



Council Meeting Agenda

**May 8, 2018
City Hall**

I. CALL TO ORDER

- 1. Invocation**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Consent Agenda**
 - a. April 3, 2018 Council Minutes
 - b. April 10, 2018 Council Minutes
 - c. April 10, 2018 Executive Session Minutes
 - d. April 18, 2018 Airport Committee Minutes
 - e. April 23, 2018 Finance Committee Minutes
 - f. April 17, 2018 Planning Commission Minutes
 - g. April 25, 2018 Historic Preservation Commission Minutes
 - h. Approval - Personnel and Operational Policies and Procedures - Approval with changes. (Recommended for Council approval by Finance Committee April 23, 2018)
 - i. Purchase - BadgePass Management System - To purchase for the amount of \$38,080.22. (Recommended for Council approval by Finance Committee May 1, 2018)
 - j. Approval - EIP 2018 Grant Administrative Services - Approval of Allen-Smith Consulting. (Recommended for Council approval by Public Works Committee May 1, 2018)
 - k. Approval - EIP 2018 Grant Engineering Services - Approval of Precision Planning. (Recommended for Council approval by Public Works Committee May 1, 2018)
 - l. Approval - North Broad LCI Materials Testing Contract - To contract with NOVA Engineering and Environmental with the amount not to exceed \$18,925.00. (Recommended for Council approval by Public Works Committee May 1, 2018)
 - m. Approval - Water Treatment Plant Gutter Repair - To contract with Garland

Company for the amount of \$15,986.00. (Recommended for Council approval by Utilities Committee May 1, 2018)

- n. Approval - Sewer Service Policy Amendment - Gerald Atha - Policy variance to allow the development (#C1650056) to connect a gravity line pending development approval by Walton County and contingent upon the development proposed. (Recommended for Council approval by Utilities Committee May 1, 2018)
- o. Approval - Sewer Service Policy Amendment - Mazzawi Trust - Policy variance to allow the development (#C1650058) to connect a gravity line pending development approval by Walton County and contingent upon the development proposed. (Recommended for Council approval by Utilities Committee May 1, 2018)
- p. Approval - Watershed Protection Plan - To approve the plan. (Recommended for Council approval by Utilities Committee May 1, 2018)
- q. Approval - Out of State Travel for Police - To send Sgt. James Green to the Axon Accelerate Conference in Scottsdale, Arizona for a total cost of \$1,817.93. (Recommended for Council approval by Public Safety Committee May 1, 2018)
- r. Purchase - Quick Response Vehicle - The lease purchase of a 2018 Ram 1500 from Enterprise Fleet Management for a monthly rate of \$782.51. (Recommended for Council approval by Public Safety Committee May 1, 2018)

II. **PUBLIC PRESENTATIONS**

- 1. Georgia Bureau of Investigation Non-Criminal Justice Unit

III. **PUBLIC FORUM**

- 1. **Public Comments**
- 2. **Public Hearing**
 - a. Rezone - 1050 North Broad Street

IV. **OLD BUSINESS**

- 1 Rezone - 603 & 606 Alcovy Street

V. **NEW BUSINESS**

- 1. Rezone - 1050 North Broad Street
- 2. Application - Beer & Wine Package Sales - Harry's
- 3. Application - Spirituous Liquors and Beer & Wine On-Premise Consumption - Fuzions
- 4. FY2017 Audited Financial Statements (CAFR)
- 5. 2nd Reading - Zoning Ordinance Code Text Amendment #5
- 6. 1st Reading - Speed Zone Ordinance
- 7. Approval - Main Street Program MOU
- 8. Approval - Fireworks Agreement

9. Approval - MEAG Power Sales Contract Amendment

VI. **ADJOURN**



Council Meeting

AGENDA

May 8, 2018

Item:

April 3, 2018 Council Minutes

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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The Mayor and Council met for a called meeting.

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

Absent:	Norman Garrett	Council Member
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Staff Present:	Danny Smith, Chris Croy, Keith Glass, Beth Thompson, Rodney Middlebrooks, Brian Thompson, Patrick Kelley
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Visitors:	Sadie Krawczyk, Beverly Harrison, Sharon Swanepoel, Marsha Jackson, Andrew Kenneson, Carl Hofstadter, Kelvin Seagraves, Cindy Little
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I. CALL TO ORDER – JOHN HOWARD

1. Roll Call

Mayor Howard noted that Council Member Norman Garrett was absent. There was a quorum.

II. DEPARTMENT REPORTS

1. April Monthly Reports

The Department heads presented the monthly reports.

III. COMMITTEE INFORMATION

1. Finance

a. Approval – Personnel and Operational Policies and Procedures

Council Member Larry Bradley stated there to be a significant number of policy changes. He questioned whether to go through the extended amount of information tonight or reconvene at another time to discuss the changes. He believes all of the changes need to be discussed individually, which will be lengthy. Mr. Bradley stated that the other Council Members might want to be included in the discussions, rather than only the Finance Committee.

There was a discussion on the feasibility of having a Finance Committee Meeting, a Called Council Meeting, or discussing the changes individually with Mr. Propes.

City Administrator Logan Propes discussed the two page summary listing the major changes. He explained the summary is in bullet point format, which is broken down by policy. It will be creating a master document that is easily accessible to all employees. Mr. Propes explained that some of the changes are minor process changes; the biggest change in the Personnel Policy

concerns internal announcements. The policy change allows internal announcements of vacancies for a maximum of 10 days, prior to posting the vacancies externally for a minimum of 10 days.

Council Member Bradley stated that he would prefer having a separate meeting to discuss each of the changes in detail, because Council has an obligation to agree on the changes in the policy.

City Attorney Paul Rosenthal explained that if Council were inclined to make a motion to table this matter and that motion were to pass, a special meeting could be held prior to the May meeting. The item would essentially go straight onto the Consent Agenda if at that Called Meeting a motion were made to recommend it to the full Council. He explained that would be the easiest procedural path to defer the item to a specially set meeting.

To table and arrange for a Finance Committee Meeting.

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

2. Airport

No Items Scheduled.

3. Public Works

No Items Scheduled.

4. Utilities

a. Approval – Loganville Water Sales Agreement

Mr. Carl Hofstadter, with Hofstadter & Associates, went over the basic facts of the Water Sales Agreement with Loganville. He discussed running a line from Monroe to Loganville to provide water to the City of Loganville. He explained there will only be supply lines not connections. A permit from the Georgia Department of Transportation will be required. He explained that Monroe will not have any problem with the usage, and it will not strain the system. There will be approximately 37,000 linear feet of water line. The size of the line will depend on how Loganville wants the water to be delivered. The rate will start at one million gallons per day initially, but the components will be designed to deliver up to two million gallons per day. The intake line will start at the Alcovy River, and the pressure will be increased to produce the amount of water wanted by Loganville. Accommodating their water delivery needs will determine the pipe and pump sizes. Mr. Hofstadter stated that there will be lots of bores and driveways, which due to the economy may increase the price. Although, there are contingencies that will absorb some of those increased costs.

Council Member Larry Bradley questioned the cost being between three and four million dollars.

Council Member Nathan Little questioned the City being responsible for half of that amount.

City Administrator Logan Propes explained that the contract outlines the rates of the water which will be sold to Loganville. He is requesting approval of the Water Sales Agreement, contingent upon the final legal counsel reviews and amendments. The total is estimated to be between three and four million, with Monroe and Loganville splitting the cost. He stated the rates will be tiered, and the full payback for the water line will be approximately 4 years. The contract is for 10 years, with 10 year renewals.

Council Member Little stated that the contract has been in discussion for a long time, especially the last 5 years. The City of Monroe has the capacity, so it is an opportunity to sell the water. The agreement will help the City of Loganville and the City of Monroe.

The committee recommends to Council approval of the Loganville Water Sales Agreement as presented pending final legal counsel reviews and amendments.

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

b. Purchase – Trucks for Water Treatment & Wastewater Treatment Facilities

Mr. Rodney Middlebrooks discussed the request to purchase two trucks. The trucks will be for the Water Treatment and Wastewater Treatment Facilities, replacing two older vehicles with high mileage. He requested to purchase two 2018 Ford F150 Trucks. The lowest bid came from Courtesy Ford for the amount of \$20,500.00 each. He explained it is \$500.00 above the budgeted amount for each of the vehicles, and will come from the CIP budget.

The committee recommends to purchase two 2018 Ford F150 Trucks from Courtesy Ford for \$20,500.00 each to Council.

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

c. Purchase – Takeuchi Excavator for Stormwater

Mr. Rodney Middlebrooks requested to purchase a 2018 Takeuchi TB260 Excavator for the amount of \$63,600.00 from Perimeter Takeuchi, the lowest bidder. The excavator will be used by the Stormwater Department, and will stop the need for a rental unit. He stated that the low bid is \$11,400.00 below the amount budgeted.

Council Member Larry Bradley questioned the maintenance needed on an excavator, and whether the City does the maintenance for the rental units. He discussed the rental costs, and questioned how long the equipment would last.

Chris Croy stated the maintenance to be very minimal, only normal things like oil changes.

Mr. Middlebrooks answered that the rental company does the maintenance work on their equipment. He explained that the first excavator was purchased in 2006 for the Water Department, and it is still like new.

Council Member Nathan Little questioned the number of excavators total for all the divisions.

Mr. Middlebrooks stated that Water, Sewer, and Gas Departments each have one. The Electric Department has one, and the Public Works has two.

The committee recommends to Council the excavator purchase from Perimeter Takeuchi for the amount of \$63,600.00.

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

d. Purchase – Van for IT

Mr. Brian Thompson discussed the request to purchase a 2018 Grand Caravan. The lowest bid came from Courtesy Ford for the amount of \$24,500.00, which is \$500.00 below the amount budgeted. He explained it will replace a 2002 Mercury Mountaineer which has very high mileage. The vehicle is used to transport printers, computers, and other assorted devices between departments.

The committee recommends to purchase a 2018 Ford Grand Caravan from Courtesy Ford for the amount of \$24,500.00 to Council.

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

e. Purchase – Van for Electric

Mr. Brian Thompson requested to purchase a 2018 Dodge Ram ProMaster 2500 Cargo Van from Enterprise for \$24,497.00. The vehicle will be used for commercial meter testing and energy audits for both commercial and residential. It will carry lots of equipment for meter testing and fault locating. He explained the lowest bid is \$2,503.00 below the budgeted amount.

City Administrator Logan Propes explained the van will help with taking care of major accounts, allowing routine maintenance visits to the large commercial and industrial customers.

The committee recommends to Council to purchase a 2018 Dodge Ram ProMaster Van from Enterprise for the amount of \$24,497.00.

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

5. Public Safety**a. Approval – Out of State Travel for Fire**

Chief Keith Glass requested approval to send Lieutenant Mike Towe to the Fire Department Instructors Conference in Indianapolis, Indiana, April 26-29, 2018. He explained that Lt. Towe is also a volunteer with Oconee, who will be absorbing some of the costs. He will be traveling with the employees from Oconee, so there will not be any travel costs for the City. The cost will be \$380 for class registration and \$98 for meals.

The committee recommends to send Lieutenant Mike Towe to the Fire Department Instructors Conference in Indianapolis, Indiana, April 26-29, 2018 to Council.

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

6. Planning & Code

No Items Scheduled.

7. Economic Development**a. Discussion – Community Improvement Tax Incentive**

Economic Development Specialist Sadie Krawczyk explained that there has been a lot of discussion within the Georgia Initiative for Community Housing team about the potential of using the “Blight Tax” or “Community Improvement Tax Incentive” tool to address vacant, dilapidated structures around the City. She explained that it is not used for any residential or commercial structures which are occupied. It is a tool to help vacant properties change. The property could get remediated, taken care of, torn down, or some type of action from owners. It establishes a method to tax properties that are in blighted condition at a higher rate, until they are brought into compliance. Ms. Krawczyk stated that a multiplier is added to the property tax, which is typically seven times the property tax. The City Ordinances concerning blighted properties would determine the criteria of a dilapidated property.

There was discussion regarding the potential timeline, facts, the most common questions and answers about the process, and other cities already using this method.

No Action.

IV. ITEMS OF DISCUSSION**1. Upcoming Public Hearings**

a. Rezone – 603 & 606 Alcovy Street

b. Rezone – 302 North Madison Avenue

c. Zoning Ordinance Code Text Amendment #5

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

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

V. ADJOURN

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

MAYOR

CITY CLERK



Council Meeting

AGENDA

May 8, 2018

Item:

April 10, 2018 Council Minutes

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Recommendation / Request:

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The Mayor and Council met for their regular meeting.

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

Absent:	Norman Garrett	Council Member
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Staff Present:	Danny Smith, Jeremiah Still, R.V. Watts, Beth Thompson, Brian Thompson, Patrick Kelley
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Visitors:	Chris Bailey, Beverly Harrison, Marsha Jackson, Andrew Kenneson, Harold Patterson, Joy Wilson, Emma Kate Goodwin, Duane Wilson, Shauna Mathias, Clayton Mathias, Emma Lightfoot, Richard Parker, Barbara Parker, Lindsey Jones, DeDe Harris, Charles Smith, Eli Connell, Sally Jarratt, Jared Campbell, Kirklyn Dixon
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I. CALL TO ORDER – JOHN HOWARD

1. Invocation

Brian Widmer, Youth Pastor with Grace Monroe at the Mill, gave the invocation.

2. Roll Call

Mayor Howard noted that Council Member Larry Bradley and Council Member Norman Garrett were absent. There was a quorum.

3. Approval of Agenda

To approve the agenda as presented.

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

4. Approval of Consent Agenda

- a. March 6, 2018 Council Minutes
- b. March 13, 2018 Called Council Minutes
- c. March 13, 2018 Council Minutes
- d. March 1, 2018 Planning & Code Committee Minutes
- e. March 28, 2018 Planning & Code Committee Minutes
- f. March 20, 2018 Planning Commission Minutes
- g. March 27, 2018 Historic Preservation Commission Minutes
- h. February 8, 2018 Downtown Development Authority Minutes
- i. March 15, 2018 Downtown Development Authority Minutes
- j. February 8, 2018 Conventions and Visitors Bureau Minutes
- k. March 15, 2018 Conventions and Visitors Bureau Minutes
- l. Approval – Loganville Water Sales Agreement – Approval of agreement pending final legal counsel reviews and amendments. (Recommended for Council approval by Utilities Committee April 3, 2018)
- m. Purchase – Trucks for Water Treatment & Wastewater Treatment Facilities – To purchase two Ford F150 Trucks from Courtesy Ford for \$20,500.00 each. (Recommended for Council approval by Utilities Committee April 3, 2018)
- n. Purchase – Takeuchi Excavator for Stormwater – Purchase from Perimeter Takeuchi for \$63,600.00. (Recommended for Council approval by Utilities Committee April 3, 2018)
- o. Purchase – Van for IT – To purchase the Ford Grand Caravan from Courtesy Ford for \$24,500.00. (Recommended for Council approval by Utilities Committee April 3, 2018)
- p. Purchase – Van for Electric – To purchase the Dodge Cargo Van from Enterprise for \$24,497.00. (Recommended for Council approval by Utilities Committee April 3, 2018)
- q. Approval – Out of State Travel for Fire – To send Lt. Mike Towe to the Fire Department Instructors Conference in Indianapolis, Indiana, April 26-29, 2018. (Recommended for Council approval by Public Safety Committee April 3, 2018)

To approve the consent agenda as presented.

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

II. PUBLIC PRESENTATION**1. Proclamation – Child Abuse Prevention Month**

Mayor John Howard presented the Proclamation for Child Abuse Prevention Month.

Lindsey Jones, with a Child's Voice, accepted the proclamation and thanked Council.

No Action.

Council Member Larry Bradley arrived at 6:05 pm.

2. Mobile Farmacy – DeDe Harris with Walton Wellness

DeDe Harris, Executive Director of Walton Wellness, discussed the Mobile Farmacy. She explained that Walton Wellness is a non-profit organization that has been in Walton County since 2011. She explained the repurposed school bus is dedicated to promoting healthy eating habits, because food is medicine. Ms. Harris stated the Healthcare Foundation paid for repurposing the bus, but the City of Social Circle technically owns the bus and are insuring it.

The Mobile Farmacy supports the free Farmers Markets in Monroe, Social Circle, and Walnut Grove. She explained it is a community resource. They want to educate people about food and healthy lifestyles, by providing fresh vegetables, food demonstrations, and giving away recipes.

No Action.

3. Electric Rates – Brian Thompson

Brian Thompson gave a brief description of the electric services and rates. He explained that the City of Monroe owns over 90% of their power supply. He discussed the Power Supply Portfolio. The power sources are through MEAG, Plant Vogtle 1 & 2, Plant Hatch, Plant Wansley, Plant Scherer, and SEPA. The City of Monroe is 53% nuclear, approximately 30% gas, with the remainder being coal. Monroe has over 6,000 meters, approximately 5,000 residential and 1,000 commercial. The only industrial customers are the Hospital and Leggett & Platt. Mr. Thompson explained power suppliers have two different rates, a summer rate and a winter rate. The winter rate is lower, because it is a life giving entity. The City pays more for energy during the summer months, due to peaking powers with air conditioners. The rates are structured in order to protect the normal average customer. He stated that Monroe is lower than the majority of the providers in Georgia, which is reflected in the latest PSC Rate Survey. The electric bills cover the amount of usage, which is reflected by the thermostat and the efficiency of the home. He explained that heat pumps don't work efficiently when the weather gets below 32°. Mr. Thompson discussed the electric budget. He explained that 68% of the budget is cost of sales, which is buying the energy. The transfer fees are 10%, personnel fees are 6%, and administration and allocation fees are 9%, which leaves the system operating on a little over 5%.

Mayor Howard requested Mr. Thompson to explain the City's rates compared to the other rates.

Mr. Thompson explained that the City protects the smaller customers better than all of the competitors.

Mayor Howard explained that the City's rates go up by kilowatt hour after they get to the point of non-efficiency. Therefore, if a house is large, has a less efficient heat pump, or poor insulation then the rates will go up. This is to encourage conservation.

Council Member Lee Malcom questioned whether an individual home owner or a tenant could call and request an energy audit.

Mr. Thompson answered that the City will do the audit and give them advice, but it will be between the tenant and the landlord whether the work actually gets done. He explained that it is better for the customer to have the energy audits done in the winter time.

Council Member Nathan Little questioned as a point of reference what number Georgia Power is on the PSC Survey List.

Mr. Thompson answered that Georgia Power is 27th on the PSC Survey.

No Action.

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

Mr. Harold Patterson, of 957 Masters Drive, stated there is only one entrance to Masters Drive off of Ammons Bridge into Golfview Subdivision. The intersection does not have any type of street light, and it is a very dark area. He requested a street light to be installed, and wanted to know who to talk with for that to happen. Mr. Patterson also complimented the City on the round-about, and the new reflective pond at the park.

Ms. Joy Wilson, of 309 Turner Street, stated that she is a professional Christian song writer and has a video on You-Tube. She is desperate for necessary change. She wants to promote positive and productive change, safety, and trust. Ms. Wilson discussed her personal business Dagrip, with the slogan Get Won. She requested help getting a grant to further her education in order to promote and facilitate a personal business venture. She discussed resource development, goal initiatives, stepping stones, and stumbling blocks.

Ms. Emma Kate Goodwin, of 601 Ash Lane, stated that the bricks at the entrance of Young Pines Subdivision have been torn down. She explained that they look awful and need to be replaced. She requested help from the City getting the bricks at the edge of the road fixed.

2. Public Hearing**a. Rezone – 603 & 606 Alcovy Street**

Code Enforcement Officer Patrick Kelley presented the application of Duane Wilson with Pinehurst Homes, LLC, for rezone of this property from R1 to R1A. He stated the rezone acreage is 3.97 and the property has 275.02 feet of road frontage on Alcovy Street. The Code Office and Planning Commission recommend the request be approved with conditions.

The Mayor declared the meeting open for the purpose of public input.

Duane Wilson, with Pinehurst Homes, spoke in favor of the rezone. He stated that the conditions are listed, and he had nothing further to add.

There were no other public comments; Mayor Howard declared that portion of the meeting closed.

No Action.

b. Rezone – 302 North Madison Avenue

Code Enforcement Officer Patrick Kelley presented the application of Shauna and Clayton Mathias for rezone of this property from B1 to R1. He stated the acreage is .76 and the property has approximately 90 feet of road frontage on North Madison Avenue. The Code Office and Planning Commission recommend the request be approved.

The Mayor declared the meeting open for the purpose of public input.

Clayton and Shauna Mathias, the property owners, spoke in favor of the rezone. They agreed with everything that Mr. Kelley stated.

There were no other public comments; Mayor Howard declared that portion of the meeting closed.

No Action.

c. Zoning Ordinance Code Text Amendment #5

Code Enforcement Officer Patrick Kelley explained the purpose of this public hearing is to comply with Georgia zoning procedures law for the text amendments, but no action is required during the public hearing. The text amendments address limitations for household pets, specifically cats and dogs.

The Mayor declared the meeting open for the purpose of public input.

There were no public comments; Mayor Howard declared that portion of the meeting closed.

No Action.

IV. NEW BUSINESS

1. Appointment – Historic Preservation Commission

To reappoint Susan Brown to a five (5) year term to expire May 1, 2023.

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

2. Rezone – 603 & 606 Alcovy Street

Council Member Larry Bradley requested Duane Wilson to discuss and explain the project.

Mr. Wilson stated there would be one straight cul-de-sac. The houses would be similar to the houses at The Retreat at Mill Creek, and the same size as the houses at The Legends. He explained that the project would be a blend of the two subdivisions. There would be brick or stone front with concrete siding at a minimum, and architectural shingles. He explained his personal goal would be to have more of a cottage style house.

Council Member Lee Malcom stated that at one point Mr. Wilson presented something similar to the presentation for North Midland, only with bigger sized lots.

Council Member Larry Bradley questioned how many homes are expected, and whether Mr. Wilson will be the builder for the project.

Mr. Wilson answered there are 14-lots, but it will probably be cut down to 13-lots. The survey was for 2-story houses, but it will be ranch style houses instead. He explained that at this point he isn't certain if he will be the builder or not.

Council Member David Dickinson stated that he has reservations about what has been presented. He discussed the R1A Zoning being under review, and is expected to have substantial changes. He feels the proposal is confusing, and discussed the proposed conditions. Mr. Dickinson questioned the development agreement, how the price points jump around, what the final product will look like, and whether the houses will have garage doors on the front or the sides.

MAYOR AND COUNCIL MEETING

APRIL 10, 2018

6:00 P.M.

Mr. Wilson stated that the development agreement was a stipulation which was added by the Planning and Zoning Committee; he didn't add it. He explained that the best reference for similarity that he could give would be The Retreat at Mill Creek or The Legends.

Council Member Dickinson questioned why the reference to The Legends was crossed out in the application paperwork. He also discussed sidewalks inside and outside of the subdivision. He stated there isn't a house model, no elevations, no roof pitches, or a description for the housing development. Mr. Dickinson stated that he wants to see renderings. He explained he would like to see the project done the same as if it were being done as a PRD, even though it does not fit a PRD Zoning. He discussed doing a version of the PRD, such as the Livable Centers Initiative Development for the smaller acreage. He questioned whether it would be possible to see something comparable prior to voting. Mr. Dickinson stated that he is in favor of development, but wants to see quality development. Therefore, a more detailed plan is needed.

Mr. Wilson answered that he believes The Legends was crossed out, due to being vague. The finishes for The Legends are more high-end than The Retreat at Mill Creek. The intent was to not be locked into having four sides brick. He explained with the numbers that he is presenting the end-product will have to be very nice.

Council Member Lee Malcom stated a project was approved recently which had very detailed plans, and it went on the market for sale immediately. She checked and was told that the land could be purchased, but there were conditions which would have to be met. Ms. Malcom stated she isn't sure that the conditions hold anyone to anything. The conditions only give a good indication.

Mayor Howard stated that should the property be sold, the conditions would have to be met. The buyer would still have to follow the guide lines. He explained that the renderings would be more appropriate at that time.

Mr. Kelley explained that these things would all be handled at the plan review in the development phase. He explained that Council can make conditions which get recorded on the plat, and those conditions will then be included as part of the plan review. The plans will be reviewed at the time of construction to make sure that those conditions are met.

Mr. Wilson stated that regardless of the zoning no one could break ground until the plans are approved by the Code Department.

City Attorney Paul Rosenthal explained that a PRD would not be applicable in this situation because it does not meet the minimum requirements. However, if the property was over a slight bit, it would fall in the LCI District and would meet the minimum requirements. He explained that on the requested rezone from R1 to R1A (or any other rezone that is not a planned development) the applicant comes forward to request the rezone, with or without details. A rezone for a planned development code must have all of the plans and details up-front to be properly considered by Council. The Planned Development Zoning Ordinance calls for detailed plans, renderings, elevations, aesthetics, and details concerning how the development will be built. He explained this property is not a planned development zoning due to the location and size of the development.

Council discussed possible conditions, changes of property owners, interior controls, selling prices, and the market.

Mr. Rosenthal stated that conditions can't change the interior or the price points of the homes. The conditions only address the exterior and aesthetics.

Council and staff also discussed home styles, landscaping, the entrance, and sidewalks.

To table, to get more details and information.

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

3. Rezone – 302 North Madison Avenue

To approve the rezone.

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

4. 2nd Reading – Zoning Ordinance Code Text Amendment #4

City Attorney Paul Rosenthal gave the second reading of the ordinance to amend the Zoning Ordinance by implementing text amendments and changes identified in Exhibit A.

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

5. 1st Reading – Zoning Ordinance Code Text Amendment #5

City Attorney Paul Rosenthal presented the first reading of the ordinance.

Council Member Nathan Little stated that six cats are too many for an apartment. He feels that the number of cats should be changed to three, same as the number of dogs.

Council Member Lee Malcom agreed that the quantity of cats should be changed to three.

City Attorney Paul Rosenthal explained that the wording of the ordinance is the same as when it was removed in 2014. The quantity of animals is not regulated by the standard animal control ordinance which mirrors the County's Ordinance as required by the Intergovernmental Agreement. This is an attempt to put limitations on pet quantities back into the City Ordinances. The quantities presented are exactly what was in the ordinance prior to July 1, 2014, when it was removed. He explained it is Council's legislative purview if they want the numbers changed.

Council Member Little made a motion to change the number of cats to the same number as the dogs. To change the number of cats to three for the first tier of apartments, condominium, townhome, and duplex. Council Member Malcom agreed with the motion.

Mr. Rosenthal explained that the number of cats could be changed appropriately prior to the second reading of the ordinance.

Council Member Larry Bradley questioned whether another public hearing would need to be held, due to making a change.

Mr. Rosenthal answered a second public hearing would not need to be held.

6. Resolution – MGAG Voting Delegate

To approve the resolution as presented.

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

7. Resolution – ECG Voting Delegate

To approve the resolution as presented.

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

8. Resolution – MEAG Voting Delegate

To approve the resolution as presented.

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

9. Resolution – MEAG Competitive Trust Beneficiary

To approve the resolution as presented.

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

10. Resolution – 2017 Budget Amendment

To approve the resolution to amend the budget as presented.

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

V. ADJOURN TO EXECUTIVE SESSION

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

VI. ADJOURN

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

MAYOR

CITY CLERK



Council Meeting

AGENDA

May 8, 2018

Item:

April 10, 2018 Executive Session Minutes

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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 [4/10/18 Exec Session Minutes](#)

The Mayor and Council met for an Executive Session.

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

Those Absent:	Norman Garrett	Council Member
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I. Call to Order – John Howard

1. Roll Call

Mayor Howard noted that Council Member Norman Garrett was absent. There was a quorum.

II. Real Estate Issue (s)

1. Real Estate

Real estate matters were discussed, including attorney-client discussions.

III. Adjourn to Regular Session

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

MAYOR

CITY CLERK



Council Meeting

AGENDA

May 8, 2018

Item:

April 18, 2018 Airport Committee Minutes

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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 [4/18/18 Airport Comm Minutes](#)

City of Monroe
Airport Commission Meeting Minutes
April 18, 2018
10 AM – City Hall Conference Room

The meeting was called to order at 10:05 AM by President Larry Fussell. In attendance were members Rodney Etheredge, Dan Nugent, Bill Scott, Bill Stone, as well as Chris Bailey-Central Services Manager, Michael Cole and Darren Delaney from consultant Barge-Waggoner, and local State Representative Bruce Williamson. Larry introduced our guests and members describing their affiliations and interest in the Monroe-Walton County Airport. Bruce expressed his interest in assisting the City in securing needed funding for pending projects and how the airport could be more profitable with additional hangars and services.

There were no minutes from the February 14 meeting since a quorum was not present. Today's agenda was approved as presented.

Airport Reports:

Fuel Farm: Chris reported that the months of February and March had 75 and 78 transactions respectively. Revenue was \$9,000 and \$9,470. Pricing is at \$3.99 currently as the cost remains at approximately \$3.90 per gallon. Consistent sales volume has been very good and continues to attract numerous visitors for fuel. Jet fuel will not be offered based on lack of interest and need.

Revenue/Expense – FY 18:

Total airport net profit for YTD that includes fuel, hangar rentals, etc. has been good at \$7,800 but operating costs are variable each month. The hangar repair will provide a large expense in May to the airport of just over \$25,000. The new planned hangars will add income benefit when completed.

Old Business:

Apron Rehabilitation/Expansion Schedule:

Michael Cole is a Civil Engineer and Project Manager for Barge-Waggoner based in Dothan reported that Frank Meyer is now our new GDOT Representative for funding and project approvals. He walked the site 2 months ago and took cores of the asphalt that revealed that it has a poor foundation and is cracked beyond repair. The new apron and repaving of existing surfaces will require removal of the old asphalt and laying a 2" foundation with 2" pavement. The apron will be expanded north of the FBO area and will allow for future growth with taxi lane for fuel and tie downs. The grading beyond the immediate need should also be done at the same time to save additional costs later. The TA (Tentative Allocation) from GDOT is expected to be out in May that will indicate the anticipated funding available for discretionary projects.

Darrell and Michael showed us the project plans that will be finished at week's end. They think that GDOT approval is 95% confident and that bids for construction should be out by July and opened in August with construction starting in September. Bruce asked about future funding and the need to get costs for taking a larger scope sooner than waiting.

Hangar Build Schedule:

Chris reported that the new T-Hangar contract for design and process has been approved by the City Council and will go out for bids soon. There will be 8 units in the new hangar that will be located next to the existing T-Hangars.

Choice for funding options will reviewed after bids have been evaluated by the City Administrator and Council approval, that is expected. Construction cannot begin until the site dirt has been removed and used for the apron project as well as other airport needs already identified. A local grading contractor will likely move the dirt instead of Public Works. Rodney and Chris confirmed that there are approximately 20 people on the waiting list for hangars.

Hangar Repair:

A contractor (Hangars & Doors of AL) has already been selected to fix numerous building issues to include sealing off open spaces allowing birds and dust to enter the hangar space. Larry noted that the heavy sliding doors have been difficult to move and that rollers need to be lubricated or replaced. It was also requested by the Commission that a Wash Bay be added that is needed since there is no water supply to any of the hangars.

Hangar Rent Increase Update:

Chris announced that the City Council has approved a monthly rental increase of \$50 to \$250 for standard size and \$60 to \$300 for the larger end units effective July 1, 2018. It was felt that since there are many operational improvements made at D73 and that no one could remember any increase since building them, that this increase was acceptable and competitive with other local airports with similar amenities. The notice will be sent out in May to all renters.

New Business:

Change of Use: Larry said that the City wants to reactivate their old firing range for the Monroe Police Department located on the east side of the airport, It will save the City money as well as provide an access road from the East Side that will be of value to the airport also. It will also provide police presence in that area, as well as additional revenue and activity at the airport.

Apron Closing: Chris said that the DOT regulations may require marking-off parts of the West Side apron and changes of the access taxiway to be determined.

Identifier Change Update: The original choices for a new 4 digit identifier replacing D73 have been revised to include less choices that has delayed the selection decision.

OTHER: It was noted that the FBO operation has been closed for maintenance service and that Roy Hembree has left. The fuel service and access to the Pilots Lounge continues. Larry urged that building of corporate hangars be added to future expansion plans for enhanced revenue and airport activity. There are 32 registered aircraft subject to property tax now.

Meeting adjourned at 11:25

Respectfully submitted:

Dan Nugent, Secretary



Council Meeting

AGENDA

May 8, 2018

Item:

April 23, 2018 Finance Committee Minutes

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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📎 [4/23/18 Finance Comm Minutes](#)

Finance Committee Members Present:

Larry Bradley, Chair
Lee Malcom
Norman Garrett
Nathan Little

Staff Present:

John Howard
Logan Propes
Chris Bailey
Debbie Kirk
Beth Thompson

I. CALL TO ORDER – Chairman Larry Bradley

Council Member Lee Malcom arrived at 6:10 pm.

II. MATTERS BEFORE COMMITTEE

1. Personnel and Operational Policies and Procedures

City Administrator Logan Propes explained that the proposed changes are needed to update the policies for legal reasons and to clarify policies that have created issues and have changed throughout the years. He noted that this will allow for all of the internal policies to be part of one master document.

The Committee reviewed all of the proposed changes for each policy in detail. Various changes were made by the Committee to present to full Council for approval at the May 8th Council Meeting.

The Committee recommends to Council to approve the Personnel and Operation Policies and Procedures with changes at the May 8th Council Meeting.

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

Council Member Norman Garrett left the meeting at 8:04 pm, during the review of the Procurement Policy.

III. ADJOURN

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



Council Meeting

AGENDA

May 8, 2018

Item:

April 17, 2018 Planning Commission Minutes

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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📎 [4/17/18 Planning Comm Minutes](#)

MONROE PLANNING COMMISSION
MINUTES
April 17, 2018

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

Absent: None

Staff: Patrick Kelley, Director of Code/Planning
Debbie Adkinson, Code Department Assistant

Visitors: Farrukh Khan

The meeting was called to order by Chairman Mike Eckles at 5:29 pm.

Chairman Eckles asked for any changes, corrections or additions to the March 20, 2018 minutes. Hearing none he entertained a motion. Camp made a motion to approve. Parks seconded. Motion carried. Minutes Approved.

Code Officer Report: Update on things around town. We are waiting on plans from Wendy's demolition and remodel. We have nothing on that as yet. The Dairy Queen remodel is happening as we speak, The old Grace church fellowship hall area is going to be redeveloped into a 17 unit personal care home geared toward Alzheimer patients. The Murphy Gas station will be redeveloping to change to a C-Store. The Hotel is still working on plans to build on West Spring Street.

Public Hearing opened at 5:33 pm

The first item of business: is for petition # 18-00130 for a rezone at 1050 N Broad Street. The applicant Syed Farrukh of Stop & Go 786, Inc., owner of the property, request a rezone from B2 to B3 The property has 107 ft of road frontage on N Broad Street. The property consists of 1.13 ac. Code Department recommends approval.

Chairman Eckles asked for a Code Officer Report.

Kelley stated the request was similar to the former request for an adjacent lot at 1020 N Broad Street. They asked to rezone the property to B3 so they could utilize the property as a car lot.

Chairman Eckles asked if other properties in the area were B3.
Kelley stated all with the exception of the Valero store which is B1.

Farrukh Kahn, representative for Stop & Go 786, Inc. was present for questions.

Chairman Eckles asked if there were any questions. Being none he entertained a motion. Harrison made a motion to approve as requested. Camp seconded. Motion carried. Recommend approval to Council.

Public hearing closed at 5:35 pm

Chairman Eckles asked if there was any old or new business. There was some discussion of upcoming applications for hearing and the status of passed applications heard.

Chairman Eckles entertained a motion to adjourn. Parks made a motion. Eckles seconded. Motion passed unanimously. Meeting adjourned at 5:46 pm



Council Meeting

AGENDA

May 8, 2018

Item:

April 25, 2018 Historic Preservation Commission Minutes

Department:**Additional Information:****Financial Impact:****Budgeted Item:****Recommendation / Request:**

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📎 [4/25/18 HPC Minutes](#)

Historic Preservation Commission
Minutes
April 24, 2018

Present: Mitch Alligood
Susan Brown
Faye Brassie
Crista Carrell

Absent: Marc Hammes

Staff: Patrick Kelley – Director of Code and Planning
Debbie Adkinson, Code Dept Assistant

Visitors: Sandra Shurling, Joyce Cox, Walter R Cox Jr., Brittany Hayes, Jim Laird, Jonathan Davis

Meeting called to order at 6:01 pm.

Chairman Alligood entertained a motion to approve the minutes of March 27, 2018 as submitted. Crista made a motion to approve. Susan seconded. Motion Carried. Minutes approved.

The first item of business is an application for COA for petition # 18-00141 at 204 Walton Street. The applicant, Mark Hayes, request a COA to redesign brick fence and gate that was damaged by a tree.

Chairman Alligood asked if there was a representative. Brittany Hayes, wife of the applicant spoke to the request. She stated they had found the right brick to replace the damaged area but that they would like to change the iron gate with a wooden gate as seen in the picture supplied.

Chairman Alligood asked for any more questions or discussion.
Faye asked if the top would be lower than the top of the columns.
Brittany stated it would be.

Chairman Alligood entertained a motion to approve. Susan made a motion. Crista seconded. Motion passed unanimously. COA Granted.

The Second item of business is an application for petition # 18-00155 at 203 N Jackson Street. The applicant Jonathan Davis is the owner of the property. He is requesting a COA to remove shutters from 2nd floor and to replace one window.

Jonathan Davis spoke to the request. He stated they want to replace the window that is on the side of the house and part of an addition done in the 70's and leaks air and water. They will also remove shutters when they paint the house and would like to leave the shutters on the 2nd floor off.

The commission consensus is that if he decides to leave all shutters off that would be fine as there were none originally. He asked if they wanted to leave some on the front porch area would that be ok. The Commission agreed.

Fay asked about the existing window materials.
Jonathan stated it is aluminum. He says the replacement window will have to be custom made due to the odd size. It will be out of wood or vinyl.

Chairman Alligood asked for a motion to approve. Crista made a motion. Susan seconded. Motion passed unanimously. COA Granted.

New Business: Mr. Jim Laird of Walton Street asked if what policies or processes you go through when someone does an architectural change to the house without approval.

Patrick stated we would need a complaint and investigate it to see what actions would be necessary. Mr. Laird stated it is light fixtures on a house across from him. Chairman Alligood stated this would be investigated.

Chairman Alligood asked if there was any other new business. Fay asked if anyone else felt the Commission needed to be more involved in other meetings such as Council meetings or DDA Meetings. There was some concern of the murals going up in the city on the historic buildings without the HPC being involved. Patrick suggested they attend the DDA meetings to hear what they are making plans to do downtown.

There was more discussion of other ways the Historic Preservation Commission can be involved.

Chairman Alligood entertained a motion for adjournment. Susan made a motion. Crista Seconded. Meeting Adjourned at 6:20 pm.



Council Meeting

AGENDA

May 8, 2018

Item:

Approval - Personnel and Operational Policies and Procedures - Approval with changes.
(Recommended for Council approval by Finance Committee April 23, 2018)

Department:**Additional Information:****Financial Impact:****Budgeted Item:****Recommendation / Request:**

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 [Personnel & Operational Policies & Procedures](#)



To: Finance Committee, City Council

From: Chris Bailey, Central Services Manager

Department: Central Services

Date: 03/26/18

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

Recommendation:

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

Background:

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

Attachment(s):

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

Personnel Policy

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

Drug and Alcohol Policy

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

Dress Code

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

Travel Policy

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

Procurement Policy

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

Fixed Asset Policy

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



**PERSONNEL AND OPERATIONAL
POLICIES AND PROCEDURES**

TABLE OF CONTENTS

Personnel Policy

Original – June 1994

1st Update – September 1994

2nd Update – April 1995

3rd Update – April 1998

4th Update – October 1998

5th Update – December 2002

6th Update – October 2008

7th Update – April 2018

Retirement Policy

Original – November 2017

Drug and Alcohol Policy

Original – June 2009

1st Update – April 2018

Dress Code

Original – April 2018

Media Relations Policy

Original – September 2017

Travel Policy

Original – June 2009

1st Update – August 2016

2nd Update – April 2018

Workplace Safety Policy

Original – April 2017

Vehicle, Equipment, and Facility Maintenance Policy

Original – April 2017

Procurement Policy

Original – June 2009

1st Update – August 2016

2nd Update – April 2018

Procurement Card Policy

Original – August 2016

1st Update – December 2016

Elected Officials Procurement Card Policy

Original – August 2016

1st Update – December 2016

Asset Inventory Records Policy

Original – November 2014

Fixed Assets Policy

Original – November 2014

Intangible Assets Policy

Original – November 2010

Technology Policy: PCI Compliance

Original – November 2014

Incident Response Policy: PCI-DSS Compliance

Original – November 2014

Information Technology Policy

Original – November 2014

Internet Use Policy

Original – November 2014

Intellectual Property Rights Statement Policy

Original – November 2014

City Weblinks Policy

Original – November 2014

PERSONNEL POLICY

Original June 1994

1st Update September 1994

2nd Update April 1995

3rd Update April 1998

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

4th Update October 1998

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

5th Update December 2002

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

6th Update October 2008

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

7th Update April 2018

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

TABLE OF CONTENTS

Section 1	General
Section 2	Definitions
Section 3	Position Classification and Pay Plan
Section 4	Rate of Pay
Section 5	Applications and Examinations
Section 6	Appointments
Section 7	Probationary Period
Section 8	Promotions and Transfers
Section 9	Employee Performance Evaluation
Section 10	Disciplinary Actions
Section 11	Separations
Section 12	Appeal and Grievance Procedures
Section 13	Employee Development
Section 14	Records and Reports
Section 15	Payroll
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Section 18	Nepotism
Section 19	Equal Opportunity and Non-Discrimination
Section 20	Outside Employment
Section 21	Political Activities

Section 1. General

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

Section 2. Definitions

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

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

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

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

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

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

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

Dismissal - An involuntary termination initiated by the City.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 3. Position Classification and Pay Plan

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

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

C. Allocation of Positions.

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

D. Maintenance of Plan.

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

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

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

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

Section 4. Rate of Pay

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

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

B. Promotion.

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

C. Demotion.

1. An employee shall be demoted when:
 - a. The employee is placed in a different classification having a lower salary range.
 - b. The employee's position is reclassified to a classification in a lower salary range.

c. As an alternative to a reduction in force of the employee base.

~~2. When an employee receives a demotion of the type stated in C.1.a., such employee's salary may remain unchanged or be reduced at the discretion of the Department Head and City Administrator.~~

3. When an employee receives a demotion of the type in 1.b., such employee's salary shall not be reduced. The employee shall be permitted to continue at their present salary but shall not be entitled to a salary increase when their current salary exceeds the maximum pay range of the new assigned classification.

D. Reinstated Employees. A reinstated employee shall be paid at a salary rate within the approved salary range for the position to which the employee is reinstated. The rate of salary at appointment shall be in accordance with Section 4.A.1. and 4.A.2.

E. Part-Time Employment. Salaries for part-time employment shall be equivalent to the hourly salary rate for full-time employment in similar positions. Part-time employees are not eligible for cost-of-living increases but are eligible for merit increases.

F. Temporary Employment. Salaries for temporary employment shall be determined by the Personnel Administrator. Part-time employees are not eligible for cost-of-living increases but are eligible for merit increases.

G. Overtime. Only non-exempt employees are eligible for overtime. Overtime is time worked in excess of the regular work schedule. Overtime **must** be authorized by the Department Head. Compensation for overtime will be in accordance with the provisions of the Fair Labor Standards Act, as amended.

H. Increases in Salaries. Increases in pay for City employees shall be governed by the following principles.

1. Any employee shall be initially employed for a probationary period of six (6) months. This probationary period may be extended at the discretion of the Department Head if the performance of the employee needs further evaluation.

2. The pay plan consists of **various** pay grades. The **Personnel Administrator, with advisement of Mayor and City Council**, may add or delete pay grades as deemed necessary.

3. Each pay grade shall have a salary range with minimum and maximum rates. The range between the minimum rate and the maximum rate is approximately fifty (50) percent.

4. After an employee reaches the maximum rate within a salary grade, such employee shall only be entitled to across-the-board salary adjustments and merit increases may be awarded in bonus form only.

5. Each Department Head shall file an annual performance evaluation report on each employee within that department. This report shall become a permanent part of each employee's personnel file and shall be used to determine merit increases, if any.

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

Section 5. Applications and Examinations

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

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

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

Section 6. Appointments

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

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

Section 7. Probation Period

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

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

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

Section 8. Promotions and Transfers

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

appropriate and approved by the Department Head and Personnel Administrator.

Section 9. Employee Performance Evaluation

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

Section 10. Disciplinary Actions

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

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

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

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

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

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

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

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

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

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

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

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

Section 11. Separations

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

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

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

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

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

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

Section 12. Appeal and Grievance Procedures.

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

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

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

D. **Procedure for Grievance Resolution.**

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

documents.

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

E. Outline of Grievance Process.

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

Section 13. Employee Development

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

Section 14. Records and Reports

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

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

Section 15. Payroll.

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

Section 16. Attendance and Leave

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

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

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

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

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

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

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

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

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

E. Annual (Vacation) Leave.

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

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

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

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

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

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

F. Sick Leave.

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

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

G. Other Types of Leave.

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

accommodation.

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

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

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

Section 17. Fraternization

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

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

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

Section 18. Nepotism

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

Section 19. Equal Opportunity and Non-Discrimination

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

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

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

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

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

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

Section 20. Outside Employment

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

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

Section 21. Political Activities

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

RETIREMENT POLICY

Original November 2017

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Section 1. Your Retirement Plan

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

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

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

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

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

Section 2. Retirement Plan

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

Section 3. Cost

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

Section 4. Benefits

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

Section 5. Determination of Benefits

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

years of employment prior to retirement.

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

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

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

Section 6. Benefits Paid

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

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

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

Section 7. Death Benefits

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

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

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

If you die before becoming vested no benefits are paid.

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

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

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

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

Section 8. Disability Benefits

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

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

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

Section 9. Early Exit Before Retirement

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

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

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

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

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

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

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

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

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

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

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

4. Example 4 – Early Retirement Benefit – Option A

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

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

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

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

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

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

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

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

Section 10. General

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

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

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

DRUG & ALCOHOL POLICY

Original June 2009

1st Update April 2018

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Section 1. Introduction

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

Section 2. Definitions

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

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

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

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

GDOT - Georgia Department of Transportation

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

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

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

PHMSA - Pipeline and Hazardous Materials Safety Administration

Random Selection Testing - Unannounced testing.

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

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

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

Section 3. Who May Be Tested

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

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

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

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

Section 5. Tests Administered

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

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

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

Section 6. Substances for Which Tests May Be Conducted

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

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

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

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

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

Section 9. Disciplinary Actions

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

job functions until:

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

Section 10. Required Recordkeeping

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

APPENDIX A1 - CITY OF MONROE

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

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

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

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

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

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

Employee

Witness

Social Security Number

Screening Test Number

Date

APPENDIX A2 - CITY OF MONROE

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

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

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

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

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

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

Employee

Witness

Social Security Number

Screening Test Number

Date

DRESS CODE POLICY

Original April 2018

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Section 1. General

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

Section 2. Uniform Procedures

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

Section 3. Headgear/Hats

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

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

Section 4. Footwear

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

Section 5. City Logo and Department Patch

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

Section 6. Cleaning of Issued Uniform and Negligence

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

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

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

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

Section 8. Grooming

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

Section 9. Administrative Personnel and Non-Uniformed Employees

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

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

Section 10. Discipline

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

Section 11. Exceptions

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

Section 12. Separation and Responsibility of Cost

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

MEDIA RELATIONS POLICY

Original September 2017

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Section 1. General

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

Section 2. City Spokespersons

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

Section 3. Media Inquiries

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

Section 4. City-Initiated Information

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

Section 5. Litigation, Personnel and Elections Issues

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

Section 6. Personal Points of View

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

Section 7. Electronic and Social Media Communication

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

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

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

Section 8. Public Safety Issues

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

Section 9. Crisis or Emergency Issues

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

TRAVEL POLICY

Original June 2009

1st Update August 2016

2nd Update April 2018

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Section 1. General

- A. It is the policy of the City of Monroe to provide uniformity and fairness to all travelers, to properly use and conserve public funds, and to provide a level of comfort while traveling that allows business to be conducted in a dignified and conservative manner. All travel expenses shall follow strictly developed guidelines set forth in this policy and be within acceptable and approved budgetary appropriations. Any out of state travel or training **by employees and/or council members**, must be properly budgeted and approved by the City Council.
- B. Family members may travel with employees, elected officials, and other authorized representatives. However, additional lodging and mileage costs of family members are not an expense of the City, nor reimbursable and will be considered a personal expense to the employees, elected officials, and other authorized representatives. Spouse's meals that are included as a part of a registration fee will be an allowable expense.

Section 2. Definitions

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

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

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

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

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

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

Section 3. Guidelines

- A. Decisions as to when travel and training are authorized must begin with the budgetary process. Travel and training needs must be anticipated and submitted in the budget prior to each fiscal year for approval by the City Council.
- B. Each Department Director is responsible for staying within their approved departmental budget travel and training appropriations as approved by the City Council.
- C. Prior to approving a travel request, the authorizing party (*listed below*) is responsible for determining that a sufficient unexpended or unencumbered budget appropriation remains in the travel and training budget to account for all expected costs of the travel.

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

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

Section 4. Travel Expenses

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

Section 5. Subsistence

- A. Lodging. Payment for lodging is authorized when the individual's travel requires overnight accommodations. Overnight accommodations are at the discretion of the Authorizing Party. Elected Officials may use their discretion to determine if overnight stays are important to attendance at a conference or meeting. Advance reservation paperwork is required to be submitted prior to travel, and lodging receipts are required upon return from travel.
1. Lodging shall be in a standard hotel/motel consistent with other facilities available in the travel vicinity. Room rates should be obtained at 'government rates' if possible, only if cheaper than rates obtained by the conference attended.
 2. Employees are responsible for obtaining a tax-exempt certificate (Form B) and Hotel/Motel Excise Tax Form certificate (Form C) from the City prior to travel. These certificates are to be presented to the hotel/motel at the time of check-in.
- B. Meals. Employees and elected officials are entitled to expense coverage for meals based on a per diem for partial day trips or for multiple day trips. The per diem rates are as follows for employees and elected officials:

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

1. The above limits are expected maximums and should be sufficient in most areas traveled.
2. For a single day trip:
 - a. Breakfast – Reimbursement will be authorized when travel begins prior to 6:00 a.m.
 - b. Lunch – Generally no reimbursement will be authorized unless it is included as part of a registration fee.
 - c. Dinner – Reimbursement will be authorized if trip return is after 7:00 p.m.

3. For trips involving overnight travel with departures prior to 6:00 a.m. per diem rates will apply.
 4. Should any meals be provided as part of attending the conference or event, per diem is not to be claimed by the attending party for those meals provided. Conference or Event agenda must be provided when requesting reimbursement/per diem for meals.
 5. Credit Cards/Procurement Cards/P-Cards are not to be used in place of per diem rates for meals.
 6. Receipts are not required upon return when requesting reimbursements at the per diem rates. To receive per diem expenses prior to travel, employees must submit conference or training agenda with travel expense form for proof of meal expenses, no later than two (2) weeks prior to departure. Should the proper paperwork not be provided within this two (2) week period, per diem expenses will be ready upon return from travel.
 7. Should the cost of a meal exceed the per diem meal limit, it is the responsibility of the employee or elected official to cover the additional cost. ~~Occasionally meeting circumstances dictate presence at a meal exceeding allowable limits. If this occurs circumstances should be documented and the cost of the meal will be reimbursed if supported by receipts and proper approval from the Authorizing Party.~~
 8. ~~Expenses and reimbursements exceeding per diem will be considered to certain out of state locations if prior request is submitted and amount was budgeted.~~
- C. Business Meals. Occasionally, officials are required to meet with persons of other governments and professional associations in which the exchange of information will prove to be beneficial to the City. When, in the opinion of the official that such an exchange has occurred, it may be deemed appropriate to pay for the cost of the meal as a guest of the City. Reimbursements for these meals are pursuant to the following stipulations:
1. The requesting party is an elected official or member of management staff for the City of Monroe.
 2. If the requesting party is a member of management staff (Department Director), the request must be cleared at least 48 hours in advance by the City Administrator.
 3. The total meal party is no greater than three (3) members including the City of Monroe staff member.
 4. An itemized receipt is provided along with a documented explanation of the event and how it is beneficial to the City.
 5. It is submitted on a Travel Expense Form (FORM A) after returning from travel.

Section 6. Travel

A. Air, Rail, and Bus Fares

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

B. City Vehicles

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

C. Personal Vehicles

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

D. Rental Vehicles

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

E. Local Ground Transportation

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

Section 7. Registration

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

Section 8. Miscellaneous

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

Form A – Travel Expense Report Form

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

Prepared By _____ Date _____

Approved By _____ Date _____

Form B – Tax Exemption Certificate Form

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



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

To: _____
(SUPPLIER) (DATE)

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

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

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

MUNICIPALITY

PURCHASER'S BUSINESS ACTIVITY

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

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

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

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

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

ATTENTION: GEORGIA HOTEL AND MOTEL OPERATORS

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

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

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

CERTIFICATION

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

Signature of Official or Employee _____ Date _____

PRINT OR TYPE

Name of Official or Employee _____

Title of Official or Employee _____

Agency Represented _____ City of Monroe

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

Date(s) of Lodging _____

WORKPLACE SAFETY POLICY

Original April 2017

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Section 13	Employee Health, Wellbeing, and Safety

Section 1. General

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

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

Section 2. Definitions

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

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

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

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

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

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

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

structures.

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

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

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

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

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

Section 3. Policy Provisions

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

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

E. Basic Safety Rules.

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

F. Assignment of Responsibility.

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

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

G. Disciplinary Procedures.

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

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

Section 4. Confined Space Entry Program

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

D. Worksite Requirements.

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

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

Section 5. Fall Protection Requirements

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

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

C. Program Guidelines.

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

D. Worksite Requirements.

1. Guardrail Systems.

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

2. Covers.

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

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

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

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

Section 6. Fire Prevention and Protection

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

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

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

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

Section 7. Excavation Safety

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

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

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

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

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

Section 8. Respiratory Protection

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

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

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

C. Program Guidelines.

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

D. Worksite Requirements.

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

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

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

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

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

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

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

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

D. Worksite Requirements.

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

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

2. Hydraulic/Pneumatic.

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

3. Fluids and Gases.

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

4. Mechanical Energy.

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

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

Section 10. Vehicle Safety and Accident Requirements

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

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

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

Section 11. Equipment Safety Requirements

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

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

Section 12. Facility Safety

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

Section 13. Employee Health, Wellbeing, and Safety

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

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

C. Requirements.

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

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

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

Appendix A

CONFINED SPACE ENTRY PERMIT

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

CONFINED SPACE ENTRY PERMIT

PERMIT SPACE HAZARDS:

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

SPECIAL REQUIREMENTS:

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

PERMIT CANCELLATION:

Permit Cancelled By: _____ Date: _____ Time: _____

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

Authorization By Entry Supervisor:

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

Signature _____ Printed Name _____

VEHICLE, EQUIPMENT, AND FACILITY POLICY

Original April 2017

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Section 1. General

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

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

Section 2. Definitions

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

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

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

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

Section 3. Policy Provisions

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

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

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

Section 4. Disciplinary Procedures

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

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

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

Section 5. Vehicle Maintenance Safety and Accident Requirements

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

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

Section 6. Equipment Maintenance Procedures

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

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

Section 7. Facility Maintenance Procedures

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

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

2. Public Works Facility

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

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

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

3. Fire Department

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

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

4. Police Department

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

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

5. Utility Warehouse

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

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

6. Water Treatment Facility

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

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

7. Wastewater Treatment Facility

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

8. Georgia Utility Training Academy

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

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

PROCUREMENT POLICY

Original June 2009

1st Update August 2016

2nd Update April 2018

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Section 1. General

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

Section 2. Definitions

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

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

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

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

Section 3. Procurement Provisions

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

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

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

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

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



REQUEST BY: _____ PO# _____ PROJECT# _____

EXPENSE ACCOUNT: _____

[illegible]

\$0.00

Appendix A

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

1.0 Summary of Requirements of Brooks Act.

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

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

1.1 Solicitation.

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

1.2 Request for Proposal (RFP).

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

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

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

1.3 Evaluation Factors.

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

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

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

1.4 Evaluation, Ranking, and Selection.

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

1.5 Negotiation.

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

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

2.0 Small Purchases.

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

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

3.0 Noncompetitive.

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

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

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

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

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

4.0 Additional Procurement Requirements.

4.1 Common Grant Rule.

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

4.2 Disadvantaged Business Enterprise (DBE) program.

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

4.3 Suspension and Debarment.

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

PROCUREMENT CARD POLICY

Original August 2016

1st Update December 2016

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Section 4	Procurement Card Program Control

Section 1. General

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

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

Section 2. Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

FORM A

CITY OF MONROE
PROCUREMENT CARD AGREEMENT

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

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

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

Cardholder Name & Signature

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

PROCUREMENT CARD POLICY *FOR ELECTED OFFICIALS*

Original April 2016

1st Update December 2016

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Section 1. General

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

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

Section 2. Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Department Procurement Card Liaison
3. Procurement Card Administrator

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

Section 8. Procurement Card Violations

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

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

CITY OF MONROE
PROCUREMENT CARD AGREEMENT

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

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

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

Cardholder Name & Signature

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

ASSET INVENTORY RECORDS POLICY

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Section 1. General

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

Section 2. Definitions

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

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

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

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

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

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

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

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

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

Section 5. Accounting

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

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

FIXED ASSETS POLICY

Original November 2014

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Section 1. General

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

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

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

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

Section 3. Fixed Asset Procedures

A. Recording of Fixed Assets

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

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

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

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

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

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

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

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

INTANGIBLE ASSETS POLICY

Original November 2010

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

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

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

Section 2. Definitions

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

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

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

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

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

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

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

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

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

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

Section 3. Program Guidelines

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

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

Only outlays incurred subsequent to meeting the above criteria should be capitalized. Outlays incurred prior to meeting those criteria should be expensed as incurred.

D. Specific Application to Computer Software: The activities involved in developing and installing internally generated computer software can be grouped into the following stages:

1. Preliminary Project Stage (expense)
 - a. Conceptual formulation and evaluation of alternatives
 - b. Determination of existence of needed technology
 - c. Final selection of alternatives
2. Application Development Stage (capitalize)
 - a. Design of the chosen path
 - b. Coding
 - c. Installation to hardware
 - d. Testing and parallel processing
 - e. Data conversion, if necessary to make operational
3. Post-Implementation/Operation Stage (expense)
 - a. Application training
 - b. Software maintenance
 - c. Data conversion, if not necessary to make operational
4. Reporting of activity outlays should be based upon nature of activity, not timing of its occurrence and should follow these guidelines:
 - a. Preliminary project stage - expense as incurred
 - b. Application development stage – capitalize once criteria is met; cease capitalizing when software is operational
 - c. Post-implementation/operation stage – expense as incurred
5. An improvement to existing computer software must do at least one of the following to qualify for capitalization:
 - a. Increase the software's functionality,
 - b. Increase the software's efficiency, or
 - c. Extend the software's estimated useful life.

If the modification does not result in any of the above outcomes, the modification should be considered maintenance, and the associated outlays should be expensed as incurred. If a maintenance contract covers all required maintenance and any unspecified upgrades issued during the year by the vendor, the unspecified upgrades should be considered maintenance. For commercially available software acquired through a licensing agreement requiring multi-year

payments, a long-term liability representing the agency's obligation to make payments under the contract should also be reported. If no interest rate is stated in the licensing agreement, the long-term liability does not have to be discounted.

- E. Amortization: An intangible asset should be considered to have an indefinite useful life if there are no legal, contractual, regulatory, technological, or other factors that limit the useful life of the asset (e.g., permanent right-of-way easement). Intangible assets with indefinite useful lives should not be amortized. Intangible assets with limited useful lives (e.g., by legal or contractual provisions) should be amortized over their estimated useful lives. Amortization of computer software should begin when the program is placed into service. Renewal periods related to such provisions may be considered in determining the useful life of the intangible asset if the government expects to exercise the renewal option and any anticipated outlays to be incurred as part of achieving the renewal are nominal (in relation to the level of service capacity obtained through the renewal).

TECHNOLOGY POLICY: PCI COMPLIANCE

Original November 2014

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Section 1. General. PCI DSS stands for Payment Card Industry Data Security Standard, and is a worldwide security standard assembled by the Payment Card Industry Security Standards Council (PCI SSC). The PCI DSS, a set of comprehensive requirements for enhancing payment account data security, was developed by the founding payment brands of the PCI Security Standards Council (PCI SSC). The PCI SSC is responsible for managing the security standards, while compliance with the PCI set of standards is enforced by the founding members of the Council: American Express, Discover Financial Services, JCB International, MasterCard Worldwide and Visa Inc. PCI DSS includes technical and operational requirements for security management, policies, procedures, network architecture, software design and other critical protective measures to prevent credit card fraud, hacking, and various other security vulnerabilities and threats. The standards apply to all organizations that store, process or transmit cardholder data. The standards are designed to protect cardholder information of customers and any individual or entity that utilizes a credit card to transact business with the City. This policy is intended to be used in conjunction with the complete PCI-DSS requirements as established and revised by the PCI Security Standards Council.

Section 2. Definition

Merchant Account - A relationship set up by the Controller's office between the City and a bank in order to accept credit card transactions. The merchant account is tied to a general ledger account to distribute funds appropriately to the organization (owner) for which the account was set up.

Coordinator – The City official who has oversight responsibility for the regulation/standard. Regulation monitors stay abreast of updates to their respective regulations, ensure policies are up to date and notify the Information Security Officer and Data Managers about changes.

Credit Card Data - Full magnetic strip or the PAN (Primary Account Number) plus any of the following: cardholder name, expiration date, and service code

PCI-DSS - Payment Card Industry Data Security Standard

PCI Security Standards Council - The security standards council defines credentials and qualifications for assessors and vendors as well as maintaining the PCI-DSS.

Self-Assessment - The PCI Self-Assessment Questionnaire (SAQ) is a validation tool that is primarily used by merchants to demonstrate compliance to the PCI DSS.

PAN - Primary Account Number is the payment card number (credit or debit) that identifies the issuer and the particular cardholder account. It is also called Account Number.

Section 3. Program

- A. Compliance.** All departments that collect, maintain, or have access to credit card information must comply with the PCI policy. The City of Monroe currently has no third-party vendors that process and store credit card information using the City of Monroe's merchant accounts. The City of Monroe does have a relationship with both Smith Data (QS/1) and Courtware Solutions who process utility bill payments and traffic fines by credit card. However, the City of Monroe's merchant accounts are not used and no credit card information is received from either vendor.
- B. Responsible Parties.** All persons who have access to credit card information, including:

1. Every employee that accesses handles or maintains credit card information. City of Monroe employees include full-time, part-time, salaried, and hourly staff members as well as intern workers who access, handle or maintain records.
 2. Employees who contract with service providers (third-party vendors) who process credit card payments on behalf of the City of Monroe
 3. IT staff responsible for scanning the City systems to insure no credit card numbers are stored electronically.
- C. Prohibited. City of Monroe policy prohibits the storing of any credit card information in an electronic format on any computer, server, or database including Excel spreadsheets. It further prohibits the emailing of credit card information. Based on this policy, compliance with a number of the PCI Compliance requirements do not apply. The following list communicates the full scope of the compliance requirements but based on the City policy that prohibits storing of credit card information electronically and utilizing third-party vendors for web based credit card processing, some may not be relevant.
- D. Program Requirements.
1. Build and Maintain a Secure Network
 2. Maintain a Vulnerability Management Program
 3. Implement Strong Access Control Measures
 4. Regularly Monitor and Test Networks
 5. Maintain an Information Security Policy
 6. Insure Third Party Compliance
 7. Training
- E. Recommendations:
1. Complete an annual self-assessment
 2. Perform a quarterly Network scan
 3. Without adherence to the PCI-DSS standards, the City would be in a position of unnecessary reputational risk and financial liability. Merchant account holders who fail to comply are subject to:
 - a. Any fines imposed by the payment card industry
 - b. Any additional monetary costs associated with remediation, assessment, forensic analysis or legal fees
 - c. Suspension of the merchant account.
- F. Section Procedures. The City of Monroe requires compliance with PCI standards. To achieve compliance, the following requirements must be met by departments accepting credit cards to process payments on behalf of the City.
- G. General Requirements
1. Credit card merchant accounts must be approved by the City.
 2. Management and employees must be familiar with and adhere to the PCI-DSS requirements of the PCI Security Standards Council.

3. Management in departments accepting credit cards must conduct an annual self- assessment against the requirements. All employees involved in processing credit card payments must sign a statement that they have read, understood, and agree to adhere to Information Security policies of the City of Monroe and this policy.
4. Any proposal for a new process (electronic or paper) related to the storage, transmission or processing of credit card data must be brought to the attention of and be approved by the City.

H. Storage and Disposal

1. Credit card information must not be entered/stored on network servers, workstations, or laptops.
2. Credit card information must not be transmitted via email.
3. Web payments must be processed using a PCI-compliant service provider approved by the City.
4. Although electronic storage of credit card data is prohibited by this policy, the City will perform a quarterly Network scan to ensure that the policy has not been violated.
5. Any paper documents containing credit card information should be limited to only information required to transact business, only those individuals who have a business need to have access, should be in a secure location, and must be destroyed via approved methods once business needs no longer require retention.
6. All credit card processing machines must be programmed to print-out only the last four or first six characters of a credit card number.
7. Securely dispose of sensitive cardholder data when no longer needed for reconciliation, business or legal purposes. In no instance shall this exceed 45 days and should be limited whenever possible to only 3 business days. Secured destruction must be via shredding either in house or with a third-party provider with certificate of disposal
8. Neither the full contents of any track for the magnetic strip nor the three-digit card validation code may be stored in a database, log file, or point of sale product.

I. Third Party Vendors (Processors, Software Providers, Payment Gateways, or Other Service Providers)

1. The City must approve each merchant bank or processing contact of any third- party vendor that is engaged in, or propose to engage in, the processing or storage of transaction data on behalf of the City of Monroe—regardless of the manner or duration of such activities.
2. Insure that all third-party vendors adhere to all rules and regulations governing cardholder information security.
3. Contractually require that all third parties involved in credit card transactions meet all PCI security standards.

J. Self-Assessment. The PCI-DSS Self-Assessment Questionnaire must be completed by the merchant account owner annually and anytime a credit card related system or process changes. This assessment is the responsibility of the Finance Department.

K. Training. Ongoing training and awareness programs will be offered to train employees on PCI DSS and importance of compliance.

- L.** Responsible Organization/Party: The Finance Utility Billing Administration Division Manager shall serve as the Coordinator of the policy which includes responsibility for notifying the City Administrator, Department Heads, and other Managers about changes to the policy. S/he will be assisted by the Director and Assistant Director of the Finance Department, and other employees as needed.
- M.** Enforcement: The IT Administrator will oversee enforcement of the policy. Additionally, this individual will investigate any reported violations of this policy, lead investigations about credit card security breaches, and may terminate access to protected information of any users who fail to comply with the policy. S/he will be assisted by the City Administrator, Department Heads, Managers, Supervisors, and other employees as needed.

INCIDENT RESPONSE POLICY: PCI-DSS COMPLIANCE

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Section 5	System Users and Administrator Guidelines

Section 1. General

The City of Monroe Information Technology Administrator is responsible for responding to reports of incidents, compromises, and breaches of City of Monroe computers, data, and network resources. The purpose of the Incident Response Plan is to establish procedures in accordance with applicable legal and regulatory requirements to address instances of unauthorized access to or disclosure of City information. The Incident Response Plan defines the policy, roles and responsibilities for the involved personnel when reacting to an information security threat.

The primary emphasis of activities described within this plan is the return to a secure state as quickly as possible, while minimizing the adverse impact to the City. Depending on the circumstances, the Information Technology Administrator (IT Administrator) may decide to modify or bypass one or more of the procedures outlined in this plan in response to a particular security incident, with the understanding that the IT Administrator will take all reasonable steps to investigate and resolve any security issues. The capture and preservation of incident relevant data (e.g., network flows, data on drives, access logs, etc.) is performed primarily for the purpose of problem determination and resolution, as well as classification of the incident.

The City shall provide timely and appropriate notice to affected individuals and departments when there has been a security incident, a compromise, or a breach involving city data, computers, or networks. The IT Administrator, Finance Department Director, and the City Administrator shall be responsible for reviewing breaches to determine whether notification is required, and directing responsible departments in complying with the notification obligation. All known or suspected security incidents must be reported to the IT Administrator. Suspected incidents can be reported at administrator@monroega.gov or through the City of Monroe Call Center.

Section 2. Definitions

Security Incident - A vulnerability which may compromise the security of city resources has been discovered and is underway. Generally, this means a weakness in intrusion prevention has been found, an attempted exploit has taken place, or reconnaissance by a hacker has been thwarted. Examples include systematic unsuccessful attempts to gain entry, a PC or workstation infected with a virus, worm, Trojan, botnet, or other malware that has been discovered and removed.

Security Compromise – An escalation of a security incident where the attacker has gained control of a city account, system, or device, and is leveraging that position to control and utilize compromised resources for the purpose of unauthorized acquisitions. At this point, it has been determined that data has not been compromised or stolen.

Security Breach – A confirmed, unauthorized acquisition, modification or destruction of city or private data has taken place. At this point, a breach has been forensically determined and evidence supports that data was compromised.

Private Data - Data about individuals that is classified by law as private or confidential and is maintained by the city in electronic format or medium. "Private data" means data classified as not public and available to the subject of the data, and "confidential data" means data classified as not public but not available to the subject of the data.

Unauthorized Acquisition - For the purposes of this plan, this means that a person has obtained city data without statutory authority or the consent of the individual who is the subject of the data, and with the intent to use the data for non-city purposes

Systematic Unsuccessful Attempts - continual probes, scans, or login attempts where the perpetrators obvious intent is to discover a vulnerability and inappropriately access and compromise that device.

City of Monroe Resources or Systems – includes all city-owned computers, peripherals, networks, and related equipment and software, and the voice and data communications infrastructure.

Section 3. Program Response

- A.** Intrusion attempts, security breaches, or other technical security incidents perpetrated against city-owned computing or networked resources must be reported to the IT Administrator. Functional unit managers and/or supervisory personnel must:
 - 1. Report any security incidents in order to obtain assistance, advice, or to file the incident.
 - 2. Report any systematic unsuccessful attempts (e.g., login attempts, probes, or scans).
 - 3. Where feasible given the circumstances, reports should be sent as soon as the situation is detected; minimally the report should be sent as soon as possible thereafter.
- B.** Upon receiving a report of a security incident, the IT Administrator will:
 - 1. Ensure that appropriate information is collected and logged per applicable procedures.
 - 2. Immediately assess actual or potential disclosure or inappropriate access to institutional or personal information.
 - 3. Report the situation to the Finance Director and/or City Administrator.
 - 4. Consult with and/or assign the incident to other personnel for further investigation as necessary.
 - 5. Provide preliminary advice or comment to the functional unit as required.
 - 6. Initiate steps to warn other City of Monroe systems personnel if it appears that the situation has the potential to affect other city systems as well.
 - 7. Perform or assist in any subsequent investigation and/or perform computer forensics as required.
 - 8. If circumstances dictate, report and/or consult with city Legal Counsel, city Police, Internal Auditors, city Public Relations, or other appropriate agencies.
 - 9. Ensure that appropriate records are filed.
 - 10. Confirm actual or probable disclosure or inappropriate access to institutional or personal information.
 - 11. Invoke formal incident response procedures commensurate with the situation.

Section 4. Security Measures and Responsiveness

- A.** In order to protect city data and systems, as well as to protect threatened systems external to the city, the IT Administrator may block, or place restrictions on technology services provided using any city owned systems and networks. Specifically:
 - 1. Limitations may be implemented through the use of policies, standards, and/or technical

methods, and could include (but may not be limited to) usage eligibility rules, password requirements, or restricting or blocking certain protocols or use of certain applications known to cause security problems.

2. Restrictions may be permanently deployed based on a continuing threat or risk after appropriate consultation with affected constituents, or they may be temporarily deployed, without prior coordination, in response to an immediate and serious threat.
 3. Restrictions deployed temporarily will be removed when the risk is mitigated to an acceptable level, or where the effect on city functions caused by the restriction approaches or exceeds risk associated with the threat, as negotiated between the affected constituents and the IT Administrator.
- B.** In order to protect city data and systems, as well as to protect threatened systems external to the city, the IT Administrator may unilaterally choose to isolate a specific city system from other city or external networks, given:
1. Information in-hand reasonably points to the system as having been compromised.
 2. There is ongoing activity associated with the system that is causing or will cause damage to other city systems and/or data, or the assets of other internal or external agencies, or where there is a medium-to-high risk of such damage occurring.
 3. All reasonable attempts have been made to contact the responsible systems personnel or department management, or such contact has been made where the technician or department managers are unable to (or choose not to) resolve the problem in a reasonable time.
 4. Isolation is removed when the risk is mitigated to an acceptable level, or where loss of access or function caused by the isolation approaches or exceeds risk associated with the threat, as negotiated between the responsible functional manager and the IT Administrator.
 5. Advance consultation with the appropriate security contractor, or Legal Counsel, where practical and where circumstances warrant.
- C.** The reaction to a reported security vulnerability directly corresponds to the potential for damage to the local system (or adjacent systems) or inappropriate disclosure or modification of data. The risk levels are characterized as:
1. Very High Risk, response is immediate:
 - a. Damage to the system or data is occurring, or
 - b. Attempts to exploit the vulnerability on that system are occurring, or
 - c. The vulnerability is currently being actively exploited against other similar technologies within the City; probable damage to systems and data is being experienced in those other incidents.
 2. High Risk, response is within 1 hour:
 - a. The vulnerability is known to exist on the system;
 - b. The exposure is currently being actively exploited against other similar technologies external to the City;
 - c. Damage to systems and data are being experienced in those other incidents.
 3. Medium Risk, response should be within 4 hours:
 - a. The system is susceptible to the vulnerability given that the system is configured

- incorrectly;
 - b. The exposure is currently being actively exploited against other similar technologies external to the City;
 - c. There is some potential for damage to systems and data.
4. Low Risk, response should be within 8 hours:
- a. The system is susceptible to the vulnerability given that the system is configured incorrectly;
 - b. The exposure is currently being actively exploited against other similar technologies external to the City;
 - c. Damage to systems and data is possible but is not considered likely.

In the event of a significant series of incidents, a compromise, or a breach, the entire episode and response are reviewed to determine which parts of the incident response plan worked correctly. The "lessons learned" will be part of an After-Action Review to determine areas that need to be changed (policies, system configurations, etc.).

Section 5. System Users and Administrator Guidelines

- A. Do a quick assessment. Do not immediately shut down the machine, as you may lose important information. If the machine is being used to attack others, or if the attacker is actively using or damaging the machine, you may need to disconnect it from the network. If this does not appear to be the case, leave the system intact for the moment.
- B. Report the problem. Call the IT Administrator or the City of Monroe Call Center, and request an emergency system security check. Every effort will be made to respond as quickly as possible, as well as, respect the confidentiality of incident information.
- C. Gather all the relevant information you can find. This may include, but is not limited to, system logs, directory listings, electronic mail files, screen prints of error messages, and activity logs. Copy them to a safe location (that will not be deleted or over-written), so that we can study them later.
- D. Take notes. Have your partner record all relevant information, including things you observed, actions you took, dates and times, and the like. It is best to log your activities as they occur. Over time, your actions and the order in which they were executed will not be easily remembered. The preservation of information is critical to any legal action that may take place at a later date.
- E. Change account passwords. All system accounts that were involved with the incident should have new passwords requested. Exceptions to this rule are accounts which are authenticated with tokens or certificates, in which case the PIN or pass- phrase for them should be changed. Never share your password (pin, or pass- phrase) with anyone, for any reason.
- F. Change the status of accounts, if necessary. In the event that a system administrator detects a problem with a system, or user activity on a system, a quick way to stop the unwanted activity is to "disable" an account, by restricting logins to it. This is not deleting the account, but is merely making the account temporarily unusable through Active Directory.
- G. Stop rogue service(s), if necessary. In the event that a system compromise or denial-of-service

attack is underway, and you are unable to stop or kill the service(s), you may need to disconnect the machine from the network to get them stopped.

INFORMATION TECHNOLOGY POLICY

Original November 2014

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Section 4	Acceptable Use

Section 1. General

This policy covers the overall security of the information technology division and best practices for the City of Monroe.

Section 2. Definitions

Availability – Information shall be available and delivered to the right person, at the time when it is needed.

Confidentiality – Access to Data shall be confined to those with appropriate authority.

Integrity – Information shall be complete and accurate. All systems, assets and networks shall operate correctly, according to specification.

Section 3. Information Security

- A.** The aim of this section is to establish and maintain the security and confidentiality of information, information systems, applications and networks owned or held by City of Monroe by:
 - 1.** Ensuring that all members of staff are aware of and fully comply with the relevant legislation as described in this and other policies.
 - 2.** Describing the principals of security and explaining how they shall be implemented in the organization.
 - 3.** Introducing a consistent approach to security, ensuring that all members of staff fully understand their own responsibilities.
 - 4.** Creating and maintaining within the organization a level of awareness of the need for Information Security as an integral part of the day to day business.
 - 5.** Protecting information assets under the control of the organization.
- B.** Responsibilities for Information Security. Ultimate responsibility for information security rests with the Chief Executive of City of Monroe, but on a day-to-day basis the Network Administrator shall be responsible for managing and implementing the policy and related procedures. Supervisors are responsible for ensuring that their permanent and temporary staff and contractors are aware of:
 - 1.** The information security policies applicable in their work areas
 - 2.** Their personal responsibilities for information security
 - 3.** How to access advice on information security matters

All staff shall comply with information security procedures including the maintenance of data confidentiality and data integrity. Failure to do so may result in disciplinary action. The Information Technology Policy shall be maintained, reviewed and updated by the Network Administrator. This review shall take place annually. Supervisors shall be individually responsible for the security of their physical environments where information is processed or stored. Each member of staff shall be responsible for the operational security of the information systems they use. Each system user shall comply with the security requirements that are currently in force, and shall also ensure that the confidentiality, integrity and availability of the information they use is

maintained to the highest standard. Agreements with external contractors that allow access to the organization's information systems shall be in operation before access is allowed. These agreements shall ensure that the staff or sub-contractors of the external organization shall comply with all appropriate security policies.

- C. Information Security Awareness Training. Information security awareness training shall be included in the staff induction process. An ongoing awareness program shall be established and maintained by the Network Administrator in order to ensure that staff awareness is refreshed and updated as necessary.
- D. Security Control of Assets. Each IT asset, (hardware, software, application or data) shall have a named custodian who shall be responsible for the information security of that asset (i.e., if you are assigned a specific piece of equipment/software, you are responsible for it). All assets not so designated shall be the responsibility of the Network Administrator
 - 1. Access Controls: Only authorized personnel who have a justified and approved business need shall be given access to restricted areas containing information systems or stored data.
 - 2. User Access Controls: Access to information shall be restricted to authorized users who have a bona-fide business need to access the information unless otherwise provided for by law.
 - 3. Computer Access Control: Access to computer facilities shall be restricted to authorized users who have business need to use the facilities.
 - 4. Application Access Control: Access to data, system utilities and program source libraries shall be controlled and restricted to those authorized users who have a legitimate business need (i.e., systems or database administrators). Authorization to use an application shall depend on the availability of a license from the supplier.
 - 5. Equipment Security: In order to minimize loss of, or damage to, all assets, equipment shall be physically protected from threats and environmental hazards.
 - 6. Computer and Network Procedures: Management of computers and networks shall be controlled through standard documented policy and procedures that have been authorized by the Mayor and/or City Council.
 - 7. Information Security Events and Weaknesses: All information security events and suspected weaknesses are to be reported to the Network Administrator. All information security events shall be investigated to establish their cause and impacts with a view to avoiding similar events.
 - 8. Protection from Malicious Software: The organization shall use software countermeasures and management procedures to protect itself against the threat of malicious software. All staff shall be expected to co-operate fully with this policy. Users shall not install software on the organization's property without permission from the Network Administrator. Users breaching this requirement may be subject to disciplinary action.
 - 9. System Change Control: Changes to information systems, applications or networks shall be reviewed and approved by the Network Administrator.
 - 10. Intellectual Property Rights: The organization shall ensure that all information products are properly licensed and approved by the Network Administrator. Users shall not install software on the organization's property without permission from the Network Administrator.

Section 4. Acceptable Use. Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP; are the property of the City of Monroe. These systems are to be used for

business purposes in serving the interests of the government, and of our citizens in the course of normal operations. Effective security and efficient operation is a team effort involving the participation and support of every City of Monroe employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly. The purpose of this policy is to outline the acceptable use of computer equipment and systems at the City of Monroe. These rules are in place to protect the employee and the City of Monroe. Inappropriate use exposes the City of Monroe to risks including virus attacks, compromise of network systems and services, and legal issues. This section applies to employees, contractors, consultants, temporaries, and other workers at the City of Monroe, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by the City of Monroe.

- A. General Use and Ownership.** While the City of Monroe's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the government systems remains the property of the City of Monroe. Because of the need to protect the City of Monroe's network, and the availability of information to the public under the Open Records Act, we cannot guarantee the confidentiality of information stored on any network device belonging to the City of Monroe. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager. Any information that users consider sensitive or vulnerable should be encrypted. For security and network maintenance purposes, authorized individuals within the City of Monroe may monitor equipment, systems and network traffic at any time. The City of Monroe reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.
- B. Security and Proprietary Information.** Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. All PCs, laptops and workstations are secured with a password-protected screensaver with the automatic activation feature set at 15 minutes or less, or by logging-off (control-alt-delete for Win2K+ users) when left unattended. Because information contained on portable computers is especially vulnerable, special care should be exercised. Postings by employees from a City of Monroe email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not those of the City of Monroe, unless posting is in the course of business duties. All hosts used by the employee that are connected to the City of Monroe Internet/Intranet/Extranet, whether owned by the employee or the City of Monroe, shall be continually executing approved virus-scanning software with a current virus database unless overridden by departmental or group policy. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.
- C. Unacceptable Use.** The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services). Under no circumstances is an employee of the City of Monroe authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing the City of Monroe-owned resources. The lists contained herein below are by no means exhaustive but attempt to provide a framework for activities which fall into the category

of unacceptable use.

D. System and Network Activities. The following activities are strictly prohibited unless required by the scope of your assigned job duties:

- 1.** Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the City of Monroe.
- 2.** Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the City of Monroe or the end user does not have an active license is strictly prohibited.
- 3.** Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
- 4.** Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- 5.** Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done from home.
- 6.** Using a City of Monroe computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws.
- 7.** Making fraudulent offers of products, items, or services originating from any City of Monroe account.
- 8.** Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
- 9.** Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- 10.** Port scanning or security scanning is expressly prohibited unless prior notification to the Network Administrator is made.
- 11.** Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
- 12.** Circumventing user authentication or security of any host, network or account.
- 13.** Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
- 14.** Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
- 15.** Providing information about, or lists of, the City of Monroe employees to parties outside the City of Monroe.

INTERNET USE POLICY

Original November 2014

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Section 1	General
Section 2	Definitions
Section 3	Internet Usage Guidelines
Section 4	Email and Communications Activities
Section 5	Blogging and Social Networking
Section 6	Voice Mail Systems

Section 1. General

This policy will cover the acceptable and unacceptable uses for the internal internet usage by employees and officials. This should be used as a best practices guideline to the usage of the internet.

Section 2. Definitions

Blogging – Writing a blog. A blog (short for weblog) is a personal online journal that is frequently updated and intended for general public consumption.

Spam – Unauthorized and/or unsolicited electronic mass mailings.

Social Networking – Membership and participation in a social structure made of nodes (which are generally individuals or organizations) that are tied by one or more specific types of interdependency, such as values, visions, ideas, financial exchange, friendship, sexual relationships, kinship, dislike, conflict or trade. (i.e.: MySpace, Facebook, Twitter, eBay).

Voice Mail Policy

Section 3. Internet Usage Guidelines.

- A. Internet Use Limited to City Business.** The City's Internet capabilities may be used for City business purposes only. The term "Internet" means the electronic information system of that name which connects smaller groups of linked computer networks. The term "City's Internet Capabilities" means any and all access to the Internet obtained through City sponsorship, ownership, or financial contribution, or by any employee or officer as a representative or agent of the City. The term "City business purposes" means the official work of City government undertaken for public benefit, as opposed to activities undertaken for personal, non-City or private purposes. Unacceptable sites or uses include, but are not limited to the following:
 - 1. Pornographic sites and access to pornographic materials.
 - 2. Use of the City Internet to harass employees, vendors, customers, and others.
 - 3. Sports or games.
 - 4. Online wagering or gambling sites.
 - 5. Use of the City Internet for partisan political purposes.
 - 6. Unauthorized transfer of copyrighted materials utilizing City Internet capabilities.
 - 7. Any site that charges a fee (unless there has been prior written approval of justified City expense item by supervisor).
 - 8. Vendor sites to purchase personal items.
 - 9. Marketing of personal or private business.
- B. Access.** Employees may be provided with access to the Internet to assist them in performing their jobs. Use of the Internet, however, must be tempered with common sense and good judgment. To that end, employees' use of the internet shall not in any way interfere with their job performance; therefore, employees shall not waste time on the Internet.
- C. Duty not to waste computer resources.** Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of

documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related. If you abuse your right to use the Internet, it will be taken away from you. In addition, you may be subject to disciplinary action, including possible termination, and civil and criminal liability.

- D.** Disclaimer of liability for use of Internet. The City of Monroe is not responsible for material viewed or downloaded by users from the Internet. Users are cautioned that many internet pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an email address on the Internet may lead to receipt of unsolicited email containing offensive content. Users accessing the Internet do so at their own risk. No expectation of privacy. The computers and computer accounts given to employees are to assist them in performance of their jobs. Employees should not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to the City and may only be used for business purposes.
- E.** Monitoring computer usage. The City has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing email sent and received by users.
- F.** Blocking of inappropriate content. The City may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by City networks. In the event you nonetheless encounter inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was subject to company blocking software.
- G.** Prohibited activities. Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law), or violative of the City of Monroe's equal employment opportunity policy and its policies against sexual or other harassment may not be downloaded from the Internet or displayed or stored in the City's computers. Employees encountering or receiving this kind of material should immediately report the incident to their supervisors. The City of Monroe's equal employment opportunity policy and its policies against sexual or other harassment apply fully to the use of the Internet and any violation of those policies is grounds for discipline up to and including discharge.
- H.** Games and entertainment software. Employees may not use the company's Internet connection to download games or other entertainment software, including wallpaper and screen savers, or to play games over the Internet.
- I.** Illegal copying. Employees may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to copy or download. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written

permission of your supervisor.

- J. Accessing the Internet. To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to the City's network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to the City's network.
- K. Virus detection. Files obtained from sources outside the City, including disks brought from home; files downloaded from the Internet, newgroups, bulletin boards, or other online services; files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage the City's computer network. Employees should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from sources outside of the City of Monroe, without first scanning the material with City-approved virus checking software. If you suspect that a virus has been introduced into the City's network, notify your supervisor immediately.
- L. Sending unsolicited e-mail (spamming). Without the express permission of their supervisors, employees may not send unsolicited e-mail to persons with whom they do not have a prior relationship.
- M. Amendments and revisions. This policy may be amended or revised from time to time as the need arises. Users will be provided with copies of all amendments and revisions.

Section 4. Email and Communications Activities

- A. Unless otherwise stated, all directives below apply to use of city government provided email accounts. Limited occasional use of personal email accounts is acceptable during business hours and using city resources. However, the email system shall not be used for:
 - 1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
 - 2. Any form of harassment via email, whether through language, frequency, or size of messages.
 - 3. Unauthorized use, or forging, of email header information.
 - 4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
 - 5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
 - 6. Use of unsolicited email originating from within the City of Monroe's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by the City of Monroe or connected via the City of Monroe's network.
 - 7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).
 - 8. The email system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job related solicitations.
- B. No expectation of privacy. The email accounts given to employees are to assist them in the performance of their jobs. Employees have no right of personal privacy in any matter stored in, created, received, or sent over the City of Monroe's email system. The City of Monroe, in its discretion as owner of the email system, reserves and may exercise the right to monitor, access, retrieve and delete any matter stored in, created, received, or sent over the email system, for any

reason and without the permission of any employee. Even if employees use a password to access the email system, the confidentiality of any message stored in, created, received, or sent from the City of Monroe email system still cannot be assured. Use of passwords or other security measures does not in any way diminish the City of Monroe's rights to access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to the City of Monroe as email files may need to be accessed by the company in an employee's absence.

- C. Harassment. The City of Monroe's policies against sexual or other harassment apply fully to the email system, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no email messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.
- D. Approval. Management approval is required before anyone can post any information on commercial online systems or the Internet. Any approved material that is posted should obtain all proper copyright and trademark notices. Absent prior approval from the City of Monroe to act as an official representative of the City of Monroe, employees posting information must include a disclaimer in that information stating, "Views expressed by the author do not necessarily represent those of the City of Monroe."
- E. Conduct. Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Emails are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write email communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on City of Monroe letterhead. Because email records and computer files may be subject to discovery in litigation, the City of Monroe employees are expected to avoid making statements in email or computer files that would not reflect favorably on the employee or the City of Monroe if disclosed in a litigation or otherwise.

Any employee who discovers misuse of the email system should immediately contact their supervisor.

Section 5. Blogging and Social Networking. Blogging and Social Networking by employees, whether using the City of Monroe's property and systems or personal computer systems attached to the city network, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of the City of Monroe's systems to engage in blogging and social networking is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate the City of Monroe's policy, is not detrimental to the City of Monroe's best interests, and does not interfere with an employee's regular work duties. Blogging and social networking from the City of Monroe's systems is also subject to monitoring. The City of Monroe's Confidential Information policy also applies to blogging. As such, Employees are prohibited from revealing any City of Monroe confidential information. Employees shall not engage in any blogging or social networking that may harm or tarnish the image, reputation and/or goodwill of the City of Monroe and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging and social networking or otherwise engaging in any conduct prohibited by the City of Monroe's Non-Discrimination and Anti-Harassment policy. Employees may also not attribute personal statements, opinions or beliefs to the City of Monroe

when engaged in blogging or social networking. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of the City of Monroe. Employees assume any and all risk associated with blogging and/or social networking. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export-controlled materials, the City of Monroe's trademarks, logos and any other the City of Monroe intellectual property may also not be used in connection with any blogging or social networking activity.

Section 6. Voice Mail System. Every City of Monroe employee is responsible for using the Voice Mail system properly and in accordance with this policy. Any questions about this policy should be addressed to your supervisor. The Voice Mail system is the property of the City of Monroe. It has been provided by the City of Monroe for use in conducting official business. All communications and information transmitted by, received from, or stored in this system are official records and property of the City of Monroe. Employees have no right of personal privacy in any matter stored in, created, received, or sent over the City of Monroe Voice Mail system. The City of Monroe, in its discretion as owner of the Voice Mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the Voice Mail system, for any reason without the permission of any employee and without notice. Even if employees use a password to access the Voice Mail system, the confidentiality of any message stored in, created, received, or sent from the City of Monroe Voice Mail system still cannot be assured. Use of passwords or other security measures does not in any way diminish the City of Monroe's rights to access materials on its system, or create any privacy rights of employees in the messages and files on the system. The City of Monroe may request employee's passwords as Voice Mail messages may need to be accessed by the City in an employee's absence. Even though the City of Monroe reserves the right to retrieve and read any Voice Mail messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. The City of Monroe's policies against sexual or other harassment apply fully to the Voice Mail system, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no Voice Mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law. The Voice Mail system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job-related solicitations. Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Voice Mails are sometimes misdirected or forwarded and may be heard by persons other than the intended recipient. Users should create Voice Mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on City of Monroe letterhead. Employees should also use professional and courteous greetings on their Voice Mail boxes so as to properly represent the City of Monroe to outside callers. Because Voice Mail records and messages may be subject to discovery in litigation, City of Monroe employees are expected to avoid making statements in Voice Mail that would not reflect favorably on the employee or the City of Monroe if disclosed in a litigation or otherwise. Any employee who discovers misuse of the Voice Mail system should immediately contact your supervisor.

INTELLECTUAL PROPERTY RIGHTS STATEMENT POLICY

Original November 2014

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Section 2	Policy

Section 1. General

Intellectual properties (IP) are legal property rights over creations of the mind, both artistic and commercial, and the corresponding fields of law. Under intellectual property law, owners are granted certain exclusive rights to a variety of intangible assets, such as musical, literary, and artistic works; ideas, discoveries and inventions; and words, phrases, symbols, and designs. Common types of intellectual property include copyrights, trademarks, patents, industrial design rights and trade secrets.

Intellectual property rights are a bundle of exclusive rights over creations of the mind, both artistic and commercial. The former is covered by copyright laws, which protect creative works, such as books, movies, music, paintings, photographs, and software, and gives the copyright holder exclusive right to control reproduction or adaptation of such works for a certain period of time.

The second category is collectively known as "industrial properties", as they are typically created and used for industrial or commercial purposes. A patent may be granted for a new, useful, and non-obvious invention and gives the patent holder a right to prevent others from practicing the invention without a license from the inventor for a certain period of time. A trademark is a distinctive sign which is used to prevent confusion among products in the marketplace.

An industrial design right protects the form of appearance, style or design of an industrial object from infringement. A trade secret is an item of non-public information concerning the commercial practices or proprietary knowledge of a business. Public disclosure of trade secrets may sometimes be illegal.

The term intellectual property denotes the specific legal rights described above, and not the intellectual work itself.

Section 2. Policy

It shall be the policy of the City of Monroe, Georgia that all employees agree in writing that they will not use previous employers or clients intellectual property in a manner or degree which would violate Federal, State, or Local laws during the official discharge of their associated duties with the City of Monroe.

CITY WEBLINKS POLICY

Original November 2014

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Section 5	External Links

Section 1. General. The City of Monroe has made every effort to insure the accuracy of the information provided on its website. However, due to the possibility of unauthorized modification of the data, transmission errors, HTML browser incompatibilities, changes made since the last update to the website, or other aspects of electronic communication that are beyond the City's control, the City does not guarantee the accuracy of the information provided on its web site and is not liable for reliance on this information. Please contact the City of Monroe at 770-267-7536 to verify the accuracy of the data.

Section 2. Submission. When submitting forms over the internet, there is always the risk that information provided can be viewed by someone else. The City of Monroe takes normal precautions to protect data, and we only ask for the minimal information necessary to process your request. However, you are submitting this data with the understanding that we cannot guarantee this information will not be intercepted.

Section 3. Website. The City of Monroe website is designed to provide residents and interested parties access to government departments, services and programs, events and activities where and when possible. From time to time, departments may wish to provide links to other sites that provide state or federal government information or additional information about the community, including festivals, cultural events and related matters. The City of Monroe does not provide open links to its website or from the City's site to an outside website without documented approval by the City of Monroe's Network Administrator. The City of Monroe's website does not provide an open forum. The City of Monroe's website is a non-public forum site. Through implementing this policy, the City of Monroe does not discriminate based upon the viewpoint contained in any proposed link or destination. Funding from the City does not automatically qualify an organization or vendor a link from the City of Monroe website.

Section 4. Political. In order to avoid the appearance of City endorsement of political content, links shall not be made to sites that are associated with, sponsored by or serving a candidate for elected office or elected official, any political party or organization supporting or seeking to defeat any candidate for elective office or ballot proposal shall not be linked. The City may, from time to time, approve links to outside web services that provide an approved service for either/both the City of Monroe and/or the citizens of Monroe. Formation and continuation of such link(s) are at the discretion of the City of Monroe and not to be considered a right to or a right for doing business with or providing a service for the City of Monroe and/or its citizens.

Section 5. External Links. Some links made available through the City of Monroe's website allow visitation outside the City website. Be aware that the internet sites available through these links, and materials that may be found at such sites, are not under the control of the City of Monroe. Therefore, the City of Monroe cannot and does not make any representation to you about these sites or the materials available there. The fact that the City of Monroe has made these links available to you is not an endorsement or recommendation to you by the City of Monroe of any of these sites or any material found there. The City is providing these links only as a convenience to you.

All links must meet at least one or all of the following viewpoint neutral criteria:

- A. Partnering or collaborative non-profit organization actively participating in one or more public programs.
- B. Approved sponsor(s) of one or more official City event(s) (access subject to the terms of sponsorship level, generally for sponsorships at the top tier.) Sponsorships arranged through outside contractors are not automatically eligible for this benefit. Determination of sponsorship link(s) is a right reserved by the City of Monroe and City event staff.

- C.** Official site of state, local, or federal governmental agency, or local school system or library board/system (or approved library resource/research service).
- D.** Regularly updated website maintained by an organization that receives direct financial support from the City. The City of Monroe reserves the right to add and/or drop links to such organizations at City's discretion. Funding from the City does not automatically qualify an organization or vendor a link from the City of Monroe website.



Council Meeting

AGENDA

May 8, 2018

Item:

Purchase - BadgePass Management System - To purchase for the amount of \$38,080.22.
(Recommended for Council approval by Finance Committee May 1, 2018)

Department:**Additional Information:****Financial Impact:****Budgeted Item:****Recommendation / Request:**

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

Attachments / click to download

 [BadgePass Info](#)



To: Finance Committee City Council
From: Chris Bailey, Central Services Manager
Department: Central Services
Date: 04/23/18
Description: A request is being made to purchase the software, hardware, and system services from BadgePass, Inc. to replace and upgrade all door access and security for City Hall, and then to upgrade other City facilities as phase expansions. The cost for City Hall software, hardware, and system services is for \$38,080.22.

Budget Account/Project Name: Capital Improvement Program (CIP)

Funding Source: Capital Improvement Program (CIP)

Budget Allocation: \$100,000.00

Budget Available: \$100,000.00

Requested Expense: \$38,080.22

Company of Purchase: BadgePass , Inc.

Recommendation:

Staff recommends the approval of the request to purchase the software, hardware, and system services from BadgePass, Inc. to replace and upgrade all door access and security for City Hall, and then to upgrade other City facilities as phase expansions. The cost for City Hall software, hardware, and system services is for \$38,080.22. Proposals were sought per policy, with BadgePass being the most complete system providing for upgrades and workability of the desired outcome.

Background:

It is the practice of the City of Monroe to continually repair and maintain existing facilities, and to upgrade security processes and access controls to better control activity at all facilities.

Attachment(s):

Quote & Specifications – 5 pages



BADGEPASS™

PROPOSAL FOR

The City of Monroe, Georgia

Prepared by:

Scott Robinson

BadgePass

Atlanta, Georgia

OVERVIEW

This proposal is for a foundation, starting at City Hall, of a City Wide Credential Management System. We are proud to propose BadgePass Identity Manager Software, Visitor Manager Software with QuickPass, NXT5000 Badge Printer, and BadgePass Access Manager for access control. The BadgePass software is fully customizable to the City's needs and quickly scalable to expand into other buildings and or departments across the City Network.

BadgePass will allow City Hall to produce Identity Badges that double as Access Credentials specific to each employee, visitor, or contractor. A few examples of the controls BadgePass puts in your system include but are not limited to:

Credential Overflow – You will never have more “live” access cards than employees

Reporting – BadgePass is a SQL based software allowing unlimited report building

Monitor Point – Virtually see live access control events and lock/unlock doors on the network.

Banned Visitor – Create and maintain a list of banned contractors, visitors, or entities. BadgePass will not allow anyone to grant access to a banned entity.

Schedules – Access Manager allows users to set any schedule they need for Access Control including Holiday Schedules; without limitations. Grant access to contractors/volunteers starting on day “X” but denies access on day “Y”. Set Front Door “open” from 7am-6:30pm

Lock Down – ability to lock all doors on the network in the event of an emergency.

Toggle Lock – ability for pre-defined persons to lock a door or set of doors with a pattern of badge taps at door reader. Perfect for Admins “Out to Lunch”.

DataSync – seamlessly updates BadgePass to match the City database real time or based on a predetermined schedule.

Customer Service and Local Support – Software Support on-site or remote, hardware support onsite with our trained local technician. The Atlanta BadgePass Office is in Dunwoody, Georgia.

Included in the pricing are two **Identity Manager** software licenses, one NXT5000 Badge Printer, one camera/backdrop for employee photos, and two E-seek drivers' license readers. This gives you the ability to capture photos and enroll users at one location. I've also included one Visitor Manager station to be used on the 2nd floor; this set-up will include BadgePass **Visitor Manager**, one E-seek drivers' license reader, and customized QuickPass visitor badges to be used as identification of visitors or grant access to specific doors on the BadgePass system. Below is a breakdown of hardware and services proposed by location.

Access Control

BadgePass will provide installation and implementation services for an "Open Architecture" system with access control at each existing secure door using the current door hardware and wiring. Additional access control will be added as listed below. Access Control for City Hall includes BadgePass "open architecture" replacement controllers, BadgePass prox card readers, enclosures, power supply, and necessary wire. It also includes a PIR sensor to meet fire code and safety requirements at each door. This pricing assumes all existing mag locks and/or strikes, and lock power supplies can be reused with the new system.

Basement

- Add 1 Magnetic Lock on the door to the Employee Clinic
- Add 1 Magnetic Lock on the hallway door leading into the "server room"
- Add 1 Magnetic Lock on the back-left door inside the "server room"

First Floor

- Remove old panels and enclosures
- Install New Open Architecture Panels by BadgePass / Mercury
- Rewire existing doors to new panels
- Check existing wire for safety

Second Floor

- Add 2 Magnetic Locks on each of the 3 double doors at the lobby
- Install, Design, and Set-up BadgePass Visitor Manager with QuickPass at the attendant desk

All Floors

- Remove and replace badge readers with new BadgePass / Allegion prox card readers
- Test and adjust door locking mechanisms and safety release devices
- Inspect wiring and make corrections where necessary based on safety and codes

Training, Set-Up, and Design

Training is included in the pricing and we encourage multiple employees from different departments to attend and learn how to use BadgePass. We will spend the time to customize your BadgePass software to give you the best user experience while creating a secure system. The badge design is important, and we will assist with your graphics, designs, logos, and photos to give you a best in class ID to match your best in class software.

Please contact me with any questions.

Thanks,

Scott Robinson

Scott Robinson
Credential Management Consultant
404.916.4264

PROPOSAL – The City of Monroe, Georgia

Year One Implementation Cost includes all hardware, software and installation for:

- ✓ BadgePass Identity Manager with Dual Sided Color NXT5000 Badge Printer
- ✓ BadgePass Access Manager with Hardware
- ✓ BadgePass Visitor Manager with E-Seek Drivers License Reader and QuickPass integrated with Access Control

PRICES VALID UNTIL 5/31/18

City Hall

Quantity	Part#	Description
1	BMP011001	BadgePass Server Software
1	BIM011001	BadgePass Identity Manager Workstation License
1	BIM012001	BadgePass Identity Manager SMA (Single Workstation)
1	BIM005000	BadgePass NXT5000 Badge Printer (Single Sided)
1	BIM005003	BadgePass NXT5000 Dual Side Upgrade
1	BIM005011	BadgePass NXT5000 YMCKO-K Print Ribbon (200 Prints)
1	BIM005020	BadgePass NXT5000 Cleaning Kit
1	BMP081001	BadgePass Web Camera
1	BMP051001	BadgePass Driver's License Reader (Mag Stripe & 2D - Includes Cable)
1	BMP081009	BadgePass Backdrop & Stand
1	BMP081011	BadgePass Camera Tripod (Floor Model)
1	BIM005030	BadgePass NXT5000 LCD Screen
1	BIM005002	BadgePass NXT5000 Contactless Smart Upgrade
1	BIM005022	BadgePass NXT5000 T-Card Cleaning Kit
100	BMP031010	BadgePass SmartCard (Composite)
1	BVM011001	BadgePass Visitor Manager - Enterprise (Networked)
1	BVM012001	BadgePass Visitor Manager SUA (Single Workstation / 1 Year)
1	BMP051001	BadgePass Driver's License Reader (Mag Stripe & 2D - Includes Cable)
10	BVM021010	BadgePass QuickPass SmartCard Printed (Color / Front-Monochrome / Back)
11	BAC012001	BadgePass Access Manager SUA (1 Per Reader / 1 Year)
1	BAC041502	BadgePass 2 Door Intelligent Controller
10	BAC040052	BadgePass 2 Door Interface Card
3	BAC051001	BadgePass 4 Panel Enclosure (Includes: Enclosure, Panel Power Supply, Transformer, Surge Protector,
20	BAC024002	BadgePass Mini Reader (Prox Only)
6	BAC113112	Exit Button w/Timer (Stainless/Mullion)
6	BAC115001	PIR Sensor (White)
9	BAC101003	Mag Lock 650 lbs.
9	BAC103002	DPS Option 650 Series
3	BACMISC	Misc Conduit, Cabling, Fasteners, Etc.



Council Meeting

AGENDA

May 8, 2018

Item:

Approval - EIP 2018 Grant Administrative Services - Approval of Allen-Smith Consulting.
(Recommended for Council approval by Public Works Committee May 1, 2018)

Department:**Additional Information:****Financial Impact:****Budgeted Item:****Recommendation / Request:**

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

Attachments / click to download

 [EIP 2018 Grant Administrative Services](#)



To: City Council, City Administrator
From: Sadie Krawczyk, ED Specialist
Department: Public Works
Date: 4/24/2018
Description: Memorandum of Selection for Professional Services for FY2018 EIP Road Improvements

Budget Account/Project Name: FY2018 EIP Grant

Funding Source: n/a

Budget Allocation: 0.00

Budget Available: 0.00

Requested Expense: 0.00

Company of Purchase: Allen Smith Consulting

Recommendation:

Recommend approval of the attached memorandum of selection in order to hire Precision Planning, Inc. for Grant Writing/Administration services for the FY2018 EIP Road Improvement project within Piedmont Industrial Park.

Background:

The EIP Grant is being sought to create another road access into Piedmont Industrial Park making the park more amenable to additional industrial development from new and current businesses.

Attachment(s):

Memorandum of Selection for Professional Services (2 pages)



**MEMORANDUM OF SELECTION FOR PROFESSIONAL SERVICES
COMMON RULE PROCESS**

DATE: May 8, 2018

TO: Procurement of Professional Services, Common Rule File (#3)

RE: Grant Administration Services
FY2018 EIP Road Improvements

The City of Monroe as undergone the Federal Common Rule procurement procedures for professional Grant Writing/Administration services for its FY2018 EIP Road Improvement project as required by Local, State and Federal Guidelines.

In compliance with the Common Rule Process, the Request for Qualifications was advertised on GLGA on February 27, 2018 and mailed to the following firms:

1. Advocates for Better Communities, Inc.
2. Allen-Smith Consulting
3. Associates in Local Government Assistance
4. Bob Roberson and Associates, Inc.
5. Carol's Consulting Grand Management
6. Gilbert and Associates, Inc.
7. Varnadoe and Associates
8. The Steedley Firm
9. Grant Specialists of Georgia
10. Governmental Consulting Unlimited
11. Armentrout Matheny Thurmond
12. Seven Outsource
13. The Ferguson Group
14. Community Development Professionals
15. Mercer Technologies
16. Deltek

Responses and/ Statements of Qualifications were received from the following:

1. Allen Smith Consulting
2. The Ferguson Group
3. Armentrout Matheny Thurmond

The Statement of Qualifications and responses received were reviewed by a selection committee consisting of Jeremiah Still, Highways/Street Director, Debbie Crow, Accountant, and Shane Short,

Development Authority of Walton County Executive Director. Each firm's Statement of Qualifications was rated and assigned a cumulative score providing a basis for recommendation to the City Council to select Allen Smith Consulting. On May 8, 2018, the Council selected Allen Smith Consulting for Grant Writing/Administration services on the above referenced project because of the firm's related experience and knowledge of the community. The City will negotiate an agreement with Allen Smith Consulting for these services. This fee will be within DCA's allowable cost for such services.

CERTIFIED: _____

John Howard, Mayor
City of Monroe



Council Meeting

AGENDA

May 8, 2018

Item:

Approval - EIP 2018 Grant Engineering Services - Approval of Precision Planning. (Recommended for Council approval by Public Works Committee May 1, 2018)

Department:**Additional Information:****Financial Impact:****Budgeted Item:****Recommendation / Request:**

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

Attachments / click to download

 [EIP 2018 Grant Engineering Services](#)



To: City Council, City Administrator
From: Sadie Krawczyk, ED Specialist
Department: Public Works
Date: 4/24/2018
Description: Memorandum of Selection for Professional Services for FY2018 EIP Road Improvements

Budget Account/Project Name: FY2018 EIP Grant

Funding Source: n/a

Budget Allocation: 000

Budget Available: 0.00

Requested Expense: 0.00

Company of Purchase: Precision Planning, Inc.

Recommendation:

Recommend approval of the attached memorandum of selection in order to hire Precision Planning, Inc. for Engineering services for the FY2018 EIP Road Improvement project within Piedmont Industrial Park.

Background:

The EIP Grant is being applied for to create another road access into Piedmont Industrial Park making the park more amenable to additional industrial development from new and current businesses.

Attachment(s):

Memorandum of Selection for Professional Services (2 pages)



MEMORANDUM OF SELECTION FOR PROFESSIONAL SERVICES COMMON RULE PROCESS

DATE: May 8, 2018

TO: Procurement of Professional Services, Common Rule File (#3)

RE: Engineering Services
FY2018 EIP Road Improvements

The City of Monroe has undergone the Federal Common Rule procurement procedures for professional Engineering services for its FY2018 EIP Road Improvements project as required by Local, State and Federal Guidelines.

In compliance with the Common Rule Process, the Request for Qualifications was advertised on GLGA on February 27, 2018 and emailed to the following firms:

1. Hofstadter and Associates
2. Keck and Wood
3. Watkins & Associates, LLC
4. Triple Point Engineering
5. Goodwyn|Mills|Cawood
6. Statewide Engineering, Inc.
7. Rochester & Associates
8. Ingram & Associates, LLC
9. Precision Planning, Inc.
10. Maxwell-Reddick & Associates, Inc.
11. Paragon Consulting Group
12. P.C. Simonton & Associates, Inc.
13. Pendergrass & Associates, Inc.
14. Hayes James & Associates, Inc.
15. G. Ben Turnipseed
16. Engineering Management, Inc.
17. Carter and Sloope, Inc.
18. Atkins Engineering
19. Rindt-McDuff Associates, Inc.
20. Falcon Design Consultants, LLC
21. McFarland-Dyer & Associates, Inc.
22. Prad Group, Inc.
23. The Ferguson Group
24. IDS Global

25. BM&K
26. Armentrout Matheny Thurmond, PC
27. Peoples & Quigley
28. Deltek

Responses and/ Statements of Qualifications were received from the following:

1. G. Ben Turnipseed Engineers
2. Armentrout Matheny Thurmond, PC
3. Hofstadter and Associates
4. Prad Group, Inc.
5. Precision Planning, Inc.
6. Keck & Wood
7. IDS Global Int'l Design Svcs
8. BM&K

The Statement of Qualifications and responses received were reviewed by a selection committee consisting of Jeremiah Still, Highways/Street Director, Debbie Crow, Accountant, and Shane Short, Development Authority of Walton County Executive Director. Each firm's Statement of Qualifications was rated and assigned a cumulative score providing a basis for recommendation to the City Council to select Precision Planning, Inc. On May 8, 2018, the Council selected Precision Planning, Inc. to provide engineering services on the above referenced project because the firm's related experience and knowledge of the community. The City will negotiate an agreement with Precision Planning, Inc. for these services. This fee will be within DCA's allowable cost for such services.

CERTIFIED: _____

John Howard, Mayor
City of Monroe



Council Meeting

AGENDA

May 8, 2018

Item:

Approval - North Broad LCI Materials Testing Contract - To contract with NOVA Engineering and Environmental with the amount not to exceed \$18,925.00. (Recommended for Council approval by Public Works Committee May 1, 2018)

Department:**Additional Information:****Financial Impact:****Budgeted Item:****Recommendation / Request:**

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

Attachments / click to download

 [North Broad LCI Materials Testing Contract](#)



From: Logan Propes, City Administrator

Department: Public Works

Date: May 1, 2018

Description: Materials Testing Contract for North Broad LCI project

Budget Account/Project Name: SPLOST – LCI Construction

Funding Source: 2018 operating budgets: General Fund – SPLOST – Transportation

Budget Allocation:	\$550,640	Allocated in each dept.	n/a
Budget Available:	\$531,715	Allocated in each dept.	n/a
Requested Expense:	\$18,925	Company of Purchase:	NOVA Engineering and Environmental

Recommendation:

Staff recommends that the City Council Authorize the mayor to execute the testing contract in the amount not to exceed \$18,925.00

Background:

As part of the North Broad LCI project, there will be a GDOT requirement for materials testing analysis. Our engineer, Keck & Wood recommends the services of NOVA Engineering and Environmental, LLC as it was also the only responsive bid from requested services by Keck & Wood. NOVA has previously done materials testing on the South Broad TE project. The full scope of materials testing is estimated to be \$18,925. Any additional expenses above this budget amount would have to be authorized by the engineer (Keck & Wood) and City Administrator. The local share for the project is \$550,640. It is expected that this will count towards the local match on the construction project.

Attachment(s): Materials Testing Agreement with NOVA



April 24, 2018

City of Monroe
215 North Broad Street
Monroe, Georgia 30655

**SUBJECT: Proposal to Provide Construction Materials Testing Services
SR 11 from CS645 / Marable Street to SR10 / US78
Monroe, Walton County, Georgia
NOVA Proposal No. 003-10184677**

NOVA Engineering and Environmental, LLC (NOVA) appreciates the opportunity to submit this Proposal and Cost Estimate to provide Construction Materials Testing Services for the above referenced project. We are confident that **NOVA** is the best choice to provide the required testing, inspection and engineering services during construction for the following reasons -

- **Experience with Similar GDOT Projects** – **NOVA's** Project Team has extensive experience with similar GDOT projects across the Metro Atlanta Area. We recently completed very similar projects along Westbridge Road and Veterans Parkway and we have completed countless GDOT paving and resurfacing projects over the past 5 years.
- **Experienced and Certified Staff** – **NOVA** has over 25 GDOT Certified Roadway Testing Technicians (RTT) on our local staff with extensive knowledge of GDOT Specifications, Test Procedures and Acceptance Testing Requirements.
- **Commitment to Client Service** - **NOVA** is dedicated to meet the needs of our Client on every project we undertake. Our entire team understands the importance of serving our Clients, and we will meet our deadlines and commitments.

This proposal briefly describes our understanding of the project, provides a Summary of Proposed Services and describes the Scope of Work. Included in this package are an Estimated Budget and our Schedule of Fees.

PROJECT INFORMATION

The proposed project will include improvements to SR 11 / Broad Street from State Route 10 / US 78 to CS645 / Marable Street in Monroe, Georgia. Construction will include widening existing pavement, milling, replacing and resurfacing the roadway, installation of a new concrete median and sidewalks at select locations. The project will also include addition of turning lanes, new storm line and inlet structures, new retaining wall, curbs and gutters, sidewalks and driveway approach. We understand all testing within the project should be performed in accordance with City of Monroe and Georgia Department of Transportation specifications. The total duration for construction is anticipated to be 10 months.

NOVA proposes to provide Field and Laboratory Testing, Special Inspections and Project Management and Consulting Services as requested by **City of Monroe** and the Design / Construction Team. An estimated breakdown of the proposed Scope of Services to be provided, including Estimated Costs is included herein.

SCOPE OF SERVICES

Testing and Engineering Services will comply with applicable and current GDOT standards, local codes and contract documents. Specifically, our anticipated scope of services is outlined below.

SITE PREPARATION AND UTILITIES

- ◆ Observe proofrolling operations and make recommendations for undercutting and / or stabilization, if required.
- ◆ Perform laboratory testing of proposed fill soils to determine their suitability, moisture content versus dry density relationship (i.e. Proctor compaction testing, Atterberg limits determination, and/or sieve analysis, as applicable).
- ◆ Provide Qualified Personnel for observing structural fill placement, and perform field density and moisture content tests at the frequency specified in the GDOT Standard Specifications.

FOUNDATION BEARING AND SUBGRADE EVALUATION

- ◆ Provide qualified personnel to evaluate foundation and pavement subgrade materials.
- ◆ Subgrade materials will be evaluated by utilizing visual observation, extensive manual probing and portable dynamic cone penetrometer testing or proofrolling techniques.
- ◆ Should remedial work be required, our on-site personnel will make and document recommendations for such so that minimal, if any delays are incurred.

STRUCTURAL CONCRETE INSPECTION, SAMPLING AND TESTING

- ◆ Confirm that the proper concrete mix number, type of concrete, and concrete strength is being placed at the proper location(s).
- ◆ Document the location, quantity, size, spacing and configuration of the placement of reinforcing steel in structural reinforced concrete.
- ◆ Document the location, quantity, size, spacing and configuration.
- ◆ Provide observations during placement of reinforced structural concrete, ensuring that the concrete placement is in accordance with ACI, GDOT Standards and generally accepted concrete placement practices.
- ◆ Sample and test plastic concrete, and mold compressive strength cylinders for structural concrete. Testing of the plastic concrete will include measurement of its slump, air content and temperature. Frequency of sampling/testing shall be in accordance with the project specifications.
- ◆ Secure and transport initial field cured samples to our laboratory where they will be stripped, logged, prepped and final cured in a moist room.
- ◆ Perform laboratory compressive strength tests on cured concrete cylinders. We have assumed the contractor or concrete supplier to be responsible for curing facilities at the site. NOVA will provide recording devices capable of documenting initial concrete test specimen curing temperatures at the site.

ASPHALT PAVEMENTS

- ◆ Observe proofrolling operations and make recommendations for undercutting and/or stabilization, if required.
- ◆ Perform laboratory testing of proposed GAB to determine moisture content versus dry density relationship (i.e. GDT-49/AASHTO T-180).
- ◆ Perform in-place density testing (GDT-59) and thickness measurements (GDT-42) of graded aggregate base material in general accordance with GDOT Standard Specifications.
- ◆ Assist the Contractor to establish roller densification pattern for each approved mix utilizing a nuclear density gauge.
- ◆ Observe placement of asphaltic concrete and document placement temperatures and thickness requirements are in general accordance with GDOT Standard Specifications.
- ◆ Perform in-place density testing (GDT-59) of compacted asphalt to determine the mean air void content in accordance with GDOT Standard Specifications.
- ◆ Obtain cores of in-place asphaltic concrete for density determination, nuclear gauge calibration and thickness measurements.
- ◆ Perform laboratory extraction and gradation testing (GDT-38, 73 & 125) of delivered asphalt at a frequency of 2 tests per 5 days of production and compare test results to the approved Job Mix Formula to confirm mix is within GDOT allowable tolerances.
- ◆ Determine the Pay Factor in accordance with GDOT Specification Section 400 for each day's paving.

ADDITIONAL SERVICE UPON REQUEST

- ◆ NPDES/Stormwater Testing and Inspections

Experienced and Certified Engineering Technicians or Engineering personnel will be assigned tasks as site activities develop and are scheduled by our Client and the General Contractor's Representative.

Daily Field Reports and Field Test Results will be provided daily to Onsite Personnel designated by you. Field Density Compaction Tests and Laboratory Soil and Concrete Testing Results will be computer generated and submitted weekly along with copies of the Daily Field Reports via electronic mail. Reports will be submitted to all parties indicated by **City of Monroe**. Any deficiencies discovered in the work will be verbally conveyed to the necessary parties and follow-up reports will be distributed via email to all concerned parties within 24 hours of identification of the discrepancy.

BUDGET ESTIMATE

We have included an Estimated Budget that outlines the Proposed Services and Estimated Cost based on our review of the provided project drawings and specifications and our experience with similar projects. Once a task specific construction schedule is available, our estimated budget should be reviewed to see if any adjustments need to be made based on the Contractor's planned work schedule.

The final cost for our services is dependent on the actual work schedule as it occurs; therefore, it is not possible to develop a cost estimate that is 100% accurate. Additionally, there are events that can

result in additional costs above the recommended budget and scope of services provided. Such events can include:

1. Subsurface conditions different than those expected or encountered during the Geotechnical Exploration.
2. Retesting and / or re-observations of previous inspections previously found deficient.
3. Evaluating unsuitable soil conditions and / or groundwater concerns.
4. Re-evaluating unstable soil conditions resulting from exposure to inclement weather and/or excessive construction traffic.
5. Site and/or other meetings requested by Design or Construction Team.
6. Services provided prior to 7:00 AM or after 5:00 PM Monday through Friday and on Saturdays, Sundays or holidays.
7. Construction activities needing our services beyond the estimated time frames within the attached cost estimate.

To formalize the agreement between us, please execute a copy of the attached ***Professional Services Agreement*** and return it to us. The attached ***NOVA General Terms and Conditions*** will govern the work described in this proposal.

We look forward to your positive response to our proposal. If you have any questions or should you require additional information, please contact us at your convenience.

Sincerely,
NOVA ENGINEERING & ENVIRONMENTAL, LLC



Ethan Gillespie, EIT
Project Engineer



Marc D. Johnston, PE
Principal

Attachments: Estimated Budget
 Schedule of Fees
 Professional Services Agreement
 General Terms and Conditions

SCHEDULE OF FEES CONSTRUCTION MATERIALS TESTING SERVICES

ENGINEER AND TECHNICIAN SERVICES

- A. Staff Engineer, EIT for foundation and subgrade soil field inspections, per hour..... \$ 65.00
- B. Project Manager for date review and quality assurance, per hour..... \$ 95.00
- C. Principal Engineer, PE, Senior Geotechnical Engineer, PE, Senior Materials Engineer, PE for interpretation, consultation and assisting the Project Manager, per hour..... \$ 125.00
- D. GDOT RTT or QCT or experienced Roadway Technician, for sampling and testing of soil, base stone and paving, per hour (includes all equipment)..... \$ 55.00
- E. Engineering Technician (ACI certified) for field concrete, mortar, grout sampling, testing and sample transportation, per hour (includes all equipment)..... \$ 50.00
- F. IBC SI – SS/SFRM CWI, EIT or SI for visual weld, high strength bolt torque testing of structural steel and precast connections, fire-proofing placement observations, and for wood and cold-formed steel framing, per hour..... \$ 75.00
- G. Registered Roof Observer (RRO), Senior Waterproofing Consulting for roofing or waterproofing installation observations, water spray testing, etc., per hour..... \$ 70.00
- H. Floor Profiler – Qualified Field Technician to conduct ff/fl testing, lump sum per event..... \$ 500.00

LABORATORY SERVICES

- A. Concrete/Aggregate/Mortar:
 - 1. Concrete cylinder curing, preparation and compressive strength testing, each... \$ 10.00
 - 2. Grout prism curing, preparation and compressive strength testing, each \$ 12.00
 - 3. Mortar cube curing, preparation and compressive strength testing, each..... \$ 12.00
 - 4. Moisture Vapor Emission Test (MVE) includes pH, each.....\$35.00
 - 5. Relative Humidity Test (HD), each.....\$95.00
 - 6. Concrete core curing, prep and compressive strength testing, each \$ 35.00
 - 7. Concrete mix design verification, standard, each.....\$145.00
 - 8. Fine Aggregate Sieve Analysis, each..... \$ 45.00
 - 9. Coarse Aggregate Sieve Analysis, each \$ 50.00
 - 10. Aggregate Specific Gravity \$ 35.00

SCHEDULE OF FEES

CONSTRUCTION MATERIALS TESTING & SPECIAL INSPECTION SERVICES

LABORATORY SERVICES (CONT'D):

B. Soils:

1. Organic Content, each..... \$ 45.00
2. Standard Proctor, each.....\$100.00
3. Modified Proctor, (GAB) each.....\$125.00

C. Asphalt:

1. Extraction/Gradation Test, each.....\$135.00
2. Marshall Stability, and density, each.....\$135.00
3. Core Thickness and Density, each..... \$ 25.00
4. Asphalt coring, per inch drilled per inch diameter..... \$1.50
5. Nuclear Gauge Rental, per day.....\$10.00
6. Asphalt coring and Patching, per day..... \$350.00

MISCELLANEOUS SERVICES

- A. Vehicle Transportation, per mile.....\$0.60
1. Expenses for special subcontractors, equipment, supplies, permits, or other items not customarily provided by NOVA will be charged at cost plus 15%.
 2. These hourly rates are portal-to-portal. Normal working hours are Monday through Friday, 7:00 a.m. to 5:00 p.m. Overtime rates will be applicable for technician and special inspector services provided outside normal working hours, over 8 hours per day and on Saturdays, Sundays and holidays at **1.4** times the standard hourly rate.
 3. There will be a four-hour minimum charge on all field inspection services.
 4. Pricing for other services and tests are available upon request. These rates are effective through project completion.



Exhibit A - Estimated Costs
Construction Materials Testing Services
SR11 from CS645/Marable Street to SR10/US78
NOVA Proposal Number 003-10184677

Activity	Unit Rate	Comments	Proposed Units	Cost Proposed
1. Soils (Excavating, Backfilling & Compacting Structures, Proof rolling) - Part Time throughout project				
GDOT RTT Certified Technician	\$55.00	HR Estimated 10 visits at avg. 6 hrs./visit	60.00	\$3,300.00
Standard Proctor (soil)	\$100.00	EA Estimated 1 sample	1.00	\$100.00
Modified Proctor (GAB)	\$125.00	EA Estimated 1 sample	1.00	\$125.00
Mileage	\$36.00	EA Estimated 10 visits	10.00	\$360.00
Sub Total:				\$3,885.00
2. Miscellaneous Site Concrete - Part time during site concrete				
ACI/GDOT Concrete Technician	\$50.00	HR Estimated 25 visits at avg. 4 hrs./visit	100.00	\$5,000.00
Compressive Strength Testing Cylinders	\$10.00	EA Estimated 25 sets of 3 cylinders	75.00	\$750.00
Sample Pick Up-Transportation and Log in	\$75.00	EA Estimated 25 visits	25.00	\$1,875.00
Mileage	\$36.00	EA Estimated 25 visits	25.00	\$900.00
Sub Total:				\$8,525.00
3. Asphalt Paving - Full Time during paving operations				
GDOT RTT Certified Technician	\$55.00	HR Estimated 5 visits at avg. 8 hrs./visit	40.00	\$2,200.00
Asphalt Coring and Patching	\$350.00	EA Estimate 2 trips for coring	2.00	\$700.00
Asphalt Extraction and Gradation	\$200.00	EA Estimate 4 samples	4.00	\$800.00
Thickness and Density of Asphalt Cores	\$25.00	EA Estimate 15 cores	15.00	\$375.00
Mileage	\$36.00	EA Estimated 15 visits	15.00	\$540.00
Sub Total:				\$4,615.00
4. Project Management & Engineering Consultation				
Project Manager	\$95.00	HR Estimated 20 hours	20.00	\$1,900.00
Sub Total:				\$1,900.00
			Total Budget Estimate:	\$18,925.00

NOTES:

Budget estimate based on review of available project plans, no construction schedule was available.

Budget estimate assumes CEI will be provided by others.

Budget estimate assumes the fab shop and materials used are QPL certified and inspections are not required.

Available Additional Services:

NPDES Services

Weekly and Post-Rainfall BMP Inspections	\$600.00	MO Estimated 10 months	10.00	\$6,000.00
Additional Inspections due to Out of Compliance BMP's	\$90.00	HR To be determined	0.00	\$0.00
Sub Total:				\$6,000.00

NOVA ENGINEERING AND ENVIRONMENTAL, LLC
PROFESSIONAL SERVICES AGREEMENT

DATE: April 24, 2018	PROPOSAL NO.: 003-10184677
<u>PROJECT NAME AND ADDRESS</u> City of Monroe Streetscapes SR 11 from CS645/Marable St. to SR 10 Monroe, Walton County Georgia	<u>CLIENT NAME AND ADDRESS</u> City of Monroe 215 North Broad Street Monroe, GA 30655
NOVA will provide <i>Construction Testing Services</i> as requested by City of Monroe to meet project requirements. Compensation will be on a Time and Materials basis in accordance with the attached <i>Cost Estimate</i> .	

The attached *Cost Estimate*, including *General Terms and Conditions* will govern during execution of this project. NOVA will invoice monthly and our payment terms are net 30 days. This proposal is valid for 90 days. If this proposal is acceptable, please sign and return this Professional Service Agreement via facsimile to (770) 864-9963 or email to mjohnston@usanova.com.

AUTHORIZED BY:	INVOICE TO:
Signature:	Firm:
Name:	Name:
Title:	Address:
Date:	Federal Tax ID:

NOVA Engineering and Environmental LLC
GENERAL TERMS AND CONDITIONS

1. SCOPE OF WORK

NOVA Engineering and Environmental LLC (NOVA) shall perform the services limited to and specifically defined in this Agreement (including any Project Specific condition attached hereto) and shall invoice the Client in accordance with the compensation section of this Agreement. Any estimate of cost to the Client as stated in this Agreement or any of the accompanying schedules shall not be considered as a fixed price, but only an estimate (unless otherwise specifically stated in this Agreement). NOVA will provide additional services under this Agreement as requested by the Client in writing subject to acceptance by NOVA. Client will be invoiced for additional services at NOVA's standard rates or as mutually agreed upon, including but not limited to, re-reviews, re-inspections, re-tests, stand-by time, scope changes, services outside normal business hours or services provided beyond the estimated project duration. To the extent these General Terms and Conditions are part of a proposal for services, the proposal shall be valid for ninety (90) days unless otherwise stated. Once a proposal is accepted, these General Terms and Conditions shall apply to all services performed and shall survive any termination of the Agreement or completion of services.

Notwithstanding any other provision of this Agreement or any other agreement entered into by NOVA with respect to the Project, NOVA shall not have control or charge of, and shall not be responsible for, construction means, methods, techniques, sequences or procedures, for safety precautions and programs in connection with work or activities at the project site, for the acts or omissions of any contractor, subcontractors or any other persons performing any work or undertaking any activities at the project site, or for the failure of any of them to carry out any work or perform their activities in accordance with their contractual obligations, including, but not limited to, the requirements of any drawings, specifications or other documents prepared by NOVA (if any).

The review of contractor submittals (for example, shop drawings or project samples) is not included in NOVA's Scope of Services unless specifically set forth in this Agreement. If such services are to be provided, the review is conducted only for the limited purpose of checking for conformance with information given and the design concept expressed in the construction drawings and specifications prepared by NOVA (or by others if so set forth in the Agreement) and is not conducted for the purpose of determining the accuracy and completeness of details such as dimensions and quantities or for substantiating instructions for installation or performance of equipment or systems designed by the contractor, all of which remain the responsibility of the contractor to the extent required by its contract. NOVA's review shall not constitute approval of safety precautions or of construction means, methods, techniques, sequences, or procedures. NOVA's approval of a specific item shall not indicate approval of an assembly of which the item is a component. When professional certification of performance characteristics of materials, systems or equipment is required by the drawings, specifications and other documents applicable to the contractor's obligations, NOVA shall be entitled to rely upon such certification to establish that the materials, systems or equipment will meet the performance criteria required by the drawings, specifications and other documents prepared by NOVA.

Neither site visits for any purpose nor the observation by NOVA of any contractor's work are included in NOVA's scope of services unless specifically set forth in this Agreement. If NOVA is engaged to visit the site and conduct observations of a contractor's work, NOVA shall provide such services at the intervals agreed with Client in writing (or if no such interval is agreed upon in writing, then at such intervals as NOVA deems appropriate given any budgetary constraints imposed by Client), subject to any limitations on the number of such visits set forth in this Agreement. The general purpose of such observations is to become generally familiar with the progress and quality of the construction work as described in the drawings, specifications or other documents specifically identified in this Agreement and to determine, in general, if such construction work is proceeding in accordance with such drawings, specifications or other identified documents. NOVA shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of such construction work. On the basis of such on-site observations as an engineer, NOVA shall keep Client informed of the progress and quality of such construction work and shall endeavor to guard the Client against defects and deficiencies in such work of contractor.

2. RIGHT OF ENTRY

The Client, at its sole cost and expense, will provide for reasonable right of entry of NOVA personnel to perform the scope of work and all necessary equipment to the project site or sites, in order to complete the work.

Rev. 10-2016 (Exc. FL)

3. INVOICES

NOVA will submit invoices to Client monthly and a final bill upon completion of services. There shall be no retainage, unless otherwise agreed upon in the Agreement. NOVA shall furnish insurance certificates, lien waivers, affidavits or other reasonably available documents as and when requested by Client provided all amounts due to NOVA have been paid.

Payment is due within thirty (30) days after the receipt of invoice. Interest charges will start to accrue forty-five (45) days from the invoice date. Client agrees to pay an interest charge equal to the lesser of one and one-half percent (1½%) per month, or the maximum rate allowed by law, on past due accounts. NOVA shall be entitled to recover any and all costs incurred, including attorneys' fees ("Collection Costs") in connection with its efforts to collect past due sums. The minimum amount of such Collection Costs is agreed to be the lesser of (1) ten percent (10%) of the past due amount or (2) the maximum amount allowed by law. Any attorney's fees, collection fees or other costs incurred in collecting any delinquent amount shall be paid by Client. The Client agrees to pay NOVA for its services in accordance with this Agreement, regardless of whether or not he has been paid by his client.

In the event that the Client disputes any items billed in an invoice, the Client shall notify NOVA within ten (10) days specifying the complaint and, in the meantime, all amounts to which there is not a reasonable and good faith dispute to payment shall be paid promptly. Any dispute not raised within such ten (10) day period is waived. The Client's failure to make timely payment due under this Agreement in accordance with the terms of this Agreement shall constitute a material breach of this Agreement and NOVA shall be entitled, upon seven (7) days written notice to Client to terminate this Agreement or, at its option, suspend its performance until all sums then due under this Agreement have been paid.

If NOVA is called upon by Client, or subpoenaed by any other person, to testify or produce records in an action at law, equity, arbitration, or in a pre-trial hearing or conference, as to any work performed by anyone in connection with the Project, NOVA shall be paid by the Client for all time spent while testifying and preparing therefor and producing such records in accordance with the rates set forth in the attached Agreement.

4. SAFETY

NOVA is only responsible for the safety on site of its own employees and subcontractors. However, this shall not be construed to relieve the Client or any of its contractors from their responsibilities for maintaining a safe jobsite. Neither the professional activities of NOVA, nor the presence of NOVA's employees and subcontractors shall be construed to imply NOVA has any responsibility for job safety or any activities on site performed by personnel other than NOVA's employees or subcontractor.

5. STANDARD OF CARE

Service performed by NOVA under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions in the location where the services are to be performed ("Standard of Care").

Notwithstanding anything in this Agreement to the contrary, NOVA shall only be liable to pay damages to Client arising out of or in connection with the Services or this Agreement, to the extent that such damages are caused by, and are in proportion to, the negligence of, or breach of the Standard of Care by, NOVA. If NOVA is considered to be liable jointly with any third parties, the portion of damages payable by NOVA shall be limited to the portion of liability which is attributable to NOVA's breach of the Standard of Care on a comparative fault basis. Client acknowledges that NOVA's services will be rendered without any warranty, express or implied and all such warranties are expressly waived by Client. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party, including the project owner (if not the Client) and any contractor, subcontractor, vendor or material supplier, against either the Client or NOVA.

6. INSURANCE & GENERAL LIABILITY

NOVA represents and warrants that it and its agents, staff and consultants employed by it are protected by worker's compensation insurance and that NOVA has such coverage under public liability and property damage insurance policies which NOVA deems to be adequate and in line with other professional service firms currently practicing under similar conditions. Certificates for all such policies of insurance shall be provided to Client upon request in writing. Additional insurance, if requested in writing by Client prior to commencement of services, will be obtained by NOVA, if procurable, and charged to the Client.

NOVA Engineering and Environmental LLC
GENERAL TERMS AND CONDITIONS

The Client shall cause any contractor responsible for the construction of work (or related activities) designed, specified or reviewed by NOVA or responsible for any other activities relating to NOVA's services, to hold harmless, indemnify and defend NOVA, to the fullest extent permitted by law, from and against any and all damages, liabilities, claims, suits, costs and expenses (including reasonable attorney's fees and other costs of investigation and defense) arising in connection with the negligence, breach of contract or strict liability of any contractor or any of their subcontractors or any of their vendors. Client shall also name, and cause such contractor(s) to name, NOVA as additional insureds on its and each such contractor's Commercial General Liability insurance policy and Umbrella/Excess liability insurance policy (with policy limits at the greater of the limits required for the Project or Five Million Dollars per occurrence and in the per project aggregate) and to maintain such coverage until the completion of its contract and to provide NOVA with a Certificate of Insurance so naming NOVA as an additional insured on an annual basis for so long as Client and/or contractor maintains or is obligated to maintain such coverage.

7. DISPUTES

All claims, disputes, controversies or matters in question arising out of, or relating to, this Agreement or any breach thereof, including but not limited to disputes arising out of alleged design defects, breaches of contract, errors, omissions, or acts of professional negligence, (collectively "Disputes") shall be governed by Georgia law and shall be submitted to non-binding mediation before and as a condition precedent to pursuing any other remedy. Upon written request by either party to this Agreement for mediation of any dispute, Client and NOVA shall select a neutral mediator by mutual agreement. If a Dispute cannot be settled through mediation as set forth above, then such Dispute, if involving amounts less than \$100,000, shall be decided by binding arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then in effect, or any other appropriate rules upon which the parties may agree following termination of mediation. Notwithstanding any other provisions of this Section, in no event shall a demand for mediation be made, or any other proceeding initiated, more than two (2) years from the date the party making demand knew or should have known of the dispute or five (5) years from the date of substantial completion of Nova's Services, whichever date shall occur earlier. All mediation, arbitration, or litigation shall take place in Cobb County, Georgia, unless the parties agree otherwise. The fees of the mediator or arbitrator(s) and the costs of transcription and other costs incurred by the mediator or arbitrator(s) shall be apportioned equally between the parties. Thereafter, with respect to any Disputes involving amounts equal to or greater than \$100,000, if any legal action or other proceeding is brought with respect to such Dispute, the successful or prevailing party or parties shall be entitled to recover reasonable attorneys' fees, costs and expenses, incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled.

8. DELAYS IN WORK

In no event, will NOVA will be responsible for delays in the work which is beyond our reasonable control or caused by Client or its agents, consultants, contractors or subcontractors. Stand-by or non-productive time for delays in our work caused by Client or its agents, consultants, contractors or subcontractors may be charged to the Client unless provided for as a separate item in the Agreement or otherwise as mutually agreed upon.

9. TERMINATION

This Agreement may be terminated by either party upon thirty (30) days written notice in the event of substantial failure by the other party to perform in accordance with the terms of the Agreement. Such termination shall not be effective if that substantial failure has been remedied before expiration of the period specified in the written notice. In all events of termination, NOVA shall be paid for services performed up to and through the date of termination plus reasonable expenses to demobilize. In the event of termination, or suspension for more than three (3) months, NOVA shall, at its option, be permitted to terminate this Agreement upon seven (7) days written notice to Client. Further, if said termination is prior to NOVA's completion of all reports contemplated by this Agreement, NOVA may complete such analyses and records as are necessary to complete its files and may also complete a report on the services performed to date of notice of termination or suspension. The expenses of termination or suspension shall include all direct costs of NOVA in completing such analyses, records, and reports and shall be due and payable by Client promptly upon invoice from NOVA, together with all reasonable termination costs and expenses.

10. ASSIGNS

This Agreement may not be assigned by either party without the prior written consent of the other party, provided, however, that NOVA may assign this Agreement in the case of sale of all or substantially all of its assets or equity. To the extent consent is required it shall not be unreasonably withheld.

11. OWNERSHIP OF DOCUMENTS

All reports, boring logs, field data, field notes, laboratory test data, calculations, estimates and other documents prepared by NOVA, as instruments of service, shall remain the property of NOVA and shall retain all common law, statutory and other reserved rights, including copyrights ("NOVA Documents"). Contingent on the Client's full and timely payment of all sums due under this Agreement, NOVA grants Client a non-exclusive license to use the final and complete versions of the NOVA Documents solely and exclusively for purposes set forth in this Agreement. The forgoing license does not extend to any CADD files or 3D model created by NOVA, unless expressly set forth herein. If NOVA Documents are prepared "for construction", the license granted in the preceding sentences of this Paragraph permits the Client to authorize the contractor and subcontractors, and material or equipment suppliers to reproduce applicable portions of NOVA Documents solely and exclusively for use in performing their services or construction for the Project. NOVA Documents shall only be used for their intended purpose. NOVA Documents are not to be used on other projects, for alternations, extensions or additions to this Project or for completion of this Project by others, except by agreement in writing and with appropriate compensation to NOVA. If Client is granted a license with respect to any CADD files or 3D models, Client agrees to be bound to the terms of the NOVA License for Use of Electronic Files and 3D Models. Client agrees that all reports and other work furnished to the Client or his agents, which are not paid for, will be returned upon demand and will not be used by the Client for any purpose whatsoever. NOVA will retain all pertinent records relating to the services performed for a period of three (3) years following submission of the report, during which period the records will be made available to the Client at all reasonable times and an administrative fee may be charged to the Client for retrieval and reproduction of such records.

12. FAILURE TO FOLLOW RECOMMENDATIONS

NOVA will not be held liable for problems that may occur if NOVA's recommendations are not followed.

13. LIMITATION OF LIABILITY

Client agrees that the work created pursuant to this Agreement is for the sole and exclusive use of Client and is not for the benefit of any third parties. Client acknowledges and agrees that in no event shall the liability of NOVA in connection with this Agreement or the services provided pursuant thereto exceed the fee actually paid to and received by NOVA under this Agreement or \$100,000 whichever is greater. This Agreement and the services to be performed hereunder shall in no way be construed as a guarantee of deficient-free construction.

Notwithstanding anything to the contrary contained in this Agreement or provided for under any applicable law, neither NOVA nor Client shall be liable to the other party, either in contract or in tort, for any consequential, incidental, indirect, special or punitive damages, including without limitation any delays damages, loss of future revenue, income or profits or any diminution of value, financing costs or costs of lost opportunities relating to this Agreement, the services or the Project, whether or not the possibility of such damages has been disclosed to the other party in advance or could have been reasonably foreseen by such other party.

14. INDEMNIFICATION

Client agrees, to the fullest extent permitted by law, to indemnify, defend and hold harmless NOVA, and its officers, directors, agents and employees and any of them (collectively, the "NOVA Parties") from all claims, actions, damages, liabilities, losses, costs and expenses, including reasonable attorney's fees and defense costs (collectively "Losses"), arising out of, or in any way connected with, the performance or nonperformance of NOVA's obligations under this Agreement (including, without limitation, any act of negligence, omission or default by the NOVA Parties), up to an amount not to exceed the greater of \$100,000 or twelve times the amount of the fees charged for the services provided by NOVA in connection with this Agreement and the services hereunder. The parties agree that the foregoing amount of said indemnification bears a reasonable commercial relationship to the services provided by NOVA and that the indemnification provided herein is considered a part of the project specifications. Notwithstanding the foregoing, the NOVA Parties shall not be entitled to indemnification hereunder for any Losses resulting from the NOVA Parties'

NOVA Engineering and Environmental LLC

GENERAL TERMS AND CONDITIONS

gross negligence, or willful, wanton or intentional misconduct or for any statutory violation or punitive damages (except to the extent the statutory violation or punitive damages are caused by or result from the acts or omissions of Client or any of the Client's contractors, subcontractors, sub-subcontractors, materialmen or agents of any tier or their respective employees). Except as set forth in the preceding sentence, the NOVA Parties rights to indemnification shall include, without limitation, indemnification for any and all Losses which may be suffered by any NOVA Party as a result of any (i) failure of Client to follow or implement any of its recommendations, (ii) any breach by Client of its obligations under the Agreement, and (iii) exposure of NOVA's employees or agents to any hazardous materials at the jobsite.

Upon notice by the NOVA Parties, Client shall defend the NOVA Parties with counsel chosen by NOVA Parties, subject to the consent of Client, which consent shall not be unreasonably withheld. The parties agree that this duty to defend is separate and distinct from any indemnity obligation, and the duty shall extend to any claims asserted against the NOVA Parties arising out of or related to the project, regardless of whether Client is obligated to indemnify the NOVA Parties for the loss, claim, or damage.

15. HAZARDOUS MATERIALS

It is acknowledged by both parties that NOVA's scope of services does not include any services related to asbestos or hazardous or toxic materials unless specifically identified in our scope of services. In the event NOVA or any other party encounters asbestos or hazardous materials at the jobsite, or should it become known in any adjacent areas that may affect the performance of NOVA's services, NOVA may, without liability for consequential or any other damages, suspend performance of services on the project until the Client retains appropriate specialist consultants or contractors to identify, abate and/or remove the asbestos, hazardous or toxic materials and warrant that the jobsite is in full compliance with applicable laws and regulations. In addition, the Client shall hold harmless, defend and indemnify NOVA Parties, from and against any and all Claims arising, in whole or in part, out of the discovery, presence, handling, removal or disposal of, or exposure of persons to, any hazardous materials in any form at the Project site, including, but not limited to, asbestos, asbestos products, polychlorinated biphenyl (PCB), bacteria, mold, fungi, lead based paints or other similar materials or other toxic substances, infectious materials, or contaminants.

16. SAMPLE DISPOSAL

Unless other arrangements are made, NOVA will dispose of all soil and rock samples remaining at the time of report completion. Further storage or transfer of samples can be arranged at Client's prior written request, subject to a reasonable charge by NOVA. Client acknowledges that contaminated drill cuttings, sample spoils, wash water, and other materials may be produced as a result of encountering hazardous materials at the site. In such event, NOVA shall properly contain, label, and store such materials on-site, and Client shall be responsible for its proper transportation and disposal.

17. AQUIFER CONTAMINATION

Client acknowledges that it is impossible for NOVA to know the exact composition of a site's subsurface, even after conducting a comprehensive exploratory program. As a result, there is a risk that drilling and sampling may result in contamination of certain subsurface areas. Although NOVA will take reasonable precautions in accordance with the Standard of Care to avoid such an occurrence, Client waives any claim against, and (without limiting the generality of Section 14 hereof) agrees to indemnify and hold harmless NOVA in accordance with the terms and conditions set forth in this Agreement from any claim or liability for injury or loss which may arise as a result of subsurface contamination caused by drilling, sampling, or monitoring well installation. Client also agrees to adequately compensate NOVA for any time spent and expenses incurred in defense of any such claim.

18. DEFINITIONS

As used herein, the following words and their derivative words or phrases have the meanings indicated, unless otherwise specified in the various sections of this Agreement.

AGREEMENT: means the Agreement between the parties, which shall describe and govern Client's engagement of NOVA to provide services in connection with the project or work identified in the proposal (Proposal), and consists of the Proposal, these General Terms and Conditions, and any exhibits or attachments referenced in any of these documents.

CERTIFY, CERTIFICATION: NOVA's opinion based on its observation of conditions, knowledge, information and beliefs. It is expressly understood such opinions relieve no other party of any responsibility or obligation he or she has accepted by contract or custom.

ESTIMATE: An opinion of probable cost for services made by NOVA. The accuracy of probable cost for services opinion cannot be guaranteed.

INSPECT, INSPECTION: The visual observation of certain aspects of construction to permit NOVA to render its professional opinion as to whether the contractor is performing the Work in a manner indicating that, when completed, the Work will be in general accordance with the approved documents. Such observations do not relieve any party from fulfillment of their customary and contractual responsibilities and obligations.

19. LIMITATION OF LIABILITY

It is intended by the parties to this Agreement that NOVA's services under this Agreement shall not subject NOVA's individual employees, officers, shareholders, managers, members or directors to any personal legal exposure for the risks associated with the services to be rendered on the project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against NOVA, a Delaware limited liability company, and not against any of NOVA's employees, shareholders, officers, managers, members or directors.

20. MISCELLANEOUS

AMENDMENT: This Agreement may be amended, modified or supplemented, but only in writing signed by each of the parties hereto.

WAIVERS: The failure of a party hereto at any time or times to require performance of any provision hereof shall in no manner affect its right at a later time to enforce the same. No waiver by a party of any condition or of any breach of any term contained in this Agreement shall be effective unless in writing and signed by the waiving party, and no waiver in any one or more instances shall be deemed to be a continuing waiver of any such condition or breach in other instance or a waiver of any other condition or breach of any other term.

SEVERABILITY: If any provision or sub-provision of this Agreement is or becomes invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions or sub-provisions contained herein shall not be affected thereby.

INTEGRATION: This Agreement represents the entire understanding and agreement among the parties with respect to the subject matter hereof, and supersedes all other negotiations, understandings and representations (if any) made by and among such parties.

SOVEREIGN IMMUNITY: In the event that the Client is a State, City, County or other municipal entity, then NOVA (and all NOVA Parties) shall for all purposes provided in this Agreement and otherwise be deemed an agent of the Client for purposes of sovereign immunity under State or local statutes and otherwise. Client shall fully cooperate, at its sole cost and expense, with NOVA and take all necessary and appropriate actions to qualify NOVA (and the NOVA Parties) for and defend its and their right of sovereign immunity as an agent of the Client for purposes of State or local law.

NOVA EMPLOYEES: Client agrees not to recruit or hire any NOVA employee currently or previously working under this Agreement during the contract period or within twelve months of termination of the contract, either for themselves or any third party. In the event Client violates this clause, NOVA shall have the right of injunctive relief, and Client shall pay NOVA \$25,000 or 25% (percent) of the employee's current annual, base salary, whichever is greater, with payment being made within 15 days of NOVA's written notice to Client of said violation.



Council Meeting

AGENDA

May 8, 2018

Item:

Approval - Water Treatment Plant Gutter Repair - To contract with Garland Company for the amount of \$15,986.00. (Recommended for Council approval by Utilities Committee May 1, 2018)

Department:**Additional Information:****Financial Impact:****Budgeted Item:****Recommendation / Request:**

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Attachments / click to download

 [Gutter Repair Info](#)



To: Utility Committee, City Council
From: Chris Bailey, Central Services Manager
Department: Water Treatment Plant
Date: 04/23/18
Description: A request is being made to contract the Garland Company to make repairs to both external and internal gutter systems, and soffit panels at the Water Treatment Plant. This repair estimate is for \$15,986.00.

Budget Account/Project Name: Capital Improvement Program (CIP)

Funding Source: Capital Improvement Program (CIP)

Budget Allocation: \$150,000.00

Budget Available: \$150,000.00

Requested Expense: \$15,986.00

Company of Purchase: Garland Company

Recommendation:

Staff recommends the approval of the request to contract the Garland Company to make repairs to both external and internal gutter systems, and soffit panels at the Water Treatment Plant. This repair estimate is for \$15,986.00. This process follows Procurement Policy by using state/national contract guidelines.

Background:

It is the practice of the City of Monroe to continually repair and maintain existing buildings and facilities.

Attachment(s):

Quote & Specifications – 3 pages



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



ROOFING MATERIAL AND SERVICES PROPOSAL

Water Treatment Facility Bldg. C Repairs
City of Monroe
25 E. Marble St.
Monroe, GA 30655

Date Submitted: 03/26/2018
Proposal #: 25-GA-180306
MICPA # 14-5903

Georgia General Contractor License #: GCCO003281

Purchase orders to be made out to: Garland/DBS, Inc.

Please Note: The following budget/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 budget/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: Base Bid **Gutter Repair**

1. Pressure wash the internal gutters to remove all dirt and debris from the gutter areas.
2. Prime the internal gutter using Rust Go VOC Primer in one coat at a rate of ¼ gal per square.
3. Seal all internal gutter joints including the joints upslope from the gutter using Uni-Bond Tape.
4. Coat the joint tape using White Knight Plus Base Coat Gray at a rate of 2 gal per square and to extend 2" over the 4" tape on each side.
5. Coat the internal gutter using White Knight Plus Top Coat Gray in one coat at a rate of 2 gal per square.
6. Clean all coping joints over the internal gutter to remove dirt and old materials.
7. Seal all coping joints over the gutter using Uni-Bond Tape and coat it with White Knight Plus Top Coat Gray at 2 gal per square. (This is only applied to the top and rear of coping, not the face).

Coping Install

8. Install new metal coping on top of the block walls located on each side of the entrance.
To be formed using 24 gauge RMER SS Flat Stock.

Exterior Wall

9. Pressure wash the front wall exterior only, to remove dirt and any staining.
10. Replace the failed sealants with new Greenlock XL sealants.
11. Apply one coat of Seal-A-Pore over the exterior of the wall at 1 gal per sq.
12. Remove any debris from all conductor heads on the exterior front of the building.

Proposal Price Based Upon Market Experience:	\$	9,860
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Garland/DBS Price Based Upon Local Market Competition:

1	Veteran Builders	\$	9,860
2	Eskola LLC	\$	13,149
3	Pride Roofing Inc.	\$	16,856

Scope of Work: Alternate Bid #1**Metal Roof Gutters**

1. Clean all joints in the exterior front and rear gutter joints using a wire brush to remove the dirt and debris.
2. Seal all joints in the exterior gutter joints with a 3 course repair using Tuff Stuff Aluminum Stone urethane sealant reinforced with Gar-Mesh.
3. Reattach all loose gutter hangers on the exterior gutter.

Proposal Price Based Upon Market Experience:	\$	2,691
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Garland/DBS Price Based Upon Local Market Competition:

1	Eskola LLC	\$	2,691
2	Veteran Builders	\$	3,909
3	Pride Roofing Inc.	\$	2,691

Scope of Work: Alternate Bid #2

1. Reattach the existing soffit panels that have begun to fall.

Proposal Price Based Upon Market Experience:	\$	902
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Garland/DBS Price Based Upon Local Market Competition:

1	Pride Roofing	\$	902
2	Veteran Builders	\$	2,217
3	Eskola LLC	\$	3,272

Total Price All Sections:

1	Veteran Builders	\$	15,986
2	Eskola LLC	\$	19,112
3	Pride Roofing	\$	20,449

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 12/31/2018.

Clarifications/Exclusions:

1. Sales and use taxes are excluded. Please issue a Tax Exempt Certificate.
2. Plumbing, Mechanical, Electrical work is excluded.
3. Masonry work is excluded.
4. Temporary protection is excluded.
5. Any work not exclusively described in the above proposal scope of work is excluded.

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

Respectfully Submitted,

Joe Slovasky

Joe Slovasky
Garland/DBS, Inc.
(216) 430-3523



Council Meeting

AGENDA

May 8, 2018

Item:

Approval - Sewer Service Policy Amendment - Gerald Atha - Policy variance to allow the development (#C1650056) to connect a gravity line pending development approval by Walton County and contingent upon the development proposed. (Recommended for Council approval by Utilities Committee May 1, 2018)

Department:**Additional Information:****Financial Impact:****Budgeted Item:****Recommendation / Request:**

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Attachments / click to download

 [Sewer Service Policy Amendment - Atha](#)



From: Rodney Middlebrooks, Water, Sewer, Gas, Stormwater Director

Department: Sewer

Date: May 1, 2018

Description: Amendment to Sewer Service policy – Hwy 83

Budget Account/Project Name: n/a

Funding Source: 2018 operating budgets: n/a

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

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

Requested Expense: n/a Company of Purchase: n/a

Recommendation:

Staff recommends that the Utility Committee approve the variance to the policy, allowing the identified property along Hwy 83 to connect to the City of Monroe Sewer system with a gravity line, pending approvals by Walton County for the development.

Background:

The City has been approached by a development group and current landowner about the possibility of allowing the development located at Hwy 83, County Parcel Number C1650056. The 38.30-acre parcel is owned by Gerald Atha and is zoned County R1 single family. The parcel adjoins the existing Winfield Place subdivision and was originally planned as a later phase of the development, which is also served by City sewer but is also outside of the City limits and electric service territory. The City sewer main runs directly through this parcel.

In 2005 the Monroe Utilities Network approved policy changes to end the practice of MUN (now City) to provide new sewer services outside the city limits unless within the city's electric service territory. If within these boundaries a new sewer service may be tapped onto the existing sewer main/line adjacent to their property but the City will not allow any additional extension of sewer lines to any subdivisions or properties. One of the ideas behind the policy is to prevent additional sewer pump stations to be utilized for out-of-city developments as they are costly to maintain and operate.

Attachment(s): General overview of proposed development

Baldpates General Contracting
310 N. Broad Street
Monroe, GA 30655
Brent Youngblood
770-856-9388
Brent@baldpates.com

Dear Council Members,

Hwy 83 Development Plan Parcel # C1650056

BGC has contracted for the purchase of the above parcel of land off Hwy 83 to the east of the city of Monroe. This parcel is located outside of the city limits of Monroe. The city's sewer main runs directly through this parcel of land entering approximately 400 ft off the front left side of the property and running diagonally to the front of the property and exiting the property at the front right corner. In order to get the density of lots needed to make this a viable project we will have to have Monroe's permission to utilize the sewer on the property. All sewer on the property will be gravity fed to the sewer main.

Upon initial inspection of the parcel on Hwy 83 it appears that 20-25 acres will be usable for lot development. Due to the slope of the land the rear portion of the property may require some raising to provide the slope necessary to reach the sewer line at the front of the property.

We will pursue a Residential Neighborhood Development Overlay District (RND) with Walton County. We will contribute 10-18 acres of community greenspace in return for a lot layout of 1/3-1/4 acre lot size with 70-85 foot of road frontage. Upon discussing the property with our buyers I will not purchase property with road frontage of more than 70 feet and the other no more than 85 feet due to the cost of pad prep and landscaping that is needed to keep the homes in the price range of 225-300k.

If Monroe city council approves our sewer tie in we should be able to have our plan for submittal to Walton County within 3 weeks. Our preliminary plat will include a community area at the front of the property that can be used for a pavilion or clubhouse and the rear of the property will have a large greenspace that can be used as a walking trail. If approved our lot density will put our lot count at 50-90 lots.

BGC is moving our headquarters to Monroe May or June of this year to 310 N. Broad Street, Monroe, GA from our current location in Jersey, GA. We hope to be allowed to complete this project on Hwy 83 this year. We currently have about 40-50 people in our staff and look forward to calling Monroe our home. The city council's help in this matter is appreciated.

Sincerely,

Brent Youngblood

Co-owner



Council Meeting

AGENDA

May 8, 2018

Item:

Approval - Sewer Service Policy Amendment - Mazzawi Trust - Policy variance to allow the development (#C1650058) to connect a gravity line pending development approval by Walton County and contingent upon the development proposed. (Recommended for Council approval by Utilities Committee May 1, 2018)

Department:**Additional Information:****Financial Impact:****Budgeted Item:****Recommendation / Request:**

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

Attachments / click to download

 [Sewer Service Policy Amendment - Mazzawi](#)



From: Rodney Middlebrooks, Water, Sewer, Gas, Stormwater Director

Department: Sewer

Date: May 1, 2018

Description: Amendment to Sewer Service policy – Hwy 83 - Mazzawi Tract

Budget Account/Project Name: n/a

Funding Source: 2018 operating budgets: n/a

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

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

Requested Expense: n/a Company of Purchase: n/a

Recommendation:

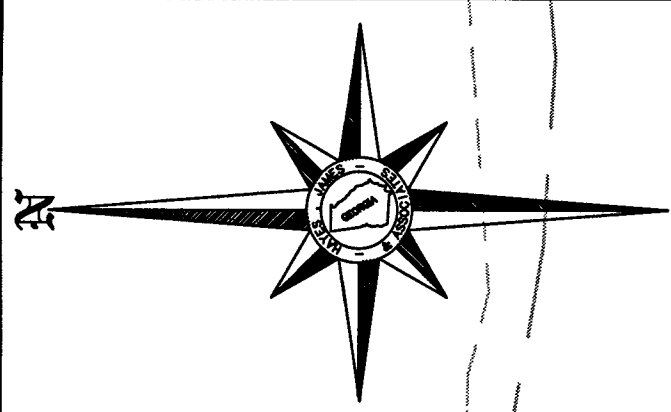
Staff recommends that the Utility Committee approve the variance to the policy, allowing the identified property along Hwy 83 to connect to the City of Monroe Sewer system with a gravity line, pending approvals by Walton County for development.

Background:

The City has been approached by a development group and current landowner about the possibility of allowing the development located at Hwy 83, County Parcel Number C1650058. The 92.40-acre parcel is owned by the Mazzawi Trust and is zoned County A1 agriculture. The parcel is outside of the City limits and electric service territory. The City sewer main runs directly through this parcel. There are 184 lots proposed in the concept plan, however the approvals and rezoning must occur at the County level.

In 2005 the Monroe Utilities Network approved policy changes to end the practice of MUN (now City) to provide new sewer services outside the city limits unless within the city's electric service territory. If within these boundaries a new sewer service may be tapped onto the existing sewer main/line adjacent to their property but the City will not allow any additional extension of sewer lines to any subdivisions or properties. One of the ideas behind the policy is to prevent additional sewer pump stations to be utilized for out-of-city developments as they are costly to maintain and operate.

Attachment(s): General overview of proposed development – Concept Plan



GDP HOLDINGS, INC.
6300 POWERS FERRY RD.,
SUITE 600-221
ATLANTA, GA 30339
Phone: (404) 228-6949

Contact: SCOTT APPLING
(770) 380-1283

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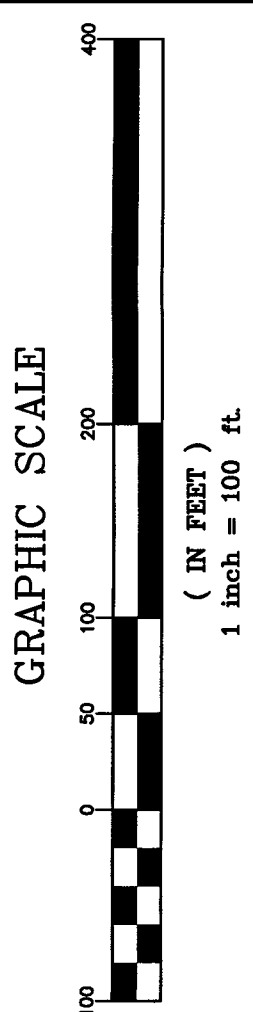
STARLIGHT

Project No.	18-021-SFD
Drawn By:	CS
Checked By:	####
Initial Issue Date:	04-18-2018

CONCEPTUAL PLAN

Sheet Number

1 of 1





Council Meeting

AGENDA

May 8, 2018

Item:

Approval - Watershed Protection Plan - To approve the plan. (Recommended for Council approval by Utilities Committee May 1, 2018)

Department:**Additional Information:****Financial Impact:****Budgeted Item:****Recommendation / Request:**

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

Attachments / click to download

 [Watershed Protection Plan](#)



To: City Council, Committee, City Administrator
From: Rodney Middlebrooks, Director of Water & Gas
Department: Stormwater
Date: 4/24/2018
Description: Approval of the Watershed Protection Plan

Budget Account/Project Name: n/a

Funding Source: n/a

Budget Allocation: n/a

Budget Available: n/a

Requested Expense: n/a **Company of Purchase:** n/a

Recommendation:

Staff recommends the APPROVAL to adopt and enact the recommendations set forth in the Watershed Protection Plan.

Background: The purpose of this document is to present a comprehensive Watershed Protection Plan that will ensure future health and monitoring of streams and creeks in the City of Monroe. The overall goal of the WPP is to provide guidance for the City to move towards meeting and maintaining water quality standards and the designated uses of these resources. The tools and strategies set forth in this WPP can be used by local government as a framework for adopting and enforcing policy, regulations, ordinances, Best Management Practices (BMPs), and public outreach programs. The data collected during the Watershed Assessment phase of the study is to provide recommendations to the City that will assist them in making environmentally responsible decisions during future growth and expansion of the City.

Attachment(s):

Documents(s) - Watershed Protection Plan



WATERSHED PROTECTION PLAN FOR MONROE, GEORGIA



Prepared for

City of Monroe
215 North Broad Street
Monroe, Georgia 30655

Prepared by

Professional Service Industries, Inc.
95 Chastain Road, Suite 301
Kennesaw, GA 30144
Telephone (770) 424-6200

PSI PROJECT NO. 0517107-1

February 9, 2018

Andrew Peiken, C.E.
Principal Consultant

Elizabeth Noakes
Department Manager |
Principal Consultant

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1.0 Watershed Protection Plan

1.1 Introduction

1.1.1 Purpose of the Watershed Protection Plan

The main purpose of this document is to present a comprehensive Watershed Protection Plan (WPP) that will ensure future health and monitoring of streams and creeks in Monroe, Georgia (the City). The overall goal of the WPP is to provide guidance for the City to move towards meeting and maintaining water quality standards and the designated uses of these resources. The tools and strategies set forth in this WPP can be used by local government as a framework for adopting and enforcing policy, regulations, ordinances, Best Management Practices (BMPs), and public outreach programs. Protection of Monroe's valuable water resources will aid in increasing the quality of life of the City's residences, as well as ensure that the City is an attractive area for future economic growth.

1.1.2 Background

The City currently operates the 3.4 million gallon per day (MGD) Jacks Creek wastewater treatment plant (WWTP) that discharges into Jacks Creek and ultimately the Apalachee River under requirements set forth by a National Pollution Discharge Elimination System (NPDES) permit. No. GA0047171. The GAEPD has reissued the City's NPDES permit in December 2012, which included a requirement to conduct a Watershed Assessment and adopt a GAEPD approved watershed protection plan for the WWTP service area.

The City of Monroe contracted with Professional Service Industries, Inc. (PSI), Kennesaw, Georgia (see PSI Proposal No. 513-82990 dated November 16, 2012), to assist in the creation of a WPP.

1.1.3 Objectives

The objective of this WPP is to utilize data collected as outlined in the Watershed Monitoring Plan (WMP) and the Watershed Assessment (WA) phase of the study to provide recommendations to the City that will assist them in making environmentally responsible decisions during future growth and expansion of the City. Recommended tools will include stormwater management ordinances, riparian buffer ordinances, watershed ordinances, residential BMPs, erosion/sediment control ordinances, and community education and outreach. The success of the WPP is based on the commitment and involvement of the community members. These stakeholders include landowners, local government officials, business and industry representatives, developers, religious organizations, schools, and environmental groups. Regional stakeholders include county/state/federal government agencies and soil/water conservation districts. It is the objective of this WPP to present these tools to the City and to provide an implementation plan to involve the relevant stakeholders in a beneficial partnership. This WPP focuses only on the service area directly affected by the City's WWTP.

1.1.4 Data Sources

Various sources of information have been utilized in the identification of environmental stressors, watershed characterization, sampling methodologies, and data interpretation. Internet sources include the websites of the Georgia Environmental Protection Division (GAEPD), United States Environmental Protection Agency (USEPA, Envirofacts.com), US Fish and Wildlife

Service (USFWS), and the United States Geological Survey (USGS). Reference material was obtained from USGS maps and gauging stations, GAEPD water quality monitoring reports, GAEPD permit databases, Monroe water treatment plant discharge monitoring reports, GEAPD river basin studies, National Wetland Inventory (NWI) maps, and United States Department of Agriculture (USDA) County Soil Surveys. Sources of information also included personal communication with GAEPD, USEPA, Monroe government, Georgia Department of Health, and the Georgia Forestry Commission personnel.

Data collected during the monitoring and assessment phase of the study was presented and interpreted in the Monroe Watershed Assessment report dated September 21, 2016. These documents were developed following GADNR guidelines (GADNR 2004 and 2005) and were “concurred” with by the GADNR Watershed Monitoring Program prior to proceeding with this WPP. Data from the Watershed Assessment report are summarized in this WPP and can be found in its entirety in the 2016 document.

This WPP was developed following strategies and methodologies per the following resources: Georgia Department of Natural Resources “Watershed Assessment and Protection Plan Guidance: Phase III. Watershed Protection Plans” (GADNR, 2015).

2.0 Watershed Characterization

2.1 Current and Future Service Area

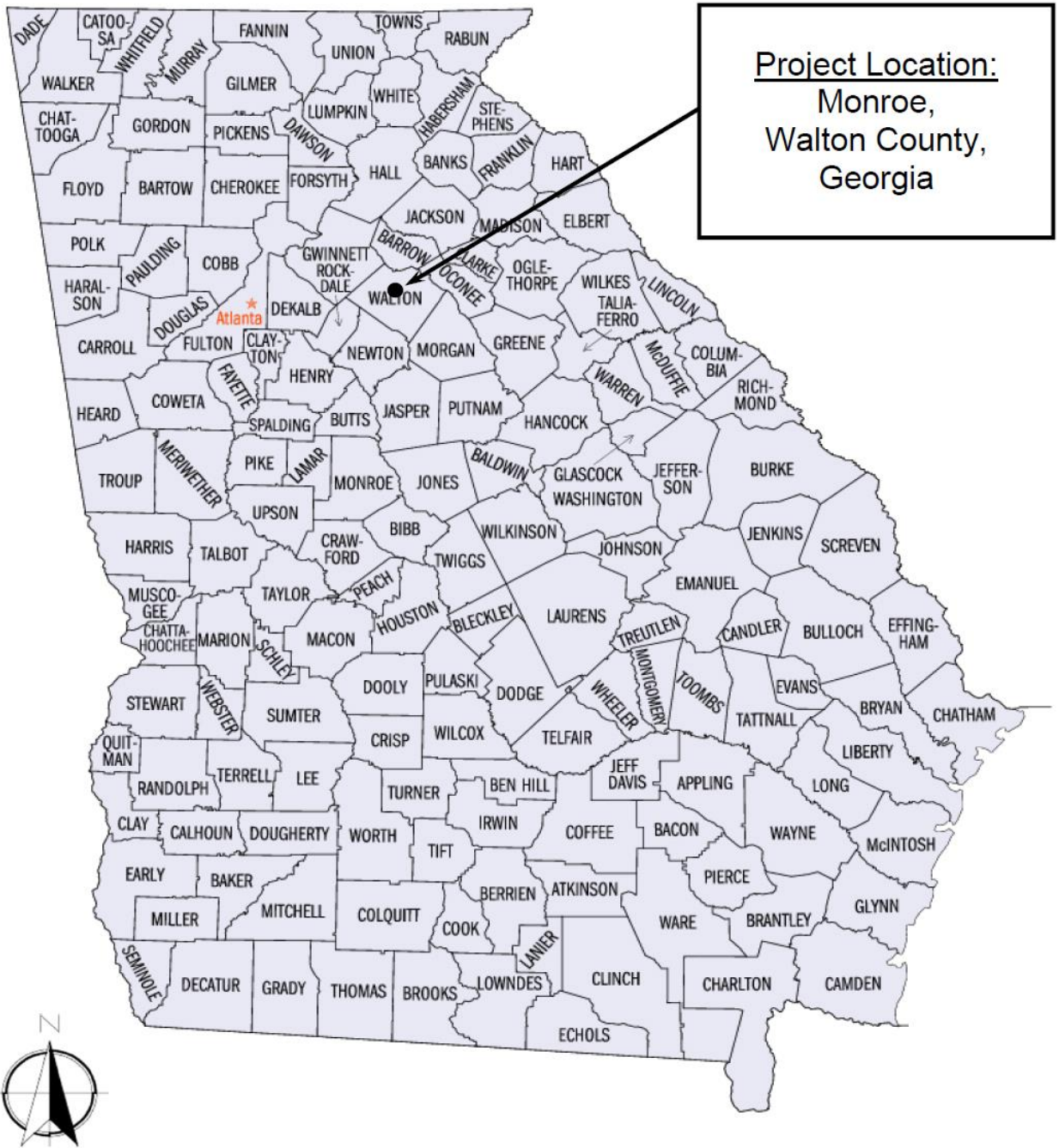
Monroe is located in the central region of Walton County, Georgia (33.7934 N, -83.7124 W) (see **Figure 1**). Its city limits are bordered (approximately) by John Deere Road to the north; Jim Daws Road to the northeast; the Monroe Walton County Airport to the southeast; Vine Street to the south; Monroe Jersey Road to the southwest; and West Spring Street to the west. The current City limits include a total area of 10.5 mi². The population includes 13,234 permanent residents (per the 2010 U.S. Census). Growth in the next 25 years is predicted to increase the population to 16,098 (per the 2005 Comprehensive Plan for Walton County). There are approximately 5,742 households, which are estimated to increase to 7,195 in the next 25 years.


The City's existing area serviced by its current WWTP comprises approximately 10.5 mi² of land. There is no future expansion of the City's service area predicted at this time. **Figure 2** indicates the current city limits and sewer service area.

According to the Comprehensive Plan, current land use within the Monroe city limits include (approximately): 34% agriculture/forestry, 28% residential, 12% undeveloped, 6% industrial, 5% transportation/utility, 5% commercial, 4% public/institutional, 4% park/recreational, 2% multi-family residence, and <1% government. One of the biggest contributors to water quality degradation within a watershed is conversion of land use from undeveloped use (including agriculture/forestry/park) to developed use. Future development in the northeastern quadrant (along Highway 78 East) is predicted to change land use from agriculture/transportation/utility to industrial. Within the northwest corridor (Highway 78 West/North Broad Street/West Spring Street), land use is predicted to change from agriculture/residential to commercial. **Figure 3** indicates changes in future land use.

Future growth and conversion of land use to residential will likely have negative effects on water quality. Increased impervious surfaces will increase storm flows to existing streams and tributaries. Conversion of agriculture to residential may reduce sediment transport to the streams; however, stream bank erosion may increase in severity. Agricultural sources of nutrients and fecal coliform will likely be replaced by urban sources (i.e. fertilizer, herbicides/pesticides, landscape waste, domestic animal waste, etc.). Reduction in DO is likely (from already naturally low levels) and will be dependent on the oxygen demand of constituents flushed to the streams. Watershed management strategies and Best Management Practices (BMPs) will have to be adopted and enforced by the City to mitigate these changes in land use. These strategies will be discussed in full in the WPP under separate cover.

Monroe is bisected by two of Georgia's major river basins. The city is located at the northeast boundary of the Ocmulgee River basin and the northwest boundary of the Oconee River basin (see **Figure 4**). Tributaries in its western portion flow west toward the Alcovy River while the easterly tributaries flow east toward the Apalachee River.



 <p>PSI Information To Build On Engineering • Consulting • Testing</p> <p>95 Chastain Road Phone: (770) 424-6200 Kennesaw, GA 30144 Fax: (770) 424-9982</p>	DRAWN BY: ASP	DATE: 1/23/13	FIGURE 1. PROJECT LOCATION MAP MONROE WATERSHED ASSESSMENT MONROE, WALTON COUNTY, GEORGIA
	APPROVED: PW	PROJECT NO.: 5131056	

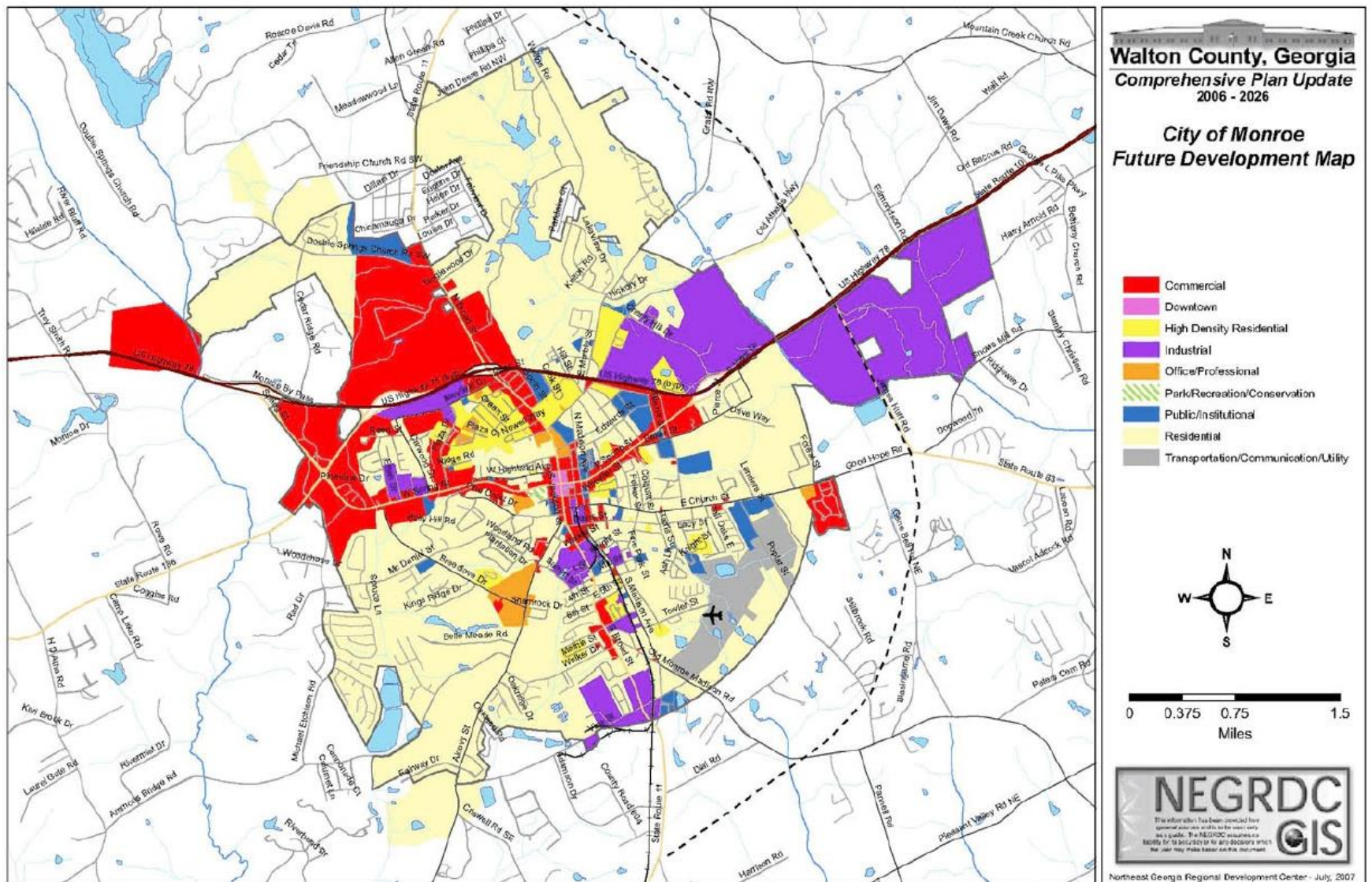
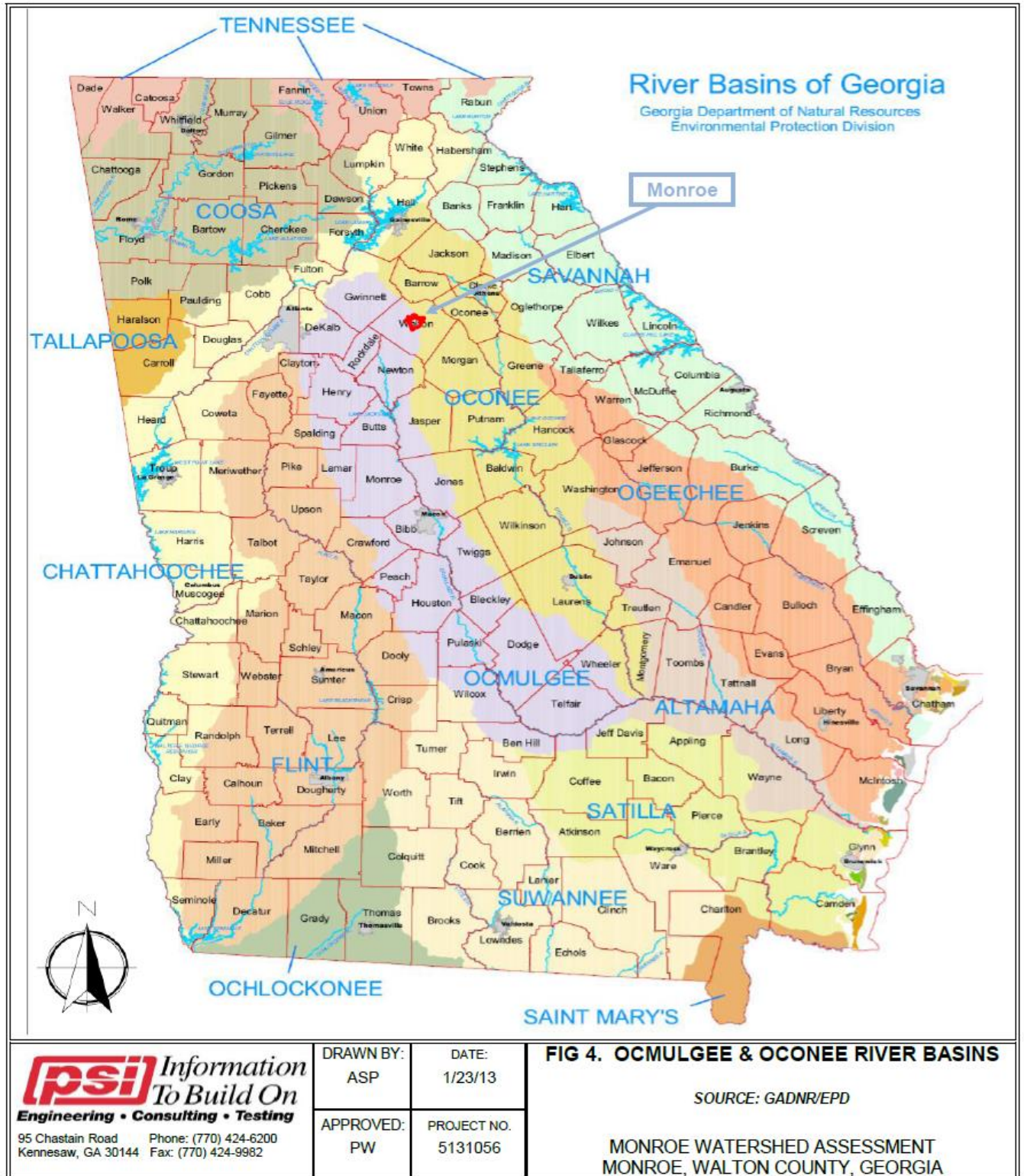


Figure 3. Future Land Use Map



The Ocmulgee River basin is located in the Piedmont and Coastal Plain physiographic provinces of Georgia and drains approximately 6,085 square miles. The Ocmulgee River basin originates in DeKalb and Gwinnett Counties as the Alcovy, Yellow, and South Rivers, which join at Jackson Lake and form the present day Ocmulgee River. The Ocmulgee River meanders south and east where it joins the Little Ocmulgee River and Oconee River to form the Altamaha River. It ultimately discharges to the Atlantic Ocean.

The Oconee River basin is located in the Piedmont and Coastal Plain physiographic provinces of Georgia and drains approximately 5,330 square miles. The headwaters of the basin include the confluence of the North and Middle Oconee Rivers (at the Clarke/Oconee County lines) which join to form the Oconee River. The Oconee River is joined by the Apalachee River at the Morgan/Greene County line and the Little River at Lake Sinclair. The Oconee River then travels in a southern direction where it joins the Ocmulgee River to become the Altamaha River which eventually drains into the Atlantic Ocean near Brunswick, Georgia. The total length of the Oconee River (from the headwaters to the confluence with the Ocmulgee) is 285 miles.

The United States Geological Survey (USGS) has divided the Ocmulgee River basin into three sub basins and the Oconee River Basin into two. The sub basins are identified by a unique hydrologic unit code (HUC). The sub basins are identified as:

Ocmulgee River Basin

- Upper Ocmulgee River (HUC 03070103)
- Lower Ocmulgee River (HUC03070104)
- Little Ocmulgee River (HUC 03070105)

Oconee River Basin

- Upper Oconee River (HUC 03070101)
- Lower Oconee River (HUC 03070102)

Monroe is located between the Upper Ocmulgee River sub basin (HUC 03070103) and the Upper Oconee River sub basin (HUC 03070101). The entire city service area is located in the Southern Outer Piedmont (45b) sub-ecoregion of Georgia.

2.2 Watershed Assessment Summary

The WA indicated that portions of the Monroe watershed were experiencing reductions in in-situ water quality and biological stream health. As a result, fish and benthic macroinvertebrate populations and their associated habitat were at a level that were described as “unhealthy” and in need of improvement. There was a direct correlation between degraded water quality, low habitat assessment scores, and low biological scores.

It was recommended that riparian zone destruction continue to be avoided and improved upon by re-vegetating those impacted areas and enforcing the State’s erosion and sediment control laws. PSI observed incidents of riparian zone impacts.

Samples collected during rain events exhibited increases in metals, turbidity, TSS, phosphorous, nitrates, and fecal coliform/*E. coli*. There were obvious indications of stormwater damage at most streams including silty/sandy bottoms, mid-stream sand deposits, infrequency

of pools, and stream bank erosion. Therefore, it was recommended that stormwater BMPs and MS4 maintenance continue to be enforced or improved.

Although fecal coliform/*E. coli* increase significantly during rain events, it was also present in elevated levels during dry-weather periods. Many of the streams flow through agricultural land, a potential contributor to fecal coliform/*E. coli*. Additionally, PSI observed multiple sanitary sewer lines crossing streams and a dry weather discharge from an unidentified pipe at JC-1. Dry-weather stream walks (part of an Illicit Discharge Detection and Elimination Program) were recommended.

3.0 Legal Authority

3.1 Political Jurisdiction

Monroe political jurisdiction is limited to within the current City limits. The Monroe government is comprised of the Mayor, City Administrator, and eight councilmen. The City Council is responsible for appointing boards and commissions including: Historic Preservation, Housing Authority, Planning, Downtown Development, Library Board, and Board of Health. The Mayor and City Council are responsible for adopting ordinances, policy, zonings, and bylaws while the City Administrator and the individual department heads are responsible for their enforcement.

The Code Department is responsible for enforcing city ordinances and zoning. Solid Waste is responsible for curbside waste and recycling. Streets & Transportation is responsible for maintenance as well as street sweeping. Utilities is responsible for all utilities including stormwater (detention pond inspections, community education, permitting), wastewater collection and treatment (WWTP, industrial pretreatment, permitting, watershed assessment), drinking water, and other utilities.

Outside the City's jurisdiction (therefore outside the City limits), Walton County has political jurisdiction. The business of Walton County is directed by the Board of Commissioners. This Board has legislative authority (e.g., to enact ordinances and adopt budgets) and executive powers (e.g., to administer policies and appoint county employees). The Board consists of seven commissioners, one elected from each of the six voting wards and the chairman. The chairman is selected by the majority vote of all the commissioners.

3.1.1 Relevant Stakeholders

The city is strongly urged to engage the stakeholders and resources identified below. Working with these stakeholders and agencies will maximize the effectiveness and efficiency of the City's WPP.

Responsible Parties:

Monroe Government:

John Howard, Mayor (jhoward@monroega.gov)
Logan Propes, City Administrator (lpropes@monroega.gov)
Rodney Middlebrooks, Director of Water, Sewer, and Gas

City Hall:

215 N. Broad St.
Monroe, GA 30655
Phone: (770) 267-7536

City Council:

Lee Malcom, Commissioner
Ross Bradley, Commissioner
Norman Garrett, Commissioner
Larry Bradley, Commissioner
David Dickerson, Commissioner

Wayne Adcock, Commissioner
Nathan Little, Commissioner
Myosha Crawford, Commissioner

Walton County Development Authority
Morris Jordan, Chairman
132 E Spring St
Monroe, Georgia
Phone (770) 267-6594

Walton County
Leta Talbird (County Clerk)
303 South Hammond Drive, Suite 330
Monroe, GA
Phone: (770) 267-1301

Keck & Wood, Inc. (City Engineer) or current
(678) 417-4006

Northeast Georgia Regional Commission
Jim Dove, Director
305 Research Drive
Athens, GA 30605-2725
Phone: (706) 369-5650

GAEPD Watershed Outreach Programs (Rivers
Alive, Adopt-A-Stream, Project WET, River of
Words)
<http://www.georgiaadoptastream.org/>

Metropolitan North Georgia Water Planning
District
40 Courtland Street, NE
Atlanta, GA 30303
Phone: (404) 463-3256

Georgia Soil and Water Conservation
Commission – Region IV
3014 Heritage Road, Suite 1
Milledgeville, GA 31061
Phone: (478) 445-5766

TMDL Implementation and Watershed
Planning and Protection Resources
<http://epd.georgia.gov/tools-total-maximum-daily-load-tmdl-implementation-and-watershed-planning>

Non-Point Source Pollution Management
Grants
<http://epd.georgia.gov/section-319h-georgias-nonpoint-source-implementation-grant>

3.1.2 Local Zoning Authorities

The Mayor and City Council is responsible for zoning and rezoning, annexation, variances, plan approvals, and zoning certifications.

3.1.3 Local Resources

The City is encouraged to work with Walton County to improve stream health by ensuring that complementary ordinances and development standards are in place that will protect streams, riparian buffers, and wetlands. The City should have an open dialog with Walton County and other interested stakeholders in north central Georgia to make sure that water issues are communicated to all levels of local authority.

The Walton County Chamber of Commerce is charged with working alongside Monroe to develop a diversified industrial base and pro-business environment in Walton County. It attracts investment, forges relationships, and serves as a catalyst for the positive processes that support business visions, relocation and expansion. The Commerce helps businesses with site selection, connecting with existing support businesses, and providing available incentives.

The Northeast Georgia Regional Commission (NEGRC) provides professional advice and assistance to its 12-county member governments including Monroe. NEGRC encourages cooperation in the areas of comprehensive planning (land use, environmental, transportation, and other), community and economic development, historic preservation, local government

administration and management, aging services, geographic information system services, workforce investment, and coordinated transportation.

The Altamaha Riverkeepers are a grassroots organization dedicated to the protection, defense and restoration of the Altamaha River including its tributaries the Ocmulgee, the Oconee and the Ohoopsee. They monitor pollution and polluters throughout the watershed through a program of water sampling and analysis. They also monitor land-based activities that impact the health of the river including forestry and agriculture practices, wetlands destruction and development. The Altamaha Riverkeepers respond to citizen complaints about pollution, identify locations where chemical and biological pollutants are discharged into waterways, and determine whether violations have occurred. If violations have occurred, they may alert authorities to the problem and work with them to reduce or eliminate the problem. In cases where the regulatory agencies refuse to act, they may take action to rally public support and if necessary, resort to legal action.

The UGA Cooperative Extension takes research-based agricultural information to the public. County agents and specialists throughout the state share information on issues like water quality, profitability in agribusiness, family wellness and life skills. County agents provide soil and water test kits and instruction, advice on safe pesticide use, provide publications and computer programs and teach consumers skills to improve quality of life.

3.2 Existing Codes and Regulations

3.2.1 Ordinances

The City's Code of Ordinances are managed by the online legal publisher, Municode (https://www.municode.com/library/ga/monroe/codes/code_of_ordinances). The latest list of Codes was reviewed for environmental ordinances currently being enforced. Environmental ordinances relevant to this WPP are listed in **Table 1** below.

3.2.2 Land Use Plans

The "Joint City-County Comprehensive Plan 2006-2026: Walton County, Between, Good Hope, Jersey, Loganville, Monroe, Social Circle and Walnut Grove" dated August 2007 was prepared by the Northeast Georgia Regional Development Center. This Plan uses historical data and projections to analyze factors such as land use, transportation, economic development, population, housing, and natural resources to determine future needs. Current land use can be summarized as 34% agriculture/forestry, 28% residential, 12% undeveloped, 6% industrial, 5% transportation/utility, 5% commercial, 4% public/institutional, 4% park/recreational, 2% multi-family residence, and <1% government. Future development in the northeastern quadrant (along Highway 78 East) is predicted to change land use from agriculture/transportation/utility to industrial. Within the northwest corridor (Highway 78 West/North Broad Street/West Spring Street), land use is predicted to change from agriculture/residential to commercial. See **Appendix A** for Land Use Maps.

Monroe's natural resources provide attractiveness of the area for development. With approximately 34% of the City being agricultural/forested land, there is great potential for changes in land use that will affect local streams' water quality. Many of the streams near Monroe are already on the State's list of impaired waters (see **Section 7.0** below), although only one of these is in Monroe.

Changes in land use from agricultural/forested land to commercial/residential land has had a profound effect in certain areas within the County. Formerly natural land has become increasingly paved with roads, parking areas, and buildings. In the county, most land is well below the 25% impervious surface threshold set by Georgia's Environmental Planning criteria; however, the Monroe/Alcovy River watershed is nearing the 10% point where it will be considered impacted. Further, since several of these watersheds are in rapidly developing parts of the county, the county should monitor impervious surface percentage to insure compliance with the watershed protection ordinances.

The Comprehensive Plan presents the County and city members with goals to establish good planning principles to strive for orderly growth. The core vision is to balance residential and economic growth with the preservation of natural resources and rural land. Land use goals include: maintain small town heritage and community character of the city, develop county-wide land use and development regulations, develop subdivision regulations, discourage development in environmentally sensitive areas (natural and cultural), enforce existing land use ordinances and regulations (i.e. environmental conservation and floodplains), control the use of septic tanks, upgrade the wastewater system, regulate new road development standards, adopt and enforce State erosion and sediment control laws, support beautification efforts, and public education.

The Plan states that only Walton County, Between, and Walnut Grove have adopted a wetlands protection ordinance consistent with the requirements of Georgia's Environmental Planning Criteria. The ordinance ensures proper coordination between each jurisdiction and the Army Corps of Engineers. The remaining jurisdictions, including Monroe, have not adopted wetlands protection despite the presence of wetlands within their jurisdictions. Each was given an indefinite extension to the rules mandating adoption of this ordinance by the Department of Community Affairs on October 10, 2004 due to reevaluation of the rules by the Department of Natural Resources.

Significant groundwater recharge areas are located in unincorporated Walton County, Between, Monroe, and Social Circle. Recharge areas in eastern Walton County are largely unaffected by development. Unfortunately, the groundwater recharge areas in western Walton County are located in developed and developing areas. Only Walton County and Between have adopted a groundwater recharge area protection ordinance consistent with the requirements of Georgia's Environmental Planning Criteria.

The following Quality Community Objectives were specifically identified in the county-wide plan to protect natural resources: Open Space Preservation- New development should be designed to minimize the amount of land consumed, and open space should be set aside from development for use as public parks or as greenbelt/wildlife corridors; Natural and Cultural Resources- Encourage voluntary resource preservation through conservation easements. Protect critical lands by developing conservation subdivisions. Facilitate habitat preservation and active living by greenway and/or trails networks. Protect riparian areas by enforcing buffers. Protect rural and environmentally sensitive areas from the encroachment of incompatible uses by directing all new development to appropriate areas. Protect tree canopy. Require appropriate buffers and landscaping between incompatible uses. Cluster development to encourage land use efficiency, natural resources protection, and transportation choices. Concentrate growth in suitable locations while preserving sensitive or otherwise critical areas through transfer of development rights. Minimize unusable commercial space and impervious surfaces by allowing

flexibility in parking regulations and shared parking where appropriate. Facilitate efficiency of service provision by encouraging infill development.

See **Appendix A** for existing and future land use maps.

Table 1. Environmental Protection Ordinances, Monroe, Georgia

Environmental Protection Ordinance	Location of Ordinance	Description	Comparable EPA/EPD Regulation
Solid Waste	Monroe Chapter 82, Article I, Sections 82-1 to 82-8	Allows for the proper storage and disposal of commercial and residential waste.	Waste Management
Streets, Sidewalks and Other Public Places	Monroe Chapter 86, Article I, Sections 86-1 to 82-9	Prohibits the destruction or injury of trees and shrubs growing on public property or streets of the city. Regulates soil erosion and sedimentation controls for those construction or land clearing activities that are exempt from City soil erosion and sedimentation requirements. The City code enforcement office must approve BMPs.	Tree Protection; Erosion Control "Georgia Water Quality Control Act",
Utilities	Monroe Chapter 98, Articles IV-V, Sections 98-141 to 98-208	Prohibits the discharge of waste or wastewater to streams or natural outlets within the city. Prohibits the dumping of human waste or objectionable waste onto public or private property. Regulates the public sewerage system and what can be discharged to it. Requires connection to the municipal septic sewerage system if served by a sewer line. Only allows for existing private septic tanks if properly functioning. Provides the Health Officer to regulate septic tanks. Prohibits septic tank discharge into any natural outlet. Prohibits illegal discharge into the municipal sewerage system. Prohibits discharge of wastes into the storm sewer system. Regulates industrial pre-treatment of wastewater discharged to the municipal sewerage system. Regulates fats/oils/grease discharged to the municipal sewerage system.	Sewer Use; Industrial Pre-treatment; Septic Tank
Animal Control	Monroe Chapter 10, Article II, Sections 10-41 to 10-63	Regulates domestic animals (including livestock, horses, and fowl) ownership within city limits. Regulates manure storage and disposal. Requires animal to be removed immediately. Prohibits animal or livestock from running at large.	Livestock, Leash Law, Fowl

Environment: Soil Erosion and Sedimentation Control Stormwater Runoff Floodplain Management Conservation Subdivision Litter Control Illicit Discharge/Illegal Connection Stream Buffer Tree Management	<p>Monroe Chapter 42, Articles I-VII, Sections 42-1 to 42-327</p>	<p>Establishes a 50-foot stream buffer along state waters for land disturbing activities. An additional 25-foot impervious cover setback is also established. Establishes Best Management Practices to control erosion and sedimentation on land disturbing sites. Requires land-disturbing activities within City limits to have a state issued permit (through the City code enforcement officer). Establishes minimum requirements and procedures to control the adverse effects of increased post-development stormwater runoff and nonpoint source pollution associated with new development and redevelopment (enforced by the City code enforcement officer).</p> <p>Development must comply with the Georgia Stormwater Management Manual and a post-development stormwater runoff plan is required. Protects stream channels from bank and bed erosion and degradation. Regulates filling, grading, dredging, and development in sensitive flood zones including wetlands. Promotes Conservation Subdivisions with at least 40% open/greenspace; protects environmentally sensitive areas including floodplains, buffer zones, slopes, wetlands, and habitat of threatened or endangered species. Prohibits littering on public or private property including roads and waterways. Prohibits the discharge of non-stormwater into the city's municipal stormwater sewer system. Prohibits placement of sanitary sewage systems (septic tanks) within flood areas. Recognizes the ecological importance of the City's trees and vegetation. Establishes a Tree Board.</p>	<p>Stream Buffer; Erosion Control "Georgia Water Quality Control Act"; Wetland Protection; Tree Protection; Subdivisions; Floodplains; Water Quality; Litter</p>
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3.2.3 New Development Plans

The Joint Comprehensive Plan highlights the importance of protecting Monroe's natural and cultural resources from uncontrolled conversion of land use. Traditional neighborhood development patterns should be encouraged, including use of a more human scale development, compact development, mixing of uses within easy walking distance of one another, and facilitating pedestrian activity. The City should strive to maintain the traditional, small scale development neighborhoods. This may be more achievable in in-town developments, as development in the outer reaches of the city are generally large-lot based and distant from local services. In-town (infill) developments should be encouraged to minimize the conversion of forested land at the city periphery.

The City currently enforces a Conservation Subdivision ordinance.

3.2.4 Storm Water Management Plans

The Federal government requires the operators of small municipal separate storm sewer systems (MS4) participate in the NPDES program. Stormwater requirements are divided into two groups: Phase I (medium-large users, pop. 100,000+) and Phase II (small users in urbanized areas, pop. <100,000). Monroe is not included in the Georgia Phase I or II MS4 list; however, Walton County is included in the Phase II requirement.

It should be noted that Monroe is in the process of applying for membership in the Georgia Department of Community Affairs "WaterFirst Community Program". This program is voluntary in nature and aims to increase the quality of life through protection of its water resources. In order to be designated a WaterFirst Community, the city must have achieved excellence as recommended by the WaterFirst Review Committee, and determined by the Commissioner of the Department of Community Affairs, in seven areas: Watershed Assessment; Stormwater Master Planning; Wastewater Treatment and Management; Water Supply Planning; Water Supply Protection; Water Conservation; and Water Reclamation and Reuse. This Watershed Protection Plan will contribute to the City's goal of being designated a WaterFirst Community in 2017.

The city Environment Ordinance requires developers submit a stormwater management plan in order to receive land disturbing and building permits.

3.2.5 Water and Sewer Upgrades

The City started completing loops in the existing water system in 2014 and has begun rehabilitating approximately 2-miles of sanitary sewer lines each year. Unspecified upgrades to the sewer system are also anticipated over the next few years as funds become available.

3.2.6 Green Space Programs

There is currently no official greenspace program in effect or planned at this time; however, personal communication with City government employees has indicated at least some interest. Formerly natural land has become increasingly paved with roads, parking areas, and buildings. In the county, most land is well below the 25% impervious surface threshold set by Georgia's Environmental Planning criteria; however, the Monroe/Alcovy River watershed is nearing the 10% point where it will be considered impacted. The City contributes four representatives to the

joint Monroe-Walton County Recreation Commission. This commission provides, conducts and supervises public playgrounds, playfields, and other public recreation properties.

The Joint Comprehensive Plan highlights the importance of protecting Monroe's natural and cultural resources, wildlife management areas, and forested/agricultural land. It fosters the enhancement of existing and future recreation facilities to promote tourism while at the same time complementing the community's character. With modest residential growth expected over the next 25-years, particularly near water bodies, there is great need to guide and direct growth while protecting the natural and cultural resources.

The Joint Comprehensive Plan recommends multiple objectives including Open Space Preservation and Environmental Protection objectives. The Open Space Objective states that new development should be designed to minimize the amount of land consumed, and open space should be set aside from development for use as public parks or as greenbelts/wildlife corridors. Compact development ordinances are one way of encouraging this type of open space preservation. The Environmental Protection Objective states that environmentally sensitive areas should be protected from negative impacts of development, particularly when they are important for maintaining traditional character or quality of life in the community or region. Whenever possible, the natural terrain, drainage, and vegetation of an area should be preserved.

Walton County runs a countywide Parks and Recreation Department that includes the Monroe city limits. There are currently seven city/county parks within city limits totaling approximately 150 acres.

Another method of green space preservation is through the use of Conservation Easements. Conservation easements are an arrangement between a private landowner and the City whereas the development rights of the property are donated to a qualified conservation organization, land trust, or the City itself. The landowner is provided tax incentives for the donation. Easement areas are provided permanent protection from development and maintained as open space. A proper green space program should incorporate land use restrictions by means of conservation subdivision regulations, conservation easements, and sensitive land overlay districts. New development should be encouraged in or near previously developed land and discouraged near sensitive land (rural farmland, wetlands, water bodies, woodlands, pasture, etc.). Neighborhoods should have interconnected streets and sidewalks and be served by nearby open spaces, parks, greenbelts, schools, and amenities. Greenways also serve as natural wildlife corridors, providing habitat for nesting, foraging, and reproduction of animals normally displaced by urbanization of an undeveloped area.

There are multiple sources for greenspace preservation including the GAEPD. The Georgia Greenspace Commission establishes a framework within which developed and rapidly developing counties, and their municipalities, can preserve community greenspace. It promotes the adoption, by such counties and cities, of policies and rules which will enable them to preserve at least 20 percent of their land areas as connected and open greenspace which can be used for informal recreation and natural resource protection. The bill creates a Georgia Greenspace Trust Fund, which may include appropriated state funds, federal funds, donated funds, and any interest income. The Department of Natural Resources administers the Fund.

The Georgia Greenspace Program Web site contains information on the status of program, grant information, implementation guidance and much more (<http://ganet.org/dnr/greenspace/>).

Currently, the City's *Conservation Subdivision and Open Space Development Ordinance* (Article VII. Sec. 42-240) promotes most of the Open Space, Greenspace, Conservation Easement/Subdivision recommendations discussed above.

4.0 Pollution Management

4.1 Baseline Watershed Conditions

As part of the Watershed Assessment, four monitoring locations were strategically chosen for their location within the sewer service area, their drainage area, and their susceptibility to changes in land use. The monitoring locations and their specific characteristics are as follows:

- **JC-1 Jack's Creek @ Snows Mill Road**

Located downstream of the intersection of Jack's Creek and Snows Mill Road. This location drains the northeast portion of the City (11.8 square miles). Land use in this area is a mixture of residential, commercial, industrial, and undeveloped land. The downstream reach of this stream is on the GAEPD 303(d) list for impairment due to fecal coliform. (33.806507N, -83.663004W).

- **KFC-1 Kelly Fishpond Creek @ Dean Hill Road**

Located downstream of the intersection with Dean Hill Road. This location drains the south central portion of the City (4.8 square miles). Land use in this area is a mixture of residential, commercial, and industrial. This drainage area includes a high concentration of CERCLA, LAS, NPDES, landfills, and industrial stormwater dischargers. (33.748429N, -83.729459W).

- **GC-1 Grubby Creek @ Highway 83 East**

Located downstream of the intersection with Highway 83 East. This location drains the southeastern portion of the City (2.2 square miles). Land use in this area is a mixture of residential, commercial, and industrial. This drainage area includes a high concentration of CERCLA, LAS, NPDES, landfills, and industrial stormwater dischargers. Also includes the Monroe-Walton County Airport. (33.796579N, -83.656138W).

- **MC-1 Mountain Creek @ Lynn Ammons Bridge Road**

Located downstream of the intersection of Mountain Creek and Lynn Ammons Bridge Road. This location drains the western portion of the City (6.7 square miles). Land use in this area is a mixture of residential, commercial, professional, industrial, and undeveloped land. This stream is on the GAEPD 303(d) list for biota (fish) impairment. (33.765716N, -83.735819W).

The WA indicated that portions of the Monroe watershed were experiencing reductions in in-situ water quality and biological stream health. As a result, fish and benthic macroinvertebrate populations and their associated habitat were at a level that were described as "unhealthy" and in need of improvement. There was a direct correlation between degraded water quality, low habitat assessment scores, and low biological scores.

It was recommended that riparian zone destruction continue to be avoided and improved upon by re-vegetating those impacted areas and enforcing the State's erosion and sediment control laws. PSI observed incidents of riparian zone impacts.

Samples collected during rain events exhibited increases in metals, turbidity, TSS, phosphorous, nitrates, and fecal coliform/*E. coli*. There were obvious indications of stormwater damage at most streams including silty/sandy bottoms, mid-stream sand deposits, infrequency of pools, and stream bank erosion. Therefore, it was recommended that stormwater BMPs and MS4 maintenance continue to be enforced or improved.

Although fecal coliform/*E. coli* increase significantly during rain events, it was also present in elevated levels during dry-weather periods. Many of the streams flow through agricultural land, a potential contributor to fecal coliform/*E. coli*. Additionally, PSI observed multiple sanitary sewer lines crossing streams and a dry weather discharge from an unidentified pipe at JC-1. Dry-weather stream walks (part of an Illicit Discharge Detection and Elimination Program) were recommended.

4.2 Pollutant Sources

Pollutant sources may include both point and non-point discharges. Examples of point-sources are direct effluent discharges, construction/land disturbance, and municipal/industrial stormwater, all of which are regulated by GAEPD and NPDES permits. There are three permitted NPDES surface water dischargers in the Monroe sewer service area including: Jacks Creek WWTP (Permit # GA0047171), Park Place Nursing Home (Permit # GA0049921), and Universal Rundle Corporation (#GA0030961 and land application permit #GAU050085). There are currently four permitted industrial storm water dischargers in Monroe including: Monroe Recycling, Warrior Roofing, Thomas Concrete Plant #900, and Ernst Enterprise Plant.

Non-point sources include residential stormwater, agriculture, malfunctioning septic tanks, and forestry practices. Walton County is listed as a GAEPD Phase II permitted MS4 discharger with 100,000-250,000 residents. Although there are no Confined Animal Feeding Operations that require a permit, there are scattered locations of domesticated animals within the city limits.

Potential pollutant sources were identified by reviewing Watershed Assessment results, comparing permitted dischargers and land use in the City, and visual observations made during the year-long assessment. Based on the 2014-2015 Watershed Assessment, the following pollutant sources were suspected and listed in **Table 2**:

Table 2. Suspected Pollutant Sources, Monroe Watershed Assessment 2014-2015

Pollutant / Water Quality Impairment	Location of Impairment	Observation	Suspected Pollutant Sources
Elevated Turbidity During Rain Events	MC-1, GC-1 & JC-1	<p>Turbidity levels remained below 26 NTU at all stream locations, indicating commonly acceptable levels. However, turbidity levels increased moderately (when compared to baseline levels) after rain events at the following stream locations: MC-1, GC-1 & JC-1. Sedimentation is likely due to urban/agricultural stormwater runoff and land clearing activities. Riparian zones act as a protective buffer, filtering out suspended and dissolved materials from stormwater. When these zones are cleared, the result is sedimentation of nearby streams.</p> <p><i>Note: The GAEPD recognizes that much of the sediment load in streams of the Ocmulgee and Oconee River Basins is "legacy" sediment: a result of centuries of poor farming and land use practices. The GAEPD also states that even though farming and agricultural land use is greatly decreased, modern deposition of sediment should be controlled by regulating land disturbance activities, unpaved road maintenance, and controlling urban stormwater runoff.</i></p>	<p>Urban runoff</p> <p>Rural and Agricultural runoff</p> <p>Riparian zone destruction</p> <p>Legacy sedimentation</p> <p>Poor erosion & sedimentation BMPs</p>
Low Macro-invertebrate, Fish, and Habitat Scores	MC-1, GC-1 & KFC-1	<p>Low macroinvertebrate and fish community scores are typically due to poor water quality, sedimentation of stream beds, removal of in-stream habitats and food sources, and riparian zone destruction. Water quality sampling indicated some potential problems: elevated total phosphorous, nitrate, and copper.</p> <p>Habitat assessment scores were in the "poor" to "marginal" range. Riparian zones, the vegetative buffer zones around streams, were mostly intact except around JC-1 and GC-1 where they showed some negative impacts. Stream turbidity was not measured as being a significant issue; however, stream bank erosion, in-stream sediment deposition, and stream "straightening" was noted as a problem at all four streams. These are direct impacts of elevated storm flows that impact streams and in-stream habitats utilized by the animals living there. Significant land-clearing activity was not noted.</p>	<p>Urban runoff</p> <p>Rural and Agricultural runoff</p> <p>Riparian zone destruction</p> <p>Legacy sedimentation</p> <p>Stormwater Flows</p>

Table 2. Suspected Pollutant Sources, Monroe Watershed Assessment 2014-2015 (continued)

Pollutant / Water Quality Impairment	Location of Impairment	Observation	Suspected Pollutant Sources
Fecal Coliform/ <i>E. coli</i>	MC-1, GC-1, KFC-1 & JC-1	<p>Elevated fecal coliform levels were measured at all monitoring locations. Sources can include malfunctioning septic tanks, leaking city sewer lines and WWTP discharges. Sources can also be natural: local wildlife/waterfowl and domestic farm animals. Until more specific sampling is performed, no specific cause can be pinpointed.</p> <p><i>Note: The GAEPD recognizes that fecal coliform is a problem in the Ocmulgee River Basin (see GAEPD TMDL Evaluation for 72 Stream Segments in the Ocmulgee River Basin for Fecal Coliform, January 2007); however, they have not been able to verify whether the impairment is due to point or non-point sources. Potential sources include WWTPs, sanitary sewer overflows, municipal storm sewer systems, agriculture, landfills, wildlife, agriculture, land application systems, livestock access to streams, and leaking septic systems. They state that point sources will regulate discharge through individual NPDES permits. Non-point discharges aren't easily regulated, but can be mitigated through the use of proper BMPs and management strategies.</i></p>	<p>Leaking city sewer system</p> <p>Malfunctioning septic tanks</p> <p>Domestic farm animals</p> <p>Wildlife and waterfowl</p> <p>Urban runoff</p>
Nutrients	MC-1, GC-1, KFC-1 & JC-1	<p>There were measurable amounts of nutrients detected at most of the sample locations; however, none of the concentrations were measured above commonly acceptable levels. Nutrient samples (specifically total phosphorous and nitrate) collected during or immediately after rain events were significantly higher than samples collected during baseline (dry) conditions.</p> <p>Total phosphorous and nitrate levels are common constituents of fertilizers, indicating non-point urban and agricultural runoff of fertilizer as a likely source. The highest number of elevated readings was observed at MC-1.</p>	<p>Urban runoff</p> <p>Agricultural runoff</p>

Table 2. Suspected Pollutant Sources, Monroe Watershed Assessment 2014-2015 (continued)

Pollutant / Water Quality Impairment	Location of Impairment	Observation	Suspected Pollutant Sources
Metals	GC-1 & JC-1	<p>Elevated levels of copper were observed at GC-1 & JC-1. Possible sources include municipal WWTPs, industry (metal galvanization/finishing/plating, paint and textiles, tire vulcanization, electronics), construction, landfills, litter (batteries, scrap metal, car parts, etc.), urban runoff (algaecides, road runoff), and natural sources (soils and atmospheric deposition). GC-1 is within the drainage area of an inert landfill; however, this landfill only accepts landscape and construction wood debris. Significant amounts of copper would not be expected from this landfill. JC-1 is within the drainage area of the Park Place Nursing Home (NPDES point discharge) and MPC Generating (industrial stormwater discharger). Neither of these sources are likely sources of significant amounts of copper; therefore, non-point pollution and/or natural sources are the likely sources.</p> <p><i>Note: The GAEPD recognizes that metals are a problem in Georgia's streams (see GAEPD river basin TMDL plans); however, they have not been able to verify whether the impairment is due to point or non-point sources. They state that point sources will regulate metals discharge through individual NPDES permits. Non-point discharges aren't easily regulated, but can be mitigated through the use of proper BMPs and management strategies. Management strategies include: new development, existing development, site development, watershed management, and roads/ highways/bridges.</i></p>	<p>Municipal and Industrial Discharges</p> <p>Natural conditions: 1) Atmospheric deposition, 2) soils</p> <p>Urban runoff</p>

4.3 Pollutant Load Reductions

State and/or Federal water quality exceedences included metals (copper) and bacteria (fecal coliform). Other impairments were based on ecological indices such as aquatic insect/fish assemblages.

Section 3.0, Table 5 of the September 21, 2016 Watershed Assessment Report lists the in-situ physical and chemical water quality results of sampling in Monroe. Those parameters outside of acceptable State/Federal criteria are highlighted in the table. The ecological conditions are summarized in **Section 4.0** of the Watershed Assessment Report. Due to the relatively small drainage area of Monroe and the small streams within its service area, water quality modeling was not appropriate, therefore standard pollutant load reductions (typically provided in terms of lb./acre) were not determined.

In order to ensure that this WPP can be used as a useful tool to measure the success of reductions in pollutant load (both source and non-source), we are suggesting a simplified approach. After the BMPs recommended in **Section 5.0** have been put into place, results of yearly chemical analyses and bi-annual ecological analyses will be compared to acceptable criteria (see State/Federal water quality criteria in the Watershed Assessment Report, **Table 3**) to determine whether the waterbodies comply with their designated uses. Yearly results should also be compared to prior-years' results as a measure of success of the BMPs. Trends (either positive or negative) can also be identified and alterations can be made to the BMPs accordingly.

5.0 Best Management Practices

Based on **Section 4.2** of this WPP, the following BMPs are suggested to improve and protect the City's water resources from future degradation due to development and growth. BMPs may be implemented locally, or may be adopted county-wide if appropriate. BMPs may be structural (storm water structures, stream buffers or non-structural (public awareness and inspections) in nature.

One of the greatest threats to water quality in Monroe is the conversion of land use from forested land to commercial/residential land use. The increase in impervious surfaces will direct stormflows and contaminants into streams and wetlands. These stormflows can increase stream temperatures, accelerate stream bank erosion, and transport contaminants deposited onto the impervious surfaces (i.e. metals, oils, fuel, nutrients, and fecal coliforms). The City should utilize the resources of the GAEPD Non-point Source Program (NPSP), which provides assistance with both non-point source pollution management grants and environmental education and outreach. Contacts can be found on the GAEPD NPSP website. The following BMPs will be adopted by the City to mitigate the anticipated changes in future land use.

5.1 BMPs

- Adoption of the WPP:

The City will adopt the recommendations as provided in this WPP and agree to implement them through BMPs, ordinances, zoning, and enforcement. The WPP should be regularly updated as new problems arise or if water quality changes are observed (both positive and negative).

- Sewer Line Stream Crossing Inspections:

City personnel will schedule annual inspections of sewer line stream crossings and/or sewer lines directly abutting streams, wetlands, and/or ponds. Elevated fecal coliform readings in stream segments within the City sewer service area point to possible sewer leaks. Erosion of the stream bank causes previously sound pipes to sag and separate. Only routine inspections will catch these ever changing conditions caused by storm water scour and erosion. Stream crossings and stream/wetland/pond-abutting lines will be identified and cataloged for yearly inspections. The goal is to inspect 25% of these identified sites yearly so that the entire sewer system is inspected on a 4-year rotating basis. See **Appendix A – Maps** for a map of the City's sewer lines overlaid with stream, wetland, and pond locations. These are approximate locations and should be ground truthed prior to commencement of the inspections.

- Street Sweeping:

City personnel will schedule routine street sweeping of roads within its jurisdiction as manpower allows. This BMP does not set a numerical goal for number or miles of streets swept; however, particular attention should be paid to roads that cross streams or contain drop inlets that discharge to streams. Sewer lines general follow the street system, therefore the sewer line map in **Appendix A** should be helpful in prioritizing those roads.

- Public Education and Outreach:

Many of the pollutant sources identified in **Section 4.2** can be effectively reduced through public education and outreach activities. Septic system management, fertilizer use, land-clearing activities, illegal dumping, and stream bank erosion are all issues that the general public can become more educated about. Public understanding concerning these important issues will certainly result in better environmental decision making which will ultimately translate into improved water quality in Monroe. Education is not limited to developers and public figures, but must include the general public. Government agencies are not adequately staffed to ensure proper enforcement of the ordinances listed above and rely on the general public to be their “eyes and ears”.

Monroe will enact the following public education activities:

Storm Drain Stenciling – Storm drains are a major contributor to non-point stormwater pollution to rivers and streams. Household cleaners, motor oil and transmission fluid, paints, solvents, lawn/landscape clippings, trash and debris, fertilizers, and pesticides/herbicides are some of the pollutants associated with storm drains. Most of these can be controlled through public education and outreach. One inexpensive method of education is through storm drain stenciling. This can be accomplished by using permanent paint to identify the storm drains and alert the public that the drain discharges into a local waterbody. A stencil can be fabricated (or purchased on-line at www.crstencils.com, www.dasmanufacturing.com) and used as a template for multiple storm drains. A typical stencil would say the following: “DUMPING POLLUTES – DRAINS TO OUR STREAMS”, etc. Below are examples of a stenciled storm drain and a template.



Another alternative is by the purchase of pre-printed storm drain markers that are permanently glued to storm drains. There are multiple companies that produce these and can be found on the internet by searching for “storm drain markers”. The following are examples of these markers.



The City will identify and prioritize all storm drain areas within the city limits. These areas will be prioritized according to location, susceptibility, and influence on the City's storm system. Priority will be given to drains near single and multi-family housing, "high risk" commercial institutions (i.e. car repair shops, car washes, paint stores, agriculture supply stores, etc.), and any other locations where hazardous wastes are stored and there is a likelihood unauthorized dumping will occur. Not all drains within a priority area need to be marked – a representative number of drains should be marked to educate those in the area. After priority areas have been identified, representative drains will be stenciled/marked. This can be completed by City personnel, but would be most productive if assisted by the general public (i.e. school children, neighborhood groups, Boy/Girl Scouts, etc.). Typically, drain markings are accompanied by "door hangers" to help educate the public about the markers/stencils (an example can be printed free from the USEPA website: www.epa.gov/npdes/pubs/cu_door_hanger.pdf).

Stream Clean-up Events – *The City participates in the "Keep America Beautiful" Great American Cleanup* event each spring. In 2016, the City collected 16,680 pounds of trash, including 147 scrap tires. Additionally, the City marked Arbor Day by conducting a volunteer cleanup of Childer's Park in Monroe, where the stream bed was cleaned and new trees were planted. The City will continue participation in the *Great American Cleanup* event on a yearly basis.

This Protection Plan is not requiring additional cleanup events beyond those already conducted by the City. However, if the City is interested in further volunteer efforts that concentrate on the City's waterways, the "Adopt-A-Stream Program" (sponsored by the GADNR) and the "Keep Georgia Beautiful Program" (sponsored by the Department of Community Affairs) sponsor a statewide event called "Rivers Alive" that target cleanups across all waterways in Georgia including streams, rivers, lakes, beaches and wetlands. The mission of Rivers Alive is to create awareness of and involvement in the preservation of Georgia's water resources through waterway cleanups. A state-wide cleanup is held each October and is coordinated through Rivers Alive. Results of the clean-up are submitted to the GADNR to help them monitor pollution in Georgia. This program carries almost no cost to it, and if the City can schedule the event through Rivers Alive by a specific deadline, Rivers Alive will provide free T-shirts, radio public service announcements, educational posters, banners, press release, and invitation letters. Additional information can be found at the Rivers Alive website (<http://www.riversalive.com/index.htm?2.45>).

Whichever cleanup the City participates in, results will be included in the City's yearly WPP summary letter to the GAEPD (see **Section 10**). The City will participate in at least one program (or sponsor their own) on a yearly basis.

Brochures – The City will distribute brochures to its citizens that include materials on watershed protection, water quality, stream buffers, wetland protection, Adopt-a-Stream, illegal dumping, erosion and sediment control, stormwater runoff, non-point pollution, agricultural runoff, and other conservation programs deemed important to fulfilling the BMPs identified in the WPP. These materials do not need to be produced in-house; there are many sources of free (or low cost) materials including the GAEPD, USEPA, Georgia Adopt-A-Stream, and the Altamaha Riverkeeper. These can be printed in-house or sent to a professional printer. Many are customizable using Monroe information. The following include a small sample of the “free” materials available from various sources:

- Upper Chattahoochee Riverkeeper, “Stay Out of Trouble” Brochure of Land Disturbance Activities (http://www.getthedirtout.org/pdf/GTDO_Permbroc_v03.pdf)
- USEPA, “Stormwater and the Construction Industry: Maintain your BMPs!” poster (<http://www.epa.gov/npdes/pubs/posterside1.pdf>)
- GAEPD, “Erosion Prevention and Sediment Control in Georgia” – a development guide (http://epd.georgia.gov/sites/epd.georgia.gov/files/related_files/site_page/dirt2_book.pdf)
- GAEPD, “Land Development Provisions To Protect Georgia Water Quality” (http://epd.georgia.gov/sites/epd.georgia.gov/files/related_files/site_page/nicholsfinal.pdf)
- USEPA, How Do I Get Stormwater Permit Coverage For My Construction Site? (http://www.epa.gov/npdes/pubs/cgp_state_brochure.pdf)
- USEPA, Website with customizable brochures, posters, handouts, etc. (<http://cfpub1.epa.gov/npdes/stormwatermonth.cfm>)
- USEPA, “Make Your Home the Solution to Stormwater Pollution” – homeowner’s tips (http://www.epa.gov/npdes/pubs/solution_to_pollution.pdf)
- USEPA, “10 Things You Can Do To Prevent Stormwater Runoff Pollution” – a bookmark (www.epa.gov/npdes/pubs/nps_month_bookmark.pdf)
- USEPA, “Take the Stormwater Runoff Challenge” – a placemat for middle school students (www.epa.gov/npdes/pubs/stormwaterplacemat.pdf)
- Georgia Soil and Water Conservation, “Best Management Practices for Georgia Agriculture” (http://epd.georgia.gov/sites/epd.georgia.gov/files/related_files/site_page/Agriculture_Best_Management_Practices_March_2007.pdf)
- USEPA, “Protecting Water Quality From Urban Runoff” (www.epa.gov/npdes/pubs/nps_urban-facts_final.pdf)
- USEPA, “Stormwater Pollution Found In Your Area!” – a door hanger (www.epa.gov/npdes/pubs/cu_door_hanger.pdf)
- Georgia Adopt-a-Stream (www.riversalive.org)
- Altamaha River Keeper (<http://www.altamahariverkeeper.org/index.asp>) (email: stewards@altamahariverkeeper.org)

5.2 Implementation Schedule

Submission of the WPP: This should be completed by **February 2018**. City officials, such as the Mayor, should personally send the WPP to the GAEPD Watershed Branch with a letter stating

that the City supports the WPP and intends to adopt the WPP and make it part of their Municipal Codes.

Adoption of the WPP: This should be implemented as soon as possible after the WPP has been approved by the GAEPD. City officials, as well as the City attorney, will meet and hold public meetings (if necessary) to receive input and ultimately adopt the measures included herein. This should be completed by **June 2018**.

Public Education and Outreach:

Storm Drain Marking – Marking is relatively inexpensive and will not require special funding to implement. The City installed approximately 300 of these markers already throughout the city limits. An additional 200 markers will be installed in high priority areas. The City should begin the storm drain marking program immediately after the WPP is accepted by the GAEPD. Storm drains will be prioritized (see **Section 5.1**) and a representative number of those in the high priority areas will be marked. Due to the large area of the Monroe service area, 25% of the chosen drains will be marked yearly so that 100% of the chosen drains will be marked by **December 2022**. The yearly 25% inspections will then be repeated.

Stream Clean-up Events – The City will participate in at least one clean up event, ranging from a simple stream walk to a larger coordinated Rivers Alive, Keep America Beautiful, or Adopt-a-Stream program. The results are two-fold: public education and the removal of trash from the City's uplands and waterways. The City will commence its first stream clean-up event by **December 2019** and repeat yearly thereafter.

Brochures - This educational outreach should commence immediately after adoption of this WPP by the City. To make these materials easily assessable to the City's citizens, they may distribute at City Hall or mailed with monthly water/sewer/utility bills. Alternately, a brochure, insert, or published article may be included in the City's monthly newsletter, *In The Know Monroe*. This newsletter is mailed to approximately 9,000 citizens. The City will include a printed brochure or a printed article at least semi-annually. This activity will commence by **January 2019**. As an alternative (and more environmentally friendly), electronic distribution of brochures can substitute for paper distribution.

Sewer System Stream Crossings - City personnel will schedule annual inspections of sewer line stream crossings and/or sewer lines directly abutting stream segments beginning in **January 2019**. At least 25% of the stream crossings will be inspected annually. Therefore, by **December 2022**, 100% of the stream crossings will have been inspected at least once.

Street Sweeping - City personnel will schedule routine street sweeping of roads directly abutting stream segments or that discharge to the storm sewer system beginning in **January 2019**.

5.3 Exemptions

Agricultural, silvicultural, and farming practices are typically exempt from the provisions as set forth in the WPP. However, agricultural activities must follow generally accepted farming practices, including those established by the Georgia Soil and Water Conservation Commission. Silviculture activities must follow BMPs as set forth by the Georgia Forestry Commission. Non-agricultural projects performed on agriculturally zoned land are not exempted from these provisions.

Additionally, owners of property of record held prior to adoption of the stream buffer provision of this WPP may apply for an exemption if the previously held land becomes unbuildable or unusable based on provisions of the WPP. Established and continued land use existing prior to adoption of the WPP provisions may be exempt from those provisions. Existing structures that are in violation of the newly adopted provisions are exempt and may be re-built if destroyed providing they are re-built with the same amount of “non-conformity” as the previous structure. Existing development projects that have City or County approved building plans are also exempt from the provisions set forth in the WPP.

It should be noted that exemptions allowed by the City or County do not reduce or remove any State or Federal requirements (i.e. 25-foot State stream buffer).

6.0 Funding

6.1 Watershed Protection Plan Implementation Cost Estimate

Costs for the WPP can be divided into two main areas: BMPs and Long Term Monitoring.

The BMPs described in **Section 5.0** are mostly public outreach related, with relatively few hard costs associated with them. The City should have the ability to comply with this WPP using current staff assignments. Production of educational flyers and brochures can be completed using in-house copying services. If funding is available, outsourcing of the printing can be completed for a more “finished” look. As a cost saving measure, a bi-annual article can be published in the weekly newsletter, *In the Know Monroe*, instead of printed brochures. Storm drain marking can be accomplished fairly inexpensively (approximately \$1,000 for 200 4” storm drain markers). Public outreach and litter cleaning outings can primarily be volunteer driven events and would not require significant City funding.

The long term monitoring required by this WPP is something that is less flexible when it comes to cost. The chemical monitoring (see **Section 9.0**) will be required on a yearly basis and should be completed by a qualified consulting firm or laboratory (or in-house if capabilities are present). Cost will be based on labor, supplies/equipment, and laboratory costs. It is estimated that the yearly cost for chemical/bacterial sampling/monitoring/laboratory/reporting will be approximately \$19,500 per year. The ecological monitoring will be required on a rotating basis (twice per 5-year period) and should be completed by a Certified Ecologist or similar professional. It is estimated that the cost for ecological monitoring/reporting will be approximately \$11,000 per year it is required. Therefore, the City will incur approximately \$19,500 in yearly costs when only chemical monitoring is required and \$30,500 those years that both chemistry and ecological is required.

On a yearly basis, the City will be required to submit an “Annual Water Quality and Biological Monitoring Report” to the GAEPD Watershed Protection Branch. This report is described in detail in **Section 10**. This report can be generated in-house or by a qualified environmental consultant. It is estimated that the annual cost for this report will be approximately \$2,000.

6.2 Funding Sources

6.2.1 User Fees

Costs for implementing the WPP can be funded by applying a user fee to those consumers using the product in question. In this case, the product is the city sewer system and the consumer is the homeowner and business owner. The WPP is a direct requirement for operation of the City’s WWTP and is enforced through its NPDES permit to discharge treated waste. Therefore, those consumers using the City sewer system should bear the cost of this requirement. The cost can be assessed through an equitable distribution of fees based on municipal water and sanitary sewer use (gallons/month). Another method for determining equitable fees is to assess the property owner’s contribution to stormwater runoff by measuring the amount of impervious surface within their property. The larger the impervious surface (i.e. driveways, sidewalks, roof tops, parking lots, roads, etc.), the more the property owner is theoretically contributing to stormwater runoff (and potential non-point source of pollution). The implementation of user fees in this manner will provide a stable revenue source to fund the yearly monitoring requirements and BMPs.

6.2.2 Section 319 Programs

The Clean Water Act (CWA) was amended in 1987 to establish the section 319 Nonpoint Source Management Program. Under section 319(h), State, Territories, and Indian Tribes receive grant money which support a wide variety of activities including technical assistance, financial assistance, education, training, technology transfer, demonstration projects, and monitoring to assess the success of specific nonpoint source implementation projects. Applications for funding are processed through the GAEPD Nonpoint Source Program (<http://epd.georgia.gov/section-319h-georgias-nonpoint-source-implementation-grant>). Note: 319 funding cannot be used for programs required by a Federal or State permits. Therefore, many of the programs in this WPP may not qualify.

6.2.3 State Revolving Funds

The Clean Water State Revolving Fund (CWSRF) programs provide more than \$4.5 billion annually to fund water quality protection projects for wastewater treatment, nonpoint source pollution control, and watershed and estuary management. Funding includes low interest rates loans and partnerships with other funding sources that spread project costs over a repayment period of up to twenty years. This Federal loan program is administered by the Georgia Environmental Facilities Authority (GEFA).

6.2.4 USDA Environmental Quality Incentives Program

The Environmental Quality Incentives Program (EQIP) was reauthorized in the Farm Security and Rural Investment Act of 2002 to provide a voluntary conservation program for farmers and ranchers that promotes agricultural production and environmental quality as compatible national goals. EQIP offers financial and technical help to assist eligible participants install or implement structural and management practices on eligible agricultural land. EQIP offers contracts with a minimum term that ends one year after the implementation of the last scheduled practices and a maximum term of ten years.

6.2.5 USDA Conservation Reserve Enhancement Program

The Conservation Reserve Enhancement Program (CREP) encourages farmers to convert highly erodible cropland or other environmentally sensitive acreage to vegetative cover, filterstrips, or riparian buffers. CREP addresses high-priority conservation issues of both local and national significance, such as impacts to water supplies, loss of critical habitat for threatened and endangered wildlife species, soil erosion, and reduced habitat for fish populations. CREP is a community-based, results-oriented effort centered around local participation and leadership. Farmers receive an annual rental payment for their participation. CREP is administered by the USDA Farm Service Agency (FSA).

6.2.6 Other Funding Sources

GADNR Land and Water Conservation Fund – (LWCF)

The GADNR, authorized under the Georgia Land Conservation Act (O.C.G.A. Sec 36-22-4), provides funding in the form of loans or grants for the protection of conservation lands. Protection includes improving water quality, preserving wetlands and flood plains, erosion control, stream bank and riparian buffer protection, prime agricultural/forest sites, and protection of areas vital to recreation and outdoor activities. Loans are considered on a continuous basis while grant applications are due by July 15th of every year.

GADNR Greenspace Trust Fund

The Georgia Greenspace Commission, which reviews and approves community greenspace programs submitted by eligible counties and municipalities, established the Georgia Greenspace Trust Fund, which may include appropriated state funds, federal funds, donated funds, and any interest income. The Department of Natural Resources administers the Fund (<http://ganet.org/dnr/greenspace/>).

Special Purpose Local Option Sales Tax (SPLOST)

Special Purpose Local Option Sales Tax (SPLOST) is a 1% sales tax on all consumer goods that must be approved by voters in a referendum. The City or County will assess this tax in order to cover the cost of implementing the WPP. Typically, the SPLOST has a limited lifetime (unless extend through a voter referendum) or when the sales tax nets a specific dollar amount in receipts. One benefit of a SPLOST is that the funds are available immediately – there are no loans and no interest to be paid. Excess funds can be invested and used to fund the project even after the SPLOST has expired.

Ad Valorem Tax

Ad Valorem Tax is a viable source of funding for public works projects. The use of this kind of tax may result in lower out-of-pocket expenditures by City property owners when compared to User Fees (see **Section 4.2.1**). Ad Valorem Taxes are deductible on Federal and State returns.

Local Funds

Funding for the Watershed Assessment may draw from local funds, such as the General Operating Fund.

7.0 State 303(d) Management Measures

7.1 State 303(d) Listed Stream Segments

The GAEPD assess its water bodies every two years for compliance with water quality standards as required by the Federal Clean Water Act. Water quality standards are applied dependent on the designated uses (i.e. fishing, drinking water, recreation, wild and scenic) of the surface water from an environmental and economic standpoint. Water bodies are assessed and placed into one of five categories: 1) meeting designated uses, 2) data indicates that at least one designated use is being met, but there is insufficient evidence to determine that all uses are being met, 3) there is insufficient data or other information to make a determination as to whether or not the designated use is being met, 4a) data indicates that at least one designated use is not being met, but TMDLs have been completed, 4b) data indicates that at least one designated use is not being met, but there are actions (other than a TMDL) that are predicted to lead to future compliance, 4c) data indicates that at least one designated use is not being met, but the impairment is not caused by a pollutant, 5) data indicates that at least one designated use is not being met and TMDLs need to be completed.

These water bodies are listed on Georgia's 305(b) list and published bi-annually in Water Quality in Georgia. The 305(b) list serves as a report to Congress (and the general public) on water quality conditions of the United States. Category 5 water bodies on the 305(b) list must be placed on the 303(d) list.

An on-line review of the GAEPD website (Georgia 2016 305(b)/303(d) List Documents, www.gaepd.com/Documents/305b.html), determined that there are currently ten GAEPD 303(d) impaired listed streams and/or rivers not supporting their designated uses in Walton County. However, the majority of these are not proximate to Monroe or do not receive surface water input from the city. Only those streams that are located within the sewer service area or receive surface water from the city are discussed below. **Table 3** lists the impaired reaches' proximity to Monroe.

Table 3. GAEPD 305(b)/303(d) 2016 List, Not Supporting Designated Uses, Monroe, Georgia						
Stream Name	Reach/Location	Use	Evaluation	Criterion Violated	Extent	Miles/direction from Monroe, GA
Alcovy River	Mountain Creek to Big Flat Creek	Drinking Water	4a	Fecal Coliform	7 miles	2.5 miles southwest
Jacks Creek	Grubby Creek to Indian Creek	Fishing	5	Fecal Coliform	9 miles	0.1 miles east
Mountain Creek	Headwaters to Sewage Treatment Pond #2	Fishing	4a	Biota (Fish)	5 miles	Within City Limits

Note:

^a Category 4a – data indicates that at least one designated use is not being met, but TMDLs have been completed.

Category 4b – data indicates that at least one designated use is not being met, but there are actions (other than a TMDL) that are predicted to lead to future compliance.

Category 4c – data indicates that at least one designated use is not being met, but the impairment is not caused by a pollutant.

Category 5 – data indicates that at least one designated use is not being met and TMDLs need to be completed.

As can be seen in **Table 3**, Mountain Creek (impacted for Biota (fish)) is located within city limits. The Jack's Creek stream segment (impacted for Fecal Coliform) is located 0.1 miles downstream from city limits, although it receives drainage from the city just upstream of the impacted stream segment.

7.2 State 303(d) Listed Stream and TMDL Monitoring and Management

Those water bodies on the 303(d) list are required to have a Total Maximum Daily Load (TMDL) evaluation for the constituent(s) determined to be the cause of the water quality designated use violation. The TMDL is a calculation of the maximum amount of a pollutant that a water body can receive and still meet the water quality standards set forth for its designated use. Once a TMDL is determined for a water body, a water quality-based clean-up plan must be developed that aims to reduce the pollutant of concern and return the water quality back to its designated use. Clean-up plans may include: imposing Waste Load Allocations (WLA) to point source dischargers (i.e. NPDES); identification of non-point sources (i.e. urban/agricultural/storm water runoff) by implementing long-term monitoring plans; reduction of non-point sources through the use of Best Management Practices (BMP); repair of malfunctioning sewer collection systems; participation in regional watershed management plans; and encouraging public education and outreach programs.

Table 4 lists the TMDLs for those impacted streams listed in **Table 3**.

Stream Name	Reach/ Location	Criterion Violated	WLA^a	LA^b	TMDL^c	% Reduction
Alcovy River	Mountain Creek to Big Flat Creek	Fecal Coliform	ND	1.03 x 10 ¹³ (counts/30 days)	1.80 x 10 ¹³ (counts/30 days)	36
Jacks Creek	Grubby Creek to Indian Creek	Fecal Coliform	3.73 x 10 ¹¹ (counts/30 days)	1.87 x 10 ¹² (counts/30 days)	2.50 x 10 ¹² (counts/30 days)	35
Mountain Creek	Headwaters to Sewage Treatment Pond #2	Biota (Fish)	0	179.3 (tons/year) Sediment load	179.3 (tons/year) Sediment load	53.5

^a WLA – Waste Load Allocation, load applied to point sources. Equal to the sum of the load from all NPDES facilities in the drainage basin of the impaired segment.

^b LA – Load Allocation, load applied to non-point sources

^c TMDL – Total Maximum Daily Load. Equal to the total amount of pollutant that can be assimilated by the impaired segment while maintaining quality standards (WLA + LA).

ND – Not Determined

The TMDL Implementation Plans were referenced for recommended management measures to help reduce pollutant loads:

For fecal coliform, the GAEPD recommends: 1) compliance with NPDES permit limits; 2) adoption of Natural Resources Conservation Service (NRCS) conservation practices; and 3) BMPs appropriate to reduce non-point sources (agricultural livestock, leaking sewers, malfunctioning septic systems, land application systems, landfills, etc.). NPDES permitted discharges should have fecal coliform limits set at the 200 colonies/100 mL warm-weather limit. Non-point sources can be reduced by limiting animal access to streams, regulating manure storage, and regulating land use activities. Urban sources can be reduced by minimizing use of

storm sewer systems, repair leaking or illicit sanitary sewer systems, enforce existing storm water NPDES permits, and encourage public awareness about the impact of various human activities.

For biota (fish), the GAEPD recommends plans be implemented to control sedimentation of streams. Major contributors of stream sediment include unimproved roads, row crops, and construction activities. Minor contributors include quarries, pasture, and wetlands. Much of the sediment in streams in this watershed can be attributed to poor historical farming practices, and streams should repair themselves over time if current day sediment loads are maintained at acceptable levels. Management practices that can help maintain acceptable levels include: 1) compliance with NPDES permit limits; 2) adoption of Natural Resources Conservation Service (NRCS) conservation practices; 3) implementation of Georgia Forestry Commission (GFC) BMPs for forestry, 4) compliance with state mining regulations, 5) adopt prudent unpaved road maintenance practices, 6) enforce erosion and sedimentation control plans for land disturbing activities, and 7) evaluate the effect of storm flow on stream bank erosion.

7.3 State 303(d) Responsible Parties

The GAEPD Water Protection Branch is currently working with the NRCS, Georgia Forestry Commission, the Georgia Soil and Water Conservation Commission, the cities of Glenwood, Wrightsville and local governments to implement programs as recommended in the individual TMDL Implementation Plans. The City of Monroe is not required to participate in these implementation plans.

Some NPDES permits (including wastewater discharge permits or construction stormwater permits) may include restrictions due to the TMDL (biota-Fish) for Mountain Creek.

7.4 State 303(d) Funding

The City of Monroe is not required to participate in these implementation plans at this time.

7.5 State 303(d) Implementation Schedule

According to the GAEPD rotating basin management plan, the Ocmulgee and Oconee River Basins will be next published in 2016. At this time, streams may be added or removed from the 303(d) list. If any of the streams within the Monroe service area are added to this list, then appropriate measures may be required to comply with the resulting TMDL. Most management measures described in **Section 7.2** are ongoing under the responsibility of parties described in **Section 7.3**.

The City of Monroe is not required to participate in these implementation plans at this time.

8.0 Protection Plan Milestones

8.1 Management Measures

8.1.1 Long-term Milestones

The ultimate long-term milestone of the WPP is compliance with State water quality criteria and protection of the City's water resources. BMPs, ordinances, and land-use control measures will have a direct, measurable effect on the water quality on these resources. Yearly water quality sampling and biannual biological assessments will assist the City in determining the success of this WPP. Long-term trends should be analyzed to determine whether water quality standards continue to be met, water quality is improving, or water quality is degrading. This WPP is a "living document", meaning it can be adjusted as long-term data becomes available. The City should be flexible and willing to go in a different direction if the long-term data indicates a change should be made. Whatever changes are made, the long-term monitoring plan (see **Section 9.0**) should be continued or improved upon as the major source of information on the health of Monroe's streams.

8.1.2 Short-term Milestones

The development of short-term milestones will ensure that the WPP is on schedule and the recommendations contained herein are being implemented sufficiently to increase the effectiveness of the WPP. Based on the BMPs discussed in **Section 5.1** above, the following milestones are proposed:

Adoption of the WPP: Adoption of the WPP will be completed by **December 2018**.

Public Education and Outreach:

Storm Drain Stenciling – The number of drains marked should be documented. The goal is to have 25% of prioritized drains marked the first year after the WPP was approved by the GAEPD and the remaining 75% marked by **December 2022** (25% per year). Any new drain markings, either due to a new drain or to update previously marked drains (due to weathering or vandalism) should be documented on an annual basis.

Stream Clean-up Events – These events may be scheduled to coincide with other State events, however, there should be at least one held each calendar year. A good measure of success is the number of participants. Although the amount of trash collected each year should decrease as the waterbodies become cleaner, the number of participants should increase as education (especially of the younger generations) is an ongoing and perpetual event. Therefore, success of this BMP will be measured by a yearly increase in the number of documented participants. The first event should be completed by **December 2018** and yearly thereafter.

Brochures – A printed brochure will be included in the weekly newsletter, In the Know Monroe, semi-annually beginning in **January 2019**.

Sewer System Stream Crossings: City personnel should schedule annual inspections of sewer line stream crossings and/or sewer lines directly abutting stream segments beginning in **January 2019**. Due to the size of Monroe, the monitoring of 25% of stream crossings per year

should not put additional stress on existing workloads. Therefore, the City will have inspected 100% of the system in 4-years (by **December 2023**). Repeat the 25% inspections annually.

Table 5 summarizes the short-term milestones and their schedules:

Table 5. Milestone Schedule, Monroe Watershed Protection Plan	
Measure/BMP	Schedule
Submittal of the WPP to the GAEPD	February 2018
Adoption of the Watershed Protection Plan	Begin immediately after GAEPD acceptance of the Protection Plan. Complete by June 2018.
Storm Drain Stenciling	Begin immediately after GAEPD acceptance of the Protection Plan. Stencil 25% of prioritized storm drains per year until 100% have been marked by December 2022. Annually thereafter: monitor 25% of prioritized drains and re-mark or re-paint as necessary.
Stream Clean-up Events	Begin immediately after GAEPD acceptance of the Protection Plan. The first event should be completed by December 2019. Repeat annually thereafter.
Brochures	Printed brochures or a published article will be distributed to citizens via the newsletter, <i>In the Know Monroe</i> , semi-annually beginning December 2018.
Sewer System Stream Crossings	Begin January 2019. 25% of the sewer system (including stream crossings and near-stream pipes or manholes) should be inspected yearly. 100% of the system will have been inspected by December 2023. Repeat 4-year cycle.
Water Quality Stream Monitoring	Begin long-term monitoring in 2019. Repeat annually thereafter.
Biological Stream Monitoring	Begin long-term monitoring in 2019. Repeat so that 2 monitoring events are completed every 5-years thereafter.
Annual Certification Statement and Annual Report	Submit annually beginning June 30, 2019 updating the status of the implementation of the WPP (including BMPs that have been or will be implemented. The June 30, 2020 report should include the status of the WPP implementation as well as the 2019 water quality and biological monitoring) and annually thereafter.
Modification to Watershed Protection Plan	Re-evaluate in January 2023 and every 5-years thereafter.

9.0 Long-term Monitoring Plan

9.1 Purpose and Objectives

Water quality monitoring can provide valuable information on the relative impact of point and/or non-point sources of pollution in a given study area. Historical water quality analysis can provide a baseline for comparison with future measurements. The comparison of historical data with current data can show whether increased development and land use in an area is having an impact on water quality and aquatic resources. The purpose of the long-term monitoring plan is to provide guidance for a consistent, scientifically reproducible study of three key indicators including water, habitat, and aquatic community health. The objective is to maintain a database of scientific results of the three indicators that can be used as a tool for comparison year after year. If conducted consistently, data can be analyzed to determine whether existing BMPs are improving water quality or whether new BMPs must be put into place to meet acceptable water quality standards.

9.1.1 Stream Improvement and BMP Effectiveness

As described in **Section 4.3 Pollutant Load Reductions**, the objective of the WPP is to bring the streams into compliance according to their designated uses by the implementation of BMPs. Stream health as measured by the three key indicators – water quality, habitat quality, and aquatic community health – should improve as the BMPs are adopted, implemented, and enforced.

Impairments were noted during the Watershed Assessment to elevated fecal coliform/*E. coli*, elevated metals (copper), and poor habitat/macrobenthos/fish community scores. Because there are limited direct dischargers into these streams (upstream of the monitoring locations), the likely sources are limited to non-point discharges and natural causes. Elevated fecal coliform may be natural, but may also be due to urban runoff. Elevated metals may be due to urban run-off, but the GAEPD has no indication this is the case in this region, per GEAPD TMDL implementation plans.

If contamination is not due to natural causes, the BMPs should improve metals and fecal coliform. Poor fish and macroinvertebrate scores are typically tied to sedimentation of streams. Implementation of the BMPs listed in this WPP may not improve these scores if they are due to natural causes, but they should not get worse than baseline levels.

9.1.2 Responsible Parties

City officials, including City government and wastewater treatment personnel, will be the primary parties responsible for implementing the long-term monitoring as described in this WPP. It would be advisable to subcontract the yearly chemical water quality and bi-annual ecological monitoring to a qualified environmental consultant with experience with this type of monitoring.

9.1.3 Long Term Monitoring Locations

Water Quality Monitoring

The five monitoring locations were strategically chosen for their location within the sewer service area, their drainage area, and their susceptibility to changes in land use. The monitoring locations and their specific characteristics are as follows:

- **JC-1 Jack's Creek @ Snows Mill Road**

Located downstream of the intersection of Jack's Creek and Snows Mill Road. This location drains the northeast portion of the City (11.8 square miles). Land use in this

area is a mixture of residential, commercial, industrial, and undeveloped land. The downstream reach of this stream is on the GAEPD 303(d) list for impairment due to fecal coliform. (33.806507N, -83.663004W).

- **JCT-1* Jack's Creek Tributary @ Old Athens Highway**

Located on a tributary to Jack's Creek, north of the Old Athens Highway at a powerline right-of-way. The drainage area of this creek is entirely located within the Monroe service area. Land use in this area is a mixture of residential, agriculture, and undeveloped land. The downstream reach of this stream is on the GAEPD 303(d) list for impairment due to fecal coliform. (33.815398N, -83.6999W).

- **KFC-1 Kelly Fishpond Creek @ Dean Hill Road**

Located downstream of the intersection with Dean Hill Road. This location drains the south central portion of the City (4.8 square miles). Land use in this area is a mixture of residential, commercial, and industrial. This drainage area includes a high concentration of CERCLA, LAS, NPDES, landfills, and industrial stormwater dischargers. (33.748429N, -83.729459W).

- **GC-1** Grubby Creek @ Highway 83 East**

Located downstream of the intersection with Highway 83 East. This location drains the southeastern portion of the City (2.2 square miles). Land use in this area is a mixture of residential, commercial, and industrial. This drainage area includes a high concentration of CERCLA, LAS, NPDES, landfills, and industrial stormwater dischargers. Also includes the Monroe-Walton County Airport. (33.796579N, -83.656138W).

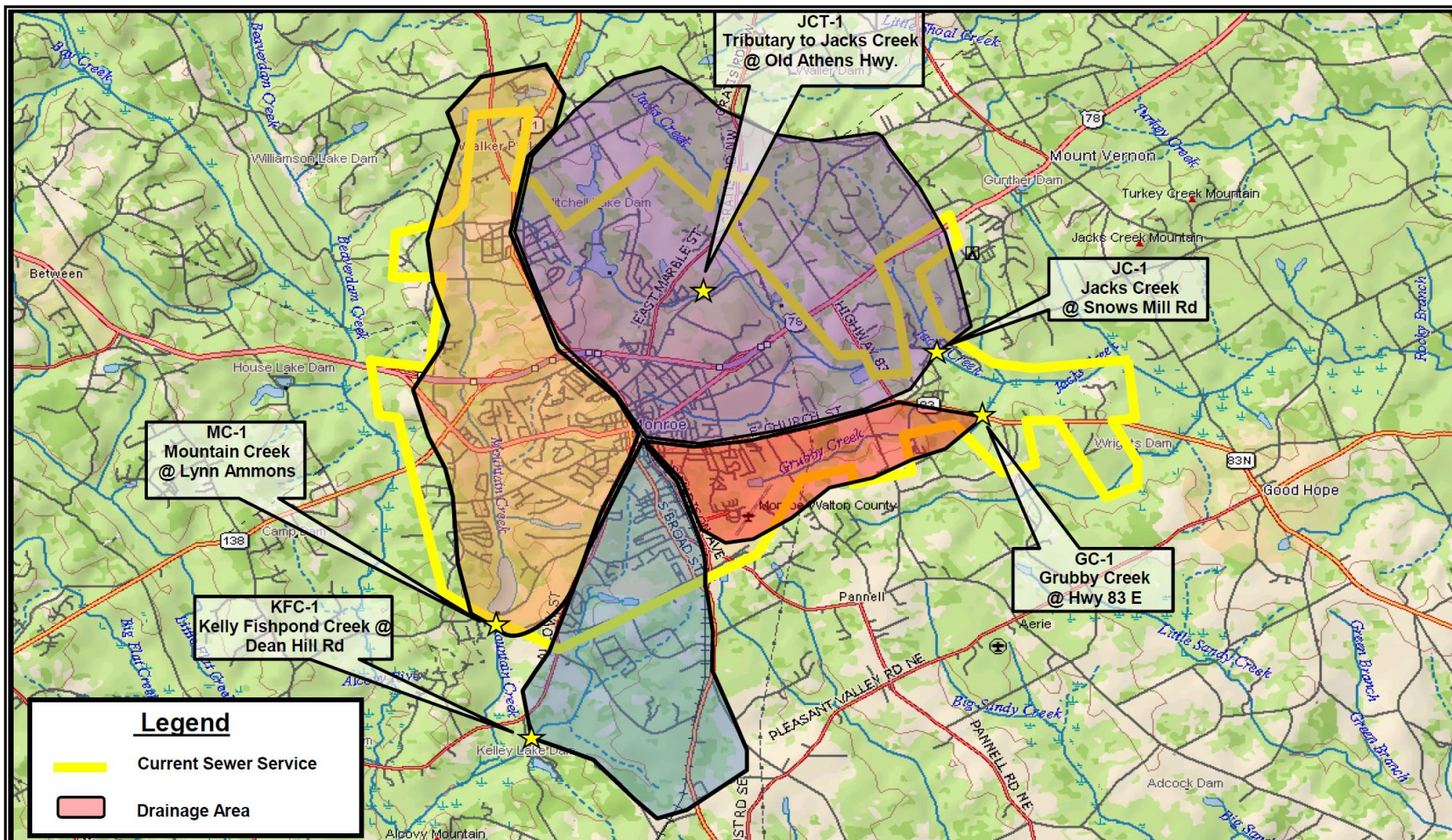
- **MC-1 Mountain Creek @ Lynn Ammons Bridge Road**

Located downstream of the intersection of Mountain Creek and Lynn Ammons Bridge Road. This location drains the western portion of the City (6.7 square miles). Land use in this area is a mixture of residential, commercial, professional, industrial, and undeveloped land. This stream is on the GAEPD 303(d) list for biota (fish) impairment. (33.765716N, -83.735819W)

***This location was added to the WPP after completion of the original WA at the request of the GAEPD. Biological monitoring (i.e. fish and macroinvertebrate) is not proposed for JCT-1.**

****Due to the small drainage area (<10 square kilometers/3.86 square miles) of GC-1, the GAEPD does not require biological monitoring (i.e. fish and macroinvertebrate). As such, biological analysis is not proposed for GC-1 as part of this WPP.**

Detailed maps of the four water quality sampling locations can be found in **Figure 5** and **Appendix C – Sampling Location Maps**.



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 ASP

APPROVED:
 EN

DATE:
 1/22/2018

PROJECT NO.:
 O517107

FIGURE 5. SAMPLING LOCATIONS AND DRAINAGE AREAS

Map Source: DeLorme Topo USA 7.0

MONROE WATERSHED ASSESSMENT
 MONROE, WALTON COUNTY, GEORGIA

Biological Monitoring

Biological monitoring will be conducted at JC-1, KFC-1, and MC-1 as described above and mapped in **Figure 5**. The exact length of each sampling reach will be based upon the specific SOPs and the actual habitats encountered (each reach must contain at least one type of each habitat). Biological monitoring will include habitat assessment, pebble count, macroinvertebrate community assessment, and fish community assessment. Specific methods to be followed are found in **Section 9.1.7**.

9.1.4 Long Term Monitoring Schedule

Water Quality Monitoring

Water quality will be monitored during critical conditions if possible. Critical conditions relate to low stream flow concurrent with high air and stream temperatures. Aquatic life is more prone to stress during these critical conditions, and are more likely to be susceptible to environmental stressors such as point and non-point pollution. Low stream flow tends to concentrate the point and non-point inputs, while the higher temperatures tend to decrease in-stream dissolved oxygen levels and increase toxicity of certain compounds (i.e. un-ionized ammonia). Every attempt will be made to collect samples during these critical conditions, however, extreme drought conditions currently experienced in Georgia may require that some sampling events occur at non-critical time periods. Non-critical conditions relate to increased stream flows concurrent with lower air and stream temperatures. These conditions are usually associated with the late fall to early spring time period. Increased stream flows and stream depths during this time will ensure that adequate samples can be collected at locations that tend to run dry during the summer months.

There is a USGS monitoring station in close proximity to the Monroe area identified as 02208450 Alcovy River above Covington, Georgia, 7.0 miles south of Monroe. This site has been monitored since 1972 for a variety of physical parameters, nutrients, metals, and bacteria. This site is currently on the “Real Time” data network which allows instantaneous access to precipitation, flow, and gauge height data via the USGS website (www.nwis.waterdata.usgs.gov).

Review of historical data reveals that the driest months are May through October. The wettest months occur between January and April. This is important, as rain events tend to increase storm water (non-point) inputs into the watershed, in essence “flushing” the City’s impervious and semi-impervious surfaces and depositing the accumulated material into the City’s streams and rivers. In addition, storm water also tends to collect biological pollution, such as *E. coli* and fecal coliform, and direct these stressors into the watershed. Sources of the biological pollution tend to originate from agricultural runoff and malfunctioning septic discharges and wastewater plants, which tend to fail during periods of heavy rainfall.

Review of USGS gage number 02215500 historical data reveals that the lowest average stream flows and gauge heights occur during the months from June to November. These low flow conditions directly correlate with higher stream temperatures. In terms of precipitation, there are spikes in precipitation during the warm weather months of June – September and the cold weather months of December - March. This is important, as rain events tend to increase storm water (non-point) inputs into the watershed, in essence “flushing” the City’s impervious and semi-impervious surfaces and depositing the accumulated material into the City’s streams and rivers. In addition, storm water also tends to collect biological pollution, such as *E. coli* and fecal coliform, and direct these stressors into the watershed. Sources of the biological pollution tend to originate from agricultural runoff and malfunctioning septic discharges and wastewater plants, which tend to fail during periods of heavy rainfall.

It is anticipated that two dry weather water quality sampling events will occur during the dry weather critical condition period from May to September. **One of these dry events will occur concurrently with the fish community assessment.** A third dry weather water quality sampling event will occur between October and February, **concurrent with the macroinvertebrate community assessment.** The three dry weather sampling events will use grab sampling techniques. A dry weather event will be defined as a period of at least 72-hours since the last recorded rainfall. In addition to the three dry weather events, one wet weather sampling event will occur. A wet weather event will be defined as a period of rain of at least 0.2 inches and at least 72-hours since the last recorded rainfall. It is anticipated that the wet weather event will occur during the wettest part of the year, January to April; however, this sampling event may take place any time during the year if low stream flows prohibit sampling during the recommended wet period. The wet weather sampling event will use composite sampling techniques (automated or manual). Rainfall will be monitored using a rainfall gauge located at the Jack's Creek WWTP. During these four sampling events, the in-situ and surface water sample measurements and parameters as summarized in **Section 9.1.6** should also be collected and analyzed.

Fecal coliform and E. coli sampling will follow GAEPD guidelines which include the need for a geometric mean of four (4) samples collected in a 30-day period at intervals not less than 24-hours. It is anticipated that two (2) geometric means (derived from eight individual samples) will be determined. Both geometric means will be determined from data collected during the critical condition period from May to October. The four individual samples will be collected on a regular schedule regardless of weather conditions, however, they will not overlap the time period at which the fecal coliform State criteria changes from 200 MPN/100 mL to 1000 MPN/100 mL (October/November) and 1000 MPN/100 mL to 200 MPN/100 mL (April/May).

Biological Monitoring

Georgia's peak reproduction and emergence period for aquatic insects is usually during the spring and fall seasons. However, the majority of the insects present in the stream benthos at this time will be too small to be captured in sufficient numbers to accurately characterize the community. Therefore, aquatic macroinvertebrate sampling is typically conducted in the late fall through winter season. The GAEPD Index Period for insect sampling is October through February; therefore, macroinvertebrate sampling must be conducted during this timeframe. Due to the potential for dry stream beds in the hottest part of summer, it would be preferential to sample later in the index period, January-February, to allow a healthy population of macroinvertebrates to re-colonize the streams. Note that one of the dry-weather water quality sampling events (as well as the routine in-situ water quality) described above will be conducted concurrently with the macroinvertebrate assessment.

Fish community assessments are typically conducted in the spring to fall seasons (April to October). Sampling success is highly dependent on water temperature and flow. In colder temperatures, fish tend to migrate to deeper water or under heavy cover where they are more difficult to capture by seining or electrofishing methods. In high flow conditions (usually early spring and late fall), high turbidity levels and increased movement of stunned fish due to current reduces the visibility and ability of netters to capture the fish subjects. Additionally, the late spring to fall periods represents the "worse-case-scenario", when water levels are at their lowest and pollution concentrations are at their highest levels. Since the slow moving streams in and around Monroe may go dry during the summer months (late June-September), it is recommended that fish be assessed during the spring months (April - mid June), but may extend into the later summer months (through October) if necessary. Note that one of the dry-

weather water quality sampling events (as well as the routine in-situ water quality) described above will be conducted concurrently with the fish assessment.

A habitat assessment and pebble count should take place concurrently with the macroinvertebrate community assessment.

Biological sampling should take place two times every five years; however, sampling shall not be done in consecutive years and not more than three years apart. One assessment of each type (macroinvertebrate, fish, and habitat) is required during those years that require it.

Long Term Monitoring Schedule Overview

Water quality sampling schedule is summarized in **Table 6** below:

Table 6. Water Quality Sampling Schedule, Monroe Watershed Protection Plan				
Sampling Location	Water Quality (In-situ)	Water Quality (Dry Weather)	Water Quality (Wet Weather)	Fecal Coliform & <i>E. coli</i>
JC-1 Jack's Creek @ Snows Mill Road	Each sampling event	2x (May-Sept) ^{1, 4} 1x (Oct-Feb) ^{2, 4}	1x (Jan-April) ^{3, 5}	8x (May-Oct)
JCT-1 Jack's Creek Tributary @ Old Athens Hwy.	Each sampling event	2x (May-Sept) ^{1, 4} 1x (Oct-Feb) ^{2, 4}	1x (Jan-April) ^{3, 5}	8x (May-Oct)
KFC-1 Kelly Fishpond Creek @ Dean Hill Road	Each sampling event	2x (May-Sept) ^{1, 4} 1x (Oct-Feb) ^{2, 4}	1x (Jan-April) ^{3, 5}	8x (May-Oct)
GC-1 Grubby Creek @ Highway 83 East	Each sampling event	2x (May-Sept) ^{1, 4} 1x (Oct-Feb) ^{2, 4}	1x (Jan-April) ^{3, 5}	8x (May-Oct)
MC-1 Mountain Creek @ Lynn Ammons Bridge Road	Each sampling event	2x (May-Sept) ^{1, 4} 1x (Oct-Feb) ^{2, 4}	1x (Jan-April) ^{3, 5}	8x (May-Oct)

¹ Sampling may take place during any time of the year if low stream flows prohibit sampling during May-Sept.

One dry weather sampling event must take place concurrent with fish sampling (excluding GC-1).

² One dry weather sampling event must take place concurrent with macroinvertebrate sampling (excluding GC-1).

³ Sampling may take place during any time of the year if low stream flows prohibit sampling during Jan-April.

⁴ Of the 4 metals on the water quality list, only dissolved copper is required to be sampled during dry weather events.

⁵ All four metals (copper, lead, zinc, cadmium) are required to be sampled during the wet weather events.

The biological monitoring schedule is summarized in **Table 7** below:

Table 7. Long Term Biological Monitoring Schedule, Monroe Watershed Protection Plan				
Sampling Location	Macro-invertebrate	Fish	Habitat Assessment	Pebble Count
JC-1 Jack's Creek @ Snows Mill Road	October – February	April-October	Concurrent with both macro and fish	Concurrent with macro
JCT-1 Jack's Creek Tributary @ Old Athens Hwy.	NA ¹	NA ¹	NA ¹	NA ¹
KFC-1 Kelly Fishpond Creek @ Dean Hill Road	October – February	April-October	Concurrent with both macro and fish	Concurrent with macro
GC-1 Grubby Creek @ Highway 83 East	NA ²	NA ²	NA ²	NA ²
MC-1 Mountain Creek @ Lynn Ammons Bridge Road	October – February	April-October	Concurrent with both macro and fish	Concurrent with macro

¹ Note: Per GAEPD personal correspondence, biological monitoring is not required at this location.

² Note: due to the small drainage area (<10 square kilometers/3.86 square miles) of GC-1, biological monitoring is not required.

9.1.5 Monitoring Procedures

Water Quality Monitoring

Surface water sampling techniques are geared toward one goal: collecting a representative sample that is relatively free of external factors that can compromise the integrity of the sample. Quality assurance (QA) measures will be implemented by following methods used and approved by the GAEPD. Various guidance documents may be utilized in order to attain this goal, however, it is recommended that surface water and in-situ samples and measurements be collected following the Standard Operating Procedures (SOP) as outlined in the "Georgia Environmental Protection Branch Water Quality Assurance Manual, revised January 2005" (GADNR, 1999), or the most current version of the above document. The SOPs in this guidance document fulfill requirements as set forth by the Clean Water Act and published in "Title 40 of the Code of Federal Regulations (40 CFR)".

QA sampling measures will be followed from the point of sample/data collection to the point at which the samples are submitted for analyses at a GAEPD certified laboratory. QA measures included sample identification, sample collection, sample storage, sample custody, and field records. All sampling locations will be identified with a unique identification number that is used to track the sample from time of collection to time of analyses and reporting. All samples collected are tracked using a tag/label that includes the sample location, identification number, date and time of collection, initials of the sampler(s), and analyses to be performed. All field records will be written on bound, resin coated paper logbooks that are dedicated to the watershed project. This logbook shall remain on-file and available for review if requested. Custody is documented through the use of Chain-of-Custody forms, which document and trace

possession of samples from the moment of collection to the moment it is accepted by the laboratory (or other recipient). All information is to be written using waterproof and non-erasable ink.

Additional QA measures include sample procedures that reduced the risk of sample contamination. All sample containers (either supplied by the laboratory or purchased for the project) are cleaned to levels appropriate to the analyses required. Sample containers shall be of the proper type (glass, plastic, wide mouth, Whirlpak, etc.) per the specific analyses required. Sample preservation (if required) will be performed per the test method and consist of reagent grade chemicals only. In order to risk the possibility of field contamination, field filtering of samples shall be kept to a minimum, unless required by the test method. Most methods that require filtering of the sample allow the filtering to take place under the controlled conditions of the laboratory. Additionally, all personnel safety devices (gloves, etc.) shall be of the proper type per the test method. Sampling devices (scoops, pumps, tubing, bailers, etc.) shall be cleaned according to the SOP prior to collection of each sample.

All samples shall be cooled to proper storage temperature immediately after collection. Insulated coolers will be utilized to store and transport the samples to the laboratory for analyses. Temperatures will be maintained below 4 degrees Celsius (°C) by the use of zip lock bagged ice or ice packs. All samples shall be delivered to the laboratory so that the analysis is conducted within the proper holding times as specified by the test method. Samples will either be hand delivered to the laboratory or shipped priority overnight via postal courier (i.e. FedEx or UPS). All samples shall be accompanied by a filled out chain-of-custody and the cooler integrity verified by the use of a sample seals.

Biological Monitoring

The City will conduct the biomonitoring of habitat and macroinvertebrate ecological assemblages according to the Georgia Department of Natural Resources, GAEPD “Macroinvertebrate Biological Assessment of Wadeable Streams in Georgia - Standard Operating Procedures Version 1.0, May 2007”, (GADNR, 2007). This document represents the most current guidance available for bioassessments conducted in the Southern Outer Piedmont ecoregion that include the Monroe service area. This guidance document was modified from the USEPA’s “Rapid Bioassessment Protocols for Use in Streams and Wadeable Rivers: Periphyton, Benthic Macroinvertebrates, and Fish, 1999, Second Edition, EPA 841-B-99-002” (USEPA, 1999). The GAEPD website (<https://epd.georgia.gov/macroinvertebrate-bioassessment-standard-operating-procedures-sop-and-metric-spreadsheets>) should be contacted yearly for the most updated protocols.

Fish community sampling protocols will follow: “Part I: Standard Operating Procedures for Conducting Biomonitoring on Fish Communities in Wadeable Streams in Georgia (GADNR 2005). Fish community scoring protocols will follow: “Part II: Scoring Criteria for the Index of Biotic Integrity and the Index of Well-Being to Monitor Fish Communities in Wadeable Streams in the Piedmont Ecoregion of Georgia (GADNR, 2005)”. The WRD website (<http://www.georgiawildlife.com/node/913>) should be contacted yearly for the most updated protocols.

9.1.6 Monitoring Parameters

In-situ Physical Parameters

In-situ physical water quality parameters to be directly measured include pH, temperature (water and air), specific conductance (conductivity), salinity, dissolved oxygen (DO, both mg/L and %), turbidity, and flow. Testing instruments must be calibrated daily prior to use using traceable

calibration solutions per manufacturer's specifications. The sampling methods to be followed are EPA approved and are summarized in the GAEPD QA manual.

Table 8 summarizes the parameter, EPA test method, GAEPD QA manual page number, detection limit, sample volume required, preservation, and holding time:

Table 8. In-situ Physical Measurements, Monroe Protection Plan							
Parameter	EPA Method	GAEPD Manual Page #	Detection Limit	Sample Volume (mL)	Container Type	Preservative	Hold Time
pH	4500HB	Section 9, page 74	0.1 SU	100	plastic	None	Instant
Temperature (water and air)	2550B	Section 9, page 71	0.5°C	1000	plastic	None	Instant
Conductivity/ Salinity	120.1	Section 9, page 72	1.0 us/cm	100	plastic	None	28 days
DO	4500OG	Section 9, page 75	0.1 mg/L and 0.1%	300	amber glass	None	Instant
Turbidity	180.1 v2.0	Section 9, page 75	1.0 NTU	100	plastic	None	48 hours
Flow	305-X-03-004	Section 4, page 42	1.0 CFS	na	na	Na	Instant

Surface Water Chemical Analyses Parameters

Surface water analytical parameters to be measured must include 5-day biological oxygen demand (BOD), chemical oxygen demand (COD), total suspended solids (TSS), total dissolved solids (TDS), total and ortho phosphorous, nitrogen (total, Kjeldahl, ammonia, nitrite, and nitrate), hardness, alkalinity, and dissolved metals (cadmium, lead, copper and zinc), fecal coliform and *E. coli*. Surface water samples will be collected using direct dipping methods (using the laboratory sample container). The sampling methods to be followed are EPA approved and are summarized in the GAEPD QA manual. **Table 9** summarizes the parameter, EPA test method, detection limit, sample volume required, container type, preservation, and holding time:

Table 9. Surface Water Quality Measurements, Monroe Protection Plan						
Parameter	EPA Method	Detection Limit	Sample Vol. (mL)	Container Type	Preservative	Hold Time
5-Day BOD	5210B	2.4 mg/L	1000	amber glass	none	48 hours
COD	410.4 v2.0	10 mg/L	125	plastic	H ₂ SO ₄	28 days
TSS	2540 D	5 mg/L	100	plastic	none	7 days
Phosphorous, total	365.1 v2.0	0.05 mg/L	50	plastic	H ₂ SO ₄	28 days

Table 9. Surface Water Quality Measurements, Monroe Protection Plan (continued)						
Parameter	EPA Method	Detection Limit	Sample Vol. (mL)	Container Type	Preservative	Hold Time
Ammonia-N	350.1	0.2 mg/L	400	plastic	H ₂ SO ₄	28 days
Phosphorous, ortho	365.1 v2.0	0.01 mg/L	50	plastic	none	48 hours
TKN	351.2 v2.0	0.5 mg/L	500	plastic	H ₂ SO ₄	28 days
Nitrite-N	300.0 2.1	0.05 mg/L	50	plastic	none	28 days
Nitrate-N	300.0 2.1	0.05 mg/L	100	plastic	none	48 hours
Alkalinity-CaCO ₃	2320B	10 mg/L	100	plastic	H ₂ SO ₄	14 days
Hardness-CaCO ₃	2340C	1 mg/L	100	plastic	H ₂ SO ₄	6 months
Cadmium, dissolved	200.8 v5.4	0.7 µg/L	200	plastic	none	6 months ^a
Lead, dissolved	200.8 v5.4	1 µg/L	200	plastic	none	6 months ^a
Copper, dissolved	200.8 v5.4	5 µg/L	200	plastic	none	6 months ^a
Zinc, dissolved	200.8 v5.4	10 µg/L	200	plastic	none	6 months ^a
Fecal Coliform	SM9222D	2 MPN/100 mL	125	plastic	Na ₂ S ₂ O ₃	8 hours
<i>E. coli</i>	SM9223D	1 MPN/100 mL	125	plastic	Na ₂ S ₂ O ₃	8 hours

^a Hold time valid only after filtration and preservation by the laboratory.

9.1.7 Biological Monitoring Parameters

Habitat

The Southern Outer Piedmont ecoregion (45b) can contain both high gradient (riffle/run) and low gradient (glide/pool) stream types. The GAEPD has adopted SOPs specifically designed to adequately characterize these stream types. Various habitat observations will be documented: bottom substrate; available cover; pool variability; channel alteration (manmade), sinuosity (meandering), and flow; sediment deposition; and bank vegetative protection, stability, and width. The habitat assessment will assist the City in the evaluation of the benthic macroinvertebrate community data collected in the study. Two project scientists will independently evaluate the habitat characteristics and will complete a habitat characterization sheet for each monitoring site. The scores from the two scientists will be averaged for the final habitat score of the monitoring site. The habitat score from each monitoring site may be compared to the habitat score of a GAEPD reference site (if available) to determine any differences in habitat quality. The habitat assessment will be conducted concurrently with the macroinvertebrate assessment.

Two project scientists should independently evaluate the habitat characteristics and complete a habitat characterization sheet for each monitoring site. The scores from the two characterization sheets should be averaged for the final habitat score of each monitoring site.

Additionally, stream channel cross section and pebble count will be conducted concurrently with the habitat assessment. All required GAEPD data forms will be submitted including cross section, physical characteristics/water quality, and stream reconnaissance form.

Macroinvertebrate Community

The three biological sampling locations (identified in **Section 9.1.3** and mapped in **Figure 5**) will be surveyed for the presence of water prior to sampling. If monitoring locations go dry, the survey should be delayed at least 30-days to allow the macroinvertebrate community to repopulate the stream.

Georgia's peak reproduction and emergence period for aquatic insects is usually during the spring and fall seasons. However, the majority of the insects present in the stream benthos at this time will be too small to be captured in sufficient numbers to accurately characterize the community. Therefore, aquatic macroinvertebrate sampling is conducted in late fall through winter season. The GAEPD Index Period for insect sampling is October through February.

Benthic macroinvertebrates will be collected according to GAEPD's specialized protocol in order to accurately evaluate these communities. The protocol contains SOPs specifically designed to sample the woody debris, undercut banks, exposed vegetal roots, sediment deposited areas, and leaf packs characteristic of this region. The method utilizes the "jab or kick" method of collection. At each monitoring site, 20 jab/kick subsamples are collected using a D-frame aquatic dip net, sampling from downstream to upstream. Samples will be collected from the four habitat types (woody debris/snags, undercut banks/rootwads, leaf packs, soft sediment/sand) and composited into one, homogenous sample that will represent that monitoring station. The macroinvertebrate samples will be preserved in 90% ethanol (and stored at 6°C) and sent to the laboratory for species identification/enumeration.

Results of the identification/enumeration will be analyzed and processed to include six individual metrics that include Coleoptera Taxa, % Oligochaeta, % Plecoptera, Shredder Taxa, Scraper Taxa, and Swimmer Taxa. Individually, the six measured metrics can indicate the general condition of the stream/river reach, providing information that will indicate short term or long term exposure to environmental stressors related to impaired water quality. Collectively, the six metrics will be summed to a final index score, ranging from 0 to 100. The relative ecological condition of the stream sampling site will then be rated (very poor to very good) based on the summed metrics score.

Fish Community

Fish community assessments are typically conducted in the spring to fall seasons (April to mid-October). This time period represents the "worse-case-scenario", when water levels are at their lowest and pollution concentrations are at their highest levels. As some streams go dry during the driest months of the summer, it is preferable that fish monitoring occur early spring (i.e. April - early June). However, if fish sampling cannot occur during the preferred period, it may be extended through mid-October. Water temperatures should remain above 10°C for fish sampling.

The three biological sampling locations (identified in **Section 9.1.3** and mapped in **Figure 5**) will be surveyed for the presence of water prior to sampling. If monitoring locations go dry, the

survey should be delayed at least 30-days to allow the fish community to re-populate the stream.

Using the sampling procedures outlined in the GAEPD protocols, the Mean Stream Width (MSW) will be determined at each stream sampling site. The total sampling reach length will be determined by multiplying the MSW by 35. The upstream and downstream reach locations will be marked with flagging tape. The stream reaches will be sampled via backpack electroshocker. One scientist will carry the shocker and apply the charge while the second scientist nets the stunned fish. The scientists will move from downstream to upstream, sweeping the electrodes along the banks and in the main channel to shock the fish. All habitats (pools, glides, woody debris, undercut banks, root mats, etc.) within each monitoring station will be sampled. The net will be inspected for fish over 25 millimeters (mm) and transferred to a 5-gallon bucket of aerated fresh water for identification.

Fish will be identified to the species level when possible, counted, examined for external anomalies, mass weighed by species, and returned unharmed (whenever possible) to the stream. One fish from each species can be preserved in 10% buffered formalin and retained for a reference collection of fish collected during the study, although this is not required. Fish less than 25 mm in total length will be omitted during sample processing, as they are troublesome to identify and are usually representative of young fish that can lead to erroneous conclusions when analyzing the data.

Results of the identification/enumeration will be analyzed and processed to include the indices (indicators) of fish community health. In Georgia, the Index of Biotic Integrity (IBI) is the acceptable indices. The IBI is a multimetric (measure) index that includes characteristics of the fish community, population, and individual fish observations. It includes 13 metrics, which assess the three characteristics of fish population: 1) species richness/composition; 2) trophic dynamics/composition, and, 3) fish abundance/condition. Each of the 13 metrics will be scored (1 to 5) per GAEPD protocol and summed for a single IBI score (ranging from a low of 12 to a maximum score of 60).

10.0 Deliverables

Once the Watershed Protection Plan is approved by EPD, the City will submit to the State the following information by June 30th of each year:

- a. Annual certification statement of WPP implementation following the language described in Part 1.C. of NPDES permit, signed by a City representative responsible for execution of the WPP.
- b. Electronic submittal that includes:
 - Long-term trend and bioassessment water quality monitoring data using GAEPD's Excel Watershed Assessment and Protection Plan Data Reporting Template, available on GAEPD's website at:
<http://epd.georgia.gov/watershed-assessment-and-protection-plan-guidance-documents>
 - Long-term habitat and biological monitoring data;
 - Copies of all field data sheets, laboratory taxa lists,
 - Completed Excel MMI workbook used to calculate MMI scores, and Excel spreadsheets used to calculate fish IBI scores; and
 - Photographs of sample sites
- c. Progress Report that includes:
 - Discussion of the monitoring data and results;
 - Evaluation of the data in terms of water quality, biological communities' health, and trends shown by comparing the current data to data collected in previous years;
 - Specific actions or BMPs that have been implemented; and,
 - Summary of any changes and/or revisions to the Watershed Protection Plan, if necessary.

Refer to GAEPD'S *Watershed Protection Plan Annual Reporting Requirements* guidance document for additional details as to the required submittals for annual reporting. This document can be downloaded from GAEPD's website at:
<http://epd.georgia.gov/watershed-assessment-and-protection-plan-guidance-documents>.

11.0 References

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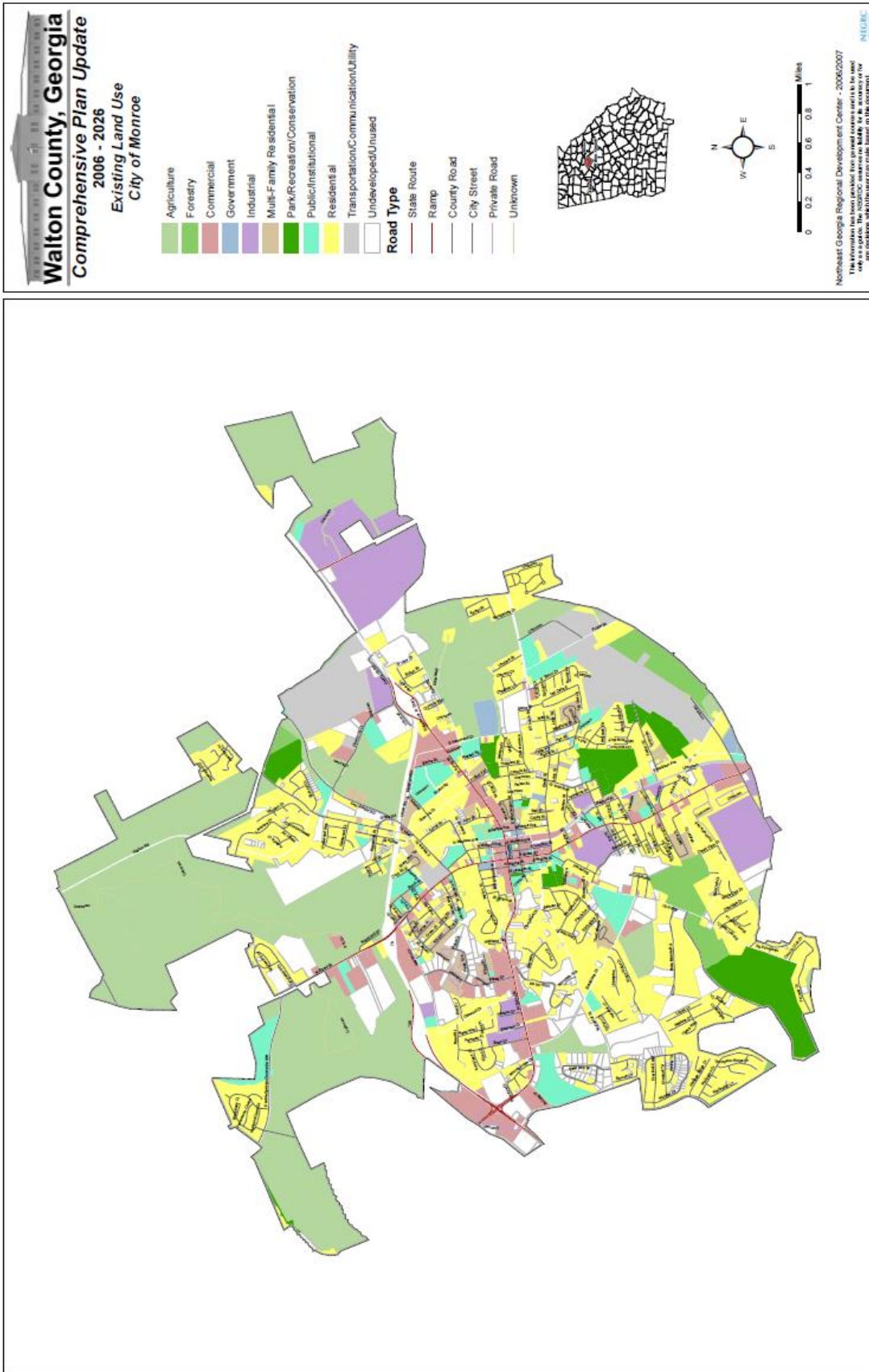
Georgia Department of Natural Resources. 2005. Part II: Scoring Criteria for the Index of Biotic Integrity and the Index of Well-Being to Monitor Fish Communities in Wadeable Streams in the Piedmont Ecoregion of Georgia. Wildlife Resources Division, Fisheries Management Section.

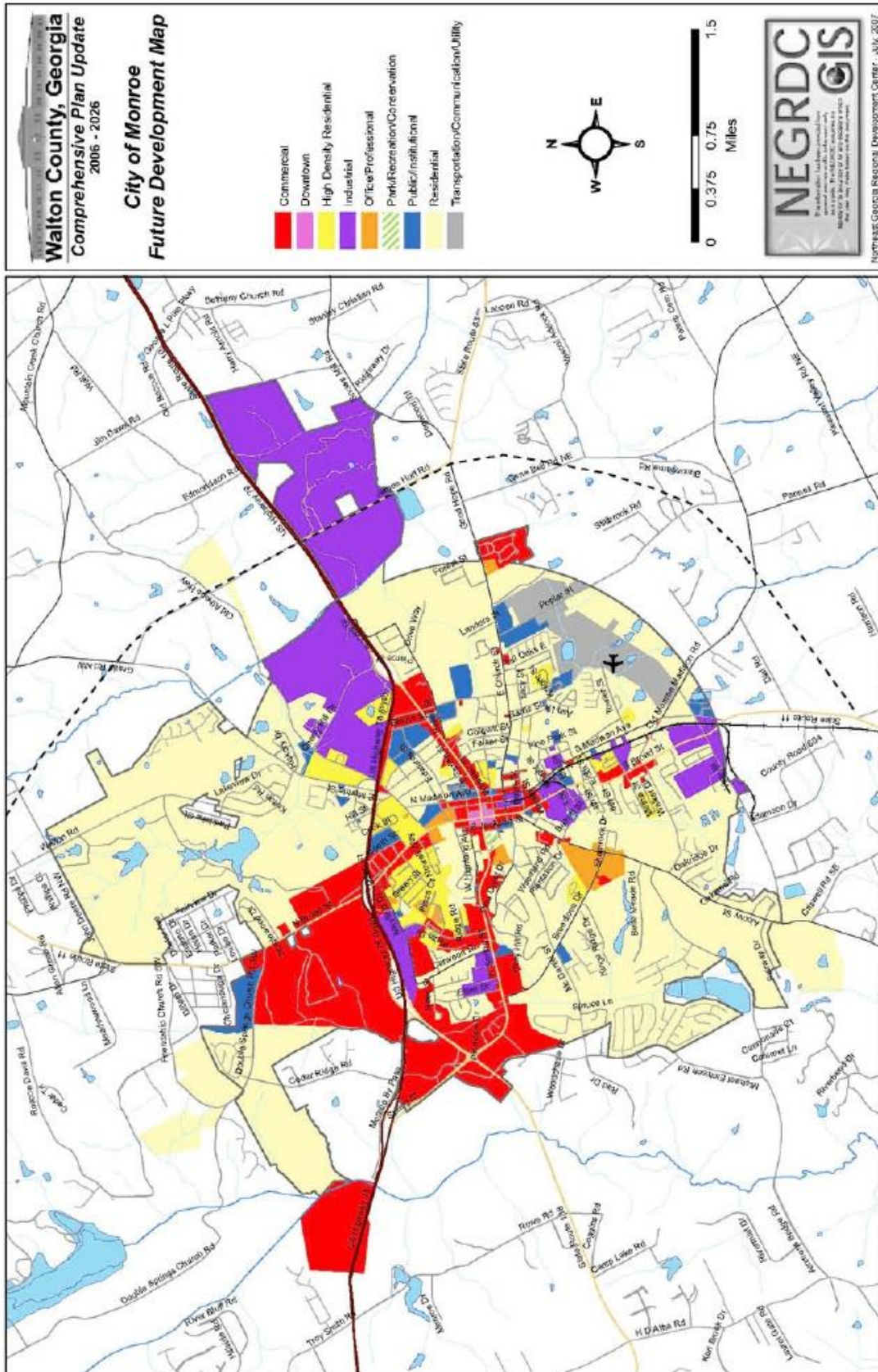
United States Environmental Protection Agency. 1999. Rapid Bioassessment Protocols for Use in Streams and Wadeable Rivers: Periphyton, Benthic Macroinvertebrates, and Fish, Second Edition. EPA 841-B-99-002.

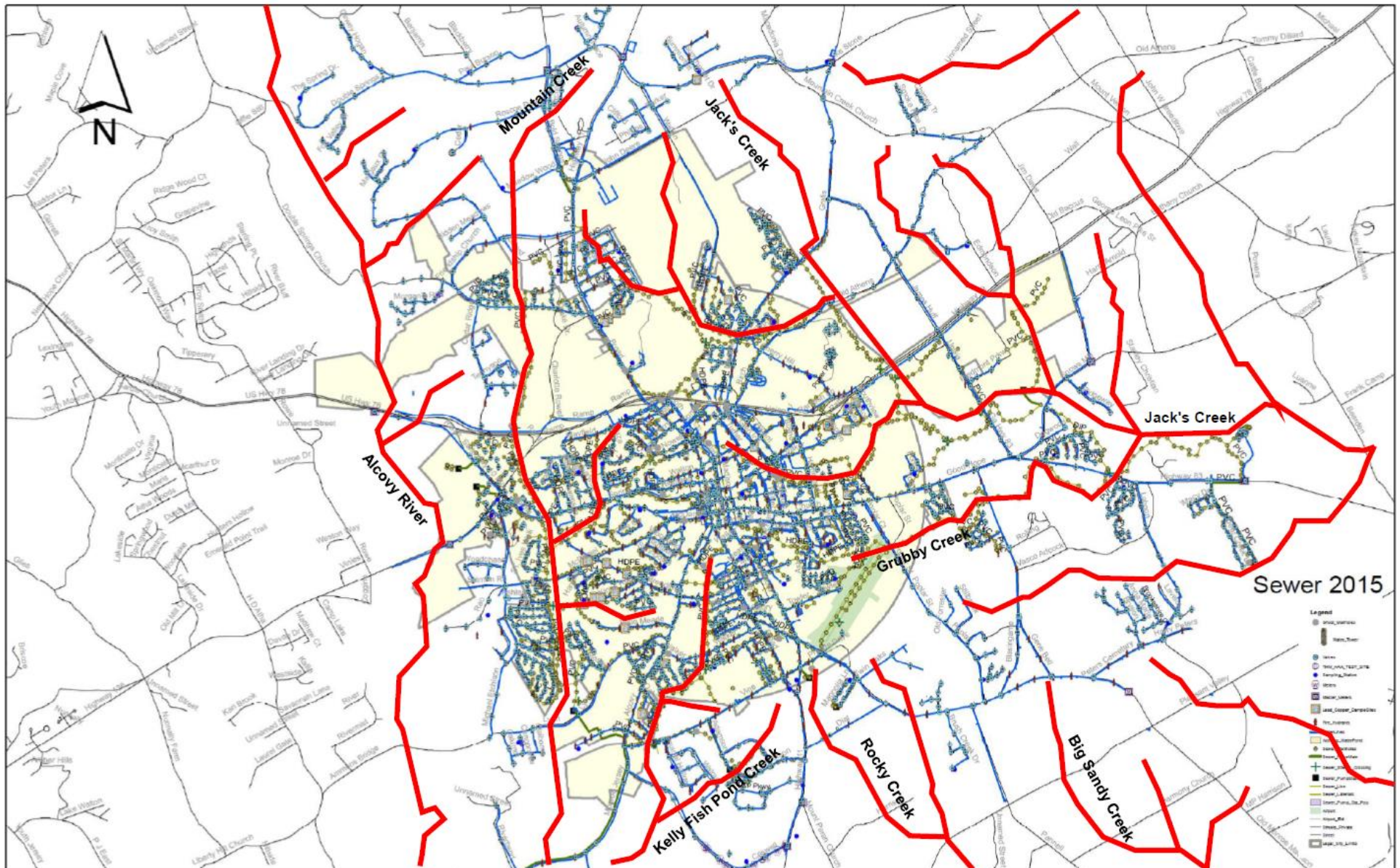
APPENDICES

Appendix A

Maps



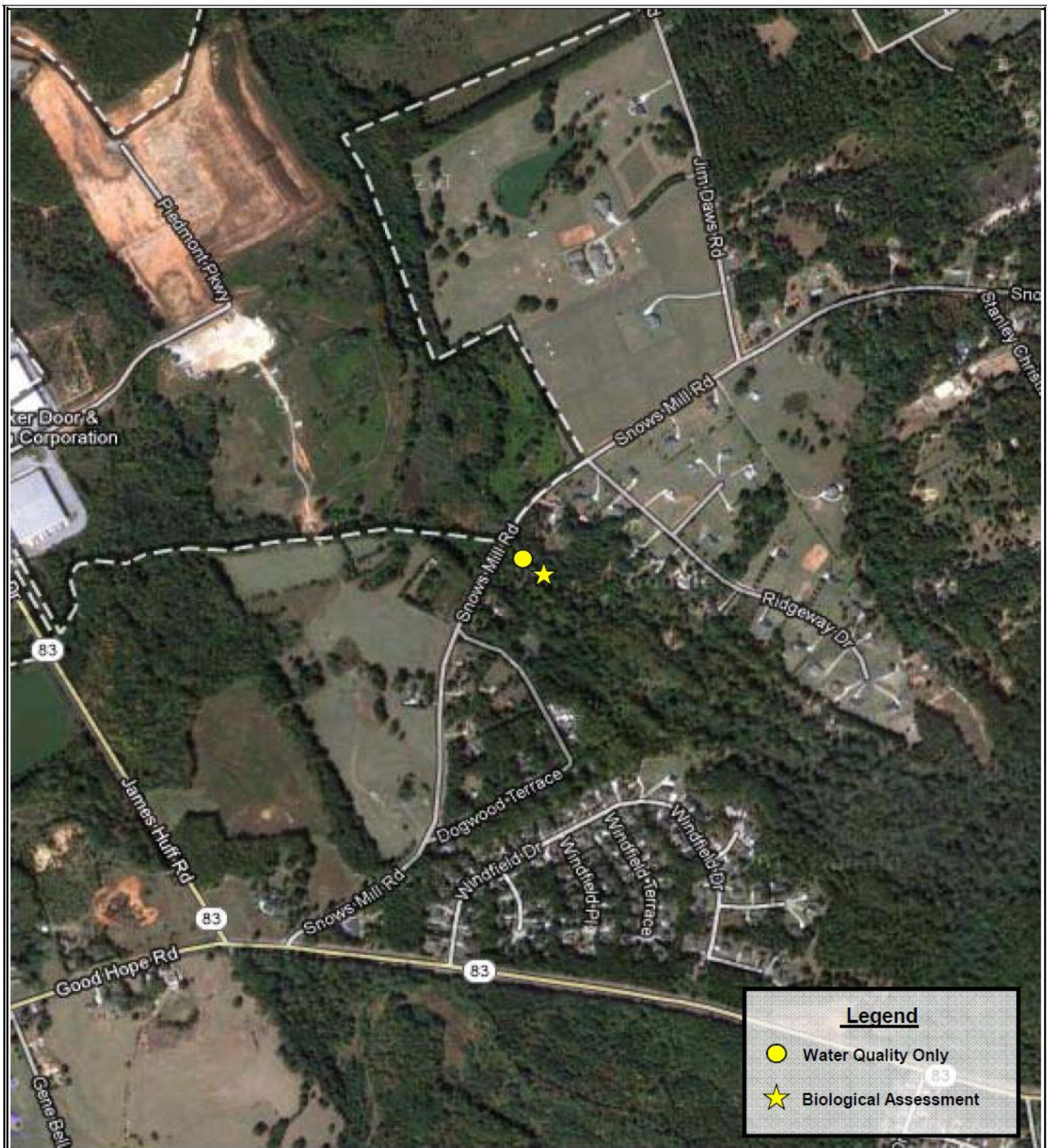




Sewer Lines (green), Water Lines (blue), and streams (red)

Appendix B

Sampling Location Maps



psi Information
To Build On
Engineering • Consulting • Testing

95 Chastain Road Kennesaw, GA 30144
Phone: (770) 424-6200 Fax: (770) 424-9982

DRAWN BY:
ASP

DATE:
2/26/13

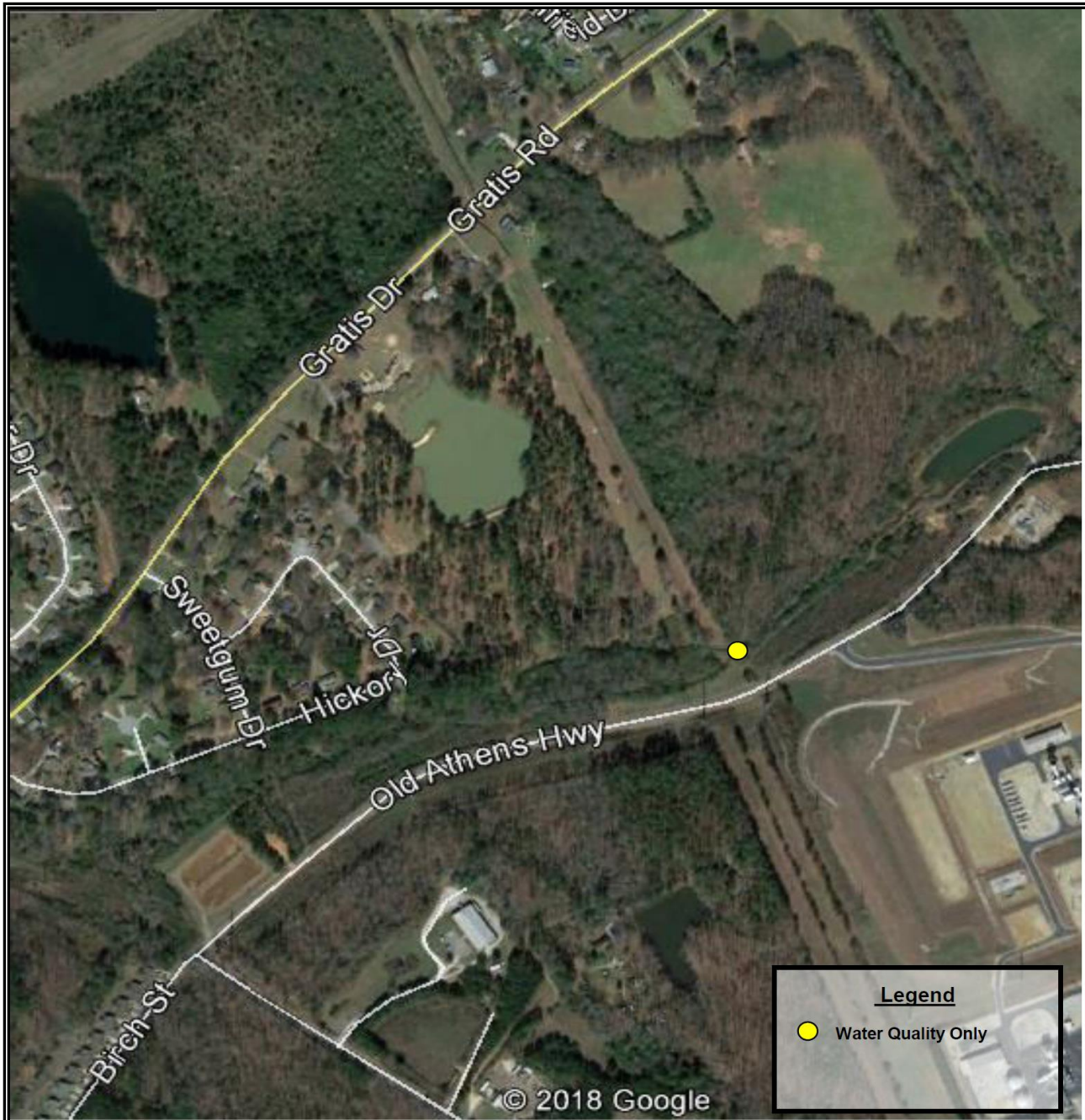
APPROVED:
PW


PROJECT NO.
5131056

MONROE SAMPLING LOCATIONS
JC-1 Jack's Creek @ Snows Mill Road

Map Source: Google Earth

MONROE WATERSHED ASSESSMENT
MONROE, WALTON COUNTY, GEORGIA



 Information To Build On Engineering • Consulting • Testing 95 Chastain Road Kennesaw, GA 30144 Phone: (770) 424-6200 Fax: (770) 424-9982	DRAWN BY: ASP	DATE: 1/22/18	MONROE SAMPLING LOCATIONS JCT-1 Jack's Creek Tributary @ Old Athens Highway <i>Map Source: Google Earth</i> MONROE WATERSHED ASSESSMENT MONROE, WALTON COUNTY, GEORGIA
	APPROVED: EN	PROJECT NO. 517107	



[psi] Information
To Build On
 Engineering • Consulting • Testing

95 Chastain Road Kennesaw, GA 30144
 Phone: (770) 424-6200 Fax: (770) 424-9982

DRAWN BY:
 ASP

DATE:
 2/26/13

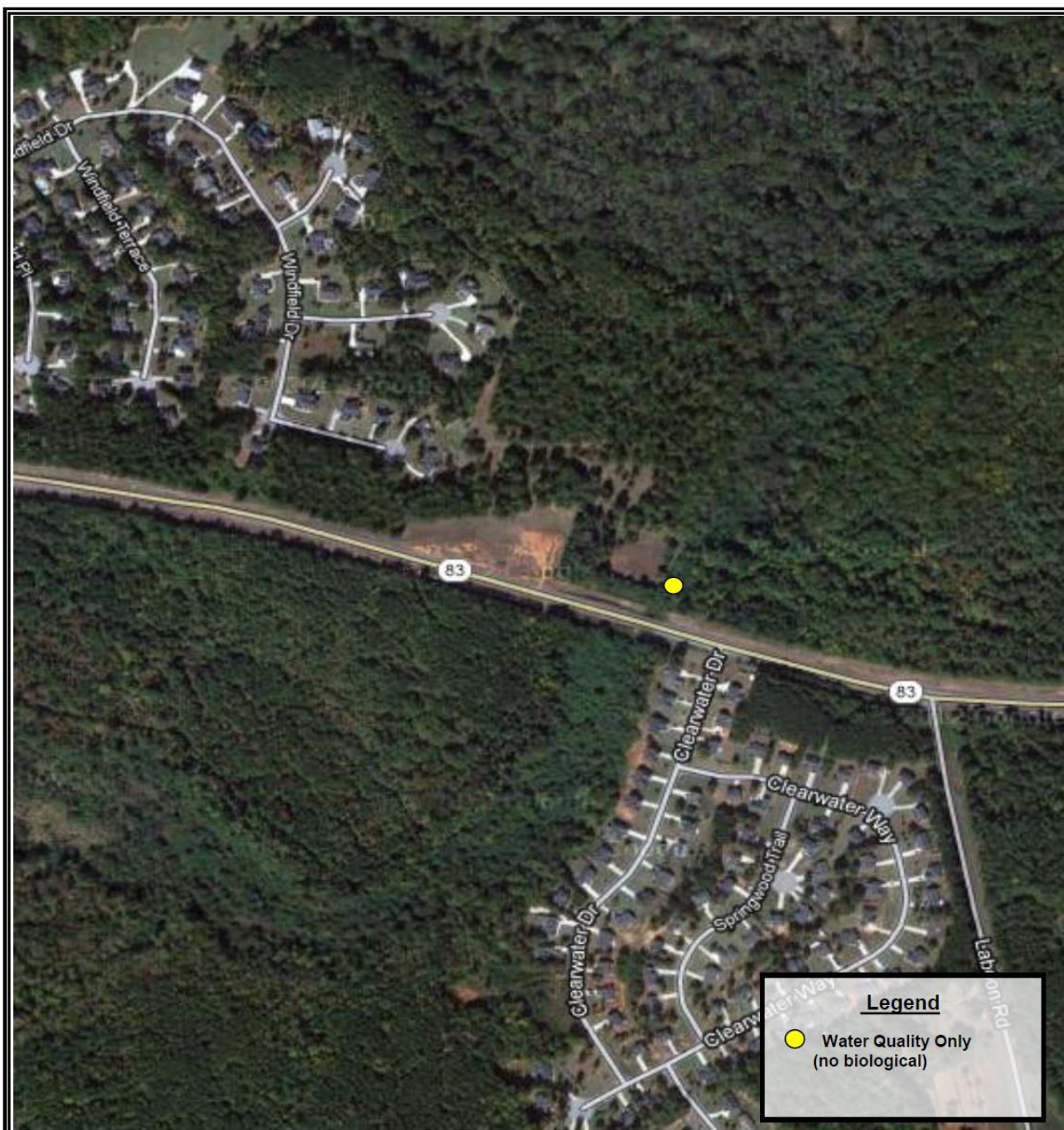
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PROJECT NO.
 5131056

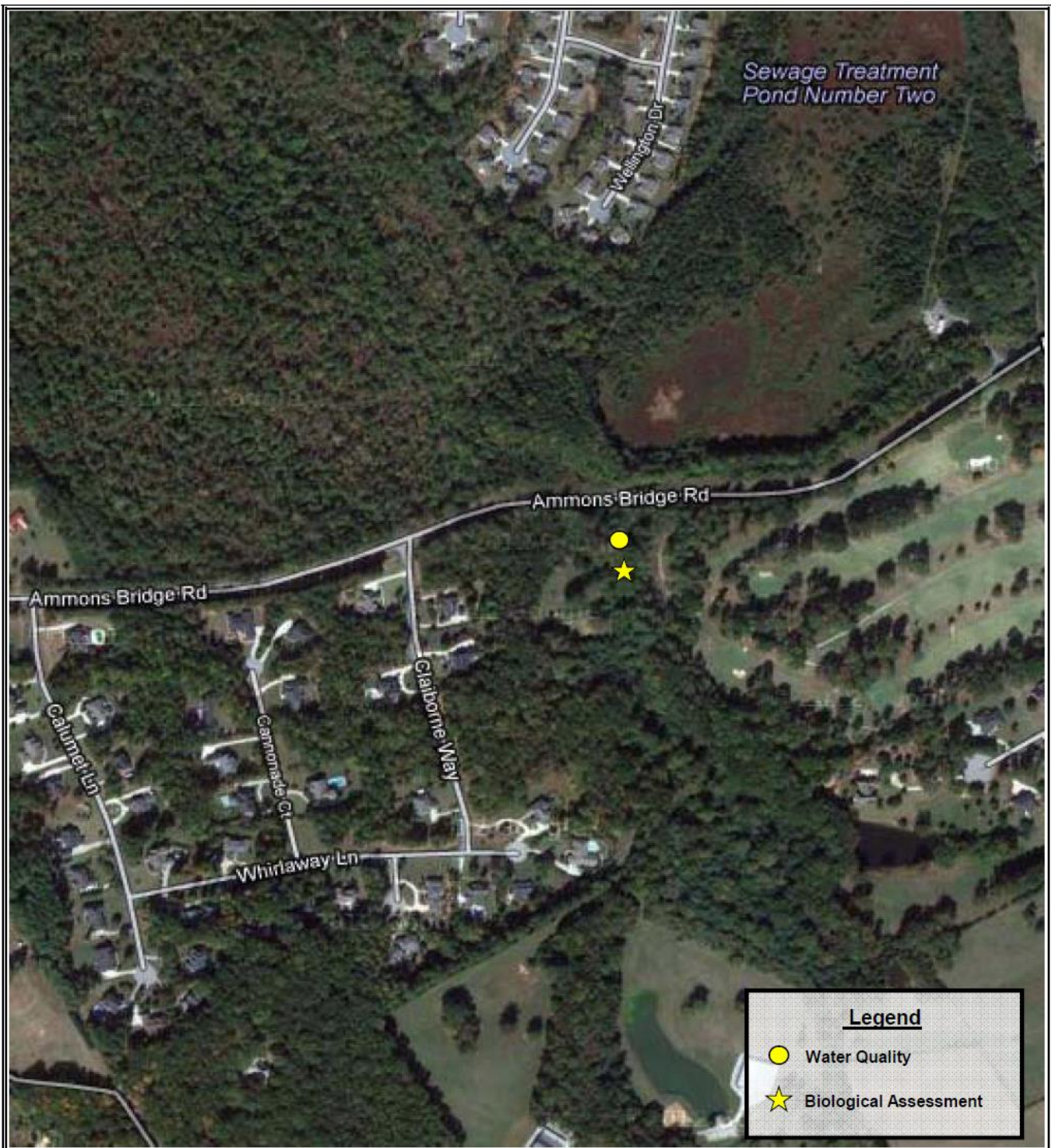
MONROE SAMPLING LOCATIONS
KFC-1 Kelly Fishpond Creek @ Dean Hill Road

Map Source: Google Earth

MONROE WATERSHED ASSESSMENT
MONROE, WALTON COUNTY, GEORGIA



 <p>95 Chastain Road Kennesaw, GA 30144 Phone: (770) 424-6200 Fax: (770) 424-9982</p>	DRAWN BY: ASP	DATE: 2/26/13	MONROE SAMPLING LOCATIONS GC-1 Grubby Creek @ Highway 83 East <i>Map Source: Google Earth</i> MONROE WATERSHED ASSESSMENT MONROE, WALTON COUNTY, GEORGIA
	APPROVED: PW	PROJECT NO. 5131056	



[psi] Information
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 Phone: (770) 424-6200 Fax: (770) 424-9982

DRAWN BY:
 ASP

DATE:
 2/26/13

APPROVED:
 PW

PROJECT NO.
 5131056

MONROE SAMPLING LOCATIONS

MC-1 Mountain Ck @ Lynn Ammons Bridge Rd

Map Source: Google Earth

MONROE WATERSHED ASSESSMENT
 MONROE, WALTON COUNTY, GEORGIA



Council Meeting

AGENDA

May 8, 2018

Item:

Approval - Out of State Travel for Police - To send Sgt. James Green to the Axon Accelerate Conference in Scottsdale, Arizona for a total cost of \$1,817.93. (Recommended for Council approval by Public Safety Committee May 1, 2018)

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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

Attachments / click to download

 [Out of State Travel Info](#)



To: Public Safety Committee, City Council
From: Keith Glass, Director of Public Safety; Amanda Lawson, Administration Manager
Department: Police
Date: 4/6/2018
Description: Out of state travel to 2018 Axon Accelerate Conference (Westin Kierland Resort, Scottsdale Arizona)

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

Funding Source: Police Training - 100-550-03200-00523-523700

Budget Allocation: \$35,000.00
Budget Available: \$31,236.97
Requested Expense: \$1,817.93 **Company of Purchase:** N/A

Recommendation:

Recommend Council APPROVE out of state training for the department Axon (body worn cameras) Administrator Officer, SGT James Green to 2018 Axon Accelerate Conference in Scottsdale, Arizona on June 04-08, 2018

Expenses:

Airfare: \$324.40 (American Airlines to Phoenix Sky Harbor Airport PHX)
Transportation (between airport and hotel): estimated \$90
Hotel: (4 nights at \$189 + tax) \$851.03
Meals: (City of Monroe per diem) \$88.00
Registration Fee: \$464.50 (50% discount was given by Axon Representative)
Total: \$1,817.93

Background:

Ensuring that Monroe Police Department is getting the most from our Axon investment.

In addition to hands-on training and best practices with Axon products, Accelerate features expert speakers and panels on a host of relevant topics around law enforcement technology, policy, training and communication. This is also the first year that the conference includes sessions on CEWs (Conducted Energy Weapons), officer well-being, and international trends. Along with the training opportunities, I will have the chance to learn from other attendees from around the globe and get perspective from their experiences.

This is an especially important year for us to keep up with changes in evidence and camera technology because of rapid advancements in the field. DEMS (Deployment Management Systems) are becoming more powerful and accessible, and we need to know how we can leverage their capabilities to make the most of our resources and keep up with our peers. My attendance will benefit on these projects:

1. Axon RMS integration with our report writing system
2. Axon Body Camera Certification
3. Record Retention using Axon systems and Open Records

Attachment(s):

None



2018 Axon Accelerate Conference

- [How much does registration cost?](#)
- [Are there any special promotions being offered?](#)
- [What classes will be available at the conference?](#)
- [What is the Axon Certification Course?](#)
- [Is there a discounted room rate available at the hotel?](#)
- [How do I book my hotel room?](#)
- [What airport should I fly into?](#)
- [Is airport transportation included?](#)
- [What is the dress code?](#)
- [Will meals be provided?](#)
- [What is the cancellation policy?](#)

Questions & Answers

Question: How much does registration cost?

Answer: Accelerate Conference-only (June 5-6): \$629

Accelerate Conference and Axon Certification Course (June 5-7): \$929

Axon Certification Course-only (June 7): \$629

Question: Are there any special promotions being offered?

Answer: We are very pleased to offer Buy-2-Get-1-Free registration. This discount will automatically be deducted from your total if you register 3 or more attendees on the same registration. You can do this by clicking the "Add Person" button when you reach the registration summary.

Question: What classes will be available at the conference?

Answer: We are so excited to be offering a wide range of available sessions, ranging from CEWs, officer health & well-being, Media Relations, BWC Policy, Future Technology / IT, Recruiting, and so much more! We are regularly adding more classes, but you can see the current agenda any time by clicking on the "Agenda" tab at the top of the registration page. Keep coming back to see what new and innovative content we will have available for you!

Question: What is the Axon Certification Course?

Answer: The Axon team is excited to present a redesigned certification experience in 2018. The goal of Axon Certification is to provide an immersive overview of our body-worn cameras (BWCs), mobile applications, and evidence management software ([Evidence.com](#)).

Program attendees will have access to online courses 30 days in advance of our one-day hands-on event at Axon Accelerate. Prior to coming on-site, students will develop their knowledge and understanding of Axon systems, and will be able to engage with Axon instructors through virtual trainings and office hours. In June, students will come together to practice new skills, participate in workshops, and connect with fellow trainees.

This course is *separate* from the Accelerate Conference and takes place the day after. This course is expected to sell out in advance.

Question: Is there a discounted room rate available at the hotel?

Answer: Yes. We have secured a discounted room rate of \$189/night (+tax). Your registration fee does **not** include the cost of the hotel.

Question: How do I book my hotel room?

Answer: There is a link to book your hotel room in the Registration Process. If you missed this you can [book it here](#) or call 480.624.1000 and tell them you are with Axon Accelerate.

Question: What airport should I fly into?

Answer: Phoenix Sky Harbor is the closest major airport and about a 20 minute drive to the hotel.

Question: Is airport transportation included?

Answer: We do *not* include transportation to and from the airport. Phoenix Sky Harbor is located about 19 miles (approximately 25 minute drive) from the hotel. Uber, Lyft, and taxi service is available at the airport.

Question: What is the dress code?

Answer: There is no set dress code, but casual to business casual is the norm.

Question: Will meals be provided?

Answer: Lunch will be provided during each day of the conference.

Question: What is the cancellation policy?

Answer: If you register and then are unable to attend we can transfer your registration to a different attendee from your agency at any time, or a 100% refund is available if you cancel before April 30, 2018.

CITY OF MONROE EXPENSE REPORT

Name: James Green

Department: MPD

Date:		June 4th	June 5th	June 6th	June 7th	June 8th		
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
Miles Driven								-
Reimbursement	-	-	-	-	-	-	-	-
Parking & Tolls								-
Auto Rental								-
Taxi/Limo								-
Other Travel								-
Airfare								-
Transportation Total		-	-	-	-	-	-	-
Lodging								
Registration Fee								
Breakfast			6.00	6.00	6.00	6.00		24.00
Lunch					8.00	8.00		16.00
Dinner		16.00		16.00	16.00			48.00
Sub-Total Meals	-	16.00	6.00	22.00	30.00	14.00	-	88.00
Supplies/Equipment								-
Food Charged								-
Gas Charged								-
Entertainment								-
Other Expenses								-
Total Expenses/Day	-	-	-	-	-	-	-	-

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

Purpose of Trip	SUMMARY	
	Total Expenses	88.00
Axon Accelerate Conference-Scottsdale Arizona 2018	Less Cash Advance	-
	Less Amount Charged To City	-
	Amount Due Employee	88.00
	Amount Due City	-

Prepared By

Date

Approved By

Date

[Back to Flight Results](#)

 Price Confirmed. Enjoy your flight!



Free online cancellation within the next 24 hours!

Monday, June 4

Atlanta > Phoenix

4h 14m

 American Airlines Flight 530 Airbus A320

5:50p

Atlanta, GA

ATL Hartsfield-Jackson Atlanta Intl Airport

7:04p

Phoenix, AZ

PHX Phoenix Sky Harbor Intl Airport

4h 14m

Economy

Friday, June 8

Phoenix > Atlanta

3h 48m

 American Airlines Flight 558 Airbus A320

8:40a

Phoenix, AZ

PHX Phoenix Sky Harbor Intl Airport

3:28p

Atlanta, GA





ATL Hartsfield-Jackson Atlanta Intl Airport

3h 48m

Economy





[Compare upgrade options](#) >

Main Cabin
RECOMMENDED

-  Carry-on Bag
-  Checked Bags
-  Cancellation
-  Seat Selection





Selected +\$0/person

First

-  Carry-on Bag
-  Checked Bags
-  Cancellation
-  Seat Selection

Upgrade +\$564/person

Main Cabin Flexible

-  Carry-on Bag
-  Checked Bags
-  Cancellation
-  Seat Selection

Upgrade +\$690/person

Main Cabin
RECOMMENDED

First

Main Cabin Flexible



ACCELERATE 18

CONNECTING PEOPLE, TECHNOLOGY, & TRAINING IN PUBLIC SAFETY

MONDAY, JUNE 4, 2018

5:00 PM - 8:00 PM EARLY CHECK-IN

TUESDAY, JUNE 5, 2018

8:00 AM - 9:00 AM: REGISTRATION AND CHECK-IN

9:00 AM - 10:30 AM: KICK-OFF KEYNOTE

10:30 AM - 10:50 AM: BREAK (EXPO OPEN)

BREAKOUT SESSION 1 [10:50-11:40 AM]

BODY-WORN CAMERAS: THE MOST UNDERUTILIZED RISK MANAGEMENT TOOL ■ ■

SPEAKER: CHIEF OF POLICE (RET) JONATHAN PARHAM, LINDEN, NJ PD

Many agencies outfit their officers with body cameras with an eye toward gathering as much evidentiary footage as possible, but the uses for video gathered in the field don't end in the courtroom. An ever-increasing number of law enforcement agencies have acquired Body-Worn Cameras as a means to enhance operational transparency, and reduce citizen complaints. Unfortunately, those same agencies are missing a tremendous opportunity to utilize the footage captured on their Body-Worn Cameras to reduce physical risk to the individual officer, as well as the significant financial risk to the law enforcement agency. Join us and discover how to get the most out of your Body-Worn Camera program. This training session will show you how to reduce agency liability, identify training gaps and improve police-citizen encounters.

CEW RISK MANAGEMENT: REDUCE YOUR AGENCY'S EXPOSURE AND SPEND ■

SPEAKER: ISAIAH FIELDS, AXON VP OF GOVERNMENT AFFAIRS, ASSOCIATE GENERAL COUNSEL

Join Axon's Associate General Counsel, Isaiah Fields, to discuss how your agency can reduce risk when using TASER CEWs. You'll learn tips to control costs and litigation exposure.

DIGITAL EVIDENCE MANAGEMENT, CASE MANAGEMENT, AND COMPLIANCE VOICE OF CUSTOMER ■

Now's the time to have your opinion heard. Join us for an in-depth conversation and hands-on experience with Evidence.com, Axon's Digital Evidence Management system. We'll discuss Case Management enhancements we are working on, share designs and workflows that are in development, and take your feedback on how to make them better.

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ACCELERATE 18

CONNECTING PEOPLE, TECHNOLOGY, & TRAINING IN PUBLIC SAFETY

TUESDAY, JUNE 5, 2018

UNLEASHING THE POWER OF UNCONDITIONAL RESPECT ■

SPEAKER: MAJOR CHIP HUTH, KANSAS CITY PD

Policing organizations deliver essentially identical services to communities, but the way that these services are delivered and received can differ drastically from community to community. When police service is experienced as illegitimate and hostile by community members, patterns and perceptions seem to resist any change. Behavior drives results, but it is our underlying mindset that determines or drives our behaviors. This talk will explore how the way we see ourselves in relation to those we serve—our mindset—impacts our overall effectiveness in achieving our basic mission of helping to instill safety and security into our communities.

KEEPING THE SUPER HEROES SUPER ■

SPEAKER: KIMBERLY A. MILLER, PH.D., MISCP

Public safety professionals are passionate about serving others, yet that commitment can take its toll. High stress, low sleep, and witnessing human tragedy reduces employees' mental and physical health. In this class, we'll explore the differences between stress, burnout, and compassion fatigue. You'll learn how to identify and address each stressor, discuss the common struggles, and cover the importance of regular self-care. Discover what "early warning systems" are, and which strategies, tools, and interventions can be used by both individuals and organizations to foster healthy coping, balance, and a positive mindset in employees.

LIVE STREAMING VOICE OF CUSTOMER SESSION ■

The next generation of connected cameras is being built and we want your input. Participate in an in-depth conversation that covers how we've enabled real-time activities, camera location, and officer-HQ communications.

MORE THAN CJIS: AXON GLOBAL SECURITY & PRIVACY ■

SPEAKER: GREG HEWES, AXON SENIOR MANAGER, TRUST AND SECURITY

Go beyond Criminal Justice Information Services (CJIS.) Learn about how Axon has committed to global security and privacy compliance in places like the UK, Canada, and the EU—and what it means for you. Join Axon's CJIS expert to discuss what is currently being done and the future measures that are being taken to keep your evidence secure.

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ACCELERATE 18

CONNECTING PEOPLE, TECHNOLOGY, & TRAINING IN PUBLIC SAFETY

TUESDAY, JUNE 5, 2018

PUBLIC EVIDENCE SUBMISSION IN 3 CLICKS: AN AXON CITIZEN DEMO

SPEAKER: NOAH SPITZER-WILLIAMS, AXON PRINCIPAL PRODUCT MANAGER

Collecting and managing digital evidence has become a top concern for agencies especially during high-profile cases or major crises. In this session, attendees will learn how Axon Citizen simplifies the evidence-collection process by providing officers and their communities quick and secure tools for submitting and verifying media. Product Manager Noah Spitzer-Williams will demo the tool and take questions.

SWIFTER PATHS TO JUSTICE: HOW BODY-WORN CAMERA FOOTAGE CAN IMPACT COURT PROCEEDINGS

- SPEAKER: BRENT BERKLEY, AXON DIRECTOR OF PROSECUTOR

Can body-worn camera footage help us get to the truth faster? Will the technology help put bad guys behind bars and exonerate those who have been unjustly accused? Come learn about the successes and challenges that have arisen in this new era of digital evidence. Session leaders will discuss both body-worn cameras and the Evidence.com platform as a whole. Drawing on facts and figures from a number of case studies conducted over the last several years, this session delves into the technology's potential impact on conviction rates, rates of guilty pleas, and time to trial.

TRANSPARENCY WITH OUR COMMUNITIES: THE IMPLICATIONS AROUND BODY-WORN CAMERA FOOTAGE RELEASES

- SPEAKER: BIANCA GILLET, PIO SANFORD, FL PD

When it comes to sharing content with the community, law enforcement agencies have to tread a fine line. Bianca Gillet, PIO of the Sanford PD, recounts how an effort to preserve transparency led to a media frenzy. When body-camera footage of a double homicide was released before it had been properly reviewed, it created a worst nightmare for Gillet's department. A short 24 hours later and Sanford PD was back in the national spotlight, walking the media through a timeline of events using the body cam conducting during a press conference. Join Gillet as she discusses the lessons learned and how to work with the media.

11:40 AM - 1:00 PM: LUNCH (PROVIDED)

12:40 AM - 1:00 PM: BREAK (EXPO OPEN)

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TUESDAY, JUNE 5, 2018

BREAKOUT SESSION 2 [1:00-1:50 PM]

ANATOMY OF AN ATTACK: LESSONS LEARNED FROM PROTECTING YOUR DATA ■

SPEAKER: JEREMY RALSTON, AXON SECURITY OPERATIONS CENTER MANAGER

The Axon Security Operations Center (SOC) is protecting the largest repository of digital evidence in the world 24/7, and the company that runs it all. Come learn from their war stories of protecting your data and the crazy measures that this team takes so you don't have to worry about it.

DEEP DIVE INTO PULSE GRAPHS ON SMART WEAPONS ■

SPEAKER: BRYAN CHILES, AXON TECHNICAL COMPLIANCE MANAGER

What are pulse graphs and how can they help your agency? Find out when Axon's Technical Compliance Manager walks through what pulse graphs show and how they work with your logs. You will dive into specific examples and scenarios and discover what the graphs look like.

INTEROPERABILITY OF DIGITAL SYSTEMS ■ ■ ■

SPEAKERS: CIO CHRIS BRAND, NORTHERN TERRITORY POLICE, AUSTRALIA

Agencies across the world tend to view their latest technology systems as standalone systems or processes. But what can we gain from taking a holistic approach the use of law enforcement technologies? Their interactions with other devices, systems or networks to provide a multi-modal evidence gathering capability that will save your agency time, money and provide the evidence you need for the desired outcome. Join us as we explore how your technologies can work together to become far more than just the sum of their parts.

LEVERAGING BODY-WORN CAMERAS TO ENGAGE WITH THE COMMUNITY AND HUMANIZE YOUR OFFICERS ■ - SPEAKER: STEPHANIE SLATER, PIO BOYNTON BEACH, FL PD

When a 93-year-old woman's wallet was stolen from her purse at Publix, Boynton Beach Police Officers Janelle Jumelles and Evan Esteves paid for her groceries and then surprised her with a \$60 gift card. Their act of kindness was later seen by 16 million people on social media. How were so many people be able to witness their good deed? The Axon Body 2. Since Boynton Beach Police began using body cameras in May 2017, Public Information Officer Stephanie Slater has been reviewing officers' videos for interesting calls for service to help the agency promote the positive work officers do in the community. It's part of the agency's ongoing effort to educate, inform, and engage the community – now made even more exciting with body cameras. During this tutorial, PIO Slater will speak about how your agency can tap into this resource to showcase the work your officers are doing to serve their communities.

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CONNECTING PEOPLE, TECHNOLOGY, & TRAINING IN PUBLIC SAFETY

TUESDAY, JUNE 5, 2018

LONDON MET GAMIFICATION STUDY ■

SPEAKER: ADRIAN HUTCHINSON AND SANDRA WOOD, LONDON METROPOLITAN POLICE

The Metropolitan Police (MPS) has achieved the largest rollout of Body Worn Video (BWV) delivering cameras to 22,000 officers across London. To deliver BWV training to this many officers using traditional classroom methods would have been expensive and resource-intensive. Instead, the MPS opted for on-line learning. This session will cover the rollout journey from pilot to installation and showcase the three types of online training utilized. A training exercise will follow to clearly illustrate how this type of learning intertwines police culture with technology.

RECRUITING AND RETAINING MILLENNIALS ■

SPEAKER: DR. JIM DELUNG

Millennials make up a significant percentage of police employment positions nationwide. Unfortunately, workplace satisfaction is reported at an all time low amongst them. In this workshop, we will examine perceptions of workplace satisfaction through the shared experiences of millennial-aged police officers and discuss how to address their responses on what they find most valuable and rewarding.

THE POWER OF A CONNECTED NETWORK ■

SPEAKER: TODD BASCHE, AXON EVP OF CONNECTED DEVICES

In our personal lives everything is connected and makes us more efficient. How can we have the same success in our jobs? Join Axon's EVP of Worldwide Products to discuss how he envisions connected networks in public safety to not only increase officer downtime but also bridge across all vendors.

RMS AND CAD VOICE OF CUSTOMER SESSION ■

Our experts want to hear from you. Participate in an in-depth conversation and provide your feedback on Axon's next generation of software products. We'll focus on incident reporting, routing and workflows across the agency, and video's place in saving officers and reviewers time.

TASER FROM A MEDICAL STANDPOINT ■

SPEAKER: DR. DON DAWES AND DR. MARK KROLL

Join leading ER Doctors for a Q&A of what happens when a suspect is taken to the ER after a TASER exposure. Learn the effects that the TASER has on the metabolic and heart rate, and internal temperature.

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ACCELERATE 18

CONNECTING PEOPLE, TECHNOLOGY, & TRAINING IN PUBLIC SAFETY

TUESDAY, JUNE 5, 2018

UTILIZING AXON'S GOVERNMENT AFFAIRS ■ ■

SPEAKER: JOE MURZYN, DAVID SKILES, AND ESMAEL ANSARI, AXON

Agencies that partner with Axon can rally support with government officials, media, political leaders, business and civic groups for their body-worn camera and CEW programs. During this open discussion, you'll learn how about traditional direct advocacy with stakeholders, risk management presentations, and community briefings—all in close coordination between Axon and your agency.

DRONE POLICY & CERTIFICATION ■

SPEAKER: BRANDY SHAFFER, AXON PRODUCT MANAGER

Many times implementing new technologies can be held up by the effort it takes to understand relevant regulation and form the right policy. Join experts from Axon as well as a leading edge agency that implemented drones. They'll discuss current certifications needed, best practices in developing your policy, and how to plan for future changes.

DEVICE MANAGEMENT VOICE OF CUSTOMER SESSION ■

Participate in an in-depth conversation about the pains and needs of Axon device management at your agency with a focus on inventory, configuration, device health, and returns management.

1:50 PM - 2:10 PM: BREAK (EXPO OPEN)

BREAKOUT SESSION 3 [2:10-3:00 PM]

AXON ECOSYSTEM - TRUST AND SECURITY ■

SPEAKER: JENNER HOLDEN, AXON CHIEF INFORMATION SECURITY OFFICER

Trust and security are critical to your team. See how the Axon Ecosystem provides both; in many ways you might not even realize. During this lecture and hands-on demo, you'll learn where and how Axon is protecting your devices and data.

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CONNECTING PEOPLE, TECHNOLOGY, & TRAINING IN PUBLIC SAFETY

TUESDAY, JUNE 5, 2018

BODY-WORN CAMERA POLICY AND LEGISLATION ■

SPEAKERS: SCOTT GREENWOOD, ACLU, CHIEF (RET) TOM STREICHER, CINCINNATI PD, SEAN SMOOT, PRINCIPAL CONSULTANT WITH 21ST CENTURY POLICING, AND ESMAEL ANSARI, AXON DIRECTOR OF GOVERNMENT AFFAIRS

Just as body-worn camera technology is advancing, so is the policy regulating it. Join a panel of experts as they discuss the current climate and how to keep pace with the changes.

COMPLIANCE AND AUDITING CAMERAS AT YOUR AGENCY ■ ■

SPEAKER: COMMANDER DAN ZEHLER, LAS VEGAS METRO PD

Policy compliance is a big issue, and it's better to be prepared rather than play catch up. Ensure your body-worn cameras are being utilized in accordance with company policy prior to deployment. Join us for a discussion on: Who ensure policy compliance? How can technology help? How does an agency audit recordings?

DE-ESCALATION TACTICS: A GLOBAL PERSPECTIVE ■ ■

SPEAKERS: NICK DAVIES, AXON TRAINING INTERNATIONAL MANAGER (UK), DARRIN SUTCLIFFE, TORONTO POLICE SERVICES, ERIK LAWRENZ, ST. CHARLES PD, AND MAJOR CHIP HUTH, KANSAS CITY PD

Join a panel of experts as they discuss de-escalation tactics from around the world. They will cover what is currently being taught, policies that are changing, and how their area views de-escalation. We will be featuring panelists from the UK, Canada, and the US.

DIGITAL EVIDENCE MANAGEMENT, CASE MANAGEMENT, AND COMPLIANCE VOICE OF CUSTOMER

Now's the time to have your opinion heard. Join us for an in-depth conversation and hands-on experience with Evidence.com, Axon's Digital Evidence Management system. We'll discuss Case Management enhancements we are working on, share designs and workflows that are in development, and take your feedback on how to make them better.

FIGHTING DOMESTIC VIOLENCE WITH BODY-WORN CAMERAS; QUEENSLAND POLICE SERVICE (AUSTRALIA) ■ - SPEAKER: MARK HOGAN, DETECTIVE INSPECTOR, QUEENSLAND POLICE SERVICE

Research has shown that 1 in 4 women in Australia have experienced physical or sexual violence from a partner while in a relationship. While law enforcement agencies across Australia respond to 5,000 domestic and family violence per week, most abuse is under reported and under-prosecuted. To combat this pressing issue, the Queensland Police Service created a Domestic Violence Task Force supported by body-worn cameras. Come and hear how successful this Accelerated evidence trial was and how QPS was able to increase charges related to arrests and convictions.

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CONNECTING PEOPLE, TECHNOLOGY, & TRAINING IN PUBLIC SAFETY

TUESDAY, JUNE 5, 2018

GETTING THE RIGHT PEOPLE TO THE TOP OF YOUR LIST: RUNNING A BETTER PROMOTIONAL PROCESS ■ - *SPEAKER: KIMBERLY A. MILLER, PH.D., MISCP*

Many promotional processes force employees to jump through hoops to prove their worth in a particular moment rather than assessing their behavior/history of interactions over time. Given that the best predictor of future behavior is past behavior, the majority of assessment centers fail in their ability to identify the best leaders. In this class, you'll learn how to: Run a historically-based promotional process, describe specific components of the process, directly assess for past behavior, explore defensibility, test fairness, and provide examples of exercises and questions that will separate your real leaders from impostors.

HOW TO HANDLE CRISIS COMMUNICATIONS ON SOCIAL MEDIA ■

SPEAKERS: CARLEY PARTRIDGE, AXON PR SPECIALIST, CONSTABLE CAEDMON NASH, VANCOUVER PD, STEVEN CRUPI, PIO, LAS VEGAS METRO PD, AND TJ SMITH, PIO, BALTIMORE PD

When a crisis hits, social media can be instrumental in broadcasting real-time updates to the public. But what is the right way to go about gathering and sharing that information? In this panel session, you'll hear from multiple agencies that have experienced crises in their cities. They will each speak to their best practices for social communications: the challenges, the results, and the public reception.

LIVE STREAMING VOICE OF CUSTOMER SESSION ■

The next generation of connected cameras is being built and we want your input. Participate in an in depth conversation that covers how we've enabled real-time activities, camera location, and officer-HQ communications.

INVESTIGATING CYBERCRIME ■

SPEAKER: JIM EMERSON, RET. LT. COL (USMC)

Cyber crime is a cat-and-mouse game. Just as a patch or solution is published to remedy a problem, another threat rears its head. Join Ret. Colonel, Jim Emerson, as he addresses the current trends, challenges, and tips for investigating modern cyber crimes. During this master tutorial, you'll learn about threat awareness, threat analysis, and threat mitigation to empower your agency.



ACCELERATE 18

CONNECTING PEOPLE, TECHNOLOGY, & TRAINING IN PUBLIC SAFETY

TUESDAY, JUNE 5, 2018

UTILIZING VIDEOS ON YOUR CASE, WITHOUT THE BURDEN ■

SPEAKER: DEPUTY DISTRICT ATTORNEY, DAMON MOSLER, SAN DIEGO COUNTY

This course will survey the ways in which body worn camera footage can be used most effectively by prosecutors as well as members of law enforcement. We'll cover how to receive, review, redact and discover evidence. Additionally, we'll delve into what to expect from the defense when using this footage as well as strategies to help juries understand and accept graphic videos.

3:00 PM - 3:20 PM: BREAK (EXPO OPEN)

BREAKOUT SESSION 4 [3:20-4:10 PM]

5-YEAR USEFUL LIFE POLICY FOR CEWS: WHY IT'S NOT A MYTH, BUT A SAFETY MUST-DO ■

SPEAKER: ISAIAH FIELDS, AXON VP OF GOVERNMENT AFFAIRS, ASSOCIATE GENERAL COUNSEL

We've heard from our partners in law enforcement that our 5-year useful life policy for TASER CEWs feels arbitrary. In this session, we'll get to the bottom of why it's not simply a convenient business decision by Axon—rather a safety and liability concern. Members of our legal team will be on hand to explain our liability policy and the numbers behind this important recommendation, as well as answer your questions.

ARTIFICIAL INTELLIGENCE: WHAT IS IT AND WHAT IS AXON DOING? ■ ■

SPEAKERS: DAN CINTRA, AXON SENIOR PRODUCT MANAGER AND MOJI SOLGI, AXON DIRECTOR OF AI AND MACHINE LEARNING

In recent years artificial intelligence (AI) technologies have advanced significantly. From image recognition to language understanding, these technologies are changing our lives and businesses, and law enforcement will be no exception. At Axon, we are working on integrating AI into all of our product and service offerings, and we are committed in doing so ethically and responsibly. In this talk, we will introduce AI and the initiatives that Axon is taking in this area.

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ACCELERATE 18

CONNECTING PEOPLE, TECHNOLOGY, & TRAINING IN PUBLIC SAFETY

TUESDAY, JUNE 5, 2018

AXON ACADEMY & THE FUTURE OF TRAINING FOR LE ■ ■

SPEAKER: LAURA BROWN, AXON DIRECTOR OF LEARNING AND DEVELOPMENT

Law enforcement officials live by their training. In this session, Axon's Director of Learning and Development Laura Brown will provide an overview of Axon's learning management system, Axon Academy. Plus, she'll discuss how it will help users get access to product certification and courses that promote best practices for the latest technology.

AXON SECURITY: DEEP-DIVE ■

SPEAKER: EUGENE KOLOVYANSKY, AXON SENIOR PRODUCT MANAGER AND KARTHIK VENKATESH, AXON APPLICATION SECURITY ENGINEER

Get the most from your investment in Axon. During this in-depth session, uncover Axon Security's essential functions and available security features. You'll be given a tutorial of best practices, mistakes to avoid, and how to actually implement some of these security features for your agency.

BEST PRACTICES IN RECRUITMENT AND RETENTION ■

SPEAKERS: DR. JIM DELUNG, DR. KIMBERLY A. MILLER, MAJOR LJ ROSCOE- DEKALB COUNTY SHERIFF'S OFFICE, AND ANTHONY GUGLIELMI, PIO CHICAGO PD

Law enforcement is challenged by the public's opinions of them both good and bad—making recruiting new talent and keeping the best a huge task. During this session, a panel of Chiefs provides insights on what's worked for their agencies and how they've motivated new talent to stick around.

EVIDENCE.COM'S REDACTION STUDIO: REDACT AS YOU WATCH ■

SPEAKER: DOUG DIRREN, AXON STRATEGIC PROJECT MANAGER

Most agencies with body-worn camera programs list redaction as one of the greatest challenges they face. That's why we've released the Redaction Studio, one of our latest improvements to Evidence.com. In this workshop, you'll learn about Redaction Studio's new features and see how it simplifies processing and redacting video in real-time redactions.

FLEET VOICE OF CUSTOMER SESSION ■

Capturing evidence doesn't just happen on body-worn cameras. Join our experts in a discussion about using in-car cameras for more than capturing video. Learn how AI can be used for a variety of vehicle applications and what are the most valuable applications for law enforcement agencies.



ACCELERATE 18

CONNECTING PEOPLE, TECHNOLOGY, & TRAINING IN PUBLIC SAFETY

TUESDAY, JUNE 5, 2018

FUTURE OF POLICING: WHAT LAW ENFORCEMENT WILL LOOK LIKE IN 25 YEARS ■ ■ ■

SPEAKERS: CHIEF OF POLICE (RET) JIM BUEERMANN, PRESIDENT OF THE POLICE FOUNDATION, DARREL STEPHENS, MCC EXECUTIVE DIRECTOR (RET.), AND DR. JOE SCHAFER, PRESIDENT OF THE SOCIETY OF POLICE FUTURISTS INTERNATIONAL

Technology is evolving and changing daily, so it's hard to think about 25 years from now. We've put together a panel of visionaries to discuss where they see public safety going and how to prepare for the changes.

LAUNCHING YOUR BODY- WORN CAMERA PROGRAM: HOW TO CONTROL THE STORY ■ ■

SPEAKER: CARLEY PARTRIDGE, AXON PR SPECIALIST

The public often views video as the judge and jury in assigning wrongdoing, ignoring the lead-up or off-camera events prior to recording. That's why it's critical to follow a step-by-step approach to launching your body-worn camera program. From drafting key messages to prepping your media spokesperson, this deep-dive session will touch upon all the tactics needed for a successful launch. Tell the story you want to tell—and be prepared for every response.

RMS AND CAD VOICE OF CUSTOMER SESSION ■

Our experts want to hear from you. Participate in an in-depth conversation and provide your feedback on Axon's next generation of software products. We'll focus on incident reporting, routing and workflows across the agency, and video's place in saving officers and reviewers time.

THE POWER OF CAD/RMS INTEGRATION ■ ■

SPEAKERS: STEVE MINNIGERODE, AXON SALES ENGINEER AND THERESA BRENHOLT, BUSINESS ANALYST, PEORIA PD

Video evidence can be invaluable—but only if it can be easily logged and found. We want you to learn the ins and outs of integrating your CAD or RMS system with _Evidence.com_ (<http://evidence.com/>). Plus, we'll discuss automating the video tagging process with complete and correct metadata. Participants will gain valuable insight into how evidence can be managed most effectively and how data accuracy can be improved.

TRANSPARENCY VS PRIVACY: WHEN AND HOW TO RELEASE BODY-WORN CAMERA FOOTAGE ■

SPEAKER: ANTHONY GUGLIELMI, PIO CHICAGO PD AND TJ SMITH, PIO BALTIMORE PD

Imagine a nightmare scenario: a volatile incident involving your agency is partially captured on a cellphone camera and circulated without relevant context. If there is body-worn camera footage of the incident, should you release it? How do the needs and demands of the public fit in with your public relations and with the media's increasing demand for camera footage, not to mention the rights of victims and suspects alike? Axon understands that these questions have come to the forefront of politics and policing and need to be covered.

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CONNECTING PEOPLE, TECHNOLOGY, & TRAINING IN PUBLIC SAFETY

TUESDAY, JUNE 5, 2018

This seminar discusses the politics behind media and body-worn camera footage and provides an overview of the thorny political realities that most agencies will, at one time or another, be forced to face.

4:10 PM - 5:00 PM: DEDICATED EXPO HALL TIME

6:00 PM - 9:00 PM: RECEPTION

WEDNESDAY, JUNE 6, 2018

8:00 AM - 9:00 AM: DEDICATED EXPO HALL TIME

BREAKOUT SESSION 5 [9:00-9:50 AM]

BODY-WORN CAMERA DISCIPLINE: HOW RULES ARE ENFORCED ■ ■

SPEAKER: CAPTAIN DAN ZEHDNER, LAS VEGAS METRO PD AND TJ SMITH, PIO BALTIMORE PD

Cameras catch officers doing incredible things, but what do you do when they do not follow policy? Come and hear from a panel of agencies that use body cameras as a training tool, ensuring their team is prepared, well trained, and accountable.

DIGITAL EVIDENCE MANAGEMENT, CASE MANAGEMENT, AND COMPLIANCE VOICE OF CUSTOMER ■

Now's the time to have your opinion heard. Join us for an in-depth conversation and hands-on experience with Evidence.com, Axon's Digital Evidence Management system. We'll discuss Case Management enhancements we are working on, share designs and workflows that are in development, and take your feedback on how to make them better.

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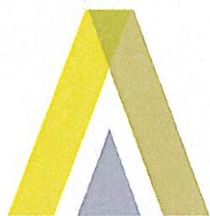
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CONNECTING PEOPLE, TECHNOLOGY, & TRAINING IN PUBLIC SAFETY

WEDNESDAY, JUNE 6, 2018

EVIDENCE.COM FOR BEGINNERS: START HERE ■

SPEAKER: TOM LINCKS, AXON DIRECTOR OF CUSTOMER SERVICE AND OFFICER SCOTT ROTH, MONTGOMERY COUNTY MD

If you have limited exposure to Evidence.com, this session is for you. We'll provide attendees with an overview of the fundamentals of our digital evidence management system, so you can return to your agency with confidence. Learn how to solve some of the most frequently asked questions, such as resetting passwords, changing security info, and understanding Evidence.com email notifications.

HOW THE UK UTILIZES TASER WEAPONS ■ ■

SPEAKERS: SUPERINTENDENT IAN DRUMMOND-SMITH, DEVON AND CORNWALL POLICE

The UK, where just 6% of officers carry firearms, has a very different perspective on TASER CEWs. Join Superintendent Ian Drummond-Smith from Devon and Cornwall Police as he discusses the key aspects that set their use and policies apart from the rest of the world.

INFORMATION SHARING, NIBRS, AND 21ST CENTURY RMS ■

SPEAKER: SAYCE FALK, AXON DIRECTOR OF RMS AND DAVID ROBERTS, SEARCH EXECUTIVE DIRECTOR

Join a panel of experts as they discuss new developments in National Incident-Based Reporting System (NIBRS) and RMS. They will discuss strategies on how to break down data silos to free up information across an organization and what changes have led to NIBRS becoming the new standard to produce better crime data.

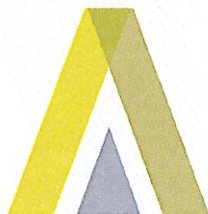
LIVE STREAMING VOICE OF CUSTOMER SESSION ■

The next generation of connected cameras is being built and we want your input. Participate in an in-depth conversation that covers how we've enabled real-time activities, camera location, and officer-HQ communications.

WHEN A CRISIS HITS: THE IMPORTANCE OF MEDIA TRAINING ■ ■

SPEAKER: STEVE TUTTLE, AXON VP OF STRATEGIC COMMUNICATIONS

Information moves fast—your response has to be faster. That's why media training is critical to responding effectively to crisis situations. In this day and age, information is instantaneous and media consumers get immediate news coverage from their TVs, computers, and phones. To ensure that your response can be just as immediate as the news coverage itself, it's crucial that you and your agency have the best possible preparation for media interaction, questions, and interviews already established. How will you respond during a crisis? And how can TASER help?



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WEDNESDAY, JUNE 6, 2018

WHEN THE BUDGET PEOPLE SAY 'NO': UNDERSTANDING CEW PLANS & CONTRACT OPTIONS ■ ■

SPEAKER: SHANE PAGE, NATIONAL DIRECTOR – TASER CEW MAJOR ACCOUNTS

Purchasing much-needed equipment for your agency can unleash a host of procurement, policy, and political issues. When you're hitting hurdle after hurdle, it's important to have a partner who understands how to create win-win contracts. In this session, we'll share some of the programs and strategies that we've used to help agencies secure the budget they need for a successful TASER program.

AXON INTERVIEW: A DEEP DIVE INTO OUR INTERVIEW ROOM SYSTEM ■

SPEAKER: ROBERT MURPHY, AXON

You asked. We delivered. Join us to learn more about Axon's interview room recording system. During this session, Product Manager Robert Murphy will get you up to speed on Axon Interview, including an overview of the product, what makes up its core features, how it integrates with Evidence.com, and more.

DRONE BEST PRACTICES & LESSONS LEARNED ■

SPEAKERS: BRANDY SHAFFER, AXON PRODUCT MANAGER

When deploying a new technology there can be bumps along the way. Join a panel of agencies that have deployed drones and are successfully using them at their agencies to discuss what they would've wanted to know before they got started. They will discuss the future of their programs and the benefits they have seen.

SECURITY BEST PRACTICES: HOW TO PREVENT YOUR AGENCY FROM BEING HACKED ■

SPEAKERS: JENNER HOLDEN, AXON SVP OF INFORMATION SECURITY AND PAUL WEATHERHEAD, CTO OF IT SECURITY ASSURANCE AT DIGITAL BOUNDARY GROUP

Solid security doesn't have to be expensive. Learn about the most impactful security practices that can be employed without expensive software or consultants. Join Jenner Holden, SVP of Axon's Information Security as he discusses with expert Paul Weatherhead security lessons learned and suggestions for keeping your information safe.

9:50 AM - 10:10 AM: BREAK (EXPO OPEN)

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WEDNESDAY, JUNE 6, 2018

BREAKOUT SESSION 6 [10:10-11:00 AM]

AFTER YOU CLIMB THE MOUNTAIN OF IMPLEMENTATION ■ ■ ■

SPEAKER: WAYNE HUTCHINGS, ACTING INSPECTOR, QUEENSLAND POLICE SERVICE

Introducing a body worn camera program to your department can be a monumental task in itself – securing funding; creating new policy; the tender/procurement process; rolling out the equipment; and training your officers. But what happens after that? How do you ensure your program will be successful and deliver value for money to your department and your community? Acting Inspector Wayne Hutchings managed the largest rollout of body worn cameras in Australia, introducing over 5000 body worn cameras to the Queensland Police Service. The department structured their entire rollout around an evaluation plan underpinned by sound research methodologies. They also conducted several internal audits reviewing the deployment of body worn cameras and Evidence.com. Acting Inspector Hutchings will lead us through those processes and how the various evaluation and audit report recommendations are being used to continue to shape their program towards a path to success.

AM FLEET VOICE OF CUSTOMER SESSION ■

Capturing evidence doesn't just happen on body-worn cameras. Join our experts in a discussion about using in-car cameras for more than capturing video. Learn how AI can be used for a variety of vehicle applications and what are the most valuable applications for law enforcement agencies.

DIGITAL TRANSFORMATION AND CULTURAL CHANGE ■ ■ ■

SPEAKER: CIO CHRIS BRAND, NORTHERN TERRITORY POLICE AUSTRALIA

In the fast-moving world of emerging technologies, the acquisition and technical integration of a product isn't always the hardest part—it's dealing with the cultural changes that come with it. Systems within agencies, whether they're official or cultural, will often put up roadblocks to the advancement of your tech. So, how can your agency implement practices to ensure that internal resistance to change doesn't become the failure point within your project? Whether your intention is to install body worn video, facial recognition or a new records management system, it's essential for you and your agency to be prepared for important cultural shifts. And because every project has the potential to advance your agency's approach to efficiency and effectiveness in broader ways, it's important to approach every project strategically.

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WEDNESDAY, JUNE 6, 2018

HANDS OFF, CAMERAS ON: SEE OUR SIGNAL TECHNOLOGY FOR YOURSELF ■

SPEAKER: BRANDY SHAFFER, AXON PRODUCT MANAGER, SIGNAL SIDEARM

In the heat of the moment, law enforcement officials need to focus on what's happening around them—not their technology. Our Axon Signal technology helps users capture vital footage without worrying about their cameras. In this session, we'll demo our various Axon Signal products and offer attendees insights into how agencies have used the products in the field.

THE IMPACT OF EMOTIONAL AND PSYCHOLOGICAL TRAUMA IN POLICING: UNDERSTANDING, AWARENESS, RESILIENCY, AND SUPPORT ■

SPEAKER: SERGEANT CHRIS SCALLON, NORFOLK PD

First Responders and trauma go hand-in-hand. Therefore, bringing about awareness and understanding the inevitable exposure and potential adverse affects are critical to the individual and agency alike. This presentation is a first-hand account of an officer's exposure to both cumulative and acute trauma. Sergeant Christopher Scallon recounts his experiences that will take the audience on his personal journey from an enthusiastic rookie to a damaged cop (diagnosed with PTSD and severe depression) to a mental health advocate providing a map to resiliency and support for all first responders.

FOUNDATIONS AND ADMISSIBILITY OF BODY WORN CAMERAS ■

SPEAKER: DISTRICT ATTORNEY, NANCY HAYASHIDA, ORANGE COUNTY

Body worn video, in-car video, interview footage, and other forms of digital data provide valuable evidence in your criminal trials; but what are the legal and foundational requirements for admitting this evidence? This session will provide you with a working knowledge of the preparation, chain of custody, and foundational predicate questions necessary for successful use of digital evidence in a criminal trial.

IMPORTANCE OF ENGAGEMENT: YOUR AGENCY AND THE COMMUNITY ■

SPEAKER: SERGEANT CHRIS COGNAC, HAWTHORNE, CA PD

One of the most important jobs for members of law enforcement is establishing trust with the public. And there's no better way to achieve this than by engaging with the community. In this session, Hawthorne PD's Sergeant Chris Cognac will speak to his 20-plus years of experience leading community policing efforts. He'll share best practices for bringing together police and communities – and the inspiring results that will follow.

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WEDNESDAY, JUNE 6, 2018

NO PAIN, LOTS TO GAIN: INTRODUCING NEW TASER TRAINING SUITS ■

SPEAKERS: MIKE GISH, AXON PRODUCT MANAGER AND STACY KELLY, AXON SENIOR DIRECTOR OF TRAINING

Getting officers comfortable with their CEWs starts with them firing training cartridges. As part of our commitment to making it easier for officers to train and practice, we're rolling out a new training suit and cartridges. Featuring soft-contact, hook-and-loop technology, the new system makes pin prick injuries impossible and helps ensure OSHA compliance. This session will give attendees an up-close look at the new cartridges and suit, even allowing them to try it for themselves.

COMMON PITFALLS IN PHYSICAL SECURITY ■

SPEAKER: AUSTIN APPEL, AXON SENIOR SECURITY ENGINEER

Physical security still matters—even in the digital age. Learn how physical security is often overlooked and the common failures you walk past every day. More importantly, learn how we can better protect ourselves and our infrastructure.

THE INSIDE STORY ON THE WORLD'S MOST ENTERTAINING RECRUITMENT VIDEO ■ ■

SPEAKER: KAREN JONES, DEPUTY CHIEF EXECUTIVE PUBLIC AFFAIRS, NEW ZEALAND POLICE

Something in the water? Nope—just a great campaign. Learn how the New Zealand Police Department managed to boost recruitment by 50% with a viral campaign even in a time when police recruitment is at an all time low. (NV)

RISING FEMALE LEADERSHIP IN LAW ENFORCEMENT ■

SPEAKER: CAPTAIN PENNY PHELPS, MONROE COUNTY SHERIFF'S OFFICE, ASSISTANT CHIEF RACHEAL CAIN, NEW HAVEN PD, MAJOR LJ ROSCOE, DEKALB COUNTY SHERIFF'S OFFICE, AND SYDNEY SIEGMETH, AXON VP OF GLOBAL COMMUNICATIONS

Historically, law enforcement leadership has been predominantly male. Thanks to persistence, talent, and perseverance, more and more women rise through the ranks of public safety. In this panel, female leaders in law enforcement will discuss their journey to the top—detailing the struggles they've worked to combat and their continuing fight to promote gender equality in policing.

RMS AND CAD VOICE OF CUSTOMER SESSION ■

Our experts want to hear from you. Participate in an in-depth conversation and provide your feedback on Axon's next generation of software products. We'll focus on incident reporting, routing and workflows across the agency, and video's place in saving officers and reviewers time.



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CONNECTING PEOPLE, TECHNOLOGY, & TRAINING IN PUBLIC SAFETY

WEDNESDAY, JUNE 6, 2018

THE 5 THINGS YOU'RE NOT DOING IN EVIDENCE.COM, BUT SHOULD BE ■

SPEAKER: MIKE COZART, AXON PRINCIPAL PRODUCT MANAGER

Our digital evidence management system Evidence.com is the heart of the Axon network, so we want you to be able to make the most of it. In this session, we'll cover the five things we've found agencies should do, but aren't currently doing, on Evidence.com.

11:00 AM - 11:20 AM: BREAK (EXPO OPEN)

BREAKOUT SESSION 7 [11:20 AM - 12:10 PM]

25 YEARS: DEVELOPMENTS IN TASER TECHNOLOGY ■

SPEAKER: MIKE GISH, AXON PRODUCT MANAGER

Our Smart Weapons have saved hundreds of lives and are our most effective CEWs to date. As part of our efforts in weapons technology innovation, we'd like to share the latest advancements and give you a preview of where this product line is headed in the future. Session attendees will have the opportunity to learn about how TASER devices have evolved over time, hold our Smart Weapons in their hands, and ask questions about specific features or training recommendations.

DEVICE MANAGEMENT VOICE OF CUSTOMER SESSION ■

Participate in an in-depth conversation about the pains and needs of Axon device management at your agency with a focus on inventory, configuration, device health, and returns management

AXON AI: WHAT MACHINE LEARNING CAN DO FOR YOU ■ ■

SPEAKER: SGT. DAN GOMEZ, LAPD AND DAN CINTRA, AXON SENIOR PRODUCT MANAGER

AI and machine learning are hot topics right now, but what do they mean for you? Join LAPD and Axon's AI team to discuss the newest developments in AI and machine learning, how they can increase your agency's efficiency, and how to keep your officers focused on their jobs. During this fireside chat, you'll learn what is currently working and what the future holds for both large and small agencies.

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WEDNESDAY, JUNE 6, 2018

BODY-WORN CAMERA MUTING POLICY: EAST/WEST DIVIDE IN POLICY TRENDS ■

SPEAKER: DOUG DIRREN, AXON STRATEGIC PRODUCT MANAGER

Two-party consent is required in 11 states—meaning audio recording must have mute functionality. One of the new features of our body-worn cameras is the ability to mute the video. During this seminar, you'll hear from an expert who will outline the pros and cons of each side of the argument and what your agency should be considering to stay compliant.

DROP 'EM, SOAK 'EM: EVERYTHING WE DO TO TEST OUR CEWS ■

SPEAKERS: BRYAN CHILES, AXON TECHNICAL COMPLIANCE MANAGER

When you're dealing with technology that's used in life-or-death moments, it's critical that it's been rigorously tested. If you've ever wondered how we test our TASER devices to ensure they are field-ready, this session is for you. We'll show you the function tests we perform in-house, plus share data from top third-party studies that attest to the safety of our CEWs. We'll also share a few anecdotes of how our weapons withstood some intense field conditions, including the time one of our X2s survived three weeks in a snowbank.

GRACE UNDER PRESSURE: HOW TO TURN AROUND NEGATIVE PR ■

SPEAKER: SYDNEY SIEGMETH, AXON VP OF GLOBAL COMMUNICATIONS

The decisions you make before, during, and after a crisis can help determine how well you weather a PR storm. Learn how to respond to a PR fire without fanning the flames and even turn a negative incident into a positive win for your agency.

HOW TO GET STARTED USING APIS IN EVIDENCE.COM ■ ■

SPEAKERS: NOAH SPITZER-WILLIAMS, AXON PRINCIPAL PRODUCT MANAGER AND MATT JONES, AXON DIRECTOR OF SALES ENGINEERING

You've heard about Evidence.com's API tool kit, but how do you use it and how can it make your department more efficient? Join Axon's technical team as they dive into how you can leverage it for user management, reporting, and compliance. By the end of the session, you'll be prepared to get started.



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WEDNESDAY, JUNE 6, 2018

UNDERSTANDING PURCHASING VEHICLES AND EXPLORING FUNDING IDEAS ■

SPEAKER: ALISSA MCDOWELL, AXON SENIOR CONTRACTS MANAGER AND CAPTAIN JOSEPH LANAVA, BAY CITY PD

During this roundtable, Captain Lanava from Bay City Police Department will explore the various purchasing vehicles available for your body camera program, Fleet deployment, or Interview Room solutions. We'll cover options like Sole Source, Cooperatives (National IPA or NPPA.gov), or State Contracts. By the end of the session, you'll have a better understanding of how each of them works and how to explain the differences to your purchasing agents. Finally, you'll be able to determine the best fit for your agency.

HOW AXON CAPTURE CAN INCREASE OFFICER EFFICIENCY ■

SPEAKER: SGT. KEVIN MCCLURE, BROWARD COUNTY

Evidence can make or break a case—and collecting it isn't a swift process. Currently, gathering evidence is spread across multiple devices and technology sources. Join us and learn how Broward County is simplifying evidence collection with their smartphones and Axon Capture. See how they're reducing time spent tagging and capturing images and videos, freeing up already limited resources case by case.

SEARCHING DOWNSTREAM: THE PROSECUTORIAL UTILITY OF BODY CAMERAS ■ ■

SPEAKER: SANDER FLIGHT, RESEARCHER

One of the most logical ways in which body cameras are able to help law enforcement agencies, is by documenting incidents and subsequently using the recordings to arrest, prosecute and convict suspects. Yet, there is hardly any evidence of the prosecutorial utility of Body Worn Video. Join us to discuss the research that is being done

STOP PUTTING HOLES IN YOUR ROOF! ■

SPEAKER: TIM DOLAN, VP OF BUSINESS DEVELOPMENT, TAOGLAS

Communications are an essential component of today's public safety operations. Tremendous systems like Axon Signal are making it possible for today's fleets to quickly detect and act on situations. Networks like FirstNet will take the value of those capabilities further than ever before. However, the communications equipment required for those network capabilities is required and can be cumbersome and costly to install, oftentimes leaving the fleets in disarray after their useful life. In this interview session, we'll sit down with Tim Dolan to explore how companies like Taoglas are making it easy and cost-effective for fleets to benefit from new tools enabled by communications technologies.

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WEDNESDAY, JUNE 6, 2018

12:10 PM - 1:30 PM: LUNCH AND KEYNOTE (LUNCH PROVIDED)

1:30 PM - 1:50 PM: BREAK (EXPO OPEN)

KEYNOTE: AI AND THE FUTURE - *SPEAKER: CALUM CHACE*

AI is our most powerful technology, and in the coming decades it will change everything. How will we harness and handle AI-powered automation and machines that can outperform us in many aspects of our lives? While the concept of superintelligent machines may sound like sci-fi, human-level AI could bring about tremendous advancements for society. But, its impact requires us to think about and prepare for this future. Join technologist Calum Chace as he discusses the prospects and challenges that lie ahead.

BREAKOUT SESSION 8 [1:50-2:40 PM]

AXON INTERVIEW: A DEEP DIVE INTO OUR INTERVIEW ROOM SYSTEM ■

SPEAKER: ROBERT MURPHY, AXON SENIOR PRODUCT MANAGER

You asked. We delivered. Join us to learn more about Axon's interview room recording system. During this session, Product Manager Robert Murphy will get you up to speed on Axon Interview, including an overview of the product, what makes up its core features, how it integrates with Evidence.com, and more.

CEW VOICE OF CUSTOMER SESSION ■

Participate in an in-depth conversation to provide your feedback on Axon's strategies related to bundling and subscription plans.

HOW BALTIMORE PD AND CITY ATTORNEY'S OFFICE COLLABORATE ■ ■

SPEAKERS: SANDRA GOLDTHORPE CHIEF, EVIDENCE REVIEW UNIT OFFICE OF THE STATE'S ATTORNEY, BALTIMORE CITY AND LT. HANS NICOLAS, BALTIMORE PD

Your jurisdiction is about to start a body worn camera program. How will the police and prosecutors work together to make it a success? What steps will you need to take to effectively handle body worn

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camera videos from the crime scene to the courtroom? Learn how the Baltimore City Police Department and Baltimore City State's Attorney's Office collaborate to manage body worn camera videos—from establishing agency units and policies, to requesting and sharing videos, to dealing with the defense bar, and much more.

FLEET VOICE OF CUSTOMER SESSION ■

Capturing evidence doesn't just happen on body-worn cameras. Join our experts in a discussion about using in-car cameras for more than capturing video. Learn how AI can be used for a variety of vehicle applications and what are the most valuable applications for law enforcement agencies.

THE FUTURE OF RMS: AXON RECORDS UPDATE & DEMO ■

SPEAKER: JOEY DIMINO, AXON SENIOR PRODUCT MANAGER

At last year's Accelerate conference, we offered attendees a glimpse at our in-development RMS, which we hope will cut paperwork and reporting-time by 65% in the next 10 years. In this session, we'll provide sessiongoers with the latest on our upcoming product, including a new demo.

FUTURE SECURITY TRENDS: HOW TO PREPARE ■

SPEAKERS: MORGAN GREENWOOD, AXON PRINCIPAL SECURITY ENGINEER AND AUSTIN APPEL, AXON SENIOR SECURITY ENGINEER

Drones are just the beginning. The future of security technology is happening in real time. Learn about the coming security challenges facing your agency and how to start preparing now

HOMELESSNESS: SUCCESSFUL STRATEGIES TO CONSIDER FOR LE ■

SPEAKER: COMMANDER BRENT DUPRE, AUSTIN, TX PD

Homelessness is a complex issue—one that requires compassion as it does resolve. The national 'best practices' and methods that see true results have to engage the community and have a complete "public-private" partnership. Come and learn from Austin Police Department about their innovative and successful Homelessness Outreach Street Team.

THE BENEFITS OF PARTNERSHIP ■

SPEAKER: SERGEANT CHRIS COGNAC, HAWTHORNE, CA PD

Public safety is a shared responsibility between community stakeholders and law enforcement. In order to solve problems and build lasting solutions, agencies need to establish positive working relationships with community groups, businesses, non-profits, and private citizens. In this session, Hawthorne PD's Sergeant Chris

TRACK COLOR
LEGEND

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VOC



ACCELERATE 18

CONNECTING PEOPLE, TECHNOLOGY, & TRAINING IN PUBLIC SAFETY

WEDNESDAY, JUNE 6, 2018

Cognac will discuss how to go about creating those partnerships, maximizing them, and making them last. He'll share real-life experiences of corporate partnerships that made a lasting, positive impact on his community.

UNDERSTANDING YOUR CEW DATA: SYNC AND FIRING LOGS ■

SPEAKER: ED CANGIANO, AXON STAFF INSTRUCTOR AND BRYAN CHILES, AXON TECHNICAL COMPLIANCE MANAGER

Our TASER Smart Weapons come with robust data collection and computing capabilities. In this session, we'll take an in-depth look at the types of data that our CEWs can report and how to interpret that data for a clearer picture of deployment events—whether for IA or court purposes. We'll also show you how you can use Evidence Sync to upload weapon data and manage it using Evidence.com.

AXON'S VALUES AND MISSION ■

SPEAKER: LUKE LARSON, AXON PRESIDENT

Axon's vision is bigger than just cameras or weapons. We're working every day to build a network that protects life. To make this a reality, we live and breathe six core values that serve as guiding principles. Join Axon President, Luke Larson, as he discusses the core values of Axon and what that means to you as a customer.

DEPLOYING AND RUNNING YOUR DRONE PROGRAM EFFECTIVELY ■

SPEAKER: BRANDY SHAFFER, AXON PRODUCT MANAGER

Many agencies are starting to deploy drones, but how do you even get started? Join Axon in a moderated interview with an agency that is using their drones more than any other agency in the county. They will discuss obstacles they've encountered and how they are able to deploy their drones within minutes of receiving receiving a call.

TRANSPARENCY, TRUST, AND ACCOUNTABILITY, INTERNATIONAL PERSPECTIVE-IRELAND ■ ■

SPEAKER: RET. CHIEF KATHY O'TOOLE, SEATTLE PD

Chief Kathy O'Toole from Seattle Police Department was nominated back in May 2017 to chair the Commission on the Future of Policing in Ireland. Come and learn how she is taking best practices and innovation over seas to impact Ireland.

2:40 PM - 3:00 PM: BREAK (EXPO OPEN)

3:00 PM - 4:30 PM: CLOSING KEYNOTE

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ACCELERATE 18

CONNECTING PEOPLE, TECHNOLOGY, & TRAINING IN PUBLIC SAFETY

THURSDAY, JUNE 7, 2018

OPTIONAL AXON CERTIFICATION 8:00AM-5:00PM

The Axon team is excited to present a redesigned certification experience in 2018. The goal of [Axon Certification] is to provide an immersive overview of our body-worn cameras (BWCs), mobile applications, and evidence management software (Evidence.com.)

Program attendees will have access to online courses 30 days in advance of our one-day hands-on event at Axon Accelerate. Prior to coming on-site, students will develop their knowledge and understanding of Axon systems, and will be able to engage with Axon instructors through virtual trainings and office hours. In June, students will come together to practice new skills, participate in workshops, and connect with fellow trainees. We look forward to seeing you there!

MOBILE APPLICATIONS: *ONLINE*

Our mobile applications are designed with the user in mind. We will cover the basics of Axon Capture (including Axon Citizen), Axon Device Manager, and Axon View. We'll also provide best practices.

AXON BODY 2/FLEX 2: *ONLINE*

Become an expert at using your Axon Body 2 and Axon Flex 2 camera, including setup, installation, deployment, and how to dock, charge, and upload all video files to Evidence.com.

BODY-WORN CAMERA DOCKS: *ONLINE*

Let our experts help you successfully set up and use your BWC dock in order to load video data to Evidence.com. We will cover how to create a custom configuration and how to register your dock. You will walk away with best practices for mounting the docks at your agency.

LABS: *TBD*

Get a visual walk through and hands-on experience with our Body 2, Flex 2, Signal Sidearm, Mobile Applications, Interview Room, and Fleet. We will have interactive labs featuring these products with subject matter experts ready to assist you with any set up or troubleshooting issues. You'll learn best practices associated with these products.

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ACCELERATE 18

CONNECTING PEOPLE, TECHNOLOGY, & TRAINING IN PUBLIC SAFETY

THURSDAY, JUNE 7, 2018

REDACTION: 2 HOURS

Hone your redaction skills using Axon's Redaction Studio. In this session, we'll be covering redaction tools and best practices, including: smart and manual features, levels of blur in both audio and video, parent/child video relationships, and how to redact outside of Evidence.com. You'll master effective strategies in editing and fine tuning, mask sizing and placement. The certification session will feature hands-on practical exercises with the redaction tool using sample videos.

CASE SHARING: 30 MINUTES

This session will provide a detailed look at case sharing in Evidence.com. You'll learn how to create and view a case, and how to share with a partner agency. You will have the opportunity to practice case sharing and have your questions answered on-site.

EVIDENCE.COM ADMIN SETTINGS: 30 MINUTES

This session will cover user administration in Evidence.com such as creation, management, and auditing of users. It will also explore device administration and asset management topics such as: adding, assigning, and auditing devices/users, as well as reporting. You will get an overview of Evidence.com security and best practices when using roles and permissions. The final topics covered will be data categorization and retention best practices, and considerations for CAD/RMS integrations.

AUDIT TRAILS: 30 MINUTES

Looking to learn more about audit trails in Evidence.com? In this session you will learn about audit trails at the User, Device, Evidence, and Agency levels, and how to interpret data in an audit trail report.

COURTROOM TESTIFYING ROLE PLAY: 1.15 HOURS

This session will cover security of devices, Evidence.com, and evidentiary content you may need when you testify. You will learn best practices for how to discuss video evidence and participate in a group discussion led by Axon experts and observe a mock trial.



Council Meeting

AGENDA

May 8, 2018

Item:

Purchase - Quick Response Vehicle - The lease purchase of a 2018 Ram 1500 from Enterprise Fleet Management for a monthly rate of \$782.51. (Recommended for Council approval by Public Safety Committee May 1, 2018)

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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

Attachments / click to download

 [Quick Response Vehicle Info](#)



To: Public Safety Committee, City Council
From: Keith Glass, Director of Public Safety
Department: Fire Department
Date: 4/24/18
Description: The Fire Department is requesting the lease purchase of a 2018 Ram 1500 for use as a Quick Response Vehicle from Enterprise Fleet Management. The monthly lease rate is for \$782.51.

Budget Account/Project Name: 2018 Fire Department Operating Expense

Funding Source: 2018 Fire Department Operating Expense

Budget Allocation: N/A

Budget Available: N/A

Requested Expense: \$9,390.12 **Company of Purchase:** Enterprise Fleet Management

Recommendation: Staff recommends the approval of the lease purchase of a 2018 Ram 1500 for use as a Quick Response Vehicle from Enterprise Fleet Management. The monthly lease rate is for \$782.51.

Background: Over the last two decades fire services have evolved into a very diverse operation. When Public Safety started the "First Responder "initiative, medical assist and hazmat operations were two major tasks that Fire Departments nationwide undertook. Over the past three years MFD has explored the deployment a QRV to meet the ever-growing medical assist calls for service and to reserve our Fire Apparatuses for fires and other major public safety threats

Attachment(s): Enterprise Fleet Management Quote – 5 pages



Open-End (Equity) Lease Rate Quote

Quote No: 3853505

Prepared For: City of Monroe
Watts, RV

Date 04/16/2018
AE/AM ML/CP3

Unit #

Year 2018 Make RAM Model 1500

Series ST 4x4 Crew Cab 140 in. WB

Vehicle Order Type Ordered Term 48 State GA Customer# 577196

\$ 39,991.45	Capitalized Price of Vehicle ¹
\$ 0.00 *	TAVT 7.0000% State GA
\$ 8.00 *	Initial License Fee
\$ 0.00 *	Registration Fee
\$ 200.00	Other: Courtesy Delivery Fee
\$ 0.00	Capitalized Price Reduction
\$ 0.00 *	Tax on Capitalized Price Reduction
\$ 0.00	Gain Applied From Prior Unit
\$ 0.00 *	Tax on Gain On Prior
\$ 0.00 *	Security Deposit
\$ 0.00 *	Tax on Incentive(Taxable Incentive Total : \$0.00)

\$ 40,191.45 Total Capitalized Amount (Delivered Price)

\$ 643.06 Depreciation Reserve @ 1.6000%

\$ 139.45 Monthly Lease Charge (Based on Interest Rate - Subject to a Floor)²

\$ 782.51 Total Monthly Rental Excluding Additional Services

Additional Fleet Management

Master Policy Enrollment Fees

\$ 0.00 Commercial Automobile Liability Enrollment

Liability Limit \$0.00

\$ 0.00 Physical Damage Management

\$ 0.00 Full Maintenance Program³ Contract Miles 0

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

\$ 0.00 Additional Services SubTotal

\$ 0.00 Sales Tax 0.0000%

\$ 782.51 Total Monthly Rental Including Additional Services

\$ 9,324.57 Reduced Book Value at 48 Months

\$ 400.00 Service Charge Due at Lease Termination

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

Order Information

Driver Name

Exterior Color (0 P) Flame Red Clearcoat

Interior Color (0 I) Diesel Gray/Black w/Heavy Duty Vinyl 40

Lic. Plate Type Unknown

GVWR 0

Comp/Coll Deductible 0 / 0

OverMileage Charge \$ 0.0450 Per Mile

Tires 0

Loaner Vehicle Not Included

State

Quote based on estimated annual mileage of 15,000

(Current market and vehicle conditions may also affect value of vehicle)

(Quote is Subject to Customer's Credit Approval)

Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle.

Lessee certifies that it intends that more than 50% of the use of the vehicle is to be in a trade or business of the Lessee.

LESSEE City of Monroe

BY	TITLE	DATE
-----------	--------------	-------------

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

¹ Capitalized Price of Vehicle May be Adjusted to Reflect Final Manufacturer's Invoice. Lessee Hereby Assigns to Lessor any Manufacturer Rebates And/Or Manufacturer Incentives Intended for the Lessee, Which Rebates And/Or Incentives Have Been Used By Lessor to Reduce the Capitalized Price of the Vehicle.

² Monthly Lease Charge Will Be Adjusted to Reflect the Interest Rate on the Delivery Date (Subject to a Floor).

³ The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Printed On 04/16/2018 02:31 PM

Page 1 of 5



Open-End (Equity) Lease Rate Quote

Quote No: 3853505

Aftermarket Equipment Total

Description	(B)illed or (C)apped	Price
Est #111419 Tailgate, 60in x 30 in graphic cutout of prismatic reflect - V98 Pre-Striped Chevron - OPRAFOL, Stripes for side of truck 6" w with 1" black top and bottom, 240in x 8in reflective - 3M 1J5100 Scotchlite refl, top laminated w/uv glass laminate	C	\$ 1,701.30
Q#239979-B - Equipment - FN4916 Single Color Light bar, ETHFSS-SP-ISO - solid state isolated headlight flaser, FEN-A-3700r - Red LED w/Clear lens x8, FEN-D-50015 Fenix Cobra t-3 Light head x2, RBKT7 - WEC vertical MT lic bracket, FEN-H-2209 etc.	C	\$ 8,234.15
Total Aftermarket Equipment Billed		\$ 0.00
Total Aftermarket Equipment Capitalized		\$ 9,935.45
Aftermarket Equipment Total		\$ 9,935.45



Open-End (Equity) Lease Rate Quote

Quote No: 3853505

VEHICLE INFORMATION:

2018 RAM 1500 ST 4x4 Crew Cab 140 in. WB - US

Series ID: DS6L98

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	\$ 35,391.00	\$ 36,995.00
Total Options	\$ 4,545.00	\$ 4,995.00
Destination Charge	\$ 1,645.00	\$ 1,645.00
Total Price	\$ 41,581.00	\$ 43,635.00

SELECTED COLOR:

Exterior: PR4 - (0 P) Flame Red Clearcoat

Interior: X8 - (0 I) Diesel Gray/Black w/Heavy Duty Vinyl 40/20/40 Split Bench Seat or Cloth 40/20/40 Bench Seat or Cloth 40/20/40 Bench Seat (Fleet) or Premium Cloth 40/20/40 Bench Seat (Fleet)

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
28B	Quick Order Package 28B Tradesman	NC	NC
APA	Monotone Paint	STD	STD
ASN	Tradesman Package	Included	Included
BAM	230 Amp Alternator	Included	Included
BCF	800 Amp Maintenance Free Battery	Included	Included
DFD	Transmission: 8-Speed Auto (8HP70)	\$ 455.00	\$ 500.00
DMD	3.55 Rear Axle Ratio	Included	Included
EXF	Engine: 3.0L V6 Turbo Diesel	\$ 4,090.00	\$ 4,495.00
MDX	Active Grille Shutters	Included	Included
MZR	3.0L Diesel Badge	Included	Included
NAS	50 State Emissions	NC	NC
NHN	Electronically Controlled Throttle	Included	Included
NMX	Maximum Duty Engine Cooling	Included	Included
NZD	Next Generation Engine Controller	Included	Included
PR4_02	(0 P) Flame Red Clearcoat	NC	NC
RA1	Radio: 3.0	STD	STD
TTM	Tires: P265/70R17 BSW AS	STD	STD
TX	Heavy Duty Vinyl 40/20/40 Split Bench Seat	STD	STD
WFP	Wheels: 17" x 7" Steel	STD	STD
X8_01	(0 I) Diesel Gray/Black w/Heavy Duty Vinyl 40/20/40 Split Bench Seat or Cloth 40/20/40 Bench Seat or Cloth 40/20/40 Bench Seat (Fleet) or Premium Cloth 40/20/40 Bench Seat (Fleet)	NC	NC
XAL	Selective Catalytic Reduction (Urea)	Included	Included
XBN	Tip Start	Included	Included
XXU	Electronic Shift	Included	Included
Z6D	GVWR: 6,800 lbs	STD	STD

CONFIGURED FEATURES:

Body Exterior Features:

Number Of Doors: 4
Rear Cargo Door Type: tailgate
Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors
Door Handles: black
Front And Rear Bumpers: black front and rear bumpers with black rub strip
Rear Step Bumper: rear step bumper
Front License Plate Bracket: front license plate bracket
Bed Liner: bed liner
Box Style: regular
Body Material: galvanized steel/aluminum body material
: class IV trailering with harness, hitch
Grille: black grille

Convenience Features:

Air Conditioning: manual air conditioning
Console Ducts: console ducts
Cruise Control: cruise control with steering wheel controls
Power Windows: power windows with driver and passenger 1-touch down
Steering Wheel: steering wheel with manual tilting
Day-Night Rearview Mirror: day-night rearview mirror
Auto-dimming Rearview Mirror: auto-dimming rearview mirror
Front Cupholder: front and rear cupholders
Glove Box: glove box
Driver Door Bin: driver and passenger door bins
Rear Door Bins: rear door bins
Dashboard Storage: dashboard storage
IP Storage: bin instrument-panel storage
Rear Underseat Storage Tray: rear underseat storage tray
Retained Accessory Power: retained accessory power
Power Accessory Outlet: 1 12V DC power outlet

Entertainment Features:

radio: AM/FM/Satellite-prep with seek-scan
Radio Data System: radio data system
Speakers: 6 speakers
Antenna: fixed antenna

Lighting, Visibility and Instrumentation Features:

Headlamp Type: delay-off aero-composite halogen headlamps
Cab Clearance Lights: cargo bed light
Front Wipers: variable intermittent wipers
Tinted Windows: deep-tinted windows
Dome Light: dome light with fade
Variable IP Lighting: variable instrument panel lighting
Display Type: analog display
Tachometer: tachometer
Voltmeter: voltmeter
Low Tire Pressure Warning: tire specific low-tire-pressure warning
Trip Odometer: trip odometer
Oil Pressure Gauge: oil pressure gauge
Water Temp Gauge: water temp. gauge
Oil Temp Gauge: oil temperature gauge
Transmission Oil Temp Gauge: transmission oil temp. gauge
Engine Hour Meter: engine hour meter
Clock: in-radio display clock
Systems Monitor: systems monitor
Rear Vision Camera: rear vision camera
Water Temp Warning: water-temp. warning
Lights On Warning: lights-on warning
Key in Ignition Warning: key-in-ignition warning
Low Fuel Warning: low-fuel warning
Low Washer Fluid Warning: low-washer-fluid warning

Door Ajar Warning: door-ajar warning
Brake Fluid Warning: brake-fluid warning
Transmission Fluid Temperature Warning: transmission-fluid-temperature warning

Safety And Security:

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

Seats And Trim:

Seating Capacity max. seating capacity of 6
Front Bucket Seats: front split-bench 40-20-40 seats
Number of Driver Seat Adjustments: 4-way driver and passenger seat adjustments
Reclining Driver Seat: manual reclining driver and passenger seats
Driver Fore/Aft: manual driver and passenger fore/aft adjustment
Front Centre Armrest Storage: front centre armrest
Rear Seat Type: rear full bench seat
Rear Folding Position: rear seat fold-up cushion
Rear Seat Armrest: rear seat centre armrest
Leather Upholstery: vinyl front and rear seat upholstery
Headliner Material: full cloth headliner
Floor Covering: full vinyl/rubber floor covering
Deluxe Sound Insulation: deluxe sound insulation
Dashboard Console Insert, Door Panel Insert Combination: metal-look instrument panel insert, door panel insert, console insert
Shift Knob Trim: urethane shift knob
Interior Accents: chrome/metal-look interior accents
Concealed Cargo Storage: concealed cargo storage

Standard Engine:

Engine 240-hp, 3.0-liter V-6 (diesel)

Standard Transmission:

Transmission 8-speed automatic w/ OD and auto-manual



Council Meeting

AGENDA

May 8, 2018

Item:

Georgia Bureau of Investigation Non-Criminal Justice Unit

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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

Attachments / [click to download](#)



Council Meeting

AGENDA

May 8, 2018

Item:

Rezone - 1050 North Broad Street

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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

Attachments / click to download

☐ [Request for Rezone](#)

March 20, 2018

Petition Number: 18-00130
Applicant: Stop & Go 786, Inc.
Location: 1050 North Broad Street
Proposed Zoning: B3
Existing Zoning: B2
Acreage: Total acreage 1.13 AC
Proposed Use: Commercial

CODE ENFORCEMENT STAFF RECOMMENDATION

☒ Approve
☐ Deny
☐ Approve with recommended conditions

- (a) The applicant, Syed Farrukh of Stop & Go 786, Inc request a rezone for property located at 1050 North Broad Street. The project has 107 ft of road frontage on North Broad Street. The property consists of 1.13 ACS. The recommendation of the Code Department is for Approval.
- (b) The Property is presently zoned B2
- (c) The requested zoning classification is B3
- (d) The requested zoning will permit a use that is suitable in view of the use and development of adjacent and nearby property.
- (e) The change of zoning will not adversely affect the existing and adjacent property.
- (f) The subject property does have restricted economic use as currently zoned.
- (g) The change of zoning will not cause an excessive or burdensome use of existing street, transportation facilities, utilities or schools.
- (h) The Future Land Use Plan indicates the property should be Commercial.

Recommended conditions:

RE-ZONING REQUEST ALL TYPES



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

PERMIT NUMBER	DATE ISSUED	VALUATION	FEE	ISSUED BY
18-00130	03/20/2018	\$ 0.00	\$ 200.00	adkinson

NAME + ADDRESS	LOCATION	1050 N Broad St Monroe, GA 30655	USEZONE	B2	FLOODZONE	Yes
			PN	M0005-043-A00		
	CONTRACTOR	STOP & GO 786, INC	SUBDIVISION	CORRIDOR DESIGN OVERLAY DISTRICT		
			LOT			
			BLOCK	0		
			UTILITIES...			
			Electric			
			Sewer			
			Gas			
	OWNER	STOP & GO 786, INC, 706 284 0602	PROJECTID#	1050NBroadSt-180320 -1		
	4285 Eddie Byrd Ln Loganville GA 30052	EXPIRATIONDATE:	09/20/2018			

CHARACTERISTICS OF WORK

DESCRIPTION OF WORK

Request for Rezone from B2 to B3 - P&Z
Mtg 4/17/18 @ 5:30 pm - Council Mtg 5/8/18
@ 6:00 pm 215 N Broad Street

DIMENSIONS

	#STORIES	
SQUAREFOOTAGE		Sq. Ft.
	#UNITS	
SINGLEFAMILYONLY		
	#BATHROOMS	
	#BEDROOMS	
	TOTALROOMS	

NATURE OF WORK

Other

CENSUS REPORT CODE

875 - * Re-Zoning Request

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.

Syed Faruqi
Signature of Contractor or Authorized Agent

03-20-18
Date

Albin Adkinson
Approved By

3-20-18
Date

MANAGE YOUR PERMIT ONLINE

WEB ADDRESS

<http://BuildingDepartment.com/project>

PERMIT NUMBER

18-00130

PERMIT PIN

55953

REZONE APPLICATION FORM

PERMIT NUMBER _____

- I. LOCATION 1050 North broad St Monroe, Ga 30655
COUNCIL DISTRICT 02 & 07
MAPNUMBER 05
PARCEL NUMBER 434
- II. PRESENT ZONING B2 REQUESTED ZONING B3
- III. ACREAGE 1.13 PROPOSED USE Commercial
- IV. OWNER OF RECORD Stop & Go 786 inc Syed Farrokh
ADDRESS 4285 eddie byrd ln Loganville, Ga 30052
PHONE NUMBER 706-284-0602

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
Currently all nearby lots are zoned B3
2. Description of the extent to which the property value of the subject property is diminished by the existing zoning district classification N/A
3. The existing value of the property contained in the petition for rezoning under the existing zoning classification 99,700
4. The value of the property contained in the application for rezoning under the proposed zoning Classification 99,700
5. A description of the suitability of the subject property under the existing zoning classification
B2 restricts certain opportunities as B3 would offer more.
6. A description of the suitability of the subject property under the proposed zoning classification of the property
B3 will offer more opportunities for the future

7. A description of any existing use of property including a description of all structures presently occupying the property Property is vacant and not being used
8. The length of time the property has been vacant or unused as currently zoned Atleast 10 years this property is vacant
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 just purchased N/A

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 Exhibit 'A'

Exhibit A

2-4
SB

After recording return to
DICKINSON & WILLIS, LLC
ATTORNEYS AT LAW
338 NORTH BROAD STREET
MONROE, GEORGIA 30655
FILE # 17-330

Recorded 02/13/2018 01:12PM
KATHY K. TROST
WALTON COUNTY CLERK OF COURT
Georgia Transfer Tax Paid : \$70.00
Bk04187 Pg 0424-0425

Deed
Doc: WD

space above line for recording

LIMITED WARRANTY DEED

STATE OF GEORGIA
COUNTY OF WALTON

THIS INDENTURE, Made the 9TH day of February in the year two thousand and eighteen, between **JOSEPH LEAPHART WILLIAMS and FRANCIS E. WILLIAMS, IV**, of the County of Walton and State of Georgia, as party or parties of the first part, hereinafter called "Grantors," and **STOP & GO 786, INC.**, a Georgia Corporation, as party or parties of the second part, hereinafter called "Grantee" (the words "Grantors" and "Grantee" to include their respective heirs, successors and assigns where the context requires or permits).

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

All those tracts or parcels of land lying and being in Land Lot 62, 1st Land District, Walton County, Georgia, fronting on the Northeastern side of Georgia Highway #11, being shown as Tract 1, containing one and 13/100ths (1.13) acres, more or less and being more particularly shown on a plat of survey prepared by Gerald T. Batchelor, RLS No. 2238, dated May 18, 2005, recorded in Plat Book 96, Page 160, Clerk's Office, Walton County Superior Court, said plat being incorporated herein by reference.

per for

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

AND GRANTOR WILL WARRANT and forever defend the right and title to the above described property unto Grantee against the claims of any persons owning, holding or claiming by, through or under Grantor.

IN WITNESS WHEREOF, the Grantors have signed and sealed this deed, the day and year above written.

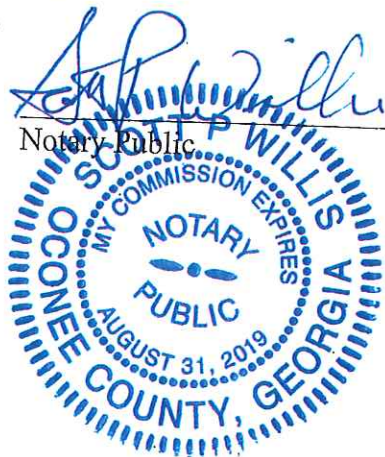
Signed, sealed and delivered in presence of:


Witness


JOSEPH LEAPHART WILLIAMS (SEAL)


Notary Public


FRANCIS E. WILLIAMS, IV (SEAL)



Rezoning Application
Page Three (3)

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

Owner of property (signature) Syed Farrukh
Address 4285 eddie byrd lane Loganville, Ga 30052
Phone Number 678-294-3869

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

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

Deborah M Adkinson (Notary Public) 3/20/18 (Date)

My Commission Expires Sept 8, 2020



Rezoning Application
Page Four (4)

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

☒ Sanitary Sewer

☐ Septic Tank

The following information must be included in the application material requesting an annexation or zoning change from B2 to B3, located at 1050 N. Broad St, containing 1.13 acre(s), property owner being Stop e 610 786 inc filed on 03/20/18.

CHECK LIST - APPLICATION MATERIAL

- ☒ Application Fee (\$100.00 Application Fee Single Family Rezoning)
(\$300.00 Application Fee Multi Family Rezoning)
(\$200.00 Application Fee Commercial Rezoning)
(Application fee For Annexation is the same as a Rezone)

- ☒ The completed application form (one original with original signatures)
☐ Special Conditions made part of the rezoning/annexation request

☒ Legal Description

☐ Survey plat of property showing bearings and distances and:

- ☐ abutting property owners
- ☐ the zoning of abutting property
- ☐ the current zoning of the subject property

☐ Development Plan (two full size and one 11x17)

☒ Site plan of the property at an appropriate scale

- ☐ the proposed use
- ☐ internal circulation and parking
- ☐ landscaping
- ☐ grading
- ☐ lighting
- ☐ drainage
- ☐ amenities
- ☐ buildings
- ☐ buffers

☐ Additional information that may be required by the Code Enforcement Officer:

☒ Monroe Utilities Network Availability Letter

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

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

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

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

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

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

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

COMMENTS

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Disclosure of Campaign Contributions and/or gifts:

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

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



Date: 1-18-18

In Re: Utilities

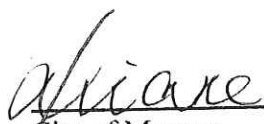
To Whom It May Concern:

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

The utilities checked below are available at 1050 GA Hwy 11 N in the City of Monroe, Georgia.

- ☒ ELECTRICITY
- ☐ NATURAL GAS
- ☒ WATER
- ☐ WASTEWATER
- ☒ CABLE TV
- ☒ TELEPHONE
- ☒ INTERNET

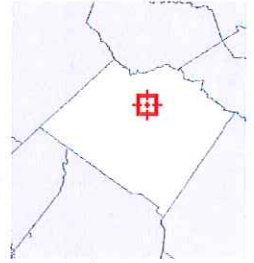
Please contact our office for any additional information needed. We look forward to serving your utility needs.



City of Monroe



Overview



Legend

- Parcels
- Roads
- City Limits
 - Between
 - Good Hope
 - Jersey
 - Loganville
 - Monroe
 - Social Circle
 - Walnut Grove
- Streams and River (Large)

Parcel ID	M0050043A00	Owner	WILLIAMS JOSEPH LEAPHART & WILLIAMS FRANCIS E IV	Last 2 Sales			
Class Code	Commercial		1061 BRANCH ROAD	Date	Price	Reason	Qual
Taxing District	Monroe		BISHOP GA 30621	2/8/2017	\$0	UI	U
	Monroe			7/5/2016	\$10000	TS	U
Acres	1.13	Physical Address	1050 N BROAD STREET				
		Assessed Value	Value \$99700				

(Note: Not to be used on legal documents)

Date created: 3/20/2018
Last Data Uploaded: 3/20/2018 8:21:52 AM



Developed by
The Schneider Corporation

**NOTICE TO THE PUBLIC
CITY OF MONROE**

**A petition has been filed with the
City of Monroe requesting the
property at 1050 North Broad Street to
be rezoned from B2 to B3**

**A public hearing will be held before
the Monroe Planning and Zoning
Commission at City Hall Auditorium at
215 N. Broad Street on April 17, 2018
at 5:30 P.M. All those having an
interest should be present to voice
their interest.**

**A petition has been filed with the
City of Monroe requesting the
property at 1050 North Broad Street to
be rezoned from B2 to B3**

**A public hearing will be held before
The Mayor and City Council
at the City Hall Auditorium at
215 N. Broad Street on May 8, 2018
at 6:00 P.M. All those having an
interest should be present to voice
their interest.**

**PLEASE RUN ON THE
FOLLOWING DATE:**

April 1, 2018



Council Meeting

AGENDA

May 8, 2018

Item:

Rezone - 603 & 606 Alcovy Street

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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

Attachments / click to download

☐ [Request for Rezone](#)



To: City Council
From: Patrick Kelley
Department: Planning, Zoning and Code
Date: 02-13-18
Description: Rezone of 603 and 606 Alcovy St. From R-1 To R1A conditional

Budget Account/Project Name: NA

Funding Source: 2017 NA

Budget Allocation: NA

Budget Available: NA

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

Recommendation: *Approve with conditions as presented and or modified by Planning and Zoning and the Council. (original recommendation) Deny at minimum R1A standards due to the prevalent development pattern in the area being R1 and current zoning is R1.*

Background: This property has been vacant for many years except for the house at 606 which is proposed to be relocated.

Attachment(s):

See file attached below.

Please note the submitted plat list minimum R1A standards.

January 18, 2018

Petition Number: 18-00019
Applicant: Pinehurst Homes, LLC
Location: 603 & 606 Alcovy Street
Proposed Zoning: R-1A
Existing Zoning: R-1
Acreage: Total acreage 3.97AC
Proposed Use: Residential Development

CODE ENFORCEMENT STAFF RECOMMENDATION

☐ Approve
☐ Deny
☒ Approve with recommended conditions

- (a) The applicant, Duane Wilson with Pinehurst Homes, LLC request a rezone for property located at 603 & 606 Alcovy Street. The project has 275.02 ft of road frontage on Alcovy Street. The property consists of 3.97ACS. The recommendation of the Code Department is for approval with conditions.
- (b) The Property is presently zoned R-1
- (c) The requested zoning classification is R-1A
- (d) The requested zoning will permit a use that is suitable in view of the use and development of adjacent and nearby property.
- (e) The change of zoning will not adversely affect the existing and adjacent property.
- (f) The subject property does have restricted economic use as currently zoned.
- (g) The change of zoning will not cause an excessive or burdensome use of existing street, transportation facilities, utilities or schools.
- (h) The Future Land Use Plan indicates the property should be Residential.

Recommended conditions:

- 1. Incorporate proposed conditions into development agreement and final plat.
- 2. Add any conditions deemed appropriate by P&Z and Council.
- 3. Specify aesthetics and final finish due to the broad disparity between the Legends S/D and Retreat at Mill Creek S/D.
- 4. Require development agreement as if a planned district.
- 5. Minimum sq footage of 1,700
- 6. Brick and or Rock on 50% of fronts with 3 sides hardi plank(concrete) siding
- 7. No vinyl on Cornice or soffits
- 8. HOA will be required
- 9. Professional landscaped planted buffer along Alcovy St and entrance of subdivision
- 10. Architectural Shingles
- 11. Recorded plat with all conditions

RE-ZONING REQUEST ALL TYPES



215 North Broad Street
Monroe, GA 30655
CALL FOR INSPECTIONS
770-207-4674 ... Phone
dadkinson@monroega.gov

PERMIT NUMBER	DATE ISSUED	VALUATION	FEE	ISSUED BY
18-00019	01/18/2018	\$ 0.00	\$ 100.00	adkinson

NAME + ADDRESS	LOCATION 603 Alcovy St Monroe, GA 30655	USEZONE R-1	
		PIN M0020-027-000	FLOODZONE Yes
	CONTRACTOR	SUBDIVISION	
	PINEHURST HOMES, LLC	LOT	
		BLOCK 0	
	992 Holly Hill Rd Monroe GA 30655	UTILITIES...	
	Electric		
	Sewer		
	Gas		
OWNER PINEHURST HOMES, LLC, 404 427 7920	PROJECTID# 603AlcovySt-180118-1		
992 Holly Hill Rd Monroe GA 30655			
	EXPIRATIONDATE: 06/18/2018		

CHARACTERISTICS OF WORK

DESCRIPTION OF WORK	DIMENSIONS
Request for Rezone of 603 and 606 Alcovy Street P&Z Mtg 2/20/18 @5:30 pm, Council Mtg 3/13/18 @ 6:00 pm 215 N Broad Street	#STORIES
	SQUAREFOOTAGE
	Sq. Ft.
	#UNITS
NATURE OF WORK	SINGLE FAMILY ONLY
Other	#BATHROOMS
CENSUS REPORT CODE	#BEDROOMS
875 - * Re-Zoning Request	TOTAL ROOMS

NOTICE

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

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

Signature of Contractor or Authorized Agent

Date

Approved By

Date

MANAGE YOUR PERMIT ONLINE

WEB ADDRESS	PERMIT NUMBER	PERMIT PIN
http://BuildingDepartment.com/project	18-00019	55587

BP1-20040705-si

REZONE/ANNEXATION APPLICATION FORM

PERMIT NUMBER _____

- I. LOCATION 603 & 606 Alcovy Street
COUNCIL DISTRICT 3 and 8
MAPNUMBER M0200028 and a portion of M0200027
PARCEL NUMBER _____
- II. PRESENT ZONING R1 REQUESTED ZONING R1A
- III. ACREAGE 3.970 PROPOSED USE Residential
- IV. OWNER OF RECORD Pinehurst Homes, LLC
ADDRESS 992 Holly Hill Road, Monroe, Ga. 30655
PHONE NUMBER 404-427-7920

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

- V. ANALYSIS:
1. A description of all existing uses and zoning of nearby property
All adjoining property is residential use. Office building at 603 Alcovy Street has an apartment upstairs.
 2. Description of the extent to which the property value of the subject property is diminished by the existing zoning district classification Proposed development will allow for high quality homes to be constructed on site.
 3. The existing value of the property contained in the petition for rezoning under the existing zoning classification
603 Alcovy Street is valued at \$160,000 and 606 Alcovy Street is valued at \$75,000.
 4. The value of the property contained in the application for rezoning under the proposed zoning Classification After construction is complete there will be 14 houses valued at \$275,000-\$300,000.
 5. A description of the suitability of the subject property under the existing zoning classification
As currently used for rental property.
 6. A description of the suitability of the subject property under the proposed zoning classification of the property Proposed homes will be equivalent to current new construction in the area.

Rezoning/Annexation Application
Page Two (2)

7. A description of any existing use of property including a description of all structures presently occupying the property 606 Alcovy Street has a 1200 square foot house used as rental.
603 Alcovy Street has an office building with an apartment rented up stairs. This structure will remain.
8. The length of time the property has been vacant or unused as currently zoned _____
None for rental properties
9. A detailed description of all efforts taken by the property owner(s) to use the property or sell the property under the existing zoning classification _____
Property was sold with the intent to develop, would not sell as is.

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

LEGAL DESCRIPTION OF PROPERTY

Rezoning/Annexation Application
Page Three (3)

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

Owner of property (signature) Dan Wilson
Address 992 HOLLY HILL RD. MONROE, GA. 30655
Phone Number 404-427-7920

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

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

Deborah M. Adkinson (Notary Public) 1-18-18 (Date)

My Commission Expires Sept. 8, 2020



**PETITION REQUESTING ANNEXATION
CITY OF MONROE, GEORGIA**

Date: _____

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

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

Address/Location of Property: _____

Tax Map Number: _____

See Attached Legal Description and Boundary Survey.

3. It is requested that this territory to be annexed shall be zoned _____ for the following reasons: _____

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

Respectfully Submitted,

Owners Address: _____

Rezoning/Annexation Application
Page Four (4)

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

X Sanitary Sewer _____ Septic Tank

The following information must be included in the application material requesting an annexation or zoning change from R1 to R1a located at 603 & 606 Alcovy Street, containing 3.970 acre(s), property owner being Pinehurst Homes filed on 1/19/2018.

CHECK LIST - APPLICATION MATERIAL

- ☒ Application Fee (\$100.00 Application Fee Single Family Rezoning)
(\$300.00 Application Fee Multi Family Rezoning)
(\$200.00 Application Fee Commercial Rezoning)
(Application fee For Annexation is the same as a Rezone)

- ☐ The completed application form (one original with original signatures)
☐ Special Conditions made part of the rezoning/annexation request
☐ Legal Description
☒ Survey plat of property showing bearings and distances and:
☒ abutting property owners
☒ the zoning of abutting property
☒ the current zoning of the subject property
____ Development Plan (two full size and one 11x17)
____ Site plan of the property at an appropriate scale
☐ the proposed use
☐ internal circulation and parking (proposed number of parking spaces)
☐ landscaping minimum square footage of landscaped area
☐ grading
☐ lighting
☐ drainage (storm water retention structures)
☐ amenities (location of amenities)
☐ buildings (maximum gross square footage and height of structures)
☐ buffers
____ Additional information that may be required by the Code Enforcement Officer:

- ☐ Monroe Utilities Network Availability Letter

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

Rezoning/Annexation Application
Page five (5)

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

- ☐ the maximum gross square footage of building area
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- ☐ 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.
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COMMENTS

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

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

DB 4173
Pg. 150

Return Recorded Document to:
STRICKLAND AND LINDSAY, LLP
P. O. Box 249
Winder, Georgia 30680

LIMITED WARRANTY DEED

STATE OF GEORGIA
COUNTY OF BARROW

FILE #: 170513P

THIS INDENTURE made this 29th day of December, 2017, between Evelyn Barton Long, of the State of Georgia, as party or parties of the first part, hereinunder called Grantor, and Pinehurst Homes, LLC, a Georgia limited liability company, as party or parties of the second part, hereinafter called Grantee (the words "Grantor" and "Grantee" to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH that: Grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable considerations in hand paid, at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents does grant, bargain, sell, alien, convey and confirm unto the said Grantee.

All that tract or parcel of land lying and being in the County of Walton, State of Georgia and Town District, G.M. located on the Easterly side of Alcova Street designated as Tract 1 and being 0.42 acre according to a survey dated June 30, 1975, for J. N. Long made by William J. Gregg, Registered Land Surveyor and said tract is more particularly described as follows: Beginning at an iron pin located at the Southeasterly corner of said tract, said beginning point being also located North 23 degrees 01 minutes East 180 feet from a concrete monument, said beginning point being also a common corner with the lands of Walton Mill and J. N. Long and from said beginning point thence North 23 degrees 01 minutes East 185.41 feet; thence South 87 degrees 07 minutes West 142.6 feet; thence South 13 degrees 20 minutes West 122.02 feet; thence South 65 degrees 28 minutes East 107.78 feet back to beginning point.

Said property is bounded as follows: Northerly by lands of Alvin Vaughn; Easterly by lands of Walton Mill; Southerly by lands of J. N. Long and Westerly by Tract 2 of the same survey.

minutes West 189.41 feet; thence South 20 degrees 17 minutes West 33.94 feet back to beginning point.

Said property is bounded as follows: Northerly by lands of Alvin Vaughn; Easterly by Tract 1 of said survey; Southerly by lands of J. N. Long and Westerly by Alcova Street right of way

A survey of Tracts 1 and 2, being all of the above described property, is recorded in Plat Book 20, Page 345, Clerk's Office, Walton Superior Court, to which plat and record thereof reference is hereby made, and incorporated herein.

The above two tracts of land were deeded to John Nathan Long by Executor's Deed, dated 13th day of August, 1975, same being Recorded on August 13, 1975 in Deed Book 123, Pages 524-526 of the Official Records of Walton County, Georgia from the Estate of Harry M. Arnold and the Estate of Sarah G. Arnold.

AND ALSO:

All that tract or parcel of land lying and being in Walton County, Georgia and in the City of Monroe. Said land containing 1.4 acres more or less and lying North and West of the Walton Cotton Mill land and being East of the Monroe to Jersey road and more particularly described as follows: Beginning at a concrete post where lands of the Walton Cotton Mill, Mrs. H. M. Arnold and the Monroe to Jersey road join and running along the Monroe to Jersey road North 14 East 178 feet to an iron pin corner, thence South 66 East 190 feet to an iron pin, thence South 65 1/2 East 167 feet to an iron pin corner, thence South 21 1/2 West 180 feet to a concrete post corner, thence North 65 1/2 West 332 feet to the beginning corner.

Said land is bounded now or formerly as follows: On the North by lands of Mrs. H. M. Arnold, on the East and South by lands of the Walton Cotton Mill, and on the West by the Monroe to Jersey road.


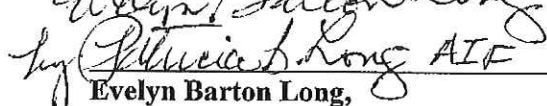
This property was deeded to John Nathan Long by Mrs. H. M. Arnold by Warranty Deed dated 25th day of March 1961, same being recorded March 29, 1961 in Deed Book 50, Page 399 of the Official Records of Walton County, Georgia, and more fully described in survey and plat made by J. M. Williams dated March 22, 1961, same being Recorded in Plat Book 9, Page 158 of the Official Records of Walton County, Georgia, to which plat and record thereof reference is hereby made and incorporated herein.

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

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

AND THE SAID Grantor will warrant and forever defend the right and title to the above described property unto the said Grantee against the claims of all persons by, through and under the above named grantor.

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


by  AIF (SEAL)
Evelyn Barton Long,
by Patricia B. Long, her Attorney-in-Fact
(See attached Financial Power of Attorney)



Date: **January 16, 2018**

In Re: Utilities

To Whom It May Concern:

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

The utilities checked below are available at **603 and 606 Alcovy Street** in the City of Monroe, Georgia.

- ☒ ELECTRICITY
- ☒ NATURAL GAS
- ☒ WATER
- ☒ WASTEWATER
- ☒ CABLE TV
- ☒ TELEPHONE
- ☒ INTERNET

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


City of Monroe

THOMAS S. BATCHELOR, CLERK

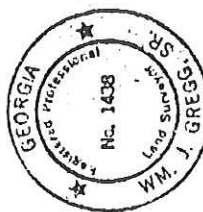
RECORDED

LOCATED IN TOWN C.M.D. 419
MONROE, WALTON COUNTY, GEORGIA

SCALE: 1"=50' JUNE 30, 1975

SURVEYED BY
GREGG F. ASSOCIATE
MONROE, GEORGIA

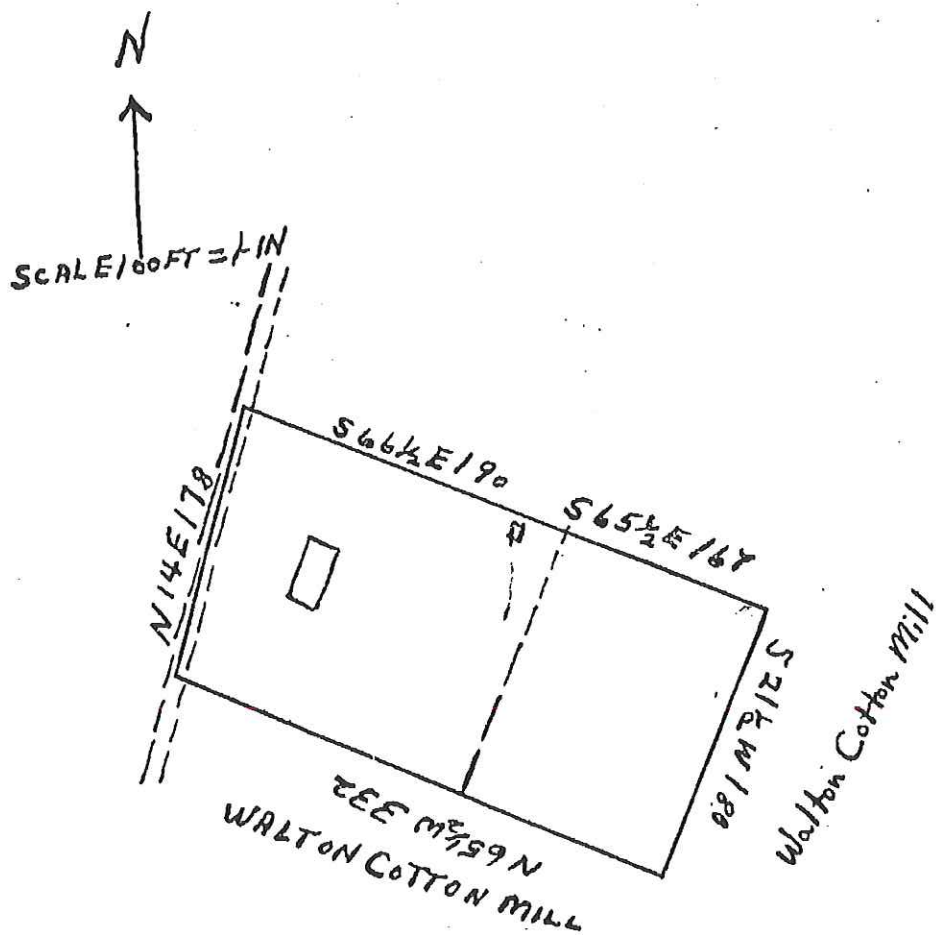
REF. (1) OUR SURVEY FOR ALVIN
VAUGHN DATED JULY 24, 1973
20 OUR MAP PREPARED FOR
WALTON MILL INC DATED
NOV 12, 1973 REVISED
FEB. 15, 1974



I certify that this plant is perfect and a true representation of the conditions in this locality.

GEORGIA REGISTERED SURVEYOR No. 1438
MEMBER OF GEORGIA ASSOCIATION OF
REGISTERED LAND SURVEYORS

76-6-24



PROPERTY OF MRS H. A. ARNOLD
 LOCATED IN MONROE WALTON COUNTY
 GA.

March - 22 - 1961

Reg. # 374 J. M. Williams

Recorded March 28, 1961
 Emma Lou Lasater, Clerk

2.4
RB

Recorded 09/05/2017 10:21AM
KATHY K. TROST
WALTON COUNTY CLERK OF COURT
Georgia Transfer Tax Paid : \$125.00
Bk04122 Pg 0235-0236

Deed
Doc: WD

enw
Return Recorded Document to:
STRICKLAND & LINDSAY, LLP
P. O. Box 249
Winder, Georgia 30680

LIMITED WARRANTY DEED

STATE OF GEORGIA
COUNTY OF BARROW


FILE #: 170339P

THIS INDENTURE made this **30th** day of **August, 2017**, between **Linda Lois Baccus**, of the State of Georgia, as party or parties of the first part, hereinunder called Grantor, and **Pinehurst Homes, LLC**, a Georgia limited liability company, as party or parties of the second part, hereinafter called Grantee (the words "Grantor" and "Grantee" to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH that: Grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable considerations in hand paid, at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents does grant, bargain, sell, alien, convey and confirm unto the said Grantee.

All that tract or parcel of land lying and being in the Town, 419 District, G.M., State of Georgia, County of Walton, designated on survey of said property as Tract A, containing 0.241 acres, and Tract B, containing 2.016 acres, and being more particularly described and delineated according to said plat and survey prepared by John F. Brewer, Georgia Registered Surveyor Number 2115, dated 04/11/1995, entitled, "Rezoning Plat For Joe E. Baccus & Linda L. Baccus", said plat being of record in the Office of the Clerk of Superior Court of Walton County, Georgia, in Plat Book 66, page 26; which said plat and the recording thereof are by reference hereto incorporated herein for a more complete and detailed description.

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



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


AND THE SAID Grantor will warrant and forever defend the right and title to the above described property unto the said Grantee against the claims of all persons by, through and under the above named grantor.

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

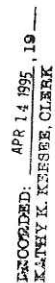

Linda Lois Baccus (SEAL)

Signed, sealed and delivered in presence of:


Witness


Notary Public





B10-113

**NOTICE TO THE PUBLIC
CITY OF MONROE**

**A petition has been filed with the
City of Monroe requesting the
property at 603 & 606 Alcovy Street
to be rezoned from R-1 to R1A
A public hearing will be held before
the Monroe Planning and Zoning
Commission at City Hall Auditorium at
215 N. Broad Street on February 20, 2018
at 5:30 P.M. All those having an
interest should be present.**

**A petition has been filed with the
City of Monroe requesting the
property at 603 & 606 Alcovy Street
to be rezoned from R-1 to R1A
A public hearing will be held before
The Mayor and City Council
at the City Hall Auditorium at
215 N. Broad Street on March 13, 2018
at 6:00 P.M. All those having an
interest should be present.**

**PLEASE RUN ON THE
FOLLOWING DATE:**

February 4, 2018

606 AICOVY ST. MONROE, GA. 30655 REZONE

Please see the proposed R1-A rezone conditions below:

1. Minimum Sq. footage - 1,700
2. Brick and/or Rock on 50% of fronts with 3 sides hardi plank (concrete) siding
3. No vinyl on cornish or soffits
4. HOA will be required
5. Professional landscaped planted buffer along Alcovy St. and entrance of subdivision

⑥ Architectural shingles

⑦ Development agreement and ⑧ plat recordation

Notes

Conceptual development plan would carry the same overall aesthetic, final finish, and product as the neighboring subdivisions of The Retreat at Mill Creek and The Legends.

Price points would initially start in the mid \$200K's

THIS BLOCK RESERVED FOR THE CLERK SUPERIOR COURT

NOTE: THIS SURVEY HAS BEEN PREPARED FOR THE EXCLUSIVE USE OF THE PERSON(S) OR ENTITIES NAMED HEREON. NO EXPRESSED OR IMPLIED WARRANTIES WITH RESPECT TO THE INFORMATION SHOWN HEREON IS TO BE EXTENDED TO ANY PERSON(S) OR ENTITIES OTHER THAN THOSE SHOWN HEREON.

THIS SURVEY WAS PREPARED WITH OUT THE BENEFIT OF A CURRENT TITLE INSPECTION REPORT. EASEMENTS OR OTHER ENCUMBRANCES MAY EXIST ON PUBLIC RECORD BUT ARE NOT SHOWN HEREON.

ANY UNDERGROUND UTILITY SHOWN HEREON IS BASED ON UTILITY MARKINGS BY THE UTILITY OWNER, A PRIVATE UTILITY MARKING COMPANY, CONSTRUCTION AND ASBUILT DRAWINGS PROVIDED BY THE UTILITY PROVIDER OR PROPERTY OWNER. THE SURVEYOR MAKES NO GUARANTEES THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA. UNDERGROUND UTILITIES NOT OBSERVED DURING THE FIELD SURVEY PROCEDURE MAY EXIST BUT ARE NOT SHOWN ON THIS SURVEY. FURTHERMORE, THE SURVEYOR DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN HEREON ARE IN THE EXACT LOCATION INDICATED, ALTHOUGH THE SURVEYOR DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM THE INFORMATION AVAILABLE.

Curve	Radius	Length	Chord	Chord Bear.
C1	1514.20'	187.88'	187.76'	N 17°07'21" E

NOTE: BEARINGS & ELEVATIONS SHOWN HEREON ARE BASED UPON GPS SURVEY USING CHAMPION TKO EQUIPMENT AND eGPS SOLUTIONS REAL TIME NETWORK ADJUSTMENT AS OF THE FIELD WORK DATE SHOWN.

NOTE: THE INITIAL CONTROL POINTS FOR THIS SURVEY WERE LOCATED UTILIZING GPS. THE EQUIPMENT USED WAS A CHAMPION TKO DUAL FREQUENCY RECEIVER WITH A SCPECTER TWO DATA COLLECTOR RUNNING CARLSON SURVICE SOFTWARE. NETWORK RTK CORRECTIONS WERE RECEIVED VIA A CELLULAR MODEM. THE TYPE OF SURVEY WAS NETWORK RTK UTILIZING TRIMBLE VRS REAL TIME NETWORK OPERATED BY eGPS SOLUTIONS, INC. THE RELATIVE POSITIONAL ACCURACY, AS CALCULATED ACCORDING TO THE FEDERAL GEOGRAPHIC DATA COMMITTEE PART 3: NATIONAL STANDARD FOR SPATIAL DATA ACCURACY IS 0.04 FT. HORIZONTAL AND 0.07 FT. VERTICAL AT A 95% CONFIDENCE LEVEL.



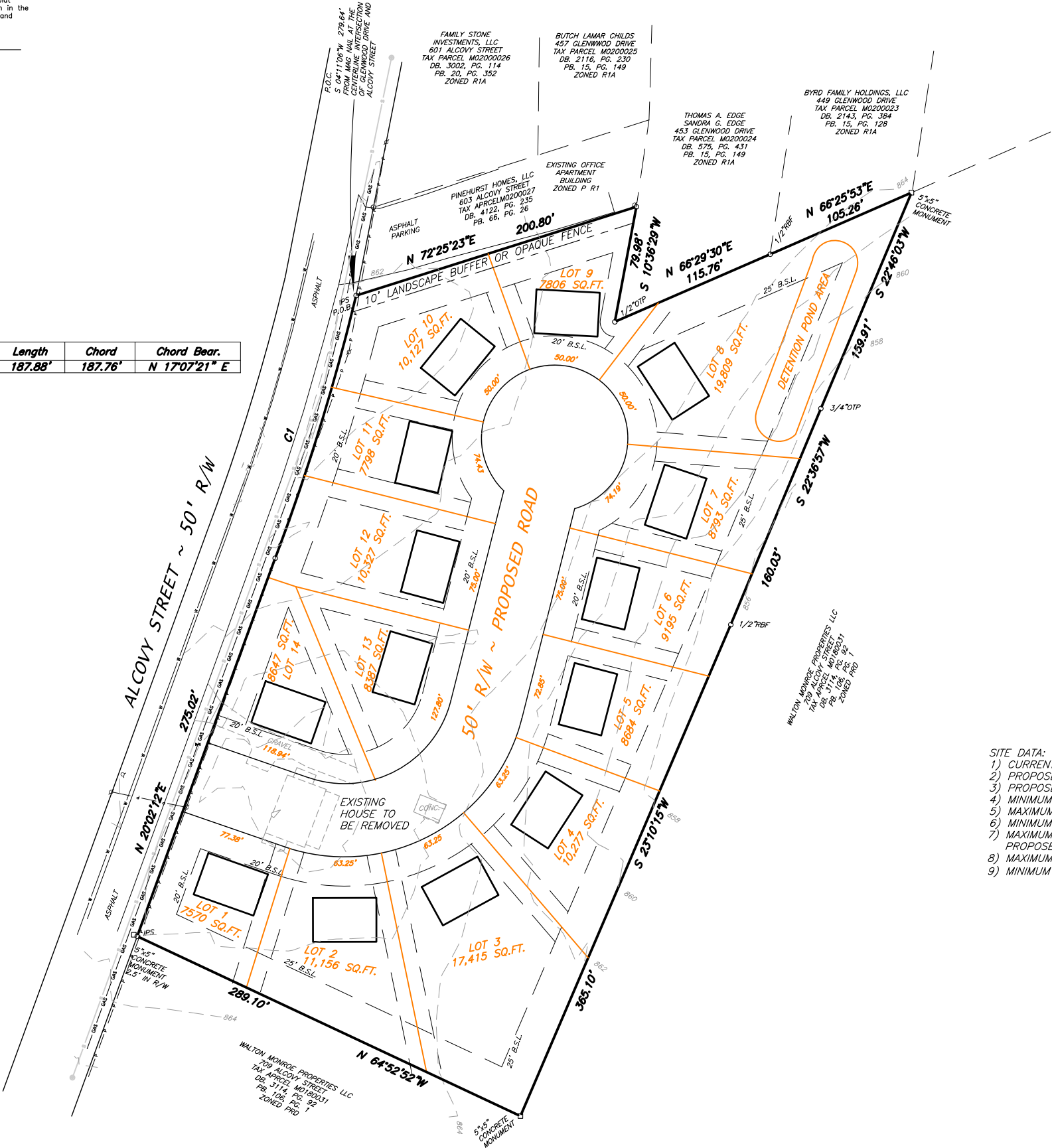
- LEGEND**
- R.B.F. = REBAR FOUND
 - I.P.S. = IRON PIN SET WITH CAP STAMPED "ALCOVY"
 - C.M.F. = CONCRETE MONUMENT FOUND
 - O.T.P. = OPEN TOP PIPE
 - C.T.P. = CRIMPED TOP PIPE
 - R/W = RIGHT OF WAY
 PROPERTY LINE | - C.L. = CENTER LINE
 - B.S.L. = BUILDING SETBACK LINE
 - L.L. = LAND LOT
 - L.L.L. = LAND LOT LINE
 - G.M.D. = GEORGIA MILITIA DISTRICT
 - T.B.M. = TEMPORARY BENCH MARK
 - R. = RADIUS
 - CH. = CHORD
 - TAN. = TANGENT
 - N/O.F. = NOW OR FORMERLY
 - D.B. = DEED BOOK
 - P.B. = PLAT BOOK
 - D.E. = DRAINAGE EASEMENT
 - S.S.E. = SANITARY SEWER EASEMENT
 - F.F.E. = FINISHED FLOOR ELEVATION
 - MH = MANHOLE
 - DI = DRAIN INLET
 - FI = FIRE HYDRANT
 - LP = LIGHT POLE
 - PP = POWER POLE
 - PL = POWER LINE
 - FL = FENCE LINE
 - WL = WATER LINE
 - GL = GAS LINE
 - LV = VALVE
 - W = WELL
 - (DISTANCE) = DEED OR PLAT CALL
 - P.O.C. = POINT OF COMMENCEMENT
 - P.O.B. = POINT OF BEGINNING

A TOPCON 225 TOTAL STATION WAS USED TO OBTAIN THE LINEAR AND ANGULAR MEASUREMENTS USED IN THE PREPARATION OF THIS PLAT.

THE FIELD DATA UPON WHICH THIS MAP OR PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 60,167 FEET AND AN ANGULAR ERROR OF 0" PER ANGLE POINT, AND WAS ADJUSTED USING LEAST SQUARES METHOD.

THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 352,793 FEET.

NOTE: NO PORTION OF THE PROPERTY SHOWN HEREON IS IN A DESIGNATED FLOOD HAZARD AREA, ACCORDING TO THE F.I.R.M. NO. 13297C0139E DATED 12/8/2016



- SITE DATA:**
- CURRENT ZONING IS R1 AND P.
 - PROPOSED USE IS RESIDENTIAL.
 - PROPOSED 14 LOTS.
 - MINIMUM HEATED FLOOR SPACE IS 1,300 SQ.FT.
 - MAXIMUM BUILDING HEIGHT IS 35 FEET.
 - MINIMUM BUILDING WIDTH IS 24 FEET.
 - MAXIMUM DENSITY IS 5 UNITS PER ACRE, PROPOSED DENSITY IS 3.5 UNITS PER ACRE.
 - MAXIMUM LOT COVERAGE IS 40%.
 - MINIMUM 2 PARKING SPACES PER DWELLING.

3.970 ACRES



OWNER:
PINEHURST HOMES, LLC
2205 HWY. 81 S., LOGANVILLE, GA. 30052
PHONE 770-466-4002 - LSF #000759



REZONING PLAT FOR:		
PINEHURST HOMES, LLC		
IN THE CITY OF MONROE, TAX PARCEL M0200028 & M0200027		
FIELD WORK DATE: 1/9/18	DATE OF PLAT PREPARATION: 1/11/18	
LAND LOT(S) 37	3rd DISTRICT	WALTON COUNTY, GEORGIA
ALCOVY SURVEYING AND ENGINEERING, INC.		SCALE: 1" = 40'
2205 HWY. 81 S., LOGANVILLE, GA. 30052		JOB NO. 17-178
Phone 770-466-4002 - LSF #000759		



Council Meeting

AGENDA

May 8, 2018

Item:

Rezone - 1050 North Broad Street

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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

Attachments / [click to download](#)



Council Meeting

AGENDA

May 8, 2018

Item:

Application - Beer & Wine Package Sales - Harry's

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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

Attachments / click to download

☐ [Beer & Wine Package Sales](#)



P.O. Box 1249 • Monroe, Georgia 30655

(770) 207-4674

Attn: Business License Division

OCCUPATION TAX APPLICATION

BUSINESS NAME SAS MONROE LLC DBA HARRY'S TELEPHONE (678) 469-1791
ADDRESS 2027 W Spring St Monroe, GA 30655 TYPE OF BUSINESS
MAILING ADDRESS As Above Convenience Store / GAS STATION
EMAIL ADDRESS HarrysMonroe@gmail.com
OWNER'S NAME Sibran Lalchani TELEPHONE (678) 469 1791
EMERGENCY CONTACT PERSON: Sibran Lalchani
TELEPHONE (678) 469 1791
PROPERTY OWNER'S NAME: BROWN OIL
TELEPHONE (770) 267 5011

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

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR ARE YOU DISQUALIFIED TO RECEIVE A LICENSE

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: [Signature]

Date

4 / 6 / 18

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

CITY OF MONROE

ALCOHOLIC BEVERAGE LICENSE APPLICATION

INSTRUCTIONS: PLEASE PRINT OR TYPE APPLICATION AND ANSWER ALL QUESTIONS.

Please fill out entire application leaving no sections blank; please mark sections that do not apply N/A

Please check the licenses that you are applying for.

CITY OF MONROE

ALCOHOLIC BEVERAGE LICENSE FEES

CONSUMPTION ON PREMISE:

LICENSE FEE:

BEER/WINE	\$1000.00	_____
NON PROFIT PRIVATE CLUB	\$600.00	_____
SUNDAY SALES-PRIVATE CLUBS ONLY	\$150.00	_____
BEER/WINE AMENITIES LICENSE	\$100.00	_____

DISTILLED SPIRITS	\$3000.00	_____
NON PROFIT PRIVATE CLUB-ONLY	\$600.00	_____
SUNDAY SALES	\$150.00	_____

PACKAGE:

LICENSE FEE:

BEER/WINE	\$2000.00	_____ ✓
HOTEL/MOTEL IN ROOM SERVICE	\$250.00	_____
GROWLERS	\$2000.00	_____

MANUFACTURER

LICENSE FEE: 1 FEE ONLY

DISTILLERIES OR MICRO-DISTILLERIES	\$1500.00	_____
BREWERY OR MICRO-BWERIES	\$1000.00	_____
BREW PUB	\$750.00	_____

WHOLESALE DEALERS:**LICENSE FEE:**

PRINCIPAL PLACE OF BUSINESS - CITY

BEER/WINE

\$1500.00

DISTILLED SPIRITS

\$2000.00

PRINCIPAL PLACE OF BUSINESS – NOT IN CITY

\$100.00

TEMPORARY LICENSE:**LICENSE FEE:**

NON PROFIT ORGANIZATIONS

\$25.00 PER DAY

FOR PROFIT ORGANIZATIONS

\$150.00 PER DAY

SPECIAL EVENT VENUES
REGISTRATION

\$300.00

There is a \$250.00 non-refundable administrative/investigative fee for all licenses except for a Beer/Wine Amenities License which the fee is \$200.00.

There is no application fee for wholesale dealers.

1. Full Name of Business SAI Monroe LLC

Under what name is the Business to operate? HARRY'S

Is the business a proprietorship, partnership or corporation? Domestic or foreign?

LLC

2. Address: a) Physical: 2027 W Spring St Monroe GA 30655

b) Mailing: As Above

3. Phone 678-469-1791 Beginning Date of Business in City of Monroe 1st MAY 2018

4. ☒ New Business ☒ Existing business purchase

If change of ownership, enclose a copy of the sales contract and closing statement.

5. Federal Tax ID Number 824235776 Georgia Sales Tax Number 309-754023

6. Is business within the designated distance of any of the following:

CHURCH, SCHOOL GROUNDS, COLLEGE CAMPUS (See Land Survey Requirements)

Beer and Wine 100 Yards Yes _____ No _____

Liquor 100 Yards (Church) or 200 Yards (School) Yes _____ No _____

7. Full name of Applicant SIBRAN LAKHANI

Social Security Number _____

Full Name of Spouse, if Married SALMAN LAKHANI

Are you a Citizen of the United States or Alien Lawful Permanent Resident? Yes

Birthplace PAKISTAN

Current Address 1238 Westgate dr City Lilburn St GA Zip 30047

Home Telephone 678-469-1791

Number of Years at present address 1 yr

Previous address (If living at current address less than 2 yrs).

167 La chateau ct Tucker, GA 30084

Number of years at previous address 6 yrs

Driver's License Number & State DL9822262 Georgia

8. If new business, date business will begin in Monroe 1st MAY 2018

If transfer or change of ownership, effective date of this change _____

If transfer or change of ownership, enclose a copy of the sales contract, closing statement, and check.

Previous applicant & D/B/A _____

9. What is the name of the person who, if the license is granted, will be the active manager of the business and on the job at the business? List address, occupation, phone number, and employer Sibran Lakhani

1238 Westgate dr, Lilburn GA 30047

OWNER, SAS Monroe LLC

10. Has the person, firm, limited liability company, corporation, applicant, owner/owners, partner, shareholder, manager or officer been arrested, convicted or entered a plea of nolo contendere within ten (10) years immediately prior to the filing of this application for any felony or misdemeanor of any state or of the United States, or any municipal ordinance involving moral turpitude, illegal gambling or illegal possession or sale of controlled substances or the illegal possession or sale of alcoholic beverages to minors in a manner contrary to law, keeping a place of prostitution, pandering, pimping, public indecency, prostitution, solicitation of sodomy, or any sexually related crime. If yes, describe in detail and give dates.

NO

11. Has the applicant been convicted under any federal, state or local law of any felony, within fifteen (15) years prior to the filing of application of such license? NO

12. Do you own the land and building on which this business is to be operated? NO

13. Does this establishment have a patio/open area intended to be used for consumption of alcoholic beverages? [] yes or [☒] no

14. If operating as a corporation, state name and address of corporation, when and where incorporated, and the names and addresses of the officers and directors and the office held by each.

SAS MONROE LLC 2027 W SPRING ST Monroe GA 30655

SIBRAN LAKHANI 1238 Westgate dr Lilburn GA 30047

15. If operating as a corporation, list the stockholders (20% or more) complete addresses, area code and telephone numbers, residential and business, and the amount of interest of each stockholder.

SIBRAN LAKHANI 100%

16. If operating as a partnership, list the partners with complete addresses, area code and telephone numbers, residential and business, and the amount of interest or percent of ownership of each partner. _____

N/A

17. If partnership or individual, state names of any persons or firms owning any interest or receiving any funds from the corporation. _____

N/A

18. Does applicant receive any financial aid or assistance from any manufacturer or wholesaler of alcoholic beverages? If yes, explain. NO N/A

19. Does the applicant have any financial interest in any manufacturer or wholesaler of alcoholic beverages? If yes, please explain.

NO

20. State whether or not applicant, partner, corporation officer, or stockholder holds any alcoholic beverage license in other jurisdiction or has ever applied for a license and been denied. (Submit full details) NO

21. Does you or your spouse or any of the other owners, partners or stockholders have any interest in any liquor store or wholesale liquor business?

NO

22. If a retail grocery business in existence for more than six (6) months:

A statement from the 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 (\$3000.00) per month average for six (6) successive months preceding the filing of the application for this license or renewal thereof.

If a retail grocery business in existence for less than six (6) months:

A statement from the 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 (\$3000.00) per month average for six (6) successive months from its inception; and

within ten (10) days upon completion of six (6) months' 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.

23. 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.

24. Character References: (For the applicant)

1. Wesley Sisk
Name 205 E Spring St
Address Monroe GA 30655 770-267-5011
City State Zip Telephone

2. Angela DeeDee Davis
Name 203 E Spring St
Address Monroe GA 30655 770-868-9436
City State Zip Telephone

3. Donna Lindsay
Name 205 E Spring St
Address Monroe GA 30655 770-267-5011
City State Zip Telephone

This the 9th day of April 2018.

[Signature] (Signature Applicant)

Owner (Title i.e. Partner, General Partner, Manager, Owner, etc.)

Sibren Lakhani (Print Name)

Or: _____ (Signature of Corporate Officer)

(Printed Name and Title of Corporate Officer)

Signed, sealed and delivered in the presence of: _____

Notary Public:

Executed: Donna E Lindsay
Notary Public, Walton County, Georgia
My Commission Expires August 13, 2018



Council Meeting

AGENDA

May 8, 2018

Item:

Application - Spirituous Liquors and Beer & Wine On-Premise Consumption - Fuzions

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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

Attachments / click to download

☐ [Spirituous Liquors and Beer & Wine On-Premise Consumption](#)



P.O. Box 1249 • Monroe, Georgia 30655

(770) 207-4674

Attn: Business License Division

OCCUPATION TAX APPLICATION

BUSINESS NAME FUZIONS TELEPHONE (770) 207-0887
ADDRESS 806 N BROAD ST, MONROE, GA-30656 TYPE OF BUSINESS Restaurants & Bar
MAILING ADDRESS 542 KENION FOREST WAY, LILBURN, GA-30047
EMAIL ADDRESS nagaroor@gmail.com
OWNER'S NAME REJIMON MATHEW TELEPHONE (702) 927-4726
EMERGENCY CONTACT PERSON: REJIMON MATHEW
TELEPHONE (702) 927-4726
PROPERTY OWNER'S NAME: Pray-B. Inc
TELEPHONE (678) 296-1334

**NUMBER OF EMPLOYEES: FULL TIME 1

PART TIME 1

**(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: Ren

Date 03/19/2018

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

CITY OF MONROE

ALCOHOLIC BEVERAGE LICENSE APPLICATION

INSTRUCTIONS: PLEASE PRINT OR TYPE APPLICATION AND ANSWER ALL QUESTIONS.

Please fill out entire application leaving no sections blank; please mark sections that do not apply N/A

Please check the licenses that you are applying for.

CITY OF MONROE

ALCOHOLIC BEVERAGE LICENSE FEES

CONSUMPTION ON PREMISE:

LICENSE FEE:

BEER/WINE

\$1000.00



NON PROFIT PRIVATE CLUB

\$600.00

SUNDAY SALES-PRIVATE CLUBS ONLY

\$150.00

BEER/WINE AMENITIES LICENSE

\$100.00

DISTILLED SPIRITS

\$3000.00



NON PROFIT PRIVATE CLUB-ONLY

\$600.00

SUNDAY SALES - private Clubs only

\$150.00

PACKAGE:

LICENSE FEE:

BEER/WINE

\$2000.00

HOTEL/MOTEL IN ROOM SERVICE

\$250.00

GROWLERS

\$2000.00

MANUFACTURER

LICENSE FEE: 1 FEE ONLY

DISTILLERIES OR MICRO-DISTILLERIES

\$1500.00

BREWERY OR MICRO-BREWRIES

\$1000.00

BREWPUB

\$750.00

WHOLESALE DEALERS:**LICENSE FEE:**

PRINCIPAL PLACE OF BUSINESS - CITY

BEER/WINE

\$1500.00

DISTILLED SPIRITS

\$2000.00

PRINCIPAL PLACE OF BUSINESS – NOT IN CITY

\$100.00

TEMPORARY LICENSE:**LICENSE FEE:**

NON PROFIT ORGANIZATIONS

\$25.00 PER DAY

FOR PROFIT ORGANIZATIONS

\$150.00 PER DAY

SPECIAL EVENT VENUES
REGISTRATION

\$300.00

There is a \$250.00 non-refundable administrative/investigative fee for all licenses except for a Beer/Wine Amenities License which the fee is \$200.00.

There is no application fee for wholesale dealers.

1. Full Name of Business FUZIONI MONROE LLC

Under what name is the Business to operate? FUZIONI

Is the business a proprietorship, partnership or corporation? Domestic or foreign?

Corporation

2. Address: a) Physical: 806 N BROAD ST, MONROE, GA - 30056

b) Mailing: 542 KENION FOREST WAY, LILBURN, GA - 30047

3. Phone 770-207-0887 Beginning Date of Business in City of Monroe _____

4. _____ New Business _____ ☒ Existing business purchase

If change of ownership, enclose a copy of the sales contract and closing statement.

5. Federal Tax ID Number 20240572582 Georgia Sales Tax Number 3241608-00

6. Is business within the designated distance of any of the following:

CHURCH, SCHOOL GROUNDS, COLLEGE CAMPUS (See Land Survey Requirements)

Beer and Wine 100 Yards Yes _____ No ✓

Liquor 100 Yards (Church) or 200 Yards (School) Yes _____ No ✓

7. Full name of Applicant REJIMON MATHEW

Social Security Number _____

Full Name of Spouse, if Married JILL PHILIP

Are you a Citizen of the United States or Alien Lawful Permanent Resident? yes

Birthplace CHERUVALLY, INDIA

Current Address 542 KENION FOREST WAY City LILBURN St GA Zip 30047

Home Telephone 702-927-4726

Number of Years at present address 4 years

Previous address (If living at current address less than 2 yrs).

N/A

Number of years at previous address _____

Driver's License Number & State DS7109303, GA

8. If new business, date business will begin in Monroe As soon as the license is given

If transfer or change of ownership, effective date of this change _____

If transfer or change of ownership, enclose a copy of the sales contract, closing statement, and check.

Previous applicant & D/B/A FRMV D/B/A - Fuzion

9. What is the name of the person who, if the license is granted, will be the active manager of the business and on the job at the business? List address, occupation, phone number, and employer REJIMON MATHEW

542 Kenion Forest Way Lilburn, GA - 30047

702-927-4726.

10. Has the person, firm, limited liability company, corporation, applicant, owner/owners, partner, shareholder, manager or officer been arrested, convicted or entered a plea of nolo contendere within ten (10) years immediately prior to the filing of this application for any felony or misdemeanor of any state or of the United States, or any municipal ordinance involving moral turpitude, illegal gambling or illegal possession or sale of controlled substances or the illegal possession or sale of alcoholic beverages to minors in a manner contrary to law, keeping a place of prostitution, pandering, pimping, public indecency, prostitution, solicitation of sodomy, or any sexually related crime. If yes, describe in detail and give dates.

NO

11. Has the applicant been convicted under any federal, state or local law of any felony, within fifteen (15) years prior to the filing of application of such license? NO

12. Do you own the land and building on which this business is to be operated? NO

13. Does this establishment have a patio/open area intended to be used for consumption of alcoholic beverages? ☒ yes or ☐ no

14. If operating as a corporation, state name and address of corporation, when and where incorporated, and the names and addresses of the officers and directors and the office held by each.

FUZION MONROE LLC, 542 Kenion Forest Way
Lilburn, GA - 30047 - 11/22/2016

REGIMON MATHEW

15. If operating as a corporation, list the stockholders (20% or more) complete addresses, area code and telephone numbers, residential and business, and the amount of interest of each stockholder.

N/A

16. If operating as a partnership, list the partners with complete addresses, area code and telephone numbers, residential and business, and the amount of interest or percent of ownership of each partner. _____

N/A

17. If partnership or individual, state names of any persons or firms owning any interest or receiving any funds from the corporation. _____

N/A

18. Does applicant receive any financial aid or assistance from any manufacturer or wholesaler of alcoholic beverages? If yes, explain. _____

N/A

NO

19. Does the applicant have any financial interest in any manufacturer or wholesaler of alcoholic beverages? If yes, please explain. _____

N/A

NO

20. State whether or not applicant, partner, corporation officer, or stockholder holds any alcoholic beverage license in other jurisdiction or has ever applied for a license and been denied. (Submit full details) _____

NO

21. Does you or your spouse or any of the other owners, partners or stockholders have any interest in any liquor store or wholesale liquor business? _____

NO

22. If a retail grocery business in existence for more than six (6) months:

A statement from the 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 (\$3000.00) per month average for six (6) successive months preceding the filing of the application for this license or renewal thereof.

If a retail grocery business in existence for less than six (6) months:

A statement from the 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 (\$3000.00) per month average for six (6) successive months from its inception; and

within ten (10) days upon completion of six (6) months' 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.

23. 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.

24. Character References: (For the applicant)

1. JOJO VARGHESE
Name
3475 Preservation Circle
Address
Lilburn GA 30042 678 576-3770
City State Zip Telephone

2. JOHN CHERIAN
Name
133 MACOBY RUN ST
Address
LAS VEGAS NV 89148 702-238-5868
City State Zip Telephone

3. MAZHAR HEMANI
Name
1144 NASH SPRINGS CIR
Address
LILBURN GA 30042 678-938-8002
City State Zip Telephone

This the 21 day of March 2018.

[Signature] (Signature Applicant)

Owner (Title i.e. Partner, General Partner, Manager, Owner, etc.)

REGIMON MATHEW (Print Name)

Or: N/A (Signature of Corporate Officer)

N/A (Printed Name and Title of Corporate Officer)

Signed, sealed and delivered in the presence of: [Signature]

Notary Public: Deleves Chambers

Executed: 7-01-2018



Council Meeting

AGENDA

May 8, 2018

Item:

FY2017 Audited Financial Statements (CAFR)

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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

Attachments / click to download

☐ [Memo](#)

☐ [CAFR](#)

☐ [GAS Report](#)

☐ [AD&A](#)



From: Beth Thompson

Department: Finance

Date: May 8, 2018

Description: Presentation of the FY2017 Audited Comprehensive Annual Financial Report (CAFR)

Budget Account/Project Name: n/a

Funding Source: n/a

Budget Allocation: n/a

Budget Available: n/a

Requested Expense: n/a

Recommendation:

Staff recommends the City Council accept and approve the FY2017 CAFR as presented for public distribution.

Background:

In order to complete the various schedules that need to be sent to the state by June 30, 2018, Council needs to approve the FY 2017 financial statements contained in the Comprehensive Annual Financial Report as presented by staff and City auditor Justin Davis with Mauldin & Jenkins.

Attachment(s): FY 2017 CAFR

Auditors Discussion & Analysis

GAS

COMPREHENSIVE ANNUAL Financial Report



Since 1821

Monroe, Georgia Year ended December 31, 2017

CITY OF MONROE, GEORGIA
COMPREHENSIVE ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED
DECEMBER 31, 2017

Prepared by Authority of:
City Council, City of Monroe, Georgia
Beth Thompson, Finance Director

CITY OF MONROE, GEORGIA

COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED DECEMBER 31, 2017

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CITY OF MONROE, GEORGIA

COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED DECEMBER 31, 2017

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CITY OF MONROE, GEORGIA
COMPREHENSIVE ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED
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Post Office Box 1249 • Monroe, Georgia 30655
Telephone 770-267-7536 • Fax 770-267-2319

John Howard, Mayor
L. Wayne Adcock, Vice Mayor

April 23, 2018

To the Honorable Mayor, Members of the City Council, and Citizens of the
City of Monroe, Georgia:

The Comprehensive Annual Financial Report (CAFR) of the City of Monroe, Georgia for the fiscal year ended December 31, 2017 is hereby submitted as mandated by Official Code of Georgia §36-81-7. The financial statements were prepared in conformity with generally accepted accounting principles (GAAP) and audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants.

City Management assumes full responsibility for the accuracy, completeness and reliability of the presented data. To provide a reasonable basis for making these representations, management of the City of Monroe has established a comprehensive internal control framework that is designed both to protect the government's assets from loss, theft, or misuse and to compile sufficient reliable information for the preparation of the City of Monroe's financial statements in conformity with GAAP. Because the cost of internal controls should not outweigh their benefits, the City of Monroe's framework of internal controls has been designed to provide reasonable rather than absolute assurance that the financial statements will be free from material misstatement. As management, we assert that, to the best of our knowledge and belief, this financial report is complete and reliable in all material respects.

Mauldin & Jenkins, LLC, a firm of certified public accountants, issued an unmodified opinion on the City of Monroe's financial statements for the year ended December 31, 2017. The independent auditor's report is located at the front of the financial section of this report.

If the threshold is met, the City of Monroe is required as part of the independent audit of the financial statements, to undergo a federally mandated "Single Audit" designed to meet the needs of federal grantor agencies. Information related to the single audit if applicable, including a schedule of expenditures of federal awards, the independent auditor's reports on internal controls and compliance with applicable laws and regulations, and a schedule of findings are included in a separately issued single audit report. For fiscal year 2017, a Single Audit was not required.

GAAP requires that management provide a narrative introduction, overview, and analysis to accompany the basic financial statements in the form of Management's Discussion and Analysis (MD&A). This letter of transmittal is designed to complement MD&A and should be read in conjunction with it. The City of Monroe's MD&A can be found immediately following the report of the independent auditors.

***Councilmembers: Larry A. Bradley • Ross Bradley • Myoshia Crawford
David Dickinson • Norman Garrett • Nathan Little • Lee P. Malcom***

Profile of the Government

The City of Monroe incorporated in 1821, is located in Northeast Georgia, approximately 40 miles east of Atlanta. Monroe is the county seat of Walton County. The City encompasses approximately 15 square miles and serves an estimated population of 13,664. The City of Monroe is empowered to levy a property tax on both real and personal property located within its boundaries.

The City operates under a Mayor/Council form of government. Policy-making and legislative authority are vested in a governing council consisting of the mayor and eight other members. The Mayor is elected at large, two Council Members are elected from super districts and six Council Members are elected by districts. Council members and the Mayor serve four-year staggered terms, with an election held every two years. City elections are conducted by the Walton County Board of Elections.

The City Administrator, who is appointed by the Mayor and Council, is responsible for carrying out the policies and ordinances of the Council and for overseeing the day-to-day operations of the City of Monroe.

The City of Monroe provides a full range of municipal services including police and fire protection, maintenance of streets, solid waste, building and zoning, code enforcement and library facilities. In addition to the usual government services, the City also provides a full range of utility services including electric, gas, water, wastewater, stormwater, cable, internet and telephone. The city owns and operates the Monroe/Walton County Airport as well as the Georgia Utility Training Academy whereby classes are conducted to train municipal and private sector employees in Electric, Water, Sewer, and Gas utilities.

A goal of the Mayor and City Council is to maintain the high quality of citizen services while keeping the property tax millage rates at some of the lowest among surrounding areas.

Also included as part of the City's reporting are the City of Monroe Downtown Development Authority (DDA) and the Monroe Area Convention and Visitors Bureau Authority (CVB). While both are legally separate entities, they are included as a component unit in the City of Monroe's financial statements.

The annual budget serves as the foundation for the City of Monroe's financial planning and control. All departments are required to submit budget requests to the City Administrator who compiles the proposed operating and capital budgets. The City Administrator presents a proposed budget to the Council during their annual retreat work session. The final budget is adopted in accordance with state law. Budget to actual comparisons are provided in this report for each individual governmental fund for which an annual budget has been adopted.

Local Economy

Monroe has risen out of the previous economic downturn and into a new period of substantial commercial and residential growth. This has given stability to the overall economy in Monroe and the surrounding area and stabilized the City's revenues and positioned the city for additional growth.

The majority of the City's commercial development lies along the Highway US 78/GA 138 corridor with a new commercial expansion planned around the Highway 138 extension, Charlotte Rowell Boulevard.

Among the top ten employers in the City, three are governments accounting for around 30% of the number of jobs in the top ten employers and 17% of all jobs. Two of those government employers, Walton County Board of Commissioners and Walton County Board of Education, are also two of the City's top ten electric, water, gas and sewer customers.

Economic development is one of the City's main priorities. Local Option Sales Tax (LOST) and Special Purpose Local Option Sale Tax (SPLOST) revenues have steadily increased over the last few years but have not fully recovered to levels prior to the renegotiation of distribution that occurred in 2012. Some of this is attributed to revenues shifted over to the TAVT from sales taxes after the new state law went into effect in 2013.

Long-term Financial Planning

The City will begin construction in 2018 on the transportation project, Livable Centers Initiative (LCI) project which will extend along North Broad Street from West Marable Street to Mayfield Drive. In addition to constructing new or expanded sidewalks along both sides of the corridor, this project will include planting trees and shrubs, raised curbs, a center median, defined pedestrian crossings, pedestrian scale lighting and ADA-accessible curb ramps. Concurrent with this work, storm water sewer upgrades will be completed with project funds. This is also a Federally Funded program with a projected total cost of over \$2 million dollars.

This is a continuation of a previously funded TE project and will complement on-going efforts within the Broad Street Corridor providing connectivity between neighborhood and commercial uses along the Broad Street Corridor and Historic Downtown. In addition to the 1.5-mile, \$2 million-plus West Spring St. streetscape and sidewalk project under construction linking downtown with the west-end commercial corridor.

Capital projects are generally financed using available grants and the 2013 Series SPLOST fund. Capital Projects in the Enterprise Fund are paid from an Expansion and Repair fund and the Utility Municipal Competitive Trust fund.

Relevant Financial Policies

The purpose of the City of Monroe's financial management policy is to insure that the City conducts its investment, cash and debt management activities in a responsible manner in full compliance with Federal and State Law. The City is committed to providing adequate cash flows to meet all current and future obligations. Adherence to this policy has allowed the City to maintain financial stability, all cash funds are properly collateralized and no short-term financing has been needed to meet operations.

Additionally, it is the City's policy to maintain budgetary controls to ensure compliance with legal requirements of the State of Georgia. Policies are amended and kept up-to-date as often as possible to ensure legality and efficiency in our controls. The budget development is led by the City Administrator who according to local ordinance shall prepare and submit the annual operating budget and capital budget to the Mayor and Council. The annual appropriation resolution approved by the Mayor and Council is adopted for all fund types with the legal level of control at the department level. Finally, a public hearing is advertised and held and the final budget is advertised. The adopted budget may be revised during the year only by formal action of the City Council in a regular meeting and no increase shall be made without provision also being made for financing same. During the year the budget was amended by Council; further detail on these amendments can be found in the MD&A.

Major Initiatives

The City of Monroe continues to work closely with Georgia DOT and Walton County to implement the area's transportation initiatives. The Highway US 78/GA 138 area's growth has seen the need to address traffic in this area. This is one example of the partnership to improve our local transportation network. Another example is the partnership between Monroe and Walton County to complete a truck by-pass around the historic downtown area. This much needed connector is managed by the Georgia DOT and is in the initial stages of right-of-way acquisition. Construction is expected to commence in late 2019.

Awards and Acknowledgements

The Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of Monroe for its comprehensive annual financial report (CAFR) for the fiscal year ended December 31, 2016. This was the 15th consecutive year that the City has received this award. In order to be awarded a Certificate of Achievement, the City must publish an easily readable and efficiently organized comprehensive annual report, whose contents conform to program standards. The CAFR must satisfy both GAAP and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. We believe our current CAFR continues to meet the Certificate of Achievement Program requirements, and we are submitting it to the GFOA to determine its eligibility for another award.

In addition, the City received for the 13th year the GFOA Award for Outstanding Achievement in Popular Annual Financial Reporting for its Popular Annual Financial Report (PAFR) for the fiscal year ended December 31, 2016. In order to receive an Award for Outstanding Achievement in Popular Annual Financial Reporting, the City must publish a PAFR whose contents conform to program standards of creativity, presentation, understandability, and reader appeal. We believe our current report continues to conform to the Popular Annual Financial Reporting requirements, and we are submitting it to GFOA to determine its eligibility for another certificate. This award is valid for a period of one year only.

Last but not least, the City submitted to GFOA its annual budget for the fourth consecutive year for the fiscal year beginning January 1, 2018. Last year was the 5th consecutive year the City has received this prestigious award for Distinguished Budget Presentation for fiscal year beginning January 1, 2017. In order to receive this award, the City must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device. This award is valid for a period of one year only. We believe our budget continues to meet the program requirements.

The preparation of this report would not have been possible without the efficient and dedicated services of the entire staff of the Finance Department. I would like to express my appreciation to all members of the department who assisted and contributed to the preparation of this report. Credit also must be given to the Mayor and the City Council for their unfailing support for maintaining the highest standards of professionalism in the management of the City of Monroe's finances.

Respectfully submitted,



Beth Thompson
Finance Director



Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

**City of Monroe
Georgia**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

December 31, 2016

Christopher P. Morill

Executive Director/CEO

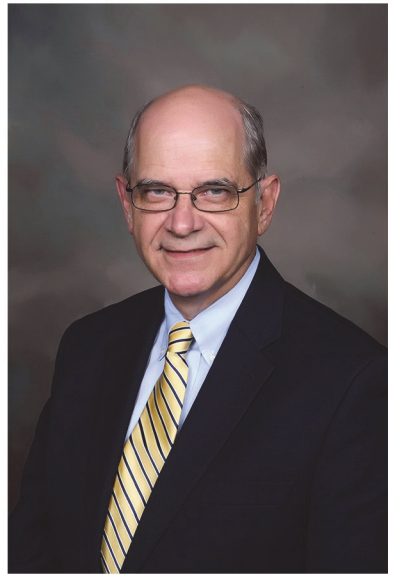
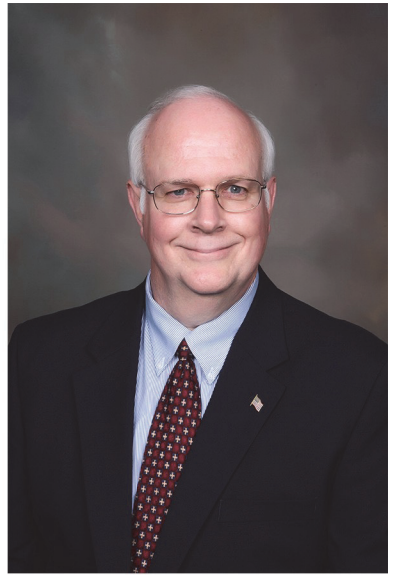
CITY OF MONROE, GEORGIA
LIST OF ELECTED AND APPOINTED OFFICIALS
DECEMBER 31, 2017

ELECTED OFFICIALS

Mayor	Gregory P. Thompson
Vice Mayor and Council Member, District 6	L. Wayne Adcock
Council Member, District 1	Lee Malcom
Council Member, District 2	Myoshia Crawford
Council Member, District 3	Ross Bradley
Council Member, District 4	Larry Bradley
Council Member, District 5	Norman Garrett
Council Member, District 7	Nathan Little
Council Member, District 8	Jimmy Richardson

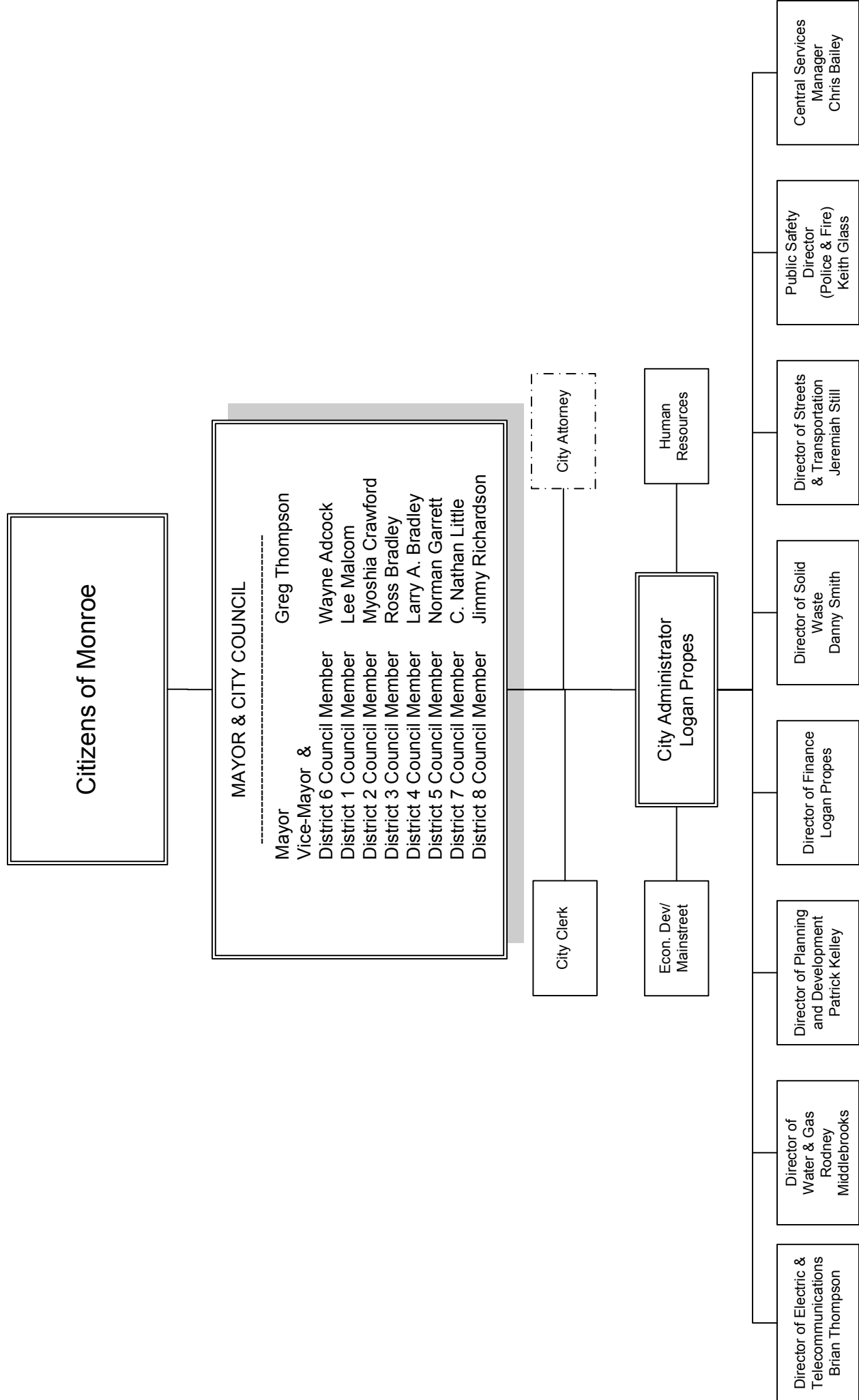
APPOINTED OFFICIALS

City Administrator	Logan Propes
Planning & Development	Patrick Kelley
Electric & Telecommunications Director	Brian K. Thompson
Finance Director	Beth Thompson
Interim Public Safety Director	Keith Glass
Solid Waste Director	Danny Smith
Streets and Transportation Director	Jeremiah Still
Water & Gas Director	Rodney W. Middlebrooks



City of Monroe, Georgia

Organizational Chart



FINANCIAL SECTION



INDEPENDENT AUDITOR'S REPORT

**Honorable Mayor and Members
of City Council
City of Monroe, Georgia**

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the **City of Monroe, Georgia (the "City")** as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Monroe, Georgia, as of December 31, 2017, and the respective changes in financial position and, where applicable, cash flows thereof and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, the Schedule of Changes in the City's Net Pension Liability and Related Ratios, and the Schedule of City Contributions, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Monroe, Georgia's basic financial statements. The combining and individual nonmajor fund financial statements and schedules and the schedule of expenditures of special purpose local option sales tax proceeds, as required by the Official Code of Georgia 48-8-121, as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements. The introductory and statistical sections are also presented for purposes of additional analysis and are not a required part of the basic financial statements.

Other Information (continued)

The combining and individual nonmajor fund financial statements and schedules as well as the schedule of expenditures of special purpose local option sales tax proceeds (the “supplementary information”) are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated April 23, 2018 on our consideration of the City’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City’s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City’s internal control over financial reporting and compliance.

Mauldin & Jenkins, LLC

Atlanta, Georgia
April 23, 2018

CITY OF MONROE, GEORGIA

Management's Discussion and Analysis

For the Fiscal Year Ended December 31, 2017

As management of the City of Monroe, we offer readers of the City of Monroe's financial statements this narrative overview and analysis of the financial activities of the City of Monroe, Georgia (the City) for the fiscal year ended December 31, 2017. We encourage readers to consider the information presented here in conjunction with the letter of transmittal at the front of this report and the City's financial statements, which follow this section.

Financial Highlights

- The assets and deferred outflows of resources of the City of Monroe exceeded its liabilities and deferred inflows of resources at the close of the fiscal year by \$100,262,910 (reported as "net position"). Of this amount, \$13,885,008 (unrestricted net position) may be used to meet the City's ongoing obligations to citizens and creditors.
- Total net position increased by \$5,873,074 during 2017 resulting primarily from business-type activities.
- As of the close of the fiscal year, the City of Monroe's governmental funds reported combined fund balances of \$8,212,801 an increase of \$721,675 in comparison with the prior year. Approximately 30.9% or \$2,537,155 of this amount is available for spending at the government's discretion (unassigned fund balance). At the end of the current fiscal year, unrestricted fund balance (the total of the committed, assigned and unassigned components of fund balance) for the general fund was \$2,547,894 or approximately 22.1% of total general fund expenditures.
- At the close of the fiscal year, assets and deferred outflows of resources in the City of Monroe's Utilities Fund exceeded its liabilities and deferred inflows by \$76,215,271. Of this, \$13,499,066 (unrestricted net position) is available to meet the Utilities' on-going obligations to its customers and creditors.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements. The government-wide financial statements are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all of the City's assets, liabilities, and deferred inflows/outflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The statement of activities presents information showing how the City of Monroe's net position changed during the fiscal year ended December 31, 2017. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the City include general government, judicial, public safety, public works, health and welfare, culture and recreation, and housing and development. The business-type activities of the City include utilities, solid waste and utility training academy.

The government-wide financial statements include not only the City of Monroe itself (known as the primary government), but also a legally separate Downtown Development Authority and Convention & Visitors Bureau for which the City of Monroe exercises control over these component units by appointing its members. Financial information for these component units is reported separately from the financial information presented for the primary government.

The government-wide financial statements can be found on pages 15 and 16 of this report.

Fund Financial Statements. The fund financial statements provide a more detailed look at the City's most significant activities. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City of Monroe, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into two categories: governmental funds and proprietary funds.

Governmental Funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The City of Monroe maintains seven individual governmental funds. Information is presented separately in the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund, which is considered a major fund. Data from the other six governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining statements on pages 58 and 59 of this report.

The City adopts an annual appropriated budget for its General, Special Revenue and Debt Service Funds. A budgetary comparison statement has been provided for the General Fund to demonstrate compliance with this budget and can be found on page 20 of this report. Budgetary comparisons for Special Revenue and Debt Service Funds can be found on pages 60-62 of this report.

Proprietary Funds. The City of Monroe maintains one type of proprietary fund. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The City uses enterprise funds to account for its utility, solid waste and training center operations. The Utility and Solid Waste funds are considered major and the GUTA (Georgia Utility Training Academy operations) fund is nonmajor. They are the same as those functions shown in the business-type activities in the Statement of Net Position and the Statement of Activities.

The City's proprietary fund financial statements are presented on pages 21-23.

Notes to the Financial Statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 24-55 of this report.

Other Supplementary Information. In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the City of Monroe's progress in funding its obligation to provide pension benefits to its employees. Required supplementary information can be found on pages 56 and 57 of this report.

Government-Wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial condition. In the case of the City of Monroe, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$100,262,910 at the close of the most recent fiscal year.

By far the largest portion of the City's net position, \$68,478,353 (68.3%) reflects its investment in capital assets such as land, buildings, equipment and infrastructure (streets, bridges, sidewalks and utility service lines) less any related outstanding debt that was used to acquire those assets. The City uses these capital assets to provide a variety of services to its citizens; consequently, these assets are not available for future spending. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

The table on the following page summarizes the City's net position as of December 31, 2017 compared to the prior year end.

CITY OF MONROE, GEORGIA

Net Position

Fiscal Years 2017 and 2016

	Governmental		Business-Type		Total	
	Activities		Activities		Primary Government	
	2017	2016	2017	2016	2017	2016
Current and other assets	\$ 9,933,431	\$ 8,780,190	\$ 34,271,513	\$ 30,898,276	\$ 44,204,944	\$ 39,678,466
Capital assets	20,175,280	19,043,428	67,800,329	68,873,298	87,975,609	87,916,726
Total assets	30,108,711	27,823,618	102,071,842	99,771,574	132,180,553	127,595,192
Total deferred outflow s of resources	1,018,518	1,554,207	1,329,952	1,851,257	2,348,470	3,405,464
Long-term liabilities	7,812,320	7,605,152	20,743,575	23,402,232	28,555,895	31,007,384
Other liabilities	1,578,866	1,133,420	3,767,553	4,240,990	5,346,419	5,374,410
Total liabilities	9,391,186	8,738,572	24,511,128	27,643,222	33,902,314	36,381,794
Total deferred inflow s of resources	174,993	112,468	188,806	116,558	363,799	229,026
Net Position:						
Net investment in capital assets	16,771,849	16,598,632	51,733,299	50,771,001	68,505,148	67,369,633
Restricted	5,552,292	4,716,869	12,347,177	9,628,379	17,899,469	14,345,248
Unrestricted	(763,091)	(788,716)	14,621,384	13,463,671	13,858,293	12,674,955
Total net position	\$ 21,561,050	\$ 20,526,785	\$ 78,701,860	\$ 73,863,051	\$ 100,262,910	\$ 94,389,836

An additional portion of the City's net position (17.7%) represents resources that are subject to external restrictions on how they may be used. Finally, the remaining balance of net position, classified as unrestricted net position, totals \$13,858,293 (13.8%) and may be used to meet the government's ongoing obligations to citizens and creditors.

Although the net position in our business-type activities represents 78.5% of total net position, the City generally can only use these resources to finance the continuing operations of the business-type activities.

At the end of the current fiscal year, the City is able to report positive balances in all reported categories of net position. The overall net position of the City increased \$5,873,074 from the prior fiscal year. The reasons for this overall increase are discussed in the following sections for governmental activities and business-type activities.

CITY OF MONROE, GEORGIA

Changes in Net Position

Fiscal Years 2017 and 2016

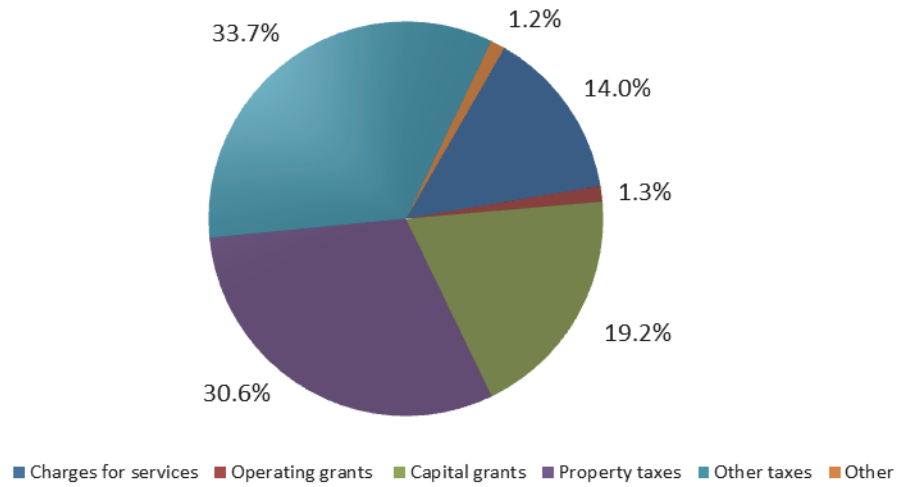
	Governmental		Business-type		Total	
	Activities		Activities		Primary Government	
	2017	2016	2017	2016	2017	2016
Revenues:						
Program revenues:						
Charges for services	\$ 1,503,002	\$ 1,410,437	\$ 42,698,168	\$ 41,878,413	\$ 44,201,170	\$ 43,288,850
Operating grants	133,651	169,506	-	-	133,651	169,506
Capital grants	1,998,249	1,686,099	41,862	43,351	2,040,111	1,729,450
General revenues:						
Property taxes	3,184,467	2,985,136	-	-	3,184,467	2,985,136
Other taxes	3,500,402	3,286,560	-	-	3,500,402	3,286,560
Other	124,410	56,691	270,900	225,472	395,310	282,163
Total revenues	<u>10,444,181</u>	<u>9,594,429</u>	<u>43,010,930</u>	<u>42,147,236</u>	<u>53,455,111</u>	<u>51,741,665</u>
Expenses:						
General government	1,517,879	1,546,075	-	-	1,517,879	1,546,075
Judicial	103,571	121,714	-	-	103,571	121,714
Public Safety	5,515,442	5,268,876	-	-	5,515,442	5,268,876
Public Works	2,403,390	2,515,879	-	-	2,403,390	2,515,879
Health and welfare	12,325	14,713	-	-	12,325	14,713
Culture and recreation	427,499	389,367	-	-	427,499	389,367
Housing and development	1,030,921	785,841	-	-	1,030,921	785,841
Interest on long-term debt	64,856	120,015	-	-	64,856	120,015
Utilities	-	-	32,120,416	31,479,006	32,120,416	31,479,006
Solid Waste	-	-	4,052,539	3,864,628	4,052,539	3,864,628
GUTA	-	-	333,199	296,924	333,199	296,924
Total expenses	<u>11,075,883</u>	<u>10,762,480</u>	<u>36,506,154</u>	<u>35,640,558</u>	<u>47,582,037</u>	<u>46,403,038</u>
Increase (decrease) in net position before transfers	(631,702)	(1,168,051)	6,504,776	6,506,678	5,873,074	5,338,627
Transfers	<u>1,665,967</u>	<u>1,795,522</u>	<u>(1,665,967)</u>	<u>(1,795,522)</u>	<u>-</u>	<u>-</u>
Increase (decrease) in net position	1,034,265	627,471	4,838,809	4,711,156	5,873,074	5,338,627
Net position, beginning	<u>20,526,785</u>	<u>19,899,314</u>	<u>73,863,051</u>	<u>69,151,895</u>	<u>94,389,836</u>	<u>89,051,209</u>
Net position, ending	<u>\$ 21,561,050</u>	<u>\$ 20,526,785</u>	<u>\$ 78,701,860</u>	<u>\$ 73,863,051</u>	<u>\$ 100,262,910</u>	<u>\$ 94,389,836</u>

Governmental Activities. Governmental activities increased the City of Monroe's net position by \$1,034,265. Key elements of this increase are as follows:

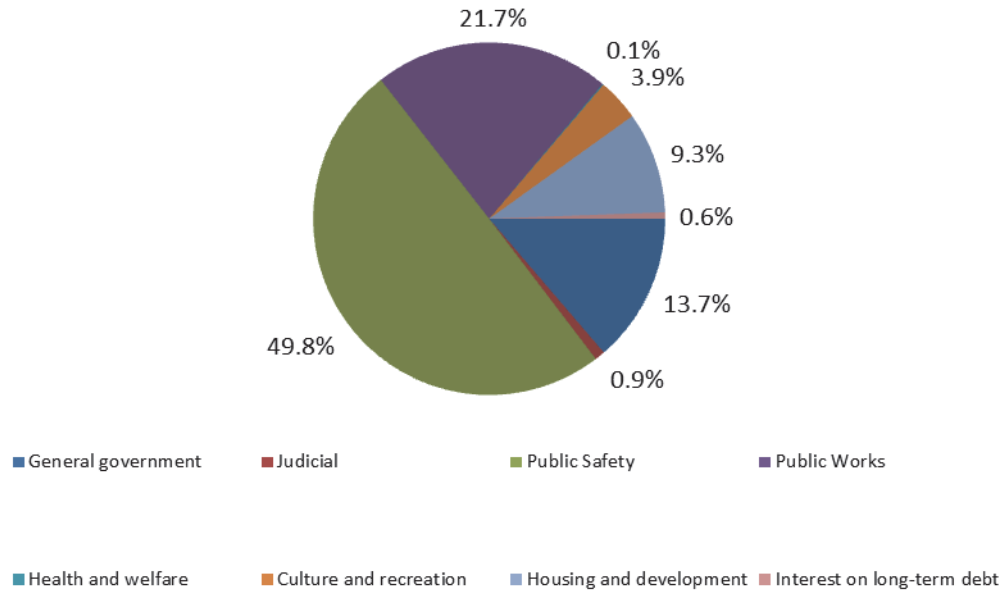
- Transfers in from other funds totaling \$1,665,967
- Various departments in the General Fund staying well below budget for expenses.

The following graphs show the breakdown by percentage of governmental revenues and expenses.

Governmental Revenues FY 2017

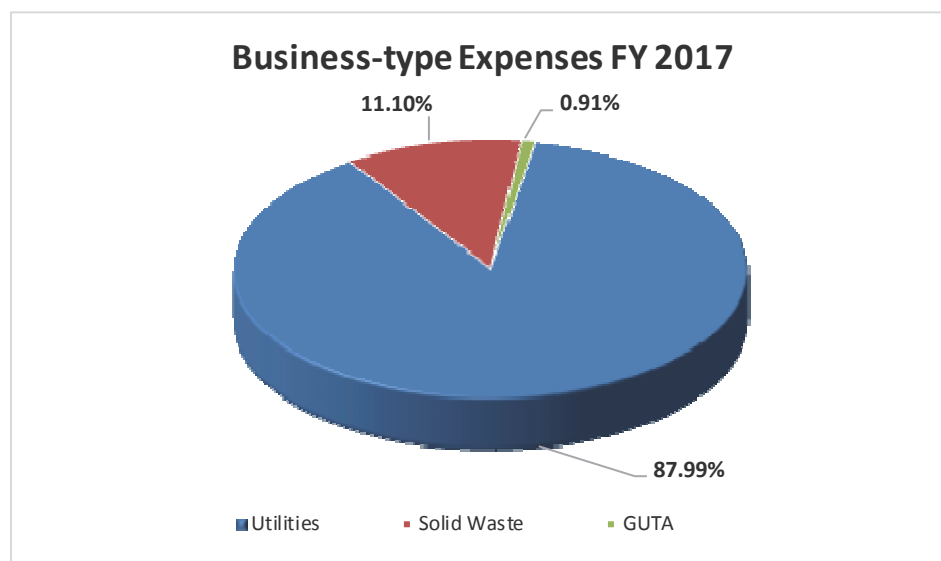
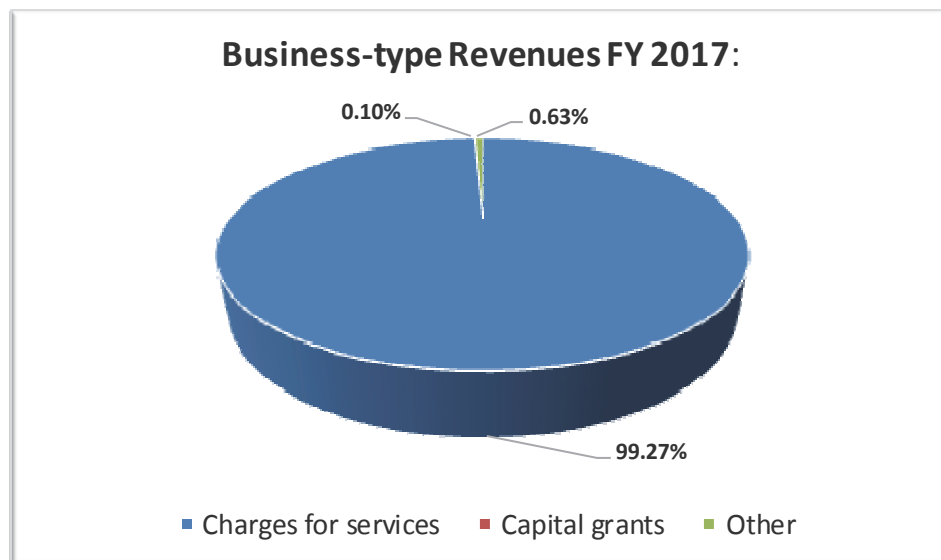


Governmental Expenses FY 2017



Business-Type Activities. Business-type activities increased the City of Monroe's net position by \$4,838,809. The Utilities Fund, largest of the City's business-type activities, accounted for 87.9% of the operating expenses and approximately 89% of the operating revenues among business-type activities. Key elements are as follows:

- Various major Combined Utilities projects pushed back into following year, therefore reducing overall project expenses in 2016 even though other operational expenses increased.
- Increase in overall revenue due in part to the increase in solid waste service revenues, telecommunication (internet) customer base, particularly fiber customers, and an increase in electric revenues.



Financial Analysis of Governmental Funds

As noted earlier, the City of Monroe uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds. The focus of the City of Monroe's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for discretionary use as they represent the portion of fund balance which has not yet been limited to use for a particular purpose by either an external party, the City itself, or a group or individual that has been delegated authority to assign resources for use for particular purposes by the Mayor and City Council.

The City's governmental funds reported combined fund balances of \$8,212,801, an increase of \$721,675 (9.6%) in comparison with the prior year. This increase is primarily due to accumulation of Capital Project and SPLOST funds. Approximately 30.9% of this amount (\$2,537,155) constitutes unassigned fund balance, which is available for spending at the City's discretion. The remainder of fund balance is nonspendable, restricted, committed, or assigned to indicate that it is 1) not in spendable form (\$112,615), 2) restricted for particular purposes (\$5,552,292), or 3) assigned for particular purposes (\$10,739).

The General Fund is the chief operating fund of the City of Monroe. At the end of the current fiscal year, the unassigned fund balance of the General Fund was \$2,537,155 of the total fund balance of \$2,753,250. As a measure of the General Fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance represents 22.0% of total General Fund expenditures, while total fund balance represents 23.9% of total General Fund expenditures.

A portion of fund balance in the General Fund is also restricted for the payment of debt service. This amount at year end was \$92,741 or 3.4%. The amount of nonspendable fund balance for the General Fund is made up of prepaid expenditures of \$112,615 or 4.1% of the General Fund's total fund balance.

Fund balance of the City of Monroe's General Fund decreased by \$218,250 during the current fiscal year. A key factor in this decrease was due to a decrease in transfers in.

Total fund balance for nonmajor special revenue funds at year-end was \$11,422. This total had a net decrease of \$6,270. Included above are the Forfeited Drug Fund and the Hotel/Motel Tax Fund. In the Forfeited Drug Fund, the decrease was primarily due to a decrease in revenue from cases forfeited through the court system with funds restricted for law enforcement purposes from prior years. The Hotel/Motel Tax Fund showed a slight increase due to an increase of revenues from the excise tax on lodging. This fund accounts for local room taxes collected with the fund balance restricted for tourism in the City.

The debt service fund has a total fund balance of \$115, all of which is restricted for the payment of debt service. Fund Balance of the nonmajor governmental funds in total increased \$939,925 from 2016, primarily due to SPLOST. Principal payments made during the year were \$810,000 and interest expenditures totaled \$32,725.

Proprietary Funds. The proprietary funds share the same focus as the government-wide statements, reporting both short-term and long-term information about financial status. This provides a perspective similar to that found in the private sector with its basis in accrual accounting and elimination or reclassification of activities between funds.

Unrestricted net position of the Utilities Fund at the end of the year amounted to \$13,499,066, the Solid Waste Fund amounted to \$1,150,959, and those for GUTA totaled (\$1,846). The combined increase in total net position for these funds was \$4,838,809.

For the year, the total net position of the Utilities Fund increased by \$4,316,887, the Solid Waste Fund increased by \$516,382 and the GUTA fund total net position increased by \$5,540. Financial analysis in regards to these funds can be found in the business-type activities section. This gives a total increase in proprietary funds net position of \$4,838,809.

General Fund Budgetary Highlights

The City of Monroe's General Fund budget is prepared according to Georgia Law and was amended as necessary by Council during the fiscal year. Primary differences between the original budget and the final amended budget for the General Fund are summarized as follows:

Revenues:

- Total budgeted revenues were amended from original to final budgets from \$8,338,138 to \$8,431,910 respectively.
- Actual revenues were \$6,351 more than budgeted.
- The largest variance comes from fines & forfeitures with a variance of \$149,034 due to a significant reduction in court fines. These decreases were partially offset by a large increase in aviation fuel and hanger fees.

Expenditures:

- Total budgeted expenditures increased from original to final budgets from \$9,793,820 to \$11,550,612 respectively.
- Total expenditures were \$27,822 less than budgeted.
- Judicial (Municipal court) was the primary department that came in under budget for the year.

A comparison on General Fund actual expenditures to budget can be found on page 20. The most significant variances in budget to actual within revenues came from a significant reduction in court fines, for a total variance of \$149,034 in *Fines and Forfeitures*.

Capital Asset and Debt Administration

Capital Assets. The City of Monroe's investment in capital assets for its governmental and business-type activities as of December 31, 2017, amounts to \$87,975,609 (net of accumulated depreciation). This investment in capital assets includes land, infrastructure, buildings and improvements, equipment, furniture & vehicles, and construction in progress.

Major capital asset events during the current fiscal year included the following:

Governmental type activities:

- Purchase of \$266,897 in machinery, equipment and vehicles.
- Construction in progress as of the end of the current fiscal year totaling approximately \$870,000.
- Sale of equipment, furniture or vehicles as surplus totaled \$100,666.

Business-type activities:

- Purchase of \$637,319 in specialized service installation equipment and vehicles.
- Construction in progress projects of \$909,000 in utility infrastructure & improvements.
- Construction in progress as of the end of the current fiscal year totaling \$1.4 million for electric, gas, sewer, water and cable upgrades and projects.

CITY OF MONROE, GEORGIA

Capital Assets

(net of depreciation)

Fiscal Years 2017 and 2016

	Governmental Activities		Business-type Activities		Total Primary Government	
	2017	2016	2017	2016	2017	2016
Land	\$ 3,691,554	\$ 3,691,554	\$ 2,109,443	\$ 2,109,443	\$ 5,800,997	\$ 5,800,997
Infrastructure	7,036,517	7,397,990	39,518,633	40,562,117	46,555,150	47,960,107
Buildings and Improvements	7,408,637	6,289,290	19,733,433	20,366,747	27,142,070	26,656,037
Equipment, furniture & vehicles	1,168,159	1,022,764	5,024,084	4,690,281	6,192,243	5,713,045
Construction in progress	870,413	641,830	1,414,736	1,144,710	2,285,149	1,786,540
Total	<u>\$ 20,175,280</u>	<u>\$ 19,043,428</u>	<u>\$ 67,800,329</u>	<u>\$ 68,873,298</u>	<u>\$ 87,975,609</u>	<u>\$ 87,916,726</u>

Additional information on the capital assets can be found in the Notes to Financial Statements on pages 40 and 41 of this report.

Long-term Debt. As of December 31, 2017, the City of Monroe's total long-term debt outstanding is \$19,796,027. Of this amount, \$3,448,900 comprises debt backed by the full faith and credit of the government. The remainder of City debt represents bonds secured solely by specified revenue sources (i.e., revenue bonds).

CITY OF MONROE, GEORGIA

Outstanding Debt

General Obligation and Revenue Bonds

(net of premiums & discounts)

Fiscal Years 2017 and 2016

	Governmental Activities		Business-type Activities		Total Primary Government	
	2017	2016	2017	2016	2017	2016
General obligation bonds	\$ 1,703,000	\$ 2,513,000	\$ -	\$ -	\$ 1,703,000	\$ 2,513,000
Revenue bonds	-	-	14,810,000	16,770,000	14,810,000	16,770,000
Capital leases	245,900	-	-	-	245,900	-
Notes payable	1,500,000	-	1,537,127	1,643,516	3,037,127	1,643,516
Total	<u>\$ 3,448,900</u>	<u>\$ 2,513,000</u>	<u>\$ 16,347,127</u>	<u>\$ 18,413,516</u>	<u>\$ 19,796,027</u>	<u>\$ 20,926,516</u>

The City of Monroe's total debt decreased a net of \$1,130,488 during the current fiscal year.

State statutes limit the amount of general obligation debt a governmental entity may issue to 10% of its total assessed valuation. The current debt limitation for the City of Monroe is \$42.8 million, which is in excess of the total bonded general obligation debt outstanding of \$1.703 million.

The City of Monroe's outstanding governmental activity debt or general obligation (GO) debt enjoys a favorable rating of A+ from Standard & Poor's Rating Service. The City's outstanding business-type activity debt or utility revenue bond debt is rated A- by Standard & Poor's Rating Service and A2 by Moody's Investors Service.

Additional information on the City of Monroe's long-term debt can be found in the Notes to Financial Statements on pages 42-45.

Economic Factors and Next Year's Budgets and Rates

In 2017 the city showed continued signs of emergence from the Great Recession's effects on property taxes, and other economic-related remittances such as sales taxes and permits. Although the City is seeing revenue and overall economic improvement, Council and the Finance Department are keen to carefully manage fund balances and to maintain an adequate amount of fund balance to meet debt obligations and help to mitigate against any future economic downturns.

The following indicators were taken into account when adopting the General Fund budget for 2018:

- Revenue from the Alcoholic Beverage Permits was increased due to the revised alcoholic beverage permit fees.
- A slight decline in overall Fines and Forfeitures collections from Municipal Court.
- Cost of implementation of a 3% cost of living adjustment (COLA) for employee salaries was included for a half year.
- Twelve new positions were approved for fiscal year 2018.
- Lease purchase of the Walton Plaza Shopping Center building for the Police Department and Municipal Court.

Anticipated revenues in the General Fund 2018 budget are \$11.5 million which includes transfers and other financing sources, or approximately \$850,000 more than the 2017 budget. The 2018 budget was developed and adopted before 2017 fiscal year-end and reflects conservative revenue figures. A slight decrease of \$78,529 in the fund balance of General Fund is budgeted for fiscal year 2018.

Requests for Information

This financial report is designed to provide a general overview of City of Monroe's finances for all those with an interest in our government's finances. Questions concerning this report or requests for additional information may be addressed to:

Finance Director
City of Monroe
P.O. Box 1249
Monroe, GA 30655
770-267-7536

CITY OF MONROE, GEORGIA

STATEMENT OF NET POSITION DECEMBER 31, 2017

	Primary Government			Component Units	
	Governmental Activities	Business-type Activities	Total	Downtown Development Authority	Convention & Visitors Bureau
ASSETS					
Cash and cash equivalents	\$ 8,785,853	\$ 5,105,797	\$ 13,891,650	\$ 57,170	\$ 32,886
Investments	-	10,333,511	10,333,511	-	-
Accounts receivable, net of allowances	-	4,574,903	4,574,903	6,250	-
Taxes receivable	284,363	-	284,363	-	-
Internal balances	323,925	(323,925)	-	-	-
Due from other governments	426,675	-	426,675	6,400	-
Inventories and prepaid items	112,615	709,122	821,737	-	-
Restricted assets:					
Cash and cash equivalents	-	12,373,973	12,373,973	-	-
Investments	-	1,498,132	1,498,132	-	-
Land held for redevelopment	-	-	-	245,000	-
Capital assets:					
Non-depreciable	4,561,967	3,524,179	8,086,146	-	-
Depreciable, net of accumulated depreciation	15,613,313	64,276,150	79,889,463	-	-
Total assets	30,108,711	102,071,842	132,180,553	314,820	32,886
DEFERRED OUTFLOWS OF RESOURCES					
Deferred charges on refunding	45,469	280,097	325,566	-	-
Pension related items	973,049	1,049,855	2,022,904	-	-
Total deferred outflows of resources	1,018,518	1,329,952	2,348,470	-	-
LIABILITIES					
Accounts payable	1,168,847	1,434,289	2,603,136	12,115	891
Accrued liabilities	323,544	2,333,264	2,656,808	-	-
Unearned revenues	86,475	-	86,475	-	-
Long-term liabilities:					
Portion due or payable within one year:					
Compensated absences	552,787	408,414	961,201	-	-
Capital leases	79,666	-	79,666	-	-
Note payable	75,000	106,922	181,922	245,000	-
Bonds payable	835,000	1,800,000	2,635,000	-	-
Portion due or payable in more than one year:					
Compensated absences	114,374	-	114,374	-	-
Capital leases	166,234	-	166,234	-	-
Note payable	1,425,000	1,430,205	2,855,205	-	-
Bonds payable	868,000	13,010,000	13,878,000	-	-
Net pension liability	3,696,259	3,988,034	7,684,293	-	-
Total liabilities	9,391,186	24,511,128	33,902,314	257,115	891
DEFERRED INFLOWS OF RESOURCES					
Pension related items	174,993	188,806	363,799	-	-
NET POSITION					
Net investment in capital assets	16,771,849	51,733,299	68,505,148	-	-
Restricted for law enforcement	7,885	-	7,885	-	-
Restricted for debt service	92,856	249,332	342,188	-	-
Restricted for capital projects	5,448,014	12,097,845	17,545,859	-	-
Restricted for tourism	3,537	-	3,537	-	31,995
Unrestricted	(763,091)	14,621,384	13,858,293	57,705	-
Total net position	\$ 21,561,050	\$ 78,701,860	\$ 100,262,910	\$ 57,705	\$ 31,995

The accompanying notes are an integral part of these financial statements.

CITY OF MONROE, GEORGIA

STATEMENT OF ACTIVITIES FOR THE YEAR ENDED DECEMBER 31, 2017

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>		
		<u>Charges for</u>	<u>Operating</u>	<u>Capital</u>
		<u>Services</u>	<u>Grants and</u>	<u>Grants and</u>
			<u>Contributions</u>	<u>Contributions</u>
Primary government:				
Governmental activities:				
General government	\$ 1,517,879	\$ 747,865	\$ 16,981	\$ -
Judicial	103,571	275,966	-	93,773
Public safety	5,515,442	73,869	81,779	-
Public works	2,403,390	61,123	34,891	1,904,476
Health and welfare	12,325	-	-	-
Culture and recreation	427,499	15,520	-	-
Housing and development	1,030,921	328,659	-	-
Interest on long-term debt	64,856	-	-	-
Total governmental activities	<u>11,075,883</u>	<u>1,503,002</u>	<u>133,651</u>	<u>1,998,249</u>
Business-type activities:				
Utilities	32,120,416	37,997,407	-	41,862
Solid waste	4,052,539	4,580,937	-	-
GUTA	333,199	119,824	-	-
Total business-type activities	<u>36,506,154</u>	<u>42,698,168</u>	<u>-</u>	<u>41,862</u>
Total primary government	<u>\$ 47,582,037</u>	<u>\$ 44,201,170</u>	<u>\$ 133,651</u>	<u>\$ 2,040,111</u>
Component units:				
Downtown Development Authority	\$ 436,719	\$ 23,381	\$ 319,713	\$ -
Convention & Visitors Bureau	37,731	-	-	-
Total component units	<u>\$ 474,450</u>	<u>\$ 23,381</u>	<u>\$ 319,713</u>	<u>\$ -</u>

General revenues:

Property taxes

Sales taxes

Franchise taxes

Business taxes

Unrestricted investment earnings

Miscellaneous

Gain on sale of capital assets

Transfers

Total general revenues and transfers

Change in net position

Net position, beginning of year

Net position, end of year

The accompanying notes are an integral part of these financial statements.

Net (Expenses) Revenues and Changes in Net Position				
Primary Government			Component Units	
Governmental Activities	Business-type Activities	Total	Downtown Development Authority	Convention & Visitors Bureau
\$ (753,033)	\$ -	\$ (753,033)	\$ -	\$ -
266,168	-	266,168	-	-
(5,359,794)	-	(5,359,794)	-	-
(402,900)	-	(402,900)	-	-
(12,325)	-	(12,325)	-	-
(411,979)	-	(411,979)	-	-
(702,262)	-	(702,262)	-	-
(64,856)	-	(64,856)	-	-
(7,440,981)	-	(7,440,981)	-	-
-	5,918,853	5,918,853	-	-
-	528,398	528,398	-	-
-	(213,375)	(213,375)	-	-
-	6,233,876	6,233,876	-	-
<u>\$ (7,440,981)</u>	<u>\$ 6,233,876</u>	<u>\$ (1,207,105)</u>	<u>\$ -</u>	<u>\$ -</u>
\$ -	\$ -	\$ -	\$ (93,625)	\$ -
-	-	-	-	(37,731)
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (93,625)</u>	<u>\$ (37,731)</u>
\$ 3,184,467	\$ -	\$ 3,184,467	\$ -	\$ -
2,176,049	-	2,176,049	31,000	48,211
317,921	-	317,921	-	-
1,006,432	-	1,006,432	-	-
78	265,069	265,147	53	-
91,966	-	91,966	56,603	1,211
32,366	5,831	38,197	-	-
1,665,967	(1,665,967)	-	-	-
8,475,246	(1,395,067)	7,080,179	87,656	49,422
1,034,265	4,838,809	5,873,074	(5,969)	11,691
20,526,785	73,863,051	94,389,836	63,674	20,304
<u>\$ 21,561,050</u>	<u>\$ 78,701,860</u>	<u>\$ 100,262,910</u>	<u>\$ 57,705</u>	<u>\$ 31,995</u>

CITY OF MONROE, GEORGIA

BALANCE SHEET GOVERNMENTAL FUNDS DECEMBER 31, 2017

	General Fund	Other Governmental Funds	Total Governmental Funds
ASSETS			
Cash	\$ 3,478,003	\$ 5,307,850	\$ 8,785,853
Taxes receivable	281,226	3,137	284,363
Due from other governments	260,452	166,223	426,675
Due from other funds	323,925	-	323,925
Prepaid expenditures	112,615	-	112,615
Total assets	<u>\$ 4,456,221</u>	<u>\$ 5,477,210</u>	<u>\$ 9,933,431</u>
LIABILITIES			
Accounts payable	\$ 1,151,188	\$ 17,659	\$ 1,168,847
Accrued liabilities	312,044	-	312,044
Unearned revenue	86,475	-	86,475
Total liabilities	<u>1,549,707</u>	<u>17,659</u>	<u>1,567,366</u>
DEFERRED INFLOWS OF RESOURCES			
Unavailable revenue - property taxes	153,264	-	153,264
Total deferred inflows of resources	<u>153,264</u>	<u>-</u>	<u>153,264</u>
FUND BALANCES			
Fund balances:			
Nonspendable:			
Prepaid items	112,615	-	112,615
Restricted:			
Law enforcement	-	7,885	7,885
Debt service	92,741	115	92,856
Capital projects	-	5,448,014	5,448,014
Tourism	-	3,537	3,537
Assigned:			
Public safety	10,739	-	10,739
Unassigned	2,537,155	-	2,537,155
Total fund balances	<u>2,753,250</u>	<u>5,459,551</u>	<u>8,212,801</u>
Total liabilities, deferred inflows of resources, and fund balances	<u>\$ 4,456,221</u>	<u>\$ 5,477,210</u>	

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the funds.	20,175,280
Some receivables are not available to pay for current-period expenditures and, therefore, are reported as unavailable revenue in the funds.	153,264
Deferred outflows and inflows of resources as well as the net pension liability related to the City's pension plan are not expected to be liquidated with expendable available financial resources and, therefore, are not reported in the funds.	(2,898,203)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds.	(4,082,092)
Net position of governmental activities	<u>\$ 21,561,050</u>

The accompanying notes are an integral part of these financial statements.

CITY OF MONROE, GEORGIA

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES GOVERNMENTAL FUNDS FOR THE YEAR ENDED DECEMBER 31, 2017

	General Fund	Other Governmental Funds	Total Governmental Funds
Revenues			
Taxes	\$ 6,643,302	\$ 46,052	\$ 6,689,354
Licenses and permits	165,100	-	165,100
Intergovernmental	192,533	1,901,025	2,093,558
Fines and forfeitures	275,966	27,510	303,476
Charges for services	779,484	-	779,484
Interest income	78	-	78
Miscellaneous	381,798	3,451	385,249
Total revenues	<u>8,438,261</u>	<u>1,978,038</u>	<u>10,416,299</u>
Expenditures			
Current:			
General government	2,764,072	-	2,764,072
Judicial	105,338	-	105,338
Public safety	5,619,003	34,120	5,653,123
Public works	1,586,357	360,497	1,946,854
Health and welfare	12,325	-	12,325
Culture and recreation	445,762	-	445,762
Housing and development	989,933	45,712	1,035,645
Capital outlay	-	333,013	333,013
Debt service:			
Principal retirements	-	810,000	810,000
Interest	-	32,725	32,725
Total expenditures	<u>11,522,790</u>	<u>1,616,067</u>	<u>13,138,857</u>
Excess (deficiency) of revenues over expenditures	<u>(3,084,529)</u>	<u>361,971</u>	<u>(2,722,558)</u>
Other financing sources (uses):			
Proceeds from sale of capital assets	32,366	-	32,366
Capital leases	245,900	-	245,900
Issuance of note payable	1,500,000	-	1,500,000
Transfers in	1,964,710	842,724	2,807,434
Transfers out	(876,697)	(264,770)	(1,141,467)
Total other financing sources (uses)	<u>2,866,279</u>	<u>577,954</u>	<u>3,444,233</u>
Net change in fund balances	(218,250)	939,925	721,675
Fund balances, beginning of year	<u>2,971,500</u>	<u>4,519,626</u>	<u>7,491,126</u>
Fund balances, end of year	<u><u>\$ 2,753,250</u></u>	<u><u>\$ 5,459,551</u></u>	<u><u>\$ 8,212,801</u></u>

The accompanying notes are an integral part of these financial statements.

CITY OF MONROE, GEORGIA

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES FOR THE YEAR ENDED DECEMBER 31, 2017

Amounts reported for governmental activities in the statement of activities are different because:

Net change in fund balances - total governmental funds	\$ 721,675
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlay exceeded depreciation in the current period.	1,131,852
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds.	(4,484)
The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. This amount is the net effect of these differences in the treatment of long-term debt and related items.	(935,900)
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.	<u>121,122</u>
Change in net position - governmental activities	<u>\$ 1,034,265</u>

The accompanying notes are an integral part of these financial statements.

CITY OF MONROE, GEORGIA

GENERAL FUND STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL FOR THE YEAR ENDED DECEMBER 31, 2017

	Budget		Actual	Variance With Final Budget
	Original	Final		
Revenues				
Taxes	\$ 6,659,447	\$ 6,659,446	\$ 6,643,302	\$ (16,144)
Licenses and permits	220,000	220,000	165,100	(54,900)
Fines and forfeitures	425,000	425,000	275,966	(149,034)
Charges for services	694,400	694,400	779,484	85,084
Intergovernmental	91,591	185,364	192,533	7,169
Interest income	-	-	78	78
Miscellaneous	247,700	247,700	381,798	134,098
Total revenues	8,338,138	8,431,910	8,438,261	6,351
Expenditures				
Current:				
General government:				
Legislative	249,631	218,183	218,183	-
Executive	374,509	1,868,993	1,868,993	-
Board of Elections	10,000	15,152	15,152	-
Financial administration	463,498	376,626	376,626	-
Law	95,000	240,464	240,464	-
Internal audit	33,000	29,500	29,500	-
General administration fees	4,800	4,754	4,754	-
Community services	10,900	10,400	10,400	-
Total general government	1,241,338	2,764,072	2,764,072	-
Judicial:				
Municipal court	127,376	127,376	105,338	22,038
Total judicial	127,376	127,376	105,338	22,038
Public safety:				
Police	3,673,905	3,843,513	3,843,513	-
Fire	1,711,115	1,775,490	1,775,490	-
Total public safety	5,385,020	5,619,003	5,619,003	-
Public works:				
Highways and streets administration	1,645,804	1,586,357	1,586,357	-
Total public works	1,645,804	1,586,357	1,586,357	-
Health and welfare:				
Community center	-	12,325	12,325	-
Total health and welfare	-	12,325	12,325	-
Culture and recreation:				
Special facilities	326,098	326,098	322,162	3,936
Library	123,600	123,600	123,600	-
Total culture and recreation	449,698	449,698	445,762	3,936
Housing and development:				
Protective inspection administration	563,771	361,209	359,391	1,818
Planning and zoning	4,844	4,844	4,844	-
Economic development	375,969	625,728	625,698	30
Total housing and development	944,584	991,781	989,933	1,848
Total expenditures	9,793,820	11,550,612	11,522,790	27,822
Deficiency of revenues over expenditures	(1,455,682)	(3,118,702)	(3,084,529)	34,173
Other financing sources (uses)				
Proceeds from sale of capital assets	-	-	32,366	32,366
Capital leases	-	223,445	245,900	22,455
Issuance of note payable	-	1,494,484	1,500,000	5,516
Transfers in	2,277,470	2,277,470	1,964,710	(312,760)
Transfers out	(821,788)	(876,697)	(876,697)	-
Total other financing sources (uses)	1,455,682	3,118,702	2,866,279	(252,423)
Net change in fund balances	-	-	(218,250)	(218,250)
Fund balance, beginning of year	2,971,500	2,971,500	2,971,500	-
Fund balance, end of year	\$ 2,971,500	\$ 2,971,500	\$ 2,753,250	\$ (218,250)

The accompanying notes are an integral part of these financial statements.

CITY OF MONROE, GEORGIA

STATEMENT OF NET POSITION PROPRIETARY FUNDS DECEMBER 31, 2017

ASSETS	Utilities Fund	Solid Waste Fund	Non-major GUTA Fund	Totals
CURRENT ASSETS				
Cash and cash equivalents	\$ 3,919,090	\$ 1,180,787	\$ 5,920	\$ 5,105,797
Investments	10,333,511	-	-	10,333,511
Accounts receivable, net of allowances	4,274,734	300,169	-	4,574,903
Due from other funds	-	289,890	-	289,890
Prepaid items	65,321	19,577	86	84,984
Inventories	624,138	-	-	624,138
	<u>19,216,794</u>	<u>1,790,423</u>	<u>6,006</u>	<u>21,013,223</u>
RESTRICTED ASSETS				
Cash and cash equivalents	12,373,973	-	-	12,373,973
Investments	1,498,132	-	-	1,498,132
	<u>13,872,105</u>	<u>-</u>	<u>-</u>	<u>13,872,105</u>
Total current assets	<u>33,088,899</u>	<u>1,790,423</u>	<u>6,006</u>	<u>34,885,328</u>
CAPITAL ASSETS				
Non-depreciable	3,524,179	-	-	3,524,179
Depreciable, net of accumulated depreciation	62,938,674	943,737	393,739	64,276,150
	<u>66,462,853</u>	<u>943,737</u>	<u>393,739</u>	<u>67,800,329</u>
Total assets	<u>99,551,752</u>	<u>2,734,160</u>	<u>399,745</u>	<u>102,685,657</u>
DEFERRED OUTFLOWS OF RESOURCES				
Deferred charges on refunding	280,097	-	-	280,097
Pension related items	870,613	179,242	-	1,049,855
Total deferred outflows of resources	<u>1,150,710</u>	<u>179,242</u>	<u>-</u>	<u>1,329,952</u>
LIABILITIES				
CURRENT LIABILITIES				
Accounts payable	1,434,289	-	-	1,434,289
Accrued liabilities	143,667	-	-	143,667
Customer deposits	2,162,802	-	-	2,162,802
Compensated absences payable	310,726	89,836	7,852	408,414
Due to other funds	598,066	15,749	-	613,815
	<u>4,649,550</u>	<u>105,585</u>	<u>7,852</u>	<u>4,762,987</u>
CURRENT LIABILITIES PAYABLE FROM RESTRICTED ASSETS				
Revenue bonds payable - current	1,800,000	-	-	1,800,000
Notes payable - current	106,922	-	-	106,922
Accrued interest	26,795	-	-	26,795
	<u>1,933,717</u>	<u>-</u>	<u>-</u>	<u>1,933,717</u>
Total current liabilities	<u>6,583,267</u>	<u>105,585</u>	<u>7,852</u>	<u>6,696,704</u>
NONCURRENT LIABILITIES				
Revenue bonds payable	13,010,000	-	-	13,010,000
Notes payable	1,430,205	-	-	1,430,205
Net pension liability	3,307,148	680,886	-	3,988,034
Total noncurrent liabilities	<u>17,747,353</u>	<u>680,886</u>	<u>-</u>	<u>18,428,239</u>
Total liabilities	<u>24,330,620</u>	<u>786,471</u>	<u>7,852</u>	<u>25,124,943</u>
DEFERRED INFLOWS OF RESOURCES				
Pension related items	156,571	32,235	-	188,806
NET POSITION				
Net investment in capital assets	50,395,823	943,737	393,739	51,733,299
Restricted for capital projects	12,097,845	-	-	12,097,845
Restricted for debt service	249,332	-	-	249,332
Unrestricted	13,472,271	1,150,959	(1,846)	14,621,384
Total net position	<u>\$ 76,215,271</u>	<u>\$ 2,094,696</u>	<u>\$ 391,893</u>	<u>\$ 78,701,860</u>

The accompanying notes are an integral part of these financial statements.

CITY OF MONROE, GEORGIA

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION PROPRIETARY FUNDS FOR THE YEAR ENDED DECEMBER 31, 2017

	Utilities Fund	Solid Waste Fund	Non-major GUTA Fund	Totals
OPERATING REVENUES				
Charges for sales and services	\$ 37,997,407	\$ 4,580,937	\$ 119,824	\$ 42,698,168
Total operating revenues	37,997,407	4,580,937	119,824	42,698,168
OPERATING EXPENSES				
Cost of sales and services	17,341,931	2,293,493	-	19,635,424
General operating expenses	11,925,994	1,610,963	324,177	13,861,134
Depreciation	2,462,336	148,083	9,022	2,619,441
Total operating expenses	31,730,261	4,052,539	333,199	36,115,999
Operating income (loss)	6,267,146	528,398	(213,375)	6,582,169
NON-OPERATING REVENUES (EXPENSES)				
Interest income	265,069	-	-	265,069
Gain on sale of capital assets	5,831	-	-	5,831
Interest and fiscal charges	(390,155)	-	-	(390,155)
Total non-operating revenues (expenses)	(119,255)	-	-	(119,255)
Income (loss) before capital contributions and transfers	6,147,891	528,398	(213,375)	6,462,914
Capital contributions	41,862	-	-	41,862
Transfers in	-	232,689	218,915	451,604
Transfers out	(1,872,866)	(244,705)	-	(2,117,571)
	(1,831,004)	(12,016)	218,915	(1,624,105)
Change in net position	4,316,887	516,382	5,540	4,838,809
Net position, beginning of year	71,898,384	1,578,314	386,353	73,863,051
Net position, end of year	<u>\$ 76,215,271</u>	<u>\$ 2,094,696</u>	<u>\$ 391,893</u>	<u>\$ 78,701,860</u>

The accompanying notes are an integral part of these financial statements.

CITY OF MONROE, GEORGIA

STATEMENT OF CASH FLOWS PROPRIETARY FUNDS FOR THE YEAR ENDED DECEMBER 31, 2017

	Utilities Fund	Solid Waste Fund	Non-major GUTA Fund	Totals
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts from customers and users	\$ 37,648,671	\$ 4,658,908	\$ 119,824	\$ 42,427,403
Payments to suppliers	(21,711,922)	(2,608,884)	(139,828)	(24,460,634)
Payments to employees	(6,689,607)	(1,241,181)	(219,184)	(8,149,972)
Net cash provided by (used in) operating activities	9,247,142	808,843	(239,188)	9,816,797
CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES				
Transfers in (out) from (to) other funds	(1,872,866)	(244,705)	218,915	(1,898,656)
Net cash provided by (used in) non-capital financing activities	(1,872,866)	(244,705)	218,915	(1,898,656)
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES				
Purchase of capital assets	(1,313,783)	(232,689)	-	(1,546,472)
Principal payments on bonds	(1,960,000)	-	-	(1,960,000)
Principal payments on notes	(106,389)	-	-	(106,389)
Interest paid on long-term borrowings	(361,420)	-	-	(361,420)
Proceeds from sale of capital assets	5,831	-	-	5,831
Cash capital contributions	41,862	-	-	41,862
Transfers in from other funds for capital purposes	-	232,689	-	232,689
Net cash used in capital and related financing activities	(3,693,899)	-	-	(3,693,899)
CASH FLOWS FROM INVESTING ACTIVITIES				
Interest received	265,069	-	-	265,069
Purchase of investments	(1,899,970)	-	-	(1,899,970)
Net cash used in investing activities	(1,634,901)	-	-	(1,634,901)
Net increase (decrease) in cash and cash equivalents	2,045,476	564,138	(20,273)	2,589,341
Cash and cash equivalents, beginning of year	14,247,587	616,649	26,193	14,890,429
Cash and cash equivalents, end of year	<u>\$ 16,293,063</u>	<u>\$ 1,180,787</u>	<u>\$ 5,920</u>	<u>\$ 17,479,770</u>
Classified as:				
Cash and cash equivalents	\$ 3,919,090	\$ 1,180,787	\$ 5,920	\$ 5,105,797
Restricted cash and cash equivalents	12,373,973	-	-	12,373,973
	<u>\$ 16,293,063</u>	<u>\$ 1,180,787</u>	<u>\$ 5,920</u>	<u>\$ 17,479,770</u>
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES				
Operating income (loss)	\$ 6,267,146	\$ 528,398	\$ (213,375)	\$ 6,582,169
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:				
Depreciation expense	2,462,336	148,083	9,022	2,619,441
Change in assets and liabilities:				
(Increase) decrease in accounts receivable	(311,735)	77,971	-	(233,764)
Decrease in due from other funds	1,196,809	97,756	-	1,294,565
(Increase) decrease in prepaid items	1,383	(2,668)	(10)	(1,295)
Decrease in inventories	48,505	-	-	48,505
Decrease in deferred outflows of resources for pension items	385,735	104,448	-	490,183
Decrease in accounts payable	(443,111)	-	-	(443,111)
Increase in accrued liabilities	9,062	-	-	9,062
Decrease in customer deposits	(37,001)	-	-	(37,001)
Increase in compensated absences payable	27,234	1,842	848	29,924
Increase (decrease) in due to other funds	33,123	10,613	(35,673)	8,063
Decrease in net pension liability	(453,828)	(168,364)	-	(622,192)
Increase in deferred inflows of resources for pension items	61,484	10,764	-	72,248
Net cash provided by (used in) operating activities	<u>\$ 9,247,142</u>	<u>\$ 808,843</u>	<u>\$ (239,188)</u>	<u>\$ 9,816,797</u>

The accompanying notes are an integral part of these financial statements.

**CITY OF MONROE, GEORGIA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2017**

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the City of Monroe, Georgia (the "City") have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the City's accounting policies are described below.

A. Reporting Entity

Incorporated in 1821, under the laws of the State of Georgia, the City of Monroe is governed by a nine member Mayor/Council form of government. The mayor is elected to a four-year term, and council members are elected to staggered four-year terms. The Mayor serves as the Chief Executive Officer and the other eight council members serve on a part-time basis. The Mayor is assisted by a city administrator to handle the daily operations of the City.

The City's major operations include public safety, fire protection, public works maintenance, utility services and general administrative services. In addition, the City exercises sufficient control over other governmental authorities that are included as part of the City's reporting entity.

The accompanying financial statements present the City and its component units, entities for which the City is considered to be financially accountable and can impose its will. The discretely presented component units are reported in separate columns in the government-wide financial statements to emphasize that they are legally separate from the City.

The Downtown Development Authority was activated by resolution in 1985 to promote and further develop trade, commerce, industry and employment opportunities within the City of Monroe, Georgia. It operates under an eight member board appointed by the City, one of which is a member of the City Council. The City has the ability to impose its will on the Authority. The Authority does not issue separate financial statements and is included as a discretely presented component unit in the City's financial report.

The Monroe Area Convention and Visitors Bureau Authority was activated by resolution in 2008 to promote and further develop trade and tourism opportunities within the City of Monroe, Georgia. It operates under an eight member board appointed by the City, one of which is a member of the City Council. The City has the ability to impose its will on the Convention and Visitors Bureau. The Convention and Visitors Bureau does not issue separate financial statements and is included as a discretely presented component unit in the City's financial report.

NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government and its component units. Governmental activities, which are normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. Likewise, the primary government is reported separately from the legally separate component units for which the primary government is financially accountable. The statement of net position will include non-current assets and non-current liabilities. In addition, the government-wide statement of activities reflects depreciation expense on the City's capital assets.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include: 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not considered program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

C. Measurement Focus, Basis of Accounting and Basis of Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Measurement Focus, Basis of Accounting and Basis of Presentation (Continued)

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are generally recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes received up to sixty days after year end, sales taxes, franchise taxes, licenses, intergovernmental grants, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the City.

In accordance with GASB Statement No. 33, "Accounting and Financial Reporting for Non-exchange Transactions," the corresponding assets (receivables) in non-exchange transactions are recognized in the period in which the underlying exchange occurs, when an enforceable legal claim has arisen, when all eligibility requirements have been met, or when resources are received, depending on the revenue source.

The City reports the following major governmental funds:

The **General Fund** is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Measurement Focus, Basis of Accounting and Basis of Presentation (Continued)

The City reports the following major proprietary funds:

The **Utilities Fund** accounts for the operation and maintenance of the City's water and sewer, gas, electric, and cable utility services.

The **Solid Waste Fund** accounts for the operation and maintenance of the City's transfer station and solid waste disposal.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements with the exception of interfund services provided and used.

Amounts reported as program revenues include: 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish *operating* revenues and expenses from *non-operating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the enterprise funds are charges for goods and services provided. Operating expenses of the enterprise funds include the cost of these goods and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

D. Budgets

Annual appropriated budgets are adopted for all governmental funds, with the exception of capital projects funds for which project length budgets are adopted. Budgets are adopted on a modified accrual basis, which is consistent with generally accepted accounting principles for governmental funds. All appropriations lapse at fiscal year end. Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of resources are recorded to reserve that portion of the applicable appropriation, is used in the City's general fund. Encumbrances outstanding at year end are reported as committed or assigned fund balance since they do not constitute expenditures or liabilities. There were no outstanding encumbrances at December 31, 2017.

NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

E. Deposits and Investments

The City's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

The City's nonparticipating interest earning investment contracts are recorded at cost. The remaining investments are recorded at fair value. Increases or decreases in the fair value during the year are recognized as a component of interest income.

F. Receivables and Payables

Activity between funds that is representative of lending/borrowing arrangements outstanding at the end of the fiscal year as well as all other outstanding balances between funds is reported as "due to/from other funds." Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

Advances between funds, as reported in the fund financial statements, represent long-term borrowing arrangements with established repayment schedules, and are offset by a fund balance reserve account in applicable governmental funds to indicate that they are not available for appropriation and are not expendable available financial resources.

G. Inventories

The costs of governmental fund type inventories (which are not significant to the City) are recorded as expenditures when purchased rather than when consumed (purchase method). Inventories of the proprietary funds are valued at cost using the first-in/first-out (FIFO) method.

H. Prepaid Items

Payments made to vendors for services that will benefit periods beyond December 31, 2017, are recorded as prepaid items in both government-wide and fund financial statements. The City accounts for prepaid items using the consumption method (i.e., the cost of prepaid items is recorded as expenditures / expenses when consumed rather than when purchased).

NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

I. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities column in the government-wide financial statements. Capital assets are defined by the City as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of two years. The City capitalizes intangible assets with an initial, individual cost of more than \$100,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated acquisition value at the date of donation. The City has elected to capitalize all general infrastructure assets regardless of the acquisition date and has used the estimated historical cost to value these assets.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Capital assets of the City are depreciated using the straight line method over the following estimated useful lives:

<u>Asset Class</u>	<u>Estimated Useful Life</u>
Infrastructure	15-50
Buildings and improvements	20-50
Vehicles	5
Furniture and fixtures	10
Machinery and equipment	5-15

J. Restricted Assets

Certain proceeds of enterprise fund revenue bonds, as well as certain resources set aside for their repayment, are classified as restricted assets on the statement of net position because their use is limited by applicable bond covenants. The "revenue bond current debt service" account is used to segregate resources accumulated for debt service payments over the next twelve months.

NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

K. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense / expenditure) until then. The deferred charge on refunding reported in the government-wide and proprietary fund statements of net position qualifies for reporting in this category. A deferred charge on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded debt or the refunding debt.

In addition to liabilities, the financial statements will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The City has two types of items that qualify for reporting in this category. The governmental funds balance sheet reports unavailable revenues from property taxes and other sources as these amounts are deferred and will be recognized as an inflow of resources in the period in which the amounts become available under the modified accrual basis of accounting.

The City also has deferred inflows and outflows related to the recording of changes in its net pension liability. Certain changes in the net pension liability are recognized as pension expense over time instead of all being recognized in the year of occurrence. Experience gains or losses result from periodic studies by the City's actuary which adjust the net pension liability for actual experience for certain trend information that was previously assumed, for example the assumed dates of retirement of plan members. These experience gains or losses are recorded as deferred outflows of resources or deferred inflows of resources and are amortized into pension expense over the expected remaining service lives of plan members. Changes in actuarial assumptions which adjust the net pension liability are also recorded as deferred outflows of resources or deferred inflows of resources and are amortized into pension expense over the expected remaining service lives of plan members. The difference between projected investment return on pension investments and actual return on those investments is also deferred and amortized against pension expense over a five year period. Additionally, any contributions made by the City to the pension plan before year end but subsequent to the measurement date of the City's net pension liability are reported as deferred outflows of resources. These contributions will reduce the net pension liability in the subsequent period.

NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

L. Compensated Absences

It is the City's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. There is no liability for non-vesting accumulated rights to receive sick pay benefits since the City does not have a policy to pay any amounts when employees separate from service with the City. All vacation pay is accrued when incurred in the government-wide and proprietary fund financial statements. A liability for these amounts is reported in the governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

M. Long-Term Obligations

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. Bond premiums and discounts are deferred and amortized over the term of the bonds using the effective interest method. Bonds payable are reported net of the applicable discount or premium. Issuance costs are expensed in the period in which they are incurred.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

N. Fund Equity

Fund equity at the governmental fund financial reporting level is classified as "fund balance." Fund equity for all other reporting is classified as "net position."

Fund Balance – Generally, fund balance represents the difference between the assets and liabilities and deferred inflows of resources under the current financial resources management focus of accounting. In the fund financial statements, governmental funds report fund balance classifications that comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purpose for which amounts in those funds can be spent.

NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

N. Fund Equity (Continued)

Fund balances are classified as follows:

Nonspendable – Fund balances are reported as nonspendable when amounts cannot be spent because they are either (a) not in spendable form (i.e., items that are not expected to be converted to cash) or (b) legally or contractually required to be maintained intact.

Restricted – Fund balances are reported as restricted when they include amounts that can be spent only for the specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.

Committed – Fund balances are reported as committed when they include amounts that can be used only for the specific purposes determined by a formal action (passage of a resolution) of the City Council. Furthermore, a resolution of the City Council is also required to rescind the commitment of fund balance.

Assigned – Fund balances are reported as assigned when they include amounts intended to be used by the City for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed. The resolution passed by the City Council which adopted the City's fund balance policy has delegated the Finance Director the authority to assign amounts to be used for specific purposes.

Unassigned – Fund balances are reported as unassigned as the residual classification for the City's general fund and includes all spendable amounts not contained in the other classifications. The General Fund is the only fund of the City that may report a positive unassigned fund balance. Deficits in fund balance in other funds will be reported as unassigned.

The City has established a minimum fund balance policy in the General Fund for working capital purposes to eliminate cash flow issues, cover the cost of expenditures caused by unforeseen emergencies, cover shortfalls caused by revenue declines, and to eliminate any short-term borrowing for cash flow purposes. The City will maintain the equivalent of approximately two (2) months of operating and debt service expenditures, including transfers to other funds, which amounts to approximately 17% of budgeted General Fund expenditures.

NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

N. Fund Equity (Continued)

Flow Assumptions – When both restricted and unrestricted amounts of fund balance are available for use for expenditures incurred, it is the City's policy to use restricted amounts first and then unrestricted amounts as they are needed. For unrestricted amounts of fund balance, it is the City's policy to use fund balance in the following order: (1) Committed, (2) Assigned, (3) Unassigned.

Net Position – Net position represents the difference between assets, deferred outflows of resources, liabilities, and deferred inflows of resources in reporting which utilizes the economic resources measurement focus. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used (i.e., the amount that the City has spent) for the acquisition, construction or improvement of those assets. Net position is reported as restricted using the same definition as used for restricted fund balance as described in the section above. All other net position is reported as unrestricted.

The City applies restricted resources first when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

O. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the City of Monroe Retirement Plan (the "Plan") and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by the Plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

P. Management Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenditures/expenses during the period. Actual results could differ from those estimates.

NOTES TO FINANCIAL STATEMENTS

NOTE 2. RECONCILIATION OF GOVERNMENT-WIDE FINANCIAL STATEMENTS AND FUND FINANCIAL STATEMENTS

A. Explanation of Certain Differences Between the Governmental Fund Balance Sheet and the Government-wide Statement of Net Position

The governmental fund balance sheet includes a reconciliation between *fund balance – total governmental funds* and *net position – governmental activities* as reported in the government-wide statement of net position. One element of that reconciliation explains that “deferred outflows and inflows of resources as well as the net pension liability related to the City’s pension plan are not expected to be liquidated with expendable available financial resources and, therefore, are not reported in the funds.” The details of this \$2,898,203 difference are as follows:

Deferred outflows of resources - pension related items	\$ 973,049
Deferred inflows of resources - pension related items	(174,993)
Net pension liability	<u>(3,696,259)</u>
Net adjustment to reduce <i>fund balances - total governmental funds</i> to arrive at <i>net position - governmental activities</i>	<u><u>\$ (2,898,203)</u></u>

Another element of that reconciliation explains that “long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds.” The details of this \$4,082,092 difference are as follows:

Bonds payable	\$ (1,703,000)
Deferred charges on refunding	45,469
Note payable	(1,500,000)
Capital leases payable	(245,900)
Accrued interest payable	(11,500)
Compensated absences	<u>(667,161)</u>
Net adjustment to reduce <i>fund balance- total governmental funds</i> to arrive at <i>net position - governmental activities</i>	<u><u>\$ (4,082,092)</u></u>

NOTES TO FINANCIAL STATEMENTS

NOTE 2. RECONCILIATION OF GOVERNMENT-WIDE FINANCIAL STATEMENTS AND FUND FINANCIAL STATEMENTS (CONTINUED)

B. Explanation of Certain Differences Between the Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balances and the Government-wide Statement of Activities

The governmental fund statement of revenues, expenditures, and changes in fund balances includes a reconciliation between *net changes in fund balances – total governmental funds* and *changes in net position of governmental activities* as reported in the government-wide statement of activities. One element of that reconciliation explains that “Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their useful lives and reported as depreciation expense.” The details of this \$1,131,852 difference are as follows:

Capital outlay	\$ 2,174,259
Depreciation expense	<u>(1,042,407)</u>
Net adjustment to increase <i>net changes in fund balances - total governmental funds</i> to arrive at <i>changes in net position of governmental activities</i>	<u><u>\$ 1,131,852</u></u>

Another element of that reconciliation explains that “The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has an effect on net position. This amount is the net effect of these differences in the treatment of long-term debt and related items.” The details of this \$935,900 difference are as follows:

Principal repayment of bonds	\$ 810,000
Issuance of note payable	(1,500,000)
Capital leases	<u>(245,900)</u>
Net adjustment to decrease <i>net changes in fund balances - total governmental funds</i> to arrive at <i>changes in net position of governmental activities</i>	<u><u>\$ (935,900)</u></u>

NOTES TO FINANCIAL STATEMENTS

NOTE 2. RECONCILIATION OF GOVERNMENT-WIDE FINANCIAL STATEMENTS AND FUND FINANCIAL STATEMENTS (CONTINUED)

B. Explanation of Certain Differences Between the Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balances and the Government-wide Statement of Activities (Continued)

The final element of that reconciliation explains that “Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.” The details of this \$121,122 difference are as follows:

Compensated absences	\$ (23,478)
Accrued interest	(9,396)
Amortization of deferred charges on refunding	(22,735)
Net pension expense	<u>176,731</u>
Net adjustment to increase <i>net changes in fund balances - total governmental funds</i> to arrive at <i>changes in net position of governmental activities</i>	<u><u>\$ 121,122</u></u>

NOTE 3. LEGAL COMPLIANCE – BUDGETS

A. Budgets and Budgetary Accounting

The City of Monroe, Georgia employs the following procedures in establishing its annual budget:

1. Prior to January 1, the City Administrator submits to the Mayor and City Council a proposed operating budget for the fiscal year commencing on January 1. The operating budget includes proposed expenditures and the means for financing them.
2. The City Council holds a public hearing on the budget, giving notice thereof at least ten days in advance by publication in the official organ of the City of Monroe, Georgia.
3. The budget is then revised and adopted or amended by the City Council at a subsequent regular meeting in the year to which it applies and within forty-five days following January 1.
4. The adopted budget may be revised during the year only by formal action of the City Council in a regular meeting and no increase shall be made therein without provision also being made for financing same, for anything above the legal level of budgetary control, which is the department level. However, transfers within a department may be made within any fund without council approval. The final budget amounts shown in these financial statements reflect amendments approved by the City Council.

NOTES TO FINANCIAL STATEMENTS

NOTE 4. DEPOSITS AND INVESTMENTS

Total deposits and investments as of December 31, 2017 are summarized as follows:

Amounts as presented on the entity wide statement of net position:

Cash and cash equivalents	\$ 13,891,650
Investments	10,333,511
Restricted cash and cash equivalents	12,373,973
Restricted investments	1,498,132
Total	<u>\$ 38,097,266</u>

Cash deposited with financial institutions	\$ 27,763,755
Investments in the Municipal Competitive Trust	10,333,511
	<u>\$ 38,097,266</u>

At December 31, 2017, the City had the following investments:

Investment	Weighted Average Maturities	Balance
Municipal Competitive Trust - Short-term	35 days	\$ 4,688,304
Municipal Competitive Trust - Intermediate	285 days	1,249,174
Municipal Competitive Trust - Intermediate Extended Maturity	5.15 years	4,396,033
Certificate of deposit	12 months	<u>1,498,132</u>
Total		<u>\$ 11,831,643</u>

Credit risk. State statutes authorize the City to invest in U.S. Government obligations; U.S. Government agency (or other corporation of the U.S. Government) obligations; obligations fully insured or guaranteed by the U.S. Government or a U.S. Government agency; obligations of the State of Georgia or other states; obligations of other counties, municipal corporations, and political subdivisions of the State of Georgia, negotiable certificates of deposit issued by any bank or trust company organized under the laws of any state of the United States of America; prime bankers' acceptances; repurchase agreements; and pooled investment programs sponsored by the State of Georgia for the investment of local government funds. The City's investments in the Municipal Competitive Trust were not rated.

NOTES TO FINANCIAL STATEMENTS

NOTE 4. DEPOSITS AND INVESTMENTS (CONTINUED)

Fair Value Measurements: The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs. The City's only investments that are required to be disclosed in the fair value hierarchy are its holdings in the Municipal Competitive Trust which are considered to be Level 2 investments.

The City's certificate of deposit is a nonparticipating interest-earning investment contract and, accordingly, is recorded at cost.

Interest rate risk: The City does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Custodial credit risk: Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party. State statutes and City policy require all deposits and investments (other than federal or state government instruments) to be collateralized 110% by depository insurance, obligations of the U.S. Government, or bonds of public authorities, counties, or municipalities. As of December 31, 2017, the City did not have any deposits which were uninsured or under collateralized, as defined by state statutes.

NOTES TO FINANCIAL STATEMENTS

NOTE 5. RECEIVABLES

Property taxes are levied on property values assessed as of January 1. The Walton County Tax Commissioner bills and collects the City's property taxes. The taxes are levied by August 1 based on the assessed value of property as listed on the previous January 1 and are due on November 15 of each year.

The billings are considered past due on November 16, at which time the applicable property is subject to lien and penalties and interest are assessed.

Property taxes are recorded as receivables and deferred inflows of resources in the General Fund when assessed and revenues are recognized when available.

Receivables at December 31, 2017, for the City's individual major funds and nonmajor funds in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

	<u>General</u>	<u>Utilities</u>	<u>Solid Waste</u>	<u>Nonmajor Governmental Funds</u>
Receivables:				
Taxes	\$ 281,226	\$ -	\$ -	\$ 3,137
Accounts	-	4,376,543	300,169	-
Due from other governments	260,452	-	-	166,223
Less allowance for uncollectible	-	101,809	-	-
Net total receivable	<u>\$ 541,678</u>	<u>\$ 4,274,734</u>	<u>\$ 300,169</u>	<u>\$ 169,360</u>

NOTES TO FINANCIAL STATEMENTS

NOTE 6. CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2017 is as follows:

	Beginning Balance	Increases	Decreases	Transfers	Ending Balance
Governmental activities:					
Capital assets, not being depreciated:					
Land	\$ 3,691,554	\$ -	\$ -	\$ -	\$ 3,691,554
Construction in progress	641,830	407,362	-	(178,779)	870,413
Total	<u>4,333,384</u>	<u>407,362</u>	<u>-</u>	<u>(178,779)</u>	<u>4,561,967</u>
Capital assets, being depreciated:					
Infrastructure	25,381,042	-	-	-	25,381,042
Buildings and improvements	11,843,359	1,500,000	-	55,890	13,399,249
Equipment, furniture & vehicles	5,750,739	266,897	(100,666)	122,889	6,039,859
Total	<u>42,975,140</u>	<u>1,766,897</u>	<u>(100,666)</u>	<u>178,779</u>	<u>44,820,150</u>
Less accumulated depreciation for:					
Infrastructure	(17,983,052)	(361,473)	-	-	(18,344,525)
Buildings and improvements	(5,554,069)	(436,543)	-	-	(5,990,612)
Equipment, furniture & vehicles	(4,727,975)	(244,391)	100,666	-	(4,871,700)
Total	<u>(28,265,096)</u>	<u>(1,042,407)</u>	<u>100,666</u>	<u>-</u>	<u>(29,206,837)</u>
Total capital assets, being depreciated, net	<u>14,710,044</u>	<u>724,490</u>	<u>-</u>	<u>178,779</u>	<u>15,613,313</u>
Governmental activities capital assets, net	<u>\$ 19,043,428</u>	<u>\$ 1,131,852</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,175,280</u>

NOTES TO FINANCIAL STATEMENTS

NOTE 6. CAPITAL ASSETS (CONTINUED)

	Beginning Balance	Increases	Decreases	Transfers	Ending Balance
Business-type activities:					
Capital assets, not being depreciated:					
Land	\$ 2,109,443	\$ -	\$ -	\$ -	\$ 2,109,443
Construction in progress	1,144,710	909,153	-	(639,127)	1,414,736
Total	<u>3,254,153</u>	<u>909,153</u>	<u>-</u>	<u>(639,127)</u>	<u>3,524,179</u>
Capital assets, being depreciated:					
Infrastructure	62,892,377	-	-	193,269	63,085,646
Buildings and improvements	34,878,771	-	-	88,708	34,967,479
Equipment, furniture & vehicles	19,885,335	637,319	(128,533)	357,150	20,751,271
Total	<u>117,656,483</u>	<u>637,319</u>	<u>(128,533)</u>	<u>639,127</u>	<u>118,804,396</u>
Less accumulated depreciation for:					
Infrastructure	(22,330,260)	(1,236,753)	-	-	(23,567,013)
Buildings and improvements	(14,512,024)	(722,022)	-	-	(15,234,046)
Equipment, furniture & vehicles	(15,195,054)	(660,666)	128,533	-	(15,727,187)
Total	<u>(52,037,338)</u>	<u>(2,619,441)</u>	<u>128,533</u>	<u>-</u>	<u>(54,528,246)</u>
Total capital assets, being depreciated, net	<u>65,619,145</u>	<u>(1,982,122)</u>	<u>-</u>	<u>639,127</u>	<u>64,276,150</u>
Business-type activities capital assets, net	<u>\$ 68,873,298</u>	<u>\$ (1,072,969)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 67,800,329</u>

Depreciation expense was charged to functions/programs of the City as follows:

Governmental activities:

General government	\$ 264,692
Public safety	199,756
Public works	526,448
Housing and development	6,215
Culture and recreation	<u>45,296</u>

Total depreciation expense - governmental activities	<u>\$ 1,042,407</u>
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Business-type activities:

Utilities	\$ 2,462,336
Solid waste	148,083
GUTA	<u>9,022</u>

Total depreciation expense - business-type activities	<u>\$ 2,619,441</u>
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NOTES TO FINANCIAL STATEMENTS

NOTE 7. LONG-TERM DEBT

Long-term liability activity for the year ended December 31, 2017 was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Governmental activities:					
General obligation bonds	\$ 2,513,000	\$ -	\$ (810,000)	\$ 1,703,000	\$ 835,000
Capital leases	-	245,900	-	245,900	79,666
Note payable	-	1,500,000	-	1,500,000	75,000
Compensated absences	643,683	556,812	(533,334)	667,161	552,787
Net pension liability	4,448,469	1,213,489	(1,965,699)	3,696,259	-
Governmental activity Long-term liabilities	<u>\$ 7,605,152</u>	<u>\$ 3,516,201</u>	<u>\$ (3,309,033)</u>	<u>\$ 7,812,320</u>	<u>\$ 1,542,453</u>
Business-type activities:					
Revenue bonds	\$ 16,770,000	\$ -	\$ (1,960,000)	\$ 14,810,000	\$ 1,800,000
Note payable	1,643,516	-	(106,389)	1,537,127	106,922
Compensated absences	378,490	592,584	(562,660)	408,414	408,414
Net pension liability	4,610,226	1,314,614	(1,936,806)	3,988,034	-
Business-type activity Long-term liabilities	<u>\$ 23,402,232</u>	<u>\$ 1,907,198</u>	<u>\$ (4,565,855)</u>	<u>\$ 20,743,575</u>	<u>\$ 2,315,336</u>

For governmental funds, compensated absences and the net pension liability are liquidated by the General Fund. The City estimates the current portion of compensated absences based on historical trends of usage by employees.

General Obligation Bonds. In December 2016, the City issued General Obligation Refunding Bonds (Series 2016) to provide funds to advance refund \$2,450,000 in aggregate principal amount of the City's Series 2006 General Obligation Bonds. These bonds were issued for an original amount of \$2,513,000 bearing interest at 1.60% per annum payable semi-annually on April 1 and October and maturing in 2019.

The debt service to maturity on the general obligation bonds is as follows:

Year Ending December 31,	Series 2016		
	Principal	Interest	Total
2018	\$ 835,000	\$ 27,248	\$ 862,248
2019	868,000	13,888	881,888
Total	<u>\$ 1,703,000</u>	<u>\$ 41,136</u>	<u>\$ 1,744,136</u>

NOTES TO FINANCIAL STATEMENTS

NOTE 7. LONG-TERM DEBT (CONTINUED)

Notes Payable (Governmental activities). In December 2017, the City entered into an agreement with Walton Plaza Shopping Center, LLC in order to finance the purchase of a building. The original amount of the loan was \$1,500,000 bearing interest at 3.00% per annum payable quarterly in equal principal installments until maturity on December 31, 2037.

The City's note payable debt service requirements to maturity are as follows:

Year Ending December 31,	Principal	Interest	Total
2018	\$ 75,000	\$ 44,639	\$ 119,639
2019	75,000	42,483	117,483
2020	75,000	40,314	115,314
2021	75,000	37,920	112,920
2022	75,000	35,639	110,639
2023-2027	375,000	144,064	519,064
2028-2032	375,000	87,045	462,045
2032-2037	375,000	29,927	404,927
Total	<u>\$ 1,500,000</u>	<u>\$ 462,031</u>	<u>\$ 1,962,031</u>

Capital Leases. In April 2017, the City entered into a capital lease agreement in the amount of \$245,900 to finance the acquisition of vehicles. Annual principal and interest payments are required until May 2020 at an interest rate of 2.86%.

The City's total debt service requirements to maturity on its capital leases are as follows:

	Governmental Activities
Year Ending December 31,	
2018	\$ 86,699
2019	86,699
2020	<u>86,699</u>
Total minimum lease payments	260,097
Less amount representing interest	<u>14,197</u>
Present value of future minimum lease payments	<u>\$ 245,900</u>

As of December 31, 2017, the City had \$245,900 of capital assets under capital lease with \$22,241 of accumulated depreciation. Annual amortization of these assets is included in depreciation expense.

NOTES TO FINANCIAL STATEMENTS

NOTE 7. LONG-TERM DEBT (CONTINUED)

Revenue Bonds. In December 2016, the City issued the Combined Utility Revenue Bonds (Series 2016) to provide funds to advance refund \$12,865,000 and \$1,065,000 in aggregate principal amount of the City's Series 2006 and Series 2003 Combined Utility Revenue Bonds, respectively. Additionally, proceeds from the bonds were also used to retire a note payable to the Georgia Environmental Finance Authority with an outstanding balance of \$2,610,111. These bonds were issued for an original amount of \$16,770,000 bearing interest at 2.19% per annum payable semi-annually on June 1 and December 1 and maturing in 2026. The debt service to maturity is as follows:

Year Ending December 31,	Series 2016		
	Principal	Interest	Total
2018	\$ 1,800,000	\$ 314,484	\$ 2,114,484
2019	1,505,000	276,652	1,781,652
2020	1,540,000	243,528	1,783,528
2021	1,570,000	209,638	1,779,638
2022	1,605,000	175,091	1,780,091
2023-2026	6,790,000	338,683	7,128,683
Total	<u>\$ 14,810,000</u>	<u>\$ 1,558,076</u>	<u>\$ 16,368,076</u>

Notes Payable (Business-type activities). The City has incurred debt to the Georgia Environmental Finance Authority (GEFA) to replace 7,000 water meters with new automated meter reading technology, repayment of which commenced in December 2016. The note bears interest at 5.00% and is due in equal monthly installments of \$9,530 until it matures on November 1, 2031. Debt service requirements to maturity on this note payable to GEFA are as follows:

Year Ending December 31,	Principal	Interest	Total
2018	\$ 106,922	\$ 7,441	\$ 114,363
2019	107,458	6,905	114,363
2020	107,996	6,367	114,363
2021	108,537	5,826	114,363
2022	109,081	5,282	114,363
2023-2027	553,661	18,154	571,815
2028-2031	443,472	4,444	447,916
Total	<u>\$ 1,537,127</u>	<u>\$ 54,419</u>	<u>\$ 1,591,546</u>

NOTES TO FINANCIAL STATEMENTS

NOTE 7. LONG-TERM DEBT (CONTINUED)

Notes Payable (Downtown Development Authority). In August 2017, the Downtown Development Authority entered into an agreement in order to finance the purchase of two parcels of land. The original amount of the loan was \$245,000 due in one lump sum payment in August 2018 bearing interest at 4.00% due monthly.

NOTE 8. INTERFUND RECEIVABLES, PAYABLES AND TRANSFERS

The composition of interfund balances as of December 31, 2017 is as follows:

Due to/from other funds:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>
General Fund	Utilities Fund	\$ 308,176
General Fund	Solid Waste Fund	15,749
Solid Waste Fund	Utilities Fund	289,890
		<u>\$ 613,815</u>

The outstanding balances between funds result mainly from the time lag between the dates that transactions are recorded in the accounting system, and payments between funds are made.

Interfund transfers:

<u>Transfers In</u>	<u>Transfers Out</u>	<u>Amount</u>
General Fund	Utilities Fund	\$ 1,687,924
General Fund	Solid Waste Fund	244,705
General Fund	Nonmajor governmental funds	32,081
		<u>\$ 1,964,710</u>
Solid Waste Fund	Nonmajor governmental funds	<u>\$ 232,689</u>
Nonmajor proprietary funds	Utilities Fund	<u>\$ 184,942</u>
Nonmajor proprietary funds	General Fund	<u>\$ 33,973</u>
Nonmajor governmental funds	General Fund	<u>\$ 842,724</u>

Transfers were used to: (1) use unrestricted revenues collected in the Utilities and Solid Waste Funds to finance various programs accounted for in other funds and (2) to cover revenue shortfalls with unrestricted General Fund revenues.

NOTES TO FINANCIAL STATEMENTS

NOTE 9. PENSION PLAN

Plan Description

The City, as authorized by the City Council, has established a non-contributory defined benefit pension plan (The City of Monroe Retirement Plan) covering all full-time employees. The City's pension plan is administered through the Georgia Municipal Employee Benefit System (GMEBS), an agent multiple-employer pension plan administered by the Georgia Municipal Association. The Plan provides retirement and disability benefits, annual cost of living adjustments, and death benefits to Plan members and beneficiaries. All employees, excluding elected officials, who work thirty hours or more per week, are eligible to participate after one year. Benefits vest after five years of service. A City employee who retires at age 65 with five years of service is entitled to benefits of 2.0% of final average earnings in excess of covered compensation. An employee may elect early retirement at age 55 provided he has a minimum of 25 years total credited service to receive full benefits, otherwise early retirement may be elected after only 10 years of service for reduced benefits. Elected officials are entitled to \$30 for each year of service after reaching normal retirement age.

The City Council, in its role as the Plan sponsor, has the governing authority to establish and amend, from time to time, the benefits provided and the contribution rates of the City and its employees. The Georgia Municipal Association issues a publicly available financial report that includes financial statements and required supplementary information for GMEBS. That report may be obtained at www.gmanet.com or by writing to Georgia Municipal Association, Risk Management and Employee Benefit Services, 201 Pryor Street NW, Atlanta, Georgia, 30303 or by calling (404) 688-0472.

Plan membership. As of July 1, 2017, the date of the most recent actuarial valuation, Plan membership consisted of the following:

Retirees and beneficiaries currently receiving benefits	87
Terminated vested participants not yet receiving benefits	76
Active employees - vested	156
Active employees - nonvested	59
Total	<u>378</u>

NOTES TO FINANCIAL STATEMENTS

NOTE 9. PENSION PLAN (CONTINUED)

Plan Description (Continued)

Contributions. The Plan is subject to minimum funding standards of the Georgia Public Retirement Systems Standards law. The Board of Trustees of GMEBS has adopted a recommended actuarial funding policy for the Plan which meets state minimum requirements and will accumulate sufficient funds to provide the benefits under the plan. The funding policy for the Plan, as adopted by the City Council, is to contribute an amount equal to or greater than the actuarially recommended contribution rate. This rate is based on the estimated amount necessary to finance the costs of benefits earned by Plan members during the year, with an additional amount to finance any unfunded accrued liability. The City is required to contribute the difference between the actuarially determined rate and the contribution rate of Plan members, as determined by the City Council. For the year ended December 31, 2017, the City's contribution rate was 16.95% of annual payroll and contributions to the Plan totaled \$1,576,845. Currently, Plan members do not contribute although some participants still have contributions remaining in the Plan.

Net Pension Liability of the City

The City's net pension liability was measured as of March 31, 2017. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2016 with update procedures performed by the actuary to roll forward to the total pension liability measured as of March 31, 2017.

Actuarial assumptions. The total pension liability in the July 1, 2016 actuarial valuation was determined using the following actuarial assumptions, applied to all periods in the measurement:

Inflation	3.25%
Salary increases	3.75% - 8.75%, including inflation
Investment rate of return	7.75%, net of pension plan investment expense, including inflation

Mortality rates for the July 1, 2016 valuation were based on the RP-2000 Combined Healthy Mortality Table with sex-distinct rates, set forward two years for males and one year for females.

The actuarial assumptions used in the July 1, 2016 valuation were based on the results of an actuarial experience study for the period January 1, 2010 through June 30, 2014.

NOTES TO FINANCIAL STATEMENTS

NOTE 9. PENSION PLAN (CONTINUED)

Net Pension Liability of the City (Continued)

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of March 31, 2017 are summarized in the following table:

<u>Asset class</u>	<u>Target allocation</u>	<u>Long-term expected real rate of return*</u>
Domestic equity	45%	6.71%
International equity	20%	7.71
Domestic fixed income	20%	2.11
Global fixed income	5%	3.36
Real estate	10%	5.21
Cash	—%	
Total	<u>100%</u>	

* Rates shown are net of the 3.25% assumed rate of inflation

Discount rate. The discount rate used to measure the total pension liability was 7.75%. The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that City contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all of the projected benefit payments to determine the total pension liability.

NOTES TO FINANCIAL STATEMENTS

NOTE 9. PENSION PLAN (CONTINUED)

Net Pension Liability of the City (Continued)

Changes in the Net Pension Liability of the City. The changes in the components of the net pension liability of the City for the year ended December 31, 2017 were as follows:

	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) - (b)
Balances at 12/31/16	\$ 26,482,931	\$ 17,424,236	\$ 9,058,695
Changes for the year:			
Service cost	483,726	-	483,726
Interest	2,005,035	-	2,005,035
Differences between expected and actual experience	(253,518)	-	(253,518)
Contributions—employer	-	1,446,150	(1,446,150)
Net investment income	-	2,202,837	(2,202,837)
Benefit payments, including refunds of employee contributions	(1,223,017)	(1,223,017)	-
Administrative expense	-	(39,342)	39,342
Net changes	1,012,226	2,386,628	(1,374,402)
Balances at 12/31/17	\$ 27,495,157	\$ 19,810,864	\$ 7,684,293

The required schedule of changes in the City's net pension liability and related ratios immediately following the notes to the financial statements presents multiyear trend information about whether the value of plan assets is increasing or decreasing over time relative to the total pension liability.

Sensitivity of the net pension liability to changes in the discount rate. The following presents the net pension liability of the City, calculated using the discount rate of 7.75 percent, as well as what the City's net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.75 percent) or 1-percentage-point higher (8.75 percent) than the current rate:

	1% Decrease (6.75%)	Current Discount Rate (7.75%)	1% Increase (8.75%)
City's net pension liability	\$ 11,047,478	\$ 7,684,293	\$ 4,863,310

NOTES TO FINANCIAL STATEMENTS

NOTE 9. PENSION PLAN (CONTINUED)

Net Pension Liability of the City (Continued)

Actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events far into the future, and actuarially determined amounts are subject to continual revision as results are compared to past expectations and new estimates are made about the future. Actuarial calculations reflect a long-term perspective. Calculations are based on the substantive plan in effect as of March 31, 2017 and the current sharing pattern of costs between employer and employee.

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

For the year ended December 31, 2017, the City recognized pension expense of \$1,350,087. At December 31, 2017, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 815,270	\$ 190,140
Changes in assumptions	-	152,684
Net difference between projected and actual earnings on pension plan investments	-	20,975
City contributions subsequent to the measurement date	1,207,634	-
Total	<u>\$ 2,022,904</u>	<u>\$ 363,799</u>

NOTES TO FINANCIAL STATEMENTS

NOTE 9. PENSION PLAN (CONTINUED)

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

City contributions subsequent to the measurement date of \$1,207,634 are reported as deferred outflows of resources and will be recognized as a reduction of the net pension liability in the year ending December 31, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ending December 31:		
2018	\$	179,484
2019		179,484
2020		261,570
2021		(169,067)
Total	\$	<u>451,471</u>

NOTE 10. JOINT VENTURE

Under Georgia law, the City, in conjunction with other cities and counties in the 12 county Northeast Georgia area, is a member of the Northeast Georgia Regional Commission (RC). Dues to the RC are assessed at the County level and are, accordingly, paid by Walton County. Membership in the RC is required by the Official Code of Georgia Annotated (OCGA) Section 50-8-34 which provides for the organizational structure of the RC in Georgia. The RC Board membership includes the chief elected official of each county and various municipalities of the area. OCGA 50-8-39.1 provides that the member governments are liable for any debts or obligations of the RC. Separate financial statements may be obtained from the RC's administrative office at 305 Research Drive, Athens, Georgia 30605.

NOTE 11. RELATED ORGANIZATIONS

The City's council is responsible for appointing a majority of the board members of the City of Monroe, Georgia Housing Authority. However, the City has no further accountability for the Authority.

NOTES TO FINANCIAL STATEMENTS

NOTE 12. RISK MANAGEMENT

The City is exposed to various risks of losses related to: torts; thefts of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The City has joined together with other municipalities in the state as part of the Georgia Municipal Association Group Self-Insurance Workers' Compensation Fund, a public entity risk pool currently operating as a common risk management and insurance program for member local governments.

As part of this risk pool, the City is obligated to pay all contributions and assessments as prescribed by the pool, to cooperate with the pool's agents and attorneys, to follow loss reduction procedures established by the funds, and to report as promptly as possible, and in accordance with any coverage descriptions issues, all incidents which could result in the funds being required to pay any claim of loss. The City is also to allow the pool's agents and attorneys to represent the City in investigation, settlement discussions and all levels of litigation arising out of any claim made against the City within the scope of loss protection furnished by the funds.

The funds are to defend and protect the members of the funds against liability or loss as prescribed in the member government contract and in accordance with the workers' compensation law of Georgia. The funds are to pay all cost taxed against members in any legal proceeding defined by the members, all interest accruing after entry of judgment, and all expenses incurred for investigation, negotiation or defense. Settled claims have not exceeded coverage in the past three years.

The City carries commercial insurance for other risks of losses. For insured programs, there have been no significant reductions in insurance coverage. Settlement amounts have not exceeded insurance coverage in the last three years.

The City is self-insured for employee group health insurance. The City maintains specific stop loss coverage in the amount \$50,000 per covered individual for employee group health insurance. A liability for employee group health insurance and workers' compensation claims is recognized in the General Fund when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. The liability includes an estimate for claims that have been incurred but not reported.

NOTES TO FINANCIAL STATEMENTS

NOTE 12. RISK MANAGEMENT (CONTINUED)

Changes in the balances of claims liabilities during the past two years are as follows:

<u>Fiscal Year</u>	<u>Beginning of Year Claims Liability</u>	<u>Current Year Claims and Changes in Estimates</u>	<u>Claims Paid</u>	<u>End of Year Claims Liability</u>
2017	\$ 379,704	\$ 1,341,746	\$ 1,396,501	\$ 324,949
2016	590,677	1,749,560	1,960,533	379,704

The ending claims liability is expected to be paid during 2018 and, therefore, has been classified as a current liability.

NOTE 13. COMMITMENTS AND CONTINGENCIES

Agreements with the Municipal Electric Authority of Georgia:

The Municipal Electric Authority of Georgia (MEAG) is a public corporation and an instrumentality of the State of Georgia created to supply electricity to local government electric distribution systems. As provided by State law, MEAG establishes rates and charges so as to produce revenues sufficient to cover its costs, including debt service, but it may not operate any of its projects for profit unless any such profits inure to the benefit of the public.

As of December 31, 2017, the City is an electric utility participant in MEAG and obligated to purchase all of its bulk power supply requirements from MEAG for a period not to exceed 50 years. The City has agreed to purchase all of its future power and energy requirements in excess of that received by the City through the Southeastern Power Administration at prices intended to cover the operating costs of the systems and to retire any debt incurred by MEAG. In the event that revenues are insufficient to cover all costs and retire the outstanding debt, each participating City has guaranteed a portion of the unpaid debt based on its individual entitlement shares of the output and services of generating units acquired or constructed by MEAG. In addition, in the event of discontinued service to a participant in default, the City would be obligated to purchase additional power subject to contractual limitations. Payments to MEAG are made monthly based on KWH usage. The total payments under these contracts amounted to \$11,725,314 in 2017.

At December 31, 2017, the outstanding debt of MEAG was approximately \$6.0 billion. The City's guarantee varies by individual projects undertaken by MEAG and as of December 31, 2017 totals approximately \$99.2 million.

NOTES TO FINANCIAL STATEMENTS

NOTE 13. COMMITMENTS AND CONTINGENCIES (CONTINUED)

Agreements with the Municipal Gas Authority of Georgia:

The City has also entered into a contract for wholesale natural gas purchases with the Municipal Gas Authority of Georgia (MGAG) that requires the City to purchase all of its natural gas from MGAG. The gas supply contract with MGAG authorizes MGAG to establish rates and charges so as to produce revenues sufficient to cover its operating costs and retire its bonds issued to acquire long-term gas supplies for sale to its members, including the City. In the event that revenues are insufficient to cover all costs and retire the bonds issued by MGAG, the City is obligated to pay its "obligation share" of the costs of the gas supply and related services MGAG provides to the City, which costs includes amounts equal to principal and interest on MGAG's bonds. These obligations, which extend through the year 2018, are general obligations of the City to which the City's full faith, credit and taxing powers are pledged. The City's obligation to MGAG for gas supply costs are based on MGAG's costs to provide such supply, including bonds issued to purchase long-term rights to bulk supply. Payments to MGAG are made monthly based on actual usage. The total payments under these contracts amounted to \$1,418,193 in 2017.

At December 31, 2017, the outstanding debt of MGAG was approximately \$207.2 million. The City's guarantee varies by individual projects undertaken by MGAG and totals approximately \$2.2 million at December 31, 2017.

Grant Contingencies:

The City has received federal and state grants for specific purposes that are subject to review and audit by the grantor agencies. Such audits could lead to the disallowance of certain expenditures previously reimbursed by those agencies. Based upon prior experience, management of the City believes such disallowances, if any, will not be significant.

Contractual Commitments:

As of December 31, 2017, the City has contractual commitments on uncompleted contracts of \$3,824,498 primarily for infrastructure improvements to its highways and streets as well as to its utilities system.

Litigation:

The City is a defendant in various lawsuits. Although the outcome of these lawsuits is not presently determinable, in the opinion of management and legal counsel, the resolution of these matters will not have a material adverse effect on the financial condition of the City.

NOTES TO FINANCIAL STATEMENTS

NOTE 14. HOTEL/MOTEL LODGING TAX

The City imposes a 5% hotel/motel tax on lodging facilities within the City. Revenues were \$46,052 for the year ended December 31, 2017. Of this amount, 99%, or \$45,712, was expended for the promotion of tourism.

NOTE 15. TAX ABATEMENTS

For the year ended December 31, 2017, City property tax revenues were reduced by \$116,535 under agreements entered into by the Walton County Development Authority. Under the agreements, taxes on both real property and personal property are reduced based on investments made by the corporation to whom the incentives were offered as long as the corporation meets certain investment targets.

REQUIRED SUPPLEMENTARY INFORMATION

CITY OF MONROE, GEORGIA

REQUIRED SUPPLEMENTARY INFORMATION RETIREMENT PLAN SCHEDULE OF CHANGES IN THE CITY'S NET PENSION LIABILITY AND RELATED RATIOS

	<u>2017</u>	<u>2016</u>	<u>2015</u>
Total pension liability			
Service cost	\$ 483,726	\$ 502,642	\$ 535,685
Interest on total pension liability	2,005,035	1,821,757	1,734,555
Differences between expected and actual experience	(253,518)	1,184,399	261,577
Changes of assumptions	-	-	(381,710)
Benefit payments, including refunds of employee contributions	(1,223,017)	(1,064,806)	(985,044)
Net change in total pension liability	<u>1,012,226</u>	<u>2,443,992</u>	<u>1,165,063</u>
Total pension liability - beginning	<u>26,482,931</u>	<u>24,038,939</u>	<u>22,873,876</u>
Total pension liability - ending (a)	<u><u>\$ 27,495,157</u></u>	<u><u>\$ 26,482,931</u></u>	<u><u>\$ 24,038,939</u></u>
Plan fiduciary net position			
Contributions - employer	\$ 1,446,150	\$ 1,460,554	\$ 1,498,029
Contributions - employee	-	-	38,115
Net investment income	2,202,837	46,793	1,473,880
Benefit payments, including refunds of member contributions	(1,223,017)	(1,064,806)	(985,044)
Administrative expenses	(39,342)	(27,372)	(24,874)
Net change in plan fiduciary net position	<u>2,386,628</u>	<u>415,169</u>	<u>2,000,106</u>
Plan fiduciary net position - beginning	<u>17,424,236</u>	<u>17,009,067</u>	<u>15,008,961</u>
Plan fiduciary net position - ending (b)	<u><u>\$ 19,810,864</u></u>	<u><u>\$ 17,424,236</u></u>	<u><u>\$ 17,009,067</u></u>
City's net pension liability - ending (a) - (b)	<u><u>\$ 7,684,293</u></u>	<u><u>\$ 9,058,695</u></u>	<u><u>\$ 7,029,872</u></u>
Plan fiduciary net position as a percentage of the total pension liability	72.05%	65.79%	70.76%
Covered-employee payroll	\$ 8,834,774	\$ 8,409,066	\$ 8,717,479
City's net pension liability as a percentage of covered-employee payroll	86.98%	107.73%	80.64%

Notes to the Schedule:

The schedule will present 10 years of information once it is accumulated.

CITY OF MONROE, GEORGIA

REQUIRED SUPPLEMENTARY INFORMATION RETIREMENT PLAN SCHEDULE OF CITY CONTRIBUTIONS

	2017	2016	2015	2014
Actuarially determined contribution	\$ 1,514,182	\$ 1,422,940	\$ 1,472,825	\$ 1,506,697
Contributions in relation to the actuarially determined contribution	1,576,845	1,422,940	1,472,825	1,506,697
Contribution deficiency (excess)	<u>\$ (62,663)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered-employee payroll	\$ 9,305,215	\$ 8,677,960	\$ 8,319,435	\$ 8,850,160
Contributions as a percentage of covered-employee payroll	16.95%	16.40%	17.70%	17.02%

Notes to the Schedule of Contributions and Related Assumptions:

(1) Actuarial Assumptions:

Valuation Date	July 1, 2016
Cost Method	Projected Unit Credit
Actuarial Asset Valuation Method	Sum of actuarial value at beginning of year and the cash flow during the year plus the assumed investment return, adjusted by 10% of the amounts that the value exceeds or is less than the market value at the end of the year. The actuarial value is adjusted, if necessary, to be within 20% of market value.
Assumed Rate of Return on Investments	7.75%
Projected Salary Increases	3.25% plus service based merit increases
Cost-of-living Adjustment	0.00%
Amortization Method	Closed level dollar for unfunded liability
Remaining Amortization Period	Remaining amortization period varies for the bases, with a net effective amortization period of 10 years.

(2) The schedule will present 10 years of information once it is accumulated.

CITY OF MONROE, GEORGIA
NONMAJOR GOVERNMENTAL FUNDS

SPECIAL REVENUE FUNDS

Special revenue funds are used to account for specific revenues that are restricted or committed to expenditures for specified purposes.

Forfeited Drug Fund – This fund is used to account for the City's share of monies that have been forfeited through the court system that are restricted for law enforcement purposes.

Hotel/Motel Tax Fund – This fund is used to account for hotel/motel taxes collected that are restricted for promotion of trade and tourism in the City.

DEBT SERVICE FUND

Debt service funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Debt Service Fund – This fund is used to account for the accumulation of resources for, and payment of, principal and interest on the City's general obligation bonds.

CAPITAL PROJECTS FUNDS

Capital projects funds are used to account for the acquisition and construction of major capital facilities other than those financed by proprietary funds.

GO Bond Fund – This fund is used to account for various improvement and construction projects financed by the City's general obligation bonds.

SPLOST Fund – This fund is used to account for the one percent Special Purpose Local Option Tax (SPLOST) funds collected by Walton County and disbursed to the City. The funds are used for specific capital projects as approved by voter referendum.

Capital Projects Fund – This fund is used to account for the receipts and disbursements of grant money used to fund various capital outlay projects of the City.

CITY OF MONROE, GEORGIA

COMBINING BALANCE SHEET NONMAJOR GOVERNMENTAL FUNDS DECEMBER 31, 2017

ASSETS	Special Revenue Funds		Debt Service Fund
	Forfeited Drug Fund	Hotel/Motel Tax Fund	
Cash and cash equivalents	\$ 21,911	\$ 400	\$ 115
Taxes receivable	-	3,137	-
Due from other governments	-	-	-
Total assets	<u>\$ 21,911</u>	<u>\$ 3,537</u>	<u>\$ 115</u>
LIABILITIES AND FUND BALANCES			
LIABILITIES			
Accounts payable	<u>\$ 14,026</u>	<u>\$ -</u>	<u>\$ -</u>
Total liabilities	<u>14,026</u>	<u>-</u>	<u>-</u>
FUND BALANCES			
Restricted:			
Law enforcement	7,885	-	-
Debt service	-	-	115
Capital projects	-	-	-
Tourism	-	3,537	-
Total fund balances	<u>7,885</u>	<u>3,537</u>	<u>115</u>
Total liabilities and fund balances	<u>\$ 21,911</u>	<u>\$ 3,537</u>	<u>\$ 115</u>

Capital Projects Funds			Total
GO Bond Fund	SPLOST Fund	Capital Projects Fund	Nonmajor Governmental Funds
\$ -	\$ 5,282,684	\$ 2,740	\$ 5,307,850
-	-	-	3,137
-	166,223	-	166,223
<u>\$ -</u>	<u>\$ 5,448,907</u>	<u>\$ 2,740</u>	<u>\$ 5,477,210</u>
\$ -	\$ 3,633	\$ -	\$ 17,659
-	3,633	-	17,659
-	-	-	7,885
-	-	-	115
-	5,445,274	2,740	5,448,014
-	-	-	3,537
<u>-</u>	<u>5,445,274</u>	<u>2,740</u>	<u>5,459,551</u>
<u>\$ -</u>	<u>\$ 5,448,907</u>	<u>\$ 2,740</u>	<u>\$ 5,477,210</u>

CITY OF MONROE, GEORGIA

COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES NONMAJOR GOVERNMENTAL FUNDS FOR THE YEAR ENDED DECEMBER 31, 2017

	Special Revenue Funds		
	Forfeited Drug Fund	Hotel/Motel Tax Fund	Debt Service Fund
REVENUES			
Taxes	\$ -	\$ 46,052	\$ -
Intergovernmental	-	-	-
Fines and forfeitures	27,510	-	-
Miscellaneous	-	-	-
Total revenues	27,510	46,052	-
EXPENDITURES			
Current			
Public safety	34,120	-	-
Public works	-	-	-
Housing and development	-	45,712	-
Capital outlay	-	-	-
Debt service			
Principal retirements	-	-	810,000
Interest	-	-	32,725
Total expenditures	34,120	45,712	842,725
Excess (deficiency) of revenues over expenditures	(6,610)	340	(842,725)
OTHER FINANCING SOURCES (USES)			
Transfers in	-	-	842,724
Transfers out	-	-	-
Total other financing sources (uses)	-	-	842,724
Net change in fund balances	(6,610)	340	(1)
FUND BALANCES, beginning of year	14,495	3,197	116
FUND BALANCES, end of year	\$ 7,885	\$ 3,537	\$ 115

Capital Projects Funds			Total
GO Bond Fund	SPLOST Fund	Capital Projects Fund	Nonmajor Governmental Funds
\$ -	\$ -	\$ -	\$ 46,052
-	1,901,025	-	1,901,025
-	-	-	27,510
-	3,451	-	3,451
-	1,904,476	-	1,978,038
-	-	-	34,120
-	360,497	-	360,497
-	-	-	45,712
-	333,013	-	333,013
-	-	-	810,000
-	-	-	32,725
-	693,510	-	1,616,067
-	1,210,966	-	361,971
-	-	-	842,724
(32,081)	(232,689)	-	(264,770)
(32,081)	(232,689)	-	577,954
(32,081)	978,277	-	939,925
32,081	4,466,997	2,740	4,519,626
\$ -	\$ 5,445,274	\$ 2,740	\$ 5,459,551

CITY OF MONROE, GEORGIA

FORFEITED DRUG FUND

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL FOR THE YEAR ENDED DECEMBER 31, 2017

	Budget		Actual	Variance With Final Budget
	Original	Final		
REVENUES				
Fines & forfeitures	\$ 35,000	\$ 35,000	\$ 27,510	\$ (7,490)
EXPENDITURES				
Public safety	35,000	35,000	34,120	880
Net change in fund balances	-	-	(6,610)	(6,610)
FUND BALANCES, beginning of year	14,495	14,495	14,495	-
FUND BALANCES, end of year	\$ 14,495	\$ 14,495	\$ 7,885	\$ (6,610)

CITY OF MONROE, GEORGIA
HOTEL/MOTEL TAX FUND

**SCHEDULE OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
FOR THE YEAR ENDED DECEMBER 31, 2017**

	<u>Budget</u>		<u>Actual</u>	<u>Variance With Final Budget</u>
	<u>Original</u>	<u>Final</u>		
REVENUES				
Taxes	<u>\$ 25,000</u>	<u>\$ 45,712</u>	<u>\$ 46,052</u>	<u>\$ 340</u>
EXPENDITURES				
Housing and development	<u>25,000</u>	<u>45,712</u>	<u>45,712</u>	<u>-</u>
Net change in fund balances	<u>-</u>	<u>-</u>	<u>340</u>	<u>340</u>
FUND BALANCES, beginning of year	<u>3,197</u>	<u>3,197</u>	<u>3,197</u>	<u>-</u>
FUND BALANCES, end of year	<u><u>\$ 3,197</u></u>	<u><u>\$ 3,197</u></u>	<u><u>\$ 3,537</u></u>	<u><u>\$ 340</u></u>

CITY OF MONROE, GEORGIA
DEBT SERVICE FUND
SCHEDULE OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
FOR THE YEAR ENDED DECEMBER 31, 2017

	Budget			Variance With
	Original	Final	Actual	Final Budget
EXPENDITURES				
Debt service				
Principal retirements	\$ 810,000	\$ 810,000	\$ 810,000	\$ -
Interest	32,725	32,725	32,725	-
Total expenditures	842,725	842,725	842,725	-
Deficiency of revenues over expenditures	(842,725)	(842,725)	(842,725)	-
OTHER FINANCING SOURCES				
Transfers in	842,725	842,725	842,724	(1)
Total other financing sources	842,725	842,725	842,724	(1)
Net change in fund balances	-	-	(1)	(1)
FUND BALANCES, beginning of year	116	116	116	-
FUND BALANCES, end of year	<u>\$ 116</u>	<u>\$ 116</u>	<u>\$ 115</u>	<u>\$ (1)</u>

CITY OF MONROE, GEORGIA

SCHEDULE OF EXPENDITURES OF SPECIAL PURPOSE LOCAL OPTION SALES TAX FOR THE YEAR ENDED DECEMBER 31, 2017

<u>Project</u>	<u>Original and Current Estimated Cost</u>	<u>Prior Year</u>	<u>Current Year</u>	<u>Total</u>
SPLOST - 2007 SERIES				
Transportation, drainage and sidewalks	\$ 9,136,000	\$ 7,374,051	\$ -	\$ 7,374,051
Public safety	2,500,000	-	-	-
Solid waste	1,500,000	-	-	-
Water & sewer	4,060,000	-	-	-
Airport	1,500,000	-	-	-
Electric, CATV & Fiber	1,500,000	-	-	-
	<u>\$ 20,196,000</u>	<u>\$ 7,374,051</u>	<u>\$ -</u>	<u>\$ 7,374,051</u>
SPLOST - 2013 SERIES				
Transportation, drainage and sidewalks	\$ 5,900,000	\$ 1,475,555	\$ 366,315	\$ 1,841,870
Public safety improvements	1,200,000	895,374	-	895,374
Solid waste improvements	2,100,000	501,502	235,304	736,806
	<u>\$ 9,200,000</u>	<u>\$ 2,872,431</u>	<u>\$ 601,619</u>	<u>\$ 3,474,050</u>
Total 2007 and 2013 SPLOST			\$ 601,619	
Expenditures funded by intergovernmental revenues			324,580	
Total SPLOST Fund expenditures for year ended December 31, 2017			<u>\$ 926,199</u>	

COMPONENT UNITS

CITY OF MONROE, GEORGIA

STATEMENT OF CASH FLOWS COMPONENT UNIT - DOWNTOWN DEVELOPMENT AUTHORITY FOR THE YEAR ENDED DECEMBER 31, 2017

CASH FLOWS FROM OPERATING ACTIVITIES

Receipts from customers	\$ 334,194
Payments to suppliers	(429,994)
Net cash used in operating activities	<u>(95,800)</u>

CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES

Tax receipts	31,000
Purchase of land held for redevelopment	(245,000)
Issuance of note payable	245,000
Other nonoperating receipts	56,603
Net cash provided by non-capital financing activities	<u>87,603</u>

CASH FLOWS FROM INVESTING ACTIVITIES

Interest received	<u>53</u>
Net cash provided by investing activities	<u>53</u>

Net decrease in cash (8,144)

Cash, beginning of year 65,314

Cash, end of year \$ 57,170

RECONCILIATION OF OPERATING LOSS TO NET

CASH USED IN OPERATING ACTIVITIES

Operating loss	\$ (93,625)
Adjustments to reconcile operating loss to net cash used in operating activities:	
Change in assets and liabilities:	
Increase in accounts receivable	(2,500)
Increase in due from other governments	(6,400)
Increase in accounts payable	<u>6,725</u>
Net cash used in operating activities	<u><u>\$ (95,800)</u></u>

CITY OF MONROE, GEORGIA

BALANCE SHEET COMPONENT UNIT - CONVENTION & VISITORS BUREAU DECEMBER 31, 2017

ASSETS	
Cash	<u>\$ 32,886</u>
Total assets	<u><u>\$ 32,886</u></u>
LIABILITIES AND FUND BALANCE	
LIABILITIES	
Accounts payable	<u>\$ 891</u>
Total liabilities	<u>891</u>
FUND BALANCE	
Restricted - tourism	<u>31,995</u>
Total liabilities and fund balance	<u><u>\$ 32,886</u></u>

CITY OF MONROE, GEORGIA

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE COMPONENT UNIT - CONVENTION & VISITORS BUREAU FOR THE YEAR ENDED DECEMBER 31, 2017

REVENUES	
Taxes	\$ 48,211
Miscellaneous	<u>1,211</u>
Total revenues	<u>49,422</u>
EXPENDITURES	
Tourism	<u>37,731</u>
Total expenditures	<u>37,731</u>
Net change in fund balance	<u>11,691</u>
FUND BALANCE, beginning of year	<u>20,304</u>
FUND BALANCE, end of year	<u><u>\$ 31,995</u></u>

STATISTICAL SECTION

This part of the City of Monroe's comprehensive annual financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the City's overall financial health.

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Financial Trends	67
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These schedules contain trend information to help the reader understand how the City's financial performance and well-being have changed over time.

Revenue Capacity	75
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These schedules contain information to help the reader assess the City's most significant local revenue sources, property taxes and utility charges.

Debt Capacity	88
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These schedules present information to help the reader assess the affordability of the City's current levels of outstanding debt and the City's ability to issue additional debt in the future.

Demographic and Economic Information	93
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These schedules offer demographic and economic indicators to help the reader understand the environment within which the City's financial activities take place.

Operating Information	95
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These schedules contain service and infrastructure data to help the reader understand how the information in the City's financial report relates to the services the City provides and the activities it performs.

Sources: Unless otherwise noted, the information in these schedules is derived from the comprehensive annual financial report for the relevant year.

CITY OF MONROE, GEORGIA

**NET POSITION BY COMPONENT
LAST TEN YEARS
(accrual basis of accounting)**

	Fiscal Year									
	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008
Governmental activities										
Net investment in capital assets	\$ 16,771,849	\$ 16,598,632	\$ 16,304,765	\$ 15,731,687	\$ 15,194,056	\$ 16,120,259	\$ 16,815,773	\$ 17,638,965	\$ 18,072,719	\$ 18,777,190
Restricted for law enforcement	7,885	14,495	40,614	45,678	26,451	14,005	21,615	40,435	38,796	44,239
Restricted for debt service	92,856	47,966	83,893	86,421	68,524	80,597	148,229	93,945	190,629	180,283
Restricted for capital projects	5,448,014	4,501,818	4,248,927	2,009,916	1,487,470	239,688	134,638	134,619	134,394	163,852
Restricted for tourism	3,537	3,197	8,371	12,639	8,510	-	-	-	-	-
Unrestricted	(763,091)	(639,323)	(787,256)	2,382,343	2,193,503	1,304,317	744,013	1,464,994	1,638,318	1,785,632
Total governmental activities net position	\$ 21,561,050	\$ 20,526,785	\$ 19,899,314	\$ 20,268,684	\$ 18,978,514	\$ 17,758,866	\$ 17,864,268	\$ 19,372,958	\$ 20,074,856	\$ 20,951,196
Business-type activities										
Net investment in capital assets	\$ 51,733,299	\$ 50,771,001	\$ 51,299,882	\$ 49,699,327	\$ 48,731,409	\$ 48,358,364	\$ 48,015,934	\$ 46,398,368	\$ 45,584,606	\$ 48,383,571
Restricted for debt service	249,332	186,716	215,898	215,898	215,898	221,200	274,045	316,073	309,721	230,896
Restricted for capital projects	12,097,845	9,441,663	8,383,507	15,244,250	12,615,279	11,666,917	9,800,800	9,523,530	7,782,254	4,359,447
Unrestricted	14,621,384	13,463,671	9,252,608	1,883,885	1,338,458	106,205	2,594,956	2,821,904	3,463,071	1,706,896
Total business-type activities net position	\$ 78,701,860	\$ 73,863,051	\$ 69,151,895	\$ 67,043,360	\$ 62,901,044	\$ 60,352,686	\$ 60,886,735	\$ 59,059,875	\$ 57,139,652	\$ 54,680,610
Primary government										
Net investment in capital assets	\$ 68,505,148	\$ 67,369,633	\$ 67,604,647	\$ 65,431,014	\$ 63,925,465	\$ 64,478,623	\$ 64,832,707	\$ 64,037,333	\$ 63,657,325	\$ 67,160,761
Restricted for law enforcement	7,885	14,495	40,614	45,678	26,451	14,005	21,615	40,435	38,796	44,239
Restricted for debt service	342,188	234,682	299,791	302,319	284,422	301,797	422,274	410,018	500,350	411,179
Restricted for capital projects	17,545,859	13,943,481	12,632,434	17,254,166	14,102,749	11,906,605	9,800,800	9,523,530	7,782,254	4,359,447
Restricted for tourism	3,537	3,197	8,371	12,639	8,510	-	-	-	-	-
Unrestricted	13,858,293	12,824,348	8,465,352	4,266,228	3,531,961	1,410,522	3,338,969	4,286,898	5,101,389	3,492,328
Total primary government net position	\$ 100,262,910	\$ 94,389,836	\$ 89,051,209	\$ 87,312,044	\$ 81,879,558	\$ 78,111,552	\$ 78,416,365	\$ 78,298,214	\$ 77,080,114	\$ 75,467,954

CITY OF MONROE, GEORGIA

**CHANGES IN NET POSITION
LAST TEN YEARS
(accrual basis of accounting)**

	Fiscal Year									
	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008
Expenses										
Governmental activities:										
General government										
Judicial	\$ 1,517,879	\$ 1,546,075	\$ 1,497,183	\$ 1,355,733	\$ 1,386,060	\$ 1,424,993	\$ 1,417,361	\$ 1,472,876	\$ 1,455,946	\$ 1,256,230
Public safety	103,571	121,714	112,734	97,474	91,707	96,201	103,077	123,640	104,591	86,259
Public works	5,515,442	5,268,876	5,282,765	5,327,544	4,953,432	5,315,309	5,246,043	5,299,486	4,996,201	5,149,446
Health and welfare	2,403,390	2,515,879	2,608,923	2,876,346	2,900,831	3,828,463	3,677,625	3,480,863	3,843,201	3,903,485
Culture and recreation	12,325	14,713	16,296	13,571	12,010	15,638	11,555	16,530	14,904	8,756
Housing and development	427,499	389,367	382,685	389,091	418,912	485,611	441,207	428,110	379,755	364,677
Interest on long-term debt	1,030,921	785,841	755,074	541,373	483,185	568,750	518,594	491,352	456,953	546,277
Total governmental activities expenses	64,856	120,015	178,624	206,995	222,051	245,921	266,783	284,722	300,072	313,270
Business-type activities:										
Utilities	11,075,893	10,762,480	10,834,284	10,810,127	10,468,188	11,980,886	11,682,245	11,597,579	11,551,623	11,628,400
Solid Waste	32,120,416	31,479,006 ⁽¹⁾	29,794,440	30,534,057	29,840,533	30,418,076 ⁽⁸⁾	29,575,971	28,520,470 ⁽⁷⁾	28,256,164 ⁽⁷⁾	30,977,046
GUTA	4,052,539	3,864,628	3,851,963	3,604,884	4,189,968	4,334,093	4,564,533	4,819,518	4,371,576	3,600,554
Total business-type activities expenses	333,199	296,924	79,193	54,165	45,617	48,989	41,179	53,699	-	-
Total primary government expenses	36,506,154	35,640,558	33,725,596	34,193,106	34,076,118	34,801,158	34,171,683	33,393,687	32,627,740	34,577,600
Program Revenues	47,582,037	46,403,038	44,559,880	45,003,233	44,544,306	46,782,044	45,853,928	44,991,266	44,179,363	46,206,000
Governmental activities:										
Charges for services:										
General government	\$ 747,865	\$ 801,829	\$ 702,850	\$ 711,630	\$ 739,038	\$ 603,191	\$ 646,816	\$ 549,883	\$ 524,931	\$ 594,914
Judicial	275,966	287,674	405,299	408,191	455,532	342,480	509,174	461,730	464,820	503,899
Public safety	73,869	50,448	125,489	97,188	77,546	46,638	82,798	57,119	58,667	78,890
Public works	61,123	30,411	35,930	31,530	22,471	39,805	13,810	15,380	11,470	19,788
Culture and recreation	15,520	12,920	8,785	12,313	12,313	2,775	1,775	1,650	875	2,000
Housing and development	328,659	227,155	212,784	70,504	126,510	43,724	-	-	-	-
Operating grants and contributions	133,651	169,506	182,306	74,634	73,074	377,316	187,652	334,014	125,117	108,675
Capital grants and contributions	1,998,249	1,686,099 ⁽²⁾	3,907,075	2,255,155	1,880,433	1,121,183	1,006,495	1,316,349	236,642	282,814
Total governmental activities program revenues	3,534,902	3,286,042	5,580,518	3,661,145	3,386,917	2,577,112	2,448,520	2,736,125	1,422,522	1,590,980
Business-type activities:										
Charges for services:										
Utilities	37,997,407	37,484,700 ⁽³⁾	35,898,925	35,424,676	33,267,174	31,737,327	31,714,571	30,822,621 ⁽⁷⁾	30,583,031 ⁽⁷⁾	31,443,996
Solid Waste	4,880,937	4,272,845	4,413,332	4,207,418	4,402,965	4,481,351	4,848,063	5,136,546 ⁽⁶⁾	4,689,342 ⁽⁸⁾	3,645,200
GUTA	119,824	120,868	73,468	36,965	56,992	61,133	21,535	15,460 ⁽⁶⁾	-	-
Capital grants and contributions	41,862	43,351	512,575	488,720	492,841	1,066,897	1,211,082	651,018	481,350	258,931 ⁽¹⁰⁾
Total business-type activities program revenues	42,740,030	41,921,764	40,898,300	40,156,779	38,219,972	37,346,708	37,795,251	36,625,645	35,753,723	35,348,127
Total primary government program revenues	46,374,932	45,167,806	46,478,818	43,819,924	41,606,889	39,923,820	40,243,771	39,361,770	37,176,245	36,939,107

CITY OF MONROE, GEORGIA

**CHANGES IN NET POSITION
LAST TEN YEARS
(accrual basis of accounting)**

	Fiscal Year									
	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008
Net (expense)/revenue										
Governmental activities	\$ (7,440,981)	\$ (7,496,438)	\$ (5,253,766)	\$ (7,148,982)	\$ (7,081,271)	\$ (9,403,774)	\$ (9,233,725)	\$ (8,861,454)	\$ (10,129,101)	\$ (10,037,420)
Business-type activities	6,233,876	6,281,206	7,172,704	5,965,673	4,143,854	2,545,550	3,623,568	3,231,958	3,125,983	770,527
Total primary government net (expense) revenue	<u>\$ (1,207,105)</u>	<u>\$ (1,215,232)</u>	<u>\$ 1,918,938</u>	<u>\$ (1,183,309)</u>	<u>\$ (2,937,417)</u>	<u>\$ (6,858,224)</u>	<u>\$ (5,610,157)</u>	<u>\$ (5,629,496)</u>	<u>\$ (7,003,118)</u>	<u>\$ (9,266,893)</u>
General Revenues and Other Changes										
In Net Position										
Governmental activities:										
Property taxes	\$ 3,184,467	\$ 2,985,136	\$ 3,158,414	\$ 3,216,546	\$ 3,254,266	\$ 2,931,008	\$ 2,865,418	\$ 2,987,370	\$ 2,957,251	\$ 3,058,767
Sales taxes	2,176,049	2,011,809	2,049,892	2,050,222	1,944,524	2,227,932	2,141,501	2,140,642	3,714,049	3,828,681
Franchise taxes	317,921	303,920	282,669	263,862	281,939	220,358	240,578	241,805	224,043	197,159
Other taxes	1,006,432	970,831	898,936	852,020	815,235	788,216	753,374	736,234	760,134	773,845
Unrestricted investment earnings	78	-	-	-	-	-	130	1,751	5,913	26,652
Miscellaneous	91,966	56,691	-	164,450	276,084	205,930	229,369	347,464	265,658	138,700
Gain on sale of capital assets	32,366	-	89,099	25,051	101,227	6,823	-	-	7,709	24,247
Transfers	1,665,967	1,795,522	1,680,148	1,867,001	1,627,644	2,918,105	1,682,370	1,704,065	1,357,462	1,332,717
Total governmental activities	<u>8,475,246</u>	<u>8,123,909</u>	<u>8,159,158</u>	<u>8,438,152</u>	<u>8,300,919</u>	<u>9,298,372</u>	<u>7,912,740</u>	<u>8,159,331</u>	<u>9,282,219</u>	<u>9,380,768</u>
Business-type activities:										
Investment earnings	265,069	175,847	76,109	43,644	32,148	38,506	61,067	72,110	87,161	172,734
Gain on sale of capital assets	5,831	49,625	-	-	-	-	-	320,220	603,360 ⁽⁷⁾	1,658
Transfers	(1,665,967)	(1,795,522)	(1,680,148)	(1,867,001)	(1,627,644)	(2,918,105) ⁽⁸⁾	(1,682,370)	(1,704,065)	(1,357,462)	(1,332,717)
Total business-type activities	<u>(1,395,067)</u>	<u>(1,570,050)</u>	<u>(1,604,039)</u>	<u>(1,823,357)</u>	<u>(1,595,496)</u>	<u>(2,879,599) ⁽⁸⁾</u>	<u>(1,621,303)</u>	<u>(1,311,735)</u>	<u>(666,941)</u>	<u>(1,158,325)</u>
Total primary government	<u>\$ 7,080,179</u>	<u>\$ 6,553,859</u>	<u>\$ 6,555,119</u>	<u>\$ 6,615,795</u>	<u>\$ 6,705,423</u>	<u>\$ 6,418,773</u>	<u>\$ 6,291,437</u>	<u>\$ 6,847,596</u>	<u>\$ 8,615,278</u>	<u>\$ 8,222,443</u>
Change in Net Position										
Governmental activities	\$ 1,034,265	\$ 627,471	\$ 2,905,392	\$ 1,290,170	\$ 1,219,648	\$ (105,402)	\$ (1,320,985)	\$ (702,123)	\$ (846,882)	\$ (656,652)
Business-type activities	4,838,809	4,711,156	5,588,665	4,142,316	2,548,358	(394,049) ⁽⁸⁾	2,002,265	1,920,223	2,459,042	(387,798)
Total primary government	<u>\$ 5,873,074</u>	<u>\$ 5,338,627</u>	<u>\$ 8,474,057</u>	<u>\$ 5,432,486</u>	<u>\$ 3,768,006</u>	<u>\$ (439,451)</u>	<u>\$ 681,280</u>	<u>\$ 1,218,100</u>	<u>\$ 1,612,160</u>	<u>\$ (1,044,450)</u>

(1) The allocation of charges for services to the various functions was changed in 2006 to more accurately reflect the nature of the City's activities.

(2) The City received and expended several large grants in 2006 that had not been received in prior years.

(3) In 2006, the City received fewer grants and contributions related to business-type activities than in prior years.

(4) During 2007, the City eliminated the internal service funds and began accounting for revenue and expenditures in the general fund.

(5) During 2006 several large industries closed resulting in lower utility revenue and expenses.

(6) Economic conditions in 2008 caused decrease in new construction and therefore reducing revenue from tap fees and capital contributions.

(7) In 2009, the City raised water and sewer rates, lost a major wholesale water customer mid-year, sold the Oconee County Gas system factors that would lower revenues but also lower expenses.

(8) The City raised solid waste rates.

(9) 2010 was the first year for its new regional training facility.

(10) The City transferred additional funds to establish a stabilization fund coupled with an increase in expenses caused a decrease in the business type activities net position.

(11) The City eliminated several positions city wide and redesigned health insurance benefits contributing to an increase in net position which is in line with historic trends.

(12) Utility rates were restructured coupled with an increase in telecommunication customer base.

CITY OF MONROE, GEORGIA

GOVERNMENTAL ACTIVITIES TAX REVENUES BY SOURCE LAST TEN YEARS (accrual basis of accounting)

Fiscal Year	Property Tax	Sales Tax	Franchise Tax	Other Tax	Total
2008	\$ 3,058,767	\$ 3,828,681	\$ 197,159 ⁽³⁾	\$ 773,845	\$ 7,858,452
2009	2,957,251	3,714,049	224,043	760,134	7,655,477
2010	2,987,370	2,140,642 ⁽²⁾	241,805	736,234	6,106,051
2011	2,865,418	2,141,501	240,578	753,374	6,000,871
2012	2,931,008	2,227,932	220,358	788,216	6,167,514
2013	3,254,266	1,944,524	281,939	815,235	6,295,964
2014	3,216,546	2,050,222	263,862	852,020	6,382,650
2015	3,158,414	2,049,892	282,669	898,936	6,389,911
2016	2,985,136 ⁽¹⁾	2,011,809	303,920	970,831	6,271,696
2017	3,184,467	2,176,049	317,921	1,006,432	6,684,869

(1) Property tax decrease in 2016 due to a decrease in title ad-valorem tax (TAVT) due to a change in the State formula

(2) Sales tax decrease in 2010 was due to reduction in the amount of SPLOST collected

(3) Franchise tax decrease in 2008 was due to the closing of an industry where Georgia Power paid franchise tax to the city

CITY OF MONROE, GEORGIA

FUND BALANCES OF GOVERNMENTAL FUNDS LAST TEN YEARS (modified accrual basis of accounting)

	Fiscal Year									
	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008
General fund										
Nonspendable	\$ 112,615	\$ 99,052	\$ 79,697	\$ 93,464	\$ 524,692	\$ 565,569	\$ 541,999 (8)	\$ 487,204	\$ 360,414	\$ 614,722
Restricted	92,741	47,850 (1)	197,243	199,305	68,408	185,354	147,833	93,280	190,227	179,673
Committed	-	-	-	-	-	-	-	-	-	-
Assigned	10,739	17,108	10,359	5,209	2,800	275	272	3,142	-	-
Unassigned	2,537,155	2,807,490	2,570,778	2,607,515 (3)	1,907,321 (4)	969,763 (6)	498,956 (9)	802,954	1,041,342	957,494
Total general fund	\$ 2,753,250	\$ 2,971,500	\$ 2,858,077	\$ 2,905,493	\$ 2,503,221	\$ 1,720,961	\$ 1,189,060	\$ 1,386,580	\$ 1,591,983	\$ 1,751,889
Nonmajor governmental funds										
Nonspendable	\$ -	\$ -	\$ -	\$ -	\$ 329,445	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted	5,459,551	4,519,626 (2)	177,061	1,955,349	1,522,547 (5)	148,936 (7)	156,649	153,141	156,703	64,137
Committed	-	-	-	-	-	-	-	-	-	-
Assigned	-	-	-	-	-	5,130	2,363	2,157	4,123	5,948
Unassigned	-	-	-	-	-	-	-	-	-	-
Total nonmajor governmental funds	\$ 5,459,551	\$ 4,519,626	\$ 177,061	\$ 1,955,349	\$ 1,851,992	\$ 154,066	\$ 159,012	\$ 155,298	\$ 160,826	\$ 70,085

(1) Restricted for General Obligation debt service. Decrease due to refunding of General Obligation Bonds.

(2) Increase in capital projects in the SPLOST fund for street enhancement projects.

(3) The increase in unassigned fund balance of the general fund was due to the advance from solid waste, shown in non spendable prior years being repaid.

(4) The increase in unassigned fund balance of the general fund was due to a change in health insurance benefits.

(5) The increase in restricted fund balance of the nonmajor governmental funds was due to an increase in cash in the SPLOST Fund.

(6) The increase in unassigned fund balance of the general fund was due to a transfer from the Capital Improvement Account in the Enterprise Fund.

(7) The decreasing restricted fund balance in nonmajor governmental funds is due to the completion of projects for which there were no offsetting revenues.

(8) The variances in nonspendable fund balance in the general fund is due to advances to the Solid Waste Fund.

(9) The decrease in unassigned fund balance of the general fund was due to excess health insurance costs for which there were no offsetting revenues.

CITY OF MONROE, GEORGIA

CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS LAST TEN YEARS (modified accrual basis of accounting)

	Fiscal Year									
	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008
Revenues										
Taxes	\$ 6,689,354	\$ 6,357,296	\$ 6,502,341	\$ 6,348,447	\$ 6,325,445	\$ 6,108,042	\$ 6,281,497	\$ 6,123,772 (8)	\$ 7,699,696	\$ 7,649,019
Licenses and permits	165,100	248,648 (2)	122,927	138,792	196,760	111,449	180,880	133,385	115,645	172,791
Intergovernmental	2,093,558	1,850,796 (3)	3,974,481	2,064,479	1,953,507	1,498,499	1,182,147	1,224,363 (9)	307,309	252,935
Fines and forfeitures	294,986	321,644	494,682	488,314	514,691	371,711	554,003	500,670	504,874	565,637
Charges for services	779,484	647,933	676,607	690,311	710,246	595,453	497,875	451,707	437,664	456,636
Interest income	78	-	-	-	-	-	130	1,751	5,913	26,652
Miscellaneous	385,249	253,712	336,449	176,163	241,020	205,930	229,369	347,464	258,238	143,127
Total revenues	10,407,809	9,680,029	12,107,487	9,906,506	9,941,669	8,891,084	8,925,901	8,783,112	9,329,339	9,266,797
Expenditures										
General government	2,764,072	1,433,553	1,508,238	1,212,677	1,136,495	1,205,908	1,146,185	1,227,762	1,201,703	1,075,790
Judicial	105,338	121,372	115,074	97,474	91,707	96,201	103,077	123,640	104,591	86,259
Public safety	5,653,123	4,951,030	5,186,269	5,036,599	4,753,252	5,238,938	5,198,818	5,126,640	4,916,959	4,900,123
Public works	1,946,854	1,704,309	1,889,017	1,916,788	1,968,151	2,879,181	2,697,704	2,383,556	2,990,673	2,725,633 (12)
Health and welfare	12,325	14,713	16,296	13,571	12,010	15,638	11,555	16,530	14,904	8,756
Culture and recreation	445,762	372,073	396,114	364,867	393,915	437,876	392,804	427,526	348,115	321,178
Housing and development	1,035,645	656,720	633,359	561,720	483,288	569,341	513,349	490,840	454,176	544,849
Intergovernmental	-	-	-	-	-	-	-	138,907 (10)	-	-
Capital outlay	333,013	652,189	789,827	1,035,642	445,571	128,408	66,479	121,027	118,346 (11)	1,234,861 (11)
Debt service										
Principal retirements	810,000	961,791	902,070	838,524	525,000	470,000	410,000	355,000	310,000	270,000
Issuance Costs	-	34,693 (4)	-	-	-	-	-	-	-	-
Interest and fiscal charges	32,725	145,959	182,929	215,725	228,877	252,103	272,265	289,482	304,208	316,897
Total expenditures	13,138,857	11,048,402	11,619,193	11,293,587	10,038,266	11,293,594	10,812,236	10,700,910	10,763,675	11,484,346
Excess of revenues over (under) expenditures	(2,731,048)	(1,368,373)	488,294	(1,387,081)	(96,597)	(2,402,510)	(1,886,335)	(1,917,798)	(1,434,336)	(2,217,549)

CITY OF MONROE, GEORGIA

CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS (continued) LAST TEN YEARS (accrual basis of accounting)

	Fiscal Year									
	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008
Other financing sources (uses)										
Issuance of note payable	1,500,000 ⁽¹⁾	-	-	-	-	-	-	-	-	-
Issuance of long-term debt	-	2,513,000 ⁽⁵⁾	-	-	-	-	-	-	-	-
Payment to refunded bond escrow agent	-	(2,478,307) ⁽⁵⁾	-	-	-	-	-	-	-	-
Capital leases	245,900	-	-	-	772,385	-	-	-	-	-
Proceeds from sale of capital assets	32,366	-	89,099	25,709	176,754	11,360	10,159	2,802	7,709	25,335
Transfers in	2,807,434	2,774,323	2,737,479	2,659,802	2,506,264	3,640,105 ⁽⁷⁾	2,390,995	2,458,316	2,097,121	2,187,399
Transfers out	(1,141,467)	(978,801)	(1,057,331)	(792,801)	(878,620)	(722,000)	(708,625)	(754,251)	(739,659)	(854,682)
Total other financing sources (uses)	3,444,233	1,830,215	1,769,247	1,892,710	2,576,783	2,929,465	1,692,529	1,706,867	1,365,171	1,358,052
Net change in fund balances	\$ 713,185	\$ 461,842	\$ 2,257,541	\$ 505,629	\$ 2,480,186 ⁽⁶⁾	\$ 526,955 ⁽⁷⁾	\$ (193,806)	\$ (210,931)	\$ (69,165)	\$ (859,497)
Debt service as a percentage of noncapital expenditures	6.58%	10.99%	10.02%	10.28%	7.86%	6.47%	6.35%	6.09%	5.77%	5.73%

(1) Purchas of the Walton Plaza property & building

(2) Large increase in building permits, specifically a major hospital renovaton for a regional mental health center and a new addition to the new hospital

(3) Large decrease in intergovernmental due to in 2015 the City received a 2007 SPLOST settlement in the amount of \$2.1 million

(4) Issuance costs broken out for 2016 only, prior years not updated

(5) Result of refunding of General Obligation Bonds in December 2016

(6) Decrease in health insurance expense, reduction of employee count along with other cost saving measures

(7) Additional transfer in from business type activities increased fund balance

(8) Sales tax decrease in 2010 due to reduction in the amount of SPLOST collected

(9) Increase in grant funds

(10) Prior year payment to Walton County to supplement debt service payment on SPLOST bonds

(11) Due to economic conditions the City reduced capital purchases during 2008 and 2009

(12) Includes SPLOST funds and reflects the first full year of projects

CITY OF MONROE, GEORGIA

GENERAL GOVERNMENTAL TAX REVENUES BY SOURCE LAST TEN YEARS

(modified accrual basis of accounting)

Fiscal Year	Property Tax	Sales Tax	Occupation Tax	Insurance Premium Tax	Franchise Tax	Alcoholic Beverage Tax	Other Taxes	Total
2008	\$ 2,796,952	\$ 3,466,283	\$ 81,573	\$ 638,429	\$ 197,159	\$ 325,791	\$ 142,831	\$ 7,649,019
2009	2,982,426	2,609,135 ⁽⁴⁾	81,800	632,440	224,043	315,945	853,907 ⁽⁵⁾	7,699,696
2010	2,925,133	1,827,746	79,725	614,059	241,805	310,500	124,802	6,123,772
2011	3,000,325	1,869,516	78,900	620,730	240,578	313,318	158,130	6,281,497
2012	2,811,677	1,904,411	76,800	659,319	220,358	323,521	111,956	6,108,042
2013	3,226,884 ⁽²⁾	1,624,397 ⁽³⁾	79,100	682,662	281,939	320,128	110,335	6,325,445
2014	3,139,290	1,732,915	81,700	712,964	263,862	317,307	100,409	6,348,447
2015	3,218,624	1,694,943	84,150	761,685	282,669	314,926	105,321	6,462,318
2016	3,045,230 ⁽¹⁾	1,672,504	86,200	825,052	303,920	296,799	127,591	6,357,296
2017	3,155,876	1,782,464	87,339	852,827	317,921	347,533	99,342	6,643,302

(1) Property tax increased in 2016 with collections performed by Walton County Tax Commissioner's office

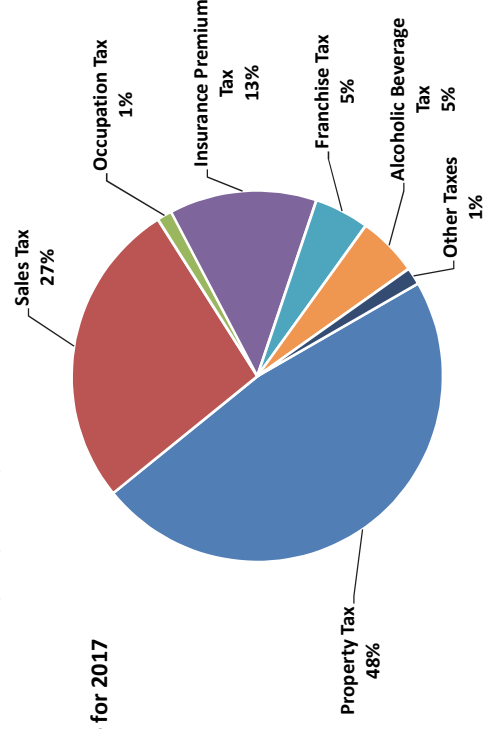
(2) Property tax increase in 2013 was due to a large abated property becoming taxable

(3) Sales tax decrease in 2013 was due to the renegotiation of allocation from Walton County

(4) Sales tax decrease in 2009 was due to a combination of Local Option Sales Tax (LOST) collections down around \$170 thousand and fewer projects funded by Special Local Option Sales Tax (SPLOST)

(5) Other tax increase in 2009 was due to tax revenue from Walton County for by-pass project

Tax Revenues by Source for 2017



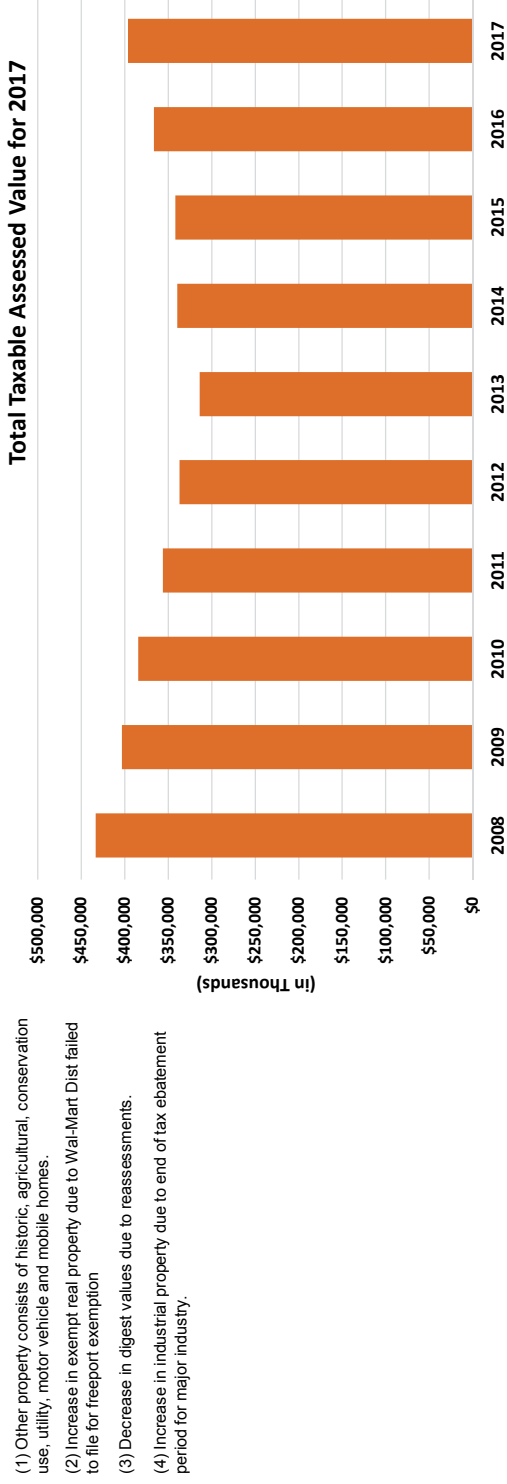
CITY OF MONROE, GEORGIA

ASSESSED VALUE AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY LAST TEN YEARS

Fiscal Year	Residential Property	Commercial Property	Industrial Property	Other Property (1)	Less: Tax Exempt Real Property	Total Taxable Assessed Value	Total Direct Tax Rate	Estimated Actual Taxable Value	Assessed Value as a Percentage of Actual Value
2008	\$ 187,519,051	\$ 138,469,311	\$ 79,581,022 (4)	\$ 31,299,097	\$ 3,422,418	\$ 433,446,063	6.601	\$ 1,083,615,158	40%
2009	161,673,076	139,580,443	73,839,067	32,131,394	3,953,327	403,270,653 (3)	6.997	1,008,176,633	40%
2010	146,326,775	139,440,236	77,025,123	29,152,513	7,335,008	384,609,639 (3)	7.240	961,524,098	40%
2011	129,835,247	135,178,569	69,790,797	28,142,060	6,823,832	356,122,841 (3)	7.612	890,307,103	40%
2012	109,425,675	132,208,471	76,182,889	27,209,932	8,170,494	336,856,473 (3)	8.231	842,141,183	40%
2013	107,348,542	125,669,505	58,924,814	29,444,826	7,518,692	313,868,995 (3)	8.470	784,672,488	40%
2014	111,572,435	151,640,759	65,604,578	24,586,089	13,654,853 (2)	339,749,008	8.353	849,372,520	40%
2015	122,503,729	149,253,961	63,854,238	20,097,713	13,888,756	341,820,885	8.115	854,552,213	40%
2016	138,620,409	155,101,971	77,120,434	17,224,710	21,630,049	366,437,475	7.802	916,093,688	40%
2017	162,883,341	157,978,674	90,977,408	16,089,194	31,688,869	396,239,748	7.421	990,599,370	40%

Source: Walton County Tax Assessors Office

Note: Property in the City is reassessed periodically. Property is assessed at 40% of the fair market value; therefore, the assessed values are equal to 40% of the estimated actual value. Tax rates are per \$1,000 of assessed value.



(1) Other property consists of historic, agricultural, conservation use, utility, motor vehicle and mobile homes.

(2) Increase in exempt real property due to Wal-Mart Dist failed to file for freoport exemption

(3) Decrease in digest values due to reassessments.

(4) Increase in industrial property due to end of tax ebatement period for major industry.

CITY OF MONROE, GEORGIA

PROPERTY TAX RATES - DIRECT AND OVERLAPPING GOVERNMENTS (1) PER \$1,000 OF ASSESSED VALUE LAST TEN YEARS

Fiscal Year	City of Monroe, Georgia			Overlapping Rates				Total Direct & Overlapping Rates	
	Operating Millage	Debt Service Millage	Total City Millage	County	School District				
					Operating Millage	Debt Service Millage	Total School Millage		
2008	5.189	1.412	6.601	9.632	17.490	2.450	19.940	0.25	36.423
2009	5.403	1.594	6.997	10.231	18.250	2.200	20.450	0.25	37.928
2010	5.512	1.728	7.240	10.542	18.600	2.200	20.800	0.25	38.832
2011	5.565	2.047	7.612	11.135	19.600	2.200	21.800	0.25	40.797
2012	6.020	2.211	8.231	11.998	19.300	3.500	22.800	0.20	43.229
2013	5.971	2.499	8.470	11.928	19.802	3.700	23.502	0.15	44.050
2014	6.017	2.336	8.353	11.773	19.502	3.500	23.002	0.10	43.228
2015	5.734	2.381	8.115	11.194	19.250	3.350	22.600	0.05	41.959
2016	5.582	2.220	7.802	11.325	18.900	3.200	22.100	-	41.227
2017	5.418	2.003	7.421	10.905	18.700	2.900	21.600	-	39.926

Source: Walton County Tax Assessors Office & Ga Dept of Revenue website

Note: Assessed values are established by the County Assessors on January 1 of each year at 40% of the actual value.

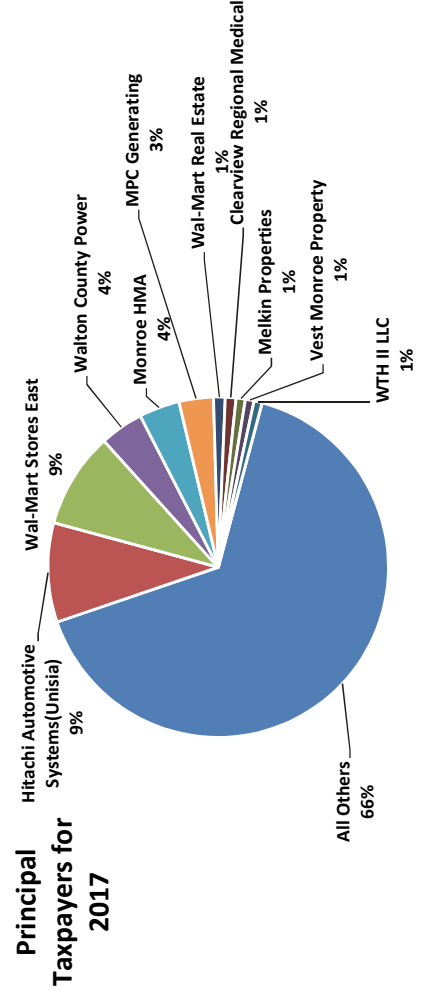
(1) Overlapping rates are those of local and county governments that apply to property owners within the City of Monroe.

CITY OF MONROE, GEORGIA

PRINCIPAL PROPERTY TAXPAYERS CURRENT AND NINE YEARS AGO (amounts expressed in thousands)

	2017			2008		
	Taxpayer	Taxable Assessed Value	Rank	Percentage of Taxable Assessed Value	Taxable Assessed Value	Rank
	Hitachi Automotive Systems(Unisia)	\$ 37,400	1	9.438724 %	\$ 12,081	4
	Wal-Mart Stores East	36,011	2	9.088179	8,264	5
	Walton County Power	16,367	3	4.130577	36,495	1
	Monroe HMA	15,330	4	3.868867	5,724	7
	MPC Generating	12,894	5	3.254088	27,266	2
	Wal-Mart Real Estate	4,407	6	1.112205	-	-
	Clearview Regional Medical	4,017	7	1.01378	-	-
	Melkin Properties	3,517	8	0.887593	-	-
	Vest Monroe Property	3,265	9	0.823996	-	-
	WTH II LLC	3,048	10	0.769231	-	-
	Wal-Mart Distribution				13,715	3
	E. Kenneth Murray				5,937	6
	Windstream Georgia				5,324	8
	Walton Ventures, Inc				4,256	9
	Home Depot				3,893	10
	Totals	\$ 136,256		34.39 %	\$ 122,955	
					26.49 %	

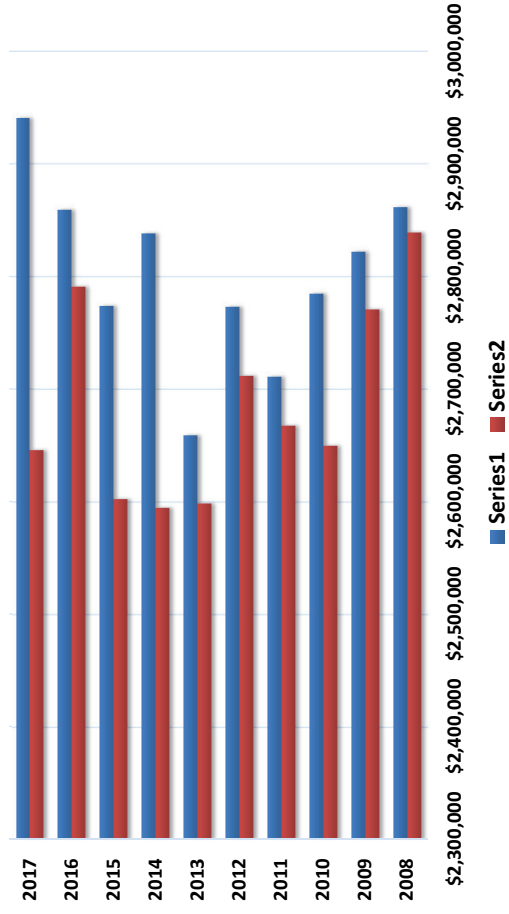
Source: Walton County Tax Commissioner's Office



CITY OF MONROE, GEORGIA

PROPERTY TAX LEVIES AND COLLECTIONS LAST TEN YEARS

Fiscal Year	Total Tax Levy	Collected within the Fiscal Year of the Levy		Collections in Subsequent Years	Total Collections to Date	
		Amount	Percentage of Levy		Amount	Percentage of Levy
2008	\$ 2,861,177	\$ 2,384,167	83.3 %	\$ 454,236	\$ 2,838,402	99.2 %
2009	2,821,685	2,434,128	86.3	336,438	2,770,565	98.2
2010	2,784,574	2,294,092	82.4	355,174	2,649,266	95.1
2011	2,710,807	2,310,988	85.3	356,771	2,667,759	98.4
2012	2,772,666	2,429,276	87.6	282,203	2,711,478	97.8
2013	2,658,470	2,371,648	89.2	226,673	2,598,321	97.7
2014	2,837,923	2,381,738	83.9	212,842	2,594,580	91.4
2015	2,773,876	2,391,671	86.2	210,513	2,602,184	93.8
2016	2,858,945	2,610,797	91.3	180,030	2,790,827	97.6
2017	2,940,495	2,645,638	90.0	-	2,645,638	90.0

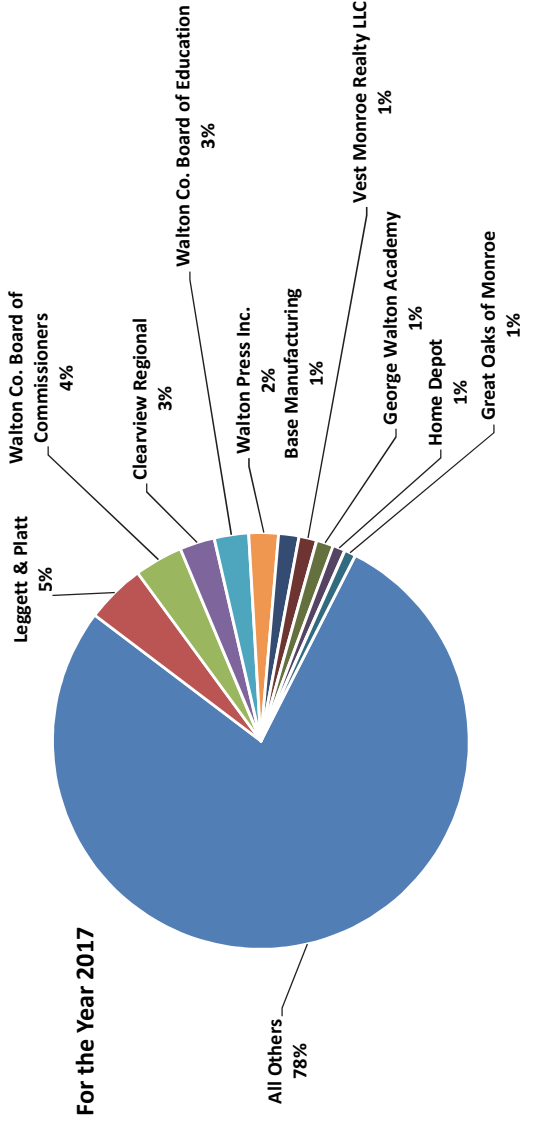


CITY OF MONROE, GEORGIA

TOP TEN ELECTRIC CUSTOMERS CURRENT AND NINE YEARS AGO

Customer	2017			2008		
	Usage in MWh	Annual Revenue (in thousands)	Percentage of Total Revenues	Usage in MWh	Annual Revenue (in thousands)	Percentage of Total Revenues
Leggett & Platt	10,992	\$ 805	4.61 %	8,052	602	4.42 %
Walton Co. Board of Commissioners	5,872	658	3.77	5,855	597	4.38
Clearview Regional	4,815	474	2.71	5,158	299	2.20
Walton Co. Board of Education	3,998	467	2.67	6,511	711	5.22
Walton Press Inc.	3,888	402	2.30	2,670	262	1.92
Base Manufacturing	2,474	273	1.56	2,150	234	1.72
Vest Monroe Realty LLC	2,310	242	1.39			
George Walton Academy	2,046	231	1.32	2,110	245	1.80
Home Depot	1,543	168	0.96	2,022	92	0.68
Great Oaks of Monroe	1,391	155	0.89			
Southern Family Markets (BiLo)				1,896	157	1.15
Quality Foods				1,665	142	1.04
Totals	39,329	3,875	22.18	38,089	3,341	24.53
All Others	106,866	13,593	77.82	104,701	10,278	75.47
Annual Totals	146,195	\$ 17,468	100.00 %	142,790	\$ 13,619	100.00 %

Source: City of Monroe Finance Department

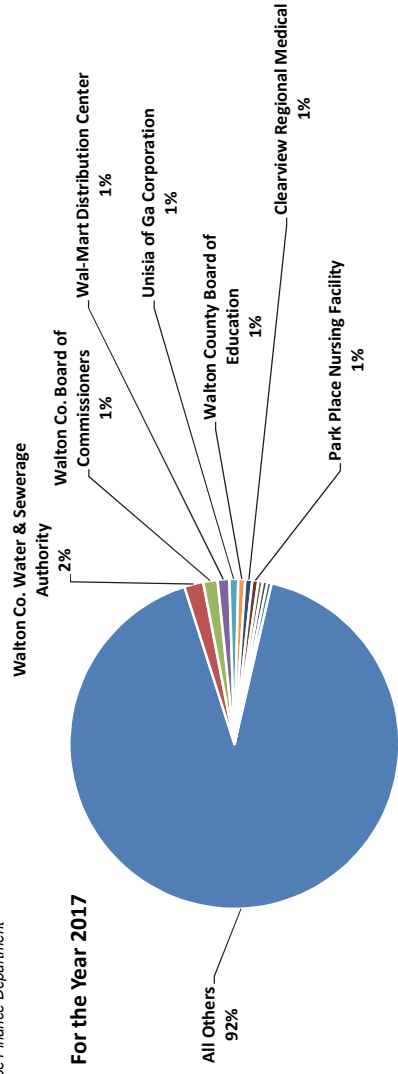


CITY OF MONROE, GEORGIA

TOP TEN WATER CUSTOMERS CURRENT AND NINE YEARS AGO

Customer	2017				2008			
	Usage in Gallons (thousands)	Annual Revenue (thousands)	Rank	Percentage of Total Revenues	Usage in Gallons (thousands)	Annual Revenue (thousands)	Rank	Percentage of Total Revenues
Walton Co. Water & Sewerage Authority	51,250	\$	88	1.86 %	570,742	923	1	26.48 %
Walton Co. Board of Commissioners	8,425		66	1.40	15,206	54	2	1.55
Wal-Mart Distribution Center	9,679		54	1.14	8,656	25	5	0.72
Unisia of Ga Corporation	6,812		41	0.87				
Walton County Board of Education	3,097		33	0.70	8,623	35	4	1.00
Clearview Regional Medical	5,473		32	0.68	15,480	46	3	1.32
Park Place Nursing Facility	3,354		28	0.59	2,031	9	7	0.26
Doyle Energy Facility	2,303		21	0.44				
Endwell Associates Inc	3,527		20	0.42				
George Walton Academy	2,666		19	0.40				
Thomas Concrete					2,510	11	6	0.32
Home Depot					2,809	8	8	0.23
Base Manufacturing					2,754	8	9	0.23
Great Oaks					2,366	7	10	0.20
Totals	96,586	402		8.50	631,177	1,126		32.30
All Others	547,414	4,319		91.50	582,147	2,360		67.70
Annual Totals	644,000	4,721		100.00 %	1,147,000	\$ 3,486		100.00 %

Source: City of Monroe Finance Department



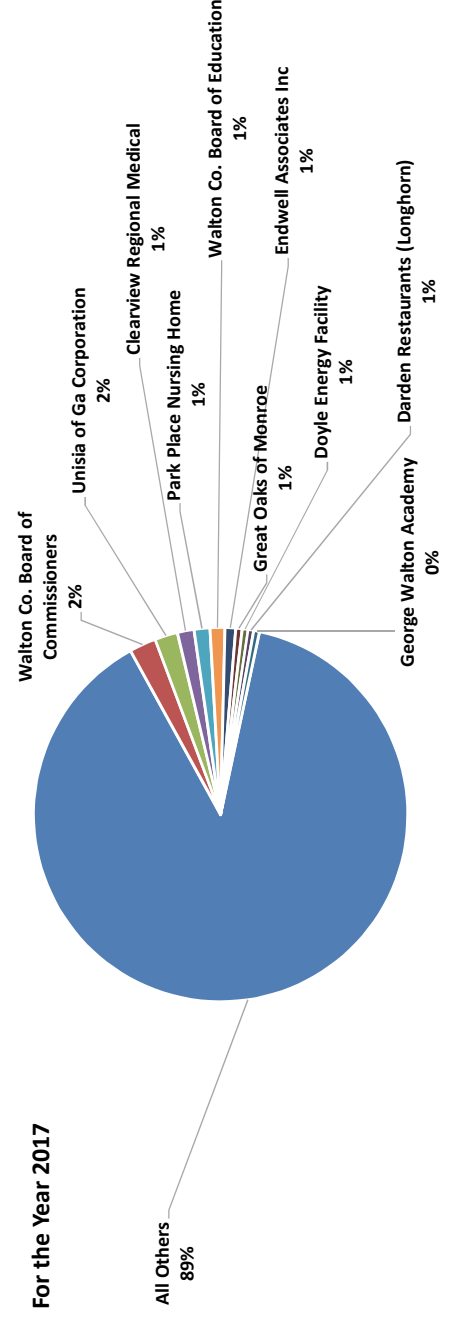
CITY OF MONROE, GEORGIA

TOP TEN SEWER CUSTOMERS CURRENT AND NINE YEARS AGO

	2017				2008			
Customer	Usage in Gallons (thousands)	Annual Revenue (thousands)	Rank	Percentage of Total Revenues	Usage in Gallons (thousands)	Annual Revenue (thousands)	Rank	Percentage of Total Revenues
Walton Co. Board of Commissioners	6,723	\$	89	2.31 %	8,710	\$	57	2.70 %
Unisia of Ga Corporation	6,658		76	1.97				
Clearview Regional Medical	5,179		56	1.45	15,480		87	1
Park Place Nursing Home	3,353		53	1.37	2,028		17	4
Walton Co. Board of Education	2,538		49	1.27	4,705		33	3
Endwell Associates Inc	3,397		36	0.93				
Great Oaks of Monroe	1,810		21	0.54	1,351		7	10
Doyle Energy Facility	1,282		20	0.52				
Darden Restaurants (Longhorn)	1,790		19	0.49				
George Walton Academy	1,152		19	0.49				
Base Manufacturing					1,561		9	7
Sigan PET Inc					2,754		15	5
Presenius Medical Care					1,233		10	6
Wal-Mart Store					1,395		7	8
Totals	33,882	438		11.34	1,392	249	9	0.33
					40,609			11.45
All Others		3,418		88.66		1,865		88.22
Annual Totals		\$ 3,856		100.00 %		\$ 2,114		100.00 %

Source: City of Monroe Finance Department

For the Year 2017

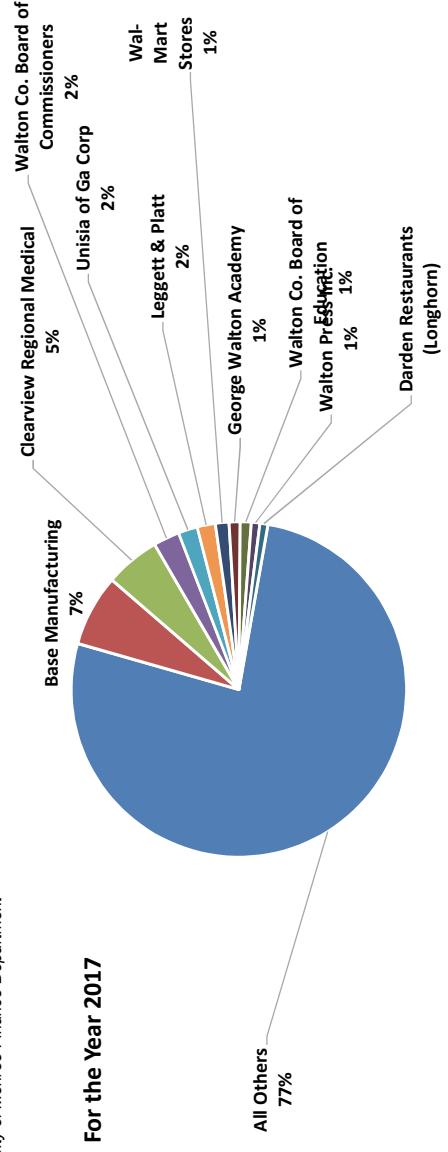


CITY OF MONROE, GEORGIA

TOP TEN GAS CUSTOMERS CURRENT AND NINE YEARS AGO

Customer	2017			2008		
	Usage in MCF	Annual Revenue (thousands)	Percentage of Total Revenues	Usage in MCF	Annual Revenue (thousands)	Percentage of Total Revenues
Base Manufacturing	24,521	\$ 216	1	15,354	\$ 221	3
Clearview Regional Medical	17,154	166	2	13,677	215	4
Walton Co. Board of Commissioners	7,593	79	3	8,000	118	6
Unisia of Ga Corp	5,790	58	4			
Leggett & Platt	5,578	55	5	13,602	210	5
Wal-Mart Stores	4,227	41	6	5,413	84	8
George Walton Academy	3,256	33	7	3,467	50	10
Walton Co. Board of Education	3,174	33	8	7,431	105	7
Walton Press Inc.	2,613	26	9			
Darden Restaurants (Longhorn)	2,498	24	10			
A Warrior Roofing				23,803	353	1
Universal Rundle				14,825	272	2
Wal-Mart Distribution				3,859	57	9
Totals	76,404	731	23.34	109,431	1,685	28.44
All Others	189,341	2,400	76.66	248,333	4,238	71.56
Annual Totals	265,745	\$ 3,131	100.00 %	364,681	\$ 5,923	100.00 %

Source: City of Monroe Finance Department



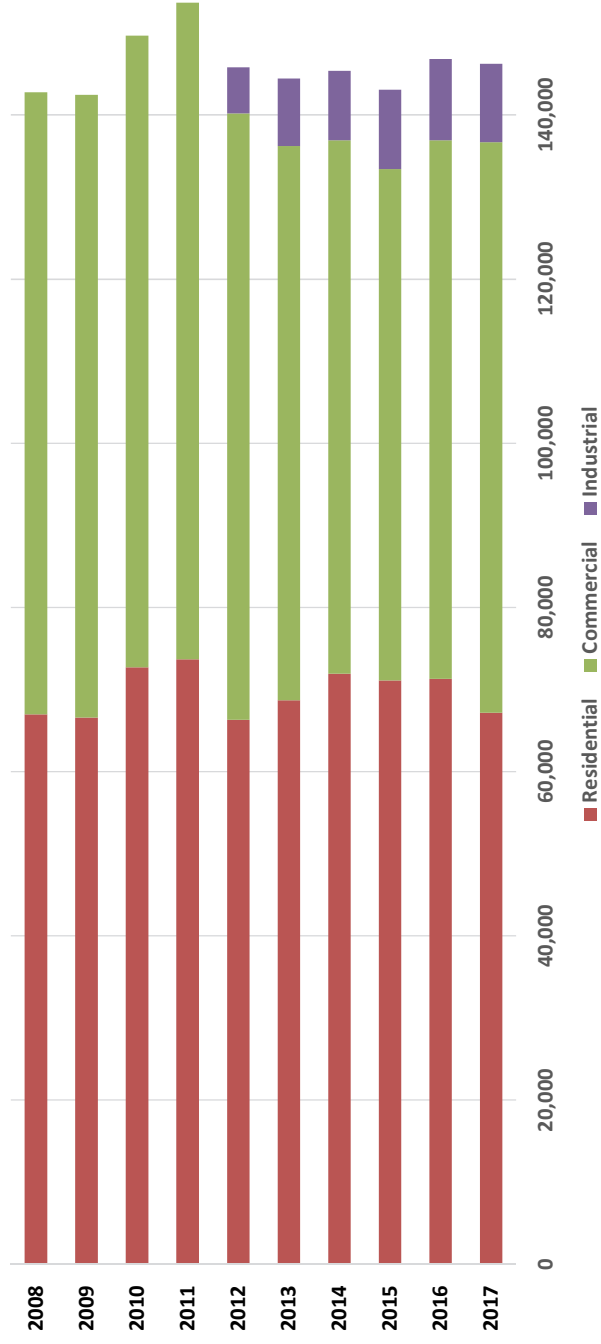
CITY OF MONROE, GEORGIA

ELECTRIC MWH SOLD BY TYPE OF CUSTOMER LAST TEN YEARS

Type of Customer	Fiscal Year									
	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008
Residential	67,191	71,297	71,109	71,914	68,679	66,309	73,685	72,690	66,608	66,972
Commercial	69,461	65,589	62,282	64,971	67,529	73,865	80,000	76,979	75,807	75,783
Industrial	9,543	9,896	9,651	8,479	8,221	5,589 ⁽¹⁾	-	-	-	-
Total	<u>146,195</u>	<u>146,782</u>	<u>143,042</u>	<u>145,364</u>	<u>144,429</u>	<u>145,763</u>	<u>153,685</u>	<u>149,669</u>	<u>142,415</u>	<u>142,755</u>

(1) Beginning in 2012, the industrial classification was added. Previously this customer was included in commercial.

Source: City of Monroe Finance Department



CITY OF MONROE, GEORGIA

WATER GALLONS SOLD BY TYPE OF CUSTOMER LAST TEN YEARS (amounts expressed in millions)

Type of Customer	Fiscal Year									
	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008
Residential	416	427	419	399	406	420	424	402	412	417 (4)
Small Commercial (1)	144	143	119	114	111	129	130	118	124	116 (4)
Large Commercial & Industrial (1)	33	38	41	25	27	37	36	29	40	43 (4)
Wholesale	51	65	52	51	50 (1)	16	15	26 (2)	480 (3)	571
Total	644	673	631	589	594	602	605	575	1,056	1,147

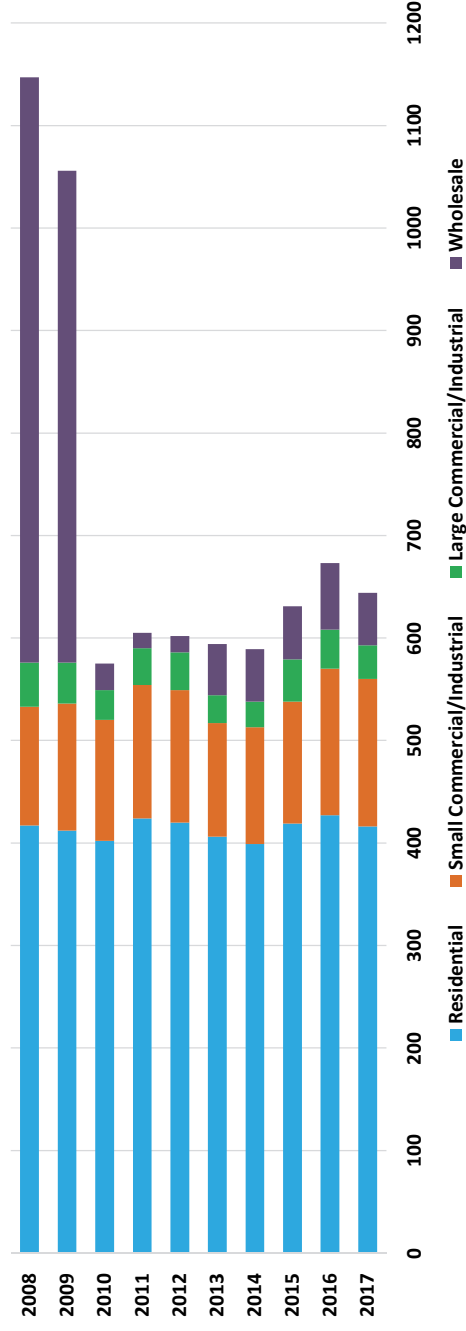
(1) Walton County Water & Sewer Authority purchased a greater amount of wholesale during 2013.

(2) Walton County Water & Sewer Authority purchased a small amount of wholesale during 2010.

(3) Wholesale sold decreased due to agreement ending late in 2009 with Walton County Water & Sewer Authority.

(4) Residential, Commercial and Industrial sold decreased in 2008 due to increased conservation measures during drought.

Source: City of Monroe Finance Department



CITY OF MONROE, GEORGIA

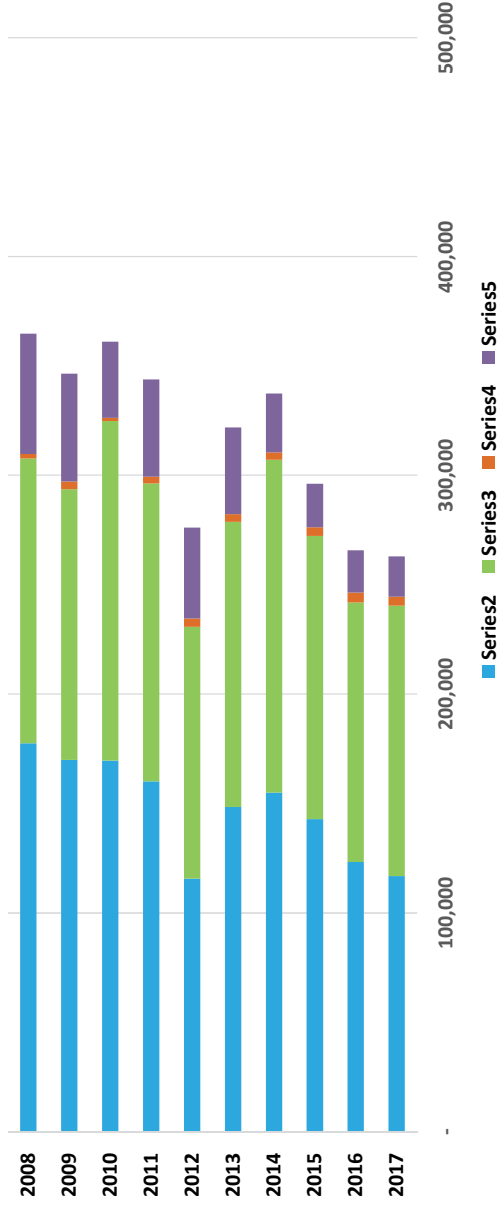
GAS MCF SOLD BY TYPE OF CUSTOMER LAST TEN YEARS

Type of Customer	Fiscal Year									
	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008
Residential	116,889	123,276	142,784	154,956	148,391	115,644 (1)	160,106	169,568	169,916	177,587
Commercial	123,504	118,610	129,427	152,196	130,356	115,164 (1)	136,208	155,223 (2)	123,767	130,154
Agriculture	4,092	4,448	4,046	3,341	3,517	3,782	2,987	1,460	3,487	1,941
Industrial	18,428	19,411	19,837	26,870	39,539	41,500 (1)	44,485	34,774 (2)	49,270	54,999
Interruptible	-	-	-	-	-	-	-	-	-	-
Total	262,913	265,745	296,094	337,363	321,803	276,090	343,786	361,025	346,440	364,681

(1) Decrease as a result of milder weather conditions

(2) Large customer switched from Industrial Rate to Commercial Rate

Source: City of Monroe Finance Department



CITY OF MONROE, GEORGIA

TELECOMMUNICATION SALES LAST TEN YEARS

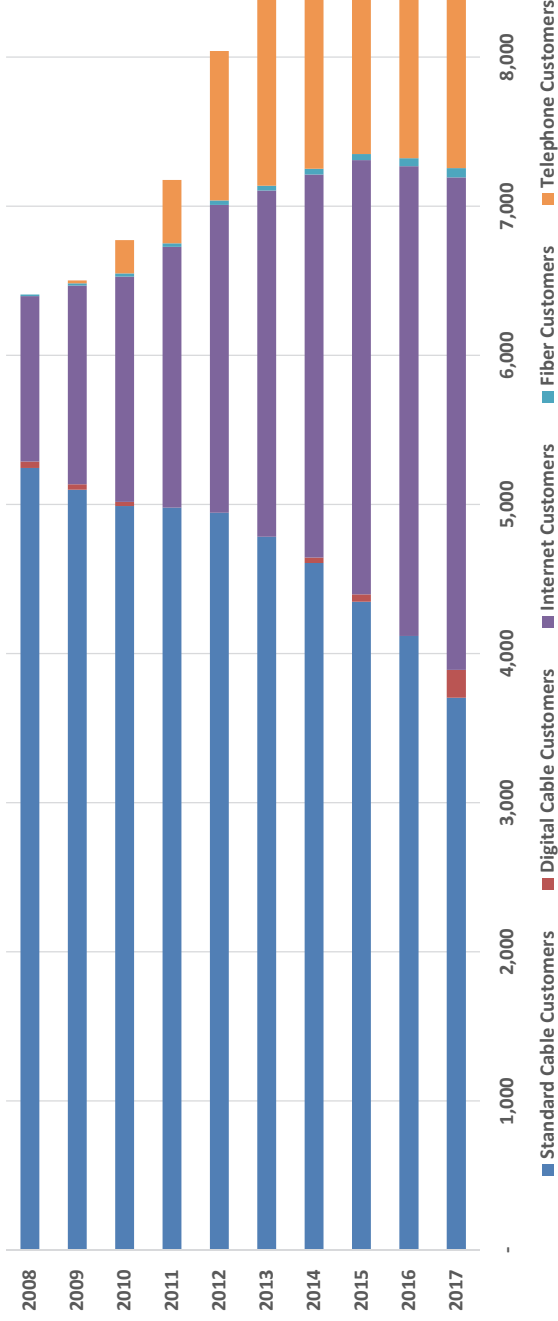
	Fiscal Year									
	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008
Standard Cable Customers	3,703	4,119	4,348	4,607	4,784	4,944	4,978	4,989	5,098	5,244
Digital Cable Customers	188 (2)	-	49	36	-	-	-	29	38	44
Internet Customers	3,303 (3)	3,149	2,912	2,570	2,321	2,066	1,749	1,511	1,332	1,110
Fiber Customers	62	54	41	39	33	29	25	20	15	11
Telephone Customers	1,365	1,375	1,405	1,371	1,304	1,003	424	224	20 (1)	-
Annual Sales (in thousands)	\$ 5,276	\$ 5,138	\$ 4,911	\$ 4,839	\$ 4,628	\$ 4,065	\$ 3,800	\$ 3,463	\$ 3,252	\$ 3,391

(1) Telephone service started in 2009 with 2010 the first full year for new customers.

(2) Digital service started again in 2017.

(3) Wireless Internet service started in 2017.

Source: City of Monroe Finance Department



CITY OF MONROE, GEORGIA

RESIDENTIAL UTILITY RATES LAST TEN YEARS

Fiscal Year	Electric				Gas			Water		Sewer	
	Monthly Base Rate	First 700 KWH or less	Over 700 KWH (Summer)	Over 700 KWH (Winter)	Monthly Base Rate	Rate per CCF (Summer)	Rate per CCF (Winter)	Monthly Base Rate	Rate per 1,000 Gallons	Monthly Base Rate	Rate per 1,000 Gallons
2008	\$ 9.00	\$ 0.0685	\$ 0.0950	\$ 0.0560	\$ 10.00	\$ 0.375	\$ 0.375	\$ 8.25	\$ 1.50 (3)	\$ 7.00	\$ 2.75
2009	9.00	0.0685	0.0950	0.0560	10.00	0.375	0.375	12.00 (6)	1.95 (3)	12.00 (6)	3.58
2010	9.00	0.0685	0.0950	0.0560	10.00	0.375	0.375	14.00 (5)	1.95 (3)	14.00 (5)	3.58
2011	9.00	0.0685	0.0950	0.0560	10.00	0.375	0.375	14.00	1.95 (3)	14.00	3.58
2012	10.00 (4)	0.0900 (4)	0.1280 (4)	0.0780 (4)	10.00	0.375	0.375	14.00	1.95 (3)	14.00	3.58
2013	10.00	0.0900	0.1280	0.0780	10.00	0.375	0.375	14.00	1.95 (3)	14.00	3.58
2014	10.00	0.0900	0.1280	0.0780	12.00 (1)	0.375	0.375	15.00 (1)	2.07 (2)	15.00 (1)	3.58
2015	10.00	0.0900	0.1280	0.0780	12.00	0.375	0.375	15.00	2.07	15.00	3.58
2016	10.00	0.0900	0.1280	0.0780	12.00	0.038	0.375	15.00	2.07	15.00	3.58
2017	10.00	0.0900	0.1280	0.0780	12.00	0.038	0.375	15.00	2.07	15.00	3.58

Note: Rates are plus fuel adjustment and applicable sales tax

- (1) Base rate increased on 1/1/2014
- (2) Rates based on 0 - 2,000 gallons, residential in-city and do not include out-of-city or commercial rates. Rates increased 01/01/2014
- (3) Rates based on 0 - 3,000 gallons, residential in-city and do not include out-of-city or commercial rates.
- (4) Base rate and consumption rates increased on 01/01/2012
- (5) Base rate increased on 01/01/2010
- (6) Base rate and consumption rates increased on 01/01/2009

CITY OF MONROE, GEORGIA

RATIOS OF OUTSTANDING DEBT BY TYPE LAST TEN YEARS

Fiscal Year	Governmental Activities			Business-type Activities			Total Primary Government	Percentage of Personal Income (1)	Per Capita (1)
	General Obligation Bonds	Notes Payable	Capital Leases	Utility Revenue Bonds	Notes Payable	Capital Leases			
2008	\$ 6,450,000	\$ -	\$ -	\$ 26,710,000	\$ 341,780	\$ -	\$ 33,501,780	7.81 %	\$ 2,504
2009	6,140,000	-	-	25,275,000	1,027,574	-	32,442,574	7.63	2,397
2010	5,785,000	-	-	23,785,000	987,931	-	30,557,931	7.15	2,309
2011	5,375,000	-	-	22,332,100	2,340,221	-	30,047,321	6.56	2,251
2012	5,008,878	-	-	21,020,428	2,354,430	-	28,383,736	5.93	2,126
2013	4,460,633	-	772,385	19,278,131	2,431,888	-	26,943,037	5.59	2,018
2014	3,853,240	-	518,861	17,545,917	3,707,085	-	25,625,103	5.27	1,903
2015	3,189,021	-	261,791	15,863,975	3,998,323	-	23,313,110	5.21	1,706
2016	2,513,000	-	-	16,770,000	1,643,516	-	20,926,516	4.48	1,532
2017	1,703,000	1,500,000	245,900	14,810,000	1,537,127	-	19,796,027	4.07	1,469

Note: Details regarding the City's outstanding debt can be found in the notes to the financial statements.

(1) See the Schedule of Demographic and Economic Statistics for personal income and population data.

CITY OF MONROE, GEORGIA

RATIOS OF GENERAL BONDED DEBT OUTSTANDING
LAST TEN YEARS

Fiscal Year	General Obligation Bonds	Less: Amounts Available in Debt Service Fund	Total	Percentage of Estimated Actual Taxable Value of Property (1)		Per Capita (2)
				Property	%	
2008	\$ 6,450,000	\$ 610	\$ 6,449,390	0.60	%	\$ 482
2009	6,140,000	402	6,139,598	0.61		454
2010	5,785,000	661	5,784,339	0.60		437
2011	5,375,000	396	5,374,604	0.60		403
2012	5,008,878	293	5,008,585	0.59		375
2013	4,460,633	116	4,460,517	0.57		334
2014	3,853,240	116	3,853,124	0.45		286
2015	3,189,021	116	3,188,905	0.37		233
2016	2,513,000	116	2,512,884	0.27		184
2017	1,703,000	115	1,702,885	0.17		126

Note: Details regarding the City's outstanding debt can be found in the notes to the financial statements.

(1) See the Schedule of Assessed Value and Estimated Actual Value of Taxable Property for Property Value Data.

(2) Population data can be found in the Schedule of Demographic and Economic Statistics.

CITY OF MONROE, GEORGIA

DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT

Governmental Unit	Net General Obligation Bonded Debt Outstanding	Percentage Applicable to City of Monroe ⁽¹⁾	Amount Applicable to City of Monroe
Debt repaid with property taxes:			
Walton County	-	13.88%	-
Walton County Board of Education	\$ 45,060,000	14.95%	\$ 6,736,470
Overlapping debt	45,060,000		6,736,470
Direct:			
City of Monroe	4,372,101	100.00%	4,372,101
Total direct and overlapping debt	\$ 49,432,101		\$ 11,108,571

Source: Assessed value data used to estimate applicable percentages provided by the Walton County Tax Assessors and the Georgia Department of Revenue Property Tax Division. Debt outstanding data obtained from Walton County's financial statements.

Note: Overlapping governments are those that coincide, at least in part, with the geographic boundaries of the City. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the residents and businesses of the City of Monroe, Georgia. This process recognizes that, when considering the government's ability to issue and repay long-term debt, the entire debt burden borne by the residents and businesses should be taken into account. However, this does not imply that every taxpayer is a resident, and therefore responsible for repaying the debt, of each overlapping government.

(1) The percentage of overlapping debt applicable is estimated using taxable assessed property values. Applicable percentages were estimated by determining the portion of the county's taxable assessed value that is within the City's boundaries and dividing it by the county's total taxable assessed value.

CITY OF MONROE, GEORGIA

LEGAL DEBT MARGIN INFORMATION LAST TEN YEARS (amounts expressed in thousands)

	Fiscal Year									
	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008
Debt Limit	\$ 42,793	\$ 38,807	\$ 35,571	\$ 35,340	\$ 32,139	\$ 34,503	\$ 36,295	\$ 39,195	\$ 39,194	\$ 43,687
Total Net Debt Applicable to Limit	3,203	2,513	4,288	4,286	4,461	4,905	5,375	5,785	5,785	6,450
Legal Debt Margin	\$ 39,590	\$ 36,294	\$ 31,283	\$ 31,054	\$ 27,678	\$ 29,598	\$ 30,920	\$ 33,410	\$ 33,409	\$ 37,237
Total Net Debt Applicable to the Limit as a Percentage of Debt Limit	7.48%	6.48%	12.05%	12.13%	13.88%	14.22%	14.81%	14.76%	14.76%	14.76%
Assessed Value	\$ 396,240									
Add Back: Exempt Real Property	31,689									
Total Assessed Value	427,929									
Debt Limit (10% of Total Assessed Value)	42,793									
Debt Applicable to Limit:										
General Obligation Debt	1,703									
Less: Amount Set Aside for Repayment of General Obligation Debt	(93)									
Total Net Debt Applicable to Limit	1,610									
Legal Debt Margin	\$ 41,183									

Note: Under state finance law, the City's outstanding general obligation debt should not exceed 10 percent of total assessed property value.
By law, the general obligation debt subject to the limitation may be offset by amounts set aside for repaying general obligation bonds.

CITY OF MONROE, GEORGIA
COMBINED UTILITY REVENUE BOND COVERAGE
LAST TEN YEARS
(amounts expressed in thousands)

Fiscal Year	Gross Revenue (1)	Operating Expenses (2)	Net Revenue Available for Debt Service	Debt Service Requirements (3)		Bond Coverage Ratio
				Principal	Interest	
2008	\$ 31,290	\$ 26,578	\$ 4,712	\$ 1,460	\$ 1,228	1.75
2009	30,602	24,254	6,348	1,435	1,170	2.44
2010	30,473	24,614	5,859	1,490	1,117	2.25
2011	31,538	25,584	5,954	1,592	1,025	2.28
2012	31,500	26,756	4,744	1,660	910	1.85
2013	33,233	26,264	6,969	1,701	873	2.71
2014	35,357	27,342	8,015	1,691	837	3.17
2015	35,974	26,544	9,430	1,635	797	3.88
2016	37,661	27,216	10,445	1,715	721	4.29
2017	37,996	29,268	8,728	1,960	359	3.76

(1) Total revenues include interest, but not tap fees.

(2) Operating expenses do not include depreciation.

(3) Represents principal and interest for revenue bonds only.

CITY OF MONROE, GEORGIA

DEMOGRAPHIC AND ECONOMIC STATISTICS LAST TEN YEARS

Fiscal Year	Population (1)	Personal Income* (in thousands)	Per Capita Personal Income (2)*	Median Age (1)	Housing Units (1)	Unemployment Rate (3)*	Wage & Salary Employment # of Jobs (2)*
2008	13,381	\$ 429,022	\$ 32,062	32	4,637	6.4 %	25,429
2009	13,534	425,306	31,425	32	4,637	10.3	24,047
2010	13,234	427,392	32,295	33	6,006	10.2	23,660
2011	13,349	458,338	34,335	33	6,250	9.9	24,286
2012	13,349	478,962	35,880	33	6,250	8.3	23,750
2013	13,349	482,339	36,133	33	6,212	7.5	24,443
2014	13,466	486,567	36,133	35	6,131	6.5	24,443
2015	13,664	447,728	32,767	36	6,446	5.3	25,178
2016	13,664	467,623	34,223	35	6,512	4.8	22,335
2017	13,478	485,801	36,044	32	5,379	3.8	33,151

(1) Source: U.S. Census Bureau - all numbers are estimates from the Census Bureau except for 2010.

(2) Source: Bureau of Economic Analysis

(3) Source: BLS/Georgia Stats UGA

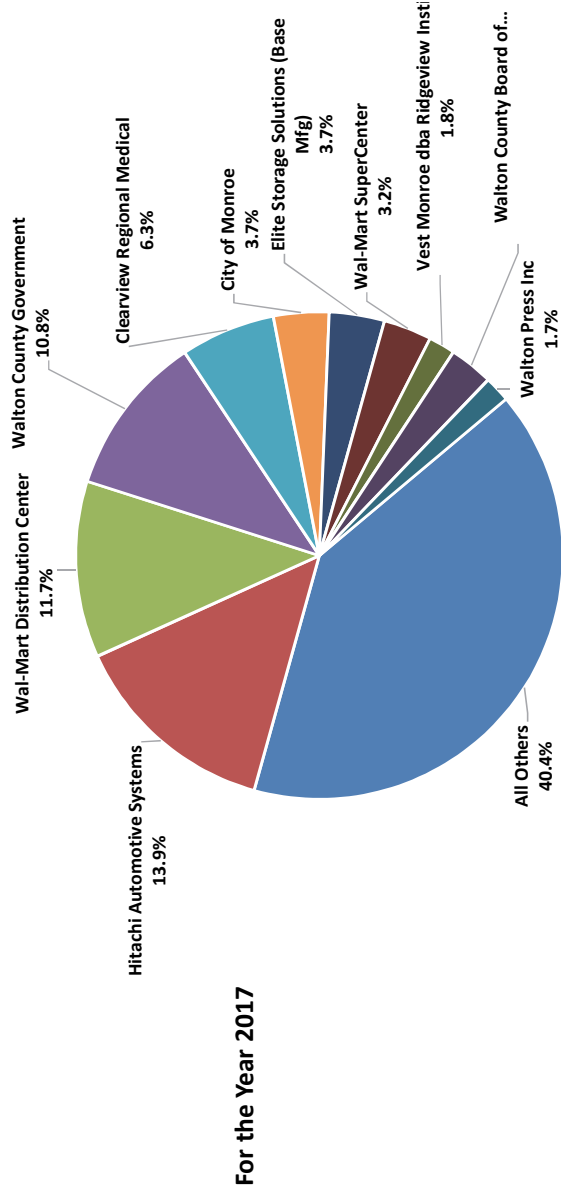
* Data only available at the County level

CITY OF MONROE, GEORGIA

PRINCIPAL EMPLOYERS CURRENT YEAR AND NINE YEARS AGO

	2017			2008		
	Employees	Rank	Percentage of Total City Employment	Employees	Rank	Percentage of Total City Employment
Hitachi Automotive Systems	862	1	13.9 %			%
Wal-Mart Distribution Center	725	2	11.7	989	1	15.5
Walton County Government	667	3	10.8	545	3	8.5
Clearview Regional Medical	390	4	6.3	289	4	4.5
City of Monroe	228	5	3.7	234	6	3.7
Elite Storage Solutions (Base Mfg)	227	6	3.7	115	10	1.8
Wal-Mart SuperCenter	198	7	3.2	250	5	3.9
Vest Monroe dba Ridgeview Institute	110	8	1.8			
Walton County Board of Education	180	9	2.9	660	2	10.3
Walton Press Inc	106	10	1.7	122	8	1.9
Angel Food Ministries				175	7	2.7
State of Georgia				118	9	1.8
Totals	3,693		59.6 %	3,497		54.6 %

Source: City of Monroe Code Department

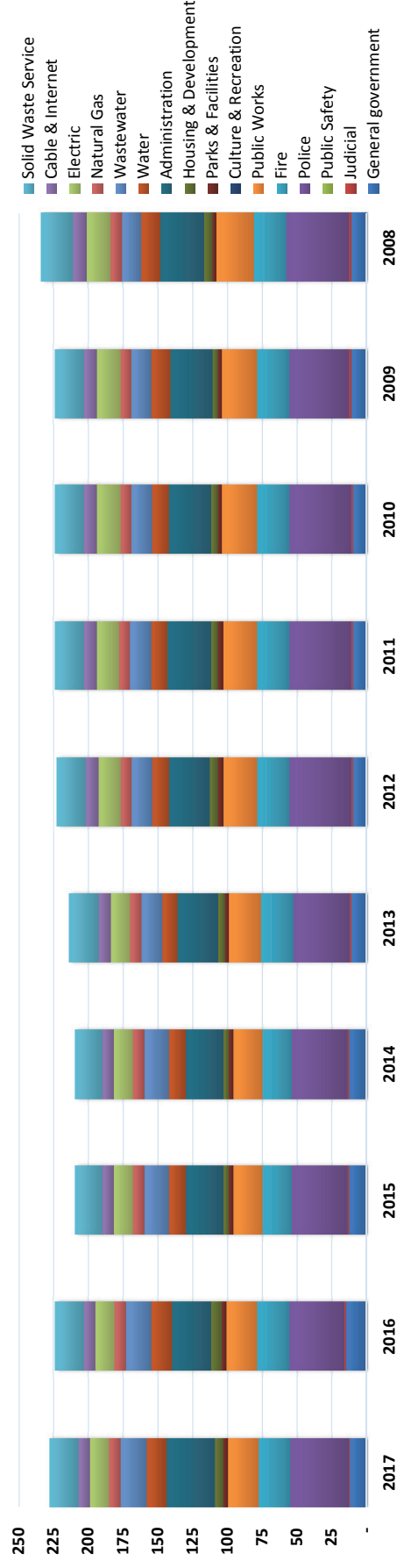


CITY OF MONROE, GEORGIA
FULL-TIME EQUIVALENT CITY GOVERNMENT EMPLOYEES BY FUNCTION
LAST TEN FISCAL YEARS

Function	Fiscal Year									
	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008
General government	12	15	13	13	11	10	10	10	11	11
Judicial	1	1	1	1	1	1	1	1	2	2
Public Safety										
Police	42	40	40	40	41	45	45	45	43	45
Fire	23	23	21	21	23	23	23	23	23	23
Public Works	22	22	21	21	23	24	24	25	25	27
Culture & Recreation										
Parks & Facilities	3	3	3	3	3	4	4	3	3	3
Housing & Development	6	8	4	4	5	6	5	5	4	6
Utilities										
Administration	35	28	27	27	29	29	31	30	30	31
Water	14	15	12	12	11	12	12	12	14	14
Wastewater	19	18	18	18	15	15	15	15	14	14
Natural Gas	8	8	8	8	8	8	8	8	8	8
Electric	14	14	14	14	14	16	16	17	17	17
Cable & Internet	8	8	8	8	9	9	9	9	9	10
Solid Waste Service	21	21	20	20	21	21	21	21	21	23
Totals	228	224	210	210	214	223	224	224	224	234

Source: City Payroll Department

Employees by Function for 2017



CITY OF MONROE, GEORGIA

OPERATING INDICATORS BY FUNCTION LAST TEN FISCAL YEARS

Function	Fiscal Year									
	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008
Police										
Number of dispatches	38,403	38,353	47,513	45,624	46,763	42,509	45,298	50,769	54,165	40,901
Number of traffic citations issued	3,478	2,087	3,624	4,510	3,738	2,715	4,189	4,330	3,843	4,416
Fire										
Number of fire/EMS dispatches	2,596	2,531	2,223	2,063	2,045	2,030	1,736	1,436	1,361	1,482
Highways & Streets										
Street resurfacing (lane miles)	2.52	1.64	2.12	2.18	2.28	2.30	2.30	2.82	8.84	9.82
Housing & Development										
Value of new building construction (000's)	\$ 12,638	\$ 43,219 (1)	\$ 7,110	\$ 13,797 (2)	\$ 36,969	\$ 5,000	\$ 2,535	\$ 2,582	\$ 7,766	\$ 7,040 (7)
Number of permits issued	149	98	76	149 (3)	53	12	31	26	24	76 (7)
Utilities										
Cable & Internet										
Number of customers standard cable	3,703	4,119	4,348	4,607	4,784	4,945	4,978	4,989	5,098	5,244
Number of customers digital cable	188	-	49	36	-	-	-	29	38	44
Number of Internet customers	3,303	3,149	2,912	2,609	2,354	2,094	1,774	1,531	1,264	914
Number of phone customers	1,365	1,375	1,405	1,371	1,304	1,003	424 (5)	224 (5)	20 (5)	N/A
Electric										
Number of customers	6,286	6,252	6,191	6,154	6,117	6,059	5,978	5,933	5,848	5,870
Average daily consumption (KWh)	400,533	416,643	405,877	398,256	382,002	385,935	406,702	395,562	390,152	391,111
Natural gas										
Number of customers	3,756	3,716	3,692	3,700	3,708	2,732	3,720 (6)	3,760 (6)	4,094	4,250
Average daily consumption (MCF)	720	747	831	924	881	756	941	989	949	999
Wastewater										
Number of customers	6,863	6,834	6,804	6,757	6,762	6,644	6,550	6,459	6,434	6,461
Average daily sewage treatment (MGD)	1,770	1,700	1,700	1,600	1,540	1,314	1,413	1,571	1,510	1,408
Water										
Number of customers	9,136	9,059	8,986	8,941	8,876	8,783	8,665	8,560	8,312	8,295
Average daily consumption (000's)	1,763	1,842	1,731	1,615	1,628	1,652	1,658	1,566	2,893	3,142
Solid Waste Service										
Refuse collected (tons)	11,993	10,181	11,604	11,032	10,858	10,302	10,394	11,173	11,738	11,201
Recyclables collected (tons)	1,852	1,463	1,562	1,545 (4)	1,67	168	265	188	243	361
Number of residential customers	5,530	5,378	5,361	5,381	5,348	5,211	5,129	5,120	5,168	5,231
Number of commercial customers	622	650	625	655	682	665	609	604	583	573
Number of transfer station customers	15	15	15	16	16	14	19	20	23	18

Source: Various City Departments

N/A - Information not available

Note: Indicators are not available for the General government function.

(1) Increase in permit valuation due to increased project square footage and types of projects performed

(2) Decrease in permit valuation due to permits purchased in 2013 for Hltachi expansion

(3) Increase in permits issued due to physician's building at the hospital and increase in construction

(4) Increase in number of tons due to reporting all recovered materials in 2014, prior years was only curbside recycling

(5) Phone service started in 2009 with first full year in 2010

(6) Decrease in number of customers due to sale of Oconee County gas system to Atlanta Gas Light in 2009

(7) Decrease housing and development for 2008 due to slow-down in economy

CITY OF MONROE, GEORGIA

CAPITAL ASSET STATISTICS BY FUNCTION LAST TEN FISCAL YEARS

Function	Fiscal Year									
	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008
Administration Vehicles	12	12								
Code Vehicles	5	5								
Fire Stations Vehicles	1 8	1 8	1	1	1	1	1	1	1	1
Police Stations Vehicles	1 43	1 52	1 44	1 46	1 45	1 40	1 40	1 40	1 40	1 40
Streets & Transportation Streets (miles)	81	80	80	80 (1)	75	75	75	75	75	75
Streetslights	1,136	1,136	1,136	1,136	1,136	1,136	1,134	1,134	1,134	1,134
Traffic Signals Vehicles	3 28	3 28	3	3	3	3	3	3	3	3
Utilities Cable & Internet Cable (miles) Vehicles	270 10	267 10	267	267	267	267	267	267	267	267
Electric Lines (miles) Substations Vehicles	186 3 21	185 3 21	185 3	185 3	185 3	185 3	185 3	185 3	185 3	185 3
Natural Gas Mains (miles) Vehicles	114 8	114 8	114	114	114	114	113	107	107 (3)	153
Stormwater Vehicles	2	2								
Telecom Vehicles	1	1								
Wastewater Sanitary sewer (miles) Maximum daily treatment capacity (MGD) Vehicles	140 3.4 16	140 3.4 16	140 3.4	140 (2) 3.4	154 3.4	154 3.4	154 3.4	153 3.4	153 3.4	153 3.4
Water Mains (miles) Maximum daily treatment capacity (MGD) Treated water storage capacity (MG) Reservoir (raw) storage capacity (MG) Vehicles	218 10.0 1.5 795.0 11	218 10.0 1.5 795.0 11	218 10.0 1.5 795.0	215 (2) 10.0 1.5 795.0	241 10.0 1.5 795.0	241 10.0 1.5 795.0	241 10.0 1.5 795.0	240 10.0 1.5 795.0	240 10.0 1.5 795.0	240 10.0 1.5 795.0

Continued

CITY OF MONROE, GEORGIA

CAPITAL ASSET STATISTICS BY FUNCTION LAST TEN FISCAL YEARS

Function	Fiscal Year									
	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008
Solid Waste Service										
Collection trucks	11	11	11	11	11	11	11	11	9	9
Recycling trucks	1	1	2	1	1	1	1	1	1	1
Transfer stations	1	1	1	1	1	1	1	1	1	1
Yard Trimmings trucks	3	3								
Administration vehicles	2	2								
GUTA-Georgia Utility Training Academy										
Vehicles	1	1								

Source: Various City Departments

Note: Capital asset indicators are not available for the general government and housing and development functions.

- (1) Increase in miles of streets due to streets dedicated to the City
- (2) Decrease in mile of mains due to corrected data from GIS in 2014
- (3) Decrease in mile of mains due to sale of Oconee County Gas System to Atlanta Gas Light

CITY OF MONROE, GEORGIA

**REPORT OF INDEPENDENT CERTIFIED
PUBLIC ACCOUNTANTS IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS***

FOR THE YEAR ENDED DECEMBER 31, 2017

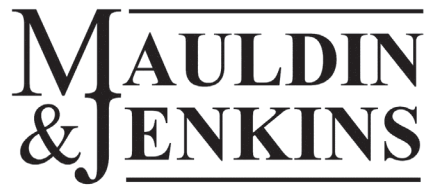
CITY OF MONROE, GEORGIA

FOR THE YEAR ENDED DECEMBER 31, 2017

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

**Honorable Mayor and Members
Of City Council
City of Monroe, Georgia**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the **City of Monroe, Georgia** (the "City") as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated April 23, 2018.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting ("internal control") to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in dark ink that reads "Mauldin & Jenkins, LLC". The signature is written in a cursive, flowing style.

Atlanta, Georgia
April 23, 2018

City of Monroe, Georgia

Auditor's Discussion & Analysis
Financial & Compliance Audit Summary
December 31, 2017



Presented by:

**MAULDIN
& JENKINS**

City of Monroe, Georgia

Auditor's Discussion & Analysis (AD&A)

December 31, 2017

PURPOSE OF THE AUDITOR'S DISCUSSION & ANALYSIS

- ◆ Engagement Team and Firm Information.
- ◆ Overview of:
 - Audit Opinion;
 - Financial Statements, Footnotes and Supplementary Information; and
 - Compliance Reports.
- ◆ Required Communications under Government Auditing Standards.
- ◆ Accounting Recommendations and Other Matters.
- ◆ Other Items and Closing Thoughts.
- ◆ Answer Questions.



City of Monroe, Georgia

Auditor's Discussion & Analysis (AD&A)

December 31, 2017

MAULDIN & JENKINS – GOVERNMENTAL PRACTICE

General Information:

- Founded in 1918. Large regional firm serving the Southeastern United States.
- Offices located in Macon, Atlanta, Albany, Bradenton, Chattanooga, and Birmingham.
- Approximately 280 personnel are employed at Mauldin & Jenkins.

Governmental Sector:

- Largest specific industry niche served by Firm representing 25% of Firm practice.
- Serve more governmental entities in the Southeast than any other certified public accounting firm requiring over 80,000 hours of service on an annual basis.
- Approximately 90 professional staff persons with current governmental experience.
- In past three (3) years, have served approx. 400 governments in the Southeast, including:
 - ✓ 100 cities;
 - ✓ 45 counties;
 - ✓ 50 school systems (8 of the 10 largest in Georgia and 9 of the 30 largest in Georgia and Florida combined) and another 35 charter schools;
 - ✓ 40 state entities;
 - ✓ 100 special purpose entities (stand-alone entities: water/sewer, transit, gas, electric, airports, housing, development, other educational, retirement, libraries, etc.);
 - ✓ Inclusive of the above, we serve over 80 water and sewer enterprise operations;
 - ✓ Inclusive of the above, we serve 105 governments receiving the GFOA's Certificate of Achievement for Excellence in Financial Reporting.
- Auditor of a substantial part of the State of Georgia including approximately 30% of the State's General Fund, and a substantial number of the State of Georgia's component units.
- Experience performing forensic audit services and information technology consultations.
- Experience performing municipal bond debt issuance attestation services serving clients with over \$11.0 billion in aggregate publicly issued debt instruments.
- 10th highest level of Single Audits conducted in U.S.A. approximating \$8.0 billion annually.

Engagement Team Leaders for the City of Monroe Include:

- Adam Fraley - Engagement Lead Partner - 20 years experience, 100% governmental
- Tim Lyons - Engagement Director - 9 years experience, 100% governmental
- Justin Davis - Engagement Supervisor - 4 years experience, 100% governmental

City of Monroe, Georgia

Auditor's Discussion & Analysis (AD&A)

December 31, 2017

MAULDIN & JENKINS – ADDITIONAL INFORMATION

Other Industries & Services by Mauldin & Jenkins:

Each of Mauldin & Jenkins' offices provides a wide variety of services to a broad range of clientele. We have partners and managers who are responsible for specialized practice areas of auditing and accounting, taxes and management advisory services. Their purpose, as leaders in the particular practice area, is to establish policies with respect to technical matters in these specific areas and ensure that the quality of the Firm's practice is maintained.

Industries Served: Over the years our partners have developed expertise in certain industries representative of a cross section of the Georgia economy, including:

- Governmental Entities (state entities, cities, counties, school systems, business type operations, libraries, and other special purpose entities)
- SEC Registrants
- Wholesale Distribution
- Agri-Businesses
- Manufacturing
- Professional Services
- Employee Benefit Plans
- Financial Institutions (community banks, savings & loans, thrifts, credit unions, mortgage companies, and finance companies)
- Non-Profit Organizations
- Retail Businesses
- Long-term Healthcare
- Construction & Development
- Individuals, Estates and Trusts
- Real Estate Management

Services Provided: This diversity of practice enables our personnel to experience a wide variety of business, accounting and tax situations. We provide the traditional and not-so-traditional services such as:

- Financial Audit/Review/Compilation
- Compliance Audits & Single Audits
- Agreed-Upon Procedures
- Forensic Audits
- Bond Issuance Services
- Performance Audits
- State Sales Tax Matters
- International Tax Matters
- Business & Strategic Planning
- Profitability Consulting
- Budgeting
- Buy-Sell Agreements & Business Valuation Issues
- Income Tax Planning & Preparation
- Multi-State Income Tax Issues
- Information Systems Consulting
- Cost Accounting Analysis
- Healthcare Cost Reimbursement
- Outsourced Billing Services
- Fixed Asset Inventories
- Succession & Exit Strategy Consulting
- Estate Planning
- Management Information Systems
- Employee Benefit Plan Administration
- Merger/Acquisition & Expansion Financing

City of Monroe, Georgia

Auditor's Discussion & Analysis (AD&A)

December 31, 2017

INDEPENDENT AUDITOR'S REPORT

The independent auditor's report has specific significance to readers of the financial report.

Management's Responsibility for the Financial Statements

The financial statements are the responsibility of management.

Auditor's Responsibility

Our responsibility, as external auditors, is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. We planned and performed our audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

Opinion

We have issued an unmodified audit report (i.e., "clean opinion"). The respective financial statements are considered to present fairly the financial position and results of operations as of, and for the year ended December 31, 2017.

Other Matters

Certain required supplementary information and other information is included in the financial report, and as directed by relevant auditing standards, we have not expressed an opinion or provided any assurance on the respective information.

Other Reporting

Government Auditing Standards require auditors to issue a report on our consideration of internal control over financial reporting and on our tests of compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. We have issued such a report and reference to this report is included in the independent auditor's report.

City of Monroe, Georgia

Auditor's Discussion & Analysis (AD&A)

December 31, 2017

REVIEW OF COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)

General Information about the CAFR

A Comprehensive Annual Financial Report (CAFR) goes beyond the normal financial reporting required by accounting principles generally accepted in the United States. A CAFR includes at a minimum the following elements/sections:

- **Introductory Section:** general information on the City's structure and the services it provides.
 - Letter of Transmittal
 - Organizational Chart
 - Directory of Officials
 - Certificate of Achievement for Excellence in Financial Reporting
- **Financial Section:** basic financial statements, footnotes and required supplementary information along with the auditor's report.
 - Independent Auditor's Report
 - Management Discussion & Analysis (MD&A)
 - Financial Statements and Footnotes
- **Statistical Section:** broad range of financial, demographic information useful in assessing the City's economic condition, and this information covers multiple years.
 - Financial Trends Information
 - Revenue Capacity Information
 - Debt Capacity Information
 - Operating Information

City of Monroe, Georgia

Auditor's Discussion & Analysis (AD&A)

December 31, 2017

A CAFR goes far beyond the basic requirements of annual financial reporting, and the City should be commended for going beyond the minimum and providing such a report.

Recognition and Award

Once completed, the fiscal year 2016 CAFR was submitted to the Government Finance Officers Association (GFOA) for determination if the report would merit the GFOA's Certificate of Achievement for Excellence in Financial Reporting. We are happy to inform everyone that the GFOA did indeed review the CAFR and awarded the City with the sought after Certificate.

The GFOA Certificate has been made a part of the City's 2017 fiscal year CAFR, and is included in the Introductory Section. The City is one of only a handful of municipalities in the State of Georgia to elect to report at such a high level and to obtain this distinguished award.



City of Monroe, Georgia

Auditor's Discussion & Analysis (AD&A)

December 31, 2017

OVERVIEW OF FINANCIAL STATEMENTS

The City's basic financial statements include three components:

- 1) Government-wide financial statements;
- 2) Fund financial statements; and
- 3) Notes to the financial statements.

The **government-wide financial statements** provide a broad overview of all of the City's funds, as well as its discretely presented component units – the Downtown Development Authority and the Monroe Convention and Visitors Bureau. The *Statement of Net Position* presents information on all assets (and deferred outflows) and liabilities (and deferred inflows) of the City, with the resulting difference reported as net position. The *Statement of Activities* presents information showing how the City's net position changed during the most recent fiscal year. Revenues are categorized as program revenues or general revenues. Expenses are categorized by function.

The **fund financial statements** more closely resemble the financial statements as presented prior to the adoption of GASB Statement No. 34. All of the funds of the City can be divided into two (2) categories: governmental funds (includes the General Fund) and business-type funds (Utilities Fund, Solid Waste Fund and GUTA).

The City also includes, as part of the CAFR, the Special Purpose Local Option Sales Tax (SPLOST) Schedules and Report.

Government-Wide (Full-Accrual) Financial Statements

As noted above, the financial report of the Government includes two (2) entity-wide financial statements: a *Statement of Net Position* and a *Statement of Activities*.

Highlights of the government-wide statements notes total assets (and deferred outflows of resources) of approximately \$135,000,000 offset by liabilities (and deferred inflows of resources) of approximately \$34,000,000. This results in the Government reported net position (or equity) of approximately \$101,000,000. Also, a substantial element of the net position is composed of a net investment in capital assets in the approximate amount of \$69,000,000. Restricted net position amounts to approximately \$18,000,000 leaving an unrestricted net position of \$14,000,000.

The *Statement of Activities* attempts to report expenses in the first column with direct offsetting program revenues to the adjacent columns to arrive a net cost of the functional areas of operation. General revenues (primarily property taxes and sales taxes) come to the rescue of the

City of Monroe, Georgia

Auditor's Discussion & Analysis (AD&A)

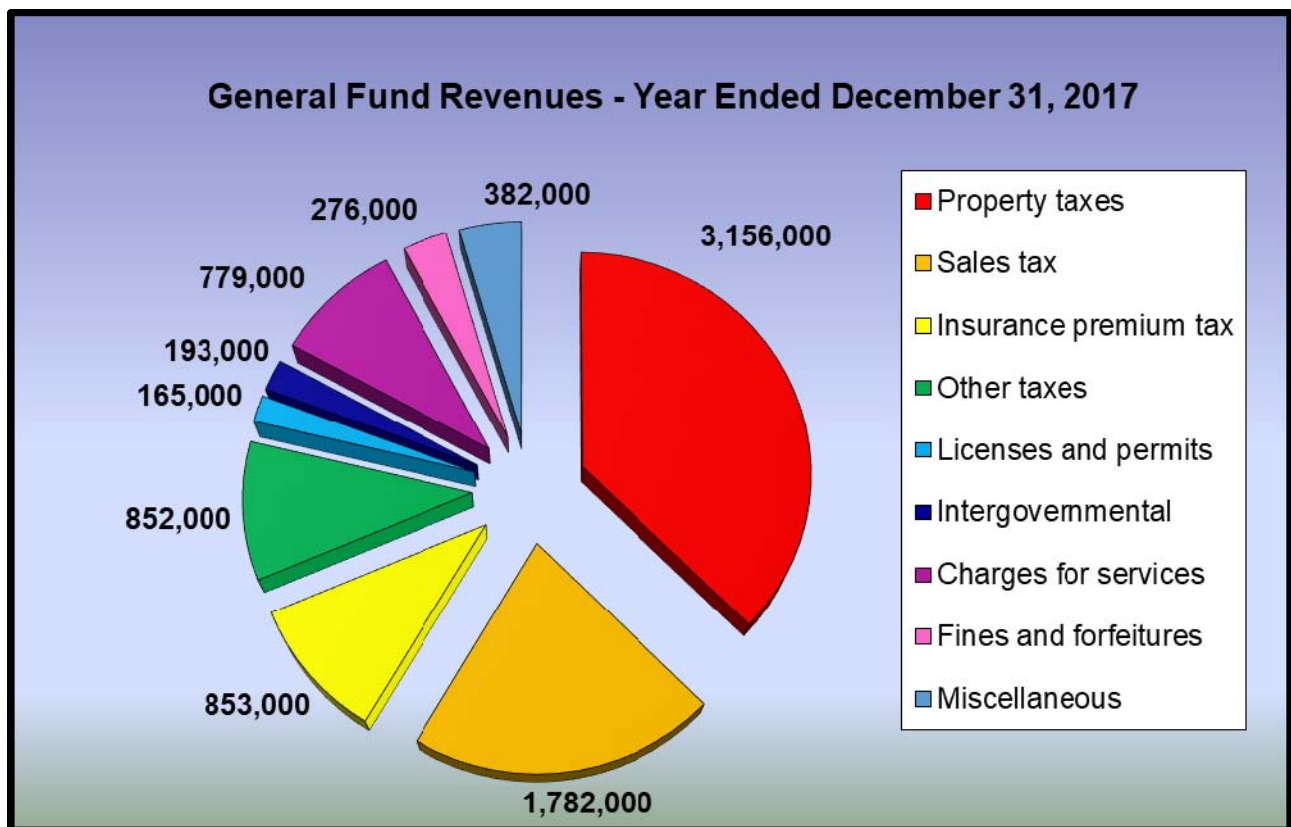
December 31, 2017

net cost functional areas resulting in the City reporting a change in net position of approximately \$5,800,000 for the year ended December 31, 2017.

General Fund

Of primary interest to the City is the **General Fund**, which accounts for the majority of revenues received and funds expended in the operations of the City, including general government activities, the municipal court and law enforcement, public safety, highways and streets administration, health and welfare, culture and recreation, protective inspections, and economic development.

General Fund Revenues: The chart on the following page depicts the primary revenue sources of the General Fund for 2017. Property taxes represent a key component of revenue.

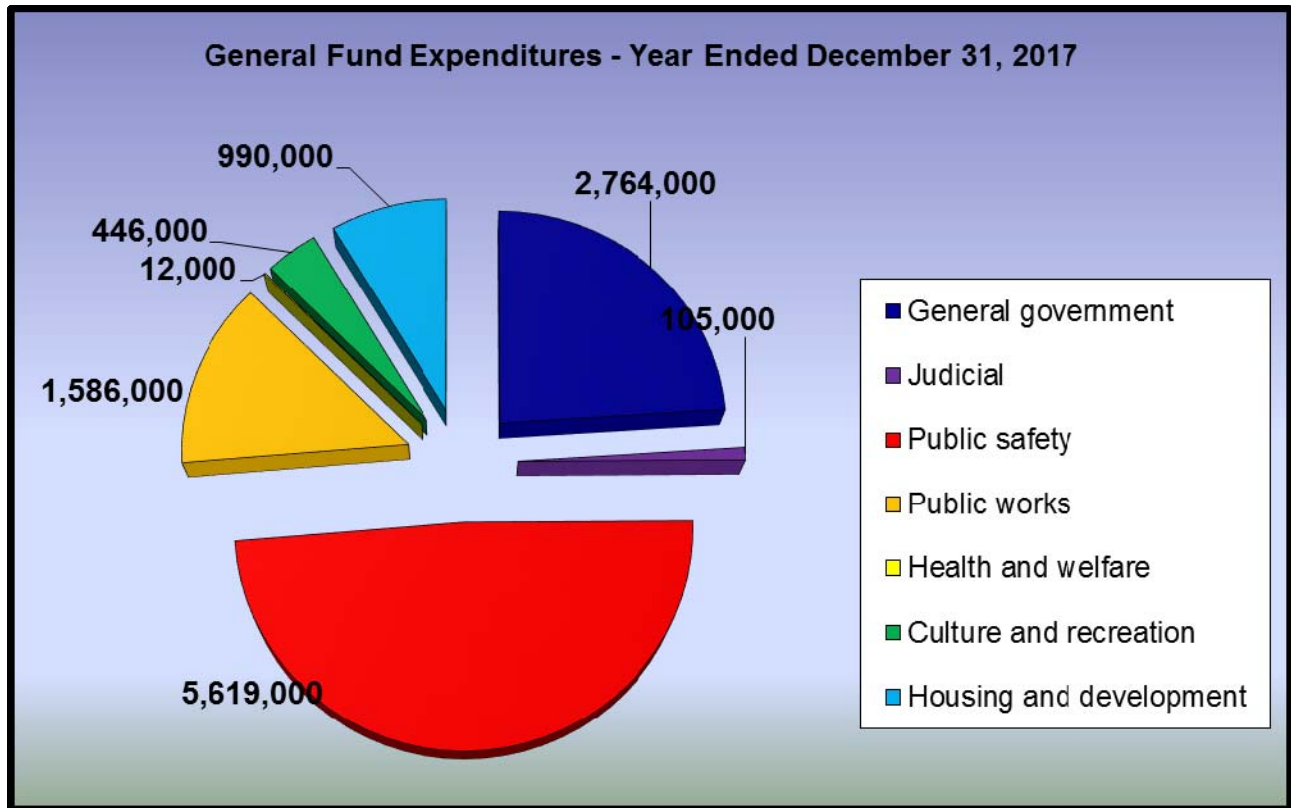


City of Monroe, Georgia

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General Fund Expenditures: The following chart presents the General Fund's expenditures by major function for the year ended December 31, 2017:

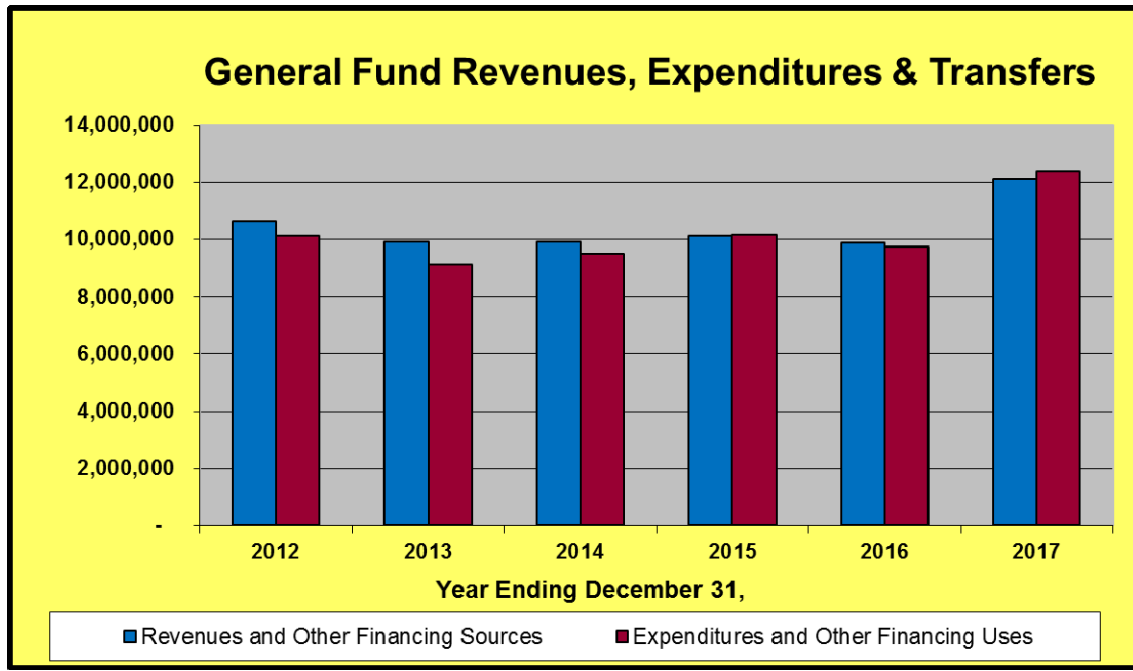


City of Monroe, Georgia

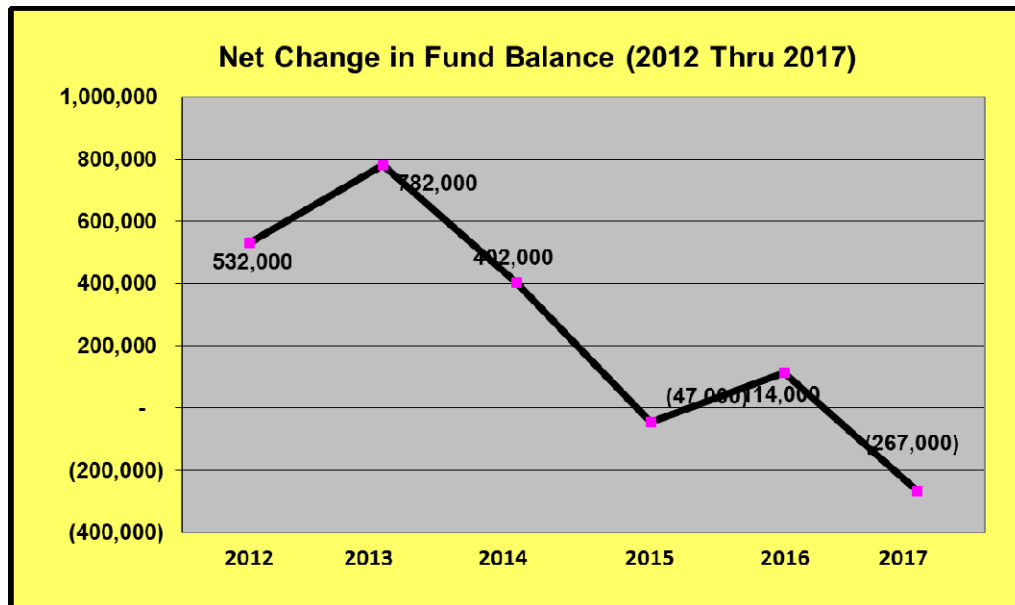
Auditor's Discussion & Analysis (AD&A)

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Net Change in Fund Balance and the Revenues and Expenditures of the General Fund. The following chart demonstrates General Fund revenues versus expenditures for a six (6) year period.



The following chart present the annual net change in fund balance of the General Fund for the past six (6) fiscal years.

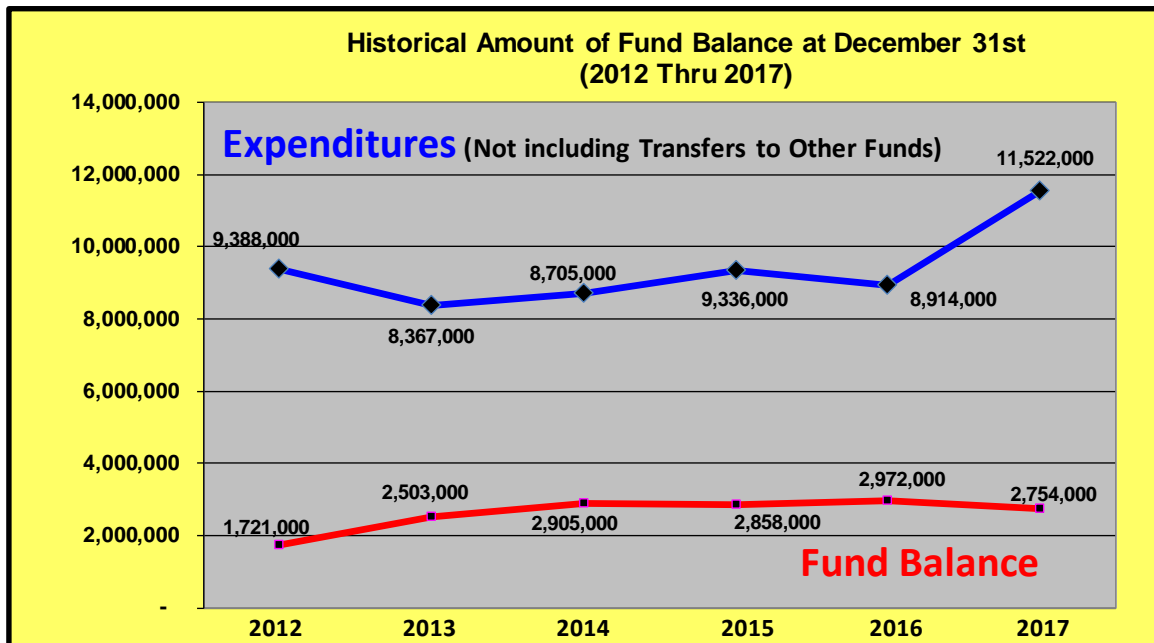


City of Monroe, Georgia

Auditor's Discussion & Analysis (AD&A)

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The following graph reflects the overall financial strength of the City's General Fund as of each year ended December 31st for a six (6) year period. The wider the gap between expenditures and the fund balance, the less leverage the City has each year as it enters a new fiscal year. As of December 31, 2017, the City reflected a fund balance that is available to cover approximately 80 days. Standard industry benchmarking indicates that 75-90 days is considered a healthy fund balance position and as indicated, the City falls within that benchmark.



In observation of the above chart, the relationship of year-end fund balance as compared to each year's expenditures should be further considered. The following is the relative percentage of fund balance as compared to annual expenditures for each of the past six (6) fiscal years:

- 2012 = 18.3%
- 2013 = 29.9%
- 2014 = 33.4%
- 2015 = 30.6%
- 2016 = 33.3%
- 2017 = 23.9%

The percentages noted above are indicative of the Government's ability to be proactive with its initiatives and general operations, and also its ability to proceed into the new fiscal year with or without certain seasonal revenue streams. Of course, it is of great importance to further reflect that fund balance does not always equate to cash and investments. Fund balance is simply the difference in all assets (and deferred outflows) and all liabilities (and deferred inflows). Cash and investments are simply a component of this equation.

City of Monroe, Georgia

Auditor's Discussion & Analysis (AD&A)

December 31, 2017

Other Governmental Funds

The City also maintains two (2) *special revenue funds*. These funds account for revenues derived from specific sources which are legally restricted to finance particular functions or activities. *Debt service funds* are used to account for the accumulation of resources for payment of the City's long-term debt. The City maintains one (1) debt service fund. *Capital projects funds* are used to account for revenues and expenditures related to the renovation and/or construction of major capital assets. Three (3) capital projects funds are maintained by the City.

Business-Type Funds

The City maintains three (3) *enterprise funds*, which are used to account for operations in a manner similar to private business enterprises. The enterprise funds maintained are the Utilities Fund, the Solid Waste Fund, and the Georgia Utility Training Academy (GUTA) Fund.

Business-Type Statement of Net Position

Assets: The City's assets recognized a slight increase during the year ended December 31, 2017. Assets increased approximately \$3,025,000 or 3.0% from \$100,377,000 to \$103,402,000. This increase can be attributed to the increase in investments, as well as the increase in capital assets.

Liabilities: The City's liabilities decreased during the year ended December 31, 2017. Total liabilities went from approximately \$28,249,000 to \$24,700,000. The decrease is primarily attributed to scheduled maturities of the City's long-term debt.

Net Position: The City's equity position increased from approximately \$73,863,000 to \$78,702,000. This increase is reconciled on the City's "Statement of Revenues, Expenses and Changes in Net Position – Proprietary Funds". It should be noted that a very large portion of the City's net position is capital assets net of related debt. While the City is reflecting approximately \$78,702,000 in net position (or equity), only \$14,595,000 is unrestricted and considered available for operations. In the end, the statement of net position reflects the fact that the City has invested heavily in its business-type operations over the history of the organization.

City of Monroe, Georgia

Auditor's Discussion & Analysis (AD&A)

December 31, 2017

Business-Type Statement of Revenues, Expenses and Changes in Net Position

Total operating revenues of the City increased from approximately \$41,878,000 to \$42,698,000. This represents an increase of 2.0% vs. prior year's growth of 3.7%. Total operating expenses of the City increased from approximately \$34,581,000 to \$36,116,000. This represents an increase of 4.4% vs. prior year's growth of 5.1%. The effect of the increased revenues and increased expenses resulted in a decrease in operating income of approximately \$715,000 and ending at approximately \$6,582,000.

Non-operating income (expense) reflects reduced interest expense as the City retired one of its business-type bond series during the year.

Business-Type Statement of Cash Flows

The statement of cash flows is a very important statement for any enterprise, and the City is no different.

The "cash flows from operating activities" is the most important element in the statement of cash flows, because it should be the operations of an entity that provides a substantial portion of the capital needed in a growth environment. This section of the statement begins with operating income (not net income as you see in the commercial sector) as reported in the statement of operations.

The City has very good cash flows from operations. This has been true for the past several years. Such **operating cash flows amounted to approximately \$9,817,000** for the year ended December 31, 2017. The City had approximately \$10,351,000 in operating cash flows for the year ended December 31, 2016. Additionally, this section of the statement recognizes the fact that depreciation expense of approximately \$2,619,000 is a non-cash flow item.

Further, the operating cash flows were used to fund certain significant capital and related financing activities:

- The City purchased capital assets in the amount of approximately \$1,546,000.
- The City paid principal on notes and revenue bonds in the amount of approximately \$2,066,000.

In conclusion, the City reflects an increase in cash and cash equivalents in the approximate amount of \$2,589,000 to a balance of approximately \$17,480,000 at December 31, 2017.

City of Monroe, Georgia

Auditor's Discussion & Analysis (AD&A)

December 31, 2017

Footnotes

Note 1 – Accounting Policies: This footnote discusses the overall organization of the City, the nature of its operations, and the fact that it was created by the State of Georgia in 1821. This note also discloses pertinent information regarding the governing body of the City as well as its two component units (the Downtown Development Authority and the Monroe Area Convention and Visitors Bureau).

This footnote continues by sharing with a reader of the financial statements the significant accounting policies and principles utilized in the preparation of the financial statements.

Note 2 – Reconciliation of Government-wide Financial Statements and Fund Financial Statements: This footnote provides additional detailed information that is not already shown within the financial statements themselves, on the differences between the City's fund level financial statements and its government-wide financial statements.

Note 3 – Legal Compliance – Budgets: This footnote discloses the City's procedures in establishing its annual budget and discloses excesses of actual expenditures over appropriations for the year, if any.

Note 4 – Deposits and Investments: The Governmental Accounting Standards Board (GASB) issued Statement No. 40, Deposit and Investment Risk Disclosure, an amendment of GASB Statement No. 3, which significantly changed the disclosure in the financial statements of the City related to deposits and investments. The disclosure addresses common deposit and investment risks related to credit risk, concentration of credit risk, interest rate risk, and foreign currency risk.

Note 5 – Receivables: This footnote discloses the City's property tax calendar and detailed information on various receivable (and allowances for doubtful receivables) balances.

Note 6 – Capital Assets: This footnote discloses the City's capital asset activity and its related accumulated depreciation for the year.

Note 7 – Long-Term Debt: This footnote discloses the City's long-term debt activity for the year, and other information and maturities for the revenue bonds and installment notes.

Note 8 – Interfund Receivables, Payables, and Transfers: This footnote discloses detailed information on the City's interfund balances and transfers and the purpose of these balances and transactions.

Note 9 – Pension Benefit Plans: This footnote discloses the details of the City's Pension Plan.

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Notes 10 & 11 – Joint Venture and Related Organizations: These footnotes disclose the City's relationship with the Northeast Georgia Regional Commission and the Monroe Housing Authority.

Note 12 – Risk Management: This footnote discloses the City's various risks of loss.

Note 13 – Commitments and Contingencies: This footnote discloses the outstanding commitments and contingencies of the City, including its agreements with the Municipal Electric Authority of Georgia (MEAG) and the Municipal Gas Authority of Georgia (MGAG). Certain other matters disclosed in this footnote include grant contingencies and outstanding contractual commitments.

Note 14 – Hotel/Motel Lodging Tax: This footnote discloses the City's tax rate for hotel/motel taxes, along with the amounts and nature of these revenues and expenditures.

Note 15 – Tax Abatements: This footnote discloses the agreements (entered into by the City or by another government that impacts the City's revenues) and the specific revenues abated during the fiscal year in accordance with GASB Statement No. 77.

COMPLIANCE REPORTS

The financial report package also contains a compliance report.

Yellow Book Report: The compliance report is a report on our tests of the City's internal controls and compliance with laws, regulations, etc. The tests of internal controls were those we determined to be required as a basis for designing our financial statement auditing procedures. Such tests also considered the City's compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. In accordance with the respective standards, the report is not intended to provide an opinion, but to provide a form of negative assurance as to the City's internal controls and compliance with applicable rules and regulations.

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REQUIRED COMMUNICATIONS

The Auditor's Responsibility Under *Government Auditing Standards* and Auditing Standards Generally Accepted in the United States of America

Our audit of the financial statements of the City of Monroe, Georgia (the "City") for the year ended December 31, 2017 was conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether caused by error, fraudulent financial reporting or misappropriation of assets. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. Accordingly, the audit was designed to obtain reasonable, rather than absolute, assurance about the financial statements. We believe our audit accomplishes that objective.

In accordance with *Government Auditing Standards*, we have also performed tests of controls and compliance with laws and regulations that contribute to the evidence supporting our opinion on the financial statements. However, they do not provide a basis for opining on the City's internal control or compliance with laws and regulations.

Accounting Policies

Management has the ultimate responsibility for the appropriateness of the accounting policies used by the City. There are several new accounting standards which will be required to be implemented in the coming years. These are discussed later in this document.

In considering the qualitative aspects of the City's accounting policies, we did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus. The City's policies relative to the timing of recording of transactions are consistent with GAAP and typical government organizations.

Management Judgments and Accounting Estimates

Accounting estimates are an integral part of the preparation of financial statements and are based upon management's current judgment. The process used by management encompasses their knowledge and experience about past and current events and certain assumptions about future

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events. Management has informed us they used all the relevant facts available to them at the time to make the best judgments about accounting estimates and we considered this information in the scope of our audit. We considered this information and the qualitative aspects of management's calculations in evaluating the City's significant accounting policies. Estimates significant to the financial statements include such items as: the estimated lives of depreciable assets; actuarial assumptions and concepts relative to the benefit plans; deferred revenues; valuation of financial and non-financial instruments; the estimated incurred-but-not-reported liabilities; conservation commitments; extraordinary items; and the estimated allowance for uncollectible accounts.

Financial Statement Disclosures

The footnote disclosures to the financial statements are also an integral part of the financial statements. The process used by management to accumulate the information included in the disclosures was the same process used in accumulating the financial statements, and the accounting policies described above are included in those disclosures. The overall neutrality, consistency, and clarity of the disclosures was considered as part our audit and in forming our opinion on the financial statements.

Significant Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management relating to the performance of the audit.

Disagreements with Management

We encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on significant matters, the scope of the audit or significant disclosures to be included in the financial statements.

Representation from Management

We requested written representations from management relating to the accuracy of information included in the financial statements and the completeness and accuracy of various information requested by us, during the audit. Management provided those written representations without a problem.

Management's Consultations with Other Accountants

We are not aware of any consultations management had with other accountants about accounting or auditing matters.

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Significant Issues Discussed with Management

There were no significant issues discussed with management related to business conditions, plans, or strategies that may have affected the risk of material misstatement of the financial statements. We are not aware of any consultations management had with us or other accountants about accounting or auditing matters. No major issues were discussed with management prior to our retention to perform the aforementioned audit.

Audit Adjustments

During our audit of the City's basic financial statements as of and for the year ended December 31, 2017, there were several adjustments proposed to the funds of the City. We have provided a detail of all such adjustments in the back of this auditor discussion & analysis. All adjustments have been discussed with management.

Uncorrected Misstatements

We had no passed adjustments.

Independence

We are independent of the City, and all related organizations, in accordance with auditing standards promulgated by the American Institute of Public Accountants and *Government Auditing Standards*, issued by the Comptroller General of the United States.

Other Information in Documents Containing Audited Financial Statements

We are not aware of any other documents that contain the audited basic financial statements. If such documents were to be published, we would have a responsibility to determine that such financial information was not materially inconsistent with the audited statements of the City.

ACCOUNTING RECOMMENDATIONS AND RELATED MATTERS

Recommendations for Improvement and Other Matters

During our audit of the financial statements as of and for the year ended December 31, 2017, we noted some areas within the accounting and internal control systems that we believe can be improved. Further, we noted other matters which we wish to communicate to you in an effort to keep the City abreast of accounting matters that could present challenges in financial reporting in

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future periods. Our recommendations and proactive thoughts and communications are presented in the following paragraphs.

Recommendations for Improvement (Management Points)

1) Revenue Recognition

During our review of accrued liabilities balances in the General Fund, it was noted that the City was reporting a liability for customer deposits that needed to be reclassified as revenues during the current year audit. The balance related to payments received by the City for which the City had completed the work and thus was eligible to recognize the revenues. As a result, an audit entry was posted in the amount of \$48,490 to properly recognize the revenues from these transactions in accordance with generally accepted accounting principles. We recommend the City develop a process to track these balances throughout the year and to review the balances reported at year-end to ensure amounts have been properly classified and reported in the City's financial statements.

Other Matters for Communication to the Board and Management

During our audit of the financial statements as of and for the year ended December 31, 2017, we noted other matters which we wish to communicate to you in an effort to keep the City abreast of accounting matters that could present challenges in financial reporting in future periods.

1) New Governmental Accounting Standards Board (GASB) Pronouncements



As has been the case for the past 10 years, GASB has issued several other new pronouncements which will be effective in future years. On the pages that follow are brief summaries of the new standards that have been issued by the GASB that will impact the City in future periods.

- a) **Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*** was issued in June of 2015, and is effective for financial statements for periods beginning after June 15, 2016 resulting in the City's fiscal year ending September 30, 2017. This statement could easily be described as the GASB No. 67 for postemployment benefit plans due to the fact that it will closely follow the provisions of GASB No. 67 for pension plans.

The objective of this statement is to improve the usefulness of information about postemployment benefits other than pensions (other postemployment benefits or OPEB) included in the general purpose external financial reports of state and local governmental OPEB plans for making decisions and assessing accountability. This statement results from

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a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for all postemployment benefits (pensions and OPEB) with regard to providing decision-useful information, supporting assessments of accountability and inter-period equity, and creating additional transparency.

This statement replaces Statements No. 43, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, as amended, and No. 57, *OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans*. It also includes requirements for defined contribution OPEB plans that replace the requirements for those OPEB plans in Statement No. 25, *Financial Reporting for Defined Benefit Pension Plans and Note Disclosures for Defined Contribution Plans*, as amended, Statement No. 43, and Statement No. 50, *Pension Disclosures*.

Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, establishes new accounting and financial reporting requirements for governments whose employees are provided with OPEB, as well as for certain non-employer governments that have a legal obligation to provide financial support for OPEB provided to the employees of other entities.

The scope of this statement includes OPEB plans (defined benefit and defined contribution) administered through trusts that meet the following criteria:

- Contributions from employers and non-employer contributing entities to the OPEB plan and earnings on those contributions are irrevocable.
- OPEB plan assets are dedicated to providing OPEB to plan members in accordance with the benefit terms.
- OPEB plan assets are legally protected from the creditors of employers, non-employer contributing entities, and the OPEB plan administrator. If the plan is a defined benefit OPEB plan, plan assets also are legally protected from creditors of the plan members.

The requirements of this statement will improve financial reporting primarily through enhanced note disclosures and schedules of required supplementary information that will be presented by OPEB plans that are administered through trusts that meet the specified criteria. The new information will enhance the decision-usefulness of the financial reports of those OPEB plans, their value for assessing accountability, and their transparency by providing information about measures of net OPEB liabilities and explanations of how and why those liabilities changed from year to year.

The net OPEB liability information, including ratios, will offer an up-to-date indication of the extent to which the total OPEB liability is covered by the fiduciary net position of the OPEB

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plan. The comparability of the reported information for similar types of OPEB plans will be improved by the changes related to the attribution method used to determine the total OPEB liability.

The contribution schedule will provide measures to evaluate decisions related to the assessment of contribution rates in comparison with actuarially determined rates, if such rates are determined. In addition, new information about rates of return on OPEB plan investments will inform financial report users about the effects of market conditions on the OPEB plan's assets over time and provide information for users to assess the relative success of the OPEB plan's investment strategy and the relative contribution that investment earnings provide to the OPEB plan's ability to pay benefits to plan members when they come due.

- b) Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*** was issued in June of 2015, and is effective for financial statements for periods beginning after June 15, 2017 resulting in the City's fiscal year ending September 30, 2018. This statement could easily be described as the GASB No. 68 for postemployment benefit plans due to the fact that it will closely follow the provisions of GASB No. 68 for pension plans.

The primary objective of this statement is to improve accounting and financial reporting by state and local governments for postemployment benefits other than pensions (other postemployment benefits or OPEB). It also improves information provided by state and local governmental employers about financial support for OPEB that is provided by other entities. This statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for all postemployment benefits (pensions and OPEB) with regard to providing decision-useful information, supporting assessments of accountability and inter-period equity, and creating additional transparency.

This statement replaces the requirements of Statements No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, as amended, and No. 57, *OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans*, for OPEB. Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, establishes new accounting and financial reporting requirements for OPEB plans.

The scope of this statement addresses accounting and financial reporting for OPEB that is provided to the employees of state and local governmental employers. This statement establishes standards for recognizing and measuring liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures. For defined benefit

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OPEB, this statement identifies the methods and assumptions that are required to be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service. Note disclosure and required supplementary information requirements about defined benefit OPEB also are addressed.

In addition, this statement details the recognition and disclosure requirements for employers with payables to defined benefit OPEB plans that are administered through trusts that meet the specified criteria and for employers whose employees are provided with defined contribution OPEB. This statement also addresses certain circumstances in which a non-employer entity provides financial support for OPEB of employees of another entity.

In this statement, distinctions are made regarding the particular requirements depending upon whether the OPEB plans through which the benefits are provided are administered through trusts that meet the following criteria:

- Contributions from employers and non-employer contributing entities to the OPEB plan and earnings on those contributions are irrevocable.
- OPEB plan assets are dedicated to providing OPEB to plan members in accordance with the benefit terms.
- OPEB plan assets are legally protected from the creditors of employers, non-employer contributing entities, the OPEB plan administrator, and the plan members.

The requirements of this statement will improve the decision-usefulness of information in employer and governmental non-employer contributing entity financial reports and will enhance its value for assessing accountability and inter-period equity by requiring recognition of the entire OPEB liability and a more comprehensive measure of OPEB expense. Decision-usefulness and accountability also will be enhanced through new note disclosures and required supplementary information.

- c) **Statement No. 81, *Irrevocable Split-Interest Agreements*** was issued in March of 2016, and is effective for financial statements for periods beginning after December 15, 2016 resulting in the City's fiscal year ending September 30, 2017.

Irrevocable split-interest agreements (which are prevalent at colleges and universities) whereby split-interest agreements in which an asset is given to a government in trust. During the stated term of the trust the income generated by the trust goes to the donor and

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when the trust ends then the assets become the governments. We do not expect this pronouncement to affect the financial reporting of the City.

d) Statement No. 82, *Pension Plans* was issued in April 2016, and is effective for the first reporting period in which the City's pension plan measurement date is on or after June 15, 2017. No real significant matters noted in this standard which addresses:

- Presentation of payroll-related measures in the Required Supplementary Information of the annual audited financial report. Covered payroll is defined as the payroll on which contributions are based.
- Selection of actuarial assumptions. Any deviation from guidance of Actuarial Standards Board is not in conformity with GASB No. 67 & 68.
- Classification of payments made by employers to satisfy contribution requirements:
 - Payments made by employer to satisfy contribution requirements that are identified as plan member contributions should be classified as "plan member contributions" for GASB No. 67, and as "employee contributions" for GASB No. 68.
 - Expense to be classified as other compensation elements.

e) Statement No. 83, *Certain Asset Retirement Obligations* was issued in November 2016, and is effective for the first reporting period beginning after June 15, 2018. An asset retirement obligation (ARO) is a legally enforceable liability associated with the retirement of a tangible capital asset. This statement establishes the criteria for determining the timing and pattern of recognition of a liability and a corresponding deferred outflow of resources for ARO's. Timing could be based on the occurrence of external laws, regulations, contracts or court judgments. Examples include the closure of a nuclear reactor or a sewage treatment facility. This statement addresses the financial reporting and accounting as well as the respective disclosures relative to ARO's.

f) Statement No. 84, *Fiduciary Activities* was issued in January 2017 and is effective for the first reporting period beginning after December 15, 2018. This statement establishes criteria for identifying fiduciary activities with a focus on: 1) whether a government is controlling the assets of the fiduciary activity; and, 2) the beneficiaries with whom a fiduciary relationship exists.

Further, this statement describes four (4) fiduciary funds that should be reported, if applicable: 1) pension and other employee benefit trust funds; 2) investment trust funds; 3) private-purpose trust funds; and, 4) custodial funds. Custodial funds generally should report fiduciary activities that are not held in a trust or equivalent arrangement that meets specific criteria.

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g) Statement No. 85, *Omnibus 2017* was issued in March 2017 and is effective for the first reporting period beginning after June 15, 2017. This statement addresses a variety of topics including issues related to:

- Component Units - blending a component unit in circumstances in which the primary government is a business-type activity that reports in a single column for financial statement presentation;
- Goodwill - reporting amounts previously reported as goodwill and “negative” goodwill;
- Real Estate - classifying real estate held by insurance entities;
- Fair Value Measurement and Application - measuring certain money market investments and participating interest earning investment contracts at amortized cost;
- Postemployment benefits (pensions and other postemployment benefits [OPEB]):
 - Timing of the measurement of pension or OPEB liabilities and expenditures recognized in financial statements prepared using the current financial resources measurement focus;
 - Recognizing on-behalf payments for pensions or OPEB in employer financial statements;
 - Presenting payroll-related measures in required supplementary information for purposes of reporting by OPEB plans and employers that provide OPEB;
 - Classifying employer-paid member contributions for OPEB;
 - Simplifying certain aspects of the alternative measurement method for OPEB; and,
 - Accounting and financial reporting for OPEB provided through certain multiple-employer defined benefit OPEB plans.

h) Statement No. 86, *Certain Debt Extinguishment Issues* was issued in May 2017 and is effective for the first reporting period beginning after June 15, 2017. The primary objective of this statement is to improve consistency in accounting and financial reporting for in-substance defeasance of debt by providing guidance for transactions in which cash and other monetary assets acquired with only existing resources (resources other than the proceeds of refunding debt) are placed into an irrevocable trust for the sole purpose of extinguishing debt. This statement also addresses prepaid insurance on debt that is extinguished and the notes to financial statements for debt that is in-substance defeased.

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- i) **Statement No. 87, Leases** was issued in June 2017 and is effective for the first reporting period beginning after December 15, 2019. This statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the principle that a lease is the financing of the right to use an underlying asset.

Under this statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

Definition of a Lease: A lease is defined as a contract that conveys control of the right to use another entity's nonfinancial asset (the underlying asset) as specified in the contract for a period of time in an exchange or exchange-like transaction. Examples of nonfinancial assets include buildings, land, vehicles, and equipment. Any contract that meets this definition should be accounted for under the leases guidance, unless specifically excluded in this statement.

Lease Term: The lease term is defined as the period during which a lessee has a non-cancelable right to use an underlying asset, plus the following periods, if applicable:

- Periods covered by a lessee's option to extend the lease if it is reasonably certain, based on all relevant factors, that the lessee will exercise that option;
- Periods covered by a lessee's option to terminate the lease if it is reasonably certain, based on all relevant factors, that the lessee will not exercise that option;
- Periods covered by a lessor's option to extend the lease if it is reasonably certain, based on all relevant factors, that the lessor will exercise that option;
- Periods covered by a lessor's option to terminate the lease if it is reasonably certain, based on all relevant factors, that the lessor will not exercise that option.

A fiscal funding or cancellation clause should affect the lease term only when it is reasonably certain that the clause will be exercised. Lessees and lessors should reassess the lease term only if one or more of the following occur:

- The lessee or lessor elects to exercise an option even though it was previously determined that it was reasonably certain that the lessee or lessor would not exercise that option;

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- The lessee or lessor elects not to exercise an option even though it was previously determined that it was reasonably certain that the lessee or lessor would exercise that option;
- An event specified in the lease contract that requires an extension or termination of the lease takes place.

Short-Term Leases: A short-term lease is defined as a lease that, at the commencement of the lease term, has a maximum possible term under the lease contract of 12 months (or less), including any options to extend, regardless of their probability of being exercised. Lessees and lessors should recognize short-term lease payments as outflows of resources or inflows of resources, respectively, based on the payment provisions of the lease contract.

Lessee Accounting: A lessee should recognize a lease liability and a lease asset at the commencement of the lease term, unless the lease is a short-term lease or it transfers ownership of the underlying asset. The lease liability should be measured at the present value of payments expected to be made during the lease term (less any lease incentives). The lease asset should be measured at the amount of the initial measurement of the lease liability, plus any payments made to the lessor at or before the commencement of the lease term and certain direct costs.

A lessee should reduce the lease liability as payments are made and recognize an outflow of resources (for example, expense) for interest on the liability. The lessee should amortize the lease asset in a systematic and rational manner over the shorter of the lease term or the useful life of the underlying asset. The notes to financial statements should include a description of leasing arrangements, the amount of lease assets recognized, and a schedule of future lease payments to be made.

Lessor Accounting: A lessor should recognize a lease receivable and a deferred inflow of resources at the commencement of the lease term, with certain exceptions for leases of assets held as investments, certain regulated leases, short-term leases, and leases that transfer ownership of the underlying asset. A lessor should not derecognize the asset underlying the lease. The lease receivable should be measured at the present value of lease payments expected to be received during the lease term. The deferred inflow of resources should be measured at the value of the lease receivable plus any payments received at or before the commencement of the lease term that relate to future periods.

A lessor should recognize interest revenue on the lease receivable and an inflow of resources (for example, revenue) from the deferred inflows of resources in a systematic and rational manner over the term of the lease. The notes to financial statements should

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include a description of leasing arrangements and the total amount of inflows of resources recognized from leases.

Contracts with Multiple Components and Contract Combinations: Generally, a government should account for the lease and non-lease components of a lease as separate contracts. If a lease involves multiple underlying assets, lessees and lessors in certain cases should account for each underlying asset as a separate lease contract. To allocate the contract price to different components, lessees and lessors should use contract prices for individual components as long as they do not appear to be unreasonable based on professional judgment, or use professional judgment to determine their best estimate if there are no stated prices or if stated prices appear to be unreasonable. If determining a best estimate is not practicable, multiple components in a lease contract should be accounted for as a single lease unit. Contracts that are entered into at or near the same time with the same counterparty and that meet certain criteria should be considered part of the same lease contract and should be evaluated in accordance with the guidance for contracts with multiple components.

Lease Modifications and Terminations: An *amendment* to a lease contract should be considered a lease modification, unless the lessee's right to use the underlying asset decreases, in which case it would be a partial or full lease termination. A lease termination should be accounted for by reducing the carrying values of the lease liability and lease asset by a lessee, or the lease receivable and deferred inflows of resources by the lessor, with any difference being recognized as a gain or loss. A lease modification that does not qualify as a separate lease should be accounted for by re-measuring the lease liability and adjusting the related lease asset by a lessee and re-measuring the lease receivable and adjusting the related deferred inflows of resources by a lessor.

Subleases and Leaseback Transactions: Subleases should be treated as transactions separate from the original lease. The original lessee that becomes the lessor in a sublease should account for the original lease and the sublease as separate transactions, as a lessee and lessor, respectively.

A transaction qualifies for sale-leaseback accounting only if it includes a sale. Otherwise, it is a borrowing. The sale and lease portions of a transaction should be accounted for as separate sale and lease transactions, except that any difference between the carrying value of the capital asset that was sold and the net proceeds from the sale should be reported as a deferred inflow of resources or a deferred outflow of resources and recognized over the term of the lease.

A lease-leaseback transaction should be accounted for as a net transaction. The gross amounts of each portion of the transaction should be disclosed.

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- j) **Other Pending or Current GASB Projects.** As noted by the numerous pronouncements issued by GASB over the past decade, the GASB continues to research various projects of interest to governmental units. Subjects of note include:
- a. **Re-Examination of the Financial Reporting Model.** GASB has added this project to its technical agenda to make improvements to the existing financial reporting model (established via GASB 34). Improvements are meant to enhance the effectiveness of the model in providing information for decision-making and assessing a government's accountability. GASB anticipates issuing an initial due process document on this project by the end of 2017.
 - b. **Conceptual Framework** is a constant matter being looked at by GASB. Current measurement focus statements (for governmental funds) to change to near-term financial resources measurement. May dictate a period (such as 60 days) for revenue and expenditure recognition. May expense thing such as supplies and prepaid assets at acquisition. Will look into which balances (at all statement levels) are measured at acquisition and which need to be re-measured at year-end. Project placed on hold for now.
 - c. **Economic Condition Reporting** is another long-term matter being looked into by GASB. Includes presentation of information on fiscal sustainability (including projections). Tabled for now pending resolution to issues raised on GASBs scope.

Summations of Thoughts Noted Above

We believe the implementation of these suggestions will enhance both the control environment and the financial reporting process, making both more effective. We also believe these recommendations can be easily implemented, and all problems resolved quite timely should management elect to employ the corrective measures.

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FREE QUARTERLY CONTINUING EDUCATION AND NEWSLETTERS FOR GOVERNMENTAL CLIENTS

Free Continuing Education. We provide free continuing education (quarterly is the goal and objective) for all of our governmental clients. Each quarter we pick a couple of significant topics tailored to be of interest to governmental entities. In an effort to accommodate our entire governmental client base, we offer the sessions several times per quarter at a variety of client provided locations resulting in greater networking among our governmental clients. We normally see approximately 100 people per quarter. We obtain the input and services of experienced outside speakers along with providing the instruction utilizing our in-house professionals. We hope City staff and officials have been able to participate in this opportunity, and that it has been beneficial to you. Examples of subjects addressed in the past few quarters include:

- Accounting for Debt Issuances
- American Recovery & Reinvestment Act (ARRA) Updates
- Best Budgeting Practices, Policies and Processes
- CAFR Preparation (several times including a two (2) day hands-on course)
- Capital Asset Accounting Processes and Controls
- Collateralization of Deposits and Investments
- Evaluating Financial and Non-Financial Health of a Local Government
- GASB No. 51, Intangible Assets
- GASB No. 54, Governmental Fund Balance (subject addressed twice)
- GASB No. 60, Service Concession Arrangements (webcast)
- GASB No. 61, the Financial Reporting Entity (webcast)
- GASB No.'s 63 & 65, Deferred Inflows and Outflows (webcast)
- GASB No.'s 67 & 68, New Pension Stds. (presented several occasions)
- GASB Updates (ongoing and several sessions)
- Grant Accounting Processes and Controls
- Information Technology Security and Financial Reporting
- Internal Controls Over Accounts Payable, Payroll and Cash Disbursements
- Internal Controls Over Receivables & the Revenue Cycle
- Internal Revenue Service (IRS) Issues, Primarily Payroll Matters
- Legal Considerations for Debt Issuances & Disclosure Requirements
- Policies and Procedures Manuals
- Segregation of Duties
- Single Audits for Auditees
- Special Purpose Local Option Sales Tax (SPLOST) Accounting, Reporting & Compliance
- Uniform Grant Reporting Requirements and the New Single Audit

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Governmental Newsletters. We periodically produce newsletters tailored to meet the needs of governments. The newsletters have addressed a variety of subjects and are intended to be timely in their subject matter. The newsletters are authored by Mauldin & Jenkins partners and managers, and are not purchased from an outside agency. The newsletters are intended to keep you informed of current developments in the government finance environment.

Communication. In an effort to better communicate our free continuing education plans and newsletters, please email Paige Vercoe at pvercoe@mjcpa.com (send corresponding copy to Adam at afraley@mjcpa.com), and provide to her individual names, mailing addresses, email addresses and phone numbers of anyone you wish to participate and be included in our database.

CLOSING

We believe the implementation of these suggestions will enhance both the control environment and the financial reporting process, making both more effective. We also believe these recommendations can be easily implemented, and all problems resolved quite timely should management elect to employ the corrective measures. If you have any questions regarding any comments, suggestions or recommendations set forth in this memorandum, we will be pleased to discuss it with you at your convenience.

This information is intended solely for the use of the City's management, and others within the City's organization and is not intended to be and should not be used by anyone other than these specified parties.

We appreciate the opportunity to serve the City of Monroe, Georgia and look forward to serving the City in the future. Thank you.



Client: 0301650 - City of Monroe, Georgia
Engagement: 0301650 - City of Monroe, Georgia
Period Ending: 12/31/2017
Workpaper: 0204.100 - General Adjusting Journal Entries Report

Account	Description	W/P Ref	Debit	Credit
Adjusting Journal Entries JE # 1		PBC		
To net Due To/From at year end				
100-110-11310-00111-113101	DUE FROM INS TRUST		1,214.04	
100-110-11310-00111-113103	DUE FROM SOLID WASTE FUND			207.27
100-110-11310-00111-113104	DUE FROM UTILITIES FUND			977.16
100-110-11310-00111-113106	DUE FROM GUTA			29.61
Total			1,214.04	1,214.04
Adjusting Journal Entries JE # 2		PBC		
To record property tax accrual				
100-110-11160-00111-111613	AD VALOREM TAX - 2017		255.57	
100-120-12250-00121-122518	RESERVE FOR TAXES - 2016		285.56	
100-120-12250-00121-122518	RESERVE FOR TAXES - 2016		543.49	
100-120-12250-00121-122518	RESERVE FOR TAXES - 2016		718.02	
100-120-12250-00121-122518	RESERVE FOR TAXES - 2016		1,366.57	
100-120-12250-00121-122519	RESERVE FOR TAXES - 2017		7,805.96	
100-120-12250-00121-122519	RESERVE FOR TAXES - 2017		14,936.21	
100-120-12250-00121-122519	RESERVE FOR TAXES - 2017		21,114.42	
100-120-12250-00121-122519	RESERVE FOR TAXES - 2017		40,401.69	
100-120-12250-00121-122519	RESERVE FOR TAXES - 2017			255.57
100-310-31110-00311-311100	AD VALOREM TAX - CURRENT YEAR			84,258.28
100-310-31110-00311-311200	AD VALOREM TAX - PRIOR YEAR			2,913.64
Total			87,427.49	87,427.49
Adjusting Journal Entries JE # 3		PBC		
To adjust tax receivable and liability at year end				
100-120-12250-00121-122518	RESERVE FOR TAXES - 2016		180,176.04	
100-120-12250-00121-122519	RESERVE FOR TAXES - 2017		2,751,754.83	
100-110-11160-00111-111612	AD VALOREM TAX - 2016			180,176.04
100-110-11160-00111-111613	AD VALOREM TAX - 2017			2,751,754.83
100-310-31110-00311-311100	AD VALOREM TAX - CURRENT YEAR			
100-310-31110-00311-311200	AD VALOREM TAX - PRIOR YEAR			
Total			2,931,930.87	2,931,930.87
Adjusting Journal Entries JE # 4		PBC		
To net down due to/from				
100-120-12190-00121-121900	DUE TO OTHER FUNDS		12,927.74	
100-120-12190-00121-121902	DUE TO OTHERS		77.15	
100-110-11310-00111-113104	DUE FROM UTILITIES FUND			12,927.74
100-110-11310-00111-113106	DUE FROM GUTA			77.15
Total			13,004.89	13,004.89
Adjusting Journal Entries JE # 5		PBC		
To write off GUTA due to other funds.				
100-390-39100-00391-391204	TRANSFER IN - GUTA		33,971.60	
100-110-11310-00111-113106	DUE FROM GUTA			33,971.60
Total			33,971.60	33,971.60
Adjusting Journal Entries JE # 6		PBC		
To post fund balance reclassifications				
100-135-13520-00135-135200	FUND BALANCE-RESTRICTED		106,563.99	
100-135-13540-00135-135400	FUND BALANCE-ASSIGNED		2,464.40	
100-135-13540-00135-135400	FUND BALANCE-ASSIGNED		3,905.00	
100-135-13550-00135-135500	FUND BALANCE-UNASSIGNED		108,764.75	
100-135-13510-00135-135100	FUND BALANCE-NONSPENDABLE			108,764.75
100-135-13550-00135-135500	FUND BALANCE-UNASSIGNED			2,464.40
100-135-13550-00135-135500	FUND BALANCE-UNASSIGNED			3,905.00
100-135-13550-00135-135500	FUND BALANCE-UNASSIGNED			106,563.99
Total			221,698.14	221,698.14

Client: 0301650 - City of Monroe, Georgia
Engagement: 0301650 - City of Monroe, Georgia
Period Ending: 12/31/2017
Workpaper: 0204.100 - General Adjusting Journal Entries Report

Account	Description	W/P Ref	Debit	Credit
Adjusting Journal Entries JE # 7				
To remove credit expenditure in GO Bond Fund		PBC		
100-390-39100-00391-391200	OPERATING TRANSFERS IN		30.00	
100-510-07563-00531-532900	MISCELLANEOUS			30.00
Total			30.00	30.00
Adjusting Journal Entries JE # 8				
To post February collections for property taxes.		PBC		
100-120-12250-00121-122518	RESERVE FOR TAXES - 2016		206.05	
100-120-12250-00121-122518	RESERVE FOR TAXES - 2016		518.14	
100-120-12250-00121-122519	RESERVE FOR TAXES - 2017		17,063.69	
100-120-12250-00121-122519	RESERVE FOR TAXES - 2017		46,156.38	
100-310-31110-00311-311100	AD VALOREM TAX - CURRENT YEAR			63,220.07
100-310-31110-00311-311200	AD VALOREM TAX - PRIOR YEAR			724.19
Total			63,944.26	63,944.26
Adjusting Journal Entries JE # 9				
To reclass pulic utility taxes to the proper account		PBC		
100-310-31110-00311-311200	AD VALOREM TAX - PRIOR YEAR		54,131.98	
100-310-31110-00311-311110	PUBLIC UTILITY TAX			54,131.98
Total			54,131.98	54,131.98

Client: 0301650 - City of Monroe, Georgia
Engagement: 0301650 - City of Monroe, Georgia
Period Ending: 12/31/2017
Trial Balance: 0200.310 - GO Bond Fund Database
Workpaper: 0204.310 - Adjusting Journal Entries Report

Account	Description
---------	-------------

W/P Ref	Debit	Credit
PBC		
	30.00	
	<u>30.00</u>	<u>30.00</u>
	<u>30.00</u>	<u>30.00</u>
	<u>30.00</u>	<u>30.00</u>

Adjusting Journal Entries
Adjusting Journal Entries JE # 1
To remove the negative expenditure.
0-512-05500-00541-5413 BUILDING-CHURCH ST
0-575-09000-00611-6110 TRANSFERS OUT - OTHER FUNDS
Total

Total Adjusting Journal Entries

Total All Journal Entries

Client: 0301650 - City of Monroe, Georgia
Engagement: 0301650 - City of Monroe, Georgia
Period Ending: 12/31/2017
Trial Balance: 0200.320 - SPLOST Database
Workpaper: 0204.320 - SPLOST Adjusting Journal Entries Report

Account	Description	W/P Ref	Debit	Credit
Adjusting Journal Entries JE # 1		PBC		
To reclass SPLOST receivable and to write off immaterial \$812 receivable				
320-110-11270-00111-112701	DUE FROM OTHER GOVERNMENTS		151,215.66	
320-310-31320-00313-313201	SPLOST 2013		812.80	
320-120-12250-00121-122500	DEFERRED REVENUE			812.80
320-120-12250-00121-122500	DEFERRED REVENUE			151,215.66
Total			152,028.46	152,028.46
Adjusting Journal Entries JE # 2		PBC		
To reclass capital outlay airport expenditure showing a negative balance				
320-510-07500-00541-541402	INFRASTRUCTURE-AIRPORT		50,343.03	
320-510-07563-00541-541400	INFRASTRUCTURE			50,343.03
Total			50,343.03	50,343.03

Client: 0301650 - City of Monroe, Georgia
Engagement: 0301650 - City of Monroe, Georgia
Period Ending: 12/31/2017
Trial Balance: 0200.520 - Utility Fund Database
Workpaper: 0204.520 - Utility Fund Adjusting Journal Entries Report

Account	Description	W/P Ref	Debit	Credit
Adjusting Journal Entries JE # 1				
To accrue December MEAG COS		PBC		
520-526-04600-00531-531530	COS - ELECTRICITY		55,316.00	
520-526-04600-00531-531531	COS - MCT CREDIT			55,316.00
Total			55,316.00	55,316.00
Adjusting Journal Entries JE # 2				
To record current year share of net pension liability and pension related items		6202.002		
520-125-12520-00125-125265	NET PENSION LIABILITY		453,828.00	
520-119-11920-00119-119200	DEF OUTFLOWS OF RES-PENSION			385,735.00
520-129-12930-00129-129300	DEF INFLOWS OF RES-PENSION			61,484.00
520-526-04600-00512-512400	GMEBS-RETIREMENT CONTRIBUTION			6,609.00
Total			453,828.00	453,828.00
Adjusting Journal Entries JE # 3				
To net due to/from at year end		PBC		
520-515-01510-00531-532900	MISCELLANEOUS		90.88	
520-526-04600-00531-532900	MISCELLANEOUS		0.02	
520-120-12190-00121-121910	DUE TO GEN FUND - Y/E			0.02
520-121-12190-00121-121911	DUE TO SOLID WASTE FUND - UTIL			90.88
Total			90.90	90.90
Adjusting Journal Entries JE # 4				
To record amortization expense of deferred charges		5004.000		
520-527-04700-00562-562016	AMORT DEF CHARGES - 2016 REFUNDING BOND		31,121.89	
520-125-12570-00125-125737	2016 BOND (DEFEASANCE)			31,121.89
Total			31,121.89	31,121.89
Adjusting Journal Entries JE # 5				
To reclass revenues to miscellaneous revenues		PBC		
520-380-38900-00389-389001	OTHER - UTILITY		6,272.40	
520-390-39200-00392-392106	SALE OF ASSETS - GENERAL			6,272.40
Total			6,272.40	6,272.40
Adjusting Journal Entries JE # 6				
To true up due to/from		PBC		
520-120-12190-00121-121914	DUE TO GEN FUND FOR INS		831.40	
520-121-12190-00121-121911	DUE TO SOLID WASTE FUND - UTIL		207.00	
520-110-11310-00111-113106	DUE FROM GUTA			831.40
520-120-12190-00121-121914	DUE TO GEN FUND FOR INS			207.00
Total			1,038.40	1,038.40
Adjusting Journal Entries JE # 7				
To net down due to/from		PBC		
520-120-12190-00121-121900	DUE TO OTHER FUNDS		12,927.74	
520-120-12190-00121-121907	DUE TO GUTA		2,631.43	
520-121-12190-00121-121911	DUE TO SOLID WASTE FUND - UTIL		60.00	
520-110-11310-00111-113103	DUE FROM SOLID WASTE FUND			60.00
520-110-11310-00111-113105	DUE FROM GENERAL FUND			12,927.74
520-110-11310-00111-113106	DUE FROM GUTA			2,631.43
Total			15,619.17	15,619.17
Adjusting Journal Entries JE # 8				
To write off GUTA due to other funds.		PBC		
520-526-04600-00611-611000	TRANSFERS OUT - OTHER FUNDS		184,941.18	
520-110-11310-00111-113106	DUE FROM GUTA			184,941.18
Total			184,941.18	184,941.18

Client: 0301650 - City of Monroe, Georgia
Engagement: 0301650 - City of Monroe, Georgia
Period Ending: 12/31/2017
Workpaper: 0204.540 - Solid Waste Adjusting Journal Entries Report

Account	Description	W/P Ref	Debit	Credit
Adjusting Journal Entries JE # 1		6202.002		
To record current year portion of net pension liability and pension related items				
540-125-12520-00125-125265	NET PENSION LIABILITY		168,364.00	
540-119-11920-00119-119200	DEF OUTFLOWS OF RES-PENSION			104,448.00
540-129-12930-00129-129300	DEF INFLOWS OF RES-PENSION			10,764.00
540-545-04520-00512-512400	GMEBS-RETIREMENT CONTRIBUTION			53,152.00
Total			168,364.00	168,364.00
Adjusting Journal Entries JE # 2		PBC		
To true up due to/from				
540-120-12190-00121-121914	DUE TO GEN FUND FOR INS		207.00	
540-110-11310-00111-113104	DUE FROM UTILITIES FUND			207.00
Total			207.00	207.00
Adjusting Journal Entries JE # 3		PBC		
To net down due to/from				
540-120-12190-00121-121902	DUE TO OTHERS		60.00	
540-110-11310-00111-113104	DUE FROM UTILITIES FUND			60.00
Total			60.00	60.00

Client: 0301650 - City of Monroe, Georgia
Engagement: 0301650 - City of Monroe, Georgia
Period Ending: 12/31/2017
Trial Balance: 0200.555 - GUTA - Special Facilities Fund Database
Workpaper: 0204.555 - Adjusting Journal Entries Report

Account	Description	W/P Ref	Debit	Credit
Adjusting Journal Entries JE # 1		PBC		
To true up due to/due from				
555-120-12190-00121-121902	DUE TO OTHERS		831.40	
555-120-12190-00121-121914	DUE TO GEN FUND FOR INS			831.40
Total			831.40	831.40
Adjusting Journal Entries JE # 2		PBC		
To net down due to/from				
555-120-12190-00121-121902	DUE TO OTHERS		2,631.43	
555-120-12190-00121-121912	DUE TO GENERAL FUND		77.15	
555-110-11310-00111-113100	DUE FROM OTHER FUNDS			2,631.43
555-110-11310-00111-113105	DUE FROM GENERAL FUND			77.15
Total			2,708.58	2,708.58
Adjusting Journal Entries JE # 3		PBC		
To write off GUTA due to other funds.				
555-120-12190-00121-121900	DUE TO OTHER FUNDS		31,182.46	
555-120-12190-00121-121902	DUE TO OTHERS		184,941.18	
555-120-12190-00121-121912	DUE TO GENERAL FUND		2,789.14	
555-575-09000-00611-611000	TRANSFERS OUT - OTHER FUNDS			218,912.78
Total			218,912.78	218,912.78

Client: 0301650 - City of Monroe, Georgia
Engagement: 0301650 - City of Monroe, Georgia
Period Ending: 12/31/2017
Trial Balance: 0200.805 - Development Authority Database
Workpaper: 0204.805 - Development Authority Adjusting Journal Entries Report

Account	Description	W/P Ref	Debit	Credit
Adjusting Journal Entries JE # 1		PBC		
To record land transaction.				
002-110-11190-00111-111902	LAND HELD FOR REDEVELOPMENT		245,000.00	
002-510-07550-00531-532907	INTEREST EXPENSE		3,266.68	
002-120-12110-00121-121102	NOTE PAYABLE			245,000.00
002-510-07550-00531-532900	MISCELLANEOUS			3,266.68
Total			248,266.68	248,266.68

Client: 0301650 - City of Monroe, Georgia
Engagement: 0301650 - City of Monroe, Georgia
Period Ending: 12/31/2017
Trial Balance: 0200.810 - Monroe CVB Database
Workpaper: 0204.810 - Monroe CVB Adjusting Journal Entries Report

Account	Description	W/P Ref	Debit	Credit
Adjusting Journal Entries JE # 1		PBC		
To reclass receivable to deposit in transit.				
003-110-11110-00111-111100	WACHOVIA CHECKING		12,106.00	
003-110-11190-00111-111900	DUE FROM OTHERS			12,106.00
Total			12,106.00	12,106.00



Council Meeting

AGENDA

May 8, 2018

Item:

2nd Reading - Zoning Ordinance Code Text Amendment #5

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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

Attachments / click to download

☐ [Zoning Code Text Amendment #5](#)

**AN ORDINANCE TO AMEND THE ZONING
ORDINANCE OF THE CITY OF MONROE, GEORGIA**

The Mayor and Council of the city of Monroe, Georgia, hereby ordain as follows:

The Zoning Ordinance of the City of Monroe, officially adopted June 10, 2014, and Effective July 1, 2014, as thereafter amended, is hereby amended by implementing text amendments and changes outlined and identified in particular detail on Exhibit A, which such exhibit is incorporated herein by reference.

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

These text amendments of the City of Monroe Zoning Ordinance shall take effect upon their adoption by the Mayor and Council.

FIRST READING. This 10th, day of April, 2018.

SECOND READING AND ADOPTED on this 8th, day of May, 2018.

CITY OF MONROE, GEORGIA

By: _____ (SEAL)
John Howard, Mayor

Attest: _____ (SEAL)
Debbie Kirk, City Clerk

EXHIBIT A

City of Monroe Zoning Ordinance Text Amendment

Amendment # 5

1. Section 610.3 table 6 Note 7 to be beside Animals Household pets :

Dogs:

On any residential property equal to or less than one (1) acre, or for any dwelling unit in a multifamily development (e.g. apartment, condominium, townhome, mobile home park, duplex or similar), it shall be unlawful to possess or keep more than three (3) dogs. On any residential property larger than one (1) acre but equal to or less than two (2) acres, it shall be unlawful to possess or keep more than six (6) dogs. On any residential property larger than two (2) acres, there shall be no restriction on the number of dogs allowed to be possessed or kept provided all other applicable zoning provisions are obeyed. However, any such property that contains more than six (6) dogs shall be required to maintain those animals in an enclosure at least one hundred (100) feet from the nearest property line.

Cats:

On any residential property equal to or less than one (1) acre, or for any dwelling unit in a multifamily development (e.g. apartment, condominium, townhome, mobile home park, duplex or similar), it shall be unlawful to possess or keep more than three(3) cats. On any residential property larger than one (1) acre but equal to or less than two (2) acres, it shall be unlawful to possess or keep more than six (6) cats. On any residential property larger than two (2) acres, there shall be no restriction on the number of cats allowed to be possessed or kept provided all other applicable zoning provisions are obeyed.

Litters of animals shall be exempt from the provisions herein for up to six (6) months from the date of birth.



Council Meeting

AGENDA

May 8, 2018

Item:

1st Reading - Speed Zone Ordinance

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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

Attachments / click to download

☐ [Speed Zone Ordinance](#)

AN ORDINANCE OF THE CITY OF MONROE TO ADOPT CERTAIN SPEED ZONE LIMITS FOR THE ROADS OF THE CITY OF MONROE; TO PROVIDE FOR CERTAIN SCHOOL ZONE HOUR RESTRICTIONS TO SPEED LIMITS; TO AUTHORIZE THE USE OF SPEED DETECTION DEVICES WITHIN THE CITY LIMITS OF THE CITY OF MONROE; TO PROVIDE PROCEDURES FOR IMPLEMENTATION AND ENFORCEMENT; AND FOR OTHER PURPOSES

The Mayor and Council of the City of Monroe, Georgia, hereby ordain as follows:

Article I

Section 1. Pursuant to OCGA 40-6-183, the City of Monroe hereby establishes the following speed zones on the roads and streets located within the City Limits of the City of Monroe all as more fully detailed and outlined in Exhibit A, attached hereto.

Section 2. Said speed zones and speed limits, including the restrictions relating to school zones, are hereby established based on an engineering and traffic investigation as prescribed by OCGA 40-6-183.

Article II

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

Article III

This Ordinance shall take effect upon adoption and execution by the Mayor and Council.

FIRST READING. This _____ day of May, 2018.

SECOND READING AND ADOPTED on this _____ day of June, 2018.

CITY OF MONROE, GEORGIA

By: _____
John S. Howard, Mayor

Attest: _____
Debbie Kirk, City Clerk



April 16, 2018

City of Monroe
Attn: Mayor John Howard
P. O. Box 1249
Monroe, Ga. 30655

SUBJECT: Speed Zone Ordinance
City of Monroe, Walton County

Georgia Department of Transportation has completed the update for the City of Monroe Speed Zone Ordinance. The revision is for a correction on Alcovy Street (Off-System) for the ending point being "200' North of Oak Ridge".

Two copies of the updated ordinance is enclosed for your review and approval. Once approved, please forward one signed notarized copy of the ordinance to the Gainesville office listed below for further processing. This copy will be maintained for our files and will be forwarded to the Department of Public Safety for their review and approval.

It is the City's responsibility to sign all off-system roadways. Speed limit signs and speed checked by detection device signs have to be in place for thirty (30) days prior to radar use. The attached ordinance will go into effect upon approval from the Department of Public Safety. However, the City **cannot** use any speed detection device until the signing requirements are met.

We appreciate your patience and cooperation in this matter. Should you have questions or require assistance, please contact Shane Giles at (770) 533-8491.

Sincerely,

Sue Anne Decker ^{SD}

Sue Anne H. Decker, P.E.
District Traffic Engineer

SHD: SCG
Attachments

The City of Monroe is hereby requesting that the following roadways be approved for the use of speed detection devices:

LIST OF ROADWAYS
for
CITY OF MONROE
ON-SYSTEM

STATE ROUTE	WITHIN THE CITY/TOWN LIMITS OF and/or School Name	FROM	MILE POINT	TO	MILE POINT	LENGTH IN MILES	SPEED LIMIT
SR 10	MONROE	1373' east of Smith Road (West Monroe City Limits)	08.80	370' east of Cherry Hill Road (East Monroe City Limits)	13.59	04.79	55
SR 10 Business	MONROE	State Route 10	00.00	2077' west of State Route 138	00.44	00.44	45
SR 10 Business	MONROE	2077' west of State Route 138	00.44	100' east of Jackson Street	02.56	02.12	35
SR 10 Business *** SCHOOL ZONE ***	MONROE George Walton Academy SCHOOL DAYS ONLY	575' west of George Walton Academy Drive	00.99	530' east of George Walton Academy Drive	01.20	00.21	30
SR 10 Business	MONROE	100' east of Jackson Street	02.56	67' west of Milledge Avenue	02.80	00.24	30
SR 10 Business	MONROE	67' west of Milledge Avenue	02.80	168' east of Hammond Drive	03.55	00.75	35
SR 10 Business	MONROE	168' east of Hammond Drive	03.55	State Route 10	04.10	00.55	45
SR 11	MONROE	260' north of South Madison Avenue (South Monroe City Limits)	11.35	417' north of South Madison Avenue	11.38	00.03	55
SR 11	MONROE	417' north of South Madison Avenue	11.38	542' south of Walker Drive	11.84	00.46	45
SR 11	MONROE	542' south of Walker Drive	11.84	157' south of Mears Street	12.48	00.64	35
SR 11	MONROE	157' south of Mears Street	12.48	Alcovy Street	12.86	00.38	30
SR 11	MONROE	Alcovy Street	12.86	Walton Street	13.35	00.49	25
SR 11	MONROE	Walton Street	13.35	150' north of Marable Street	13.58	00.23	30
SR 11	MONROE	150' north of Marable Street	13.58	Mayfield Drive	14.05	00.47	35
SR 11	MONROE	Mayfield Drive	14.05	213' north of Charlotte Rowell Blvd (North Monroe City Limits)	15.02	00.97	45

LIST NUMBER 4490-04-2018

STATE ROUTE	WITHIN THE CITY/TOWN LIMITS OF and/or School Name	FROM	MILE POINT	TO	MILE POINT	LENGTH IN MILES	SPEED LIMIT
SR 83	MONROE	1390' south of Piedmont Parkway (South Monroe City Limits)	08.19	1291' south of Piedmont Parkway	08.21	00.02	55
SR 83	MONROE	1291' south of Piedmont Parkway	08.21	State Route 10	08.99	00.78	45
SR 138	MONROE	1025' west of Michael Etchinson Road (West Monroe City Limits)	09.30	State Route 10 westbound on/off ramp	10.44	01.14	45

OFF-SYSTEM

ROAD NAME	WITHIN THE CITY/TOWN LIMITS OF and/or School Name	FROM	TO	LENGTH IN MILES	SPEED LIMIT
Alcovy Street	Monroe	State Route 11	200' South of Barrett Street	00.41	30
Alcovy Street	Monroe	200' South of Barrett Street	200' North of Oak Ridge	01.10	35
Alcovy Street	Monroe	200' North of Oakland Ridge	South Monroe City Limits	00.40	45
Atha Street	Monroe	Madison Avenue	State Route 11	00.39	30
Baker Street	Monroe	Hammond Drive	Southview Drive	00.92	30
Birch Street	Monroe	Marable Street	Cherry Hill Drive	00.46	35
Breedlove Drive	Monroe	State Route 10 Business	Alcovy Street	01.30	35
Bryant Road	Monroe	Marable Street	State Route 10 Business	00.55	30
Carwood Mayfield Drive	Monroe	State Route 10 Business	State Route 11	01.38	35
Cherry Hill Road	Monroe	State Route 10/US 78	2400' West of State Route 10/US 78	00.45	25
Cherry Hill Road	Monroe	2400' West of State Route 10/US 78	Birch Street	00.67	35
Church Street	Monroe	State Route 11	Hammond Drive	00.89	30
Church Street	Monroe	Hammond Drive	Poplar Street	00.40	35
Church Street	Monroe	Poplar Street	East Monroe City Limits	00.50	45
Davis Street	Monroe	State Route 11	Dead End	00.97	30
Fifth Street	Monroe	Madison Avenue	Dead End	00.49	25
Sixth Street	Monroe	State Route 11	Dead End	00.26	25
Glen Iris Drive	Monroe	State Route 10 Business	Marable Street	00.53	30
Hammond Drive	Monroe	State Route 10 Business	Church Street	00.63	35
Highland Avenue	Monroe	State Route 10 Business	Madison Avenue	00.79	25
Madison Avenue	Monroe	Mill Street	South Monroe City Limits	01.13	35

Marable Street	Monroe	State Route 11	400' North of Roosevelt Street	00.73	30
Marable Street	Monroe	400' North of Roosevelt Street	250' South of Walton Road	00.35	35
Marable Street	Monroe	250' South of Walton Road	North Monroe City Limits	00.50	45
McDaniel Street	Monroe	State Route 11	Pinecrest Drive	00.35	30
McDaniel Street	Monroe	Pinecrest Drive	Breedlove Drive	00.70	35
Pannell Road	Monroe	Madison Avenue	Southeast Monroe Street	00.33	35
Pinecrest Drive	Monroe	State Route 10	McDaniel Street	00.48	30
Plaza Drive	Monroe	State Route 10 Business	Mayfield Drive	00.62	30
Poplar Street	Monroe	Church Street	Southeast Monroe City Limits	00.69	35
Vine Street	Monroe	State Route 11	South Monroe City Limits	00.46	35
Walker Drive	Monroe	State Route 11	Alcovy Street	00.85	30
Walton Road	Monroe	Marable Street	North Monroe City Limits	00.74	35

*****SCHOOL ZONE HOURS ARE EFFECTIVE*****

A.M. from 45 minutes prior to commencement time to 15 minutes after commencement time –
SCHOOL DAYS ONLY

P.M. from 15 minutes prior to dismissal time to 45 minutes after dismissal time –
SCHOOL DAYS ONLY

ALL LISTS AND PARTS OF LISTS IN CONFLICT WITH THIS LIST ARE HEREBY REPEALED.

Signature of Governing Authority:

Mayor

City Council

Sworn and Subscribed before me

This _____ day of _____, _____.

NOTARY PUBLIC



Council Meeting

AGENDA

May 8, 2018

Item:

Approval - Main Street Program MOU

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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

Attachments / click to download

☐ [Main Street Program MOU](#)



To: City Council, City Administrator
From: Sadie Krawczyk, ED Specialist
Department: Administration
Date: 4/23/2018
Description: Annual MOU for Classic Main Street Program

Budget Account/Project Name: n/a

Funding Source: n/a

Budget Allocation: 000

Budget Available: 0.00

Requested Expense: 0.00

Company of Purchase:

Recommendation:

Recommend approval of MOU in order to continue the City of Monroe's participation in the Georgia Main Street Program and the National Main Street Program.

Background:

This is an annual agreement that outlines our local responsibilities and the state's responsibilities through DCA for the Georgia Main Street Program.

Attachment(s):

2018 Combined MOU Document for Classic Main Street Programs (7 pages)

2018 National Main Street Center's sublicensing agreement (5 pages)

The logo for the Georgia Department of Community Affairs. It features the word "Georgia" in a green serif font, followed by "Department of" in a smaller green sans-serif font, and "Community Affairs" in a large, bold, green sans-serif font. To the right of the text is a green silhouette of a city skyline with several buildings of varying heights.

Georgia[®] Department of Community Affairs

April 2, 2018

To Whom It May Concern:

Enclosed you will find a copy of the 2018-19 Georgia Classic Main Street Program Memorandum of Understanding and the 2018 National Main Street Center's sublicensing agreement. As per the National Main Street Center requirements all accredited Main Street cities must have a current signed MOU and sublicensing agreement on file with the Georgia Department of Community Affairs in order to retain the services of our office along with the use of the Main Street name.

The enclosed document must be signed by the Mayor, Board Chair and local Manager and **uploaded a copy to your Main Street program's shared DCA Dropbox folder by July 1, 2018.** Failure to comply may result in probationary status or loss of accreditation for the local Main Street program in 2018.

As per this MOU agreement the local municipality is required to notify the Office of Downtown Development within one week of any Downtown Director Vacancy. If at any point during the 2018 calendar year there is a change in the local program manager, the local program is required to submit a new MOU including the new manager's signature to DCA.

Regards,

Jessica Reynolds

Jessica Reynolds, EDFP
Director, Office of Downtown Development &
Georgia Main Street Program
Georgia Department of Community Affairs



60 Executive Park South, N.E. • Atlanta, Georgia 30329-2231 • 404-679-4940

www.dca.ga.gov

An Equal Opportunity Employer





2018 - 2019 Georgia Classic Main Streets Memorandum of Understanding

MOU

4/1/2018

This document should be signed by all local parties (Mayor, Board Chair, Main Street Program Manager) and a copy of the original document should be uploaded to your community's shared DCA Dropbox folder by July 1, 2018.



GEORGIA CLASSIC MAIN STREETS PROGRAM MEMORANDUM OF UNDERSTANDING

2018 -2019 Program Year

This agreement is entered into and executed by the Georgia Department of Community Affairs Office of Downtown Development (hereinafter referred to as "DCA"), the City/Town of Monroe, Georgia (hereinafter referred to as "Community"), the Local Main Street Program Board of Directors, and the Downtown Manager for the Community. DCA will enter into this agreement with the above parties to provide services in return for active and meaningful participation in the Georgia Classic Main Streets Program by the Community as specified below.

This agreement outlines the necessary requirements set forth by DCA for the Community's participation in the Georgia Classic Main Streets Program for 2018. DCA is the sponsoring state agency for the Georgia Classic Main Street program and is licensed by the National Main Street Center (hereinafter referred to as "National Program") to designate, assess, and recommend for accreditation Main Street programs within the State of Georgia.

In recognition of the agreement by DCA, the Community, the Board of Directors, and the Downtown Manager to maintain an active Local Main Street Program, the parties have agreed to the following:

ARTICLE 1: THE COMMUNITY AGREES TO—

1. Appoint or contract with an entity to serve as the Board of Directors for the local Main Street Program. The city council may not serve as the Main Street Board.
2. Set and review boundaries for the target area of the local Main Street Program.
 - A. A copy of these boundaries should remain on file with DCA at all times.
 - B. The Community should work with the Board of Directors to review boundaries at least once every three years.
3. Employ a paid professional downtown manager responsible for the daily administration of the local Main Street Program.
 - A. The downtown manager must have a job description that identifies at least 75% of their duties. A copy of the job description should remain on file with DCA at all times.
 - B. The downtown manager should be paid a salary consistent with other community and economic development professionals within the state. The program manager's salary must be paid in excess of minimum wage.
 - C. The Community must notify DCA within one week of any downtown manager vacancy and the Community must appoint an interim downtown manager until the position is filled. DCA must have accurate contact information for the downtown manager at all times.
 - D. Provide an annual evaluation of the downtown manager. If the manager is employed by an entity other than the local government, require that entity to provide an annual evaluation and performance review.
4. Provide for local Main Street Program solvency through a variety of direct and in-kind financial support.
 - A. If the downtown manager is an employee of the local Main Street Program and not the Community, the Community assures that the program has the financial means to pay for said manager for the period of this agreement.
 - B. The local Main Street program must maintain an identifiable and publicly accessible office space. DCA recommends this space to be in the local Main Street program area.
 - C. The local Main Street program must have sufficient funding to provide travel and training for the downtown manager and the Board of Directors.
5. Assist the downtown manager in compiling data required as part of the monthly reporting process.
 - A. Provide for a positive relationship between the downtown manager and key city staff to access the following information in a timely manner:
 - i. Business license data
 - ii. Building permit data
 - iii. Property tax data
 - iv. Geographic Information Systems data (mapping support when available)
 - B. Review reported data submitted by the downtown manager to assure accuracy.

6. Use the "Main Street America™" name in accordance with the National Main Street Policy on the Use of the Name Main Street.
7. Notify DCA in writing prior to any wholesale changes in the local program, including staff changes, major funding changes, change in organizational placement of the program or major turnover in the board of directors. Such notice should be within one business week of said changes. Changes may result in program probation, the loss of accreditation or removal of program designation.

ARTICLE 2: THE BOARD OF DIRECTORS AGREES TO—

1. Assist the downtown manager in creating an annual work plan that incorporates incremental and meaningful goals related to the Main Street Approach™ to downtown revitalization: Community Transformation Strategies, Organization, Design, Promotion and Economic Vitality.
 - A. The work plan should include specific tasks, assignments or a point of contact for the task, related budget needs, and a timeline.
 - B. The work plan will serve as a strategic plan for the local program for a period of three years or less.
 - C. A copy of the work plan must be on file and updated with DCA.
2. Provide opportunities for regular public engagement and support of the Local Main Street Program.
 - A. DCA recommends a public downtown visioning event/town hall meeting annually.
 - B. The Board should identify opportunities for volunteer support and assistance in executing the work plan.
 - C. The Board should actively engage the community for financial and in-kind support of the local program.
3. Conduct, at least, one board training, orientation or planning retreat per year for the local program.
4. Meet a minimum of 8 times per year and minutes of each meeting are maintained and distributed. Such meetings should be open to the public and public notice should be given related to meeting times and agendas.
5. Attend training when possible to become better informed about the Main Street Approach™ and trends for downtown revitalization and to support the downtown manager.
6. All newly appointed Board Members are required to become Main Street 101 certified within their first year of their first term. A copy of each Board Member's Main Street 101 certification must be uploaded to the Standard 5 file in your program's shared DCA Dropbox folder.
7. Assure the financial solvency and effectiveness of the Local Main Street Program.
 - A. Adopt an annual budget that is adequate to support the annual work plan, maintain an office and support staff, and provide for training and travel.
 - B. Maintain current membership of the Local Main Street Program to the National Main Street Center to be eligible for accreditation.
 - C. Provide for policies to expend funds, enter into debt, and provide programming support for the local Main Street Program.

ARTICLE 3: THE DOWNTOWN MANAGER AGREES TO—

1. Complete all reporting required by DCA to maintain National Accreditation of the local Main Street Program.
 - A. Complete monthly economic and programming activity reports, including portions of said reports that are required as part of the local program assessment process by DCA. These reports must be completed by the 30th of the following month. (Example: March report due by April 30th). Failure to complete monthly reports in a timely manner may result in program probation, the loss of accreditation or removal of program designation.
 - B. Participate in annual manager's survey provided by DCA.
 - C. Provide documentation of all meetings, work plans, budgets, job descriptions, and mission/vision statements for the organization.
 - D. Provide documentation to support the work of the organization as it relates to the Main Street Approach™, including information related to historic preservation as required by the National Main Street Center.
 - E. Provide, from time to time, documentation related to local ordinances, plans, codes, and policies that are specific to the Community's downtown area.
2. Participate in training to broaden the impact of the local Main Street Program.
 - A. It is recommended that one representative from the local program attend a Regional Managers meeting in 2018.
 - B. The downtown manager and/or board members are expected to attend at least one preservation-related training annually.
 - C. DCA requires managers to attend at least 30 hours of training annually (including webinars, regional managers meetings, annual trainings, statewide workshops, etc.) Eligible training hours can come from both DCA and non-

DCA hosted training events. Training must be relevant to the field of downtown development, historic preservation, planning, community development and economic development.

- D. Respond to requests by DCA in a timely manner.
3. Take advantage of the Georgia Classic Main Street network of professional downtown managers.
4. All newly hired managers must complete Main Street 101 training with DCA within the first 6 months of employment in the local community.
5. Provide regular updates between the local Main Street Program and the Community.
 - A. Managers are encouraged to provide at least quarterly reports to the local government.
 - B. Managers are encouraged to provide copies of all minutes, budgets, and work plans to the local government in a timely manner.
6. Maintain and preserve project files. Document downtown projects and other major local program information in a thorough and systematic fashion. All relevant programmatic documentation should be uploaded and stored in the DCA shared Dropbox folder created for your local program. This is to help ensure a seamless transfer of project files to city representatives or successor manager in the event of personnel changes.

ARTICLE 4: DCA AGREES TO—

1. Supervise all communications between the Community, state government agencies and the National Main Street Center as it relates to the local Main Street Program.
2. Conduct a curriculum of training on an annual basis to assist the downtown manager, the Main Street Board, and the Community with the local downtown revitalization program.
3. Assist local Main Street Programs with organizational issues that may prevent the successful progress of the Community's downtown revitalization strategy.
 - A. DCA may assist communities in selecting candidates for the position of downtown manager as requested.
 - B. DCA may require a local Main Street Program to host an on-site assessment visit if the program has had a major leadership or organization change, is currently in a probationary status, or is in jeopardy of losing accreditation or designation status.
4. Provide timely assistance and guidance to the Community as a result of requests for service, monthly reports, or the annual assessment process.
 - A. DCA may contact a community upon observation of monthly reporting abnormalities, missing data or missing reports. If a community becomes delinquent in multiple reports, DCA may contact the local board chair or city administrator about the delinquency.
 - B. DCA may assist in training local staff or volunteers in the reporting process.
 - C. DCA will provide unlimited telephone consultations with local programs.
 - D. DCA will attempt to provide on-site assistance as feasible.
5. Provide ongoing press coverage of the Georgia Classic Main Streets Program, including social media outreach, to recognize and publicize the work of local programs.
6. Provide access to resource materials, sample codes and ordinances, organizational documents, and templates for local programs.
7. Conduct an annual program assessment for the Community highlighting success and opportunities for improvement.
8. Provide design services to the local program. Services may include phone consultations, site visits, design training, services for local property owners and merchants, conceptual drawings, property plans and layouts, corridor plans and strategies, historic preservation plans, and historic research, among other services as requested.
9. Provide economic development assistance to encourage small business development, real estate development and property rehabilitation within the downtown area.

ARTICLE 5: ALL PARTIES AGREE THAT—

1. This agreement shall be valid through June 30, 2019.
2. This agreement may be terminated by DCA or the Community by written notice of 60 days. Termination of this agreement by the Community will result in the loss of local Main Street designation. Communities that choose to terminate their Georgia Classic Main Streets Program affiliation will be required to formally apply for and participate in the Start-Up process if they desire to regain their National Accreditation in the future.
3. If the Community, Board of Directors and/or Downtown Manager fail to fulfill their obligations set forth in this agreement, DCA reserves the right to determine a course of action for the local Main Street Program as it deems appropriate. Such course may include probation, loss of accreditation or termination of designation.

4. If at any point during the 2018/19 calendar year there is a change in the local program manager, the local program is required to submit a new MOU including the new manager's signature certifying that person's understanding of the requirements of this relationship.
5. Any change in the terms of this agreement must be made in writing and approved by both parties.

####

GEORGIA CLASSIC MAIN STREET PROGRAM

MEMORANDUM OF UNDERSTANDING: 2018-19 Program Year

THIS AGREEMENT IS HEREBY EXECUTED BY AND BETWEEN THE PARTIES BELOW:

LOCAL GOVERNMENT (COMMUNITY): Monroe

Mayor/Chief Elected Official's Signature

Date

Printed Name

Date Term Expires

MAIN STREET BOARD OF DIRECTORS

Lisa R. Anderson
President/Board Chairperson's Signature

4/12/18
Date

Lisa R. Anderson
Printed Name

Date Term Expires

DOWNTOWN MANAGER

Sadie Krawczyk
Manager's Signature

4/23/18
Date

Sadie Krawczyk
Printed Name

2/22/13
Date Hired

☐ Please check here if this position is vacant.

GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS
OFFICE OF DOWNTOWN DEVELOPMENT
GEORGIA MAIN STREET PROGRAM

Jessica Reynolds
Director's Signature

April 3, 2018
Date

Jessica Reynolds
Director, Office of Downtown Development
Georgia Department of Community Affairs
60 Executive Park South, NE
Atlanta, Georgia 30329

Phone: 404-679-4859
Email: Jessica.reynolds@dca.ga.gov

TRADEMARK SUBLICENSE AGREEMENT

This Trademark Sub-license Agreement ("Sub-license Agreement") is entered into between the Office of Downtown Development ("**Coordinating Program**") and ___Monroe DDA___ ("**Sublicensee**"), effective as of the last date written below. For good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

1. Background.

A. The National Main Street Center, Inc. ("NMSC") operates a membership program called MAIN STREET AMERICA™. As a part of that program, MAIN STREET AMERICA™ Coordinating Program Membership is available to statewide, regional or citywide organizations that oversee multiple local downtown and neighborhood programs within their service area and work to preserve and revitalize commercial districts. Local Program membership in the MAIN STREET AMERICA™ program is available at the Affiliate or Accredited levels to individual programs or organizations that satisfy the membership eligibility criteria described on the NMSC website (currently located at: <http://www.preservationnation.org/main-street/about-main-street/main-street-america/main-street-america-tier.html#.VmYLY7grLIU>).

B. Organization is a Coordinating Program member of NMSC in good standing and has entered into a Trademark License Agreement with the NMSC which grants to the State Program the right to sublicense to its Local Programs the use of the NMSC name and trademarks described below.

C. Sublicensee is a Local Program Member in good standing of the MAIN STREET AMERICA™ program at the Accredited level. Sublicensee is also located within the Coordinating Program's geographic service area. Therefore, Sublicensee has the opportunity to enter into this Trademark License Agreement, which grants certain rights to use the NMSC's name and trademarks, including MAIN STREET AMERICA™ and MAIN STREET®, as described below.

D. The NMSC's parent entity, the National Trust for Historic Preservation ("National Trust"), owns the following registered trademarks, which it has delegated to the NMSC the right to sublicense. NMSC and CoordinatingProgram have entered into a Trademark Licensing Agreement which grants the Coordinating Program the right to sublicense the following registered trademarks:

Mark	U.S. Registration Number
MAIN STREET	Reg. Nos. 3,365,568 and 2,057,207
NATIONAL MAIN STREET CENTER	Reg. No. 2,013,837

These registered trademarks owned by the National Trust, together with the MAIN STREET AMERICA™ word marks and logos referred to in Section 2.A.i below, the NATIONAL MAIN STREET CENTER logo referred to in Section 2.A.ii below are referred to herein as the "Trademarks."

E. The Trademarks are well known and recognized by the general public and associated in the public mind with the NMSC and the National Trust. The Coordinating Program and the Sublicensee recognize the mutual benefits that accrue from the Sublicensee's use of the Trademarks in accordance with the terms and conditions of this Sublicense Agreement, including the recognition and credibility brought to the Sublicensee through its use of these Trademarks and the

**National Main Street Center
Local Program Accredited Member Sublicensing Agreement**

13. Notices. Any notices which either party is required or may desire to serve upon the other party shall be in writing and may be served either personally or by depositing the same in the mail (first class postage prepaid, certified and return receipt requested) or with a reputable overnight express delivery service (with confirmed delivery, charge prepaid or billed to shipper), addressed to the party to be served as follows, unless a different address is designated in writing by the party to be served. Notice shall also be required to be given by electronic mail on the same date as deposited in the mail. Notice given by mail alone shall not be sufficient.

To Coordinating Program:

Name: The Office of Downtown Development
Address: Georgia Department of Community Affairs,
c/o Office of Downtown Development
60 Executive Park South, NE
Atlanta, GA 30329
Phone: 404-679-4859
Email: jessica.reynolds@dca.ga.gov

To Sublicensee:

Name: Monroe DDA
Address: PO Box 1249
Monroe, GA 30655
Phone: (770) 266-5331
Email: skrawczyk@monroega.gov

14. Successors. This Agreement shall be binding upon, and will inure to the benefit of, the parties and their respective permitted successors and assigns.

15. Modification. No amendment or modification of the terms or conditions of this License Agreement will be valid unless in writing and signed by both parties.

16. Waiver. The failure of either party to partially or fully exercise any right or the waiver by either party of any breach, shall not prevent a subsequent exercise of such right or be deemed a waiver of any subsequent breach of the same or any other term of this Sublicense Agreement. No waiver shall be valid or binding unless in writing and signed by the waiving party.

17. Severability. If any provision of this Sublicense Agreement or the application of any provision hereof to any person or circumstances is held to be void, invalid, or inoperative, the remaining provisions of this Agreement shall not be affected and shall continue in effect and the invalid provision shall be deemed modified to the least degree necessary to remedy such invalidity.

18. Entire Agreement. This Sublicense Agreement is the entire agreement between the parties with respect to the matters referred to herein and it supersedes and replaces all prior and contemporaneous oral and written understandings pertaining to the subject matter hereof.

Coordinating Program

Sublicensee

By: Jessica Reynolds, Director, Office of
Downtown Development
Name, Title

By: Sadie Krawczyk, ED Specialist
Name, Title

Date: 4/23/18

National Main Street Center
Local Program Accredited Member Sublicensing Agreement

7. Good will and promotional value. Sublicensee recognizes and acknowledges the value of good will associated with the Trademarks and agrees that it will not conduct any activity, provide any service, or produce or distribute goods which in any way damages or reflects adversely upon the NMSC or the National Trust.

8. Non-assignment. This Sublicense Agreement is personal to the Sublicensee, and may not be assigned to any other individual, program, organization, or agency. Any attempted assignment will be null and void.

9. Compliance Verification. It is the responsibility of the Sublicensee to verify compliance with the terms of this Sublicense Agreement, and to provide complete and accurate usage reports to the State Program. If the State Program or the NMSC has reason to believe that the Sublicensee is in violation of this Sublicense Agreement, the State Program or NMSC shall have the right to make inquiries with Sublicensee as necessary to determine compliance. In such case, the Sublicensee will cooperate with the State Program and/or NMSC in its investigation and provide in a timely fashion any and all information that is requested.

10. Termination.

A. Coordinating Program may terminate this Sublicense Agreement if the Sublicensee violates any of the provisions of this Sublicense Agreement or fails to satisfy the membership criteria established by the NMSC for Accredited Local Programs. Such termination will be effective thirty (30) days after the Coordinating Program sends written notice of such termination to Sublicensee. During this thirty (30) day period, Sublicensee may attempt to cure such violation. If the violation is not cured during this period, the termination will be effective upon the expiration of the thirty (30) day period.

B. This Sublicense Agreement will automatically terminate immediately without any notice required, notwithstanding the above paragraph, if the Coordinating Program or NMSC determines: (i) that sublicensee's actions could negatively affect the goodwill, image, or reputation of the NMSC, the National Trust for Historic Preservation, the Coordinating Program, or any of the Trademarks; (ii) the Sublicensee discontinues all or a significant portion of its business; (iii) the National Trust terminates, revokes, or fails to renew the NMSC's rights to use, license, or sublicense the Trademarks; or (iv) the NMSC terminates, revokes or fails to renew the Coordinating Program's rights to use, license or sublicense the Trademarks.

C. Upon the expiration or early termination of this Agreement, the Sublicensee will discontinue use of the Trademarks and will destroy and delete tangible and electronic documents and files containing any such marks, except for a limited number of copies retained for archival purposes only.

11. Governing Law. This Agreement is entered into in the District of Columbia and will be governed by and construed in accordance with the laws of the District of Columbia, USA, without giving effect to conflict of laws provisions.

12. Annual Report, Notices, Other Communication. Upon request by the Coordinating Program or NMSC, Sublicensee shall submit samples of any materials on which the Trademarks licensed under this agreement were used during the year. Such samples shall be submitted within ten business days of receipt of a written request from the Coordinating Program or NMSC.

National Main Street Center
Local Program Accredited Member Sublicensing Agreement

stylized presentations), in connection with the MAIN STREET AMERICA mark or logo. Use of the MAIN STREET AMERICA word mark and logos by Sublicensee is a mandatory condition of membership in the MAIN STREET AMERICA program.

B. The MAIN STREET mark, as part of the name and identity of Sublicensee's organization, programs, and activities, can be used on materials designed to promote the work of Sublicensee (e.g., website, brochures, newsletter, letterhead or other printed promotional materials). The right to use the MAIN STREET mark by the Sublicensee is an optional benefit of membership in the MAIN STREET AMERICA program.

C. All uses of the NATIONAL MAIN STREET CENTER logo by Sublicensee must follow the specific mark, color, and character usage set forth in the Brand Identity Guidelines attached as Exhibit A, which are incorporated by reference as if fully set forth herein. Sublicensee will not use or develop any different logos or designs (including any symbols or stylized presentations) in connection with the NATIONAL MAIN STREET CENTER mark. Use of the NATIONAL MAIN STREET CENTER logo by Sublicensee is an optional benefit of membership in the MAIN STREET AMERICA program.

D. This Sublicense Agreement is subject to the terms, conditions, and limitations of the Trademark License Agreement between NMSC and the Coordinating Program.

E. Sublicensee will not apply to register any of the Trademarks, or any other trademark that incorporates any part of the Trademarks or "National Trust for Historic Preservation." Sublicensee will not state or imply that it owns any such trademarks.

F. The Sublicensee will not use the Trademarks in combination with or in juxtaposition with other trademarks except as may be approved in writing by the NMSC. The Sublicensee will apply and display the ® symbol and the ™ symbol next to or with respect to the Trademarks as directed by the Coordinating Program.

G. Other than as specifically provided herein, Sublicensee is not granted any other rights to use, license or sublicense the Trademarks.

4. Term. This Sublicense Agreement will become effective immediately upon the date of last signature below, and, unless terminated early under Sections 5 or 10, will be effective through December 31, 2018, at which time it may be renewed by mutual written agreement of the parties hereto.

5. Conditions. This Sublicense Agreement between State Program and Sublicensee is conditioned upon Sublicensee having an active MAIN STREET AMERICA membership at the Accredited level with NMSC. The requirements of this membership are currently available at: <http://www.preservationnation.org/main-street/about-main-street/main-street-america/main-street-america-tier.html#.VmYLY7grLIU>, and are incorporated herein by reference.

6. Acknowledgment of Ownership. Use of the Trademarks indicates acknowledgment by the Sublicensee of the NMSC's and the National Trust's rights and title to the Trademarks, (i.e. MAIN STREET AMERICA, NATIONAL MAIN STREET CENTER, and MAIN STREET), and that Sublicensee will not at any time do, or permit to be done, any act or thing that will in any way impair the rights of the NMSC or the National Trust. All use of the Trademarks by the Sublicensee will inure to the benefit of the NMSC and the National Trust.

National Main Street Center
Local Program Accredited Member Sublicensing Agreement

benefit to the Coordinating Program and NMSC from association with high-performing Local Programs.

2. Grant of Sub-License.

A. Subject to the terms and conditions of this Sublicense Agreement, the Coordinating Program hereby grants the Sublicensee the non-exclusive right and license to use the Trademarks to identify and promote its participation in the MAIN STREET AMERICA™ program, as well as its relationship and association with the Coordinating Program and NMSC, in connection with the following activities:

- i. **MAIN STREET AMERICA™ word and logo marks.** The Sublicensee's rights to use the MAIN STREET AMERICA™ word mark and the following MAIN STREET AMERICA logo are limited to Sublicensees which are members in good standing at the Accredited membership level of the MAIN STREET AMERICA™ program:

For use by Local Programs who are Designated Members at the Accredited Level:



- ii. **NATIONAL MAIN STREET CENTER® word and logo marks.** The Sublicensee's right to use the NATIONAL MAIN STREET CENTER word mark and the following NATIONAL MAIN STREET CENTER logo solely and exclusively to indicate its association with the National Main Street Center:



- iii. **MAIN STREET® word mark.** The Sublicensee's right to use the MAIN STREET trademark is limited to use made to identify Sublicensee and/or its activities, including as part of the name of the Licensee (e.g. "Main Street Iowa"), in connection with commercial district revitalization and related consultation, education, and training.

3. Scope of and Limitations on Use. Use of the Trademarks by the Sublicensee will be subject to the following limitations:

A. Sublicensee must display the Accredited level MAIN STREET AMERICA membership mark on their website. All uses of the MAIN STREET AMERICA word mark and logo by Sublicensee must follow the specific mark, color, and character usage set forth in the Brand Identity Guidelines attached as Exhibit A, which are incorporated by reference as if fully set forth herein. Sublicensee will not use or develop any different logos or designs (including any symbols or



Council Meeting

AGENDA

May 8, 2018

Item:

Approval - Fireworks Agreement

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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

Attachments / click to download

☐ [Fireworks Agreement](#)



From: Logan Propes, City Administrator

Department: City Council

Date: May 1, 2018

Description: Fireworks Agreement for 4th of July

Budget Account/Project Name: 100-510-07520-00523-523301

Funding Source: 2018 operating budgets: General Fund – Economic Development – Events

Budget Allocation:	\$85,000.00	Allocated in each dept.	n/a
Budget Available:	\$63,693.04	Allocated in each dept.	n/a
Requested Expense:	\$15,000.00	Company of Purchase:	East Coast Pyrotechnics, Inc.

Recommendation:

Staff recommends that the City Council Authorize the mayor to execute the fireworks agreement with East Coast Pyrotechnics, Inc. in the amount of \$15,000.00.

Background:

As part of the Walton County Bicentennial Celebration, the City of Monroe will be sponsoring the 4th of July fireworks show. East Cost Pyrotechnics, Inc. will provide the professionally licensed and insured fireworks show on Wednesday, July 4, 2018 and in case of rain, Saturday July 7, 2018. The contract is for \$15,000.00, which was specifically budgeted for in the FY 2018 operating budget. The show is expected to last 16-20 minutes.

Attachment(s): Fireworks Agreement with East Coast Pyrotechnics, Inc.

EAST COAST PYROTECHNICS, INC.
AGREEMENT

This contract entered in this 13th of April A.D. 2018 by and between EAST COAST PYROTECHNICS, INC. of Catawba, S.C. and City of Monroe (customer) of City Monroe State GA.

WITNESSETH: EAST COAST PYROTECHNICS, INC. for and in consideration of the terms hereinafter mentioned, agrees to furnish to the CUSTOMER one (1) Fireworks Display(s) as per agreement made and accepted and made a part hereof, including the services of our Operator to take charge of and fire display under the supervision and direction of the Customer, said display to be given on the evening of July 4, 2018 (RAINDATE July 7, 2018) Customer Initial _____, weather permitting, it being understood that should inclement weather prevent the giving of this display on the date mentioned herein the parties shall agree to a mutually convenient alternate date, within six (6) months of the original display date. Customer shall remit to the first party an additional 15% of the total contract price or additional expenses in presenting the display on an alternate date. The determination to cancel the show because of inclement or unsafe weather conditions shall rest within the sole discretion of EAST COAST PYROTECHNICS, INC. In the event the customer does not choose to reschedule another date or cannot agree to a mutually convenient date, EAST COAST PYROTECHNICS, INC. shall be entitled to 40% of the contract price for costs, damages and expenses. If the fireworks exhibition is cancelled by CUSTOMER prior to the display, CUSTOMER shall be responsible for and shall pay EAST COAST PYROTECHNICS, INC. on demand, all EAST COAST PYROTECHNICS, INC.'s out of pocket expenses incurred in preparation for the show including but not limited to, material purchases, preparation and design costs, deposits, licenses, and employee charges.

EAST COAST PYROTECHNICS, INC. agrees to furnish all necessary fireworks display materials and personnel for fireworks display in accordance with the program approved by the parties. Quantities and varieties of products in the program are approximate. After final design, exact specifications will be supplied upon request. EAST COAST PYROTECHNICS, INC. enters this agreement contingent upon its ability to secure delivery of product for the display.

It is further agreed and understood that the CUSTOMER is to pay EAST COAST PYROTECHNICS, INC. the sum of \$15,000.00 (50% deposit due with contract). A service fee of 1 ½% per month shall be added if account is not paid in full within 30 days of the show date.

EAST COAST PYROTECHNICS, INC. will obtain Commercial Liability and Property Damage and Workers Compensation insurance. Certificate of Insurance will be provided prior to the event. All the entities listed on the Certificate of Insurance will be deemed as an additional insured per this contract.

Customer will provide the following items:

- (a) Sufficient area for the display, including a minimum spectator set back of 280 ft at all points from the discharge area.
- (b) Protection of the display area by roping-off or similar facility.
- (c) Adequate police protection to prevent spectators from entering display area.
- (d) Search of the fallout area at first light following a nighttime display.

It is further agreed and mutually understood that nothing in this contract shall be constructed or interpreted to mean a partnership, both parties being hereto responsible for their separate and individual debts and obligations, and neither party shall be responsible for any agreements not stipulated in this contract. Customer agrees to pay any and all collection costs, including reasonable attorney's fees and court costs incurred by EAST COAST PYROTECHNICS, INC. in the collection or attempted collections of any amount due under this agreement and invoice. Signor of this contract personally guarantees full payment of this agreement.

The parties hereto do mutually and severally guarantee terms, conditions, and payments of this contract, these articles to be binding upon the parties, themselves, their heirs, executors, administrators, successors and assigns.

EAST COAST PYROTECHNICS, INC.

By _____

Date Signed: April 13, 2018

Scott Donahue

PO Box 209

Catawba, SC 29704

P803-789-5733

F803-789-6440

scott@eastcoastpyro.com

CUSTOMER

By _____

It is duly authorized agent, who represents he/she has full authority to bind the Customer

Date Signed: _____

(Please Type or Print)

Name: _____

Address: _____

Phone: _____

Email: _____

Billing Email: _____



Council Meeting

AGENDA

May 8, 2018

Item:

Approval - MEAG Power Sales Contract Amendment

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

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

Attachments / click to download

☐ [MEAG Power Sales Contract Amendment](#)



From: Logan Propes, City Administrator
Brian Thompson, Director, Electric & Telecommunications

Department: Electric

Date: May 8, 2018

Description: Amendment to Power Sales Contract - MEAG

Budget Account/Project Name: n/a

Funding Source: 2018 operating budgets: n/a

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

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

Requested Expense: n/a Company of Purchase: n/a

Recommendation:

Staff recommends that the Council authorize the mayor to execute the MEAG Amendment to the Power Sales Contract.

Background:

In 1975 when MEAG was created we didn't have the expertise in-house to perform Engineering Reports to satisfy the bond holders so we outsourced the Comprehensive Engineering Report (CER). At this time, and for the last several decades, we have had the in-house expertise and we have been performing the report only to be sent out to the third party for a stamp of approval at the tune of \$100K - \$200K per year. For recent projects, the Combined Cycle and Vogtle 3&4, the bond holders didn't make MEAG add that stipulation and they have even removed that as a stipulation from the 1975 bonds. This is the final step of the process which is to remove the language that is embedded in the 1975 Power Sales Agreement which states that MEAG must outsource the CER. It is a housekeeping measure and a way to reduce system costs.

Attachment(s): Amendment to Power Sales Contract

**AMENDMENT TO POWER SALES CONTRACTS
BETWEEN
MUNICIPAL ELECTRIC AUTHORITY OF GEORGIA
AND
THE UNDERSIGNED PARTICIPANT**

This Amendment (the "Amendment") is made and entered into as of _____, 2018 by and between the Municipal Electric Authority of Georgia, a public body corporate and politic and a public corporation of the State of Georgia, hereinafter sometimes referred to as the Authority, created by the provisions of 1975 Georgia Laws 107, as amended (O.C.G.A. § 46-3-110, *et seq.*), and the undersigned political subdivision of the State of Georgia, hereinafter sometimes designated as the Participant.

WITNESSETH:

WHEREAS, the Authority and the Participant entered into a Power Sales Contract dated as of October 1, 1975, an Amendment dated as of March 1, 1976, a Second Amendment dated as of May 25, 1977, a Third Amendment dated as of February 1, 1978, a Fourth Amendment dated as of May 1, 1980, a Fifth Amendment dated as of November 16, 1983, a Sixth Amendment dated as of January 1, 1986, a Seventh Amendment dated as of May 31, 1989 and an Amendment to Power Sales Contracts dated as of January 14, 2005 (hereinafter "Project One Power Sales Contract"); and

WHEREAS, the Authority and the Participant entered into a Project Two Power Sales Contract dated as of February 1, 1978, a First Amendment dated as of May 1, 1980, a Second Amendment dated as of January 1, 1986 and an Amendment to Power Sales Contracts dated as of January 14, 2005 (hereinafter "Project Two Power Sales Contract"); and

WHEREAS, the Authority and the Participant entered into a Project Three Power Sales Contract dated as of May 1, 1980, a First Amendment dated as of January 1, 1986 and an Amendment to Power Sales Contracts dated as of January 14, 2005 (hereinafter "Project Three Power Sales Contract"); and

WHEREAS, the Authority and the Participant entered into a Project Four Power Sales Contract dated as of November 16, 1983, a First Amendment dated as of January 1, 1986 and an

Amendment to Power Sales Contracts dated as of January 14, 2005 (hereinafter "Project Four Power Sales Contract"); and

WHEREAS, the Authority and the Participant wish to amend the Project One Power Sales Contract, the Project Two Power Sales Contract, the Project Three Power Sales Contract and the Project Four Power Sales Contract (hereinafter sometimes referred to collectively as the "Power Sales Contracts") in the manner provided herein, in order (a) to delete the requirements that the Authority engage a Consulting Engineer and that the Consulting Engineer prepare an annual comprehensive engineering report and (b) to provide that certain determinations currently required of the Consulting Engineer instead be made by the Authority.

NOW THEREFORE, for and in consideration of the premises and mutual covenants and agreements hereinafter set forth, and in order to provide for such changes to the Power Sales Contracts, it is agreed by and between the Authority and the Participant that the terms of the Power Sales Contracts shall be amended as follows:

SECTION 1. AMENDMENTS TO POWER SALES CONTRACTS.

(a) Amendments to Project One Power Sales Contract:

(i) Amendment to Section 102(j) of the Project One Power Sales Contract:

Section 102(j) of the Project One Power Sales Contract, the definition of "Consulting Engineer," is hereby amended to read in its entirety as follows:

"(j) [Reserved]"

(ii) Amendment to Section 102(s) of the Project One Power Sales Contract:

The phrase "(i) any major renewals, replacements, repairs, additions, betterments and improvements necessary, in the opinion of the Consulting Engineer, to keep the Project in good operating condition or to prevent a loss of revenues therefrom" set forth in Section 102(s) of the Project One Power Sales Contract is hereby amended to read in its entirety as follows (with additions being **bold and double-underlined** and deletions being ~~struck through~~):

“(i) any major renewals, replacements, repairs, additions, betterments and improvements necessary, in the opinion of the ~~Consulting Engineer~~ Authority, to keep the Project in good operating condition or to prevent a loss of revenues therefrom”

(iii) **Amendment to Section 205 of the Project One Power Sales Contract:**

Section 205 of the Project One Power Sales Contract, captioned “Consulting Engineer,” is hereby amended to read in its entirety as follows:

“Section 205. [Reserved]”

(iv) **Amendment to Section 306(b)(2)(B) of the Project One Power Sales Contract:**

The phrase “(ii) any major renewals, replacements, repairs, additions, betterments and improvements necessary, in the opinion of the Consulting Engineer, to keep the generating facilities of the Project in good operating condition or to prevent a loss of revenues therefrom” set forth in Section 306(b)(2)(B) of the Project One Power Sales Contract is hereby amended to read in its entirety as follows (with additions being **bold and double-underscored** and deletions being ~~struck through~~):

“(ii) any major renewals, replacements, repairs, additions, betterments and improvements necessary, in the opinion of the ~~Consulting Engineer~~ Authority, to keep the generating facilities of the Project in good operating condition or to prevent a loss of revenues therefrom”

(v) **Amendment to Section 306(c)(2)(B) of the Project One Power Sales Contract:**

The phrase “(ii) any major renewals, replacements, repairs, additions, betterments and improvements necessary, in the opinion of the Consulting Engineer, to keep the transmission system facilities of the Project in good operating condition or to prevent a loss of revenues therefrom” set forth in Section 306(c)(2)(B) of the Project One Power Sales

Contract is hereby amended to read in its entirety as follows (with additions being **bold and double-underscored** and deletions being ~~struck through~~):

“(ii) any major renewals, replacements, repairs, additions, betterments and improvements necessary, in the opinion of the Consulting Engineer **Authority**, to keep the transmission system facilities of the Project in good operating condition or to prevent a loss of revenues therefrom”

(vi) **Amendment to Section 501(b) of the Project One Power Sales Contract:**

The phrase “(i) any major renewals, replacements, repairs, additions, betterments, or improvements, to the Project necessary, in the opinion of the Consulting Engineer, to keep the Project in good operating condition or to prevent a loss of revenues therefrom” set forth in Section 501(b) of the Project One Power Sales Contract is hereby amended to read in its entirety as follows (with additions being **bold and double-underscored** and deletions being ~~struck through~~):

“(i) any major renewals, replacements, repairs, additions, betterments, or improvements, to the Project necessary, in the opinion of the Consulting Engineer **Authority**, to keep the Project in good operating condition or to prevent a loss of revenues therefrom”

(b) **Amendments to Project Two Power Sales Contract:**

(i) **Amendment to Section 102(i) of the Project Two Power Sales Contract:**

Section 102(i) of the Project Two Power Sales Contract, the definition of “Consulting Engineer,” is hereby amended to read in its entirety as follows:

“(i) [Reserved]”

(ii) **Amendment to Section 102(s) of the Project Two Power Sales Contract:**

The phrase “(i) any major renewals, replacements, repairs, additions, betterments and improvements necessary, in the opinion of the Consulting Engineer, to keep Project Two in good operating condition or to prevent a loss of revenues therefrom” set forth in

Section 102(s) of the Project Two Power Sales Contract is hereby amended to read in its entirety as follows (with additions being **bold and double-underlined** and deletions being ~~struck through~~):

“(i) any major renewals, replacements, repairs, additions, betterments and improvements necessary, in the opinion of the ~~Consulting Engineer~~ **Authority**, to keep Project Two in good operating condition or to prevent a loss of revenues therefrom”

(iii) **Amendment to Section 204 of the Project Two Power Sales Contract:**

Section 204 of the Project Two Power Sales Contract, captioned “Consulting Engineer,” is hereby amended to read in its entirety as follows:

“Section 204. [Reserved]”

(iv) **Amendment to Section 305(b)(2)(B) of the Project Two Power Sales Contract:**

The phrase “(ii) any major renewals, replacements, repairs, additions, betterments and improvements necessary, in the opinion of the Consulting Engineer, to keep the facilities of Project Two in good operating condition or to prevent a loss of revenues therefrom” set forth in Section 305(b)(2)(B) of the Project Two Power Sales Contract is hereby amended to read in its entirety as follows (with additions being **bold and double-underlined** and deletions being ~~struck through~~):

“(ii) any major renewals, replacements, repairs, additions, betterments and improvements necessary, in the opinion of the ~~Consulting Engineer~~ **Authority**, to keep the facilities of Project Two in good operating condition or to prevent a loss of revenues therefrom”

(v) **Amendment to Section 401(b) of the Project Two Power Sales Contract:**

The phrase “(i) any major renewals, replacements, repairs, additions, betterments, or improvements, to Project Two necessary, in the opinion of the Consulting Engineer, to

keep Project Two in good operating condition or to prevent a loss of revenues therefrom” set forth in Section 401(b) of the Project Two Power Sales Contract is hereby amended to read in its entirety as follows (with additions being **bold and double-underscored** and deletions being ~~struck-through~~):

“(i) any major renewals, replacements, repairs, additions, betterments, or improvements, to Project Two necessary, in the opinion of the ~~Consulting Engineer~~ **Authority**, to keep Project Two in good operating condition or to prevent a loss of revenues therefrom”

(c) **Amendments to Project Three Power Sales Contract:**

(i) **Amendment to Section 102(j) of the Project Three Power Sales Contract:**

Section 102(j) of the Project Three Power Sales Contract, the definition of “Consulting Engineer,” is hereby amended to read in its entirety as follows:

“(j) [Reserved]”

(ii) **Amendment to Section 102(s) of the Project Three Power Sales Contract:**

The phrase “(i) any major renewals, replacements, repairs, additions, betterments and improvements necessary, in the opinion of the Consulting Engineer, to keep Project Three in good operating condition or to prevent a loss of revenues therefrom” set forth in Section 102(s) of the Project Three Power Sales Contract is hereby amended to read in its entirety as follows (with additions being **bold and double-underscored** and deletions being ~~struck-through~~):

“(i) any major renewals, replacements, repairs, additions, betterments and improvements necessary, in the opinion of the ~~Consulting Engineer~~ **Authority**, to keep Project Three in good operating condition or to prevent a loss of revenues therefrom”

(iii) **Amendment to Section 204 of the Project Three Power Sales Contract:**

Section 204 of the Project Three Power Sales Contract, captioned "Consulting Engineer," is hereby amended to read in its entirety as follows:

"Section 204. [Reserved]"

(iv) **Amendment to Section 305(b)(2)(B) of the Project Three Power Sales Contract:**

The phrase "(ii) any major renewals, replacements, repairs, additions, betterments and improvements necessary, in the opinion of the Consulting Engineer, to keep the facilities of Project Three in good operating condition or to prevent a loss of revenues therefrom" set forth in Section 305(b)(2)(B) of the Project Three Power Sales Contract is hereby amended to read in its entirety as follows (with additions being **bold and double-underscored** and deletions being ~~struck through~~):

"(ii) any major renewals, replacements, repairs, additions, betterments and improvements necessary, in the opinion of the ~~Consulting Engineer~~ **Authority**, to keep the facilities of Project Three in good operating condition or to prevent a loss of revenues therefrom"

(v) **Amendment to Section 401(b) of the Project Three Power Sales Contract:**

The phrase "(i) any major renewals, replacements, repairs, additions, betterments, or improvements, to Project Three necessary, in the opinion of the Consulting Engineer, to keep Project Three in good operating condition or to prevent a loss of revenues therefrom" set forth in Section 401(b) of the Project Three Power Sales Contract is hereby amended to read in its entirety as follows (with additions being **bold and double-underscored** and deletions being ~~struck through~~):

"(i) any major renewals, replacements, repairs, additions, betterments, or improvements, to Project Three necessary, in the opinion of the ~~Consulting Engineer~~ **Authority**, to keep Project Three in good operating condition or to prevent a loss of revenues therefrom"

(d) **Amendments to Project Four Power Sales Contract:**

(i) **Amendment to Section 102(k) of the Project Four Power Sales Contract:**

Section 102(k) of the Project Four Power Sales Contract, the definition of “Consulting Engineer,” is hereby amended to read in its entirety as follows:

“(k) [Reserved]”

(ii) **Amendment to Section 102(t) of the Project Four Power Sales Contract:**

The phrase “(i) any major renewals, replacements, repairs, additions, betterments and improvements necessary, in the opinion of the Consulting Engineer, to keep Project Four in good operating condition or to prevent a loss of revenues therefrom” set forth in Section 102(t) of the Project Four Power Sales Contract is hereby amended to read in its entirety as follows (with additions being **bold and double-underscored** and deletions being ~~struck-through~~):

“(i) any major renewals, replacements, repairs, additions, betterments and improvements necessary, in the opinion of the ~~Consulting Engineer~~ **Authority**, to keep Project Four in good operating condition or to prevent a loss of revenues therefrom”

(iii) **Amendment to Section 204 of the Project Four Power Sales Contract:**

Section 204 of the Project Four Power Sales Contract, captioned “Consulting Engineer,” is hereby amended to read in its entirety as follows:

“Section 204. [Reserved]”

(iv) **Amendment to Section 305(b)(2)(B) of the Project Four Power Sales Contract:**

The phrase “(ii) any major renewals, replacements, repairs, additions, betterments and improvements necessary, in the opinion of the Consulting Engineer, to keep the facilities of Project Four in good operating condition or to prevent a loss of revenues

therefrom” set forth in Section 305(b)(2)(B) of the Project Four Power Sales Contract is hereby amended to read in its entirety as follows (with additions being **bold and double-underscored** and deletions being ~~struck through~~):

“(ii) any major renewals, replacements, repairs, additions, betterments and improvements necessary, in the opinion of the ~~Consulting Engineer~~ **Authority**, to keep the facilities of Project Four in good operating condition or to prevent a loss of revenues therefrom”

(v) **Amendment to Section 401(b) of the Project Four Power Sales Contract:**

The phrase “(i) any major renewals, replacements, repairs, additions, betterments, or improvements, to Project Four necessary, in the opinion of the Consulting Engineer, to keep Project Four in good operating condition or to prevent a loss of revenues therefrom” set forth in Section 401(b) of the Project Four Power Sales Contract is hereby amended to read in its entirety as follows (with additions being **bold and double-underscored** and deletions being ~~struck through~~):

“(i) any major renewals, replacements, repairs, additions, betterments, or improvements, to Project Four necessary, in the opinion of the ~~Consulting Engineer~~ **Authority**, to keep Project Four in good operating condition or to prevent a loss of revenues therefrom”

SECTION 2. EFFECT OF THIS AMENDMENT. The Power Sales Contracts as amended hereby shall continue in effect and are reaffirmed by the parties. Terms not defined herein are to be defined as in the Power Sales Contracts.

SECTION 3. EFFECTIVENESS. This Amendment shall become effective when duly approved and executed and delivered by the Participant, and when executed and delivered by the Authority. The Authority will only execute and deliver this Amendment when it has determined that this Amendment or similar amendments have been duly executed and delivered by each of the current forty-nine (49) Participants.

[Signatures Appear on Next Page]

IN WITNESS WHEREOF, the Municipal Electric Authority of Georgia has caused this Amendment to be executed in its corporate name by its duly authorized officers and the Authority has caused its corporate seal to be hereunto impressed and attested; the Participant has caused this Amendment to be executed in its corporate name by its duly authorized officers and its corporate seal to be hereunto impressed and attested, and delivery hereof by the Authority to the Participant is hereby acknowledged, all as of the date and year first above written.

**MUNICIPAL ELECTRIC AUTHORITY OF
GEORGIA**

By: _____
Gregory P. Thompson - Chairman

Attested:

By: _____
Name: James E. Fuller
Title: President and CEO

[SEAL]

PARTICIPANT:

CITY OF MONROE

By: _____
Name: _____
Title: _____

Attested:

By: _____
Name: _____
Title: _____

[SEAL]