

MINUTES
WORK SESSION OF THE BOARD OF COMMISSIONERS
CITY OF DOUGLAS, GEORGIA
OCTOBER 9, 2023

A Work Session of the Board of Commissioners was held on Monday, October 9, 2023, at 6:01 p.m. in the Council Chambers of City Hall. Mayor Tony L. Paulk was presiding with Commissioners Cindy McNeill, Steve Bailey, Kentaiwon Durham and Edwin Taylor were present. Commissioner Mike Gowen and Mayor Pro Tem Olivia Pearson were absent.

Once the meeting was called to order, a moment of silence was done in memory of Michael Stull. After the moment of silence, a brief slideshow was shown in his memory.

REVIEW OF SEPTEMBER 25, 2023 & OCTOBER 2, 2023 SPECIAL CALLED MEETING MINUTES

The first business item presented by City Manager Charles Davis was to review the Board of Commissioners' 09/25/2023 (Work Session/Regular) and 10/02/2023 Special Called Meeting Minutes. Mayor Tony L. Paulk requested that the Commissioners offer any changes so that the City Clerk could correctly record the minutes for historical data.

It was the consensus of the Commission to move this item forward on the **Consent Agenda**.

DISCUSSED APPOINTMENT TO DOUGLAS HISTORIC PRESERVATION COMMISSION

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval to appoint one member to fill an unexpired term on the Douglas Historic Preservation Commission.

Mrs. Henderson stated that the Douglas Historic Preservation Commission seeks to fill the term of Kevin Davis, who unexpectedly resigned. The staff had followed the standard procedure of publicizing the vacancy for two weeks and has received one application from Mrs. Darlene Salazar. The recommendation of the Historic Preservation Commission is to appoint Mrs. Salazar to a 3-year term. The City Code stipulates that all members of the Historic Preservation Commission must reside in the City of Douglas and shall be persons who have demonstrated special interest, experience, or education in history, architecture, or the preservation of historical resources.

It was the consensus of the Commission to move this item forward on the **Consent Agenda**.

DISCUSSED GEMA FY23 STATE HOMELAND SECURITY PROGRAM FOR FIRE DEPARTMENT HAZMAT TEAM

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval to allow Mayor Tony L. Paulk to execute required documents to accept the grand award GEMA FY23 State Homeland Security Program for the Fire Department HazMat Team.

Mrs. Henderson stated that the City of Douglas Fire Department applied for the GEMA FY23 State Homeland Security Program Grant in April 2023. The application was submitted in order to purchase a XplorIR Handheld Gas Identification System for the Douglas Region 8 HazMat Team. This handheld FT-IR spectrometer with integrated pump rapidly identifies gases and vapors. The City of Douglas Fire Department was awarded the GEMA FY23 State Homeland Security Program grant in

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DISCUSSED GEMA FY23 STATE HOMELAND SECURITY PROGRAM FOR FIRE DEPARTMENT HAZMAT TEAM CONTINUED

the amount of \$45,000 with no matching funds required, which covers the entire purchase of the equipment.

It was the consensus of the Commission to move this item forward on the **Consent Agenda**.

DISCUSSED AMENDMENTS TO THE CITY OF DOUGLAS' WEATHERIZATION GRANT PROGRAM

Georgia Henderson, Community Development Director, appeared before the Commission to seek approval to amend the guidelines for the City of Douglas' Weatherization Grant Program.

Mrs. Henderson stated that the City of Douglas established the Weatherization Grant Program in 2016 to assist the elderly in our community with weatherizing their homes. The program is offered to individuals that are 55 and older. Since the development of this program, there have only been a hand full of citizens that have taken advantage of the program. Currently, this program is offered to owner-occupied residents at or below 80% of the medium area, adjusted for household size. This includes the gross income before any payroll deductions from wages, salaries, overtime pay, commissions, fees, tips and bonuses. The staff proposes a change that would remove income limits from elderly applicants by eliminating the HUD income limits, and redirecting this program to focus on the elderly in our community without the restriction of income. The staff's recommendation is to also amend the grant to include eligible items, which are to add interior/exterior doors, windows and/or caulking or sealing existing windows, and to expand the HVAC requirements to add that if the home is a split-level home, they could apply for two units. Also, language has been added to define conflict of interest such as husband, wife, parents, children, siblings, or any in-laws of the foregoing or grandparents and grandchildren of any city employee or mayor and city commission. If there is a conflict of interest, staff will obtain a signed letter of conflict for the grant file.

It was the consensus of the Commission to move this item forward on the **Consent Agenda**.

DISCUSSED NEW DISTRICT BOUNDARY FOR DOWNTOWN DEVELOPMENT

Georgia Henderson, Community Development Director, appeared before the Commission to have the Downtown Development Authority regarding their plans to scale down the development district.

Mrs. Henderson stated that the Downtown Development Authority (DDA) is proposing to shorten the north and south boundaries and would like to share the proposed smaller development district with the mayor and commission. The role of the DDA is to revitalize and redevelop the central business district to ensure a healthy, vibrant downtown. A public hearing will be scheduled during an upcoming City Commission meeting, calling for the vote to approve or deny the proposed district boundary. Scott Moore, Chair of DDA, explained the new boundary proposal.

This item was for information only and no action was required.

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DISCUSSED CHANGE OVER AND UPGRADE TO CLOUD-BASED MICROSOFT OFFICE 365, MONITORING SERVICES, AND OTHER CYBERSECURITY ITEMS

Charlie Davis, City Manager, appeared before the Commission to seek approval to partner with GMA's approved Master Service Agreement and Contract to implement the proposed changes/upgrades.

Mr. Davis stated that due to the ever-changing security environment, and the challenges this presents, we have to change/implement new procedures to meet this change. Due to the constant changes in security patches and having multiple devices, we have to move Microsoft to the cloud and move to Microsoft Office 365.

The overall strategy is to prevent cyber-attacks against the governmental resources of the City of Douglas by bolstering the software and hardware utilized in each office. We will be adding support for firewalls and covering gaps, using email education, enhancing anti-spam, 24/7 monitoring of our network by GMA's partnership with VC3. Georgia law requires some emails to be retained for 6 years. Currently, we are not doing this. With cloud hosting and the new process, we will be keeping email records for 7 years.

Some of the items we will be implanting/changing are:

1. 24x7x365 Server Monitoring
2. 24x7x365 Network Monitoring
3. Access to Virtual Chief Information Security Officer
4. Base level of Endpoint Detection and Response
5. Anti-virus
6. Patch Management (security updates, patching devices, etc)
7. Firewall Management
8. Backup Monitoring
9. Cyber Security Awareness Training & Phish testing – MSOffice 365 Integration Monthly Phishing Testing
10. Email Protection – Advanced Anti-Spam, URL Defense, Data Loss Prevention & E-Mail Encryption 7 Years Email Archiving
11. Endpoint Detection and Response 24x7x365 SOC Monitoring

This will also allow us, as we start moving to the cloud with all products, to get out of most of the server business, which is several hundred thousand over every 5-7 year period. We will now achieve full network monitoring, endpoint threat detection, G3 (government cloud), email archiving and other items.

We have also applied for a grant that if awarded will cover 80% for a four year period.

It was the consensus of the Commission to move this item to the **Consent Agenda**.

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DISCUSSED PURCHASE OF HVAC SOFTWARE/HARDWARE PARTS TO FIX CENTRAL SQUARE COMPLEX CRASHED SYSTEM

Charlie Davis, City Manager, appeared before the Commission to seek approval to purchase the replacement software/hardware system from Johnson Controls that drives the heating/cooling of the Central Square Complex.

Mr. Davis stated that as you know, the Central Square Complex buildings that include the HVAC/Chiller system are about 30 years old. Last month, you approved the purchase of a chiller. This month, the software that runs the chillers and engines for the buildings that drive the system crashed. We are using vice grips and other means to operate the system. In the new few months, we will be bringing you agenda items for the repairs to the other Central Square buildings and the fire alarm system in the system, which has also crashed. We use Johnson Controls for the chiller/HVAC system at the Central Square Complex.

It was the consensus of the Commission to move this item to the **Consent Agenda**.

DISCUSSED PARTIAL CLOSURE OF COWETA STREET

Steve Bailey, Commissioner, appeared before the Commission with a request for a portion of N. Coweta Street to be closed Wednesday, 09/13/2023 from 5:00 pm to 8:00 pm behind First Baptist Church for an event for their Children's program.

It was the consensus of the Commission to move this item to the **Consent Agenda**.

GENERAL COMMENTS

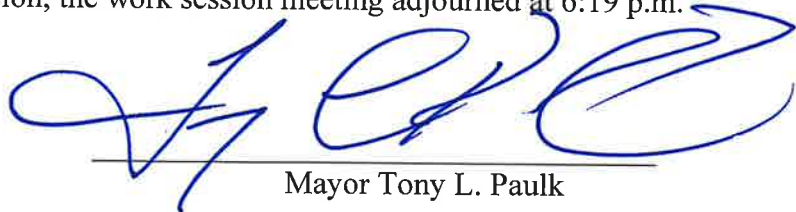
There were no general comments

CITY MANAGER'S UPDATES

There were no updates.

ADJOURNMENT

There being no further discussion, the work session meeting adjourned at 6:19 p.m.



Mayor Tony L. Paulk



Kristi L. Morgan, CMC