1. Call to Order: 7:00 PM

2. Invocation: Councilman William Mangum, Jr.

3. Approval of Agenda

4. Approval of Minutes *Attachment #1*

   Council Meeting – December 4, 2018

5. Public Comments

   Reading of Rules for Public Comments

6. Old Business:

   A. None.

7. New Business:

   A. Downtown Eatonton Annual Report

   B. Proclamation Recognizing the Pilot Club of Eatonton *Attachment #7B*

   C. Proposed Resolution to Change the Date of the January 1, 2019 Council Meeting *Attachment #7C*

   D. Proposed Resolution to Change the Date of the January 21, 2019 Council Meeting *Attachment #7D*
E. Proposed Resolution to Authorize the Preparation and Submission of a Community Development Block Grant Application Attachment #7E

F. Discussion and Possible Action on Agreement for GMA Human Resources Express Services Attachment #7F

8. Zoning:
   A. None.

9. Committee Reports:
   - Finance and Personnel – Councilmember Harvey C. Walker, Jr.
   - Public Utilities – Councilmember Alvin Butts
   - Streets, Buildings, and Grounds – Councilmember William C. Mangum, Jr.
   - Zoning and Ordinances – Councilmember Teresa W. Doster
   - Environmental – Councilmember Janie B. Reid
   - Community Development – Councilmember Charles R. Haley
   - Public Safety – Councilmember James A. Gorley
   - City Administrator – Mr. Gary Sanders
   - City Attorney – Mr. Christopher D. Huskins
   - City Clerk – Ms. Maria S. Jiménez

10. Executive Session

11. Motion to Adjourn
City of Eatonton Council Meeting
December 4, 2018
7:00 PM
Putnam County Commissioners’ Meeting Room, #203
117 Putnam Drive
Eatonton, Georgia 31024

Elected Officials Present:
Mayor Pro-Tem Harvey (Chip) Walker, Jr.
Councilwoman Teresa Doster
Councilman James A. Gorley
Councilman Charles R. Haley
Councilman William (Bill) Mangum, Jr.
Councilwoman Janie B. Reid

Elected Officials Absent:
Mayor Walter C. Rocker, Jr.
Councilman Alvin Butts

Staff Members Present:
City Administrator, Gary Sanders
City Clerk, Maria S. Jimenez
City Attorney, Christopher Huskins
Main Street Director, Andrew Simpson

Mayor Pro-Tem Harvey (Chip) Walker, Jr. called the December 4, 2018 Council meeting to order at 7:00 PM.

Invocation was given by Mayor Pro-Tem Walker.

Motion was made by Councilman Haley and seconded by Councilman Gorley to approve the agenda. Motion carried by a unanimous vote of 5-0.

Motion was made by Councilwoman Doster and seconded by Councilman Mangum to approve the minutes from the November 19, 2018 Council meeting with any necessary corrections. Motion carried by a vote of 4-0. Councilman Gorley abstained because he did not attend the meeting.

Public Comments: None.
Reading of the Rules for Public Comments: Omitted.

Old Business: None.

New Business:

Main Street Report Attachment #7A

Report for City Council Meeting Tuesday December 4, 2018 - November Recap

Organization

Downtown Eatonton Director/Project Manager attended the Training for 2019 Webinar.

Downtown Eatonton Director/Project Manager attended the Middle Georgia Charette Think Tank.

Promotions

Downtown Eatonton is promoting on Star Station and Oconee Radio Group for Downtown.

There are now 3 billboards on Highway 441 next to and opposite Central Georgia Technical College.

The Open Houses and the Light Up The Night Christmas Parade were advertised in the newspaper.

The Southern Distinction issue featuring Downtown Eatonton businesses was published.

Attended the Saphira Hair Studio Grand Opening/Open House.

Design

Vizitech USA constructed an awning using their Façade Grant monies.

Christmas Tree on the Courthouse Lawn has been decorated.

Working with Georgia Power regarding receptacles on poles.

Economic Vitality

The Holiday Open House did have a number of people Downtown, but the Small Business Saturday event was better attended. There will be a Christmas Open House on the day of the Parade, December 8.

Saphira Hair Studio moved to 122 N. Jefferson Ave from 110 N. Jefferson Ave.

The Dot 2 Dot Inn bed and breakfast opened at 200 South Washington Ave.

The Listening Ear Counseling Service Open House is at 5pm, December 7 at 116 S. Jefferson Ave.
Summary

The promotion of Downtown Eatonton on various media outlets has seen an uptick in foot traffic in Downtown Merchants. We have also seen a higher level of interest in the parade from outside the Lake Country area.

I am continuing to reach out to community organizations to partner and promote events in 2019.

Discussion and Possible Action on Authorizing the Mayor to Sign a Letter to Farmers and Merchants Bank Attachment #7B
Motion was made by Councilman Haley and seconded by Councilwoman Doster to authorize the Mayor to sign a letter to update signatories to the City’s bank accounts at the Farmers and Merchants Bank and to add the City Administrator and City Clerk as authorized individuals to access and maintain City safe deposit boxes. Motion carried by a unanimous vote of 5-0.

Proposed Resolution to Accept a Contract from Quality Tire Recycling, LLC for the Recycling of Scrap Tires Attachment #7C
Motion was made by Councilman Gorley and seconded by Councilwoman Doster to approve the Proposed Resolution to accept a contract from Quality Tire Recycling, LLC for the recycling of scrap tires and to authorize Mayor Rocker to sign the resolution. Motion carried by a unanimous vote of 5-0.

Proposed Resolution to Fix Qualifying Fees for the 2019 Municipal Election Attachment #7D
Motion was made by Councilwoman Doster and seconded by Councilman Gorley to approve the Proposed Resolution after amending the list of qualifying fees to include each council seat separately and to authorize Mayor Rocker to sign the resolution. Motion carried by a unanimous vote of 5-0.

Proposed Resolution to Appoint Members to the Eatonton Housing Authority Attachment #7E
Motion was made by Councilman Gorley and seconded by Councilwoman Doster to approve the Proposed Resolution appointing Ms. Amy Lowery and Mr. William Reid to the Eatonton Housing Authority and to authorize Mayor Rocker to sign the resolution.

Ms. Lowery was appointed as an at-large member for a term of four years to expire on November 30, 2022. Mr. Reid was appointed as the resident member for a term of one year to expire on November 30, 2019.

Zoning: None.

Committee Reports:

Motion was made by Councilwoman Doster and seconded by Councilman Mangum to pay the bills if and when the funds become available. Motion carried by a unanimous vote of 5-0.
Councilman Mangum expressed his concern about having registered mail addressed personally to him opened by someone else. This was improper procedure and needs to be looked into. Mr. Sanders apologized to Councilman Mangum and assured him that the issue will be looked into and handled appropriately.

Councilwoman Reid inquired about a new business opening on Industrial Boulevard and discussed an issue with overgrown vegetation on New Street.

Councilman Haley inquired about the status of the General Putnam Motel. Mr. Sanders stated that the owner hopes to rebuild the motel after the insurance claim is settled.

Mr. Sanders informed Council that we are currently advertising for the position of Utility Billing Clerk.

Mr. Sanders met with GDOT regarding the City's request for the installation of speed feedback signs on Highway 441-Business. The installation of one sign in the vicinity of Wayne Street may be feasible, but the City will have to pay all associated costs. He is expecting additional information in the next week.

Custer Avenue will be closed to thru traffic overnight for culvert replacement. The affected section will reopen tomorrow afternoon.

Ms. Jimenez stated that she will look into the issue regarding Councilman Mangum's mail.

**Executive Session: None.**

Mayor Pro-Tem Walker asked if there was any other business to be conducted for the good of the City. There being none, motion was made by Councilwoman Doster and seconded by Councilman Haley to adjourn. Motion carried by a unanimous vote of 5-0. Meeting adjourned at 7:24 PM

ATTEST:

Harvey C. Walker, Jr., Mayor Pro-Tem

Maria S. Jimenez, City Clerk
PROCLAMATION

WHEREAS, in 1921, a group of civic-minded business leaders established an international service organization in Macon, Georgia; and

WHEREAS, the founding members combined their diverse talents in 'friendship and service' to improve the quality of life in communities throughout the world; and

WHEREAS, the mission of Pilot International is to influence positive change in communities throughout the world. To do this, we come together in friendship and give people an outlet for service. We focus on preparing youth and young adults for service; encouraging brain safety and health; and supporting those who care for others; and

WHEREAS, The Pilot Club of Eatonton was chartered January 14, 1978 and has exemplified the mission of Pilot International in our community; and

WHEREAS, The Pilot Club of Eatonton sponsors Anchor Clubs, Brain Minders Programs, projects at Putnam-Jasper Training Center and Eatonton Health & Rehabilitation, Angels in the Outfield, gift bags for Veterans, Scholarships for Anchors and Pat Lane Scholarships, donations to St. Jude's Hospital, 4-H, Shriners Hospital for Children, Eatonton Putnam County Library, P.I. Foundation Scholarship and is host to the annual Dairy Festival.

NOW, THEREFORE, THE MAYOR AND COUNCIL OF THE CITY OF EATONTON do hereby recognize the tremendous achievements and contributions of the Pilot Club of Eatonton to our community and congratulate the members on the occasion of their 40th Anniversary.

IN WITNESS WHEREOF, we have hereunto set our hands, and cause the Great Seal of the City of Eatonton, Georgia to be affixed this Seventeenth Day of December, in the year of our Lord Two Thousand and Eighteen.

Mr. Walter C. Rocker, Jr., Mayor

Mr. Harvey Walker, Jr.

Mr. Alvin Butts

Ms. Teresa Doster

Mr. James A. Gorley

Mr. Charles Haley

Mr. William Mangum

Ms. Janie B. Reid

ATTEST

Clerk, City of Eatonton
RESOLUTION

A RESOLUTION by the Council of the City of Eatonton, Georgia, to change the date of the January 1, 2019 City Council meeting and for other purposes.

WHEREAS, the City of Eatonton does, by ordinance, hold regular meetings of the City Council on the first Tuesday and third Monday of each month at 7:00 p.m.; and

WHEREAS, the regularly scheduled meeting on January 1, 2019 falls on a City holiday; and

WHEREAS, the City Council desires to hold its January 1, 2019 regular meeting on an alternate date.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Eatonton, Georgia, that:

THE REGULAR COUNCIL MEETING SCHEDULED FOR THE FIRST TUESDAY IN JANUARY 2019 SHALL INSTEAD BE HELD ON WEDNESDAY, JANUARY 2, 2019 AT 7:00 P.M. AT THE COMMISSIONERS’ MEETING ROOM #203, LOCATED AT 117 PUTNAM DRIVE, EATONTON, GEORGIA.

APPROVED AND ADOPTED by the Council of the City of Eatonton, Georgia on this 17th day of December, 2018.

Walter C. Rocker, Jr., Mayor
City of Eatonton, Georgia

ATTEST:

Clerk, City of Eatonton, Georgia
RESOLUTION

A Resolution by the Council of the City of Eatonton, Georgia, to change the date and meeting place of the January 1, 2019 City Council meeting and for other purposes.

Whereas, the City of Eatonton does, by ordinance, hold regular meetings of the City Council on the first Tuesday and third Monday of each month at 7:00 p.m.; and

Whereas, Section 31 of Chapter 2 of the Code of Ordinances authorizes the City Council to hold its regular meetings in the City Hall or other such place as may be designated by the Board of Council; and

Whereas, the regularly scheduled meeting on January 1, 2019 falls on a City holiday; and

Whereas, the City Council desires to hold its January 1, 2019 regular meeting at an alternate venue and date.

Now, Therefore, Be it Resolved by the Council of the City of Eatonton, Georgia, that:

The regular council meeting scheduled for the first Tuesday in January 2019 shall instead be held on Tuesday, January 8, 2019 at 7:00 p.m. at the Hut, located at 400-A West Marion Street, Eatonton, Georgia.

Approved and Adopted by the Council of the City of Eatonton, Georgia on this 17th day of December, 2018.

Walter C. Rocker, Jr., Mayor
City of Eatonton, Georgia

Attest:

__________________________
Clerk, City of Eatonton, Georgia
RESOLUTION

A RESOLUTION by the Council of the City of Eatonton, Georgia, to change the date of the January 21, 2019 City Council meeting and for other purposes.

WHEREAS, the City of Eatonton does, by ordinance, hold regular meetings of the City Council on the first Tuesday and third Monday of each month at 7:00 p.m.; and

WHEREAS, the regularly scheduled meeting on January 21, 2019 falls on a City holiday; and

WHEREAS, the City Council desires to hold its January 21, 2019 regular meeting on an alternate date.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Eatonton, Georgia, that:

THE REGULAR COUNCIL MEETING SCHEDULED FOR THE THIRD MONDAY IN JANUARY 2019 SHALL INSTEAD BE HELD ON TUESDAY, JANUARY 22, 2019 AT 7:00 P.M. AT THE COMMISSIONERS' MEETING ROOM #203, LOCATED AT 117 PUTNAM DRIVE, EATONTON, GEORGIA.

APPROVED AND ADOPTED by the Council of the City of Eatonton, Georgia on this 17th day of December, 2018.

Walter C. Rocker, Jr., Mayor
City of Eatonton, Georgia

ATTEST:

Clerk, City of Eatonton, Georgia
RESOLUTION

A RESOLUTION by the Mayor and Council of the City of Eatonton, Georgia, to authorize the preparation and submission of a Community Development Block Grant (CDBG) application to the Georgia Department of Community Affairs (DCA) for funding under Title I of the Housing and Community Development Act of 1974, as amended, and for other purposes.

WHEREAS, the Mayor and Council of the City of Eatonton, Georgia have found the Community Development Block Grant Program to be a necessary and desirable funding option to improve living conditions in the City of Eatonton; and

WHEREAS, the Mayor and Council of the City of Eatonton, Georgia desire to apply for funding under Title I of the Housing and Community Development Act of 1974, as amended, to make such improvements.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Eatonton, Georgia, that:

THE MAYOR OF THE CITY OF EATONTON, GEORGIA IS HEREBY AUTHORIZED TO PREPARE AND SUBMIT TO THE GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS AN APPLICATION FOR A COMMUNITY DEVELOPMENT BLOCK GRANT AND SUCH SUPPORTING AND COLLATERAL MATERIAL AS SHALL BE NECESSARY.

READ, APPROVED, AND ADOPTED by the Mayor and Council of the City of Eatonton, Georgia on a motion made by ______________, seconded by ______________, and adopted on this 17th day of December, 2018.

__________________________
Walter C. Rocker, Jr., Mayor  
City of Eatonton, Georgia

ATTEST:

__________________________
Clerk, City of Eatonton, Georgia
AGREEMENT BETWEEN
The Georgia Municipal Association, Inc.
and
The City of __________________
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 __________________, a municipal corporation organized under the laws of the
State of Georgia (hereinafter referred to as “City”).

WHEREAS, GMA presently offers certain training 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) Four one-hour webinars on human resources topics that will provide a more in-depth review of
the topics presented during the original 2016-2017 HR Express webinar series, and include
corresponding model policies and procedures as deemed appropriate by GMA. All webinars
will be recorded and made available to the City to view on demand for a period of at least
one year.

b) Two, three-hour, workshops, which will include 1.5 hours of lecture on a relevant HR topic,
followed by 1.5 hours of interactive training. The workshops will be held at locations 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. The 1.5 hour lecture during each workshop will
recorded and made available on demand to subscribers on the password secured HR Express
section of the GMA website.

c) Access to members of Elarbee Thompson’s Public Sector Practice Group via telephone and/or
email for a period of three work days following each webinar and workshop for questions
pertaining to the webinar/workshop topics.

d) Access to members of Elarbee Thompson’s Public Sector Practice Group via telephone and/or
email for up to four (4) hours for questions related to the 2016-2017 HR Express webinar
series.

e) Quarterly e-newsletters focusing on timely human resources topics. The e-newsletter will
be distributed electronically on a quarterly basis to the City’s primary contact for the service. The newsletters will also be available on the password secured HR Express subscriber section of the GMA website.

f) Access to all archived webinars, sample policies and e-newsletters.

Section 3. Effective Date, Renewal and Termination

a) Agreements shall terminate absolutely and without further obligation on the part of the City on December 31, 2018 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 $____________. 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) about 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 Clerk

CITY OF____________________:

By: _______________________
   Authorized Signatory, Title

APPROVED AS TO FORM:

__________________________
City Attorney

GEORGIA MUNICIPAL ASSOCIATION, INC.

By: _______________________
   Executive Director
EXHIBIT A

GEORGIA MUNICIPAL ASSOCIATION

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 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 Service
Name of Project

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

Executed on November 27, 2017, in Atlanta (city), Georgia (state).

Bill Thornton, Interim Executive Director
Printed Name and Title of Authorized Officer or Agent

BY: GMA Authorized Officer or Agent 11/27/2017

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE 27th DAY OF NOVEMBER, 2017

My Commission Expires:

SUSAN J. MOORE
NOTARY PUBLIC
DEKALB COUNTY, GEORGIA
MY COMMISSION EXPIRES JULY 14, 2020
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 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 any approved GIRMA grant reimbursing the city upon approval of the grant application.
HR Express

At a Glance
Whether you have full time human resources staff or human resources is one of the many hats your staff wears, cities must follow every aspect of federal and state human resources law. So when city officials told us they needed assistance, we developed HR Express. The goal? Help cities stay informed of and compliant with HR laws and regulations. Through this GMA service, you receive access to HR experts at an extremely low cost. Those experts provide you timely, relevant information through city-customized webinars, newsletters, and an annual seminar.

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. For 2018, they will share expert advice and guidance with you through the following formats.

New and Archived Webinars
Four, one-hour webinars on human resources topics that will provide a more in-depth review of the topics presented during the original 2016-2017 HR Express webinar series,
and include corresponding model policies and procedures as deemed appropriate by GMA. All webinars will be recorded and made available to the subscriber to view on demand for a period of at least one year. 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

**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.

Two Human Resources Workshops
Cities that are part of the HR Express program are invited to two three-hour workshops that will feature 1.5 hours of lecture on a relevant HR topic, followed by 1.5 hours of interactive training. Up to five representatives from the city/organization may attend the seminar at no charge beyond the annual membership fee. Additional representatives from the city/organization may attend the workshop, though they will be assessed a registration fee. The 1.5 hour lecture during each workshop will be recorded and made available on demand to subscribers on the password secured HR Express section of the GMA website.

Access to Members of Elarbee Thompson's Public Sector Practice Group
HR Express subscribers can contact members of Elarbee Thompson's Public Sector Practice Group via telephone and/or email for a period of three work days following each webinar and workshop for questions pertaining to the webinar/workshop topics. Subscribers can also contact the attorneys via telephone and/or email for up to four hours for questions related to the 2016-2017 HR Express webinar series.

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.
### Participating Entities

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<thead>
<tr>
<th>Acworth</th>
<th>Madison</th>
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<tr>
<td>Adairsville</td>
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<td>Aragon</td>
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<td>Ringgold</td>
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<td>Duluth</td>
<td>River Valley Regional Commission</td>
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<td>Fairburn</td>
<td>Rockmart</td>
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<td>Flowery Branch</td>
<td>Statham</td>
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<td>Lilburn</td>
<td>Woodstock</td>
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<td>Cities with less than 1,000 population</td>
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<td>Cities with population between 3,000 – 9,999</td>
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<td>Cities with population of 10,000 and greater</td>
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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: ___________________________ Title: ___________________________

City: ___________________________ Email: ___________________________

Mailing Address: ___________________________

City: ___________________________ Zip: ___________ Phone: ___________
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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:
Aileen Harris
(678) 686-6293
aharris@gmanet.com