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**AGENDA
WORK SESSION
OF THE PERRY CITY COUNCIL
March 18, 2019
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. Community Development Department
 1. Discussion of Urban Redevelopment Plan and Revitalization Area Strategy Updates, CDBG application, and engineering consultant – Mr. B. Wood.
 2. Barbara Calhoun Tennis Courts bid review – Mr. C. McMurrian, Ms. A. Fitzner, and Parrish Construction.
 - 3b. Office of the City Manager
 1. New city park public hearing responses part 1 – Mr. L. Gilmour.
 2. Travel expenses amendment – Mr. L. Gilmour.
4. Council Member Items:
5. Department Head/Staff Items:
6. Adjourn.

URBAN REDEVELOPMENT PLAN UPDATE 2019



Where Georgia comes together.

SAFE

Adopted on Month Day, 2019



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Introduction

About Perry

The City of Perry, sloganed “Where Georgia Comes Together,” is in Middle Georgia, approximately 106 miles south of Atlanta and 250 miles northeast of the port of Savannah. Perry was founded in 1823 under the name Wattsville as the county seat for Houston County. The city’s name was changed on December 9, 1824 to honor Commodore Oliver Hazard Perry, a notable naval commander of the war of 1812.

Perry’s original industries centered around grist mills, cotton mills, and cotton gins. As the Houston County seat, Perry was also home to doctors, lawyers, ministers, teachers, and storekeepers serving travelers, and citizens traveling in an out of the county to conduct business.

Perry has a lively downtown historic district with unique shops and restaurants. It is also home to the Georgia National Fairgrounds and Agricenter. The Georgia National Fairgrounds and Agricenter is a state-owned rental complex encompassing more than 1,100 acres and is the location of the Georgia National Fair. Perry is also home to the Go Fish Educational Center where visitors learn about watershed, aquatic life, and water pollution throughout the State of Georgia. Other notable attractions include Perry’s Historical Museum and the annual Perry Dogwood Festival held every year in April.

The City of Perry continues to be prepared for economic growth in manufacturing, textile, retail services, Finance, Insurance, and Real Estate Industries. In the City of Warner Robins, Warner Robins Air Force Base is one of Perry’s biggest employers. Other notable employers are Frito-Lay, a snack producing company, and Graphic Packaging, a paper packaging company, both located in the City of Perry just outside of the Urban Redevelopment Area (URA). Service-based industries, retail trade, finance, insurance, and real estate currently comprise almost 75 percent of Perry’s total economy, which include the many restaurants and storefronts in the downtown area of the URA.

While many other cities in the region experienced population decline, Perry is one of the cities in Georgia experiencing significant population growth. As Perry continues to grow and develop, it is essential that the city takes the appropriate measures to reduce blight and invest in community-building infrastructure, such as corridors connecting downtown to residential areas, active and passive recreation space, and the revitalization of under used or abandoned structures. These activities will ensure that Perry’s growth and positive momentum carries into the years ahead.

Demographics

Perry, like Houston County, and the State of Georgia has seen significant population growth over the past couple of years. This contrasts with some of the neighboring counties that have seen a decrease in population. Perry’s population is slightly older than the populations in the State of Georgia and Houston County. Perry’s Per Capita Income is slightly lower than the Per Capita Incomes of Houston County and the State of Georgia, with a slightly higher poverty rate. Additional information on the City of Perry’s demographics can be seen in the tables below.

Total Population

	2010	2018	2023
State of Georgia	9,687,653	10,517,229	11,107,519
Houston County	139,900	154,185	164,351
Perry	14,183	17,132	18,545

Esri BAO Community Profile

Age Profile

	2010	2018	2023
State of Georgia	35.3	36.6	37.4
Houston County	34.5	36.1	36.7
Perry	34.6	38.8	39.9

Esri Demographic and Income Profile

Income and Poverty Profile

	Perry	Houston County	Georgia
Per Capita Income	\$20,369	\$26,305	\$28,015
% Below the Poverty Line	20.5%	16.7%	16.9%

American Community Survey Per Capita Income in the past 12 months (2013-2017)

Regional Population Estimates

County	2018 Population Estimate	2023 Population Estimate	2018-2023 Annual Growth Rate
Baldwin	46,331	45,545	-0.34%
Crawford	14,483	12,315	-0.27%
Houston	154,185	164,351	1.29%
Jones	29,034	29,530	0.37%
Macon-Bibb	154,185	152,260	-0.24%
Monroe	27,771	28,939	0.83%
Peach	27,246	27,738	0.36%
Pulaski	12,159	12,244	-0.14%
Putnam	21,678	22,336	0.60%
Twiggs	7,987	8,404	-1.01%
Wilkinson	9,413	9,155	-0.55%
Region	503,221	512,725	0.37%
Georgia	10,517,229	11,107,519	1.10%

ESRI Business Analyst 2018 population, 2023 population, 2018-2023 population annual growth rate

Houston County is expected to experience the most growth within the region between 2018 and 2023 with an expected growth rate of 1.29 percent. While many other counties are expected to see little population change or population declines, Houston County's Population change is expected to exceed Georgia's population growth rate by 0.19 percentage points, with Perry alone seeing an expected population growth of over 1,400 people by the year 2023. This growth locally may lead to an increased demand for public infrastructure, diverse economic opportunities, and quality housing. Future planning and development should prepare for the city's growth to ensure that these needs are met and to sustain employment in the city, county, and region.

Legal Authority for Urban Redevelopment Plan

The Urban Redevelopment Act (O.C.G.A. §36-61-1) was adopted by the Georgia State Legislature in 1955 and has been amended several times, most recently in 2015. The Act enables local governments to utilize broad powers to redevelop blighted or threatened areas of the community. To access the redevelopment powers allowable under the Act, a local government must undergo the following process:

- Define boundaries of an Urban Redevelopment Area (URA).
- Develop a draft Urban Redevelopment Plan (URP).
- Hold a public hearing.
- Adopt a “Finding of Necessity,” declaring that pockets of blight exist, which constitute a serious and growing menace, and is injurious to the public health, safety, morals, and welfare of the residents of this state. This resolution declares that certain pockets of blight or portions thereof may require acquisition, clearance, and disposition subject to use restrictions. Additionally, this resolution declares that public money may be expended, and the power of eminent domain may be exercised for the purpose of removing blight.
- Adopt the URP and designate an Urban Redevelopment Agency responsible for implementation in lieu of an external redevelopment agency; the Perry City Council is the entity charged with ensuring the implementation of this plan.

Boundaries of the Urban Redevelopment Area (URA)

In accordance with regulations issued by the State of Georgia for the development of a URP under the Urban Redevelopment Act, a map has been created and included in Appendix B.

The city’s identified Urban Redevelopment Area (URA) is wholly within the incorporated boundaries of the City of Perry, including the key areas below:

- Creekwood
- Five Points
- New Hope
- Oldfield
- Sand Hill
- Downtown District



Development Goals / Consistency with Local Plans

The City of Perry was recognized in 2017 by the State of Georgia with the PlanFirst designation. This award acknowledges the high level of work done by the City of Perry to plan for the community's future growth and development, as well as the city's success in implementing its plans. Perry's efforts in community and economic development are driven primarily from its approved planning documents, the 2014 Strategic Plan and the 2017 Joint Comprehensive Plan, created in conjunction with the City of Warner Robins, the City of Centerville, and Houston



County. These planning documents set forth many worthwhile goals for the City of Perry, many of which focused on the redevelopment of housing, businesses, and infrastructure in support of a strong economy and thriving community. This URP is consistent with both of the existing planning documents.

Notably, the 2017 Joint Comprehensive Plan identified several community goals that are especially relevant to the following activities and recommendations of this URP:

- Revitalize housing stock to alleviate blight and provide a variety of safe, quality, and affordable housing opportunities;
- Diversify the local economy, and retain young talent with diverse dining, night life, and entertainment options in vibrant mixed-use areas; and
- Coordinate and enhance park outdoor recreation opportunities, both active and passive.

To support each of the goals identified, Perry will also seek to effectively maintain and enhance its municipal infrastructure. The City of Perry has made significant investments in recent years, particularly in regard to its stormwater and drainage infrastructure. Perry has a supporting goal of continuing infrastructure improvements wherever necessary.

Current Conditions within the Redevelopment Area

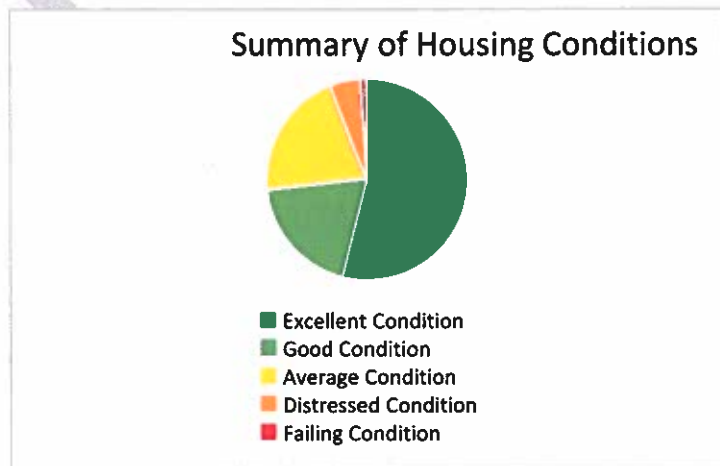
The City of Perry has several challenges within the URA that pose a threat to the city’s long-term development and prosperity. The city has both residential and commercial parcels that are blighted, under-used, or abandoned, which lead to disinvestment within the URA. The conditions of blight pose a public health hazard for the community. Additionally, stormwater, water, and sewage infrastructure within the city is aging. Systemic improvements are needed soon to meet existing needs and accommodate anticipated growth. Through the urban redevelopment planning process, the City of Perry determined the following conditions are the most important and the biggest impediment to future growth and prosperity:

- Abandoned or vacant residential buildings or parcels
- Buildings and homes in disrepair (see Appendix C for photos)
- Lack of walkable accessibility between commercial areas and residential areas
- Vacant industrial and commercial buildings
- Structures that fail to meet code requirements
- Lack of organized green space
- Difficulty in business attraction
- Difficulty in business retention
- A lack of diversified industries
- Aging infrastructure

The URA encompasses Downtown Perry and the major corridors leading to Perry’s historic courthouse, city hall, and numerous small businesses. The appearance of dilapidated buildings, vacant structures, and substandard housing units presents an unsightly image to visitors who may be future patrons, business owners, residents or developers.

Results of Perry’s Housing Study

In 2016, Perry completed a housing study to assess the condition of the housing stock within the city and inform the planning and development of future housing projects in the coming years. The study cited that 66.3 percent of the homes in Perry are single-family detached units, and 14.4 percent of the homes were unoccupied. Of the 5,232 homes assessed, a total of 47 were identified as failing and 257 were identified as distressed. Planning for redevelopment, the city will keep in mind that 28.2 percent of the homes in



need of revitalization are nearing the 50-year-old mark, meaning they will require special historical considerations, and that 43.9 percent of the housing stock is occupied by renters.

The housing study identified five primary target areas. Four of the target areas are the neighborhoods Creekwood, New Hope, Old Field and Sand Hill, which are included in the URA. The fifth primary target area is the various trailer parks around the city. Two of the cited mobile home parks, Boland's RV Park and Westwood Trailer Park, are within the URA. The housing study sees large scale rehabilitation projects as the next step to revitalize Perry's housing stock. The housing study suggested several action items and strategic partnerships that could improve Perry's housing stock, many of which are already being actively pursued within the city. (See below)

- Enforcement of Minimum Standard Codes in accordance with O.C.G.A. §8-2-20
- Federal Weatherization Assistance Program
- Houston County Habitat for Humanity
- City of Perry Energy Efficient Loan Program
- Fuller Center for Housing
- Community Development Block Grants (CDBG)
- Georgia Initiative for Community Housing (GICH)
- Community Home Investment Program (CHIP)

Downtown Development

Downtown Development in the City of Perry is overseen by the Downtown Development Authority (DDA). DDA helps with business finance and recruitment, downtown beautification projects, and in some cases building maintenance and repairs to maintain a lively economy in the downtown district. The downtown district is located toward the center of the URA from Main Street to the South, to the intersection of Washington Street and Ball Street to the Northeast, and the intersection of Macon Road and Perimeter Road to the Northwest. Downtown is hoping to increase opportunities for office space and economic diversity to maintain their thriving and lively atmosphere.

Eastgate Shopping Center, the subject of a possible opportunity zone, is a commercial area situated towards the northwestern portion of the URA. The shopping center only has a dance studio, a Family Dollar and a church, leaving the other commercial units in the shopping center vacant and underutilized. The shopping center is one of Perry's most under-used commercial areas and the subject of a possible opportunity zone. Redevelopment of the shopping center would mean economic stimulus for the city that could over time create more jobs and increase city revenue.

Recreation

Recreation development is a key component of Perry's vision for the URA. The city plans to implement multi-modal transportation within the URA to include bike and pedestrian paths to improve mobility management within the city. Additionally, the city is in the process of identifying paces for both active and passive recreation projects. Major recreation accomplishments thus far include Perry's Historic Downtown Walking Tour, expansion of the Walking Trails within Big Indian Creek, and the Splashpad that opened in July of 2018.

Need for Public Infrastructure

All areas within the current redevelopment area are currently served by water, sewer, trash, utility, law enforcement, fire protection, and gas services. However, stormwater, water, and sewage infrastructure within the URA are aging and continue to require improvements. There are also needs within the URA related to transportation.

Stormwater Management

Many older neighborhoods within the URA were developed without curb, gutter, or other stormwater management systems leading to flooding and other drainage concerns in the target areas. The city continues to make improvements to infrastructure as needed and as funding becomes available.

Street Paving

To improve accessibility and emergency response capabilities, the City of Perry intends to pave some roads and rights-of-way that are still partially dirt or gravel, particularly State Street.

Parking Management

The City of Perry conducted a parking survey in September and October of 2018 to assess parking patterns and needs for parking improvement as they pertain to development within in the URA. The parking survey found that there is currently adequate parking within the URA, and suggested the following series of action items to prepare for projected growth:

- Establish focus groups with businesses downtown to discuss parking needs and mitigate concerns early.
- Develop a parking overflow management plan and public/private partnerships to direct and navigate traffic for special events like the Dogwood Festival, Food Truck Friday, and Georgia Fair.

Mobility and Safety Improvements

The City of Perry would also like to make improvements and expansion to their sidewalk and pedestrian systems within the URA to improve accessibility to businesses and residents within the URA.

- Main Street - The major roadway on the Main Street corridor running through the URA is underutilized. Main Street is especially wide and presents an opportunity for improved parking arrangements, bike lanes, pedestrian rights-of-ways, and streetscaping.
- Once preliminary bike and pedestrian improvements are made on Main Street, other improvements can be made to include bike lanes connected to other parts of the city, such as the downtown area, the fairgrounds, Big Indian Creek Trail and local grade schools.

Implementation Plan

Revitalize Housing Stock

The city intends to continue working with the following state and local partners:

- **Georgia Initiative for Community Housing (GICH)**
GICH is three-year program that brings communities together and provides them with opportunities for collaboration with other local governments and resources to develop strategies to improve access to safe and affordable housing options. Perry's previous participation in GICH was for three years and culminated in a total of \$1.6 million in total housing investment for the city.
- **Community Development Corporations**
The City of Perry would like to create partnerships with community development corporations to facilitate economic development, community education programs, community organizing, and real estate development.
- **Community Home Investment Program (CHIP)**
CHIP is a program administered by the Georgia Department of Community Affairs that works with local governments to renovate owner-occupied homes in disrepair and build new single-family homes to sell to eligible homebuyers.
- **Habitat for Humanity**
The City of Perry already has a strong relationship with Houston County's Habitat for Humanity that they are hoping to maintain. Habitat for Humanity is a community housing group that provides affordable homes and financial management training to low-income families who are homeless, currently residing in Section 8-funded housing, or living in dangerous or substandard housing units. To be eligible, families must be able to afford a reasonable mortgage, and able to donate "sweat equity" hours towards the construction of their home.
- **Community Reinvestment Act (CRA)**
CRA is a piece of federal regulation passed in 1977 that requires private and commercial banks to make a portion of their total reserves available to borrowers and small businesses within the jurisdiction where they operate. The purpose of the legislation was to decrease discrimination in lending and improve accessibility for low- and moderate-income borrowers. Advertising and promoting of CRA in and around the city could promote small business development.
- **Community Development Block Grants (CDBG)**
CDBG is a federal program under the United States Department of Housing and Urban Development that allows states to disperse funding that develops and preserves affordable housing within the community. As a component of the CDBG, the City of Perry also intends to submit a Revitalization Area Strategy (RAS) that will focus on revitalizing blighted homes in the Five Points and New Hope neighborhoods. CDBG is a program that specifically caters to owner-

occupied units. Good areas for CDBG are the residential areas within the neighborhoods, Creekwood, Five Points, New Hope, Old Field, and Sand Hill.

- **Land Bank**

The City of Perry intends to commit abandoned, foreclosed, and condemned properties within the city limits and especially within the URA to a land bank where the parcels can be repurposed for recreation space, affordable housing, or business development depending on the location of the property and the needs of the city at that time.

- **Senior Housing**

The City of Perry is working with developers on a senior housing project within the URA. The neighborhood of Sand Hill is of special interest for the endeavor; it would provide residents a place that is both safe and affordable to live.

Encourage Mixed-Use Development/Higher-Density Development

- **Higher-Density Development**

The City of Perry would like to revitalize some vacant and under-used parcels to make space for higher-density development that could be used for office and commercial space. The revitalization efforts will promote denser design that's compact and walkable. In the URA, Perry hopes to build structures that can accommodate a variety of different businesses in their limited inventory of land available for retail, commercial, and residential development. To realize the goal of higher-density and mixed-use development The City of Perry will give preference to development plans that build higher rather than wider to provide opportunities for denser development.

- **Mixed-Use Development**

To promote the highest and best use of the available space within the URA, Perry would like to incorporate mixed-use development. The mixed-use developments will be areas where residents can live, work, and play. These areas will provide a variety of housing units and commercial units, in addition to space for restaurants and night life. The mixed-use development will offer greater diversity in business and recreation opportunities within the URA.

- **Diversified Economy**

Historically, the major industries in the city were manufacturing and service-based. As the population of Perry and Houston County continues to grow, the city would like to bring new businesses and industries to the area. Dedicated office spaces and office development will help to facilitate economic diversity. Some possible places for office development within the URA are the old Blue Jay Meat Packing Facility on Jernigan Drive, and Stanley Shopping Center on Macon Road.

- **Downtown Night Life**

A major goal of the City of Perry is to increase or improve the prevalence of bars, restaurants, and night life. To improve night life downtown the city might create a streamlined licensing and permit process of bars, restaurants and other service-based industries seeking to locate within the URA. The improved parking plan and infrastructure could be of great value to the service-based industry downtown as they continue to grow and expand their operations.

- **Implementation of the Land Management Ordinance**

The City of Perry will work with code enforcement and property owners to make improvements to properties in need of revitalization and improvement according to Perry's Code of Ordinances, particularly the recently adopted land management ordinance. Implementation of the Covenants, Restrictions, and Land Management Ordinances will provide a framework for correcting blight, abandonment, and under use within the URA. This includes implementation of Perry's Land Management Ordinance 2017-25 which has provisions concerning the following:

- Open Space
- Walkability
- Connectivity
- Blight
- Commercial Development Along Corridors
- Housing Stock
- Housing Quality
- Overcrowding
- Safety from Floods Fires etc.
- Tree Preservation

- **Enforcement of Nuisance Ordinance**

The City of Perry also has a nuisance ordinance, adopted in 2010 and updated in 2018, which was aimed at preserving the health and safety of residents by evaluating buildings, dwellings, and structures for fitness and taking necessary steps to work with property owners to correct health and safety concerns. Continued enforcement of the nuisance ordinance, and the collaboration with property owners will remain an integral aspect of Perry's redevelopment and revitalization efforts.

Improved Outdoor Recreation

- **Preserve the Tree Canopy**

Perry currently has a thriving tree canopy within and around the URA. As development continues, the city will need ensure preservation of the tree canopy as much as possible to maintain and protect the aesthetic that the tree canopy provides downtown.

- **Active and Passive Recreation Areas**

The City of Perry is intending to create active and passive recreation spaces including creative playground structures, walking trails, and picnic areas within the URA.

As the parcels within the URA are redeveloped, renovated, and repurposed by the city and developers, plans should incorporate connectivity and the facilitation of recreation spaces.

- **Corridors between Downtown and Residential Areas**

To create a live-work-play atmosphere and improve mobility within the URA, the city will create corridors and sidewalks between the residential areas, schools, and downtown area.

Plan to Leverage Public Infrastructure Improvements

- **CDBG**

CDBG also uses HUD funding to create and improve utility infrastructure in Low- to Moderate-Income (LMI) areas. Since some of the neighborhoods in need of water, storm water, and sewage improvements are LMI neighborhoods they would be good CDBG candidates.

- **GEFA Loans**

Georgia Environmental Finance Association (GEFA) is an entity that assist local governments by financing water and sewer improvement projects through several loan programs they manage. Clean Water State Revolving Loan Fund (CWSRF) is an option for stormwater and sewage control improvements. An option for sewer improvement projects is the Georgia Fund program also administered by GEFA.

Plan to Leverage Private Investment

The City of Perry has taken full advantage of economic development tools and resources available to encourage economic growth and job creation within the URA, including opportunity zone tax credits, revolving loan funds and a rural zone designation.

- **Opportunity Zone Tax Credits**

The City of Perry intends to apply for an opportunity zone designation that will encourage job creation and economic development within the URA. Under the opportunity zone tax credit designation new businesses will receive a tax credit for jobs created as an incentive to attract new business in an area adjacent to census tracts with 15 percent or greater low- to moderate-income residents. The Eastgate Shopping Center nestled between Main Street and Houston Lake Road on the edge of downtown is a prime candidate for development projects, such as an opportunity zone tax credit.

- **Revolving Loan Funds**

The City of Perry's Downtown Development Authority currently operates a revolving loan program that provides resources for small business development projects and revitalization within the URA.

Parcels to be Acquired

Under the proposed plan, there are no structures within the redevelopment area intended to be acquired. Should circumstances change, making property acquisition probable or necessary, this plan will be amended to reflect such changes.

Structures to be Demolished or Rehabilitated

At the current time, there isn't a specific list of properties to be demolished or rehabilitated as part of the URP. However, rehabilitation or demolition of blighted and distressed structures is an important priority of the city. The City of Perry will work with property owners and code enforcement officers to address blighted properties and other properties that present a public health hazard according to both the State of Georgia and the City of Perry's code of ordinances. This work will be informed by the previous housing assessments that have been done, and code enforcement actions that have been undertaken.

Strategy for Relocating Displaced Residents

The City of Perry does not anticipate that the implementation of the development plan will displace current residents or businesses making relocation assistance or planning necessary at this time. At no point in the future does the City of Perry intend to displace residents or businesses as a result of action items associated with this plan. However, if displacement of residences of businesses becomes necessary at a later date, the URP will be amended to incorporate a strategy/plan for relocating displaced residents in accordance with all local and state statutory requirements.

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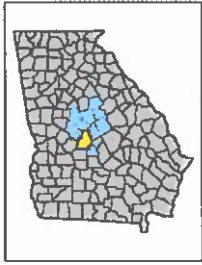
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Inset: Urban Redevelopment Project Area



Urban Redevelopment Project Area Boundary



- Project Location
- Local Roads
- Highways
- Interstates
- Municipal Boundaries
- County Boundaries

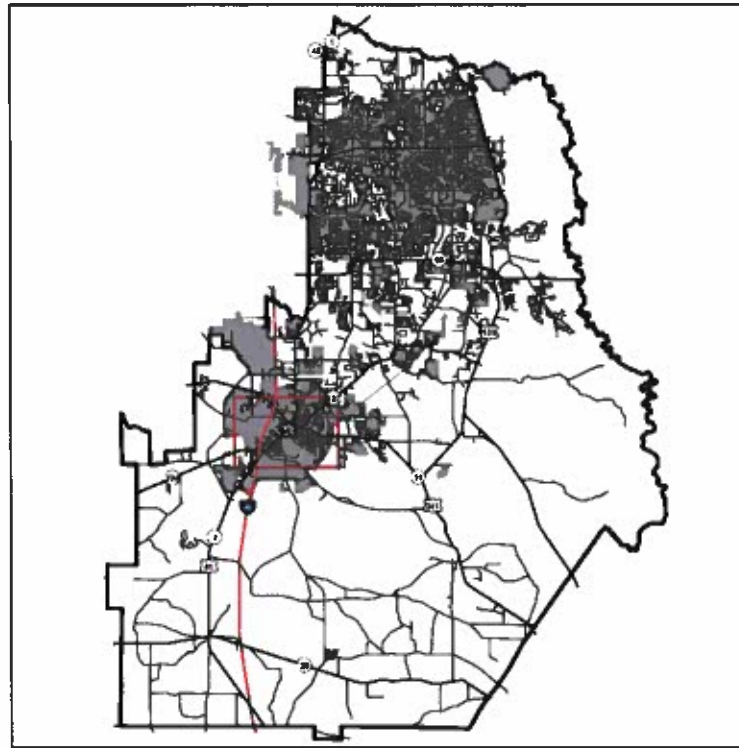


0 5 10
Miles

The map was created in December 2016 for general planning purposes only.
Refer all questions regarding data accuracy and availability to the MGRC.



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Memorandum

TO: Mayor and City Council
THROUGH: Lee Gilmour, City Manager
CC: Robert Smith, Assistant City Manager
FROM: Bryan Wood, Director of Community Development
DATE: March 15, 2019
RE: Recommendation for CDBG Engineering Services

Robert Smith and I recommend City Council approve GWES, LLC to provide Engineering Services associated with the 2019 Community Development Block Grant, if awarded.

After talking to Sherry Kurtz of Grant Specialist of Georgia, the City's grant writer and administrator, we determined that a multi-activity CDBG application, including stormwater improvements, would be the most competitive application. The City solicited proposals for engineering services as required by City and State procurement procedures.

The City received three proposals for these services from:

- GWES, LLC of Perry, GA
- Hofstadler & Associates, Inc. of Macon, GA
- Watkins & Associates, LLC, Tifton, GA

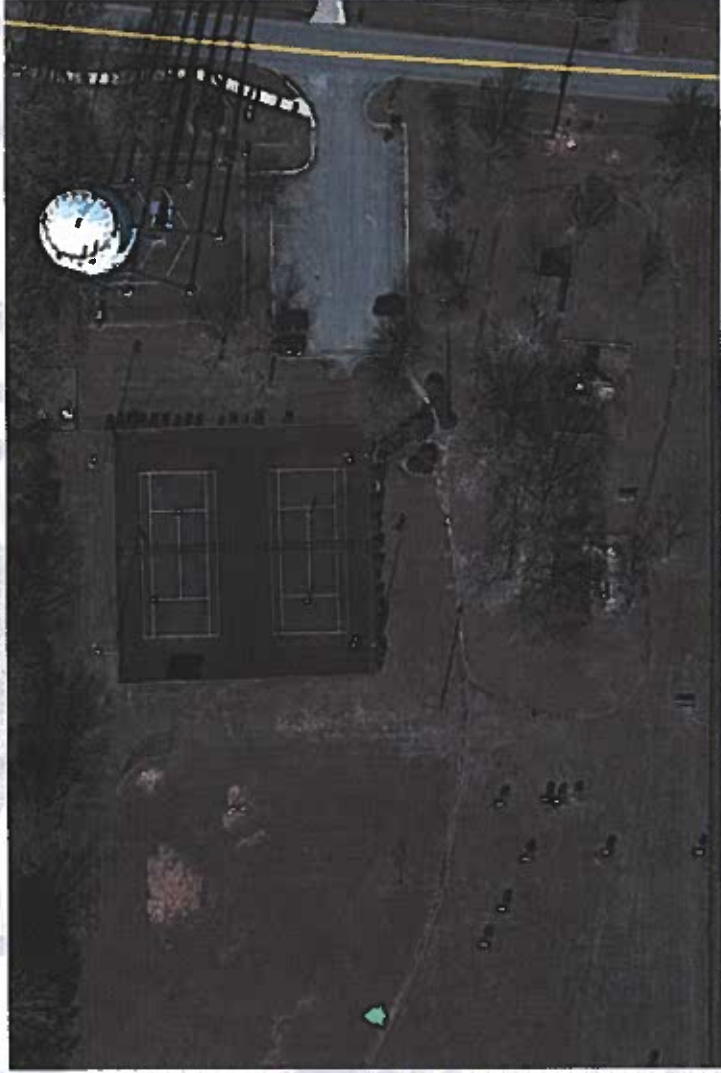
Robert Smith, Assistant City Manager, and I evaluated each of the proposals based on the following criteria:

- CDBG Grant Experience;
- Key Personnel Qualifications;
- Capacity of Proposer;
- Current Workload;
- Level of Service Proposed;
- Proximity to Project;
- Overall Experience;
- Cost; and
- Past Experience with Proposer.

GWES, LLC received the highest score from me and from Mr. Smith.



Additions to Barbara Calhoun Park Project



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PARISH
CONSTRUCTION GROUP



Additions to Barbara Calhoun Park Project

Project Scope

- Two new Courts on new building pad, Two new courts over existing
- Complete 1200W LED lighting upgrade for all courts
- All new tennis nets, net posts, and court accessories
- New fencing and gates for all courts
- Cast in place steps and concrete flumes in between courts.
- \$20,000 Construction Contingency
- Four months of construction to allow for completion of new courts prior to major renovation of existing.





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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager
DATE: March 12, 2019
REFERENCE: Public hearing responses part 1

You held a public hearing on February 21, 2019 and solicited input through social media. Based on the response, the Administration recommends the following:

1. Proposals to be excluded:
 - a. Based on the difficulty in selecting from an outstanding list, do not name the park after an individual(s).
 - b. Since it is a passive park, exclude the following uses:
 - indoor pool
 - amphitheater
 - outdoor pool
 - fishing pond(s)
 - bunkers
 - tennis courts
 - senior center
 - skate park
 - beach volleyball
 - fish habitat/lake
 - alternate access from Perry Parkway
2. Recommended next step
 - a. Install six (6) foot chain link fence around park boundaries except at Country Club Drive.
 - If adjacent owner desires access he/she/it pays for gate.
 - Install parking lot as proposed.
 - Fill in bunkers
 - Design walking path



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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager
DATE: March 12, 2019
REFERENCE: Travel expenses amendment

In December 2012, Council approved a set of travel event criteria. The Administration recommends Council amend those criteria by adding the following:

- The City will pay for the standard room rate as determined by the event sponsor. The City participant will be personally responsible for any additional costs resulting from a room upgrade, changing lodging location, pre-booking costs that exceed the event room rate and extra nights.
- The City participant will be personally responsible for any additional costs other than taxes, meals and parking. Examples are movie rentals, resupplying alcoholic beverages, damage charges, costs for extra persons, laundry/dry cleaning, etc.
- If the City is hosting an event, it shall pay for the City participant, plus one (1) guest of participant or family member(s) of participant. Family member is determined in the City's personnel policy.
- If a City Participant is hosting an event that involves outside members, it must be related to City business and the outside members shall be identified.
- The City participant is personally responsible for any costs on the City's credit/debit card that is outside the established criteria.
- If a City participant chooses to stay at an accommodation provider outside those listed by the event, he/she is responsible for any costs above the host site cost.

These criteria items conform to existing City practice. If you have any questions, contact me.

cc: Mr. R. Smith