



**CITY OF WALNUT GROVE**  
**January 28, 2026 10:00 AM**  
**1021 PARK STREET MUNICIPAL BUILDING**  
**Called Council Work Session**  
**Agenda**

- I. Call to Order**
- II. Invocation**
- III. Pledge of Allegiance**
- IV. Roll Call**
- V. Agenda Approval**
- VI. Old Business**
- VII. New Business**
  - 1. Discussion: Ordinance Proposal - Regulating display of age restricted psychoactive products
  - 2. Discussion: Ordinance Proposal – Hometown Heroes
  - 3. Discussion: Retirement Benefits
- VIII. Executive Session: Personnel, Litigation, Real Estate, or Cyber Security**
- IX. Adjourn**

REVISED ORDINANCE NO. 2026-02

**AN ORDINANCE OF THE CITY OF WALNUT GROVE, GEORGIA**

**ESTABLISHING A REGULATORY PERMIT FOR RETAILERS SELLING AGE-RESTRICTED AND PSYCHOACTIVE PRODUCTS AND ALIGNING SUCH PERMIT WITH BUSINESS LICENSE RENEWALS**

---

**WHEREAS**

WHEREAS, the City of Walnut Grove is authorized pursuant to **O.C.G.A. §§ 36-30-3 and 36-35-3** to enact ordinances to protect the public health, safety, and welfare; and

WHEREAS, the State of Georgia restricts the sale of certain products to persons twenty-one (21) years of age or older pursuant to **O.C.G.A. §§ 16-12-171 through 16-12-173**; and

WHEREAS, retail establishments selling age-restricted and psychoactive products require additional municipal oversight, inspection, compliance monitoring, and enforcement beyond that required of general retail businesses; and

WHEREAS, Georgia law permits municipalities to impose **regulatory fees** reasonably related to the cost of administration and enforcement of local regulations; and

WHEREAS, the City desires to integrate such regulatory oversight with the existing **annual business license process** to promote efficiency, fairness, and clarity;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Walnut Grove:

---

**SECTION 1. CODE AMENDMENT**

The Code of Ordinances of the City of Walnut Grove is hereby amended by adding a new section to be codified as follows:

---

**§ -. REGULATORY PERMIT FOR SALE OF AGE-RESTRICTED AND PSYCHOACTIVE PRODUCTS**

---

**(a) Purpose**

The purpose of this section is to:

1. Ensure compliance with state and local regulations governing age-restricted and psychoactive products;
2. Recover the reasonable administrative and enforcement costs incurred by the City;
3. Protect minors and promote public health and safety.

This permit is **regulatory in nature** and shall not be construed as a tax.

---

#### **(b) Definitions**

1. **Age-Restricted Product**

Any product for which Georgia law restricts sale to persons twenty-one (21) years of age or older.

2. **Psychoactive Product**

Any product intended for human consumption or inhalation that is marketed, labeled, or represented as producing intoxicating, euphoric, stimulant, depressant, or hallucinogenic effects, including but not limited to kratom, hemp-derived intoxicants, and products marketed as containing psilocybin.

3. **Regulated Retailer**

Any retail establishment that sells, offers for sale, or displays age-restricted or psychoactive products, including but not limited to vape shops, convenience stores, gas stations, grocery stores, and variety or discount stores.

---

#### **(c) Regulatory Permit Required**

No Regulated Retailer shall sell or offer for sale any Age-Restricted Product or Psychoactive Product within the City without obtaining an **Annual Regulated Product Permit** issued by the City.

---

#### **(d) Integration with Business License**

1. The Regulated Product Permit shall be **issued and renewed concurrently with the annual business license**.
2. No business license shall be issued or renewed for a Regulated Retailer unless the Regulated Product Permit requirements are satisfied.

3. The permit shall be **location-specific** and **non-transferable**.
- 

#### **(e) Regulatory Fees**

1. **Fee Schedule**

The regulatory permit fee, application fee, and any late renewal fee shall be established annually by the Mayor and Council as part of the City's **adopted fee schedule** during the annual budget process.

2. **Cost Basis**

Fees shall be reasonably related to the City's costs associated with:

- Compliance inspections
- Enforcement and monitoring
- Administrative processing
- Staff training
- Legal and regulatory oversight

3. **Use of Fees**

All fees collected pursuant to this section shall be used solely to defray regulatory and enforcement costs and shall not be used for general revenue purposes.

---

#### **(f) Permit Term**

The Regulated Product Permit shall be valid for the same term as the business license and shall expire concurrently therewith.

---

#### **(g) Suspension or Revocation**

The City may suspend or revoke a Regulated Product Permit for:

1. Repeated violations of applicable display or access regulations;
  2. Failure to pay required fees;
  3. Willful non-compliance after notice and opportunity to correct.
-

**(h) Enforcement and Penalties**

1. Operating as a Regulated Retailer without a valid permit constitutes a violation of this Code.
2. Each day of operation without a permit constitutes a separate offense.
3. Enforcement may include civil fines, permit suspension or revocation, or denial of business license renewal.

---

**SECTION 2. SEVERABILITY**

If any provision of this Ordinance is declared invalid, such invalidity shall not affect the remaining provisions.

---

**SECTION 3. EFFECTIVE DATE**

This Ordinance shall take effect \_\_\_ days following adoption.

---

## **WHY THIS VERSION IS STRONGER LEGALLY**

- ✓ Avoids fixed fee amounts in the ordinance
  - ✓ Ties fees to **annual budget hearings** (legislative transparency)
  - ✓ Prevents “hidden tax” arguments
  - ✓ Integrates seamlessly with business licenses
  - ✓ Allows future councils flexibility without amendment
  - ✓ Strengthens nexus between regulation and cost recovery
- 

## **STRONGLY RECOMMENDED NEXT STEP**

To fully bulletproof this:

### **Annual Regulatory Fee Justification Memo**

A short internal document prepared each budget year showing:

- Estimated inspections per business
- Staff time per inspection
- Administrative costs

Courts love this.

## 2. RESOLUTION OF INTENT

*(To accompany the ordinance and strengthen legal defensibility)*

---

RESOLUTION NO. 2026-01 ?

### **A RESOLUTION OF THE CITY OF WALNUT GROVE DECLARING THE INTENT AND POLICY BASIS FOR REGULATING THE DISPLAY OF CERTAIN AGE-RESTRICTED AND PSYCHOACTIVE PRODUCTS**

---

WHEREAS, the Mayor and Council of the City of Walnut Grove are vested with the authority to enact ordinances necessary to protect the public health, safety, and welfare pursuant to **O.C.G.A. §§ 36-30-3 and 36-35-3**; and

WHEREAS, the State of Georgia restricts the sale of certain products, including tobacco, nicotine, and vapor products, to persons twenty-one (21) years of age or older pursuant to **O.C.G.A. §§ 16-12-171 through 16-12-173**; and

WHEREAS, the City recognizes that visibility and self-service access to age-restricted and psychoactive products increases youth exposure, normalization, and attempted access; and

WHEREAS, the City further recognizes that regulating the **manner of display** of such products is a reasonable, narrowly tailored method to support existing age-restriction laws without prohibiting lawful adult sales; and

WHEREAS, the City expressly intends that any ordinance adopted in this regard shall:

- Apply uniformly to all retail establishments;
- Preserve lawful commerce;
- Avoid conflict with state or federal law;
- Be enforced fairly and reasonably with an emphasis on voluntary compliance;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Walnut Grove that:

1. It is the intent of the City to protect minors from exposure to age-restricted and psychoactive products through reasonable display regulations;

2. The City does not seek to ban, criminalize, or otherwise prohibit the lawful sale or possession of any product permitted under Georgia law;
3. Any ordinance adopted pursuant to this Resolution shall regulate only the **time, place, and manner of product display**, and not product content or legality;
4. The City affirms its commitment to working cooperatively with local businesses to achieve compliance in a fair and practical manner;
5. This Resolution shall be used to guide interpretation and enforcement of the accompanying ordinance and to clarify legislative intent.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption.

---

**ADOPTED this \_\_\_ day of \_\_\_\_\_, 20.**

---

**CITY OF WALNUT GROVE, GEORGIA**

---

Mayor

---

City Clerk

**TO:** Mayor and Council

**FROM:** City Staff

**RE:** Ordinance Regulating Display of Age-Restricted and Psychoactive Products

### **Summary**

This ordinance regulates **how certain products are displayed**, not whether they may be sold. The intent is to reduce youth exposure to products already restricted by age or marketed as psychoactive.

### **Legal Authority**

- **O.C.G.A. § 36-30-3** – Municipal authority to enact ordinances for public welfare
- **O.C.G.A. § 36-35-3** – Police power to protect health and safety
- **O.C.G.A. §§ 16-12-171–173** – State recognition of youth risks and age restrictions

### **Why This Is Defensible**

- Does **not ban products**
- Applies **uniformly** to all retailers
- Allows **reasonable compliance period**
- Tied directly to **youth protection**, a core government interest
- Consistent with long-standing Georgia precedent upholding reasonable business regulation

### **Fiscal Impact**

Minimal. Enforcement handled through existing code enforcement.

### **Recommendation**

Staff recommends adoption.

---

## **3. COUNCIL TALKING POINTS (PLAIN-LANGUAGE)**

### **What this ordinance does**

- Requires certain adult-only products to be kept out of sight of minors
- Keeps products legal for adults to purchase

- Treats all retailers the same

#### **What this ordinance does NOT do**

- It does NOT ban kratom, vape products, or any legal item
- It does NOT regulate product ingredients
- It does NOT target any specific business

#### **Why now**

- Georgia already recognizes these products shouldn't be sold to minors
- Visibility drives normalization and curiosity
- This is a measured step—not an extreme one

#### **Why this is legally safe**

- Cities regulate alcohol, tobacco, and adult materials this way already
- Courts support reasonable display regulations tied to public health

---

#### **4. GEORGIA CASE-LAW SUPPORT (DISPLAY-BASED REGULATION)**

Rather than risky case-name dropping, this reflects **how Georgia courts actually rule**, which is what matters if challenged.

##### **Key Legal Principles from Georgia Courts**

Georgia appellate courts have consistently held that:

1. **Municipalities may regulate businesses without “taking” property**  
So long as regulation does not eliminate all economically viable use.
2. **Display and access regulations are not bans**  
Courts distinguish between:
  - Prohibiting sales (high risk), and
  - Regulating manner of display (low risk).
3. **Youth protection is a compelling government interest**  
Especially where the state has already imposed age restrictions.

#### 4. **Courts defer to legislative judgment**

If there is a rational basis tied to health or safety, courts do not second-guess policy choices.

#### **Comparable Georgia-Upheld Regulations**

Georgia courts have upheld local ordinances involving:

- Tobacco and nicotine access restrictions
- Adult-oriented material visibility limits
- Alcohol display and access controls
- Licensing and operational requirements for lawful businesses

#### **Bottom line:**

A display-based ordinance tied to age restrictions is among the **most defensible forms of business regulation** under Georgia law.

## 1. MERCHANT NOTICE LETTER

*(May be sent by mail or email; written in plain language)*

Email

---

Subject

---

Dear Walnut Grove Business Owner,

The City of Walnut Grove is committed to supporting local businesses while also protecting the health and safety of our community—especially our youth.

The Mayor and City Council have recently adopted (or are in the process of adopting) an ordinance that addresses **how certain adult-only products are displayed in retail establishments**. This ordinance **does not ban** any legal product and **does not restrict lawful sales to adults**. Instead, it establishes reasonable display requirements intended to limit exposure to minors.

### **What the ordinance does**

Certain products that are restricted to adults or marketed as psychoactive—such as tobacco, nicotine and vape products, kratom, and similar items—must be:

- Stored in **locked** display cases
- Kept **out of public view** (opaque, not see-through)
- Accessible **only with employee assistance**

These requirements are consistent with Georgia’s age-restriction laws and long-standing public health practices.

### **What the ordinance does NOT do**

- It does **not** ban any legal product
- It does **not** regulate product ingredients or formulations
- It does **not** target any specific business or industry

### **Phased compliance approach**

The City will use a **phased, education-first approach** to compliance:

- Initial period focused on education and assistance
- A reasonable grace period to allow businesses to make adjustments
- Enforcement only after notice and opportunity to comply

Our goal is cooperation—not punishment.

**Need help or have questions?**

City staff are available to help you understand the ordinance and identify compliance options that work for your business.

Please contact:

City Hall at ( ) -

or email: \_\_\_\_\_

Thank you for being a valued part of the Walnut Grove business community. We appreciate your cooperation and continued investment in our city.

Sincerely,

---

Mayor

City of Walnut Grove

## MERCHANT Q&A

### Display Requirements for Age-Restricted & Psychoactive Products

---

#### Q1. Is the City banning kratom, vape products, or other legal items?

**No.**

The City is **not banning** any product that is legal under Georgia law. This ordinance only regulates **how certain products are displayed**, not whether they can be sold.

---

#### Q2. Why is the City doing this?

Georgia already restricts the sale of certain products to people **21 and older**. The City is taking a reasonable step to:

- Reduce youth exposure
- Prevent normalization of age-restricted products
- Support consistent enforcement

This approach has been used successfully for tobacco, alcohol, and adult-only products.

---

#### Q3. Which products are affected?

The ordinance applies to:

- Tobacco and nicotine products
- Vape and alternative nicotine products
- Kratom products
- Hemp-derived intoxicants (e.g., delta-8, delta-10 THC)
- Products marketed as psychoactive or intoxicating

If a product is sold only to adults or marketed for intoxicating effects, it likely falls under the ordinance.

---

#### Q4. What exactly is required?

Affected products must be:

- Stored in **locked** cases
- **Opaque** (not see-through)
- Accessible only by employees
- Not visible to the general public or minors

Customers may still request and purchase products with staff assistance.

---

#### **Q5. Can I keep products behind the counter?**

Yes—if they are:

- Locked
- Opaque
- Not visible to customers

Open shelves or transparent cases behind the counter are not permitted.

---

#### **Q6. Do I have to remodel my entire store?**

No.

Many businesses comply by:

- Adding cabinet doors
- Using lockable drawers
- Installing lockable display boxes

The City intentionally allows flexibility in how businesses comply.

---

#### **Q7. Are window displays allowed?**

No.

Affected products may not be visible from outside the store.

---

#### **Q8. What about advertising or signage?**

General business signage is allowed.

However, **products themselves may not be visible** to the public or minors.

---

#### **Q9. How will this be enforced?**

The City will take a **phased, education-first approach**:

- Initial inspections are informational
- Written warnings come before fines
- Time is provided to comply

The goal is compliance—not punishment.

---

#### **Q10. What happens if I don't comply?**

- First violation: Written warning and time to fix the issue
- Second violation: Civil fine (up to \$500)
- Additional violations: Higher fines

Each day of non-compliance counts as a separate violation.

---

#### **Q11. Who can I contact with questions?**

Merchants are encouraged to contact:

- City Hall
- Code Enforcement
- The City Marshal's Office

City staff are available to help businesses comply.

**STATE OF GEORGIA**

**CITY OF WALNUT GROVE**

**ORDINANCE NO. 2026-01**

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY OF WALNUT GROVE, GEORGIA, TO ESTABLISH A HOMETOWN HEROS PROGRAM AND THE HOMETOWN HEROS COMMITTEE.**

**WHEREAS**, the governing authority of the City of Walnut Grove, Georgia is the Mayor and Council thereof; and

**WHEREAS**, sound governmental operations require the boards and authorities of the City to have rules governing their operations, and administration ; and

**WHEREAS**, the City desires to acknowledge the service and sacrifices made by residents as military veterans and first responders; and

**WHEREAS**, the Mayor and City Council expressly find that this Ordinance and the regulations outlined below will effectively establish a mechanism to honor community members through an established program;

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the City of Walnut Grove, Georgia, and it is hereby ordained by authority of the same, as follows:

**Section 1.** That the following chapter be added “Chapter 35 Hometown Heros Program” of Code of Ordinances of Walnut Grove, Georgia:

**“Article I – In General**

**Sec. 35-1. Overview**

1. The Hometown Heros program is intended to be a mechanism of honoring those in the City of Walnut Grove for their service as a member of the United States military

or as a first responder. This ordinance does not confer any rights, benefits, or compensation of any kind.

## **Article II – Development of Program**

### **Sec. 35-2. Program Features**

- a) The Hometown Heros Program will proudly recognize each approved honoree on banners throughout the City of Walnut Grove.
- b) Each banner will display a specific honoree including his or her name, image, branch of service or type of service, service dates, and any applicable wars or operations.
- c) An aggregate display will be established by the City showing all honorees in one location.
- d) Honorees will be admitted into the program through an annual ceremony coordinated by the city and the Hometown Heros Committee.

### **Sec. 32-3. Criteria**

- a) Candidates for admission into the program must show proof of the following; honorable discharge, current service, proof of wars or operations, and residency or past residency of a sponsored family member if the candidate is deceased.
- b) Candidates may be living or deceased and may be nominated by a family member or others within the community.

### **Sec. 32-4. Banners**

- a) Though no fee will be established for an application to the program, a fee set annually by the City of Walnut Grove will be established for the purchase of banners at the cost of creating the banner.

- b) Banners will be hung from approximately May through November in order to protect the banners from foul weather.
- c) Banners may be sponsored by a family member, individuals, businesses, or organizations. If someone would like to sponsor a banner but does not know an honoree, the committee will pair the donor with a qualified honoree.
- d) Banners in need of repair or replacement will be coordinated with the committee and the fee will be at the cost of repair to the individual or sponsor.

### **Article III- Hometown Heros Committee**

#### **Sec. 35-3. Creation and Purpose**

In order to guide and accomplish the goal of this program, the Hometown Heros Committee will be established to coordinate the mandates of this ordinance, verify applications, and coordinate with sponsors and individuals.

#### **Sec. 35-4. Membership**

The Hometown Heros Committee shall consist of a three-member panel who shall reside within the city limits of Walnut Grove. Members shall be appointed by the mayor and city council. The terms of the members shall be for four (4) years and run concurrent. Members may be appointed for consecutive terms with no limit on the number of terms. Any vacancy in membership shall be filled for the unexpired term by the council who shall also have the authority to remove any member for cause, on written charges, after a public hearing. All members will serve as voluntary members of this committee. Members shall abide by the same ethical standards set forth in the City of Walnut Grove Code of Ordinances, Chapter 2, Article II, Sec. 4.

**Sec. 35.5. Organization; rules**

- a) The committee shall elect a chair at the first meeting of the calendar year. The chair shall remain the chair for only the calendar year unless elected by the committee the following year.
- b) The committee shall create its own bylaws that must conform to this ordinance. Bylaws must be formally adopted by City Council through a resolution.
- c) Meetings of the committee shall be open to the public and advertised on the city website and location of the meeting one week in advance.
- d) Meeting minutes must be submitted to the city clerk within 24 hours.
- e) The committee shall have the right to hold executive sessions as permitted by state law.

**Sec. 35.6. Staff, Finances**

- a) The city administrator may appoint such employees as it may deem necessary for the work of the Hometown Heros Committee.
- b) The expenditures of the committee, exclusive of donations, shall be within the amounts appropriated for the purpose by the mayor and city council.

**Sec. 35.7. Powers and Duties.**

- a) The committee shall act in an advisory capacity to the city council, and in that capacity shall prepare and recommend for adoption to the council:
  - 1) Nominations of candidates into the program.
  - 2) A plan for execution of the annual ceremony within the appropriated funds from council or donations received.
  - 3) A duty to coordinate with all associated vendors for banners,

displays, and events.

- b) It shall be the duty of the committee to make such careful and comprehensive reviews of all applications to the program in an effort to maintain public trust and uphold the integrity of the program.
- c) The committee shall not have the power or authority to utilize sponsored funds for an individual honoree for any other purpose than those outlined in this ordinance.
- d) The committee shall have the duty to submit a monthly report of accounts, expenditures, and donations received.”

**Section 2.** Except as provided otherwise herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

**Section 3.** Pursuant to the Section 3.14 of the City Charter, authority is hereby delegated to the City Clerk to cause this Ordinance to be numbered and codified in the City Code of Walnut Grove, Georgia, in such a way as to place this Ordinance in the Code in an organized and orderly sequence to maximize the organization of the Code. The City Clerk is authorized to designate to the City Attorney or to such other Mayor and Council approved contractors to assist in the effort to codify this provision provided the decision of the City Clerk is final as to the placement of this Ordinance within the City Code of Walnut Grove, Georgia. The goal of this authorization is to codify and number this Ordinance in the Code in such a way as to be clear and orderly.

**Section 4.** This ordinance shall become effective immediately upon its adoption by the Mayor and Council of the City of Walnut Grove, Georgia.

**Section 5.** It is hereby declared that if any phrase, sentence, or paragraph hereof shall be found or

declared unconstitutional or invalid by a court of competent jurisdiction, the remaining phrases, sentences and paragraphs hereof shall remain in full force and effect as if enacted without the phrase, sentence, or paragraph declared unconstitutional or invalid.

SO ORDAINED this \_th day of February 2026.

**City of Walnut Grove, Georgia**

---

**Stephanie Moncrief, Mayor**

***ATTEST:***

---

**Lynn Heard, City Clerk**

***APPROVED AS TO FORM:***

---

~~John J Crowley, City Attorney~~ *Tony Powell*  
**Powell & Crowley, LLP**

THE GEORGIA MUNICIPAL ASSOCIATION  
401(a) DEFINED CONTRIBUTION PLAN QUESTIONNAIRE FOR NEW PLANS

*Unless otherwise specified below, the default provisions will apply where applicable.*

Employer Name: City of Walnut Grove

Contact Information:

Name of the Governing Authority: City of Walnut Grove City Council

Address: 2581 Leone Ave, Loganville, GA

30052

Phone: 770-787-0046

Facsimile: \_\_\_\_\_

Title of Person Authorized to receive official notices from the Plan or GMA: \_\_\_\_\_

City Administrator

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

Do you have an existing defined contribution plan?

No

Yes (please list the plan names and providers):  
\_\_\_\_\_  
\_\_\_\_\_

What is your fiscal year? (month and date, e.g., July 1) July 1

Are all departments covered under the Plan?

Yes (default)

No (must specify): \_\_\_\_\_  
\_\_\_\_\_

Are all employees of the covered departments eligible to participate in the Plan?

Yes (default)

No (must specify): \_\_\_\_\_  
\_\_\_\_\_

Are elected officials eligible to participate in the Plan?

Yes

No

Is there a minimum hours of work per week requirement?

No

Yes (must specify; may not exceed 40): \_\_\_\_\_

Is there a waiting period before an eligible employee may participate in the Plan?

No (default)

Yes

Minimum period of service (may not exceed 12 months):

6 Months

OR

Minimum period of contributions to 457(b) Plan (for matching contributions only; may not exceed 12 months): \_\_\_\_\_

What type of employer contribution will you make?

- Matching
- Non-matching

Amount of employer contribution (must specify amount of contribution and frequency of contributions): Match of 100% to 3%; then 50% to 5%

Is there a cap on the percentage or dollar amount of the contribution?

- No
- Yes (must specify):

Will this contribution amount apply to all eligible employees?

- Yes (*default*)
- No (must specify the class or classes of eligible employees to whom the contribution described above applies):

If you are making more than one type of employer contribution under the Plan, or are making different contribution amounts to one or more classes of employees, please describe additional employer contributions below (must specify matching or non-matching, class(es) of eligible employees to whom the contribution will apply, and the amount and frequency of the contribution):

---

---

---

---

---

What is your payroll period?

- Weekly
- Bi-Weekly
- Semi-Monthly
- Monthly

Will payments made to employees after termination of employment be included for computing contributions under the Plan? (note: this will only apply to compensation that would have been paid to the employee had the employee continued employment)

- Yes (*default*)
- No

What is your vesting schedule? (e.g., immediate vesting, 5-year cliff vesting, or graduated vesting):  
Graduated: 2-year cliff vesting.

THE GEORGIA MUNICIPAL ASSOCIATION  
457(B) DEFERRED COMPENSATION PLAN QUESTIONNAIRE FOR NEW PLANS

*Unless otherwise specified below, the default provisions will apply where applicable.*

Employer Name: City of Walnut Grove

Contact Information for the Governing Authority:

Name of the Governing Authority: City of Walnut Grove City Council

Address: 2581 Leone Ave, Loganville, GA 30052

Phone: 770-787-0046

Facsimile: \_\_\_\_\_

Title of Person Authorized to receive official notices from the Plan or GMA:   

City Administrator

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

What is your fiscal year? (month and date e.g., July 1) July 1

Are all employees (including elected officials) eligible to participate in the Plan?

Yes (*default*)

No (must specify excluded employees): \_\_\_\_\_

\_\_\_\_\_

Do you want to allow specific Independent Contractors to participate in the Plan?

No (*default*)

Yes (must specify): \_\_\_\_\_

\_\_\_\_\_

What is your payroll period?

Weekly

Bi-Weekly

Semi-Monthly

Monthly

Other (must specify): \_\_\_\_\_

Will payments made to employees after termination of employment be included for computing contributions under the Plan? (note: this will only apply to compensation that would have been paid to the employee had the employee continued employment)

Yes (*default*)

No