



Where Georgia comes together.

**AGENDA
WORK SESSION
OF THE PERRY CITY COUNCIL
September 17, 2018
5:00 P.M.**

1. **Call to Order:** Mayor James E. Faircloth, Jr., Presiding Officer.
2. **Roll:**
3. **Items of Review/Discussion:** Mayor James E. Faircloth, Jr.
 - 3a. **Office of the City Manager**
 1. Consider some street name changes – Mr. L. Gilmour.
 2. Consider status of community service workers – Mr. L. Gilmour.
 3. Consider designation of private street – Mr. L. Gilmour.
 4. Consider authorization of additional positions – Mr. L. Gilmour.
 5. Adjustment of health insurance coverage – Mr. L. Gilmour.
 6. Consider closing a portion of Marion Street – Mr. L. Gilmour.
 - 3b. **Economic Development Department**
 1. Proposed 2019 Event Calendar and estimated budget – Ms. H. Myers.
 2. Hotel incentive request – Mr. R. Smith.
 3. Interchangeable signage framework – Ms. C. Edgemon.
4. **Council Member Items:**
5. **Department Head/Staff Items:**
6. **Adjourn.**



Where Georgia comes together.

OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager
DATE: September 12, 2018
REFERENCE: Street Name Changes

With the impending change of federal route 341 through the city, the Administration recommends Council approve proceeding with changing the name of the below section of streets.

Section	From	To
Woodlawn Drive - West Perry Parkway	N 341	Sam Nunn Boulevard
Glenwood Avenue - East Perry Parkway	S 341	Main Street

cc: Mr. R. Smith
Mr. B. Wood



Where Georgia comes together.

OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager
DATE: September 13, 2018
REFERENCE: Use of Community Service Persons

Several years ago the City hired/contracted with the Georgia Department of Corrections for a labor crew. The contract was cancelled due to:

- Extent of time corrections officer was not available (vacation, holidays, etc) which meant the crew was not available.
- Varying number of laborers provided.
- Tearing up equipment.
- Weak production numbers.

The City has also participated in the local probation office's community service program. These are persons assigned by the local courts to probation office supervision to perform community service. Originally assigned to various departments, the program currently is only used by the Department of Leisure Services. After review by myself and Mr. Dye, the Administration recommends Council approval of the cancellation of the City's participation in the program. The reasons are:

- Persons require constant supervision by a City employee
- Irregular work schedules and number of participants
- Very little knowledge of functions or equipment to be used
- Unprepared for tasks assigned (i.e. dress)
- Low production

If you have any questions or comments, please contact Kevin or myself.

cc: Mr. R. Smith
Mr. K. Dye



Where Georgia comes together.

OFFICE OF THE CITY MANAGER

MEMORANDUM

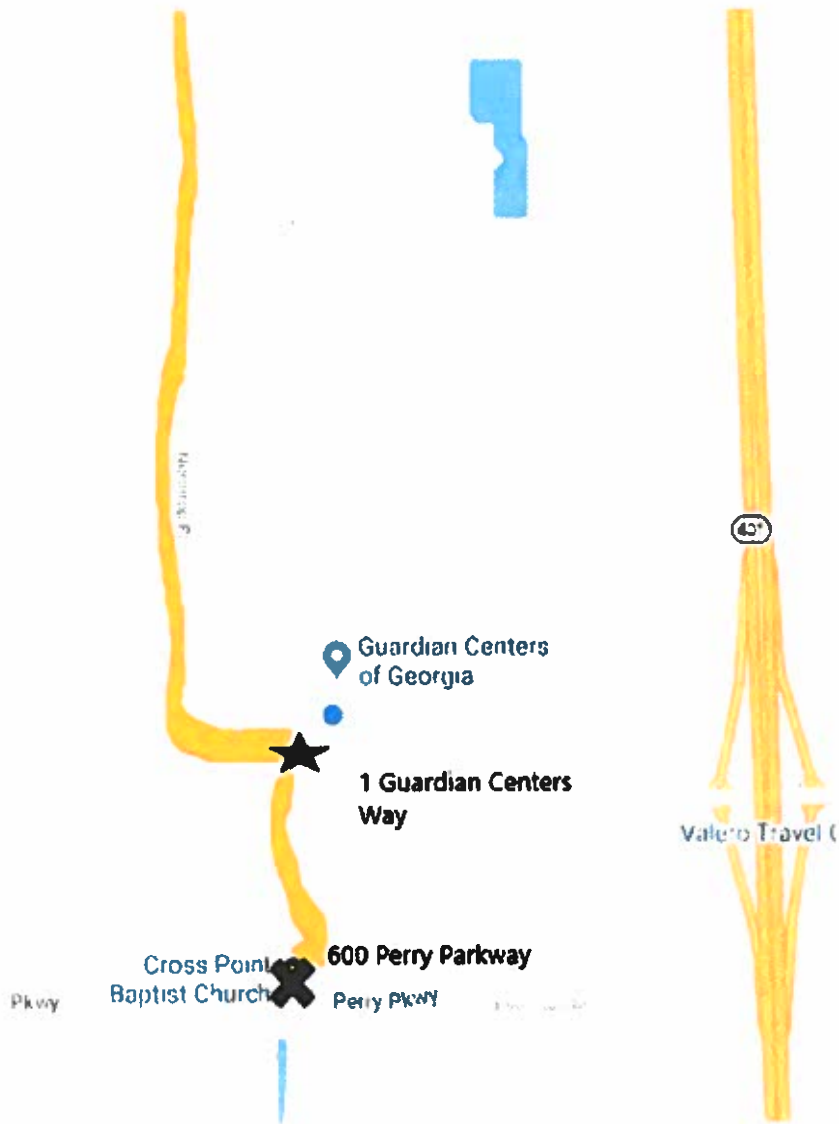
TO: Mayor/Council
FROM: Lee Gilmour, City Manager
DATE: September 12, 2018
REFERENCE: Street Request

The City has been approached by Guardian Centers of Georgia for Council to designate a current driveway as a private street. The proposed street name is Guardian Centers Way. It is also requesting its operations center address be changed from 600 Perry Parkway to 1 Guardian Centers Way. (See attached Exhibit A.)

The street would not be maintained by the City but would be open to public use. Its construction meets minimum City standards. All affected property owners (Guardian Centers of Georgia, Houston County Development Authority) have been notified.

The Administration has no objection and supports this request subject to clearance from the City Attorney's office.

cc: Mr. D. Walker/attachment
Mr. R. Smith/attachment
Mr. B. wood/attachment



**Exhibit A
Private Street Request**



Where Georgia comes together.

OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager
DATE: September 13, 2018
REFERENCE: Request for New Positions

The FY 2019 Operating Budget did not recommend any new positions. This was based on an examination of revenue in the General Fund. After reviewing the impact of cancelling the lawn mowing agreements, certain custodial agreements and the \$369,000 gain in property tax income, the Administration recommends Council authorize two (2) new entry level positions.

The positions and reasoning are:

1. Additional Equipment Operator Trainee position in landscape crews. This would provide for two (2) two-person crews for parks and general mowing. This will add a separate crew and speed up the mowing cycle.
2. Additional person for litter control. The demands of stormwater maintenance requires the shift of Equipment Operator II from litter control to Storm System maintenance. The new position returns the litter crew to two persons.

Attached is the Department of Public Works staffing with the requested positions.

If you have any questions or comments, please contact me.

cc: Mr. R. Smith

Department of Public Works

Administration

Executive Secretary

Division of Streets/Lighting

Street Maintenance Supervisor

Street Maintenance

Senior Equipment Operator

Equipment Operator III

Senior Equipment Operator

Litter Control

Equip. Operator I

Equip. Operator Trainee

Division of Building Maintenance

Building Maintenance Supervisor

Building Maintenance

Building Maintenance Technician III

Building Maintenance Technician I

Custodial Services

Senior Custodian

Custodian I

Division of Landscaping

Landscape Manager

Operations

Equipment Operator I

Equipment Operator I

Equipment Operator I

Equipment Operator Trainee

Division of Solid Waste

Solid Waste Supervisor

Yard/Bulk Collection

Solid Waste Operator I

Equipment Operator I

Solid Waste Operator III

Equipment Operator II

Solid Waste Operator III

Solid Waste Operator I

Equipment Operator I

Division of Stormwater System Maintenance

System Maintenance

Equipment Operator III

Equipment Operator I

Equipment Operator II



Where Georgia comes together.

OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager *LG*
DATE: September 5, 2018
REFERENCE: Adjustment for Health Insurance Coverage

From your discussions, there is a consensus that health/dental insurance should only be provided to full time employees. Therefore, the Chief Judge position does not have the benefit. You have been advised what can happen when elected officials run for office primarily for the health insurance coverage.

The Administration recommends, effective 9.1.18, health/dental insurance coverage not be offered to the City's elected officials. This would not impact any current elected official covered by the City's plan.



Where Georgia comes together.

OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager
DATE: September 12, 2018
REFERENCE: Change of Traffic Pattern

With the purchase of the new City Hall site, a portion of Marion Street will be closed. The Administration recommends Council approve making the remaining portion of Marion Street one way running from Carroll Street to Commerce Street. It is also recommended to make the change now so users become familiar with the new pattern. Attached Exhibit A indicates the affected portion.

cc: Mr. R. Smith/attachment
Chief S. Lynn/attachment
Chief L. Parker/attachment
Mr. B. Wood/attachment

Exhibit A



Overview



Legend

-  Parcels
-  Roads

Date created 9/10/2018
Last Data Uploaded 9/10/2018 6:05:07 AM

Developed by  **Schneider**
GEOSPATIAL



Where Georgia comes together.

Department of Economic Development

To: City Manager Gilmour and Assistant City Manager Smith

Cc: Main Street Design Committee

From: Main Street Coordinator Edgemon

Date: September 13, 2018

Re: Interchangeable signage framework

The Perry Main Street Design Committee recommends installing at gateways into downtown interchangeable sign frameworks to which Coroplast signs may be secured with zip ties or clips.

Committee Chairman Terre Walker photographed an example of this kind of signage, which features decorative metal balls on top of the posts of the permanent framework, in Duluth; Coroplast panels are changed to promote various events hosted by the city and its partners. (Coroplast is rigid, corrugated plastic that does not sag as vinyl banners do.) Mrs. Walker estimated the sign framework shown to be approximately six feet wide.



By listing when annual events that happen on a set schedule occur, such as New Year's Eve, the third Wednesday in September, the second weekend in April, etc., rather than using specific dates, the signs could be used for multiple years. These signs would replace the unattractive, traffic message boards currently used to publicize upcoming events and street closures.

In between publicized events, a standard "Welcome to Downtown Perry" sign could be used.

The Design Committee suggests a sign at Sam Nunn Boulevard and Ball/Washington streets near the existing monument sign and one at Gen. Courtney Hodges Boulevard and Carroll Street near the Sinclair Station. Both of these locations will receive new wayfinding signage during the upcoming phase of wayfinding implementation; therefore, if the interchangeable sign framework is approved, the committee asks, if possible, for consideration of the frameworks when selecting the placement of the wayfinding signs so that they complement each other.

The committee suggests Crossroads Park as a future location for a third signage framework.

Committee members Marty Myers and Bill Loudermilk agreed to collaborate with Public Works on sign specifications. The framework can be made easily and relatively inexpensively in-house.