

AGENDA PRE COUNCIL MEETING OF THE PERRY CITY COUNCIL February 21, 2017 5:00 P.M.

- 1. <u>Call to Order</u>: Mayor James E. Faircloth, Jr.
- 2. Roll.
- 3. <u>Items of Review/Discussion</u>: Mayor James E. Faircloth, Jr.
 - 3a. Discussion of February 21, 2017 council meeting agenda.
 - 3b. Consider closing of water treatment plant #1 Mr. L. Gilmour.
 - 3c. Discuss status of citizen appointment to WRATS committee Mr. L. Gilmour.
 - 3d. Consider request from Mr. Steve Collins for use of city stage Mr. L. Gilmour.
 - 3e. Presentation of City's customer service welcome packet Ms. S. Miles.
- 4. <u>Department Head Items:</u>
- 5. <u>Council Member Items:</u>
- 6. Adjourn.



MEMORANDUM

TO:

Lee Gilmour, City Manager

FROM:

Susan Miles, Customer Service Manager

DATE:

January 23, 2017

REF:

City Customer Service Data

I have revised the Customer Service data by adding the appendices as you requested. Please see the attached for review.

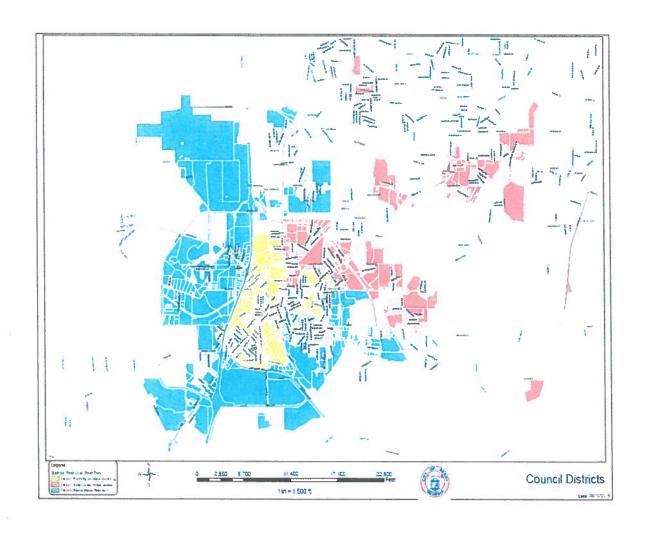
xc: attachments

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CITY GOVERNMENT OFFICICALS

City of Perry Officials	James Faircloth, Jr.,	Mayor
District 1	Phyllis Bynum-Grace Willie King	District 1, Post 1 District 1, Post 2
District 2	Robert Jones William Jackson	District 2, Post 1 District 2, Post 2
District 3	Randall Walker Riley Hunt	District 3, Post 1 District 3, Post 2



CUSTOMER SERVICE INFORMATION

The City of Perry provides water, gas, sewer and garbage collection services to its citizens and some surrounding areas immediately adjacent to the city limits. Customer Service is committed to providing courteous and efficient service to all utility customers and ensuring that utility billings are rendered correctly and collections made in a timely manner. Our goal is to provide knowledgeable interactions with our customers when it comes to quality and timeliness of our service while treating them in a pleasant and courteous manner.

To ensure the utmost accuracy in determining your bill, we use the meter reading software to determine your bill electronically. Results then go through a series of reviews before ever being sent to our customers. We are committed to meeting the evolving needs of our customers through efficient operational management and excellent customer service.

Our Customer Service Technicians are available to answer your questions each business day between 8:00 am and 5:00 pm at City Hall.

Signing Up for Services

- Water Activation
- Gas Activation
 Other use (highest projected monthly usage minimum)
- *Activation fees are non-refundable and due prior to activation of service *
- *Activation fees are subject to change*
- *Please see our fee schedule at www.perry-ga.gov for the current activation rate*

Documentation needed to establish service(s):

- State issued identification (official picture)
- Signed lease agreement, if renting
- Signed settlement disclosure or warrant deed, if purchasing
- Residential Application (provided at City Hall, be obtained at www.perry-ga.gov under residents (forms) (Appendix A)

Billing Information

• The City of Perry has five billing zones. The first billing zone is due on the 1st of the month (Zone 1), the second is due on the 4th of the month (Zone 7), the third and fourth are due on the 15th of the month (Zones 0 and 3) and the fifth is due on the 19th of the month (Zone 5). The due dates are dependent upon the date not being a holiday or weekend. You can determine your billing zone by looking at the first digit of your account number.

- All bills are due 15 days from the date of the bill or the following business day if the due date
 falls on a weekend or holiday. If the bill is not in the Customer Service office by 5:00pm on the
 date specified due, a 10% penalty will be added to the past due balance.
- Accounts not paid within 7 days after the due date are subject to disconnection without further notice
- If you feel you have received a bill in error or have another legitimate reason for not paying, you must notify Customer Service prior to disconnection of services.

Method and Form of Payment

- If mailing in payment: City of Perry- Utilities, PO Box 2030, Perry, GA 31069
- Dropbox payments available 24/7 located on the island in the parking lot (non-cash payment) of City Hall
- Bank draft is available through enrollment
- Online bill pay available through enrollment
- Customer Service in person or via phone

Service Charges

- A service charge shall be assessed for reconnection of service if done during business hours
- A service charge shall be assessed for reconnection of service if done outside business hours
- A service charge shall be assessed for a returned check

Service Programs

Budget Billing Program

- The program is available only to residential accounts
- The account/customer must have at least one year of history on the system
- The customer's account history must show <u>no</u> return checks or cut-offs for non-payment for the previous twelve (12) months
- The account balance must be zero to enter the program
- The program averages the current actual bill with the past eleven months bills to determine the current amount payable

^{*}Cash, check, credit/debit cards and money orders accepted, postdated checks not accepted*

^{*}Direct debit (bank draft) authorization form (Appendix B)*

^{*}Please see our fee schedule at www.perry-ga.gov for the current service charge rate*

Payment is due by the due date printed on the bill. The account will automatically change to a
regular residential account if there is any balance owed on the account when the next bill is
printed and must remain off the program for 12 months.

A full budget billing program agreement (Appendix C)

Senior Exemption Program

Eligibility

- Customers sixty-five (65) years of age at the time of application or have been determined totally disabled according to a current ruling of any agency of the State or the Federal Government
- The total gross annual income from <u>all</u> sources does not exceed \$26,300
- The account is a residential service meter

Application Process

- Account holder must apply in person to the Customer Service office at Perry City Hall (1211 Washington Street)
- Provide effective year documents confirming age and total household income

Water Rate Schedule

- Base Meter -
- Consumption per unit

Sewer Rate Schedule

• Residential-

0-80 units

80+ units

Commercial

0-180 units

180+ units

Gas Rate Schedule

- Base Meter
- All consumption- contact Customer Service for the current gas rate at 478-988-2754

^{*}A full senior exemption memorandum (Appendix D)*

^{*}Note: 1 unit = 100 gallons*

^{*}Please see our fee schedule at www.perry-ga.gov for the current water rates*

^{*}Note: 1 unit = 100 gallons

^{*}Please see our fee schedule at www.perry-ga.gov for the current sewer rates*

^{*}Please see our fee schedule at www.perry-ga.gov for the current gas rate*

Sanitation

Residential curb-side sanitation and recycle services are provided by Advanced Disposal. Commercial and Industrial sanitation is also provided by Advanced Disposal.

A list of recycling items (Appendix E)

The garbage mobile-toter shall be placed at street-side no earlier than 3:00pm on the day before the scheduled collection day and be removed from the street-side no later than 8:00am on the day of collection. * All trash should be bagged before placing in toter.*

Garbage (Solid Waste) Rates

- Residential
- Commercial
- Additional toter

Bagging

The City of Perry offers its residential customers the opportunity to participate in its leaves, grass dipping, pine straw, pine cones, small twigs, sticks and shrubbery dipping bagging collection program. As an incentive to encourage residents to participate in the program, the City of Perry will provide a \$3.00 weekly credit for residents who bag their yard waste per the program guidelines.

Important Phone Numbers

Customer Service 478-988-2754

- Billing inquiries
- Water/sewer service
- Gas service

- Issues with trash collection
- Bulk waste and/or yard debris

Frequently Asked Questions

Utility Emergencies: What to Do

The City of Perry is available 24 hours a day to respond to utility –service emergencies What is an emergency?

^{*}Please see our fee schedule at www.perry-ga.gov for the current garbage (solid waste) rates*

^{*}The program guidelines (Appendix F)*

- Water leak
- Sewer backup
- Natural Gas smell

How to contact us

For emergency services during business hours, phone us at 478-988-2754. After regular business hours, you can call 911 and our emergency service personnel will respond quickly.

For general inquiries you can reach Customer Service at 478-988-2754. Our Customer Service Department is open from 8:00am to 5:00pm, Monday -- Friday.

Are you planning to dig?

Call Utilities Protection Center at 1-800-282-7411 (811) before you dig-

Solid Waste Complaints/Pick-up Issues

Call Sanitation/Public Works at 478-988-2739

High bill complaint

Call Customer Service at 478-988-2754

I cannot pay my bill; do you offer extensions or arrangements?

The City of Perry offers an extension to avoid disconnection of service up to seven (7 days) from the cutoff date, provided the account is eligible for an arrangement.

Full copy of the City's extension policy (Appendix G)

I have or will be moving and need to disconnect my service, what should I do?

Disconnection of service is <u>never</u> completed by a phone call due to signature requirement.

Disconnection of service can be requested by email to <u>customer.service@perry-ga.gov</u>, fax your request to 478-988-2748, sign service order in person with Customer Service at City Hall (1211 Washington St, Perry GA)

*A discontinue of service form (Appendix H) *

I have enrolled in the budget billing program but I wish to no longer participate, what can I do? You can complete a termination of budget billing form and submit by fax, email, mail or in person to Customer Service.

A termination of budget billing (Appendix I)

I no longer wish to enroll in bank draft/automatic debt, what can I do?

Contact Customer Service as soon as possible to be removed from the bank draft process by completed the termination form. Once you are removed from bank draft, your account will become subject to late fee penalties if the account is not paid by the due date.

A termination of bank draft form (Appendix J)

CITY OF PERRY RESIDENTIAL SERVICE APPLICATION 478-988-2754

Account #	Service Type:	New Temporary Transfer
Name:	SS#:	DOB:
Spouse:	SS#:	DOB:
Service Address:		
	Home Phone #:	Cell Phone #:
Mailing Address:		
Employer Name:		Telephone #:
Address:		
Employer Name (Spouse):		Telephone #:
Address		
Emergency Contact Name:		Telephone #:
Address:		
desirable and the amount due shall be entitle delayed payment. If a bill is a past due balance. (b) If the account is not paid within se without further notice. (c) The utility service customers shall weeds or tall grass to make such a above requirements shall be subject to the sunlawful for any person to tap, connounties the consent of or under direction of the negligently break, damage, destroy, unce telephone cables, connections, lines, pur structure named above which are a part of	pe payable in fifteen (15) days from not paid by 5:00 p.m. on the due deven (7) days after the due date, a maintain the area immediately supported in the part of the distribution of the part of the	or days of each month as may be determined to be the date thereof. Failure to receive a bill does not late, a ten (10) percent penalty will be added to the late, a ten (10) percent penalty will be added to the late, a ten (10) percent penalty will be added to the late, a ten (10) percent penalty will be added to the late, a ten (10) percent penalty will be added to the late, a ten (10) percent penalty will be added to the late, a ten (10) percent penalty will be added to the late, a ten (10) percent penalty will be added to the late, a ten (10) percent penalty will ten (10) percent penalty will ten (10) percent penalty will be received and penalty will penalty will penalty will penalty the late penalty will penalty will penalty will be charge to any city utility property shall be charge cost of repair, including overhead in addition to
The garbage mobile-toter shall be placed a be removed from street-side no later than 8	at street-side no earlier than 3:00 p. 3:00 a.m. on the day of collection.	m. on the day before the scheduled collection day a
GARBAGE PICKUP DAY:	MONDAY TUESDAY WE	DNESDAY THURSDAY FRIDAY
For safety measures, the customer must be	present at the service location in or	der for gas service to be turned on.
Schedule	ed Time Date	
Customer Signature		Date
OFFICE USE ONLY		
Water Activation:	W/O#: Cut-on D	ate: Date:
Gas Activation:	W/O#: Cut-on D	ate: Date:
Toter Delivery Date:		Toter #
Previous service/balance search comple Natural Gas Excess Flow Valve Respor Service Termination Date:	ise Form explained and signed b	y customer.

CITY OF PERRY DIRECT DEBIT AUTHORIZATION FORM

City of Perry Account N	lumber	
Name Physical Address		
Mailing Address		
Contact Number Cell Home Work	() () ()	
Financial Institution		
Routing Number		
Account Number		
	Checking Savings	
NOTE: A VOID	check must be included with author	ization.
	erry to automatically debit my bank account for the pa orization will remain in effect until I notify the City in	
charged and that I will have the three banking days before the s impose a processing fee in the e of Perry may charge a fee if	will continue to send me a monthly utility bill befor right to stop the direct debit by notifying the City of P cheduled date of the debit. I further understand that vent that a debit is not paid by my financial institution. any account contains insufficient funds to cover a late fee will be added to my account if not paid by the	Perry at any time up to t the City of Perry may For example, the City a prearranged debit.
Signature:	Date:	

City of Perry

Budget Billing Agreement

Custon	ner Name:	Account Number	er:
Service	Location:		
The Cibelow:	ty of Perry offers a budget-l	pilling program to customers	who quality, as outlined
	The customer's account his payment for the previous two The account balance must be The program averages the of determine the current amout Payment is due by the automatically change to a roon the account when the new 12 months. The budget billing period August and all amounts of credits will be reviewed and stated, the budget billing amounts calculated on the State The program will apply to a The program will automatic The customer may at any	thave at least one year of hist story must show no return che velve (12) months. The zero to enter the program. Current actual bill with the paint payable. It will be a printed on the begular residential account if the ext bill is printed and must remain the second of	st eleven months bills to ill. The account will here is any balance owed main off the program for the August billing. All billing. Unless otherwise y with updated budget of the City of Perry. The sapproved by Council.
more ci be draft	necks to write, no postage re sed on the last possible day b	n is a convenient companion quired, no trips to the office. efore late charges would be a "BANK DRAFT" for your re	Your bank account will dded. You will continue
Agree	ment:		*
balance billing	when the next bill is print without notification, and the	I discussed with me. I agreed ted, I will be placed back on the entire balance will become tate my service, the entire balance.	n the regular residential due. I further agree that
Employ	vee Signature	Customer Signature	Date



Customer Service

MEMORANDUM

TO:

Perry Residents

REFERENCE:

Senior Citizen Exemption

Mayor and City Council have approved the provision of financial assistance for City residents who meet certain guidelines. The program is outlined below.

City Financial Assistance Program

1. Covered fees

This program applies to the City's solid waste fee, stormwater fee and fire protection fee.

2. Eligibility

If the City utility account is in your name and

- a. You are sixty-five (65) years of age at the time of application or have been determined totally disabled according to a current ruling of any agency of this state or the Federal government; and
- b. The total gross annual income from all sources does not exceed \$26,300.00; and
- c. The account is a residential service meter

3. Application process

- a. Utility account holder must apply in person to the Customer Service office at Perry City Hall (1211 Washington Street).
- b. Provide effective year documents confirming age and total household income.

4. Time frame

If the utility account holder qualifies, the program is good for the current calendar year (Jan-Dec). Interested persons need to apply each year.

5. Restrictions

- a. The program is subject to availability of non-tax funds.
- b. Should it be determined the applicant provided false information, service will be canceled until the entire program's costs for that account are paid.
- c. Program is non-transferable
- d. City has sole authority to determine eligibility.

Should you have any questions, please contact Customer Service at 478-988-2745.

Announcing Curbside Recycling Services Now Available In The City Of Perry

CITY OF PERRY RESIDENTS MAY RECYCLE 33 ITEMS FOR CURBSIDE COLLECTION

Starting July 2, Advanced Disposal will begin collecting items for recycling in the City of Perry. And we couldn't be happier about it. Start filling those recycling bins and we'll take it from there!

RECYCLING SERVICE:

Pick up once a week, the same day as garbage collection. Acceptable recyclables include:

- Newspaper and Inserts
- Cardboard Boxes
- Pizza Boxes
- Kraft Paper
- Cereal Boxes
- Paper Towel Cores
- Tissue Paper cores
- Tissues Boxes
- Computer Paper
- Office Paper & File Folders
- Calendars
- School Papers
- Magazines
- Shopping Catalogs

- Envelopes
- Paperboard
- Paper Grocery bags
- Soda and Beer cartons
- Telephone Books
- Paperback Books
- Paper Lunch Bags
- Paper Grocery/Shopping Bags
- Discarded Mail
- Carbonless Paper Forms
- Aluminum Beverage Containers

- Steel/Tin Food Containers
- Glass Bottles and Jars (Green, Brown, Clear)
- Plastic Bottles #1 (Water or Soda Bottle)
- Plastic Bottles #2 Natural (Milk Jug)
- Plastic Bottles #2 Pigmented (Laundry, Shampoo Bottle)
- Plastic Bottles #3-#7 (Mustard Bottle)
- Greeting Cards
- Shoe Boxes

At Advanced Disposal, we can't wait to start making your neighborhood cleaner and greener. If you did not receive your cart by June 15, please call us at (478) 987-1411.







DON'T TRASH GRASS!



GrassGycling

Cut it. Leave it. Watch it thrive.

Grass Clipping Facts







CITY OF PERRY

YARD DEBRIS BAGGING INCENTIVE PROGRAM

Beginning on March 21, 2016, the City of Perry will offer its residential customers the opportunity to participate in its leaves, grass clippings, pine straw, pine cones, small twigs, sticks and shrubbery clippings bagging collection program. As an incentive to encourage residents to participate in the program, the City of Perry will provide a \$3.00 weekly credit for residents who bag their yard waste per the program guidelines.

Program Guidelines:

- Bags are to be placed curbside by 6 A.M. on the day of collection and should not be placed in the street, gutter, ditches or any drainage way.
- The resident must have a minimum of five (5) bags and all leaves, grass clippings, pine straw, pine cones, small twigs, sticks and shrubbery clippings placed at the curb for collection must be bagged and the bags should weigh no more than 50 lbs each. The residents may use regular plastic trash or lawn bags. The City will not collect any bags that contain household waste, rocks, animal waste, dirt, sod or other restricted bulky waste. If a bag contains any unacceptable materials, crews will leave them for the resident to remove.
- Loose branches and limbs (trimmed by the resident) will be picked up.

Note: All yard debris generated by anyone other than the resident must be removed as part of their service. This material may be taken to the Houston County Landfill located at 2080 Hwy 247 South Kathleen, GA 31047.

The success of the City's bagging initiative depends on the cooperation of our residents. Without your contributions, the City would not be able to provide an efficient and cost effective yard waste collection program. This is an opportunity for us all to keep Perry clean, safe and beautiful.

Alternatives to Bagged Leaf Collection

- Use the cheap, easy and environmentally friendly method of dealing with fallen leaves – weekly mulch mowing. Mown leaves will seemingly disappear as they filter into the grass. This easy process eliminates many hours of raking, bagging and hauling leaves to the curb.
- Construct a compost bin on your property and use those composted leaves in your garden or flower bed next year adding organic matter and reducing the need for fertilizer applications.

Extension Policy

The City in its sole discretion may permit a customer to execute an Extension Agreement of the due date when extenuating circumstances exist which prevents the payment of utility charges by the due date. If a customer is unable to pay an outstanding amount on a utility bill and is in danger of the service being disconnected, the customer may request an extension of up to seven (7) days from the cut-off date to pay the account provided an Extension Agreement is completed and signed. The Extension Agreement shall include the complete amount past due including past due balances from previous accounts if no prior arrangements has been made. To apply for an extension, the account holder (customer) must come to the Customer Service Office, in person, no later than two (2) business days **PRIOR** to the date the service is to be disconnected for a delinquent payment and sign an Extension Agreement. Due to the privacy act, **ONLY** the person whose name is currently on the account will be able to discuss issues regarding the account or sign extension requests for the account.

Extension Agreements will not be accepted via the telephone, e-mail, fax, etc. and are available to customers only twice every twelve (12) months for a maximum of two (2) times in a twelve month period and may not be consecutive.

An extension is not available for customers:

- Who have had two (2) extensions during the current twelve (12) months at any address;
- Who accounts have not been established for at least twelve (12) months;
- Who have never made a payment on the account;
- Who failed to keep a prior extension agreement at any address;
- If the property is listed for a tax sale;
- If the property owner/landlord has requested that no extensions are allowed on the account.

Failure to comply with the terms of any Extension Agreement will result in disconnection of service without further notice and the customer will not be eligible for any additional extensions for twelve (12) months following a broken Extension Agreement. Once service has been disconnected, an Extension Agreement will not be authorized.



CITY OF PERRY

DISCONTINUE UTILITY SERVICE

		DATE:	
ACCOUNT #:			
NAME OR BUSINESS:	\$ (A)		
BUSINESS:			
LAST:F	IRST:		
SERVICE ADDRESS:			
CHECK ONE: MOVING AND CLOSING ACC			
TRANSFER			
DATE REQUESTING SERVICE OFF:	***		
FORWARDING ADDRESS			
STREET:			A
CITY:			
PHONE:	_		
SIGNATURE		DATE	

City of Perry

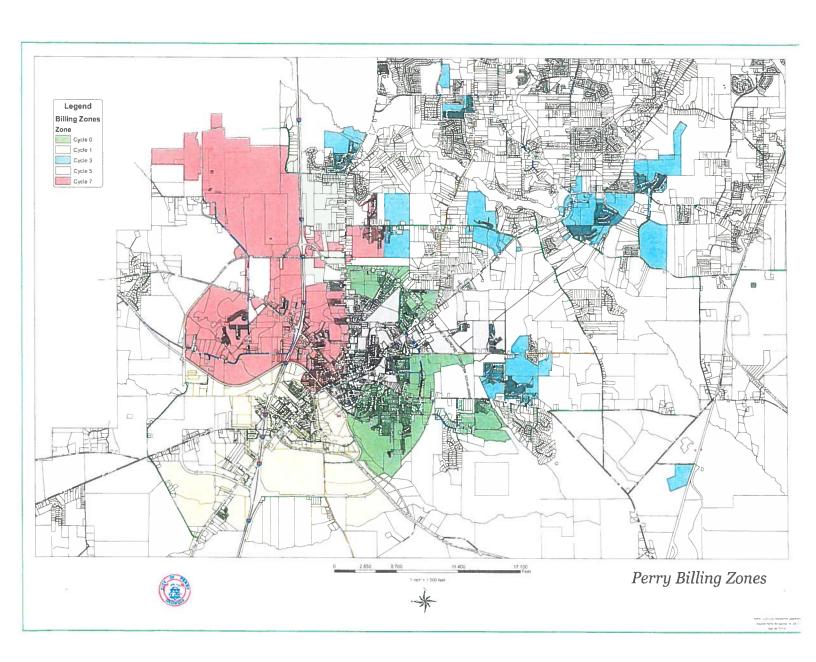
Termination of Budget Billing

Customer Name:	Account Number	
Service Location:		
I hereby request the City of Pe Program.	rry to remove the above account fr	om the Budget Billing
Employee Signature	Customer Signature	Date

City of Perry P.O. BOX 2030 PERRY, GA 31069

TERMINATION OF BANK DRAFT

CUSTOMER NAME:	_
ACCOUNT NUMBER:	
HEREBY REQUEST THE CITY OF PERRY TO REMOVE THE ABOVE ACCOUNT(S) FROM DIRECT DEBIT.	
CUSTOMER 'S SIGNATURE:	
DATE:	_
CITY EMPLOYEE'S SIGNATURE:	
DATE:	_
VERIFIED BY:	
DATE:	



Welcome to the City of Perry

And

Welcome Home



Where Georgia comes together.