



November Monthly Reports
December 2017

AGENDA WORK SESSION

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THURSDAY, DECEMBER 7TH @ 5:30 PM

MEETING CALLED TO ORDER

AGENDA REVIEWED IN ITS ENTIRELY BEFORE DISCUSSION

PUBLIC COMMENT ON AGENDA ITEMS (FORM REQUIRED)

- Coleman Reeves, DWPDA Forward Fund Application

NEW BUSINESS

- 2018 Proposed Budget
- 10th Street Property Exchange
- West Point Development Authority Funding Agreement
- Downtown West Point Development Authority Forward Fund Application
- Georgia Firefighter's Cancer Benefit Program
- Board & Committee Appointments

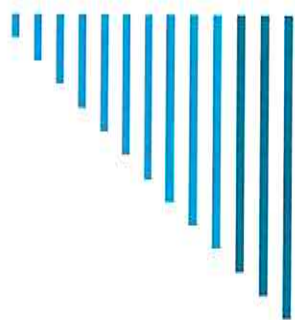
CONSIDER ITEMS FOR BUSINESS MEETING (Create Business Meeting Agenda)

MAYOR & COUNCIL COMMENTS

ADJOURNED

Next Meeting:

Council Meeting - Monday, December 11th @ 5:30 PM



MINUTES





The regular meeting of the Mayor and Council was held in the Council room of West Point City Hall November 13, 2017 at 5:30 P.M. with Pro-Tem Steven M. Tramell presiding.

Members Present:

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

Members Absent:

Councilmember Sandra Thornton

Mayor Pro-Tem Steve M. Tramell called Rev. John Fredrick, West Side Baptist Church Lanett, AL for opening prayer.

Mayor Pro-Tem Tramell led the Pledge of allegiance.

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

MINUTES

Mayor Pro-Tem Tramell asked for a motion to approve the minutes from the October 9, 2017 regular meeting. Councilmember Gerald W. Ledbetter made said motion and was seconded by Councilmember Joseph R. Downs III; the minutes were **approved unanimously without change.**

FINANCIAL REPORT

Councilmember Gerald W. Ledbetter presented the October financial report with the November 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 asked for a motion to approve the agenda. Councilmember Gloria R. Marshall made said motion and seconded by Councilmember Joseph R. Downs III; **passed unanimously.**

2 Hour Parking

Councilmember Benjamin F. Wilcox made a motion to approve both sides of the streets on 3rd Avenue between West 7th Street and West 8th Street between 2nd Avenue and 4th Avenue to be designated as 2-hour parking during the hours between 8 a.m. and 5 p.m. Monday through Friday. Enforcement will begin when signs are posted along the approve streets. The motion was seconded by Councilmember Joseph R. Downs III; **passed unanimously**.

OTHER

Mayor Pro-Tem Steve Tramell asked for volunteers to help the Salvation Army Bag Toys for needy Children on December 4th through 9th in LaGrange.

Councilmember Gerald W. Ledbetter asked the Council and citizens to keep the Carol Evans family in their prayers.

Councilmember Ben Wilcox thanked the West Point Police Department and all who helped to make the Chick-fil-A Rivalry Restaurant event a success.

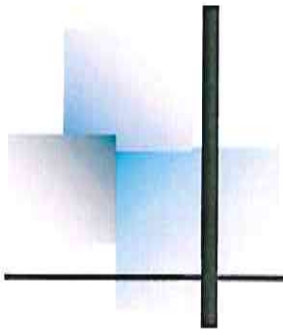
ADJOURN

Mayor Pro-Tem Steve M. Tramell asked for a motion to adjourn. Councilmember Joseph R. Downs III made said motion, seconded by Councilmember Gloria R. Marshall; **passed unanimously**.

There being no further business, the meeting was adjourned.

Richard McCoy
City Clerk

Steven M. Tramell
Mayor Pro-Tem



FINANCIAL REPORT



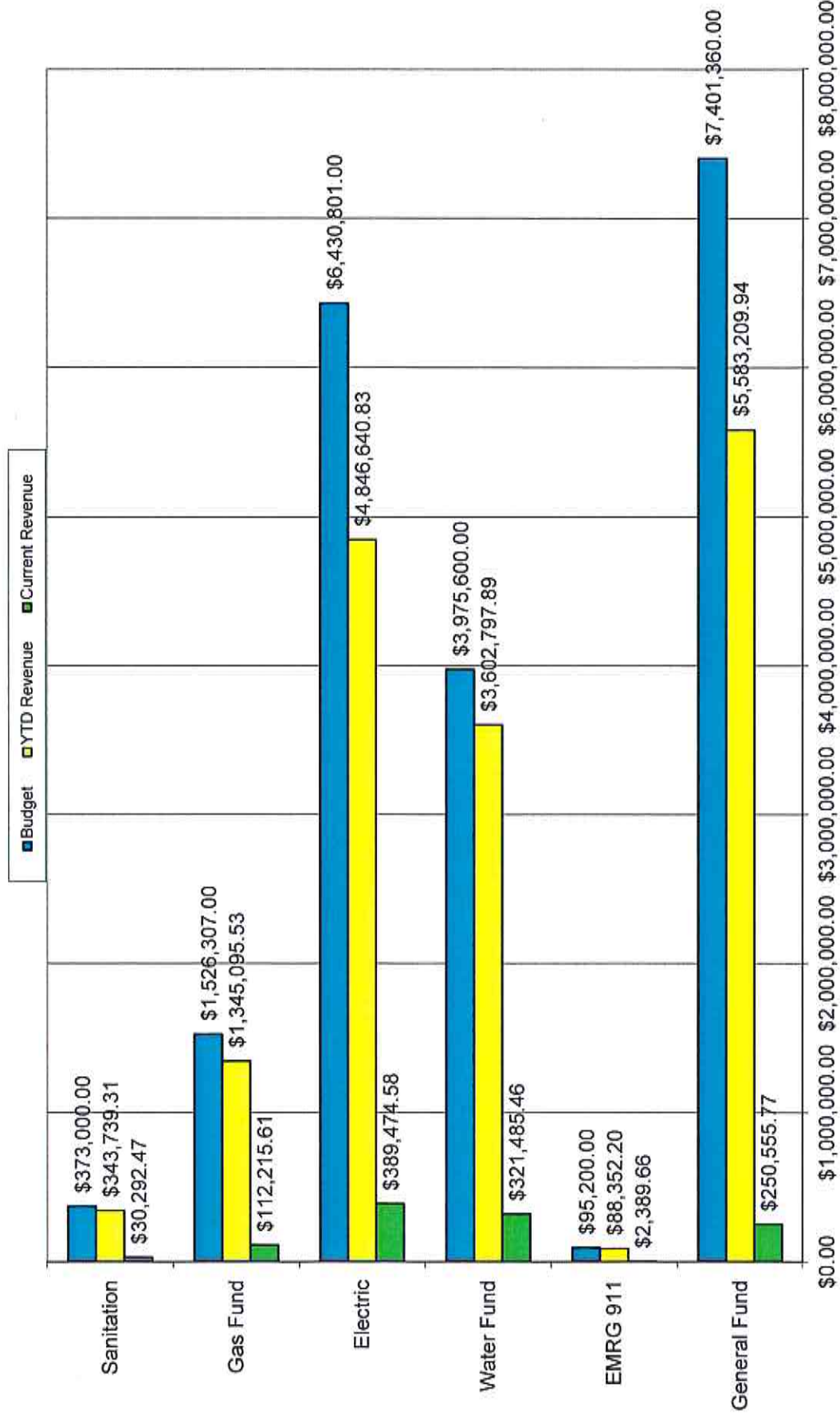


City of West Point Financial Report November, 2017

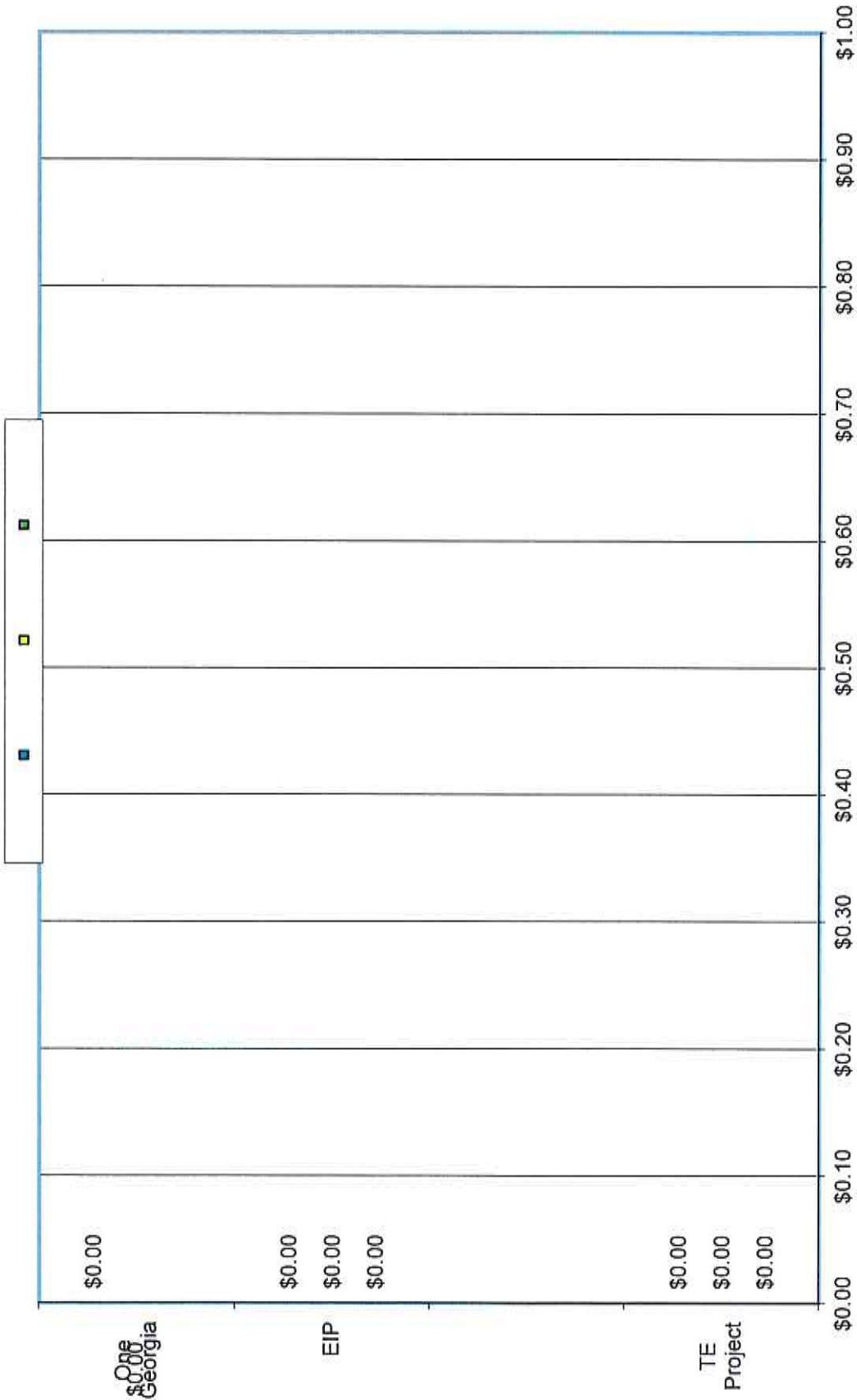
REVENUES

Current Revenue YTD Revenue Budget Percentage Budget	General Fund \$250,555.77 \$5,583,209.94 \$7,401,360.00 75.43%	EMRG 911 \$2,389.66 \$88,352.20 \$95,200.00 92.81%	Water Fund \$321,485.46 \$3,602,797.89 \$3,975,600.00 90.62%
Current Revenue YTD Revenue Budget Percentage Budget	Electric Fund \$389,474.58 \$4,846,640.83 \$6,430,801.00 75.37%	Gas Fund \$112,215.61 \$1,345,095.53 \$1,526,307.00 88.13%	Sanitation \$30,292.47 \$343,739.31 \$373,000.00 92.16%
Total All Departments Current Revenues Current Expense over/under	\$1,106,413.55 \$1,163,621.73 (\$57,208.18)	Total YTD Revenue Total YTD Expenses over/under	Total All Departments \$15,809,835.70 \$15,699,882.86 \$109,952.84
YTD Revenue Operating Budget Percentage		\$15,809,835.70 \$19,802,268.00 79.84%	

Budget Revenue Comparison November, 2017



Budget Revenue Comparison November, 2017



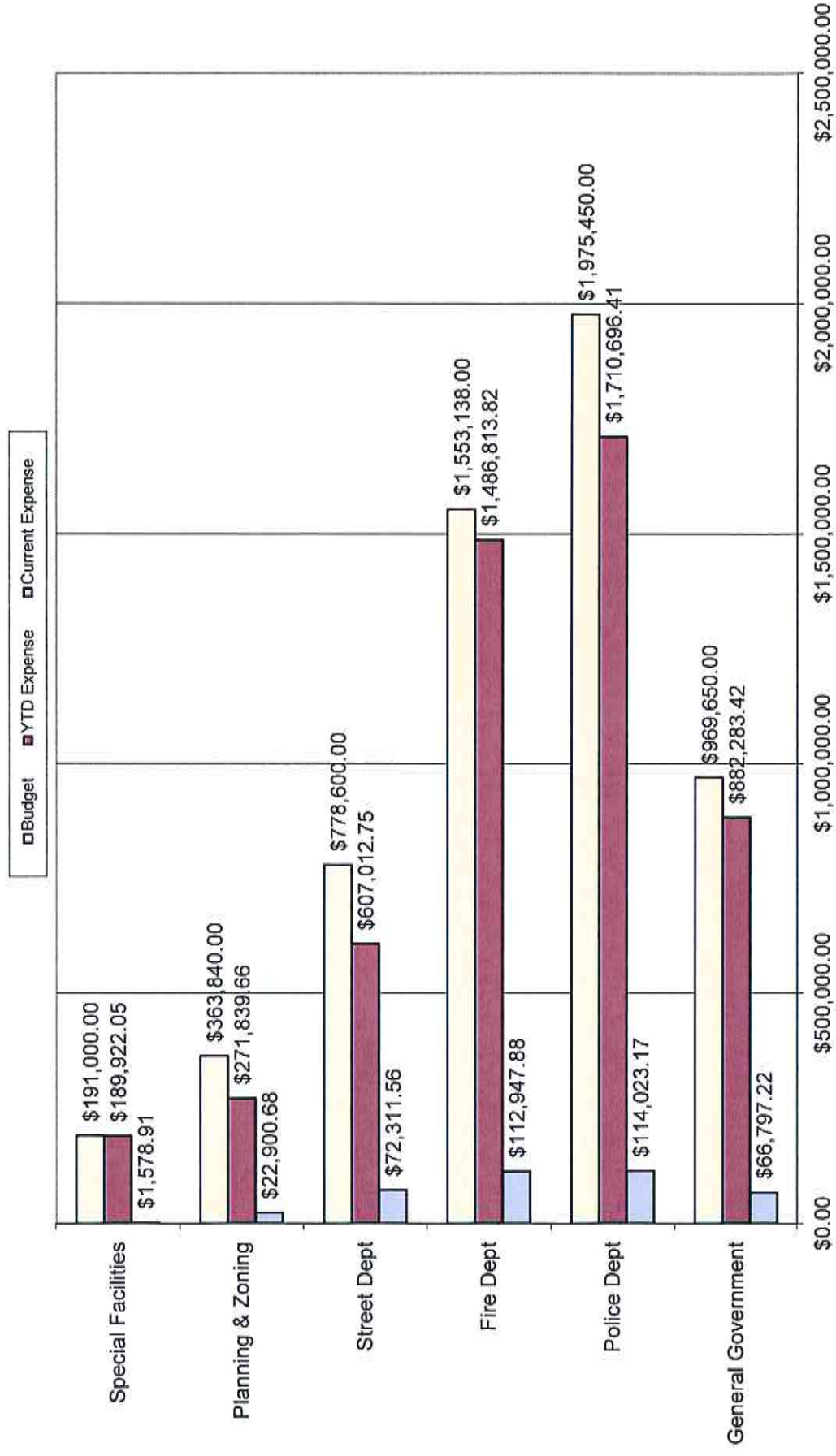


City of West Point Financial Report November, 2017

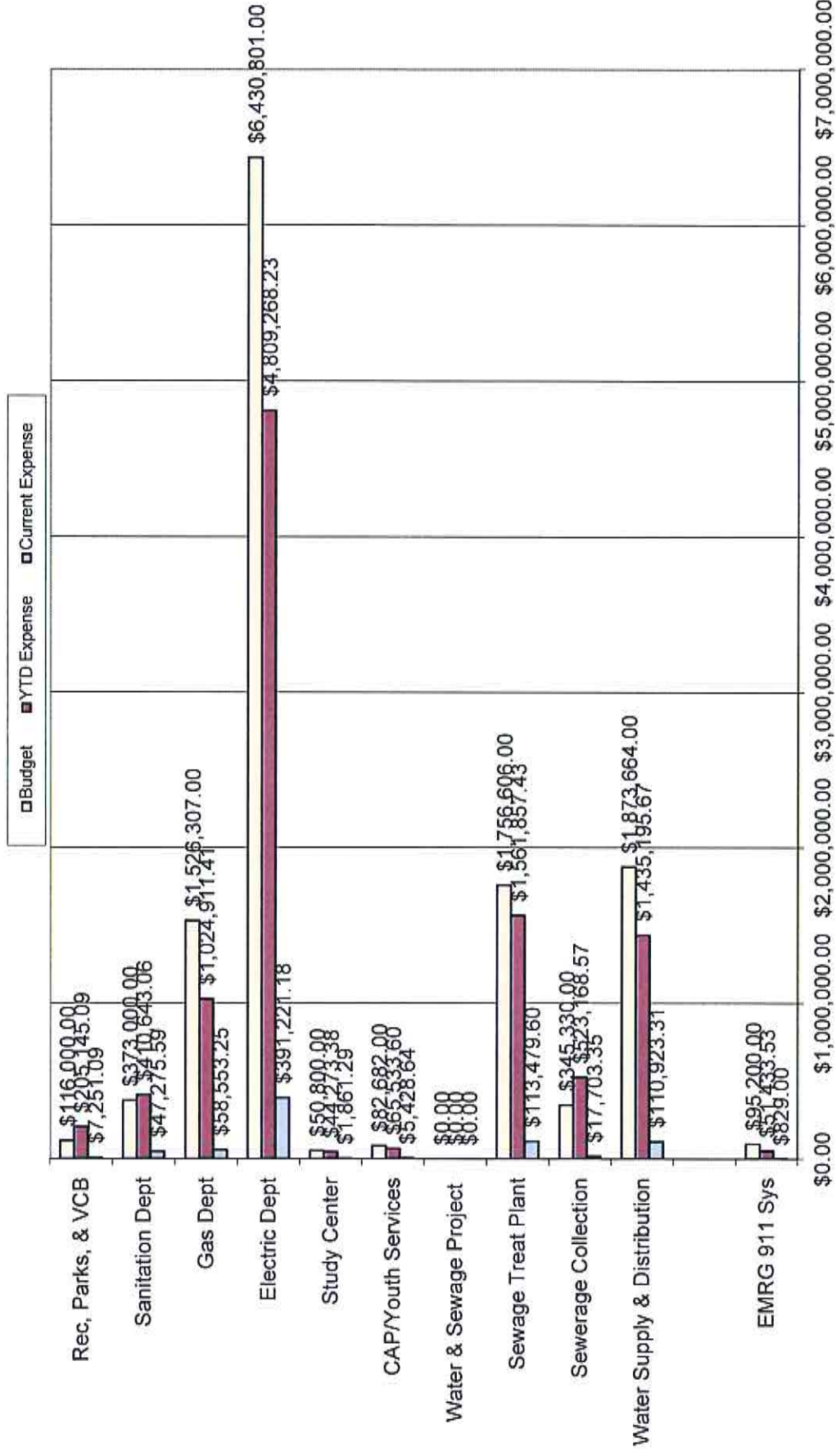
EXPENSES

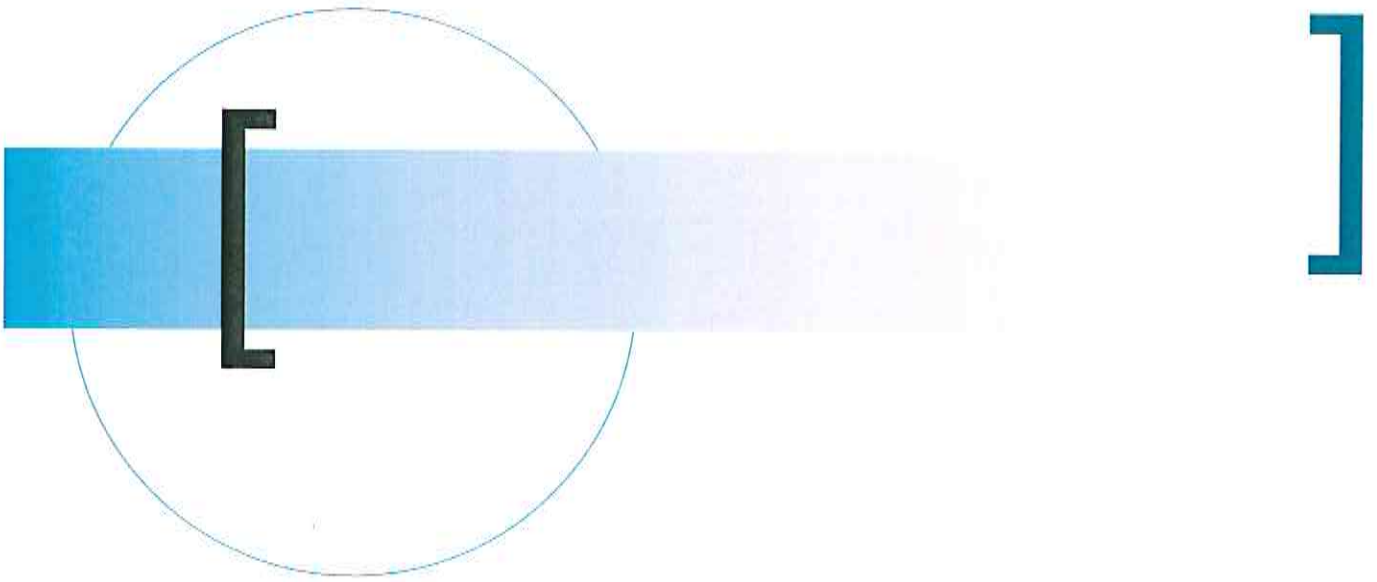
Current Expense YTD Expense Budget Percentage Budget	General Government		Police Dept	Fire Dept	Street Dept
	\$66,797.22		\$114,023.17	\$112,947.88	\$72,311.56
	\$882,283.42		\$1,710,696.41	\$1,486,813.82	\$607,012.75
	\$969,650.00		\$1,975,450.00	\$1,553,138.00	\$778,600.00
	90.99%		86.60%	95.73%	77.96%
Current Expense YTD Expense Budget Percentage Budget	Planning & Zoning		Special Facilities	EMRG 911 SYS	Water Dept
	\$22,900.68		\$1,578.91	\$829.00	\$110,923.31
	\$271,839.66		\$189,922.05	\$51,433.53	\$1,435,195.67
	\$363,840.00		\$191,000.00	\$95,200.00	\$1,873,664.00
	74.71%		99.44%	54.03%	76.60%
Current Expense YTD Expense Budget Percentage Budget	Sewer/ Water		Electric Dept	Gas Dept	Sanitation Dep
	\$131,182.95		\$391,221.18	\$58,553.25	\$47,275.59
	\$2,085,026.00		\$4,809,268.23	\$1,024,911.41	\$410,643.06
	\$2,101,936.00		\$6,430,801.00	\$1,526,307.00	\$373,000.00
	99.20%		74.78%	67.15%	110.09%
Current Expense YTD Expense Budget Percentage Budget	Rec, Parks & VCB		Study Center	CAP/Youth Services	Economic Dev
	\$7,251.09		\$1,861.29	\$5,428.64	\$18,536.01
	\$205,145.09		\$44,273.38	\$65,533.60	\$419,884.78
	\$116,000.00		\$50,800.00	\$82,682.00	\$1,320,200.00
	176.85%		87.15%	79.26%	31.80%
Current Revenues Current Expense over/under	All Funds		Total All Departments		
	\$1,106,413.55		Total YTD Revenue	\$15,809,835.70	Total YTD Expenses
	\$1,163,621.73		Total YTD Expenses	\$15,699,882.86	Operating Budget
	(\$57,208.18)		over/under	\$109,952.84	Percentage
					79.28%

Budget Expense Comparison November, 2017



Budget Expense Comparison November, 2017





DEPARTMENT REPORTS

Fire Department

Planning Department

Police Department

Public Works

Utility Department

November 2017

Fires-NFIRS Series 100	4
NFIRS Series 200-Overpressure, rupture, explosion, overheat (no fire)	0
NFIRS Series 300-Rescue and EMS Incidents	8
NFIRS Series 400-Haradous Condition (no fire)	5
NFIRS Series 500-Service Call	2
NFIRS Series 600-Good Intent Call	5
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	0
Mutual aid fire responses HC	0
Mutual aid fire responded Lanett	0
Automatic aid fire responses TC	1
Automatic aid fire responses HC	0
Automatic aid fire responses Lanett	0
TOTAL FIRE BY WPDF AND PARTNERS	31
EMS Patient Disposition	
EAMC-Lanier	16
EAMC-Opelika	0
WGMC	20
No Transport	10
Landing Zone	1
Midtown Medical Center	0
TOTAL EMS INCIDENTS BY WPDF	47
Mutual aid EMS provided to TC	0
Mutual aid EMS provided to HC	1
Mutual aid EMS provided to LFD	1
Mutual aid EMS from TC	0
Mutual aid EMS from HC	0
Mutaul aid EMS from Lanett	6
TOTAL EMS by WPDF and PARTNERS	86



Community Development Department
October 1 – 31, 2017

Permits Issued – 10

Inspections - 45

Industrial	17
New Commercial	0
Remodel Comm.	4
New Residential	11
Remodel Res.	13

Certificate of Occupancy- 2

Soil and Erosion - 7

NOI / NOT	1
Plan Submittal	2
BMP Infractions	1
Citations	1

Plan Reviews- 6

Commercial	2
Residential	1
Other	2

Hearings - 0

No Shows 0

Public Notices- 0

Structures Demolished- 0



Community Development Department
November 1 – 30, 2017

Permits Issued – 8

Inspections -	21
Industrial	15
New Commercial	0
Remodel Comm.	2
New Residential	0
Remodel Res.	4

Certificate of Occupancy- 2

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

Plan Reviews-	4
Commercial	2
Residential	0
Other	2

Hearings -	0
No Shows	0

Public Notices- 0

Structures Demolished- 0

Statistical Counts Report

For records with dates between 11/1/2017 and 11/30/2017

WEST POINT PD

PAGE 1 OF 1

Incident Reports Created	<u>ALL</u> 78	<u>INCIDENTS</u> 68	<u>MISC.</u> 8	<u>FAMILY VIOL.</u> 5
Incident Reports Cleared	<u>ALL</u> 66	<u>BY ARREST</u> 22	<u>UNFOUNDED</u> 44	<u>EXCEPTIONALLY</u> 0
Property Involved			<u>STOLEN</u> \$5,629	<u>RECOVERED</u> \$2,003
Incident Type Level			<u>FELONY</u> 15	<u>MISDEMEANOR</u> 51
Investigative Files Opened				0
Investigative Files Assigned				3
Investigative Files Cleared				0
Drug Related Investigative Files Opened				0
Drug Related Investigative Files Cleared				0
Arrests / Booking Records				32
Citations Issued				182
Warnings Issued				107
Ordinance Violations				0
<u>Court Services</u>			<u>RECEIVED</u>	<u>SERVED</u>
Civil Papers			0	0
Subpoenas			0	0
Warrants			26	29
Accident Reports		<u>ALL</u> 27	<u>CRASH</u> 20	<u>PRIV PROP</u> 7

Call Count by Call Category per Day of Week

For (Day of Week)

Creation Date: 12/01/2017 03:20:36 PM

Grouping: Day of Week

Date Range: 11/01/2017 12:00:00 AM - 11/30/2017 11:59:59 PM

Filter Criteria:

Summary Information

Day of Week	Total Calls	Call Category			Call Service (Emergency Incoming)					Outgoing (Emergency, Non-Emergency, Other)	Abandoned (Emergency)	Avg Wait (Emergency Incoming)
		Emergency	Non-Emergency	Other	Wire-Line	Wireless	VoIP	SMS	Unknown			
Total	309	275	34	0	44	229	2	0	0	32	25	00:00:06

Call Count by Call Category per Day of Week

For (Day of Week)

Creation Date: 12/01/2017 03:20:36 PM

Grouping: Day of Week

Date Range: 11/01/2017 12:00:00 AM - 11/30/2017 11:59:59 PM

Filter Criteria:

Detail Information

Day of Week	Total Calls	Call Category			Call Service (Emergency Incoming)					Outgoing (Emergency, Non-Emergency, Other)	Abandoned (Emergency)	Avg Wait (Emergency Incoming)
		Emergency	Non-Emergency	Other	Wire-Line	Wireless	VoIP	SMS	Unknown			
Sun	28	27	1	0	1	26	0	0	0	1	1	00:00:06
Mon	55	47	8	0	5	42	0	0	0	8	5	00:00:07
Tue	28	24	4	0	8	16	0	0	0	3	3	00:00:06
Wed	43	39	4	0	6	33	0	0	0	4	2	00:00:05
Thu	49	40	9	0	10	28	2	0	0	8	6	00:00:06
Fri	58	52	6	0	11	41	0	0	0	6	6	00:00:08
Sat	48	46	2	0	3	43	0	0	0	2	2	00:00:05
Total	309	275	34	0	44	229	2	0	0	32	25	00:00:06

Call Count by Call Category per Day of Week

For (Day of Week)

Creation Date: 12/01/2017 03:20:35 PM

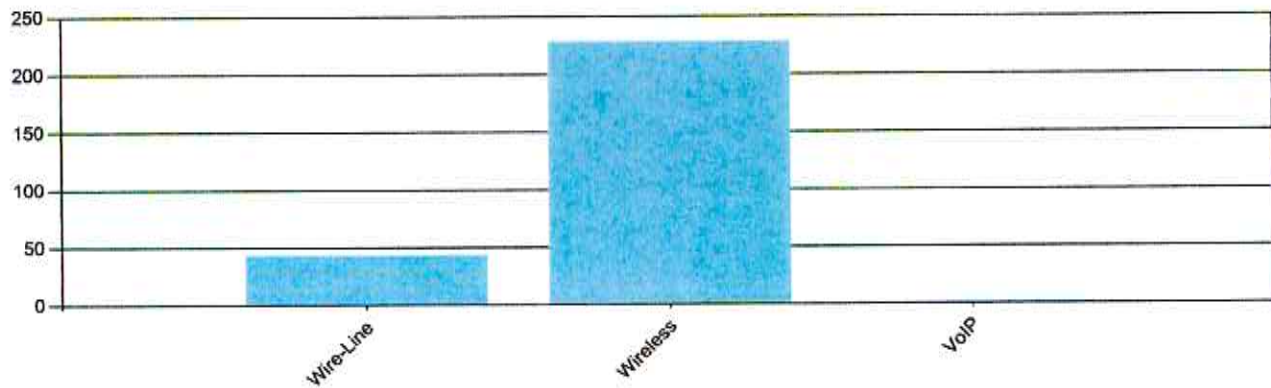
Grouping: Day of Week

Date Range: 11/01/2017 12:00:00 AM - 11/30/2017 11:59:59 PM

Filter Criteria:

Summary Chart

Call Count by Call Service (Emergency Incoming)



Call Count by Call Category per Day of Week

For (Day of Week)

Creation Date: 12/01/2017 03:20:36 PM

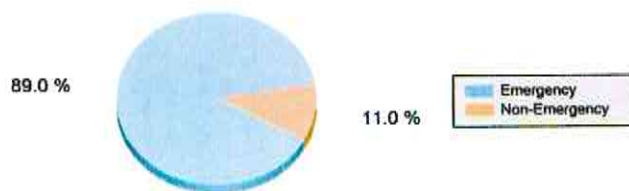
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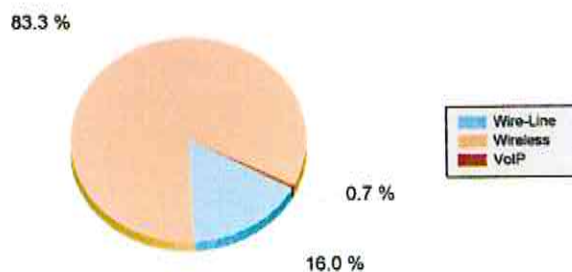
Filter Criteria:

Detail Chart

Call Count by Call Category



Call Count by Call Service (Emergency Incoming)



Public Works Department Activity Report

NOVEMBER 2017

Preventive maintenance and repair on storm water collection system

Work on signs repair and replace

Trim limbs on the R-O-W and fill holes and clean edge of street

Service and repair Equip.

Cut and pick up trash on R-O-W

Haul trash

Haul Sludge

Cut grass in cemetery and fill graves

Cut grass on KIA Parkway and Blvd.

Prepare for Storm & Clean up after storm

Paint lines on west 10th Street

Decorate and prepare for Christmas

Clean and cut for Chick party at state line

Clean up leaves in town

Make pad for bus stop shelter

November 2017 Utility Department Reports

POWER & LIGHTS

Task Description	This Month (Completed)	Total YTD	This Month Year Ago	YTD Year Ago
CHANGE ELECTRIC METER	5	13	0	13
REPAIR STREET LIGHT	6	53	6	83
REPAIR SECURITY LIGHT	1	32	2	49
REPAIR TRAFFIC LIGHT	3	20	1	18
POWER OUTAGE	10	130	6	88
INSTALL NEW ELECTRIC SERVICE	1	2	1	4
POWER - OTHER/MISCELLANEOUS	4	55	3	134
CUSTOMER COMPLAINT - ELECTRIC	2	17	0	0
LIMB/TREE ON LINE	2	23	0	0

WATER DISTRIBUTION

Task Description	This Month (Completed)	Total YTD	This Month Year Ago	YTD Year Ago
MISCELLANEOUS/OTHER-WATER	4	25	4	83
REPAIR LEAK - MAIN LINE	1	2	3	7
CHANGE METER BOX	1	2	0	2
CHANGE WATER METER LID	2	5	0	2
CHECK WATER PRESSURE	1	8	1	7
REPAIR WATER LINE	2	4	0	0
NEW WATER SERVICE	1	12	2	24
INVESTIGATE WATER LEAK	5	49	5	27
WATER TAP REQUEST	1	5	0	0
CHANGE WATER METER	4	5	0	0

November 2017 Utility Department Reports

SEWER DEPARTMENT

Task Description	This Month (Completed)	Total YTD	This Month Year Ago	YTD Year Ago
ODOR REPORTED	1	2	2	7
SEWER BACKUP	4	26	7	32

GAS DEPARTMENT/UTILITY PROTECTION

Task Description	This Month (Completed)	Total YTD	This Month Year Ago	YTD Year Ago
Install / Change Pressure Regulator	1	1	0	0
Locate Underground Utilities	22	394	40	453
Investigate a Reported Gas Leak	2	11	6	25
Restake UG Locates	2	28	5	59
Report of Gas Leak	6	16	0	4
Report of Low/No Pressure	1	2	0	0
Third Party Damage	1	1	0	1
Install, Change Gas Meter	16	18	0	2
Witness Pressure Test	1	2	0	6

SERVICE TRUCK

Task Description	This Month (Completed)	Total YTD	This Month Year Ago	YTD Year Ago
CHANGE ELECTRIC METER	1	1	0	0
TURN ON UTILITIES	7	91	0	0
TURN OFF UTILITIES	7	108	1	47
READ IN / READ OUT UTILITIES	18	256	0	67

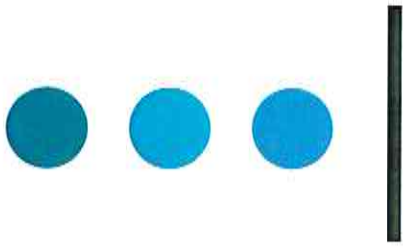
November 2017 Utility Department Reports

WATER TREATMENT PLANT

Task Description	This Month (Completed)	Total YTD	This Month Year Ago	YTD Year Ago
Inspect Generator (Fuller Road)	1	7	0	1
Weekly PM	25	252	3	68
PM Check	5	38	0	1

Water Treatment Plant Flows November 2017

Water Withdrawn from River	Nov 2017 = 31,552,000 Gallons	Nov 2016 = 39,256,000 Gallons	Oct 2017 = 37,212,000 Gallons
Highest Day Withdrawal	Nov 2017 = 1,343,000 Nov 3rd	Nov 2016 = 1,635,000 Gal on Nov 1st	Oct 2017 = 1,763,000 Oct 19th
Pumped to System	Nov 2017 = 29,170,000 Gallons	Nov 2016 = 40,186,000 Gallons	Oct 2017 = 33,307,000 Gallons
Highest PTS	Nov 2017 = 1,205,000 Nov 3rd	Nov 2016 = 1,648,000 Gal on Nov 1st	Oct 2017 = 1,315,000 Oct 4th



NEW BUSINESS

11/14/17
DRAFT

AGREEMENT FOR PROPERTY EXCHANGE

THIS AGREEMENT is made this _____ day of _____, 2017, by and between the **CITY OF WEST POINT, GEORGIA**, a municipal corporation of Troup County, Georgia (hereafter referred to as "City") and **BETHLEHEM BAPTIST CHURCH OF WEST POINT, INC.**, a non-profit corporation organized and existing under the laws of the State of Georgia, of Troup County, Georgia (hereafter referred to as "Bethlehem").

WHEREAS, Bethlehem is the owner of that certain parcel of land located adjacent to 10th Street, containing 0.36 acre, more or less, which property is more particularly shown as "N/F Bethlehem Baptist Church" on that plat of survey entitled "Boundary Survey for City of West Point" and prepared by Harris Gray, dated October 3, 2017, a reduced copy of which is attached hereto as Exhibit "A" and incorporated herewith for the purposes of a more complete description. Said parcel is hereinafter sometimes referred to as "Bethlehem Parcel."

WHEREAS, City is the owner of that certain tract or parcel of land shown as "Part of Tract 0.637 Acres" as shown on the attached Exhibit "A." Said property is hereinafter sometimes referred to as "City Parcel."

WHEREAS, Bethlehem and City have negotiated terms of a property exchange through which the parties shall exchange the above-described parcels, by conveyance through general warranty deed, such that City shall convey to Bethlehem the City Parcel, and Bethlehem shall convey to City the Bethlehem Parcel;

WHEREAS, prior to the property exchange as outlined herein, the law imposes upon the City of West Point, Georgia, as a municipal corporation of this state, certain preconditions as established within O.C.G.A. § 36-37-6, which conditions may not be met as of the date of this contract;

WHEREAS, both City and Bethlehem desire to set forth within this document the rights and binding obligations of the parties with respect to the property exchange;

IN EXCHANGE FOR THE MUTUAL COVENANTS AND CONDITIONS HEREIN CONTAINED, AND OTHER GOOD AND VALUABLE CONSIDERATION, THE SUFFICIENCY OF WHICH IS HEREBY ACKNOWLEDGED, IT IS HEREBY AGREED AS FOLLOWS:

1.

Subject to the City's completion of the conditions precedent referenced above and set forth in O.C.G.A. § 36-37-6, which, if satisfied, will result in an affirmative vote of the Mayor and Council to conclude the transaction, Bethlehem agrees to exchange, swap and convey the Bethlehem Parcel for the City Parcel.

2.

City agrees, subject to final right of approval and completion of the conditions as per O.C.G.A. § 36-37-6, to exchange, swap and convey the City Parcel for the Bethlehem Parcel.

3.

Both parties shall have twenty-one (21) days after acceptance of this contract in which to examine title, and in which to furnish the other with a written statement of objections affecting the marketability of said title. Each party, when presented with such statement, shall have a reasonable time after the presentation of such objections to satisfy all valid objections, with the failure of either party to do so within a reasonable time upon written notice rendering this contract to be null and void.

4.

The parties agree that such documents as may be legal and necessary to carry out the terms of this contract shall be executed and delivered by such parties at the time the exchange conveyance is consummated.

5.

Time is of the essence of this contract.

6.

This contract constitutes the whole and entire agreement between the parties hereto and no modification of this contract shall be binding unless attached hereto and signed by all parties to the

Agreement. No representation, promises or inducement not included in this contract shall be binding upon any party hereto.

SPECIAL STIPULATIONS

1. All real estate taxes for the appropriate calendar year shall be prorated, to the extent applicable.
2. Possession of the respective exchanged premises shall be granted to the parties no later than the date of closing.
3. This Agreement shall be binding upon the parties hereto, their heirs, executors, administrators, successors and assigns.
4. Recognizing that City must advertise its intent to exchange the properties as set forth herein four (4) times in the local legal organ within sixty (60) days preceding the property exchange, and further that City shall also be required to reaffirm its commitment to the exchange upon receipt of all information required in O.C.G.A. § 36-37-6, this exchange shall be closed on or before _____, 2017. Said closing shall occur at such date, time and place as is agreed to by the parties.

CITY OF WEST POINT, GEORGIA (SEAL)

BY: _____
Mayor

ATTEST: _____
Clerk

Signed, sealed and delivered this _____
day of _____, 2017,
in the presence of:

Unofficial Witness

Notary Public

[SIGNATURES CONTINUED ON FOLLOWING PAGE]

BETHLEHEM BAPTIST CHURCH OF WEST
POINT (SEAL)

BY: _____

ATTEST: _____

Signed, sealed and delivered this _____
day of _____, 2017,
in the presence of:

Unofficial Witness

Notary Public

THIS BLOCK RESERVED FOR THE CLERK
OF SUPERIOR COURT



NOT A VALID DOCUMENT WITHOUT
SURVEYOR'S ORIGINAL SIGNATURE

SOURCE DEED:
DEED BOOK 216, PG 829
DEED BOOK 1486, PG 239



BEARING BASIS AND LAND LOT THE
PLAT BOOK 10, PG 204-205

LEGAL DESCRIPTION

Commencing at the concrete monument at the intersection of the North Right of Way of 10th Street and the West Right of Way of Avenue K, said point being the POINT OF BEGINNING, from said POINT OF BEGINNING along said North Right of Way of 10th Street North 72 Deg 46 Min 40 Sec East, a distance of 50.00 feet; thence bearing said North Right of Way North 14 Deg 08 Min 09 Sec East, a distance of 272.33 feet; thence South 82 Deg 10 Min 10 Sec East, a distance of 30.00 feet to the westerly right of way of AVENUE K; thence a curve to the right having the radius of 1245.00 feet, an arc length of 218.01 feet, a chord distance of 218.63 feet and bearing South 12 Deg 49 Min 50 Sec West; continue South 17 Deg 37 Min 00 Sec West, a distance of 68.64 feet to the POINT OF BEGINNING; said described tract containing 0.607 Acres, more or less.

APPROVAL BASED ON COMPLIANCE
WITH CITY OF WEST POINT SUBDIVISION
REGULATIONS ONLY.

DATE _____

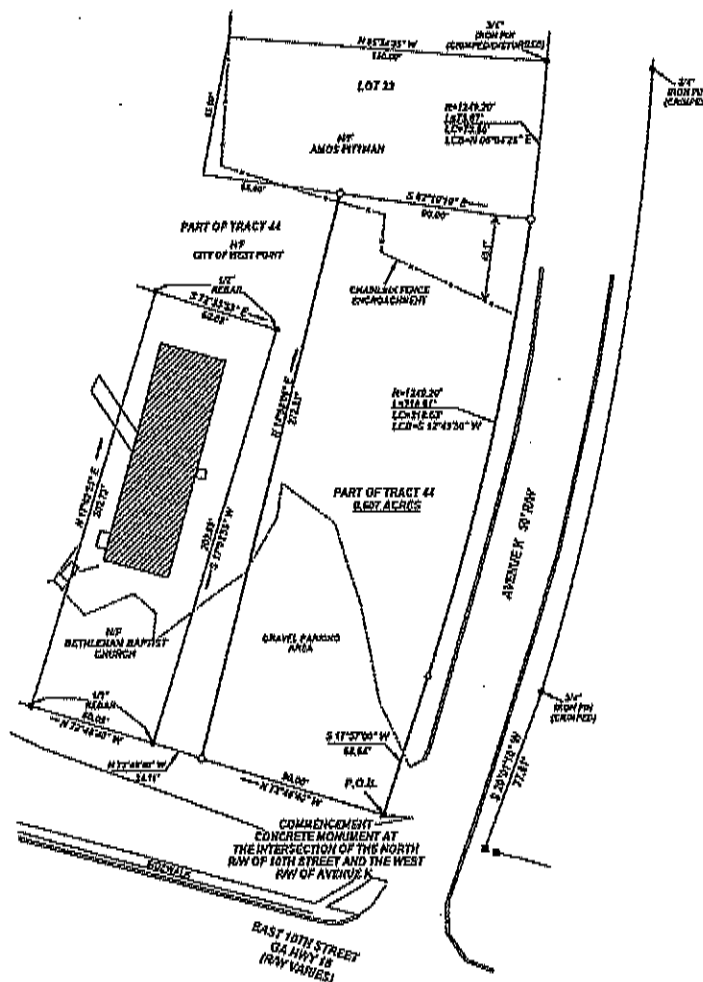
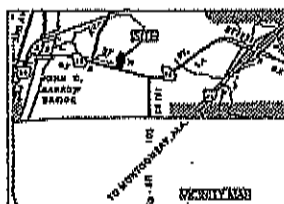
PLANNING DIRECTOR _____

As required by subsection (f) of O.C.G.A. Section 15-6-47, this plat has been prepared by a land surveyor and approved by all applicable local jurisdictions for recording as evidenced by approval certificates, signatures, stamps, or statements thereon. Each approval or affirmation should be confirmed with the appropriate governmental bodies by any purchaser or user of this plat as to intended use of any parcel. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-47.

Surveyor: B. Shawn Day, P.L.S.
GA License Number: 002879

DATE: 10-3-17

PROPERTY BEING PART OF TRACT 44
HITMAN-TEATH STREET
URBAN RENEWAL AREA
SUBDIVISION PLAT RECORDED
IN PLAT BOOK 10, PG 204-205



SHEET 1 OF 1

CLIENT	EDMUND
JOHN NO.	GA 10162-0200
ACAD FILE	COMP 10 ST PARK 10-01-17
FIELD DATE	OCT 3, 2017
DRAWN BY	ASG
FLD BOOK	XXXX
REVISIONS	DATE

BOUNDARY SURVEY FOR CITY OF WEST POINT

PROPERTY LOCATED IN
LAND LOT 265, 5TH LAND DISTRICT
TROUP COUNTY, GEORGIA



**HARRIS
GRAY**

A. ENGINEERS
A. SURVEYORS
A. PLANNERS
LSF 00118

311 SW AVENUE, WEST POINT, GA 30086-4151

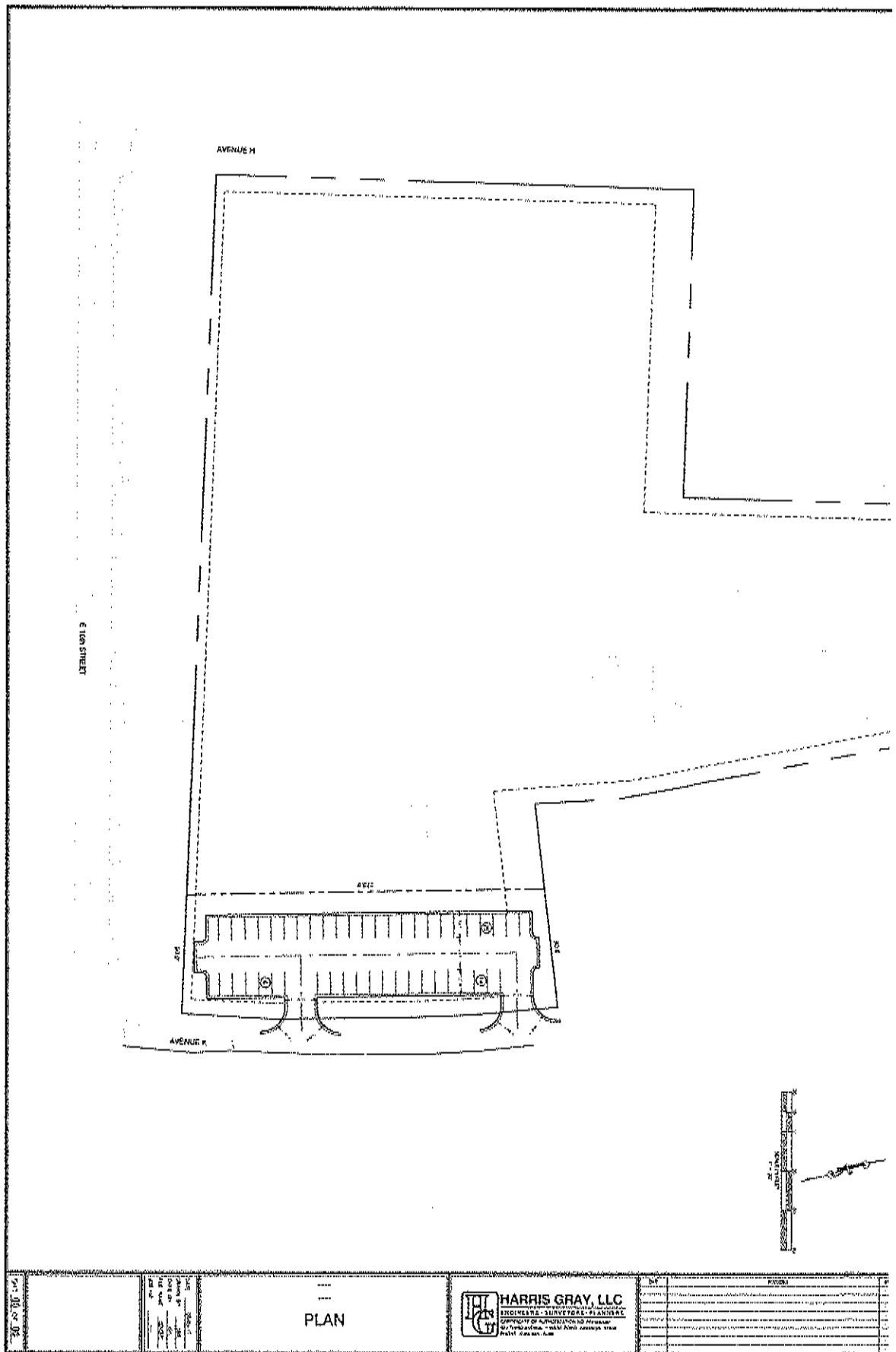
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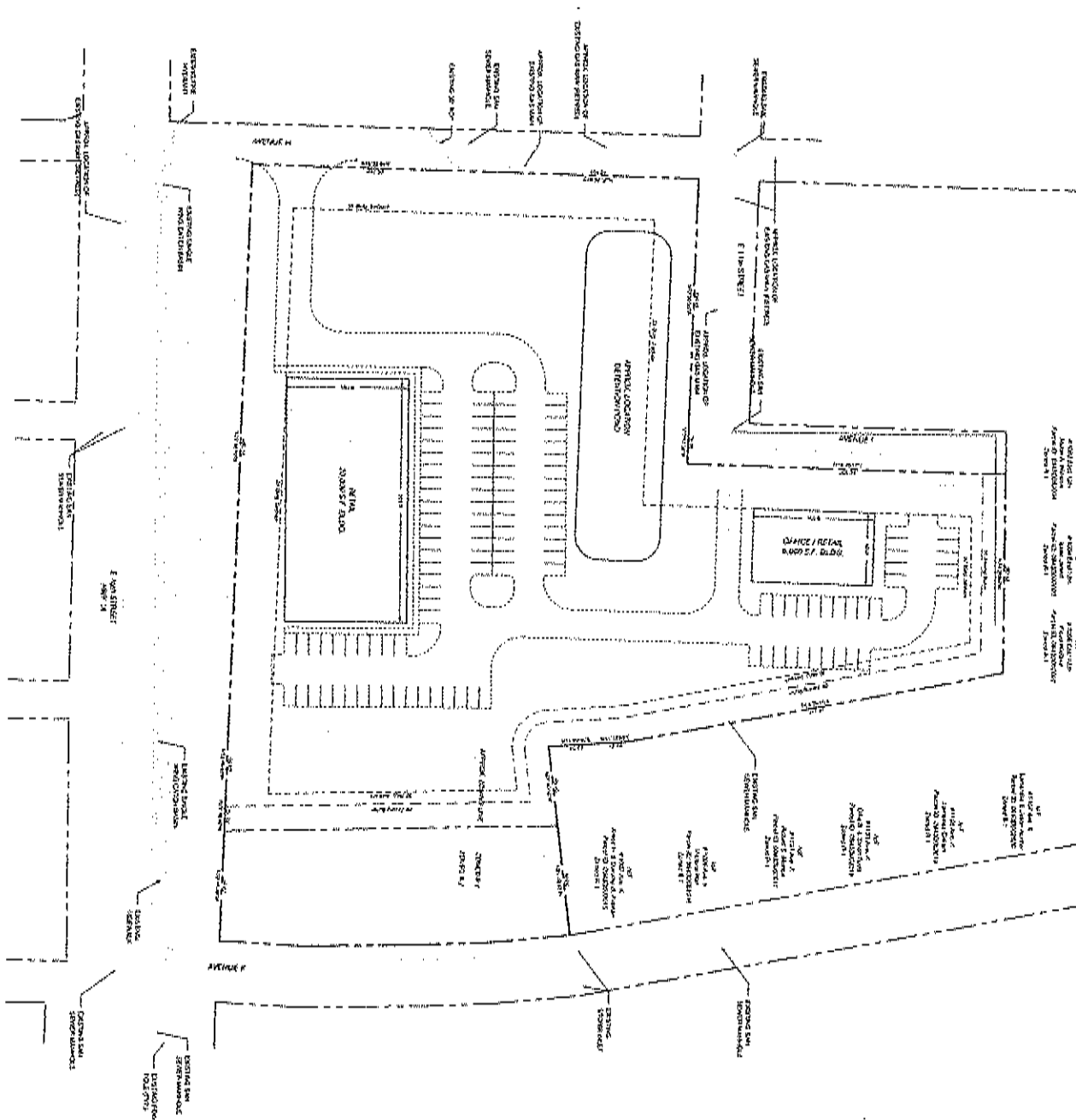
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- Iron Pin Set-1/2" Rebar
- Iron Pin Found
- Concrete Monument Found
- Fence Line
- E Center Line
- Power Line
- A Calibrated Point
- Degree
- ⊙ Power Pole
- ⊙ Power Meter
- ⊙ Air Conditioner
- ⊙ Ground Light (Power Underground)
- ⊙ Flag Pole
- ⊙ Water Valve

LEGEND OF ABBREVIATIONS

- ⊙ Water Meter
- ⊙ Gas Meter
- AC Area(s)
- SEC Section
- T Township
- R Range
- N North
- NR Northeast
- NW Northwest
- S South
- SE Southeast
- SW Southwest
- E East
- W West
- F Field Measurement
- P Platted Measurement
- N/E Now or Formerly
- P.O.B. Point of Beginning
- R/W Right of Way
- 1 X When Used in a Bearing
- 2 Seconds When Used in a Bearing
- 1 Feet When Used in Distance
- 2 Inches When Used in Distance
- 3 More or Less (for Plus or Minus)
- (Use Not To Scale)





CITY OF WEST POINT - 10th STREET PROJECT

MASS GRADING

CONCEPTUAL SITE PLAN

HARRIS GRAY, LLC

ENGINEERS • SURVEYORS • PLANNERS

10000 WEST POINT BLVD, SUITE 100
WEST POINT, FL 33980

DATE: 10/15/2024

BY: J. H. GRAY

SCALE: 1" = 40'

PROJECT NO.: 2024-001

NO.	REVISIONS
1	Initial Design
2	Revised Design
3	Final Design

11/17/17
DRAFT

AGREEMENT REGARDING FUNDING

THIS AGREEMENT, made and entered this _____ day of _____, 2017, by and between **WEST POINT DEVELOPMENT AUTHORITY**, a body corporate and politic (hereinafter referred to as "Authority"), and **CITY OF WEST POINT, GEORGIA**, a municipal corporation of Troup County, Georgia (hereinafter referred to as "City").

WITNESSETH: THAT

WHEREAS, City and Authority have a joint interest in, and cooperate together to further the economic development of the City of West Point, Georgia;

WHEREAS, Authority and City agree that it is in the best interests of area citizens, as well as economic development of the area, for such cooperation to include annual funding of the duties and responsibilities of Authority, and desire to set forth herein the terms of said funding upon the conditions set forth hereinbelow;

WHEREAS, City and Authority are each authorized to perform the obligations which are the subject of this Agreement, and thus are competent to enter this Agreement pursuant to their respective enabling legislation, the general laws of the State of Georgia, Article IX, Section III, Paragraph I of the Constitution of the State of Georgia, and are further authorized to contract each with the other for economic development purposes;

WHEREAS, moreover, the City of West Point is specifically authorized to levy an annual tax, not exceeding two mills, on taxable property within the City for the support of the Authority and for its use and purposes, and by this recital the City agrees to, to the extent necessary, dedicate such funds from its ad valorem tax receipts to support the payments hereinbelow established;

WHEREAS, Authority and City have determined that such payments will achieve valid public purposes and will promote and expand trade, commerce and the public good and welfare of the City of West Point and its citizens;

NOW THEREFORE, for and in consideration of the mutual covenants and agreements hereinafter contained, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties do hereby covenant and agree as follows:

1.

Beginning _____, 2017, City shall pay to Authority, on a (monthly/annual) basis, \$120,000.00 per year for ten (10) years. Authority shall use such funds to further its powers and duties as authorized under the constitutional amendment creating the West Point Development Authority, as may be amended from time to time, and pursuant to Georgia law.

2.

City and Authority may, from time to time, at the request of Authority, discuss and agree upon any amendment which may be necessary in the opinion of the parties to either extend or increase the obligations set forth herein.

3.

This Agreement, as may be amended as provided herein, contains the entire understanding of the parties, and may only be amended by an agreement in writing and signed by the parties.

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

WEST POINT DEVELOPMENT AUTHORITY
(SEAL)

BY: _____

ATTEST: _____

CITY OF WEST POINT, GEORGIA (SEAL)

BY: _____

Mayor

ATTEST: _____

City Clerk



Office of City Manager
P.O. Box 487
West Point, Georgia 31833

Telephone 706-645-3500
Fax 706-643-8150
emoon@cityofwestpointga.com

Monday November 27, 2017

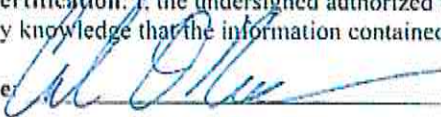
Staff Report

The City received a Forward Fund Application from the Downtown West Point Development Authority (DWPDA). The application appears to be complete and is being presented to the City Council at the regular scheduled work session on November 28, 2017. The key elements of the application are listed below.

- Purchase 12.3 acres of land know as the 2nd Avenue Woodyard
- Total Project Cost \$600,000
- Requested Forward Fund amount \$350,000
- DWPDA has received a commitment of \$200,000 from the WPDA
- Property to be developed for residential, retail or commercial
- Property is within the 10th Street Area Redevelopment Plan

The City has funds available for this project.

CITY OF WEST POINT FORWARD FUND LOAN PROGRAM APPLICATION
SECTION A – GENERAL INFORMATION

1. Name of Applicant: Downtown West Point Development Authority
Mailing Address: _____
City: West Point State: Georgia Zip Code: 31833
Applicant Contact Person: Coleman Reeves, Chairman
Telephone Number: 678-278-5951
Email Address: creeves@flintequipco.com
 2. Name of Sub-recipient: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Sub-recipient Contact Person: _____
Telephone Number: _____
Email Address: _____
 3. Project Address: W 6th Street
 4. Total Project Cost: \$ 600,000 Forward Fund Loan Requested: \$ 350,000
 5. Applicant Certification: I, the undersigned authorized representative of the applicant, certify to the best of my knowledge that the information contained in this application is true and correct.
- Authorized Signature:  Date: 11/27/2017
Name (printed): Coleman Reeves Title (printed): _____



DOWNTOWN WEST POINT DEVELOPMENT AUTHORITY

CITY OF WEST POINT FORWARD FUND LOAN PROGRAM APPLICATION

SECTION B – PROJECT SPECIFIC INFORMATION

1. Project Description

Throughout its history Downtown West Point has experienced highs and lows. Times of growth and renewal and times of closures and dilapidation. Many forces have formed downtown. The Chattahoochee River gave the city first life as a means of water supply and commerce. Later came the railroad and its impact of growth, then the textile industry both of which Downtown West Point served as a commercial and manufacturing hub. The latest impactful businesses are the automotive industry and education. When Kia landed in West Point unemployment was at unprecedented high levels. Downtown West Point had a few businesses that had survived but store front vacancy was more than 75%. Since Kia's arrival and the Cities investment in downtown there have been steady improvement including the location of Point University.

Most of the once unkept and sometimes derelict properties are now redeveloped and in use. There are however a few property obstacles to overcome. The property currently being used a woodyard on 2nd Avenue is one that is out of place in Downtown West Point. The use brings large 18-wheel trucks in from all directions. The trucks haul logs that pose a danger to motorists and pedestrians. The trucks also drop debris on the roadways and bring dirt and mud onto the streets. The site itself causes dust to blow throughout downtown when the weather is dry. The location is noisy and unsightly in downtown.

The Downtown West Point Development Authority, business owners, citizens and city officials have discussed this property for many years. The City's 10th Street Area Redevelopment Plan identified the site as a part of the "City Hall Area". The plan states "this subarea represents the most viable opportunity for Downtown access to the river" "future development in this subarea should be high density" "including accessory retail or commercial". The final statement in the City Hall Area section is the most impactful "the development of this portion of the study area is a key component to successfully bridging the gap between Downtown and the expanded recreation campus area east of the river and beyond". The Downtown West Point Development Authority agrees that this property is enormously valuable to downtown. With the work already completed by the city in the Downtown River Park we believe the acquisition and development of the woodyard will continue the forward momentum of downtown.

The Downtown West Point Development Authority request financial assistance from the City of West Point Forward Fund in the Amount of \$350,000. The funding will be used to assist in the purchase of the 2nd Avenue woodyard. The Downtown West Point Development Authority has secured a portion of the funding for purchase from the West Point Development Authority. The Downtown West Point Development Authority intends to purchase the property and then determine the highest use of the property. The desire is to develop the property to a similar land use as the downtown area, residential, retail or commercial. No schedule has yet been established for development.

2. Financing Structure

The Downtown West Point Development Authority will provide the equity. Permanent financing has been committed to the Downtown West Point Development Authority by the West Point Development Authority in a donation of \$100,000 and a 10-year interest free loan in the amount of \$100,000.

The Downtown West Point Development Authority will be the primary borrower of the Forward Fund Loan Program financing. The Downtown West Point Development Authority will own the assets upon completion. There is real estate involved and there is an option on the property.

3. Collateral – Not Applicable

4. Timetable and Stages

The Downtown West Point Development Authority will have a contract to purchase the 2nd Avenue woodyard in place by the end of November and will complete the purchase of the property 60 days from the West Point City Council's Forward Fund commitment.

5. Eligible Activity

The request for funding will be used for the purchase of the property and associated cost of the purchase. The property is located within the 10th Street Redevelopment Area.

6. Map of Project Location – Attached to Application

7. The purpose of the Forward Fund Loan Program is to finance activities that will assist applicants in promoting the economic security and creation and retention of economic opportunities for the citizens of West Point through the development and retention of employment opportunities in the City of West Point. Does this project meet this stated purpose?

Yes, this project meets the stated purpose. The key to sustainable development in Downtown West Point is a diversity of goods and services to appeal to the widest customer base feasible. Leveraging the Riverfront property along the Chattahoochee River can be a differentiating factor for West Point in comparison to the surrounding area, and the larger market areas, as it is truly a unique asset. West Point's Riverfront has the opportunity to be Downtown's "Welcome Mat," particularly with an additional amenity and destination like a Riverwalk.

8. Describe the project's impact using the following measures.

- The number of jobs to be created or retained;

There will be no initial jobs created by the purchase of the property. However, we do feel that the removal of the 18-wheel trucks from the streets and closing of the woodyard will create a more conducive business environment in downtown.

- The quality of jobs to be created or retained;

There will be no initial jobs created.

- The amount of new private leverage;

The purchase of the property will allow the Downtown West Point Development Authority to incentivize development of the property if necessary.

- The amount of new and/or retained taxes to be generated; and

The property currently generates \$550.00 in property tax per year. Development of this property will improve revenue generation for the city and add to the viability of downtown.

- Verification that the project is within the 10th Street Area Redevelopment Plan designated district.

The project is located within the 10th Street Redevelopment Plan Area (see attachments).

9. Additional Documentation

10th Street Area Redevelopment Plan (April 2011), Page 88, "City Hall Area"

The 10th Street Area Redevelopment Plan was completed in 2011 through a process of demographic analysis, project steering committee, interactive community meetings and workshops. The final 10th Street Area Redevelopment Plan included the subarea west of the Chattahoochee River and surround City Hall a portion of this geographic area is the property being purchase in this project.

Downtown West Point Master Plan (July 2013), Page(s) 24-25 "Riverside Village"

This Downtown Master Plan completed in 2013 was designed through community involvement, interviews, focus groups, steering committees, and public meetings with interactive exercises. The recommendations of the Downtown West Point Master Plan included the geographic area of the property being purchased in this project.

West Point Downtown Development Authority Financial Statements

2017	Balance Sheet Comparison, as of September 30, 2017 Profit and Loss Comparison, January – September, 2017
2016	Balance Sheet Comparison, as of December 31, 2016 Profit and Loss Comparison, January – December 2016

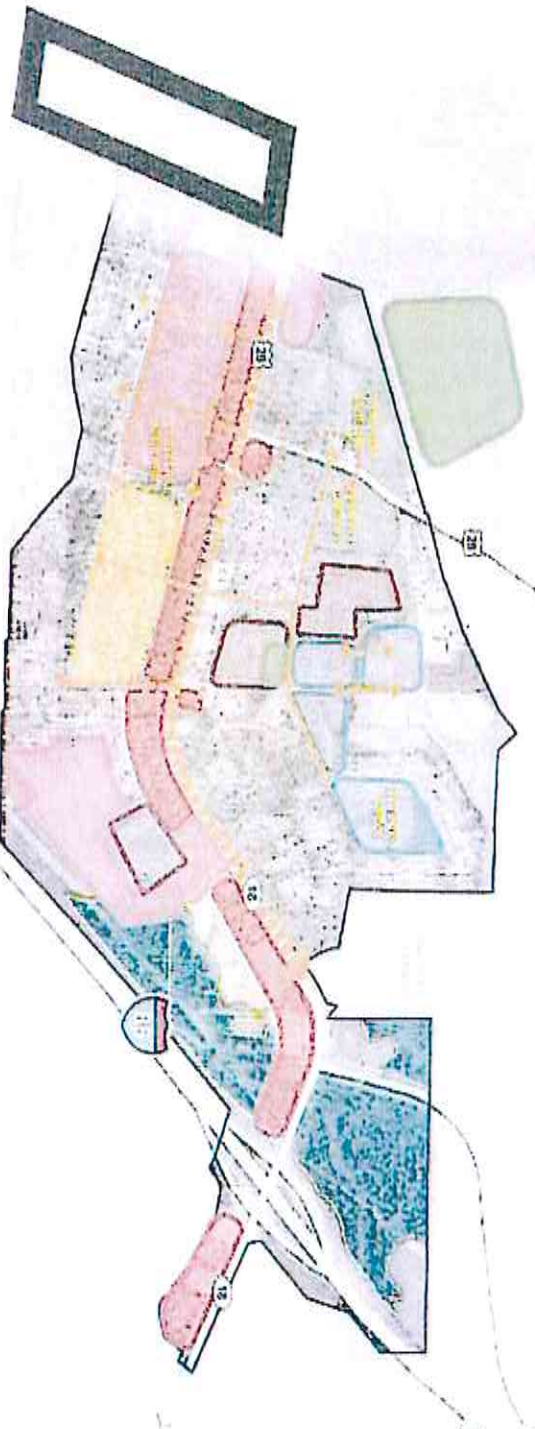
West Point Development Authority's Financial Commitment Letter

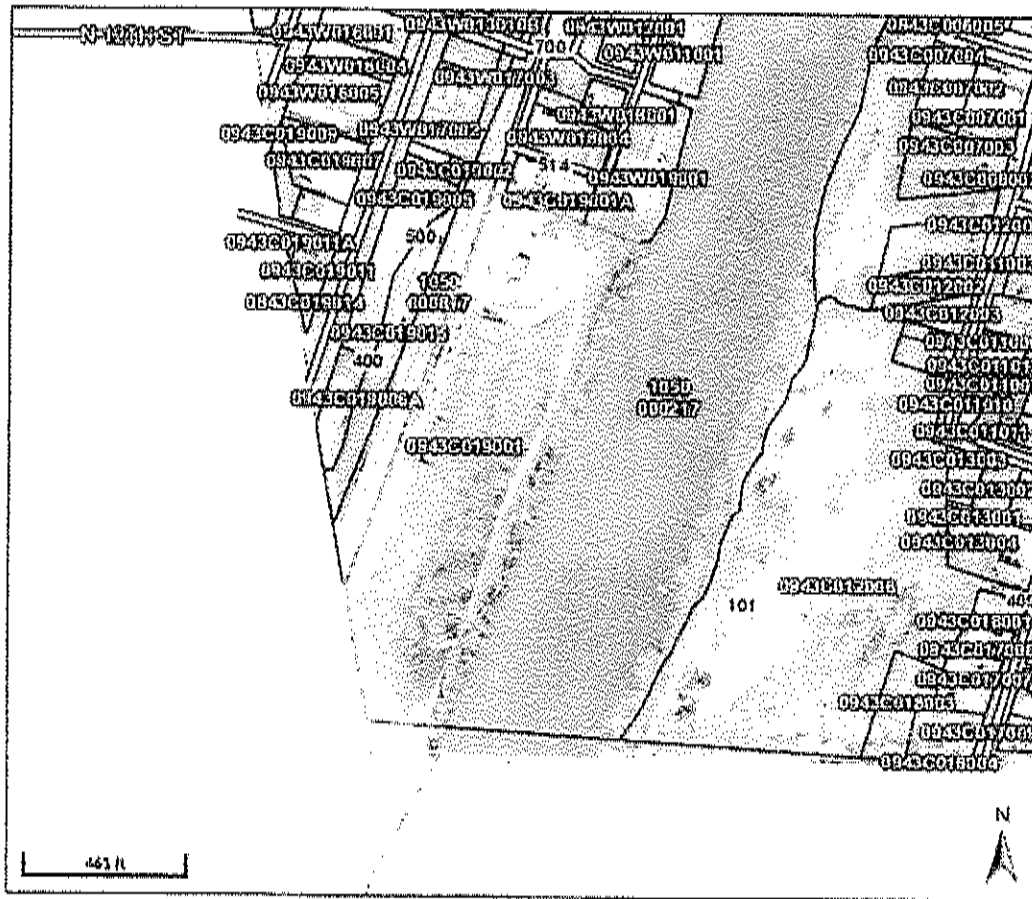


REDEVELOPMENT FRAMEWORK PLAN
10th Street Area Redevelopment Plan



CITY HALL AREA





Overview

Legend

- Address Numbers
- Parcels
- Roads

Parcel ID	0943C019001	Owner	CAROTHERS JOHN M JR & MICHAEL G	Last 2 Sales			
Class Code	Commercial		HARPER	Date	Price	Reason	Qual
Taxing District	17-WEST POINT		JON B MCDONALD	4/12/2016		CD	U
	17-WEST POINT		P O BOX 370	4/12/2016	\$114240	FM	Q
Acres	12.3		WETUMPKA AL 36092				
		Physical Address	6TH ST				
		Assessed Value	Value \$114240				
		Land Value					
		Improvement					
		Value					
		Accessory Value					

(Note: Not to be used on legal documents)

Date created: 10/30/2017
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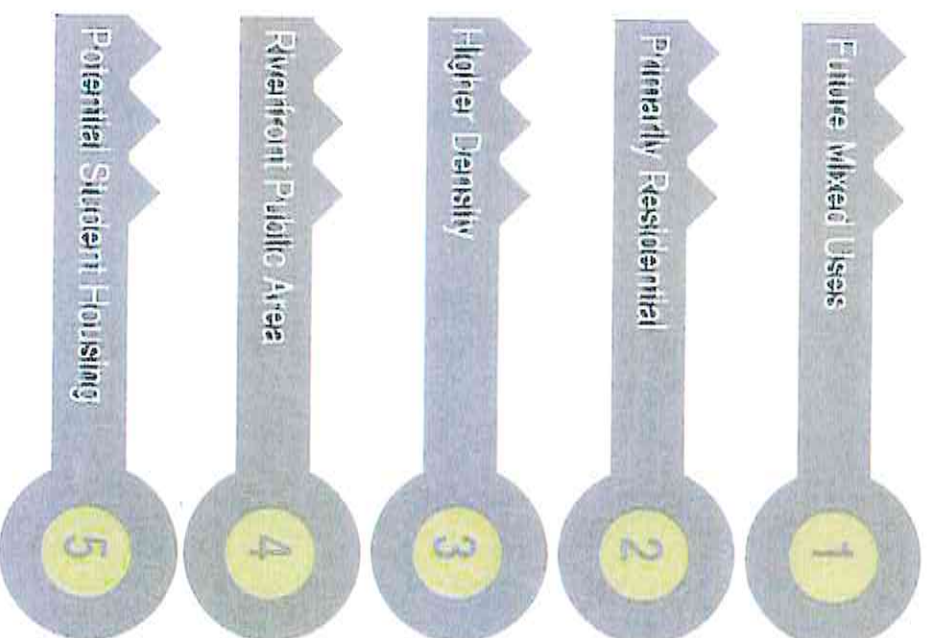


Developed by
The Schneider Corporation

WHAT City Hall Area FRAMEWORK PLAN

The Framework Plan envisions the subarea west of the Chattahoochee River and surrounding City Hall as a future mixed-use, river-oriented area of the City. This is perhaps the most valuable land in the entire City with its orientation to the river, proximity to Downtown, and lack of physical impediments to future development. The majority of this area is under the ownership of the City and as such, it is of long term benefit to the City to sell this land for future riverfront development. City Hall could either be incorporated into a new higher density development or relocated to another location within the City in the future.

This subarea represents the most viable opportunity for Downtown access to the river as the north side of the 10th Street Bridge is limited by the current businesses or buildings. Future development in this subarea should be higher density with a major focus on residential, including accessory retail or commercial uses at the ground-floor. With West Point's growth as a collegiate community, this could be a prime location for housing for local college students. Any new development should be oriented towards a riverfront park or plaza space and should provide public access to this new amenity. The development of this portion of the study area is a key component to successfully bridging the gap between Downtown and the expanded recreation campus area east of the river and beyond called for in this plan.



KEY CONCEPTS

RIVERSIDE VILLAGE

EXISTING

The proposed Riverside Village area is currently comprised of various smaller parcels that are a combination of both City-owned and privately-owned lots. The largest property in the area is the commercial logging enterprise that stretches to the Georgia-Alabama state line. The subarea is bound by 3rd Ave to the west, 7th St to the north, the Chattahoochee River to the east and the state line to the south.

COMMUNITY

The predominant feedback from the community was centered around the desire to see all of the River frontage through the Downtown area transformed into a new community amenity, complete with points of access and opportunities for recreation. Secondly, there was clear community sentiment to see the "underutilized" land be better utilized, by relocating the City services and maintenance facilities to another site, for the purposes of accessing and enjoying the River.

VISION

The vision for the Riverside Village area involves the creation of a new urban community, complete with dense living, walkable streets and a Riverfront park and path system. The residential options in the new village would include higher density living that would provide a variety of price points and options reflecting a range of affordability. The village would be oriented to an extended Riverfront Park and path system that would serve as linear extension of the new City park at the City Hall location. New streets and sidewalks will provide a new infrastructure for this development and a mixture of non-residential



FIGURE 13: RIVERSIDE VILLAGE MAP

uses will be incorporated at key intersections to provide additional services and commercial opportunities to the residents and visitors of this new urban neighborhood.

RIVERSIDE VILLAGE RECOMMENDATIONS:

- + Package City-owned parcels and a new low-interest loan fund to attract a development team to implement the Riverside Village concept.
- + Rezone the area to the CBD zoning district.
- + Require a Riverfront park and trail to be a part of any development within 100' of the River.
- + Establish City standards for the Riverfront park, park furniture, streetscapes and related amenities.



A new urban residential village should anchor the Downtown along the southernmost portion of the River.



A linear park and Riverwalk must be established along the entire length of the new Riverside village.

**FIGURE 14: RIVERSIDE VILLAGE
CONCEPTUAL PERSPECTIVE RENDERING**



West Point Downtown Development Authority

BALANCE SHEET COMPARISON

As of September 30, 2017

	TOTAL	
	AS OF SEP 30, 2017	AS OF SEP 30, 2016 (PY)
ASSETS		
Current Assets		
Bank Accounts		
WP DDA Operating Account	92,406.20	81,037.37
Total Bank Accounts	\$92,406.20	\$81,037.37
Total Current Assets	\$92,406.20	\$81,037.37
Fixed Assets		
Computers	0.00	0.00
Parking Lots	42,230.00	42,230.00
Signs	0.00	0.00
Total Fixed Assets	\$42,230.00	\$42,230.00
TOTAL ASSETS	\$134,636.20	\$123,267.37
LIABILITIES AND EQUITY		
Liabilities		
Total Liabilities		
Equity		
Retained Earnings	102,264.28	103,609.06
Net Income	32,371.92	19,658.31
Total Equity	\$134,636.20	\$123,267.37
TOTAL LIABILITIES AND EQUITY	\$134,636.20	\$123,267.37

West Point Downtown Development Authority

PROFIT AND LOSS COMPARISON

January - September, 2017

	TOTAL	
	JAN - SEP, 2017	JAN - SEP, 2016 (PY)
INCOME		
Downtown Development Taxes	41,835.77	39,226.75
Total Income	\$41,835.77	\$39,226.75
GROSS PROFIT	\$41,835.77	\$39,226.75
EXPENSES		
Advertising/Promotional	779.10	
Dues & Subscriptions	425.00	500.00
Economic Development	1,750.00	5,000.00
Facade Grant	2,716.29	8,643.00
Insurance	830.00	830.00
Office Expenses	269.46	310.46
Repair & Maintenance	2,694.00	4,192.00
Travel Meals		92.88
Total Expenses	\$9,463.85	\$19,568.44
NET OPERATING INCOME	\$32,371.92	\$19,658.31
NET INCOME	\$32,371.92	\$19,658.31

West Point Downtown Development Authority

BALANCE SHEET COMPARISON

As of December 31, 2016

	TOTAL	
	AS OF DEC 31, 2016	AS OF DEC 31, 2015 (PY)
ASSETS		
Current Assets		
Bank Accounts		
WP DDA Operating Account	60,034.28	61,379.06
Total Bank Accounts	\$60,034.28	\$61,379.06
Total Current Assets	\$60,034.28	\$61,379.06
Fixed Assets		
Computers	0.00	0.00
Parking Lots	42,230.00	42,230.00
Signs	0.00	0.00
Total Fixed Assets	\$42,230.00	\$42,230.00
TOTAL ASSETS	\$102,264.28	\$103,609.06
LIABILITIES AND EQUITY		
Liabilities		
Total Liabilities		
Equity		
Retained Earnings	103,609.06	103,893.31
Net Income	-1,344.78	-284.25
Total Equity	\$102,264.28	\$103,609.06
TOTAL LIABILITIES AND EQUITY	\$102,264.28	\$103,609.06

West Point Downtown Development Authority

PROFIT AND LOSS COMPARISON

January - December 2016

	TOTAL	
	JAN - DEC 2016	JAN - DEC 2015 (FY)
INCOME		
Downtown Development Taxes	39,226.75	37,145.03
Total Income	\$39,226.75	\$37,145.03
GROSS PROFIT	\$39,226.75	\$37,145.03
EXPENSES		
Advertising/Promotional		647.34
Dues & Subscriptions	500.00	694.46
Economic Development	9,887.50	25,000.00
Facade Grant	15,690.50	3,269.48
Insurance	1,766.00	1,766.00
Office Expenses	505.55	88.00
Payroll Expenses	5,692.00	
Repair & Maintenance	6,437.00	5,964.00
Travel Meals	92.98	
Total Expenses	\$40,571.53	\$37,429.28
NET OPERATING INCOME	\$ -1,344.78	\$ -284.25
NET INCOME	\$ -1,344.78	\$ -284.25



WEST POINT
DEVELOPMENT
AUTHORITY

November 27, 2017

Downtown West Point Development Authority
Attn: Mr. Coleman Reeves, Chairman

Dear Mr. Reeves:

The West Point Development Authority (the "Authority") is pleased to express the support of the Downtown West Point Development Authority (the "DWPDA") in its efforts to purchase the 2nd Avenue woodyard (the "Woodyard"). This letter agreement sets forth the commitment of the Authority to provide (by donation and loan) to DWPDA the sum of \$200,000, subject to the terms and conditions contained herein.

As per our prior discussions, the Authority commits to donating to the DWPDA, the sum of \$100,000 to be used exclusively toward the purchase of the Woodyard. An additional \$100,000 funding will be provided to the DWPDA through a 10-year interest free loan secured by a Deed to Secure Debt on the Woodyard property.

The commitments of the Authority as set forth herein (both donation and loan) are expressly conditioned on the closing of the purchase of the Woodyard by DWPDA.

Sincerely,

Josh Moon, Chairman



DESCRIPTION OF COVERAGE PROVIDED THROUGH GMA

All legally organized fire departments in Georgia are required by House Bill 146 (2016-2017) to provide certain cancer benefits to their firefighters effective January 1, 2018. GMA has developed a solution for Georgia cities that need this coverage, providing financial protection to firefighters and their families in the event they contract cancer.

INSURER: The Hartford Life and Accident Insurance Company
COVERAGES PROVIDED: Lump Sum Cancer & Long Term Disability (Income Replacement)
MASTER POLICYHOLDER: GMA – Georgia Interlocal Risk Management Agency
ADMINISTRATOR: Georgia Municipal Association

Who is eligible? An "Eligible Firefighter" is a recruit or a trained individual who is a full-time employee, part-time employee, or volunteer for a legally organized fire department as defined by O.C.G.A. § 25-4-2 after having served 12 consecutive months for such fire department.

CLASS DESCRIPTIONS: Class 1 - Volunteer Firefighters; Class 2 – Employee Firefighters

Lump Sum Cancer Benefit: **Full-time/Part-time Employees and Volunteers**
Maximum Limit each diagnosis: \$6,250 (less severe forms of cancer as noted in HB 146);
\$25,000 (severe forms of cancer as noted in HB 146)
Lifetime Benefit per Firefighter: \$50,000
Continuation Rights: Yes (Enroll within 31 days of termination of eligibility)

Long-Term Disability (Income Replacement)

Elimination Period: 180 Days
Benefit Duration: 3 Years or until released to work as firefighter
Return to Work Incentive: Included
Integration Method: Direct with Family Social Security Offset
Pre-Existing Condition Limit: 3 months lookback
Survivor Income Benefit: 3 times last monthly Benefit
Continuation Rights: Yes (Enroll within 31 days of termination of eligibility)

Benefits:

Volunteer: \$1,500 Monthly Benefit
Full-time/Part-time Employee: 60% of pre-disability earnings as firefighter for Participating Employer
Minimum Monthly Benefit: \$100
Maximum Monthly Benefit: \$5,000

The disability benefits will be reduced by any other income benefits other than those purchased solely by the firefighter as noted by House Bill 146 (2016-2017).

This overview is not a part of the policy(ies) and does not provide or explain all provisions of the policy(ies).

Questions about this program? Call Willis Towers Watson representatives Lindsey Albright (404.224.5044) or Meghan Murray (404.302.3898) or Stan Deese at GMA (678.686.6221).



GMA - GIRMA Firefighters' Cancer Benefit Program Proposal for Coverage

Effective Date: January 1, 2018

Anniversary Date: January 1

City Name: City of West Point

City FCC ID Number: 0000317

Insurer: Hartford Life and Accident Insurance Company

There are two coverage components required by House Bill 146 (2017) effective January 1, 2018:

- 1) Lump Sum Cancer Benefit
- 2) Long-Term Disability (Income Replacement)

The GMA-GIRMA Lump Sum Cancer Benefit and Long-Term Disability (Income Replacement) coverage components are designed to comply with House Bill 146 when purchased together. However, a city is permitted to purchase only one component if desired.

Estimated annual premiums are based on the Eligible Firefighter census data provided by the city. Premiums for Long-Term Disability (Income Replacement) differ based on whether a firefighter is employed or is a volunteer. While the premiums below are estimated annual amounts, the city will be billed on a quarterly basis in an amount that reflects the city's updates to the census.

Component 1: Lump Sum Cancer Benefit – All Firefighters		
Maximum Benefit each diagnosis:	\$6,250 (less severe forms of cancer)	
	\$25,000 (severe forms of cancer)	
Lifetime Benefit per firefighter:	\$50,000	
Lump Sum Cancer Benefit Only - Estimated Annual Premium for All Firefighters:		\$1,974
Component 2: Long-Term Disability (Income Replacement)		
Employed Firefighters		
Monthly benefit:	60% of pre-disability firefighter earnings	
Maximum monthly benefit per firefighter:	\$5,000	
Estimated Annual Premium for Employed Firefighters:		\$1,162
Volunteer Firefighters		
Monthly Benefit per firefighter:	\$1,500	
Estimated Annual Premium for Volunteer Firefighters:		\$0
Long-Term Disability Only (Income Replacement) –		\$1,162
Estimated Annual Premium for All Firefighters:		
Estimated Annual Premium for Components 1 & 2: Lump Sum Cancer Benefit + Long Term Disability (Income Replacement):		\$3,136

This proposal is valid for 30 days after proposal is issued or until the effective date, whichever is later.

This overview is not a part of the policy(ies) and does not provide or explain all provisions of the policy(ies).

10/19/2017



HB 146 – Firefighters’ Cancer Insurance Benefits

Background: In 2016, House Bill 216 passed out of the General Assembly and was vetoed by Governor Deal. This bill would have amended Georgia’s longstanding Occupational Disease Statute within the workers’ compensation system by no longer considering cancer an ordinary disease of life for firefighters. Implementation of House Bill 216 would have placed significant costs on Georgia cities and strained the workers’ compensation system.

Recognizing a need to provide assistance to Georgia’s firefighters when they contract cancer, while also protecting the financial interests of Georgia cities, GMA worked with firefighters, elected officials and insurance industry experts to identify a compromise solution. The result of these efforts, and with support from Representative Micah Gravley and Senator John Albers, has been the 2017 passage of House Bill 146, known as the Firefighter Cancer Insurance bill.

House Bill 146 requires all legally organized fire departments to provide a lump sum payment to any firefighter diagnosed with certain types of cancer and up to three years of disability payments to firefighters who, because of cancer related illness, cannot work as a firefighter. This new benefit requirement becomes effective on January 1, 2018. While the requirement to provide this benefit will be an additional expense to cities, the expense will be a fraction of the estimated costs House Bill 216 would have imposed.

GMA is in the process of identifying the most cost effective insurance product to satisfy the requirements of House Bill 146 and will make this available to Georgia cities later this year. To help familiarize GMA members with details of the requirement, as well as the benefit program that will be available through GMA, please see the following series of frequently asked questions.

General Information about HB 146

- Q. What is the purpose of HB 146 (the Act)?
- A. The Act provides firefighters, including volunteers, with monetary assistance in the event they are diagnosed with cancer.

- Q. Who is affected by HB 146?
- A. All entities that have firefighters certified in the State of Georgia, whether public or private.

- Q. In general, what does the Act require?
- A. Primarily, there are two parts of the Act relating to a diagnosis of cancer for eligible firefighters. One is a critical illness requirement and the other is an income replacement requirement. Depending upon the severity of the diagnosis, the critical illness requirement is either \$25,000 or \$ 6,250. The income replacement requirement is 60% of the firefighter's total salary as a paid firefighter, or \$5,000 per month, whichever is less, for a period of 36 months. If the firefighter is a volunteer, then the requirement is \$1,500 (since there is no salary). Income replacement is required to start no later than 6 months after the determination that a firefighter can no longer perform the duties of a firefighter. The requirements are independent of each other, but the firefighter is not allowed to receive payments as both an employed firefighter and as a volunteer.
- Q. What date does the Act become effective?
- A. The effective date is 1/1/2018.
- Q. How do I know if my entity is required to comply with the Act?
- A. In the most basic terms, if your entity has a legally organized fire department that employs firefighters or utilizes volunteer firefighters, then your entity is subject to the Act.
- Q. Who determines if an entity has complied with the provisions of the Act?
- A. The Georgia Firefighter Standards and Training Council will determine rules and regulations governing the Act and what constitutes compliance.
- Q. I've determined that my entity is subject to the Act. How do we comply?
- A. There are two methods: you can purchase insurance that is in compliance with the Act or you can self-insure the requirements. Most entities will find it necessary to purchase insurance to comply with the Act.
- Q. What are the requirements to become self-insured?
- A. Those requirements are established by the Georgia Department of Insurance.
- Q. Is the State of Georgia creating an insurance program at the State level?
- A. No. Insurance for the program can be provided by a private insurance company licensed in the State of Georgia or the entity can self-insure the required benefits.
- Q. Will a compliant insurance program been established?
- A. Yes, a program will be provided through the Georgia Municipal Association for municipalities and through ACCG for counties. Entities that do not fall into either category will have access to the same program through Willis Towers Watson.
- Q. Can insurance be purchased outside of the GMA, ACCG or Willis Towers Watson program?
- A. Yes, as long as the insurance is in compliance with the Act.
- Q. Does the legislation allow for different plan aspects to be offered?
- A. Yes. The legislation defines a minimum requirement. To the extent those requirements are met, or exceeded, will be determined by how an individual entity chooses to meet requirements of the Act.

FAQ for Firefighters

- Q. Who is eligible for benefits?
A. All employed and volunteer Georgia firefighters, as of 1/1/2018.
- Q. Can a firefighter submit a claim under the program for an illness diagnosed prior to 1/1/2018?
A. No. Only compensable injuries and illnesses diagnosed on 1/1/2018 or after will be eligible to receive benefits.
- Q. What is the difference between employed and volunteer firefighters?
A. An employed firefighter's primary source of employment is working as a firefighter and is receiving compensation for their work. Volunteer firefighters, while not employed for compensation, are certified according to the rules and regulations of the Georgia Firefighter Standards and Training Council.
- Q. What is the estimated number of employed and volunteer firefighters in the State of Georgia?
A. There are approximately 30,000 employed and volunteer firefighters currently serving in the State of Georgia.
- Q. Are only county and city firefighters covered under the Program?
A. No. County, city, state and private firefighters are all eligible.
- Q. Must a firefighter have served continuously for a period of time to be eligible?
A. Yes, firefighters must have served 12 consecutive months with their fire department to be eligible.
- Q. If a firefighter serves as a paid firefighter in one location and a volunteer firefighter in another location, would that firefighter be eligible for coverage in both locations?
A. No. Upon diagnosis of a cancer related illness, a firefighter would be eligible in either their primary place of employment or where they volunteer as a firefighter, but not both.

Features of the GMA Firefighters Benefit Program

- Q. How does the lump-sum supplemental medical benefit work with the insurance program GMA will make available?
A. The lump-sum benefit provides a payout for a diagnosis of cancer based upon severity of the condition. For severe forms of cancer, the payout is \$25,000. For less severe forms of cancer, the payout is \$6,250. There are also types of pre-cancerous conditions which would not qualify for a payout. These details will be provided in future materials distributed to the firefighters as well as the future Benefit Program website.

- Q. Does the lump-sum benefit pay for more than one diagnosis of cancer?
A. Yes. Subject to a limit of \$25,000 per diagnosis, the critical illness (lump sum) component is limited to \$50,000.
- Q. How much time must separate multiple diagnoses to allow for more than one payout?
A. The firefighter must be symptom free for 180 days between diagnoses.
- Q. May the firefighter take the benefit with them when they leave service?
A. Yes, provided they have not exhausted their \$50,000 limit while employed or volunteering, the firefighter may keep the lump-sum benefit and continue coverage. The firefighter must pay the premium to continue coverage.
- Q. How does the income replacement benefit work?
A. The benefit starts 6 months after the date a firefighter is determined to be disabled cancer. For employed firefighters, the monthly benefit is 60% of their pre-disability earnings, subject to a maximum of \$5,000. For volunteer firefighters, the benefit is a flat monthly benefit of \$1,500.
- Q. How long does the income replacement benefit last?
A. Provided the firefighter is deemed disabled, the benefit maximum duration is 36 months following the waiting period.
- Q. Does the income replacement benefit pay only for a diagnosis of cancer?
A. The Act requires that an income replacement benefit must pay in the event of disability from a cancer diagnosis. To the extent those requirements are met, or exceeded, will be determined by how an individual entity chooses to meet requirements of the Act.
- Q. For an active firefighter who is employed with more than one fire station, may they combine the income received from each station to determine their income replacement benefit?
A. Yes, provided the salary information is available, the firefighter may combine all sources of firefighter income to calculate their benefit up to a maximum of \$5,000 per month.
- Q. For a volunteer firefighter, does the income replacement benefit cover income earned in employment outside of service as a firefighter?
A. No. The volunteer firefighter maximum benefit is a flat \$1,500.
- Q. If the active or volunteer firefighter is receiving income from other sources, is the monthly benefit reduced?
A. Yes. The monthly benefit will be reduced based on the other sources of income.
- Q. If a firefighter owns a privately purchased insurance policy paying benefits in addition to those received under the program, would the Program monthly benefit be reduced?
A. No, provided the firefighter purchased a privately acquired policy not provided or funded by their employer.
- Q. Are both benefits taxable?
A. Both benefits are taxable under IRS rules as the firefighter's employer is paying for the coverage.

- Q. What is the estimated cost of the insurance Program through GMA?
- A. Although not finalized, for purposes of budgeting, please consider approximately \$300 per firefighter per year.
- Q. Who is responsible for paying for the Program?
- A. Municipalities, counties, and private organizations that employ firefighters and/or use the services of volunteer firefighters will be responsible for paying the premium. In those cases where a firefighter is both employed by a fire department and volunteers at other departments, then the employer will be responsible for the premium.
- Q. Is the State of Georgia paying for any of the local governments' costs for the Program?
- A. No, however, House Bill 146 does exempt the purchase of this type of insurance from all state and local insurance premium taxes.

Additional details will be provided in the coming months and a website will be developed for reference. In the interim, please direct any questions to Stan Deese (sdeese@gmanet.com) (678) 686-6221 or Cal Wray (cwray@gmanet.com) at (678) 686-6215.

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 from 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.

2017 Board Appointments

March Agenda:

(4) Board of Adjustments

- Dianne Davidson (Incumbent) 3/5/2017
- Donald Cleveland (Incumbent) 3/5/2017
- Vacant Seat
- Vacant Seat

(1) Hawkes Library

- Michael Markle Andrews (Incumbent) 3/1/2017

(1) Municipal Planning Board

- Bill Gladden (Incumbent) 3/15/2017

June Agenda:

(1) Keep Troup Beautiful

- Vacant

October Agenda:

(1) West Point Historic Commission

- Deborah Robertson (Incumbent) 10/1/2017

December Agenda:

(2) West Point Development Authority

- Lionel Johnson (Incumbent) 12/31/2017

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 TRACY J. BANDY
Address 1208 6th Ave.
City State Zip West Point, Ga 31833
Primary Phone (706) 518-6955
Secondary Phone (706) 643-0085
E-Mail Address tbandy579@gmail.com
Are you a City of West Point Resident ☒ Yes ☐ No
Company or Agency Parr Solutions
Current Job Title _____

Availability – Board or Commission of Interest

First Choice: Economic Development Board
Second Choice: _____

Interest

Background and Qualifications:

Former 23 year employee in Municipal govt to include cities of West Point, LaGrange, and Lanett. Familiar with all aspects of City govt. and day to day operations.

Experience and/or Profession:

Police Fire Ems Code Enforcement, Grant Writing, Budget preparing and infrastructure experience

Reason for Wanting to Serve:

I feel like its my civic duty to stay involved. I Am a lifelong resident of West Point and by serving I can give back to my community using my past experience working for three major cities.

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

Tracy J. Bandy 1208 6th Ave. West Point, GA 31833 (706) 518-6955

PROFILE:

Resourceful, accomplished and dedicated professional with over 19 years experience in working for local municipalities and city government. My main emphasis was in public safety in which I was certified as a police officer, firefighter, arson investigator and code enforcement officer as well as a certified grant writer. I was responsible for keeping up with quarterly stats as well as completing fiscal year budgets for my department.

OBJECTIVE:

I am seeking a position as a deputy sheriff or investigator. I believe I can be a strong asset to your organization and will ensure that the appropriated rules and regulations are followed.

PROFESSIONAL EXPERIENCE:

1992-2000: LaGrange Fire Department Firefighter/Arson Investigator.
(Responsible for fire suppression and conducting code and building inspections. Taught prevention and safety in LaGrange City Schools. Conducted follow-up investigations on all fires within the city and assisted LaGrange Police with arson investigations.)

2001-2011: Lanett Police Department. (Patrol officer, Sergeant, Lieutenant, Detective, Chief Investigator. Served in all divisions as well as assigned by city manager as code enforcement officer. Supervised all divisions throughout the department and acted as liaison officer to housing authority and Fuller Center Homes built in the city. Wrote and received grant funding to purchase thousands of dollars in patrol car equipment and computers. I was in charge of the

department's vehicle maintenance program and obtained specs to purchase new cars and equipment. I was responsible for completing the patrol division's budget and maintained stats for monthly council meetings. I commanded the criminal investigations division and was partly responsible in creating the new criminal investigations building. I supervised all felony cases and served as the top administrative assistant to the Chief of Police.

CERTIFICATIONS:

GA Fire Academy (firefighter), GA Police Academy (Arson Investigator), AL Police Academy (Police Officer)

ORGANIZATIONS:

GA Fire Investigators Association

Fraternal Order of Police

REFERENCES:

Mr. William Parr III – J. Smith Lanier Ins. Co. (706) 773-5260

Mr. Tommy Rampey – Retired WPPD Major (334) 864-8781

Mr. Morris Tatum – Retired LaGrange PD Captain (706) 402-2799

Mr. Jamie Morrison – Batson Cook Co. (706) 643- 0662

Mr. Ron Docimo – Retired Lanett PD Chief (706) 585-9756

Dr. Drew Ferguson IV – Mayor, City of West Point (706) 773-3294

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



Contact Information

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

Availability – Board or Commission of Interest

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

Interest

Background and Qualifications:

See Resume Attached

Experience and/or Profession:

Reason for Wanting to Serve:

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

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

Interviews

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

DEEDEE G. WILLIAMS

315 E. 8th Street
West Point, GA 31833
dencicewilliams@hotmail.com
(706) 645-2441 (Home)
(706) 773-2441 (Mobile)

SUMMARY OF QUALIFICATIONS

Human Resources professional with extensive leadership experience in generalist and specialist roles in World-Class, Global, Fortune 500 Corporations. Communication, Organizational and Community Relations Skills, Strong Leadership and Team Building Skills. Highly Motivated, Adaptable Individual with Strong Business Acumen and Extensive Professional Networks in Private, Governmental, Non-Partisan Political, Educational and Non-Profit Organizations.

Georgia Department of Labor

BUSINESS SERVICES REPRESENTATIVE 2016-Present
Support the regional outreach efforts of the Business Services Unit to communicate and build relationships with businesses, partners and agencies. Implement the overall marketing strategy for Troup, Heard and Meriwether counties in Region 4 of the State of Georgia.

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

CONTRACTOR/INDEPENDENT CONSULTANT 2013 - Present
Responsibilities: Provide *Business Development/Client Relations* services for Georgia Employers' Association. Provide interim services for the *Director of Human Resources/Director of Administrative Services* (vacant position at Community Action For Improvement, Inc., a non-profit agency). Additionally, provide consulting services for various clients in the area of Human Resources, Relationship Management and Business Development.

Hal Gibson Companies, LLC – West Point, GA

VICE PRESIDENT, Business Development 2009 -2014
Responsibilities: Provide Marketing, Business Development and Human Resources leadership for consulting firm engaged in Program Management/Owner Representation for Capital Projects in higher education, industrial, municipal and retail market sectors. Conduct client satisfaction reviews to ensure continuous improvement in service delivery. *Additionally responsible for oversight of the Human Resources function.*

Total System Services, Inc. (TSYS) – Columbus, GA (2001-2009)
(Named by FORTUNE magazine as "One of the Best Companies to Work For" in AMERICA)

ASSOCIATE DIRECTOR, Human Resources 2006 -2009
Responsibilities: Develop and direct the Human Resources Compliance function. Manage enterprise-wide compliance including team member compliance with company policies, client contractual compliance, non-employee compliance from a contractor, vendor, consultant and contingent workforce perspective. Additionally responsible for Sarbanes-Oxley Compliance, Code of

Business Conduct & Ethics (Ethics Hotline investigation and reporting). Manage HR litigation risks, resolve team member issues and provide oversight for investigations of alleged (CRA) TITLE VII issues.

ASSOCIATE DIRECTOR, Employee Relations 2003-2006
Manage HR litigation risks, resolve team member issues and conduct investigations of alleged (CRA) TITLE VII issues.

ASSOCIATE DIRECTOR, HR-Production Facilities 2001-2003
Manage HR Managers (HR Generalists) in all aspects of Human Resources Management for TSYS Card Services, TSYS Call Centers and TSYS Columbus Productions (Printing Company)

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

MANAGER, Employee Relations 1995-2001
Responsibilities: Provide expertise in the area of Employee Relations, Recruitment/Staffing, Compensation, Community Relations and Human Resources generalist support in a 700 associate, continuous operation (24/7/365), non-union, high-speed manufacturing environment.

EDUCATION

BA, Business Administration LaGrange College
BA, Mathematics LaGrange College

CERTIFICATIONS/LICENSES/ACCREDITATIONS

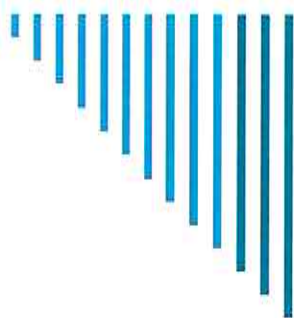
SHRM - Senior Professional in Human Resources (SPHR)-2003
SHRM - Professional in Human Resources-(PHR)-1991
ELI - Certified Instructor - Civil Treatment Series
Talent Genesis, Lominger Associates - Career Architect Certification

PROFESSIONAL AND COMMUNITY AFFILIATIONS/ RECOGNITIONS

LaGrange College Board of Trustees
LaGrange College "Wall of Outstanding Alumni"
LaGrange College Distinguished Service Alumni Award
Georgia Independent Colleges Association – Board of Advisors
LaGrange-Troup County Chamber of Commerce Diplomat
Court Appointed Special Advocates (CASA) of Troup County, Inc.-Board Member
LaGrange Symphony Orchestra – Board Member, Development Committee
Troup County Racial Trustbuilding, Inc.,-Board Member
Keeney United Methodist Church
Wellstar-West GA Health Insider
Troup Cares-Board Member

Economic Development Memberships

SEDC-Southern Economic Development Council (2009-2014)
GEDA-Georgia Economic Development Association (2009-2015)
WPDA-West Point Development Association-Treasurer (2013-2015)



INFORMATION



West Point Development Authority

Agenda

November 27, 2017

- 1. Invocation & Lunch**
- 2. Minutes**
- 3. Financial Report**
- 4. Old Business**
- 5. New Business**
- 6. Economic Development Director Report – Meghan Duke**
- 7. Adjournment**

**Next meeting to be held on Monday, December 18, 2017 at 12:00 noon at 707 3rd Avenue,
West Point, GA.**

WEST POINT DEVELOPMENT AUTHORITY

Meeting Minutes

October 23, 2017

Members Present: Kevin Patrick, Lionel Johnson and Griggs Zachry. Also present were WPDA Attorney, Larry Nix, Mayor Steve Tramell, Downtown West Point Development Authority representative, Coleman Reeves and Economic Development Director Meghan Duke. Mr. Tim Knight w/ITC Capital Partners was also present. Josh Moon and Wiky Gladden were absent.

Meeting was called to order by Kevin Patrick.

Motion was made by Griggs Zachry and seconded by Lionel Johnson to approve the minutes of the September 25, 2017 meeting. Vote to approve was unanimous by all members present.

Motion was made by Lionel Johnson and seconded by Griggs Zachry to approve the financial report for September, 2017. Vote to approve was unanimous by all members present.

Meghan Duke reported on activity for October, 2017.

Tim Knight of ITC Capital Partners, LLC gave the Board an update on the status of Project Dog.

There being no further business, the meeting was adjourned.

J. Griggs Zachry, III
Secretary

10:47 AM

11/20/17

Accrual Basis

West Point Development Authority
Balance Sheet
As of November 27, 2017

	<u>Nov 27, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
CB&T Certificate of Deposit	251,981.09
Charter Bank - Money Market Acc	200,967.26
Operating Account	387,280.41
Total Checking/Savings	840,228.76
Accounts Receivable	
Loan Receivable - ITC CP LLC	71,010.27
Total Accounts Receivable	71,010.27
Total Current Assets	911,239.03
TOTAL ASSETS	<u><u>911,239.03</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	516,166.89
Retained Earnings	252,268.73
Net Income	142,803.41
Total Equity	911,239.03
TOTAL LIABILITIES & EQUITY	<u><u>911,239.03</u></u>

10:47 AM

11/20/17

Accrual Basis

West Point Development Authority
Profit & Loss
October 24 through November 27, 2017

	<u>Oct 24 - Nov 27, 17</u>
Income	
Interest Income	66.73
Total Income	<u>66.73</u>
Expense	
Contract Labor	1,000.00
Lease Payment Expense	750.00
Legal and Closing	250.00
Marketing	155.63
Postage	6.59
Professional Dues & Subscript.	195.00
Travel	129.92
Total Expense	<u>2,487.14</u>
Net Income	<u>-2,420.41</u>

10:48 AM

11/20/17

Accrual Basis

West Point Development Authority
Profit & Loss Detail
 October 24 through November 27, 2017

Type	Date	Num	Name	Memo	Amount	Balance
Income						
Interest Income						
Deposit	10/31/2017	dep	Deposit	October 2017 Interest	15.61	15.61
Deposit	10/31/2017	dep	Deposit	October 2017	51.12	66.73
Total Interest Income					66.73	66.73
Total Income					66.73	66.73
Expense						
Contract Labor						
Check	11/1/2017	2258	Yvonne Reed	November 2017	1,000.00	1,000.00
Total Contract Labor					1,000.00	1,000.00
Lease Payment Expense						
Check	11/1/2017	2256	Tramell Properties		750.00	750.00
Total Lease Payment Expense					750.00	750.00
Legal and Closing						
Check	11/1/2017	2257	Morrow & Nix	November 2017	250.00	250.00
Total Legal and Closing					250.00	250.00
Marketing						
Check	11/1/2017	2255	Cardmember Service	Hyundai Dymos - Gift	155.63	155.63
Total Marketing					155.63	155.63
Postage						
Check	11/1/2017	2255	Cardmember Service	ITC Capital partners Postage	6.59	6.59
Total Postage					6.59	6.59
Professional Dues & Subscript						
Check	11/1/2017	2255	Cardmember Service	Dues - ICSC	100.00	100.00
Check	11/1/2017	2255	Cardmember Service	Southeast Conference - Registration	95.00	195.00
Total Professional Dues & Subscript					195.00	195.00
Travel						
Check	11/1/2017	2255	Cardmember Service	GEDA Annual Conference parking	32.00	32.00
Check	11/1/2017	2255	Cardmember Service	Leadership Dev. - Parking	97.92	129.92
Total Travel					129.92	129.92
Total Expense					2,487.14	2,487.14
Net Income					-2,420.41	-2,420.41

10:49 AM

11/20/17

Accrual Basis

West Point Development Authority

Profit & Loss Budget vs. Actual

October 24 through November 27, 2017

	Oct 24 - Nov 27, 17	Budget	\$ Over Budget	% of Budget
Income				
Bond Income	0.00	0.00	0.00	0.0%
Interest Income	66.73	0.00	66.73	100.0%
Interest Income on L/R ITC	0.00	0.00	0.00	0.0%
Intergovernmental Income	0.00	7,741.94	-7,741.94	0.0%
Miscellaneous	0.00	0.00	0.00	0.0%
Total Income	66.73	7,741.94	-7,675.21	0.9%
Expense				
Cell Phone	0.00	0.00	0.00	0.0%
Community Development	0.00	193.01	-193.01	0.0%
Computer & Website Maintenance	0.00	96.52	-96.52	0.0%
Contract Labor	1,000.00	5,500.81	-4,500.81	18.2%
Contributions	0.00	772.04	-772.04	0.0%
Education	0.00	241.26	-241.26	0.0%
FICA	0.00	0.00	0.00	0.0%
Health Insurance	0.00	0.00	0.00	0.0%
Insurance	0.00	482.53	-482.53	0.0%
Lease Payment Expense	750.00	868.55	-118.55	86.4%
Legal & Closing-Projects	0.00	386.02	-386.02	0.0%
Legal and Closing	250.00	289.52	-39.52	86.3%
Marketing	155.63	1,158.06	-1,002.43	13.4%
Miscellaneous Expense	0.00	96.50	-96.50	0.0%
Office Expense	0.00	289.52	-289.52	0.0%
Payroll Expenses	0.00	0.00	0.00	0.0%
Postage	6.59	9.66	-3.07	68.2%
Professional Dues & Subscript.	195.00	868.55	-673.55	22.5%
Project Development	0.00	3,860.21	-3,860.21	0.0%
Travel	129.92	96.50	33.42	134.6%
VOID	0.00	0.00	0.00	0.0%
Workforce Development	0.00	2,412.64	-2,412.64	0.0%
Total Expense	2,487.14	17,621.90	-15,134.76	14.1%
Net Income	-2,420.41	-9,879.96	7,459.55	24.5%

West Point Development Authority
Profit & Loss Budget vs. Actual
 January through December 2017

	Jan - Dec 17	Budget	\$ Over Budget	% of Budget
Income				
Bond Income	147,500.00	100,000.00	47,500.00	147.5%
Interest Income	723.99			
Intergovernmental Income	120,000.00	120,000.00	0.00	100.0%
Miscellaneous	60.00			
Total Income	268,283.99	220,000.00	48,283.99	122.0%
Expense				
Community Development	2,315.80	2,000.00	315.80	115.8%
Computer & Website Maintenance	160.00	1,000.00	-840.00	16.0%
Contract Labor	56,539.00	57,000.00	-461.00	99.2%
Contributions	3,000.00	8,000.00	-5,000.00	37.5%
Education	2,409.00	2,500.00	-91.00	96.4%
Insurance	5,693.40	5,000.00	693.40	113.9%
Lease Payment Expense	8,250.00	9,000.00	-750.00	91.7%
Legal & Closing Projects	3,665.00	4,000.00	-335.00	91.6%
Legal and Closing	2,750.00	3,000.00	-250.00	91.7%
Marketing	1,769.63	12,000.00	-10,230.37	14.7%
Miscellaneous Expense	0.00	1,000.00	-1,000.00	0.0%
Office Expense	50.00	3,000.00	-2,950.00	1.7%
Postage	55.59	100.00	-44.41	55.6%
Professional Dues & Subscript.	12,370.28	9,000.00	3,370.28	137.4%
Project Development	25,955.62	40,000.00	-14,044.38	64.9%
Travel	503.26	1,000.00	-496.74	50.3%
Workforce Development	0.00	25,000.00	-25,000.00	0.0%
Total Expense	125,486.58	182,600.00	-57,113.42	68.7%
Net Income	142,803.41	37,400.00	105,403.41	381.8%



**WEST POINT
DEVELOPMENT
AUTHORITY**

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

Economic Development Director Report

Submitted: Tuesday, November 21, 2017

- Attended City Annual Employee Appreciation Luncheon. (10/25)
- Attended Quarterly Troup County Safety Council Meeting at Kia Motors Manufacturing Georgia. (10/26)
- Attended "State of the Community" Luncheon on Manufacturing at LaGrange-Troup County Chamber of Commerce. (10/30)
- Coordinated Press and Production of Chick-Fil-A Rivalry Restaurant in the weeks/days before the event on Saturday, November 11th.
- Met with individuals interested in opening/starting their own business in West Point.
 - Eye Doctor
 - Counseling Service
- Coordinated Quarterly West Point Business Council meeting/lunch with the LaGrange-Troup County Chamber of Commerce at the West Point Welcome Center (Interstate 85) with presentation on The RAY with Executive Director Allie Kelly and Harriet Langford President The Ray, and Trustee of the Ray C. Anderson Foundation. (11/6)
- Prepared Downtown West Point Development Authority Forward Fund Grant for purchase of W 6th Street property.
- Attended Troup County Center for Strategic Planning November meeting with presentation from Superintendent Cole Pugh, Ed.D. (11/9)
- Attended Georgia Economic Developers Association November Annual Awards Luncheon with Governor Nathan Deal. (11/13)
- Attended Chamber "State of the State" program with House Minority Leader Bob Trammell and Republican Randy Nix. (11/20)

The Housing Authority of the City of West Point, Georgia

Regular Board Meeting

Thursday, November 16, 2017

4:00 P.M.

AGENDA

	Page
1. Invocation	
2. Introduction of Guests	
3. Consider Approval of Minutes for Regular Board Meeting of September 14, 2017. (Attached behind Agenda)	
4. Consider Approval of Staff Reports:	
Finance	1 - 4
Occupancy.....	5
5. Consider A Resolution Authorizing The Charge-Off of Resident Account Balances For Month Ending September 30, 2017.....	6 - 7
6. Consider A Resolution Authorizing The Charge-Off of Resident Account Balances For Month Ending October 31, 2017.....	8 - 9
7. Executive Director's Report	
8. Any and All Other Matters That May Be Brought Before the Board.	

Respectfully submitted,

J. Len Williams
for: J. Len Williams
Secretary-Treasurer

**THE HOUSING AUTHORITY OF THE CITY OF WEST POINT
REGULAR BOARD MEETING
THURSDAY, SEPTEMBER 14, 2017**

4:00 P.M.

MINUTES

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 14th day of September 2017, 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:

Coleman Reeves
Burt Winston
Geraldine Jones
Stan Rodimon
Dianne Davidson
Nekos Davis

The following Commissioner(s) were absent:

None

OTHERS PRESENT

Len Williams, Krista McDowell (new CFO), Sabrina Richards, Derick Wolf, and Jackie White

INVOCATION

Wiky Gladden

INTRODUCTION OF GUESTS

Mayor Pro-Tem (Steve Tramel), and Mike Criddle (City Planner)

ANNUAL ELECTION OF OFFICERS

Chairman Gladden called for the annual election of officers and called for nominations for the Chairman and Vice-Chairman positions.

Following discussion and on motion by Commissioner Gladden and seconded by Commissioner Rodimon the Board unanimously elected Commissioner Reeves as Chairman.

September 15, 2017

Following discussion and on motion by Commissioner Reeves and seconded by Commissioner Rodimon the Board unanimously elected Commissioner Gladden as Vice-Chairperson.

APPROVAL OF MINUTES FOR BOARD MEETING OF JULY 13, 2017

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

APPROVAL OF STAFF REPORT

Following discussion and on motion by Commissioner Davis and seconded by Commissioner Rodimon, the board unanimously approved the financial report.

Following discussion and on motion by Commissioner Reeves, seconded by Commissioner Rodimon, the board unanimously approved the occupancy report.

CONSIDER A RESOLUTION AUTHORIZING THE CHARGE-OFF OF RESIDENTS ACCOUNT BALANCES FOR MONTH ENDING JULY 31, 2017

The Following Resolution was introduced and duly considered:

RESOLUTION NO: 1006-119

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

Following discussion and on motion by Commissioner Rodimon and seconded by Commissioner Davidson, the board unanimously approved the report to charge off \$1,327.56.

CONSIDER A RESOLUTION AUTHORIZING THE CHARGE-OFF OF RESIDENTS ACCOUNT BALANCES FOR MONTH ENDING AUGUST 31, 2017

The Following Resolution was introduced and duly considered:

RESOLUTION NO: 1006-120

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

Following discussion and on motion by Commissioner Rodimon, and seconded by Commissioner Davidson, the board unanimously approved the report to charge off \$1,711.44.

CONSIDER A RESOLUTION APPROVING RESIDENT MONTHLY UTILITY ALLOWANCES

The Following Resolution was introduced and duly considered:

RESOLUTION NO: 1006-121

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

Following discussion and on motion by Commissioner Reeves and seconded by Commissioner Jones the board unanimously approved the monthly utility allowances.

CONSIDER A RESOLUTION ADOPTING UPDATED MAINTENANCE CHARGES

The Following Resolution was introduced and duly considered:

RESOLUTION NO: 1006-122

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

Following discussion and on motion by Commissioner Jones, and seconded by Commissioner Rodimon the board unanimously approved the maintenance charges.

CONSIDER A RESOLUTION APPROVING THE 2017 FIVE YEAR CAPITAL FUND PROGRAM (CFP) ACTION

The Following Resolution was introduced and duly considered:

RESOLUTION NO: 1006-123

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

Following discussion and on motion by Commissioner Reeves and seconded by Commissioner Rodimon the board unanimously approved the report.

EXECUTIVE DIRECTOR'S REPORT

The Board had questions for Mr. Williams regarding demolition, rebuilding, and other issues concerning the property. It was recommended by Mr. Williams that the Board approve additional lighting which should be more effective for security and safety. The cost per light is \$1,000.00 and 43 lights are recommended. The additional total amount is \$43,000.00.

Following discussion and on motion by Commissioner Reeves and seconded by Commissioner Winston the Board unanimously approved the additional lighting.

Mr. Williams also stated that since the cameras and lights have been installed, five families have move out. Police reports are now being received thanked the City for the progress. Mr. Williams stated we have new leadership in the police department and the WPHA is looking forward to meeting the new police chief and also to establish a good working relationship.

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

Since the WPHA no longer has the Rental Assistance Demonstration Program designation, the ROSS Program may be reinstated in the near future. The Board unanimously approved Beverly LaMee to move forward with the grant application.

The meeting was adjourned @ 5:00 P.M.

Wiky Gladden, Chairman

J. Len Williams, Secretary-Treasurer

THE HOUSING AUTHORITY OF THE CITY OF WEST POINT, GA
BALANCE SHEET
OCTOBER 31, 2017

Assets

Cash		\$ 6,347
Resident Accounts Receivable (Net)		20,355
Investments		1,338,000
Prepaid Expenses and Other Assets		42,096
Land, Structures & Equipment	\$ 12,949,836	
Less: Accumulated Depreciation	<u>(10,265,549)</u>	
		<u>2,684,287</u>
Total Assets		<u>\$ 4,091,085</u>

Liabilities

Resident Security Deposits	\$ 45,355	
Accounts Payable - Vendor	410	
Accounts Payable - HACG	275,617	
Payment in Lieu of Taxes	10,967	
Resident Prepaid Rents	15,875	
Accrued Compensated Absences	32,677	
Other Liabilities	<u>411</u>	
Total Liabilities		<u>\$ 381,312</u>

Surplus

HUD-PHA Contributed Assets	\$ 2,657,103	
Unrestricted Net Position	<u>1,052,670</u>	
Total Surplus		<u>\$ 3,709,773</u>
Total Liabilities and Surplus		<u>\$ 4,091,085</u>

THE HOUSING AUTHORITY OF THE CITY OF WEST POINT, GA
INCOME STATEMENT
As of
OCTOBER 31, 2017

	YEAR-TO-DATE			
	Actual	Budget	Favorable/ (Unfavorable) Variance	2018 ANNUAL BUDGET
REVENUES				
Rental Income	\$ 240,804	\$ 249,687	\$ (8,883)	\$ 749,069
Other Income	78,169	9,100	69,069	27,300
HUD Subsidy	286,530	179,580	106,950	538,740
CPF Operating Transfer	-	-	-	-
Total Revenues	\$ 605,503	\$ 438,367	\$ 167,136	\$ 1,315,109
EXPENSES				
Administrative	\$ 44,196	\$ 48,745	\$ 4,549	\$ 146,236
Property Mgmt/Accounting Fee/Frontline Fees	56,650	58,137	1,487	174,410
Resident Service	3,376	3,833	457	11,500
Utilities	183,834	177,000	(6,834)	531,000
Ordinary Maintenance	145,194	189,467	44,273	568,401
General Expenses	50,074	68,416	18,342	205,247
Extra-Ordinary Maintenance/RAD	-	-	-	-
Capital Expenditures	15,048	-	(15,048)	-
Total Expenses	\$ 498,372	\$ 545,598	\$ 47,226	\$ 1,636,794
Net Income/ (Deficit) from Operations	\$ 107,131	\$ (107,231)	\$ 214,362	\$ (321,694)

STATEMENT OF REVENUES AND EXPENDITURES

OCTOBER 31, 2017

WEST POINT

	WEST POINT - 465			
	ACTUAL	BUDGET	Actual vs. Budget OVER / (UNDER)	2018 ANNUAL BUDGET
REVENUES				
Net Rental Revenue	240,804	249,687	(8,883)	749,060
Operating Subsidy	286,530	179,580	106,950	538,740
Financial Revenue (interest income)	(347)	767	(1,114)	2,300
Other Revenue (insurance proceeds, 67,327)	78,516	8,333	70,183	25,000
CFP Operating Transfer	-	-	-	-
TOTAL REVENUE	\$ 605,503	\$ 438,367	\$ 167,136	\$ 1,315,100
OPERATING EXPENDITURES				
Administration:				
Salaries	29,053	31,477	(2,424)	94,431
COCC Fees	55,794	56,970	(1,176)	170,910
COCC Franchise Charges	856	1,167	(311)	3,590
Administrative Other	15,143	17,268	(2,125)	51,805
Total Administration Expenses	100,846	106,882	(6,036)	370,646
Resident Services:				
Salaries	3,376	3,833	(457)	11,500
COCC Transportation Charges	-	-	-	-
Contract Costs: Training & Other	-	-	-	-
Resident Participation Activities	-	-	-	-
Total Resident Services Expenses	3,376	3,833	(457)	11,500
Utilities				
	183,834	177,000	6,834	531,000
Ordinary Maintenance & Operation:				
Labor	46,478	51,300	(4,822)	155,907
Materials and Supplies	44,880	60,333	(15,453)	181,000
Contract Costs	51,967	68,500	(16,533)	205,500
Labor	1,063	9,333	(8,270)	28,000
COCC Central Maintenance Fees	806	-	806	-
Total OMT&O	145,194	189,467	(44,273)	568,407
General Expense:				
Insurance	21,175	20,462	713	61,286
Payment in Lieu of Taxes	5,097	7,269	(2,172)	21,806
Termination Payoff Payments	-	-	-	-
Employee Benefit Contributions	24,135	10,618	13,517	91,855
Collection Losses	-	6,333	(6,333)	19,000
Other General Expense	(933)	1,733	(2,666)	11,200
Total General Expense	50,074	46,412	3,662	205,247
TOTAL ROUTINE EXPENDITURES	\$ 483,324	\$ 545,598	\$ (62,274)	\$ 1,636,794
Housing Assistance Payments				
	-	-	-	-
Nonroutine Expenditures:				
Extraordinary Maintenance (Fire)	-	-	-	-
RAD Conversion	-	-	-	-
Capitalized Equipment	15,048	-	15,048	-
Total Nonroutine Expenditures	15,048	-	15,048	-
Interest on Mortgage Payable	-	-	-	-
Mortgage Insurance Premium	-	-	-	-
TOTAL COST OF OPERATIONS	\$ 498,372	\$ 545,598	\$ (47,226)	\$ 1,636,794
NET PROFIT OR (LOSS)	\$ 107,131	\$ (107,231)	\$ 214,362	\$ (321,694)

THE HOUSING AUTHORITY OF THE CITY OF WEST POINT, GA
Grant Funding
OCTOBER 31, 2017

Grant Funding	Program End Dates	Approved Budget	Total Obligated	Actual Expenditures	Remaining to Obligate	Remaining to Disburse
CFP - FY'14	05/12/17 Obligate 05/12/18 Disburse	255,916	255,916	253,186		2,730
CFP - FY'15	04/12/17 Obligate 04/12/19 Disburse	277,264	260,280	220,736	10,984	56,528
CFP - FY'16	04/12/18 Obligate 04/12/20 Disburse	288,173	28,817	28,817	259,358	259,358
CFP - FY'17	08/15/19 Obligate 08/15/21 Disburse	328,134	-	-	328,134	328,134
Total Grants		\$ 1,149,489	\$ 545,013	\$ 502,739	\$ 604,476	\$ 646,750

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

November 1, 2017

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 10/01/17 - 10/31/17

PUBLIC HOUSING

No. of Apparently Eligible Applications on Hand last reported period	383
No. of Applications taken during reporting period	4
No. of Applications suspended or withdrawn during reporting period	0
No. of Move-Ins for reporting period	3
No. of Apparently Eligible Applications on Hand for reporting period	384

Applications on Hand

0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
0	168	149	50	12	5

384

NO. OF VACANT APARTMENTS AND MOVE-INS

Developments	Total No. of Units	Units Vacant 09/30/17	Moved Out During October	Moved In During October	UNITS AVAILABLE October 31, 2017						Total Vacant Units	Percent Vacant Units
					0 BR	1 BR	2 BR	3 BR	4 BR	5 BR		
PINE RIDGE APTS-741	42	2	1	1	0	2	0	0	0	0	2	5%
GRANT APTS- 742	8	0	0	0	0	0	0	0	0	0	0	0%
O.J. COOK 1-743	110	6	1	2	0	1	2	1	0	1	5	5%
O.J. COOK 2-744	55	7	1	0	0	5	1	2	0	0	8	15%
HIGGINS CIRCLE-747	8	0	0	0	0	0	0	0	0	0	0	0%
Sub-Total	223	15	3	3	0	8	3	3	0	1	15	7%
GRAND TOTAL	223	15	3	3	0	8	3	3	0	1	15	7%

RESPECTFULLY SUBMITTED,

MISTY MICHELLE STUBBS
PUBLIC HOUSING COORDINATOR

RESOLUTION AUTHORIZING THE CHARGE-OFF OF FORMER RESIDENT
ACCOUNT BALANCES TO COLLECTION LOSS FOR
THE AUTHORITY'S PUBLIC HOUSING DEVELOPMENTS
FOR THE MONTH ENDED SEPTEMBER 30, 2017

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:

DEVELOPMENT NAME	RENT	MAINT	UTIL	LEGAL	LATE	FINES	TOTAL	COUNT
PINE RIDGE APARTMENTS - 741	421.00	167.48	237.43	-	-	-	\$ 825.91	2
GRANT APARTMENTS - 742	-	-	-	-	-	-	\$ -	0
O.J. COOK 1 APARTMENTS - 743	237.22	-	-	-	-	-	\$ 237.22	1
O.J. COOK 2 APARTMENTS - 744	-	-	-	-	-	-	\$ -	0
HIGHLANDS - 747	-	-	-	-	-	-	\$ -	0
TOTAL CHARGED TO COLLECTION LOSS	\$ 658.22	\$ 167.48	\$ 237.43	\$ -	\$ -	\$ -	\$ 1,063.13	3

Coleman Reeves
Chairman

J. Len Williams, CPM
Chief Executive Officer

Bad Debt for West Point / Month September

Area	Name	Rent	Late Amt.	Months Late	Main.	Legal (Dispo)	Utility	Other	Total Amount Owed	Reason
743	Ashley Hill	\$237.22	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$237.22	Relocating
741	Shenka Trammell	\$0.00	\$0.00	0	\$167.48		\$206.99	\$0.00	\$374.48	Deceased
741	Zekia Jackson	\$421.00	\$0.00	0	0		\$30.45		\$451.45	Moving home

A. Hill monthly rent is \$457.00

S. Trammell monthly rent is \$350.00

Z. Jackson monthly rent is \$495.00

RESOLUTION AUTHORIZING THE CHARGE-OFF OF FORMER RESIDENT
ACCOUNT BALANCES TO COLLECTION LOSS FOR
THE AUTHORITY'S PUBLIC HOUSING DEVELOPMENTS
FOR THE MONTH ENDED OCTOBER 31, 2017

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:

DEVELOPMENT NAME	RENT	MAINT	UTIL	LEGAL	LATE	FINES	TOTAL	COUNT
PINE RIDGE APARTMENTS - 741	-	-	-	-	-	-	\$ -	0
ORANI APARTMENTS - 742	-	-	-	-	-	-	\$ -	0
O.J. COOK 1 APARTMENTS - 743	168.00	28.32	401.73	-	50.00	20.00	\$ 668.05	1
O.J. COOK 2 APARTMENTS - 744	1,106.00	507.50	93.62	85.00	136.00	3.70	\$ 1,987.82	1
HIGHLANDS - 747	-	-	-	-	-	-	\$ -	0
TOTAL CHARGED TO COLLECTION LOSS	\$ 1,274.00	\$ 535.82	\$ 495.35	\$ 85.00	\$ 186.00	\$ 23.70	\$ 2,655.87	2

Coleman Reeves
Chairman

J. Len Williams, CPM
Chief Executive Officer

Bad Debt for West Point / Month October[illegible]

R. Byrd - Monthly rent is \$653.00

C. Upshaw
monthly rent is
\$307.00