

**REGULAR COUNCIL MEETING
CITY OF SKY VALLEY, GEORGIA
JULY 26, 2016
TUESDAY, 10:00 AM
FELLOWSHIP HALL, 817 SKY VALLEY WAY**

AGENDA

CALL TO ORDER

INVOCATION/PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

June 14, 2016 Regular Council Meeting
July 8, 2016 Special Council Meeting

ADOPTION OF AGENDA

MAYOR'S REMARKS

COUNCIL REMARKS

CITY MANAGER & DEPARTMENT REPORTS – EXCEPTIONS AND QUESTIONS

NEW BUSINESS

- Appointment of Councilmember to Fill Vacancy Created by Liz Carr's Resignation
- HR Express – Agreement with GMA

PUBLIC FORUM AND GENERAL COMMENTS

EXECUTIVE SESSION

Meetings when discussing or deliberating upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer. O.C.G.A. § 50-14-3(6). (Except when receiving evidence or hearing argument on charges filed to determine disciplinary action or dismissal of a public officer or employee.)

ADJOURNMENT

**REGULAR COUNCIL MEETING
CITY OF SKY VALLEY, GEORGIA
JUNE 14, 2016
TUESDAY, 10:00 AM
FELLOWSHIP HALL, 817 SKY VALLEY WAY**

MINUTES

Council President Lively called the meeting to order. Those present: Council President Lively, Councilors Carr, Howard, and Steil, City Manager Lapeyrouse, Chief Mason, and City Clerk Cantrell.

Council President Lively said that Mayor Goodgame was attending a meeting of the Rabun County Water and Sewer Authority.

Cathy Turner gave the invocation. Council President Lively led the Pledge of Allegiance. Councilor Howard made a motion to approve the minutes of the May 24, 2016 Regular Council Meeting, 2nd Councilor Carr, unanimously approved.

Councilor Steil made a motion to adopt the agenda, 2nd Councilor Howard, unanimously approved.

COUNCIL REMARKS

Council President Lively said that he believes the Craft Beer Festival was much more successful than last year, and we learn so much each event to make them better going forward.

Council President Lively gave an update on the police vehicle lease program stating that we are still gathering information on lease options and will come back with more information.

Councilor Howard thanked the audience for attending the meeting.

Councilor Steil thanked everyone for attending. He recognized the Sky Valley volunteers who work with Habitat for Humanity. He also thanked the Garden Club for their work in the city.

Councilor Carr thanked the city staff for all of their work on the different events we are hosting in the City. She encouraged everyone to come out and support the 4th of July events.

Council President Lively gave an update on the Community Bible Church's progress of the lodge, and said that he believes their first service will be July 3rd.

CITY MANAGER & DEPARTMENT REPORTS – EXCEPTIONS AND QUESTIONS

City Manager Lapeyrouse reported on the schedule of events for the annual 4th of July weekend celebration. Information is available on the city's website.

City Hall will be closed Monday, July 4th and garbage will be picked up on Tuesday, July 5th.

Lapeyrouse also reported statistics for the website, Facebook page, and the visitor center. We had 227 people stop by the visitor's center in April.

City Clerk Cantrell gave an update on the financial software conversion.

Council President Lively said that he believes with the increase in visits to the website, likes on the Facebook page, and people stopping by the visitor center, we are beginning to see the results of our marketing efforts.

NEW BUSINESS

- Mud Creek Name Change

Council President Lively asked Ms. Dalhouse to present information on Mud Creek.

Debbie Dalhouse said that Mayor Goodgame requested her and Jim Curtis do research on Mud Creek. Until 1975, the creek was known as Estatoah Creek. She said they could not find how, why, or by whom the creek's name was changed from Estatoah to Mud Creek. Estatoah is a Native American word that means "shimmering water." She said that the creek is only in Rabun County and recommends working with the City of Dillard if we want to move forward and request changing the name back to Estatoah because the creek flows into the Little Tennessee in Dillard. Jim Curtis mentioned the Mud Creek Falls name could also be changed to Upper Estatoah since Estatoah Falls is the name of the waterfall below Sky Valley that is seen from Hwy 246.

Council President Lively said that we are not ready to make a decision about the name change, and that we wanted to gather information and get more input. Councilor Steil made a motion to defer this to the Long Range Planning Committee and for the committee to work with Debbie and Jim, 2nd Councilor Howard, unanimously approved.

PUBLIC FORUM AND GENERAL COMMENTS

Connie Larsen said that the annual Sid Weber Memorial Cancer Fund BBQ tickets are available at City Hall, Century 21, Visitor Center, and through her. Tickets are advanced purchase only and should be made payable to SWMCF.

Rudi Masi thanked the City Manager and the city for working with them on a way to have a nativity scene and menorah display. He thanked everyone for working together to make this happen and said donations can be made to the Sky Valley Nativity and Menorah Display and dropped by the Sky Valley Club's Pro Shop.

Councilor Steil asked for an update on the gentleman who fell over the railing. Chief Mason said that he is currently in a rehabilitation facility.

Councilor Steil asked if we have a way to inspect decks. City Manager Lapeyrouse said that in the past, we have offered to inspect decks for free if people request it. However, we cannot go on private property without being invited to look at decks. If it is something we can see from the road, then we can send notice to the property owner. She said that she can send out an email again offering that service.

Jim Curtis said that after pressure washing his deck, he noticed repairs that needed to be made and encouraged people to maintain the decks.

Council President Lively said that it is thanks to the Police Department and the Scaly Mountain Volunteer Fire Department that this person is still alive.

Council President Lively thanked everyone for attending the meeting.

Councilor Howard made a motion to adjourn, 2nd Councilor Carr, unanimously approved.

Respectfully submitted:

Hughel Goodgame, Mayor

Attested:

Mandi Cantrell, City Clerk

**SPECIAL CALLED COUNCIL MEETING
CITY OF SKY VALLEY, GEORGIA
JULY 8, 2016
FRIDAY, 4:00 PM
CITY HALL
3444 HIGHWAY 246, SKY VALLEY, GA 30537**

MINUTES

Mayor Goodgame called the meeting to order and explained the purpose of the meeting.

Those present: Mayor Goodgame, Council President Lively, Councilors Carr, Howard, MacNair, and Steil, City Manager Lapeyrouse, Chief Mason, and City Clerk Cantrell.

Councilor Howard made a motion to adopt the agenda, 2nd Councilor Carr, unanimously approved.

OLD BUSINESS

- Approval of Police Vehicle Purchase

Council President Lively made a motion to approve the proposal from Gerald Jones Subaru for four Subaru Foresters, 2nd Councilor Steil.

Mayor Goodgame said that Gerald Jones Subaru brought two vehicles for us to test drive around the City. He said they did great going up the steep roads, and he also said that it is very common to use Subarus in mountainous areas that have a lot of snow and ice.

Councilor Carr said that she has received a lot of feedback and that it seems the concerns people have are will the new vehicles allow us to offer a better service and how they will be funded. She said there is a definite need for new police vehicles.

Council President Lively said that the Subarus are much nicer looking and give the department a friendlier look than more typical police vehicles in our area.

Councilor Steil said that we need to have good, reliable vehicles, and that we need to get out of the rut of buying used vehicles. By purchasing the new ones, they will be under warranty and we should also be able to save on repairs.

Councilor MacNair said that we cannot compare the current repair and maintenance budget to what it would be on new vehicles. He said that he agrees we need new vehicles, and that he believes two is enough because only one will be used at a time.

Mayor Goodgame said that the officers have agreed to forego their \$100 per month vehicle allowance if we get four cars so that they are each assigned one vehicle. That saves the city around \$5,000 per year.

Chief Mason said that studies show pooled vehicles aren't taken care of as well as vehicles assigned individually. If we get two cars, that means each car will be on the road 12 hours at a time every day.

Councilor Howard thanked citizen Paul Wheeler for asking questions. He said that he is not debating the number of vehicles to purchase. He is concerned because he had asked for a time that the Council could get together and ask questions to better understand the proposal and make a decision. He said that he got an email yesterday asking to meet today.

City Manager Lapeyrouse said she sent the vehicle quotes to the Council as she received them. Mayor Goodgame said that we have complied with the motion made in May.

Citizen Steve Brett said that when Jeff Harris was here as chief, we had take-home cars for police officers. Later, instead of take-home cars, officers were given a car allowance. He said he is not suggesting take-home cars again, but that he does support each officer being assigned a vehicle because that creates ownership. Some discussion followed in support of each officer being assigned a car.

City Manager Lapeyrouse said the cars will have two years of free maintenance and a three year bumper to bumper warranty. For the maintenance to be free, it does have to be done at a Subaru dealership. Mayor Goodgame said that he did also look at Fords and Chevrolets, and they are much more expensive.

Citizen Bill Gortney said that in his experience, when the government is holding a meeting at 4:00 PM on a Friday, something sneaky is going on.

There being no further discussion, Mayor Goodgame called for the vote. The motion carried 5:1 with Mayor Goodgame, Councilors Carr, Howard, Lively, and Steil voting aye and Councilor MacNair voting nay.

Mayor Goodgame apologized for having to meet at this time and explained that we have been working on this for four months and that the proposals are only good for a short period of time so we had to meet and make a decision.

Councilor Howard made a motion to adjourn, 2nd Councilor Carr, unanimously approved.

Respectfully submitted:

Hughel Goodgame, Mayor

Attested:

Mandi Cantrell, City Clerk

**Totals Report For 2014 Taxes
June 2016
Tax Commissioner**

	Billed	Collected	Adjustments	Outstanding
2014 Ad Valorem Tax	953,344.25	948,242.61	4,890.29-	211.35
Interest	1778.72	1748.60	0	30.12
Penalty	1387.45	1369.83	0	17.62
Costs	940.00	896.00	0	44.00
Totals	957,450.42	952,257.04	4,890.29-	303.09

Collected: 99.97 %

**Totals Report For 2015 Taxes
June 2016
Tax Commissioner**

	Billed	Collected	Adjustments	Outstanding
2015 Ad Valorem Tax	945,099.76	937,118.75	502.56+	8483.57
Interest	2037.28	1505.11	0	532.17
Penalty	1627.68	886.72	0	740.96
Costs	1631.00	546.00	0	1085.00
Totals	950,395.72	940,056.58	502.56+	10,841.70

Collected: 99.10 %

Housing & Development Departmental Data Report	For month ending June 30, 2016		
	June 2016	YTD	2015 YTD
New Residential & Commercial permits issued		1	0
All other addition, remodel and repair permits	8	57	29
Certificates of Occupancy issued	0	0	0
Total New Construction not yet finalized	1		1
Total Other Construction not yet finalized	6		8
Notices to Comply issued	0	0	0
Stop Work Orders issued	0	0	0
Tree Cutting permits issued	12	52	4
Code & Ordinance Violations cited	0	0	0
Fees Collected			
	June 2016	YTD	2015 YTD
New Residential or Commercial Permits	\$0.00	\$0.00	\$0.00
Other Addition, Remodel, Repair Permits	\$300.00	\$4,196.20	\$4,680.00
Tree Cutting Permits	\$450.00	\$2,010.00	\$1,360.00
Land Disturbing Permits	\$0.00	\$0.00	\$0.00
Fines Collected for for Ordinance Violations	\$500.00	\$6,100.00	\$5,000.00



SKY VALLEY POLICE DEPARTMENT MONTHLY STATISTICS

INCIDENT	June 2016	July 2016	Aug 2016	Sept 2016
Fire	0			
Medical Emergency	7			
Vehicle Accident	2			
Family Violence	0			
Fight/Assault	0			
Suicide/Death	0			
Missing Person	0			
Burglary/ Break-In	0			
Theft	1			
Suspicious Activity	0			
Suspicious Person	0			
Suspicious Vehicle	0			
Alarm	0			
Investigation	0			
DUI/ Public Drunk	0			
Drug Related	0			
Juvenile	0			
Stationary Patrol	72			
Traffic Control	8			
Traffic Stop	19			
Mutual Aid	2			
Animal	3			
Lost & Found	0			
Complaint	0			
City Ord. Violation	1			
All Others	23			
Assisting Residents	22			
Escorting Visitors	48			
Residential Check	46			
Discovered Unsecure	0			
Welfare Check	0			
Water/Tree/Infrastructure	2			
Vehicle Assistance	9			
Arrested	4			
Incarcerated	2			
Warning	8			
Citations	11			
Calls for Service	265			
911 Calls	8			
Mileage	3245			
June 2016				



CITY MANAGER'S REPORT

July, 2016

Announcements -

Committee Meetings

The Planning & Zoning Commission is scheduled to meet at the Lakeside Room of the Club on August 22, 2016, at 9 AM. These meetings are open to the public. Everyone is invited to attend and participate.

The Marketing Committee will be meeting soon to work on the upcoming Sky Valley Fall Fest. Fall Fest will be held on October 22, 2016, from 10 AM – 4 PM. We will be looking for lots of volunteers again this year. If you are able to help, please contact Linda at City Hall.

Website, E-mail and Social Media -

Website – www.skyvalleyga.com

Our website is full of a variety of information for visitors and citizens. We have a visitor's guide with information on the area, and we also have the business side including meeting minutes ordinances, forms, permitting requirements, event information, contact information, etc.. Last year we had over 32,000 unique visitors to the website. This year, we have had *** unique visitors to the website, including 2,694 during the month of June.

E-Mail and Crisis Communication

The City's e-mail distribution list is used frequently to keep everyone informed during inclement weather and for current events. This is our best way of staying connected with the residents. We also utilize a phone system for relaying urgent information. If you are not on these lists, please contact City Hall or sign up through the home page on our website.

Facebook – www.facebook.com/skyvaleyga

The City's facebook page has a total of 1,414 followers with 6 new followers added during the month of June. If you have no "liked" us on Facebook yet, please do and

suggest our page to all of your Facebook friends. We share information, links and many pictures on Facebook. We would love to have you share your favorite Sky Valley experiences and pictures on our page.

Visitor Center -

The Sky Valley Visitor Center opened for the year on April 4th. So far this year, we have had the opportunity to greet 636 visitors, including 223 during the month of June. Our longest distance travelers came from the states of Iowa, Vermont, Colorado and New Jersey. International travelers included visitors from England and Spain.

Housing & Development & Code Enforcement

Grass, Weeds, Trees & Other Vegetation

Weeds or grass allowed to grow to a height greater than 12 inches on average, or any accumulation of dead weeds, grass, or brush, that may provide safe harborage for rats, mice, snakes and other vermin constitutes a public nuisance. Trees, shrubs, bushes and other vegetation that obstructs the safe passage or line-of-sight of motorists or pedestrians at an intersection or driveway connection with a public street or along any street also constitutes a public nuisance.

The City receives complaints from time to time of these types of nuisances on private property. If we find that there is a public nuisance that exists in violation of our ordinances, our Code Enforcement Officer will write the property owner a letter advising them of the nuisance and giving them notice to abate the nuisance. If necessary, the City will file an action in the municipal court to abate the nuisance. Please understand that this process takes time.

Recreational Vehicles, Boats and Similar Vehicles

All motor homes, recreational vehicles, travel trailers, boats and similar items may be stored inside a residence, garage or carport of any home or business as long as the item is entirely enclosed, covered and out of site. Otherwise, such items may be parked at a Sky Valley residence for no more than forty-eight hours for the purpose of unloading and loading.

Permits

The building inspector wants to remind everyone that work done on your home may likely require a permit. The inspector has come across a number of jobs that did not have the appropriate permits. When in doubt, please contact the Building Inspector's Office or City Hall. If you are found to be doing work without a permit, your first offense will subject you to a penalty fee equal to double the cost of the permit, a \$50 minimum. The homeowner is ultimately responsible for making sure his/her contractors obtain the necessary permits. Permits are required for, but not limited to, all structural, mechanical, electrical, plumbing, soil & erosion, roofing, decking, stairs, concrete, tree cutting, additions and remodeling. Many repair permits have no cost associated with

them but are still required and will still be subject to the penalty fee if they are not properly obtained.

Public Works -

Tree Cutting/Trimming/Topping

Please don't forget that any tree with a trunk that is 8" or more in diameter or 25" or more in circumference at 18" above the ground requires a permit for cutting, trimming & topping. You are allowed to remove limbs from a tree up to 12 feet above the ground without a permit. If you had to obtain a permit to cut, it would not qualify for city chipping service. Contractors are responsible for the removal of all tree cuttings and debris within fourteen days.

Please note that native shrubbery, trees and undergrowth such as mountain laurel, rhododendron, rare wildflowers, ferns, etc. are protected within the City of Sky Valley. Clear-cutting or the removal of all trees or native vegetation is prohibited in excess of a 10' x 10' area without a permit

Chipping Service

The City provides 15 minutes of chipping service to every homeowner each month at no cost. Chipping service is then provided at a rate of \$100/hour for any time exceeding the first 15 minutes. Cuttings must be less than 8" in diameter and must be stacked in one direction on the right-of-way, out of the road and not in an area that will block culverts or otherwise impede storm water drainage. We cannot chip small yard debris, vines, thorn bushes, shall shrubbery clippings, railroad ties, alndscap0e timbers, or similar type items. The chipping service is designed for limbs and small trees only. All other yard waste must be bagged.

Mulch

Mulch from our chipping service is available for purchase from the City for \$25 per load delivered.

Solid Waste -

Garbage service consists of household garbage pick-up on Mondays and recycling pick-up on Thursdays. Don't forget that garbage should not be placed out for pick-up any earlier than the morning of the service. Animals scatter garbage even when put in the underground cans. Our garbage collectors are not responsible for picking up any garbage that is not properly bagged once they arrive. The compactor is available on Knob Drive any time you need to dispose of garbage during the week. This is especially important when your garbage contains food items. **NO garbage other than regular household garbage should be put out by the road or in the dumpster. Any contractors found dumping lumber, carpeting, paint, etc. in the compactor will be cited.** Construction debris should be hauled to the transfer station on Boggs Mountain Road in Tiger.

With the nation becoming more environmentally conscious, we need to recognize the importance of recycling. By the end of the 2nd quarter last year we had hauled a total of 63.75 tons of garbage to the landfill. This year, we hauled 62.48 tons during the first 2 quarters. This is a slight decrease of approximately 2%. It is essential that we encourage ourselves and our neighbors to recycle.

Reduce... Reuse... Recycle...

Reduce the amount and toxicity of trash you throw away

Reuse containers and products

Recycle as much as possible and buy products with recycled content



Linda Lapeyrouse

From: Hughel Goodgame [hughel@bellsouth.net]
Sent: Thursday, July 21, 2016 4:35 PM
To: Linda City Manager
Subject: Fwd: Resignation

Sent from my iPhone hughel Goodgame

Begin forwarded message:

From: Liz Carr <lizcarr454@hotmail.com>
Date: July 21, 2016 at 4:25:18 PM EDT
To: Hughel Goodgame <hughel@bellsouth.net>
Subject: Resignation

Mayor Goodgame, please forward to council and City Mgr.
Today we closed on our home on Driver Lane and I will no longer be residing in Sky Valley.
Therefore, I am resigning from Sky Valley City Council as of today.
Serving with this council has been a great experience and I appreciated the opportunity.

Liz Carr
Sky Valley City Council

SECTION 2.12.

Vacancy; forfeiture of office; filling of vacancies.

(a) Vacancies—The office of mayor or councilmember shall become vacant upon the incumbent's death, resignation, forfeiture of office or removal from office, or occurrence of any event specified by the Constitution, Title 45 of the O.C.G.A., or such other applicable laws as are or may hereafter be enacted.

(b) Forfeiture of office—The mayor or any councilmember shall forfeit his or her office if he or she:

(1) Lacks at any time during his or her term of office any qualifications of the office as prescribed by this charter or the laws of the State of Georgia;

(2) Is convicted of a felony or other crime involving moral turpitude; or

(3) Abandons the office or neglects to perform the duties thereof.

(c) Filling of vacancies.

(1) A vacancy in the office of a councilmember shall be filled for the remainder of the unexpired term, if any, by appointment by the city council if less than 12 months remain in the unexpired term, otherwise by an election as provided for in Section 5.15 of this charter and Titles 21 and 45 of the O.C.G.A. or such other laws as are or may hereafter be enacted. This provision shall also apply to a temporary vacancy created by the suspension from office of the mayor or any councilmember.

(2) In the event that the office of mayor shall become vacant for any cause whatsoever, the president of the city council shall act as mayor until the next general or special election, as provided in this paragraph, with all the powers and duties of the mayor. The president of the council shall temporarily vacate his or her seat on the city council to act as mayor and shall lose all voting privileges while serving as mayor. Upon election of the mayor as provided herein, the council president shall be entitled to return to his or her seat on the city council for the remainder of his or her term, if any, provided that the president of the city council who is serving as mayor does not qualify to run for the unexpired term of the mayor at the next general or special election. When the office of president of the city council becomes vacant because the president of the city council becomes the acting mayor due to a vacancy in the office of mayor, such vacancy in the president of the city council position shall be filled by election by the remaining members of the city council. The term of office for a councilmember so elected shall continue until the next general or special election for the office of mayor.

(d) Nonpartisan elections—Political parties shall not conduct primaries for city offices, and names of candidates for city offices shall be listed without party description.



Enrollment Information

Thank you for your interest in the Georgia Municipal Association's HR Express Service. Enrolling is easy. Simply complete the below form, sign the following agreement, and return the documents to GMA via email or fax.

Upon receipt of signed agreement and below form, GMA will sign the document and return to the city a copy of the fully executed agreement. At that time, GMA will invoice the city for the annual subscription fee and provide additional information on the service, including instructions for setting-up on your online account.

Instructions for Agreement:

Section 1

- In the blank lines, enter the date in which the city signs the agreement.
- In the blank line, enter city's name.

Section 3

- In paragraph b, if the agreement is being signed prior to July 1, 2016, please enter July 1, 2016 as the date that agreement shall commence. If the agreement is signed after July 1, 2016, please enter the date the agreement is signed by the city.
- In paragraph c, please use the below population-based fee structure for purposes of entering the city's obligation.
- Members of GMA's property and liability insurance program (GIRMA) that are applying to receive a grant from GIRMA's Safety and Liability Management Grant Program to cover one-half of the annual membership fee, should enter the full fee amount listed below for the city's obligation. Note that the city will be responsible for upfront payment of the full fee with the GIRMA grant reimbursing the city upon approval of the grant application.

Cities with less than 1,000 population	\$500
Cities with population between 1,000 – 2,999	\$1,000
Cities with population between 3,000 – 9,999	\$1,500
Cities with population of 10,000 and greater	\$2,000

- For more information on GIRMA’s Safety and Liability Management Grant Program, please visit www.gmanet.com/Services/Insurance/Property-Liability-Insurance.aspx.

Signature Page

- Please provide name of the city and signature of an authorized representative. The city clerk or other should attest the authorized signature. The signature page includes a signature line for “approved as to form”, if applicable to your city’s processes.

The city should designate a primary contact person for the purposes of the HR Express Service. Correspondence from GMA regarding HR Express will be sent to the primary contact, who may in turn share the information with other city officials as appropriate. Please complete the following form with the city’s primary contact info:

Primary Contact for HR Express

Name: Linda Lapeyrouse Title: City Manager

City: Sky Valley Email: svcitymanager@windstream.net

Mailing Address: 3444 Highway 246

City: Sky Valley Zip: 30537 Phone: 706-746-2204

Please return the above form and signed agreement to Alanda Singleton at asingleton@gmanet.com or via fax at (678) 686-6374.

For questions or additional information:
 Alan Dickerson
 (678) 686-6213
adickerson@gmanet.com



AGREEMENT BETWEEN
The Georgia Municipal Association, Inc.
and
The City of Sky Valley
For Human Resources Express Services

Section 1. Employment of GMA

This Contract is entered into this _____ day of _____, 20____, by and between the Georgia Municipal Association, Inc. (hereinafter referred to as "GMA") and the City of Sky Valley, a municipal corporation organized under the laws of the State of Georgia (hereinafter referred to as "City").

WHEREAS, GMA presently offers certain training and policy development services to local government entities by way of a contractual arrangement with Elarbee, Thompson, Sapp & Wilson LLP, which services are designed to help local governments keep abreast of and stay in compliance with numerous Human Resources laws and regulations that impact the City, and;

WHEREAS, the City desires to utilize said services in an effort to stay up-to-date on numerous Human Resources laws and regulations that impact the City.

THEREFORE, THE CITY AND GMA AGREE AS FOLLOWS:

Section 2. Scope of Services

GMA shall provide the following:

- a) Monthly webinars on human resources topics relevant to Georgia cities with a sample policy or best practices guide provided following the webinar as deemed appropriate by GMA. One webinar will be provided each month from August 2016 through December 2016, and eleven monthly webinars will be provided each calendar year thereafter, with no webinar in the month of December. The City will have access to one link to the live webinars. All webinars will be recorded and made available to the City to view on demand for a period of at least one year.
- b) Quarterly e-newsletters covering human resources topics. The e-newsletter will be distributed electronically on a quarterly basis to the City's primary contact for the service.
- c) An annual one-day human resources seminar. The annual seminar will take place from mid-morning until mid-afternoon at a location to be determined. Up to five representatives from the City may attend the seminar at no charge beyond the annual membership fee. Additional city representatives may attend the seminar, though they will be assessed a registration fee.

Section 3. Effective Date, Renewal and Termination

- a) Agreements executed during calendar year 2016 shall terminate absolutely and without further obligation on the part of the City on December 31, 2017 and at the close of each succeeding calendar year for which it may be renewed as provided for herein. All future Agreements shall terminate absolutely and without further obligation on the part of the City at the close of the calendar year in which it was executed and at the close of each succeeding calendar year for which it may be renewed as provided for herein.
- b) This Agreement shall commence as of _____. It shall be automatically renewed for successive one-year calendar terms thereafter, unless terminated by either GMA or the City by giving 14 days advance written notice of such termination to the other party prior to renewal. GMA shall be entitled to payment through the calendar year in which notice of cancellation is received.
- c) The total obligation of the City under this Agreement for the calendar year of execution shall initially be \$500.00. The total obligation of the City which will be incurred in each calendar year renewal term shall be reflected in an annual invoice to be submitted to the City thirty (30) days prior to the due date. The invoice shall state the total amount of obligation for the upcoming year.

Section 4. Limitation of Liability

GMA shall not be liable for any third party claims against the City and the City agrees to hold GMA harmless from any liability for such claims including, but not limited to, attorneys' fees. This agreement shall not be construed to make GMA an agent or employee of the City. The City understands that Elarbee, Thompson, Sapp & Wilson LLP is not an employee or agent of GMA or the City and GMA is not liable in any way for any instruction, advice, training or materials provided by Elarbee, Thompson, Sapp & Wilson LLP. GMA's liability for any claim arising from this agreement shall be limited to the amount paid by the City to GMA for one calendar year of service. GMA shall not be liable for any indirect, consequential or punitive damages.

Section 5. Amendments

This contract may be amended by future written agreements executed on behalf of the City and GMA.

Section 6. Georgia Security and Immigration Compliance Act

GMA attests compliance with the requirements of O.C.G.A. §13-10-91 and Rule 300-10-1-.02 by the execution of the contractor affidavit attached as Appendix A as shown in Rule 300-10-1-.07, or a substantially similar contractor affidavit, which document is attached to and made a part of this contract as Exhibit A.

GMA agrees that, in the event GMA employs or contracts with any subcontractor(s) in connection with the covered contract, GMA will secure from such subcontractor(s) attestation of

the subcontractor's compliance with O.C.G.A. 13-10-91 and Rule 300-10-1-.02 by the subcontractor's execution of the subcontractor affidavit shown in Rule 300-10-1-.08 or a substantially similar subcontractor affidavit, and maintain records of such attestation for inspection by the City at any time.

Section 7. Law Applicable

This agreement shall be construed under the laws of the State of Georgia. The parties agree that any action arising from this agreement shall be brought in a court of competent jurisdiction located in Fulton County, Georgia.

Section 8. Consulting Services

None of the services provided pursuant to this agreement shall be regarded or treated as the practice of law or accountancy. The City represents and warrants that it will consult with the city attorney or other separately engaged legal counsel before acting on or implementing any policies, practices, or other guidance provided to the city pursuant to this agreement.

Section 9. Severability

In the event that a court of competent jurisdiction holds any provision of this agreement invalid or unenforceable in any circumstances, the remainder of this agreement, and the application of such provision in any other circumstances, will not be affected thereby. The parties authorize the court to modify any invalid or unenforceable provision to the extent necessary to make it enforceable under the circumstances.

Section 10. Entire Agreement

This Agreement constitutes the entire understanding and agreement of the parties with respect to the subject matter hereof, and it may not be amended except in writing signed by both parties.

IN WITNESS WHEREOF, the CITY and GMA have executed this agreement as of the date first written above.

ATTEST:

CITY OF _____:

City Clerk

By: _____
Authorized Signatory, Title

APPROVED AS TO FORM:

City Attorney

GEORGIA MUNICIPAL ASSOCIATION, INC.

By: _____
Executive Director



EXHIBIT A

GEORGIA MUNICIPAL ASSOCIATION
FEDERAL WORK AUTHORIZATION PROGRAM COMPLIANCE AFFIDAVIT

By executing this affidavit, the Georgia Municipal Association, Inc. ("GMA") verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that GMA, which is engaged in the physical performance of services in Georgia under a contract with the city of _____, has registered with, is authorized to use and uses the federal work authorization program commonly known as E-verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, GMA will continue to use the federal work authorization program throughout the contract period and will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. §13-10-91(b). GMA hereby attests that its federal work authorization user identification number and date of authorization are as follows:

69371 Federal Work Authorization User Identification Number November 26, 2007 Date of Authorization

Human Resources Express Services
Name of Project

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____ 20____, in Atlanta (city), Georgia (state).

BY: GMA Authorized Officer or Agent Date

Lamar Norton, Executive Director
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20____

Notary Public
My Commission Expires:

Benefits

Through an arrangement with the Atlanta law firm of Elarbee Thompson, GMA gives you low-cost access to experts in city-related human resources law and compliance. They will share expert advice and guidance with you through three regular formats.

Monthly Webinars

These hour long webinars (that include 15 minutes for Q&A) will cover federal and state laws and regulations related to important human resources topics such as:

- Equal Employment Opportunity (EEO) Policy
- Workplace Harassment
- Investigating Employee Complaints
- Overtime Pay and the Fair Labor Standards Act
- Leave Policies
- Family and Medical Leave Act (FMLA)
- Americans with Disabilities Act (ADA)
- Social Media Policy
- Workplace Safety
- Employee Discipline
- Hiring Processes

After each live webinar, cities will have access to:

- The archived webinar presentation for later viewing
- Sample policies as appropriate
- Best practices as appropriate
- Attorneys from Elarbee Thompson, who for the three business days immediately following each webinar, will clarify or answer questions you may have related to the webinar presentations

The webinars are held on the third Thursday of every month from noon to 1 p.m.

Quarterly E-newsletters

To keep you updated about changes in federal and state law, trends, best practices, and tips about human resources challenges and issues, we send out quarterly e-newsletters that provide a big bang for your buck. Chock full of timely, relevant information, these e-newsletters will help you stay on top of city-related HR.

Annual Human Resources Seminar

Every year, cities that are part of the HR Express program will gather to discuss important human resources trends in-depth at a seminar that brings together municipal officials with human resources responsibilities. At these events, you'll have exclusive access to:

- Sessions featuring experts talking about critically important human resources topics, case studies and best practices.
- Networking opportunities with your peers and municipal officials that have human resources responsibilities.

Annual Costs

We base the annual cost of the service on the population size of your city.

Cities with less than 1,000 population	\$500
Cities with population between 1,000 – 2,999	\$1,000
Cities with population between 3,000 – 9,999	\$1,500
Cities with population of 10,000 and greater	\$2,000

If you
are a
member
of
GMA's

property and liability insurance program (GIRMA), you are eligible to receive a grant from GIRMA's existing liability grant program to reimburse your city for 50% of the annual HR Express membership fee.

And as an incentive for joining the HR Express service, the initial 12-month membership fee will cover an 18-month period from July 1, 2016 to December 31, 2017.

Ella Fast

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

June 21, 2016

Linda Lapeyrouse
City Manager
City of Sky Valley
3444 Highway 246
Sky Valley, GA 30537

Reference City Clerk Position

Dear Ms Lapeyrouse:

Enclosed are my completed application and resume with three professional references for the position of City Clerk Position with the City of Sky Valley. We are purchasing a home in Tiger, Georgia and shall be relocating to area in the near future.

My previous work experience with personnel, governmental accounting practices, grant experience and clerk qualifications offer 33 years of expanded knowledge of government policies and procedures. The ability to coordinate and manage others in all aspects of government is one of the additional qualifications that I possess that would make me an asset to City of Sky Valley.

I would appreciate the opportunity to expand upon my qualification for the position of City Clerk. If you have any questions or need additional information please call me at [REDACTED] - [REDACTED] cell.

Sincerely,

Ella Fast

Ella Fast

Enclosures as stated

RELOCATING TO TIGER, GEORGIA

ELLA WALDEN FAST

EDUCATION

September 2007 to Present Carl Vinson Institute of Government
Clerk Certification – September 12,

2011

- Classes to become certified as required by State Law
- Currently enrolled in Masters Certification Program final class June 26, 2016
- 2014-2015 Clerk of the Year – Georgia Municipal Clerk/ Finance Officer Association – June 29, 2015
- International Institute of Municipal Clerks – Certified Municipal Clerk – February 29, 2016

September 1999 to May 2001 Brewton-Parker College
Associates of Liberal Arts Degree

- Attended class at night while working fulltime

August 1978 to June 1981 Colquitt County High School
High School Diploma

- Attended class for twelve years without missing a day of school
- Participated in the work-study program senior year of high school

PROFESSIONAL EXPERIENCE

August 2007 to Present City of Moultrie / City Manager's Office
City Clerk

- Official Manager of the City of Moultrie seal and records, contracts, minutes and other official documentation of the City of Moultrie; maintains diversified record management system governed by the State of Georgia
- Prepares Agendas for all City Council meetings, press notices for all Council Meetings and Committee Meetings and Official minutes
- Prepares resolutions and proclamations
- Retains resolutions and ordinances to ensure codification of municipal code annually and advise appropriate staff of updates
- Process alcoholic beverage license for new applicants, renewals, payments and run reports for receivables
- Responds to all Open Record Requests as required by state law
- Serving as Election Superintendent for City since February 2001
- Facilitate Capital Project Finances with various entities such as Georgia Department of Transportation and Georgia Environmental Finance Authority

January 1997 to February 2002 City of Moultrie / Administration
Retirement Plan Administrator

- Issue checks to current retirees and maintain records for former employees to ensure future retirees were kept abreast of the changes with the retirement benefits
- Calculate benefit amounts for prospective retirees and work closely with actuarial consultant to maximize the effectiveness of the program
- Organize all quarterly meetings for the Board of Trustees and Investment Advisors

March 1983 to October 1994 City of Moultrie / Finance Department
Customer Service / Billing Clerk

- Perform tasks such as entering meter readings, edit exception reports for errors and process utility billing
- Collect property taxes, alcohol taxes and hotel/motel taxes
- Business licenses were issued for all businesses with the City of Moultrie
- Dispatching calls to service workers
- Take request for utility cut on and cut offs
- Various tasks were performed to assist customers

REFERENCES

Roger B. King, Retired, #2 Twelfth Avenue Southeast, Moultrie, GA 31768, (229) 985-0034

Gary D. McDaniel, City of Moultrie - Finance Director, 3891 US Highway South, Thomasville, GA 31792, (229) 403-2648

Melissa Lawson, Colquitt County Clerk, 319 Incognito Lane, Thomasville, GA 31757, (229) 873-1949

COMMUNITY SERVICE

Member of the Moultrie Federated Guild served as Chairperson on the International Outreach Program

Member of the International Institute of Municipal Clerks

Georgia Municipal Clerk/Finance Officer Association
Currently serving as District 10 Director and Education Committee Member

Previously served as Hospitality Committee Chairperson

July 1, 2016

City of Sky Valley
Linda Lapeyrouse
City Manager

Dear Ms. Lapeyrouse:

I have worked with Mrs. Ella Fast for the past 26 years in my position of Finance Director at the City of Moultrie. When I began my employment with the City she worked under me as a Customer Service Representative in our Utility Business Operations Department assisting customers with their utilities including the opening of the accounts as well as the billing and answering any questions or concerns that may arise. She then moved to the position of Administrative Assistant to the Utility Director assisting in the payroll and overall operations of the City's Electric, Gas and Water and Sewer utilities. With the knowledge she obtained there she was promoted to Project Manager for the City overseeing all major projects such as the construction of the new Police Department, water and sewer projects, and a number of Roads and Recreation projects all funded through SPLOST taxes, grants, bonds and GEFA and other financing. She was then appointed to her present position of City Clerk by Mayor and Council.

In every position she has demonstrated a strong work ethic, strong communication and interpersonal skills, sound moral reasoning and overall impeccable character. She works well with customers, coworkers and supervisors alike in a team environment and is able to tackle all the challenges that accompany a leadership role. Ella is an outstanding individual who has a lot to offer and if you are fortunate to hire her she will become a valuable part of your organization.

Although I would hate to see her leave I would highly recommend her and would be happy to answer any additional questions you may have.

Sincerely,

Gary D. McDaniel
Finance Director