



## Called Meeting

### AGENDA

July 2, 2013

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#### I. CALL TO ORDER

#### II. DEPARTMENT REPORTS

1. [July Monthly Reports](#)

#### III. COMMITTEE INFORMATION

1. Finance
2. Airport
3. Public Works
  - a. [Update](#)
4. Utilities
  - a. [Discussion / Approval - Repair of Bar Screens & Grit Removal System](#)
5. Public Safety
  - a. [Discussion - New Fire Truck Proposal](#)
  - b. [Approval - Walton County School SRO Program Agreement](#)
6. DDA
  - a. [Update](#)

#### IV. ITEMS OF DISCUSSION

1. Upcoming Public Hearings
2. [Appointments \(2\) - Library Board](#)

#### V. ADJOURN TO EXECUTIVE SESSION

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

#### VI. ADJOURN



## Called Meeting

### AGENDA

July 2, 2013

**Item:**

July Monthly Reports

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

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Attachments / click to download

 [July Monthly Reports](#)



**MONTHLY**  
**DEPARTMENT**  
**REPORTS**  
**JULY**  
**2013**

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**CODE**

**DEPARTMENT**

**MONTHLY REPORT**

**JULY**

**2013**

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**The Code Department of the City of Monroe respectfully submits this report to the Mayor and Council. It is the intent of this report to highlight statistics, specific job duties, and any job functions related to the Code Department during the time period of May 1<sup>st</sup> – May 31<sup>st</sup>, 2013.**

**Statistics:**

- **Total Calls: 1254**
- **Total Minutes: 2142**
- **Total Minutes/Call: 1.7**
- **Utility Inspections: 146**
- **Code Inspections: 39**
- **Temporary Turn-On Approvals: 36**
- **Total Permits Written: 26**
- **Amount collected for permits: \$2,851**
- **Check postings for Miscellaneous Revenue: 163**
- **Business/Alcohol Licenses renewals: 30**

**Code Department:**

- Continued GIS mapping of sewer system with Water/Sewer Department
- Addressed citizen complaints.
- Received and processed business license renewals, affidavits and identification.
- Resent renewal paperwork and affidavits for those who did not return in October.
- Making phone calls to businesses that have not gotten their 2013 license.
- Permit application for Parades, road races, etc.
- Making phone calls to businesses collecting past due personal property taxes

**City Marshal:**

- Patrolled city daily
  - Removed 28 signs from road way
  - Wrote 88 repair/clean-up orders
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- Continued cold case investigation
  - Obtained arrest warrants for bad checks to City of Monroe
  - Investigated 2 utility tampering and theft cases and issued three citations.

### **Main Street:**

- Hosted First Friday Concert on May 3<sup>rd</sup> with additional guests from VH1 television productions. Florida-Georgia Line also filmed their new music video in Downtown on May 2<sup>nd</sup>. Both filmings will provide positive exposure of our city on a national level.
- Farmers Market opened on May 18<sup>th</sup>; market has more vendors and variety than last year with great customer & volunteer turn out.
- Walton EMC Round Up Program awarded \$1000.00 to Downtown Farmers Market to support the Young Agricultural Apprentice Program.

### **Historic Preservation Commission:**

- May 9<sup>th</sup> called meeting – Request for COA at 217 N Jackson Street
- May 20<sup>th</sup> called meeting – Request for COA at 700 S Madison Avenue
- May 28<sup>th</sup> regular meeting – Request for COA at 218 Walton Street

### **Planning Commission:**

- Regular Meeting – Request for rezone at 811 Legends Drive
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**ELECTRIC AND TELECOM  
DEPARTMENT  
MONTHLY REPORT  
JULY  
2013**

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## Statistics for Electric and Telecommunications

### Electric Usage

Total KWH	10,450,823
Cost	\$820,408.72

### Telecommunications Usage

Top User 459G  
61 above 200G  
Peak Usage 578Mbit/s

### Electric and Telecommunications W/O and Calls

Electric work orders	56
Electric after hours calls	20
Telecommunication W/O	168
Telecommunications Issuetrak	512
Telecommunication after hours	23



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## Items of interest for Electric and Telecommunications

1. Continued changing old poles
2. Helped restore power in Monticello
3. ECG update
4. Brought WSG into Issuetrak.
5. Started installation of new switches for new phone system.

**Date**  
**Range:**

**Starting Date:** 4/30/2013  
**Ending Date:** 5/27/2013

<b>Issue Type:</b>	<b># Submitted</b>	<b>% Of</b>	<b>Avg. Per Day</b>
(CC) Logged Calls (In)	255	52.36%	12.75
(CC) Logged Calls (Out)	64	13.14%	3.20
(CC) Misdirected Calls	5	1.03%	0.25
(TT) After Hours Call	18	3.70%	0.90
(TT) Cancelled Ticket	0	0.00%	0.00
(TT) CATV	49	10.06%	2.45
(TT) Fiber	1	0.21%	0.05
(TT) Headend	5	1.03%	0.25
(TT) Internet / Data	38	7.80%	1.90
(TT) VoIP / Phone	52	10.68%	2.60
<b>Total:</b>	<b>487</b>		

<b>Issue Priority:</b>	<b># Submitted</b>	<b>% Of</b>	<b>Avg. Per Day</b>
Critical	0	0.00%	0.00
High	59	12.11%	2.95
Medium	428	87.89%	21.40
Low	0	0.00%	0.00
<b>Total:</b>	<b>487</b>		

<b>Organization Submitting:</b>	<b># Submitted</b>	<b>% Of</b>	<b>Avg. Per Day</b>
Answer Metro USA	18	3.70%	0.90
City of Monroe	469	96.30%	23.45
<b>Total:</b>	<b>487</b>		

<b>Department Submitting:</b>	<b># Submitted</b>	<b>% Of</b>	<b>Avg. Per Day</b>
Customer Service / Billing	0	0.00%	0.00
Call Center	469	96.30%	23.45
Assitant Director (Little)	0	0.00%	0.00
Answer Metro USA	18	3.70%	0.90
<b>Total:</b>	<b>487</b>		

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<b>Caller Submitting:</b>	<b># Submitted</b>	<b>% Of</b>	<b>Avg. Per Day</b>
After Hours Support	18	3.70%	0.90
Darrell Whidby	42	8.62%	2.10
David Little	0	0.00%	0.00
Mike McGuire	129	26.49%	6.45
Shawn Garrison	125	25.67%	6.25
Todd Tolbert	173	35.52%	8.65
<b>Total:</b>	<b>487</b>		

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**FINANCE**

**DEPARTMENT**

**MONTHLY REPORT**

**JULY**

**2013**

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Performance Indicators	% Change	Change from prior													
		year	May-13	Apr-13	Mar-13	Feb-13	Jan-13	Dec-12	Nov-12	Oct-12	Sep-12	Aug-12	Jul-12	Jun-12	May-12
<b>Telephone Calls</b>															
<b>Admin Support</b>															
Utilities - Incoming Calls	8%	859	10,549	10,865	9,337	9,425	10,395	10,834	9,640	8,948	10,225	11,140	12,734	10,322	9,690
Utilities - Abandoned Calls	40%	152	384	319	244	271	270	314	232	358	162	339	317	307	232
% of Abandoned Calls - Utility	34.23%	1.25%	3.64%	2.94%	2.61%	2.88%	2.60%	2.90%	2.41%	4.00%	1.58%	3.04%	2.49%	2.97%	2.39%
City Hall - Incoming Calls	3%	21	634	595	560	497	626	557	556	554	608	660	581	530	613
<b>Customer Count</b>															
<b>Utilities</b>															
Electric Customers	2%	101	6,181	6,136	6,063	6,101	6,107	6,067	6,034	6,098	6,038	6,079	6,069	6,058	6,080
Natural Gas Customers	0%	10	3,748	3,715	3,685	3,697	3,723	3,698	3,695	3,716	3,752	3,761	3,737	3,729	3,738
Water Customers	2%	136	8,954	8,854	8,816	8,849	8,862	8,806	8,775	8,839	8,781	8,852	8,797	8,760	8,818
Wastewater Customers	3%	214	6,904	6,731	6,656	6,695	6,719	6,651	6,627	6,692	6,631	6,687	6,660	6,631	6,690
Cable TV Customers	-3%	(132)	4,859	4,841	4,776	4,838	4,867	4,802	4,875	4,988	4,938	4,980	4,951	4,964	4,991
Digital Cable Customers	#DIV/0!	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Internet Customers	12%	284	2,370	2,342	2,284	2,281	2,236	2,176	2,179	2,192	2,114	2,151	2,128	2,099	2,086
Residential Phone Customers	36%	305	851	820	802	787	763	741	702	702	656	622	616	567	546
Commercial Phone Customers	11%	52	460	466	455	453	448	443	455	435	424	429	430	427	408
<b>Work Orders Generated</b>															
<b>Utilities</b>															
Connects	7%	55	736	654	703	837	702	609	644	681	579	877	745	688	681
Cutoff for Non-Payment	18%	63	360	310	234	257	277	322	379	380	373	448	341	367	297
Electric Work Orders	-11%	(9)	81	84	68	80	83	62	84	80	90	93	85	88	90
Water Work Orders	-1%	(2)	143	128	257	217	136	107	120	140	144	204	152	114	145
Cable Work Orders	1%	1	165	169	191	191	175	133	160	169	135	191	188	155	164
Natural Gas Work Orders	56%	44	79	65	60	40	94	26	51	48	31	72	98	24	35
Disconnects	5%	30	648	621	597	709	706	510	571	742	527	717	718	586	618
<b>Billing/Collections</b>															
<b>Utilities</b>															
Utility Revenue Billed	4%	115,213	\$ 2,714,075	\$ 2,997,841	\$ 3,188,365	\$ 3,139,766	\$ 3,107,478	\$ 2,900,826	\$ 2,620,694	\$ 2,799,734	\$ 3,007,054	\$ 3,213,321	\$ 3,048,765	\$ 2,779,740	\$ 2,598,862
Utility Revenue Collected	16%	447,563	\$ 2,841,176	\$ 3,147,326	\$ 3,214,473	\$ 3,009,369	\$ 2,968,307	\$ 2,670,290	\$ 2,617,784	\$ 2,821,154	\$ 2,868,349	\$ 3,298,303	\$ 2,736,972	\$ 2,831,339	\$ 2,393,613
# of Inactive Accounts Written Off	12%	8	67	42	43	71	75	77	99	73	45	76	45	62	59
Amount Written Off for Bad Debt	-25%	(4,218)	\$ 16,686	\$ 12,442	\$ 13,448	\$ 19,577	\$ 25,306	\$ 26,190	\$ 32,474	\$ 24,749	\$ 21,784	\$ 18,272	\$ 13,352	\$ 20,434	\$ 20,904
Utility Bad Debt Collected	30%	1,528	\$ 5,027	\$ 6,473	\$ 1,825	\$ 9,986	\$ 1,686	\$ 1,635	\$ 1,857	\$ 2,365	\$ 1,538	\$ 3,175	\$ 3,566	\$ 1,434	\$ 3,499
<b>Extensions</b>															
<b>Utilities</b>															
Extensions Requested	100%	486	486	433	257	77	123								
Extensions Pending	100%	207	207	220	158	18	45								
Extensions Defaulted	100%	62	62	37	14	15	7								
Extensions Paid per Agreement	100%	465	465	334	115	89	71								
Returned Items (Checks, ACH, CC)	9%	4	45	35	31	20	51	30	34	50	50	55	54	48	41

Performance Indicators	% Change	Change from prior		May-13	Apr-13	Mar-13	Feb-13	Jan-13	Dec-12	Nov-12	Oct-12	Sep-12	Aug-12	Jul-12	Jun-12	May-12
		year														
<b>Taxes</b>																
<b>Admin Support</b>																
Property Tax Transactions	43%	315	741	506	575	1,458	1,702	4,716	953	831	100	172	387	552	426	
Property Tax Collected	47%	17,668	\$ 37,590	\$ 34,786	\$ 35,933	\$ 67,593	\$ 99,689	\$ 1,907,577	\$ 369,842	\$ 183,919	\$ 4,311	\$ 8,543	\$ 14,180	\$ 31,998	\$ 19,922	
<b>Accounting</b>																
<b>Payroll &amp; Benefits</b>																
Payroll Checks issued	-46%	(22)	48	50	83	56	61	127	90	63	67	98	61	69	70	
Direct Deposit Advices	4%	16	389	388	583	390	393	408	394	393	394	588	394	382	373	
<b>General Ledger</b>																
Accounts Payable Checks Issued	10%	41	394	354	427	264	240	485	324	447	358	445	373	388	353	
Accounts Payable Invoices Entered	-12%	(207)	1,689	1,759	1,533	1,441	1,241	1,427	1,948	1,785	1,569	1,908	1,209	1,755	1,896	
Journal Entries Processed	-5%	(7)	132	150	172	145	113	210	166	240	144	139	163	183	139	
Miscellaneous Receipts	2%	9	514	540	526	548	513	652	388	457	399	440	457	433	505	
Purchase Orders Issued	-25%	(62)	253	318	212	265	306	222	334	319	322	359	329	317	315	
Utility Deposit Refunds Processed	-106%	(152)	144	172	160	180	220	196	272	140	160	196	240	196	296	
Local Option Sales Tax	-20%	(24,594)	\$ 126,011	\$ 141,444	\$ 168,279	\$ 110,567	\$ 155,937	\$ 133,891	\$ 154,264	\$ 151,908	\$ 174,118	\$ 176,071	\$ 161,116	\$ 167,892	\$ 150,605	
Special Local Option Sales Tax - 2013	1	112,354	112,354	125,789	149,608	97,912					-	-	-	-	-	
<b>Personnel</b>																
<b>Payroll &amp; Benefits</b>																
Budgeted Positions	-5%	(10)	213	213	213	213	213	223	223	223	223	223	223	223	223	223
Filled Positions	0%	-	206	207	207	207	206	208	208	207	208	211	210	210	206	
Vacancies	-143%	(10)	7	6	6	6	7	15	15	16	15	12	13	13	17	
Unfunded Positions	38%	10	26	26	26	26	26	16	16	16	16	16	16	16	16	
Clinic Appointment Capacity	41%	79	195	197	136	140	117	103	125	140	101	130	105	88	116	
Clinic Ancillary Visits	60%	30	50	26	28	32	15	12	14	20	17	22	9	4	20	
Clinic Utilization	36%	50	137	142	96	90	77	70	74	88	65	77	79	75	87	
Clinic Utilization Percentage	4%	4%	96%	85%	91%	87%	79%	80%	70%	77%	81%	76%	84%	90%	92%	
Clinic No Shows	30%	3	10	12	9	11	6	2	4	4	7	6	3	6	7	
<b>IT</b>																
<b>City Wide</b>																
IT Support/Service	20%	17	84	99	138	86	92	58	75	97	54	71	74	61	67	



**MAY 2013**

**FINANCIAL**

**STATUS REPORT**

City Of Monroe  
 Financial Performance Report  
 For the Period Ended  
 May 31, 2013

**CASH**

Cash balances as of May 31, 2013 total \$16,352,038.56. The following table shows the individual account balances.

<b>GOVERNMENTAL FUND</b>	
General Fund Checking	92,057.63
Stabilization Fund	517,000.00
Community Center Deposits	2,500.00
Group Health Insurance (Claims/Premiums)	338,875.58
Unemployment Fund	17,174.03
Workmen's Compensation (To Fund Claims)	187,726.19
Workmen's Compensation (Claims)	4,642.12
<b>CAPITAL PROJECTS FUND</b>	
Capital Improvement - General Government	2,739.99
SPLOST	3,311.85
CDBG 09	-
GO Bond - Public Facilities	128,588.57
<b>SPECIAL REVENUE FUND</b>	
Hotel/Motel	8,320.46
DEA Confiscated Assets Fund	32,524.14
Confiscated Assets Fund	21,818.90
<b>DEBT SERVICE FUND</b>	
General Obligation	154.39
<b>ENTERPRISE FUND</b>	
Solid Waste	4,849.38
Utility Revenue	286,316.94
Utility MEAG Payment Acct	847.98
Utility MGAG Payment Acct	8,206.31
Utility Gov't Loan Payment Acct	2,281.48
Utility MEAG Short-Term Investment	3,039,290.10
Utility Workmen's Compensation (To Fund Claims)	23,071.88
Utility Health Insurance (To Fund Claims)	54,887.36
Utility Capital Improvement	8,962,726.54
Utility GEFA Restricted	300,000.00
Utility Bond Sinking Fund	856,014.52
Utility Customer Deposits	1,456,112.22

City Of Monroe  
 Financial Performance Report  
 For the Period Ended  
 May 31, 2013

**GENERAL FUND**

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

<b>REVENUE AND EXPENSE REPORT</b>				
				Period: 05/2013
<b>GENERAL FUND</b>				
	<u><b>BUDGET</b></u>	<u><b>YEAR</b></u>	<u><b>YTD</b></u>	<u><b>BUDGET</b></u>
	<u><b>APPROPRIATION</b></u>	<u><b>TO DATE</b></u>	<u><b>PCT</b></u>	<u><b>BALANCE</b></u>
<b>REVENUE</b>				
TAXES	5,818,836	1,463,466	25	4,355,370
LICENSES & PERMITS	104,000	74,233	71	29,767
INTERGOVERNMENTAL	60,170	54,191	90	5,979
CHARGES FOR SERVICES	756,500	285,142	38	471,358
FINES	525,000	243,827	46	281,173
INVESTMENT INCOME	2,000	-	-	2,000
CONTRIBUTIONS & DONATIONS	35,000	8,691	25	26,309
MISCELLANEOUS INCOME	167,988	79,955	48	88,033
OTHER FINANCING SOURCES	1,916,150	667,209	35	1,248,941
<b>TOTAL REVENUE:</b>	<b>9,385,644</b>	<b>2,876,714</b>	<b>31</b>	<b>6,508,930</b>
<b>EXPENSE</b>				
GENERAL GOVERNMENT	888,617	440,731	50	447,886
FINANCE	457,038	177,105	39	279,933
PROTECTIVE/CODE INSPECTION	542,564	193,997	36	348,567
FIRE	1,465,174	657,096	45	808,078
HIGHWAYS & STREETS	1,693,627	674,780	40	1,018,847
POLICE	3,309,108	1,492,258	45	1,816,850
PARKS	225,638	111,483	49	114,155
OTHER FINANCING USES	803,878	114,300	14	689,578
<b>TOTAL EXPENSES:</b>	<b>9,385,644</b>	<b>3,861,750</b>	<b>41</b>	<b>5,523,894</b>

Revenue

Collections at May 31 were \$2,876,713 which is 31% of the total amount budgeted for 2013.

Taxes:

- General Property Tax - \$470 thousand which is 16% of budget to revenue. This figure will not change drastically until the last quarter of the year when property tax collections start coming in.
- General Sales & Use Tax (Local Option Sales Tax) – Collections are at 41% of the budget and are coming in consistent with the 2013 budget figure. Revenue for 2013 will be lower than 2012 due to renegotiation of LOST with Walton County resulting in a lower percentage allocation.
- Selective Sales & Use Tax (Alcohol Beverage, etc.) – Collections are slightly under the needed 39% for the year.

*City Of Monroe*  
*Financial Performance Report*  
*For the Period Ended*  
*May 31, 2013*

- Business Tax is at 17% and will stay low until October when the Insurance Premium Tax is received from the State.

**Licenses & Permits**

- Business Licenses which include alcoholic beverage permits and insurance licenses are slightly over budgeted revenue with the bulk of the funds already collected for 2013. The due date for existing businesses is March 1. We have some outstanding fees which the Code Department is in the process of collecting.
- Building permits – \$11 thousand collected which is 28% of the \$40 thousand budgeted.

**Charges for Services**

- Culture & Recreation (Event Fees) – total revenue is at 41% of the \$20 thousand budgeted.
- Other Charges for Services (Self Insurance Fees) – slightly under at 38% but would expect the fees to come in close to budget.

**Fines**

- Municipal Court Collections – 46% of budget with \$244 thousand collected. This figure does not include any of the add on fees collected that are paid to outside agencies and not included as part of the City's revenue. This figure does include some prior year revenue that had not been "cleared" out previously. If trend holds we will again come under budget by approximately \$150 thousand.

**Contributions & Donations**

- Main Street – Revenue is at 18%. This is the line item for sponsorships for Main Street Events, etc.

**Miscellaneous**

- Rents – Hanger rent, tie down fees and community center fees are coming in as budgeted. The old City Hall building will be without a tenant soon so there is potential loss of revenue for that line item of approximately \$25 thousand.

**Other Financing Sources**

- Operating transfers in from Utilities (for franchise fees) – collections are at 38% of the budget with \$639 thousand transferred from the utility fund for franchise fees.

**Expenditures**

General fund total expenditures of \$3,861,750 are at 41% of the total budgeted for 2013. As of May 31, the target YTD percentage should be at or below 42%.

City Of Monroe  
 Financial Performance Report  
 For the Period Ended  
 May 31, 2013

**COMBINED UTILITIES**

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

<b>REVENUE AND EXPENSE REPORT</b>				
				Period: 05/2013
<b>COMBINED UTILITIES</b>				
	<u><b>BUDGET</b></u>	<u><b>YEAR</b></u>	<u><b>YTD</b></u>	<u><b>BUDGET</b></u>
	<u><b>APPROPRIATION</b></u>	<u><b>TO DATE</b></u>	<u><b>PCT</b></u>	<u><b>BALANCE</b></u>
<b>REVENUE</b>				
INTERGOVERNMENTAL	-	750,930	-	(750,930)
CHARGES FOR SERVICES				
WATER	4,039,000	1,502,632	37	2,536,368
SEWER	3,675,000	1,406,810	38	2,268,190
ELECTRIC	17,839,302	6,949,947	39	10,889,355
NATURAL GAS	4,150,000	2,545,874	61	1,604,126
CATV/INTERNET	4,934,205	1,987,306	40	2,946,899
UTILITY NON SPECIFIC	-	228,294	-	(228,294)
INTEREST INCOME	50,000	11,649	23	38,351
CONTRIBUTIONS & DONATIONS	-	-	-	-
MISCELLANEOUS INCOME	5,000	549	11	4,451
OTHER FINANCING SOURCES	-	(9,592)	-	9,592
<b>TOTAL REVENUE:</b>	<b>34,692,507</b>	<b>15,374,399</b>	<b>44</b>	<b>19,318,108</b>
<b>EXPENSE</b>				
FINANCIAL ADMINISTRATION	(1,809,457)	(772,433)	43	(1,037,024)
UTILITY CUSTOMER SERVICE	899,609	383,966	43	515,643
UTILITY BILLING	309,403	136,737	44	172,666
CENTRAL SERVICES	655,445	251,730	38	403,715
GENERAL ADMIN ELECTRIC/TELECOMM	241,541	81,258	34	160,283
ELECTRIC	17,801,461	6,271,867	35	11,529,594
TELECOMM	4,816,104	2,141,404	44	2,674,700
GENERAL ADMIN GAS WATER & SEWER	194,929	71,397	37	123,532
SEWER	3,609,366	1,201,450	33	2,407,916
WATER	3,909,036	1,260,460	32	2,648,576
GAS	4,065,070	1,947,978	48	2,117,092
<b>TOTAL EXPENSES:</b>	<b>34,692,507</b>	<b>12,975,814</b>	<b>37</b>	<b>21,716,693</b>

*City Of Monroe  
Financial Performance Report  
For the Period Ended  
May 31, 2013*

**Revenue**

As of May 31, operating revenues total \$15,374,480 which is 44% of the total amount budgeted for 2013. For all divisions other than CATV/Internet, the revenue will be driven a large part by weather and therefore a majority of the revenue will come in during times of hot and/or cold weather.

- Water – Charges for sales and services \$1,503 million, 37% of budget.
- Sewerage – Charges for sales and services \$1.407 million, 38% of budget.
- Electric – Charges for sales and services \$6.950 million, 39% of budget.
- Gas – Charges for sales and services \$2.546 million, 61% of budget.
- CATV/Internet – Charges for sales and services \$1.987 million, 40% of budget.

**Expenses**

Operating expenses were \$12,975,815 as of May 31.

The table below shows the changes in net position for the Utility Fund as of May 31. All divisions show an increase in net income before capital contributions and transfers. Each division shows an increase in net assets with the exception of CATV/Internet which shows a decrease in net assets of \$122 thousand.

	<b>ADMINISTRATIVE DIVISION</b>	<b>CATV/INTERNET DIVISION</b>	<b>ELECTRIC DIVISION</b>	<b>GAS DIVISION</b>	<b>WASTEWATER DIVISION</b>	<b>WATER DIVISION</b>	<b>TOTAL ALL DIVISIONS</b>
<b>OPERATING REVENUES</b>							
Charges for sales and services	\$ -	\$ 1,987,305.79	\$ 6,949,947.41	\$ 2,545,874.42	\$ 1,406,809.77	\$ 1,502,631.82	\$ 14,392,569.21
Customer account fees	228,294.22	-	-	-	-	-	228,294.22
Other revenue - allocation	(240,492.64)	31,740.21	124,120.68	27,938.03	26,533.55	30,160.17	(0.00)
Other	-	-	750,930.00	-	-	-	750,930.00
<b>Total operating revenues</b>	<b>(12,198.42)</b>	<b>2,019,046.00</b>	<b>7,824,998.09</b>	<b>2,573,812.45</b>	<b>1,433,343.32</b>	<b>1,532,791.99</b>	<b>15,371,793.43</b>
<b>OPERATING EXPENSES</b>							
Cost of sales and services	-	1,269,405.01	4,450,697.55	1,333,631.24	-	-	7,053,733.80
General operating expenses	(84,562.88)	585,811.22	1,554,779.98	550,148.83	833,959.97	908,336.85	4,348,473.97
Depreciation	-	-	-	-	-	-	-
Amortization	3,525.67	-	-	1,076.12	4,494.72	13,171.19	22,267.70
<b>Total operating expenses</b>	<b>(81,037.21)</b>	<b>1,855,216.23</b>	<b>6,005,477.53</b>	<b>1,884,856.19</b>	<b>838,454.69</b>	<b>921,508.04</b>	<b>11,424,475.47</b>
Operating income (loss)	68,838.79	163,829.77	1,819,520.56	688,956.26	594,888.63	611,283.95	3,947,317.96
<b>NON-OPERATING REVENUES (EXPENSES)</b>							
Interest income	11,649.31	-	-	-	-	-	11,649.31
Other	549.11	-	-	-	-	-	549.11
Intergovernmental	-	-	-	-	-	-	-
Interest expense	(76,037.21)	-	-	(8,157.40)	(49,553.50)	(269,429.59)	(403,177.70)
Gain on disposal of capital assets	-	-	(10,291.57)	-	700.00	-	(9,591.57)
<b>Total non-operating revenue (expense)</b>	<b>(63,838.79)</b>	<b>-</b>	<b>(10,291.57)</b>	<b>(8,157.40)</b>	<b>(48,853.50)</b>	<b>(269,429.59)</b>	<b>(400,570.85)</b>
Income (loss) before capital contributions and transfers	5,000.00	163,829.77	1,809,228.99	680,798.86	546,035.13	341,854.36	3,546,747.11
Capital contributions	-	-	-	-	-	-	-
Capital assets	-	(195,194.70)	(61,013.36)	-	(248,042.81)	-	(504,250.87)
Transfers in	-	-	-	-	-	-	-
Transfers out	(5,000.00)	(90,993.09)	(286,634.47)	(126,361.63)	(65,399.39)	(69,522.64)	(643,911.22)
	(5,000.00)	(286,187.79)	(347,647.83)	(126,361.63)	(313,442.20)	(69,522.64)	(1,148,162.09)
Change in net position	\$ (0.00)	\$ (122,358.02)	\$ 1,461,581.16	\$ 554,437.23	\$ 232,592.93	\$ 272,331.72	\$ 2,398,585.02



City Of Monroe  
 Financial Performance Report  
 For the Period Ended  
 May 31, 2013

**SOLID WASTE**

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

<b>REVENUE AND EXPENSE REPORT</b>				
				Period: 05/2013
<b>SOLID WASTE</b>	<u>BUDGET</u>	<u>YEAR</u>	<u>YTD</u>	<u>BUDGET</u>
	<u>APPROPRIATION</u>	<u>TO DATE</u>	<u>PCT</u>	<u>BALANCE</u>
<b>REVENUE</b>				
CHARGES FOR SERVICES	5,075,000	1,824,407	36	3,250,593
<b>TOTAL REVENUE:</b>	<b>5,075,000</b>	<b>1,824,407</b>	<b>36</b>	<b>3,250,593</b>
<b>EXPENSE</b>				
ADMINISTRATION	378,088	170,571	45	207,517
SOLID WASTE COLLECTION	804,061	351,705	44	452,356
SOLID WASTE DISPOSAL	3,110,412	877,629	28	2,232,783
RECYCLABLE COLLECTION	121,664	57,536	47	64,128
PUBLIC EDUCATION	1,000	-	-	1,000
YARD TRIMMINGS COLLECTION	152,275	48,207	32	104,068
OTHER FINANCING USES	507,500	1,250	-	506,250
<b>TOTAL EXPENSES:</b>	<b>5,075,000</b>	<b>1,506,898</b>	<b>30</b>	<b>3,568,102</b>

Revenue

Collections for fiscal year 2013 are \$1,824,407 or 36% of the revenue budget appropriation. As of June 1, we had \$148 thousand in transfer station revenue billed over 30 days with an additional \$236 thousand in current transfer station billing.

- Sanitation Fees – Collections through May just over \$723 thousand, 41% of budget.
- Transfer Station Fees – Revenue of \$1,080 thousand or 33% of budget.

Expenses

Solid Waste expenses are at 30% of the total budget or \$1,506,898. At the end of May only 4 payments for landfill fees had been paid. The May invoice for landfill fee payments to Oak Grove Landfill is \$212 thousand. If the 5<sup>th</sup> payment is calculated into the expenses the total would be \$1,718,865 or 34% of the total budget.

*City Of Monroe  
Financial Performance Report  
For the Period Ended  
May 31, 2013*

**SPLOST**

SPLOST 2007-2012 collections came in below projections. The total to date for 2013 from county bond proceeds for transportation, drainage and sidewalk projects is \$229 thousand.

SPLOST 2007-2012 as of May 2013			
Project	Expenditures		
	Prior Years	Current Year	Total
Transportation, Drainage and Sidewalks	6,910,246	249,199	7,159,445
Public Safety	-	-	-
Solid Waste	-	-	-
Water & Sewer	-	-	-
Airport	-	-	-
Electric, CATV & Fiber	-	-	-
<b>Total</b>	<b>6,910,246</b>	<b>249,199</b>	<b>7,159,445</b>

Below is a chart showing disbursement from the State to Walton County for SPLOST 2013-2018 to date. We signed the addendum to the IGA and sent our wiring information to Walton County but have yet to receive our portion of the funds.

SPLOST 2013-2018								
Sales Tax Receipt Month	Walton County		15.3333%	Receipt Total for Month	Total Receipts SPLOST	Expenses for the Month	Interest for the Month	Account Balance
	Special Local Option Sales Taxes Received	Receipt Total for Period of SPLOST	Monroe's Portion up to 60M					
Feb-13	638,560.69	638,560.69	97,912.43	97,912.43	97,912.43	-	-	97,912.43
Mar-13	975,706.55	1,614,267.24	149,608.01	149,608.01	247,520.44			247,520.44
Apr-13	820,365.12	2,434,632.36	125,789.04	125,789.04	373,309.48			373,309.48
May-13	732,743.22	3,167,375.58	112,353.72	112,353.72	485,663.20			485,663.20



**FIRE**

**DEPARTMENT**

**MONTHLY REPORT**

**JULY**

**2013**

**(May, 2013 Stats)**

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**POLICE**

**DEPARTMENT**

**MONTHLY REPORT**

**JULY**

**2013**

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### MPD Activity Report-MAY 2013

Calls for Service	3788							
Calls to MPD	1934							
Court Cases	343							
Training Hours	160							
Part 1 Crimes	80							
Part 2 Crimes	178							
Arrest-Adult	135							
Juvenile	6							
<b>Community Events</b>								
5/2-Fla./Ga. Line Music Video-Downtown								
5/3-Doughnut Sale-Downtonw square & side street								
5/3-GWA Field Day-GWA								
5/3-First Friday Concert-Courthouse square								
5/4-Boys & Girls Club-405 Community Circle								
5/11-K-9 Law enforcement Solicit donations-Spring & Broad								
5/11-Boys & Girls Club Road Race-Felker Park Area								
5/18-Am. Vets Armed Forces Day-McDonals redlight fundraiser								
5/18-Monroe Farmers Market-Court st.								
5/18-Candy Sale-corner CVS & Mike Cash								
5/18-Boys & Girls Club-S. Madison								





06/05/13  
15:33

WALTON COUNTY 911  
Law Total Incident Report, by Nature of Incident

Page: 601  
1

Nature of Incident	Total Incidents
FIGHT VIOLENT	16
ANIMAL COMPLAINT	13
VICIOUS ANIMAL	2
PROWLER	9
ATTEMPTED BURGLARY	5
BURGLARY IN PROGRESS	6
BURGLARY REPORT	10
DOMESTIC NON-VIOLENT	99
DOMESTIC VIOLENT	2
ARMED ROBBERY	1
WARRANT SERVICE	30
SUBJECT WITH WEAPON	3
SUSPICIOUS PERSON	123
SUSPICIOUS VEHICLE	128
SUICIDE ATTEMPT	4
SUICIDE THREAT	2
KEYS LOCKED IN VEHICLE	117
SPEEDING AUTO	6
ACCIDENT NO INJURIES	51
INJURY BY COMPLAINT	1
ACCIDENT WITH A DEER	3
ACCIDENT WITH INJURIES	1
PERSON STRUCK WITH AUTO	1
ACCIDENT UNKNOWN INJURIES	3
ROAD HAZARD	13
DRUNK DRIVER	1
INTOXICATED PERSON	3
HIT AND RUN	5
TRANSPORT FOR BUSINESS	38
FUNERAL ESCORT	9
TRANSPORT	12
DISABLED VEHICLE	36
AREA/BLDG CHECK	89
CHILD ABUSE	1
SEXUAL ASSAULT	2
CHASE	4
BUSINESS ALARM	43
CHURCH ALARM	4
RESIDENTIAL ALARM	33
SCHOOL ALARM	5
DRAG RACING	1
SUBJECT IN CUSTODY	18
TRANSPORT TO COURT	4
TRANSPORT TO JAIL	4
TRANSPORT TO MENTAL	1
DEMENTED PERSON NON-VIOLENT	4
STOLEN VEHICLE	4
911 HANGUP	42
CONTROL SUBSTANCE PROBLEM	21
AGENCY ASSISTANCE	7
ASSAULT	3
ASSAULT LAW ENFORCEMENT ONLY	3
CHILD CUSTODY DISPUTE	7
CIVIL ISSUE/DISPUTE	5
CIVIL PAPER SERVICE	2

06/05/13  
15:33

WALTON COUNTY 911  
Law Total Incident Report, by Nature of Incident

Nature of Incident	Total Incidents
DAMAGE TO PROPERTY	31
DISPUTE NON VIOLENT IN NATURE	58
DISPUTE VIOLENT IN NATURE	2
DISTRUBING THE PEACE	12
EMERGENCY MESSAGE	1
LE ASSIST FOR EMS	20
ENTERING AN AUTO	12
EXPLOSIVES PROBLEM	1
EXTRA PATROL REQUEST	6
ASSIST FIRE DEPARTMENT	7
MISCELLANEOUS FIRE INCIDENT	1
FIREARMS DISCHARGED	6
FOLLOW UP TO PREVIOUS CALL	9
FOUND PROPERTY	8
FRAUD	13
HARRASSING PHONE CALLS	19
HARRASSMENT	12
IDENTITY THEFT	1
ILLEGAL GAMBLING	1
ILLEGAL PARKING	5
JUVENILE RUNAWAY	1
JUVENILE COMPLAINT	39
JUVENILE PROBLEM -NO COMPLAINT	5
LOITERING	4
LOST ITEM REPOR	5
LOUD MUSIC COMPLAINT	19
MENTAL PSYCHOLOGICAL EMOTIONAL	1
MISSING PERSON	6
MISCELLANEOUS LAW INCIDENT	25
POWER LINES DOWN	2
ROAD RAGE	1
SAFETY SOBRIETY CHECK POINT	11
SEARCH WARRANT	2
SHOPLIFTING	12
THEFT IN PROGRESS	1
THEFT REPORT	47
THREATS	3
TRAFFIC VIOLATION	349
TRAILER INSPECTION	6
TRESPASSING	4
UNDERAGE CONSUMPTION ALCOHOL	1
UNKNOWN LAW PROBLEM	8
UNSECURE PREMISES	8
VEHICLE INSPECTION	6
WELFARE CHECK	18

-----  
Total Incidents for This Report: 1869  
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Report includes:  
All dates between `00:00:00 05/01/13` and `00:00:00 06/01/13`  
All agencies matching `MPD`  
All natures  
All locations  
All responsible officers  
All dispositions

06/05/13  
15:33

WALTON COUNTY 911  
Law Total Incident Report, by Nature of Incident

Page: 601  
3

- All clearance codes
- All observed offenses
- All reported offenses
- All offense codes
- All circumstance codes

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\*\*\* End of Report /tmp/rptcPigaa-rplwtir.r2\_3 \*\*\*

06/05/13  
15:39

WALTON COUNTY 911  
Radio Log Statistical Report, by Unit

Page: 601  
1

Unit	Unit Description	Number of Logs
307	LAW ENFORCEMENT UNIT	119
320	LAW ENFORCEMENT UNIT	3
325	LAW ENFORCEMENT UNIT	20
326	LAW ENFORCEMENT UNIT	1
327	LAW ENFORCEMENT UNIT	119
329	LAW ENFORCEMENT UNIT	6
330	LAW ENFORCEMENT UNIT	12
335	LAW ENFORCEMENT UNIT	20
336	LAW ENFORCEMENT UNIT	17
339	LAW ENFORCEMENT UNIT	17
340	LAW ENFORCEMENT UNIT	1
341	LAW ENFORCEMENT UNIT	17
349	LAW ENFORCEMENT UNIT	3
349	LAW ENFORCEMENT UNIT	12
351	LAW ENFORCEMENT UNIT	112
356	LAW ENFORCEMENT UNIT	412
357	LAW ENFORCEMENT UNIT	114
360	LAW ENFORCEMENT UNIT	5
361	LAW ENFORCEMENT UNIT	117
362	LAW ENFORCEMENT UNIT	58
363	LAW ENFORCEMENT UNIT	12
364	LAW ENFORCEMENT UNIT	172
366	LAW ENFORCEMENT UNIT	24
367	LAW ENFORCEMENT UNIT	48
368	LAW ENFORCEMENT UNIT	164
370	LAW ENFORCEMENT UNIT	1
371	LAW ENFORCEMENT UNIT	163
372	LAW ENFORCEMENT UNIT	

1519

Total Radio Logs

Report Includes:

All dates between `00:00:00 05/01/13` and `00:00 00 06/01/13`  
All agencies matching `MPD`  
All zones  
All units  
All tencodes matching `1066\*`  
All shifts

\*\*\* End of Report /tmp/rpteLAdaa-rprlr1sr.rl\_1 \*\*\*



**PUBLIC WORKS**  
**DEPARTMENT**  
**MONTHLY REPORT**  
**JULY**  
**2013**

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## **Public Works Administration**

May 16 – June 15, 2013

- \*The Public Works Department received 734 calls during this period (762 minutes).
- \*The Public Works Office issued 102 work orders of which 96 were completed.
- \*Averaged 4.04 employees out during this period (22 working days, and 1 holiday).
- \*Community Building rented out four times.
- \*Issued three cemetery permits.

## **Vehicle/Equipment Shop**

May 16 – June 15, 2013

- \*Repaired/Serviced vehicles or equipment for the following departments:

City Hall Administration - 0  
Code Department – 0  
Electric/Cable – 6  
Finance – 0  
Fire Department – 9  
Gas/Water/Sewer – 5  
Motor Pool - 1  
Meter Readers – 2  
Police Department – 28  
Public Works – 85  
Airport - 0

## **Grounds Crew**

May 16 – June 15, 2013

- \*Picked up .39 tons/780 pounds of litter on various city streets.
- \*Landscaping work at City Facilities, Power Stations, and Water Pump Stations.

## **Sign & Marking Division**

May 16 – June 15, 2013

- General maintenance:
  - Signs repaired – 0
  - Signs replaced – 15
  - Stop bars installed – 0
  - Speed humps R &R - 0
  - Sign post replaced or installed - 5
  - New signs – 9
  - Traffic Studies – 0
  - Compaction Tests – 0
  - Street Name Signs – 0
  - New sign post - 0
  - Speed hump installed - 0
  - Hydrant Markers Installed - 231
  - Thermo Arrows Installed – 0
  - Signs Cleaned – 2
  - Signs installed (new) – 0
  - Parking lot striped - 1

## **Building Maintenance Division**

May 16 – June 15, 2013

- Work orders were issued for repair work and completed at the following locations:
  - Public Works – 17
  - Old City Hall – 0
  - Community Building – 8
  - City Hall – 5
  - Airport – 2
  - Police Department – 11
  - Fire Department – 5
  - Art Guild – 8
  - Transfer Station – 2
  - Library – 3
  - Playhouse – 0
  - Code Department – 0
  - DDA – 0
  - Downtown – 0
  - Eastview Cemetery – 0
  - Resthaven Cemetery – 0
  - West Marable Cemetery – 0
  - Scale House – 0
  - Clinic - 0

## **Street Division**

May 16 – June 15, 2013

- Performed stormwater catch basin maintenance, inspections, and fieldwork for mapping on 22 streets.
- Performed street repairs on eight streets, and had five utility cuts.
- The Airport inspection was completed by GDOT in July 2011 and the street division is continuing to work on those items to bring into compliance. This work consists of tree removal, grading of slopes, and stormwater drainage renovations.



## **Solid Waste Division**

May 16 – June 15, 2013

- Collected 409.95 tons/819,900 pounds for Commercial Solid Waste.
- Collected 515.03 tons/1,030,060 pounds of Residential Solid Waste.
- Collected 13.57 tons/27,140 pounds of Recycling Materials.
- Collected 12.48 tons/24,960 pounds of debris using the street sweeper.
- Delivered 51 new/used garbage carts, and 25 new/used recycling bins.
- Collected 62.95 tons/125,900 pounds of limbs.
- Delivered 0 dumpsters, and 0 lids.
- Picked up 53 scrap tires inside the city limits.
- Received 6,785.23 tons/13,570,460 pounds of Solid Waste into the Transfer Station from other haulers.



**WATER, SEWER AND GAS**

**DEPARTMENT**

**MONTHLY REPORT**

**JULY**

**2013**

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Reporting Period – May 2013

### **Water Treatment/Distribution**

- Plant processed 69.7 MG – Average of 2.3 MGD
- 143 work orders issued
- Repaired 1 water main leak (Ridge Road)
- Repaired 9 service line water leaks
- Responded to 91 service calls
- Performed 9 meter change outs
- Answered 23 after hour emergency calls

### **Wastewater Treatment/Collection**

- Plant treated 71.6 MG – Average of 2.3 MGD
- 14 work orders issued
- Responded to 5 service calls
- Answered 4 after hour emergency calls
- Continued rehab work on Edwards Street and Turner Street
- Began work on CDBG2011 project (Walker Drive)

### **Natural Gas**

- Sold 22,268 MCF's
- 79 work orders issued
- Finished Atmospheric Corrosion survey of meter sets
- Began daily AMR change out of residential meters

### **Georgia Utility Training Academy**

- 16 classes held at GUTA with 99 attendees
  - 3 classes held on location with 54 attendees (Lawrenceville, Gwinnett, Hartwell)
-



## Called Meeting

### AGENDA

July 2, 2013

**Item:**

Update

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

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

Attachments / click to download

 [07/01/13 Committee Minutes](#)

PUBLIC WORKS Committee Members Present: Denise Dixon, Chair  
Jimmy Richardson  
Rita Scott  
Wayne Adcock

Staff Present: Matthew Chancey  
Renee Prather

**I. CALL TO ORDER – Chairman Denise Dixon**

**II. MATTERS BEFORE COMMITTEE**

**1. Sidewalk Master Plan**

The Committee discussed the sidewalk master plan. Plans to start with the construction of approximately 6,400 linear feet of new sidewalk on Plaza Drive, Plaza Trace, West Fambrough Street, Davis Street, and Baron Drive funded with SPLOST revenue. The Committee suggests posting signs at work area informing citizens of how the project is funded, i.e. “SPLOST Dollars at Work”.

*No Action.*

**III. ADJOURN TO EXECUTIVE SESSION**

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

**PERSONNEL ISSUE (S)**

Personnel matters were discussed.

**ADJOURN TO REGULAR SESSION**

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

**IV. ADJOURN**

*Motion by Scott, seconded by Dixon.  
Passed Unanimously.*



## Called Meeting

### AGENDA

July 2, 2013

**Item:**

Discussion / Approval - Repair of Bar Screens & Grit Removal System

**Department:**

**Additional Information:**

**Financial Impact:**

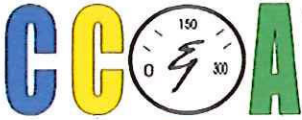
**Budgeted Item:**

**Recommendation / Request:**

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

Attachments / click to download

 [Quotes for Repairs](#)



Calibration Controls & Automation  
 162 Wheeler Road Gray, GA 31032  
 P 478-986-4124 F 478-986-4119  
 cca@windstream.net

**Partners In Christ**

# Estimate

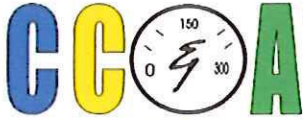
Date	Estimate #
5/24/13	1208

Bill To
City of Monroe Attn: Cathy Halgat P.O. Box 725 Monroe, GA 30655

Visit us on the Web!  
[www.calibrationcontrols.com](http://www.calibrationcontrols.com)

Project
Bar Screens

Item	Description	Qty	Rate	Total
	<p>OPTION #2</p> <p>City of Monroe,            Jacks Creek WWTP            Bar Screen #1 or #2</p> <p>CC&amp;A will completely clean the bar screen to the best of our ability. We will troubleshoot the controls and the drive assembly. We will disassemble the main drive assembly that consists of the chain and rake assemblies. We will lay this assembly out, evaluate the bottom rollers and give the customer a written quote on all necessary parts and pieces necessary to complete this repair.</p> <p>In addition to the labor listed above. CC&amp;A will supply and install a new brush assembly. We will completely disassemble the chain drive assembly and replace any broken teeth on the rake, with teeth supplied by customer. We will also remove the aluminum plates that are bent and straighten each one and reinstall. We will reassemble the chain assembly back on the existing drive. We will change oil in the gear box assembly, grease and lube all moving parts in the bearing assemblies and chain drives. We will check out, start up and verify proper operation.</p> <p>NOTE: Any parts that are needed other than the brush assembly will need to be supplied by the customer.</p> <p>This option will provide for a complete repair of the bar screen.</p> <p>Quoted Price Price as Quoted is per bar screen</p> <p>A 25% partial payment will be necessary at time of order for us to proceed. The remaining 75% will be invoiced at completion of the job.</p> <p>NOTE: This price is for budgeting purposes. If we can perform this work quicker than expected we will pass along the savings to the customer.</p> <p>Price is good for (30) days.</p> <p>Respectfully,            Mike Smith            Manager</p>	1	16,253.00	16,253.00
Thank you for allowing us the opportunity to show you how we can be of service to you!		<b>Total</b>		\$16,253.00



Calibration Controls & Automation  
 162 Wheeler Road Gray, GA 31032  
 P 478-986-4124 F 478-986-4119  
 cca@windstream.net

Partners In Christ

# Estimate

Date	Estimate #
5/24/13	1209

Bill To
City of Monroe Attn: Cathy Halgat P.O. Box 725 Monroe, GA 30655

Visit us on the Web!  
[www.calibrationcontrols.com](http://www.calibrationcontrols.com)

Project
Jacks Creek WWTP Grit Removal S...

Item	Description	Qty	Rate	Total
Quoted Price	<p>City of Monroe, Jacks Creek WWTP            Grit Removal System #1 or #2</p> <p>CC&amp;A will disassemble the grit removal system. We will change out the main cast iron drive sprocket. We will change out the plastic idler sprocket. We will reassemble, change oil in the gear box assembly, grease and lube all moving parts in the bearing assemblies and chain drives. We will check out, start up and verify proper operation.</p> <p>Note: Sprockets and any additional parts that are necessary will be supplied by the customer.</p> <p>Price as Quoted includes labor only and is per grit removal system</p> <p>NOTE: This price is for budgeting purposes. If we can perform this work quicker than expected we will pass along the savings to the customer.</p> <p>Price is good for (30) days.</p> <p>Respectfully,</p> <p>Mike Smith            Manager</p>	1	11,073.00	11,073.00

Please let us know if we can be of assistance to you in any way. Thank you!

**Total** \$11,073.00



**GEORGIA HYDRANT SERVICES, INC.**

**P.O. BOX 2942  
LOGANVILLE, G.A. 30052  
(770) 466-6033**

6/21/2013

RE: Jacks Creek WWTP

Attn: Monroe Utilities

Georgia Hydrant Services is pleased to submit a proposal for Bar Screen and Grit Removal System Repair.

We, at Georgia Hydrant Services, Inc. are uniquely qualified to provide the services required for this project and look forward to working with you. If you need any assistance in the future do not hesitate to call the number listed above.

**PROPOSAL**

Georgia Hydrant Services, Inc. will furnish trained and experienced technicians for the installation of the items mentioned below.

Jacks Creek Waste Water Treatment Plant.  
Grit Removal System Repair

Complete disassembly and replacement of broken parts of grit removal system #1 or # 2. Price includes replacement of drive sprocket, idler sprocket. Lubrication of all moving parts and change gear box oil included.

**\$12,453.00 each.**

Complete disassembly, repair and replacement of brush assembly of bar screen. #1 or # 2. Any additional parts to be supplied by the customer. Lubrication of all moving parts and change gear box oil included.

**\$18,532.00 each**

Approved By \_\_\_\_\_

**Pete Myers  
Georgia Hydrant Services, Inc.**



## Called Meeting

### AGENDA

July 2, 2013

**Item:**

Discussion - New Fire Truck Proposal

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

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

**Attachments / click to download**

[Fire Apparatus Pictures](#)

[Fire Apparatus Pictures](#)

[Fire Apparatus Pictures](#)

[Fire Apparatus Quotes](#)

**CITY OF MONROE FIRE DEPARTMENT**  
**FIRE APPARATUS PROPOSALS**

<u>COMPANY</u>	<u>PRICE</u>
KME	\$340,844.00
FERRARA	\$334,970.00
SUTPEN	\$332,472.00

## 2013 Sutphen Custom pumper – purchase price of \$332,472

Delivery date within 180-210 days

Performance bond included in price

Cummins ISL (medium block) 380hp motor

Allison transmission (Generation 4)

1250 GPM Hale fire pump with 750 gallon water tank

6 man cab seating with 5 SCBA (airpak seats)

In cab EMS cabinet for temperature controlled equipment storage

Polished aluminum wheels (run cooler and increases brake life and performance)

185" wheelbase (shorter than industry standards, increases maneuverability)

OVER 200 cubic feet of compartment space (nearly double of current Monroe pumpers)

Roll up doors on all compartments (no station damage from accidentally pulling out with compartment open)

Front bumper hose storage and discharge

Frame is reinforced at suspension attachment points

Tilt cab is mounted on steel sub-frame (only manufacturer in industry)

Our corrosion resistance testing and practices are industry leaders

Enclosed ground ladder storage

Employee training on unit included. Sales and training person is located in Cleveland, GA.

Our service network is unmatched. We have 2 service technicians based within 1.5 hours of Monroe (Covington and Newnan)

Current Georgia customers:

Gwinnett County – 26 years

Dekalb County - 20 years

Cobb County – 20 years

City of Roswell – 26 years

City of Rome – 26 years

City of Savannah – 3 years

City of Morrow

Rockdale County

Coweta County – 4 years

City of Dalton – 26 years

Gilmer County

City of Hartwell

City of Social Circle

City of Valdosta



TO: Chief Stan Dial  
Monroe Fire Department  
139 South Madison Avenue  
Monroe, GA 30655

DATE: May 15, 2013

#### APPARATUS SUMMARY

**Cab/Chassis:** Ferrara Intruder2 cab and chassis with a 12" raised rear roof. Six (6) man seating capacity. Cummins 450 HP ILS9 EPA 13 compliant motor, Allison EVS3000 automatic transmission. The chassis has an 18,740 Lb front axle and a 27,000 Lb rear axle and is equipped with automatic chains for operation in ice and other adverse weather conditions. The chassis has disc brakes on both front and rear axles.

**Fire Apparatus Body:** The apparatus body is an Extruded Aluminum fire body (Marine Grade Aluminum – 5052-H32) and is designed with the NFPA required ground ladders (24', 14' and 10') stored in an enclosed compartment on the right side of the body between the water tank and the exterior compartments. The body is designed with Rescue style compartments (full height) with roll-up doors, providing in excess of 170 cubic feet of equipment storage capacity. The apparatus is designed to carry 1,000 feet of five (5) inch fire hose and 600 feet of three (3) inch fire hose in the main hose bed. In addition, the apparatus has two (2) 1.75" crosslay hosebeds (200' of hose capacity each) and one (1) 2.5" crosslay hosebed (200' of 2.5" hose capacity), providing three (3) pre-connected hose lines for immediate fire attack. Additionally, the apparatus is equipped with a 1.75" front jump line mounted in the extended front pumper.

**Fire Pump:** The apparatus is equipped with a Hale QMAX single stage fire pump rated at 1500 GPM capacity. The pump features four (4) 2.5" discharges (in addition to the crosslay); a three (3) inch Large Diameter Discharge; and a three (3) inch deck gun discharge (master stream for exterior/defensive fire attack).

**Water Tank:** The apparatus is designed to carry 750 gallons of water in an internal tank manufactured of polypropylene, designed to prevent corrosion and reduce maintenance costs for the life of the apparatus.

**Warranties:** The apparatus has a one year basic bumper to bumper warranty. The apparatus body is warranted for ten (10) years for structural integrity and four (4) years for paint corrosion. The major chassis components are covered by manufactures warranties. The fire pump carries a five year warranty from the manufacturer (parts only years 3-5). The water tank has a lifetime warranty.

BY:   
Ferrara Fire Apparatus, Inc.  
Robert (Bob) Jones  
Georgia Sales Manager





## FIRE APPARATUS PROPOSAL

TO: Chief Stan Dial  
Monroe Fire Department  
139 South Madison Avenue  
Monroe, GA 30655

DATE: May 15, 2013

DEAR Chief Dial:

FERRARA FIRE APPARATUS, INC., HEREBY PROPOSES TO MANUFACTURE AND FURNISH YOU, SUBJECT TO YOUR ACCEPTANCE OF THIS PROPOSAL AND THE PROPER SIGNING AND EXECUTION OF THE ATTACHED CONTRACT AND ADDENDUM(S) BY THE PARTIES THERETO, THE APPARATUS AND APPURTENANCES HEREIN DESCRIBED AND FOR THE FOLLOWING PRICES LISTED BELOW. IN THE EVENT THE PURCHASER USES ITS OWN PURCHASE ORDER OR ITS OWN CONTRACT PAGES IN LIEU OF SIGNING THE ATTACHED CONTRACT, IT SHALL BE UNDERSTOOD BY ALL PARTIES THAT ALL TERMS AND CONDITIONS OF THE ATTACHED CONTRACT AND ADDENDUM(S) SHALL TAKE PRECEDENCE OVER ANY AND ALL OTHER DOCUMENTS.

PRICE FOR ONE (1) - FERRARA CUSTOM INTRUDER PUMPER – HALE QMAX 1500 GPM PUMP - HEAVY DUTY EXTRUDED ALUMINUM FIRE BODY - 750 GALLON WATER APPARATUS  
\$ 334,970.00



By Kovatch Mobile Equipment Corp.

One Industrial Complex  
Nesquehoning, PA18240

**APPARATUS PROPOSAL**

June 21, 2013

Chief Stan Dial  
Monroe Fire Department  
139 S. Madison Avenue  
Monroe, Georgia 30655

Bidder hereby proposes to manufacture and furnish to Purchaser, subject to Purchaser's acceptance of the Bidder's proposal and the proper execution of the appropriate contract, the following apparatus and equipment to be built in accordance with the attached specifications, whether purchase is made via KME contract or customer purchase order.

Quantity: One (1) KME Panther Challenger Custom Pumper

For the sum of Three hundred forty thousand eight hundred forty-four Dollars each.  
(Plus applicable taxes if any)

**TOTAL:\$ 340,844.00**

Delivery is to be made subject to all clauses of the attached contract, within approximately 240-270 calendar days from receipt of the **CONTRACT/CHASSIS** by the Bidder. Company will not be liable for any delay, failure to make delivery, or other default due to strikes or labor unrest, war, riot, federal, state or local government action, fire, flood or other disaster or acts of God, accidents, breakdown of machinery, lack of or inability to obtain materials, parts or supplies, or any other causes or circumstances beyond the reasonable control of Company which prevent or hinder Company's manufacture and/or delivery of the Apparatus. The Bidder's right to withdraw this proposal, if not accepted within sixty (60) days from the above date is hereby acknowledged.

*KME will not be liable for any delay, failure to make delivery, or other default due to strikes or labor unrest, war, riot, federal, state or local government action, fire, flood or other disaster or acts of God, accidents, breakdown of machinery, lack of or inability to obtain materials, parts or supplies, or any other causes or circumstances beyond the reasonable control of Company which prevent or hinder Company's manufacture and/or delivery of the apparatus. This includes delays for commercial chassis not manufactured by KME and or OEM engines used in KME custom chassis that are delayed due to emission standard changes.*

Respectfully submitted by,

Sales Representative  
Doris Thrasher, Apparatus Sales Manager  
NAFECO  
1515 W Moulton Street  
Decatur, Alabama 35601  
(256) 353-7100

Manufacturer  
Kovatch Mobile Equipment  
One Industrial Complex  
Nesquehoning, PA18240  
(800) 235-3928



North America Fire Equipment Company, Inc.

















HELMET STORAGE COMPARTMENT









47 S3UV  
SPECIAL





## Called Meeting

### AGENDA

July 2, 2013

**Item:**

Approval - Walton County School SRO Program Agreement

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

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

Attachments / click to download

 [SRO Agreement](#)

**Agreement Between**  
**The Walton County School System**  
**And**  
**The Monroe Police Department**  
**For**  
**The School Resource Officer Program**

THIS AGREEMENT made and entered into for the 2013-2014 school year, by and between THE WALTON COUNTY SCHOOL SYSTEM, and THE CITY OF MONROE.

**WITNESSETH**

- A.) The School System and the Monroe Police Department desire to provide law enforcement and related services to the public schools of Walton County within the city limits of Monroe; and
- B.) The School System and the Monroe Police Department recognize the potential outstanding benefits of the School Resource Officer Program to the citizens of Monroe and particularly to the faculty and students of the Public School System of Walton County that are within the city limits of Monroe, Ga.;
- C.) It is in the best interests of the School System, the Monroe Police Department and the citizens of Monroe to continue this program.

THEREFORE, in consideration of the mutual promises and covenants herein contained, the School System and the City of Monroe Police Department hereby agree as follows:

**ARTICLE I**

The School Resource Officer Program has been established in the Public School System of Walton County, Ga. for each school calendar year:



## ARTICLE II

### Rights and Duties of the Police Department

The Monroe Police Department shall provide a School Resource Officer (hereinafter referred to as "SRO") as follows:

A.) Number of School Resource Officers

1. A) The Monroe Police Department shall assign one regular employed police officer funded by the Walton County Board of Education to each of the following schools:

Monroe Area High School

2. The SRO shall do class presentations when requested by the school administration or faculty on subjects relevant to subject matter, age group and the officer's expertise on the given subject.
3. The Chief of Police shall assign a supervisor for the SRO to oversee the officer assigned to the above school and to perform scheduled or non-scheduled visits to each campus site to perform other assigned tasks including:
  - a. Approving reports, providing leadership, training and direction, conducting evaluations on SRO. Analyzing campus statistics and problem areas' establish rapport with administration, traffic issues, giving monthly reports to the superintendent and oversee security at all major functions at campus sites. Keep updates with juvenile court, accurate school crime reports, maintain time records pertaining to overtime and compensation time.
  - b. Being available to assist and/or coordinate investigations for criminal related incidents on school system employees that have students listed as the complaint/victim.
  - c. Liaison with the School System

B.) Regular Duty Hours of School Resource Officers

1. The SRO shall be assigned to a school on a full time basis and during those hours and that the school is in regular session he/she shall be on campus from ½ hour prior to the start of classes until ½ hour after classes are dismissed. During his/her daily tour of duty,

the SRO may be off campus performing such tasks as may be required by his/her assignments.

The Chief of Police or his designee may temporarily reassign the SRO during school holidays and vacations and/or during the periods of law enforcement emergency.

2. Regular working hours may be adjusted on a situational basis with the consent of SRO supervisor. These adjustments should be approved prior to his/her being required and should be to cover scheduled school related activity requiring the presence of a law enforcement officer.

SRO will be off campus for training required by the Monroe Police Department and for training that is mandated by the Georgia Peace Officer's Standards Act.

C. Overtime hours for School Resource Officer

1. Overtime hours for School Resource Officers that are authorized and approved by the Monroe Police Department shall be paid by the Police Department in accordance with the Monroe Police Department's established overtime procedures.
2. SRO who enter into a contractual agreement with the Walton County School System for coaching duties or intramural after school programs shall be paid by the School System in accordance with Walton County School System established procedures.
3. SRO who are requested to work overtime hours at his/her respective campuses by school administration for security, sporting events and other special projects shall be paid by the school system in accordance with the current established Monroe Police Department SOP.

D. Duties of School Resource Officers

1. Instructional responsibilities of SRO shall be:
  - a. Act as an instructor for specialized, short-term programs at the campus sites when invited to do so by the school administration or members of the faculty.
  - b. The School Resource Officer shall make available to each campus faculty and students a variety of law related presentations.

- c. If requested by the Health and Physical Education Department of the schools, SRO shall teach the law-related part of ADAP (**Alcohol Drug Awareness Program**), general knowledge of Georgia traffic laws and any other subjects relevant to instructional progress of the class.
- d. The SRO at each school shall make available a variety of law related presentations to the faculty and students.

**2. Additional Duties and responsibilities of all SRO:**

- a. The SRO shall coordinate all of his/her activities with the school administration and will seek permission and guidance prior to enacting any program within the school.
- b. The SRO shall develop expertise in presenting various subjects to the students. Such subjects shall include a basic understanding of the laws and the role of the SRO.
- c. The SRO is responsible for all traffic directing at his/her respected school.
- d. The SRO shall make himself/herself available for conferences with parents, students and faculty members in order to assist them with problems of a law enforcement or crime prevention nature.
- e. The SRO shall assist the principal in developing plans and strategies to prevent and/or minimize dangerous situations, which may occur on campus or during school, sponsored events.
- f. The SRO shall take emergency law enforcement action when required. As soon as practicable, the SRO shall make the Principal of the school aware of such action. At the principal's request, the SRO shall take appropriate law enforcement action against patents and unwanted guest who may appear at the school and related school function, to the extent that the SRO may do so under the authority of law.
- g. The SRO may assist with non-campus investigations related to runaways that attend the school to which the SRO is assigned.

- h. The SRO shall maintain a detailed weekly report of his/her duties during the operation of school hours.
- i. **The SRO shall not act as a school disciplinarian.** However, if the principal believes an incident is a violation of law, the principal may contact the SRO and the SRO shall then determine whether law enforcement action is appropriate. **School Resource Officers are not to be used for regularly assigned lunchroom duties, hall monitors, bus duties or other monitoring duties.** If there is a problem in one of these areas, the SRO may assist the school until the problem is solved.

### **ARTICLE III**

#### Financing of the School Resource Officer Program

The School System agrees to pay \$43,231.00 as its share of the School Resource Officer Program. The Contract will continue to stay open for negotiation.

Funds provided by the School System during the term of this agreement for the total amount of \$43,231.00 for the School Resource Officer services listed in this agreement shall be paid to the City of Monroe Police Department at the end of the school year.

### **ARTICLE IV**

#### Employment Status of School Resource Officer

School Resource Officers shall remain employees of the Monroe Police Department and shall not be employees of the Walton County School System. The School System and the Monroe Police Department acknowledges that the School Resource Officers shall remain responsive to the chain of command of the Monroe Police Department.

### **ARTICLE V**

#### Appointment of School Resource Officers

- A. The Monroe Police Department's School Resource Officer Unit Commander shall be responsible for the recruiting, interviewing and evaluation of School Resource Officers.

- B. SRO applicants must meet the following requirements:
  - 1. The applicant must be a volunteer for the position of School Resource Officer.
  - 2. The applicant must be an officer in “Good Standing” with no disciplinary problems in his/her personnel file.
  - 3. Post-secondary education is preferred but not required.
- C. The Unit Commander will also take in to consideration job knowledge, experience, training, education, appearance, attitude, communications skills and bearing.
- D. The names of any applicants receiving a favorable recommendation from the Unit Commander shall be forwarded to the Chief of Police who shall appoint a viable officer from the list that was recommended.
- E. Any SRO may transfer to any school when a vacancy occurs provided:
  - 1. The Principal agrees with the transfer;
  - 2. The SRO supervisor agrees with the transfer.

## **ARTICLE VI**

### Dismissal of School Resource Officer; Replacement

- A. In the event the principal of the school to which the SRO is assigned feels that the particular SRO is not effectively performing his or her duties and responsibilities. The principal shall recommend to the Unit Commander and/or the Chief of Police that the SRO be removed from the program from his or his or her school and state the reason therefor in writing. Within a reasonable time after receiving the recommendation from the principal, the Unit Commander or his designee, shall meet with the SRO to mediate or resolve any problem, which may exist.  
  
At such meeting, specified members of the staff of the school to which the SRO is assigned may be required to be present. If, within a reasonable amount of time after commencement of such mediation is not sought by the Unit Commander, then the SRO shall be removed from the program at the school and a replacement shall be obtained.
- B. The Unit Commander may dismiss or reassign a SRO based upon Monroe Police Department Policy, Regulations and/or General Orders and when it is in the best interest of the citizens of Monroe and Walton County.

- C. In the event of the resignation, dismissal or reassignment of a SRO, or in the case of long-term absences by a SRO, the Chief of Police shall provide a temporary replacement for the SRO within thirty (30) school days of receiving notice of such absence, dismissal, resignation or reassignment. As soon as practicable, the School Resource Officer Unit Commander shall recommend a permanent replacement for the SRO position.
  
- D. Transfers will not be permitted during the school year, except under certain circumstances such as vacancies or promotions. SRO requesting a transfer to a new school should submit a request in writing. Transfers shall be subject to approval as described in Article V, Section E of this contract.

**ARTICLE VII**

Good Faith

The Walton County School System and the City of Monroe and their employees agree to cooperate in good faith in fulfilling the terms of this agreement. Unforeseen difficulties or questions will be resolved by negotiations between the **Mayor of the City of Monroe** and the **Superintendent**, or their designee.

The City of Monroe

\_\_\_\_\_  
Greg Thompson, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Matthew Chancey, City Administrator

\_\_\_\_\_  
Date

The Walton County School System

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date



## Called Meeting

### AGENDA

July 2, 2013

**Item:**

Update

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

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

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 [Update Info](#)

## Beverly Harrison

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**From:** Sadie Krawczyk <Sadiek@monroega.gov>  
**Sent:** Monday, July 01, 2013 1:52 PM  
**To:** Beverly Harrison  
**Subject:** monroega.com: DDA update for council

This is an enquiry e-mail via <http://monroega.us/> from:  
Sadie Krawczyk <[Sadiek@monroega.gov](mailto:Sadiek@monroega.gov)>

Hi Beverly,

Thank you for adding the following DDA update:

Scheduled the DDA Board annual retreat for June 20th.

Began application process for hosting State Art Exhibit, partnering with Monroe Art Guild for the application.

Began work on downtown pocket park through volunteer workday.

Updates to the Mike Cash building mural were begun. New painting will direct visitors to Childers park and downtown parking.

Thank you so much!

Sadie





## Called Meeting

### AGENDA

July 2, 2013

**Item:**

Appointments (2) - Library Board

**Department:**

**Additional Information:**

Library's recommendation is to reappoint Lynn Warren & Estella Bell

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

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**Attachments / click to download**

[Library Appointment Info](#)

[Recommendation Letters](#)

APPOINTMENTS

Updated

May 14, 2013

Appointed

Term Expires

DOWNTOWN DEVELOPMENT AUTHORITY (3 year term)

(As of 4/10/07 Changed from 6 year terms to 3 year terms)

Larry Bradley	Council member	December 31, 2013
Virgil Williams Jr.	January 15, 2008	December 31, 2013
Lisa Reynolds Anderson	December 14, 2010	December 31, 2013
Wes Peters	January 2, 2012	December 31, 2014
George Baker III	January 2, 2012	December 31, 2014
Mike Gray	October 9, 2012	December 31, 2015
Rick Huszagh	October 9, 2012	December 31, 2015
Charles Sanders	October 9, 2012	December 31, 2015

LIBRARY BOARD (6 year term)

Estella Bell	July 10, 2007	July 1, 2013
Lynn Warren	January 15, 2008	July 1, 2013
Lindsey Hickman	July 7, 2009	July 1, 2014
Sandra Shurling	October 9, 2012	July 1, 2018
Elizabeth Yancey	October 9, 2012	July 1, 2018

WALTON COUNTY BOARD OF HEALTH (6 year term)

Edith Weaver	January 1, 2012	December 31, 2017
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# Uncle Remus Regional Library System

1121 East Avenue  
Madison, Georgia 30650

www.uncleremus.org

Phone 706.342.4974  
Fax 706.342.4510

June 12, 2013

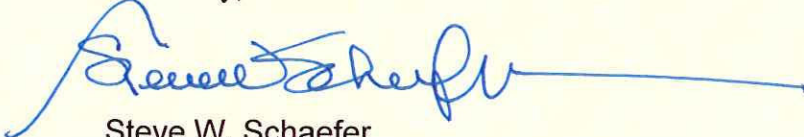
City of Monroe  
ATTN: Mayor Greg Thompson  
City Hall  
215 North Broad Street  
Monroe, GA 30655

Dear Mr. Thompson:

The Monroe-Walton County Library has a vacancy on the Board of Trustees. We are asking that Estella Bell be re-appointed to fill this vacancy for a six year term beginning on July 1, 2013 and ending on June 30, 2019. Mrs. Bell lives within the city limits and her mailing address is P.O. Box 1884, Monroe, GA 30655.

Thank you for your consideration of this item.

Sincerely,



Steve W. Schaefer  
Director  
Uncle Remus Regional Library System

cc: Sandra Shurling, Chair of Monroe-Walton County Library Board  
Kendall Holder, Library Manager

O'Kelly Memorial Library  
Loganville, Georgia

Monroe-Walton County Library  
Monroe, Georgia

W.H. Stanton Memorial Library  
Social Circle, Georgia

Walnut Grove Library  
Walnut Grove, Georgia

Greene County Library  
Greensboro, Georgia

Eatonton-Putnam County Library  
Eatonton, Georgia

Jasper County Library  
Monticello, Georgia

Morgan County Library  
Madison, Georgia

Sparta-Hancock County Library  
Sparta, Georgia



# Uncle Remus Regional Library System

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1121 East Avenue  
Madison, Georgia 30650

[www.uncleremus.org](http://www.uncleremus.org)

Phone 706.342.4974  
Fax 706.342.4510

June 12, 2013

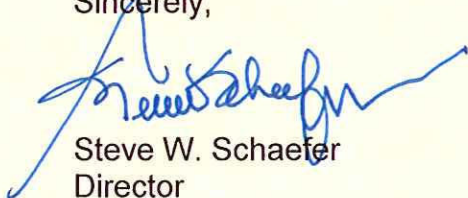
City of Monroe  
ATTN: Mayor Greg Thompson  
City Hall  
215 North Broad Street  
Monroe, GA 30655

Dear Mr. Thompson:

The Monroe-Walton County Library has a vacancy on the Board of Trustees. We are asking that Lynn Warren be re-appointed to fill this vacancy for a six year term beginning on July 1, 2013 and ending on June 30, 2019. Mrs. Warren lives within the city limits and her mailing address is 203 North Jackson Street, Monroe, GA 30655.

Thank you for your consideration of this item.

Sincerely,



Steve W. Schaefer  
Director  
Uncle Remus Regional Library System

cc: Sandra Shurling, Chair of Monroe-Walton County Library Board  
Kendall Holder, Library Manager

O'Kelly Memorial Library  
Loganville, Georgia

Monroe-Walton County Library  
Monroe, Georgia

W.H. Stanton Memorial Library  
Social Circle, Georgia

Walnut Grove Library  
Walnut Grove, Georgia

Greene County Library  
Greensboro, Georgia

Eatonton-Putnam County Library  
Eatonton, Georgia

Jasper County Library  
Monticello, Georgia

Morgan County Library  
Madison, Georgia

Sparta-Hancock County Library  
Sparta, Georgia





## Called Meeting

### AGENDA

July 2, 2013

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**Item:**

Personnel Issue (s)

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

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## Called Meeting

### AGENDA

July 2, 2013

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**Item:**

Real Estate Issue (s)

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

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