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AGENDA
WORK SESSION
OF THE PERRY CITY COUNCIL
November 20, 2017
5:00 P.M.

1. Call to Order: Mayor James E. Faircloth, Jr.
2. Roll:
3. Items of Review/Discussion: Mayor James E. Faircloth, Jr.
 - 3a. Appearance(s):
 1. Impact of sale/closing of golf course on surrounding property – Mr. David Tucker.
 - 3b. Leisure Services Department
 1. NFC Grant Application request – Mr. K. Dye.
 - 3c. Administration
 1. Consider transporting animals from Perry Animal Shelter – Mr. L. Gilmour.
 2. City employees on boards, etc. – Mr. L. Gilmour.
 3. 2018 Council meetings calendar – Mayor Faircloth.
 4. Discussion of Perry Housing Authority appointment – Mayor Faircloth.
 5. Walk with Mayor and Council in District 2 on November 28 – Mayor Faircloth.
(District 2 Town Hall meeting has been scheduled for January 30, 2018 at 5:30 p.m. at Matt Arthur Elementary School)
 6. Public Problems, Democratic Decisions – Council Members Bynum-Grace and King.
 7. Amending City's assistance program – Mr. L. Gilmour.
 8. Update on Jointly Owned Natural Gas capital expansion – Mayor Faircloth and Mayor Pro Tempore Jackson.

3d. Community Development Department

1. Consider adding an additional building inspector position – Mr. B. Wood.
2. Overview new building permit requirements – Mr. B. Wood.

4. Council Member Items:

5. Department Head Items:

6. Adjourn.



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Leisure Services Department**

To: Mayor/Council

CC: Lee Gilmour, City Manager

From: Kevin Dye, Leisure Services Director

Date: March 14, 2017

Re: NFC Grant Application

Leisure Services has been approached by the National Fitness Campaign to consider applying for a grant to build a Fitness Court in Perry. The attached information contains details regarding the application process, court size/scale/uses, and grant funding structure. Creekwood Park currently has applicable space for this type of amenity on an obsolete tennis court site. When considering the new amenities currently under development (splash pad, playground) along with the White Tail trail head, a fitness court would be ideal for exercise enthusiasts visiting Creekwood Park. With your approval, administration requests permission to pursue this opportunity.



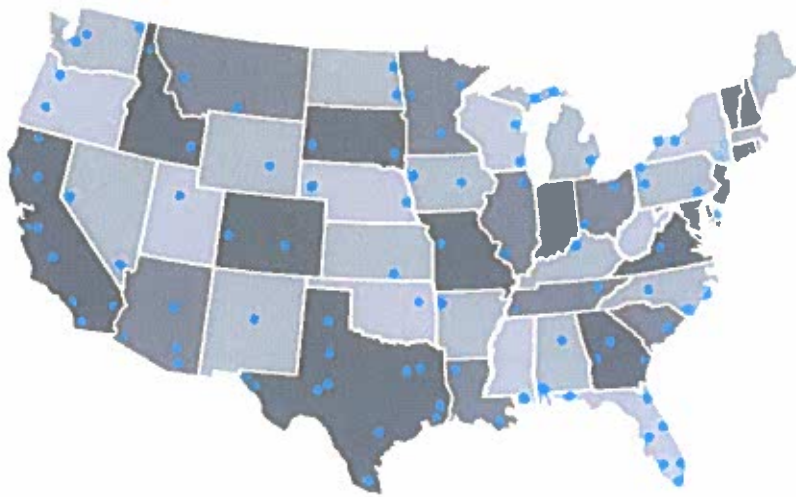
NFC FITNESS COURT: A FREE FITNESS CLUB WITHOUT WALLS

National Fitness Campaign (NFC) is changing the face of health care in America by making World Class Fitness Free in public spaces everywhere.

The Campaign is built around the NFC Fitness Court, an outdoor body-weight Fitness Club without walls. The Fitness Court offers innovative seven minute training routines to provide full body workouts for adults of all ages.

The system was designed by NFC and tested in San Francisco for more than three years, where digital tools, fitness challenges, and incentives were created to make fitness fun, accessible, and Free to people across America. The goal of the Campaign is to neutralize backend healthcare, by investing in front end fitness!





2018

NATIONAL FITNESS CAMPAIGN

100 CITIES

FITNESS COURT

THE BEST OUTDOOR GYM
IN THE WORLD

2018 PROGRAM INCLUDES:

CAMPAIGN ECOSYSTEM

Partnership and Activation Support System



FREE MOBILE APP



FUNDING SUPPORT



NATIONAL PROMOTIONS



BUILDING COMMUNITY



FITNESS CHALLENGES

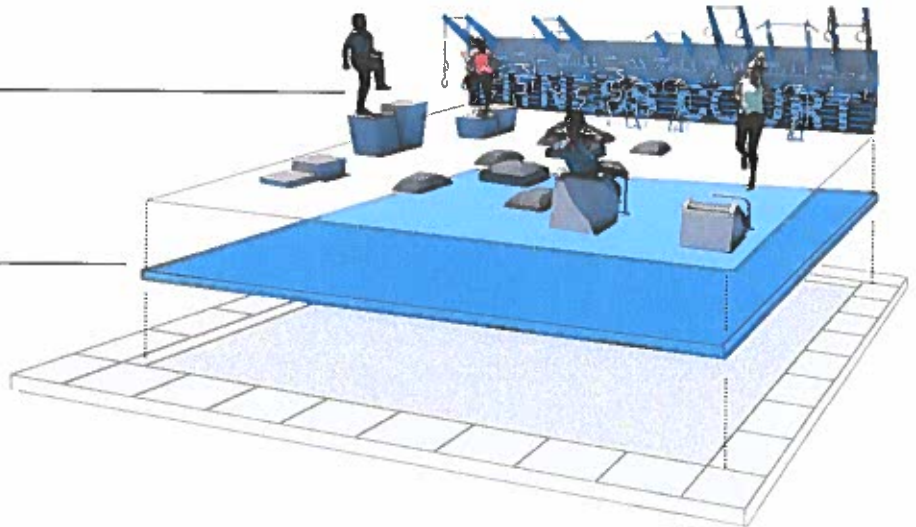
OUTDOOR BODYWEIGHT CIRCUIT TRAINING SYSTEM

(provided by NFC)

SPORTS FLOORING

CONCRETE PAD

(38'x38', provided by city)



PROGRAM FUNDING

TOTAL FUNDING REQUIRED: \$90,000 +INSTALLATION

CITY	COMMUNITY (varies)	NATIONAL SPONSOR	+	INSTALLATION
80,000\$		10,000\$		(VARIES)

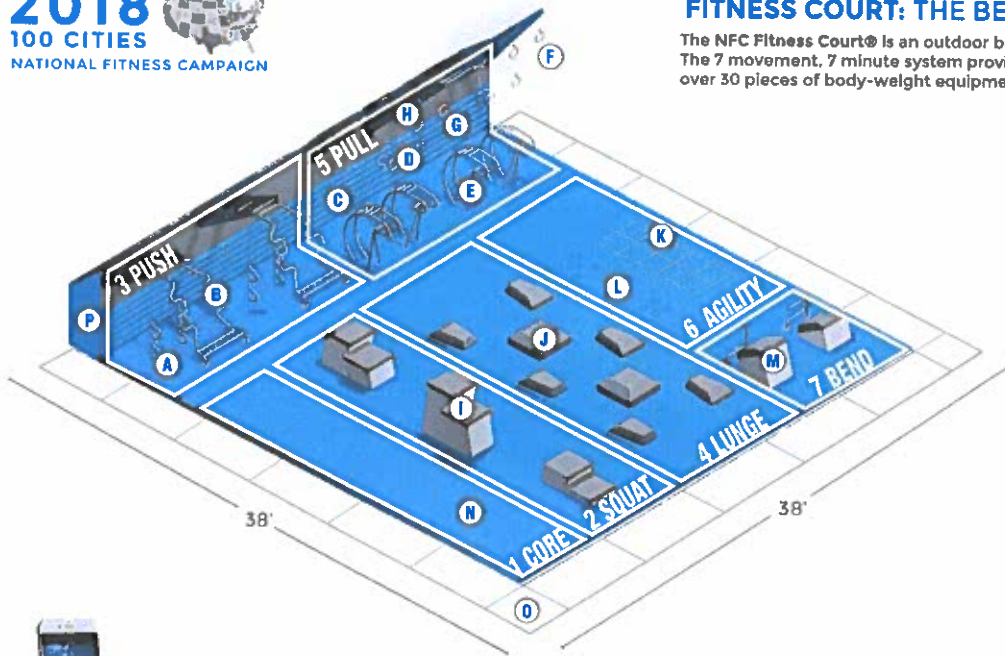


FITRADIO



FITNESS COURT: THE BEST OUTDOOR GYM IN THE WORLD

The NFC Fitness Court® is an outdoor bodyweight circuit training system built in public spaces. The 7 movement, 7 minute system provides a full-body workout to people of all ability levels. With over 30 pieces of body-weight equipment, the Fitness Court can be used in thousands of ways.



FITNESS ELEMENTS

- (A) 2 SETS DESTABILIZED PUSHING HANDLES
- (B) 2 SETS STABILIZED PUSHING LADDERS
- (C) 7 PROGRESSIVE FOOHOLD STRIPS
- (D) 2 SETS ROWING HANDLES
- (E) 4 FULL BODY ROWING STATIONS
- (F) 2 SETS MUSCLE UP RINGS
- (G) 2 SETS BICEP CURL RINGS
- (H) 2 SETS STABILIZED PULL-UP BARS
- (I) PLYOMETRIC / SQUAT BOXES
- (J) LUNGE STEP COURSE
- (K) AGILITY LADDERS
- (L) AGILITY DOTS
- (M) 2 BENDING STATIONS
- (N) POUR IN PLACE SURFACE (provided by NFC)
- (O) P.I.P. CONCRETE BORDER (by others)
- (P) PROGRESSIVE TRAINING WALL



Specifications

MADE TO LAST IN THE USA

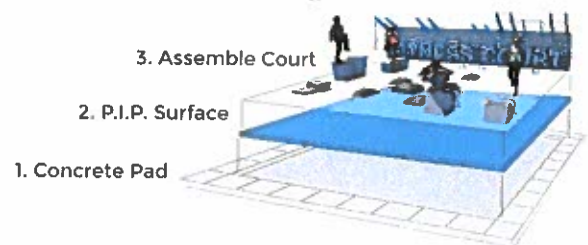
- manufactured in America
- high-grade carbon steel components
- resilient to heavy, repeated daily use
- over 30 individual pieces of equipment
- fall rated, P.I.P. rubberized surfacing
- powder-coated structural components
- galvanized fittings and bolts
- stainless steel cables

Warranty + Maintenance

VIRTUALLY MAINTENANCE FREE

- made for all climates
- almost no moving parts (only the cables)
- equipment is anchor bolted into concrete
- 5 year limited warranty on all equipment
- replacement parts available through NFC
- no requirement for disassembly in winter

Installation*



*Full installation specifications and documentation are provided upon request

CAMPAIGN ECOSYSTEM: PARTNER PROMOTIONS



Pre-Opening Announcements



NFC Fitness Court Opening



Activation

PHASE 1: PRE-OPENING ANNOUNCEMENTS

- Pre-opening Announcements
- Custom Campaign decal for use in local promotions
- Full press kit including press release, FAQ, documentation, quotes
- Partner support : customized promotions, permanent recognition featuring city partners



- **Featured Partner Week** : National and local storytelling featuring Campaign partners. This week is a celebration of the partner joining the Campaign and builds excitement and support for the initiative.

PHASE 2: NFC FITNESS COURT LAUNCH

The Free Fitness Launch is celebration of making world class fitness free in your community

- **Opening Day Celebration Kit** : full customized promotional and guidelines package including: optional incentives, press release and media support. This includes training guides and various engagement tools to encourage participation from all community members.

PHASE 3: ACTIVATION



- **Mayors Challenge Event (Optional)** : Local celebration tied to a National Challenge designed to engage local stakeholders and community members in a day of fun on the Fitness Court
- **NFC App** : In addition to being a coach in your pocket, the Fitness Court App is a community engagement tool for Campaign partners, encouraging and tracking participation in the program.
- **Bootcamps, Classes, Challenges** : Ongoing programming will be available for all partners to utilize on their Fitness Court.

BUILD CONSENSUS. SHARE THE VIDEO!



THE 2018 CAMPAIGN VIDEO IS A 2 MINUTE SUMMARY OF THE CAMPAIGN. BE SURE TO WATCH AND SHARE!



2 MINUTES TO FREE FITNESS.

**WATCH HERE :
[FITNESSCOURT.COM/VIDEO](https://www.fitnesscourt.com/video)**





Creekwood Park - Proposed site for Fitness Court



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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager *LG*
DATE: November 15, 2017
REFERENCE: Transporting Animals

The Administration has no objection to modifying the animal retention policy to allow a licensed group to transport animals to Pet Smart, or wherever, for adoption and return the un-adopted animals subject to a written agreement between the organization and the City that:

1. Designates the organization as the responsible party for the animals and will be liable for any issues that develop.
2. Agrees to hold the City harmless from its agents' actions.
3. It will be responsible for all transportation.

The above conditions would also apply for medical transport with the condition the agency is responsible for the charges.

If you have any questions, contact me.

cc: Chief S. Lynn
Mr. D. Cosey



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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Chief S. Lynn
FROM: Lee Gilmour, City Manager ^{LS}
DATE: November 9, 2017
RE: Current Agreement

Reviewing the current Release and Covenant Not to Sue Agreement used between the City and FOPAS, I have the following issues:

1. The agreement only states the participant agrees not to sue the City.
2. The agreement does not protect the City from action the participant may take that affects others.
3. The agreement does not remove the liability of the animal from the City when not in direct City care.

cc: Mr. M. Hulbert



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OFFICE OF THE CITY MANAGER

MEMORANDUM

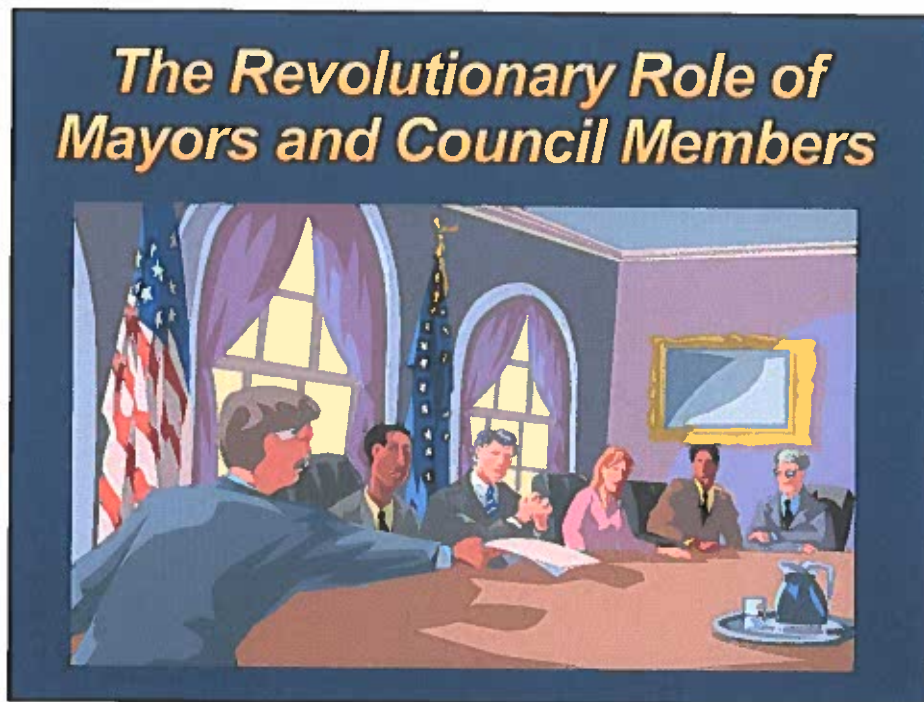
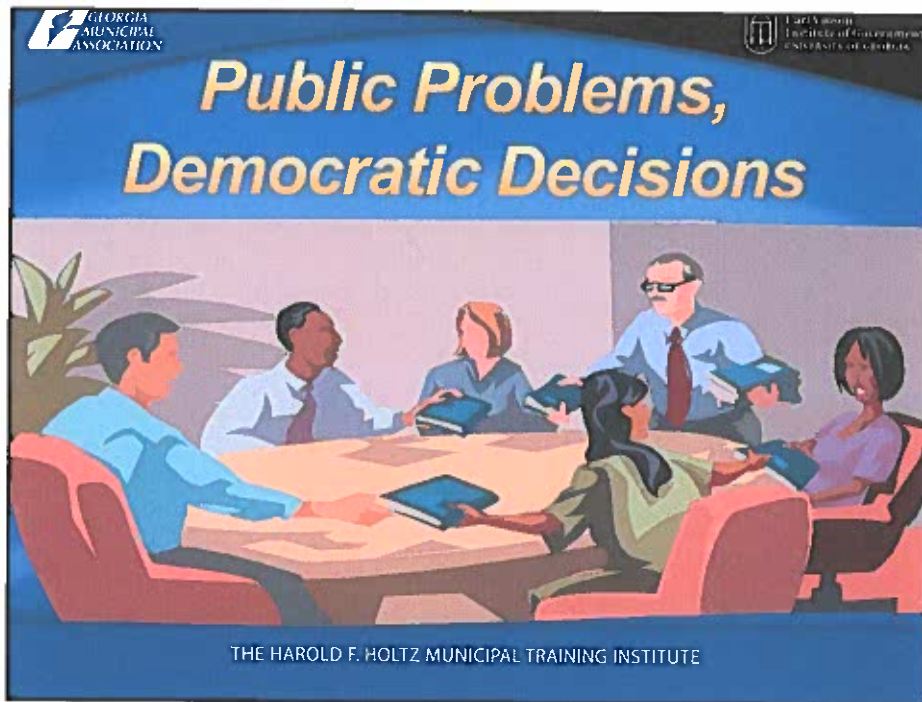
TO: Mayor/Council
FROM: Lee Gilmour, City Manager *LG*
DATE: November 15, 2017
REFERENCE: City Employees on Boards, etc.

Reviewing the City's personnel policy, there is no discussion of a City employee being appointed to a City or joint appointment authority, board or commission.

The Administration requests Council review the matter and provide direction. Some of the items for consideration are:

1. Would the employee be qualified to serve based on residency, education, skills, etc.?
2. Could there be a conflict between the employee's job or career track and the organization's functions?
3. How would you address selection if a number of employees are interested?
4. Is there a conflict for serving and the City having to pay the employee's rate of pay when serving?
5. What would be the citizens or prospective benefactors of the authority perspective of the Council's appointment of City employees being placed on the governing boards?
6. Could the appointment cause a conflict between employees?

This will be discussed at your 11.20.17 work session.



Class agenda and schedule

8:30	Introduction	12:15	Public Problems
8:45	Public Questions	1:00	Public Problem Solving
9:00	Public Choices	2:15	Break
9:45	Public Values I	2:30	Public Decisions
10:15	Break	3:00	Conclusion
10:30	Public Values II	3:15	Wrapping Up
11:00	Municipalities and the Public Good	3:31	Adjourn
11:30	Lunch		

Public Questions



Why do we have mayors and councils?



Why do we elect citizens from all walks of life to govern?



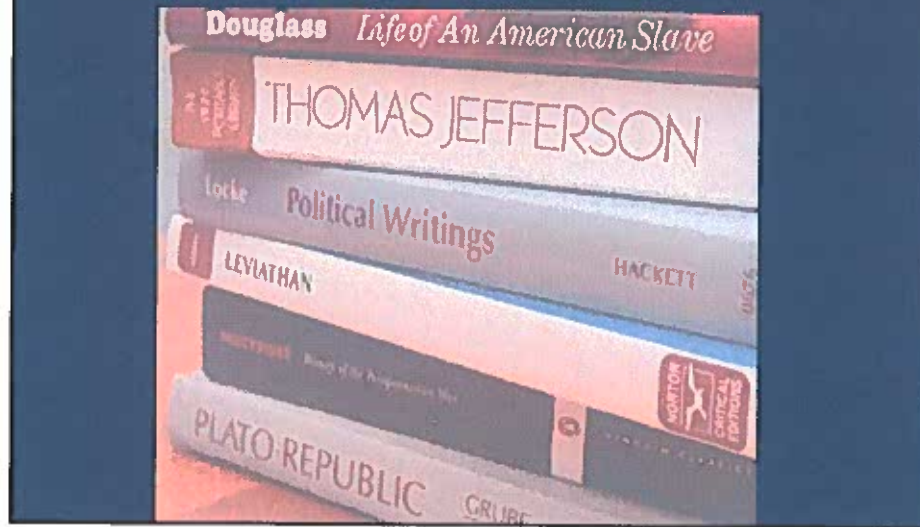
Why do we campaign individually but govern collectively?



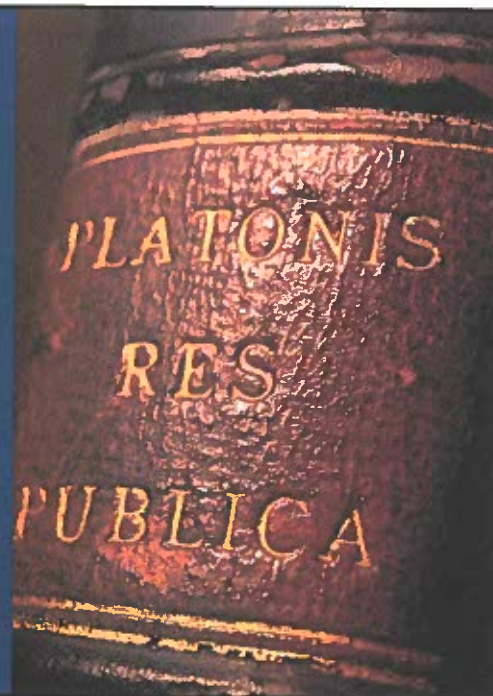
What does it mean to govern?



What is the purpose of politics and public life?



Elected to represent the public, what is the “public thing” you represent?



Now that you've been elected, do we really need all these other council members?



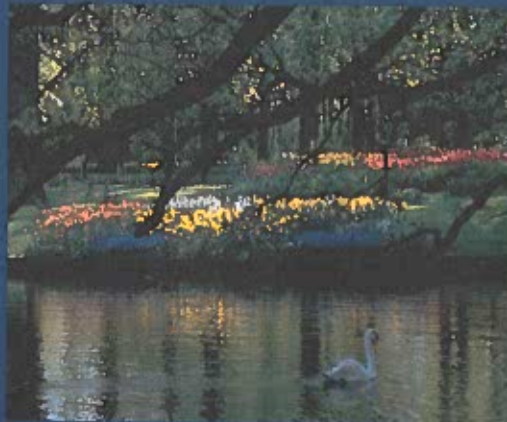
Public Choices



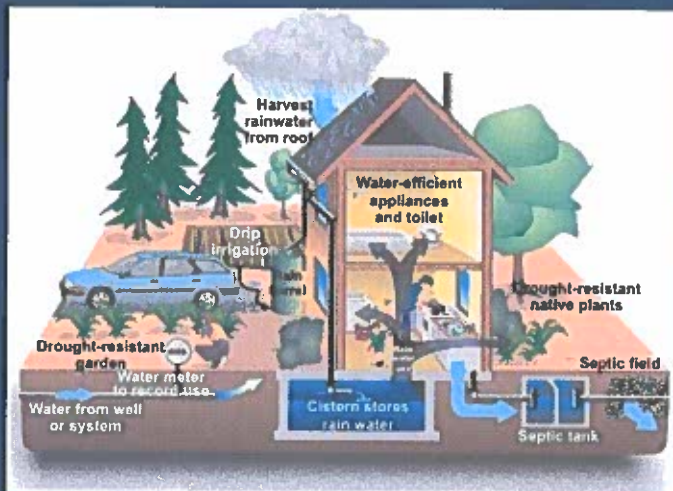
Cities, Towns, and the Public Good



Example: Why might cities and towns invest in parks, recreation, and green space?



Example: How might cities and towns manage their water?



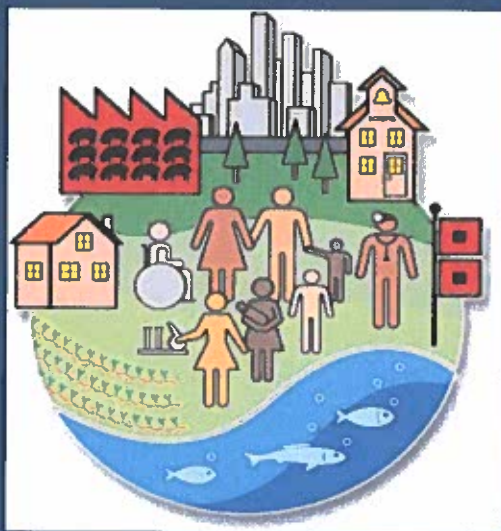
Public Problems

MUNICIPAL

LIBRARIES SNOW REMOVAL TRANSIT
BUILDING PERMITS PROPERTY TAXES
WATER



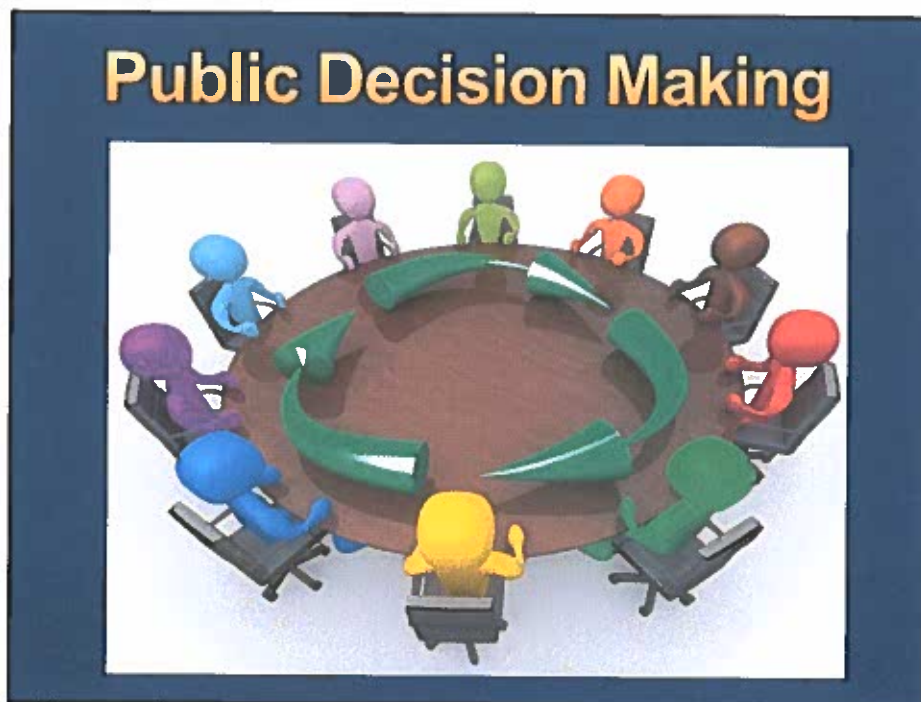
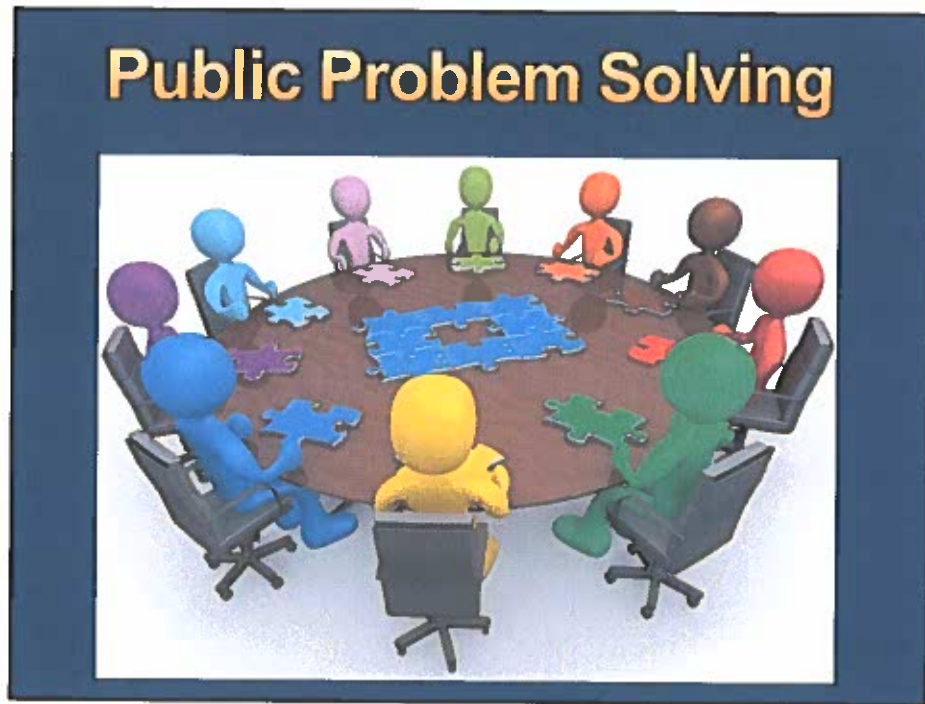
Municipal public problems

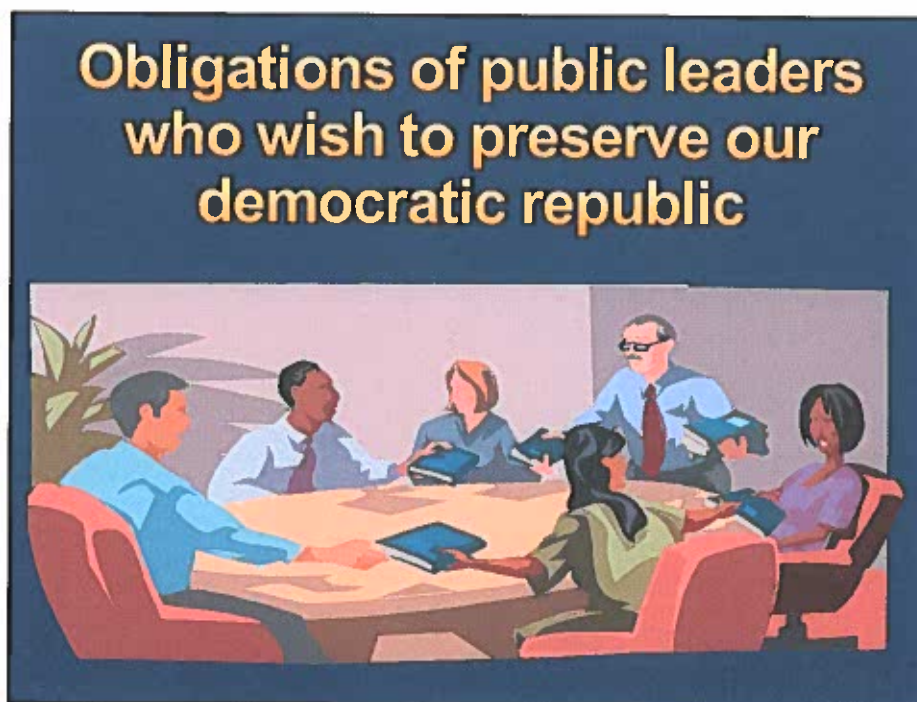
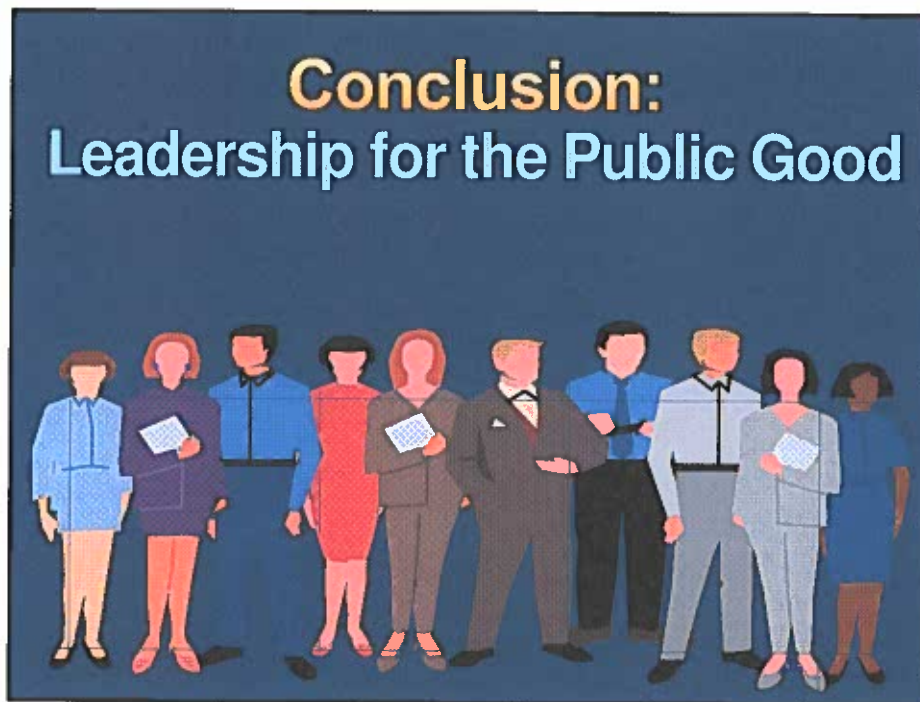


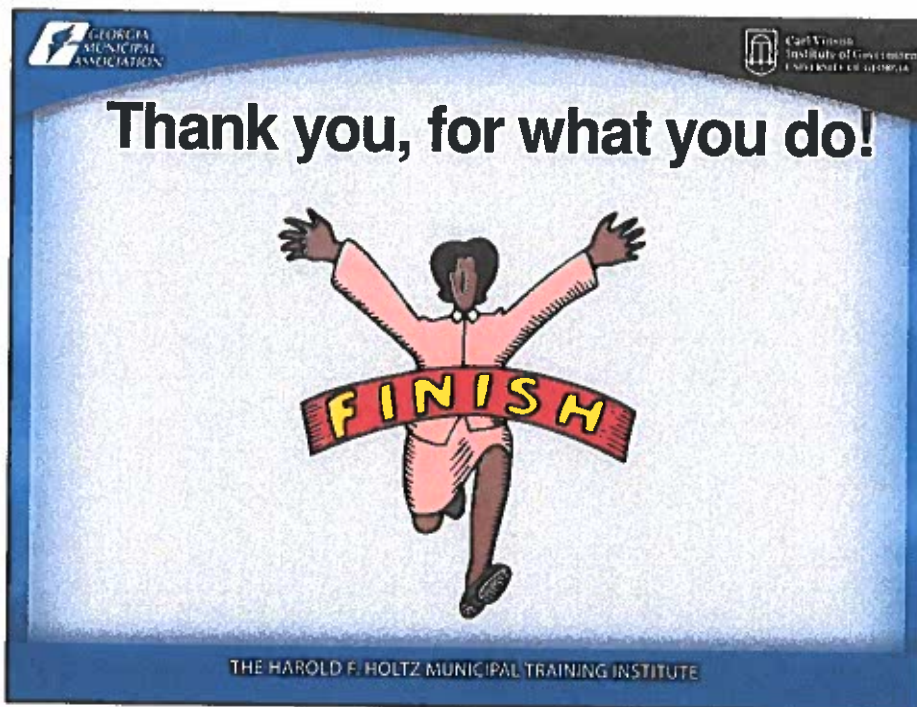
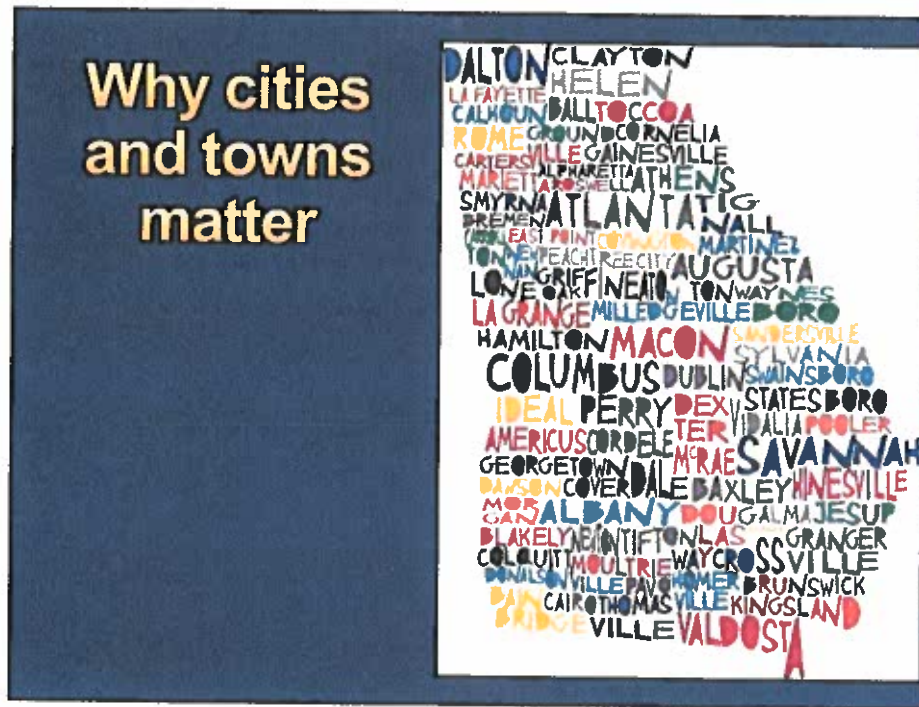
1. Streets
2. Parks
3. Water
4. Businesses
5. Red Lights
6. Buffers
7. Zoning
8. Tour Guides
9. Tobacco
10. Homeless

What might problems like these mean for you as a public leader?











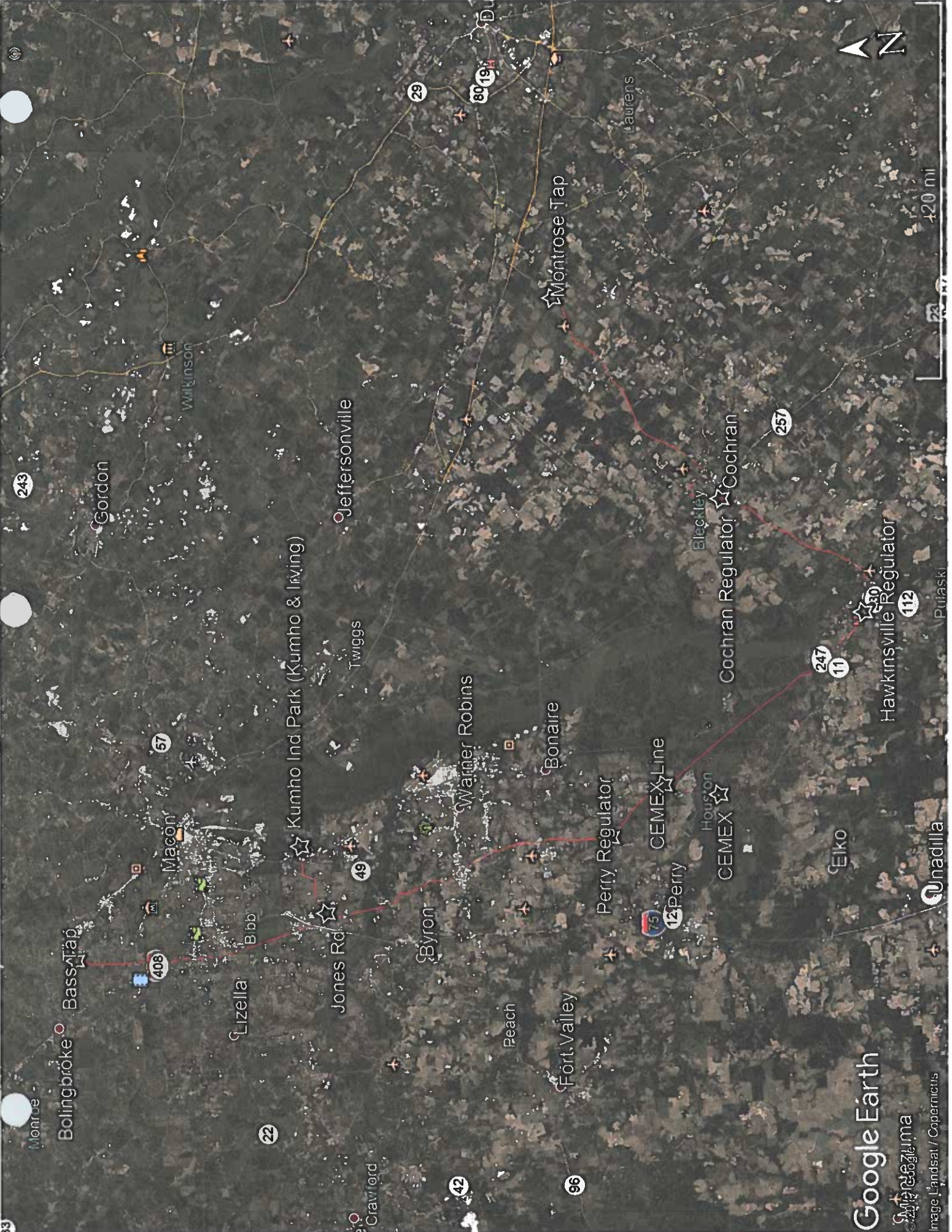
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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager
DATE: November 8, 2017
REFERENCE: Amending City Assistance Program

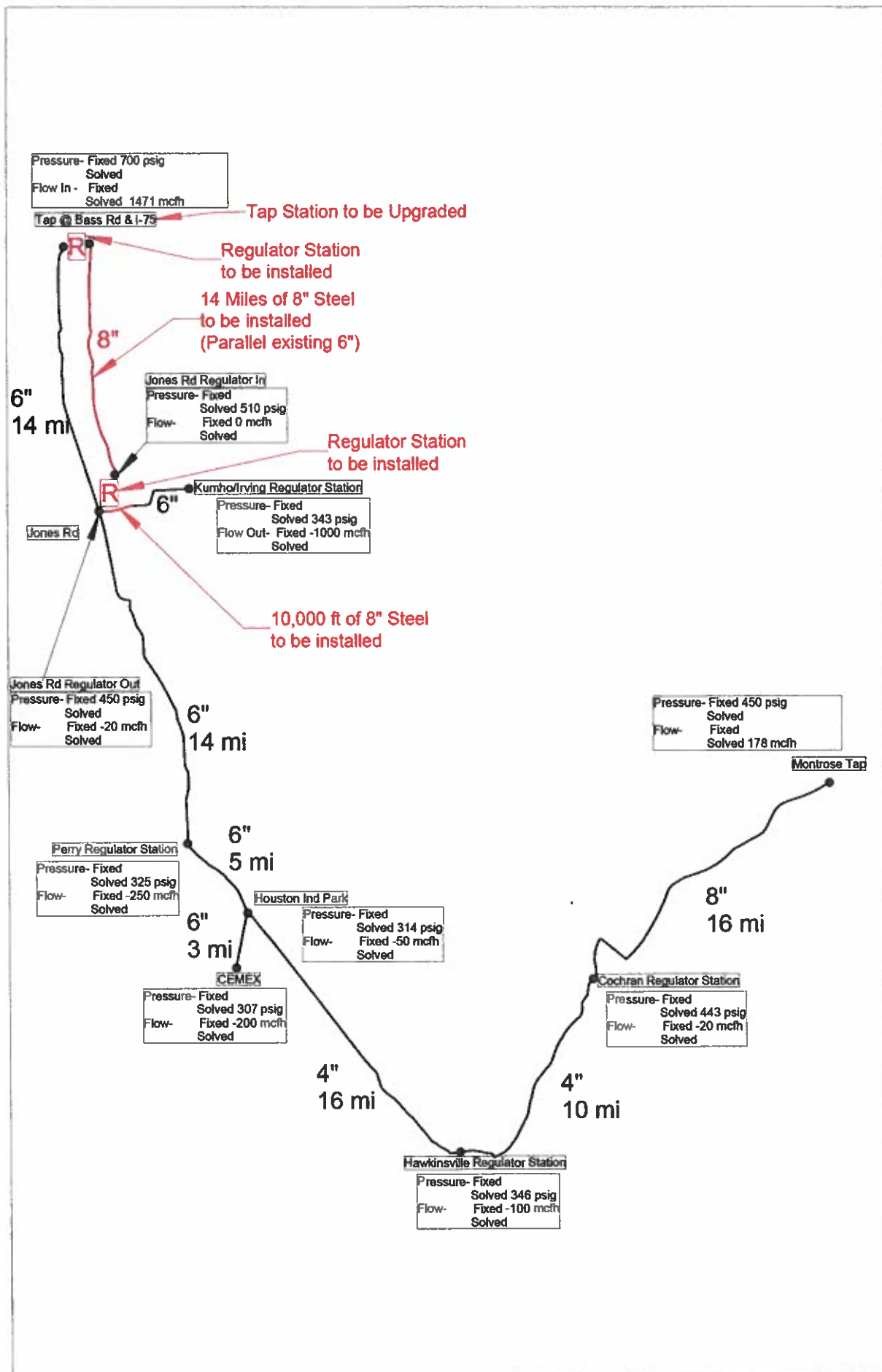
The Administration recommends Council approve adding the monthly base charge to the City's Seniors/Disabled Financial Assistance Program. The base charge is a monthly fixed amount for the water and/or gas meter. No other part of the program will be changed.



Google Earth

© 2014 Google

Image Landsat / Copernicus



Pressure- Fixed 700 psig
Solved
Flow In - Fixed
Solved 1471 mcfh

Tap Station to be Upgraded

Regulator Station
to be installed
14 Miles of 8" Steel
to be installed
(Parallel existing 6")

6"
14 mi

Jones Rd Regulator In
Pressure- Fixed
Solved 510 psig
Flow- Fixed 0 mcfh
Solved

Regulator Station
to be installed

Kumho/Irving Regulator Station
Pressure- Fixed
Solved 343 psig
Flow Out- Fixed -1000 mcfh
Solved

Jones Rd

10,000 ft of 8" Steel
to be installed

Jones Rd Regulator Out
Pressure- Fixed 450 psig
Solved
Flow- Fixed -20 mcfh
Solved

6"
14 mi

Pressure- Fixed 450 psig
Solved
Flow- Fixed 178 mcfh

Montrose Tap

Perry Regulator Station
Pressure- Fixed
Solved 325 psig
Flow- Fixed -250 mcfh
Solved

6"
5 mi

Houston Ind Park

Pressure- Fixed
Solved 314 psig
Flow- Fixed -50 mcfh
Solved

8"
16 mi

6"
3 mi

CEMEX

Pressure- Fixed
Solved 307 psig
Flow- Fixed -200 mcfh
Solved

Cochran Regulator Station
Pressure- Fixed
Solved 443 psig
Flow- Fixed -20 mcfh
Solved

4"
16 mi

4"
10 mi

Hawkinsville Regulator Station

Pressure- Fixed
Solved 346 psig
Flow- Fixed -100 mcfh
Solved

REVISION	DATE

System Analysis Results for
Pressure Improvements S Bibb/Houston Counties
Bass Rd Section

Jointly Owned Natural Gas
Pressure Improvements





**JOINTLY OWNED NATURAL GAS
System Pressure Improvement S Bibb/Houston Counties
Cost Estimate**

**Parallel Existing 6" from Bass Rd @ I-75 to Jones Rd
Parallel Existing Low Pressure on Jones Rd**

11/15/2017

Parallel Main from Bass Rd to Jones Rd with 8 Inch				
Item Description	Units	Cost/unit	Est # of Units	Total Est Cost Per Item
8" Steel Pipe Installed by Open Ditch (labor only)	feet	\$60.00	22,700	\$1,362,000.00
8" Steel Pipe Installed by HDD (labor only)	feet	\$90.00	48,700	\$4,383,000.00
8" Steel Pipe Installed by HDD (Swamp Bores)	feet	\$300.00	5,000	\$1,500,000.00
Hand Clearing of Swamp for Swamp Bores	feet	\$20.00	5,000	\$100,000.00
Environmental Permitting for Clearing for Swamp Bores	each	\$100,000.00	1	\$100,000.00
8" Steel Pipe Material with Dual Coat	feet	\$25.00	81,401	\$2,035,025.00
Regulator Station	each	\$100,000.00	2	\$200,000.00
Total Project Cost of installing new main Bass Rd to Jones Rd @ R/W				\$9,680,025.00
Engineering Design, Project Management, Uprating Plan and Permitting 9%				\$871,202.25
Full time inspector (200 working days @ \$500/day)				\$100,000.00
Contingencies 5% of Total Project Cost of Installing New Main				\$484,001.25
Total Estimated Project Cost				\$11,135,228.50

Parallel Main from Jones Rd @ R/W to Houston Rd with 8 Inch				
Item Description	Units	Cost/unit	Est # of Units	Total Est Cost Per Item
8" Steel Pipe Installed by HDD (labor only)	feet	\$70.00	11,000	\$770,000.00
8" Steel Pipe Material with Dual Coat	feet	\$23.00	11,000	\$253,000.00
Total Project Cost of Installing new main Jones Rd From R/W to Houston Rd				\$1,023,000.00
Engineering Design, Project Management, Uprating Plan and Permitting 9%				\$92,070.00
Full time inspector (50 working days @ \$500/day)				\$25,000.00
Contingencies 5% of Total Project Cost of Installing New Main				\$51,150.00
Total Estimated Project Cost				\$1,191,220.00

Upgrade Tap Station Bass Rd @ I-75				
Item Description	Units	Cost/unit	Est # of Units	Total Est Cost Per Item
Upgrade Facilities at SNG Tap Bass Rd @ I-75	1	\$1,000,000.00	1	\$1,000,000.00
Total Cost of Upgrading Tap Station				\$1,000,000.00
Engineering Design & Project Management 9%				\$90,000.00
Full time inspector (50 working days @ \$500/day)				\$25,000.00
Contingencies 5% of Total Project Cost of Installing New Main				\$50,000.00
Total Estimated Project Cost				\$1,165,000.00

Total Estimated Project Cost				\$13,491,448.50
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COMPARATIVE NATURAL GAS REQUIREMENTS

INDUSTRIAL PARTNERS

JOINTLY OWNED NATURAL GAS

CURRENT INDUSTRIAL USAGE (TO DATE AVERAGES / MCF / CY 2017)

HOURLY	DAILY	MONTHLY	ANNUALLY
88	2122	64,554	774,647

CONFIRMED ADDITIONAL INDUSTRIAL USAGE (MCF)

+338	8112	246,740	2,960,880
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COMBINED CONFIRMED TOTAL INDUSTRIAL USAGE (MCF) BY 2019

=426	10,234	311,284	3,735,410
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LIKELY ADDITIONAL INDUSTRIAL USAGE (MCF)

+25	600	18,250	219,000
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GRAND TOTAL (CURRENT, CONFIRMED AND LIKELY/ MCF)

=451.43	10,834	329,534	3,954,410
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JONG EXPANSION PROJECT

ANTICIPATED CAPITAL	INTEREST RATE	TERM	PAYMENTS	MONTH	ANNUAL
\$14,000,000	3.2	25 YRS.		\$67,855.06	\$814,260.72

REPAYMENT SCENARIO

REVENUE SOURCE	MONTHLY USAGE	MARGIN	MONTH	ANTICIPATED PROFITS
				ANNUAL
IRVING PHASE 1	218160	\$0.32	\$69,811.20	\$837,734.40
IRVING PHASE 2 (Yr. 3-4)	436320	\$0.30	\$130,896.00	\$1,570,752
AMAZON HEAT ONLY W/ GENERATOR -EQUIVALENT TO 28 DAYS AT FULL LOAD			\$4,797.80 (Avg.)	\$57,573.60
UNNAMED COMPARABLE GAS LOAD-SIMILAR ENTITY 406 mcf/m			\$1,814.82	\$21,777.84

JOINTLY OWNED NATURAL GAS

LONG RANGE SIGNIFICANT GAS LOAD ADDITIONS

In addition the system growth JONG is experiencing with residential and commercial consumers, there are a significant number of large gas consumers within the established service areas of JONG that are either confirmed, likely or possible for inclusion in the overall expected growth in both number of consumers and throughput.

1. **Amazon Fulfillment Center:** This 1,000,000+ square foot distribution/fulfillment center is slated to open in October 2018. Located at I-75 and Sardis Church Road in south Macon-Bibb County. Maximum gas loads at peak would exceed 480 mcf/d.
2. **Byron Industrial Park:** This 40 acre site is situated along Benjamin Hawkins Parkway in north Peach County with multiple parcels that are “site ready” and is marketed by the Development Authority of Peach County.
3. **Hollingsworth & Vose:** This involves an expansion to their existing facility which has a Phase 1 need of approximately 1600 mcf/d beginning in March 2018 with approximately 3000 mcf/d for Phase 2.
4. **Houston County Development Authority:** The primary site the HCDA has available for large/heavy industry is 877 acres just off of the GA Highway 247 Spur, immediately adjacent to the Perdue Chicken processing plant. This site has had several looks from large potential industrial entities with the most recent RFI quoting a gas usage of 15,000 to 19,000 mcf/d.
5. **I-75 Business Park:** Current gas users within the park are Tyson Foods, FedEx Ground, Tractor Supply and Yancey Bros. Caterpillar. There are 5 additional current platted sites within the park; however that number could be greater or smaller since the options exist to resize the available parcels.
6. **Irving Paper Products:** The most recently confirmed and announced large industry to build a manufacturing facility in the Sofkee Office Park, in south Bibb County and adjacent to Kumho Tire Georgia, Inc. The gas requirements for Irving’s initial phase will be 2,654,280 MMBtu’s annually; 218160/month, 7272/day, 303/hour. Paper production scheduled to begin late spring 2109.

7. **Kumho Tire Georgia, Inc.:** Plans for a second phase for their manufacturing facility which will increase their current hourly average gas consumption of 420/day.
8. **Medical Waste Facility:** The RFI pertaining to natural gas needs for this facility was first received in March 2017. Due to issues that surfaced following the rezoning request, the project was put on hold but the MBIA continues to work toward rezoning the property themselves rather than having the petitioner go through the rezoning process.
9. **The City of Perry:** The city has approached JONG about the possibility of delivering gas to the city's gas distribution system at a greater pressure than is presently being delivered. The greater pressure is needed to enable the city to move a predetermined volume through their distribution system.
10. **Sofkee Industrial Park:** In addition to Kumho Tire Georgia and Irving Consumer Products, the MBIA still has tracts of land available within the Sofkee Industrial Park, albeit smaller in size than the two large tracts currently occupied by KTG, Inc. and Irving.
11. **The City of Warner Robins / Development Authority of Peach County:** In a joint venture, these two municipal entities have a design plan in place for 1900 acres which lies within the JONG service area. JONG has existing facilities within and/or abutting the project with multi directional gas flows.



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TO: Lee Gilmour, City Manager
FROM: Bryan Wood, Community Development Director *BW*
DATE: November 8, 2017
RE: Additional Building Inspector

In early October, I brought to your attention the need for an additional building inspector, based on work load and desired improvement in the quality of inspections being performed.

In his attached memo of October 3, 2017, Mr. Hester provides data supporting the need for this new position.

Please let me know if you need additional information and how we should proceed.

Thank you for your consideration.



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TO: Bryan Wood, Director
FROM: Tracy Hester, Chief Building Official
DATE: October 3, 2017
RE: Addition of Inspection Staff

Pursuant to our earlier discussions about workload and staffing, I submit this as a request to add one additional Inspection staff member, potentially an Inspector (Trainee) or preferred, an Inspector (1). An Inspector 1 position has more skill and would require less upfront training which would give us the opportunity to place this person in the field faster.

After review of the process(es) we use for inspections, the number of inspections being performed on a consistent basis and the concern for a complete and quality inspection to protect life and property, I feel we are not providing the best possible service to our customer and more importantly, the end user, the home or business owner and the people they support or serve.

One inspector is responsible for electrical, plumbing, HVAC, gas, site and building, this in to its self is a load but when you ask him to perform this in a matter of minutes day after day at a pace that is well above average, I think we are selling our customer short and asking more of an employee than what is reasonable.

This is not meant to down play or lessen the quality and commitment that Dan provides but to illustrate the need to provide additional personnel based on a work load and quality of service concern. Dan is performing at an elevated level day after day and without his dedication to perform above and beyond we would probably be looking at lots of overtime to maintain this work load.

My research and past experience tells me that an average of 8 to 10 inspections per day per inspector is a manageable and performable standard. We are averaging over the last couple of years 12 to 15 per day.

My concerns are not only the possibility of overlooking a code requirement but also the haste to get from one location to another raising the potential for an accident, possibility of injury, burnout and time to provide the customer service needed when an owner, contractor or developer has questions.



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The restricted time spent in the office for direction/supervision and necessary paperwork is also of concern. With the proposed code changes upcoming in 2018, the proposed internal operational changes and the required training necessary to perform in a manner I wish to establish, I feel the office time is an important factor in the future.

Shown in the following is some information that I think will aid you in understanding my request and to show evidence that the budget will support this request:

Total # of Residential & Commercial permits for the year 2017: 258
(This is on pace to exceed the individual totals for the last 5 to 7 years)
2014 -190 / 2015 – 253 / 2016 - 256

Total # of Inspections performed for same time period: 3360

FTE (Man Hours) worked to perform field inspections to date: 1566
(Hours worked does not reflect time off for holidays, sick, vacation or administrative and travel)

Approximate travel time between projects 15 to 20 minutes, if on average 13 inspections are performed in one day, time spent in transit is 2 to 2.5 hours. Approximate time in office each day is 1.0 to 1.5 hours. The results are 3.0 to 5.0 hours out of the 8 hour day dedicated to perform inspections are being lost. Even though I have adjusted and altered the work load and provided some suggestions on how to work more efficiently, as well as provided some assistance with field inspections, the facts still point to more work load than man hours.

Additionally, this person could provide assistance with the admin portion of the permitting process, which includes issuing permits, filing, plan review and office support during slow times as well as when someone is out on leave.

All indications from the budget information I have been provided for the 2017 calendar year for our department is that the revenue collected from user fees (permits) is approximately \$278,000.00 and if this trend continues, it could support the addition of a qualified inspector.

A salary of \$45,000.00 To \$48,000.00 I believe would attract a potential candidate for the position of Inspector 1 and provide us with the needed support for the distant future. With the potential of a new software installation and possibly field hardware we should be able to maintain the current and potential growth increase for the foreseeable future.



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I am available to discuss any and all of this information at your convenience and hope we can move forward on this before the first of the New Year. The hiring process and a short training period will be pushing this wish but I think it can be done providing I have your support and you are able to obtain the approval of the City Manager and Council.

If I need to provide you with any additional supporting documentation please let me know what you need and I will make every attempt to provide it.

Thanks for your consideration with this issue and look forward to discussing;

William Tracy Hester, ICC CBO
Chief Building Official