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AGENDA
WORK SESSION
OF THE PERRY CITY COUNCIL
December 18, 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. Fire and Emergency Services Department
 1. Presentation relative to replacement/upgrade of certain fire equipment – Chief L. Parker.
 - 3b. Economic Development Department
 1. Wayfinding prioritization discussion – Mr. R. Smith.
 2. G-Suites by Google Cloud – Ms. E. Palmer.
 - 3c. Administration
 1. Consider options for old City Hall – Mr. L. Gilmour.
 2. Consider joint agreement for Big Indian Creek survey – Mr. L. Gilmour.
 3. Council authorization of two (2) additional full-time police officers – Mr. L. Gilmour.
 4. Review proposed bad debt policy – Mr. L. Gilmour.
 5. Discussion of Jointly Owned Natural Gas Bond – Mayor Faircloth.
4. Council Member Items:
5. Department Head Items:
6. Adjourn.

Perry Fire & Emergency Services



Apparatus Replacement Request

Current Status Aging Fleet



Truck 2 (Sta. 2 Davis Farm)



- 1996 Pierce 75' Ladder Truck (**21 years old**)
- Responses: 406 in 2016 369 as of Dec 1, 2017
- 114,000+ miles and 10,750 engine hours
- Failed last aerial test and is still non-complaint
- \$140,000 spent on maintenance to date



Engine 2 (Sta. 2 Davis Farm)



- 1992 KME 1250 GPM Pumper (25 years old)
- Used as a reserve unit; Currently Out of Service
- 49,000 miles
- \$9,297.42 maintenance in 2017/59 man hours
- Pump & Transfer Case are out of service



Engine 1 (Sta. 1 Headquarters)



- 2006 Crimson 1500 GPM Pumper (**11 years as primary**)
- 114,500+ miles and 10,129 engine hours
- Responses: 1,126 in 2016 1,025 calls as of Dec 1, 2017
- Engine will need rebuilding, pump repairs are imminent





New Apparatus

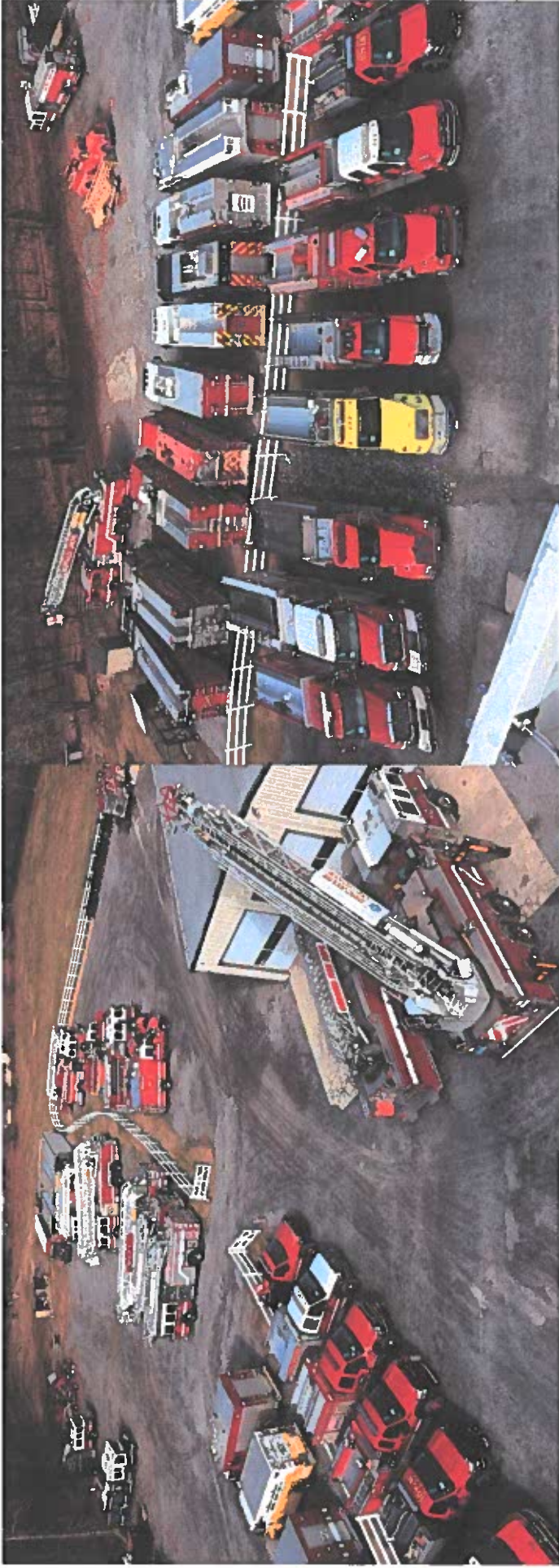
- 2017 Sutphen Mid-Mount 100' Aerial Platform
 - \$1,174,000
 - 12-18 month build time



- 2017 Sutphen Custom Pumper
 - \$503,842
 - 6-12 month build time



Brindlee Mountain Fire Apparatus Union Grove, AL



**Used
Apparatus**

2009 KME Mid-Mount 100' Aerial Platform



12,600 miles

1,700 hours

\$499,000



2013 Pierce Custom 1250 GPM Pumper



16,000 miles

\$395,000

2011 Pierce 750 GPM Mini-Pumper



Would be used a mini-pumper/rescue:

- Special events stand-by
- Respond to medical emergencies keeping larger apparatus in service
- Pumping capability would be an asset for ISO credit

17K miles

\$129,000



New Stock Apparatus

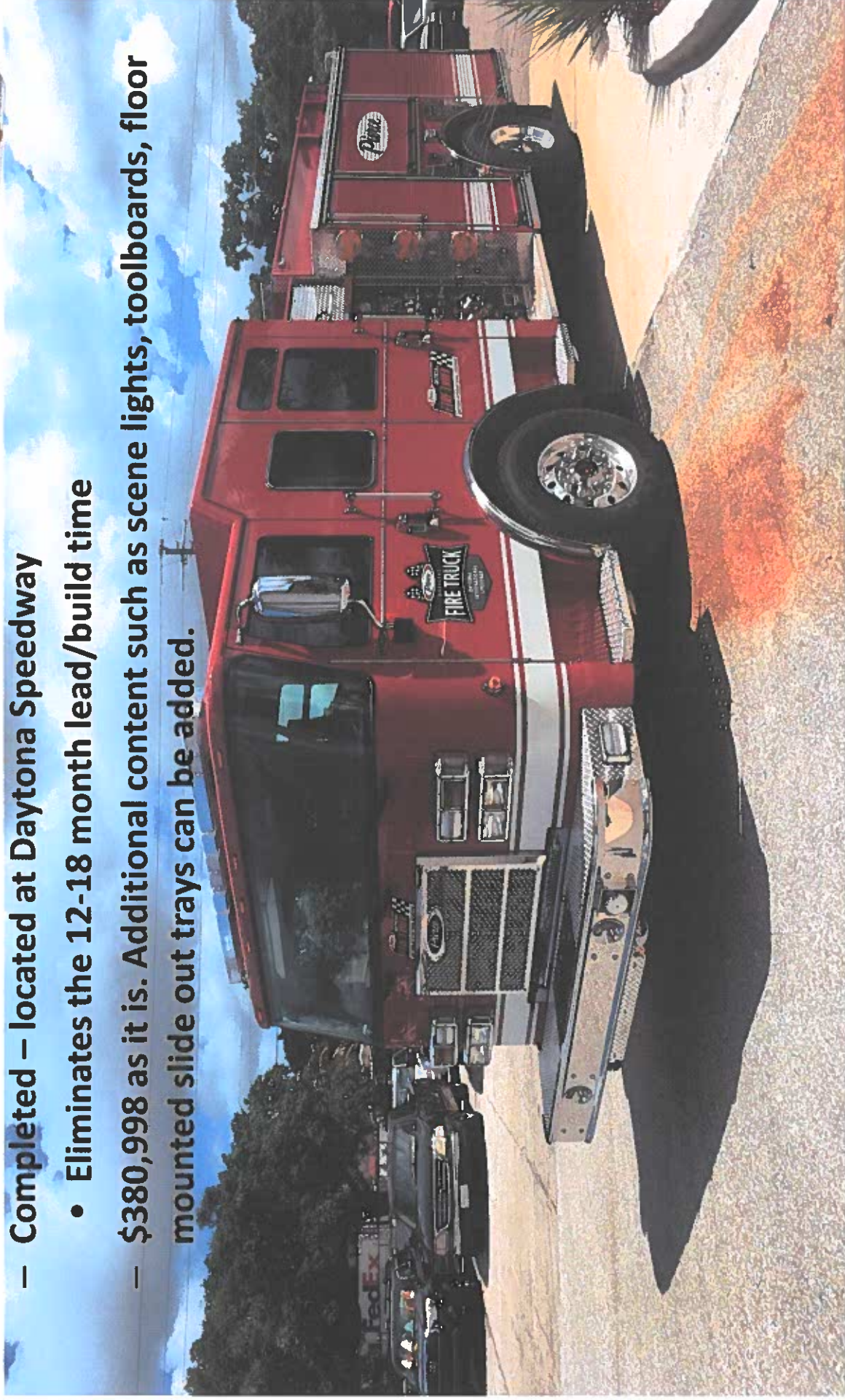


- E-One Custom 1500 GPM Top Mount Pumper
 - Estimated completion date of January 2018
 - Eliminates the 12-18 month lead/build time
 - \$380,000



New Stock Apparatus

- Pierce Custom 1500 GPM Pumper
 - Completed – located at Daytona Speedway
 - Eliminates the 12-18 month lead/build time
 - \$380,998 as it is. Additional content such as scene lights, toolboards, floor mounted slide out trays can be added.



New Stock Apparatus



- Pierce Custom 1500 GPM Pumper
 - Completed – going to Daytona Speedway
 - Eliminates the 12-18 month lead/build time
 - \$405,867 as it is. Additional content such as scene lights, toolboards, floor mounted slide out trays can be added.



Bottom Line

Request is to consider purchasing:

Used Aerial @ \$499K

Used Mini-pumper @ \$129K

New Pumper @ 380-410K

**\$1,000,000 GMA Loan will cost
approximately \$117,230 per year
First payment due 1 year after closing**



Thank you for your continued support!





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Department of Economic Development

TO: Lee Gilmour

CC: Robert Smith

FROM: Ellen Palmer 

DATE: December 12, 2017

RE: G-Suites by Google Cloud

The overall morale at the City is a lack of confidence and growing frustration in our IT security, capabilities and support.

One solution is switching our current email, Microsoft Outlook, to G-Suites by Google Cloud. Comsouth has been researching and working with Onix Networking Corporation, a government provider/reseller for G-suites, on a proposal for the City of Perry. I've attached the proposals, case studies/references and their W-9 to this memo.

There are many benefits to using G-suites. They are the following:

Security- we would be working within the Google Cloud so the City would benefit from their very reliable security environment. Google is an industry leader and an innovator in hardware, software, network and system management technologies. Security is an integral part of their operations which includes vulnerability management, malware prevention, monitoring and incident management. G-suite runs on this technology platform that is more secure than the traditional technologies, such as Microsoft Outlook. Outlook runs as a more static program and cannot keep up and provide this type of security environment.

Support- Onix, as the G-suites provider, offers 24/7 support by phone, email or online. City employees could contact them directly with email issues or questions.

Storage-with the basic package each user would have 30 GB of cloud storage which is substantially more than Outlook. (Currently most users had about 1 GB.) This storage should cover several years' worth of emails. This is beneficial for filing and retention of emails, and for Open Records requests.

Productivity- access and integration of email, calendars, and Google Drive documents on all devices, capability to share calendars, set up filters, out of office assistance, and more.

Filters- ties back to Google's state-of-the-art security and having industry leading spam filters to keep junk mail from reaching your inbox. Conversely it also filters better to



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Department of Economic Development

allow valid emails through to your inbox as opposed to sending them to the Junk/Spam folder, which occurs often with Outlook.

Email Addresses and Interface- we would keep the same city email addresses (i.e. ellen.palmer@perry-ga.gov). Users could also opt to keep the interface of Outlook or switch to the G-suite/Gmail interface.

Common files- G-suites works with Microsoft Office documents such as Word, Excel, and PowerPoint.

Upgrading- capability to upgrade in the future if needed without having to migrate to something new. It would be a seamless transition. The next package would include unlimited storage and full reporting. Full reporting could help with Open Records requests. I attached the upgrade pricing proposal (G-suite Business).

We have testimonies from current City employees that used G-suites in previous jobs, and they praised it for its security, capabilities, filters, and accessibility. As mentioned earlier, I also attached a couple case studies/references from municipalities that have switched to Google.

The recommended package is the Basic G-Suites which is \$50 per email address annually. Currently the City has about 200 email addresses, so the annual cost is about \$10,000. This would include the 30GB of storage per address, Google Cloud security and filters, interface, accessibility and integration on all devices and 24/7 support.

As far as implementation is concerned, Comsouth or a technical expert would need to offer their expertise as far as what that would look like and if we need to involve Onix or another 3rd party. Comsouth did mention they have migrated other clients and could do it at the City as well.

Please let me know if you have any questions or need more information.



WHY ONIX EXCLUSIVE INCENTIVES

About Onix

Onix is a top Google Cloud partner and a global leader in cloud computing solutions and strategic IT services. We work with organizations to solve their unique challenges such as infrastructure, data management and collaboration. We also identify additional opportunities for improvement through leveraging the power of the cloud.

Premier Partner

Go gle Cloud

Onix has been providing innovative IT solutions and services for our customers for 25 years, and we were Google's first Enterprise Partner in 2002. Throughout our long history with Google, we have been recognized for our commitment to excellence – and the dedication we bring to our customers.



North American Partner of the Year for G Suite Customer Success - 2012, 2015, 2016



Global Partner of the Year for Google Enterprise Search - 2012, 2013



North American Deployment Partner of the Year for G Suite - 2012



North American Partner of the Year for Google Enterprise Search - 2012



Celestica - IT Services Partner of the Year - 2012



North American Partner of the Year for Google Maps - 2012

Customer Success

Exceeding expectations and earning a customer's trust is our speciality. But don't take our word for it, just ask any of our hundreds of satisfied customers.



"Just a quick note to pass along that I think [Onix Engineer] is a top-notch support person. He has complete product knowledge of G-Suite and his personal skills are off the chart. I had the pleasure of reaching him twice for support calls recently, and he handled each issue with ease and complete professionalism.

I also want to say that your entire onboarding team have also been nothing short of amazing too. I plan to spread the word to our sister companies about my great experience with Onix. I'm loving this new Onix relationship."

~ Senior Manager of Production Technology and Production Security





WHY ONIX
EXCLUSIVE INCENTIVES

Onix Cloud Services

Our comprehensive world-class services and support are the foundation of our company and the reason customers love working with us.



Strategy

- Business Benefits of the Cloud
- Cloud Strategy Roadmap
- Cloud Readiness Assessment
- Emerging Technologies Consulting

Architecture and Migration

- Solution Architecture
- Lift and Shift Migration to GCP
- G Suite Deployment Services
- Training & Communication Services



Business Transformation

- Business Consulting
- Microsoft Office Replacement
- Process Redesign & Implementation
- Metrics Assessment / ROI

Custom Development

- App Engine Development
- Responsive Web & Mobile Apps
- Scripted Process Automation
- Workflow Implementations



Managed Services

- DevOps
- Monitoring & Alerting
- License Management
- Technical Account Management

Support

- Tiered Technical Support
- 24x7x365 Coverage Available
- Customer Success Services



Exclusive Onix Incentives

**24x7x365
Standard
Support**

**Free
Quarterly
Training
Webinars**

**Free Admin
Training &
Security
Class**



City of Columbia launches Google applications for city employee communication

Thursday, April 12, 2012

By Amy Willsey

COLUMBIA — About 1,200 city employees started using Google cloud technology for more efficient intracity communications Tuesday



The official 'go live' phase for the transition from Novell GroupWise to Google applications will continue until June 15, when the city's contract with GroupWise will end.

"We're not going to turn off the GroupWise Service right away," Deputy City Manager Tony St. Romaine said. "All employees still have access to their old emails on GroupWise previous to April 10."

Between now and June 15, the employees will be responsible for archiving their old emails, if necessary, by either importing them to Google Apps for Work or saving them to a hard drive, St. Romaine said. One reason the staff must save emails is so that they'll be available in case they are the subject of a Missouri Sunshine Law request, he said.

Bob Simms, information technology director for the city, said the transition to the 'go live' phase was very smooth. "We had done a lot of training and production work," he said. "There was some trouble logging in the first time with the temporary passwords, but we haven't had any showstoppers yet."

St. Romaine agreed. "My understanding is that the 'go live' transition went extremely well without many problems," St. Romaine said. "For a transition with over 1,000 employees, it was a success."

The city had a month-long 'mock go live' phase during which it trained 125 employees in email and Google Docs as well as other Google for Work applications, St. Romaine said. That phase began in March and ended in early April and was intended to "make sure things were working the way they were expected," St. Romaine said.

About a dozen employees were designated as trainers or department experts and will assist the other city employees in the transition.

A national networking and IT service and solutions company, Onix, partnered with Columbia to help train employees from different departments and disciplines who now are responsible for helping complete the switch, Simms said.

"Onix helped set up a website with help videos and how to use the new Google technology," he said. "They set up a



training site internally for people with gocolumbiamo.com accounts

St. Romaine said feedback during the mock phase revealed no major concerns, but it did prompt the city to create a frequently asked questions page for employees to reference. That page will evolve as more workers make the transition over the next few weeks.

St. Romaine said city officials would have been happy to break even on the cost of the transition, but they've actually learned that Google Cloud will save money. The Google technology will cost \$51,000 per year. That's more than the \$35,000 it paid GroupWise, but they will save \$35,000 to \$40,000 because it will no longer have to pay for email storage or for a staff member to maintain the system.

"GroupWise has not really developed the technology we would have liked to see today," St. Romaine said. "We were looking for lowering infrastructure cost. Implementing Google will be a way to do so."

St. Romaine and Simms said the public probably will notice no difference. All email and Internet addresses will remain at the same domain.

"But everything internally with the city will be more efficient," Simms said.

Meanwhile, the city is planning to update its website, but Google is not involved in that. Simms said those plans were in the works long before Google Cloud was implemented.

The switch to Google should all be positive, Simms said. "With Google, it's all in the clouds, it's secure with usernames and passwords but it will be available to the city employees anywhere they have Internet access."



Grand Traverse County and the City of Traverse City have gone Google!

On March 19, 2012, Grand Traverse County in collaboration with the City of Traverse City migrated from the Lotus Notes email platform to Google Apps for Government. Google Apps, which supports over 525 employees, is the first major cloud application that has been embraced by the County and City.



There were many reasons that Google was chosen, but chief among them were:

- Easy and secure access from anywhere.
- Innovative platform for sharing documents with new features constantly added.
- Simplicity in synchronizing email, calendars, and contacts with smart phones.
- No desktop software to install or servers to maintain.
- Average mailbox quotas were expanded from 400MB to 25GB (an increase of 62 times).
- Integrated antispan, antivirus, and archiving.

Board approval was given at the end of 2011 with a three month time table to implement. For the implementation the County selected Onix Networking as the system integrator. Onix fully utilized the resources of Google Apps for the project by providing shared project plan documents, communication templates, and a custom learning site with documentation and videos for employees. Training was offered to all employees through online webinars.

The IT Staff managed the setup and conversion from Lotus Notes. Using a free tool provided by Google, emails, calendars, and contacts were migrated into Google Apps. The IT Department also had a group of 45 volunteers in the County and City that agreed to be "Google Guides" to assist their fellow employees during the transition. The Google Guides were trained in Google Apps and migrated a month earlier than their peers. They served as the first point of contact within their department when the final switchover was done. With help from the Google Guides, the IT Department was able to provide a smooth transition to the new environment.

County and City employees have told the IT Department they are excited about the new platform and can't wait to try many of the new collaborative tools offered by Google Apps. The IT Department also likes Google Apps since it simplifies user setups and server support shifts to Google. This is a win-win for everyone.

Don Sheehan

Grand Traverse County IT Director

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

Print or type See Specific instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Onix Networking Corp.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) 5 Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.) 18519 Detroit Avenue	
	6 City, state, and ZIP code Lakewood, OH 44107	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number	
[] [] [] - [] [] - [] [] [] []	
OR	
Employer identification number	
3 4 - 1 7 2 9 0 3 3	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ <i>[Signature]</i>	Date ▶ 11/3/17
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, ^{LS} City Manager
DATE: December 12, 2017
REFERENCE: Old City Hall

The structure at 803 Commerce Street, currently used by Perry Volunteer Outreach, is also known as Old City Hall. Recently the City was advised, the roof needed new shingles (\$11,800) and there is a request to make this building ADA accessible at an estimated cost of \$26,000.00. This totals at least \$37,800. Attached is a site location map and surrounding parcels.

Since the building is not in the City's long range plan for use, due to age and limited size, the Administration recommends Council consider demolishing the structure and continue Jernigan Street to connect with Charles Avenue.



Overview



Legend

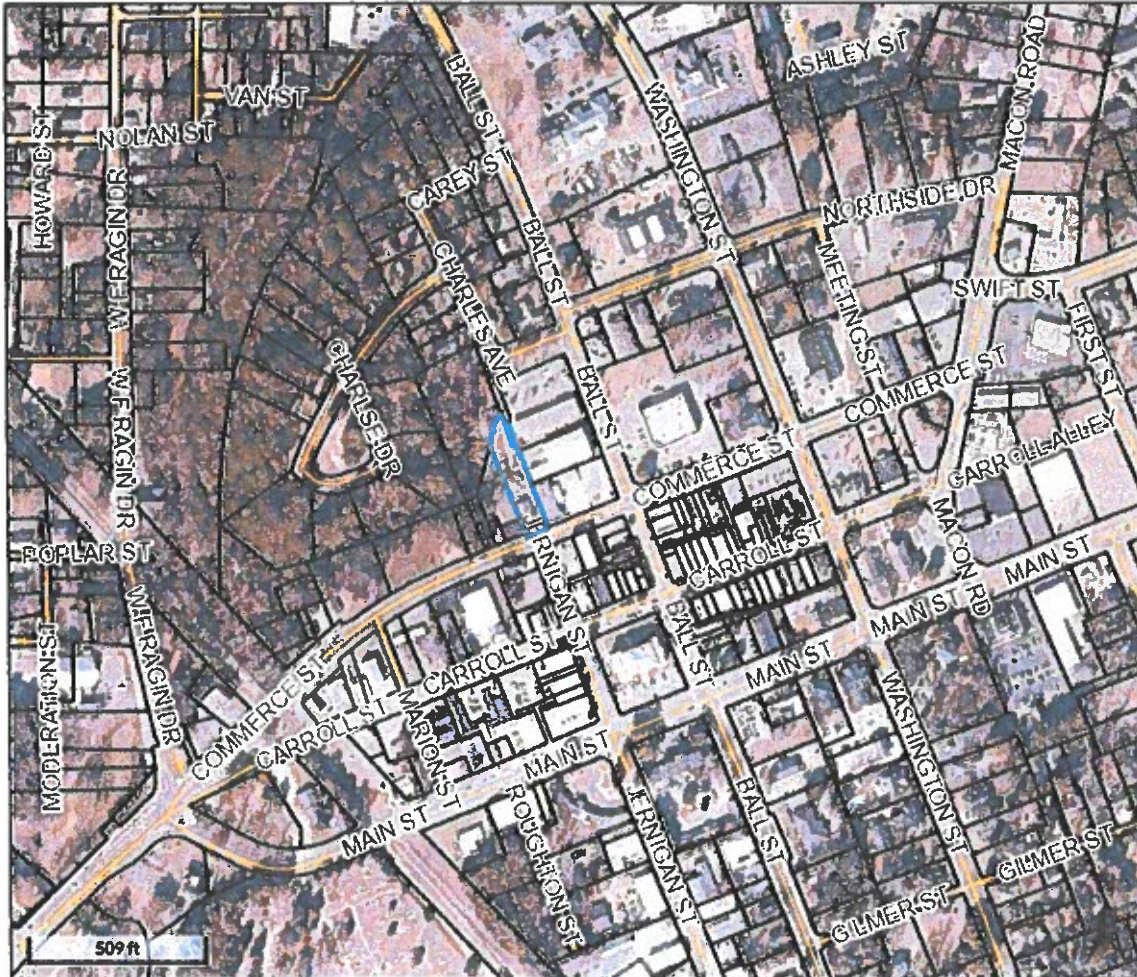
- Parcels
- Roads

Parcel ID	0P0060 085000	Owner	CITY OF PERRY	Last 2 Sales			
Class Code	Exempt		P O BOX 2030	Date	Price	Reason	Qual
Taxing District	Perry		PERRY GA 31069	7/31/1991		20	U
	Perry	Physical Address	803 COMMERCE ST				
Acres	0.46	Assessed Value	Value \$128300				
		Land Value	Value \$23300				
		Improvement Value	Value \$105000				
		Accessory Value					

(Note: Not to be used on legal documents)

Date created: 12/12/2017
 Last Data Uploaded: 12/11/2017 10:43:46 PM

 Developed by
 The Schneider Corporation



Overview



Legend

-  Parcels
-  Roads

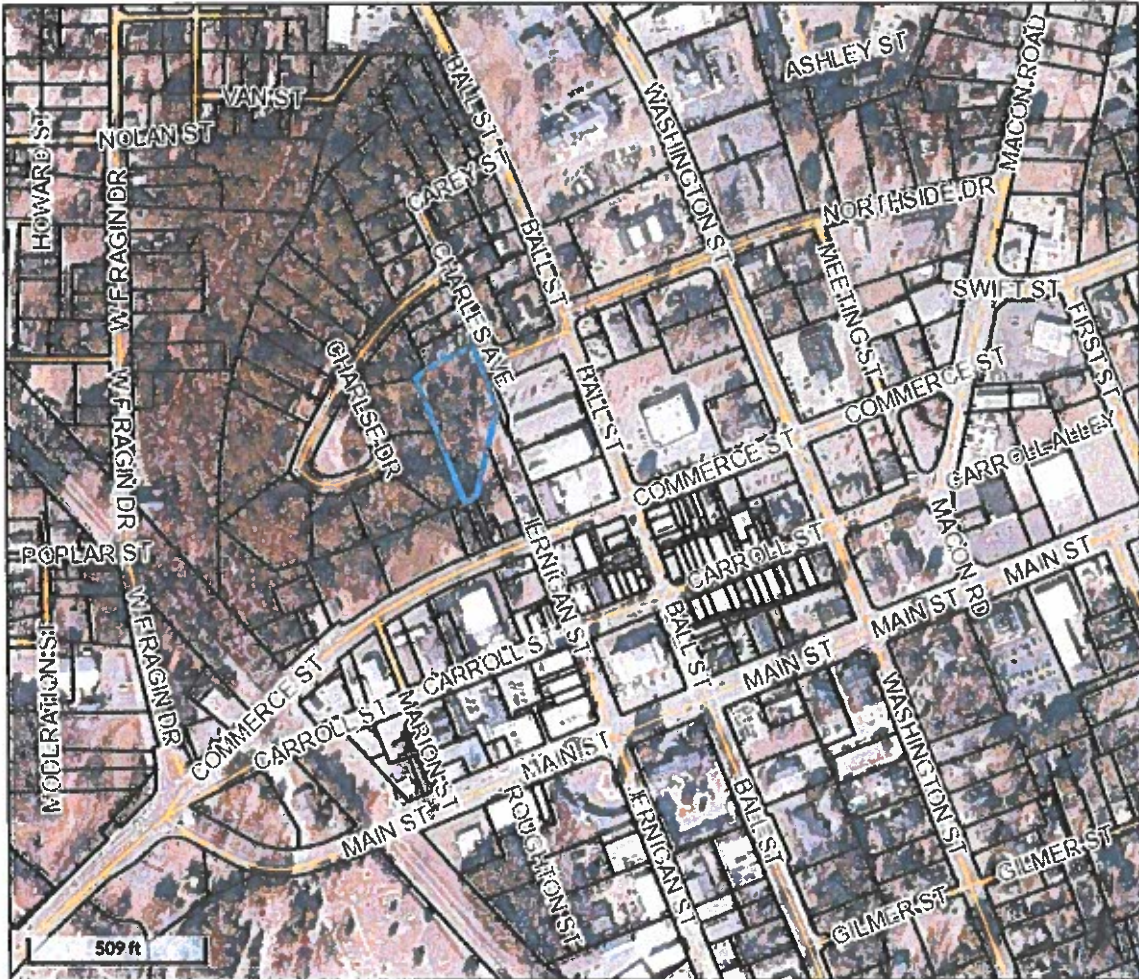
Parcel ID	0P0060 085000	Owner	CITY OF PERRY	Last 2 Sales			
Class Code	Exempt		P O BOX 2030	Date	Price	Reason	Qual
Taxing District	Perry		PERRY GA 31069	7/31/1991		20	U
	Perry	Physical Address	803 COMMERCE ST				
Acres	0.46	Assessed Value	Value \$128300				
		Land Value	Value \$23300				
		Improvement Value	Value \$105000				
		Accessory Value					

(Note Not to be used on legal documents)

Date created: 12/12/2017

Last Data Uploaded: 12/11/2017 10:43:46 PM

 Developed by
The Schneider Corporation



Overview



Legend

-  Parcels
-  Roads

Parcel ID	0P0060018000	Owner	COLLINS MABEL	Last 2 Sales			
Class Code	Residential		405 WHITWORTH RD	Date	Price	Reason	Qual
Taxing District	Perry		ELKO GA 31025	5/11/2009		07	U
	Perry	Physical Address	1201 CHARLES AVE	12/20/2008		07	U
Acres	0.8	Assessed Value	Value \$10000				
		Land Value	Value \$10000				
		Improvement Value					
		Accessory Value					

(Note. Not to be used on legal documents)

Date created: 12/12/2017
 Last Data Uploaded: 12/11/2017 10:43:46 PM



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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager
DATE: December 12, 2017
REFERENCE: Big Indian Creek Survey

Attached is a proposal obtained through the Houston County Board of Commissioners to conduct a fly-over survey and provide a detailed data report for a portion of Big Indian Creek between the City's walking trail and US341 S.

The County and Mr. S. Nunn have agreed to participate in the cost. The value of this survey is for future trail planning and, more importantly, possible sewer line extensions.

The Administration recommends Council approve participation in the project.

Exhibit A

SCOPE OF SERVICES

PROJECT UNDERSTANDING

Houston County intends to plan a multi-use trail project between downtown Perry and US 341. The trail would begin near the intersection of Courtney Hodges Boulevard and Big Indian Creek and extend eastward, parallel to the creek for approximately 7.5 miles to US 341.

The purpose of the project is to provide the CLIENT and others with documents that can be utilized to proceed with further planning, property acquisition, detailed design, permitting, and construction of a proposed trail.

SCOPE OF WORK

Task 1 - Data Gathering Phase

Kick-off Meeting with CLIENT - discuss current concepts, budgets, schedules and other plans. Define the project goals and any potential routing preferences. Discuss lighting needs, utility corridors and bridge ideas. Define trail width and surface preferences.

Develop a base master plan drawing utilizing available GIS data including USGS topo maps, County parcel data, floodplain maps and wetland inventory maps.

Obtain aerial topography: Obtain new color aerial imagery of the site to equal 0.25' (3") pixel resolution. Simultaneous to this imagery capture, collect twenty (20) points per meter LiDAR of the 1000' wide corridor. This proposal includes aerial imagery and planimetric features at 1" = 50' as they are discernible from the aerial imagery for the entire length of the trail survey, although, very little planimetric data is anticipated with the exception of each end of the corridor. The anticipated deliverables for this project will include digital orthoimagery in .tif format, AutoCAD .dwg files of the planimetric data, the contours as well as the surface DTM.

After development of working base drawings, ACC will visit the site to better understand field conditions and get a preliminary idea of the trail corridor challenges.

Task 2 - Conceptual Design Phase

Based on the input gathered in Task 1, prepare a preliminary layout of the trail and review with the CLIENT. Field review of site conditions at proposed trail routing. Finalize conceptual trail routing based on CLIENT review as well as field documented alignment issues. Prepare conceptual drawings as well as typical details.

Deliverables:

- Technical memorandum detailing future design and permitting requirements
- Overall trail layout drawing - 200 scale
- Typical details

Exclusions/ Assumptions

This phase of the project will not include:

- Field boundary and topographic surveying
- Wetlands delineation and permitting
- Stream buffer variance permitting
- Geotechnical investigations
- Hydrology design
- Public meetings and presentations
- Project renderings

Exhibit B
COMPENSATION

The CONSULTANT will be compensated for the Scope of Services as described in Exhibit A as follows.

When the CLIENT authorizes the CONSULTANT to proceed with the work outlined in Item B of the Task Order, CLIENT agrees to pay the CONSULTANT monthly, for work completed, on the basis of the standard hourly billing rates in effect when services are provided by the CONSULTANT's employees of various labor grades.

Direct expenses (such as travel, subsistence, field equipment, communications, subconsultant services, etc.) are reimbursable at cost plus ten percent.

The total contract amount for the Task Order shall not exceed \$50,000 without prior authorization by the CLIENT.



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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council

FROM: Lee Gilmour, City Manager ^{LG}

DATE: December 13, 2017

REFERENCE: Additional Police Officers

Based on a review of the FY2018 General Fund revenues and expenditures, the Administration recommends Council proceed with the final addition of two (2) full time police officers.



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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager
DATE: December 13, 2017 *LG*
REFERENCE: Processing of Bad Debt

Recently a person requesting to be connected to the City's utility system had a previous debt dated in the 1990's. Those past due debts have already been written off in the respective funds.

The Administration recommends the following process to deal with bad debt.

1. Bad debts are sent to the collection agency within 45 days of the final billing.
2. The agency has one (1) year to collect on the debt.
3. After the collection period at the end of the fiscal year, the debt is written off by Council action.
4. The debt owed is then placed on a past Bad Debt Listing.
5. Customer Service will refer to this list when signing up a customer. If the name shows up, the person must pay the bad debt owed to the various funds. Should there be no supporting data for the bad debt, it is to be placed in the General Fund as miscellaneous revenue.