



November Monthly Reports  
December 2015



AGENDA  
**WORK SESSION**

THURSDAY, DECEMBER 10<sup>TH</sup>  
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

- 2016 Proposed Budget
- Harris County Hazard Mitigation Plan Update 2015-2020
- Board & Committee Appointments
- Electric Cities of Georgia Voting Delegates
- Intergovernmental Agreement with Harris County
- Powertech Bond
- Credit Card Policy
- Executive Session to discuss Personnel

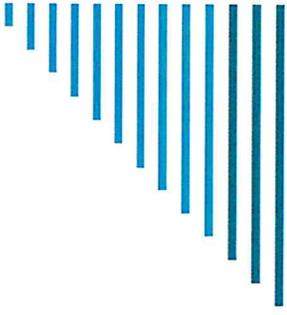
CONSIDER ITEMS FOR BUSINESS MEETING (Create Business Meeting Agenda)

MAYOR & COUNCIL COMMENTS

ADJOURNED

Next Meeting:  
Council Meeting - Monday, December 14<sup>th</sup> @ 6:00 PM

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# MINUTES





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The regular meeting of the Mayor and Council was held in the Council room of West Point City Hall October 12, 2015 at 6:00 P.M. with Mayor A. Drew Ferguson IV presiding.

Members Present:

Councilmember Joseph R. Downs III  
Councilmember Gerald W. Ledbetter  
Councilmember Sandra Thornton  
Councilmember Steven M. Tramell  
Councilmember Benjamin F. Wilcox

Members Absent:

Councilmember Gloria R. Marshall

Mayor Ferguson called Reiko Williams, Goodsell United Methodist Church for opening prayer.

Mayor Ferguson led the Pledge of allegiance.

Mayor Ferguson called the meeting of the Mayor and City Council to order and welcomed everyone.

MINUTES

Mayor Ferguson asked for a motion to approve the minutes from the September 14, 2015 regular meeting. The motion was made by Councilmember Gerald W. Ledbetter and seconded by Councilmember Benjamin F. Wilcox; **passed unanimously**.

FINANCIAL REPORT

Councilmember Joseph R. Downs III presented the September financial report with the October cash position and forecast and made a motion to accept the report; motion seconded by Councilmember Steven M. Tramell and **passed unanimously**.

AGENDA

Mayor Ferguson reviewed the listed agenda and asked for a motion to approve the agenda. Councilmember Gerald W. Ledbetter made said motion and seconded by Councilmember Joseph R. Downs III; **passed unanimously**.

**ANNEXATION & REZONING ORDINANCE FOR WILLIE BARBER**

Mayor Ferguson asked for a motion to grant the request by Mr. Willie Barber III to annex 2 acres on Old West Point Road near Highway 103 into the City of West Point. The zoning being requested is RI-A (Single-Family Residential). The West Point Planning Board reviewed the request and recommends the annexation. Councilmember Gerald W. Ledbetter made said motion seconded by Councilmember Joseph R. Downs III; **passed unanimously.**

**ANNEXATION & REZONING ORDINANCE FOR CITY OF WEST POINT**

Mayor Ferguson asked for a motion to annex .5 acres on Old West Point Road near Highway 103 into the City of West Point. The City of West Point currently owns the land. The zoning being requested is MXD-1 (Mixed Use res/com). The parcel # is 006 051B land lot 226 located in the 5<sup>th</sup> District of Harris County. Councilmember Benjamin F. Wilcox made said motion seconded by Sandra Thornton; **passed unanimously.**

**ANNEXATION & REZONING ORDINANCE FOR HARRIS CO. DEVELOPMENT AUTHORITY**

Mayor Ferguson asked for a motion to grant the request by Harris County Development Authority to annex 114.5 acres on Davidson Road near Highway 103 into the City of West Point. The zoning being requested is I-2 (Heavy Industrial). The parcel # is 006 006 land lot 169 located in the 5<sup>th</sup> District of Harris County. Councilmember Steven M. Tramell made said motion seconded by Councilmember Gerald R. Ledbetter; **passed unanimously.**

**ANTE LITEM NOTICE – MATTHEW SENN, FALSE ARREST AND MALICIOUS PROSECUTION**

Councilmember Sandra Thornton made a motion to deny an Ante Litem Notice filed by Mr. Matthew Senn demanding \$100,000 as compensation for humiliation, incarceration and mental pain and suffering. The motion was seconded by Councilmember Gerald W. Ledbetter. **Councilmember Benjamin F. Wilcox abstained from voting. The motion passed with the remaining members voted unanimously.**

**FORWARD FUND REQUEST FROM CITY OF WEST POINT POLICE DEPARTMENT**

Councilmember Benjamin F. Wilcox made a motion to loan the City of West Point Police Department \$280,000 for the renovation of a newly acquired property on West 9<sup>th</sup> Street formerly the telephone Company for the purpose of a Police Station. Councilmember Joseph R. Downs III seconded the motion; **passed unanimously.**

**COMPREHENSIVE PLAN RESOLUTION**

Councilmember Joseph R. Downs III read a resolution in a form of a motion to adopt the City of West Point 2015through 2035 Comprehensive Plan update. The Plan was prepared in accordance with the minimum standards and procedures for local comprehensive planning established by the Georgia Planning Act of 1989. The two required public hearing were conducted at West Point City Hall. Three Rivers Regional Commission and the Department of Community Affairs have reviewed the plan and find that it adequately addresses the minimum standards for Local Comprehensive Planning. The motion was seconded by Councilmember Benjamin F. Wilcox; **passed unanimously.**

**BREAST CANCER AWARENESS PROCLAMATION**

Mayor Ferguson along with Councilmember Sandra Thornton read a proclamation proclaiming October as Breast Cancer Awareness Month in the City of West Point. Mayor Ferguson asked the Council and all Citizen of West Point to keep Councilmember Sandra Thornton in our prayers. Councilmember Thornton will undergo surgery on Tuesday, October 13, 2015. Councilmember Thornton thanked the Mayor and Council for their support.

**OTHER**

Mayor Ferguson also asked everyone to keep the family of Lanett Mayor Oscar Crawley in our prayers. Mayor Crawley passed on October 6, 2015. Mayor Ferguson stated Mayor Crawley contributed to the growth and development of the Valley area and would be greatly missed.

Mayor Ferguson recognized Chief Milton Smith and the West Point Fire Department for raising \$4,079.00 for Best Friend for Life.

Mayor Ferguson thanked Commissioner Jim Wood from Harris County for showing interest in West Point and attending the meetings.

**ADJOURN**

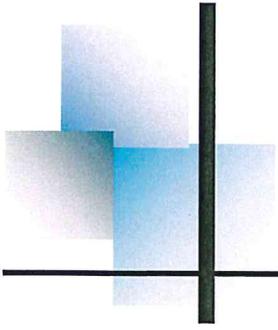
There being no further business, the meeting was adjourned.

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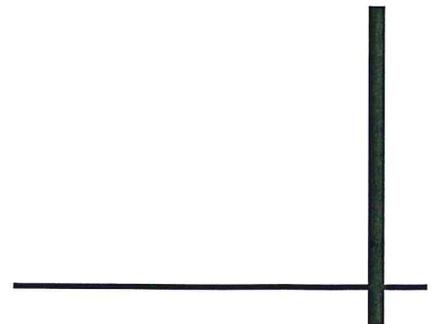
Richard McCoy  
City Clerk

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A. Drew Ferguson IV  
Mayor



# FINANCIAL REPORT



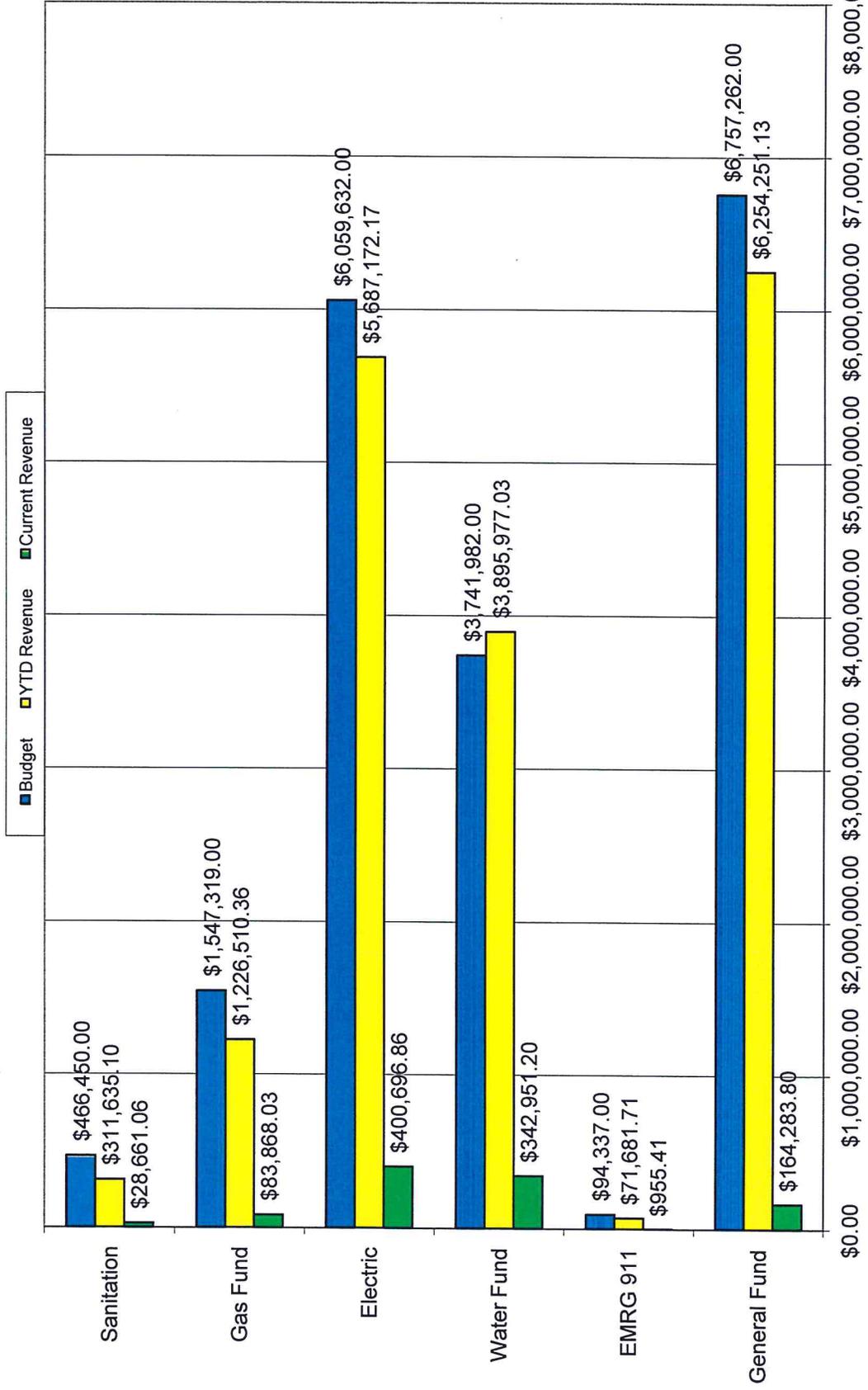


# City of West Point Financial Report November, 2015

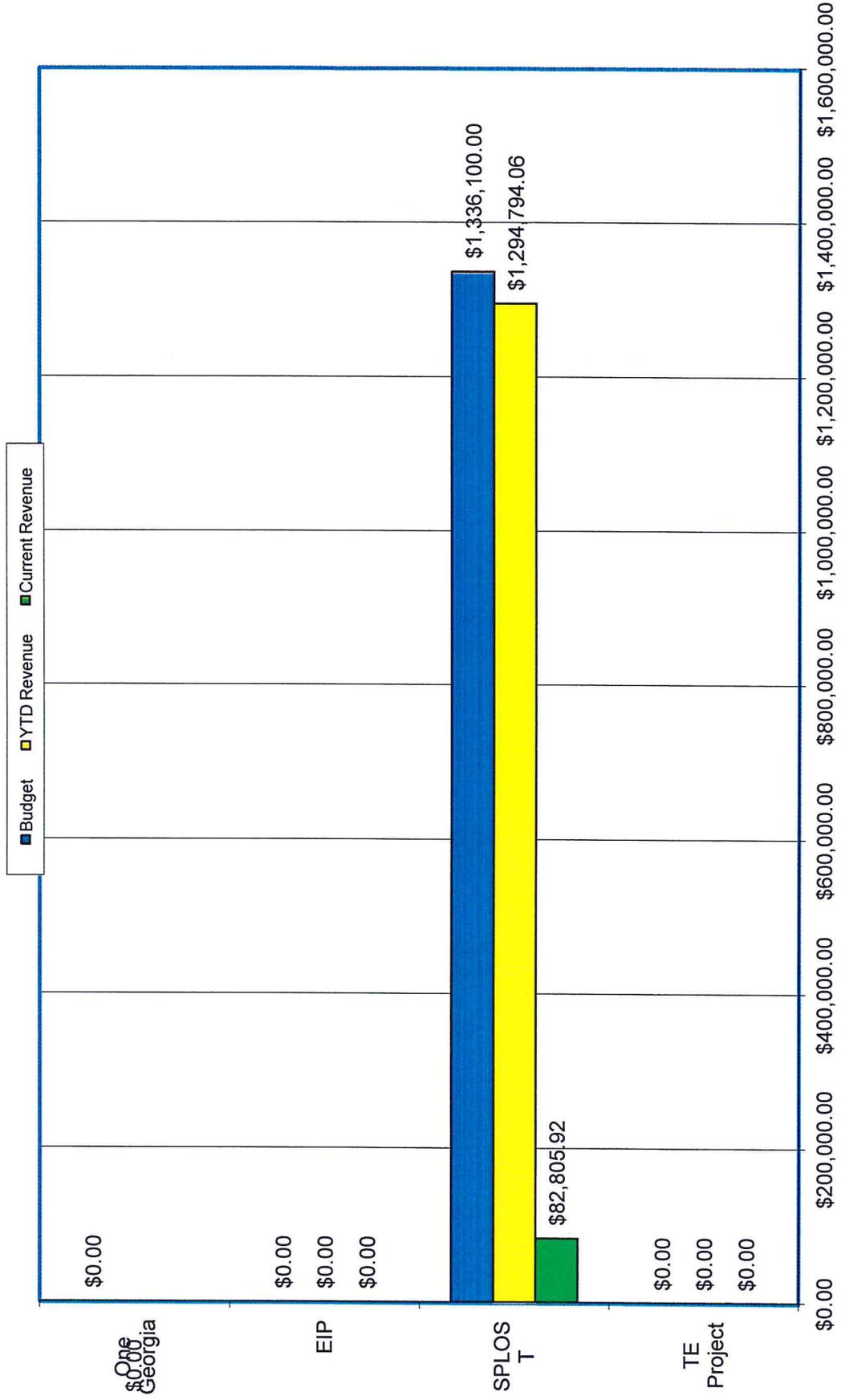
## REVENUES

Current Revenue	<b>General Fund</b>	<b>EMRG 911</b>	<b>Water Fund</b>
YTD Revenue	\$164,283.80	\$955.41	\$342,951.20
<b>Budget</b>	\$6,254,251.13	\$71,681.71	\$3,895,977.03
Percentage Budget	<b>\$6,757,262.00</b>	<b>\$94,337.00</b>	<b>\$3,741,982.00</b>
	92.56%	75.98%	104.12%
Current Revenue	<b>Electric Fund</b>	<b>Gas Fund</b>	<b>Sanitation</b>
YTD Revenue	\$400,696.86	\$83,868.03	\$28,661.06
<b>Budget</b>	\$5,687,172.17	\$1,226,510.36	\$311,635.10
Percentage Budget	<b>\$6,059,632.00</b>	<b>\$1,547,319.00</b>	<b>\$466,450.00</b>
	93.85%	79.27%	66.81%
Current Revenue	<b>One Georgia</b>	<b>EIP</b>	<b>SPLOST</b>
YTD Revenue	\$0.00	\$0.00	\$82,805.92
<b>Budget</b>	\$0.00	\$0.00	\$1,294,794.06
Percentage Budget	<b>\$0.00</b>	<b>#DIV/0!</b>	<b>\$1,336,100.00</b>
	<b>#DIV/0!</b>		96.91%
<b>Total All Departments</b>			<b>Total All Departments</b>
<b>Current Revenues</b>	\$1,104,222.28	<b>Total YTD Revenue</b>	\$18,742,021.56
<b>Current Expense</b>	\$1,061,552.59	<b>Total YTD Expenses</b>	\$17,852,233.40
<b>over/under</b>	\$42,669.69	<b>over/under</b>	\$889,788.16
<b>YTD Revenue</b>	\$18,742,021.56	<b>YTD Revenue</b>	\$18,742,021.56
<b>Budget</b>	\$20,003,082.00	<b>Budget</b>	\$20,003,082.00
<b>Percentage</b>	93.70%	<b>Percentage</b>	93.70%

### Budget Revenue Comparison November, 2015



### Budget Revenue Comparison November, 2015



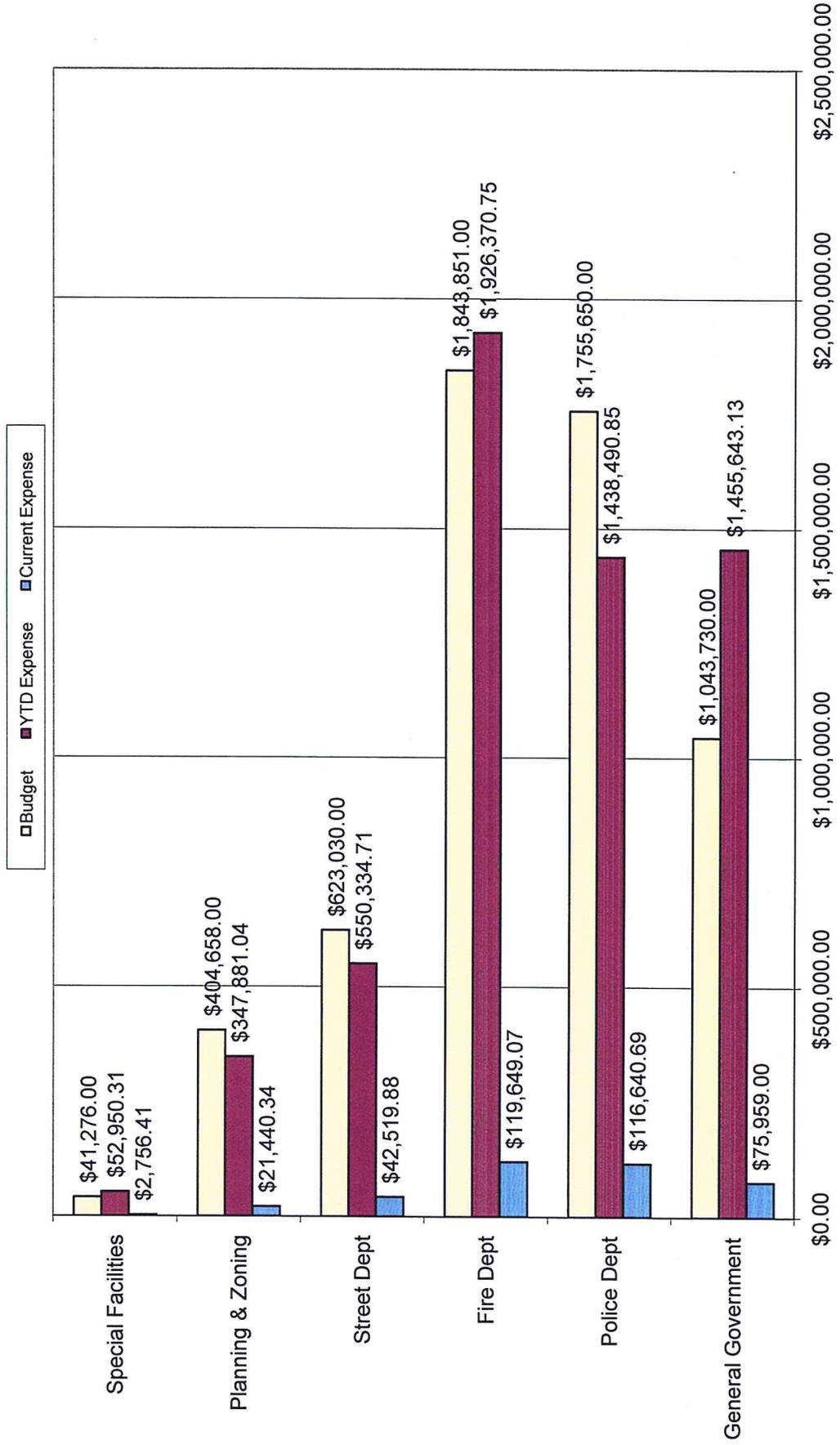


# City of West Point Financial Report November, 2015

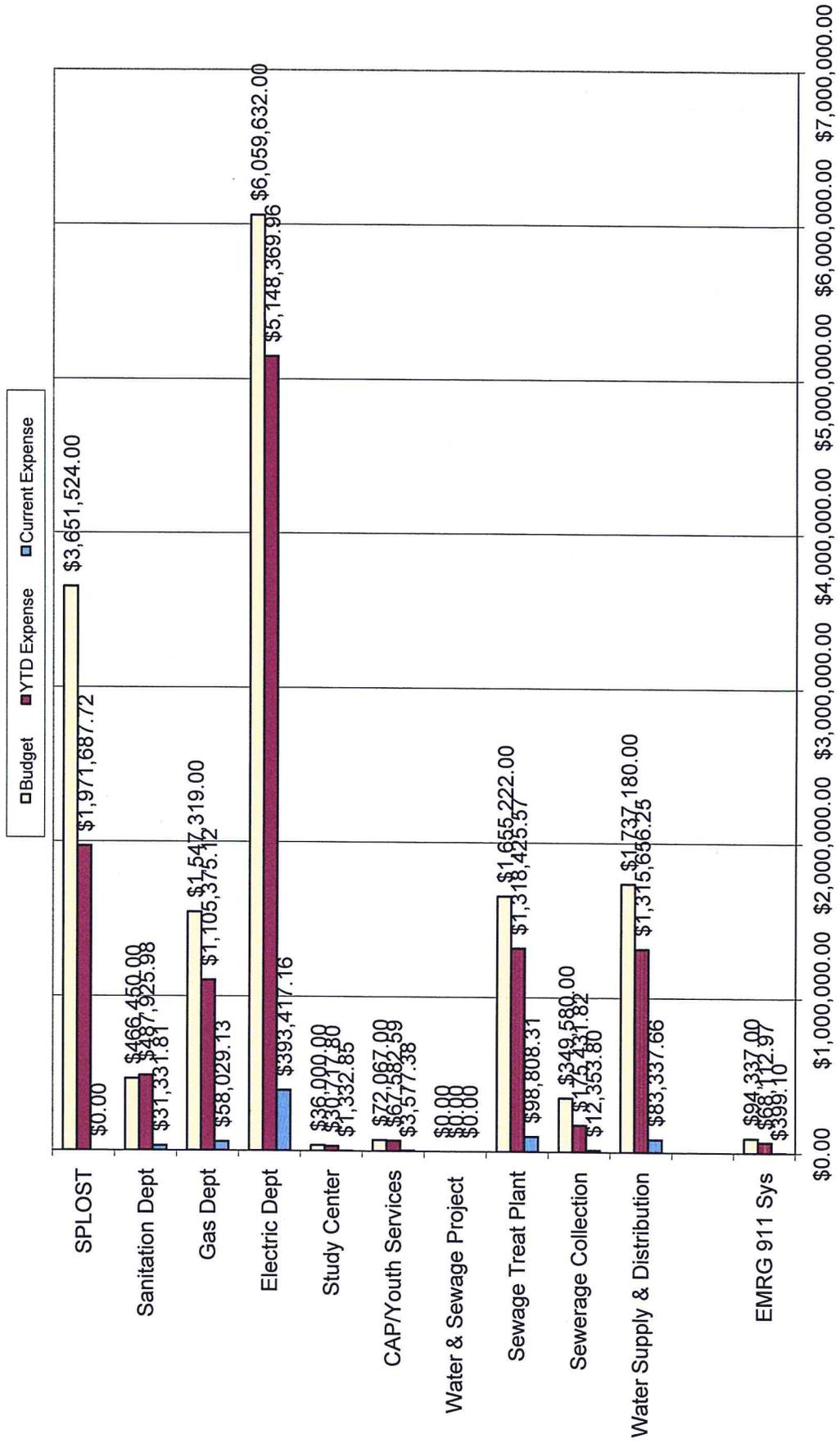
## EXPENSES

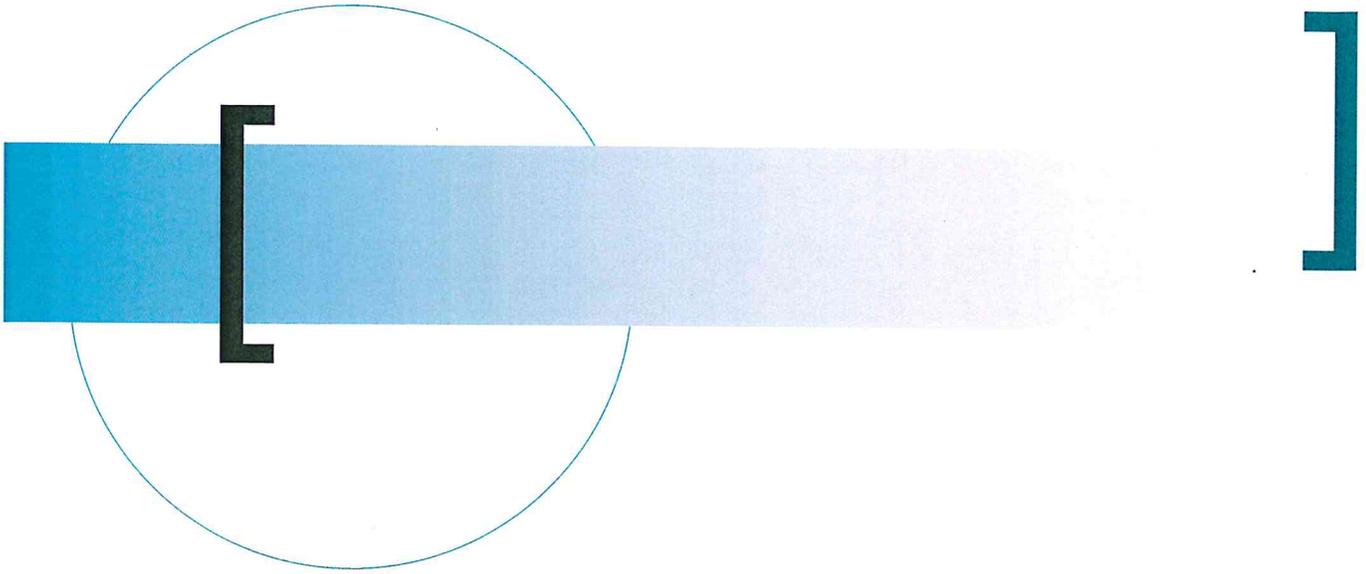
Current Expense	<b>General Government</b>	<b>Police Dept</b>	<b>Fire Dept</b>	<b>Street Dept</b>
YTD Expense	\$75,959.00	\$116,640.69	\$119,649.07	\$42,519.88
<b>Budget</b>	\$1,455,643.13	\$1,438,490.85	\$1,926,370.75	\$550,334.71
Percentage Budget	<b>\$1,043,730.00</b>	<b>\$1,755,650.00</b>	<b>\$1,843,851.00</b>	<b>\$623,030.00</b>
	139.47%	81.93%	104.48%	88.33%
Current Expense	<b>Planning &amp; Zoning</b>	<b>Special Facilities</b>	<b>EMRG 911 SYS</b>	<b>Water Dept</b>
YTD Expense	\$21,440.34	\$2,756.41	\$399.10	\$83,337.66
<b>Budget</b>	\$347,881.04	\$52,950.31	\$68,112.97	\$1,315,656.25
Percentage Budget	<b>\$404,658.00</b>	<b>\$41,276.00</b>	<b>\$94,337.00</b>	<b>\$1,737,180.00</b>
	85.97%	128.28%	72.20%	75.74%
Current Expense	<b>Sewer/ Water</b>	<b>Electric Dept</b>	<b>Gas Dept</b>	<b>Sanitation Dept</b>
YTD Expense	\$111,162.11	\$393,417.16	\$58,029.13	\$31,331.81
<b>Budget</b>	\$1,493,857.39	\$5,148,369.96	\$1,105,375.12	\$487,925.98
Percentage Budget	<b>\$2,004,802.00</b>	<b>\$6,059,632.00</b>	<b>\$1,547,319.00</b>	<b>\$466,450.00</b>
	74.51%	84.96%	71.44%	104.60%
Current Expense	<b>SPLOST</b>	<b>Study Center</b>	<b>CAP/Youth Services</b>	<b>Economic Dev</b>
YTD Expense	\$0.00	\$1,332.85	\$3,577.38	\$0.00
<b>Budget</b>	\$1,971,687.72	\$30,717.80	\$67,582.59	\$391,276.83
Percentage Budget	<b>\$3,651,524.00</b>	<b>\$36,000.00</b>	<b>\$72,067.00</b>	<b>\$937,000.00</b>
	54.00%	85.33%	93.78%	41.76%
<b>Current Revenues</b>	<b>All Funds</b>	<b>Total All Departments</b>	<b>Total YTD Expenses</b>	<b>\$17,852,233.40</b>
<b>Current Expense</b>	\$1,104,222.28	\$18,742,021.56	<b>Budget</b>	<b>\$22,318,506.00</b>
<b>over/under</b>	\$1,061,552.59	\$17,852,233.40	<b>Percentage</b>	<b>79.99%</b>
	\$42,669.69	\$889,788.16		

### Budget Expense Comparison November, 2015



### Budget Expense Comparison November, 2015





# DEPARTMENT REPORTS

Fire Department

Planning Department

Police Department

Public Works

Utility Department

**City of West Point  
Fire Department  
P.O. Box 487  
West Point, GA 31833**

**MONTHLY ACTIVITY REPORT**

**November 2015**

**FIRE RESPONSES**

Structure / Residential	3
Structure / Business	1
Vehicle	2
Ground Cover, Trash	1
Hazardous Materials	3
Rescue, M.V.A.	6
False Alarms	11
Automatic Aid Troup Co.	0
Automatic Aid Harris Co	0
Other Responses	1
<b>Total Fire Responses</b>	<b>28</b>

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**EMERGENCY MEDICAL SERVICE RESPONSES**

<b>FACILITY</b>	<b>TRIPS</b>
East AL Medical-Lanier	28
West Ga. Medical	23
East AL Medical-Opelika	4
Columbus Medical Center	0
Landing Zone	2
Non-Transport	28
<b>Total E.M.S. Responses</b>	<b>85</b>

**Community Development Department**  
November 1 – 30, 2015

<b>Permits Issued –</b>	<b>9</b>
Elec. Water, Gas	6
Building	3

<b>Inspections -</b>	<b>72</b>
Industrial	15
New Commercial	25
Remodel Comm.	11
New Residential	12
Remodel Res.	7
Soil& Erosion	2

<b>Certificate of Occupancy-</b>	<b>6</b>
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<b>Hearings -</b>	<b>0</b>
No Shows	0

<b>Public Notices-</b>	<b>0</b>
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<b>Structures Demolished-</b>	<b>0</b>
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**Statistical Counts Report**

For records with dates between 11/1/2015 and 11/30/2015

**WEST POINT PD**

PAGE 1 OF 1

<b>Incident Reports Created</b>	<u>ALL</u> 95	<u>INCIDENTS</u> 66	<u>MISC.</u> 23	<u>FAMILY VIOL.</u> 6
<b>Incident Reports Cleared</b>	<u>ALL</u> 70	<u>BY ARREST</u> 21	<u>UNFOUNDED</u> 47	<u>EXCEPTIONALLY</u> 2
<b>Property Involved</b>			<u>STOLEN</u> \$22,488	<u>RECOVERED</u> \$20,208
<b>Incident Type Level</b>			<u>FELONY</u> 31	<u>MISDEMEANOR</u> 40
<b>Investigative Files Opened</b>				4
<b>Investigative Files Assigned</b>				6
<b>Investigative Files Cleared</b>				3
<b>Drug Related Investigative Files Opened</b>				0
<b>Drug Related Investigative Files Cleared</b>				0
<b>Arrests / Booking Records</b>				23
<b>Citations Issued</b>				132
<b>Warnings Issued</b>				32
<b>Ordinance Violations</b>				0
<b>Court Services</b>			<u>RECEIVED</u>	<u>SERVED</u>
Civil Papers			0	0
Subpoenas			0	0
Warrants			29	17
<b>Accident Reports</b>		<u>ALL</u> 31	<u>CRASH</u> 22	<u>PRIV PROP</u> 9

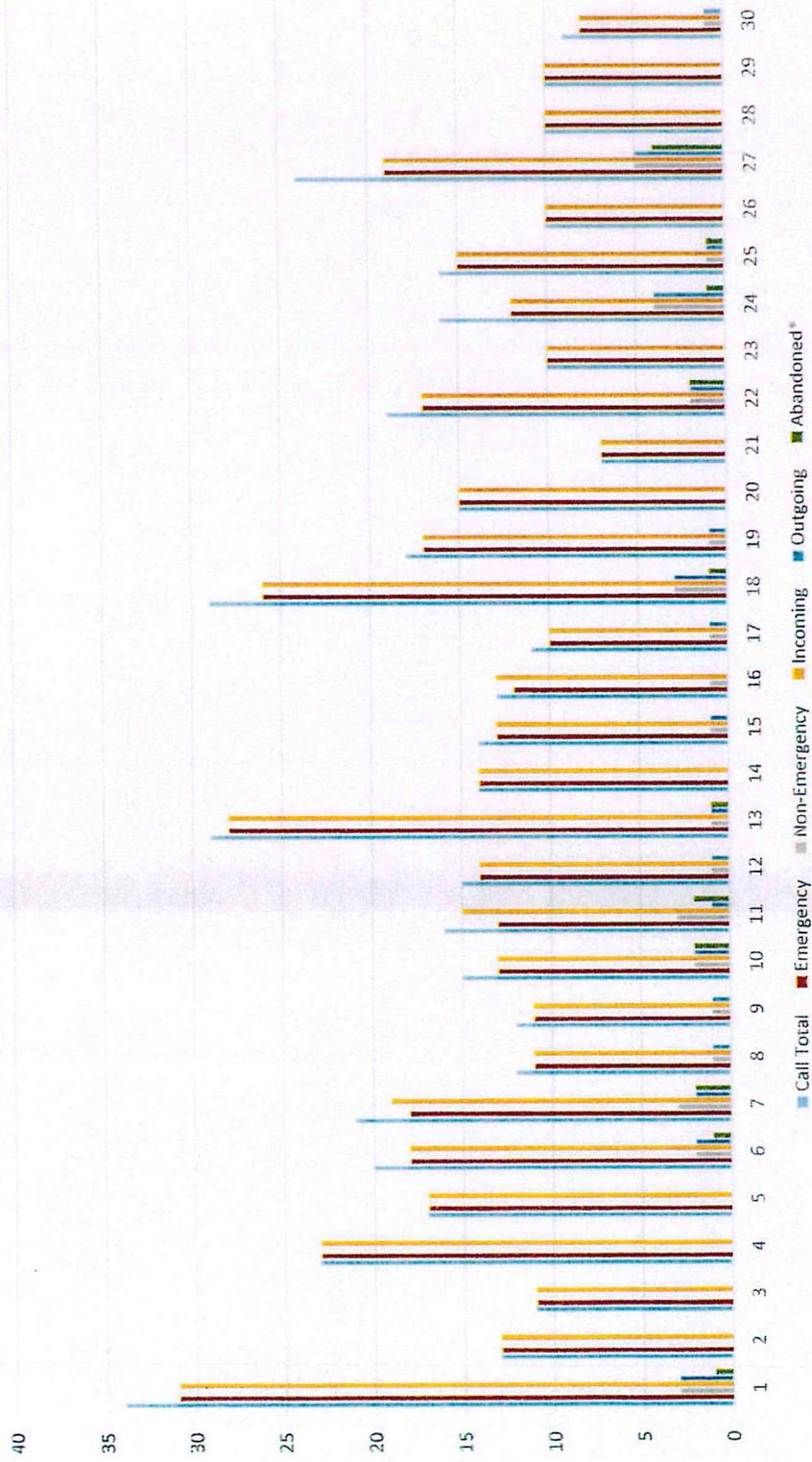
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**City of West Point, Georgia**  
**9-1-1 Call Volume by Day - November 2015**

	Daily Call Total	Call Category		Call Origin		Abandoned*
		Emergency	Non-Emergency	Incoming	Outgoing	
1	34	31	3	31	3	1
2	13	13	0	13	0	0
3	11	11	0	11	0	0
4	23	23	0	23	0	0
5	17	17	0	17	0	0
6	20	18	2	18	2	1
7	21	18	3	19	2	2
8	12	11	1	11	1	0
9	12	11	1	11	1	0
10	15	13	2	13	2	2
11	16	13	3	15	1	2
12	15	14	1	14	1	0
13	29	28	1	28	1	1
14	14	14	0	14	0	0
15	14	13	1	13	1	0
16	13	12	1	13	0	0
17	11	10	1	10	1	0
18	29	26	3	26	3	1
19	18	17	1	17	1	0
20	15	15	0	15	0	0
21	7	7	0	7	0	0
22	19	17	2	17	2	2
23	10	10	0	10	0	0
24	16	12	4	12	4	1
25	16	15	1	15	1	1
26	10	10	0	10	0	0
27	24	19	5	19	5	4
28	10	10	0	10	0	0
29	10	10	0	10	0	0
30	9	8	1	8	1	0
<b>Total</b>	<b>483</b>	<b>446</b>	<b>37</b>	<b>450</b>	<b>33</b>	<b>18</b>

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

City of West Point, GA  
 Call Volume by Day - November 2015



# Public Works Department Activity Report

## November 2015

Preventive maintenance on storm water collection system

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

Clean recycle area on Stateline Road

Cut and pick up trash on R-O-W

Pass out recycle cans

Cut Kia Parkway and Boulevard

Trim trees and mulch around trees on Parkway and Boulv.

Paint street traffic lines

Replace some street signs

Work at new police sta.

Put up Christmas decorations

## November 2015 Utility Department Reports

### Gas Department/Utility Protection November, 2015

task desc	Gas Crew & Utility Protection	Field Customer Service	department total
LOCATE UNDERGROUND UTILITIES	23	0	23
INVESTIGATE A REPORTED GAS LEAK	6	0	6
REPORT OF GAS LEAK	2	0	2
WITNESS PRESSURE TEST	1	1	2
MISCELLANEOUS-GAS	2	0	2
<b>GRAND TOTAL</b>	<b>34</b>	<b>1</b>	<b>35</b>

### Power & Lights November, 2015

task desc	Electric Crew	department total
CHANGE METER	4	4
REPAIR STREET LIGHT	10	10
REPAIR SECURITY LIGHT	9	9
INSTALL SECURITY LIGHT	1	1
INSTALL STREET LIGHT	1	1
REPAIR TRAFFIC LIGHT	1	1
POWER OUTAGE	9	9
REPAIR SERVICE LINE	1	1
INSTALL NEW ELECTRIC SERVICE	1	1
REPAIR TRAFFIC LIGHT (STATE)	1	1
REPAIR TRAFFIC LIGHT (CITY)	1	1
MISCELLANEOUS-POWER	20	20
<b>GRAND TOTAL</b>	<b>59</b>	<b>59</b>

### SERVICE TRUCK November, 2015

task desc	Field Customer Service	department total
CITY HALL WORK ORDER	32	32
TURN ON UTILITIES	1	1
<b>GRAND TOTAL</b>	<b>33</b>	<b>33</b>

## November 2015 Utility Department Reports

### Sewer Department November, 2015

task desc	Sewer Crew	department total
CLEAN MANHOLE	1	1
REPAIR MANHOLE	2	2
SEWER BACK UP	6	6
SEWER MISCELLANEOUS	2	2
<b>GRAND TOTAL</b>	<b>11</b>	<b>11</b>

### Water Distribution November, 2015

task desc	Water Distribution Crew	Sewer Crew	department total
MISCELLANEOUS-WATER	3	1	4
REPAIR LEAK IN MAIN LINE	1	0	1
CHECK WATER PRESSURE	1	0	1
NEW WATER SERVICE	1	0	1
INSTALL, RENEW, RELOCATE, REINSTATE, ABANDON SERVICE	1	0	1
INVESTIGATE WATER LEAK	3	0	3
<b>GRAND TOTAL</b>	<b>10</b>	<b>1</b>	<b>11</b>

### Water Treatment Plant November, 2015

**34,425,000 Gallons Withdrawn From River (Average 1,148,000 GPD) 65% of Permit Daily Average Limit**

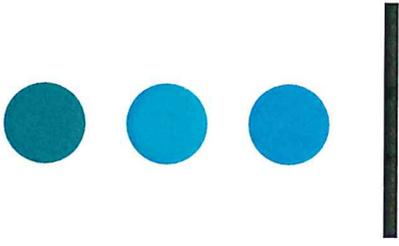
**Highest Day Withdrawal was on November 21<sup>st</sup>. The amount was 1,694,000 Gallons. This is 80% of Permit Daily Average Limit.**

**33,587,000 Gallons Pumped to System (Average 1,120,000 GPD)**

### Wastewater Treatment Plant November, 2015

**47,169,000 Gallons Discharged to the River (Average 1,572,064 GPD) 53% of Permit Monthly Daily Average Limit**

November 2015 Utility Department Reports



# NEW BUSINESS

## Harris County's Hazard Mitigation Plan Update 2015

This document was funded in part by the Hazard Mitigation Planning Grant awarded to the Harris County Emergency Management Agency by the Georgia Emergency Management Agency to fulfill the requirements of the Federal Disaster Mitigation Act of 2000. Harris County Hazard Mitigation Plan 2010 was updated by the Harris County Hazard Mitigation Plan Update Committee and was prepared by Lux Mitigation and Planning Corporation. For additional information, please contact Harris County's Emergency Management Agency.

Director Monty Davis  
Harris County Emergency Management Agency  
9907 Highway 116  
Hamilton, Georgia 31811  
harriscty911ema@hotmail.com  
706.628.7161

## Introduction

The Harris County Hazard Mitigation Plan Update is the first phase of a multi-hazard mitigation strategy for the entire community. This Plan encourages cooperation among various organizations and crosses political sub-divisions. As written, this Plan fulfills the requirements of the Federal Disaster Mitigation Act of 2000. The Federal Disaster Mitigation Act of 2000 provides federal assistance to state and local emergency management agencies and other disaster response organizations in an effort to reduce damage from disasters. The Act is administered by the Georgia Emergency Management Agency (GEMA) and the Federal Emergency Management Agency (FEMA).

It is important that State and local government, public-private partnerships, and community citizens can see the results of these mitigation efforts; therefore, the goals and strategies need to be achievable. The Harris County Hazard Mitigation Plan Update Committee identified the following goals during plan development:

- GOAL 1      Maximize the use of all resources by promoting intergovernmental coordination and partnerships and partnerships in the public and private sectors
- GOAL 2      Harden communities against the impacts of disasters through the development of new mitigation strategies and strict enforcement of current regulations that have proven effective
- GOAL 3      Reduce and, where possible, eliminate repetitive damage, loss of life and property from disasters
- GOAL 4      Bring greater awareness throughout the community about potential hazards and the need for community preparedness

This plan complies with all requirements and scope of work as described in Harris County's Hazard Mitigation Grant application.

## Scope

The scope of the Harris County Hazard Mitigation Plan Update encompasses all areas of Harris County, including all of its municipalities. The Plan identifies all natural and technological hazards that could threaten life and property in Harris County. The scope of this Plan includes both short and long-term mitigation strategies with implementation and possible sources of project funding.

The Hazard Mitigation Plan Update is organized to incorporate the requirements of Interim Final Rule 44 CFR 201.4.

Chapter One includes an overview of the Hazard Mitigation Plan Update, the overall goals of the plan, and details of the planning process as required by Interim Final Rule 44 CFR 201.4(c)(1).

Chapter Two details the Harris County profile, including the demographics, municipalities, and history of Harris County.

Chapter Three identifies the risk assessment process, past natural hazard events with associated losses, and current natural hazard risks. Potential losses are also analyzed as required by Interim Final Rule 44 CFR 201.4(c)(2). Additionally, Chapter Three identifies and analyzes potential technological hazards faced by Harris County.

Chapter Four identifies Harris County's hazard mitigation goals and objectives, mitigation strategies and actions, and sources of potential funding for mitigation projects as required by Interim Final Rule 44 CFR 201.4(c)(3).

Chapter Five identifies the plan maintenance and implementation strategies. The process for evaluation of the hazard mitigation plan implementation progress is also detailed as required by Interim Final Rule 44 CFR 201.4(c)(4) and (5).

**RESOLUTION – CITY OF WEST POINT**

**HARRIS COUNTY HAZARD MITIGATION PLAN UPDATE 2015-2020**

**WHEREAS**, Harris County and its municipalities recognize that it is threatened by a number of different types of natural and man-made hazards that can result in loss of life, property loss, economic hardship and threats to public health and safety; and

**WHEREAS**, the Federal Emergency Management Agency (FEMA) has required that every county and municipality have a pre-disaster mitigation plan in place, and requires the adoption of such plans in order to receive funding from the Hazard Mitigation Grant Program; and

**WHEREAS**, a Hazard Mitigation Plan is a community's plan for evaluating hazards, identifying resources and capabilities, selecting appropriate actions, and developing and implementing the preferred mitigation actions to eliminate or reduce future damage in order to protect the health, safety and welfare of the residents in the community; and

**WHEREAS**, the Harris County Hazard Mitigation Plan Update 2015 - 2020 has been prepared in accordance with FEMA requirements at 44 CFR 201.6; and

**WHEREAS**, the Plan will be updated every five years;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of Harris County, Georgia, and the Mayors and City Councils of the Cities of Hamilton, Shiloh, and West Point, and the Town Councils of the Towns of Pine Mountain and Waverly Hall, each meeting in respective session, that:

1) Harris County, Georgia, and the Cities of Hamilton, Shiloh, and West Point, and the Towns of Pine Mountain and Waverly Hall have adopted the Harris County Hazard Mitigation Plan Update 2015 - 2020; and

2) It is intended that the Plan be a working document and is the first of many steps toward improving rational, long-range mitigation planning and budgeting for Harris County and its municipalities.

**PASSED, APPROVED AND ADOPTED** by the City Council of West Point, Georgia, in regular session this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

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



Contact Information

Name JANE Fuller  
Address 1718 N. 14th Ave.  
City State Zip Lanett, AL 36863  
Primary Phone 206-773-0464  
Secondary Phone \_\_\_\_\_  
E-Mail Address jane.fuller@remax.net  
Are you a City of West Point Resident  Yes  No  
Company or Agency Remax Results  
Current Job Title Agent

Availability – Board or Commission of Interest

First Choice: HPC  
Second Choice: \_\_\_\_\_

Interest

Background and Qualifications:

Realtor - 15 yrs. Primarily West Point, Lanett, Valley.  
Commercial, Residential, Land

Experience and/or Profession:

HPC Board Member for 3(+) yrs.

Reason for Wanting to Serve:

I love to see the future of the City first hand and enjoy being a part of the decisions that move us toward our long range plans.

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](mailto:emoon@cityofwestpointga.com)

rec 9/29



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

Contact Information

Name G. MARSHALL SAPP  
Address 401 AVE C WEST POINT (P.O. Box 391 MAILING ADDRESS)  
City State Zip WEST POINT, GA. 31833  
Primary Phone 706-518-1833  
Secondary Phone 706-643-7061  
E-Mail Address gmsapp@knology.net  
Are you a City of West Point Resident  Yes  No  
Company or Agency WEST POINT SOAP, ETC, LLC  
Current Job Title OWNER

Availability – Board or Commission of Interest

First Choice: HISTORIC PRESERVATION COMMITTEE  
Second Choice: N/A

Interest

Background and Qualifications:

ARCHITECTURE STUDIED AT SOUTHERN TECH 1975-1976  
3 years on HPC  
LIFE LONG RESIDENT (MINUS 16 years)  
Experience and/or Profession:

Reason for Wanting to Serve:

LOVE MY COMMUNITY AND WANT TO MAINTAIN VIBRANT, QUALITY DOWNTOWN AND NEIGHBORHOODS

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

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Ed Moon, City Manager  
City of West Point Georgia  
PO Box 487  
West Point, Georgia 31833  
[emoon@cityofwestpointga.com](mailto:emoon@cityofwestpointga.com)

rec'd  
9-14-15  
K



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

Contact Information  
Name Aaron Q. Lewis II  
Address 133 Highland Drive  
City State Zip West Point  
Primary Phone 404-593-7553  
Secondary Phone 334-219-2608  
E-Mail Address AQLII1987@GMAIL.COM  
Are you a City of West Point Resident  Yes  No  
Company or Agency Intercall  
Current Job Title Client Service Coordinator

Availability – Board or Commission of Interest  
First Choice: Planning Board  
Second Choice: West Point Development Authority

Interest  
Background and Qualifications:  
I have a Bachelors degree in Music from Point University.

Experience and/or Profession:  
I worked as a superintendent in my past church. There I put together community outreach programs for the less fortunate in my city.

Reason for Wanting to Serve:  
To make a difference in my community and strengthen the community as a whole. To see the city of West Point ~~have~~ with a prosperous future.

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](mailto:emoon@cityofwestpointga.com)

## **Aaron Q. Lewis II**

133 Highland Drive  
West Point, Ga 31833  
(404) 593-7553  
aqlii1987@gmail.com

### **Objective**

To obtain a position utilizing my organizational and communications skills to become a positive contribution to the organization.

### **Employment History**

#### **Client Service Coordinator**

**March 2015- Current Intercall, West Point, Ga**

- Assist clients with account setup and modifications for audio and web conferencing services in a professional environment.
- Responsible for Win Backs and customer retention.
- Offer solutions for clients that cater to their existing infrastructure.
- Assist customers with contract renewals and drafting addendums for their web services in a timely manner so that there is no interruption in service.
- Serve as a direct point of contact for Fortune 500 and globally contracted companies.
- Pulled reports for clients and formatted them in an Excel spreadsheet.
- Analyzed data within the Operations Channel and developed creative solutions to increase revenue and reduce churn.
- Respond to email inquiries in a timely manner regarding products and services.
- Scheduled online meetings with existing and prospective clients to discuss product offerings.
- Educated customers with demos and training to ensure the customers proficiency at utilizing the service.

#### **Expert Customer Service Specialist**

**March 2014 – Current Intercall, West Point, Ga**

- Assist clients with account setup and modifications for audio and web conferencing services in a professional environment.
- Offer products and services to clients that would better suit their conferencing needs.
- Answering questions regarding company accounts and responding in a professional and timely manner.
- Troubleshooting and submitting cases for any issues or requests our clients may have.
- Communicating clearly with management, team leads, and sales reps regarding any important changes requested from customers.

#### **Lead Operator**

**February 2013 – February 2014, West Point, Ga**

- Executed and facilitated daily telephonic court room appearances in a fast paced environment.
- Supplied vital information to callers and served as a liaison between InterCall staff and clients.
- Check additional information for facts complete not being gathered

#### **Student Administrator**

**August 2012 – December 2013, Point University, West Point, Ga**

- Process incoming calls
- Receive and process from vendors
- Grounds maintenance
- Greet visitors and provide tours of the Fine Arts facility
- Provide information to students and the public for upcoming events
- Operate sound equipment for performances

**Assistant Manager**

**January 2007 – July 2011 Family Dollar, Atlanta, Ga**

- Ensured customer service and quality assurance
- Coordinated the collection and preparation of operating reports and invoices.
- Obtained and received merchandise, totaled bills, accepted payments and made change for customers in retail store.
- Stocked shelves, counters, and tables with merchandise.
- Set up advertising displays and arranged merchandise on counters and tables to promote sales.
- Stamped, marked, and tagged price on merchandise.
- Answered customers' questions concerning location, price and use of merchandise.

**Education**

August 2010 – December 2013 Point University, West Point, Ga

- Bachelors of Science (Music)
- Biblical Studies

**References**

References are available on request

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



Contact Information

Name Kenn Patrick  
Address 125 Highland Drive  
City State Zip West Point Ga 31833  
Primary Phone ~~706~~ 706 590 0613  
Secondary Phone \_\_\_\_\_  
E-Mail Address teampatr.ckrupp@gmail.com  
Are you a City of West Point Resident  Yes  No  
Company or Agency Primerica Financial Services  
Current Job Title Regional Leader

Availability – Board or Commission of Interest

First Choice: Development Board  
Second Choice: \_\_\_\_\_

Interest

Background and Qualifications:

I have a background in management. I also have a background in money mgmt & personal finance, which includes a series 6 license and im currently working on my series 63 & 26 license.

Experience and/or Profession:

Person Planning & development are some of my strong points and im eager to serve on the board, if chosen.

Reason for Wanting to Serve:

I would like to share ideas and gameplan with other board members to take West Point to the next level.

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

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City of West Point Georgia  
PO Box 487  
West Point, Georgia 31833  
[emoon@cityofwestpointga.com](mailto:emoon@cityofwestpointga.com)

# KEVIN PATRICK

125 HIGHLAND DRIVE

WEST POINT, GEORGIA 31833

706.590.0613

TEAMPATRICKRVP@GMAIL.COM

## WORK EXPERIENCE

### **INTERCALL**

**VALLEY AL**

**VNOC (Video Technician)**

**June 2000 - Present**

- My job responsibility is to provide technical assistance to Citigroup's upper management during the meetings they handle via video call. I service Citi employees from all over the globe. London, Singapore and India are a few countries that I provide service, too.

### **PRIMERICA FINANCIAL SERVICES**

**WEST POINT GA**

**Senior Regional Leader**

**October 2008 - Present**

- I help families become properly protected, debt free and financially free.
- I manage a group of licensed agents who provide various forms of financial services products. I am also licensed to market financial services products.

## EDUCATION

**LANETT HIGH SCHOOL**

**LANETT AL**

- *High School Diploma, Jun 2000*

**SOUTHERN UNION COMMUNITY COLLEGE**

**VALLEY AL**

- *Completed coursework towards Computer Science, Aug 2003*

**State Of Georgia/Alabama Department of Insurance**

- *Completed all the qualifications to obtain my life insurance license in the state of Georgia and Alabama. Nov 2008*

## **ADDITIONAL SKILLS**

- I am licensed by the State of Georgia and Alabama to provide life insurance. I have a Sub-agent Property and Casualty license to solicit auto, home and renter's insurance. I'm also certified to provide fixed annuities with AIG and Lincoln Financial. I am working on my Series 6 and 63 investment license and will have that this upcoming month. Once completed I will be able to solicit variable annuities, mutual funds and a vast variety of other investment products.

## **ADDITIONAL INFORMATION**

I'm excited about the direction that our great City of West Point is headed. I would love the opportunity to work with others to come up with ways to take the City of West Point to new heights and create a great place for generations going forward to reside. Thanks again for considering me for the position.

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



Contact Information

Name Deedee Williams  
Address 315 E 8<sup>th</sup> Street  
City State Zip West Point, GA 31833  
Primary Phone 706 773-2441  
Secondary Phone 706 645-2441  
E-Mail Address deneicewilliams@hotmail.com  
Are you a City of West Point Resident  Yes  No  
Company or Agency \_\_\_\_\_  
Current Job Title Human Resources Consultant

Availability – Board or Commission of Interest

First Choice: West Point Development Authority  
Second Choice: West Point Development Authority

Interest

Background and Qualifications:

See Resume Attached

Experience and/or Profession:

\_\_\_\_\_

Reason for Wanting to Serve:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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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](mailto:emoon@cityofwestpointga.com)

Interviews

Applicants will be invited to participate in a brief interview with the City Council. The applicant will be asked to respond to a few questions.

# **DEEDEE G. WILLIAMS**

**315 East Eighth Street  
West Point, GA 31833  
deneicewilliams@hotmail.com  
(706) 645-2441 (Home)\*(706) 773-2441 (Mobile)**

## **SUMMARY OF QUALIFICATIONS**

Senior Human Resources professional with extensive leadership experience across the entire knowledgebase in Human Resources serving World-Class, Global, Fortune 500 Corporations, Privately-Owned Companies and Not-for-Profit Agencies.. Excellent Communication, Organizational and Community Relations Skills. Strong Leadership and Team Building Skills. Highly Motivated, Adaptable Individual with Strong Business Acumen and Extensive Professional Networks in Private, Governmental, Educational, Non-Partisan Political and Not-for-Profit organizations.

### **Georgia Employers' Association – Macon, GA Community Action for Improvement, Inc. – LaGrange, GA**

**CONTRACTOR/INDEPENDENT CONSULTANT** 2013 - Present  
Responsibilities: Provide Business Development/Client Relations services for Georgia Employers' Association. Provide interim services for the Director of Human Resources/Director of Administration vacant position at CommunityAction For Improvement. Additionally, provide consulting services for various clients in the area of Human Resources, Relationship Management and Business Development.

### **Hal Gibson Companies, LLC – West Point, GA**

**VICE PRESIDENT, Business Development** 2009 - 2014  
Responsibilities: Provide Business Development and HR leadership for consulting firm engaged in Program Management/Owner Representation for Capital projects in higher education, industrial and municipal market sectors. Conduct client satisfaction assessments and develop and implement strategy to ensure continuous improvement in service delivery.

### **Total System Services, Inc. (TSYS) – Columbus, GA (Named by FORTUNE magazine as "One of the Best Companies to Work For" in AMERICA)**

**ASSOCIATE DIRECTOR, Human Resources** 2006 -2009  
Responsibilities: Direct HR Compliance as it relates to team member compliance with company policies, client contractual compliance from an HR perspective and non-employee compliance from a contractor, vendor, consultant and contingent workforce perspective. Additionally responsible for Sarbanes-Oxley Compliance, Code of Business Conduct & Ethics (Ethics Hotline reporting). Manage HR litigation risks, resolve team member issues and conduct investigations of alleged Title VII (Civil Rights Act) issues.)

**ASSOCIATION DIRECTOR-Employee Relations** 2001 - 2006  
Responsibilities: Direct Employee Relations staff. Manage litigation risks, resolve team member issues, conduct investigations and provide oversight of investigations and employee relations activity across the enterprise.

**Duracell, Inc. (A Procter & Gamble Company) -LaGrange, GA**

MANAGER, Employee Relations

1995 - 2001

Responsibilities: Provide expertise in Employee Relations, Recruitment/Staffing, Community Relations and Human Resources generalist support in a 700-associate 24/7/365 manufacturing environment.

**Resume-Deedee Williams-Page 2**

**EDUCATION**

BA, Business Administration LaGrange College

BA, Mathematics LaGrange College

**CERTIFICATIONS/LICENSES/ACCREDITATIONS**

SPHR- Senior Professional in Human Resources-2003

PHR-Professional in Human Resources-1991

ELI - Certified Instructor - Civil Treatment Series

Talent Genesis, Lominger Associates - Career Architect Certification

**PROFESSIONAL & COMMUNITY AFFILIATIONS/RECOGNITIONS**

LaGrange College – Board of Trustees

LaGrange College “Wall of Outstanding Alumni

LaGrange College Distinguished Service Alumni Award

Georgia Independent Colleges Association – Board of Advisors

LaGrange-Troup County Chamber of Commerce Board Member

State of Georgia, Professional Licensing Review Board-Board Member

Court Appointed Special Advocates (CASA) of Troup County, Inc.-Board Member

American Red Cross (Three Rivers Chapter) – Board Member, Significant Gifts Committee Chair

LaGrange Symphony Orchestra – Board Member, Executive Committee

West Point Development Authority-Board Member

Keeney United Methodist Church

West GA Health Insiders

LaGrange Woman’s Club

**A RESOLUTION**

BE IT RESOLVED by the *City of West Point* ("Participant") that the following individuals are hereby appointed to serve as this Participant's primary & alternate voting delegates for the annual Electric Cities of Georgia, Inc. Board of Director's election, with authority to cast all votes to which this Participant is entitled.

Primary: \_\_\_\_\_

Alternate: \_\_\_\_\_

BE IT FURTHER RESOLVED that all resolutions and ordinances, in actual conflict herewith be and the same shall thereupon stand superseded, repealed and terminated, respectively.

This \_\_\_\_\_ day of \_\_\_\_\_, 2015.

**City of West Point:**

\_\_\_\_\_

\_\_\_\_\_  
Title

**Attest:**

\_\_\_\_\_

\_\_\_\_\_  
Title

**INTERGOVERNMENTAL AGREEMENT**  
**REGARDING NORTH WEST HARRIS COUNTY**  
**BUSINESS PARK MAINTENANCE**

THIS INTERGOVERNMENTAL AGREEMENT (hereafter "Agreement") is made and entered this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by and between **HARRIS COUNTY, GEORGIA**, a political subdivision of the State of Georgia (hereafter "County") and **CITY OF WEST POINT, GEORGIA**, a municipal corporation of Troup and Harris Counties, Georgia (hereafter "West Point").

WHEREAS, County has developed and established the North West Harris Business Park (hereafter sometimes "Business Park"), located on State Route 103 and Davidson Road and within the city limits of West Point, Georgia;

WHEREAS, County and West Point have agreed to terms through which West Point shall provide certain mowing, trimming and maintenance services along the public right-of-ways within the Business Park, as well as maintenance for the two primary entrances to the park;

WHEREAS, the parties desire to set forth in writing the terms and conditions under which West Point will provide such services;

WHEREAS, the parties are competent to enter this Agreement pursuant to their respective charters, the general laws of the State of Georgia, and Article IX, Section III, Paragraph I of the Constitution of the State of Georgia, and in exchange for the mutual covenants and conditions herein contained, IT IS HEREBY AGREED AS FOLLOWS:

**SECTION 1. Right-of-Way Maintenance.**

West Point will mow and trim around signs and other obstacles along the public road right-of-way within the Business Park. Mowing services will include the right-of-way shoulder and the median at least once per month, and more frequently during the months of June, July, August and September upon request of County. Trash pickup and trimming will coincide with mowing and will occur at least once per month.

Right-of-way maintenance service as described herein will commence upon execution of this Agreement by both parties. The cost to provide the services described in this section shall be FOURTEEN THOUSAND FOUR HUNDRED DOLLARS (\$14,400.00) per year, due in one lump sum payment on September 1<sup>st</sup> of each year. Any payment for services for less than one year shall be prorated.

**SECTION 2. Maintenance of Main Entrances.**

The parties currently anticipate construction of two main Business Park entrances by \_\_\_\_\_, 2016. At such time as the entrances are constructed, West Point will provide maintenance for each main entrance into the Business Park. Such maintenance will occur year round on a twice-monthly basis and shall include mowing, edging, trimming, blowing, debris removal, hedge trimming (twice annually), annual bed mulching, and herbicide/fertilization up to five (5) applications per year. The annual cost to provide the maintenance services referenced in this section is TWELVE THOUSAND FOUR HUNDRED DOLLARS (\$12,400.00), due in a lump sum payment each September 1<sup>st</sup>. Any payment for services for less than one year shall be prorated.

As the main entrances to the Business Park referenced herein are not yet constructed, the City reserves the right to adjust the cost based on the actual landscaping that is constructed within said entrances.

**SECTION 3. Additional Requests for Service.**

During the term of this Agreement, West Point may provide additional maintenance services for County in the Business Park. Such additional services shall be billed separately at the time of service.

**SECTION 4. Agents.**

Agents of West Point do not and will not at any time be or become the agents or employees of County by virtue of this Agreement. Moreover, County will not at any time be responsible for the acts, actions or performance of such West Point agents, or the failure to act or failure to perform of such agents.

**SECTION 5. Term.**

This Agreement shall remain in effect until terminated by thirty (30) days written notice from either party delivered to the other, and in no case shall the term of this agreement exceed fifty (50) years.

**SECTION 6. Entire Agreement of the Parties.**

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, superseding all prior communications and negotiations, and may not be amended, supplemented or changed without the written consent of each party hereto.

IN WITNESS WHEREOF, the parties hereto acting by and through their duly authorized agents and employees have caused their respective names and seals to be hereunto affixed on the day and year first above-written.

**HARRIS COUNTY, GEORGIA** (SEAL)

BY: \_\_\_\_\_  
Chairman

ATTEST: \_\_\_\_\_  
Clerk

**CITY OF WEST POINT, GEORGIA** (SEAL)

BY: \_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
Clerk



# INFORMATION



Downtown West Point Development Authority Minutes  
October 13, 2015

Present: Steve Tramell, Karen Meadows, Drew Ferguson, Gus Darden, Bill Nixon, Wayne Scroggs, Lance Frances, Ed Moon, Meghan Duke, Sara Thompson and invited guests Aaron Fortner and Bob Day.

Steve Tramell called the meeting to order and called for an approval of the July minutes. The minutes were taken by Drew Ferguson in the absence of Secretary, Karen Meadows. The July minutes and the October minutes will be approved at the next meeting.

Wayne Scroggs reported that the account balance for the DWPDDA is currently \$50,085.00.

Committee Reports:

Façade Committee – Steve Tramell introduced Sara Thompson and explained her role in Zoning and Ordinance Regulation and with the Historic Preservation Commission. Sara is now serving on our Façade Committee and all applications will be reviewed by her first.

A motion was made by Drew Ferguson to approve a Façade grant in the amount of \$1,500 to the New Horizon Theatre. The motion was seconded by Karen Meadows.

Old Business:

None.

New Business:

Steve Tramell mentioned that a new restaurant named Pokies will be opening in November.

Steve Tramell introduced Megan Duke, the city's new Economic Director. Megan will be working with the City office, Downtown West Point Development Authority and West Point Development Authority to recruit new businesses to West Point.

A presentation was made by Aaron Fortner and Bob Day of the Downtown West Point development plan. Mr. Fortner discussed potential weaknesses to the downtown area such as flood plain areas, zoning and train noise as it relates to housing. After discussion, Mr. Fortner informed the group that the Downtown Development Plan will be available for viewing on the City's website.

Steve adjourned the meeting. The next meeting will be held November 10, 2015 at 8:00 a.m.

Submitted by Karen Meadows, Secretary

Downtown West Point Development Authority Minutes  
November 10, 2015

Present: Steve Tramell, Karen Meadows, Gus Darden, Coleman Reeves, Ed Moon, Meghan Duke, Sara Thompson and Cheryl Magby.

Steve Tramell called the meeting to order and called for an approval of the July and October minutes, however there were not enough members present for a majority vote to meet or take action. A discussion of local events took place as an official meeting could not be held.

Steve Tramell mentioned that Mark Lott had purchased a building on 8<sup>th</sup> Street and is planning to open a new wine and tapas bar.

Meghan Duke mentioned that it would be helpful if someone could go over all the buildings in the downtown area to confirm ownership and square footage for recruitment of buyers or tenants. Steve suggested a walking tour open to all DWPDA board members and Meghan. He also proposed we consider a lunch meeting for our next Board meeting at the end of the tour.

Submitted by Karen Meadows, Secretary

# DOWNTOWN WEST POINT DEVELOPMENT AUTHORITY

## 2016 OPERATING BUDGET

	(11 Months)	
<b><u>REVENUES</u></b>	<b>2016</b>	<b>2015</b>
Property Taxes	\$41,000	\$ 37,000
Total Revenues available	\$41,000	\$ 37,000
<b><u>EXPENSES</u></b>		
Supplies	250	88
DDA Training (1)	1,000	
Caucus	400	
Maintenance	7,500	5,964
Insurance	2,000	1,766
Salary (Economic stipend)	-	
Membership Dues	850	695
Legal Fees	500	-
Façade Grants (6)	6,000	3,270
Design	-	
Promotions	-	647
Contributions	20,000	25,000
Miscellaneous	2,500	-
Total Expenses	\$ 41,000	\$ 37,430
Surplus/(Deficit)	\$ -	\$ (430)

- 1) Downtown West Point – Website/CityofWestPointGA.com presence
  - Downtown Living – Residential Property Listing
  - Shopping Directory – Store Name, Address, Phone Number
    - o Antiques
    - o Apparel, Jewelry, Shoes & Accessories
    - o Art Galleries
    - o Books & Music
    - o Children
    - o Home Décor & Gifts
    - o Spas, Health, & Fitness
    - o Specialty
    - o Yarn, Fabric, Craft, & Sewing
  - Downtown Dining Guide - Restaurant Name, Address, Phone Number
  
- 2) More Frequent programming (Quarterly: event, festival, performances, live music, etc.)
  - First Friday – Family Night, Sip and Shop, Screen on the Green  
(1<sup>st</sup> Friday March – October)
  - Farmers Market – Farm Days (Once a month/during season)
  - Small Business Saturday - Brown Bag lunch concert (Saturday)
  
- 3) Develop Downtown Business Development Strategy, Including both attraction and retention/expansion improvements.
  
- 4) Generate inventory of
  - Parking spaces
  - Residential units
  - Commercial units

**West Point Development Authority**

**Agenda**

**December 7, 2015**

- 1. Invocation**
- 2. Minutes**
- 3. Financial Report**
- 4. Old Business**
- 5. New Business**
- 6. Adjournment**
- 7. Next meeting to be held on Monday, January 4, 2016.**

WEST POINT DEVELOPMENT AUTHORITY  
Meeting Minutes  
November 2, 2015

Members Present: Josh Moon, Griggs Zachry, Lionel Johnson, DeeDee Williams and Wiky Gladden. Also present were Attorney Larry Nix, City Manager Ed Moon and Economic Development Director, Meghan Duke.

Meeting was called to order and invocation given by Josh Moon.

Motion was made by Wiky Gladden and seconded by Griggs Zachry to approve the minutes of the October 5, 2015 meeting. Vote to approve was unanimous.

Motion was made by Wiky Gladden and seconded by DeeDee Williams to approve the financial report for October, 2015. Vote to approve was unanimous.

Megan Duke reported activity for October. Mr. Lionel Johnson requested a written report for future meetings.

There being no further business, the meeting was adjourned.

---

J. Griggs Zachry, III  
Secretary

3:31 PM  
11/20/15  
Accrual Basis

**West Point Development Authority**  
**Balance Sheet**  
As of November 30, 2015

	<u>Nov 30, 15</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
CB&T Certificate of Deposit	250,950.43
Farmers & Merchants Bank - MMA	251,564.20
Operating Account	<u>115,015.29</u>
Total Checking/Savings	617,529.92
Accounts Receivable	
Loan Receivable - ITC CP LLC	<u>127,890.03</u>
Total Accounts Receivable	<u>127,890.03</u>
Total Current Assets	<u>745,419.95</u>
<b>TOTAL ASSETS</b>	<u><u>745,419.95</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	516,166.89
Retained Earnings	135,513.54
Net Income	<u>93,739.52</u>
Total Equity	<u>745,419.95</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>745,419.95</u></u>

3:29 PM  
11/20/15  
Accrual Basis

**West Point Development Authority**  
**Profit & Loss**  
November 2015

	<u>Nov 15</u>
<b>Income</b>	
Interest Income	4.08
<b>Total Income</b>	<u>4.08</u>
<b>Expense</b>	
Community Development	115.46
Computer & Website Maintenance	30.00
Contract Labor	1,000.00
Lease Payment Expense	750.00
Legal and Closing	250.00
Office Expense	338.17
Professional Dues & Subscript.	11.95
<b>Total Expense</b>	<u>2,495.58</u>
<b>Net Income</b>	<u><u>-2,491.50</u></u>

3:34 PM  
11/20/15  
Accrual Basis

West Point Development Authority  
Profit & Loss Detail  
November 2015

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Interest Income	11/1/2015	de]	Deposit	October, 2015		Operating Acc...	4.08	4.08
Deposit							4.08	4.08
Total Interest Income							4.08	4.08
Total Income								
Expense								
Community Development	11/2/2015	2014	Yvonne Reed	Lunch for No...		Operating Acc...	115.46	115.46
Check							115.46	115.46
Total Community Development								
Computer & Website Maintenance	11/1/2015	2007	West Point Industries			Operating Acc...	30.00	30.00
Check							30.00	30.00
Total Computer & Website Maintenance								
Contract Labor	11/1/2015	2011	Yvonne Reed			Operating Acc...	1,000.00	1,000.00
Check							1,000.00	1,000.00
Total Contract Labor								
Lease Payment Expense	11/1/2015	2006	Tramell Properties			Operating Acc...	750.00	750.00
Check							750.00	750.00
Total Lease Payment Expense								
Legal and Closing	11/1/2015	2012	Morrow & Nix			Operating Acc...	250.00	250.00
Check							250.00	250.00
Total Legal and Closing								
Office Expense	11/1/2015	2008	Integrity Leasing LLC			Operating Acc...	144.45	144.45
Check	11/1/2015	2009	Dello Products Inc.			Operating Acc...	70.00	214.45
Check	11/1/2015	2010	WOW!			Operating Acc...	123.72	338.17
Total Office Expense							338.17	338.17
Professional Dues & Subscript.	11/1/2015	2013	GSCCCA			Operating Acc...	11.95	11.95
Check							11.95	11.95
Total Professional Dues & Subscript.								
Total Expense							2,495.58	2,495.58
Net Income							-2,491.50	-2,491.50

West Point Development Authority  
 Profit & Loss Budget vs. Actual  
 November 2015

	Nov 15	Budget	\$ Over Budget	% of Budget
Income				
Interest Income	4.08			
Total Income	4.08			
Expense				
Cell Phone	0.00	58.33	-58.33	0.0%
Community Development	115.46	833.33	-717.87	13.9%
Computer & Website Maintenance	30.00	208.33	-178.33	14.4%
Contract Labor	1,000.00	4,916.67	-3,916.67	20.3%
Education	0.00	166.67	-166.67	0.0%
FICA	0.00	250.00	-250.00	0.0%
Health Insurance	0.00	250.00	-250.00	0.0%
Insurance	0.00	375.00	-375.00	0.0%
Lease Payment Expense	750.00	750.00	0.00	100.0%
Legal & Closing-Projects	0.00	333.33	-333.33	0.0%
Legal and Closing	250.00	416.67	-166.67	60.0%
Marketing	0.00	416.67	-416.67	0.0%
Miscellaneous Expense	0.00	175.00	-175.00	0.0%
Office Expense	338.17	416.67	-78.50	81.2%
Payroll Expenses	0.00	0.00	0.00	0.0%
Postage	0.00	16.67	-16.67	0.0%
Professional Dues & Subscript.	11.95	416.67	-404.72	2.9%
Project Development	0.00	1,250.00	-1,250.00	0.0%
Travel	0.00	416.67	-416.67	0.0%
Total Expense	2,495.58	11,666.68	-9,171.10	21.4%
Net Income	-2,491.50	-11,666.68	9,175.18	21.4%

West Point Development Authority  
 Profit & Loss Budget vs. Actual  
 January through November 2015

	Jan - Nov 15	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
Bond Income	100,000.00	100,000.00	0.00	100.0%
Interest Income	985.72			
Intergovernmental Income	120,000.00	120,000.00	0.00	100.0%
<b>Total Income</b>	<b>220,985.72</b>	<b>220,000.00</b>	<b>985.72</b>	<b>100.4%</b>
<b>Expense</b>				
Cell Phone	0.00	641.63	-641.63	0.0%
Community Development	51,561.01	9,166.63	42,394.38	562.5%
Computer & Website Maintenance	730.00	2,291.63	-1,561.63	31.9%
Contract Labor	11,000.00	54,083.37	-43,083.37	20.3%
Education	0.00	1,833.37	-1,833.37	0.0%
FICA	0.00	2,750.00	-2,750.00	0.0%
Health Insurance	0.00	2,750.00	-2,750.00	0.0%
Insurance	3,820.00	4,125.00	-305.00	92.6%
Lease Payment Expense	8,250.00	8,250.00	0.00	100.0%
Legal & Closing-Projects	991.00	3,666.63	-2,675.63	27.0%
Legal and Closing	3,300.00	4,583.37	-1,283.37	72.0%
Marketing	0.00	4,583.37	-4,583.37	0.0%
Miscellaneous Expense	0.00	1,925.00	-1,925.00	0.0%
Office Expense	4,080.94	4,583.37	-502.43	89.0%
Payroll Expenses	0.00	0.00	0.00	0.0%
Postage	0.00	183.37	-183.37	0.0%
Professional Dues & Subscript.	3,513.25	4,583.37	-1,070.12	76.7%
Project Development	40,000.00	13,750.00	26,250.00	290.9%
Travel	0.00	4,583.37	-4,583.37	0.0%
VOID	0.00			
<b>Total Expense</b>	<b>127,246.20</b>	<b>128,333.48</b>	<b>-1,087.28</b>	<b>99.2%</b>
<b>Net Income</b>	<b>93,739.52</b>	<b>91,666.52</b>	<b>2,073.00</b>	<b>102.3%</b>

**WEST POINT DEVELOPMENT AUTHORITY**

**PROPOSED - 2016 BUDGET**

		<b>Proposed 2016 Budget</b>
Community Development		\$2,000.00
Computer and Website Maintenance		\$2,500.00
Contract Labor		\$57,000.00
Contributions		\$30,000.00
Education		\$1,000.00
Insurance		\$4,500.00
Lease Payment Expense		\$9,000.00
Legal and Closing		\$3,000.00
Legal and Closing - Projects		\$4,000.00
Marketing		\$0.00
Miscellaneous		\$1,000.00
Office Expenses		\$5,000.00
Postage		\$100.00
Professional Dues/Subscription		\$4,000.00
Project Development		\$0.00
Travel		\$1,000.00
<b>Total</b>		<b>\$124,100.00</b>
Anticipated Income 2016		
City of West Point	\$120,000.00	
Bond Revenue	\$100,000.00	
Payments from ITC Capital Partners	\$28,439.88	
<b>Total</b>	<b>\$248,439.88</b>	

**WPDA Meeting Dates  
2016**

**Monday, January 4, 2016**  
**Monday, February 1, 2016**  
**Monday, March 7, 2016**  
**Monday, April 4, 2016**  
**Monday, May 2, 2016**  
**Monday, June 6, 2016**  
**Tuesday, July 5, 2016**  
**Monday, August 1, 2016**  
**Tuesday, September 6, 2016**  
**Monday, October 3, 2016**  
**Monday, November 7, 2016**  
**Monday, December 5, 2016**

**Meetings are held at the WPDA office located at 707 3rd Avenue, West Point, GA at 12:00 noon**

WEST POINT DEVELOPMENT AUTHORITY  
2015

MEMBER NAME	Title	TERM EXPIRES	PHONE	CELL	EMAIL	Mailing Address
Josh Moon	Chairman	12/31/2019	706-643-1524	706-302-3704	<a href="mailto:joshmoon@pfmoon.com">joshmoon@pfmoon.com</a>	P O Box 346, West Point, GA 31833
Griggs Zachry	Secretary	12/31/2018	706-645-2048	706-773-6081	<i>n/a</i>	P O Box 601, West Point, GA 31833
Lionel Johnson	Vice Chairman	12/31/2017	706-645-9419	706-957-9723	<a href="mailto:bradfield316@yahoo.com">bradfield316@yahoo.com</a>	P O Box 717, West Point, GA 31833
Wicky Gladden	Member	12/31/2016	706-643-1142	706-518-2104	<a href="mailto:wgladden@lanierhospital.com">wgladden@lanierhospital.com</a>	125 Hillcrest Rd, West Point, GA 31833
DeeDee Williams	Treasurer	12/31/2015	706-645-2441	706-773-2441	<a href="mailto:deneicewilliams@hotmail.com">deneicewilliams@hotmail.com</a>	315 East 8th Street, West Point, GA 31833
Meghan Duke	Economic Development Director		706-645-3518		<a href="mailto:meghanduke@cityofwestpointga.com">meghanduke@cityofwestpointga.com</a>	P O Box 487, West Point, GA 31833
Larry Nix	WPDA Counsel		706-645-1381		<a href="mailto:morrowandnix@knology.net">morrowandnix@knology.net</a>	P O Box 466, West Point, GA 31833
Ed Moon	City of WP Representative		706-645-3500		<a href="mailto:emoon@cityofwestpointga.com">emoon@cityofwestpointga.com</a>	P O Box 487, West Point, GA 31833
Steve Trammel	Downtown WP Dev Auth		404-456-1202		<a href="mailto:steve@sewingmachine.com">steve@sewingmachine.com</a>	101 Highland Drive, West Point, GA 31833
Yvonne Reed	Record Keeper		706-645-6204	706-594-2469	<a href="mailto:reed.yvonne@ccbg.com">reed.yvonne@ccbg.com</a>	P O Box 350, West Point, GA 31833

Economic Development Director Report  
Submitted: Thursday, December 3

- Distributed Year End Letter to PILOT Participants. (6)

In order to transfer assets to the West Point Development Authority (WPDA) and comply with the PILOT for calendar year 2015 the WPDA must receive a "bill of sale" signed by the company with an attached list of assets by location, description and cost dated and received prior to Thursday, December 31, 2015.

- "Project Panel" – Northwest Harris Business Park

Project Meeting with Harris County, Georgia Department of Economic Development (Thurs. Nov 19)

Project status: pending company decision, no new development.

- Jobs 110
- Private Investment \$35,000,000

City of West Point has contracted with Allen-Smith Consulting for Employment Incentive Program (EIP) financing application to be used to cover the cost of water & sewer extension/site improvements. (Site Visit with Allen-Smith Consulting representatives – Friday, Nov. 13)

- Industrial Revenue Bond Issuance for PowerTech America (\$40,000,000), meeting with PowerTech American representatives and Bond/Authority Counsel Fri. Nov 20.

- Met and facilitated dialogue with Troup County Tax Assessors office regarding PILOT Policy/Agreement (Tues. Nov 17, ongoing)

- City of West Point provided update on community development to the West Point Business Council Tues. Dec 1.

- Met with Electric Cities of Georgia (ECG) Economic & Community Development representatives. Wed. Dec 1

- Darly Ingram, Senior VP External Affairs
- Matt Colvin, Business Development Associate
- Mill Graves, Retail & Commercial Business Development
- Lonnie Smallwood, Industrial Business Development Associate

ECG provided an overview of Technical and Research services.

- Geographical Services (customized mapping)
  - o Area Transportation View
  - o Demographic Concentrations
  - o Buffer Maps
  - o Site & Building Analysis
  - o Parcel Maps
  - o Opportunity Zones
  - o Regional Maps
  
- Research Services (customized)
  - o Industry & Company Research – Targeted company identification, site selection competitive advantages, company profile intelligence
  - o Retail Research – Retail company identification, area demographic analysis, traffic counts, retail development planning
  - o General Marketing Research – Marketing materials, business incentives analysis, economic and fiscal impact analysis
  
- Provided a community update to the ECG Economic & Community Development team on projected residential development from West Point Planning & Community Development Department, Downtown revitalization and investments, Georgia Department of Transportation Exit 2 concept layout. We had constructive conversation regarding the proposed retail site and commercial development for West Point.