing & Grant Administration

Jones County

Head Start / Community Services Center

FY 1999 – Community Development Block Grant
Grant Writing & Grant Administration

City of Newnan

Boys & Girls Club

FY 2000 – Community Development Block Grant
Grant Writing & Grant Administration

Paulding County

Boys & Girls Club

FY 1997 – Community Development Block Grant
Grant Writing & Grant Administration

Walton County

Head Start Facility

FY 1997 – Community Development Block Grant
Grant Writing & Grant Administration

Walton County

Boys & Girls Club

FY 2005 – Community Development Block Grant
Grant Writing & Grant Administration

City of Warrenton

Head Start / GED Facility

FY 1998 – Community Development Block Grant
Grant Writing & Grant Administration

City of West Point

Boys & Girls Club

FY 2003 – Community Development Block Grant
Grant Writing & Grant Administration

City of Winder

Boys & Girls Club / ACTION, Inc.

FY 2014 – Community Development Block Grant
Grant Administration

City of Zebulon

Head Start / Neighborhood Services Facility

FY 2002 – Community Development Block Grant
Grant Writing & Grant Administration

City of Zebulon

Community Service Center

FY 2006 – Community Development Block Grant
Grant Writing & Grant Administration

Physical Health Departments, Mental Health Facilities, Shelters, Mental Retardation Service & Training Facilities

Baldwin County

Mental Health Facility

FY 2000 – Community Development Block Grant
Grant Writing & Grant Administration

Banks County

Health Department Facility

FY 1997 – Community Development Block Grant
Grant Administration

Barrow County

Mental Health Facility

FY 1995 – Community Development Block Grant
Grant Writing & Grant Administration

Physical Health Departments, Mental Health Facilities,
Shelters, Mental Retardation Service & Training
Facilities (continued)

Barrow County

Mental Retardation Service Center
FY 1998 – Community Development Block Grant
Grant Writing & Grant Administration

Barrow County

Pace Place Transitional Housing
FY 2004 – Community Development Block Grant
Grant Writing

Barrow County

Health Department
FY 2007 – Community Development Block Grant
Grant Writing & Grant Administration

Carroll County

Mental Health Facility
FY 1997 – Community Development Block Grant
Grant Writing & Grant Administration

Coweta County

Health Facility
FY 2009 – Community Development Block Grant/ARRA
Grant Writing & Grant Administration

Floyd County

Boys Home
FY 2000 – Community Development Block Grant
Grant Writing & Grant Administration

Gordon County

Mental Health Facility
FY 1997 – Community Development Block Grant
Grant Writing & Grant Administration

Gordon County

Mental Retardation Training Center
FY 2000 – Community Development Block Grant
Grant Writing & Grant Administration

Gordon County

Community Assessment Center
FY 2004 – Community Development Block Grant
Grant Writing

Haralson County

Mental Retardation Training Center
FY 2003 – Community Development Block Grant
Grant Writing & Grant Administration

Harris County

Mental Retardation Training Center
FY 1995 – Community Development Block Grant
Grant Writing & Grant Administration

Harris County

Mental Health Facility
FY 1999 – Community Development Block Grant
Grant Writing & Grant Administration

Heard County

Mental Health Facility
FY 1998 – Community Development Block Grant
Grant Writing & Grant Administration

Jackson County

Public Health Department
FY 1996 – Community Development Block Grant
Grant Writing & Grant Administration

Jackson County

Mental Health Facility
FY 1998 – Community Development Block Grant
Grant Writing & Grant Administration

Lamar County

Health Department
FY 2017 – Community Development Block Grant
Grant Writing

Meriwether County

Public Health Center
FY 1995 – Community Development Block Grant
Grant Writing & Grant Administration

Meriwether County

Mental Health Facility
FY 1997 – Community Development Block Grant
Grant Writing & Grant Administration

Meriwether County

Adolescent and Children's Crisis Stabilization Center
FY 2007 – Community Development Block Grant
Grant Writing & Grant Administration

Peach County

Mental Health Facility
FY 2005 – Community Development Block Grant
Grant Writing & Grant Administration

Pike County

Public Health Department
FY 1994 – Community Development Block Grant
Grant Writing & Grant Administration

Putnam-Jasper Counties

MR Service Center
FY 2001 – Community Development Block Grant
Grant Writing & Grant Administration

Upson County

Public Health Department
FY 1998 – Community Development Block Grant
Grant Writing & Grant Administration

Physical Health Departments, Mental Health Facilities,
Shelters, Mental Retardation Service & Training
Facilities (continued)

Walton County

Mental Health Facility

FY 2000 – Community Development Block Grant
Grant Writing & Grant Administration

Wilkinson County

Mental Retardation Service Center

FY 2000 – Community Development Block Grant
Grant Writing & Grant Administration

Senior Citizens Centers

Baldwin County

FY 1995 – Community Development Block Grant
Grant Writing & Grant Administration

Barrow County

FY 1997 – Community Development Block Grant
Grant Writing

Franklin County

FY 1995 - Community Development Block Grant
Grant Writing & Grant Administration

Gordon County

FY 1995 – Community Development Block Grant
Grant Writing & Grant Administration

City of Harlem

FY 2008 – Community Development Block Grant
Grant Writing & Grant Administration

Harris County

FY 1997 – Community Development Block Grant
Grant Writing & Grant Administration

Henry County

FY 1997 – Community Development Block Grant
Grant Writing & Grant Administration

Jackson County

FY 2008 – Community Development Block Grant
Grant Writing & Grant Administration

Jasper County

FY 2017 – Community Development Block Grant
Grant Writing

Lamar County

FY 1996 – Community Development Block Grant
Grant Writing & Grant Administration

Morgan County

FY 2000 – Community Development Block Grant
Grant Writing & Grant Administration

Oglethorpe County

FY 1996 – Community Development Block Grant
Grant Writing & Grant Administration

Pike County

FY 1996 – Community Development Block Grant
Grant Writing & Grant Administration

Rabun County

FY 1997 – Community Development Block Grant
Grant Writing & Grant Administration

Stephens County

FY 1998 – Community Development Block Grant
Grant Writing & Grant Administration

City of Tallapoosa

FY 1996 – Community Development Block Grant
Grant Writing & Grant Administration

Union County

FY 1996 – Community Development Block Grant
Grant Writing & Grant Administration

Walton County

FY 2002 – Community Development Block Grant
Grant Writing & Grant Administration

City of West Point

FY 2002 – Community Development Block Grant
Grant Writing

Wilkinson County

FY 1996 – Community Development Block Grant
Grant Writing & Grant Administration

Streets, Drainage, and Sidewalks

Baldwin County

Streets, Drainage & Sidewalk Improvements

FY 1999 – Community Development Block Grant
Grant Writing

Baldwin County

Streets, Drainage & Sidewalks

FY 2004 – Community Development Block Grant
Grant Writing & Grant Administration

Baldwin County

Drainage Improvements

FY 2006 – Community Development Block Grant
Grant Writing & Grant Administration

City of Carnesville

Sidewalk Improvements

FY 1996 & 1997 – Community Development Block Grant
Grant Writing

Streets, Drainage, and Sidewalks (continued)

City of Crawfordville

Streets, Drainage, & Sidewalk Improvements

FY 1995 – Community Development Block Grant and Georgia Department of Transportation Grant Writing & Grant Administration

City of Crawfordville

Streets, Drainage, & Sidewalk Improvements

FY 2001 – Community Development Block Grant Grant Writing & Grant Administration

City of Gordon

Drainage Improvements

FY 2003 – Community Development Block Grant Grant Writing & Grant Administration

City of Gordon

Drainage Improvements

FY 2006 – Community Development Block Grant Grant Writing & Grant Administration

City of Gray

Street & Drainage Improvements

FY 2004 – Community Development Block Grant Grant Writing & Grant Administration

City of Gray

Street & Drainage Improvements

FY 2006 – Community Development Block Grant Grant Writing

City of Greensboro

Street & Drainage Improvements

FY 1998 - Community Development Block Grant Grant Writing & Grant Administration

City of Greensboro

Water, Street, & Drainage Improvements

FY 2011 - Community Development Block Grant Grant Administration

City of Grovetown

Road Improvements

FY 2012 – OneGeorgia Authority (Equity) Grant Writing & Grant Administration

City of Griffin

Multi-Activity Project

FY 2006 – Community Development Block Grant Grant Writing

City of Hampton

Street & Drainage Improvements

FY 1996 – Community Development Block Grant and Georgia Department of Transportation Funds Grant Writing & Grant Administration

Heard County

Streets Improvement

FY 2008 – Community Development Block Grant Grant Writing & Grant Administration

City of Jefferson

Street & Sidewalk Improvements

FY 2012 – Community Development Block Grant Grant Writing & Grant Administration

Jones County

Drainage Improvements

FY 2006 – Community Development Block Grant Grant Writing & Grant Administration

City of LaGrange

Flood Mitigation Program

FY 1995 – Supplemental Flood Mitigation Grant Administration/Amendment

City of Madison

Drainage Improvements

FY 2012 – Community Development Block Grant Grant Writing & Grant Administration

City of McDonough

Street & Drainage Improvements

FY 1999 – Community Development Block Grant Grant Writing & Grant Administration

City of McDonough

Street & Drainage Improvements

FY 2001 – Community Development Block Grant Grant Writing & Grant Administration

City of Milner

Water & Street Improvements

FY 2006 – Community Development Block Grant Grant Writing

City of Monroe

Street & Drainage Improvements

FY 1998 – Community Development Block Grant Grant Writing & Grant Administration

City of Monroe

Street & Drainage Improvements

FY 2002 – Community Development Block Grant Grant Writing & Grant Administration

City of Monroe

Street & Drainage Improvements

FY 2004 – Community Development Block Grant Grant Writing & Grant Administration

City of Monroe

Street & Drainage Improvements

FY 2006 – Community Development Block Grant Grant Writing

Rockdale County

Drainage Improvements

FY 1995 – Supplemental Flood Mitigation Grant Administration

Streets, Drainage, and Sidewalks (continued)

City of Stockbridge

Street & Drainage Improvements

FY 2000 – Community Development Block Grant
Grant Writing

Upson County

Water & Drainage Improvements

FY 2005 – Community Development Block Grant
Grant Writing & Grant Administration

City of Walnut Grove

Street & Drainage Improvements

FY 1996 – Community Development Block Grant and
Georgia Department of Transportation Funds
Grant Writing & Grant Administration

City of West Point

Street & Drainage Improvements

FY 2006 – Community Development Block Grant
Grant Writing

City of Williamson

Water & Street Improvements

FY 2004 – Community Development Block Grant
Grant Administration

City of Zebulon

Street & Drainage Improvements

FY 1996 – Community Development Block Grant
Grant Administration

City of Zebulon

Street & Drainage Improvements

FY 1999 – Community Development Block Grant
Grant Writing & Grant Administration

Water and Sewer Improvements

Baldwin County

Sewer Improvements

FY 1997 – Community Development Block Grant
Grant Writing

Baldwin County

Sewer Improvements

FY 2002 – Community Development Block Grant
Grant Writing

Baldwin County

Sewer Improvements

FY 2006 – Community Development Block Grant
Grant Writing

Baldwin County

Water Improvements

FY 2008 - Community Development Block Grant
Grant Writing & Grant Administration

Baldwin County

Water, Sewer, & Road Improvements

FY 2010 - Community Development Block Grant
Grant Writing and Grant Administration

Baldwin County

Sewer Improvements

FY 2012 - Community Development Block Grant
Grant Writing & Grant Administration

Baldwin County

Sewer Improvements

FY 2014 - Community Development Block Grant
Grant Writing & Grant Administration

Baldwin County

Sewer Improvements

FY 2016 - Community Development Block Grant
Grant Writing & Grant Administration

City of Baldwin

Water Improvements

FY 2003 - Community Development Block Grant
Grant Writing & Grant Administration

City of Baldwin

Water & Sewer Improvements

FY 2012 - Community Development Block Grant
Grant Writing & Grant Administration

Banks County

Water Improvements

FY 2000 - Community Development Block Grant
Grant Writing & Grant Administration

City of Barnesville

Sewer Improvements

FY 2008 - Community Development Block Grant
Grant Writing & Grant Administration

City of Barnesville

Water Improvements

FY 2010 - Community Development Block Grant
Grant Writing & Grant Administration

City of Barnesville

Sewer Improvements

FY 2014 - Community Development Block Grant
Grant Writing & Grant Administration

City of Bowdon

Sewer Improvements

FY 2012 - Community Development Block Grant
Grant Writing & Grant Administration

City of Bowdon

Sewer Improvements

FY 2014 - Community Development Block Grant
Grant Writing & Grant Administration

Water and Sewer (continued)

City of Buchanan

Water Improvements

FY 2013 – Community Development Block Grant
Grant Administration

City of Camak

Water Improvements

FY 1997 – Immediate Threat and Danger Program
Grant Writing & Grant Administration

City of Camak

Water Improvements

FY 1998 – Community Development Block Grant
Grant Writing & Grant Administration

City of Camak

Sewer Improvements

FY 2012 – Community Development Block Grant
Grant Writing & Grant Administration

City of Camak

Sewer Improvements

FY 2014 – Community Development Block Grant
Grant Writing & Grant Administration

Carroll County

Water Improvements

FY 2013 – Community Development Block Grant
Grant Writing & Grant Administration

City of Cartersville

Water Improvements

FY 2017 – Community Development Block Grant
Grant Writing

City of Cedartown

Sewer Improvements

FY 2015 – Community Development Block Grant
Grant Writing & Grant Administration

City of Cedartown

Sewer Improvements

FY 2017 – Community Development Block Grant
Grant Writing

Chattooga County

Sewer Improvements

FY 2013 – Community Development Block Grant
Grant Writing & Grant Administration

Chattooga County

Water Improvements

FY 2015 – Community Development Block Grant
Grant Writing & Grant Administration

City of Cochran

Water, Sewer, & Drainage Improvements

FY 2012 – Community Development Block Grant
Grant Writing

City of Concord

Water Improvements

FY 2004 – Community Development Block Grant
Grant Writing & Grant Administration

City of Concord

Sewer Improvements

FY 2008 – Community Development Block Grant
Grant Writing & Grant Administration

City of Crawfordville

Sewer Improvements

FY 1999 – Community Development Block Grant
Grant Writing & Grant Administration

City of Crawfordville

Water Improvements

FY 2000 – Georgia Environmental Finance Authority
Project Administration

City of Crawfordville

Sewer Improvements

FY 2000 – Community Development Block Grant
Grant Writing & Grant Administration

City of Crawfordville

Sewer Improvements

FY 2002 – Community Development Block Grant
Grant Writing & Grant Administration

City of Crawfordville

Sewer Improvements

FY 2007 – Community Development Block Grant
Grant Writing & Grant Administration

City of Crawfordville

Sewer Improvements

FY 2009 – Community Development Block Grant
Grant Writing

City of Crawfordville

Sewer Improvements

FY 2010 – Community Development Block Grant
Grant Writing and Grant Administration

City of Crawfordville

Sewer Improvements

FY 2010 – Special Appropriations Project
Grant Administration

City of Franklin

Sewer Improvements

FY 2005 – Community Development Block Grant
Grant Writing & Grant Administration

City of Gordon

Sewer Improvements

FY 2007 – Community Development Block Grant
Grant Writing & Grant Administration

Water and Sewer (continued)

City of Gordon

Sewer Improvements

FY 2008 – Community Development Block Grant
Grant Writing & Grant Administration

City of Gordon

Sewer Improvements

FY 2010 – Community Development Block Grant
Grant Writing & Grant Administration

City of Gordon

Sewer Improvements

FY 2012 – Community Development Block Grant
Grant Writing & Grant Administration

City of Gray

Sewer Improvements

FY 2002 – Community Development Block Grant
Grant Writing & Grant Administration

City of Greensboro

Sewer, Street, & Drainage Improvements

FY 1994 – Community Development Block Grant
Department of Transportation Funds
Grant Administration

City of Greensboro

Water, Street, & Drainage Improvements

FY 2011 – Community Development Block Grant
Grant Administration

City of Greensboro

Water Improvements

FY 2013 – Community Development Block Grant
Grant Writing & Grant Administration

City of Griffin

Water & Sewer Improvements

FY 2008 – Community Development Block Grant
Grant Writing & Grant Administration

City of Griffin

Water Improvements

FY 2010 – Community Development Block Grant
Grant Writing & Grant Administration

City of Griffin

Water & Sewer Improvements

FY 2012 – Community Development Block Grant
Grant Writing & Grant Administration

City of Griffin

Water & Sewer Improvements

FY 2013 – Community Development Block Grant
Grant Writing & Grant Administration

City of Griffin

Water & Sewer Improvements

FY 2014 – Community Development Block Grant
Grant Writing & Grant Administration

City of Griffin

Water & Sewer Improvements

FY 2015 – Community Development Block Grant
Grant Writing & Grant Administration

City of Griffin

Water & Sewer Improvements

FY 20156 – Community Development Block Grant
Grant Writing & Grant Administration

City of Griffin

Water & Sewer Improvements

FY 2017 – Community Development Block Grant
Grant Writing

City of Grovetown

Water Improvements

FY 2009 – Georgia Environmental Finance Authority /
American Recovery and Reinvestment Act
Grant Administration

Hancock County

Water Improvements

FY 2017 – Community Development Block Grant
Grant Writing

Haralson County

Water Improvements

FY 2012 – Community Development Block Grant
Grant Writing & Grant Administration

Haralson County

Water Improvements

FY 2015 – Community Development Block Grant
Grant Writing & Grant Administration

City of Harlem

Sewer Improvements

FY 1998 – Community Development Block Grant
Grant Writing & Grant Administration

City of Harlem

Sewer Improvements

FY 2004 – Community Development Block Grant
Grant Writing & Grant Administration

Hart County

Water Improvements

FY 2011 – Community Development Block Grant
Grant Writing & Grant Administration

Hart County

Water Improvements

FY 2013 – Community Development Block Grant
Grant Writing & Grant Administration

Hart County

Water Improvements

FY 2015 – Community Development Block Grant
Grant Writing & Grant Administration

Water and Sewer (continued)

City of Hogansville

Sewer Improvements

FY 2011 – Community Development Block Grant
Grant Writing & Grant Administration

City of Hogansville

Sewer Improvements

FY 2013 – Community Development Block Grant
Grant Writing & Grant Administration

City of Hogansville

Sewer Improvements

FY 2015 – Community Development Block Grant
Grant Writing & Grant Writing

Jackson County

Water Extension

FY 2001 – Community Development Block Grant
Grant Writing & Grant Administration

City of Jackson

Sewer Rehabilitation

FY 2000 – Community Development Block Grant
Grant Writing & Grant Administration

City of Jackson

Sewer Rehabilitation

FY 2016 – Community Development Block Grant
Grant Writing & Grant Administration

Jones County

Water Improvements

FY 2002 – Community Development Block Grant
Grant Writing & Grant Administration

Lamar County

Water Improvements

FY 2005 – Community Development Block Grant
Grant Administration

Lamar County

Water Improvements

FY 2010 – Community Development Block Grant
Grant Writing & Grant Administration

Lincoln County

Water Improvements

FY 2003 – Community Development Block Grant
Grant Writing & Grant Administration

City of Lithia Springs

Sewer Improvements

FY 1996 – Community Development Block Grant
Grant Writing & Grant Administration

City of Locust Grove

Sewer Improvements

FY 2002 – Community Development Block Grant
Grant Writing & Grant Administration

City of Locust Grove

Water Improvements

FY 2006 – Community Development Block Grant
Grant Writing & Grant Administration

Town of Lyerly

Water Improvements

FY 2011 – Community Development Block Grant
Grant Administration

City of Meansville

Sewer Improvements

FY 2007 – Community Development Block Grant
Grant Administration

City of Milledgeville

Sewer Improvements

FY 2015 – Community Development Block Grant
Grant Writing & Grant Administration

City of Milledgeville

Sewer Improvements

FY 2017 – Community Development Block Grant
Grant Writing

City of Milner

Sewer Improvements

FY 2001 – Community Development Block Grant
Grant Writing & Grant Administration

City of Monroe

Sewer Improvements

FY 2007 – Community Development Block Grant
Grant Writing & Grant Administration

City of Monroe

Sewer Improvements

FY 2011 – Community Development Block Grant
Grant Writing & Grant Administration

City of Monroe

Sewer Improvements

FY 2013 – Community Development Block Grant
Grant Writing & Grant Administration

City of Mount Zion

Water Improvements

FY 2016 – Community Development Block Grant
Grant Writing

City of Monroe

Water / Sewer / Streets / Drainage Improvements

FY 2016 – Community Development Block Grant
Grant Writing & Grant Administration

City of Norwood

Water Improvements

FY 2012 – Community Development Block Grant
Grant Writing & Grant Administration

Water and Sewer (continued)

City of Oconee

Water Improvements

FY 1995 – Community Development Block Grant
Grant Writing & Grant Administration

City of Oxford

Water Improvements

FY 2008 – Community Development Block Grant
Grant Writing

City of Oxford

Water Improvements

FY 2009 – Community Development Block Grant /
American Recovery and Reinvestment Act
Grant Writing & Grant Administration

Peach County

Water & Sewer Improvements

FY 2002 – Community Development Block Grant
Grant Writing & Grant Administration

Peach County

Sewer Improvements

FY 2012 – Community Development Block Grant
Grant Writing & Grant Administration

City of Riddleville

Water Improvements

FY 1996 & 1997 – Community Development Block Grant /
Georgia Environmental Finance Authority
Grant Writing & Grant Administration

City of Roberta

Water Improvements

FY 1998 – Community Development Block Grant
Grant Writing & Grant Administration

City of Royston

Water Improvements

FY 2001 – Community Development Block Grant
Grant Writing & Grant Administration

Spalding County

Sewer Improvements

FY 1995 – Community Development Block Grant
Grant Writing & Grant Administration

Spalding County

Sewer Improvements

FY 1995 – Community Development Block Grant /
Immediate Threat and Danger - Flood Mitigation
Grant Writing & Grant Administration

Spalding County

Sewer Improvements

FY 2001 – Community Development Block Grant
Grant Writing & Grant Administration

Spalding County

Sewer Improvements

FY 2010-2011 – Community Development Block Grant
Grant Writing & Grant Administration

City of Summerville

Sewer Improvements

FY 2012 – Community Development Block Grant
Grant Writing & Grant Administration

City of Summerville

Sewer Improvements

FY 2014 – Community Development Block Grant
Grant Writing & Grant Administration

City of Summerville

Sewer Improvements

FY 2016 – Community Development Block Grant
Grant Writing & Grant Administration

City of Tallapoosa

Gas Infrastructure Improvements

FY 2005 – Community Development Block Grant
Grant Writing

City of Tennille

Water & Sewer Improvements

FY 2011 – Community Development Block Grant
Grant Writing and Grant Administration

City of Thomaston

Water Improvements

FY 2010 – Community Development Block Grant
Grant Writing & Grant Administration

City of Thomaston

Water & Sewer Improvements

FY 2012 – Community Development Block Grant
Grant Writing & Grant Administration

City of Thomaston

Water & Sewer Improvements

FY 2014 – Community Development Block Grant
Grant Writing & Grant Administration

City of Thomaston

Sewer Improvements

FY 2017 – Community Development Block Grant
Grant Writing

City of Toombsboro

Water Improvements

FY 1995 – Community Development Block Grant
Grant Writing

Town of Trion

Sewer Improvements

FY 2013 – Community Development Block Grant
Grant Administration

Water and Sewer (continued)

Town of Trion

Water & Housing Improvements

FY 2015 – Community Development Block Grant
Grant Writing & Grant Administration

City of Union Point

Water Improvements

FY 2009 – Community Development Block Grant
Grant Writing & Grant Administration

City of Union Point

Water Improvements

FY 2011 – Community Development Block Grant
Grant Writing & Grant Administration

City of Union Point

Water & Sewer Improvements

FY 2013 – Community Development Block Grant
Grant Writing & Grant Administration

Upson County

Water Improvements

FY 2003 – Community Development Block Grant
Grant Writing & Grant Administration

Upson County

Water Improvements

FY 2007 – Community Development Block Grant
Grant Writing & Grant Administration

Upson County

Water Improvements

FY 2009 – Community Development Block Grant
Grant Writing & Grant Administration

City of Villa Rica

Water Improvements

FY 2012 – Community Development Block Grant
Grant Writing & Grant Administration

City of Villa Rica

Water Improvements

FY 2017 – Community Development Block Grant
Grant Writing

City of Waco

Sewer Improvements

FY 1995 – Community Development Block Grant
Rural Development (RD)
Grant Writing & Grant Administration

City of Warm Springs

Water Improvements

FY 2011 – Community Development Block Grant
Grant Writing & Grant Administration

Warren County

Sewer & Street Improvements

FY 2010 – Community Development Block Grant
Grant Writing & Grant Administration

Warren County

Sewer Improvements

FY 2012 – Community Development Block Grant
Grant Writing & Grant Administration

Warren County

Sewer Improvements

FY 2014 – Community Development Block Grant
Grant Writing & Grant Administration

Warren County

Senior Citizens Center

FY 2016 – Community Development Block Grant
Grant Writing & Grant Administration

City of Warrenton

Water Improvements

FY 1996 – Community Development Block Grant
Grant Writing & Grant Administration

City of Warrenton

Sewer & Drainage Improvements

FY 2003 – Community Development Block Grant
Grant Writing & Grant Administration

City of Warrenton

Sewer Improvements

FY 2005 – Community Development Block Grant
Grant Writing & Grant Administration

City of Warrenton

Sewer Improvements

FY 2006 – Community Development Block Grant
Grant Writing & Grant Administration

City of Warrenton

Water Improvements

FY 2008 – Community Development Block Grant
Grant Writing & Grant Administration

City of Warrenton

Sewer Improvements

FY 2009 – Community Development Block Grant
Grant Writing & Grant Administration

City of Warrenton

Sewer Improvements

FY 2009 – Georgia Environmental Finance Authority /
American Recovery and Reinvestment Act
Grant Administration

City of Warrenton

Water Improvements

FY 2010 – Community Development Block Grant
Grant Writing & Grant Administration

City of Warrenton

Sewer Improvements

FY 2012 – Community Development Block Grant
Grant Writing & Grant Administration

Water and Sewer (continued)
City of Warrenton
Sewer Improvements
FY 2012 – USDA Public Facilities
Grant Administration

City of Warrenton
Sewer Improvements
FY 2014 – Community Development Block Grant
Grant Writing & Grant Administration

City of Warrenton
Sewer Improvements
FY 2017 – Community Development Block Grant
Grant Writing

City of West Point
Sewer Improvements
FY 2009 – Community Development Block Grant
Grant Writing

Other Grants

Coweta County
Energy Efficiency and Conservation Block Grant
FY 2010 – Georgia Environmental Finance Authority /
American Recovery and Reinvestment Act
Grant Writing & Grant Administration

City of Crawfordville
Downtown Street Lights and Landscaping
FY 1996/1997 – Local Development Funds (DCA)
Grant Writing & Administration

City of Crawfordville
Downtown Steps, Coping, & Railing Improvements
FY 2000 – Local Development Funds (DCA)
Grant Writing

Franklin County/Hart County
Animal Control Facility Planning
FY 1997 – Local Government Efficiency Grant (DCA)
Grant Writing

Franklin County
Early Warning System
FY 1998 – Georgia Emergency Management Agency
Grant Writing

Georgia Department of Economic Development
State Trade and Export Promotion Grant
FY 2011 – United States Small Business Administration
Grant Writing & Grant Administration

Georgia Department of Economic Development
State Trade and Export Promotion Grant
FY 2012 – United States Small Business Administration
Grant Writing & Grant Administration

Georgia Department of Economic Development
State Trade and Export Promotion Grant
FY 2014 – United States Small Business Administration
Grant Writing & Grant Administration

Griffin-Spalding Development Authority
Downtown Revitalization Grant
Municipal Electric Authority of Georgia (MEAG)
Grant Writing

Griffin-Spalding Development Authority
Excellence in Economic Development Awards
FY 2014 – International Economic Development Council
Award Application Preparation

Hall County
Labor Standards Assistance
FY 2012 – Community Development Block Grant
Grant Administration

City of Harlem
City Welcome Signs
FY 1997 – Local Development Funds (DCA)
Grant Writing

Henry County
Early Warning System
FY 1998 – Georgia Emergency Management Agency
Grant Writing

Henry County
Land Acquisition
FY 2000-2002 – Department of Natural Resources
Grant Writing

Jackson County
Renovation and Landscaping
Intermodal Surface Transportation Efficiency Act (GDOT)
Grant Administration

Jackson County
Bicentennial Celebration
FY 1995/1996 – Master Plan for Celebration

Jackson County
Composting Project – Recycling/Waste Reduction Program
FY 1996 – Georgia Environmental Finance Authority

Jackson County
Chipper Acquisition – Recycling/Waste Reduction Program
FY 1998 – Georgia Environmental Finance Authority

Jackson County
Courthouse Clock and Dome Tower Repair
FY 2000 – Local Development Funds (DCA)
Grant Writing

City of Lavonia
Renovations to Carnegie Library
FY 1998 – Local Development Funds (DCA)
Grant Writing

Other Grants (continued)

Lincoln County

Bicentennial Celebration

FY 1995/1996 – Master Plan for Celebration

City of Monroe

Renovations to Historic Art Building

FY 2000 – Local Development Funds (DCA)

Grant Writing

City of Monroe

Transportation Enhancement Grant (TE Grant)

FY 2008 – Georgia Department of Transportation

Grant Administration

City of Riddleville

Recreational Pocket Park

FY 1996 – Local Development Funds (DCA)

Grant Writing

City of Social Circle

Land and Water Conservation Fund

FY 2011 – Georgia Department of Natural Resources

Grant Writing

City of Stockbridge

Early Warning System

FY 1997 – Georgia Emergency Management Agency

Grant Writing

Union County

Early Warning System

FY 1997 – Georgia Emergency Management Agency

Grant Writing

Union County

Handicapped Restrooms/Concession Facilities/Meeks Park

FY 1997 - Recreation Assistance Funds (DCA)

Grant Writing

Walton County

Walking Trail/Criswell Park

FY 1997 - Recreation Assistance Funds (DCA)

Grant Writing

Walton County

Playground Equipment/Criswell Park

FY 1998 – Recreation Assistance Funds (DCA)

Department of Community Affairs

Grant Writing

City of Walnut Grove

Renovate Tennis Courts

FY 1998 – Local Development Funds (DCA)

Grant Writing

Walton County

Recycling Bins – Recycling/Waste Reduction Program

FY 1998 – Georgia Environmental Finance Authority

City of Warrenton

Waste Water Treatment and Sewer Improvements

FY 2012 – USDA Rural Development

Grant Writing & Grant Administration

City of West Point

Community Challenge Planning Grant

FY 2010 – Georgia Department of Transportation / US

Housing & Urban Development

Grant Writing

Wilkinson County Board of Commissioners

Recreational Passive Park

FY 1997 – Recreation Assistance Funds (DCA) /

Department of Natural Resources

Grant Writing



Section Nine

Section 3 Certification Form

**Georgia Department of Community Affairs
Required Submittal - Section 3 Self-Certification and Action Plan**

All firms and individuals intending to do business with DCA, its subrecipients and contractors MUST complete and submit this Action Plan and submit it with the bid, offer, or proposal. *Any solicitation response that does not include this document (completed, signed, and notarized) will be considered non-responsive and not eligible for award.*

Business Name: Allen-Smith Consulting, Inc.		
D.B.A. (if different from above):		
Address: 405 Nunnally Farm Road	City: Monroe	State/Zip: Georgia 30655
Business Phone: (770) 207-0142	Fax:	
E-Mail: debra@allensmithconsulting.com	Business Website: www.allensmithconsulting.com	
Federal Employer Identification Number: 58-1232213	Owner Social Security Number (if no EIN):	
Contact Person & Title: Debra Smith, President	Contact Phone: 770-207-0142	
Trade Description:		
<input type="checkbox"/> Carpentry <input type="checkbox"/> Heating (HVAC) <input type="checkbox"/> Electrical <input type="checkbox"/> Painting <input type="checkbox"/> Masonry Restoration <input type="checkbox"/> Asbestos <input type="checkbox"/> Plumbing <input type="checkbox"/> Roofing <input type="checkbox"/> Lead (Abatement) <input type="checkbox"/> General Contractor <input type="checkbox"/> Concrete <input type="checkbox"/> Ironwork <input type="checkbox"/> Carpet/Flooring <input type="checkbox"/> Rubbish Removal/Hauling <input type="checkbox"/> Appraisal Services <input type="checkbox"/> Landscaping <input type="checkbox"/> Demolition <input checked="" type="checkbox"/> Other: Grant Writing and Grant Administration		
Date Business was established (MM/DD/YYYY): <u>October 17, 1994</u>		
Type of Business (Check One): <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Limited Liability Corporation (LLC) <input type="checkbox"/> Limited Liability Partnership (LLP) <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other (Describe): <hr/>		
Number of employees: Full-time: <u>5</u> Part-time: _____ Contract: _____ Total: <u>5</u>		
Section 3 employees: Full-time: _____ Part-time: _____ Contract: _____ Total: _____		

I am Certifying as a Section 3 Business Concern and requesting Preference accordingly (Select only One Option):

Option 1

- A business claiming status as a Section 3 Resident-Owned Business Concern (ROB) entity:

_____ Initial here to confirm selection of this option

Option 2

- A business claiming Section 3 status, because at least 30% of the existing or newly hired workforce for this specific contract will be Section 3 residents throughout the entire contract period. If a Prime or General Contractor is electing this option, the 30% employment requirement will be for the entire project including all the sub-contractors' employees:

Check all methods you will employ to secure Section 3 Residents/Persons

Posting the position in community sources that are generally available to low income residents and the general public is a standard requirement. **Check at least three (3) methods you will employ:**

- The local community newspaper
- The most widely distributed newspaper
- Company or agency website
- The management office of the local housing authority, or homeless service agency, or local low income housing community
- Local Workforce Board (i.e., Department of Labor)
- Local office of the Georgia Division of Family and Children Services
- Local office of the Georgia Department of Public Health
- Dodge Room <http://www.construction.com/dodge/dodge.asp>
- Other locations identified below and subject to DCA approval:

_____ Initial here to confirm selection of this option

I anticipate my total number of employees for this contract to be _____ and _____ will be qualified Section 3 Residents/persons.

Option 3

- A business claiming Section 3 status by subcontracting 25% of the dollar award to qualified Section 3 Business:

Attach a list of intended subcontract Section 3 business(es) with subcontract amount.

Attach certification & all supporting documentation for each planned subcontract Section 3 Business.

_____ Initial here to confirm selection of this option

I am NOT Requesting Preference under Section 3:

I am NOT certifying as a qualified Section 3 Business Concern and I am not requesting a preference. However if I do trigger the regulation by doing any sub-contracting or hiring, I will comply by meeting all requirements of DCA's Section 3 policy and am committing to do the outreach as specified below.

Check all methods you will employ to secure Section 3 Residents/Businesses

Posting the position/contract opportunity in community sources that are generally available to low income residents and Section 3 Businesses and the general public is a standard requirement. **Check at least three (3) methods you will employ:**

- The local community newspaper
- The most widely distributed newspaper
- Company or agency website
- The management office of the local housing authority, or homeless service agency, or local low income housing community
- Local Workforce Board (i.e., Department of Labor)
- Local office of the Georgia Division of Family and Children Services
- Local office of the Georgia Department of Public Health
- Dodge Room <http://www.construction.com/dodge/dodge.asp>
- Other locations identified below and subject to DCA approval:

DBS Initial here to confirm selection of this option

Signature: Debra Smith

Printed/Typed Name: Debra Smith

Title: President

Date: 6-16-17

Notarial Affidavit

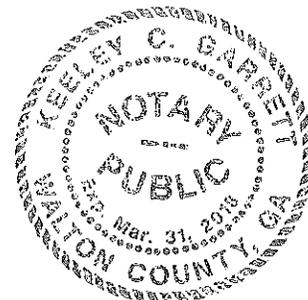
Sworn to and subscribed before me this 16 day of June, 2017.

Keelley C. Garrett
Signature of Notary Public

Keelley C. Garrett
Printed Name of Notary Public

Commission Expiration Date: 3/31/18

(Notarial Seal)





Georgia Department of Community Affairs
Required Submittal - Previous Section 3 Compliance Certification

Name of Business: Allen-Smith Consulting, Inc.

Address of Business: 405 Nunnally Farm Road, Monroe, Georgia 30655

Type of Business (Check One): [X] Corporation [] Partnership [] Sole Proprietorship [] Other

Business Activity: Consultants for Grant Writing and Grant Administration

All firms and individuals intending to do business with DCA, its subrecipients, or contractors MUST complete and submit this certification of prior compliance with their bid, offer, or proposal.

- 1. I am certifying that I have complied with the HUD Section 3 Regulations, when triggered by new hiring or contracting opportunities, in my past contracts when required by the recipient, subrecipient or contractor by either: i. Certifying as Resident Owned Business (ROB); or, ii. Employing Section 3 residents for at least 30% of the newly hired workforce; or, iii. Subcontracting 25% of the total dollar award to a qualified Section 3 Business; or, iv. Hiring or contracting to the "greatest extent feasible" with Section 3 Residents or Section 3 Businesses.

[] Check this box

- 2. I have never done any HUD funded contracting.

[] Check this box

- 3. I completed HUD Section 3 covered contracts in the past three years but the regulation was not triggered because either there were no new hires on the contract(s) and/or I did not do any new contracting or subcontracting.

[X] Check this box

Signature: Debra Smith

Print Name: Debra Smith

Title: President

Required Submittal - Assurance of Compliance Certification
Section 3 Action Plan
Housing and Urban Development Act of 1968
(12 U.S.C. 1701 U)

Contract/Solicitation Name or Number:

DCA Funding Program: Community Development Block Grant (CDBG)

Entity Receiving DCA Funding Award: City of Monroe

Purpose: To ensure that regulations promulgated under 24 CFR Part 135 Employment Opportunities for Businesses and Lower Income Persons in Connection with Assisted Projects and the Section 3 Policy of DCA, its subrecipients and contractors to the greatest extent feasible is adhered to, and to serve as the "assurance of compliance" certification and action plan as required in the bid documents, supplemental general conditions, and required forms for the contract for any HUD work funded by DCA.

Description of the project's work detail: The project work will be as listed in the final scope of work in the contract with DCA, its subrecipients and contractors including any change orders. List all known subcontractors below:

Subcontractor(s): None

Subcontractor(s): _____

Use an additional sheet if required.

Note: If subcontractors are unknown at this time, print UNKNOWN on the line above. Also, the contractor must notify DCA or subrecipient if subcontractors are added or changed during the contract.

Any changes to this certification requires a resubmission of this form to DCA or subrecipient.

Preliminary Statement for Work Force Needs:

DCA intends to meet Section 3 compliance at the highest level and it is our intent to identify any short-term and long-term employment or contracting opportunities for qualified Section 3 persons and Business Concerns during the course of the contract funded by DCA via its subrecipients and contractors. Please list the status of all planned employment positions and opportunities for this contract. **Preference for all opportunities must be given to low and very low-income residents if they qualify. If awarded a contract, regardless of whether your firm has elected a preference, you are required to provide a list of your aggregate workforce on this project. Any changes to that workforce during the project will constitute NEW hires. You must notify DCA, its subrecipient or contractor (respectively) overseeing your contract of any new hire opportunities that arise during the life of your contract. The anticipated workforce list may be provided on a separate sheet or in a different format.**

<u>List All Employees</u>	<u>Date Hired</u>	<u>Section 3 Resident (Yes/No)</u>	<u>Job Title/Trade</u>	<u>Salary Range</u>
Name: Patsy Allen Address: 405 Nunnally Farm Road City, ZIP: Monroe, GA 30655	10-17-94	No	CEO/Client Manager	confidential
Name: Debra Smith Address: 405 Nunnally Farm Road City, ZIP: Monroe, GA 30655	10-17-94	No	President/Client Manager	confidential
Name: Keeley Garrett Address: 405 Nunnally Farm Road City, ZIP: Monroe, GA 30655	9-10-02	No	Grants Manager	confidential
Name: Sara Thomas Address: 405 Nunnally Farm Road City, ZIP: Monroe, GA 30655	10-24-11	No	Grants Manager	confidential
Name: Morgan Brown Address: 405 Nunnally Farm Road City, ZIP: Monroe, GA 30655	1-3-15	No	Project Manager	confidential

Use additional pages as needed.

"To the Greatest Extent Feasible":

Record Keeping:

The subrecipient, contractor or subcontractor, as applicable, shall maintain on file all records related to employment and job training of low-income and very low-income residents or other such records, advertisements, legal notices, brochures, flyers, publications, assurances of compliance from subcontractors, etc, in connection with this contract. If a report is needed in the future, the subrecipient, contractor or subcontractor, as applicable, agrees to provide all records upon request. The contractor shall, upon request, provide such records or copies of records to HUD, DCA, their subrecipients, contractors, staff, or agents. Records shall be maintained for at least three (3) years after the close of the contract.

Reports:

The subrecipient or contractor shall provide reports as required in connection with the contractor specifications. All certified and regular payrolls shall clearly detail which employees qualify under Section 3.

Certification:

The subrecipient or contractor will certify that any vacant employment positions, including training positions that filled:

- 1) After the subrecipient or contractor is selected but before the contract is executed, and
- 2) With persons other than those to who the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the subcontractor's obligations under 24 CFR Part 135.

Grievance and Compliance:

The subrecipient, contractor or subcontractor hereby acknowledges that they understand that any low-income and very low-income resident of the project area, for him/her or as representatives of persons similarly situated, seeking employment or job training opportunities in the project area, or any eligible business concerns seeking contract opportunities may file a grievance if efforts to the greatest extent feasible were not executed. The grievance must be filed with HUD not later than one hundred eighty (180) calendar days from the date of the action (or omission) upon which the grievance is based.

I attest that the information on the preceding pages is true and correct.

Debra Smith
Signature

6-16-17
Date

Debra Smith
Print Name

President
Title



Called Meeting

AGENDA

September 5, 2017

Item:

Approval - CDBG 2018 Engineering Services

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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

Attachments / click to download

 [CDBG Engineering Services Info](#)



To: City Council

From: Rodney Middlebrooks, Director of Water & Gas
Chris Bailey, Central Services Manager

Department: Sewer Collection

Date: 9/5/17

Description: A request is being made for the approval of engineering services for the upcoming Community Development Block Grant (CDBG) due to new requirements based on funding from the Department of Community Affairs (DCA). This is consistent with previous CDBG awarded projects and requirements for funding. The award will be given to Hofstadter & Associates, Inc.

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:** Hofstadter & Associates, Inc.

Recommendation:

Staff recommends the approval of a engineering services for the upcoming Community Development Block Grant (CDBG) due to new requirements based on funding from the Department of Community Affairs (DCA). The award will be given to Hofstadter & Associates, Inc. This bid follows procurement policy guidelines.

Background:

It is the practice of the City of Monroe to adhere to all guidelines when receiving federal and state grant funds.

Attachment(s):

Evaluation Summary – 1 page

Hofstadter & Associates Submittal – 140 pages

2018 CDBG QUALIFICATION SUMMARY

POINTS: Poor – 0 Good – 1 Excellent – 2

GRANT ADMINISTRATION: (3 reviewers)	Consultant's knowledge of CDBG guidelines and regulations. Years of experience	Consultant's ability to perform administration services. Check references	Consultant's experience in administration of this type of project.	TOTAL
Allen-Smith Consulting	2 + 2 + 2 = 6	2 + 2 + 2 = 6	2 + 2 + 2 = 6	18
BluLynx Solutions	1 + 1 + 1 = 3	1 + 1 + 1 = 3	1 + 1 + 1 = 3	9

ENGINEERING/ARCHITECTURAL: (3 reviewers)	Ability to provide the disciplines necessary for this project	Firm's experience with this type of project	Has the Firm had experience with Community Development Block Grant (CDBG) projects?	TOTAL
Armentrout Matheny Thurmond PC	2 + 2 + 2 = 6	2 + 2 + 2 = 6	2 + 2 + 2 = 6	18
Carter & Sloope Consulting	2 + 2 + 2 = 6	2 + 2 + 2 = 6	2 + 2 + 2 = 6	18
Falcon Design	1 + 2 + 2 = 5	0 + 0 + 0 = 0	1 + 1 + 1 = 3	8
Hofstadter & Assoc	2 + 2 + 2 = 6	2 + 2 + 2 = 6	2 + 2 + 2 = 6	18
Ingram & Assoc	2 + 2 + 2 = 6	2 + 2 + 2 = 6	2 + 2 + 2 = 6	18
K & L Engineering Consultants LLC	2 + 2 + 2 = 6	1 + 1 + 1 = 3	1 + 1 + 1 = 3	12



Called Meeting

AGENDA

September 5, 2017

Item:

Approval - Out of State Training

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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

Attachments / click to download

 [Out of State Training Info](#)



To: Public Safety Committee, City Council
From: Keith Glass, Director of Public Safety; Bill Owens, Assistant Fire Chief
Department: Fire
Date: 9/5/2017
Description: Out of state travel to the National Fire Academy in Emmitsburg, Maryland on September 17-22, 2017

Budget Account/Project Name: Out of State Travel for Training

Funding Source: Fire Training - 100-530-03500-00523-523700

Budget Allocation: \$10,000

Budget Available: \$ 3,502.91

Requested Expense: \$ 480.00

Company of Purchase: N/A

Recommendation:

Recommend Council APPROVE out of state training at the National Fire Academy in Emmitsburg, Maryland on September 17-22, 2017

Expenses of \$480.00 for meals
Lodging and travel expenses paid by FEMA

Background:

Fire Marshall Recardo Lott and Captain Jack Armstrong have been accepted to the National Fire Academy course, Managing Effective Fire Prevention Programs.

Designed to empower students with the ability to lead fire prevention/risk-reduction bureau. The course covers; Defining the new role of the fire marshal and community risk reduction, fostering cultural change, building fire prevention and risk-reduction strength, establishing bureau priorities and strategies and organizational finances.

Attachment(s):

Additional information (10 pages)



U.S. Fire Administration
Working for a fire-safe America

Managing Effective Fire Prevention Programs R0671

[Fire Prevention: Management](#) [\(/nfacourses/catalog/search?courseCurriculum=2\)](#)

Delivery type	6-Day On-Campus
ACE recommendation	In the upper division baccalaureate degree category, three semester hours in fire science, public safety administration, or fire safety administration.
CEU's	3.8
Student pre-course materials and course syllabus	https://nfa.usfa.fema.gov/ax/pcm/pcm_r0671.pdf (https://nfa.usfa.fema.gov/ax/pcm/pcm_r0671.pdf) PDF 1.8 MB https://nfa.usfa.fema.gov/ax/syll/syllabus_r0671.pdf (https://nfa.usfa.fema.gov/ax/syll/syllabus_r0671.pdf) PDF 107 KB

Training Specialist

Mary Marchone

✉ mary.marchone@fema.dhs.gov (<mailto:mary.marchone@fema.dhs.gov>)

301-447-1476

Upcoming offerings

September 17 - 22, 2017 | March 11 - 16, 2018 | August 12 - 17, 2018 | [View more \(#schedule\)](#)

Course description

This six-day course is to empower students with the ability to lead a fire prevention/risk-reduction bureau. The course units will cover the following subjects:

- Defining your new role.
- Fostering cultural change.
- Building fire prevention and risk-reduction bureau strength.
- Power, politics and influence.
- Establishing bureau priorities and strategies.
- Organizational finances.

Selection criteria

The target audience is fire marshals, fire inspectors, fire and life safety educators, fire investigators and plan reviewers. It is designed for the student who has or will have responsibility for managing fire prevention/risk-reduction units. It is also designed for those who aspire to lead and/or manage sections of a fire prevention/risk-reduction bureau.

Prerequisites

Incident Command System (ICS)-100-level and ICS-200-level training. Preferred courses are Q0462 and Q0463, available through NFA Online at www.usfa.fema.gov/training/nfa/courses/online.html. Chief's signature attests that the applicant has completed this required training.

Upcoming offerings

DATES **September 17 - 22, 2017**

AVAILABILITY **Full**

LOCATION **Emmitsburg, Maryland**

CONTACT(S)

CCP

[Apply \(https://www.usfa.fema.gov/training/nfa/admissions/apply.html\)](https://www.usfa.fema.gov/training/nfa/admissions/apply.html)

DATES **March 11 - 16, 2018**

AVAILABILITY **Vacancies**

LOCATION **Emmitsburg, Maryland**

CONTACT(S)

CCP

DATES **August 12 - 17, 2018**

AVAILABILITY **Apply on 10/15/2017 - 12/15/2017**

LOCATION **Emmitsburg, Maryland**

CONTACT(S)

CCP

Post-course requirements **None**

Comments



FEMA



National Fire Academy

R0671 – Managing Effective Fire Prevention Programs

Version: 1st Edition, 9th Printing, March 2017

Quarter:

ACE Credit: In the upper division baccalaureate degree category, three semester hours in fire science, public administration, or management.

IACET Continuing Education Units: 3.8

Length of Course: 6 Days (40 contact hours, Sunday – Friday)

Prerequisite: Yes

Curriculum: Fire Prevention: Management

Training Specialist: Mary Marchone

Instructor:

Instructor email/phone:

Classroom: J-

Meeting Time: 8 AM – 5 PM

Table of Contents

Course Description	Course Resources
Primary and Secondary Audience	Evaluation Procedures
Course Scope	Course Outline
Course Objectives	Policies
Course Delivery Method	Grading Rubrics

Course Description (Catalog)

R0671 – *Managing Effective Fire Prevention Programs*. This six-day course is to empower students with the ability to lead a fire prevention/risk-reduction bureau. The course units will cover the following subjects:

- Defining your new role.
- Fostering cultural change.
- Building fire prevention and risk-reduction bureau strength.
- Power, politics and influence.
- Establishing bureau priorities and strategies.
- Organizational finances.

Course Schedule

The purpose of the course schedule is to give you, at a glance, the required preparation, activities, and evaluation components of your course.

	DAY ONE	DAY TWO
	Introduction, Welcome and Administrative	Unit 2: Fostering Cultural Change (cont'd)
	<i>Break</i>	<i>Break</i>
	Unit 1: Defining Your New Role	Unit 2: Fostering Cultural Change (cont'd)
	<i>Break</i>	<i>Break</i>
	Unit 1: Defining Your New Role (cont'd)	Unit 3: Building Fire Prevention and Risk-Reduction Bureau Strength
	<i>Lunch</i>	<i>Lunch</i>
	Unit 2: Fostering Cultural Change	Unit 3: Building Fire Prevention and Risk-Reduction Bureau Strength (cont'd)
	<i>Break</i>	<i>Break</i>
	Unit 2: Fostering Cultural Change (cont'd)	Unit 3: Building Fire Prevention and Risk-Reduction Bureau Strength (cont'd)
Evening assignment		Continue work on culminating activity. Study for Examination 1

	DAY THREE	DAY FOUR
	Unit 3: Building Fire Prevention and Risk-Reduction Bureau Strength (cont'd)	Unit 4: Power, Politics and Influence (cont'd)
	<i>Break</i>	<i>Break</i>
	Unit 3: Building Fire Prevention and Risk-Reduction Bureau Strength (cont'd)	Unit 4: Power, Politics and Influence (cont'd)
	<i>Break</i>	<i>Break</i>
	Unit 4: Power, Politics and Influence	Unit 4: Power, Politics and Influence (cont'd)
	<i>Lunch</i>	<i>Lunch</i>
	Unit 4: Power, Politics and Influence (cont'd)	Unit 5: Organizational Finances
	<i>Break</i>	<i>Break</i>
	Unit 4: Power, Politics and Influence (cont'd)	Unit 5: Organizational Finances (cont'd)
Evening assignment	Continue work on culminating activity	Culminating activity due in the morning of Day Five

	DAY FIVE	DAY SIX
	Unit 5: Organizational Finances (cont'd)	Unit 6: Establish Bureau Priorities and Strategies (cont'd)
	<i>Break</i>	<i>Break</i>
	Unit 5: Organizational Finances (cont'd)	Unit 6: Establish Bureau Priorities and Strategies (cont'd)
	<i>Break</i>	<i>Break</i>
	Unit 6: Establish Bureau Priorities and Strategies	Unit 6: Establish Bureau Priorities and Strategies (cont'd)
	<i>Lunch</i>	<i>Lunch</i>
	Unit 6: Establish Bureau Priorities and Strategies (cont'd)	Examination 2
	<i>Break</i>	<i>Break</i>
	Unit 6: Establish Bureau Priorities and Strategies (cont'd)	Evaluation Graduation
Evening assignment	Study for Examination 2	

Training costs for National Fire Academy courses

Ensure you have an enjoyable and informative stay at the National Emergency Training Center (NETC) by familiarizing yourself with the expenses and reimbursement policies associated with your National Fire Academy (NFA) course.

Tuition

All tuition, instruction and course materials for NFA courses are provided to you at no cost.

Transportation and lodging

You ARE eligible for stipend reimbursement if you represent a:

- Career or volunteer fire department.
- Rescue squad.
- State or local government.

You ARE NOT eligible for stipend reimbursement if you represent:

- Another federal agency.
- Private industry.
- A contractor for a state or local fire department.
- A contractor for a government entity.
- Non-U.S. citizen.

If you are not eligible for the stipend reimbursement you must pay your own transportation and lodging fees. You may pay these fees by cash, personal check, traveler's check or credit card (MasterCard, Visa, American Express and Discover). If you are eligible for stipend reimbursement and opt to stay off-campus you will not be reimbursed for your transportation and lodging costs.

Air travel

You will be reimbursed for the cost of a pre-purchased, 21-day, nonrefundable, round-trip ticket (no side trips or extended stays) by common carrier in economy coach class. You will not be reimbursed for a ticket purchased with frequent flyer miles or for related travel expenses, such as upgrades, flight insurance or other check-in fees. If your ticket does not meet these guidelines, you will be reimbursed according to NETC's state ceiling. You can review the Reimbursement section of the [NETC Welcome Package \(/downloads/pdf/netc_welcome_package.pdf\)](#) PDF ~ 1 MB for additional information on transportation reimbursement requirements.

Driving

If you drive to attend your course using either your own vehicle or your organization's vehicle, you will be reimbursed according to the current Privately Owned Vehicle federal mileage allowance or the NETC state ceiling, whichever is less. You can review the Reimbursement section of the [NETC Welcome Package \(/downloads/pdf/netc_welcome_package.pdf\)](#) PDF ~ 1 MB for additional information on transportation reimbursement requirements.

Meals

If you live on-campus during your course, you must purchase a meal ticket for cafeteria meals. If you choose not to purchase a meal ticket you will be required to live off-campus and will not be eligible for stipend reimbursement for food or lodging expenses associated with your course. On-campus food service includes three meals per day beginning with dinner on the day before the start date of your course through breakfast on the last day of your course, plus morning and afternoon breaks. You can purchase your meal ticket in advance or when you arrive at the training center. You can find additional details about food service in the [NETC Welcome Package \(/downloads/pdf/netc_welcome_package.pdf\)](#) PDF ~ 1 MB.

Incidental expenses

Incidental course expenses, such as a class photo and class donation are your responsibility. Personal expenses, such as laundry, dry cleaning, vending machines, campus recreation facilities and off-campus class dinner also are your responsibility.

How you receive stipend reimbursements

You will be reimbursed by direct deposit. You must provide a voided check (NOT a deposit slip) on a bank account bearing your name. You will not be reimbursed if you do not provide the necessary banking information. If you have questions about your eligibility to receive a stipend, please call 301-447-1035.

Annual stipend reimbursement

You are eligible for stipend reimbursement on one trip per year to the NFA. You will not be considered for another NFA course in the same fiscal year unless you notify the NFA in advance that you understand your second trip, including transportation, lodging and meals will be at your own expense.

YOUR TRIP TO:

16825 S Seton Ave



10 HR 56 MIN | 678 MI

Est. fuel cost: \$43.20

Start of next leg of route



1. Start out going **north** on S Madison Ave toward E Spring St/US-78 Byp W/US-78 Byp E/GA-10 Bus.

Then 0.07 miles

0.07 total miles



2. Take the 1st **left** onto E Spring St/US-78 Byp W/GA-10 Bus.
Mr Quick's is on the corner.

If you are on N Madison Ave and reach E Highland Ave you've gone a little too far.

Then 0.15 miles

0.21 total miles



3. Take the 3rd **right** onto N Broad St/GA-11. Continue to follow GA-11.
GA-11 is just past N Lumpkin St.

Peyton Pettus State Farm Insurance is on the right.

If you are on W Spring St and reach N Wayne St you've gone a little too far.

Then 13.70 miles

13.91 total miles



4. Turn **slight left** onto Atlanta Hwy SE/US-29 Bus S/GA-53/GA-8/GA-11/GA-324.
Continue to follow US-29 Bus S/GA-53/GA-8/GA-11/GA-324.
US-29 Bus S is 0.2 miles past Russell Rd.

Then 0.89 miles

14.81 total miles



5. Turn **right** onto N Broad St/GA-53/GA-11.
N Broad St is just past N Jackson St.

Burger King is on the left.

If you are on W May St and reach S Center St you've gone about 0.1 miles too far.

Then 1.64 miles

16.45 total miles



6. Turn **slight left** onto Gainesville Hwy/GA-53. Continue to follow GA-53.

Then 8.94 miles

25.39 total miles

-  7. Merge onto I-85 N toward **Greenville** (Crossing into **South Carolina**).
If you are on Highway 53 and reach Chardonnay Trce you've gone about 0.2 miles too far.

Then 91.28 miles 116.67 total miles

-  8. Keep **left** to take I-85 N toward **Spartanburg**.

Then 27.19 miles 143.86 total miles

-  9. Keep **left** to take I-85 N toward **Charlotte** (Crossing into **North Carolina**).

Then 169.61 miles 313.47 total miles

-  10. Keep **left** to take I-85 N toward **I-40 E/Raleigh/Durham** (Crossing into **Virginia**).

Then 171.53 miles 485.00 total miles

-  11. Merge onto I-95 N via the exit on the **left** toward **Richmond**.

Then 117.92 miles 602.92 total miles

-  12. Keep **right** toward **Tysons Corner/Tysons Corner Center**.

Then 0.66 miles 603.58 total miles

-  13. Merge onto I-495 N/Capital Beltway N via EXIT 170B toward **Tysons Corner/Tysons Corner Center** (Crossing into **Maryland**).

Then 18.43 miles 622.01 total miles

-  14. Keep **left** to take I-270 Spur N via EXIT 38 toward **Rockville/Frederick**.

Then 2.30 miles 624.31 total miles

-  15. I-270 Spur N becomes I-270 N/Dwight D Eisenhower Hwy N.

Then 0.83 miles 625.13 total miles

-  16. Keep **left** to take I-270 (EXPRESS) N/Dwight D Eisenhower Hwy N.

Then 8.48 miles 633.62 total miles

-  17. I-270 (EXPRESS) N/Dwight D Eisenhower Hwy N becomes I-270 N.

Then 20.72 miles 654.34 total miles

-  18. I-270 N becomes US-40 W/Frederick Fwy N.

Then 1.05 miles 655.39 total miles

-  19. Stay **straight** to go onto US-15 N/Frederick Fwy N. Continue to follow US-15 N.

Then 22.22 miles 677.61 total miles



20. Turn **slight left** onto US-15 Bus N/Catoctin Mountain Hwy N/S Seton Ave.

Continue to follow US-15 Bus N/S Seton Ave.

US-15 Bus N is 0.6 miles past Catoctin Mountain Hwy.

Then 0.52 miles

678.12 total miles

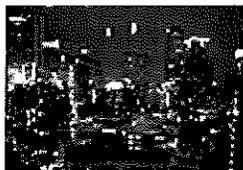


21. 16825 S Seton Ave, Emmitsburg, MD 21727-8920, 16825 S SETON AVE is on the **right**.

Your destination is 0.2 miles past Old Emmitsburg Rd.

If you reach Washington St you've gone about 0.3 miles too far.

Use of directions and maps is subject to our [Terms of Use](#). We don't guarantee accuracy, route conditions or usability. You assume all risk of use.



Book a hotel tonight and save with some great deals!

(1-877-577-5766)



Car trouble mid-trip? MapQuest Roadside Assistance is here:

(1-888-461-3625)



Called Meeting

AGENDA

September 5, 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-1ACity
Existing Zoning: R-1 City & A2 County
Acreage: +/- 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
http://BuildingDepartment.com/project	17-00323	54693

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:

1. Maximum lot density: 3.0 units per acre

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.

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 419th 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:

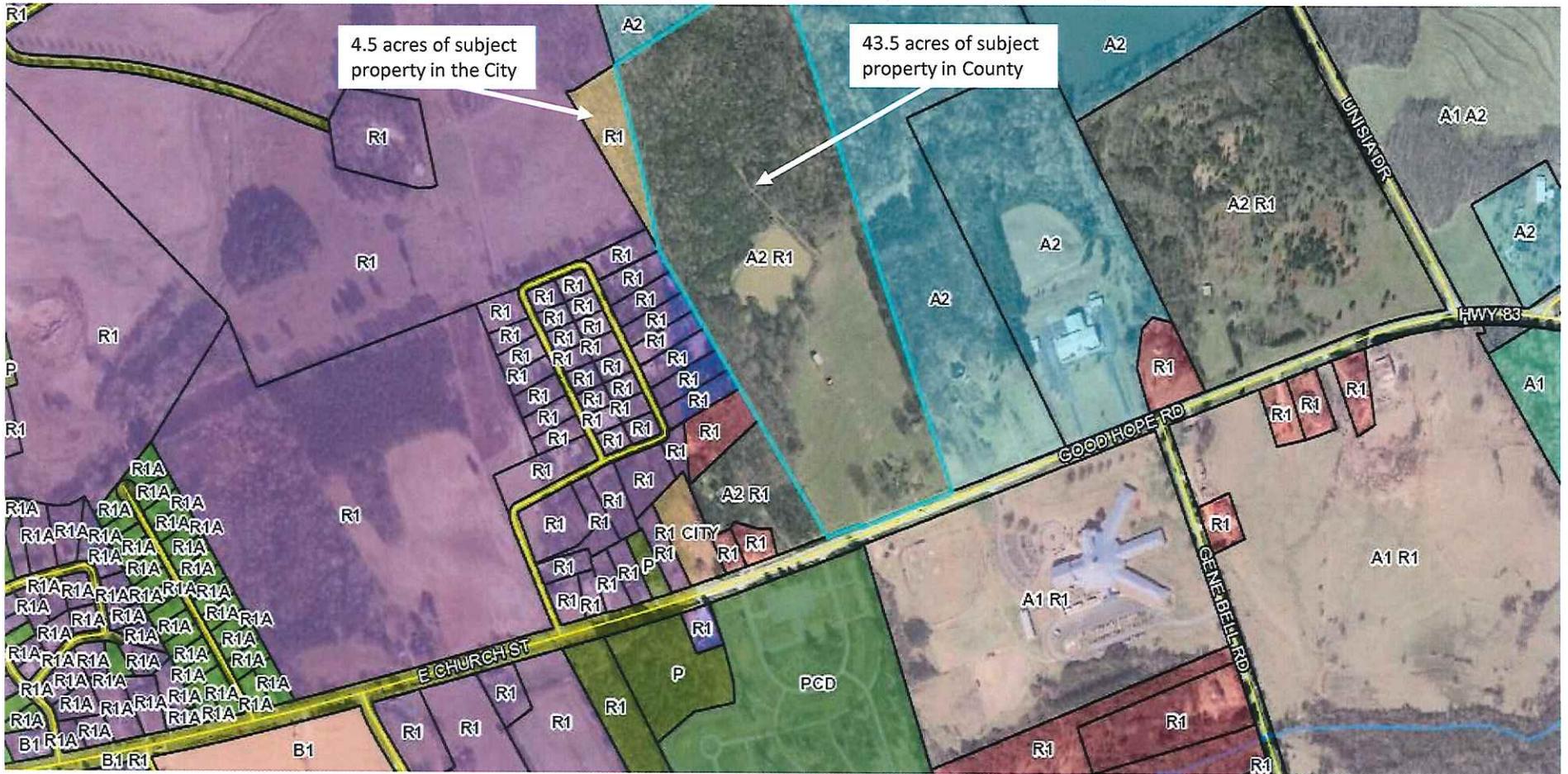
BEGINNING on the Northerly side of the Monroe Good Hope Road, State Highway No. 83, at iron pin at corner of land of Hugh Young and running thence North 33 degrees 00 minutes West two thousand three hundred sixty three (2363) feet to large hickory, running thence North 58 degrees 50 minutes East one 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:

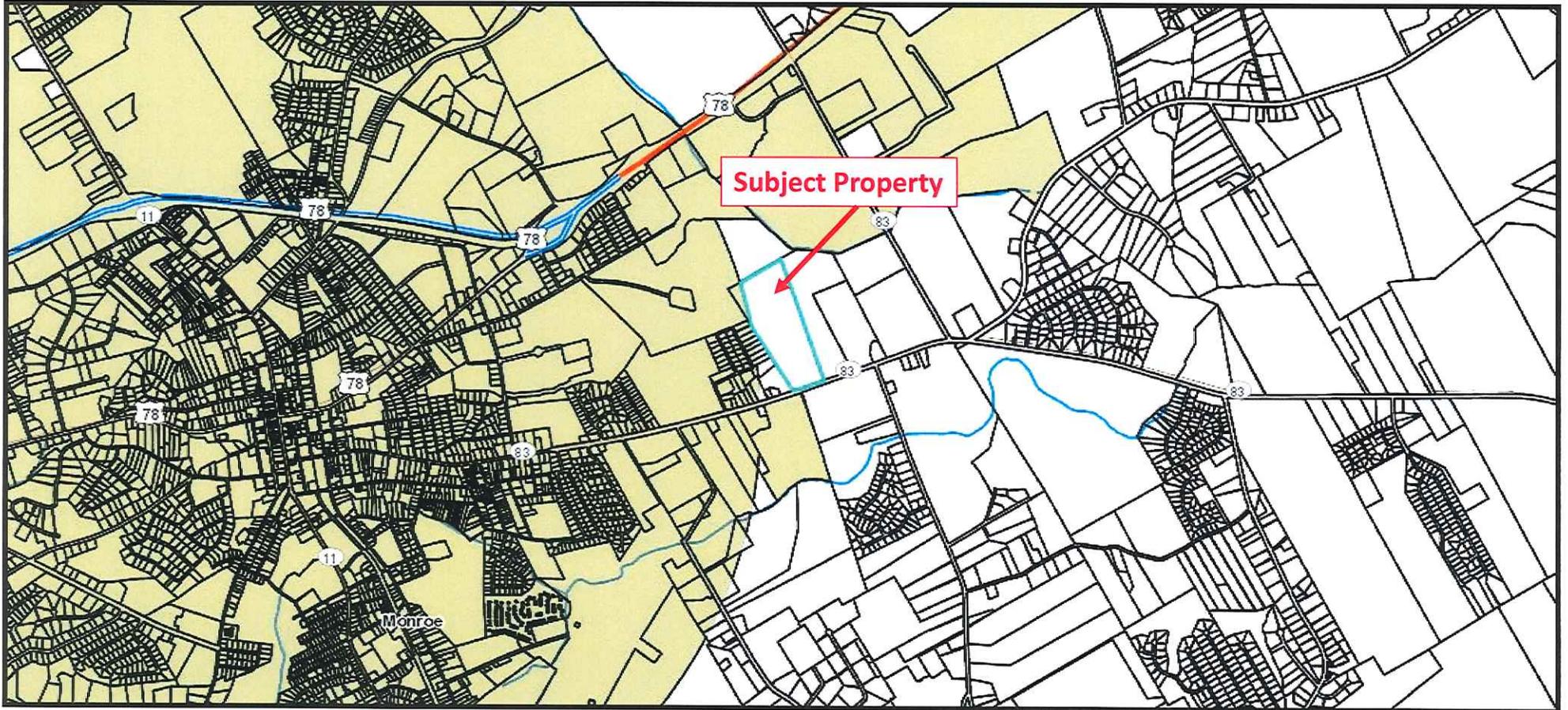
Pursuant to the 100% Method of Annexation set forth in O.C.G.A. §36-36-20 *et seq.*, the Applicant is requesting the City Council annex the Subject Property into the City and extend the City boundaries to include said property. The Subject Property is unincorporated and contiguous to the City (as described 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



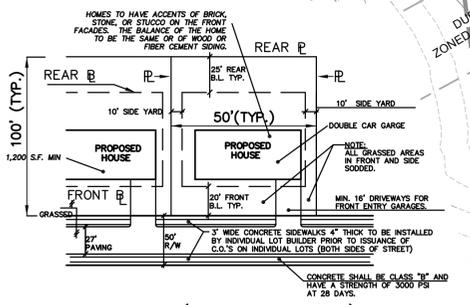
Location Map of 1050 Good Hope Road (Hwy 83), Monroe, Georgia 30655



4. Site Plan and Survey

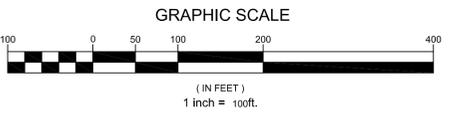


- R1A SITE SUMMARY:**
- TOTAL ACREAGE OF RESIDENTIAL = 51.07 ACRES
 - TOTAL NUMBER OF LOTS = 138
 - EXISTING ZONING - A2R1
PROPOSED ZONING - R1A
 - DENSITY = 2.70 LOTS/AC.
 - BOUNDARY INFORMATION BASED ON TAX MAPS.
 - TOPOGRAPHIC INFORMATION BASED ON MEAN SEA LEVEL AS TAKEN FROM WALTON COUNTY GIS & USGS.
 - 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.

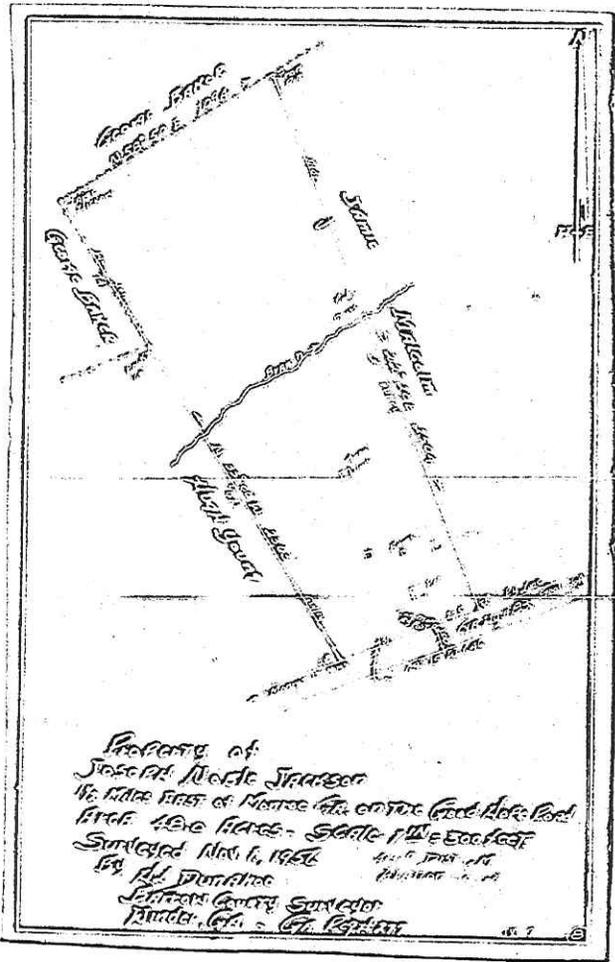


**R1A-(DETACHED)
TYPICAL LOT LAYOUT**
N.T.S.

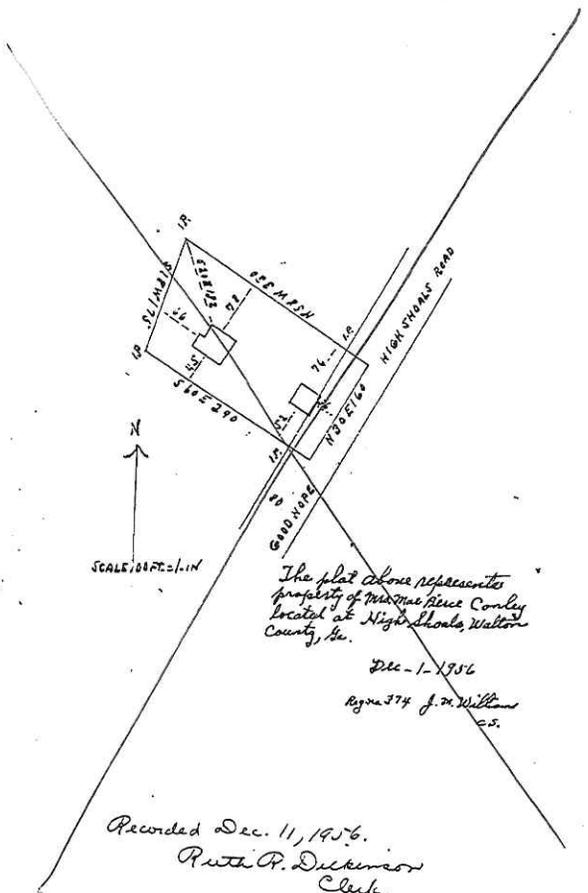
OWNER / DEVELOPER
STONE CREEK DEVELOPMENT, LLC
P.O. BOX 1326
LAWRENCEVILLE, GA 30046
CONTACT: JOE DIXON
PHONE: 770.338.8162



1 OF 1	DATE: 06/20/17	NO. DESCRIPTION	REZONING PLAN	STONE CREEK	PRECISION Planning Inc. planners • engineers • architects • surveyors	PRELIMINARY, NOT FOR PUBLIC USE, GENERAL RELEASE OR CONSTRUCTION	STAMP				
	PROJECT NO. R16-204							SHEET TITLE	GOOD HOPE ROAD WALTON COUNTY, GEORGIA	400 Pike Boulevard, Lawrenceville, Ga 30046 770.338.8000 • www.ppi.us	© 2017 PRECISION PLANNING, INC. ALL RIGHTS RESERVED.
	DESIGN: PPI	DRAWN: CS						CHECKED: SWS			



Recorded Dec. 6th 1956
 Ruth P. Dickinson
 Clerk.



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

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 419th 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.

**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

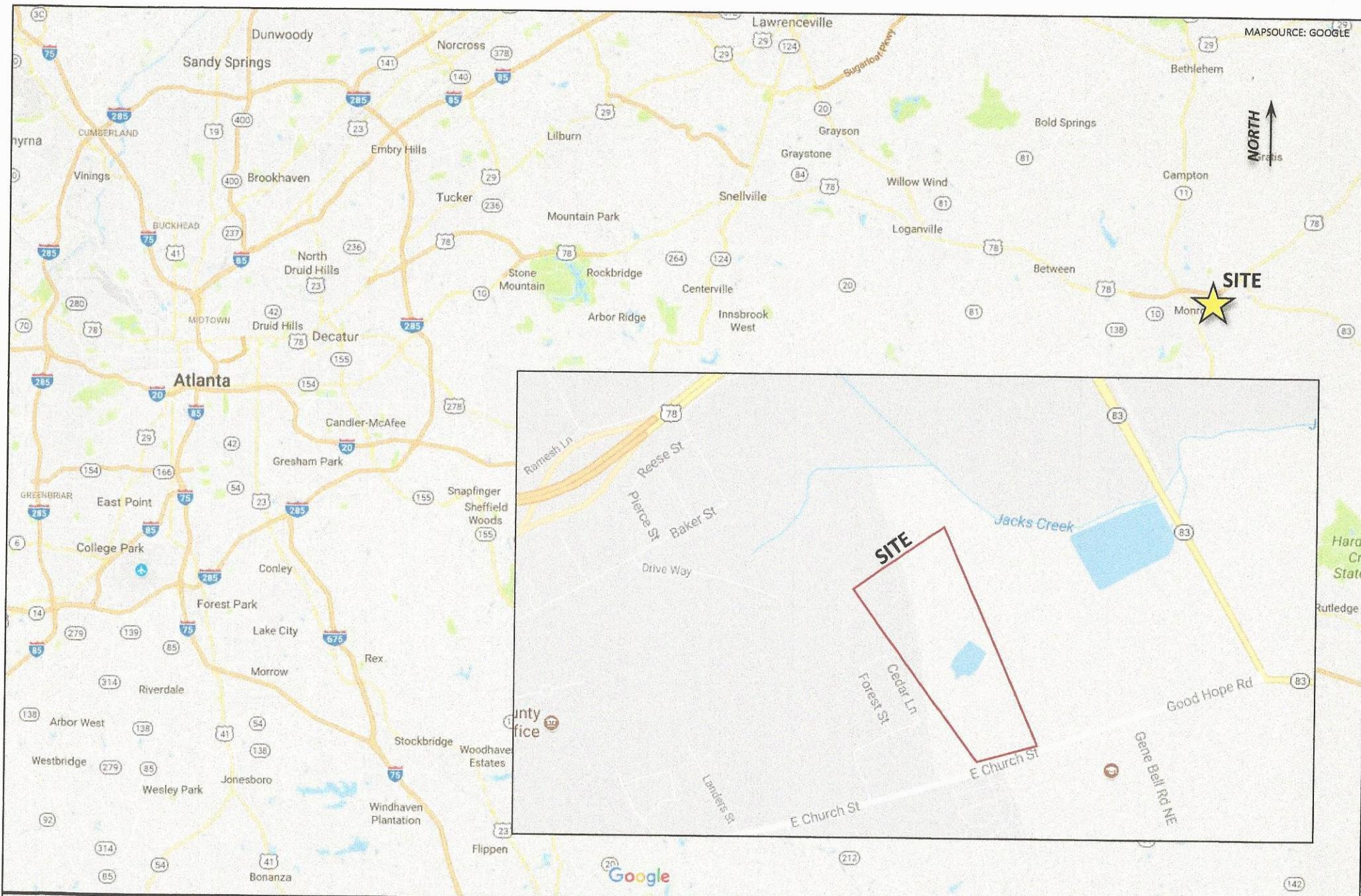
TOTAL STUDY AREA	~50 AC
Wetland Area	~0.3 AC
Intermittent/Perennial Stream	474 LF
Ephemeral Stream	95 LF

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.

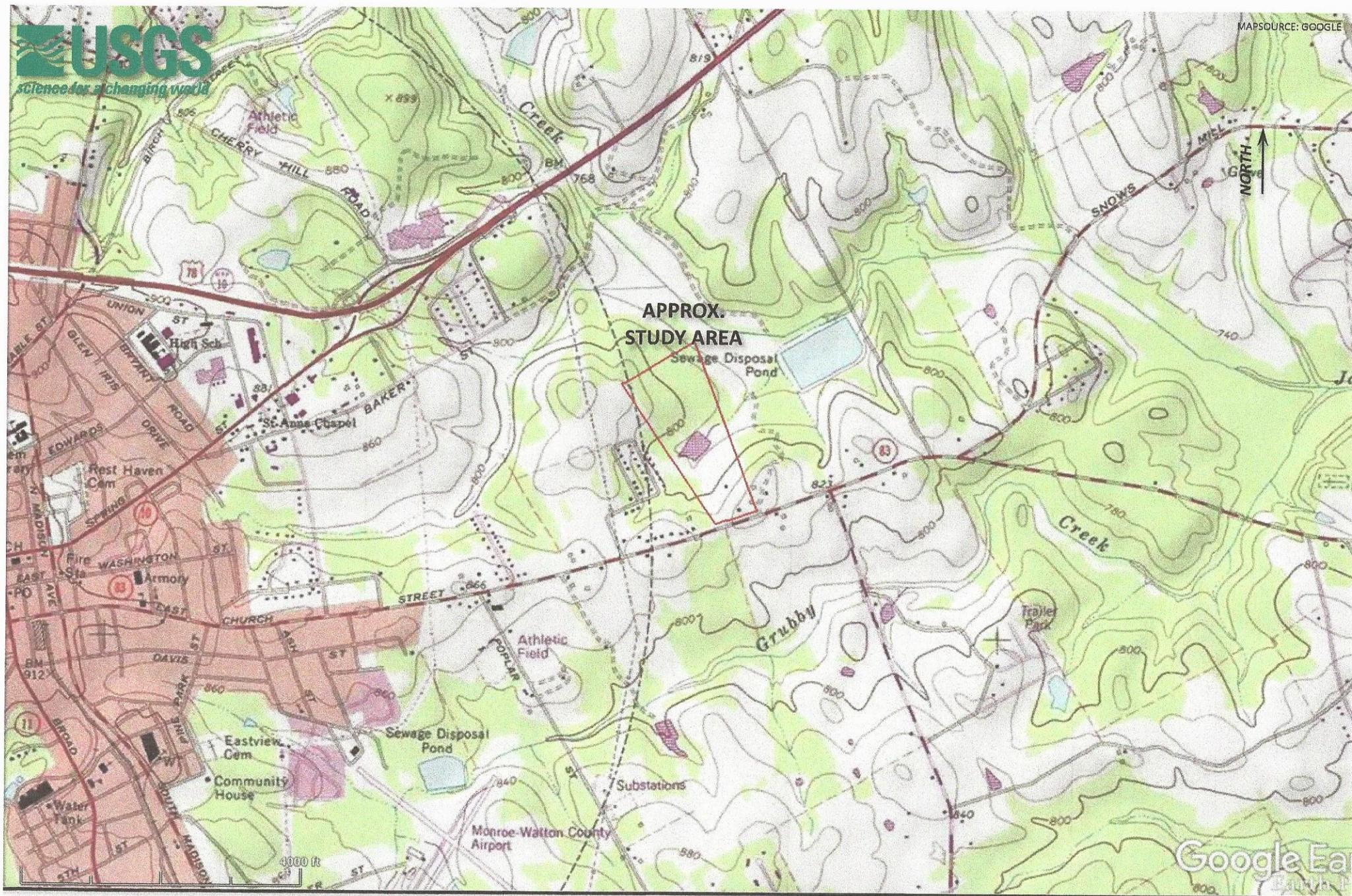
**FIELD RECONNAISSANCE FOR STREAMS AND WETLANDS
 GOOD HOPE ROAD
 WALTON COUNTY, GEORGIA**

EXHIBIT 1

PREPARED 8/11/2017 BY:

NELSON ENVIRONMENTAL, INC.

www.NelsonEnvironmental.us PH:404/862-1665



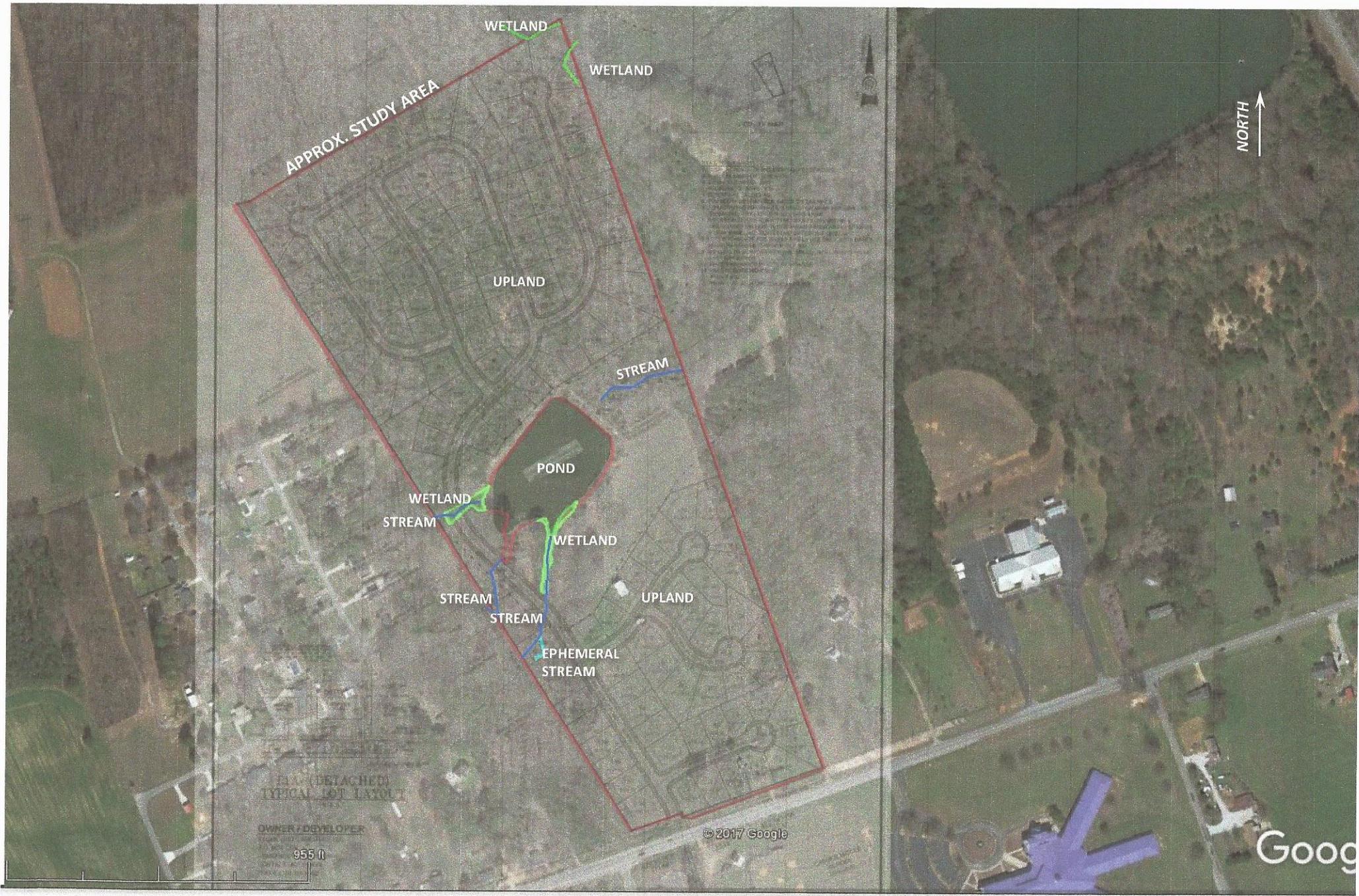
USGS QUADRANGLE MAP

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 PH:404/862-1665



LAND PLAN WITH AQUATIC AREAS

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

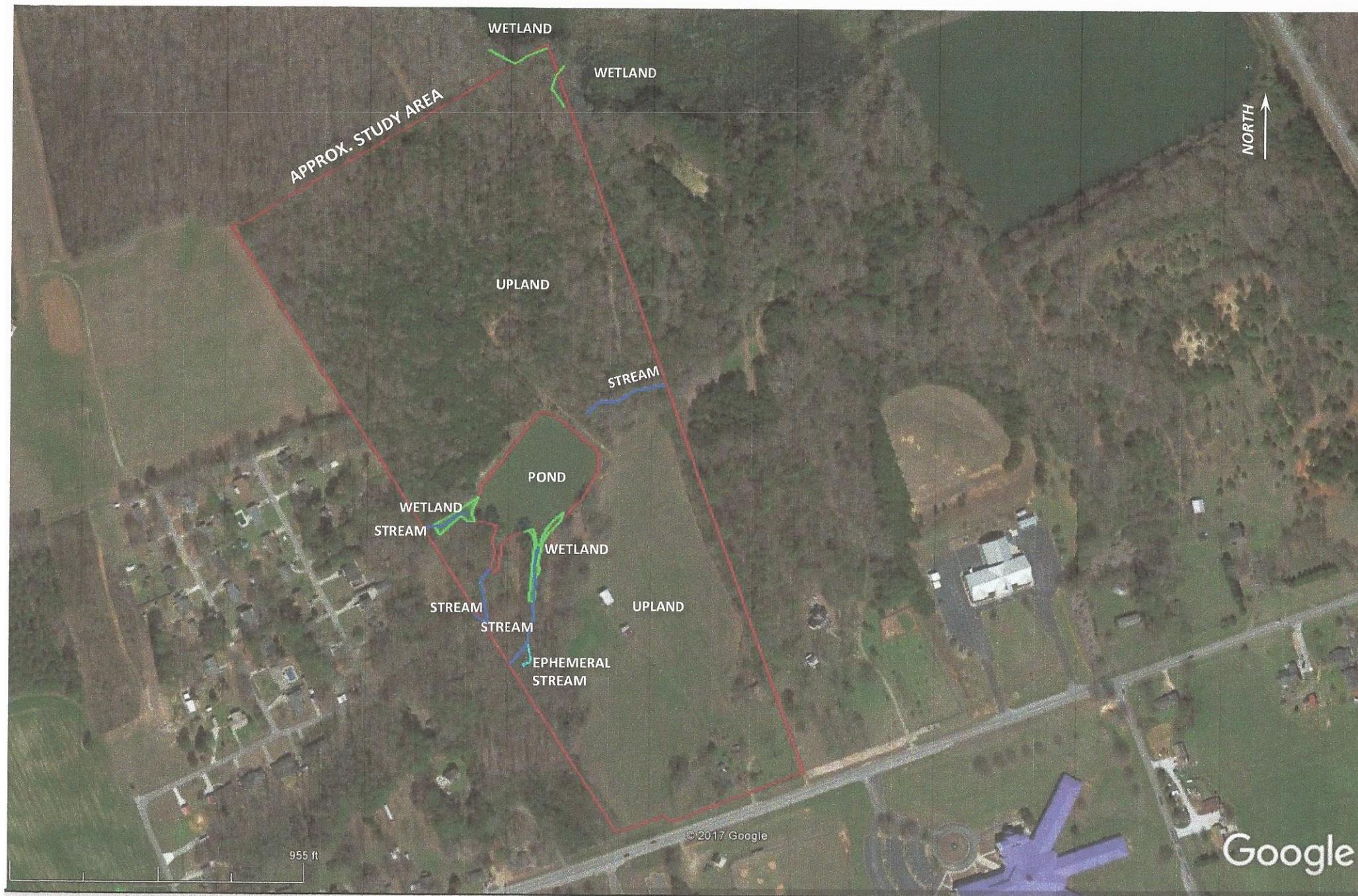
FIELD RECONNAISSANCE FOR STREAMS AND WETLANDS
GOOD HOPE ROAD
WALTON COUNTY, GEORGIA

EXHIBIT 3

PREPARED 8/11/2017 BY:

NELSON ENVIRONMENTAL, INC.

www.NelsonEnvironmental.us 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 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 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.

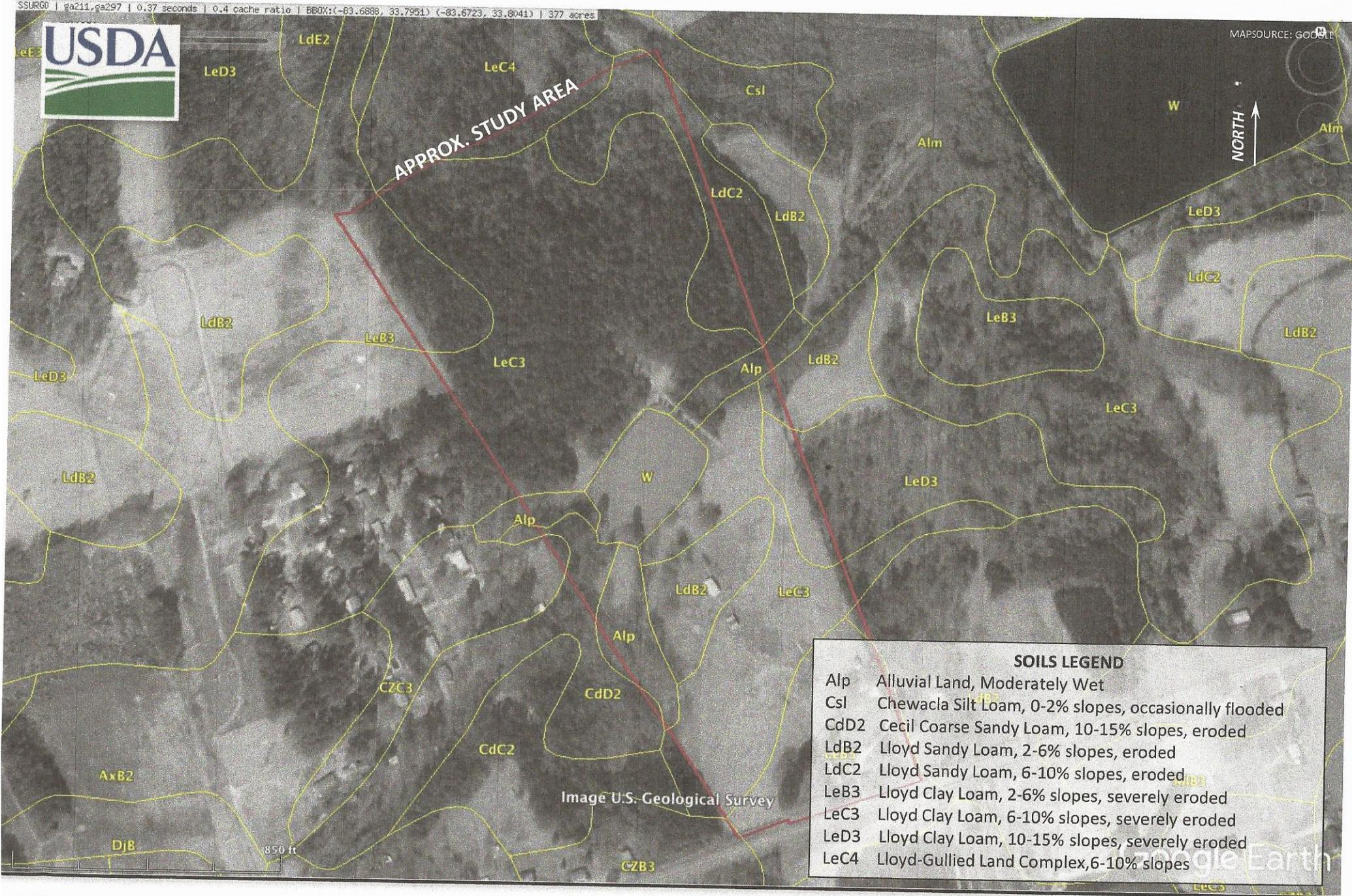
FIELD RECONNAISSANCE FOR STREAMS AND WETLANDS
GOOD HOPE ROAD
WALTON COUNTY, GEORGIA

EXHIBIT 6

PREPARED 8/11/2017 BY:

NELSON ENVIRONMENTAL, INC.

www.NelsonEnvironmental.us 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 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

September 5, 2017

Item:

Application - Beer & Wine Package Sales - The Market

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 - The Market](#)

Package
Sales
License



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

OCCUPATION TAX APPLICATION

Monroe Business LLC.

BUSINESS NAME THE MARKET TELEPHONE (770) 267-8722

ADDRESS 238 N MADISON AVE MONROE TYPE OF BUSINESS
MAILING ADDRESS Same above GA 30655 Convenience Store

EMAIL ADDRESS a-patel223@yahoo.com

OWNER'S NAME AMAR PATEL TELEPHONE * (770) 770-1080.

EMERGENCY CONTACT PERSON: AMAR PATEL

TELEPHONE () _____

PROPERTY OWNER'S NAME: BEST PARTNERS LLC

TELEPHONE (404) 786-2236

**NUMBER OF EMPLOYEES: FULL TIME _____
PART TIME _____ ****(Including Owners & Family Members)**

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR ARE YOU DISQUALIFIED TO RECEIVE A LICENSE
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: Date 7/24/17

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: AMAR PATEL
STORE NAME: Monroe Business LLC DBA The Market
STORE ADDR: 238 N. MADISON AVENUE, MONROE GA 30655.
COUNTY OF RESIDENCE: Gwinnett
DATE OF BIRTH: 02-23-1977.

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.

Any legal business

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

AMAR PATEL

940 Reserve Pointe Place

Suwanee GA 30024

(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.

AMAR PATEL

940 Reserve Pointe Place

Suwanee GA 30024

2. ARE YOU A CITIZEN OF THE UNITED STATES? _____
IF A NATURALIZED CITIZEN, THE DATE AND PLACE OF HIS/HER NATURALIZATION.

3. CHARACTER OF BUSINESS. Retail

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

IN THE CASE OF A CORPORATION, THE DATE WHEN IT'S CHARTER WAS ISSUED: 06/29/2017

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: 238 N. MADISON AVENUE MONROE GA 30655
Retail Convenience Store

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 24 day of July

20 17

[Signature] (Signature)

Amar Patel (Print Name)

Signed, sealed and delivered in the presence of:

Delores Chambers
Notary Public

Executed: 7-24-17

