

**REGULAR COUNCIL MEETING
CITY OF SKY VALLEY, GEORGIA
AUGUST 21, 2012
TUESDAY, 9:30 AM
FELLOWSHIP HALL, 817 SKY VALLEY WAY**

AGENDA

CALL TO ORDER

INVOCATION/PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

July 6, 2012 – Special Called Council Meeting
July 17, 2012 – Regular Council Meeting

ADOPTION OF AGENDA

MAYOR'S REMARKS

COUNCIL REMARKS

DEPARTMENT REPORTS

Police Chief's Report
City Financial Report
Tax Commissioner's Report
Building Inspector's Report
City Manager's Report

OLD BUSINESS

- Approval of Right-of-Way encroachment permit for permanent structure in cul-de-sac of McClure Lane – requested by Al Lee

NEW BUSINESS

- Approval of Division 4 Change Order 5 (2010 Water System Improvement Project)
- Approval of City Hall Entrance Proposal
- Approval of 2012 General Election Ordinance
- Resolution to Donate Tasers to Mountain City
- Capital Improvement Projects to Submit for SPLOST Referendum
- Discussion of Proposal to Accept Credit Cards
- Schedule Budget Workshops for the FY2013 Budget

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

**SPECIAL CALLED COUNCIL MEETING
CITY OF SKY VALLEY, GEORGIA
FRIDAY, JULY 6, 2012, 3:30 PM
TIMESHARE MEETING ROOM, 501 SKY VALLEY WAY**

Draft

Mayor Martindale called the meeting to order.

Those present: Mayor Martindale, Council President Howard, Councilors Boyle, Larsen, Platt, and Whatley, and City Manager Linda Smith.

Council President Howard made a motion to adopt the agenda, 2nd Councilor Whatley, unanimously approved.

- Marketing Recommendation of Planning & Economic Development Committee

The PEDC recommends to the City of Sky Valley that a joint effort between the City and the Sky Valley Club, Inc. be authorized where up to \$10,000 (ten thousand dollars) of matching funds be available for projects proposed during the remainder of this calendar year. Although projects may be jointly planned, they will be funded separately by the Club and the City. The City of Sky Valley must pre-approve all such expenditures. Council President Howard made a motion to approve the joint marketing effort up to \$10,000 (ten thousand dollars) to be pre-approved by the City Council, 2nd Councilor Platt. Councilor Whatley explained that they were not approving any expenditures yet and the billboard expense is not included in this ten thousand dollars. Councilor Whatley stated for the record that he is not involved in the Club in any way. Mayor Martindale, Council President Howard, and Councilor Larsen all declared they are all members of the Sky Valley Club. Councilor Larsen also declared his participation in the LLC that financed the club. Councilor Platt asked to see some concrete elements in the planning process with goals, money, time tables and some type of evaluation process. Councilor Larsen commented on the marketing of Sky Valley Club stating the internet was the main source. He said there is a board meeting next Tuesday July 17, 2012 and they will have a representative from Impact Golf Marketing to discuss ways to advertise the Sky Valley Club. He says the golf course wants to attract more people from Dillard, Highlands and other areas. Councilor Whatley said he wanted it to be clear and in the minutes that the City funds are only spent on to promoting the City. City promotional efforts will be coordinated with the golf club but are not going to support in any direct way the Sky Valley Club. After discussion concerning council members that are involved with the club, Councilor Whatley asked for a written opinion from the City Attorney regarding the status of the people of the council involved in the club to avoid any conflict of interest that may arise. Mayor Martindale called for the vote, unanimously approved.

Council President Howard made a motion to amend the agenda to include the proposal made by the Chairman of the Beautification Committee, 2nd Councilor Whatley, unanimously approved.

- Beautification Committee proposal to review contract for landscape and maintenance services

Council President Howard said at the Sky Valley Planning and Economic Development Committee held on July 5, 2012, a motion was passed that the PEDC recommends that the City of Sky Valley review the contract with Mr. Jim Wells to increase the frequency and number of maintenance services to the Sky Valley entrance. Mayor Martindale suggested that the specifics be reviewed at the next council meeting. City Manager Linda Smith spoke about the current contract held with Mr. Jim Wells and there

was discussion about what needed to be changed in the contract for frequency of services as well as for budget purposes.

- Ratify Acceptance of Bear Trace Roads and Water Lines

Councilor Boyle made a motion to approve the acceptance of Bear Trace Roads and Water Lines, 2nd Councilor Larsen. Councilor Whatley asked if Pat Godwin, City of Sky Valley water operator, has agreed that what the lawyers have written up will provide the access he needs to the water lines to maintain the water lines on behalf of the city. City Manager Smith said there is an easement but no plat showing easement or water lines. Councilor Whatley said that it would be best to have the surveyor go out with Pat to make sure the lines are correct. Councilor Boyle amended his motion to approve the acceptance of Bear Trace Roads and Water Lines subject to the easement being correct as marked by Appalachian Surveying Company and Pat, 2nd Councilor Platt, unanimously approved.

- Change Order No. 4, Division 4 – Water Project

City Manager Smith presented Change Order No. 4. Councilor Whatley made a motion to approve Change Order No. 4, Division 4 – Water Project, 2nd Councilor Boyle, unanimously approved.

- Update on Status of Paving Project and Approval to Exceed Contract Amount, if necessary to finish

City Manager Linda Smith said the total spent with labor and materials so far are at \$377,059.91. The total contract with the paving contractor is \$387,110.39, plus the optional \$37,790.50 for Saddleback for a total of \$424,900.89. The total budget for roads improvement is \$425,000. She stated that the pavers were not quite finished but they had done the leveling and have to do the topping on Knob Drive, Putter Lane, and a portion of Condo Hill. The total estimate remaining is \$82,574 and that will bring the total to \$459,633.691. With the total budget of \$425,000 and State LMIG funds of \$37,900 that leaves the remaining amount due of an estimated \$3,266.09 (plus the striping of approx. \$7,600). Councilor Boyle made a motion to approve the City Manager to go over budget to complete the remaining paving, 2nd Councilor Howard. After discussion Councilor Boyle amended the motion to finish the work on Knob Drive, Putter Lane, and Condo Hill in the most efficient manner with the City Manager reporting the final amounts, 2nd Councilor Platt, unanimously approved.

Council President Howard made a motion to adjourn, 2nd Councilor Larsen, unanimously approved.

Draft

**REGULAR COUNCIL MEETING
CITY OF SKY VALLEY, GEORGIA
JULY 17, 2012
TUESDAY, 9:30 AM
FELLOWSHIP HALL, 817 SKY VALLEY WAY**

MINUTES

Mayor Martindale called the meeting to order.

Those present: Mayor Martindale, Council President Howard, Councilors Boyle, Larsen, Platt, and Whatley, Attorney Dickerson, City Manager Linda Smith, Tax Commissioner Mullins, and Chief Scott Dills.

Lynn Becker gave the invocation. Mayor Martindale led the Pledge of Allegiance.

Council President Howard made a motion to approve the minutes of the June 19, 2012 Regular Council Meeting, 2nd Councilor Whatley, unanimously approved. Councilor Whatley made a motion to approve the minutes of the June 21, 2012 Public Hearing, 2nd Councilor Platt, unanimously approved. The July 6, 2012 minutes were not completed and were postponed.

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

MAYOR'S REMARKS

The Mayor welcomed back resident Richard Butt who was in attendance in the audience.

COUNCIL REMARKS

Council President Howard said he appreciated the three people coming to the meeting. He suggested that signs be placed to show meeting date and time to get more attendance.

DEPARTMENT REPORTS

- (a) Police Chief's Report –given by Chief Dills
- (b) City Financial Report – given by City Manager Smith – Questions arose related to the Water Capital Reserves balance account. City Manager Smith will ask City Clerk Cantrell to provide a written explanation.
- (c) Tax Commissioner's Report – given by Tax Commissioner Mullins

Tax Commissioner Mullins said there would be a tax sale held in October 2012. Tax Commissioner Mullins stated that she has had many requests from utility customers to offer online bill pay. She received a quote from QS1, the utility billing software company, and stated that the software included to offer online bill pay would cost the City an additional \$75.00 per

month and the customer would incur a convenience fee of \$3.00 for every payment made online. After discussion of not wanting to add additional costs for software, Council asked staff to look into the possibility of accepting credit cards.

(d) Building Inspector's Report – given by City Manager Smith

(e) City Manager's Report – given by City Manager Smith

These reports are hereby incorporated by reference and attached hereto as Exhibits A – E.

SPECIAL BUSINESS

Presentation of 2011 Audit – Jay Green

Mr. Green said he was pleased to present a clean opinion and commended the City for doing a good job maintaining records. He said that property taxes were down \$100,000 due to evaluations decreasing.

- Approval of 2011 Audit

Councilor Platt made a motion to approve the 2011 Audit, 2nd Councilor Larsen, unanimously approved.

OLD BUSINESS

- Sky Valley Lodge Report

Mayor Martindale said he had a very cordial conversation with Mr. Merrill concerning the condition of the old lodge. Mayor Martindale had asked Merrill for a guarantee that he would tear the lodge down if it did not sell within the next six months. Merrill said he was talking to potential buyers, but if it did not sell within a year, he would tear it down. Mayor Martindale said he followed up their conversation with a letter asking Merrill to do some repairs to the lodge and included pictures showing the condition of the outside of the building and surrounding area. He has not yet heard back from him. Councilor Boyle made a motion to give Merrill a year to either repair or remove the lodge by July 1, 2013, 2nd Council President Howard. Lynn Becker said she had pictures of the inside of the building from ten months ago. Mayor Martindale said he would rather send updated pictures and if Merrill would give permission he would take pictures of the inside to send him. Councilor Boyle amended his motion to give Merrill until July 1, 2013 to tear down or sell the lodge, 2nd Councilor Platt, unanimously approved. Councilor Whatley asked Attorney Dickerson what needed to be done to get the current nuisance abatement ordinance repealed and adopt the state process that he has recommended. Attorney Dickerson said we would need a ZPL hearing. He said the Planning and Zoning Commission would need to look at it. Councilor Boyle asked if the changes could take place next month. Attorney Dickerson said it could not take place next month but possibly in September or October after it has been submitted to the Planning and Zoning Commission and a ZPL hearing has been held. Mayor Martindale said to set up P & Z for this.

NEW BUSINESS

- Approval of Right-of-Way encroachment permit for permanent structure in cul-de-sac of McClure Lane – requested by Al Lee

City Manager Smith said that the City did not receive any additional information from Mr. Lee regarding costs. She recommended either approving the project without City participation in the cost or postponing the request until we get the additional information. Councilor Whatley made a motion to table this item until the August Regular Council Meeting, 2nd Councilor Platt, unanimously approved.

- Ratify approval of variance request and right-of-way encroachment at 89 View Lane

Councilor Platt made a motion to approve the request and right-of-way encroachment at 89 View Lane, 2nd Councilor Larsen. Councilor Whatley said it should be included in the motion that the City deed the property to them so we don't have any liability for what they build on this property. Attorney Dickerson said there is a provision that specifically allows the City to do so. Councilor Platt amended her motion to approve the request and deed the property to the owners at 89 View Lane, 2nd Councilor Larsen, unanimously approved.

- Ratify approval of Amendment to Sign Ordinance – For Sale Signs

Councilor Whatley made a motion to approve the Amendment to Sign Ordinance – For Sale Signs, 2nd Council President Howard, unanimously approved.

- Garden Club Request for Funding

Councilor Platt made a motion to approve the Garden Club Request of \$500 for hay bales, 2nd Councilor Boyle, unanimously approved.

- Review of front entrance landscaping agreement

Councilor Whatley made a motion to table this item in order to get annual expenditures and consult with Al Lee and the Beautification Committee, 2nd Councilor Platt, unanimously approved.

- Discussion of Cell Tower

Councilor Larsen asked what progress was being made and who is handling this. Council President Howard said he gave the assignment to Richard Butt. Richard Butt said he had looked into it and talked with Georgia Power and if they had their cooperation we could attach the cell phone equipment to their tower but has had no support. City Manager Smith said in past years we have asked different companies to place a dish or tower here in Sky Valley but those companies have said there are not enough people here to support it. We will keep trying. Councilor Whatley asked Council President Howard to also look into fiber optics.

- Discussion of intersection of Hwy 441 & Hwy 246

Councilor Larsen said he had received calls and emails concerning the intersection of Highway 441 and Highway 246 but did not understand the changes made at the intersection. Mayor

Martindale said he would talk to Dillard Mayor Bill Robinson about a joint project for this intersection.

PUBLIC FORUM AND GENERAL COMMENTS

None.

EXECUTIVE SESSION

Meetings when any agency is discussing the future acquisition of real estate. O.C.G.A. § 50-14-3(4).

Councilor Platt made a motion to go into executive session to discuss future acquisition of real estate, 2nd Councilor Boyle, unanimously approved.

Councilor Boyle made a motion to reconvene regular session, 2nd Councilor Whatley, unanimously approved.

ADJOURNMENT

Council President Howard made a motion to adjourn, 2nd Councilor Whatley, unanimously approved.

Respectfully submitted:

James Martindale, Mayor

Attested:

Mandi Cantrell, City Clerk



Sky Valley Police Monthly Statistics

July 2012

INCIDENT	Month	YTD
Fire	00	07
Medical	03	19
Vehicle Accident	00	06
<u>DOMESTIC</u>		
Family Violence	00	00
Fight/Assault	00	00
Suicide/Attempt	00	00
<u>BURGLARY/THEFT</u>		
Burglary	00	05
Theft	00	04
Suspicious Activity	04	25
Suspicious Person	00	06
Suspicious Vehicle	02	09
Alarm	01	12
Investigation	02	06
Surveillance	00	00
<u>MISC INCIDENTS</u>		
DUI/Public Drunk	00	00
Drug Related	00	00
Juvenile	00	03
Stationary Patrol	00	00
Traffic Stop	10	32
Mutual Aid	02	11
Animal	03	15
Lost & Found	00	02
Noise Complaint	01	04
City Ordinance Viol.	01	04
<u>COMMUNITY AID</u>		
Water/Tree/Infra.	12	45
Vehicle Jump/Unlock	12	45

LAST YEAR	Month	YTD
Fire	00	02
Medical	03	16
Assistance	12	32
Alarms	03	12
Residential Ck	01	197
Suspicious Activity	07	29
Vehicle Accidents	02	07
Traffic Stops	01	07
Misc Calls	32	121
Mileage	3505	23,933

226

ASSISTANCE

Assisting Residents	04	23
Assisting Visitors	00	00
Escorting Visitors	05	09
Residential Check	26	153
Residential Contact	00	00
Welfare Check	02	07
Arrested	00	00
Incarcerated	00	00
Warnings Written	00	03
Citations Written	02	03
Total Calls	64	256

Mileage

3671

27,958

City of Sky Valley, GA

Balance: All Accounts
as of July 31, 2012

Account	Balance
General Fund	
Restricted Funds	
Admin & General Government	\$ 49,963
Roads	\$ 322,784
Police	\$ 4,468
Housing & Development	\$ 15,000
Unrestricted Funds	\$ 836,757
General Fund Balance	\$ 1,228,973
Enterprise Funds	
Restricted Funds	
*Water	\$ (19,040)
Solid Waste	\$ 23,829
GEFA Debt Service	\$ 160,431
Unrestricted Funds	\$ 630,394
Enterprise Funds Balance	\$ 795,613

* Funds shown as restricted are tracked as separate, sub-accounts in each account. They are NOT separate banking accounts. Some of the water system improvements that have been done were not included in the GEFA Loan or the ARC Grant. These projects are listed below.

Water Capital Beginning Balance 01/01/12	\$11,547
Well 4	\$8,361
Sky High Tank	\$22,226
Balance	(\$19,040)

CITY OF SKY VALLEY
General Fund
Budget Performance
July 2012

	Jul 12	Jan - Jul 12	YTD Budget	% of Budget
Income				
33.4000 · GA government grants/contracts	37,999.62	37,999.62	16,000.00	237.5%
33.9000 · Other Grants (GMA, GIRMA, etc)	0.00	0.00	1,500.00	0.0%
34.7000 · Culture & Recreation	1,152.38	7,479.17	20,000.00	37.4%
60110 · Ad valorem - property	0.00	931,105.85	940,811.00	98.97%
60120 · Ad valorem - vehicles	982.80	4,938.44	6,524.00	75.7%
60140 · Penalties, Fifa's, interest	(115.86)	8,701.28	15,000.00	58.01%
60210 · Insurance premium tax	0.00	0.00	12,000.00	0.0%
60220 · Beverage Excise tax	13.60	139.09	300.00	46.36%
60230 · Franchise tax	1,589.76	48,560.11	50,000.00	97.12%
60235 · Fines & forfeitures	4,991.14	11,491.14	2,000.00	574.56%
60240 · Business license	1,200.00	3,220.00	1,500.00	214.67%
60250 · Permits	1,057.80	6,127.10	20,000.00	30.64%
60270 · Zoning applications	0.00	100.00	100.00	100.0%
60271 · Sales of Reports, Copies, Etc.	145.19	874.29	300.00	291.43%
60280 · Real estate transfer tax	440.79	715.71	700.00	102.24%
60281 · Intangible tax	988.82	3,247.06	4,000.00	81.18%
69110 · Interest income	398.18	2,920.36	4,000.00	73.01%
69115 · Transfer from hotel/motel tax	0.00	0.00	2,000.00	0.0%
69150 · Refunds & Reimbursements	0.00	237.00	2,000.00	11.85%
69990 · Miscellaneous	50.00	379.25	600.00	63.21%
70000 · Sale of surplus property	0.00	50.00	1,000.00	5.0%
Total Income	50,894.22	1,068,285.47	1,100,335.00	97.09%
Administration & General Government				
510000 · Personal Services	9,466.80	91,689.12	164,555.00	55.72%
520000 · Purchased / Contracted Services	2,476.63	28,340.48	56,450.00	50.21%
530000 · Supplies	1,997.92	10,354.00	31,350.00	33.03%
Total Expense	13,941.35	130,383.60	252,355.00	51.67%
Police				
510000 · Personal Services	18,767.17	162,705.37	276,295.00	58.89%
520000 · Purchased / Contracted Services	1,842.13	13,069.34	24,125.00	54.17%
530000 · Supplies	3,497.79	17,467.21	24,450.00	71.44%
540000 · Capital Outlays	0.00	4,000.00	4,000.00	100.0%
Total Expense	24,107.09	197,241.92	328,870.00	59.98%
Roads				
510000 · Personal Services	7,224.57	78,054.20	141,746.00	55.07%
520000 · Purchased / Contracted Services	960.05	15,328.70	40,850.00	37.52%
530000 · Supplies	2,216.93	17,186.48	36,450.00	47.15%
540000 · Capital Outlays	61,673.91	116,877.92	250,000.00	46.75%
Total Expense	72,075.46	227,447.30	469,046.00	48.49%

CITY OF SKY VALLEY
General Fund
Budget Performance
July 2012

	Jul 12	Jan - Jul 12	YTD Budget	% of Budget
Housing & Development				
510000 · Personal Services	1,507.60	12,294.13	24,755.00	49.66%
520000 · Purchased / Contracted Services	56.96	661.97	5,425.00	12.2%
530000 · Supplies	0.00	553.87	2,720.00	20.36%
Total Expense	1,564.56	13,509.97	32,900.00	41.06%
Judicial				
510000 · Personal Services	141.10	1,375.96	2,424.00	56.76%
520000 · Purchased / Contracted Services	0.00	850.75	895.00	95.06%
530000 · Supplies	0.00	0.00	50.00	0.0%
Total Expense	141.10	2,226.71	3,369.00	66.09%
Elections	0.00	0.00	1,500.00	0.0%
Fire & Rescue	0.00	36,185.00	72,370.00	50.0%
Legislative				
520000 · Purchased / Contracted Services	445.22	9,151.24	8,950.00	102.25%
530000 · Supplies	145.92	261.30	50.00	522.6%
Total Expense	591.14	9,412.54	9,000.00	104.58%
Executive				
520000 · Purchased / Contracted Services	0.00	0.00	2,000.00	0.0%
530000 · Supplies	0.00	0.00	50.00	0.0%
Total Expense	0.00	0.00	2,050.00	0.0%

CITY OF SKY VALLEY
Enterprise Funds
Budget Performance
July 2012

Water	Jul 12	Jan - Jul 12	YTD Budget	% of Budget
Income				
34.4210 · Water charges	34,352.24	197,598.12	374,500.00	52.76%
34.9000 · Other charges for services	0.00	161.00	830.00	19.4%
36.1000 · Interest revenue	139.78	1,312.45	2,000.00	65.62%
38.0000 · Miscellaneous Revenue	0.00	0.00	170.00	0.0%
39.1000 · Interfund Transfers	0.00	0.00	150,000.00	0.0%
Total Income	34,492.02	199,071.57	527,500.00	37.74%
Expense				
51.1000 · Personal Services - Wages	10,610.81	78,451.78	141,895.00	55.29%
52.1000 · Purchased profess & tech svcs	2,189.53	21,179.41	49,450.00	42.83%
53.1000 · Supplies	4,101.85	29,886.57	59,600.00	50.15%
54.0000 · Capital Outlay	0.00	30,587.53	0.00	100.0%
56.1000 · Depreciation	0.00	0.00	150,000.00	0.0%
58.0000 · Debt Service	11,322.33	43,634.31	126,555.00	34.48%
Total Expense	28,224.52	203,739.60	527,500.00	38.62%
Solid Waste				
Income				
34.4100 · Sanitation	9,196.00	64,456.00	112,000.00	57.55%
Total Income	9,196.00	64,456.00	112,000.00	57.55%
Expense				
51.1000 · Personal Services - Wages	4,233.37	32,706.93	65,656.00	49.82%
52.1000 · Purchased profess & tech svcs	1,748.70	13,867.31	32,664.00	42.45%
53.1000 · Supplies	1,067.16	4,953.86	7,980.00	62.08%
56.1000 · Depreciation	0.00	0.00	5,700.00	0.0%
Total Expense	7,049.23	51,528.10	112,000.00	46.01%

2011

City of Sky Valley, GA

Balance: All Accounts
as of July 31, 2011

Account	Balance
General Fund	
Funds Available	\$895,046
Due from Other Funds	\$0
Enterprise Fund	
Funds Available	\$340,895
Due to Other Funds	\$0
Debt Service Reserved	\$160,431
Capital Improvements	
Admin & General Government	\$49,963
Police	\$13,468
Roads	\$189,662
Housing & Development	\$15,000
Water	\$31,347
Solid Waste	\$23,829

CITY OF SKY VALLEY

General Fund

Budget Performance

July 2011

2011

	Jul 11	Jan - Jul 11	YTD Budget	% of Budget
Income				
33.9000 · Other Grants (GMA, GIRMA, etc)	0.00	0.00	1,500.00	0.0%
34.7000 · Culture & Recreation	3,870.50	14,402.10		
37.1000 · Donations - Private Sources	0.00	250.00		
60110 · Ad valorem - property	0.00	946,036.77	948,655.00	99.72%
60120 · Ad valorem - vehicles	563.81	4,755.63	7,932.00	59.96%
60140 · Penalties, Fife's, interest	345.65	14,700.62	5,000.00	294.01%
60210 · Insurance premium tax	0.00	0.00	12,300.00	0.0%
60220 · Beverage Excise tax	65.62	198.14	500.00	39.63%
60230 · Franchise tax	0.00	49,161.28	48,800.00	100.74%
60235 · Fines & forfeitures	0.00	846.17	2,000.00	42.31%
60240 · Business license	0.00	1,475.00	3,000.00	49.17%
60250 · Permits	2,760.40	15,089.75	20,000.00	75.45%
60270 · Zoning applications	0.00	0.00	300.00	0.0%
60271 · Sales of Reports, Copies, Etc.	36.00	146.00	200.00	73.0%
60280 · Real estate transfer tax	151.32	447.94	500.00	89.59%
60281 · Intangible tax	226.66	2,691.77	4,000.00	67.29%
69110 · Interest income	382.11	2,905.81	4,000.00	72.65%
69115 · Transfer from hotel/motel tax	0.00	0.00	3,000.00	0.0%
69150 · Refunds & Reimbursements	0.00	1,248.60	1,688.00	73.97%
69990 · Miscellaneous	0.00	542.10	600.00	90.35%
70000 · Sale of surplus property	0.00	10.00		
Total Income	8,402.07	1,054,907.68	1,063,975.00	99.15%
Admin & General Government				
510000 · Personal Services	13,896.74	91,680.47	147,970.00	61.96%
520000 · Purchased / Contracted Services	1,818.87	33,655.50	54,105.00	62.2%
530000 · Supplies	3,546.67	21,905.34	31,925.00	68.62%
540000 · Capital Outlays	0.00	11,588.59	10,000.00	115.89%
Total Expense	19,262.28	158,829.90	244,000.00	65.09%
Fire & Rescue	18,243.75	54,731.25	72,975.00	75.0%
Judicial				
510000 · Personal Services	191.88	1,319.02	2,000.00	65.95%
520000 · Purchased / Contracted Services	0.00	35.00	1,050.00	3.33%
530000 · Supplies	0.00	0.00	50.00	0.0%
Total Expense	191.88	1,354.02	3,100.00	43.68%
Legislative				
520000 · Purchased / Contracted Services	0.00	7,301.00	9,000.00	81.12%
530000 · Supplies	0.00	42.42		
Total Expense	0.00	7,343.42	9,000.00	81.59%

CITY OF SKY VALLEY

General Fund

Budget Performance

July 2011

2011

	Jul 11	Jan - Jul 11	YTD Budget	% of Budget
Executive				
520000 · Purchased / Contracted Services	0.00	1,287.26	3,400.00	37.86%
530000 · Supplies	0.00	0.00	50.00	0.0%
Total Expense	0.00	1,287.26	3,450.00	37.31%
Elections				
520000 · Purchased / Contracted Services	0.00	252.91	1,550.00	16.32%
530000 · Supplies	0.00	0.00	50.00	0.0%
Total Expense	0.00	252.91	1,600.00	15.81%
Roads				
510000 · Personal Services	8,458.33	74,998.72	131,465.00	57.05%
520000 · Purchased / Contracted Services	1,052.74	26,062.94	62,985.00	41.38%
530000 · Supplies	3,538.98	18,777.95	29,650.00	63.33%
540000 · Capital Outlays	0.00	18,118.88	175,000.00	10.35%
Total Expense	13,050.05	137,958.49	399,100.00	34.57%
Housing & Development				
510000 · Personal Services	1,465.04	11,057.39	26,545.00	41.66%
520000 · Purchased / Contracted Services	16.11	850.10	6,005.00	14.16%
530000 · Supplies	105.67	1,605.57	2,450.00	65.53%
Total Expense	1,586.82	13,513.06	35,000.00	38.61%

City of Sky Valley
Enterprise Funds
Budget Performance
July 2011

2011

Water	Jul 11	Jan - Jul 11	YTD Budget	% of Budget
Income				
34.4210 · Water charges	33,828.35	191,908.06	333,750.00	57.5%
34.9000 · Other charges for services	28.66	181.06	750.00	24.14%
36.1000 · Interest revenue	233.52	1,593.90	1,500.00	106.26%
38.0000 · Miscellaneous Revenue	0.00	200.00		
39.1000 · Interfund Transfers	0.00	0.00	57,575.00	0.0%
Total Income	34,090.53	193,883.02	393,575.00	49.26%
Expense				
51.1000 · Personal Services - Wages	11,165.75	74,958.10	142,090.00	52.75%
52.1000 · Purchased profess & tech svcs	1,014.18	31,512.83	47,910.00	65.78%
53.1000 · Supplies	3,052.30	33,721.80	46,000.00	73.31%
56.1000 · Depreciation	0.00	0.00	65,000.00	0.0%
61.1000 · Operating transfers out	0.00	0.00	92,575.00	0.0%
Total Expense	15,232.23	140,192.73	393,575.00	35.62%

Solid Waste				
Income				
34.4100 · Sanitation	9,224.00	64,796.00	112,000.00	57.85%
36.1000 · Interest revenue	0.00	0.00	2,000.00	0.0%
39.1000 · Interfund Transfers	0.00	0.00	4,000.00	0.0%
Total Income	9,224.00	64,796.00	118,000.00	54.91%
Expense				
51.1000 · Personal Services - Wages	5,267.19	33,215.25	71,860.00	46.22%
52.1000 · Purchased profess & tech svcs	1,504.30	15,721.10	34,440.00	45.65%
53.1000 · Supplies	585.30	3,965.84	6,000.00	66.1%
56.1000 · Depreciation	0.00	0.00	5,700.00	0.0%
Total Expense	7,356.79	52,902.19	118,000.00	44.83%

Totals Report For 2009 Taxes July 2012 Tax Commissioner

	Billed	Collected	Adjustments	Outstanding
2009 Ad Valorem Tax	1,027,030.12	1,023,450.63	2196.72-	1382.77
Interest	9,259.99	8,831.33		428.66
Penalty	11,368.38	11,230.10		138.28
Costs	9978.00	9491.00		487.00
Totals	1,057,636.49	1,053,003.06	2196.72-	2,436.71

Collected: 99.87%

Totals Report For 2010 Taxes July 2012 Tax Commissioner

	Billed	Collected	Adjustments	Outstanding
2010 Ad Valorem Tax	948,598.92	946,536.07	680.08-	1,382.77
Interest	5672.45	5409.72		262.73
Penalty	2196.24	2057.96		138.28
Costs	3559.82	3332.82		227.00
Totals	960,027.43	957,336.57	680.08-	2,010.78

Collected: 99.85%

Totals Report For 2011 Taxes July 2012 Tax Commissioner

	Billed	Collected	Adjustments	Outstanding
2011 Ad Valorem Tax	938,737.03	931,105.85	(285.84)-	7345.34
Interest	1,516.46	1096.58		419.88
Penalty	1279.53	703.28		576.25
Costs	498.00	222.00		276.00
Totals	942,031.02	933,127.71	(285.84)-	8,617.47

Collected: 99.19%

Housing & Development Departmental Data Report	For month ending July 30, 2012		
	Jul-12	YTD	2011 YTD
New Residential & Commercial permits issued	1	1	0
All other addition, remodel and repair permits	10	60	75
Certificates of Occupancy issued	0	0	0
Total New Construction not yet finalized	3		2
Total Other Construction not yet finalized	81		97
Notices to Comply issued	0	4	12
Stop Work Orders issued	0	0	2
Tree Cutting permits issued	6	25	38
Code & Ordinance Violations cited	0	2	0

Fees Collected			
	Jul-12	YTD	2011 YTD
New Residential or Commercial Permits	\$0	\$0	\$0
Other Addition, Remodel, Repair Permits	\$893	\$5,287	\$11,965
Tree Cutting Permits	\$165	\$840	\$2,925
Land Disturbing Permits	\$0	\$0	\$0
Fines Collected for Ordinance Violations	\$3,500	\$10,000	\$200



CITY MANAGER'S REPORT

August, 2012

Announcements -

The City and POA have cancelled the September 1st Summer Celebration event. There will still be a pancake breakfast that morning as scheduled.

Reminders -

All new home building permit fees have been waived for 2012, as well as many minor repair permits. A schedule of the new fees can be found on the City's website or by contacting City Hall.

Trees with a trunk that is 25" or more in circumference at 18" above the ground requires a permit for cutting, trimming & topping. 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. Tree Cutting Permit fees have been reduced as follows: \$75 for the first 1 to 5 trees cut or topped and \$15 for each additional tree. There is no cost for trimming but will still require a permit for any trimming above 12 feet. Dead and hazardous trees must also be permitted to cut, however there is no fee.

Homeowner chipping service is done at least a couple of times per month. The City provides 15 minutes of chipping service to every homeowner each month at no cost. Cuttings must be less than 8" in diameter and must be stacked in one direction, must be on the right-of-way and out of the road. Bagged leaves are not collected with regular household garbage. Please call City Hall for all yard debris pick-up.

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

Every person engaging in short-term home rentals shall register with the city clerk. If you have not done this yet, I urge you to contact City Hall immediately. Such registration shall set forth the name under which such person transacts business or intends to transact business, the location of his rental and such other information which would facilitate the administration of a hotel/motel tax. The city clerk shall, after such registration, issue without charge a certificate of authority to each operator to collect the tax from the occupant. A separate registration shall be required for each rental. Each rental within the City limits of Sky Valley is required to submit a monthly tax return by the 20th of the month for rentals during the previous month. An operator

who fails to make any return or to pay the amount of tax as prescribed, shall be assessed a specific penalty to be added to the tax. Delinquent amounts shall bear interest at the rate of one percent (1 %) per month, or fraction thereof, until paid. Any occupant as of a given date who has occupied any lodging facility for more than ten (10) continuous days shall not be subject to the tax.

Public Works -

Striping for the new asphalt is scheduled to begin by the end of the week if conditions are dry enough. We will communicate through our phone list when the work is going to begin. Please avoid travelling through wet paint so that the paint does not get on your car or smeared all over the road. With sunny conditions, the paint should dry within about 5 minutes. Please be patient.

Water -

All water system improvements have been completed. Unaccounted water loss last month was at 20%. We will continue to monitor any places of potential water loss and appreciate any reports of suspected leaks.

Solid Waste -

Garbage service has resumed to our Monday and Thursday pick-up service. 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 dumpster at the tractor barn on Knob Drive can be utilized when you need to take your garbage somewhere prior to a garbage collection day. 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 dumpsters will be cited.** This has become a huge problem and costs the City unnecessary expense for disposal. Recyclables and other household garbage can be taken to the recycle center on Kelly's Creek Road. 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 61.27 tons of garbage to the landfill. This year, we hauled 60.74 tons during the first 2 quarters. 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 Smith

From: Al Lee [aflee@windstream.net]
Sent: Thursday, August 16, 2012 9:40 PM
To: svcitymanager@windstream.net
Subject: McClure Lane Construction Project

PROJECT: Replace existing cross-tie wall around light pole in center of cul de sac at end of McClure Lane

OPTION 1- Build six sided (4 ft. each) Tennessee Stacked stone wall, 2.5 ft high

OPTION 2 -Build four sided (8ft) cross-tie wall, 2.5 ft high

COST-OPTION 1-Thompson Construction Company-\$2,300.00

Roy Hopkins-\$3,400.00.00

COST-OPTION 2-Thompson Construction Company-\$765.00

Roy Hopkins-\$1,100.00

COST-LANDSCAPING OPTION 1 or 2- \$515.00

TOTAL COST- OPTION 1- \$2,815.00 (Thompson), \$3,915.00 (Hopkins)

OPTION 2- \$1,280 (Thompson), 1,615.00 (Hopkins)

ASSUMPTIONS: City of Sky Valley will (1) remove existing cross-tie wall and enclosed soil, and (2) be responsible for any unknown obstacles

RECOMMENDATION: McClure Lane homeowners Glenna Carson, Bill Orkin, and Laura/Al Lee would like to replace the existing cross-tie wall with the Tennessee stacked stone and use Thompson Construction Company (same stone and company that did all of the stone work at the front entrance to Sky Valley)

REQUEST: City of Sky Valley to pay one half (\$1407.50) and homeowners to pay one half (\$1407.50) of total cost (\$2,815.00).

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2012.0.2197 / Virus Database: 2437/5203 - Release Date: 08/15/12



Rindt-McDuff Associates, Inc.
Engineering and Environmental Consulting

August 1, 2012

Ms. Linda Smith
City Manager
City of Sky Valley
3444 Hwy 246
Dillard, Georgia 30537

RE: 2010 DWSRF Water System Improvements Project

Dear Linda:

RMA has prepared the Division 4 Change Order No. 5 (Consolidation change order) for the City's execution. The two items included in this change order consists of:

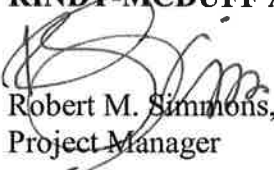
1. This item consolidates the quantities that were over and under bid quantities listed on the bid form that were installed and approved for payment during the construction phase. The exact amount of quantities that were over and under bid quantities are located on the contractor's final payment application. The net overage (addition to the contract amount) for these quantities in this change order is \$4,568.82.
2. This item addresses a rounding issue that was created prior to the project award and when cost savings measures were identified with the contractor. The amount (deduction to contract amount) of this change order item is \$7.99.

RMA has reviewed and concurs with the change order request.

RMA request that you sign the change orders and provide us three of the signed copies so we may forward to the contractor and the two funding agencies for their files. Should you have any questions please do not hesitate to contact us.

Sincerely,

RINDT-MCDUFF ASSOCIATES, INC.


Robert M. Simmons, P.E.
Project Manager

Enclosure:

FORM C-941 Change Order

No. 5

Date of Issuance: 06-27-2012 Effective Date: 06-27-12

Project: Water System Improvements / ARC Project	Owner: City of Sky Valley	Owner's Contract No.:
Contract: DWSRF 10-018		Date of Contract: 3-8-2011
Contractor: Summit Underground Companies, Inc.		Engineer's Project No.: R2007-239

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

1.	Consolidation of unit price quantities (quantities going over the bid quantity amount and Quantities going under bid quantity amount).	+\$4,568.82
2.	Rounding error created during process for changes for project cost savings.	-\$7.99

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

Original Contract Price: \$369,400.00

Original Contract Times: Working days Calendar days
Substantial completion (days or date): 180
Ready for final payment (days or date): 210

[Increase] [Decrease] from previously approved Change Orders No. N/A to No. 4:
\$ 16,939.52

[Increase] [Decrease] from previously approved Change Orders No. N/A to No. N/A:
Substantial completion (days): 0
Ready for final payment (days): 0

Contract Price prior to this Change Order: \$ 386,339.52

Contract Times prior to this Change Order:
Substantial completion (days or date): 190
Ready for final payment (days or date): 220

[Increase] [Decrease] of this Change Order: \$ 4,560.83

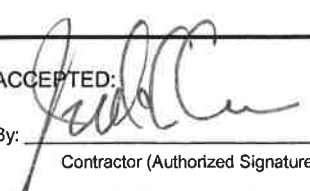
[Increase] [Decrease] of this Change Order:
Substantial completion (days or date): 0
Ready for final payment (days or date): 0

Contract Price incorporating this Change Order: \$ 390,900.35

Contract Times with all approved Change Orders:
Substantial completion (days or date): 190
Ready for final payment (days or date): 220

RECOMMENDED: By: Robert M. Simmons
Engineer (Authorized Signature)

ACCEPTED: By: _____
Owner (Authorized Signature)

ACCEPTED: By: 
Contractor (Authorized Signature)

Date: July 30, 2012 Date: _____ Date: 07-30-12

Approved by Funding Agency (if applicable): _____ Date: _____

Linda Smith

From: Mark Bond [mbond@hayesjames.com]
Sent: Friday, August 17, 2012 10:00 AM
To: Linda Smith
Subject: FW: Sky Valley
Attachments: Smith 08-17-12.pdf; _Certification_.htm

Linda,

Attached is our proposal for the entrance improvements. A cost estimate will quickly follow. I included a lighting design. You may be better off to have your contractor simply hire a local electrician to install these. We can reflect the location and show conduit.

If you would like to do it that way, the \$800 can be struck from the agreement.

Thanks,



Hayes James

ENGINEERS, PLANNERS & SURVEYORS

Mark Bond
President

From: Susan Seymour [mailto:sseymour@hayesjames.com]
Sent: Friday, August 17, 2012 9:52 AM
To: Mark Bond
Subject: Sky Valley



Hayes James

ENGINEERS, PLANNERS & SURVEYORS

Susan M. Seymour
Executive Assistant

Hayes, James & Associates, Inc.
Office (770) 923-1600
Fax (770) 923-4202
sseymour@hayesjames.com



Hayes James

ENGINEERS, PLANNERS & SURVEYORS

August 17, 2012

Ms. Linda Smith
City Manager
City of Sky Valley
3444 Highway 246
Sky Valley, GA 30537

Re: City Hall Entrance
City of Sky Valley, Georgia

Dear Ms. Smith:

We appreciate the opportunity to provide you with our proposal for engineering, surveying, and/or planning services for the referenced property. For the purpose of this proposal, the CLIENT is the City of Sky Valley and the CONSULTANT is Hayes, James & Associates, Inc.

The CONSULTANT agrees to provide the services set forth in Attachment I, dated August 17, 2012, in a satisfactory and proper manner consistent with the standard practices and procedures of the profession.

Prior to the CONSULTANT proceeding with the final detailed design calculations, progress prints of the work will be submitted to the CLIENT for review and acceptance. These progress prints will be issued at the 50% completion stage. Following the CLIENT'S approval of these progress prints, the CONSULTANT will proceed with detail design calculations and construction plans for submittal to the governmental agencies having jurisdiction for their review. Any changes in design requested by the CLIENT after his approval of the progress prints will be considered Additional Services.

The CLIENT'S responsibilities to the CONSULTANT shall specifically include, but not be limited to, those items set forth in Attachment IV of this Agreement.

The services, as described herein, shall be commenced promptly upon authorization by the CLIENT and shall be completed in a timely manner to facilitate completion of the project(s) on a schedule to be established by the CLIENT and agreed to by the CONSULTANT.

However, it is understood that the CONSULTANT shall not be held liable or responsible to the CLIENT if the CONSULTANT is delayed in or prevented from performing his services, in whole or part, because of any cause or causes beyond the control of the CONSULTANT and not due to acts of the CONSULTANT including: acts of God, inclement weather conditions, floods, fires, acts of government, epidemics or failure of the CLIENT to fulfill any of his responsibilities.

\\:\Aprojdoc\2012\Precontract\Smith 08-17-12.docx

Celebrating over 50 years of service

office (770) 923-1600 • fax (770) 923-4202 • 4145 Shackelford Road • Suite 300 • Norcross, GA 30093-3541

www.hayesjames.com





Ms. Smith
August 17, 2012
Page 2 of 9

This agreement is written based on the federal, state, and local laws and ordinances in effect at the date listed on the first page of this document. The CONSULTANT shall not be held liable or responsible to the CLIENT if the CONSULTANT is delayed in or prevented from performing his services, in whole or in part, because of changes in laws and guidelines at any agency after that date. If such changes affect the design being performed, the CONSULTANT reserves the right to modify the scope and fee for this project to accomplish said changes.

The CONSULTANT'S fee for the Basic Services described in Attachment I will be a lump sum amount as shown in Attachment II. The fee is subject to review for services not authorized within sixty (60) days from date shown hereon.

In the event the CLIENT issues instructions for CONSULTANT to perform additional professional services on the project(s) beyond the scope of services contained in Attachment I, the CLIENT agrees to pay and the CONSULTANT agrees to accept, a mutually agreeable fee negotiated between the parties prior to commencement of work plus any reimbursable expenses.

The following services would be considered additional services under this agreement:

- a) Boundary surveys
- b) Wetlands delineation and surveys
- c) Geotechnical engineering
- d) Structural engineering
- e) Measured drawings of existing facilities or verification of drawings by others
- f) Revisions of previously approved designs or studies
- g) Preparing documents for alternate construction bids
- h) Furnishing services of special consultants for other than normal civil engineering
- i) Furnishing a resident project representative
- j) Services resulting from the award of multiple prime contracts for construction on the same project(s)
- k) Construction staking to enable contractor to pursue his work
- l) Preparing detailed record drawings showing significant changes made during the construction process
- m) Additional or extended services during construction made necessary by (1) a significant amount of defective or neglected work of contractor, (2) prolongation of construction contract time by contractor, (3) acceleration of project schedule requiring services beyond 50 hours per week, and (4) default by contractor
- n) Preparing to serve or serving as witness for CLIENT in any litigation involving the project(s)
- o) Providing any services not otherwise provided for in Attachment I

CONSULTANT will invoice separately for the actual cost of all reimbursable expenses, including but not limited to, transportation, long distance telephone charges, in-house reproduction costs, outside reproduction costs, courier charges, special delivery mail charges and fees required by government agencies for review of plans, applications and documents required in performing the above services times a factor of 1.15 for handling charges. Transportation will be invoiced at \$0.75/mile. In-house reproduction cost for working drawings and plans will be invoiced at \$0.22/SF. It is estimated the cost of reimbursable expenses will be \$400.00.



Ms. Smith
August 17, 2012
Page 3 of 9

In the event the CLIENT issues instructions for CONSULTANT to procure services from subconsultants or subcontractors including, but not limited to, surveyors, geotechnical, structural, mechanical or electrical consultants engaged directly on the project(s), the CLIENT agrees to pay CONSULTANT for all fees and reimbursable expenses billed to the CONSULTANT times a factor of 1.15 for handling charges.

The CONSULTANT will submit monthly invoices to the CLIENT for services performed by the CONSULTANT and reimbursable expenses incurred for the specific tasks. The amount of said invoices will be based upon the amount and value of the work and services performed by the CONSULTANT, and shall be due within fifteen (15) days after the billing date and past due within thirty (30) days after the billing date. If payment is not made within thirty-one (31) days after the date of invoice submitted, the CONSULTANT may suspend services under this authorization until all such invoices are paid in full for the amounts then due. The CLIENT agrees that he will not hold the CONSULTANT responsible for any damages associated with suspension of work due to non-payment of invoices. The above financial arrangements are on the basis of prompt payment of bills and the orderly and continuous progress of the project through completion. Interest will be charged at the rate of 1.5% per month on the unpaid principal amount due and unpaid for thirty (30) days or more.

As reasonably required by CLIENT, the CONSULTANT will secure and maintain such insurance as will protect him from claims under workmen's compensation acts, (including claims for damages because of bodily injury, sickness, disease or death of any of his employees) and from claims for damages because of injury or death to any other person; and from claims for damages because of injury to or destruction of tangible personal property, including loss of use resulting therefrom.

In addition, the CONSULTANT shall obtain and maintain an insurance policy against professional liability claims with a minimum annual limit of \$1,000,000 per claim and \$1,000,000 aggregate. The CONSULTANT will provide the CLIENT with evidence of such insurance upon request during the term of this Agreement.

The CONSULTANT and CLIENT each binds himself and his successors, executors, administrators, and assigns to the other party of this Agreement and to the successors, executors, administrators, and assigns of such other party in respect to all covenants of this Agreement; except as above, neither the CONSULTANT nor the CLIENT will assign, sublet, or transfer any interest in the Agreement without the consent of the other. Nothing herein shall be construed as giving any rights or benefits hereunder to anyone other than the CLIENT and the CONSULTANT.

This Agreement may be terminated by the CLIENT by ten (10) days written notice. Outstanding fees for any services performed up to and including date of termination shall be due and payable upon effective date of termination.

In the event of termination during any phase of services described in Attachment I, CONSULTANT will be paid an amount equal to the number of hours and fractions thereof devoted to the project(s) by each category of personnel assigned to the project(s) multiplied by the respective hourly charge rates.



Ms. Smith
August 17, 2012
Page 4 of 9

All documents, including original drawings, estimates, specifications, field notes and data are and remain the property of the CONSULTANT as instruments of service. The CLIENT may, at his expense, obtain a set of reproducible record prints of drawings and copies of other documents in consideration of which the CLIENT will use them solely in connection with the project(s), provided CONSULTANT has been paid in full for his services.

Since the CONSULTANT has no control over the cost of labor, materials, or equipment, or over the contractor(s) methods of determining prices, or over competitive bidding or market conditions, his opinion of probable project(s) construction costs are to be made on the basis of his experience and qualifications and represent his best judgment as a design professional familiar with the construction industry, but the CONSULTANT cannot and does not guarantee nor warrant that proposals, bids or the project(s) costs will not vary from opinions of probable costs prepared by him.

The deliverable under this agreement shall be signed, dated and sealed paper construction documents. In accepting and utilizing any drawings, reports and data on any form of electronic media generated and furnished by the CONSULTANT, the CLIENT agrees that all such electronic files are instruments of service of the CONSULTANT, who shall be deemed the author, and shall retain all common law, statutory law and other rights, including copyrights.

The CLIENT is aware that differences may exist between the electronic files delivered and the printed hard-copy construction documents. In the event of a conflict between the signed construction documents prepared by the CONSULTANT and electronic files, the signed or sealed hard-copy construction documents shall govern.

The CLIENT agrees not to reuse these electronic files, in whole or in part, for any purpose other than for the project. The CLIENT agrees not to transfer these electronic files to others without the prior written consent of the CONSULTANT. The CLIENT further agrees to waive all claims against the CONSULTANT resulting in any way from any unauthorized changes to or reuse of the electronic files for any other project by anyone other than the CONSULTANT.

In addition, the CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the CONSULTANT, its officers, directors, employees and subconsultants (collectively, CONSULTANT) against all damages, liabilities or costs, including reasonable attorney's fees and defense cost, arising from any reuse of the electronic files without the prior written consent of the CONSULTANT.

Under no circumstance shall delivery of electronic files for use by the CLIENT be deemed a sale by the CONSULTANT, and the CONSULTANT makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall the CONSULTANT be liable for indirect or consequential damages as a result of the CLIENT'S use or reuse of the electronic files.

This Agreement constitutes the entire understanding between the CLIENT and CONSULTANT and may be modified only by a written instrument duly executed by the parties hereto.

This Agreement is governed by the laws of the State of Georgia.



Ms. Smith
August 17, 2012
Page 5 of 9

The CLIENT employs the CONSULTANT as an independent contractor and not an employee or agent of the CLIENT.

If this proposal is acceptable to you and you wish to authorize our firm to proceed, please execute in the space provided and return one copy to our office. This proposal will then become a binding agreement between the City of Sky Valley and Hayes, James & Associates, Inc. and can be modified only by written amendment agreed to and executed by both parties. This proposal is open for acceptance for a period of sixty (60) days from date shown hereon.

Again, we appreciate the opportunity to provide you with this proposal and look forward to working with you on this project.

Sincerely,

Accepted by:

HAYES, JAMES & ASSOCIATES, INC.

THE CITY OF SKY VALLEY

By: Mark Bond

By: _____

Name/Title: Mark Bond, PE
President

Name/Title: _____

By: Christine E. Sims

Attest: _____

Name/Title: Christine E. Sims, RLA
Vice President

Name/Title: _____

Date: August 17, 2012

Date: _____

MB/sms

Attachments

- I. Scope of Services
- II. Fee Schedule
- III. Consultant's Rate Schedule
- IV. Client's Responsibilities



ATTACHMENT I

SCOPE OF SERVICES

I. Topographic Survey

- A. Perform a field run topographic survey of the entrance area and flag court location. Locate existing trees over 8 inches in diameter and utilities visible on the ground. Produce a topographic map of the area reflecting contours at an interval of one (1) foot.
- B. Locate existing property pins and establish the right-of-way line across the frontage of City Hall.

Note: A boundary survey for City Hall is not included in this scope of services.

II. Entrance Design

- A. Provide a site and grading plan for the sidewalk and flag court area reflecting the seat wall, flagpoles and entrance sign.
- B. Provide an erosion control design for the entrance improvements.
- C. Provide construction details for the sidewalk, plaza, sign, seat wall and flagpoles.

Note: Permitting through the City of Sky Valley and the Georgia DOT is not included in this scope of services.

III. Lighting Design

- A. Provide an electrical design for lighting the flagpoles and entrance sign.



ATTACHMENT II

FEEES FOR PLANNING, SURVEYING
AND ENGINEERING SERVICES

<u>Item</u>	<u>Fee</u>	<u>Type</u>
I. Topographic Survey	\$ 980.00	Lump Sum
II. Entrance Design	\$ 2,280.00	Lump Sum
III. Lighting Design <i>optional</i>	\$ 800.00	Lump Sum



**ATTACHMENT III
 FEE SCHEDULE
 EFFECTIVE OCTOBER 1, 2007**

Hourly charge rates include salary/wage costs, fringe benefits, overhead costs and profit margin.

<u>EMPLOYEE CATEGORY</u>	<u>HOURLY CHARGE RATE</u>
Engineer/Principal	150.00
Engineer VI	140.00
Engineer V	120.00
Engineer IV	110.00
Engineer III	100.00
Engineer II	90.00
Engineer I	80.00
Land Planner/Principal	140.00
Land Planner V	125.00
Land Planner IV	100.00
Land Planner III	90.00
Land Planner II	80.00
Land Planner I	70.00
Designer III	85.00
Designer II	75.00
Designer I	67.00
Environmental Specialist	80.00
CADD Operator	65.00
Drafter III	55.00
Drafter II / Intern	50.00
Project Coordinator	80.00
Construction Observer II	90.00
Construction Observer I	70.00
Surveyor/Principal	140.00
Survey Supervisor II	115.00
Survey Supervisor I	104.00
Survey Technician II	90.00
Survey Technician I	80.00
Survey Party Chief III	85.00
Survey Party Chief II	75.00
Survey Party Chief I	65.00
Survey Instrument Operator	55.00
Survey Assistant	45.00
Deed Research Specialist	68.00
Senior Administrative Assistant	70.00
Administrative Assistant II	60.00
Administrative Assistant I	48.00
Repro Clerk	60.00



ATTACHMENT IV

CLIENT'S RESPONSIBILITIES

The CLIENT shall:

1. Provide full information as to his requirements for the project.
2. Make available from his files any data and information pertinent to the project.
3. Guarantee access to and make all provisions for the CONSULTANT to enter upon public and private property as required for the CONSULTANT to perform his services.
4. Furnish the CONSULTANT, as required by the CONSULTANT for performance of his services, data prepared by or services of others all of which the CONSULTANT may rely upon in performing his services under this agreement.
5. Examine all studies, reports, sketches, estimates, specifications, drawings, proposals and other documents presented by the CONSULTANT and render, in writing, decisions pertaining thereto within a reasonable time so as not to delay the services of the CONSULTANT.
6. Designate, in writing, a person to act as CLIENT'S representative with respect to the work to be performed under this agreement, and such person shall have complete authority to transmit instructions, receive information, interpret and define CLIENT'S policies and decisions with respect to materials, equipment, elements and systems pertinent to the services covered by this agreement.
7. Give prompt written notice to the CONSULTANT whenever CLIENT observes or otherwise becomes aware of any defect in the project or changed circumstances affecting the project.
8. Bear all costs incident to compliance with the requirements of this Attachment IV.

RESOLUTION 12-04

A RESOLUTION TO SET THE DATE AND FOR THE GENERAL ELECTION, SET CANDIDACY QUALIFYING DATES, AND FEES, SET THE LAST DAY TO REGISTER TO VOTE FOR THE 2009 GENERAL ELECTION, TO APPOINT AN ELECTION SUPERINTENDENT, ELECTION MANAGERS, CHIEF MUNICIPAL REGISTRAR, AND ABSENTEE BALLOT CLERK AND TO SET FORTH THE COMPENSATION THEREOF.

The Council of the City of Sky Valley hereby ordains that the General Election shall be held on November 6, 2012 (21-2-9).

The opening date for announcing candidacy for the General Election is set for August 27, 2012 at 8:30 AM, and the closing date is set for August 31, 2012 at 4:00 PM for any candidate wishing to qualify for the office of City Councilmember. There being two Councilmembers whose terms expire in 2012, the two candidates receiving the most votes city-wide will be elected for a two-year term.

Any qualified candidate wishing to qualify for any said office should do so within said opening and closing date by signing the Notice of Candidacy at the office of the City Clerk in said city (21-2-132).

The qualifying fee for said offices shall be \$15.00 (21-2-131). A pauper's affidavit may be filed in lieu of paying the qualifying fee.

The last day to register to vote in said election is October 9, 2012 (21-2-244).

The Council of the City of Sky Valley hereby makes the following appointments and sets the compensation for each appointment to be paid from municipal funds:

<u>Appointment</u>	<u>Title</u>	<u>Compensation</u>
Mandi Cantrell	Election Superintendent OCGA 21-2-70.1	Regular pay
Linda Smith	Chief Elections Manager OCGA 21-2-90	Regular pay
Alyssa Mullins	Assistant Manager OCGA 21-2-90	Regular pay
Rhonda Holbrooks	Assistant Manager OCGA 21-2-90	\$150.00
Mandi Cantrell	Chief Municipal Registrar OCGA 21-2-212	Regular Pay

Alyssa Mullins

Absentee Ballot Clerk OCGA 21-2-380

Regular pay

The City Council grants the election superintendent the authority to appoint any election managers as may be required according to Section 21-2-90 of the Official Code of Georgia Annotated.

Adopted this 21st day of August 2012.

Approved:

Jim Martindale, Mayor

Neil Howard, Council President

Richard Boyle, Councilor

Robert Larsen, Councilor

Maureen Platt, Councilor

David Whatley, Councilor

Attested:

Mandi Cantrell, City Clerk

CITY OF SKY VALLEY
RESOLUTION 12-03

RESOLUTION DECLARING PROPERTY SURPLUS

WHEREAS the below-described property is no longer necessary, useful or suitable for municipal purposes for the City of Sky Valley.

NOW, THEREFORE, BE IT RESOLVED that the following property be declared surplus and disposed of according to state statutes including transferring said property to another government agency for public purposes (City of Mountain City):

3 M-26 Tasers
3 Holsters
3 Chargers
1 Computer Transfer Unit
12 Cartridges

See attached Exhibit "A" for a complete description.

BE IT FURTHER RESOLVED that the Mayor and Finance Officer may do all acts necessary to dispose of this property according to state law.

It is so resolved and approved by vote of the City Council of the City of Sky Valley this ____ day of _____, 2012.

Approved:

James Martindale, Mayor

Neil Howard, Council President

Richard Boyle, Councilor

Bob Larsen, Councilor

Attest:

Maureen Platt, Councilor

Mandi Cantrell, City Clerk

David Whatley, Councilor

Exhibit "A"

M-26	Taser	PB-Ø14632	1 ea
m-26	Taser	PB-Ø14641	1 ea
m-26	Taser	PB-Ø146Ø7	1 ea

21 ft	Cartridge	C 3101KMMR	1 ea.
21 ft	Cartridge	T10-2432942	1 ea.
21 ft	Cartridge	C 3101KEIN	1 ea.
21 ft	Cartridge	C 3101KDAO	1 ea.
21 ft	Cartridge	C 3101KDCF	1 ea.
21 ft	Cartridge	C 3101KD3Y	1 ea.
21 ft	Cartridge	T10-2432958	1 ea.
21 ft	Cartridge	C 3101KAVE	1 ea.
21 ft	Cartridge	C 3101KAPD	1 ea.
21 ft	Cartridge	C 3101K7WX	1 ea.
21 ft	Cartridge	C 3101KD78	1 ea.
21 ft	Cartridge	C 3101K7PT	1 ea.

3 Holsters

3 Chargers

1 Computer Transfer Unit.

Linda Smith

From: Mathieu Olivier [mathieu@flagshipmerchantservices.com]
Sent: Wednesday, August 01, 2012 10:17 AM
To: svcitymanager@windstream.net
Subject: Flagship Merchant Services - FD-55 Terminal

Hello Linda,

Thank you for your interest in accepting credit cards with Flagship Merchant Services.

We offer our merchants guaranteed low rates & fees, free merchant account set-up, free reprogramming, and a guaranteed lowest overall cost commitment which is why so many businesses like yours choose us for their credit card processing needs.

Here are the rates and fees for your new merchant account.

Suggested Processing Solutions Are:

The First Data FD-55: Purchase for only \$195.00. (This is a promotional price while supplies last)

*optional:
for machine*

The FD-55 is the leading terminal in the credit card processing industry. It is simple to use and feature packed which has made it a favorite for any business that uses it. The FD-55 is a dual mode terminal which allows it to work via a standard analog phone line or through a high speed internet connection. This is the most reliable, cost effective dual mode terminal in the entire country hands down! The FD-55 comes equipped with a thermal high speed printer that you simply just drop the paper in and you are ready to go. The versatility of the FD-55 makes it perfect for any business. For the low cost, high reliability, and simple operation, this terminal receives our highest recommendation.

Discounted Fee Schedule:

Merchant Account Set-Up:	Free
Application Fee:	Free
Programming Fee:	Free
Qualified Check Card Rates:	0.38% + \$0.19 Per Transaction
Qualified Credit Card Rates:	1.58% + \$0.19 Per Transaction
24/7 Customer Support/Statement Fee:	\$7.95 Per Month (Includes Online Account Access)

Your agreement with us will be on a month to month basis. There's no contract term and there are no cancellation fees.

✓ optional pin-pad

As well you can purchase an external Pin-Pad 1000SE for an additional \$79. Purchasing a pin-pad is highly recommended for your business due to the fact that when your customers manually enter their pin number for a debit/check card transaction, you will not be charged a percentage rate on that transaction, and only will be charged the transaction fee of \$0.25. With debit/check cards being increasingly commonplace nowadays, this will work out to a significant savings for your business.

If you have any questions or are ready to get started, please give me a call toll free at 1-866-416-0244, Ext 119.

I will also be following up with you to make sure I have answered all your questions and to make sure you received this email.

I look forward to providing you with the best overall program in the credit card processing industry.

Linda Smith

From: Mathieu Olivier [mathieu@flagshipmerchantservices.com]
Sent: Wednesday, August 01, 2012 10:16 AM
To: svcitymanager@windstream.net
Subject: Flagship Merchant Services - Internet Merchant Account

Hello Linda,

Thank you for your interest in accepting credit cards with Flagship Merchant Services.

We have an **"A+" Rating** with the Better Business Bureau and have been voted the **#1 Merchant Account Provider** by a 3rd party rating service for the last 3 years.

We offer our merchants **Guaranteed Low Rates & Fees, Free Merchant Account Set-Up, Free Authorize.Net Payment Gateway Set-Up** and a **Guaranteed Lowest Overall Cost Commitment** which is why so many businesses like yours choose us for their credit card processing needs.

What is included with the **Flagship Merchant Services Internet Merchant Account**:

For a Limited Time, Receive Free Set-Up For The Authorize.Net Gateway and the Cart Manager Shopping Cart, a \$495.00 Value FREE!

Authorize.Net is the most widely used payment gateway in the United States and last year they processed over \$109 billion dollars in e-commerce transactions. Also, Authorize.Net was recently acquired by Visa, which means that it will be the most widely used payment gateway in the world!

Authorize.Net Virtual Terminal allows merchants to manually enter credit card transactions on any PC or Mac, via a browser, through a connection to the internet.

Authorize.Net Simple Checkout feature allows merchants to create **"Buy Now"** and **"Donate"** buttons for their websites, even if you have minimal technical experience. Simple Checkout makes it as easy as possible to sell or accept donation online.

Authorize.Net Advanced Integration Method (AIM) enables all types of merchants to accept secure and reliable credit card and electronic check payments quickly and easily. Flexible application programming interfaces (API's) with no licensing or development fees are available along with access to numerous certified third-party options that offer quick and secure integration methods.

Authorize.net Mobile Application is designed to help increase your sales by providing an easy way to accept payments on the go using your Authorize.Net Payment Gateway account. The mobile app is ideal for anybody who sells products at outdoor markets and trade shows, or provides on-site services, such as repairmen, dog walkers or landscapers.

Internet Merchant Account Rates & Fee Schedule:

Set Up For The Authorize.Net Payment Gateway. (This Is A Limited Time Offer)	FREE
Shopping Cart Set-Up	FREE
Qualified Discount Rate For Visa/MasterCard & Discover Transactions	1.98%
Debit / Check Card Rate	0.98%
Per Transaction Fee	\$0.21
Monthly 24/7 Customer Support, Statement and Online Account Access Fee	\$7.95
Monthly Authorize.Net Secure Gateway Access Fee	\$7.95

Your agreement with us will be on a month to month basis. There's no contract term and there are no cancellation fees.

If you are ready to get started or have additional questions, please give me a call toll free at (866) 416-0244, Ext 119 .

Thank you again for your interest in Flagship Merchant Services.

Sincerely,

Mathieu Olivier
Senior Account Representative
Flagship Merchant Services
2012 TopTenREVIEWS Gold Award Winner
Office 866-416-0244 Ext 119
Fax: 866-682-1752
mathieu@flagshipmerchantservices.com
www.flagshipmerchantservices.com

Don't forget about our referral program.

You can earn \$50.00 for every colleague you refer to our Company.
Want to learn more? Call me or [click here](#) to refer a colleague today.

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2012.0.2197 / Virus Database: 2437/5169 - Release Date: 08/01/12