

Welcome Home

May Monthly Reports  
June 2016

AGENDA  
**WORK SESSION**

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THURSDAY, JUNE 9<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**

- 2015 Audit Presentation by J. Robyn Underwood, CPA
- Naming of City Owned Property and or Facilities
- SPLOST Project
- Proposal for Delinquent Tax Collection Services
- Keep Troup Beautiful Board Appointment
- West Point Downtown River Park Use Guidelines
- West Point Splash Park Use Guidelines

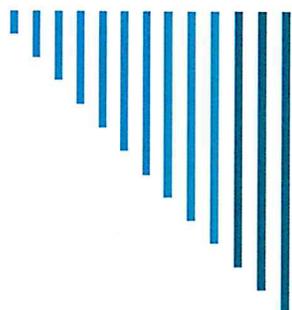
**CONSIDER ITEMS FOR BUSINESS MEETING (Create Business Meeting Agenda)**

**MAYOR & COUNCIL COMMENTS**

**ADJOURNED**

**Next Meeting:**

**Council Meeting - Monday, June 13<sup>th</sup> @ 6:00 PM**



# 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 9, 2016 at 6:00 P.M. with Mayor Pro Tem Steven M. Tramell presiding.

Members Present:

Councilmember Gerald W. Ledbetter  
Councilmember Gloria R. Marshall  
Councilmember Benjamin F. Wilcox

Members Absent:

Councilmember Joseph R. Downs III  
Councilmember Sandra Thornton

Mayor Pro Tem Tramell called Gerald W. Ledbetter for opening prayer.

Fire Chief Milton Smith led the Pledge of allegiance.

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

MINUTES

Mayor Pro Tem Tramell asked for a motion to approve the minutes from the April 11, 2016 regular meeting. Councilmember Benjamin F. Wilcox made said motion and was seconded by Councilmember Gloria R. Marshall; the minutes were **approved unanimously without change.**

FINANCIAL REPORT

Councilmember Gerald W. Ledbetter presented the April financial report with the May cash position and forecast and made a motion to accept the report; motion seconded by Councilmember Gloria R. Marshall and **passed unanimously.**

AGENDA

Mayor Pro Tem Tramell asked for a motion to approve the agenda. Councilmember Gerald W. Ledbetter made said motion and seconded by Councilmember Gloria R. Marshall and **passed unanimously.**

**GEORGIA DEPARTMENT OF TRANSPORTATION (GDOT) RADAR LIST**

Councilmember Benjamin F. Wilcox made a motion to approve an updated Radar List for the City of West Point with the Department of Transportation (GDOT) with the new City Limits for Highway 103 and I-85. Highway 103 from 985 feet south of Whiten Road in Harris County to the Harris/Troup County Line 2.44 miles. I-85 from 50 feet north of the Welcome Center exit sign to 200 feet south of the Exit 6 sign on the exit ramp 6.67 miles in length. The City will be responsible for proper speed zone sign placement on non-state route roadways as well as any advisory speed warning signs roadway conditions warrant. The motion was seconded by Councilmember Gerald W. Ledbetter; **passed unanimously.**

**VALLEY PARTNERSHIP JOINT DEVELOPMENT AUTHORITY MEMBERS**

Councilmember Gloria R. Marshall made a motion to appoint Meghan Duke and Josh Moon to the Valley Partnership Joint Development Authority. The motion was seconded by Councilmember Benjamin F. Wilcox; **passed unanimously.**

**OTHER**

Councilmember Gerald W. Ledbetter thanked Harris County Commissioner Jim Wood and Candidate for Troup County Tax Commissioner Ronnie LeFevers for attending the meeting. He also thanked the Chattahoochee River Keepers for hosting the Chattahoochee River Revival Festival that was held on May 7<sup>th</sup> opening the River Park. Councilmember Gloria R. Marshall stated the newly renovated Police Department is progressing. Chief Tony Bailey stated they should be moving within a couple weeks.

**ADJOURN**

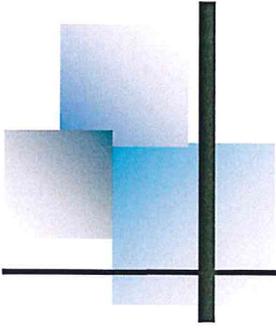
There being no further business, the meeting was adjourned.

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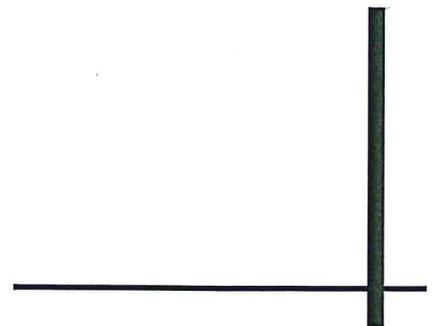
Richard McCoy  
City Clerk

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Steven M. Tramell  
Mayor Pro Tem



# FINANCIAL REPORT



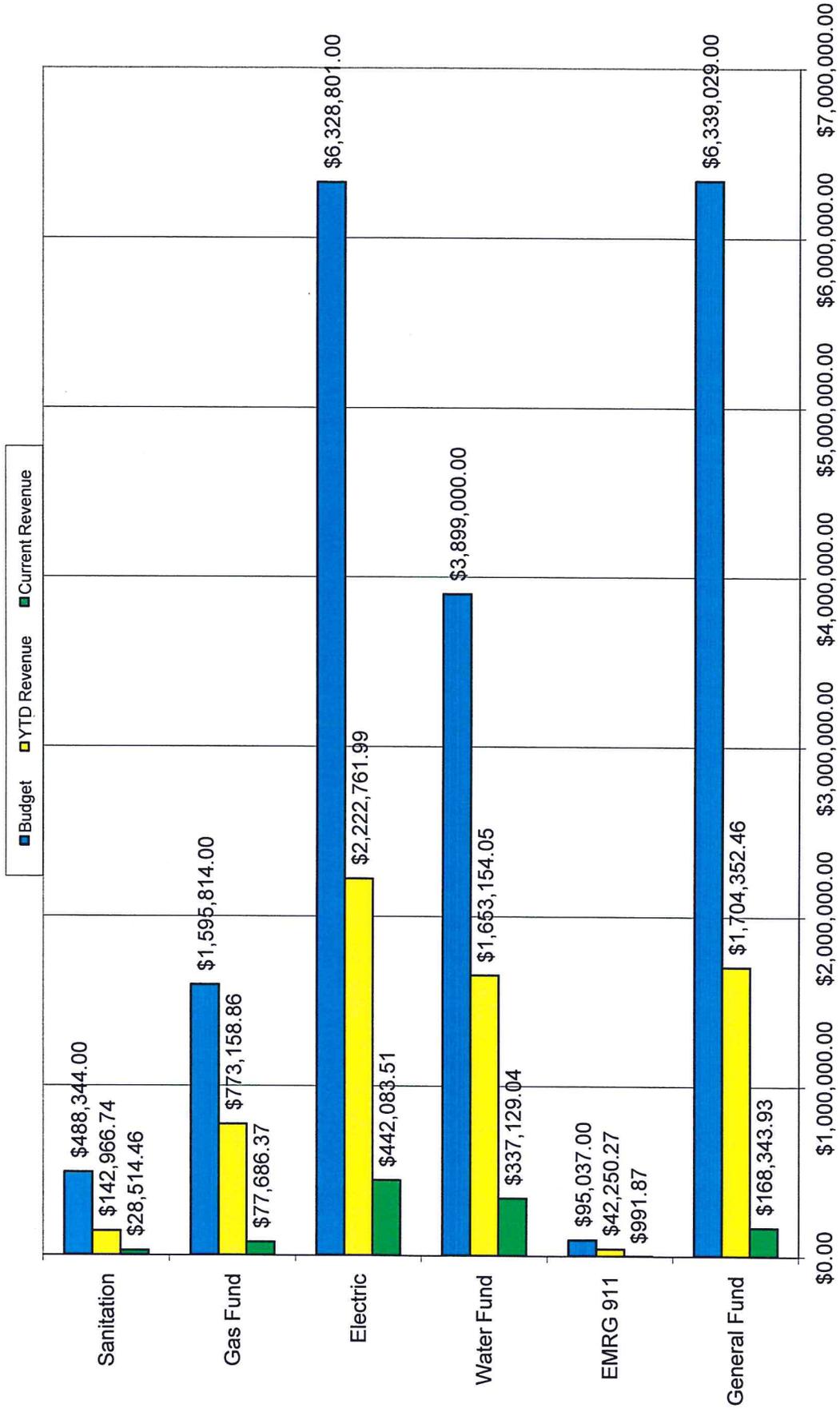


# City of West Point Financial Report May, 2016

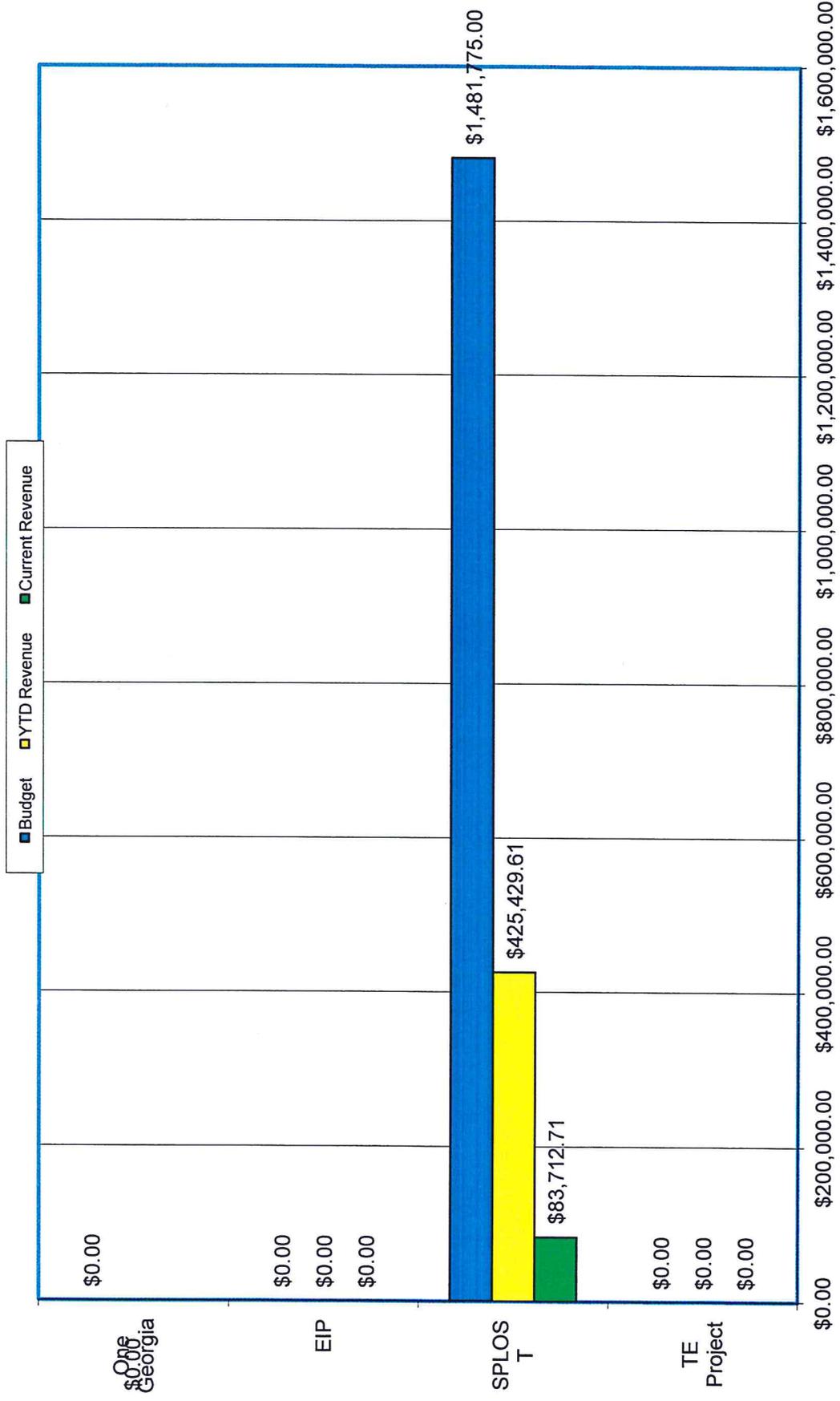
## REVENUES

Current Revenue	<b>General Fund</b>	<b>EMRG 911</b>	<b>Water Fund</b>
YTD Revenue	\$168,343.93	\$991.87	\$337,129.04
<b>Budget</b>	\$1,704,352.46	\$42,250.27	\$1,653,154.05
Percentage Budget	<b>\$6,339,029.00</b>	44.46%	<b>\$3,899,000.00</b>
	26.89%		42.40%
Current Revenue	<b>Electric Fund</b>	<b>Gas Fund</b>	<b>Sanitation</b>
YTD Revenue	\$442,083.51	\$77,686.37	\$28,514.46
<b>Budget</b>	\$2,222,761.99	\$773,158.86	\$142,966.74
Percentage Budget	<b>\$6,328,801.00</b>	48.45%	<b>\$488,344.00</b>
	35.12%		29.28%
Current Revenue	<b>One Georgia</b>	<b>EIP</b>	<b>SPLOST</b>
YTD Revenue	\$0.00	\$0.00	\$83,712.71
<b>Budget</b>	\$0.00	\$0.00	\$425,429.61
Percentage Budget	<b>\$0.00</b>	#DIV/0!	<b>\$1,481,775.00</b>
	#DIV/0!		28.71%
<b>Total All Departments</b>	<b>Total All Departments</b>	<b>Total YTD Revenue</b>	<b>Total All Departments</b>
<b>Current Revenues</b>	\$1,138,461.89	\$6,964,073.98	\$6,964,073.98
<b>Current Expense</b>	\$1,372,690.38	<b>Total YTD Expenses</b>	\$7,357,983.21
<b>over/under</b>	<b>(\$234,228.49)</b>	<b>over/under</b>	<b>(\$393,909.23)</b>
<b>YTD Revenue</b>	<b>\$6,964,073.98</b>	<b>YTD Revenue</b>	<b>YTD Revenue</b>
<b>Budget</b>	<b>\$20,227,800.00</b>	<b>Budget</b>	<b>Budget</b>
<b>Percentage</b>	<b>34.43%</b>	<b>Percentage</b>	<b>Percentage</b>

### Budget Revenue Comparison May, 2016



### Budget Revenue Comparison May, 2016



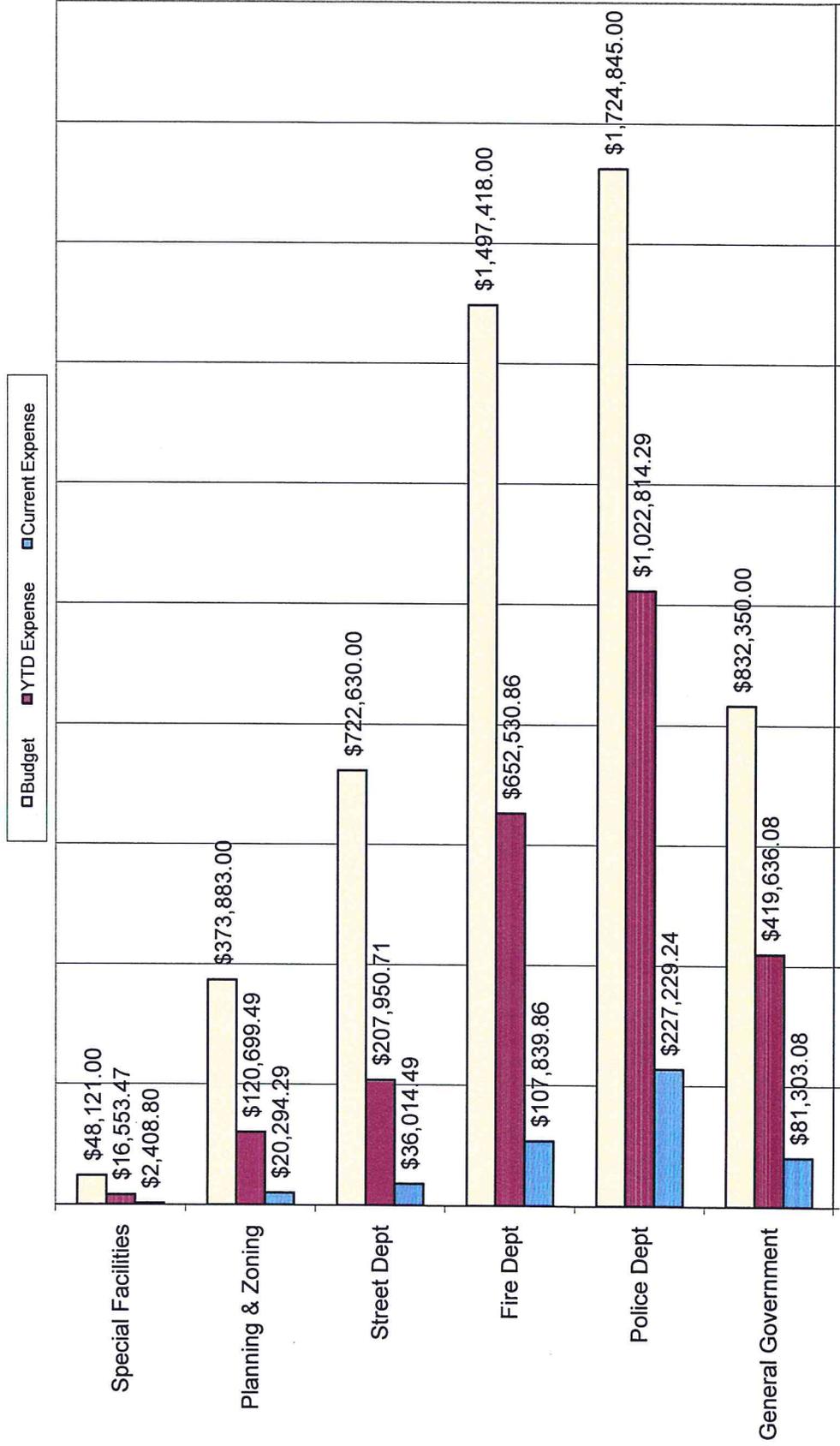


# City of West Point Financial Report May, 2016

## EXPENSES

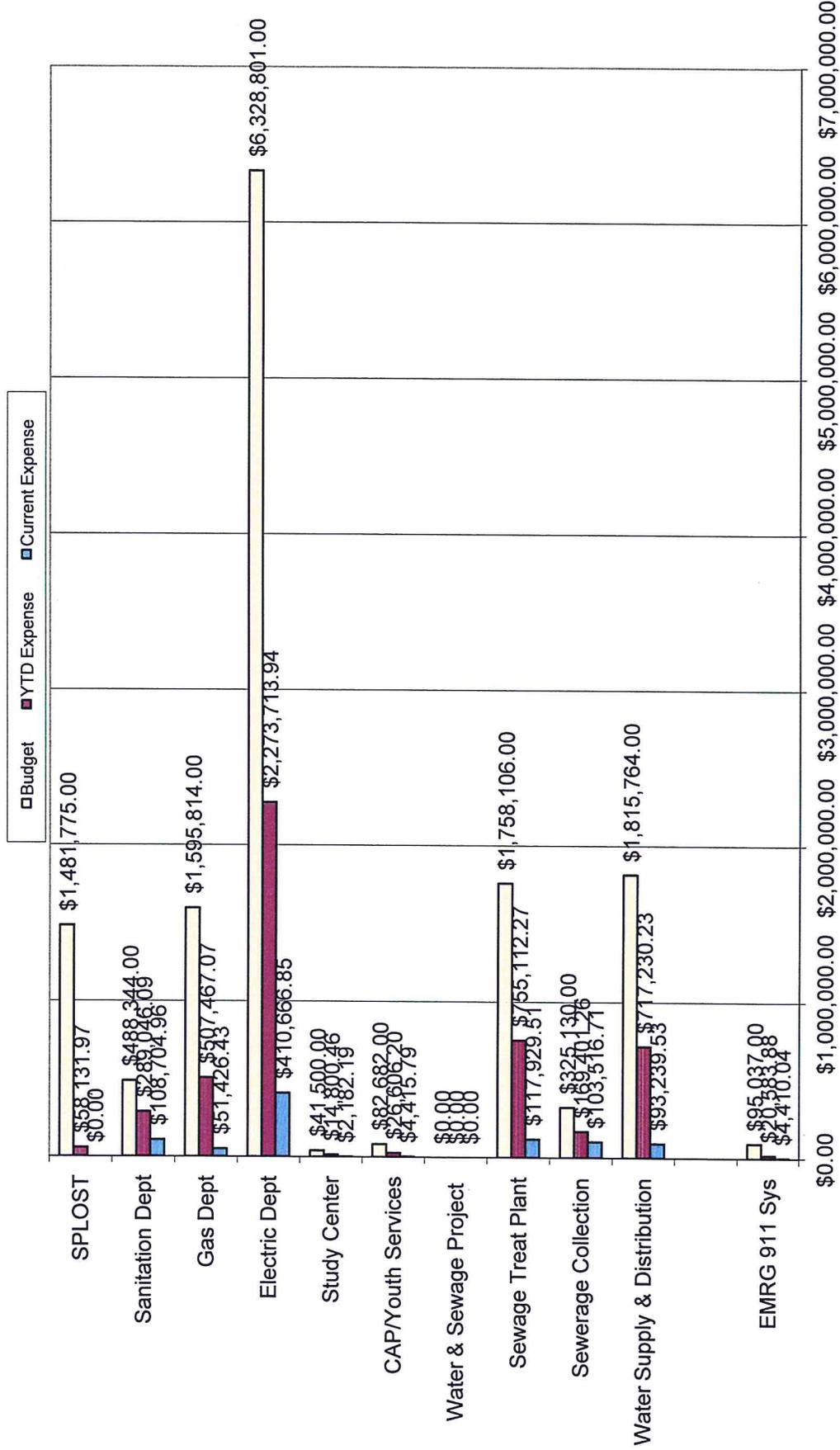
Current Expense	General Government	Police Dept	Fire Dept	Street Dept
YTD Expense	\$81,303.08	\$227,229.24	\$107,839.86	\$36,014.49
<b>Budget</b>	\$419,636.08	\$1,022,814.29	\$652,530.86	\$207,950.71
Percentage Budget	<b>\$832,350.00</b>	<b>\$1,724,845.00</b>	<b>\$1,497,418.00</b>	<b>\$722,630.00</b>
	50.42%	59.30%	43.58%	28.78%
Current Expense	Planning & Zoning	Special Facilities	EMRG 911 SYS	Water Dept
YTD Expense	\$20,294.29	\$2,408.80	\$4,410.04	\$93,239.53
<b>Budget</b>	\$120,699.49	\$16,553.47	\$20,583.88	\$717,230.23
Percentage Budget	<b>\$373,883.00</b>	<b>\$48,121.00</b>	<b>\$95,037.00</b>	<b>\$1,815,764.00</b>
	32.28%	34.40%	21.66%	39.50%
Current Expense	Sewer/ Water	Electric Dept	Gas Dept	Sanitation Dept
YTD Expense	\$221,446.22	\$410,666.85	\$51,426.43	\$108,704.96
<b>Budget</b>	\$924,513.53	\$2,273,713.94	\$507,467.07	\$289,046.09
Percentage Budget	<b>\$2,083,236.00</b>	<b>\$6,328,801.00</b>	<b>\$1,595,814.00</b>	<b>\$488,344.00</b>
	44.38%	35.93%	31.80%	59.19%
Current Expense	SPLOST	Study Center	CAP/Youth Services	Economic Dev
YTD Expense	\$0.00	\$2,182.19	\$4,415.79	\$1,108.61
<b>Budget</b>	\$58,131.97	\$14,800.46	\$26,606.20	\$85,704.94
Percentage Budget	<b>\$1,481,775.00</b>	<b>\$41,500.00</b>	<b>\$82,682.00</b>	<b>\$1,015,600.00</b>
	3.92%	35.66%	32.18%	8.44%
<b>Current Revenues</b>	<b>All Funds</b>	<b>Total All Departments</b>		<b>\$7,357,983.21</b>
<b>Current Expense</b>	\$1,138,461.89	<b>Total YTD Revenue</b>	\$6,964,073.98	<b>\$20,227,800.00</b>
<b>over/under</b>	\$1,372,690.38	<b>Total YTD Expenses</b>	\$7,357,983.21	<b>36.38%</b>
	<b>(\$234,228.49)</b>	<b>over/under</b>	<b>(\$393,909.23)</b>	

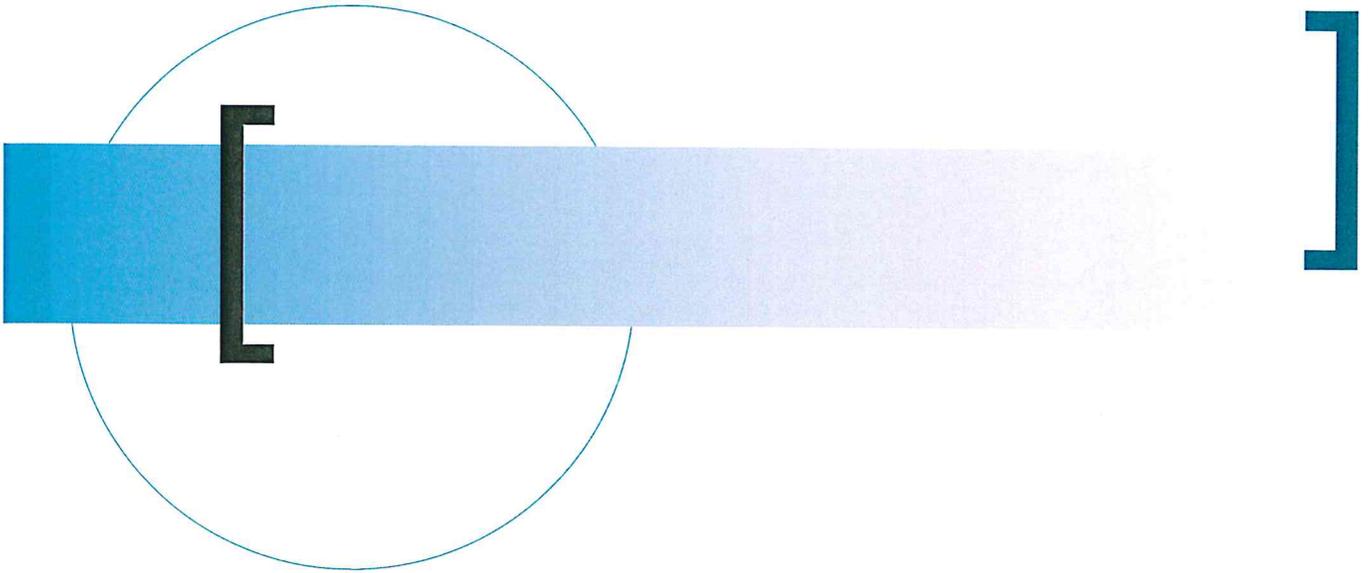
### Budget Expense Comparison May, 2016



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

### Budget Expense Comparison May, 2016





# DEPARTMENT REPORTS

Fire Department

Planning Department

Police Department

Public Works

Utility Department

Fires-NFIRS Series 100	2
NFIRS Series 200-Overpressure, rupture, explosion, overheat (no fire)	0
NFIRS Series 300-Rescue and EMS Incidents	12
NFIRS Series 400-Haradous Condition (no fire)	0
NFIRS Series 500-Service Call	1
NFIRS Series 600-Good Intent Call	1
NFIRS Series 700-False Alarm and False Calls	6
NFIRS Series 800	0
Severe Weather and Natural Disaster	
NFIRS Series 900 -Special Incident Type	0
Mutual aid fire responses TC	1
Mutual aid fire responses HC	0
Mutual aid fire responded Lanett	0
Automatic aid fire responses TC	0
Automatic aid fire responses HC	0
Automatic aid fire responses Lanett	0
<b>TOTAL FIRE BY WPFD AND PARTNERS</b>	<b>23</b>
EMS Patient Disposition	
EAMC-Lanier	16
EAMC-Opelika	3
WGMC	17
No Transport	9
Landing Zone	0
Midtown Medical Center	1
<b>TOTAL EMS INCIDENTS BY WPFD</b>	<b>46</b>
Mutual aid EMS provided to TC	0
Mutual aid EMS provided to HC	0
Mutual aid EMS provided to LFD	0
Mutual aid EMS from TC	0
Mutual aid EMS from HC	0
Mutaul aid EMS from Lanett	7
<b>TOTAL EMS by WPFD and PARTNERS</b>	<b>53</b>

**Community Development Department**  
May 1 – 31, 2016

**Permits Issued – 12**  
Elec. Water, Gas 7  
Building 5

**Inspections - 40**  
Industrial 7  
New Commercial 24  
Remodel Comm. 5  
New Residential 4  
Remodel Res. 0

**Certificate of Occupancy- 7**

**Soil and Erosion - 7**  
NOI / NOT 1  
Plan Submittal 2  
BMP Infractions 4  
Citations 0

**Plan Reviews- 7**  
Commercial 3  
Residential 2  
Other 2

**Hearings - 0**  
No Shows 0

**Public Notices- 0**

**Structures Demolished- 0**

## Community Development

### Youth Services

CARES Summer Program      Theme: Olympic Summer

Youth Participants                      50

    Waiting List                              21

Staff    3

Senior worker (Experience Works)    1

Point University Intern                    1 (reading)

Volunteers                                    1 (math)

Youth Ventures worker                    1

Girl Scouts                                    10 participants

Little Free Library-free books for youth. Installed 6/7 by Troup high student council.

### Workshops/Classes

Operation Building Hope

*Family Life Night* (May)                      14 participants

    Work Prep (May)                              6 participants

Gang Violence prevention w/ West Point & Lagrange Police depts.

    Parent/Adult workshop- June 13

### Food Program: Feeding West Point

Number of food baskets

    May    160

    June 9    170 (ordered)

    Volunteers                                    6

# 7-Jun-2016 Through 14-June-2016

## On Call List For City of West Point Utility Departments

### Lights & Power Department

Glenn Templeton	100 Magnolia Street Valley, AL 36854	706-518-3694 City Cell 706-773-4114 Personal Cell
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### Water & Sewer Department

Richard Chapman	7893 West Point Rd. West Point, GA	706-518-6744 City Cell 706-518-2841 Personal Cell
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### Gas Department/Utility Protection

Travis Chambers	6506 22nd Ave. Valley, AL	410 Lee Rd 265 Cusseta, AL	706-518-6731 City Cell 706-773-1285 Personal Cell
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### Depot On-Call Personnel

Sammy Inman	706-518-3694	2nd
Cheryl Magby	706-501-8781	3rd

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### Director of Utilities

Sammy Inman	617 Denson St. Valley, AL 36854	706-594-0796
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**Statistical Counts Report**

For records with dates between 5/1/2016 and 5/31/2016

**WEST POINT PD**

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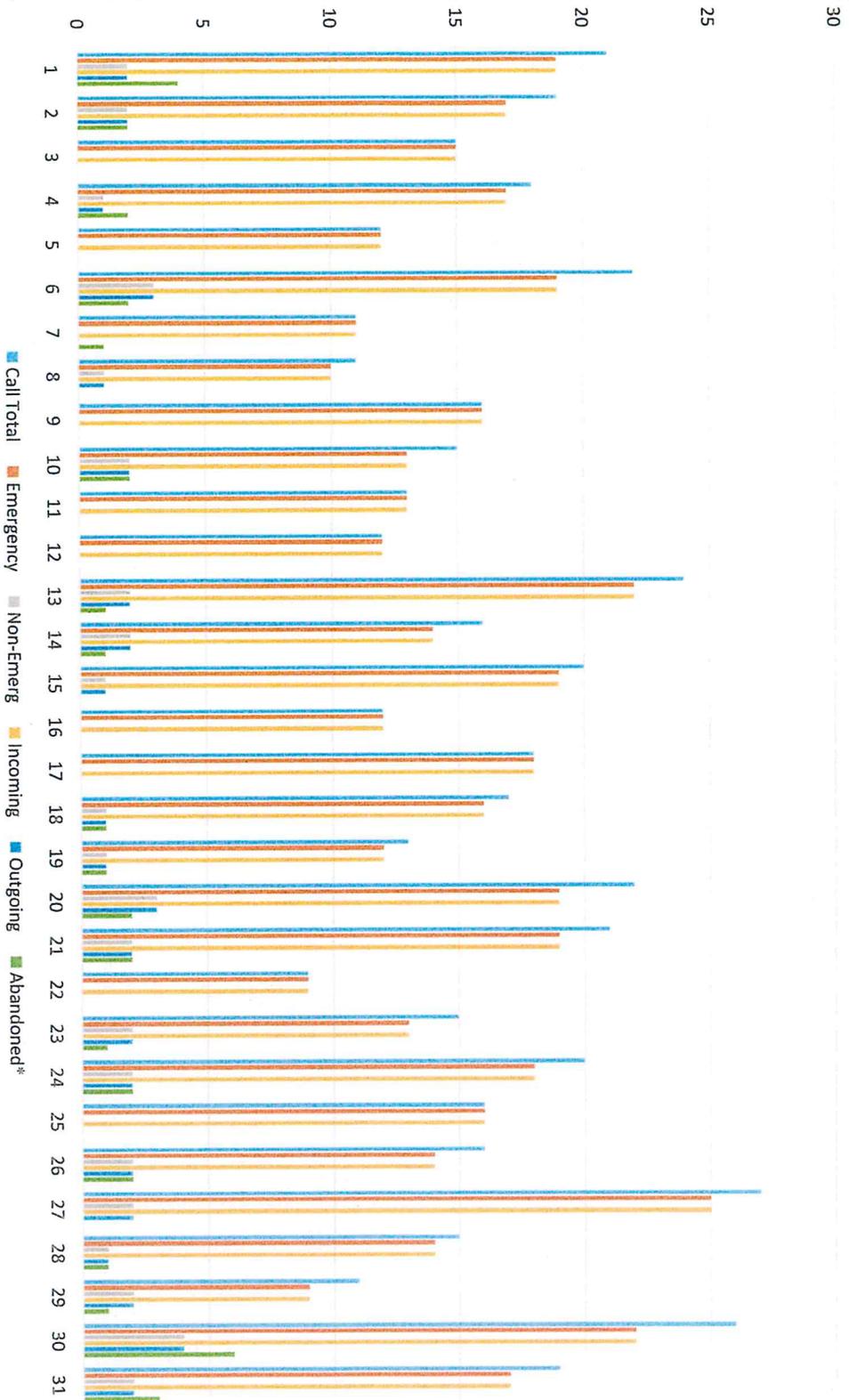
Incident Reports Created	<u>ALL</u> 146	<u>INCIDENTS</u> 109	<u>MISC.</u> 28	<u>FAMILY VIOL.</u> 9
Incident Reports Cleared	<u>ALL</u> 122	<u>BY ARREST</u> 37	<u>UNFOUNDED</u> 84	<u>EXCEPTIONALLY</u> 1
Property Involved			<u>STOLEN</u> \$35,062	<u>RECOVERED</u> \$25,462
Incident Type Level			<u>FELONY</u> 42	<u>MISDEMEANOR</u> 75
Investigative Files Opened				2
Investigative Files Assigned				2
Investigative Files Cleared				1
Drug Related Investigative Files Opened				0
Drug Related Investigative Files Cleared				0
Arrests / Booking Records				0
Citations Issued				155
Warnings Issued				17
Ordinance Violations				1
<u>Court Services</u>			<u>RECEIVED</u>	<u>SERVED</u>
Civil Papers			0	0
Subpoenas			0	0
Warrants			63	62
Accident Reports		<u>ALL</u> 30	<u>CRASH</u> 16	<u>PRIV PROP</u> 14

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

	Daily Call Total	Call Category		Call Origin		Abandoned*
		Emergency	Non-Emerg	Incoming	Outgoing	
1	21	19	2	19	2	4
2	19	17	2	17	2	2
3	15	15	0	15	0	0
4	18	17	1	17	1	2
5	12	12	0	12	0	0
6	22	19	3	19	3	2
7	11	11	0	11	0	1
8	11	10	1	10	1	0
9	16	16	0	16	0	0
10	15	13	2	13	2	2
11	13	13	0	13	0	0
12	12	12	0	12	0	0
13	24	22	2	22	2	1
14	16	14	2	14	2	1
15	20	19	1	19	1	0
16	12	12	0	12	0	0
17	18	18	0	18	0	0
18	17	16	1	16	1	1
19	13	12	1	12	1	1
20	22	19	3	19	3	2
21	21	19	2	19	2	2
22	9	9	0	9	0	0
23	15	13	2	13	2	1
24	20	18	2	18	2	2
25	16	16	0	16	0	0
26	16	14	2	14	2	2
27	27	25	2	25	2	0
28	15	14	1	14	1	1
29	11	9	2	9	2	1
30	26	22	4	22	4	6
31	19	17	2	17	2	3
		<b>482</b>	<b>40</b>	<b>482</b>	<b>40</b>	<b>37</b>
<b>Total</b>	<b>522</b>	<b>522</b>		<b>522</b>		<b>37</b>

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

## City of West Point, GA Call Count by Day for May 2016



# Public Works Department Activity Report

## May 2016

Preventive maintenance on storm water collection system

Patch with 7 1/2 Tons

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

Trim limbs on the R-O-W

Cut and trim to clear sidewalks

Service and repair Equip.

Clean up in town area

Spray weeds and grass in cracks

Cut and pick up trash on R-O-W

Haul trash

Haul Sludge

Cut grass and bushes on KIA Parkway & BLVD

Clean and replace some signs

Work at new Police Dept. (paint, signs, spray, landscape, cleaned parking lots, patched holes)

Lower man hole ring behind Irish Bread Bub

## May 2016 Utility Department Reports

### Gas Department/Utility Protection

For the month of May, 2016

task desc	Gas Crew & Utility Protection	department total
LOCATE UNDERGROUND UTILITIES	35	35
INVESTIGATE A REPORTED GAS LEAK	1	1
RESTAKE UG LOCATES	3	3
<b>GRAND TOTAL</b>	<b>39</b>	<b>39</b>

### Power & Lights

For the month of May, 2016

task desc	Electric Crew	department total
CUT TREE OR LIMB	1	1
CHANGE METER	2	2
TEMPORARY POWER	1	1
REPAIR STREET LIGHT	5	5
REPAIR SECURITY LIGHT	4	4
REPAIR TRAFFIC LIGHT	2	2
POWER OUTAGE	6	6
SET NEW/REPLACE POLE	3	3
MISCELLANEOUS-POWER	11	11
<b>GRAND TOTAL</b>	<b>35</b>	<b>35</b>

### SERVICE TRUCK

For the month of May, 2016

task desc	Field Cuustomer Service 2	department total
CITY HALL WORK ORDER	46	46
<b>GRAND TOTAL</b>	<b>46</b>	<b>46</b>

### Sewer Department

For the month of May, 2016

task desc	Sewer Crew	department total
SEWER BACK UP	2	2
<b>GRAND TOTAL</b>	<b>2</b>	<b>2</b>

## May 2016 Utility Department Reports

### Water Distribution

For the month of May, 2016

<b>task desc</b>	<b>Water Distribution Crew</b>	<b>department total</b>
MISCELLANEOUS-WATER	5	5
CHANGE METER	2	2
REPAIR LEAK IN SERVICE LINE	1	1
CHECK WATER PRESSURE	2	2
NEW WATER SERVICE	5	5
INSTALL, RENEW, RELOCATE, REINSTATE, ABANDON SERVICE	4	4
INVESTIGATE WATER LEAK	3	3
<b>GRAND TOTAL</b>	<b>22</b>	<b>22</b>

### Water Treatment Plant

April 2016

**37,727,000 Gallons Withdrawn From River (Average 1,217,000 GPD)**

**Highest Day Withdrawal was on May 12th. The amount was 1,624,000 Gallons.**

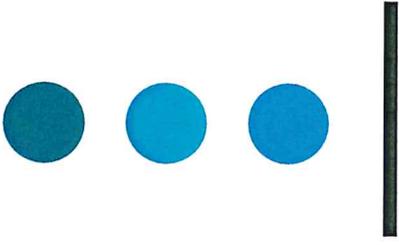
**36,426,000 Gallons Pumped to System (Average 1,175,000 GPD)**

### Wastewater Treatment Plant

April 2016

**43,300,000 Gallons Discharged to Chattahoochee River (Average 1,396,774 GPD)**

**The overflow of the river in early April caused this amount to sharply increase.**



# NEW BUSINESS

## **Policy of the Mayor and City Council of the City of West Point Georgia**

### **Naming of City Owned Property and or Facilities**

#### Purpose

The Mayor and Council of the City of West Point desire to establish a formal policy and process for the naming and designation of City streets, parks, buildings and other facilities.

#### Procedure

When at the discretion of the Mayor and Council it is determined that a city owned property shall bear a name for the purpose of identification or memorialization the council may choose a name based on the following criteria:

- Pertinent natural or geographic feature for designation of the property
- Where required by a deed restriction upon acceptance of the property by the city
- Neighborhood, street name or historic significance to the site or location
- Named for deceased individuals who have distinguished themselves locally, regionally or nationally by civic, business or monetary contribution and have no outstanding indebtedness to the city of West Point

Individuals may be nominated by the mayor or city council member or general public. Upon a nomination the council may appoint a committee to evaluate the nominee and make appropriate recommendations to the mayor and council.

The naming of a city owned property, facility or street will remain at the sole discretion of the Mayor and Council.

#### Removal

Mayor and Council may remove or change the name or designation of any city property, facility or street.

In the event any city facility named or designated for an individual or for some geographical feature is sold or no longer used as a city facility the name or designation of the facility shall not automatically transfer upon the sale or disposal of the property.

## Proposal for Delinquent Tax Collection Services City of West Point, Georgia

### Experience in Government Tax Collections

#### 1994

Land Title Services, Inc. was founded as a means to assist the Carroll County Attorney with the collection of delinquent property taxes. Acting as tax collection administrator and title examiner for the County Attorney, LTS performed all abstracts and provided a summary of his findings for the levy procedure.

#### 1995

Land Title Services, Inc. began to take on a much larger role in the collection of delinquent taxes in Carroll County; LTS's services included the preparation of certified levy notices and legal advertisement preparation.

#### 1996

Land Title Services, Inc., now doing business as **Government Tax Solutions** takes over sole responsibility for the assistance of delinquent property tax collections for **Carroll County** and **Heard County**. These services include, but are not limited to:

- ★ List preparation
- ★ File preparation
- ★ Title examinations
- ★ Levy notification
- ★ Legal advertisement preparation and submittal

#### 1998

Government Tax Solutions, L.P. incorporates. Within four months, expands its clients to include six (6) counties.

#### Present

- ★ Government Tax Solutions is currently under contract with over 75 Counties and Municipalities throughout the state of Georgia. We are enjoying great success due to our committed staff and our excellent research teams.

## Collection Ratio

Collection ratios vary from client to client. Typically you may expect between a 35% to 40% return from our Stage 1 process.

Our Stage 2 process typically generates an average collection ratio of 95%.

The ultimate goal of GTS is to collect any and all “collectable” delinquent parcels. Any parcels deemed non-collectable will be submitted to the appropriate party for evaluation. If necessary, GTS will provide an insolvent package disclosing our findings on “non-collectable” parcels for submittal to the Board of Commissioners.

## Methodology

Under a contract with the City of West Point for the collection of delinquent taxes, GTS will perform the following services in accordance with Georgia Law and in accordance with the methods and practices set forth by the Georgia Department of Revenue and the Fair Debt Collection Practices Act:

**Set Up**      **The GTS account manager will schedule an initial meeting with the person in charge of property tax collections. During the course of this meeting both parties will:**

- Determine the number of delinquent accounts/parcels to be processed.
- Discuss the City’s current systems and methods.
- Determine if there are any unusual circumstances.
- Review any software issues and data conversion methods.
- A review of our services.
- Determine an action plan, time schedule, and payment deadlines.

**Stage 1**      **Upon receiving the list of delinquent parcels:**

- GTS will mail out our standard delinquent collection letter or the Client’s version of our letter. The letter will state the payment deadline that must be met in order to prevent additional charges and the levy from taking place.
- Upon receiving any returned mail, GTS will “Skip Trace” these returns to find an alternate address and resend the collection letters.\*

*\*GTS will resubmit letters. However, by law we cannot change addresses as they are shown in your tax system.*

## **Stage 2 Upon expiration of the Stage 1 deadline, the Levy:**

- GTS will verify all paid parcels with the City's staff.
- GTS, if needed, will divide the remaining parcels left for levy collection into multiple monthly batches in accordance with terms agreed upon in the initial meeting.
- GTS will verify each parcel ownership record for any bankruptcy filings in the local bankruptcy court and pull the parcel from the levy if an active bankruptcy is reported.
- GTS will perform a **limited title abstract** in the Clerk of Superior Court's office to determine the following:
  - Current owner of record.
  - Defendant in FiFa for all tax years due.
  - Any and all interested parties.
  - Any outstanding Liens or Lis Pendens.
  - Verification that land matches what is assessed and can be properly levied.
- GTS will review all title examinations to insure proper notification.
- GTS will enter data into GTSBase™ for distribution of notices.
- GTS will send proper levy notice to all of the following parties by certified mail:
  - Current owner of record.
  - Defendant in FiFa for all tax years due.
  - Any and all interested parties including the mortgage company.
  - Tenant in possession
- GTS will again verify all paid parcels with the City's staff.
- GTS will prepare Legal Advertisements and submit them to the legal organ.
- GTS, if necessary, will assist in issuing and recording the FiFa in the Clerk of Superior Court's office.
- GTS will send a final 10-day notification to the current owner of record and tenant in possession.

- GTS will perform a Title Examination update to check for “last minute” conveyances 10 days prior to sale.
- GTS will deliver to the client copies of all completed unpaid files.
- GTS will perform a phone campaign 2 weeks prior to the sale.
- If necessary, GTS will assist in conducting the tax sale.
- GTS will have our attorney prepare the tax deeds within 30 days of the tax sale.
- GTS will notify the appropriate parties of the availability of any excess funds.

### **Firm Capability and Capacity**

**GTS** has the capacity to facilitate as many parcels as needed by the City of West Point.

**GTS** is the first company of our kind and a pioneer in delinquent tax collection.

**GTS** has never made a claim on our errors and omissions or liability insurance.

### **Insurance**

GTS carries over 2 million dollars in liability insurance, 1 million dollars in errors and omissions coverage and \$500,000 in workers compensation on site and travel coverage.

### **Special Considerations**

GTS has conducted this type of work in Cities and Counties throughout Georgia since 1994. Due to our experience with local governments across the state, GTS already has a team of highly skilled title examiners who are familiar with your local real estate deed office and tax assessor’s office.

In today’s world, deed record searches can be somewhat unusual due to all of the banking transfers, foreclosures, FDIC loan assumptions, mortgage assignments and title conveyances. At GTS we feel very confident in our abstractors’ abilities to provide the comprehensive, accurate and timely title searches needed for a proper tax levy.

## Fee Schedule

GTS proposes a flat fee schedule for successful collection efforts with all tax payments paid directly to the City. GTS's fees are added to the delinquent taxpayer's account.

**IF YOU DO NOT COLLECT ON A PARCEL, GTS DOES NOT GET PAID.**

### The following is an outline of the fee schedule allowed to GTS:

1. For all accounts turned over to GTS and collected during the **Stage 1** process, GTS will be paid the following fee for any and all collected parcels:

For parcel accounts:

- ❑ **Under \$10.00 FREE (Stage 1 only)**
- ❑ **\$10.01-\$99.99 \$35.00**
- ❑ **\$100 & up \$55.00**

2. For all accounts turned over to GTS and collected during the **Stage 2** levy process, GTS will be paid a total of **\$175.00** for any and all collected parcels.
3. Parcels **sold at a tax sale** will be charged an additional **\$25.00 Post Sale Administration Fee** to cover the expense of post-sale title updates and other administrative duties related to the sale.
4. At the request of the Office of Tax Collector for all parcels that are scheduled for a tax sale, GTS will assist the City with posting the properties with a levy notice for a fee of **\$25.00** per parcel posted.
5. It is intended that all payments by the taxpayers or other interested parties on these collected accounts be made directly to the Tax Collector. **Under no circumstances will GTS accept any tax payments. GTS is not a "collection agency".**

### Other collection costs:

The City is responsible for any costs incurred for legal advertisement, sheriff services and recording fees. These fees are allowed to be recovered by the City under Georgia law during the collection process and are to be added to the delinquent tax bill.

## Additional Tax Sale Services

★ **Tax Sale Assistance:**

If you so wish, GTS will attend your Tax Sale to assist or even conduct the tax sale proceedings at no additional cost.

★ **On Staff Attorney:**

GTS has an attorney on staff with over 30 years of real estate law experience and over 7 years of service as a County Attorney.

★ **Tax Deed Preparation:**

GTS will have our attorney prepare all tax deeds at no additional cost.

★ **Notice of Funds:**

GTS will mail the notices of excess funds as required by law at no additional cost.

★ **File Issuance:**

GTS will provide you with the original parcel files for those properties sold at the tax sale at no additional cost. These files include all phone contacts, mail correspondence, title examinations and title summaries.

Government Tax Solutions is your “one stop shop” service provider. We stand to provide your city with the most professional service in assisting you with collecting those hard to collect delinquent taxes. Our fee structure is designed as a “no cost fee” to the City so that the good taxpayers who pay on time do not have to pay GTS’s collection costs created by the delinquent taxpayer.

We look forward to helping the City of West Point with its tax collections.

## Volunteers Needed to Serve on City Boards, Authorities or Commissions

### Overview

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

### How to apply

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

### **2016 Board Appointments**

#### February Agenda:

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

#### March Agenda:

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

#### June Agenda:

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

#### October Agenda:

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

#### December Agenda:

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

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

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



Contact Information

Name THOMAS E. SCOTT  
Address PO BOX 487  
City State Zip WEST POINT GA 31833  
Primary Phone 706-518-6727  
Secondary Phone \_\_\_\_\_  
E-Mail Address \_\_\_\_\_  
Are you a City of West Point Resident  Yes  No  
Company or Agency CITY  
Current Job Title PUBLIC WORKS

Availability – Board or Commission of Interest

First Choice: KEEP TROUP BEAUTYFUL  
Second Choice: \_\_\_\_\_

Interest

Background and Qualifications:

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

Experience and/or Profession:

REAPPOINTMENT  
\_\_\_\_\_  
\_\_\_\_\_

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.

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)

# West Point Downtown River Park (DRP)

The following rules and regulations are for the West Point Downtown River Park (DRP)

- A. DRP shall be open to the public from dawn until dusk unless otherwise designated
- B. No person in DRP shall drive in any area except parking lots, and shall not drive at a rate of speed in excess of ten (10) miles per hour.
- C. Bicycles will be allowed in DRP only on paved areas or paths designated for that purpose. Bicycles are not allowed in the splash pad area
- D. A personal flotation device must be worn when boating
- E. Use of pull behind barbeque grills, portable grills or deep fryers is not permitted except with written approval
- F. Building of fires is prohibited
- G. Glass bottles of any kind are not allowed in DRP. Waste paper, aluminum cans, tin cans, rubbish, and debris of all kinds shall be deposited in the containers provided for that purpose in DRP. All areas shall be left in a clean and orderly condition.
- H. Camping is not allowed in DRP.
- I. Pets shall be permitted in city parks only when on a secured leash. Animal waste should be collected by the owner.
- J. Horses, petting zoos, inflatable's and pony rides are strictly prohibited in DRP.
- K. Amplified music is not permitted unless authorized
- L. No person shall enter an area building, or roadway in a DRP posted "No Admittance" or "Closed to the Public."
- M. Solicitation of any business or service in city parks is prohibited. No person, firm or corporation is permitted to offer or advertise merchandise or other goods for sale or hire in DRP unless part of a permitted activity.
- N. Firearms, slingshots, bows and arrows, and guns of any kind are strictly prohibited in the DRP.
- O. It is unlawful to hurt, molest, harm, trap, kill, shoot or release any animal, reptile or bird in DRP.
- P. All special events or uses of the park will require the issuance of a permit.
- Q. Fishing is allowed on the east bank. Fishing is not allowed on the west bank (city hall side of river). A valid fishing license will be required per the Georgia Department of Conservation requirements.
- R. Indecent language, excessively loud noise, disorderly conduct, immoral actions or nudity is not permitted.
- S. Damaging, defacing or removing any plant, animal, natural feature, object, sign structure, equipment or other material is strictly prohibited.
- T. Alcohol is prohibited unless distributed as part of a permitted event. No persons shall bring alcohol into the DRP. Only permitted event vendors may distribute alcohol during a permitted event.
- U. Swimming in the river is not allowed.
- V. No Smoking.

## Code of Conduct:

The City of West Point is proud of its park facilities. The use of park amenities is a privilege extended to the public, with the understanding that:

- (1) No person may make a physical or verbal attack against other park users.

- (2) All users shall respect and adhere to the permitted use of each park amenity.
- (3) All persons will be held responsible for the conduct of their behavior or supervision of minors within their care.
- (4) No person shall be discriminated against for any reason.

Violation of the code of conduct will result in expulsion from any city park. The police department will be contacted to escort the person or persons from the park. Any person re-entering the park or subsequently using any city owned park or recreation facility shall be subject to prosecution for the crime of trespassing.

When signs are posted giving notice thereof, it shall be unlawful to park a motor vehicle, truck, motorcycle, motor home, trailer or other licensed vehicle in any parking lot located within a public park unless the owner or driver thereof is at that time utilizing the park or other public facility in which the lot is located. Commuter or overnight parking is expressly prohibited at all times.

### **Pavilion Rental Fees (4 Hours)**

Family Group	\$75.00
Business / Organization	\$100.00

The pavilion 4-hour rental only reserves the pavilion area. The remainder of the park is open to the public to include the public restrooms.

- Submit a reservation request on the appropriate form.
- Pavilion Reservations are processed on a first come first served basis, as a result availability is not guaranteed until rental is approved and payment is received.
- To reserve call West Point Parks & Recreation (706) 645-3529.

### **Park Special Events**

- Permit
- Fee
- Insurance
- Deposit
- Cleanup
- Staffing
- Portable Restrooms
- Trash Cans
- Police/Security
- Total Number of People
- Hours (dusk or 9:00pm)
- Alcohol (only with event 3:00pm to 9:00pm)
- Food (only with event)
- No smoking
- Other

# West Point Splash Park

1007 Avenue D

Mon. Wed. Fri. and Saturday 11:00am to 5:00pm

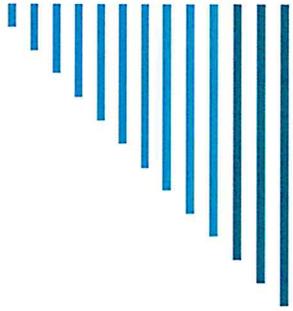
Tuesday and Thursday 12:00noon to 6:00pm

## Rules & Regulations

- For your safety, the splash park will be monitored during the hours of operation by Parks and Recreation staff **MAXIMUM NUMBER OF OCCUPANTS 75**
- All children must have adult supervision at all times.
- 12 years of age and under on the Splash Pad only
- Children who are not toilet trained must wear swim diapers.
- At the first sound of thunder or sight of lightning, vacate the splash park and seek shelter.
- \$1.00 fee per person

The following activities and items are not permitted in the splash pad area:

- Climbing, sitting, or playing on any splash park apparatus
- Drinking splash park water, spitting or spouting of water from the mouth
- Running, rough play or profanity
- Inflatable pool toys, athletic or other recreation equipment
- Food, candy, gum, beverages or glass containers
- Soaps, detergents, or shampoos
- Pets
- Changing diapers
- Radios or other noise making devices
- Skateboards, skates, razor, rollerblades, scooters, bicycles or similar recreation equipment
- Smoking
- Please report any concerns to (706) 645-3529 (West Point Parks & Recreation) or (706) 645-3525 (Police Department)
  - **In the event of an emergency call 911**



# INFORMATION

- West Point Development Authority
- West Point Housing Authority



**West Point Development Authority**

**Agenda**

**June 6, 2016**

- 1. Invocation & Lunch**
- 2. Minutes**
- 3. Financial Report**
- 4. Old Business**
- 5. New Business**
- 6. Economic Development Director Report – Meghan Duke**
- 6. Adjournment**
- 7. Next meeting to be held on Tuesday, July 5<sup>th</sup> at 12:00 noon.**

WEST POINT DEVELOPMENT AUTHORITY  
Meeting Minutes  
May 2, 2016

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

Meeting was called to order by Josh Moon.

Motion was made by Wiky Gladden and seconded by Lionel Johnson to approve the minutes of the April 4, 2016 meeting. Vote to approve was unanimous.

Motion was made by Griggs Zachry and seconded by Wiky Gladden to approve the financial report for April, 2016. Vote to approve was unanimous.

Economic Development Director, Meghan Duke, reported activity for April.

April Pruitt, Regional Coordinator with the Georgia Department of Labor, Region 4, gave a description of the work they do for our region.

Everyone was reminded that the River Park Ribbon Cutting will be Friday, May 6<sup>th</sup> at 11:30am. The River Revival Festival will be held on Saturday, May 7<sup>th</sup>.

There being no further business, the meeting was adjourned at 12:30pm.

---

J. Griggs Zachry, III  
Secretary

12:39 PM  
05/26/16  
Accrual Basis

**West Point Development Authority**  
**Balance Sheet**  
As of May 31, 2016

	<u>May 31, 16</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
CB&T Certificate of Deposit	251,392.21
Charter Bank - Money Market Acc	200,152.29
Operating Account	<u>279,850.00</u>
Total Checking/Savings	731,394.50
Accounts Receivable	
Loan Receivable - ITC CP LLC	<u>113,670.09</u>
Total Accounts Receivable	<u>113,670.09</u>
Total Current Assets	<u>845,064.59</u>
<b>TOTAL ASSETS</b>	<u><u>845,064.59</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	516,166.89
Retained Earnings	227,254.36
Net Income	<u>101,643.34</u>
Total Equity	<u>845,064.59</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>845,064.59</u></u>

12:33 PM  
05/26/16  
Accrual Basis

**West Point Development Authority**  
**Profit & Loss**  
May 2016

	<u>May 16</u>
<b>Income</b>	
Interest Income	11.63
Intergovernmental Incom	<u>30,000.00</u>
<b>Total Income</b>	<u>30,011.63</u>
<b>Expense</b>	
Community Development	198.94
Computer & Website Maintenance	30.00
Contract Labor	1,000.00
Insurance	650.00
Lease Payment Expense	750.00
Legal and Closing	250.00
Office Expense	338.45
Professional Dues & Subscript.	11.95
<b>Total Expense</b>	<u>3,229.34</u>
<b>Net Income</b>	<u><u>26,782.29</u></u>

**West Point Development Authority**  
**Profit & Loss Detail**  
 May 2016

12:35 PM  
 05/26/16  
 Accrual Basis

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Income</b>								
Interest Income	5/1/2016	dep	Deposit	April 2016		Operating Acc...	11.63	11.63
Total Interest Income							11.63	11.63
<b>Intergovernmental Income</b>								
Deposit	5/2/2016	dep	Deposit	2nd Quarter ...		Operating Acc...	30,000.00	30,000.00
Total Intergovernmental Income							30,000.00	30,000.00
<b>Total Income</b>							30,011.63	30,011.63
<b>Expense</b>								
<b>Community Development</b>								
Check	5/2/2016	2089	Yvonne Reed	Lunch Reimb...		Operating Acc...	99.94	99.94
Check	5/24/2016	2090	Yvonne Reed	Flower Arran...		Operating Acc...	99.00	198.94
Total Community Development							198.94	198.94
<b>Computer &amp; Website Maintenance</b>								
Check	5/2/2016	2081	West Point Industries			Operating Acc...	30.00	30.00
Total Computer & Website Maintenance							30.00	30.00
<b>Contract Labor</b>								
Check	5/2/2016	2088	Yvonne Reed			Operating Acc...	1,000.00	1,000.00
Total Contract Labor							1,000.00	1,000.00
<b>Insurance</b>								
Check	5/24/2016	2091	Johnson & Johnson	Liability Polic...		Operating Acc...	650.00	650.00
Total Insurance							650.00	650.00
<b>Lease Payment Expense</b>								
Check	5/2/2016	2082	Tramell Properties			Operating Acc...	750.00	750.00
Total Lease Payment Expense							750.00	750.00
<b>Legal and Closing</b>								
Check	5/2/2016	2083	Morrow & Nix			Operating Acc...	250.00	250.00
Total Legal and Closing							250.00	250.00
<b>Office Expense</b>								
Check	5/2/2016	2084	Integrity Leasing LLC			Operating Acc...	144.45	144.45
Check	5/2/2016	2085	Dello Products Inc.			Operating Acc...	70.00	214.45
Check	5/2/2016	2086	WOW!			Operating Acc...	124.00	338.45
Total Office Expense							338.45	338.45

12:35 PM

05/26/16

Accrual Basis

West Point Development Authority  
 Profit & Loss Detail  
 May 2016

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
Professional Dues & Subscript. Check	5/2/2016	2087	GSCCCA			Operating Acc...	11.95	11.95
Total Professional Dues & Subscript.							11.95	11.95
Total Expense							3,229.34	3,229.34
Net Income							26,782.29	26,782.29

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

12:43 PM  
 05/26/16  
 Accrual Basis

	May 16	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
Interest Income	11.63			
Intergovernmental Income	30,000.00			
<b>Total Income</b>	<u>30,011.63</u>			
<b>Expense</b>				
Community Development	198.94	166.67	32.27	119.4%
Computer & Website Maintenance	30.00	208.33	-178.33	14.4%
Contract Labor	1,000.00	4,750.00	-3,750.00	21.1%
Education	0.00	83.33	-83.33	0.0%
Insurance	650.00			
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	250.00	0.00	100.0%
Marketing	0.00	1,666.66	-1,666.66	0.0%
Miscellaneous Expense	0.00	83.33	-83.33	0.0%
Office Expense	338.45	416.67	-78.22	81.2%
Postage	0.00	8.33	-8.33	0.0%
Professional Dues & Subscript.	11.95	333.33	-321.38	3.6%
Travel	0.00	83.33	-83.33	0.0%
<b>Total Expense</b>	<u>3,229.34</u>	<u>9,133.31</u>	<u>-5,903.97</u>	<u>35.4%</u>
<b>Net Income</b>	<u>26,782.29</u>	<u>-9,133.31</u>	<u>35,915.60</u>	<u>-293.2%</u>

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

	Jan - Dec 16	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
Bond Income	110,000.00	100,000.00	10,000.00	110.0%
Interest Income	248.37			
Intergovernmental Income	60,000.00	120,000.00	-60,000.00	50.0%
<b>Total Income</b>	<u>170,248.37</u>	<u>220,000.00</u>	<u>-49,751.63</u>	<u>77.4%</u>
<b>Expense</b>				
Community Development	1,129.50	2,000.00	-870.50	56.5%
Computer & Website Maintenance	250.00	2,500.00	-2,250.00	10.0%
Contract Labor	5,000.00	57,000.00	-52,000.00	8.8%
Contributions	27,500.00	30,000.00	-2,500.00	91.7%
Education	0.00	1,000.00	-1,000.00	0.0%
Insurance	650.00	4,500.00	-3,850.00	14.4%
Lease Payment Expense	3,750.00	9,000.00	-5,250.00	41.7%
Legal & Closing-Projects	810.00	4,000.00	-3,190.00	20.3%
Legal and Closing	1,250.00	3,000.00	-1,750.00	41.7%
Marketing	0.00	20,000.00	-20,000.00	0.0%
Miscellaneous Expense	0.00	1,000.00	-1,000.00	0.0%
Office Expense	1,812.88	5,000.00	-3,187.12	36.3%
Postage	0.00	100.00	-100.00	0.0%
Professional Dues & Subscript.	2,290.75	4,000.00	-1,709.25	57.3%
Project Development	24,161.90			
Travel	0.00	1,000.00	-1,000.00	0.0%
<b>Total Expense</b>	<u>68,605.03</u>	<u>144,100.00</u>	<u>-75,494.97</u>	<u>47.6%</u>
<b>Net Income</b>	<u>101,643.34</u>	<u>75,900.00</u>	<u>25,743.34</u>	<u>133.9%</u>



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

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### **Economic Development Director Report**

Submitted: Wednesday, June 1, 2016

- Met with Maggie Lanton new Georgia Department of Economic Development Region 4 Project Manager. (5/5)
- Attended LaGrange-Harris County combined chamber event. (5/5)
- City of West Point Downtown River Park Ribbon Cutting. (5/6)
- Attended Downtown Development Authority training. (5/9)
- Attended West Point Business Council Quarterly lunch with the LaGrange-Troup County Chamber of Commerce. (5/17)
- Facilitated an Automotive Industry Breakout Session at the Georgia Economic Developers Association Spring Workshop "Georgia's Automotive Industry: A Snapshot of Success" with Steve Cromer (West GA Technical College), Dr. Kathy Carlisle (THINC College and Career Academy), and Rick Walker (Georgia Automotive Manufacturing Association). (5/18)
- Attended Georgia Economic Developers Association Spring Workshop. (4/18 – 4/20)
- Attended Community service to Celebrate the Life of Randy Jackson with city officials. (5/26)
- Met with Troup County Tax Assessors Office. (6/1)
- Attended Georgia Chamber Town Hall Meeting in LaGrange. (6/2)
- Attended Georgia Chamber Town Hall Meeting in LaGrange. (6/2)
- Created a business resource guide "Opening Your Business in Historic Downtown West Point"  
It is being review by the Small Business Development Center Consultant and will be formatted into a flyer and use information on the new city website.
- City of West Point Website project is ongoing.  
Currently developing the "Information Architecture" for the site.  
Economic Development Content will include:
  - Available Sites
  - Business Taxes & Incentives
  - Business Expansion Assistance
  - Demographics
  - Retail Development
  - Start Your Business
  - Development Services



August 24, 2015

Mr. Steve Trammel  
West Point Downtown Development Authority  
City of West Point  
PO Box 574  
West Point, GA 31833

**RE: Quiet Zone Planning Proposal**

Dear Mr. Trammel:

CTC, Inc. is pleased to submit this proposal to provide quiet zone planning services to West Point Downtown Development Authority for the City of West Point. The proposed quiet zone includes the following CSX Railroad crossings:

- W 7<sup>th</sup> Street
- W 8<sup>th</sup> Street
- W 9<sup>th</sup> Street

**Scope of Services**

Our proposed scope of services will consist of the following tasks:

1. Determine existing circuitry and provide USDOT Grade Crossing Inventory data
2. Develop preliminary QZ recommendations and conceptual plans
3. Coordinate and conduct diagnostic team review - on site
4. Provide Railroad and FRA Coordination
5. Prepare Draft Report with recommendations and order of magnitude cost estimates
6. Prepare and submit Final Report
7. Provide status updates
8. Project management, accounting and administration

**Fee for Services**

We propose to complete these services for a lump sum fee of \$17,938. Any additional amount in excess of the fee for this project must be authorized by you, the client. We expect to be able to complete this work within 90 days. Billing will be monthly on a percent complete basis.

We appreciate the opportunity to provide this proposal. If you have any questions or need additional information, please do not hesitate to call me at (817) 886-8215.

Sincerely,

A handwritten signature in cursive script that reads 'Kurt Anderson'.

Kurt Anderson  
CTC, Inc.

Accepted by:

\_\_\_\_\_  
Steve Trammel

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

www.ctcinc.com

The Housing Authority of the City of West Point, Georgia

Regular Board Meeting

Thursday, May 19, 2016

4:00 P.M.

AGENDA

	Page
1. Invocation	
2. Introduction of Guests	
3. Consider Approval of Minutes for Rescheduled Board Meeting of March 17, 2016 held on April 7, 2016 and Special Board Meeting of April 15, 2016. (Attached behind Agenda)	
4. Consider Approval of Staff Reports:	
Finance .....	1 – 3
Occupancy.....	4
5. Consider A Resolution Adopting The FY2016 Operating Budget.....	5 – 6
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7. Consider A Resolution Authorizing The Charge-Off of Resident Account Balances For Month Ending April 30, 2016.....	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  
APRIL 7, 2016

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 7th day of April 2016, as allowed by and in compliance with By-laws of the Authority.

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

Burt Winston  
Coleman Reeves  
Geraldine Jones  
Dianne Davidson

The following Commissioner(s) were absent:

Nekos Davis  
Stan Rodimon

OTHERS PRESENT

Len Williams, Sabrina Richards, Tashee Singleton, Jacqueline White and Temekia Carr

INVOCATION

Wiky Gladden

INTRODUCTION OF GUESTS

Dianne Davidson who has been elected to serve on the board as a Commissioner and Geraldine Jones who has also been elected to serve on the board as a Resident Commissioner.

PUBLIC HEARING FOR THE FY 2016 ANNUAL PLAN

Chairperson Gladden opened the Public Hearing with no attendance from the public.

CLOSE PUBLIC HEARING

Chairperson Gladden closed the public hearing.

APPROVAL OF MINUTES OF THE SPECIAL BOARD MEETING OF DECEMBER 17, 2015

There were no corrections made to the minutes. Motion was made by Commissioner Reeves and seconded by Commissioner Jones. The board unanimously approved the minutes.

CONSIDER A RESOLUTION AUTHORIZING THE CHARGING OFF OF RESIDENTS ACCOUNT BALANCES FOR MONTH ENDING AUGUST 31, 2015

The Following Resolution was introduced and duly considered:

RESOLUTION NO: 1006-94

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

Following discussion and on motion by Commissioner Reeves, seconded by Commissioner Winston, the board unanimously approved the report to charge off residents accounts balances in the amount of \$1,725.18.

CONSIDER A RESOLUTION AUTHORIZING THE CHARGING OFF OF RESIDENT ACCOUNT BALANCES FOR THE MONTH ENDING SEPTEMBER 30, 2015

The Following Resolution was introduced and duly considered:

RESOLUTION NO: 1006-95

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

Following discussion and on motion by Commissioner Reeves, seconded by Commissioner Winston, the board unanimously approved the report to charge off residents account balances in the amount of \$1,573.94.

CONSIDER A RESOLUTION AUTHORIZING THE CHARGING OFF OF RESIDENT ACCOUNT BALANCES FOR THE MONTH ENDING OCTOBER 31, 2015

The Following Resolution was introduced and duly considered:

RESOLUTION NO: 1006-96

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

Following discussion and on motion by Commissioner Reeves, seconded by Commissioner Winston, the board unanimously approved the report to charging off residents account balances in the amount of \$2,394.85.

CONSIDER A RESOLUTION AUTHORIZING THE CHARGING OFF OF RESIDENT ACCOUNT BALANCES FOR THE MONTH ENDING NOVEMBER 30, 2015

The Following Resolution was introduced and duly considered:

RESOLUTION NO: 1006-97

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

Following discussion and on motion by Commissioner Reeves, seconded by Commissioner Winston, the board unanimously approved the report to charging off residents account balances in the amount of \$6,821.40.

CONSIDER A RESOLUTION AUTHORIZING THE CHARGING OFF OF RESIDENT ACCOUNT BALANCES FOR THE MONTH ENDING DECEMBER 31, 2015

The Following Resolution was introduced and duly considered:

RESOLUTION NO: 1006-98

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

Following discussion and on motion by Commissioner Reeves, seconded by Commissioner Winston, the board unanimously approved the report to charging off residents account balances in the amount of \$942.01.

CONSIDER A RESOLUTION AUTHORIZING THE CHARGING OFF OF RESIDENT ACCOUNT BALANCES FOR THE MONTH ENDING JANUARY 31, 2016

The Following Resolution was introduced and duly considered:

RESOLUTION NO: 1006-99

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

Following discussion and on motion by Commissioner Reeves, seconded by Commissioner Winston, the board unanimously approved the report to charging off residents account balances in the amount of \$3,010.78.

AWARD AMENDMENT OF MANAGEMENT AGREEMENT

Following discussion and on motion by Commissioner Jones, seconded by Commissioner Winston, the board unanimously approved the Amendment of Management Agreement. After Lisa Walters explained the agreement, Commissioner Reeves requested a copy of the original agreement between The Housing Authority of Columbus, Georgia and the Housing Authority of West Point, Georgia.

CONSIDER A RESOLUTION ADOPTING THE FY 2016 ANNUAL PHA PLAN

The Following Resolution was introduced and duly considered:

RESOLUTION NO: 1006-100

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

Following discussion and on motion by Commissioner Reeves, seconded by Commissioner Winston, the board unanimously adopted the FY 2016 Annual Plan.

EXECUTIVE DIRECTOR'S REPORT

Mr. Williams informed the Board of the previous meeting with the City Officials on April 7, 2106. Also discussed was the City's prospective for the RAD Project for the Housing

Authority. He informed the board of the concerns from the City of West Point, Georgia about the money that is being requested from the Housing Authority to begin the RAD Project.

Mr. Williams asked Commissioner Davidson and Commissioner Reeves of their opinion about the meeting with the City Officials. Commissioner Reeves' opinion suggested the RAD is a good redevelopment change for the Housing Authority. Commissioner Davidson's opinion was concerning the City's timeframe for asking amount of money. Mr. Williams then explained to the board the fees that come with the RAD Project.

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

Commissioner Reeves and Commissioner Davidson gave a brief discussion of the meeting that was held on April 7, 2016, prior to the regular board meeting with the City of West Point City Officials in reference to the RAD Project for the Housing Authority.

With no further discussion meeting adjourned at 5:13 p.m.

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Wiky Gladden, Chairman

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J. Len Williams, Secretary-Treasurer

THE HOUSING AUTHORITY OF THE CITY OF WEST POINT  
SPECIAL BOARD MEETING  
APRIL 15, 2016

The Commissioners of the Housing Authority of the City of West Point, Georgia, met for the Special Board Meeting at the Rental Office Community Room in West Point on the 15th day of April 2016, 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  
Dianne Davidson  
Geraldine Jones  
Coleman Reeves

The following Commissioner(s) were absent:

Nekos Davis  
Stan Rodimon

OTHERS PRESENT

Len Williams, Sabrina Richards, Terry Warman, Ricky Miles, Verona Campbell, Steve Tramell-Pro Tem, Ed Moon-City Manager, Jackie White, Temekia Carr and Sabrina Allen

INVOCATION

Wiky Gladden

DISCUSSION OF THE RENTAL ASSISTANCE DEMONSTRATION PROGRAM (RAD)

Mr. Williams began the discussion of RAD and distributed information explaining the different options for the application. Terry Warman explained the 22 sections for scores which need to equal 52 points.

After further discussion the board gave approval for Mr. Williams and Lisa Walters to run the 4% option for tax credit and bring the information to the next board meeting.

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

None

With no further discussion meeting adjourned at 4:57 p.m.

\_\_\_\_\_  
Wiky Gladden, Chairperson

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

THE HOUSING AUTHORITY OF THE CITY OF WEST POINT, GA  
BALANCE SHEET  
APRIL 30, 2016

Assets

Cash		\$ 11,608
Tenant Accounts Receivable (Net)		37,402
Investments		1,021,000
Prepaid Expenses and Other Assets		139,359
Land, Structures & Equipment	\$ 12,516,815	
Less: Accumulated Depreciation	<u>(9,509,584)</u>	
		<u>3,007,231</u>
<b>Total Assets</b>		<b><u><u>\$ 4,216,600</u></u></b>

Liabilities

Tenant Security Deposits	\$ 43,431	
Accounts Payable - Vendor	-	
Accounts Payable - HACG	-	
Payment in Lieu of Taxes	15,211	
Tenant Prepaid Rents	13,028	
Accrued Compensated Absences	32,661	
Other Liabilities	<u>1,343</u>	
		<u>105,674</u>
<b>Total Liabilities</b>		<b><u>\$ 105,674</u></b>

Surplus

HUD-PHA Contributed Assets	\$ 3,007,231	
Operating Reserve	<u>1,103,695</u>	
		<u>4,110,926</u>
<b>Total Surplus</b>		<b><u>\$ 4,110,926</u></b>
<b>Total Liabilities and Surplus</b>		<b><u><u>\$ 4,216,600</u></u></b>

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

As of  
APRIL 30, 2016

	YEAR-TO-DATE			2016 ANNUAL BUDGET
	Actual	Budget	Favorable/ (Unfavorable) Variance	
<b>REVENUES</b>				
Rental Income	\$ 552,648	\$ 592,508	\$ (39,860)	\$ 711,010
Other Income	14,818	21,667	(6,849)	26,000
HUD Subsidy	832,662	818,330	14,332	981,996
CFP Operating Transfer	133,711	-	133,711	-
<b>Total Revenues</b>	<b>\$ 1,533,839</b>	<b>\$ 1,432,505</b>	<b>\$ 101,334</b>	<b>\$ 1,719,006</b>
<b>EXPENSES</b>				
Administrative	\$ 120,366	\$ 120,829	\$ 463	\$ 144,995
Property Mgmt/Accounting Fee/Frontline Fees	142,921	145,025	2,104	174,030
Resident Service	9,623	10,735	1,112	12,882
Utilities	400,535	504,167	103,632	605,000
Ordinary Maintenance	309,872	370,309	60,437	444,371
General Expenses	137,304	136,038	(1,266)	163,246
Extra-Ordinary Maintenance/RAD	3,991	-	(3,991)	-
Capital Expenditures	7,390	29,167	21,777	35,000
<b>Total Expenses</b>	<b>\$ 1,132,002</b>	<b>\$ 1,316,270</b>	<b>\$ 184,268</b>	<b>\$ 1,579,524</b>
<b>Net Income/ (Deficit) from Operations</b>	<b>\$ 401,837</b>	<b>\$ 116,235</b>	<b>\$ 285,602</b>	<b>\$ 139,482</b>

THE HOUSING AUTHORITY OF THE CITY OF WEST POINT, GA  
Grant Funding  
APRIL 30, 2016

Grant Funding	Program End Dates	Approved Budget	Total Obligated	Actual Expenditures	Remaining to Obligate	Remaining to Disburse
CFP - FY'14	05/12/16 Obligate 05/12/18 Disburse	255,916	70,081	34,793	185,835	221,123
CFP - FY'15	04/12/17 Obligate 04/12/19 Disburse	277,264	27,726	27,726	249,538	249,538
CFP - FY'16	04/12/18 Obligate 04/12/20 Disburse	288,175	-	-	288,175	288,175
ROSS - FY'12	12/17/13 Effective 12/17/16 Disburse	191,565	145,739	145,739	45,826	45,826
<b>Total Grants</b>		<b>\$ 1,012,920</b>	<b>\$ 243,546</b>	<b>\$ 208,258</b>	<b>\$ 769,374</b>	<b>\$ 804,662</b>

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

1-Mar-16

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

DEAR MR: WILLIAMS:

I submit the following "Report on Tenant Selection" for the period 03/01/16 - 03/31/16

PUBLIC HOUSING

No. of Apparently Eligible Applications on Hand last reported period	313
No. of Applications taken during reporting period	12
No. of Applications suspended or withdrawn during reporting period	2
No. of Move-Ins for reporting period	5
No. of Apparently Eligible Applications on Hand for reporting period	320

Applications on Hand

0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
0	147	119	50	2	2

=

320

NO. OF VACANT APARTMENTS AND MOVE-INS

Developments	Total No. of Units	Units Vacant 03/31/16	Moved Out During April	Moved In During April	UNITS AVAILABLE 03/31/2016						Total Units Vacant	Percent Units Vacant	
					0 BR	1 BR	2 BR	3 BR	4 BR	5 BR			
PINE RIDGE APTS	741	42	1	0	1	0	0	0	0	0	0	0	0%
GRANT APTS.	742	55	1	0	0	0	1	0	0	0	1	2%	
O.J. COOK APTS	743	8	5	0	0	1	3	1	0	0	5	63%	
O.J. COOK APTS	744	110	5	0	2	0	1	0	0	2	3	3%	
HIGGINS CIRCLE	747	8	0	0	0	0	0	0	0	0	0	0%	
<b>Sub-Total</b>	<b>223</b>	<b>12</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>4%</b>	
<b>GRAND TOTAL</b>	<b>223</b>	<b>12</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>4%</b>	

RESPECTFULLY SUBMITTED,

MISTY MICHELLE STUBBS  
 PUBLIC HOUSING COORDINATOR

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

A RESOLUTION ADOPTING THE FY2017 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, 2017; 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 FY2017 is hereby approved and adopted on May 19, 2016.

Certified:

\_\_\_\_\_  
Wiky Gladden, Chairman

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

WEST POINT  
BUDGET  
Fiscal Year Ending June 30, 2017

	Actual FY 2015 PUM	Estimated FY 2016 PUM	Budgeted FY 2017 PUM	FY 2017 ANNUAL BUDGET
<b>REVENUES</b>				
Net Rental Revenue	258.14	247.93	262.56	702,610
Operating Subsidy	344.98	374.02	377.69	1,010,686
Interest Income	1.27	1.17	1.20	3,200
Other Revenue	8.63	6.09	6.28	16,800
CFP Operating Transfer	-	-	-	-
<b>TOTAL REVENUE</b>	<b>613.02</b>	<b>629.21</b>	<b>647.72</b>	<b>\$ 1,733,296</b>
<b>OPERATING EXPENDITURES</b>				
<b>Administration:</b>				
Salaries	31.43	34.01	34.26	91,680
COCC Fees	60.99	59.57	63.87	170,910
COCC Frontline Charges	2.05	4.65	1.87	5,000
Office Supplies	1.48	1.36	1.40	3,760
Administrative Other	17.45	19.23	19.81	53,008
<b>Total Administration Expenses</b>	<b>113.41</b>	<b>118.82</b>	<b>121.21</b>	<b>324,357</b>
<b>Resident Services:</b>				
Salaries	4.10	4.34	4.47	11,959
Contract Costs: Training & Other	0.33	-	0.30	800
COCC Transportation Charges	-	-	-	-
<b>Total Resident Services Expenses</b>	<b>4.43</b>	<b>4.34</b>	<b>4.77</b>	<b>12,759</b>
<b>Utilities</b>				
	227.11	181.05	186.48	499,015
<b>Ordinary Maintenance &amp; Operation:</b>				
Labor	60.96	52.85	48.62	130,094
Contract Labor	30.32	14.74	16.20	43,347
Materials and Supplies	37.79	30.13	48.22	129,046
Contract Costs	27.39	41.98	50.34	134,711
COCC Central Maintenance Fees	0.38	-	-	-
<b>Total OM&amp;O</b>	<b>156.85</b>	<b>139.70</b>	<b>163.38</b>	<b>437,198</b>
<b>General Expense:</b>				
Insurance	21.39	19.82	20.62	55,167
Payment in Lieu of Taxes	3.10	6.69	7.61	20,359
Termination Payoff Payments	2.18	3.64	-	-
Employee Benefit Contributions	29.80	17.49	24.35	65,160
Collection Losses	6.23	4.17	4.67	12,500
Other General Expense	5.16	5.19	5.35	14,317
<b>Total General Expense</b>	<b>67.86</b>	<b>57.02</b>	<b>62.59</b>	<b>167,503</b>
<b>TOTAL ROUTINE EXPENDITURES</b>	<b>569.66</b>	<b>500.92</b>	<b>538.43</b>	<b>\$ 1,440,833</b>
<b>Nonroutine Expenditures:</b>				
Extraordinary Maintenance	0.93	0.96	-	-
Capitalized Equipment	-	12.17	88.19	236,000
<b>Total Nonroutine Expenditures</b>	<b>0.93</b>	<b>13.13</b>	<b>88.19</b>	<b>236,000</b>
<b>TOTAL COST OF OPERATIONS</b>	<b>570.60</b>	<b>514.05</b>	<b>626.62</b>	<b>1,676,833</b>
<b>NET PROFIT OR (LOSS)</b>	<b>42.42</b>	<b>115.16</b>	<b>21.10</b>	<b>\$ 56,462</b>

FY 2015 Actual Reserves at end of Fiscal Year	\$ 701,859
FY 2016 Estimated Provision for Reserves	\$ 308,168
FY 2017 Estimated Reserves at end of Fiscal Year	\$ 1,010,027
FY 2017 Estimated Provision for Reserves	\$ 56,462
FY 2017 Estimated Reserves at end of Fiscal Year	\$ 1,066,489
Number of Months of Operating Expenses	8.9

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

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

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

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

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

<u>DEVELOPMENT NAME</u>	<u>RENT</u>	<u>RETRO</u>	<u>MAINT</u>	<u>OTHER</u>	<u>TOTAL</u>	<u>COUNT</u>
PINE RIDGE APARTMENTS - 741	-	-	-	-	\$ -	0
GRANT APARTMENTS - 742	1,467.77	-	-	136.58	\$ 1,604.35	1
O.J. COOK 1 APARTMENTS - 743	-	-	-	-	\$ -	0
O.J. COOK 2 APARTMENTS - 744	157.00	-	-	329.31	\$ 486.31	1
HIGHLANDS - 747	-	-	-	-	\$ -	0
TOTAL CHARGED TO COLLECTION LOSS	\$ 1,624.77	\$ -	\$ -	\$ 465.89	\$ 2,090.66	2

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

RESOLUTION AUTHORIZING THE CHARGE-OFF OF FORMER RESIDENT  
ACCOUNT BALANCES TO COLLECTION LOSS FOR  
THE AUTHORITY'S PUBLIC HOUSING DEVELOPMENTS  
FOR THE MONTH ENDED APRIL 30, 2016

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

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

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

<u>DEVELOPMENT NAME</u>	<u>RENT</u>	<u>RETRO</u>	<u>MAINT</u>	<u>OTHER</u>	<u>TOTAL</u>	<u>COUNT</u>
PINE RIDGE APARTMENTS - 741	-	-	-	-	\$ -	0
GRANT APARTMENTS - 742	-	-	-	-	\$ -	0
O.J. COOK 1 APARTMENTS - 743	-	-	-	321.69	\$ 321.69	1
O.J. COOK 2 APARTMENTS - 744	-	-	-	374.88	\$ 374.88	2
HIGHLANDS - 747	-	-	-	-	\$ -	0
TOTAL CHARGED TO COLLECTION LOSS	\$ -	\$ -	\$ -	\$ 696.57	\$ 696.57	3