



**Welcome Home**

**May Monthly Reports  
June 2013**

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**AGENDA**  
**WORK SESSION**

THURSDAY, JUNE 6<sup>TH</sup>

WORK SESSION @ 8:15 AM

**MEETING CALLED TO ORDER**

**PUBLIC HEARING (IF NEEDED OR REQUIRED)**

**AGENDA REVIEWED IN ITS ENTIRETY BEFORE DISCUSSION**

**PUBLIC COMMENT ON AGENDA ITEMS (FORM REQUIRED)**

**OLD BUSINESS**

- Municipal Elections

**NEW BUSINESS**

- Greg Wood, Harris County Manager
- Appointment to West Point Development Authority Board
- Amusement Devices and Game Room Ordinance
- Vehicles for Hire

**CONSIDER ITEMS FOR BUSINESS MEETING** (Create Business Meeting Agenda)

- Municipal Elections
- Appointment to West Point Development Authority Board
- Amusement Devices and Game Room Ordinance
- Vehicles for Hire
- 

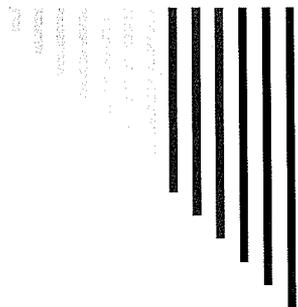
**MAYOR & COUNCIL COMMENTS**

**ADJOURNED**

Next Meeting:

Council Meeting - Monday, June 10<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 May 13, 2013 at 6:00 P.M. with Mayor A. Drew Ferguson IV presiding.

Members Present:

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

Members Absent:

Mayor Ferguson called Mr. George Lovelace, Keeney Memorial United Methodist Church for opening prayer.

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

AGENDA

Mayor Ferguson asked for a motion to approve the items on the agenda. Councilmember Gerald W. Ledbetter made said motion and seconded by Councilmember Benjamin F. Wilcox and **passed unanimously**.

PROCLAMATION KEEP TROUP BEAUTIFUL

Mayor Ferguson read a proclamation proclaiming the month of April as Keep Troup Beautiful month in the City of West Point. Ms. Doris Jefferson, Mr. Thomas Scott and Councilmember Sandra Thornton accepted the proclamation on behalf of the Keep Troup Beautiful Committee.

BUS SHELTER CERTIFICATES

Mayor Ferguson, Councilmember Gerald Ledbetter, and Councilmember Sandra Thornton presented certificates of appreciation to Boy Scouts, KIA, City Employees and other citizens who volunteered their time and resources to build bus shelters throughout the community to protect children from the weather while they wait for school buses.

## MINUTES

Mayor Ferguson asked for a motion to approve the minutes from the April 8, 2013 regular meeting. Councilmember Judy L. Wilkinson made said motion and was seconded by Councilmember Sandra Thornton; the minutes were **approved unanimously without change**.

## FINANCIAL REPORT

Councilmember Benjamin F. Wilcox presented the April financial report with the May cash position and forecast and made a motion to accept the report; motion seconded by Councilmember Sandra Thornton and **passed unanimously**.

## 2012 AUDIT PRESENTATION

J. Robyn Underwood, C.P.A., presented the audited 2012 City Financial Statements to the Mayor and Council. Ms. Underwood recited a general overview and pointed out certain highlights concerning the City's bookkeeping and financial condition. The 2012 Financial Statements were unqualified, meaning there were no major discrepancies in the City's financial records, which were in good order. Mayor Ferguson thanked Ms. Underwood for her presentation.

## APPOINTMENTS TO MUNICIPAL PLANNING BOARD

Councilmember Gerald W. Ledbetter made a motion to re-appoint Anita Jones to the Municipal Planning Board. The motion was seconded by Councilmember Joseph R. Downs III and **passed unanimously**

Councilmember Benjamin F. Wilcox made a motion to re-appoint Bill Gladden to the Municipal Planning Board. The motion was seconded by Councilmember Judy L. Wilkinson and **passed unanimously**

Councilmember Gloria R. Marshall made a motion to re-appoint Joel Finley to the Municipal Planning Board. The motion was seconded by Councilmember Joseph R. Downs III and **passed unanimously**

## REZONING AND ANNEXATION OF WEST POINT DEVELOPMENT 1, LLC JC & M DEVELOPMENT CORP

Councilmember Benjamin F. Wilcox read an ordinance and asked for a motion to annex into the existing corporate limits of the City of West Point, Georgia all that tracts or parcels of land situated in parcel 093-4-000-055 40 Acres being in land lot 239 of the Fifth Land District of Troup County GA located 7521 West Point Road. The zoning shall be specified as Mixed Use District 1. Councilmember Judy L. Wilkinson seconded the motion. During the discussion Councilmember Joseph R. Downs III gave a statement to try to clarify what he considered misinformation or misunderstanding about the West

Point Development Authority roll in the project which is none and the company West Point Development LLC. After the discussion **Councilmember Joseph R. Downs III abstained from voting and the motion passed unanimously.**

**REZONING AND ANNEXATION OF WEST POINT DEVELOPMENT I, LLC JC & M DEVELOPMENT CORP**

Councilmember Benjamin F. Wilcox read an ordinance and asked for a motion to annex into the existing corporate limits of the City of West Point, Georgia all that tracts or parcels of land situated in parcel 093-4-000-100A and 093-4-000-101 30 Acres being in land lot 239 of the Fifth Land District of Troup County GA located 170 Webb Road. The zoning shall be specified as Mixed Use District 1. The motion seconded by Councilmember Gerald W. Ledbetter. **Councilmember Joseph R. Downs III abstained from voting and the motion passed unanimously.**

**ANNEXATION ON KIA PARKWAY**

Councilmember Judy L. Wilkinson made a motion to approve the annexation into the existing corporate limits of the City of West Point, Georgia 19.25 acres being in the Fifth Land District of Troup County GA parcel number 094-4-000-001 as deeded to the City of West Point from the State of Georgia for roadway purposes. Councilmember Gerald W. Ledbetter seconded the motion; **passed unanimously.**

**DE-ANNEXATION PROPERTY 51 WARNER ROAD**

Councilmember Gloria R. Marshall made a motion to approve de-annexation from the existing corporate limits of the City of West Point, Georgia 11.31 acres being in land lot 123 of the Fifth Land District of Troup county, Georgia parcel 077-0-000-052 located 51 Warner Road. Councilmember Judy L. Wilkinson seconded the motion and **passed unanimously.**

**HOUSING IMPLEMENTATION PLAN METROCENTER ASSOC.**

Councilmember Sandra Thornton made a motion to approve an agreement with MetroCenter Associates LLC for the purposes of development and execution of a housing implementation plan at a cost of \$30,000 for 12 months service. The motion was seconded by Councilmember Gerald W. Ledbetter and **passed unanimously.**

**CITY SUPPORT FOR FOREST MILL APARTMENT PROJECT**

Councilmember Gerald W. Ledbetter made a motion to approve a resolution in support for the Forrest Mills Apartment project which will include 80 family housing units to the Georgia Department of Community Affairs for funding through the state tax credit program. The motion was seconded by Councilmember Judy L. Wilkinson and **passed unanimously.**

**ADJOURN**

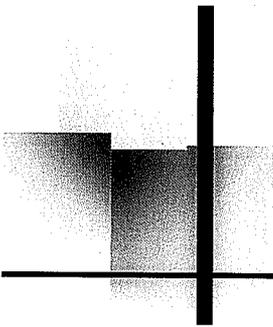
There being no further business, the meeting was adjourned.

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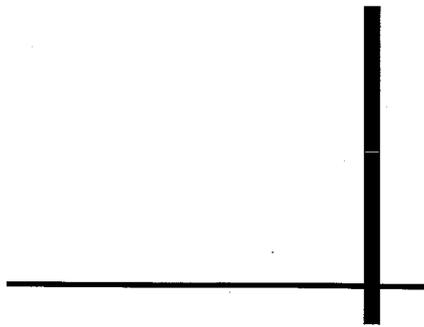
Richard McCoy  
City Clerk

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A. Drew Ferguson IV  
Mayor



# **FINANCIAL REPORT**



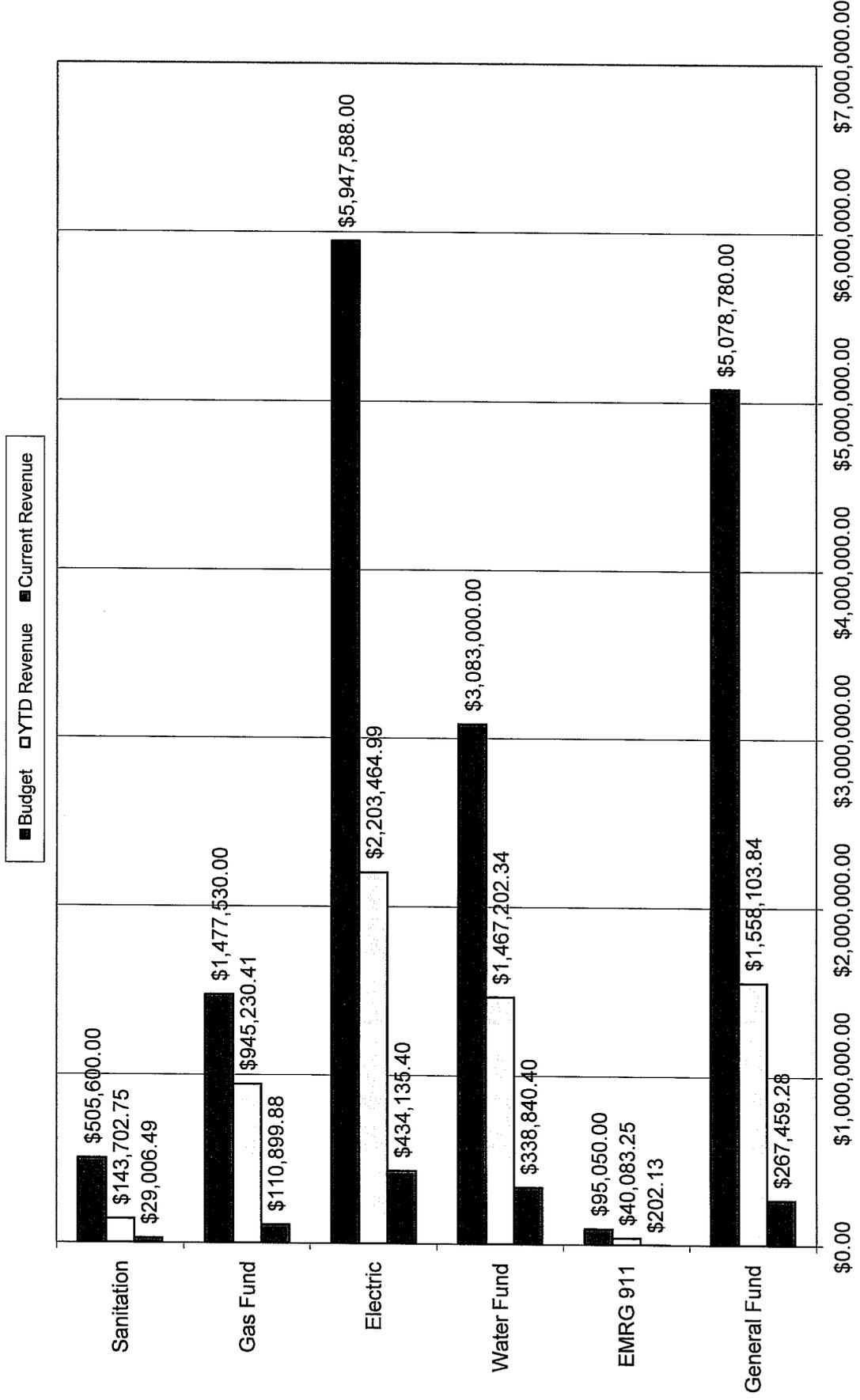


# City of West Point Financial Report May, 2013

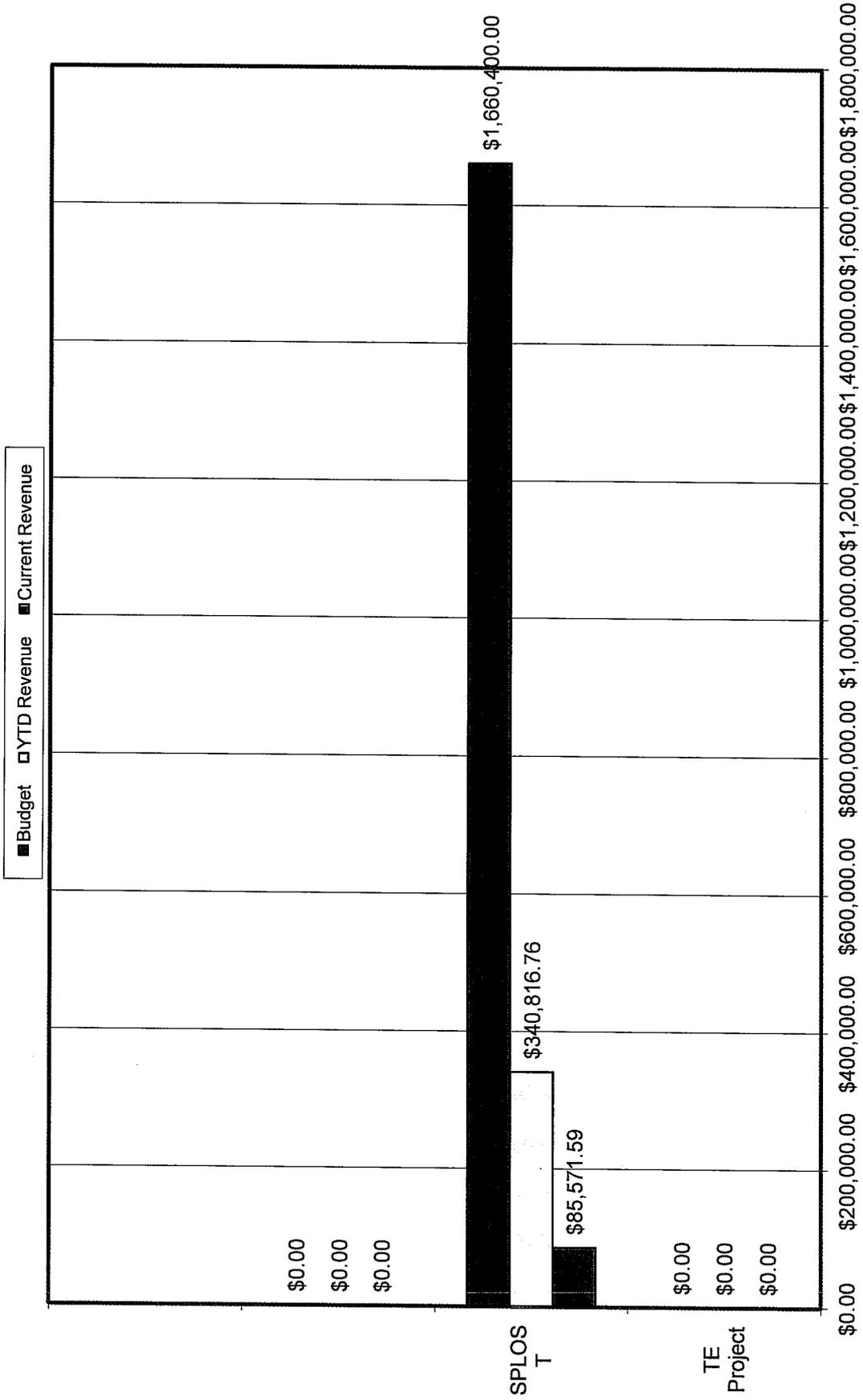
## REVENUES

<b>General Fund</b>	<b>EMRG 911</b>	<b>Water Fund</b>
Current Revenue	\$267,459.28	\$338,840.40
YTD Revenue	\$1,558,103.84	\$1,467,202.34
<b>Budget</b>	<b>\$5,078,780.00</b>	<b>\$3,083,000.00</b>
Percentage Budget	30.68%	47.59%
<b>Electric Fund</b>	<b>Gas Fund</b>	<b>Sanitation</b>
Current Revenue	\$434,135.40	\$29,006.49
YTD Revenue	\$2,203,464.99	\$143,702.75
<b>Budget</b>	<b>\$5,947,588.00</b>	<b>\$505,600.00</b>
Percentage Budget	37.05%	28.42%
<b>TE Project</b>	<b>USDA</b>	<b>SPLOST</b>
Current Revenue	\$0.00	\$85,571.59
YTD Revenue	\$0.00	\$340,816.76
<b>Budget</b>	<b>\$0.00</b>	<b>\$1,660,400.00</b>
Percentage Budget	#DIV/0!	20.53%
<b>Total All Departments</b>	<b>Total YTD Revenue</b>	<b>Total All Departments</b>
<b>Current Revenues</b>	\$1,266,115.17	\$6,698,604.34
<b>Current Expense</b>	\$1,643,917.62	\$7,308,666.73
<b>over/under</b>	(\$377,802.45)	(\$610,062.39)
<b>YTD Revenue</b>	<b>\$6,698,604.34</b>	
<b>Budget</b>	<b>\$17,847,948.00</b>	
<b>Percentage</b>	<b>37.53%</b>	

# Budget Revenue Comparison May, 2013



# Budget Revenue Comparison May, 2013



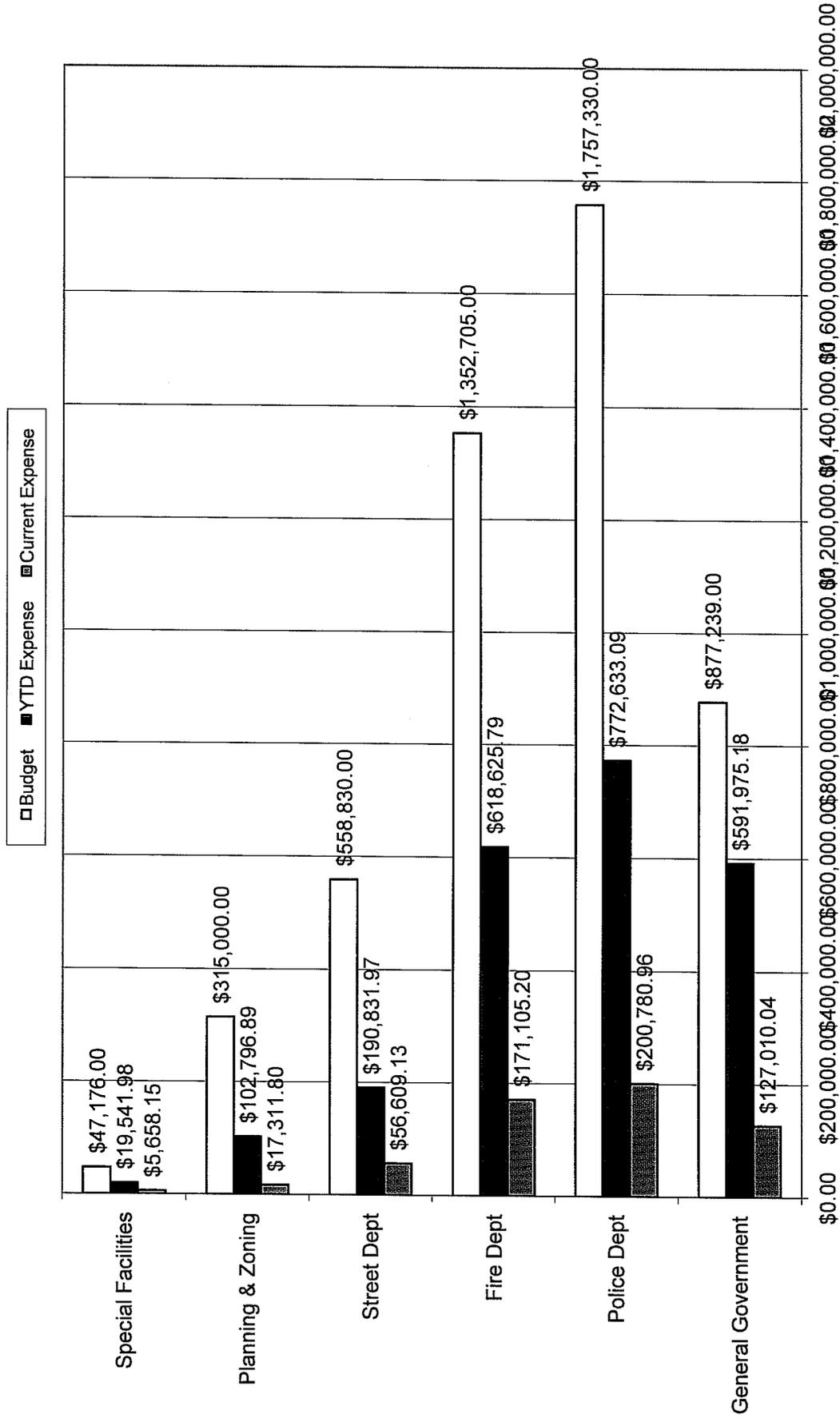


# City of West Point Financial Report May, 2013

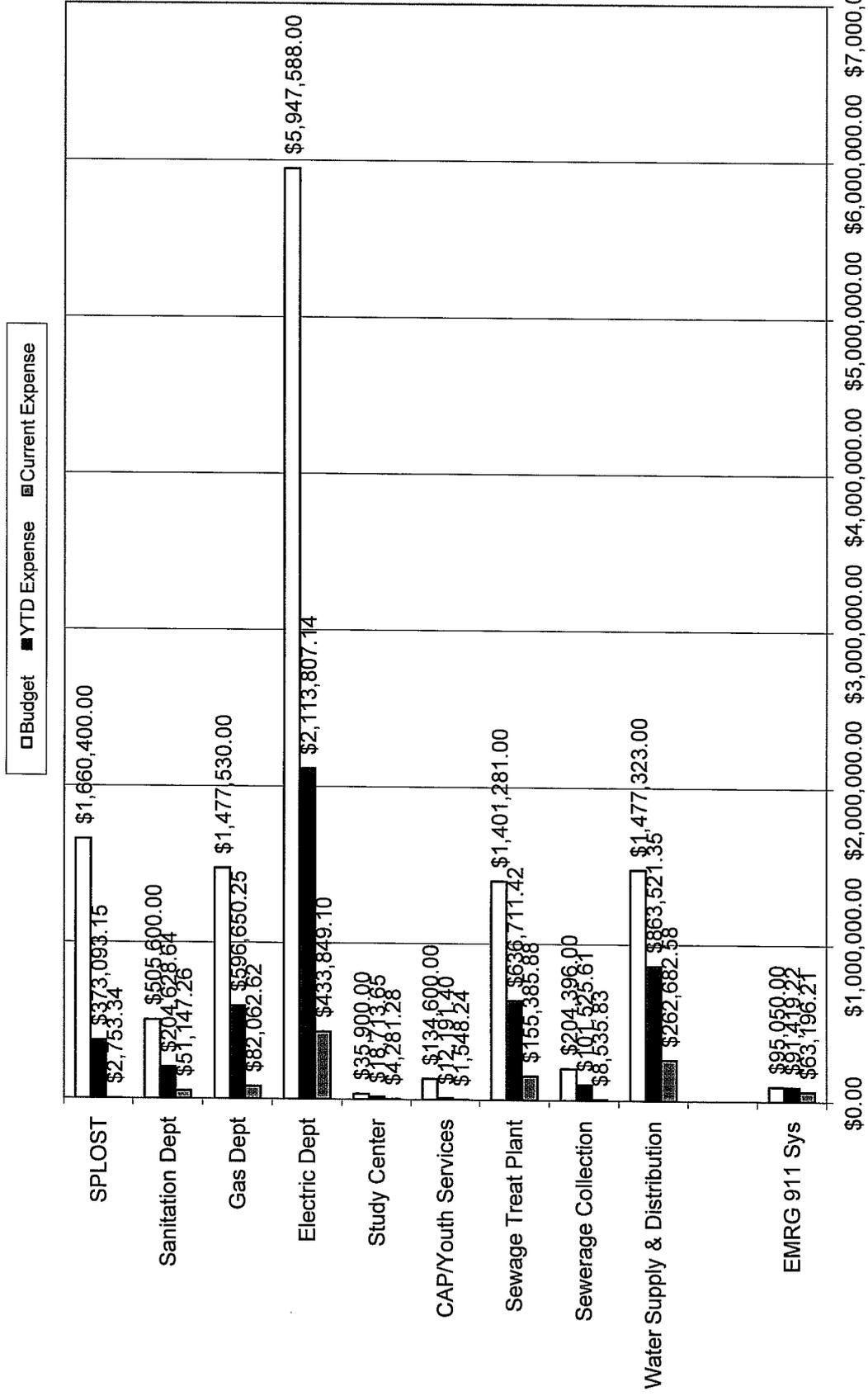
## EXPENSES

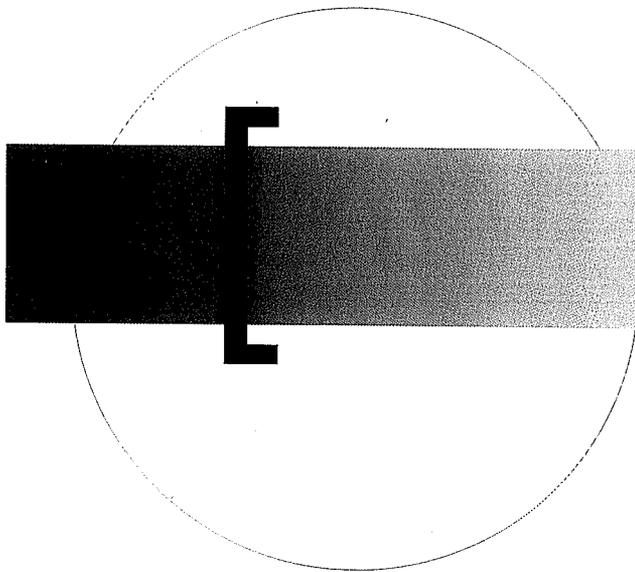
<b>General Government</b>	<b>Police Dept</b>	<b>Fire Dept</b>	<b>Street Dept</b>
Current Expense \$127,010.04	\$200,780.96	\$171,105.20	\$56,609.13
YTD Expense \$591,975.18	\$772,633.09	\$618,625.79	\$190,831.97
<b>Budget \$877,239.00</b>	<b>\$1,757,330.00</b>	<b>\$1,352,705.00</b>	<b>\$558,830.00</b>
Percentage Budget 67.48%	43.97%	45.73%	34.15%
<b>Planning &amp; Zoning</b>	<b>Tech Center</b>	<b>EMRG 911 SYS</b>	<b>Water Dept</b>
Current Expense \$17,311.80	\$5,658.15	\$63,196.21	\$262,682.58
YTD Expense \$102,796.89	\$19,541.98	\$91,419.22	\$863,521.35
<b>Budget \$315,000.00</b>	<b>\$47,176.00</b>	<b>\$95,050.00</b>	<b>\$1,477,323.00</b>
Percentage Budget 32.63%	41.42%	96.18%	58.45%
<b>Sewer/ Sewer Disp</b>	<b>Electric Dept</b>	<b>Gas Dept</b>	<b>Sanitation Dept</b>
Current Expense \$163,921.71	\$433,849.10	\$82,062.62	\$51,147.26
YTD Expense \$738,237.03	\$2,113,807.14	\$596,650.25	\$204,628.64
<b>Budget \$1,605,677.00</b>	<b>\$5,947,588.00</b>	<b>\$1,477,530.00</b>	<b>\$505,600.00</b>
Percentage Budget 45.98%	35.54%	40.38%	40.47%
<b>SPLOST</b>	<b>Study Center</b>	<b>CAP/Youth Services</b>	
Current Expense \$2,753.34	\$4,281.28	\$1,548.24	
YTD Expense \$373,093.15	\$18,713.65	\$12,191.40	
<b>Budget \$1,660,400.00</b>	<b>\$35,900.00</b>	<b>\$134,600.00</b>	
Percentage Budget 22.47%	52.13%	9.06%	
<b>All Funds</b>	<b>Total All Departments</b>	<b>Total YTD Expenses</b>	<b>\$7,308,666.73</b>
\$1,266,115.17	\$6,698,604.34	<b>Budget</b>	<b>\$17,847,948.00</b>
\$1,643,917.62	\$7,308,666.73	<b>Percentage</b>	<b>40.95%</b>
(\$377,802.45)	(\$610,062.39)		
<b>Current Revenues</b>	<b>Total YTD Revenue</b>		
<b>Current Expense</b>	<b>Total YTD Expenses</b>		
<b>over/under</b>	<b>over/under</b>		

# Budget Expense Comparison May, 2013



### Budget Expense Comparison May, 2013





# 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**

**May 2013**

**FIRE RESPONSES**

Structure / Residential	3
Structure / Business	0
Vehicle	0
Ground Cover, Trash	2
Hazardous Materials	2
Rescue, M.V.A.	3
False Alarms	3
Mutual Aid Responses	0
Other Responses	0
<b>Total Fire Responses</b>	<b>13</b>

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**EMERGENCY MEDICAL SERVICE RESPONSES**

<b>FACILITY</b>	<b>TRIPS</b>
Lanier Memorial	19
West Ga. Medical	6
East Al. Medical	2
Columbus Medical Center	0
Landing Zone	1
Non-Transport	15
<b>Total E.M.S. Responses</b>	<b>43</b>

# Public Works Department Activity Report

## MAY 2013

Preventive maintenance on storm water collection system

Grind at land field

Patch with 19 1/2 Tons

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

Trim limbs on the R-O-W

Spray on R-O-W

Clean off storm drains and repair

Service and repair Equip.

Pick up litter on R-O-W

Cut R-O-W

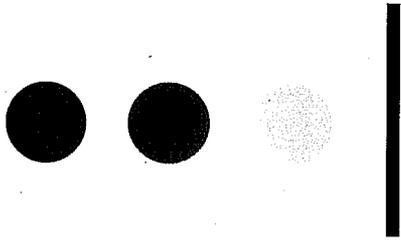
Work on wash out area on KIA Parkway

Mulch on KIA Parkwat & Blvd.

Help at Gym

Deliver new trash cans

Work on 3<sup>RD</sup> Ave. dig out project 70 loads of dirt



# **NEW BUSINESS**

# WEST POINT DEVELOPMENT AUTHORITY

April 22, 2013

Mayor Drew Ferguson  
City of West Point  
P. O. Box 487  
West Point, GA 31833

Dear Mayor Ferguson:

The West Point Development Authority requests that the West Point City Council consider the appointment of Mr. Phillip Johnson, as a board member, at your meeting on May 13, 2013, effective June 1, 2013, to fill the vacancy due to the resignation of Craig Berlin.

Due to the departure and relocation of Craig Berlin, Josh Moon has accepted the Chairman position for the remainder of 2013.

Should you have any questions or need any additional information, please do not hesitate to contact me at 706-773-4494.

Thank you for your cooperation.

Sincerely,



Craig Berlin  
Chairman

LEWIS, TAYLOR & TODD, P.C.

ATTORNEYS AT LAW

SUITE 3

205 NORTH LEWIS STREET

POST OFFICE DRAWER 1027

LAGRANGE, GEORGIA 30241

JOHN M. TAYLOR  
JEFFREY M. TODD  
BRYAN G. FORSYTH

JAMES R. LEWIS  
(1928-1996)  
GEORGE E. SIMS, JR.  
(1917-1967)  
FAX (706) 882-4905  
TELEPHONE (706) 882-2501

April 25, 2013

VIA EMAIL

Mr. Ed Moon, City Manager  
CITY OF WEST POINT  
P.O. Box 487  
West Point, Georgia 31833-0487  
[emoon@cityofwestpointga.com](mailto:emoon@cityofwestpointga.com)

**RE: Amusement Devices and Game Rooms Ordinance**

Dear Ed:

Pursuant to our discussions, the Governor recently signed House Bill 487 which, among other modifications, relocated regulation of the amusement machines to the Georgia Lottery Corporation. Moreover, the maximum number of machines which West Point must allow was reduced from 9 to 6. Enclosed herewith please find an ordinance which is identical to the ordinance West Point passed on March 11, 2013, except that the number of machines is downwardly revised to 6.

I look forward to hearing from you should this leave you with any questions.

With best regards, I am

Very truly yours,

LEWIS, TAYLOR & TODD, P.C.



Jeffrey M. Todd

JT/atb  
Enclosure

AN ORDINANCE

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF WEST POINT TO AMEND THE CODE OF THE CITY; TO AMEND THE BUSINESS REGULATIONS CHAPTER IN ORDER TO MODIFY THE NUMBER OF BONA FIDE COIN-OPERATED AMUSEMENT MACHINES AT A LOCATION WITHIN THE CITY PURSUANT TO STATE LAW; TO REPEAL CONFLICTING ORDINANCES; TO FIX AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

BE IT ORDAINED BY THE CITY COUNCIL OF WEST POINT, AS FOLLOWS:

SECTION 1:

That the Code of Ordinances of the City of West Point be amended by deleting therefrom Section 6-327, in its entirety, inserting in lieu thereof a new Section 6-327 to read as follows:

"Sec. 6-327. No amusement game room in the city shall offer to the public more than six (6) bona fide coin-operated amusement machines offering non-cash redemption in accordance with O.C.G.A. § 16-12-35(d)(1)(B), (C), or both at the same location. After a hearing, the mayor and council may, upon consideration of the nature and character of the business at issue, waive the applicability of this provision to an individual location."

SECTION 2:

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 3:

This ordinance, after adoption by the Council and upon approval by the Mayor, shall become effective immediately.

READ AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2013.

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

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

Chapter 22

**VEHICLES FOR HIRE\***

- Art. I. In General, §§ 22-1-22-30  
Art. II. Taxicabs, §§ 22-31-22-38

**ARTICLE I. IN GENERAL**

**Sec. 22-1. Definitions.**

Vehicles for hire as used in this chapter shall be construed to include all motor driven vehicles including but not limited to taxicabs operated within the city for a fare or operated for hire.

(Code 1967, § 26-1)

**Sec. 22-2. Driver's license to be in addition to business license.**

The permit provided for by this chapter shall be separate and distinct from the business license required by the city. The section requiring drivers to have a city license applies to drivers from Lanett, Alabama, who drive into this city.

(Code 1967, § 26-2)

**Sec. 22-3. Drivers to have permit in possession.**

Each driver of a taxicab or bus within the city shall keep on his person his city driver's license, and shall exhibit same to any police officer of the city upon request, and upon his failure to so present it to such officer, his permit shall thereupon be automatically revoked.

(Code 1967, § 26-3)

**Sec. 22-4. Regulations governing issuance of city taxicab driver's license.**

The clerk-treasurer shall have the power and authority and it is hereby made his duty to examine into the qualifications and fitness of any person who may desire to operate or drive a taxicab in the city to the end that the safety or comfort of the general public shall not be endangered by the operation of such taxicab. In examining persons applying for a license to operate taxicabs within the city, the clerk-treasurer shall enforce the following rules and regulations:

- (1) No person shall be granted a license to operate a taxicab unless he is eighteen (18) years of age or over and have the free use of both hands and both feet.

\*Cross references—Business regulations, Ch. 6; traffic, Ch. 20.

State law reference—Reciprocal agreements as to operation of vehicles registered in other states inapplicable to motor vehicles for hire, O.C.G.A. § 40-2-95.

(b) *Suspension from operation of cab; revocation of permit.* Any person or owner of a taxicab who shall fail to comply with any provision of this article or who shall violate any provision of this article, upon conviction, in addition to the fine and imprisonment provided for in paragraph (a) of this section, for the first offense shall be suspended from the operation of a taxicab for a period of ten (10) days; for the second offense, in addition to the fine and imprisonment provided for in paragraph (a) of this section, shall be suspended from the operation of a taxicab for sixty (60) days; and for the third offense, in addition to the fine and imprisonment provided for in paragraph (a) of this section, the permit to operate a taxicab, held by such driver or owner, shall be revoked.

(Code 1967, § 26-15).

**Sec. 22-32. Insurance required.**

(a) No person shall operate a taxicab in the city without carrying a public liability insurance policy issued by a solvent incorporated insurance company authorized to write automobile liability insurance in the state, protecting passengers, pedestrians and other persons against injury, subject to the following minimum limits:

- (1) For all damages arising out of a bodily injury to one (1) person, ten thousand dollars (\$10,000.00), and subject to that limit for each person, the total liability on account of one (1) accident shall be limited to twenty thousand dollars (\$20,000.00), but in no event less than the minimum that may be required by state law. It is not required that such coverage shall apply to the assured's employee while engaged in operating or being carried in any of the assured's taxicabs by other employee of the assured, who are injured while engaged at the time of such injury in performing any duties for the assured in connection with the trade, business or occupation of the assured.
- (2) For all property damage in any one (1) accident, five thousand dollars (\$5,000.00), except property of the assured or property in the custody of the assured for which assured is legally responsible. Such policy shall include an endorsement to the effect that such policy shall not be cancelled without notice of cancellation being served upon the city clerk at least ten (10) days prior to the date of cancellation. Such policy shall be filed with the city clerk and shall remain on file with him.

(b) Licenses will be issued only provided a policy of liability insurance in some good and solvent company covering each car is filed with the clerk-treasurer or with the city clerk of some other municipality in which such car is licensed, and a certificate thereof filed with the clerk-treasurer of this city.

(c) The clerk-treasurer shall not issue any taxicab permit under this article unless the applicant shall first file with him an insurance policy as herein specified. In the event the insurance policy shall be cancelled or expire, the permit to operate the taxicab covered shall be cancelled.

(Code 1967, § 26-16).

**Sec. 22-33. City license required for drivers.**

No person shall operate or be allowed to drive a taxicab within the corporate limits of the city without first securing a license from the clerk-treasurer.

(Code 1967, § 26-17)

(b) Upon direction of the judge of the municipal court that the city license of any person operating a taxicab in the city shall be revoked, it shall be the duty of the clerk-treasurer to so revoke such license; and thereafter if such person should continue to operate such taxicab, he shall be guilty of an offense.

(Code 1967, § 26-21)

**Sec. 22-38. Same—Transportation.**

(a) If the driver of any taxicab in the city knowingly allows or permits intoxicating liquor, wine or beer to be hauled in any taxicab driven by him in the city, the holder or owner of the license, issued by the city, under which such taxicab is being operated, shall forfeit his license, and the license shall be automatically revoked.

(b) In the event that any license is forfeited and revoked because any driver is guilty of hauling intoxicating liquor, wine or beer, and the holder of the revoked license desires to appeal, he shall have a right to appeal to the city council, and a hearing shall be held at such time and place as the city council shall designate. Pending this hearing on appeal, the holder of the revoked license shall not operate a taxi service under and by virtue of any such license.

(c) It shall also be unlawful for any driver found guilty of hauling intoxicating liquor, wine or beer in any taxicab driven by him to ever again drive a taxicab in the city.

(Code 1967, § 26-22)

Downtown West Point Development Authority Minutes  
April 9, 2013

Present: Joe Hill, Cheryl Magby, Steve Tramell, April Ross, Drew Ferguson, David Lyons, Karen Meadows, Bill Nixon, and Gus Darden.

Joe Hill called the meeting to order, and the minutes from the previous meeting were approved.

The Treasurer, Steve Tramell, reported the month started out with \$65,369.64 and ending with \$60,979.80+\$566.60 in DDA taxes that had not been deposited yet. When the checks are deposited it will leave the balance at \$61,546.40.

**Committee Report:**

BHT Promotions Committee-No chairman-Still trying to get that filled. Still have Judy Wilkinson in mind for contracting to organize and put on all the events. Judy wants to discuss that at a later date once she gets organized. Drew will be sitting down and having this conversation with her and he will inform everyone of it.

BHT Economic Committee- David is still working with businesses to get surveys. The grocery store planning is still in conversation. The company has been hired who will be helping out with the grocery store. The grocery store location is being looked at by the interstate. Bill Nixon stated The Horizon Theater is using Nader's building to store costumes. In early May, The Thimble building will be torn down to start the renovation process.

BHT Design Committee- Joe Hill reported that Wayne Scroggs have requested a façade grant for the Buddy Tee Shop that he's owner of. Steve Tramell is thinking of putting up a building. He is being advised of Design options, and possibly obtaining an architect to start the building.

BHT Manager's Report- The Heart and Soul Bus Tour was a success. The tour group was very pleased with the Downtown progress.

**Old Business:**

The Strategic Planning Process is being executed. The \$15,000 for each of the three entities has been agreed upon. It will kick off in late April. Joe Greenwood "Joe the Tailor" has been honored, and the dedication was nice.

**New Business:**

Discussed parking Downtown, in need of a resolution!!!!

There is no further business, Joe adjourned meeting. The next meeting will be May 14<sup>th</sup> at 8:00am.

Submitted by Cheryl Magby, recording secretary

The Housing Authority of the City of West Point, Georgia

Regular Meeting

Thursday, May 16, 2013

4:00 P.M.

AGENDA

	Page
1. Invocation	
2. Introduction of Guests	
3. Consider Approval of Minutes for Regular Board Meeting of March 21, 2013 (Attached behind Agenda)	
4. Consider Approval of Staff Reports:	
▪ Finance .....	1 – 3
▪ Occupancy.....	4
5. Consider A Resolution Adopting the FY-2014 Operating Budget .....	5 – 6
6. Consider A Resolution Authorizing The Charging Off Of Resident Account Balances For Month Ending March 31, 2013.....	7
7. Consider A Resolution Authorizing The Charging Off Of Resident Account Balances For Month Ending April 30, 2013.....	8
8. Executive Director's Report	
9. Any and All Other Matters That May Be Brought Before the Board.	

Respectfully submitted,



J. Len Williams  
Secretary-Treasurer

THE HOUSING AUTHORITY OF THE CITY OF WEST POINT  
REGULAR BOARD MEETING  
March 21, 2013

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 21st day of March 2013, 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  
Lionel Johnson  
Ralph Davidson

The following Commissioner(s) were absent:

Nekos Davis

OTHERS PRESENT

Len Williams, Fred Hunt, Lisa Walters, Robert Sellers, Jackie White, Temekia Carr, Suzette Moore

INVOCATION

Commissioner Wiky Gladden delivered the invocation

INTRODUCTION OF GUESTS

Drew Heilman, representative for Charter Communications, explained how the contract with Charter is about to expire therefore, Mr. Drew elaborated on better cable services for existing customers here in housing at no additional cost. A soft copy will be sent to Mr. Hunt (contact person) and he will review it and give more information on the plan to the board.

APPROVAL OF MINUTES FROM BOARD MEETING OF JANUARY 17, 2013

There were no corrections to the minutes. On motion was made by Commissioner Wiky Gladden and seconded by Commissioner Burt Winston, the board unanimously approved the minutes.

APPROVAL OF STAFF REPORTS

Following discussion and on motion by Commissioner Wiky Gladden, seconded by Commissioner Burt Winston, the board unanimously accepted the finance and occupancy report.

CONSIDER A RESOLUTION AUTHORIZING THE CHARGE OFF OF RESIDENT ACCOUNT BALANCES

The Following Resolution was introduced and duly considered:

RESOLUTION NO: 1006-67

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

Following discussion and on motion by Commissioner Gladden, seconded by Commissioner Johnson, the board unanimously agreed to charge off resident's account balance in the amount of \$863.18.

EXECUTIVE DIRECTOR'S REPORT

Len Williams talked about substantial renovation in West Point in the near future. Pictures were passed around for the board to review.

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

Suzette Moore, the ROSS program coordinator shared progress concerning the program.

With no further discussion the meeting was adjourned at 5:20 p.m.

\_\_\_\_\_  
Ralph Davidson, Chairperson

\_\_\_\_\_  
J. Len Williams, Secretary-Treasurer

**THE HOUSING AUTHORITY OF THE CITY OF WEST POINT, GA**  
**BALANCE SHEET**  
**APRIL 30, 2013**

**Assets**

Cash		\$ 10,513
Tenant Accounts Receivable (Net)		6,592
Investments		988,000
Prepaid Expenses and Other Assets		48,856
Land, Structures & Equipment	\$ 11,476,153	
Less: Accumulated Depreciation	(8,484,318)	
		2,991,835
<b>Total Assets</b>		<b>\$ 4,045,796</b>

**Liabilities**

Tenant Security Deposits	\$ 41,010	
Accounts Payable - Vendor	-	
Accounts Payable - HACG	73,339	
Accrued Compensated Absences	45,481	
Other Liabilities	8,392	
		168,222
<b>Total Liabilities</b>		<b>\$ 168,222</b>

**Surplus**

HUD-PHA Contributed Assets	\$ 2,991,835	
Operating Reserve	885,739	
		3,877,574
<b>Total Surplus</b>		<b>\$ 3,877,574</b>
<b>Total Liabilities and Surplus</b>		<b>\$ 4,045,796</b>

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

As of  
APRIL 30, 2013

REVENUES	YEAR-TO-DATE			ANNUAL BUDGET
	Actual	Budget	Favorable/ (Unfavorable) Variance	
Rental Income	\$ 521,796	\$ 516,358	\$ 5,438	\$ 619,630
Other Income	\$ 24,252	\$ 19,833	\$ 4,419	\$ 23,800
HUD Subsidy	\$ 821,870	\$ 895,429	\$ (73,559)	\$ 1,074,515
CFP Operating Transfer	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 1,367,918</b>	<b>\$ 1,431,621</b>	<b>\$ (63,703)</b>	<b>\$ 1,717,945</b>
<b>EXPENSES</b>				
Administrative	\$ 134,457	\$ 112,679	\$ (21,778)	\$ 135,215
Property Mgmt and Accounting Fee	\$ 136,260	\$ 154,733	\$ 18,473	\$ 185,680
Resident Service	\$ 10,422	\$ 7,275	\$ (3,147)	\$ 8,730
Utilities	\$ 459,649	\$ 504,704	\$ 45,055	\$ 605,645
Ordinary Maintenance	\$ 366,199	\$ 319,913	\$ (46,287)	\$ 383,895
General Expenses	\$ 145,184	\$ 142,383	\$ (2,802)	\$ 170,859
Extra-Ordinary Maintenance	\$ 23,978	\$ 166,667	\$ 142,689	\$ 200,000
Capital Expenditures	\$ 18,013	\$ 17,333	\$ (680)	\$ 20,800
<b>Total Expenses</b>	<b>\$ 1,294,162</b>	<b>\$ 1,425,687</b>	<b>\$ 131,525</b>	<b>\$ 1,710,824</b>
<b>Net Income/ (Deficit) from Operations</b>	<b>\$ 73,756</b>	<b>\$ 5,934</b>	<b>\$ 67,822</b>	<b>\$ 7,121</b>

**THE HOUSING AUTHORITY OF THE CITY OF WEST POINT, GA**  
**Grant Funding**  
**APRIL 30, 2013**

<b>Grant Funding</b>	<b>Program End Dates</b>	<b>Approved Budget</b>	<b>Total Obligated</b>	<b>Actual Expenditures</b>	<b>Remaining to Obligate</b>	<b>Remaining to Disburse</b>
CFP - FY'09 (978)	9/14/11 Obligate 9/14/13 Disburse	356,495	326,554	326,554	29,941	29,941
CFP - FY'11 (987)	8/3/13 Obligate 8/2/15 Disburse	302,176	301,668	152,186	508	149,990
CFP - FY'12 (989)	3/12/14 Obligate 3/12/16 Disburse	269,087	45,365	29,515	223,722	239,572
ROSS - FY'09 (979)	6/13/10 Effective 6/13/13 Disburse	174,000	144,291	144,291	29,709	29,709
ROSS - FY'12 (992)	8/31/12 Effective 8/31/15 Disburse	191,565	-	-	191,565	191,565
<b>Total Grants</b>		<b>\$ 1,293,323</b>	<b>\$ 817,878</b>	<b>\$ 652,546</b>	<b>\$ 475,445</b>	<b>\$ 640,777</b>

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

WEST POINT  
BUDGET  
Fiscal Year Ending June 30, 2014

	Actual FY 2012 PUM	Estimated FY 2013 PUM	Budgeted FY 2014 PUM	FY 2014 ANNUAL BUDGET
<b>REVENUES</b>				
Net Rental Revenue	228.16	232.30	239.22	640,140
Operating Subsidy	432.56	357.67	326.36	873,340
Interest Income	1.15	0.98	1.01	2,700
Other Revenue	15.02	9.45	9.45	25,300
CFP Operating Transfer	-	-	-	-
<b>TOTAL REVENUE</b>	<b>676.88</b>	<b>600.40</b>	<b>576.04</b>	<b>\$ 1,541,480</b>
<b>OPERATING EXPENDITURES</b>				
<b>Administration:</b>				
Salaries	29.06	31.99	32.35	86,580
COCC Fees	60.60	60.93	60.94	163,080
COCC Frontline Charges	9.24	9.70	6.52	17,435
Office Supplies	1.67	1.10	1.12	3,000
Administrative Other	17.52	18.73	19.67	52,625
<b>Total Administration Expenses</b>	<b>118.09</b>	<b>122.45</b>	<b>120.60</b>	<b>322,720</b>
<b>Resident Services:</b>				
Salaries	3.20	3.98	4.10	10,965
Contract Costs: Training & Other	0.38	0.80	0.67	1,800
COCC Transportation Charges	-	-	-	-
<b>Total Resident Services Expenses</b>	<b>3.57</b>	<b>4.78</b>	<b>4.77</b>	<b>12,765</b>
<b>Utilities</b>				
	230.05	200.93	204.95	548,450
<b>Ordinary Maintenance &amp; Operation:</b>				
Labor	69.75	65.63	57.96	155,095
Contract Labor	10.20	14.11	13.25	35,445
Materials and Supplies	42.58	53.90	55.80	149,330
Contract Costs	20.92	36.12	36.85	98,600
COCC Central Maintenance Fees	14.82	0.14	-	-
<b>Total OM&amp;O</b>	<b>158.28</b>	<b>169.91</b>	<b>163.85</b>	<b>438,470</b>
<b>General Expense:</b>				
Insurance	19.00	19.21	19.36	51,800
Payment in Lieu of Taxes	-	3.14	3.43	9,169
Termination Payoff Payments	-	-	-	-
Employee Benefit Contributions	41.94	41.21	41.23	110,323
Collection Losses	2.53	3.57	3.59	9,600
Other General Expense	0.78	2.66	2.71	7,260
<b>Total General Expense</b>	<b>64.25</b>	<b>69.78</b>	<b>70.31</b>	<b>188,152</b>
<b>TOTAL ROUTINE EXPENDITURES</b>	<b>574.23</b>	<b>567.85</b>	<b>564.48</b>	<b>\$ 1,510,557</b>
<b>Nonroutine Expenditures:</b>				
Extraordinary Maintenance	2.42	11.95	-	-
Capitalized Equipment	-	-	24.66	66,000
<b>Total Nonroutine Expenditures</b>	<b>2.42</b>	<b>11.95</b>	<b>24.66</b>	<b>66,000</b>
<b>TOTAL COST OF OPERATIONS</b>	<b>576.66</b>	<b>579.80</b>	<b>589.15</b>	<b>1,576,557</b>
<b>NET PROFIT OR (LOSS)</b>	<b>100.23</b>	<b>20.61</b>	<b>(13.11)</b>	<b>\$ (35,077)</b>

FY 2012 Actual Reserves at end of Fiscal Year	\$ 811,982
FY 2013 Estimated Provision for Reserves	\$ 55,145
FY 2013 Estimated Reserves at end of Fiscal Year	\$ 867,127
FY 2014 Estimated Provision for Reserves	\$ (35,077)
FY 2014 Estimated Reserves at end of Fiscal Year	\$ 832,050
Number of Months of Operating Expenses	6.6

1-May-13

R. 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 04/01/13 - 04/30/13

PUBLIC HOUSING

No. of Apparently Eligible Applications on Hand last reported period	179
No. of Applications taken during reporting period	9
No. of Applications suspended or withdrawn during reporting period	8
No. of Move-Ins for reporting period	1
No. of Apparently Eligible Applications on Hand for reporting period	179

Applications on Hand

0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
0	85	72	20	2	0

= 179

D. OF VACANT APARTMENTS AND MOVE-INS

Developments	Total No. of Units	Units Vacant 04/01/13	Moved Out During APRIL	Moved In During APRIL	UNITS AVAILABLE 05/01/13						Total Units Vacant	Percent Units Vacant
					0 BR	1 BR	2 BR	3 BR	4 BR	5 BR		
ONE RIDGE APTS	42	0	0	0	0	0	0	0	0	0	0	0%
FRANT APTS.	8	0	0	0	0	0	0	0	0	0	0	0%
J. COOK APTS	110	1	2	1	0	1	0	0	0	1	2	2%
J. COOK APTS	55	0	0	0	0	0	0	0	0	0	0	0%
GGINS CIRCLE	8	0	0	0	0	0	0	0	0	0	0	0%
<b>Sub-Total</b>	<b>223</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>1%</b>
<b>GRAND TOTAL</b>	<b>223</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>1%</b>

RESPECTFULLY SUBMITTED,

MISTY MICHELLE STUBBS  
 PUBLIC HOUSING COORDINATOR

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION ADOPTING THE FY2014 OPERATING BUDGET  
FOR THE HOUSING AUTHORITY OF THE CITY OF WEST POINT

WHEREAS, The Annual Contributions Contract requires the preparation and approval of Operating Budgets; and,

WHEREAS, the Commissioners of the Housing Authority of the City of West Point have been furnished copies of the proposed Operating Budget for the fiscal year ending on June 30, 2014; and,

WHEREAS, the proposed Budget has been determined by the Commissioners and found to be a sound financial plan:

BE IT THEREFORE RESOLVED that the proposed said Operating Budget for FY2014 is hereby approved and adopted on May 16, 2013.

Certified:

\_\_\_\_\_  
Ralph Davidson, Chairman

\_\_\_\_\_  
J. Len Williams, CEO

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING THE CHARGE-OFF OF RESIDENT  
ACCOUNT BALANCES TO COLLECTION LOSS FOR  
THE AUTHORITY'S PUBLIC HOUSING DEVELOPMENTS  
FOR THE MONTH ENDED MARCH 31, 2013

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	44.64	0.00	12.00	594.03	\$ 650.67	1
GRANT APARTMENTS - 742	0.00	0.00	0.00	0.00	\$ -	0
O.J. COOK APARTMENTS - 743	0.00	0.00	0.00	0.00	\$ -	0
O.J. COOK APARTMENTS - 744	0.00	0.00	0.00	0.00	\$ -	0
HIGGINS CIRCLE - 747	0.00	0.00	0.00	0.00	\$ -	0
TOTAL CHARGED TO COLLECTION LOSS	\$ 44.64	\$ -	\$ 12.00	\$ 594.03	\$ 650.67	1

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING THE CHARGE-OFF OF RESIDENT  
ACCOUNT BALANCES TO COLLECTION LOSS FOR  
THE AUTHORITY'S PUBLIC HOUSING DEVELOPMENTS  
FOR THE MONTH ENDED APRIL 30, 2013

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	0.00	0.00	0.00	0.00	\$ -	0
GRANT APARTMENTS - 742	0.00	0.00	0.00	0.00	\$ -	0
O.J. COOK APARTMENTS - 743	55.22	0.00	61.00	254.00	\$ 370.22	2
O.J. COOK APARTMENTS - 744	0.00	0.00	0.00	0.00	\$ -	0
HIGGINS CIRCLE - 747	0.00	0.00	0.00	0.00	\$ -	0
TOTAL CHARGED TO COLLECTION LOSS	\$ 55.22	\$ -	\$ 61.00	\$ 254.00	\$ 370.22	2