



March Monthly Reports
April 2016

AGENDA
WORK SESSION

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THURSDAY, APRIL 7TH
WORK SESSION
@ 8:15 AM

MEETING CALLED TO ORDER

AGENDA REVIEWED IN ITS ENTIRELY BEFORE DISCUSSION

PUBLIC COMMENT ON AGENDA ITEMS (FORM REQUIRED)

NEW BUSINESS

- Library Contracts
- Downtown Street Closures
- Board & Committee Appointments
- GDOT Lighting Project Agreement
- Proclamation for Valley Haven School (Council Meeting)

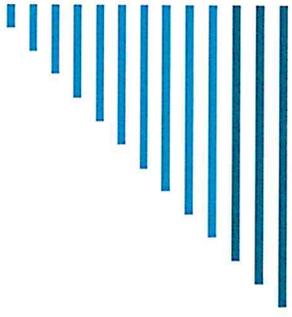
CONSIDER ITEMS FOR BUSINESS MEETING (Create Business Meeting Agenda)

MAYOR & COUNCIL COMMENTS

ADJOURNED

[Next Meeting:](#)

[Council Meeting - Monday, April 11th @ 6:00 PM](#)



MINUTES





The regular meeting of the Mayor and Council was held in the Council room of West Point City Hall March 14, 2016 at 6:00 P.M. with Mayor Pro Tem Steven M. Tramell presiding.

Members Present:

Councilmember Joseph R. Downs III
Councilmember Gerald W. Ledbetter
Councilmember Gloria R. Marshall
Councilmember Sandra Thornton
Councilmember Benjamin F. Wilcox

Members Absent:

Mayor Pro Tem Tramell called Rev. Dr. Brian Germano Senior Pastor First United Methodist Church for opening prayer.

Mayor Pro Tem Tramell led the Pledge of allegiance.

Mayor Pro Tem Tramell called the meeting of the Mayor and City Council to order and welcomed everyone.

MINUTES

Mayor Pro Tem Tramell asked for a motion to approve the minutes from the February 8, 2016 regular meeting. Councilmember Gerald W. Ledbetter made said motion and was seconded by Councilmember Benjamin F. Wilcox; the minutes were **approved unanimously without change.**

FINANCIAL REPORT

Councilmember Gerald W. Ledbetter presented the February financial report with the March cash position and forecast and made a motion to accept the report; motion seconded by Councilmember Joseph R. Downs III and **passed unanimously.**

AGENDA

Mayor Pro Tem Tramell asked for a motion to approve the agenda. Councilmember Benjamin F. Wilcox made said motion and seconded by Councilmember Sandra Thornton and **passed unanimously.**

AGREEMENT TO AWARD 2014 CHIP ENERGY AUDIT SERVICE PROVIDER TO HOME DIAGNOSTIC SOLUTIONS COLUMBUS

Mayor Pro Tem Tramell asked for a motion to pass a resolution approving the Energy Audit Services Contract for the 2014 CHIP Housing Rehabilitation Program to Home Diagnostic Solutions Columbus. Councilmember Gloria R. Marshall made said motion was seconded by Councilmember Benjamin F. Wilcox; **passed unanimously.**

AGREEMENT TO AWARD 2014 CHIP LEAD INSPECTOR/RISK ASSESSOR TO LIFE ENVIRONMENTAL SERVICES

Mayor Pro Tem Tramell asked for a motion to pass a resolution approving the Lead Inspection/Risk Assessment Services Contract for 2014 CHIP Housing Rehabilitation Program to Life Environmental Services. Councilmember Benjamin Wilcox made said motion was seconded by Councilmember Gloria R. Marshall; **passed unanimously.**

DE-ANNEXATION REQUEST BY EARNEST & JENNIFER WARD

Councilmember Sandra Thornton made a motion to approve de-annexation from the existing corporate limits of the City of West Point, Georgia 10 acres of land located in Troup County, Georgia parcel 077-0-000-029A owned by Earnest and Jennifer Ward. Councilmember Gloria R. Marshall seconded the motion and **passed unanimously.**

AGREEMENT & RESOLUTION FOR GA DEPARTMENT OF TRANSPORTATION TE PHASE III PROJECT

Councilmember Joseph R. Downs III made a motion to approve a resolution that guarantees the city will comply with Title 6 of the Civil Rights Act of 1964 and all other pertinent directives and all US DOT requirements associated with Transportation Enhancement Phase III project. The motion was seconded by Councilmember Sandra Thornton; **passed unanimously.**

BOARD & COMMITTEE APPOINTMENT

Councilmember Benjamin F. Wilcox made a motion to appoint Diane Davidson to the Troup County Elections Board to fill the unexpired term of a member who resigned. The term ends December 31, 2016. The motion was seconded by Councilmember Gloria R. Marshall; **passed unanimously.**

AWARD VIRGINIA COOK BUILDING RENOVATION TO RRB & ASSOCIATES, INC.

Councilmember Gloria R. Marshall made a motion to approve RRB & Associates as the low bid contractor for the renovation of the Virginia Cook building. The motion was seconded by Councilmember Benjamin F. Wilcox; **passed unanimously.**

AWARD WEB-SITE REDESIGN & DEVELOPMENT TO CIVICLIVE

Councilmember Gerald W. Ledbetter made a motion to approve Civiclive as the preferred vendor to redesign and develop a new city website. The motion was seconded by Councilmember Sandra Thornton; **passed unanimously**.

OTHER

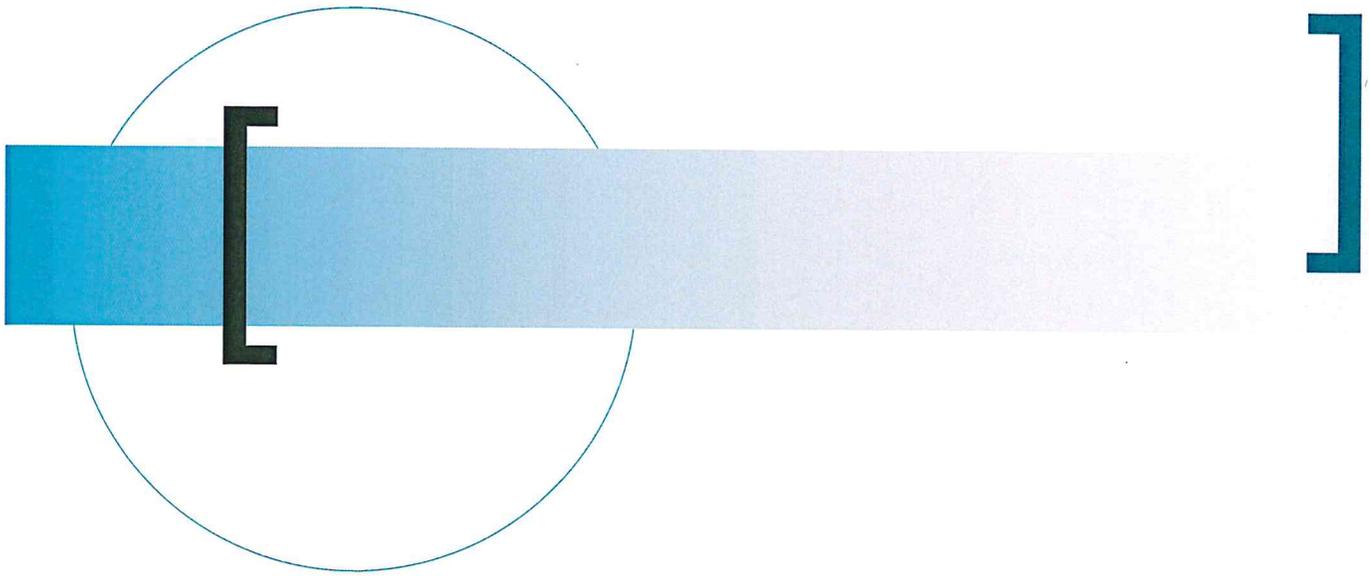
Mayor Pro Tem Tramell recognize Ron Mullins Superior Court Judge Harris County, Jim Wood Harris County Commissioner, and Lewis Davis candidate for District 3 Commissioner.

ADJOURN

There being no further business, the meeting was adjourned.

Richard McCoy
City Clerk

Steven M. Tramell
Mayor Pro Tem



DEPARTMENT REPORTS

Fire Department

Planning Department

Police Department

Public Works

Utility Department

March 2016

Fires-NFIRS Series 100	3
NFIRS Series 200-Overpressure, rupture, explosion, overheat (no fire)	0
NFIRS Series 300-Rescue and EMS Incidents	4
NFIRS Series 400-Haradous Condition (no fire)	2
NFIRS Series 500-Service Call	1
NFIRS Series 600-Good Intent Call	1
NFIRS Series 700-False Alarm and False Calls	2
NFIRS Series 800	0
Severe Weather and Natural Disaster	
NFIRS Series 900 -Special Incident Type	0
Mutual aid fire responses TC	0
Mutual aid fire responses HC	0
Mutual aid fire responded Lanett	0
Automatic aid fire responses TC	0
Automatic aid fire responses HC	0
Automatic aid fire responses Lanett	0
TOTAL FIRE BY WPFD AND PARTNERS	13
EMS Patient Disposition	
EAMC-Lanier	24
EAMC-Opelika	4
WGMC	17
No Transport	11
Landing Zone	1
Midtown Medical Center	1
TOTAL EMS INCIDENTS BY WPFD	58
Mutual aid EMS provided to TC	0
Mutual aid EMS provided to HC	0
Mutual aid EMS provided to LFD	1
Mutual aid EMS from TC	0
Mutual aid EMS from HC	0
Mutaul aid EMS from Lanett	1
TOTAL EMS by WPFD and PARTNERS	60

Community Development Department
March 1 – 31, 2016

Permits Issued –	9
Elec. Water, Gas	4
Building	5

Inspections -	41
Industrial	4
New Commercial	17
Remodel Comm.	5
New Residential	4
Remodel Res.	11

Certificate of Occupancy-	8
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Soil and Erosion -	11
NOI / NOT	2
Plan Submittal	4
BMP Infractions	5
Citations	0

Plan Reviews-	7
Commercial	6
Residential	0
Other	1

Hearings -	0
No Shows	0

Public Notices-	0
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Structures Demolished-	0
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Statistical Counts Report

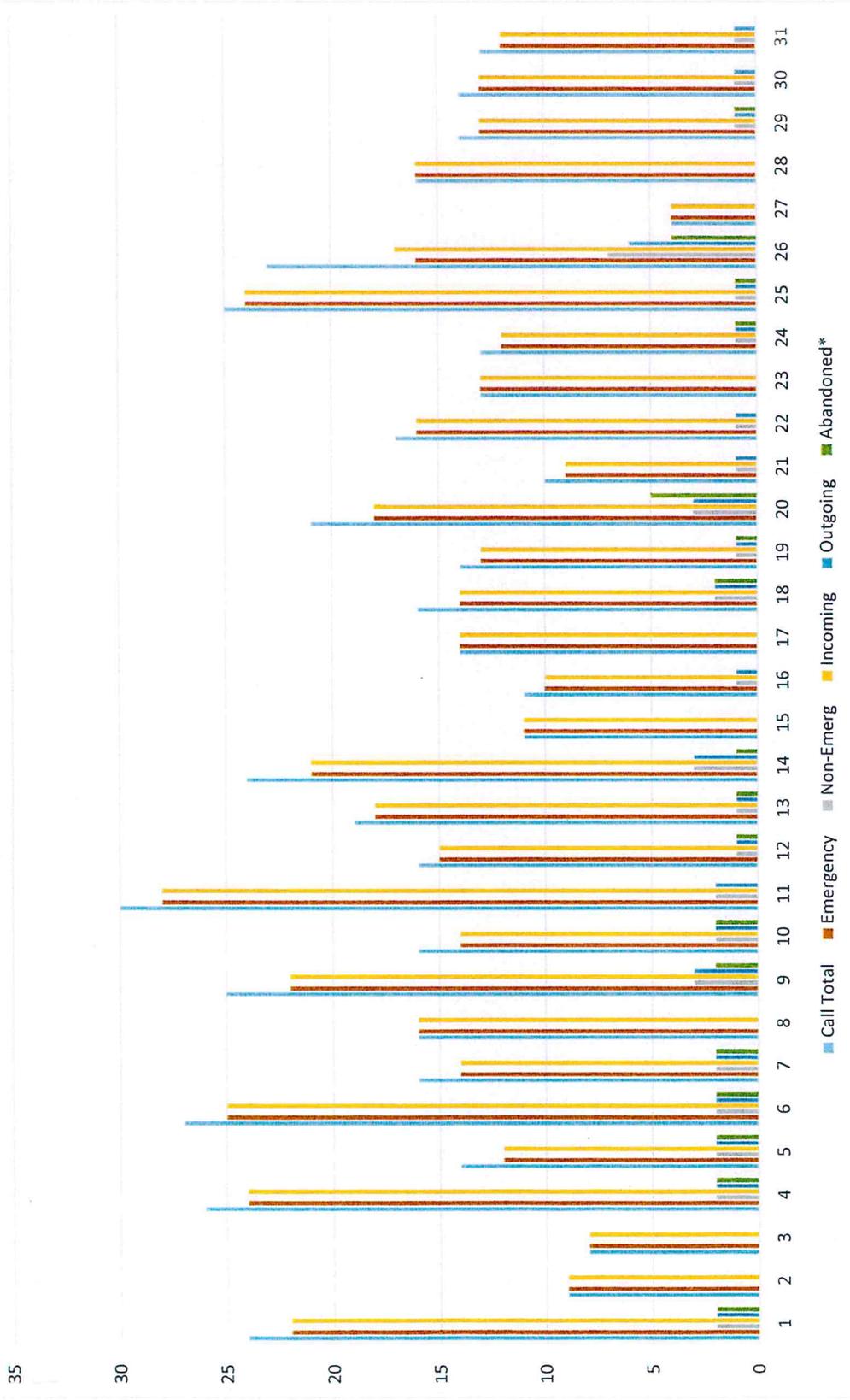
For records with dates between 3/1/2016 and 3/31/2016

WEST POINT PD

PAGE 1 OF 1

Incident Reports Created	<u>ALL</u> 114	<u>INCIDENTS</u> 86	<u>MISC.</u> 20	<u>FAMILY VIOL.</u> 8
Incident Reports Cleared	<u>ALL</u> 86	<u>BY ARREST</u> 30	<u>UNFOUNDED</u> 56	<u>EXCEPTIONALLY</u> 0
Property Involved			<u>STOLEN</u> \$25,106	<u>RECOVERED</u> \$17,031
Incident Type Level			<u>FELONY</u> 26	<u>MISDEMEANOR</u> 67
Investigative Files Opened				14
Investigative Files Assigned				16
Investigative Files Cleared				11
Drug Related Investigative Files Opened				1
Drug Related Investigative Files Cleared				0
Arrests / Booking Records				0
Citations Issued				127
Warnings Issued				17
Ordinance Violations				0
<u>Court Services</u>			<u>RECEIVED</u>	<u>SERVED</u>
Civil Papers			0	0
Subpoenas			0	0
Warrants			72	40
Accident Reports		<u>ALL</u> 24	<u>CRASH</u> 15	<u>PRIV PROP</u> 9

City of West Point, Georgia 9-1-1 Call Volume by Day - March 2016



City of West Point, Georgia
9-1-1 Call Volume by Day - March 2016

	Daily Call Total	Call Category		Call Origin		Abandoned
		Emergency	Non-Emerg	Incoming	Outgoing	
1	24	22	2	22	2	2
2	9	9	0	9	0	0
3	8	8	0	8	0	0
4	26	24	2	24	2	2
5	14	12	2	12	2	2
6	27	25	2	25	2	2
7	16	14	2	14	2	2
8	16	16	0	16	0	0
9	25	22	3	22	3	2
10	16	14	2	14	2	2
11	30	28	2	28	2	0
12	16	15	1	15	1	1
13	19	18	1	18	1	1
14	24	21	3	21	3	1
15	11	11	0	11	0	0
16	11	10	1	10	1	0
17	14	14	0	14	0	0
18	16	14	2	14	2	2
19	14	13	1	13	1	1
20	21	18	3	18	3	5
21	10	9	1	9	1	0
22	17	16	1	16	1	0
23	13	13	0	13	0	0
24	13	12	1	12	1	1
25	25	24	1	24	1	1
26	23	16	7	17	6	4
27	4	4	0	4	0	0
28	16	16	0	16	0	0
29	14	13	1	13	1	1
30	14	13	1	13	1	0
31	13	12	1	12	1	0
Total	519	476	43	477	42	32

*The Abandoned Call Count total is also included in the Incoming Call Origin Count.

Public Works Department Activity Report

MARCH 2016

Lots of Rain

Preventive maintenance on storm water collection system

Clean out several ditches

Patch with 25 Tons

Haul Sludge for the W.P.C.P.

Trim limbs on the R-O-W

Cut and trim to clear sidewalks

Service and repair Equip.

Clean up in town area

Cut and pick up trash on R-O-W

Thermo lines in town and on KIA Parkway

Haul trash

Repair median on KIA Parkway & BLVD. & Cut Grass

Repair several curbs & Sidewalks

Clean and replace some signs

March 2016 Utility Department Reports

Gas Department/Utility Protection

For the month of March, 2016

Task Desc	Water Distribution Crew	Gas Crew & Utility Protection	Department Total
LOCATE UNDERGROUND UTILITIES	0	41	41
INVESTIGATE A REPORTED GAS LEAK	0	4	4
RESTAKE UG LOCATES	0	6	6
REPORT OF GAS LEAK	0	1	1
INSTALL, RENEW, RELOCATE, REINSTATE, ABANDON SERVICE	2	3	5
INSTALL, CHANGE METER	0	1	1
TURN ON/OFF METER	0	1	1
WITNESS PRESSURE TEST	0	2	2
GRAND TOTAL	2	59	61

Power & Lights

For the month of March, 2016

Task Desc	Electric Crew	Department Total
CUT TREE OR LIMB	1	1
TEMPORARY POWER	1	1
REPAIR STREET LIGHT	5	5
REPAIR SECURITY LIGHT	3	3
INSTALL SECURITY LIGHT	3	3
POWER OUTAGE	4	4
WASH & RESTOCK SERVICE TRUCKS	1	1
WASH & RESTOCK BUCKET TRUCK (34)	1	1
CHANGE OUT POLE	1	1
MISCELLANEOUS-POWER	11	11
GRAND TOTAL	31	31

Also completed rebuilding a portion of the Booker Hills main feeder from Happy Hollow Road to Brookwood Drive. This process took six weeks to complete.

March 2016 Utility Department Reports

SERVICE TRUCK

For the month of March, 2016

Task Desc	Field Customer Service 1	Field Customer Service 2	Department Total
CITY HALL WORK ORDER	32	13	45
READ-IN / READ-OUT UTILITIES	0	1	1
GRAND TOTAL	32	14	46

Sewer Department

For the month of March, 2016

Task Desc	Sewer Crew	Street Crew	Department Total
SEWER BACK UP	3	2	5
GRAND TOTAL	3	2	5

Water Distribution

For the month of March, 2016

Task Desc	Water Distribution Crew	Sewer Crew	Department Total
MISCELLANEOUS-WATER	5	1	6
CHECK WATER PRESSURE	1	0	1
INSTALL, RENEW, RELOCATE, REINSTATE, ABANDON SERVICE	2	0	2
INVESTIGATE WATER LEAK	1	0	1
GRAND TOTAL	9	1	10

March 2016 Utility Department Reports

Water Treatment Plant

March 2016

36,785,000 Gallons Withdrawn From River (Average 1,187,000 GPD)

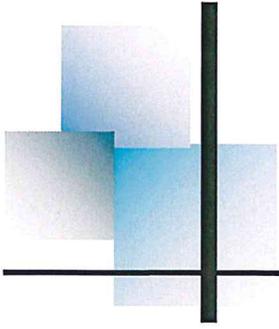
Highest Day Withdrawal was on March 17th. The amount was 1,504,000 Gallons.

35,545,000 Gallons Pumped to System (Average 1,147,000 GPD)

Wastewater Treatment Plant

March 2016

56,810,000 Gallons Discharged to Chattahoochee River (Average 1,832,580 GPD)



FINANCIAL REPORT



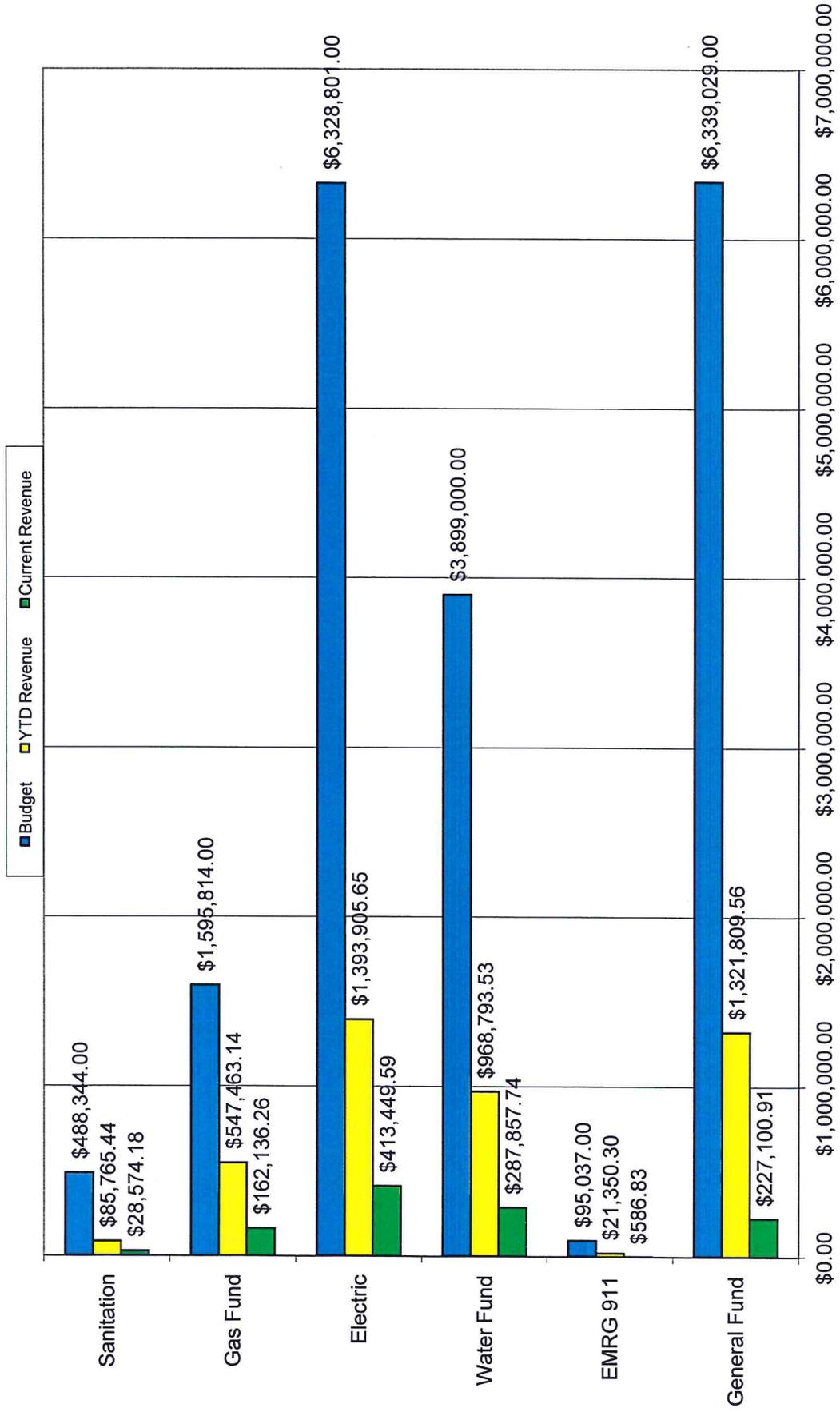


City of West Point Financial Report March, 2016

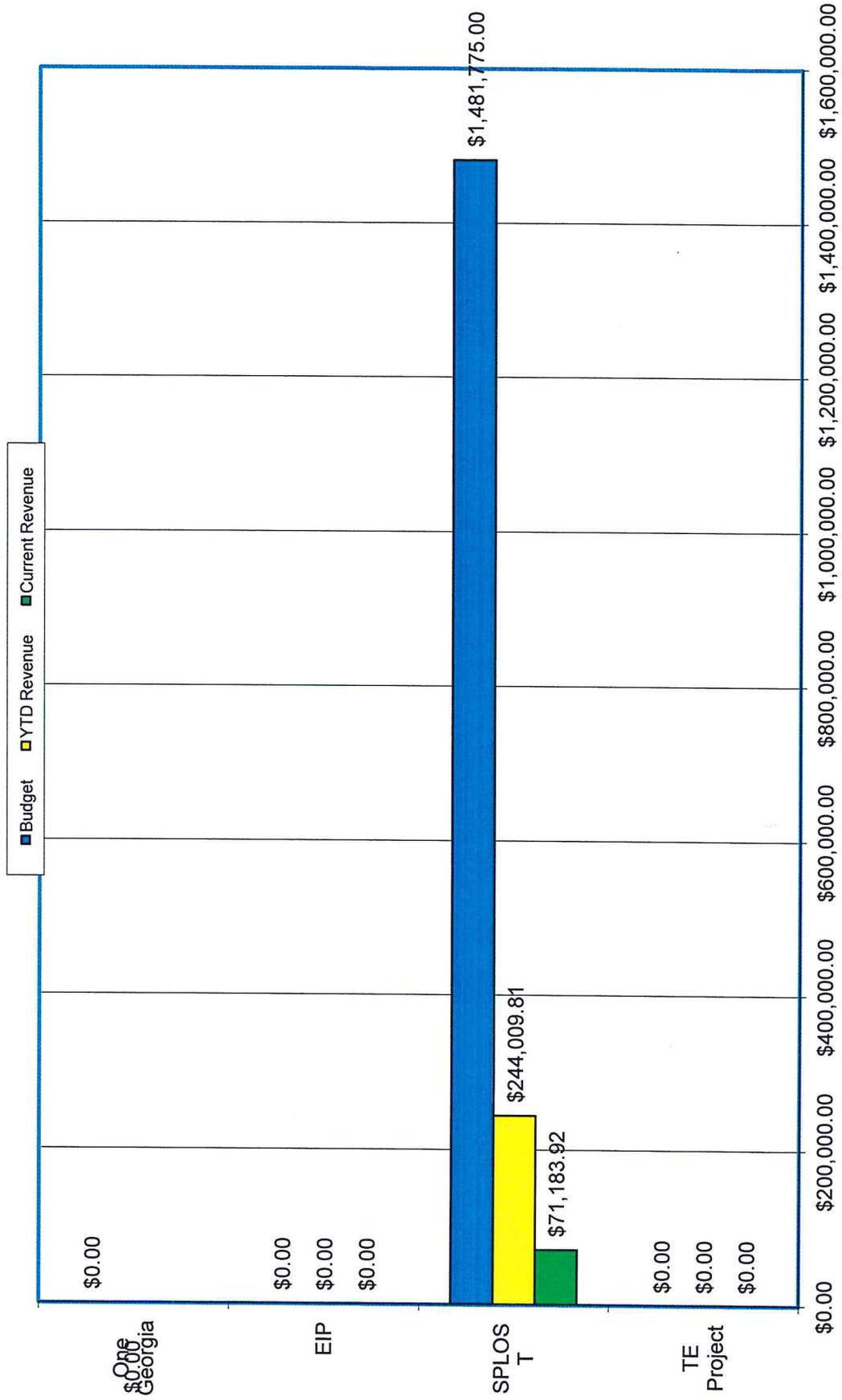
REVENUES

Current Revenue	General Fund	Water Fund	
YTD Revenue	\$227,100.91	\$287,857.74	
Budget	\$1,321,809.56	\$968,793.53	
Percentage Budget	\$6,339,029.00	\$3,899,000.00	
	20.85%	24.85%	
Current Revenue	Electric Fund	Sanitation	
YTD Revenue	\$413,449.59	\$28,574.18	
Budget	\$1,393,905.65	\$85,765.44	
Percentage Budget	\$6,328,801.00	\$488,344.00	
	22.02%	17.56%	
Current Revenue	One Georgia	SPLOST	
YTD Revenue	\$0.00	\$71,183.92	
Budget	\$0.00	\$244,009.81	
Percentage Budget	\$0.00	\$1,481,775.00	
	#DIV/0!	16.47%	
Total All Departments		Total All Departments	
Current Revenues	\$1,190,889.43	\$4,583,097.43	
Current Expense	\$1,583,505.67	\$4,613,188.52	
over/under	(\$392,616.24)	(\$30,091.09)	
YTD Revenue	\$4,583,097.43		
Budget	\$20,227,800.00		
Percentage	22.66%		

Budget Revenue Comparison March, 2016



Budget Revenue Comparison March, 2016



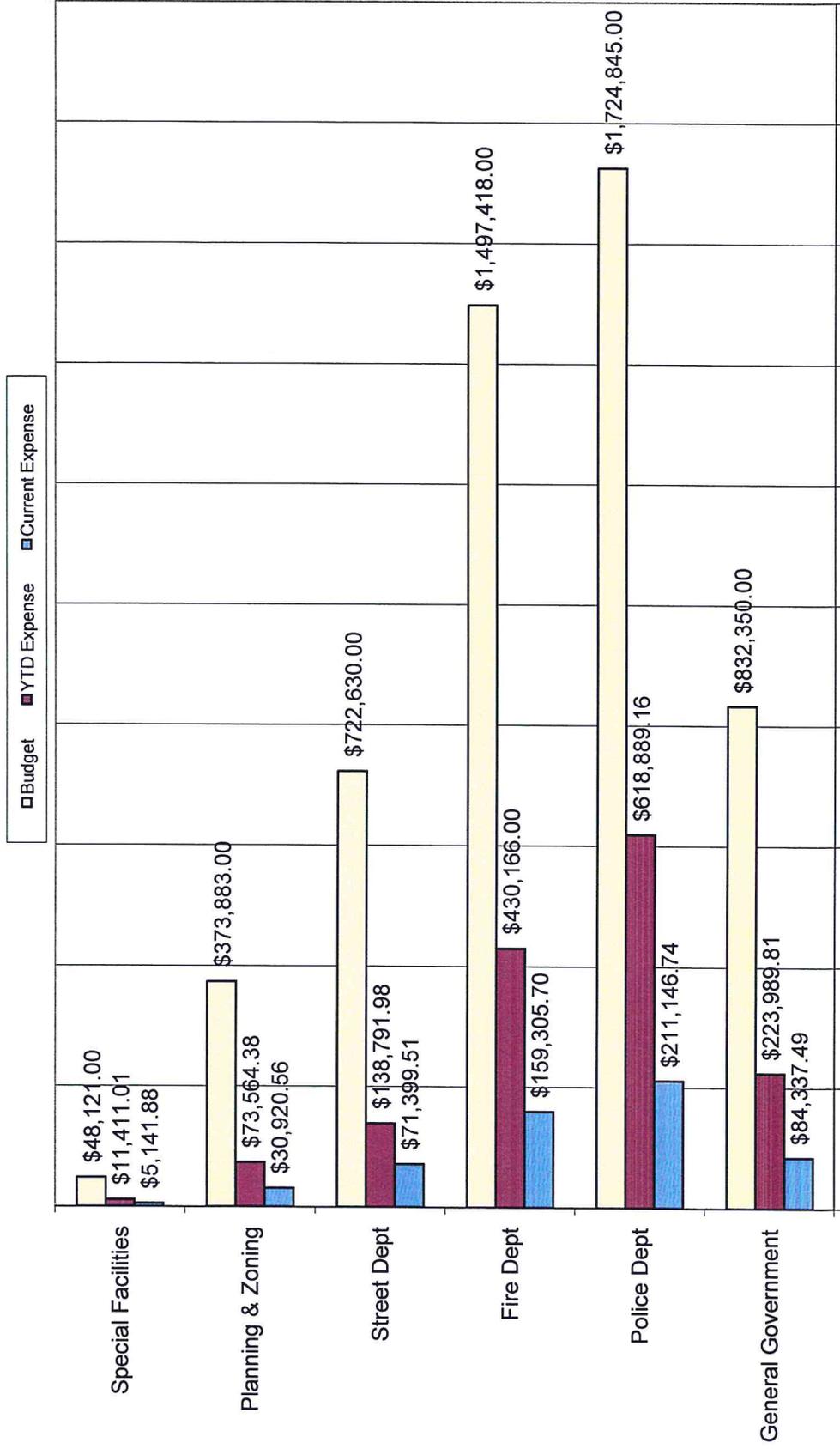


City of West Point Financial Report March, 2016

EXPENSES

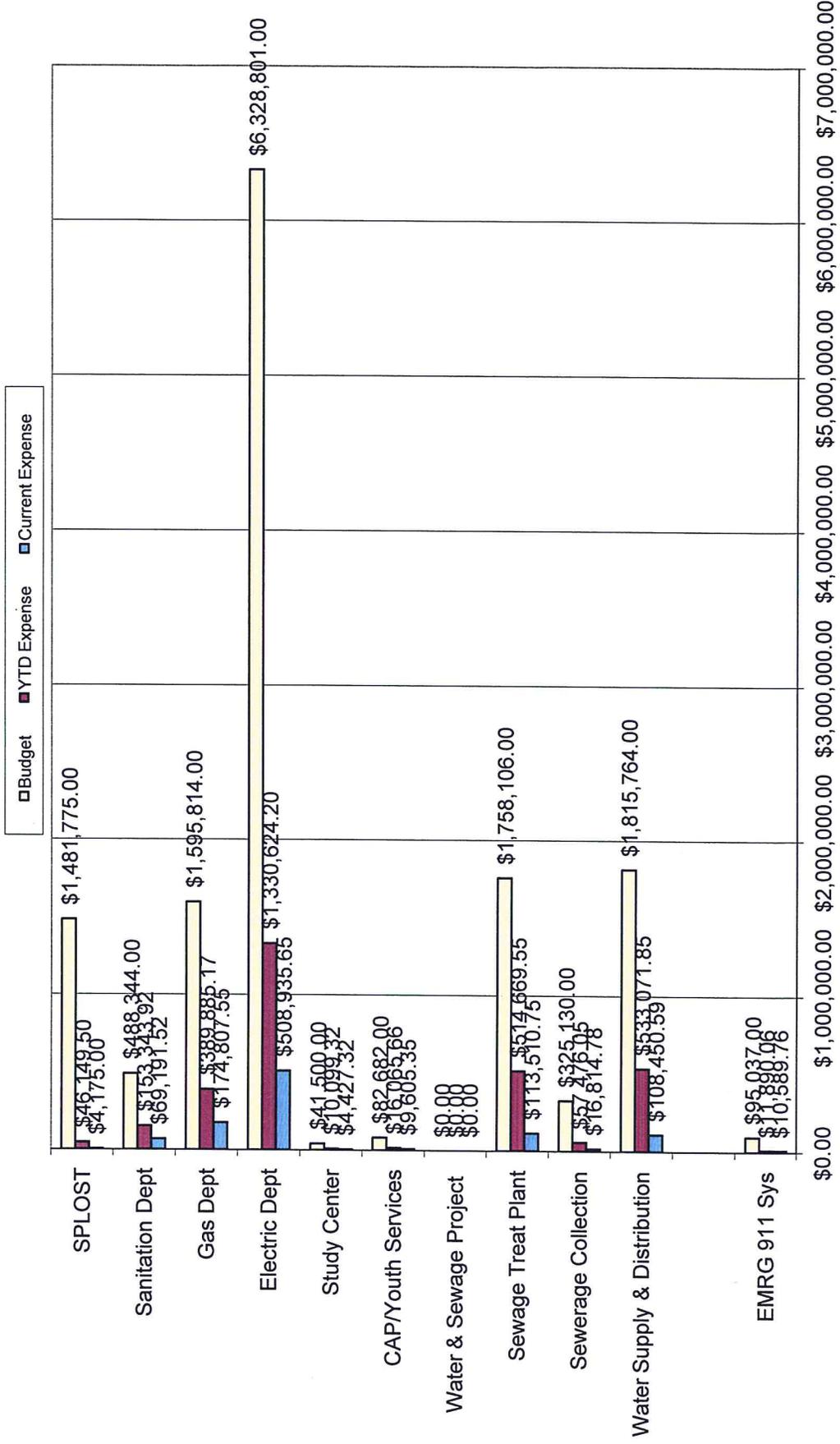
General Government	Police Dept	Fire Dept	Street Dept
\$84,337.49	\$211,146.74	\$159,305.70	\$71,399.51
\$223,989.81	\$618,889.16	\$430,166.00	\$138,791.98
\$832,350.00	\$1,724,845.00	\$1,497,418.00	\$722,630.00
26.91%	35.88%	28.73%	19.21%
Planning & Zoning	Special Facilities	EMRG 911 SYS	Water Dept
\$30,920.56	\$5,141.88	\$10,589.76	\$108,450.59
\$73,564.38	\$11,411.01	\$11,890.06	\$533,071.85
\$373,883.00	\$48,121.00	\$95,037.00	\$1,815,764.00
19.68%	23.71%	12.51%	29.36%
Sewer/ Water	Electric Dept	Gas Dept	Sanitation Dep
\$130,325.53	\$508,935.65	\$174,807.55	\$69,191.52
\$572,145.60	\$1,330,624.20	\$389,885.17	\$153,343.92
\$2,083,236.00	\$6,328,801.00	\$1,595,814.00	\$488,344.00
27.46%	21.02%	24.43%	31.40%
SPLOST	Study Center	CAP/Youth Services	Economic Dev
\$4,175.00	\$4,427.32	\$9,605.35	\$745.52
\$46,149.50	\$10,099.32	\$16,065.66	\$53,100.90
\$1,481,775.00	\$41,500.00	\$82,682.00	\$1,015,600.00
3.11%	24.34%	19.43%	5.23%
All Funds	Total All Departments	Total YTD Expenses	Total YTD Expenses
\$1,190,889.43	\$4,583,097.43	\$4,613,188.52	\$4,613,188.52
\$1,583,505.67	\$4,613,188.52	over/under	\$20,227,800.00
(\$392,616.24)	(\$30,091.09)		22.81%
Current Revenues	Current Expense	over/under	

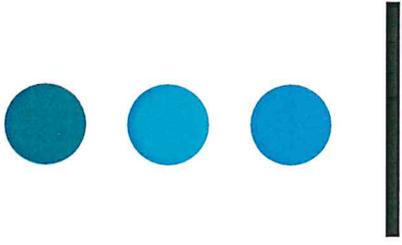
Budget Expense Comparison March, 2016



\$0.00 \$200,000.00 \$400,000.00 \$600,000.00 \$800,000.00 \$1,000,000.00 \$1,200,000.00 \$1,400,000.00 \$1,600,000.00 \$1,800,000.00 \$2,000,000.00

Budget Expense Comparison March, 2016





NEW BUSINESS

CONTRACT FOR LIBRARY SERVICES

THIS AGREEMENT (hereinafter referred to as "Agreement") made and entered this _____ day of _____, 2016, by and between the **CITY OF WEST POINT, GEORGIA**, a municipal corporation of Troup and Harris Counties, Georgia (hereafter referred to as "West Point"), and **WEST POINT LIBRARY ASSOCIATION**, a non-profit corporation organized and existing under the laws of the State of Georgia (hereinafter referred to as "Library").

WHEREAS, pursuant to its Charter, ordinances and the laws of the State of Georgia, West Point has the authority to provide for its citizens library services, all for the general welfare of the government of the City and its inhabitants;

WHEREAS, Library is organized and equipped to provide such services to area residents, and its willing to continue to provide such services to the citizens of West Point;

WHEREAS, the parties desire to set forth in writing the scope of services and responsibilities of both West Point and Library relating to the provision of library services as set forth herein:

NOW, THEREFORE, for and in consideration of the mutual promises and benefits accruing to each of the parties as a result of ongoing cooperation for the efficient delivery of library services to local area citizens, the parties hereby agree as follows:

1.

Library shall continue throughout the term of this Agreement to make its facilities, functions and services available at no cost to residents of West Point.

2.

For the services rendered by Library, West Point shall pay to Library the sum of \$2,083.33 per month for the period from April 2016, through and including March 2017, which sum shall be due and payable by the 15th of each month of the term of this Agreement. Moreover, for the term of this Agreement, West Point shall continue to provide lawn care, pest control and cleaning services, as well as supply all utilities with the exception of telecommunications to the Hawkes Library facilities.

3.

The term of this Agreement shall begin April 1, 2016, and shall continue for one (1) year through March 31, 2017.

4.

Neither this Agreement nor any duty hereunder may be assigned by either party without the prior written consent of the other party.

5.

This Agreement contains the entire agreement of the parties and shall not be altered or amended except in writing duly executed by the parties.

IN WITNESS WHEREOF, West Point and Library, acting by and through their duly authorized officers, have caused their respective names and seals to be hereunto affixed, in duplicate counterparts, each of which shall be considered an original, on the day and year first above-written.

CITY OF WEST POINT, GEORGIA (SEAL)

BY: _____
Mayor

ATTEST: _____
Clerk

WEST POINT LIBRARY ASSOCIATION (SEAL)

BY: _____

ATTEST: _____

CONTRACT FOR LIBRARY SERVICES

THIS AGREEMENT (hereinafter referred to as "Agreement") made and entered this _____ day of _____, 2016, by and between the **CITY OF WEST POINT, GEORGIA**, a municipal corporation of Troup and Harris Counties, Georgia (hereafter referred to as "West Point"), and **CHAMBERS COUNTY LIBRARY BOARD** (hereinafter referred to as "Library").

WHEREAS, pursuant to its Charter, ordinances and the laws of the State of Georgia, West Point has the authority to provide for its citizens library services, all for the general welfare of the government of the City and its inhabitants;

WHEREAS, Library is organized and equipped to provide such services to area residents, and its willing to provide such services to the citizens of West Point;

WHEREAS, the parties desire to set forth in writing the scope of services and responsibilities of both West Point and Library relating to the provision of library services as set forth herein:

NOW, THEREFORE, for and in consideration of the mutual promises and benefits accruing to each of the parties as a result of ongoing cooperation for the efficient delivery of library services to local area citizens, the parties hereby agree as follows:

1.

Library shall makes its facilities, functions and services available to residents of West Point upon the same terms and conditions as the same are made available to the residents of Chambers County, Alabama.

2.

For the services rendered by Library, West Point shall pay to Library the sum of \$1,250.00 per month for the period from April 2016, through and including March 2017, which sum shall be due and payable by the 15th of each month of the term of this Agreement.

3.

The term of this Agreement shall begin April 1, 2016, and shall continue for one (1) year through March 31, 2017.

4.

Neither this Agreement nor any duty hereunder may be assigned by either party without the prior written consent of the other party.

5.

This Agreement contains the entire agreement of the parties and shall not be altered or amended except in writing duly executed by the parties.

IN WITNESS WHEREOF, West Point and Library, acting by and through their duly authorized officers, have caused their respective names and seals to be hereunto affixed, in duplicate counterparts, each of which shall be considered an original, on the day and year first above-written.

CITY OF WEST POINT, GEORGIA (SEAL)

BY: _____
Mayor

ATTEST: _____
Clerk

CHAMBERS COUNTY LIBRARY BOARD
(SEAL)

BY: _____

ATTEST: _____



Area to be Abandoned

Will Not Impact
Vehicle or Pedestrian
Traffic on 4th Avenue

© 2016 Google

Google earth

Volunteers Needed to Serve on
City Boards, Authorities or Commissions

Overview

Boards Authorities and Commissions are an established feature of municipal government which offers citizens an extraordinary opportunity to participate in a city's government affairs. Their activities have helped to shape or influence public policy in many areas. The City of West Point has boards, authorities and commissions that endeavor to reflect the varied interests of West Point citizenry. Several of the City's boards and commissions are required and established by state law, while others result from provisions of the City Charter or form local ordinances. They address such subjects as planning, zoning, development and parks and recreation. Although many boards, authorities and commissions are advisory, their influence and value can be significant. They make recommendations on a wide range of topics that come before the City Council. Several boards and commissions are quasi-judicial, which means the Council has delegated some portion of its legislative authority to a citizen board.

How to apply

Applications are available on the city website and at City Hall. The application contains a list of the various boards and details the application process.

2016 Board Appointments

February Agenda:

- (1) Troup County Election Board
 - Vacant 12/31/2015

March Agenda:

- (3) Board of Adjustments
 - Phillip McClellan (Incumbent) 3/5/2016
 - Vacant Seat
 - Vacant Seat
- (1) Hawkes Library
 - Elizabeth Lester (Incumbent) 3/1/2016
- (1) Municipal Planning Board
 - Joel Finlay (Incumbent) 3/15/2016

June Agenda:

- (2) Keep Troup Beautiful
 - Thomas Scott (Incumbent) 6/30/2016
 - Vacant

October Agenda:

- (1) West Point Historic Commission
 - Larry Duncan (Incumbent) 10/1/2016
 - Joe Thompson (Incumbent) 10/1/2016

December Agenda:

- (1) Troup County Parks & Recreation
 - Kris Cagle (Incumbent) 12/31/2016
- (2) West Point Development Authority
 - Wiki Gladden (Incumbent) 12/31/2016

All applicants received, including those from incumbents, will be reviewed and considered for an interview.

Statement of Interest to Serve on a City Board, Authority or Commission



Contact Information

Name Joel Finlay
Address 109 Springwell Rd
City State Zip West Point Ga 31833
Primary Phone 404-787-5597
Secondary Phone 706-643-2539
E-Mail Address JFinlay@barson-coal.com
Are you a City of West Point Resident Yes No
Company or Agency Barson-Coal
Current Job Title Project Executive

Availability – Board or Commission of Interest

First Choice: City Planning
Second Choice: _____

Interest

Background and Qualifications:

- 20 years Resident of West Point
- Construction Background

Experience and/or Profession:

- 20 years in construction
- BS @ Auburn

Reason for Wanting to Serve:

- Help community by serving on board ensuring
it develops in a well organized way

You may submit a letter of interest along with references and/or resume in addition to or in lieu of the Interest section.

City Policy

It is our policy to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. The Statement of Interest will remain on file for (2) years.

Please submit your Statement of Interest to:

Ed Moon, City Manager
City of West Point Georgia
PO Box 487
West Point, Georgia 31833
emoon@cityofwestpointga.com



Statement of Interest to Serve on a City Board, Authority or Commission

Contact Information

Name Elizabeth Lanier Lester
Address 301 Briarcliff Road
City State Zip West Point GA 31833
Primary Phone 334 559 1445
Secondary Phone 645 3549
E-Mail Address elizlanles@gmail.com
Are you a City of West Point Resident Yes No
Company or Agency _____
Current Job Title _____

Availability – Board or Commission of Interest

First Choice: Hawkes Library Board
Second Choice: _____

Interest

Background and Qualifications:

Current Hawkes Board member

Experience and/or Profession:

See attached resume

Reason for Wanting to Serve:

Continue to promote noticeability and fundraising to help Hawkes. Enjoy current boardship with other board members. My heart is with Hawkes.
You may submit a letter of interest along with references and/or resume in addition to or in lieu of the Interest section.

City Policy

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Please submit your Statement of Interest to:

Ed Moon, City Manager
City of West Point Georgia
PO Box 487
West Point, Georgia 31833
emoon@cityofwestpointga.com

Elizabeth Lanier Lester

301 Briarcliff Road
West Point, GA 31833
Mobile: (334) 559-1445 | Home: (706) 645-3549
elizlanles@gmail.com

EDUCATION

- Springwood School; Lanett, AL** 1970 – 1979
- Auburn University; Auburn, AL** 1979 – 1984
Bachelor of Science in Family and Child Development – Human Sciences
- Alpha Gamma Delta Social Sorority

WORK EXPERIENCE

- J. Smith Lanier & Co.; West Point, GA** 1975 – 1989
CSR Assistant
- Personal and Commercial Lines, Mail Room, Switchboard Operator/Receptionist.

VOLUNTEER EXPERIENCE

- Newnan, GA** 1990 – 2000
- Newnan Jr. Service League (7 years – Sustaining Member)
 - Christmas in Newnan Toy Drive Chairman, Volunteer in Coweta County School System Dental Program and Thrifty Threads Consignment Shop.
 - First United Methodist Church Tuesday Circle Lunch Member
 - Heritage School – Room Mother and Parent Library Aid

- Auburn, AL** 1999 – 2006
- First United Methodist Church Circle 11 Member and Chairman
 - Jonquil Garden Club Member and Chairman
 - Auburn Woman's Club – Member and Bridge Hostess
 - Lee-Scott Academy
 - Room Mother, PTO Co-Chairman, Teacher Wednesday Snack Chairman, Sally Foster Wrapping Paper Sale Chairman (2 Years)
 - Women's Philanthropy Board at Auburn University Charter Member (2002 – Present), Student Mentor, and Executive Committee
 - Alpha Gamma Delta Alumnae Club – Social Chairman for 3 years
 - Organized, planned and found Hostesses for 7 Alumni Parties a year.

- West Point, GA** 2010 – Present
- West Point Woman's Club; Member, Club Woman of the Year - 2015, Chaplain and Vice President for Special Projects
 - Chaired Hamburger Lunch Fundraiser, Spring Luncheon District Meeting and Christmas Wreath Sales - 2014 and 2015
 - Charter Garden Club; Member and Co-President
 - Springwood School Wildcat Workday Excel Project (2011 and 2013)
 - Spring Road Christian Church; Member
 - Kids Fest Volunteer, Nursery and Elementary Aid, Tuesday PM Ladies Bible Study Hostess
 - Mission work in Zimbabwe and Zambia – 2012 and 2013 with Cry for Africa and Hope Builders
 - West Point Elementary Classroom and Media Center Aid
 - Hawkes Library Board Member

TECHNICAL SKILLS

Proficient in Microsoft Office (Word, Excel, Outlook), Apple (Pages and Numbers) and Social Media.

REFERENCES

Kristy Myers
Director of Development – College of Human Sciences
232 Spidle Hall
Auburn University, AL 36849
334-844-2948

Melanie Lanier
1601 Tanyard Drive
Lanett, AL 36863
770-713-4486

Michael Plank
Worship Leader – Spring Road Christian Church
501 19th Avenue SW
Lanett, AL 36863
706-590-3264

AGREEMENT
BETWEEN
DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA
AND
CITY OF WEST POINT

This Agreement is made and entered into this _____ day of _____, 2016, by and between the DEPARTMENT OF TRANSPORTATION, an agency of the State of Georgia, hereinafter called the **DEPARTMENT**, and the CITY OF WEST POINT, GEORGIA acting by and through its City Council, hereinafter called the **CITY**.

WHEREAS, the CITY has represented to the DEPARTMENT a desire to obtain roundabout lighting as part of the I-85 @ SR 18 project, said lighting to be installed under P.I. No. 0009975, Troup County;

WHEREAS, the CITY has represented to the DEPARTMENT a desire to participate in: 1) Providing the Energy and 2) the Operation and Maintenance of said lighting system at the aforesaid location, and the DEPARTMENT has relied upon such representation; and

WHEREAS, the DEPARTMENT has indicated a willingness to fund the materials and installation for the said lighting system at the aforesaid location, with funds of the DEPARTMENT, funds apportioned to the DEPARTMENT by the Federal Highway Administration under Title 23, United States Code, Section 104, or a combination of funds from any of the above sources.

NOW, THEREFORE, in consideration of the mutual promises made and of the benefits to flow from one to the other, the DEPARTMENT and the CITY hereby agree each with the other as follows:

1. The DEPARTMENT or its assigns shall cause the installation of all materials and equipment necessary for roundabout lighting as part of the I-85 @ SR 18 project, said lighting to be installed under P.I. No. 0009975, Troup County as shown on Attachment "A" attached hereto and made a part hereof.

2. Upon completion of installation of said lighting system, and acceptance by the DEPARTMENT, the CITY shall assume full responsibility for the operation, the repair and the maintenance of the entire lighting system, including but not limited to repairs of any damages, replacement of lamps, ballasts, luminaires, lighting structures, associated equipment, conduit, wiring and service equipment, and the requirements of the Georgia Utility Facility Protection Act. The CITY further agrees to provide and pay for all the energy required for the operation of said lighting system.

3. The DEPARTMENT shall retain ownership of all materials and various components of the entire lighting system. The CITY, in its operation and maintenance of the lighting system, shall not in any way alter the type or location of any of the various components which make up the entire lighting system without prior written approval from the DEPARTMENT.

4. This Agreement is considered as continuing for a period of fifty (50) years from the date of execution of this Agreement. The DEPARTMENT reserves the right to terminate this Agreement, at any time for just cause, upon thirty (30) days written notice to the CITY.

5. It is understood by the CITY that the DEPARTMENT has relied upon the CITY'S representation of providing for the energy, maintenance, and operation of the lighting represented by this Agreement; therefore, if the CITY elects to de-energize or fails to properly maintain or to repair the lighting system during the term of this Agreement, the CITY shall reimburse the DEPARTMENT the materials cost for the lighting system. If the CITY elects to de-energize or fails to properly maintain any individual unit within the lighting system, the CITY shall reimburse the DEPARTMENT for the material cost for the individual unit which will include all costs for the pole, luminaires, foundations, and associated wiring. The DEPARTMENT will provide the CITY with a statement of material costs upon completion of the installation.

The covenants herein contained shall, except as otherwise provided accrue to the benefit of and be binding upon the successors and assigns of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first above written.

RECOMMENDED:

CITY OF WEST POINT

BY: _____
Mayor

(SEAL)

DEPARTMENT OF TRANSPORTATION

WITNESS

BY _____
Commissioner

Notary Public

(SEAL)

This Agreement
approved by the City Council at a
meeting held at

this _____ day of _____,

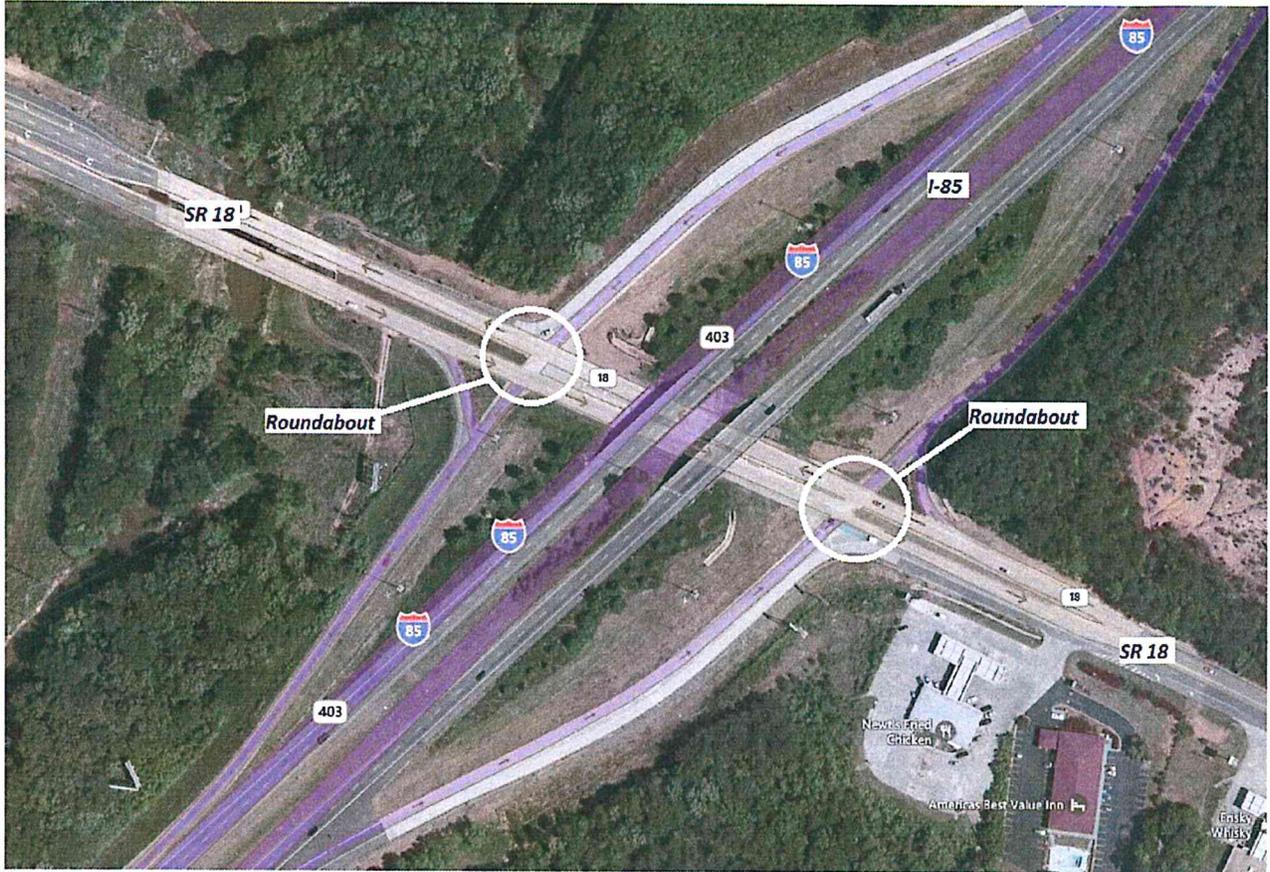
ATTEST:

2016.

Treasurer

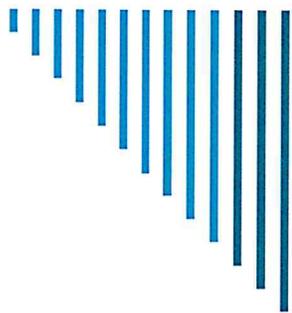
City Clerk

Attachment "A"



Project Location Map

I-85 @ SR 18
City of West Point (Troup County)
P.I. No. 0009975



INFORMATION

- Housing Authority
- West Point Development Authority



The Housing Authority of the City of West Point, Georgia

Regular Board Meeting

Thursday, March 17, 2016

4:00 P.M.

AGENDA

	Page
1. Invocation	
2. Introduction of Guests	
3. Consider Approval of Minutes for Special Board Meeting of December 17, 2015 (Attached behind Agenda)	
4. Consider Approval of Staff Reports:	
Finance	1 – 3
Occupancy.....	4
5. Consider A Resolution Authorizing The Charge-Off of Resident Account Balances For Month Ending August 31, 2015.....	5
6. Consider A Resolution Authorizing The Charge-Off of Resident Account Balances For Month Ending September 30, 2015.....	6
7. Consider A Resolution Authorizing The Charge-Off of Resident Account Balances For Month Ending October 31, 2015.....	7
8. Consider A Resolution Authorizing The Charge-Off of Resident Account Balances For Month Ending November 30, 2015.....	8
9. Consider A Resolution Authorizing The Charge-Off of Resident Account Balances For Month Ending December 31, 2015.....	9
10. Consider A Resolution Authorizing The Charge-Off of Resident Account Balances For Month Ending January 31, 2016.....	10
11. Award Amendment of Management Agreement.....	11 – 13
12. Executive Director's Report	
13. Any and All Other Matters That May Be Brought Before the Board.	

Respectfully submitted,


L. L. Williams

THE HOUSING AUTHORITY OF THE CITY OF WEST POINT
REGULAR BOARD MEETING
DECEMBER 17, 2015

The Commissioners of the Housing Authority of the City of West Point, Georgia, met for the regular Board Meeting at the Rental Office Community Room in West Point on the 17th day of December 2015, as allowed by and in compliance with By-laws of the Authority.

Commissioner Wiky Gladden called the meeting to order at 4:00 p.m. and on roll call the following Commissioners answered present:

Burt Winston
Coleman Reeves

The following Commissioner(s) were absent:

Nekos Davis
Stan Rodimon

OTHERS PRESENT

Len Williams, Sabrina Richards, Jackie White, Temekia Carr, and Sabrina Allen

INVOCATION

Wiky Gladden

INTRODUCTION OF GUESTS

Sabrina Allen (ROSS Coordinator) introduced herself to the board.

APPROVAL OF MINUTES OF SPECIAL BOARD MEETING OF AUGUST 20, 2015

There were no corrections made to the minutes. Motion was made by Commissioner Coleman Reeves and seconded by Commissioner Burt Winston. The Board unanimously approved the minutes.

APPROVAL OF STAFF REPORT

Following discussion and on motion by Commissioner Burt Winston, seconded by Commissioner Coleman Reeves, the Board unanimously approved the financial report.

CONSIDER A RESOLUTION ADOPTING THE UPDATED MAINTENANCE CHARGES FOR JANUARY 2016

The Following Resolution was introduced and duly considered:

RESOLUTION NO: 1006-93

(The original of this Resolution is filed in the Resolution Binder)

Following discussion and on motion by Commissioner Coleman Reeves, seconded by Commissioner Burt Winston, the Board unanimously approved the charges.

CONSIDER A RESOLUTION AUTHORIZING THE CHARGE-OFF OF RESIDENTS ACCOUNT BALANCES FOR MONTH ENDING NOVEMBER 30, 2015

Following discussion and in agreement with the Board this matter was tabled until the next meeting. Due to a new software conversion the balances were not correct.

EXECUTIVE DIRECTOR'S REPORT

Mr. Williams would like to schedule a meeting with Mayor Ferguson to discuss future plans of WPHA. New information was introduced to the Board about continuing resolution from budget. The HUD budget provides 84% of eligible operating subsidies. Approximately 100 more agencies will be added to the Moving to Work (MTW) program within the next 7 years. This will allow for consolidation of the program and each participating authority can participate in the Moving to Work (MTW) Agency. It's a good opportunity for the Board to consider. The name will continue to stay as The Housing Authority of West Point, Georgia but under the HACG umbrella.

Mr. Williams will try to contact Mayor Ferguson and set up a meeting with the Board. He will e-mail the board of a date and time. He will also have a discussion with attorneys for additional information.

ANY AND ALL OTHER MATTERS THAT MAY BE BROUGHT BEFORE THE BOARD

None

With no further discussion meeting adjourned at 4:31 p.m.

Wiky Gladden, Chairperson

J. Len Williams, Secretary-Treasurer

THE HOUSING AUTHORITY OF THE CITY OF WEST POINT, GA
BALANCE SHEET
FEBRUARY 29, 2016

Assets

Cash		\$ 159,480
Tenant Accounts Receivable (Net)		36,294
Investments		1,115,000
Prepaid Expenses and Other Assets		48,609
Land, Structures & Equipment	\$ 12,516,815	
Less: Accumulated Depreciation	<u>(9,509,584)</u>	
		<u>3,007,231</u>
Total Assets		<u>\$ 4,366,614</u>

Liabilities

Tenant Security Deposits	\$ 42,500	
Accounts Payable - Vendor	-	
Accounts Payable - HACG	170,376	
Payment in Lieu of Taxes	13,434	
Tenant Prepaid Rents	14,297	
Accrued Compensated Absences	32,661	
Other Liabilities	<u>1,343</u>	
Total Liabilities		<u>\$ 274,611</u>

Surplus

HUD-PHA Contributed Assets	\$ 3,007,231	
Operating Reserve	<u>1,084,772</u>	
Total Surplus		<u>\$ 4,092,003</u>
Total Liabilities and Surplus		<u>\$ 4,366,614</u>

**THE HOUSING AUTHORITY OF THE CITY OF WEST POINT, GA
INCOME STATEMENT**

As of
FEBRUARY 29, 2016

	<u>YEAR-TO-DATE</u>			2016 ANNUAL BUDGET
	<u>Actual</u>	<u>Budget</u>	<u>Favorable/ (Unfavorable) Variance</u>	
REVENUES				
Rental Income	\$ 452,799	\$ 474,007	\$ (21,208)	\$ 711,010
Other Income	12,523	17,333	(4,810)	26,000
HUD Subsidy	662,108	654,664	7,444	981,996
CFP Operating Transfer	133,711	-	133,711	-
Total Revenues	\$ 1,261,141	\$ 1,146,004	\$ 115,137	\$ 1,719,006
EXPENSES				
Administrative	\$ 95,638	\$ 96,663	\$ 1,025	\$ 144,995
Property Mgmt/Accounting Fee/Frontline Fees	114,598	116,020	1,422	174,030
Resident Service	7,662	8,588	926	12,882
Utilities	318,463	403,333	84,870	605,000
Ordinary Maintenance	227,774	296,247	68,473	444,371
General Expenses	106,623	108,831	2,208	163,246
Extra-Ordinary Maintenance/RAD	79	-	(79)	-
Capital Expenditures	7,390	23,333	15,943	35,000
Total Expenses	\$ 878,227	\$ 1,053,016	\$ 174,789	\$ 1,579,524
Net Income/ (Deficit) from Operations	\$ 382,914	\$ 92,988	\$ 289,926	\$ 139,482

THE HOUSING AUTHORITY OF THE CITY OF WEST POINT, GA
Grant Funding
FEBRUARY 29, 2016

Grant Funding	Program End Dates	Approved Budget	Total Obligated	Actual Expenditures	Remaining to Obligate	Remaining to Disburse
CFP - FY'14 (910)	05/12/16 Obligate 05/12/18 Disburse	255,916	37,523	34,793	218,393	221,123
CFP - FY'15 (938)	04/12/17 Obligate 04/12/19 Disburse	277,264	27,726	27,726	249,538	249,538
ROSS - FY'12 (992)	12/17/13 Effective 12/17/16 Disburse	191,565	128,323	128,323	63,242	63,242
Total Grants		<u>\$ 724,745</u>	<u>\$ 193,572</u>	<u>\$ 190,842</u>	<u>\$ 531,173</u>	<u>\$ 533,903</u>

CFP = Capital Fund Program (Modernization)
ROSS = Resident Opportunity for Self-Sufficiency

1-Mar-16

MR. J. LEN WILLIAMS, EXECUTIVE DIRECTOR
 THE HOUSING AUTHORITY OF THE CITY OF WEST POINT, GEORGIA
 WEST POINT, GEORGIA

DEAR MR. WILLIAMS:

I submit the following "Report on Tenant Selection" for the period 02/01/16 - 02/29/16

PUBLIC HOUSING

No. of Apparently Eligible Applications on Hand last reported period	294
No. of Applications taken during reporting period	1
No. of Applications suspended or withdrawn during reporting period	0
No. of Move-Ins for reporting period	0
No. of Apparently Eligible Applications on Hand for reporting period	295

Applications on Hand

0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
0	135	107	50	1	2

= 295

NO. OF VACANT APARTMENTS AND MOVE-INS

Developments	Total No. of Units	Units Vacant 01/31/16	Moved Out During February	Moved In During February	UNITS AVAILABLE 02/29/2016						Total Units Vacant	Percent Units Vacant
					0 BR	1 BR	2 BR	3 BR	4 BR	5 BR		
PINE RIDGE APTS	741	42	3	0	0	0	1	2	0	0	3	7%
GRANT APTS.	742	55	0	0	0	0	0	0	0	0	0	0%
O.J. COOK APTS	743	8	3	1	0	0	1	2	1	0	4	50%
O.J. COOK APTS	744	110	4	0	0	0	2	0	2	0	4	4%
HIGGINS CIRCLE	747	8	0	0	0	0	0	0	0	0	0	0%
Sub-Total	223	10	1	0	0	1	3	3	0	0	11	5%
GRAND TOTAL	223	10	1	0	0	1	3	3	0	0	11	5%

RESPECTFULLY SUBMITTED,

MISTY MICHELLE STUBBS
 PUBLIC HOUSING COORDINATOR

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE CHARGE-OFF OF FORMER RESIDENT
ACCOUNT BALANCES TO COLLECTION LOSS FOR
THE AUTHORITY'S PUBLIC HOUSING DEVELOPMENTS
FOR THE MONTH ENDED AUGUST 31, 2015

WHEREAS, detailed statements of various resident account balances are of record in the Authority's files;

WHEREAS, the circumstances of the balances due to the Authority have been fully considered, and there is no reasonable prospect of collection without unwarranted expense;

BE IT THEREFORE RESOLVED that the necessary entries are authorized to clear the books and records for vacated resident account balances as follows:

<u>DEVELOPMENT NAME</u>	<u>RENT</u>	<u>RETRO</u>	<u>MAINT</u>	<u>OTHER</u>	<u>TOTAL</u>	<u>COUNT</u>
PINE RIDGE APARTMENTS - 741	-	-	-	104.89	\$ 104.89	1
GRANT APARTMENTS - 742	-	-	-	-	\$ -	0
O.J. COOK APARTMENTS - 743	-	-	-	-	\$ -	0
O.J. COOK APARTMENTS - 744	493.00	-	40.00	1,087.29	\$ 1,620.29	3
HIGGINS CIRCLE - 747	-	-	-	-	\$ -	0
TOTAL CHARGED TO COLLECTION LOSS	\$ 493.00	\$ -	\$ 40.00	\$ 1,192.18	\$ 1,725.18	4

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE CHARGE-OFF OF FORMER RESIDENT
ACCOUNT BALANCES TO COLLECTION LOSS FOR
THE AUTHORITY'S PUBLIC HOUSING DEVELOPMENTS
FOR THE MONTH ENDED SEPTEMBER 30, 2015

WHEREAS, detailed statements of various resident account balances are of record in the Authority's files;

WHEREAS, the circumstances of the balances due to the Authority have been fully considered, and there is no reasonable prospect of collection without unwarranted expense;

BE IT THEREFORE RESOLVED that the necessary entries are authorized to clear the books and records for vacated resident account balances as follows:

<u>DEVELOPMENT NAME</u>	<u>RENT</u>	<u>RETRO</u>	<u>MAINT</u>	<u>OTHER</u>	<u>TOTAL</u>	<u>COUNT</u>
PINE RIDGE APARTMENTS - 741	-	-	-	-	\$ -	0
GRANT APARTMENTS - 742	-	-	-	-	\$ -	0
O.J. COOK APARTMENTS - 743	160.16	-	-	159.58	\$ 319.74	1
O.J. COOK APARTMENTS - 744	833.14	-	-	421.06	\$ 1,254.20	1
HIGGINS CIRCLE - 747	-	-	-	-	\$ -	0
TOTAL CHARGED TO COLLECTION LOSS	\$ 993.30	\$ -	\$ -	\$ 580.64	\$ 1,573.94	2

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE CHARGE-OFF OF FORMER RESIDENT
ACCOUNT BALANCES TO COLLECTION LOSS FOR
THE AUTHORITY'S PUBLIC HOUSING DEVELOPMENTS
FOR THE MONTH ENDED OCTOBER 31, 2015

WHEREAS, detailed statements of various resident account balances are of record in the Authority's files;

WHEREAS, the circumstances of the balances due to the Authority have been fully considered, and there is no reasonable prospect of collection without unwarranted expense;

BE IT THEREFORE RESOLVED that the necessary entries are authorized to clear the books and records for vacated resident account balances as follows:

<u>DEVELOPMENT NAME</u>	<u>RENT</u>	<u>RETRO</u>	<u>MAINT</u>	<u>OTHER</u>	<u>TOTAL</u>	<u>COUNT</u>
PINE RIDGE APARTMENTS - 741	218.00	-	45.89	244.75	\$ 508.64	0
GRANT APARTMENTS - 742	269.92	-	20.00	553.16	\$ 843.08	0
O.J. COOK 1 APARTMENTS - 743	734.00	-	-	309.13	\$ 1,043.13	0
O.J. COOK 2 APARTMENTS - 744	-	-	-	-	\$ -	0
HIGHLANDS - 747	-	-	-	-	\$ -	0
TOTAL CHARGED TO COLLECTION LOSS	\$ 1,221.92	\$ -	\$ 65.89	\$ 1,107.04	\$ 2,394.85	0

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE CHARGE-OFF OF FORMER RESIDENT
ACCOUNT BALANCES TO COLLECTION LOSS FOR
THE AUTHORITY'S PUBLIC HOUSING DEVELOPMENTS
FOR THE MONTH ENDED NOVEMBER 30, 2015

WHEREAS, detailed statements of various resident account balances are of record in the Authority's files;

WHEREAS, the circumstances of the balances due to the Authority have been fully considered, and there is no reasonable prospect of collection without unwarranted expense;

BE IT THEREFORE RESOLVED that the necessary entries are authorized to clear the books and records for vacated resident account balances as follows:

<u>DEVELOPMENT NAME</u>	<u>RENT</u>	<u>RETRO</u>	<u>MAINT</u>	<u>OTHER</u>	<u>TOTAL</u>	<u>COUNT</u>
PINE RIDGE APARTMENTS - 741	1,410.00	-	-	530.58	\$ 1,940.58	0
GRANT APARTMENTS - 742	-	-	-	-	\$ -	0
O.J. COOK 1 APARTMENTS - 743	2,566.32	-	-	613.54	\$ 3,179.86	0
O.J. COOK 2 APARTMENTS - 744	1,318.24	-	20.00	362.72	\$ 1,700.96	0
HIGHLANDS - 747	-	-	-	-	\$ -	0
TOTAL CHARGED TO COLLECTION LOSS	\$ 5,294.56	\$ -	\$ 20.00	\$ 1,506.84	\$ 6,821.40	0

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE CHARGE-OFF OF FORMER RESIDENT
ACCOUNT BALANCES TO COLLECTION LOSS FOR
THE AUTHORITY'S PUBLIC HOUSING DEVELOPMENTS
FOR THE MONTH ENDED DECEMBER 31, 2015

WHEREAS, detailed statements of various resident account balances are of record in the Authority's files;

WHEREAS, the circumstances of the balances due to the Authority have been fully considered, and there is no reasonable prospect of collection without unwarranted expense;

BE IT THEREFORE RESOLVED that the necessary entries are authorized to clear the books and records for vacated resident account balances as follows:

<u>DEVELOPMENT NAME</u>	<u>RENT</u>	<u>RETRO</u>	<u>MAINT</u>	<u>OTHER</u>	<u>TOTAL</u>	<u>COUNT</u>
PINE RIDGE APARTMENTS - 741	308.00	-	16.00	348.49	\$ 672.49	1
GRANT APARTMENTS - 742	-	-	-	-	\$ -	0
O.J. COOK 1 APARTMENTS - 743	-	-	-	-	\$ -	0
O.J. COOK 2 APARTMENTS - 744	133.00	-	-	136.52	\$ 269.52	0
HIGHLANDS - 747	-	-	-	-	\$ -	0
TOTAL CHARGED TO COLLECTION LOSS	\$ 441.00	\$ -	\$ 16.00	\$ 485.01	\$ 942.01	1

RESOLUTION AUTHORIZING THE CHARGE-OFF OF FORMER RESIDENT
ACCOUNT BALANCES TO COLLECTION LOSS FOR
THE AUTHORITY'S PUBLIC HOUSING DEVELOPMENTS
FOR THE MONTH ENDED JANUARY 31, 2016

WHEREAS, detailed statements of various resident account balances are of record in the Authority's files;

WHEREAS, the circumstances of the balances due to the Authority have been fully considered, and there is no reasonable prospect of collection without unwarranted expense;

BE IT THEREFORE RESOLVED that the necessary entries are authorized to clear the books and records for vacated resident account balances as follows:

<u>DEVELOPMENT NAME</u>	<u>RENT</u>	<u>RETRO</u>	<u>MAINT</u>	<u>OTHER</u>	<u>TOTAL</u>	<u>COUNT</u>
PINE RIDGE APARTMENTS - 741	41.29	-	-	518.01	\$ 559.30	1
GRANT APARTMENTS - 742	-	-	-	-	\$ -	0
O.J. COOK 1 APARTMENTS - 743	1,484.15	-	-	436.50	\$ 1,920.65	1
O.J. COOK 2 APARTMENTS - 744	131.26	-	-	399.57	\$ 530.83	1
HIGHLANDS - 747	-	-	-	-	\$ -	0
TOTAL CHARGED TO COLLECTION LOSS	\$ 1,656.70	\$ -	\$ -	\$ 1,354.08	\$ 3,010.78	3

Fact Sheet
Amendment of Management Agreement

The original agreement for operations of The Housing Authority of the City of West Point with assistance of the Housing Authority of Columbus, Georgia was dated October 1, 2006.

Due to the upcoming RAD transition, it is necessary to amend the management agreement to include HACG's assistance in the application and procurement of federal low-income housing tax credits for West Point projects and developments. This assistance and support will require highly specialized consultants and legal advisors. The amendment will allow HACG to procure on West Point's behalf such services under our existing agreements.

The amendment further states that HACG (or a subsidiary thereof) shall be engaged as the developer for any projects or developments and HACG shall be paid developer fee(s) upon such reasonable market rates and terms.

SECOND AMENDMENT TO AGREEMENT
FOR OPERATION OF WEST POINT
HOUSING AUTHORITY WITH ASSISTANCE OF
THE HOUSING AUTHORITY OF COLUMBUS, GEORGIA

THIS SECOND AMENDMENT TO AGREEMENT FOR OPERATION OF WEST POINT HOUSING AUTHORITY WITH ASSISTANCE OF THE HOUSING AUTHORITY OF COLUMBUS, GEORGIA (the "Amendment") is made and entered into this ____ day of March, 2016, by and between the West Point Housing Authority ("West Point") and the Housing Authority of Columbus, Georgia ("HACG");

WITNESSETH:

WHEREAS, West Point and HACG entered into that certain Agreement For Operation of the West Point Housing Authority with Assistance of the Housing Authority of Columbus, Georgia dated the 1st day of October, 2006, as amended by that certain Amendment Number One dated May 27, 2010 (collectively the "Agreement"), under which HACG agreed to provide West Point with administrative, operational and maintenance services desired and requested by West Point;

WHEREAS, West Point plans to apply for and procure certain low-income housing tax credits (LIHTC) and desires to retain HACG to assist in the application process due to HACG's extensive experience in such areas;

WHEREAS, West Point and HACG desire to amend the Agreement in accordance with the terms herein stated;

NOW, THEREFORE, for and in consideration of the sum of Ten Dollars (\$10.00) in hand paid, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, both parties agree to amend the Agreement as follows:

1. Unless otherwise expressly defined herein, all capitalized terms used in this Second Amendment shall have the meanings given them in the Agreement.

2. The parties hereby agree that the Scope of HACG's Assistance as described in Paragraph 2 of the Agreement shall be revised to include HACG's assistance with West Point's LIHTC application process. Therefore, Paragraph 2 shall be amended to add the following sentence to the end of Paragraph 2: "In addition, West Point may request HACG to assist in the application and procurement of certain federal low-income housing tax credits for West Point projects and developments, as chosen by West Point from time to time, and HACG agrees to provide such assistance. In providing such support, HACG will use its prior experience and may provide such legal, accounting and financial advisors as HACG reasonably desires, at West Point's expense.

3. The parties hereby agree that Exhibit A of the Agreement shall be amended to add the following Section 3:

“3. LIHTC Charges. In consideration of the services provided by HACG in connection with West Point’s application for certain low-income tax credits, West Point hereby agrees that HACG (or a subsidiary thereof) shall be engaged as the developer for any projects or developments arising from such application process and HACG shall be paid developer fee(s) upon such reasonable market rates and terms.

5. Except as expressly amended hereby, all terms and provisions of the Agreement, as amended, shall remain in full force and effect and are hereby ratified and reaffirmed.

IN WITNESS WHEREOF, the parties have caused this Second Amendment to be executed the day and year first above written.

WEST POINT:

WEST POINT HOUSING AUTHORITY

By: _____
Chairman

Attest: _____
Vice Chairman

HACG:

THE HOUSING AUTHORITY OF
COLUMBUS, GEORGIA:

By: _____
J. Len Williams, CEO

Attest: _____
Lisa L. Walters, CFO

West Point Development Authority

Agenda

April 4, 2016

- 1. Invocation & Lunch**
- 2. Minutes**
- 3. Financial Report**
- 4. Old Business**
- 5. New Business**
- 6. Economic Development Director Report – Meghan Duke**
- 6. Adjournment**
- 7. Next meeting to be held on Monday, May 2, 2016 at 12:00 noon.**

WEST POINT DEVELOPMENT AUTHORITY
Meeting Minutes
March 7, 2016

Members Present: Josh Moon, Griggs Zachry, Lionel Johnson, Wiky Gladden, and Kevin Patrick. Also present were WPDA Attorney Larry Nix, City Manager Ed Moon, Downtown West Point Development Authority representative, Coleman Reeves, and Economic Development Director, Meghan Duke.

Meeting was called to order by Josh Moon.

Motion was made by Lionel Johnson and seconded by Griggs Zachry to approve the minutes of the February 1, 2016 meeting. Vote to approve was unanimous.

Motion was made by Wiky Gladden and seconded by Kevin Patrick to approve the financial report for February, 2016. Vote to approve was unanimous.

A group from the Chattahoochee River Keepers were in attendance and gave information on the upcoming "River Revival" on May 7, 2016. The group explained the purpose of the Chattahoochee Valley River Keepers and gave handouts for the upcoming event and asked for support from the WPDA.

A request for contribution for the Greater Valley Juneteenth Celebration was presented. The amount requested was for \$2,000.00. Mr. Lionel Johnson excused himself for the discussion since he is involved in the project. Josh Moon made the motion to approve the request. Wiky Gladden seconded the motion. Lionel Johnson was not present for the vote. Vote to approve was unanimous by all members present.

Josh Moon presented paperwork on a property for sale at 1006 E. 10th Street for sale along the 10th Street Corridor that could be used in the future by the City of West Point and/or the WPDA. Wiky Gladden made a motion to authorize Meghan Duke to negotiate with the realtor to purchase the property for an amount not to exceed \$25,000.00. Griggs Zachry seconded the motion. Vote to approve was unanimous.

The members discussed the request for contribution for the Chattahoochee River Keepers. It was discussed that the WPDA would like to support the May 7th event at the new River Park. Motion was made by Griggs Zachry and seconded by Wiky Gladden to grant a \$500.00 River Patron contribution to be used exclusively for the upcoming event that will be held in downtown West Point. It was also stated in the meeting that the WPDA would like to discuss with River Keepers the possibility of having some representation on the River Keepers Board of Directors.

Economic Development Director, Megan Duke, reported activity for February.

There being no further business, the meeting was adjourned.

J. Griggs Zachry, III
Secretary

2:16 PM
03/22/16
Accrual Basis

West Point Development Authority
Balance Sheet
As of March 31, 2016

	<u>Mar 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
CB&T Certificate of Deposit	251,392.21
Charter Bank - Money Market Acc	200,052.39
Operating Account	<u>272,783.79</u>
Total Checking/Savings	724,228.39
Accounts Receivable	
Loan Receivable - ITC CP LLC	<u>120,780.06</u>
Total Accounts Receivable	<u>120,780.06</u>
Total Current Assets	<u>845,008.45</u>
TOTAL ASSETS	<u><u>845,008.45</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	516,166.89
Retained Earnings	227,254.36
Net Income	<u>101,587.20</u>
Total Equity	<u>845,008.45</u>
TOTAL LIABILITIES & EQUITY	<u><u>845,008.45</u></u>

2:16 PM
03/22/16
Accrual Basis

West Point Development Authority
Profit & Loss
March 2016

	<u>Mar 16</u>
Income	0.00
Expense	
Community Development	103.26
Computer & Website Maintenance	30.00
Contract Labor	1,000.00
Contributions	2,500.00
Lease Payment Expense	750.00
Legal & Closing-Projects	375.00
Legal and Closing	250.00
Office Expense	338.17
Professional Dues & Subscript.	11.95
Project Development	1,000.00
Total Expense	<u>6,358.38</u>
Net Income	<u><u>-6,358.38</u></u>

West Point Development Authority
Profit & Loss Detail
March 2016

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								0.00
Expense								
Community Development								
Check	3/7/2016	2061	Yvonne Reed	Reimburse...		Operating Acc...	103.26	103.26
Total Community Development							103.26	103.26
Computer & Website Maintenance								
Check	3/1/2016	2055	West Point Industries			Operating Acc...	30.00	30.00
Total Computer & Website Maintenance							30.00	30.00
Contract Labor								
Check	3/1/2016	2060	Yvonne Reed			Operating Acc...	1,000.00	1,000.00
Total Contract Labor							1,000.00	1,000.00
Contributions								
Check	3/7/2016	2062	Chattahoochee Riv...	River Patron		Operating Acc...	500.00	500.00
Check	3/7/2016	2063	Goodsell United Me...	Greater Valle...		Operating Acc...	2,000.00	2,500.00
Total Contributions							2,500.00	2,500.00
Lease Payment Expense								
Check	3/1/2016	2052	Tramell Properties			Operating Acc...	750.00	750.00
Total Lease Payment Expense							750.00	750.00
Legal & Closing-Projects								
Check	3/1/2016	2053	Morrow & Nix			Operating Acc...	345.00	345.00
Check	3/8/2016	2064	Morrow & Nix			Operating Acc...	30.00	375.00
Total Legal & Closing-Projects							375.00	375.00
Legal and Closing								
Check	3/1/2016	2054	Morrow & Nix			Operating Acc...	250.00	250.00
Total Legal and Closing							250.00	250.00
Office Expense								
Check	3/1/2016	2056	Integrity Leasing LLC			Operating Acc...	144.45	144.45
Check	3/1/2016	2057	Dello Products Inc.			Operating Acc...	70.00	214.45
Check	3/1/2016	2058	WOW!			Operating Acc...	123.72	338.17
Total Office Expense							338.17	338.17
Professional Dues & Subscript.								
Check	3/1/2016	2059	GSCCCA			Operating Acc...	11.95	11.95
Total Professional Dues & Subscript.							11.95	11.95

2:17 PM

03/22/16

Accrual Basis

West Point Development Authority
Profit & Loss Detail
 March 2016

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Project Development	3/18/2016	2066	The Realty Group	Earnest Mon...		Operating Acc...	1,000.00	1,000.00
Check							1,000.00	1,000.00
Total Project Development							6,358.38	6,358.38
Total Expense							-6,358.38	-6,358.38
Net Income								

2:18 PM

03/22/16

Accrual Basis

West Point Development Authority Profit & Loss Budget vs. Actual March 2016

	Mar 16	Budget	\$ Over Budget	% of Budget
Income	0.00			
Expense				
Community Development	103.26	166.66	-63.40	62.0%
Computer & Website Maintenance	30.00	208.33	-178.33	14.4%
Contract Labor	1,000.00	4,750.00	-3,750.00	21.1%
Contributions	2,500.00			
Education	0.00	83.33	-83.33	0.0%
Lease Payment Expense	750.00	750.00	0.00	100.0%
Legal & Closing-Projects	375.00	333.33	41.67	112.5%
Legal and Closing	250.00	250.00	0.00	100.0%
Marketing	0.00	1,666.66	-1,666.66	0.0%
Miscellaneous Expense	0.00	83.33	-83.33	0.0%
Office Expense	338.17	416.67	-78.50	81.2%
Postage	0.00	8.33	-8.33	0.0%
Professional Dues & Subscript.	11.95	333.33	-321.38	3.6%
Project Development	1,000.00			
Travel	0.00	83.33	-83.33	0.0%
Total Expense	6,358.38	9,133.30	-2,774.92	69.6%
Net Income	-6,358.38	-9,133.30	2,774.92	69.6%

West Point Development Authority
Profit & Loss Budget vs. Actual
January through December 2016

	Jan - Dec 16	Budget	\$ Over Budget	% of Budget
Income				
Bond Income	110,000.00	100,000.00	10,000.00	110.0%
Interest Income	125.14			
Intergovernmental Income	30,000.00	120,000.00	-90,000.00	25.0%
Total Income	140,125.14	220,000.00	-79,874.86	63.7%
Expense				
Community Development	865.65	2,000.00	-1,134.35	43.3%
Computer & Website Maintenance	190.00	2,500.00	-2,310.00	7.6%
Contract Labor	3,000.00	57,000.00	-54,000.00	5.3%
Contributions	27,500.00	30,000.00	-2,500.00	91.7%
Education	0.00	1,000.00	-1,000.00	0.0%
Insurance	0.00	4,500.00	-4,500.00	0.0%
Lease Payment Expense	2,250.00	9,000.00	-6,750.00	25.0%
Legal & Closing-Projects	375.00	4,000.00	-3,625.00	9.4%
Legal and Closing	750.00	3,000.00	-2,250.00	25.0%
Marketing	0.00	20,000.00	-20,000.00	0.0%
Miscellaneous Expense	0.00	1,000.00	-1,000.00	0.0%
Office Expense	1,115.44	5,000.00	-3,884.56	22.3%
Postage	0.00	100.00	-100.00	0.0%
Professional Dues & Subscript.	1,491.85	4,000.00	-2,508.15	37.3%
Project Development	1,000.00			
Travel	0.00	1,000.00	-1,000.00	0.0%
Total Expense	38,537.94	144,100.00	-105,562.06	26.7%
Net Income	101,587.20	75,900.00	25,687.20	133.8%



S. Meghan Duke
Economic Development Director
706.645.3518
meghanduke@cityofwestpointga.com

Economic Development Director Report
Submitted: Tuesday, March 29, 2016

- Attended Troup County School System Dr. Daggett presentation (3/7)
 - Comprehensive System Assessment, recommendations, and discussion
- Submitted offer on 1006 East 10th Street. (3/7)
- Met with Robert Jolly, CEO and Scott vonCannon with Retail Strategies, LLC. (3/8)
- Attended 2016 Georgia Downtown Conference in Athens, Georgia (3/8 - 3/11)
- Attended Singing Ceremony of project agreement between Daesol Material Georgia and Harris County/West Point. (3/15)

The automotive components manufacturer is expected to create approximately 110 jobs and invest approximately \$35 million at full plant capacity. (2022)

- Attended Harris County Commission Meeting. (3/15)
- Attended THINC. College and Career Academy Strategic Planning (3/16)
- Met with Mike Criddle, Lagrange Economic Development Office. (3/17)
- Attended Georgia Economic Developers Association March Monthly Luncheon. (3/21)
- CivicLive was selected by City of West Point website redesign and development vendor.

The Proposal Timeline for this project is as follows:

Wednesday, January 13, 2016
Wednesday, February 3, 2016
Friday, February 19, 2016
March 1-8, 2016
March 17-24, 2016
April 11-15, 2016
August 1, 2016

RFP issued
All questions regarding the RFP are due
Proposals due by 2:00 PM EST
Internal review and Interview of candidates
Successful bidder notified
Contract signed
Contract deliverables due

• "Project Maple" Retail Distribution company searching for a site to accommodate company distribution needs. Search/Project is being conducted by Binswanger an international real estate firm with regional headquarters in Atlanta.

- Jobs 225
- Investment \$45,000,000 building/equipment
- Build to Suit 750,000 sq. ft facility

Utility cost estimate completed by Ben Turnipseed Engineers.

Submitted local incentive letter on behalf of Harris County and City of West Point. Incentives subject to final approval by the Harris County Commission and West Point City Council.

• "Project Sequence" Existing Industry searching for a site to accommodate company distribution needs. Looking for available 30-50 acre sites between exits 6 and 2 close proximity to the KIA plant. Search/Project is being conducted by Binswanger an international real estate firm with regional headquarters in Atlanta.

- Jobs 35 New/20 Retained
- Investment \$11,300,000

Company has an interest in site located in West Point. At this time considering an option on the property as timeline of project construction has not been determined.