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REGULAR MEETING OF THE PERRY CITY COUNCIL

January 15, 2019

6:00 P.M.

1. Call to Order: Mayor James E. Faircloth, Jr., Presiding Officer.
2. Roll.
3. Invocation and Pledge of Allegiance to the Flag: Mayor James E. Faircloth, Jr.
4. Selection of 2019 Mayor Pro-Tempore:
5. Community Partner(s) Update(s):
6. Citizens with Input.
7. Public Hearing: Mayor James E. Faircloth, Jr.

The purpose of this Public Hearing is to provide any interested parties with an opportunity to express their views and concerns in accordance with O.C.G.A. Sec. 36-67A-3 (c).

- 7a. Amendment to Land Management Ordinance. Applicant, The City of Perry, request a text amendment establishing a minimum house size – Mr. B. Wood.
8. Review of Minutes: Mayor James E. Faircloth, Jr.
 - 8a. Council's Consideration – Minutes of the December 18, 2018 pre council meeting and December 18, 2018 council meeting.
9. Old Business: Mayor James E. Faircloth, Jr.
 - 9a. Ordinance(s) for Second Reading(s) and Adoption:
 1. **Second Reading** of an ordinance amending alcohol beverage license distances in downtown district – Mr. L. Gilmour.
 2. **Second Reading** of an ordinance to amend FY 2019 Operating Budget - Mr. L. Gilmour.
10. Any Other Old Business:
 - 10a. Mayor James E. Faircloth, Jr.

- 10b. Council Members
 - 10c. City Manager Lee Gilmour
 - 10d. Assistant City Manager Robert Smith
 - 10e. City Attorney
11. New Business: Mayor James E. Faircloth, Jr.
- 11a. Matters referred from January 14, 2019 work session and January 15, 2018 pre council meeting.
 - 11b. Ordinance(s) for First Readings and Introduction:
 - 1. **First Reading** of a text amendment establishing a minimum house size – Mr. B. Wood. *(No action required by Council)*
 - 11c. Award of Bid(s):
 - 1. Bid No. 2019-15 Utility Vehicle – Economic Development – Mr. M. Worthington
 - 2. Award of bid for Sinclair Station stabilization project – Mr. M. Worthington.
12. Other Business/Supplemental Agenda: Mayor James E. Faircloth, Jr.
- 12a. Authorization to execute documents to proceed with financing options for certain capital purchases with State Bank & Trust Company – Ms. B. King.
13. Council Members Items:
14. Department Heads/Staff Items.
15. General Public Items:
16. Mayor Items:
17. Adjourn.



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STAFF REPORT

From the Department of Community Development
December 3, 2018

CASE NUMBER: TX-18-08
APPLICANT: The City of Perry
REQUEST: Text Amendment establishing a minimum house size

STAFF ANALYSIS: In September the Planning Staff was asked to develop an amendment to the Land Management Ordinance to establish minimum sizes for single-family detached houses. The amendment to Table 5-1.1 in Section 5-1.1, Section 9-4.1, Section 2-3.3(C)(9), and Section 87.2.7 of Appendix A of the Land Management Ordinance proposes a 1,300 square foot minimum in the R-Ag, R-1, R-2A, R-2 and R-3 zoning districts, and a 900 square foot minimum in the form based code districts. No minimum is proposed for the R-MH zoning district. Smaller houses may be allowed through the special exception process. Houses completed prior to January 1, 2019 and destroyed by 50 percent or more of their value may be reestablished at their prior square footage.

The amendment is a proactive proposal to address "Tiny Houses". The Georgia Department of Community Affairs has adopted Appendix S of the International Residential Code and defines "Tiny House" as "a dwelling that is 400 square feet or less in floor area excluding lofts." The 1,300 square foot minimum is based on the average square footage of houses built in the New Haven subdivision.

While most new houses being constructed over the few years in Perry have been more than 1,300 square feet in size, many older neighborhoods contain houses that are as small as 860 square feet, based on a random review of County tax assessor data. These neighborhoods reflect lower-income and working-class neighborhoods, such as Andrew Heights, Creekwood Estates, Fairview Heights, Andrew Smoak and Davis subdivisions. These neighborhoods are generally zoned R-2 and R-3.

Household demographics are changing, making smaller house sizes necessary or more desirable. Many households are now made up of single persons, single parents, and empty-nesters. Costs of building smaller houses are typically higher per square foot than larger houses because certain costs, like kitchens, baths, plumbing, and HVAC, are essentially similar on any size house. Housing options should be maintained.

Affordable houses may be smaller than the proposed minimums. A recent new construction on Elaine Street in the Sand Hill community, built under the Community Development Block Grant program, is 974 square feet.

The attached text amendment reflects the proposal described in the first paragraph above. Planning Staff, however, recommends that a tiered approach be considered. 1,200 or 1,300 square feet seems to be a reasonable minimum square footage for the R-Ag, R-1, and R-2A zoning districts. These zoning districts generally cover the newer neighborhoods and the older neighborhoods with larger houses. 800 or 900 square feet should be the minimum square footage for new construction in the R-2, R-3 and form based zoning districts. No minimum square footage should be required in the R-MH zoning district. A provision allowing reconstruction of houses with nonconforming square footages should be included.

STAFF RECOMMENDATION: Approval of the proposal, with a tiered system of minimum square footages based on zoning district.

PLANNING COMMISSION RECOMMENDATION: Approval of the proposal with 1200 square foot minimum in the R-Ag, R-1 and R-2A districts; 900 square foot minimum in the R-2, R-3, and form-based districts, as shown on attachment.



Eric Z. Edwards, Chairman, Planning Commission

12/10/2018
Date



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Application # TX-18-08

Application for Text Amendment

Contact Community Development (478) 988-2720

Applicant Information

*Indicates Required Field

Applicant	
*Name	Bryan Wood for the City of Perry
*Title	Director of Community Development
*Address	1211 Washington Street, Perry, GA 31069
*Phone	478-988-2714
*Email	Bryan.wood@perry-ga.gov

Request

*Please provide a summary of the proposed text amendment: Add minimum 1300 heated square footage for single-family detached houses in the RAG, R-1, R-2, R-2A, and R-3 zoning districts; and add minimum 900 heated square footage for single-family detached houses in the Form Based Code. The amendment effects Section 5-1.1 of the Land Management Ordinance (LMO) and Section 87.7.2 of Appendix A of the LMO (Form Based Code).

Instructions

- The application, fee (made payable to the City of Perry), and proposed text of the amendment must be received by the Community Development Office no later than 4:30 pm on the date reflected on the attached schedule.
- Fees: Actual cost of required public notice.
- The applicant must state the reason for the proposed text amendment. See Sections 2-2 and 2-3.2 of the Land Management Ordinance for more information.
- The staff will review the application to verify that all required information has been submitted. The staff will contact the applicant with a list of any deficiencies which must be corrected prior to placing the application on the planning commission agenda.
- Text amendment applications require an informational hearing before the planning commission and a public hearing before City Council. The property must be posted at least 15 days prior to the scheduled hearing dates.
- The applicant must be present at the hearings to present the application and answer questions that may arise.
- Campaign Notice required by O.C.G.A. Section 36-67A-3: Within the past two years, have you, the applicant, made either campaign contributions and/or gifts totaling \$250.00 or more to a local government official? Yes ___ No X
If yes, please complete and submit the attached Disclosure Form.
- The applicant affirms that all information submitted with this application, including any/all supplemental information, is true and correct to the best of their knowledge and they have provided full disclosure of the relevant facts.
- Signatures:

*Applicant 	*Date 11/13/18
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6/20/2018

For Office Use (receipt code 204.1)

Date received 11/13/18	Fee paid N/A	Date deemed complete 11/13/18	Legal Ad Place 12/12/18	Notice to Applicant N/A
Routed to PC 12/14/18	Date of PC 12/10/18	Date of Public Hearing 11/5/19	Date of Council action 2/5/19	Notice of action

5-1.1 *Single- and two-family residential dwelling units.* Within use districts permitting single- and two-family residential dwelling units, the minimum lot areas, minimum lot widths, **minimum house size** and maximum lot coverage in Table 5-1-1 shall apply. These figures for minimum lot area and minimum lot width do not apply to lots of record.

Table 5-1-1: Minimum lot area, lot width, house size , and maximum lot coverage for single- and two-family dwellings*				
	Minimum Lot Area (Sq. Feet)	Minimum Lot Width (Measured at Building Line)	Minimum House Size (Heated Sq. Feet)⁶	Maximum Lot Coverage (Percent)
R-Ag Residential-Agricultural	5 acres	300'	1,200	25
R-1 Single-Family Residential	15,000 ^{1,3,4}	90'	1,200	25
R-2A Single-Family Residential	12,000 ^{1,3,4}	80'	1,200	25
R-2 Two-Family Residential				
Single-family detached	12,000 ^{1,3,4}	80'	900	25
Single-Family Townhouses	2,000 ²	20'	n/a	40
Two-Family (Duplex)	10,000 ^{1,3,4}	85'	n/a	25
R-3 Multi-Family Residential				
Single-family detached	9,000 ^{1,3,4}	70'	900	35
Single-Family Townhouses	2,000 ²	20'	n/a	40
Two-Family (Duplex)	8,000 ^{1,3,4}	75'	n/a	35
Multi-Family Dwellings	See Table 5-1-2			
R-MH Residential Manufactured Homes				
Single-family detached	9,000 ^{3,4}	70'	n/a	35
Manufactured home subdivision ⁵	9,000 ^{3,4}	70'	n/a	35
Manufactured home park	See Section 4-3.1(B)			
¹ Lots abutting properties developed with single-family detached dwellings may have larger minimum size requirements. See Section 5-1(A)(1) below. ² Townhouses in an R-2 zone require an additional two thousand (2,000) square feet of common open space for each dwelling unit. This area cannot be used for any other purpose except as open space. ³ Lots served by private septic tank and well shall be a minimum area of 63,340 square feet and width of 150 feet. ⁴ Lots served by private septic tank and public water shall be a minimum area of 32,670 square feet and width of 100 feet. ⁵ The minimum area for a manufactured home subdivision is ten (10) acres. ⁶ House size less than the minimum may be allowed by Special Exception.				
*See Appendix A for requirements in Form Based Code districts.				

Sec. 9-4.1. – *Repairs, maintenance and reconstruction*

(B) In the event any nonconforming structure is damaged, by any means, to the extent of 50 percent or more of its replacement value prior to such destruction, such structure shall not be repaired or restored except in conformance with the standards for the zoning district in which it is located. The determination of replacement valuation shall be made by the administrator or, at the applicant's option and cost, by a certified independent appraiser.

Exception: A single-family detached dwelling completed prior to January 1, 2019 and which does not comply with the minimum house sizes in Section 5-1.1 may be re-established with the square footage existing immediately prior to damage as describe above, provided a building permit is obtained within six months of the date of the damage and construction, repair or restoration is begun within one year after the date of such damage and is diligently pursued to completion.

2-3.3. *Planned unit development (PUD).*

(C) (9) Proposed location, intended use, and character of all buildings. For residential structures, show type and number of dwellings, **and minimum square footage of single-family detached dwellings.**

Appendix A of the Land Management Ordinance (Form Based Code)

87.7.2 Rules Specific to Building Types

Detached House

A building type that accommodates one dwelling unit on an individual lot with yards on all sides. Not intended for nonresidential uses.



Lot	
Detached house units per lot:	1 max.
Size	
Dwelling Floor Area:	900 sf min. (heated)
Pedestrian Access	
Entrance facing street:	Required
Walkway width:	3 ft min. /5 ft max.

Carriage House

A small self-contained accessory dwelling unit located on the same lot as a detached house, duplex, or townhouse but physically separated, for use as a complete, independent living facility, with provisions for cooking, sanitation and sleeping.



Lot	
Carriage house units per lot:	1 max.
Size	
Dwelling Floor Area:	700 sf max. (excluding garage)
Bedrooms:	1 max.
Pedestrian Access	
Entrance facing street:	Not Required
Walkway width:	n/a



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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mr. B. Wood
FROM: Lee Gilmour, City Manager *LG*
DATE: September 12, 2018
RE: Proposed Square Footage Limits

As part of Council's tiny house moratorium review, I suggest the below square footage single family detached house limits be considered.

- All districts allowing single family detached houses except form base 1,300 sq. ft./minimum
- All form based districts allowing single family detached houses 900 sq. ft./minimum

Anything less would require an exception. This is based on current housing standards and market production.

cc: Mr. R. Smith

MINUTES
PRE COUNCIL MEETING
OF THE PERRY CITY COUNCIL
December 18, 2018
5:00 P.M.

1. Call to Order: Mayor James E. Faircloth, Jr., Presiding Officer, called to order the pre council meeting held December 18, 2018 at 5:00 p.m.

2. Roll:

Elected Officials Present: Mayor James E. Faircloth, Jr., Mayor Pro Tempore Randall Walker, Council Members William Jackson, Riley Hunt, Robert Jones, and Willie King.

Elected Official(s) Absent: Council Member Phyllis Bynum-Grace

City Staff: City Manager Lee Gilmour, Assistant City Manager Robert Smith, Assistant City Attorney Josh Waters and Recording Clerk Cyndi Houser.

Departmental Staffing: Major Bill Phelps – Perry Police Department, Chief Lee Parker – Fire and Emergency Services Department, Brenda King – Director of Finance, Mitchell Worthington – Assistant Director of Finance, Bryan Wood – Director of Community Development, Ashley Hardin – Director of Economic Development, Kevin Dye – Director of Leisure Services, Mr. Tracy Hester – Chief Building Official, and Ellen Palmer – Digital Communication Mgr.

Guests: Mrs. Terre Walker

Media: Christine Hawley – Houston Home Journal

3. Items of Review/Discussion: Mayor James E. Faircloth, Jr.

3a. Discussion of December 18, 2018 council meeting agenda.

9b (1) Ordinance amending alcohol beverage license distances in downtown Perry. Mr. Gilmour advised there had been ongoing concerns from residential areas in the downtown about alcoholic beverage licenses issued too close to residences, churches and schools. The distance can now be 100 feet.

9c. Consider award of construction management services proposal. Based on the presentations from the last work session and the evaluation of the two vendors, Administration recommended awarding to Parrish Construction for the parks projects.

9d. Declaring certain equipment surplus. Major Phelps stated the Police Department was requesting that a 2013 Police Interceptor be declared as

surplus in order to transfer the vehicle to South Georgia Technical College. The vehicle will be used for training purposes.

9e. Special Events Application(s): - Ms. Hardin presented the application from the Perry Lions Club and Perry Area Convention and Visitors Bureau for hosting the annual Peaches to Beaches Yard Sale on Friday and Saturday, March 8 & 9, 2019. The request included several street closures which will start at 3:00 pm on March 7th in order for vendors to begin setting up.

10a. Resolution(s) for Consideration and Adoption:

1. Ms. King stated resolution(s) are required for the purchase of lease equipment through GMA and the Mayor, City Manager and/or City Clerk should be authorized to execute the 2019 documents.

10b. Award of bid(s): - Mr. M. Worthington

1. Mr. Worthington presented the results of the bid for the cleanup and remodeling of the building at 741 Main Street. Community Development and Finance recommended awarding the bid to JWS Construction, LLC in the amount of \$21,351.

3b. Consideration of archery program at Calhoun Park – Mr. K. Dye

Mr. Dye advised the archery program at Calhoun Park will need to be moved or suspended soon when construction begins on the new well and requested suggestions from Council. After a brief discussion, it was the consensus of Council to offer the use of Heritage Park and waive the annual fee. In the event they require porta-jons, it will be up to the archery program to provide this item.

3c. Consider assistance of local group for schedule adjustment. – Mr. L. Gilmour

Mr. Gilmour stated a group had expressed interest in holding a dinner on Carroll Street, but asked if the events scheduled for the second weekend in September could be moved. Council felt this could not be done as the events are already scheduled and planning is well underway.

4. Council Member items:

No items from Council Members Jackson, Hunt or Jones.
Mayor Pro Tempore inquired about the buzzard problem and was advised it is being worked on.

Council Member King asked that a hole on Kellwood Road at Courtney Hodges be checked.

5. Department Head Items:

- Mr. Gilmour

1. The hearing officer authorized by Council for an employee hearing declined due to scheduling conflicts. Administration recommended Chambless, Higdon, Richardson, et al law firm which would be an arm's length opinion. Council concurred with the recommendation.
2. The Perry Area Historical Society provided their match for the Sinclair station stabilization. The firm that was originally accepted for the project is still willing to proceed with the old price. Council concurred with moving forward and staff will present a bid for consideration at the next Council meeting.

- Mr. Smith

1. The public is already using the newly purchased Cherokee Pines for walking; clean-up is in progress, delineation of the boundaries is being scheduled, new signage will be erected and parking will be reviewed.
2. The engineers for the Brownfield project will be in town next week at the following locations: Old Stanley Furniture building, Eastgate Plaza and the gas station on Hwy 341.
3. The remediation is complete at the fire station headquarters and the Police Department building is next.

- Ms. Hardin

1. The Main Street Board recommended the re-appointment of Mr. Bill Loudermilk (UPP) and Ms. Terre Walker (Perry Historical Society).
2. Perry Main Street will be presenting their report to the Department of Community Affairs and the Main Street program on January 22, 2019 at the Terminal Station in Macon.
3. Buzzard Drop has added an ice skating rink and an early Buzzard drop for kids along with adult music from 9 pm to Midnight for the New Year's Eve event.

- Mr. Wood

1. The HALO group has applied for a sign permit which is approved as submitted subject to location and landscaping.
2. Mr. Davis Cosey expressed concern about stormwater issues upstream which are affecting Kersey Lake on his property. The situation is being monitored.
3. Community Development has been notified that the current NRCS has his certification and the department will be looking for an alternative representative when submitting erosion permits.

- Ms. Palmer

1. The Your Perry application will be a soft launch in early January with a hard launch in February.
2. Requested approval to place a Christmas greeting ad in the Houston Home Journal for \$65.00. It was the consensus of Council to place the ad in the local paper.

- Ms. Myers

1. The ice skating rink being set up for the Buzzard Drop will be open on January 1st from 11 am – 5 pm.

Mr. Dye, Major Phelps, Ms. King and Chief Parker had no items.

6. Adjourn: There being no further business to come before Council in the pre council meeting held December 18, 2018 Council Member Jackson motioned to adjourn the meeting at 5:45 p.m.; Council Member Jones seconded the motion and it carried unanimously.

MINUTES
REGULAR MEETING OF THE PERRY CITY COUNCIL
December 18, 2018
6:00 P.M.

1. Call to Order: Mayor James E. Faircloth, Jr., Presiding Officer, called to order the regular meeting of the Perry City Council held December 18, 2018 at 6:00 p.m.

2. Roll.

Elected Officials Present: Mayor James E. Faircloth, Jr., Mayor Pro Tempore Randall Walker, Council Members, William Jackson, Robert Jones, Willie King, and Riley Hunt.

Elected Officials Absent: Council Member Phyllis Bynum-Grace

Staff: City Manager Lee Gilmour, Assistant City Attorney Josh Waters, Assistant City Manager Robert Smith and Recording Clerk Cyndi Houser

City Departmental Staffing: Departmental Staffing: Major Bill Phelps – Perry Police Department, Chief Lee Parker – Fire and Emergency Services Department, Brenda King – Director of Finance, Mitchell Worthington – Assistant Director of Finance, Bryan Wood – Director of Community Development, Ashley Hardin – Director of Economic Development.

Guest(s):

Media: Christine Hawley - Houston Home Journal, Sarah Baron, Becky Williams and Kellie McWilliams – Comsouth 100

3. Invocation and Pledge of Allegiance to the Flag: Mayor James E. Faircloth, Jr.

Council Member Willie King rendered the invocation and Council Robert Jones led the pledge of allegiance to the flag.

4. Recognition(s)/Presentation(s): Mayor James E. Faircloth, Jr.

4a. United Way Campaign -

Ms. Houser reported to Mayor and Council that twenty employees donated and pledged \$3,576 for 2019. Five people were entered into the drawing for the \$100 VISA gift card; Mayor Faircloth drew Alton Ellis's name as the winner.

4b. Ugly Sweater Contest

Mayor Faircloth deviated from the agenda to present gift cards to the two (2) lucky winners of Ugly Sweater contest held during the employee Christmas luncheon. Bryan Wood and Lee Gilmour tied for first place.

5. Appointments to Boards/Commissions/Authorities: Mayor James E. Faircloth, Jr.

Mayor Pro Tempore Randall Walker appointed Tyler Medlin to the Perry Public Facilities Authority to fill the vacancy. Council Member King moved to affirm the appointment of Tyler Medlin to the Perry Public Facilities Authority; Council Member Jones seconded and the appointment was confirmed unanimously.

6. Citizens with Input: None.

7. Review of Minutes: Mayor James E. Faircloth, Jr.

7a. Council's Consideration – Minutes of the December 3, 2018 work session and December 4, 2018 pre council meeting and December 4, 2018 council meeting.

Mayor Pro Tempore Walker motioned to accept the minutes as submitted; Council Member Jones seconded the motion and carried unanimously.

8. Old Business: Mayor James E. Faircloth Jr.

8a. Mayor James E. Faircloth, Jr. – none

8b. Council Members - none

8c. City Manager Lee Gilmour - none

8d. Assistant City Manager Robert Smith - none

8e. City Attorney - none

9. New Business: Mayor James E. Faircloth, Jr.

9a. Matters referred from December 18, 2018 pre council meeting.

1. Main Street Advisory Board presented two names for re-appointment: Ms. Terre Walker, representing Perry Area Historical Society and Mr. Bill Loudermilk, representing UPP. Council Member King moved to reappoint Ms. Terre Walker and Mr. Bill Loudermilk to the Main Street Advisory Board. Council Member Jackson seconded and the motion carried unanimously.

9b. Ordinance(s) for First Reading(s) and Introduction.

1. **First Reading** of an ordinance amending alcohol beverage license distances in the downtown district. *(No action required by Council.)*

9c. Award of Bid for Construction Management Services Proposal. Mr. L. Gilmour Based on the presentations to Council at their November 20th meeting and the evaluation of the written proposals, Administration recommended awarding the bid to Parrish Construction for the various parks projects. Council Member Hunt moved to award the construction management services bid to Parrish Construction; Council Member Jones seconded and it carried unanimously.

9d. Declaring certain equipment surplus. Major B. Phelps

The Police Department requested the 2013 Police Interceptor Ford sedan be declared a surplus item and given to South Georgia Technical College for training purposes. Council Member King moved to declare the 2013 Police Interceptor Ford as surplus; Council Member Jones seconded and it carried unanimously.

9e. Special Events Application(s): Ms. A. Hardin

1. The Perry Lions Club in partnership with the Perry Area Convention and Visitors Bureau will be hosting the annual Peaches to the Beaches Yard Sale on Friday and Saturday, March 8 & 9, 2019. The following street closures were requested beginning at 3 pm on March 7th:

- Main Street between Jernigan Street and Ball Street
- Jernigan Street between Carroll Street and Main Street
- City Parking Lot between Main Street and Ball Street

Council Member King moved to approve the street closures as submitted beginning at 3:00 pm on March 7th. Council Member Jones seconded and the motion carried unanimously.

10. Other Business/Supplemental Agenda: Mayor James E. Faircloth, Jr.

10a. Resolution(s) for Consideration and Adoption:

1. Resolution authorizing the Mayor, City Manager and/or City Clerk to execute required documents for lease purchase of equipment and a truck for Public Works.

Adopted Resolution 2018-82 Authorizing the Mayor, City Manager and/or City Clerk to execute the required documents for lease purchase agreement for equipment and a truck for Public Works for \$321,671.78. (Resolution 2018-82 has been entered into the City's official book of record.)

2. Resolution authorizing the Mayor, City Manager and/or City Clerk to execute required documents for lease purchase financing of three (3) 2019 vehicles for the Police Department.

Adopted Resolution 2018-83 Authorizing the Mayor, City Manager and/or City Clerk to execute the lease purchase agreement for purchase of three (3) 2019 vehicles for the Police Department for \$803,904.74. (Resolution 2018-83 has been entered into the City's official book of record.)

10b. Award of Bid(s):

Improvements at 741 Main Street - Mr. M. Worthington

Mr. Worthington presented for Council's consideration an award of bid for

improvements at 741 Main Street to include demolition of certain walls and replacement of the HVAC system. Of the three responders, staff recommended the low bidder, JWS, LLC for \$21,351.00. Mr. Gilmour advised the funds would come from General Capital Construction Fund or the General Fund. Council Member King moved to award the bid to JSW, LLC for \$21,351.00; Council Member Jackson seconded the motion and it carried unanimously.

11. Council Members Items:

Mayor Pro Tempore Walker, Council Members Jones, Hunt, Jackson and King had no reports.

Mr. Gilmour and Assistant City Attorney Waters had no reports.

12. Department Heads/Staff Items:

Ms. King, Mr. Wood, Ms. Palmer, Major Phelps, Chief Parker and Mr. Dye had no reports.

Ms. Hardin reminded everyone about the upcoming Buzzard Drop which will include an ice skating rink available on December 31st & January 1st; and, Main Street Advisory Board will be presenting their report on January 22 at the Macon Terminal

13. General Public Items: None

14. Mayor Faircloth items:

- Wished everyone a safe and happy Christmas and New Year's celebration.
- The next regular meeting will be January 15, 2019.
- Thanked Mayor Pro Tempore Walker, Council and staff for their work while he was out.

15. Adjourn. There being no further business to come before Council in regular meeting held December 18, 2018, Council Member Jackson motioned to adjourn the meeting at 6:24 p.m.; Mayor Pro Tempore Walker seconded the motion and it carried unanimously.

ORDINANCE

THE COUNCIL OF THE CITY OF PERRY HEREBY ORDAINS that the Perry Code is amended as follows:

1.

By adding a new subsection (d) to Section 3-16 that reads as follows:

- (d) The minimum distance requirements for on-premises consumption establishments in the downtown district shall be one hundred (100) feet from all church buildings, and measured in accordance with the provisions set forth in section 3-16(c) above. For the purpose of distance requirements, the downtown district shall not be deemed to include establishments not physically located within the district.

SO ENACTED this ____ day of _____, 2019.

CITY OF PERRY, GEORGIA

By: _____
James E. Faircloth, Jr. - Mayor

Attest: _____
Annie Warren - City Clerk

1st Reading: _____

2nd Reading: _____



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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager
DATE: January 2, 2019
REFERENCE: FY2019 Budget Amendment

Attached is the proposed ordinance amending the FY2019 Operating Budget. The major points of this ordinance are:

1. General Fund

Revenue

- Adjust property taxes to match 2018 tax billing (\$253,700)
- Adjust Intergovernmental to reflect new payments (\$13,900)
- Adjust fees based on hotel collections
- Adjust health insurance employee contributions (\$248,000)
- Add contributions (\$27,700)
- Adjust Other Charges based on actual activity (\$69,700)

Expenditures

- Adjust for additional employer health insurance contributions (\$192,600)
- Adjust for budgeted expenses in budgeted cost centers
- Adjust for debt service line of credit

Other Financing

- Adjust for transfers in and out
- Adjust for line of credit

2. Hotel/Motel Tax Special Revenue

- Adjust for extra City of Perry Music Festival costs

3. Add other roll-over special revenue funds based on activity.

4. Add roll-over construction funds based on activity.

5. Adjust Water and Sewerage System Revenue Fund as needed.
6. Adjust the Gas System Revenue Fund as needed.
7. Adjust the Solid Waste System Revenue Fund as needed.
8. Add GEFA Revolving Loan Fund based on current activity.

**AN ORDINANCE
TO AMEND THE FY 2019
OPERATING BUDGET**

WHEREAS, the Council adopted the FY2019 Operating Budget in Ordinance No. 2018-09; and

WHEREAS, the budget needs to be amended for adjustments in revenues and expenditures.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF PERRY HEREBY ORDAINS that the FY 2019 Operating Budget is amended as follows:

Section 1 The General Fund revenue and expenditure appropriations are:

	From	To
Revenues		
Taxes		
Property	\$ 6,880,400	\$ 7,164,100
Other	<u>3,009,200</u>	<u>3,081,100</u>
Sub-Total	9,889,600	10,245,200
Licenses/Permits	432,800	432,700
Intergovernmental	5,600	19,500
Administrative Svc Charges	1,034,000	1,034,000
Charge for Services	2,019,900	2,292,500
Fine/Forfeitures	443,200	443,200
Investment	20,000	20,000
Contributions/Donations	-	27,700
Other Charges	<u>226,000</u>	<u>295,700</u>
Revenue Total	\$ 14,071,100	\$ 14,810,500
Expenditures		
General Government		
Office of the City Council	\$ 105,800	\$ 119,600
Office of the Mayor	54,900	59,300
Office of the City Manager	1,060,700	880,900
Policy Education	26,000	26,000
Office of the City Clerk	111,000	113,000
Office of Elections	400	900
Department of Administration	859,100	868,000
Office of the City Attorney	58,800	42,200
Employee Health Benefits	1,778,100	2,090,500
Office of the City Auditor	44,300	44,300
Perry Municipal Court System	344,200	346,200
Department of Community Development	774,600	773,000
Planning Commission	6,100	6,100
Information Technology	16,000	16,000
Community Development system upgrade	-	<u>25,100</u>
Category Total	\$ 5,240,000	\$ 5,409,100
Court Technology Restricted Acct	33,400	38,000
Public Safety		
Perry Police Department	\$ 4,120,900	\$ 4,206,000

Citizen Police Academy	1,100	1,100
Bulletproof Vests Grant	7,200	7,200
Perry Fire and Emergency Services	1,555,700	1,609,300
Houston County E-911	169,500	169,500
Court Technology Restricted Acct	-	15,800
Secret Service Task Force	-	7,300
Hurricane Michael	-	500
Category Total	\$ 5,854,400	\$ 6,016,700
Public Works		
Department of Public Works	\$ 1,576,900	\$ 1,809,600
Tree Board	21,800	21,800
City Arbor Program	300	400
Senior/Disabled Program	63,000	-
Christmas Decorations	4,000	-
Andrew Heights. - Res	-	3,000
Category Total	\$ 1,666,000	\$ 1,834,800
Health and Welfare		
Senior/Disabled City Svcs Assistance Program	\$ -	\$ 63,000
Category Total	\$ -	\$ 63,000
Recreation/Leisure		
Senior Center	\$ 800	\$ 800
Department of Leisure Services	730,400	712,200
Perry Public Arts Commission	21,900	3,200
Youth Program Subsidies	6,600	6,600
Recreation Donations - Res	-	1,300
Category Total	\$ 759,700	\$ 724,100
Housing/Economic Development		
Perry Buzzard Drop - Res	\$ -	\$ 11,900
Perry Music Festival - Res	-	20,600
Perry Housing Team	2,300	2,600
CDBG 2016	-	100
CDBG 2017	-	10,200
Department of Economic Development	280,400	327,300
Citizen App	-	13,600
Perry Area Chamber of Commerce	3,200	4,000
Middle Georgia Clean Air Coalition	3,500	3,500
21st Century Partnership	10,400	10,400
Community Promotion	11,000	11,000
Community Assistance	8,500	8,500
Your City Program	6,500	6,500
Downtown Development Authority	15,300	15,500
Main Street Advisory Board - Restricted Acct	-	1,200
Main Street Advisory Board	6,900	6,900
Perry-Houston County Airport Authority	94,600	94,600
Category Total	\$ 442,000	\$ 548,400
Capital		
Fixed Assets	\$ 736,000	\$ 736,000

Community Facilities	<u>6.700</u>	<u>-</u>
Category Total	\$ 743.600	\$ 736.000
Debt Service		
Principal	\$ 652.700	\$ 1,314.700
Interest	<u>55.900</u>	<u>130.600</u>
Category Total	\$ 708.600	\$ 1,445.300
Expenditure Total	\$ 15,414.900	\$ 16,777.400
Other Financing		
Transfer - In	\$ 664.600	\$ 1,125.500
Transfer - Out	-	(183.800)
Sale of Assets	-	600
Capital Lease	706.900	\$ 706.900
Line of Credit	<u>-</u>	<u>\$ 769,600</u>
Other Financing Total	\$ 1,371.500	\$ 2,418.800
Use of Reserves	\$ -	\$ 165.200
Annual Gain/(loss)	\$ 27.700	\$ 615.100
Fund Balance		
Beginning	\$ 4,621.000	\$ 4,613.900
Ending	\$ 4,678.800	\$ 5,005.800

SECTION 2 The special revenue funds revenue and expenditure appropriations are:

Confiscated Assets Special Revenue Fund

Revenues		
Fines/Forfeitures	<u>\$ -</u>	<u>\$ 113.600</u>
Revenue Total	\$ -	\$ 113.600
Expenditures		
Public Safety		
Perry Police Department	<u>\$ -</u>	<u>\$ 26.800</u>
Category Total	\$ -	\$ 26.800
Expenditure Total	\$ -	\$ 26.800
Annual Gain/(Loss)	\$ -	\$ 86.800
Fund Balance		
Beginning	\$ -	\$ 128.100
Ending	\$ -	\$ 214.900

2017 CHIP Special Revenue Fund

Revenues		
Intergovernmental	<u>\$ -</u>	<u>\$ 78.200</u>
Revenue Total	\$ -	\$ 78.200
Expenditures		
Housing/Economic Development		
Sandhill Project	<u>\$ -</u>	<u>\$ 44.000</u>
Category Total	\$ -	\$ 44.000

Expenditure Total	\$	-	\$	44,000
Annual Gain/(Loss)	\$	-	\$	34,700
Fund Balance				
Beginning	\$	-	\$	1,000
Ending	\$	-	\$	35,200

2016 CDBG Special Revenue Fund

Revenues				
Intergovernmental	\$	-	\$	15,700
Revenue Total	\$	-	\$	15,700
Expenditures				
Housing/Economic Development				
Sandhill Project	\$	-	\$	16,400
Category Total	\$	-	\$	16,400
Expenditure Total	\$	-	\$	16,400
Annual Gain/(Loss)	\$	-	\$	(700)
Fund Balance				
Beginning	\$	-	\$	400
Ending	\$	-	\$	(300)

2017 CDBG Special Revenue Fund

Revenues				
Intergovernmental	\$	-	\$	107,100
Revenue Total	\$	-	\$	107,100
Expenditures				
Housing/Economic Development				
Sandhill Project	\$	-	\$	205,300
Category Total	\$	-	\$	205,300
Expenditure Total	\$	-	\$	205,300
Annual Gain/(Loss)	\$	-	\$	(98,200)
Fund Balance				
Beginning	\$	-	\$	(100)
Ending	\$	-	\$	(98,300)

Fire Protection Utility District Special Revenue Fund

Revenues				
Licenses/Permits	\$	8,000	\$	8,000
Other		1,858,500		1,858,500
Investment		100		100
Revenue Total	\$	1,866,600	\$	1,866,600
Expenditures				
Public Safety				
Support Services	\$	121,900	\$	121,900

Perry Fire and Emergency Services	<u>1,681,600</u>	<u>1,716,100</u>
Category Total	\$ 1,803,500	\$ 1,838,000
Capital		
Fixed Assets	<u>51,000</u>	<u>51,000</u>
Category Total	\$ 51,000	\$ 51,000
Debt Service		
Principal	\$ 78,000	\$ 78,000
Interest	<u>19,200</u>	<u>19,200</u>
Category Total	\$ 97,200	\$ 97,200
Expenditure Total	1,951,700	1,986,200
Other Financing		
Senior/Disabled assistance	\$ 34,000	\$ 34,000
Lease	<u>51,000</u>	<u>51,000</u>
Other Financing Total	\$ 85,000	\$ 85,000
Annual Gain/(Loss)	\$ (100)	\$ (63,200)
Fund Balance		
Beginning	\$ 335,900	\$ 234,900
Ending	\$ 325,800	\$ 171,700

Hotel/Motel Tax Special Revenue Fund

Revenues		
Taxes	\$ 879,100	\$ 879,100
Investment	<u>100</u>	<u>100</u>
Revenue Total	\$ 879,200	\$ 879,200
Expenditures		
General		
General Government		
Support Services	<u>2,800</u>	<u>2,800</u>
Group Total	\$ 2,800	\$ 2,800
Tourism Promotion (TCT)		
General Government		
Perry Area Convention and Visitors Bureau Authority	\$ 357,800	\$ 362,800
Perry Area Chamber of Commerce	14,000	14,000
Special Events	<u>5,000</u>	<u>-</u>
Group Total	\$ 376,800	\$ 376,800
Tourism Development (TPD)		
Oktoberfest	\$ 9,500	\$ 11,700
GA/FL Tailgate	5,000	4,500
Buzzard Drop	5,000	5,000
Independence Day Event	15,000	15,000
Dogwood Festival	8,000	8,000
Perry Music Festival	5,000	12,800
Georgia National Fairgrounds & Agricenter	48,100	48,100

Wayfinding Signage	29.900	13.100
Food Truck Fridays	-	<u>7,300</u>
Group Total	\$ 125.500	\$ 125.500
Expenditure Total	\$ 505.100	\$ 505.100
Other Financing		
Transfers		
In	\$ -	\$ 3.200
Out	(374.000)	(374.000)
Net	\$ (374.000)	\$ (370.800)
Annual Gain/(Loss)	\$ 100	\$ 3.300
Fund Balance		
Beginning	\$ 200.500	\$ 195.800
Ending	\$ 200.600	\$ 199.100

SECTION 3 The capital projects construction funds revenue and expenditure appropriations are:

SPL0ST 12 Construction Fund

Revenue		
Intergovernmental	\$ -	\$ 383.500
Investment	<u>\$ -</u>	<u>\$ 100</u>
Revenue Total	\$ -	\$ 383.600
Expenditures		
Streets/Sidewalks	\$ -	\$ 65.900
Water/Sewer	-	95.200
Public Safety	-	101.700
Recreation/Parks	<u>-</u>	<u>99.400</u>
Expenditure Total	\$ -	\$ 362.200
Annual Gain/(Loss)	\$ -	\$ 21.400
Fund Balance		
Beginning	\$ -	\$ 225.500
Ending	\$ -	\$ 246.900

General Capital Projects Construction Fund

Revenue		
Investments	<u>\$ -</u>	<u>\$ 100</u>
Revenue Total	\$ -	\$ 100
Expenditures		
Capital		
Community Facilities		
Public Safety	\$ -	\$ 5.300
Public Works	-	11.800
Recreation/Leisure	<u>-</u>	<u>3.700</u>
Category Total	\$ -	\$ 20.800
Expenditure Total	\$ -	\$ 20.800

Other Financing

Transfers - In	\$	-	\$	<u>298,200</u>
Other Financing Total		-		298,200
Annual Gain/(Loss)	\$	-	\$	277,500
Fund Balance				
Beginning	\$	-	\$	(94,300)
Ending	\$	-	\$	183,200

Perry Public Facilities Authority Construction Fund

Expenditures				
Capital				
Community Facilities				
Recreation/Leisure	\$	-	\$	<u>65,800</u>
Category Total	\$	-	\$	65,800
Expenditure Total	\$	-	\$	65,800
Other Financing				
PPFA	\$	-	\$	<u>233,800</u>
Other Financing Total	\$	-	\$	233,800
Annual Gain/(Loss)	\$	-	\$	168,000
Fund Balance				
Beginning	\$	-	\$	(168,000)
Ending	\$	-	\$	-

SECTION 4 The proprietary funds revenue and expenditure appropriations are:

Water and Sewerage System Revenue Fund

Revenues				
Charge for Services	\$	7,007,800	\$	7,007,800
Investment		11,000		19,200
Other Charges for Services		<u>2,500</u>		<u>2,500</u>
Revenue Total	\$	7,021,300	\$	7,029,500
Expenditures				
Public Works				
Support Services	\$	483,200	\$	483,200
Operations		4,412,500		-
General Services		-		12,600
Meter Services		-		492,200
Water Provision		-		1,178,200
Distribution/Collection		-		1,157,900
Wastewater Treatment		-		<u>1,572,600</u>
Category Total	\$	4,895,700	\$	4,891,700
Capital				
Fixed Assets	\$	177,800	\$	177,800
Community Facilities		<u>16,000</u>		<u>16,000</u>
Category Total	\$	193,800	\$	193,800
Debt Service				
Principal	\$	615,000	\$	635,000

Interest	<u>376,200</u>	<u>382,200</u>
Category Total	\$ 991,200	\$ 1,017,200
Depreciation	<u>\$ 1,488,300</u>	<u>\$ 1,559,500</u>
Category Total	\$ 1,488,300	\$ 1,559,500
Expenditure Total	\$ 7,569,000	\$ 7,662,200
Other Financing		
Transfers - Out	\$ -	\$ (400,600)
Leases	177,800	177,800
Depreciation	<u>1,488,300</u>	<u>1,559,500</u>
Other Financing Total	\$ 1,666,100	\$ 1,336,700
Annual Gain/(Loss)	\$ 1,118,400	\$ 698,000
Unrestricted Cash		
Beginning	\$ 2,269,200	\$ 2,034,500
Ending	\$ 3,387,600	\$ 2,732,500

GEFA Well #3 Loan Construction Fund

Expenditures		
Capital		
Community Facilities		
Public Works	<u>\$ -</u>	<u>\$ 5,300</u>
Category Total	\$ -	\$ 5,300
Expenditure Total	-	5,300
Other Financing		
GEFA Loan	<u>\$ -</u>	<u>\$ 5,300</u>
Other Financing Total	\$ -	\$ 5,300
Annual Gain/(Loss)	\$ -	\$ -
Fund Balance		
Beginning	\$ -	\$ -
Ending	\$ -	\$ -

Gas System Revenue Fund

Revenues		
Charge for Services	\$ 4,005,500	\$ 4,065,500
Investment	3,900	5,900
Other Charges for Services	<u>163,000</u>	<u>163,000</u>
Revenue Total	\$ 4,232,100	\$ 4,234,400
Expenditures		
Public Works		
Support Services	\$ 195,900	\$ 195,900
Operations	2,477,700	2,478,300
Franchise Fees	147,400	147,400
Consent Order	5,000	5,000
Jointly Owned Natural Gas	<u>917,000</u>	<u>917,000</u>
Category Total	\$ 3,743,000	\$ 3,743,600
Capital		

Fixed Assets	\$ 4,500	\$ 4,500
Community Facilities		
Public Works	<u>-</u>	<u>15,700</u>
Category Total	\$ 4,500	\$ 20,200
Debt Service		
Principal	\$ 25,900	\$ 25,900
Interest	<u>1,400</u>	<u>1,400</u>
Category Total	\$ 27,300	\$ 27,300
Depreciation	<u>\$ 90,600</u>	<u>\$ 91,800</u>
Category Total	\$ 90,600	\$ 91,800
Expenditure Total	\$ 3,865,400	\$ 3,882,900
Other Financing		
Transfers	\$ (399,400)	\$ (670,300)
Depreciation	<u>90,600</u>	<u>91,800</u>
Other Financing Total	\$ (308,800)	\$ (578,500)
Annual Gain/(Loss)	\$ 58,200	\$ (227,000)
Unrestricted Cash		
Beginning	\$ 1,526,500	\$ 1,234,000
Ending	\$ 1,584,700	\$ 1,007,000

Solid Waste System Revenue Fund

Revenues		
Charge for Services	\$ 1,811,700	\$ 1,811,700
Investment	<u>100</u>	<u>100</u>
Revenue Total	\$ 1,814,700	\$ 1,814,800
Expenditures		
Public Works		
Support Services	\$ 168,200	\$ 168,200
Department of Public Works	<u>1,646,500</u>	<u>1,588,200</u>
Category Total	\$ 1,814,700	\$ 1,755,400
Capital		
Fixed Assets	<u>\$ 30,000</u>	<u>\$ 30,000</u>
Category Total	\$ 30,000	\$ 30,000
Debt Service		
Principal	\$ 71,700	\$ 71,700
Interest	<u>600</u>	<u>600</u>
Category Total	\$ 72,300	\$ 72,300
Depreciation	<u>\$ 53,300</u>	<u>\$ 53,300</u>
Category Total	\$ 53,300	\$ 53,300
Expenditure Total	\$ 1,970,300	\$ 1,911,000
Other Financing		
Seniors/Disabled	\$ 24,000	\$ 24,000
Capital Lease	\$ 30,000	\$ 30,000
Depreciation	<u>53,300</u>	<u>53,300</u>
Other Financing Total	\$ 107,000	\$ 107,000

Annual Gain/(Loss)	\$	(51.500)	\$	10.800
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Unrestricted Cash				
Beginning	\$	294.100	\$	366.100
Ending	\$	242.600	\$	376.900

Stormwater Utility District Revenue Fund

Revenues				
Charge for Services	\$	418.500	\$	500.000
Other Charges for Services	\$	100	\$	-
Revenue Total	\$	418.600	\$	500.000

Expenditures				
Public Works				
Support Services	\$	105.400	\$	105.400
Department of Public Works		228.500		350.800
Department of Community Development		-		80.900
Third Street Imps.		-		1.000
Parkway Imps.		-		63.100
Category Total	\$	333.900	\$	601.200

Debt Service				
Principal	\$	47.900	\$	47.900
Interest		5.900		5.900
Category Total	\$	48.800	\$	48.800

Depreciation	\$	40.400	\$	98.700
Category Total	\$	40.400	\$	98.700
Expenditure Total	\$	423.100	\$	748.700

Other Financing				
Seniors/Disabled	\$	25.200	\$	11.600
Depreciation		40.400		98.700
Transfer		-		138.400
Other Financing Total	\$	65.600	\$	248.700

Annual Gain/(Loss)	\$	61.100	\$	-
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Unrestricted Cash				
Beginning	\$	70.100	\$	99.800
Ending	\$	131.200	\$	99.800

GEFA Revolving Loan Fund

Revenue				
Interest	\$	-	\$	200
Other Charges for Services		-		100
Revenue Total	\$	-	\$	300

Expenditures				
Housing/Economic Development				
Energy Loan Program	\$	-	\$	6.900

Category Total	\$	-	\$	6,900
Expenditure Total	\$	-	\$	6,900
Annual Gain/(Loss)	\$	-	\$	(6,600)
Unrestricted Cash				
Beginning	\$	-	\$	33,300
Ending	\$	-	\$	26,700

Section 5 All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

Section 6 Should any part or parts of this ordinance be declared unenforceable, the remaining part or parts shall retain the full effect of law.

Section 7 This ordinance is effective upon adoption.

SO ORDAINED THIS _____ DAY OF JANUARY 2019

CITY OF PERRY

By: _____
JAMES E. FAIRCLOTH, JR., MAYOR

City Seal

Attest: _____
ANNIE WARREN, CITY CLERK

Bid Submittal Summary Sheet

Bid Title/Number: 2019-15 Utility Vehicle - Economic Dev

M&CC Meeting Date: 1/15/2019

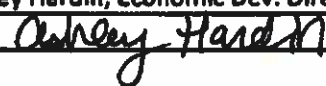
Funding Source: General Fund

Budgeted Expense? Yes


of Vendors Contacted: 14

Responsive Bidders:	Bid Amount
Perry Ford	\$ 19,496.34
Allen Vigil Ford	\$ 19,596.00
Brannen Motor Company	\$ 20,354.00
Butler Nissan	\$ 25,610.05

Other Posting Sources:
City of Perry's Website: www.perry-ga.gov
GA Procurement Registry: <https://ssl.doas.state.ga.us/PRSapp/>

Department Recommendation:
Vendor: Perry Ford
Amount: \$ 19,496.34
Department: Economic Development
Department Representative: Ashley Hardin, Economic Dev. Director
Signature: 

Fleet Manager Recommendation:
Vendor: Perry Ford
Amount: \$ 19,496.34
Fleet Manager: Bob Taylor, Vehicle Maintenance Mgr.
Signature: 

Purchasing Agent Recommendation:
Vendor: Perry Ford
Amount: \$ 19,496.34
Purchasing Agent: Mitchell Worthington, Asst. Finance Dir.
Signature: 

Bid Submittal Summary Sheet

Bid Title/Number: Sinclair Station Stabilization Project

M&CC Meeting Date: 1/15/2019

Funding Source: Approximately \$58,000 - Perry Historical Society
Remainder - Gen Capital Project Construction Fund

Budgeted Expense? No

Responsive Bidders:	Bid Amount
McWright, LLC	\$ 118,575.00
Ogles Construction, Inc.	\$ 131,500.00

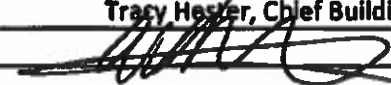
Staff Recommendation:

Vendor: McWright, LLC

Amount: \$ 118,575.00

Department: Community Development

Department Representative: Tracy Hester, Chief Building Official

Signature: 

Purchasing Agent Recommendation:

Vendor: McWright, LLC

Amount: \$ 118,575.00

Purchasing Agent: Mitchell Worthington, Asst. Finance Dir.

Signature:  1/10/19