



Where Georgia comes together.

AGENDA
WORK SESSION
OF THE PERRY CITY COUNCIL
April 30, 2018
5:00 P.M.

1. Call to Order: Mayor Pro Tempore Randall Walker, Presiding Officer.
2. Roll:
3. Items of Review/Discussion: Mayor Pro Tempore Randall Walker.
 - 3a. Community Development Department
 1. Approval of the Perry Parkway driveway restriction – Mr. T. Hester.
 - 3b. FY 2019 Operating Budget
 1. Department of Public Works – Mr. R. Smith.
 2. Perry Police Department – Chief S. Lynn.
 3. Department of Administration – Ms. B. King.
 4. Office of City Clerk – Ms. A. Warren.
 - 3c. Fire and Emergency Services Department
 1. Consider contracting with Fire Engine Company Services of Savannah, LLC – Chief L. Parker.
 - 3d. Administration
 1. First Street pedestrian crossing – Council Member R. Hunt.
 2. Consider participating with Houston County Board of Commissioners for certain professional services relative to St. Patrick Drive – Mr. L. Gilmour.
 3. Council approval to proceed with professional services, The Chason Group, Inc. – Mr. R. Smith
4. Council Member Items:

5. Department Head/Staff Items:

6. Adjourn.

Kevin Bowen

KKLN Properties, LLC

PO Box 129 Kathleen, Ga. 31047

478-808-3299

kevinbowencpa@gmail.com

Property Location: Corner of Perry Parkway and Sugar Loaf Parkway

Parcel # P0520 – 02A

Zoning: C-2

See attached request of consideration and approval for access onto Perry Parkway as right in and right out only as per GADOT approval



KKLN PROPERTIES, LLC

PO BOX 129

KATHLEEN, GA 31047

478-333-6092

City of Perry

April 20, 2018

Mayor James Faircloth

Members of City Council

Mayor Faircloth,

KKLN Properties, LLC request that Mayor and Council, approved the proposed driveway access to Perry Parkway as shown on the attached plan. This driveway will allow for a right out and a right in turn, just north of Sugarloaf Parkway. We will also be providing acceleration and deceleration lanes to ensure safety on the Perry Parkway. We have a 5.4 acre site that we have submitted plans to the Perry Community Development office to build a small retail center with gas and two additional executive office buildings. The driveway will help ease the flow of traffic on Perry Parkway at the Sugarloaf Parkway intersection. Sugarloaf Parkway currently serves the Houston County Superior Court, the Houston County Jail, various Houston County offices, and 80 plus families who live in the Sugarloaf Subdivision. With the addition of our proposed commercial development and the construction of the Houston County State Court, the Sugarloaf Parkway intersection will be very busy. The Driveway we are proposing will help take pressure off of the busy intersection. Also, we are in the planning stage of expanding the Sugarloaf neighborhood, which will add 150 additional families that will be using Sugarloaf Parkway.

We have received approval from the Georgia Department of Transportation to construct the proposed driveway. With your approval, we can move on with the project which will serve the people of Perry and Houston County.

Thank you for your consideration and we look forward to working with you and your staff in the future.

Sincerely,

Kevin C. Bowen

A handwritten signature in black ink, appearing to read "Kevin C. Bowen", written over a horizontal line.

KKLN Properties, LLC

Russell R. McMurry, P.E., Commissioner



GEORGIA DEPARTMENT OF TRANSPORTATION

One Georgia Center, 600 West Peachtree Street, NW
Atlanta, Georgia 30308
Telephone: (404) 631-1000

March 26, 2018

Parkway Plaza
104 Bluff Chase Apt B
Bonaire, GA 31005

Re: Permit #03-2018-006-153; Tracking #361827; S.R 001100;
M.P 12.25; Houston County

Dear Applicant:

Please find enclosed an application to perform work within the right of way of the above referenced State Route. Please sign in ink all four copies and have all four copies witnessed in ink.

Should you find anything that is not correct, please notify this office immediately. When all signatures are in place, return all four copies of the application and the Indemnification Agreement to this office and we will complete the last stage of the permit process.

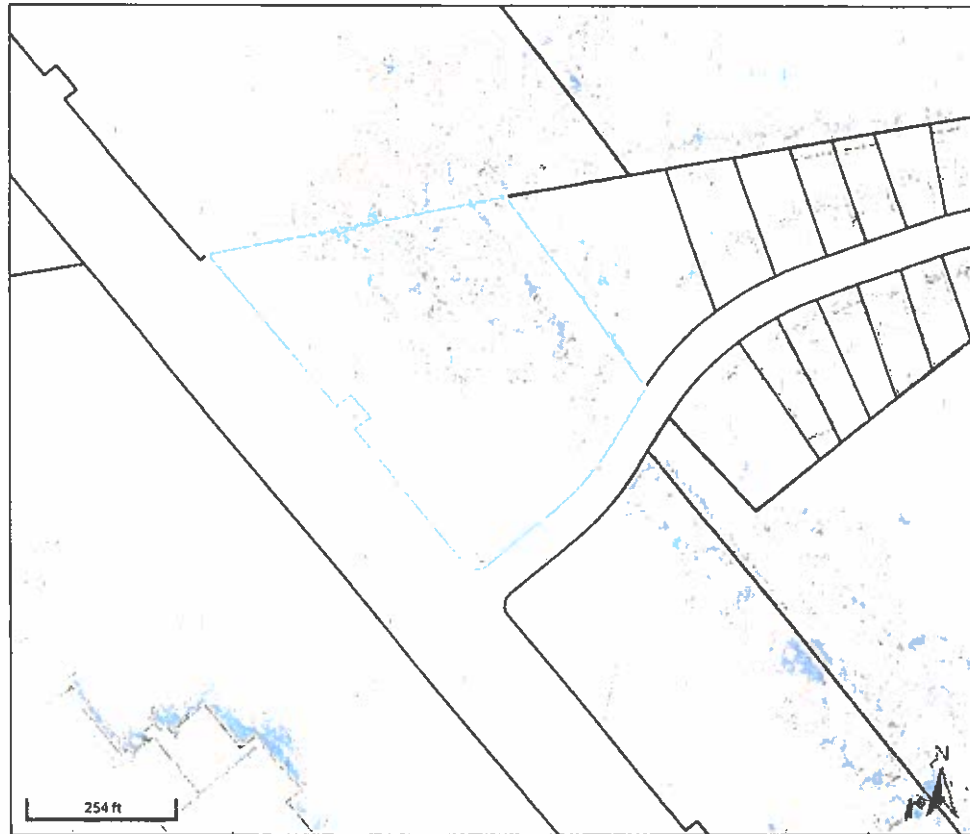
If you have any further questions, please feel free to call me at 706.646.7595 or write to the address shown below.

Sincerely,

Donald Wilkerson

Donald Wilkerson
Access Management Engineer

Please return signed Application to:
Department of Transportation
115 Transportation Boulevard
Thomaston, GA 30286
Attention: Donald Wilkerson, Traffic Operations



Overview



Legend

 Parcels

Parcel ID	0P052002A000	Owner	KKLN PROPERTIES LLC	Last 2 Sales			
Class Code	Commercial		PO BOX 129	Date	Price	Reason	Qual
Taxing District	Perry	Physical Address	KATHLEEN GA 31047	12/22/2015	\$218500	03	U
Acres	5.43	Assessed Value	100 SUGARLOAF PKWY	2/12/2013		14	U
		Land Value	Value \$138400				
		Improvement Value	Value \$138400				
		Accessory Value					

[View Parcel Information](#)

Date created: 4/20/2018
 Last Data Uploaded: 4/20/2018 2 25 16 AM

 Developed by
 The Schneider Corporation

F E C

FIRE ENGINE COMPANY SERVICES OF SAVANNAH, LLC

**18 Colonel Estill Drive
Savannah, GA. 31406**

Phone Number (912) 660-3187

E-Mail chiefdixon@msn.com

www.fireenginecompany.com

QUOTE FOR SERVICE/CONTRACT

**CITY OF
PERRY, GEORGIA
FIRE DEPARTMENT**

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CLIENT INFORMATION

CLIENT NAME: Perry Fire Department – City of Perry, GA		
ADDRESS: 1207 Washington Street		
CITY: Perry	STATE: GA	ZIP CODE: 31069
PHONE NUMBER: (478) 988-2850		DATE: April 22, 2018.
CONTACT PERSON: Lee Parker Fire Chief – Perry Fire Department		CELL PHONE: (478) 338-0011
NOTE: This contract will serve to focus on improvement of the Public Protection Classification (PPC) for the City of Perry, Georgia.		
NOTE: During this process FEC will evaluate the entire process of operation of the Perry Fire Department, Water Department, and 911 Communication Center on aspects as they relate to the PPC.		
This contract is designed so that we walk through each section with the client prior to signing. It is our intention to make sure that every question is answered and that all information is disclosed in full.		

DESCRIPTION OF SERVICES REQUESTED

The Fire Engine Company Services of Savannah, LLC (here after referred to as FEC) has prepared this Quote for Services for the City of Perry Fire Department located in Perry, Georgia. This Quote has been prepared at the request of Perry Fire Chief Lee Parker.

The description of services to be done by FEC is consultation for Insurance Service Office (ISO) Fire Suppression Rating Schedule (FSRS) and Public Protection Classification (PPC) advisory services.

The work to be performed by FEC as specified is advisory to the officers of Perry Fire Department as pertains to the ISO – FSRS/PPC.

FEC and Perry Fire Department personnel have communicated by phone and E-Mail regarding the ISO current classification for the City of Perry and ways to improve it. FEC conducted a preliminary assessment of the ISO FSRS survey packet from July 2015.

FEC's findings are that there are that deficiencies exist identified in the July 2015 survey which can be improved upon. First, we will need to identify any factors which may deduct points, such as growth in buildings and or population which service delivery has been maintained in order to meet demand. This will ensure that the ISO Class-4 is maintained. Second, we will work on improving all categories in order to place the City of Perry at the level of ISO Class-3 or better.

If chosen by the City of Perry, FEC will provide consultation services to Perry Fire Department/City of Perry, GA. We will work very hard with Perry officials to improve your ISO Public Protection Classification.

Preliminary Assessment

During the summer of 2017 FEC conducted a preliminary assessment of the July 2015 ISO FSRs survey for the City of Perry, GA and the Perry Fire Department.

This preliminary assessment report will include comments (in blue text) of concerns and plan of action.

Overall classification,

Perry Fire Department received an overall score of 68.56 out of 105.50 possible points.

The 68.56 score placed Perry in the upper range of the ISO Class 4 grading range. A Class 4/4X rating was applied for the PPC as areas without a recognized water supply fall within the fire protection jurisdiction. New rules will change the way that the areas just outside of five miles from a fire station but having water supply are scored, so we will make sure that residents in these areas receive the proper insurance rating.

We need to concentrate efforts in improving all categories and equalize the relative classification of each. The highest percentage of improvement is needed in Water Supply as it was in the Class 5 category during the last survey. It will be important to bring water supply as close to the relative classification as the fire department in order to close the gap between the two. This will decrease the divergence points. If the divergence points alone were eliminated, Perry GA would be a class-3 city.

Overall Score > 68.56 Score per category > Dispatch 9.01 / Fire Department 35.17 / Water Supply 23.32

The new ISO scale is 105.5 points. 5.5 points are in fire prevention and community outreach. In explaining relative factors below, we will use the 0 to 100 points (basic scale) excluding the 5.5 points.

Receiving and Handling Alarms [Dispatch] accounts for 10% or 10 points of the 100-point scale.
The Fire Department [Fire] accounts for 50% or 50 points of the 100-point scale.
The Water Supply [Water] accounts for 40 % or 40 points of the 100-point scale.

Here is how the divergence was applied to Perry Fire Department.....

[Dispatch].....9.01% of 10% of the FSRs.....this equals 90.10% achieved within this category.
[Fire].....35.17% of 50% of the FSRs.....this equals 70.34% achieved within this category.
[Water].....23.32% of 40% of the FSRs.....this equals 58.30% achieved within this category.

ISO shows a relative classification for each of the three categories. In your 2015 survey the relative class for Receiving and Handling Alarms was Class-1, Fire Department was Class-3, and Water Supply was Class-5. The difference in percentage achieved between the fire department and water supply caused a divergence factor to exist and a deduction of -2.41 points. For this reason, we need to make sure that we gain a higher percentage in water supply than in the fire department. Our goal will be to improve and to bring the relative classifications closer together. This will cause the divergence points to shrink.

In addition, basic deficiencies have been identified as per the 2015 FSRs survey. FEC will verify these and other deficiencies and make recommendation for immediate corrections.

Page 2 of 7 Initials...FEC_____ / City of Perry or Perry Fire Department Official_____

IMMEDIATE PLAN OF ACTION

- **FEC Will conduct a thorough review of all aspects of the water delivery systems for the City of Perry in order to find the deficiencies which caused low scoring in the 2015 survey. Based on findings we will make recommendations for improvements.**
- **FEC along with personnel from Perry Fire Department will conduct a detailed survey of the Perry fire stations, assigned fire apparatus, equipment and personnel.**
- **Inventory equipment tables will be checked to verify that required equipment is present and to identify deficiencies.**
- **FEC will evaluate facilities and backup facilities for the 911 Center and recommend improvements where deficiencies were identified.**
- **FEC will review all response data as it relates to the National Fire Protection Association (NFPA) standard 1710. This standard is directly related to staffing and station placement criteria under ISO's item 561.**
- **FEC will review all other applicable codes and standards as they relate to the point system in the ISO Standards and the PPC.**
- **If deficiencies are found, FEC will recommend instillation of ISO required items and facilities on fire station premises.**
- **FEC has created an all inclusive digital database or data file to store and access records for quick access; we call it the digital dashboard. These records are all ISO compliant and set up specifically for the fire service. FEC will customize a copy of this basic data storage for the Perry Fire Department as part of this contract package. This data file will remain in place for future use by the Perry Fire Department.**
- **FEC will make recommendations for improvements of any type that we believe are reasonably possible in order to improve the PPC and Life Safety for Firefighters and the Public.**
- **FEC, if given permission by Perry Fire Department, will make contact with ISO to start an open dialog with the field inspector and support staff. This will allow us to pose questions and get answers from ISO regarding various issues that may and will most likely arise.**
- **FEC will carbon copy (cc) Chief Lee Parker, Perry Fire Department and/or any other person designated by the City of Perry, GA on all E-Mail correspondence between FEC and ISO.**
- **As part of our invoicing system, FEC will include a summary of services provided.**
- **FEC will give a class for Government Officials "Who and What is ISO?" [See recommendation on Page 4.](#)**

Note: Our first priority will be to do everything legally possible to ensure that the City of Perry does not regress in its fire protection classification. The second priority will be to work towards a fire protection classification improvement.

Page 3 of 7 Initials...FEC _____ / City of Perry or Perry Fire Department Official _____

Recommendation

FEC recommends that the first meeting after signing of this contract will be for the purpose of organizing an ISO Taskforce. The purpose of this is to bring in all departments of the City of Perry who will be involved with the ISO process as well as supporting organizations.

Examples are the Fire Department, Water Department, 911 Communications Center, GIS Department, Personnel from City Management & Financial, Chamber of Commerce and or any other local organization that the City of Perry deem necessary.

FEC will create an organizational plan to maximize the effectiveness and efficiency of the ISO PPC process. This process of bringing these parts of the organization together to share the ISO process creates buy inn and gives everyone a sense of ownership.

Our first day meeting recommendation is to schedule a full day as follows.....

- The morning should be for the class “Who and What is ISO?” We will start with introductions and then proceed with the class. This will explain the process for people who have never been exposed to A ISO PPC rating or who do not understand how it works. It is recommended to invite City Leadership for this morning session.
- Break for lunch.
- Afternoon session..... Organize all participating departments and supporting organizations. Create an organizational chart, plan of action and assign task.

NOTE:

It is important that our clients know that FEC is a “Hand on Organization”.

Many consulting organizations will do research, make a report and leave everything else up to the entity who hires them. FEC will stay fully engaged throughout the contract period. FEC will make recommendations for improvement and work with our clients during the process.

DISCLAIMER

FEC will not accept responsibility for the loss of points during the upcoming Insurance Service Office, Fire Suppression Rating Schedule survey. FEC will show areas of deficiency but it is ultimately the responsibility of the Perry Fire Department/City of Perry to act upon the recommendations made by FEC.

FEC has provided this quote/contract to advise of the consultation services that we can offer to the Perry Fire Department/City of Perry. The client is responsible for and makes the decisions to act upon or not act upon the advice given.

FEC only employe's Fire Service Professionals who are proficient and experienced with issues dealing with the Insurance Service Office, standards for the fire service such as NFPA, and fire service management.

CLAIM OF RESPONSIBILITY

Fire Engine Company Services of Savannah, LLC will stand by the advice that we give during our consultation. We guarantee that the information which we advise is based on information from ISO and related standards and that we will share our proven experience in assisting your organization to implement these standards.

Fire Engine Company Services of Savannah, LLC will only present truthful and factual information as part of this or any ISO Fire Suppression Rating Schedule Survey. To falsify or misrepresent information during this or any ISO survey carries the penalty of insurance fraud, FEC will not be a party to such activities.

Fire Engine Company Services of Savannah, LLC will find every possible area to gain points in order to maximize the credit given during the ISO Fire Suppression Rating Schedule Survey.

EXTENT OF THIS CONTRACT

This contract is in effect from the date signed until and will remain in effect for a period of 24 months. FEC will stay engaged until the final results of the ISO Fire Suppression Rating Schedule survey results are issued. FEC is charging \$ 24,000.00 for consultation services to the City of Perry, GA – Perry Fire Department, this charge covers through the ISO Fire Suppression Rating Schedule/PPC survey. During this time FEC will provide consulting services from our office in Savannah, Georgia and on site in the City of Perry, Georgia and the surrounding unincorporated area of Houston County, GA and Peach County, GA where applicable. Covered under this charge for consultation services FEC will make up to Twelve (12) site visits. If additional site visits are needed they will be charged at a rate of \$ 350.00 per occurrence. The amount of total charges has been established for the City of Perry, GA based on size, complexity, and distance for FEC to provide consultation services. FEC will and always works with our clients so that they are satisfied with our service.

F E C
FIRE ENGINE COMPANY
SERVICES OF SAVANNAH, LLC
Phone Number (912) 660-3187
E-Mail chiefdixon@msn.com
CONTRACT SIGNATURE SHEET

CLIENT NAME: City of Perry – Perry Fire Department		
ADDRESS: 1207 Washington Street		
CITY: Perry	STATE: GA	ZIP CODE: 31069
PHONE NUMBER: (478) 988-2850		DATE: April 22, 2018.

Authorized signature, printed names & Date Signed..... Date _____

FEC - Signature _____ / Printed Name _____

FEC - Initials (Must match initials at the bottom of each page)..... _____

Fire Engine Company Services of Savannah, LLC

Title of official representing the Fire Engine Company Services of Savannah, LLC _____

Statesboro - Signature _____ / Printed Name _____

Statesboro - Initials (Must match initials at the bottom of each page)..... _____

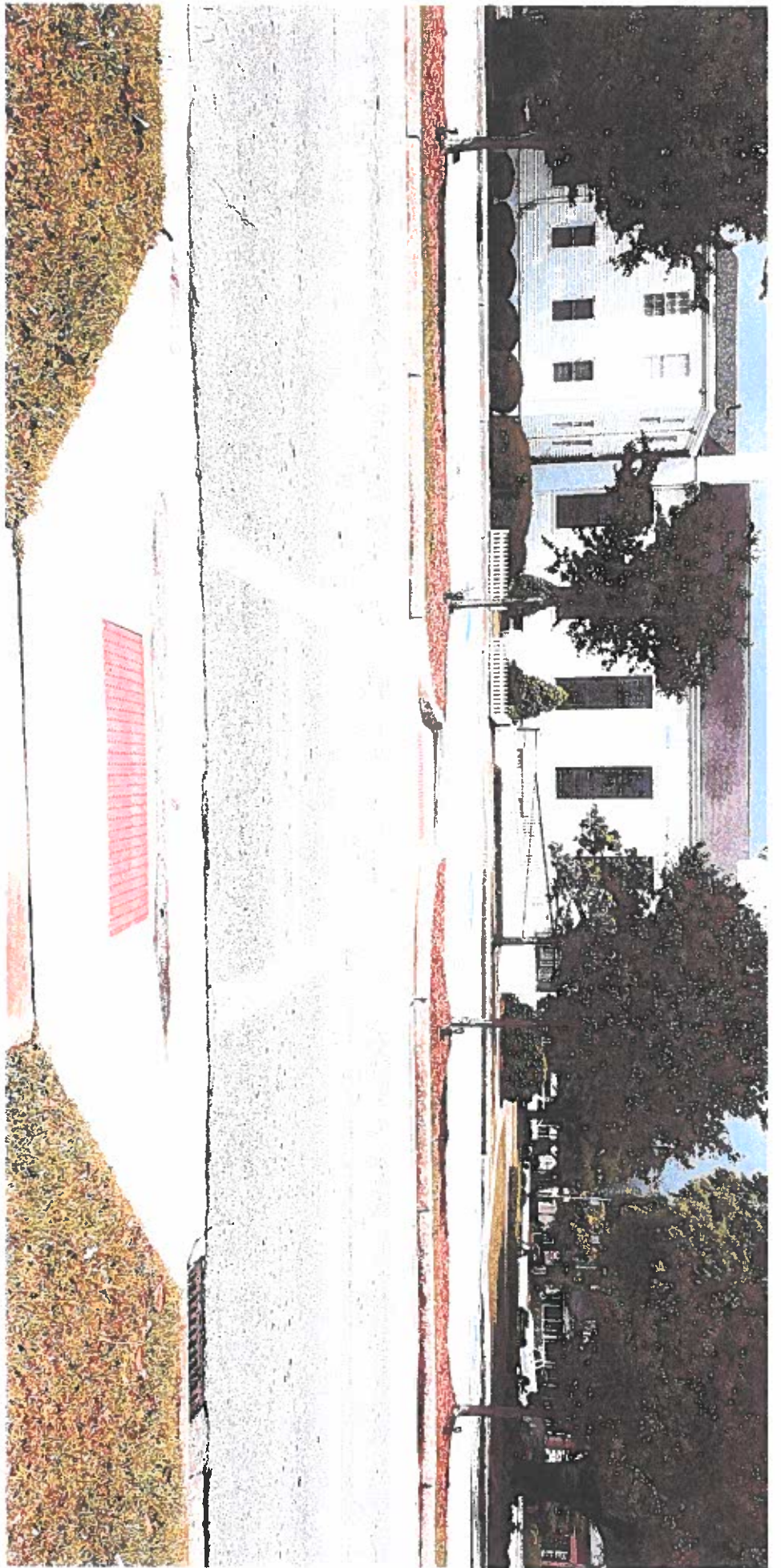
City of Perry or Perry Fire Department Official

Title of official representing the City of Perry, Ga. _____

Page 7 of 7 Initials...FEC _____ / City of Perry or Perry Fire Department Official _____



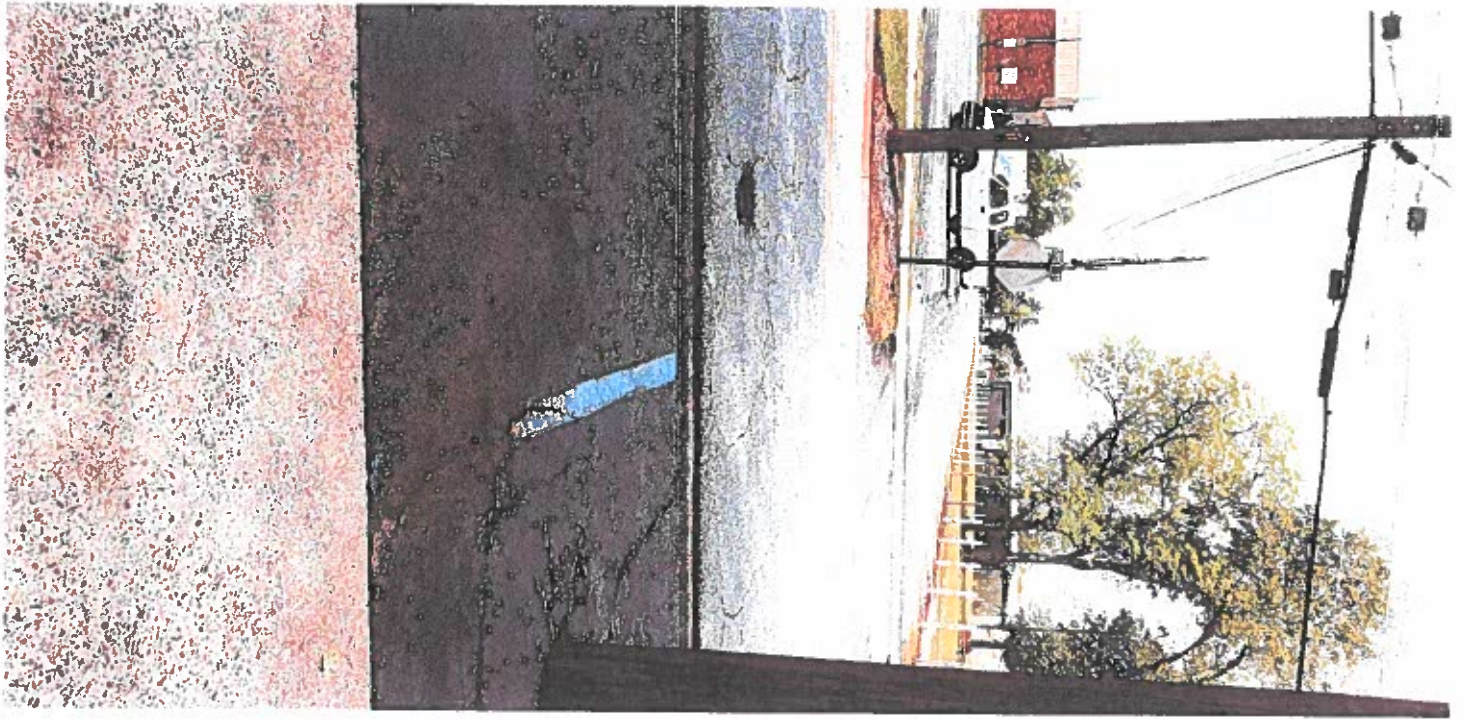






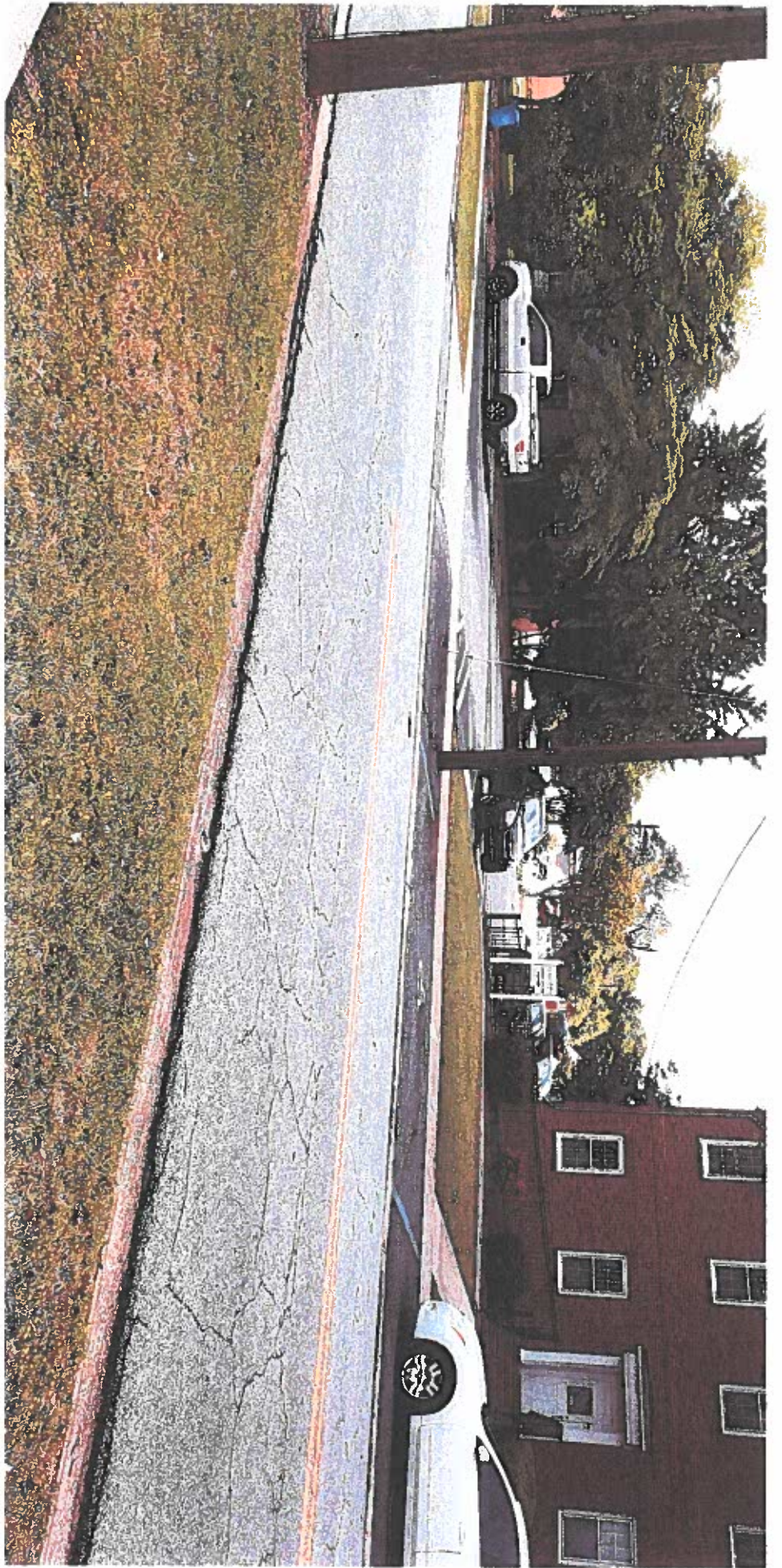




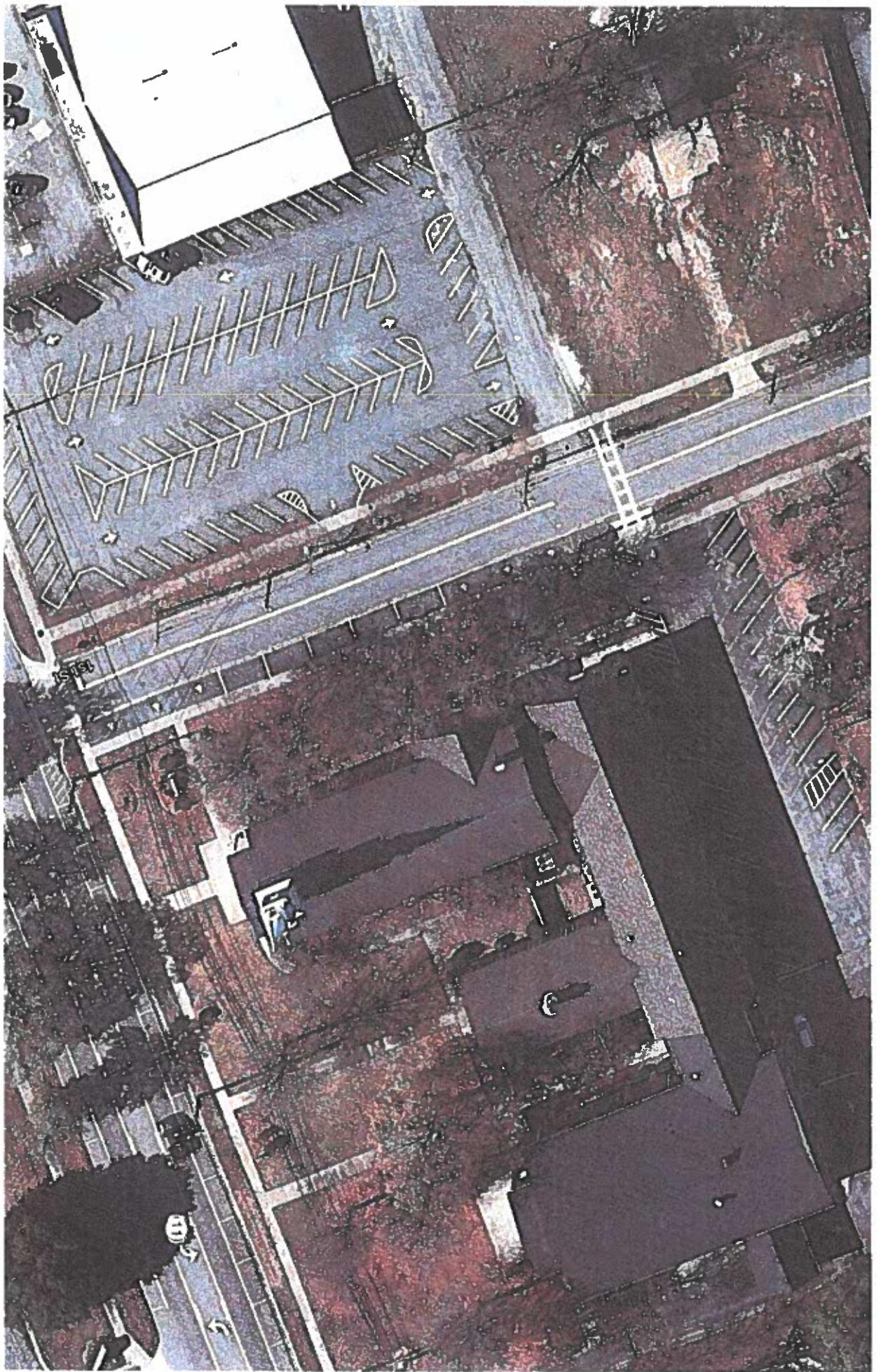












Memo

To: Houston County Board of Commissioners

From: Robbie Dunbar

Date: 4/11/2018 

Re: Request for Professional Services for Survey of Property Along
the Proposed Alignment of St. Patrick's Drive Extension

Please find attached proposal for professional services for the above-referenced project. This survey will enable us to begin preliminary design of road layout. Thank you for your consideration of this request.

HOUSTON COUNTY PUBLIC WORKS DEPARTMENT

2018 Kings Chapel Road
Perry, Georgia 31069
(478) 987-4280 Fax (478) 988-8007



MEMORANDUM

To: Robbie Dunbar, Director of Operations

From: Brian Jones, County Engineer *BJ*

Date: Monday, April 09, 2018

CC: Ronnie Heald, file

RE: St. Patrick's Drive Extension Project – Aerial Photogrammetry, Agreement for
Surveying Services

The engineering department requests permission to enter into an agreement with Saunders Engineering Consultants, Inc. to provide aerial photogrammetry and topographic survey for the St. Patrick's Drive Extension road improvement project. The fee for the work would be **\$19,500** and would be completed within 45-days. For your reference, I have attached a copy of Mr. Saunder's proposal.

The route surveyed would include a portion of Perimeter Road and then run from there to the North Perry Parkway at Thompson Road. A corridor extending the existing end St. Patrick's Drive to the route would also be included. The route surveyed would be 1000' wide and encompass approximately 284 acres. The photogrammetry would be provided using helicopter LiDAR and allow 1' contours.

BJ/bj



April 4, 2018

Mr. Brian Jones, PE, RLS
Houston County Public Works
2018 Kings Chapel Road
Perry, GA 31069

RE: Lidar Survey for St. Patricks Extension

Dear Mr. Jones;

We appreciate the opportunity to submit this proposal for obtaining Lidar aerial survey for this project. We proposal to obtain a 1000' wide corridor from Sam Nunn Blvd to the North Perry Parkway. Our fee for providing this survey is \$19,500.00. We have attached the proposal from Platinum Geomatics for your review.

Should you have any questions please give me a call.

Sincerely,
Saunders Engineering Consultants, Inc.

A handwritten signature in black ink, appearing to read 'Eric Saunders, PE', is written over the typed name. The signature is stylized and includes a large flourish that loops back under the name.

Eric Saunders, PE

January 29th, 2018

Mr. Rick Saunders
Saunders Engineering Consultants, Inc.
104-C Gunn Road
Centerville, GA 31028

Re: **St Patrick's Drive Extension Aerial Survey**
Proposal # PG018-015

Platinum Geomatics, LLC (PG) is pleased to submit a proposal for professional photogrammetric services of the subject site in Houston County, Georgia to Saunders Engineering Consultants, Inc. (SEC). Our proposal is based on the data provided in the email received on January 26th, 2018 detailing roughly 2.3miles of alignment, buffered to 1,000'. The fee includes costs for new imagery, helicopter-borne LiDAR data and 1" = 50' scale 1' contours of the alignment, photo control and digital orthophotos.

This proposal is based on the following data:

Site Location: Houston County, GA
Area: ~2.3-miles x 1,000' corridor (+/- 284 acres)
Scale: 1" = 50' with 1' contour interval
Deliverables: Microstation digital files

SCOPE

In order to complete this task, we will obtain new color aerial imagery of each site to equal 0.25' (3") pixel resolution. Simultaneous to this imagery capture, we will collect twenty (20) points per meter LiDAR of the corridor as described. The corridor as shown in Exhibit A ties into Perimeter Road on the south end of the project and includes a portion of Plaza Connector and proceeds through thick vegetative cover, includes a side road corridor tying into St Patrick's Drive and continues along new alignment through vegetative cover terminating along an alignment with Thompson Road and Perry Parkway. The higher density point cloud will effectively penetrate the tree canopy and sufficiently map the terrain and significantly reduce the need for field enhancements. This proposal includes aerial imagery and planimetric features at 1" = 30' as they are discernible from the aerial imagery for the entire length of the corridor survey. Since this is for road design, Platinum Geomatics will operate a GPS base station simultaneous with the flight in order to achieve 0.10' vertical accuracies on hard surfaces.

The anticipated deliverables for this project will include digital orthoimagery in .tif format, Microstation .dgn files of the planimetric data, the contours as well as the surface DTM. Other formats are available should SEC determine a different format is necessary for this deliverable.

COST

Aerial acquisition, GPS base station, post-processing, and data calibration	\$10,500.00
Ground Control	\$ 2,000.00
Break line delineation, contour generation, planimetrics	\$ 5,500.00
<u>Orthophotography</u>	<u>\$ 1,500.00</u>
TOTAL	\$19,500.00

GENERAL TERMS

It is understood SEC will provide the following services in conjunction with this task as well as provide for the costs of these services.

1. Delineation of the mapping boundaries
2. Field checking of the map(s)
3. Completion of any map areas, including planimetric features we cannot see due to foliage and/or shadows

Platinum Geomatics, LLC will communicate project progress to Saunders Engineering Consultants, Inc. as the work is performed, typically on a weekly basis.

SCHEDULE

We will begin immediately upon Notice to Proceed (NTP) which can be issued by our receipt of a signed copy of this document. The document must be signed by an officer or other duly authorized representative of SEC. Weather conditions will dictate the flight acquisition and control schedule. All photogrammetric mapping collection, edit and QA/QC will be completed within **forty-five (45) days of completion of flight and control.**

We look forward to working with you and your staff on this project. If you have questions or need additional information, please do not hesitate to contact us.

Best Regards,
PLATINUM GEOMATICS, LLC



Jeffrey S. Simmons, PLS

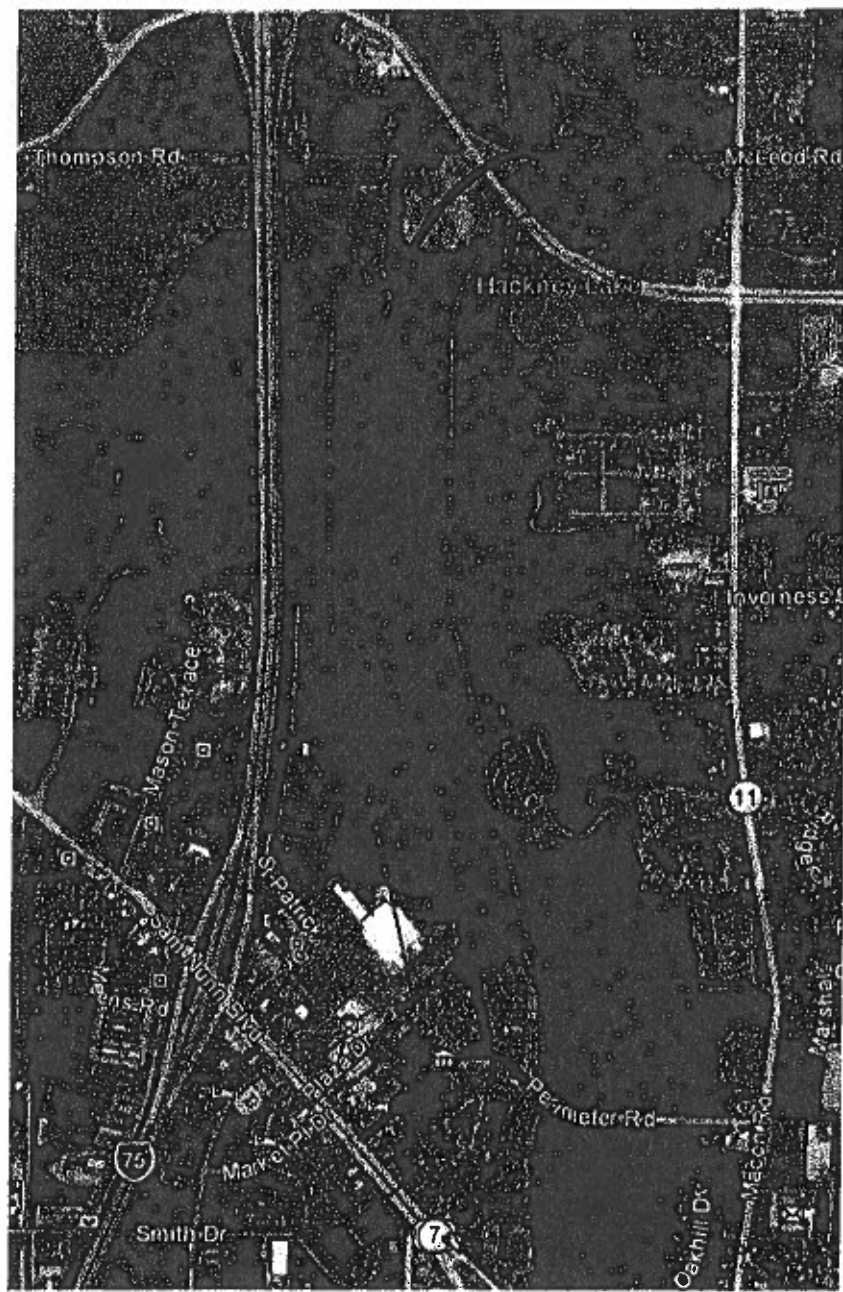
We hereby authorize Platinum Geomatics, LLC to proceed in accordance with the documented specifications, fee and schedule outlined within this document and in accordance with the attached terms and conditions

Date

Authorized Signature



EXHIBIT A



St. Patrick's Drive Extension Aerial Survey (1000' wide corridor)

THE CHASON GROUP, INC.

April 20, 2018

Mr. Robert Smith
Assistant City Manager
City of Perry
Post Office Box 2030
Perry, Georgia 31069

Dear Robert:

First and foremost, thank you for contacting The Chason Group regarding executive search services for the City of Perry. I am very interested in developing a partnership with the city to conduct an executive search for a professional to lead the economic development department.

The executive search model we have developed has been proven many times over the past several years. Our attention to details for the candidates and clients has made tremendous impacts on the very important steps you are about to undertake. Our clients include the Augusta Economic Development Authority, Henry County Development Authority, Brunswick and Glynn County Development Authority, Douglas-Coffee County Economic Development Authority and the Georgia Department of Economic Development.

Executive searches and candidates have changed dramatically over the past five years. Technology plays a key role in the selection process as never before. With these new trends in mind, I would like to offer a proposal for executive search services to the City of Perry on behalf of The Chason Group.

Our Commitment. Building relationships with the city and its leadership is one of the cornerstones of our process. The commitment to the organization by The Chason Group will be long-term. Our economic development, business and government contacts on local, regional, state and national levels lends tremendous value to our clients.

The Executive Search Process. A key component of the executive search process is communication. Listening is a high priority for us. We will conduct a select number of stakeholder interviews to learn what success may look like for the new professional and identify key character traits required. A part of this process will include The Chason Group's recommendations for a position title and competitive compensation package. Finally, our team will develop a weighting scale that will be used throughout the search process. The scale is used to narrow the pool of applicants and identify the most qualified candidates.

Developing a Position Description that matches the current market trends as well as needs of the organization and an announcement for promoting the position allows our team to cast a broad net for candidates who may possess the right skill sets for the job. Our personal contacts throughout the country, specifically the southeast, adds value to the search. Social media and professional organization announcements are also utilized effectively by The Chason Group.

The Candidates. Another aspect of communication is keeping the candidates and the city informed of the status of the search. The Chason Group will serve as the point of contact for all candidates – internal to the community and those from other areas. This allows you to direct all potential candidates to us for consistency. Every candidate will receive professional and continuous updates on the process and status of their candidacy. The Chason Group will recommend the top three to five candidates to the city leadership for interviews. Briefing Books for you and other members of the selection team will include a current resume and detailed application that is specifically tailored for the City of Perry. Our team will provide the selection team with a list of questions for interviews and make all arrangements for the candidates, including interview times.

THE CHASON GROUP, INC.

Mr. Robert Smith
City of Perry
April 20, 2018
Page Two

The Interviews. We are also at the table with you during the interviews. Experience has shown that our presence keeps the process moving and allows us to assist you during the selection phase. After each candidate, we will facilitate a Pro/Challenge discussion with the selection team. These notes will provide you a chance to review each candidate as an individual and then as a group after the interviews are complete. Comparing the candidates to the Weighting Scale developed earlier is also a part of this process.

Spouse – Family Involvement. For second interviews, The Chason Group will provide an assignment to the top candidates that allows the individuals to make a presentation to the selection team. If a spouse is involved in a move to the community, we will learn the needs of the couple in order to have the information readily available. The full process of conducting an executive search, from stakeholder interviews to the first day on the job for the new executive, will take 90 to 120 days.

Compensation Package and Setting the Stage. The Chason Group will assist the city in determining a compensation package that is competitive and affordable. It is extremely important for both parties to agree on expectations in writing. If desired, The Chason Group will also prepare press releases, with your approval, to keep the community apprised of the search. This will include working with the city in making a final announcement.

Guarantees. The Chason Group offers a one-year guarantee. Should the candidate resign or be terminated by the City of Perry for reasonable cause within the first 12 months from the date of employment, The Chason Group will conduct another search at no additional fee, excluding expenses such as background checks, travel and normal business costs. Our firm further commits not to hold discussions regarding other career opportunities with the successful candidate for a minimum of three years unless written approval is provided by the client.

Fees For Executive Search Services. The fee for The Chason Group executive search services is \$19,500 plus expenses. One-half of the fee is due when the agreement is signed and final payment plus expenses is due 10 days after the start date of the new executive. Expenses may include: vehicle travel at the maximum IRS approved business rate per mile (bases of Cartersville, GA and Newnan, GA), air travel, meeting registrations, lodging, meals, postage, printing, criminal and financial background checks and other normal business expenses required. The Chason Group will make all attempts to utilize the most economical prices and time efficient means to keep costs to a minimum. Expenses may also include any costs incurred by candidates from outside of Georgia for an interview. It is customary for candidates to be reimbursed for mileage, airfare, meals, and lodging if traveling from outside of the state to a community for interviews. Should total expenses exceed \$2,000, The Chason Group must seek approval in writing from the appropriate city official for additional funds.

Why The Chason Group? Professionalism, integrity and transparency are the values of our team. We want to become a partner with the City of Perry to identify qualified candidates for the executive position. Candidates today are looking for expertise and consistency and we continuously offer these business traits. Our process, developed with many years of experience, will add value for the organization long-term.

Robert, thank you for allowing me to present The Chason Group proposal for services. I am prepared to make a presentation to council if called upon. Again, thank you for the opportunity.

Sincerely,



Tim Chason

Attachments

THE CHASON GROUP, INC.

Representative Clients of The Chason Group



Why An Executive Search Firm?

Time. Professionalism. Preparedness. Partnership.

Local governments are typically stretched in terms of capacity. When a vacancy occurs on a local government's team, other staff members typically focus on keeping the momentum flowing in that area with little time for organizing a search. The Chason Group will become the key contact and organizer for the executive search.

Process is an important component. As a professional executive search firm, The Chason Group has a proven process that works extremely well for elected groups and their professional support teams. The process allows for efficiency of time and resources.

Being prepared is extremely important. The Chason Group has the experience and knowledge of how to present the City of Perry to candidates who may not respond to advertising. Our network extends across the southeast. The selection team will be fully prepared to interview qualified candidates prior to the first interview.

Developing a partnership is vital. The Chason Group's philosophy is to build value-added relationships with the organization's leaders and professional staff. We encourage the city to check our references to learn about our partnerships with previous clients.

References For The Chason Group

Tom Croteau, Deputy Commissioner, Global Commerce
Georgia Department of Economic Development
678.644.1861

The Chason Group conducted five talent searches for GDEcD in 2017 one has already been completed in 2018.

Rod Meadows, Attorney
Counsel For Henry County Development Authority
Meadows, Macie & Sutton, P.C.
770.957.1199

The Chason Group has recently completed an executive search for the Henry County Development Authority, a community of over 225,000 citizens. Rod's perspective will be from a very recent search.

Missy Neu, Former Member
Brunswick and Glynn County Development Authority
Hodnett – Cooper
912.291.3447

The Chason Group led the search for a new President to lead the Brunswick and Glynn County Development Authority in 2016.

Cal Wray, President & CEO
Augusta Economic Development Authority
931.257.4212 or 706.821.1321

The Chason Group led the executive search for Cal Wray to serve as President and CEO of the Augusta EDA. The search was completed in December 2017 and Cal started to work in January 2018.

James McCoy, President/CEO
Cumming-Forsyth County Chamber of Commerce
770.842.4774

The Chason Group led the search for James McCoy to lead the Cumming-Forsyth Chamber in 2004. The firm has also conducted five additional talent searches for the Chamber, including economic development positions.
