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**AGENDA
WORK SESSION
OF THE PERRY CITY COUNCIL
November 4, 2019
5:00 P.M.**

1. Call to Order: Mayor Randall Walker, Presiding Officer.
2. Roll:
3. Items of Review/Discussion: Mayor Randall Walker
 - 3a. Appearance(s)/ Presentation(s):
 1. Mr. Junior Johnston relative to gas line.
 2. Area concepts for provision of water/sewer – Mr. B. Murph.
 - 3b. Community Development Department
 1. 2020 LMIG Street List – Mr. C. McMurrian.
 - 3c. Office of the City Manager
 1. City technology upgrades – Mr. R. Smith.
 2. Meter change out – Mr. L. Gilmour.
 3. Council consider to increase hotel/motel tax one (1) percent from seven (7) percent to eight (8) percent – Mr. L. Gilmour.
 4. Adjust holiday pay – Mr. L. Gilmour.
 5. Change solid waste collection process for downtown – Mr. L. Gilmour.
4. Council Member Items:
5. Department Head/Staff Items:
6. Adjourn.

City of Perry, Georgia
 Recommended Street Resurfacing List
 Fiscal Year 2020
 GDOT Local Maintenance and Improvement Grant Program (LMIG)
 Approved by Perry City Council _____

STREET	FROM	TO	WIDTH (FEET)	LENGTH (FEET)	SQ FT	Cost (\$)
1 KEITH DRIVE	MAIN STREET	KINGS CHAPEL	27	4,000	108000	\$151,200.00
2 SMITH DRIVE	Hampton Court	WF Ragin Drive	27	1,950	52650	\$73,710.00
3 4TH STREET	Parkway Dr	Swift St	21	1,800	37800	\$52,920.00
4 KELLWOOD DR	Courtney Hodges BLVD	Oakridge DR	23	2,750	63250	\$88,550.00
						\$366,380.00

10/31/2020

ESTIMATES Based on 2019 LMIG contract results
 2020 LMIG Grant \$254,478.36 City Match

\$76,343.51 TARGET \$330,821.87

City of Perry, Georgia
Street Resurfacing Priority List
TOP 25 Streets for repaving

	STREET	FROM	TO	WIDTH (FEET)	LENGTH (FEET)	SQ FT	Cost (\$)
1	KEITH DRIVE	MAIN STREET	KINGS CHAPEL	27	4,000	108000	\$151,200.00
2	SMITH DRIVE	Hampton Court	WF Ragin Drive	27	1,950	52650	\$73,710.00
3	4TH STREET	Parkway Dr	Swift St	21	1,800	37800	\$52,920.00
4	KELLWOOD DR	Courtney Hodges BLVD	Oakridge DR	23	2,750	63250	\$88,550.00
6	KINGS CHAPEL ROAD	Swift Street	Keith Drive	24	3,300	79200	\$110,880.00
7	RILEY ST	Baird St	Gaines Dr	19	890	16910	\$23,674.00
8	STANLEY ST	Baird St	Gaines Dr	19	890	16910	\$23,674.00
9	GORDY ST	Baird St	Gaines Dr	19	890	16910	\$23,674.00
10	DEANVIEW DR	Stanley St	Gordy St.	16	320	5120	\$7,168.00
11	BAIRD DR	Coutney Hodges Blvd	Stanley St	22	1,050	23100	\$32,340.00
12	PARKWAY DR	3rd Street	4th Street	20	1,400	28000	\$39,200.00
13	LAWSON DRIVE	Woodland Dr	Duncan Ave	20	1,650	33000	\$46,200.00
14	MARSHALL CIR	Park Ave	Park Ave.	22	1,800	39600	\$55,440.00
15	DUNCAN EAST	Evergreen	Forest Hill	22	4,175	91850	\$128,590.00
16	TUCKER EAST	Pineneedle	Keith Drive	22	2175	47850	\$66,990.00
17	CHRISTINE CIRCLE	Macon Road	End	24	2,300	55200	\$77,280.00
18	POPLAR ST	W F Ragin DR	End	22	700	15400	\$21,560.00
19	FOREST ST	W F Ragin DR	End	19	2,000	38000	\$53,200.00
20	MODERATION ST	W F Ragin DR	End	14	350	4900	\$6,860.00
21	GEORGIA AVE	3rd Street	4th Street	22	900	19800	\$27,720.00
22	IFFIE RD	Larry Walker PKWY	Courtney Hodges B	33	565	18645	\$26,103.00
23	BETTY STREET	Jeanne St	Bill St	19	700	13300	\$18,620.00
24	BILL STREET	Betty St	Jeanne St	19	800	15200	\$21,280.00
25	IFFIE RD	Larry Walker PKWY	Courtney Hodges B	33	565	18645	\$26,103.00
26	JALON COURT	Christine Circle	End	24	375	9000	\$12,600.00

10/31/2019

\$1,215,536.00

ESTIMATES Based on 2019 LMIG contract results

City of Perry, Georgia
 Street Resurfacing Priority List
 Street required by CDBG scheduled for Fiscal Year 2021
 GDOT Local Maintenance and Improvement Grant Program (LMIG)

STREET	FROM	TO	WIDTH (FEET)	LENGTH (FEET)	SQ FT	Cost (\$)
7 RILEY ST	Baird St	Gaines Dr	19	890	16910	\$23,674.00
8 STANLEY ST	Baird St	Gaines Dr	19	890	16910	\$23,674.00
9 GORDY ST	Baird St	Gaines Dr	19	890	16910	\$23,674.00
10 DEANVIEW DR	Stanley St	Gordy St.	16	320	5120	\$7,168.00
11 BAIRD DR	Coutney Hodges Blvd	Stanley St	22	1,050	23100	\$32,340.00
10/31/2019						\$110,530.00

ESTIMATES Based on 2019 LMIG contract results



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Office of the Assistant City Manager

To: Mayor and Council
From: Robert Smith, Assistant City Manager
CC: Lee Gilmour, City Manager
Department Heads
Date: November 4, 2019
Re: City Technology Upgrades and Associated Proposals

When Hargray came onboard to provide managed services to the City in May of 2019 they immediately initiated an in-depth assessment and analysis of the City's current technology environment. The primary goals associated with this effort:

- Obtain a better understanding of our current technological capacities and infrastructure.
- Determine deficiencies associated with our current technology environment.
- Create a framework, or "roadmap", that provides the City with adequate technological capabilities and support now and in the future.

Delivered to staff in October 2019, the proposed roadmap provides a complete picture of where we stand with our technology and what needs to be done in order to get to where we need to be. The roadmap was presented in five (5) separate documents (provided):

- Asset Summary Report
- Server Replacement
- Desktop Refresh
- Core Network Refresh
- Managed Security

Together, these documents detail a current technology environment that is inadequate, outdated, and limited. While basically functional, our current system is inefficient and there are issues that must be addressed. Some of the primary issues that were identified:

- In January of 2020, Microsoft will stop supporting Windows 7 and Server 2008. As it stands, 61 of our 81 work stations (75%) will lose operating system support. Eight (8) of our eleven (11) servers will no longer be supported.
- There is significant unnecessary duplication and inefficiencies across servers and most of these functions could be transitioned to a virtualized server.
 - Eleven (11) current servers (most of which are out of storage space, failing, etc.) could be migrated to two (2) virtualized servers.
- Network infrastructure throughout the City is antiquated. Our firewalls and switches (essentially the portals through which we are able to have internet access) are wholly inadequate for our operations and most are no longer supported.



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- As an example of the issue here, City Hall is currently served with gigabit (1,000 mb) internet speed via Hargray fiber. Due to our firewalls and switches, we are only able to utilize approximately 100 mb, or 1/10, of the bandwidth we are being provided.

Addressing the work station and server operability and support issues is essentially not optional. Having adequate, supported work stations and server support/connectivity is absolutely critical to our operations as a City, particularly as we move more and more into a “connected” environment through which we provide services, communicate, etc.

Also provided to you are proposals to address the issues with the network infrastructure as well as an option that will provide enhanced managed security services. While we are currently being provided with excellent network security it is certainly advised to explore options that enhance our security, particularly in an environment where more and more public sector organizations find themselves in very difficult, and almost always very expensive, situations pertaining to hackers, ransomware, etc. Both of these proposals are recommended by staff. A breakdown of costs is provided below:

	Annual Cost	
<u>Service</u>	<u>Current</u>	<u>Proposed</u>
Managed IT Services	\$103,836	\$109,536
Server Replacement	N/A	\$19,200
Desktop Refresh	N/A	\$36,108
Network Refresh	N/A	\$17,400
Managed Security	\$5,700	\$10,260
	<hr/>	<hr/>
	\$109,536	\$192,504

You will notice that the proposals provide for a hardware-as-a-service (HAAS) agreement with Hargray. Taken as a whole, this provision of services is one in which Hargray will essentially lease to the City, and manage, our entire hardware infrastructure (network devices, servers, work stations, etc.). As hardware becomes both more disposable and more complicated, there is a trend towards this type of service from both public and private organizations. Moving forward with this proposal would shift responsibility and accountability to Hargray for ensuring the City has a complete, functional, and up-to-date hardware environment. Coupled with managed services, staff finds this preferable for a number of reasons:

- Reduced capital expenditures pertaining to technology and no big surprises. With this agreement the City can convert large capital expenses into a manageable and budgetable operating expense.
- Significant reduction or complete mitigation of obsolescence in our technological environment. Hargray will ensure our hardware is always operable and up-to-date.



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- With Hargray being responsible for all of our hardware, software, etc. there will be enhanced efficiencies pertaining to processes, maintenance, troubleshooting, etc.
- Scalability - as the City grows so can our network.
- Enhanced security through cohesion and maintenance support across the environment.

The proposed managed security component provides for enhanced security services through a company called Continuum. This will provide for state-of-the-art security that ensures threats are identified and regulatory requirements met through a fully integrated range of response and remediation capabilities, keeping our network environment and data safe and available at all times. There will literally be eyes on our network 24x7.

The time has come to take the next step as a City with technology. What is being proposed essentially provides for a coalesced and contemporary, yet almost wholly outsourced, IT function for the City. Given that the average IT expenditure for state and local governments is approximately 4% of operating expenses¹ the proposed also represents a good value. Please let me know if you have any questions or require any further information.

¹ Gartner, 2017 Benchmark Analytics - <https://www.gartner.com/en/newsroom/press-releases/2017-04-25-gartner-survey-finds-government-cios-spend-21-percent-of-their-it-budget-on-digital-initiatives>



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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager
DATE: October 21, 2019
REFERENCE: Meter Change Out

Attached is a copy of the September 6, 2019 proposal from ESG Operations, Inc. to change out the City's water and gas meters.

The Administration recommends Council proceed with option I excluding the irrigation meters over the five (5) year period. The hardware/software requirements should be included.

City of Perry, GA Meter Replacement Program



PREPARED FOR: City of Perry
Lee Gilmour, City Manager

PREPARED BY: Kristen Courson, P.E., ESG

COPIES: Sharon Kelly, ESG
Travis Falcione, ESG

DATE: August 29, 2019
Revised: September 6, 2019

Background

The City of Perry currently provides water and gas service to approximately 10,400 water meters (7,480 water and 2,920 irrigation) and 2,570 gas meters. The City underwent a city-wide water meter changeout program in 2006-2007 and has not instituted a regular replacement program since that time. Now in 2019, many of these meters are over 10 years old and are in need of replacement. The City of Perry has requested that ESG Operations provide a 5-year plan for Meter Replacement of all water and gas meters in the City's system. The City has committed \$500,000 per year towards this effort.

Tables 1A and 1B show the meter ages as provided to ESG by Sensus. These ages are based off the serial numbers of the units, which represents the manufacture date of the meters and not necessarily the install date of the meters. ESG was surprised at the number of 2003 and 2004 era water meters – which can only represent the large number of change outs completed during the 2006-2007 time period. ESG also notes that the age data provided for gas meters was not a comprehensive list of all meters, but represents approximately 37% of the total. For purposes of this quote, these ages were assumed to be representative of the whole gas system.

TABLE 1A - WATER METER AGE						
WATER		WATER - IRRIGATION		ALL WATER		
Manufacture Year	Number of Meters	Manufacture Year	Number of Meters	Manufacture Year	Number of Meters	AGE
1974	1			1974	1	45
1986	1			1986	1	33
1988	1			1988	1	31
1990	36	1990	4	1990	40	29
1994	9			1994	9	25
1995	2			1995	2	24
1997	47	1997	29	1997	76	22
1998	43	1998	11	1998	54	21
1999	76	1999	11	1999	87	20
2000	38	2000	3	2000	41	19
2001	420	2001	228	2001	648	18
2002	7	2002	5	2002	12	17
2003	1972	2003	446	2003	2418	16
2004	1852	2004	141	2004	1993	15
2005	130	2005	70	2005	200	14
2006	152	2006	38	2006	190	13
		2007	2	2007	2	12
2008	119	2008	90	2008	209	11
2009	163	2009	124	2009	287	10
2010	315	2010	289	2010	604	9
2011	100	2011	8	2011	108	8
2012	26	2012	8	2012	34	7
2013	175	2013	17	2013	192	6
2014	265	2014	251	2014	516	5
2015	284	2015	264	2015	548	4
2016 NEWER	1214	2016 NEWER	874	2016 NEWER	1936	≤ 3
NOT SURE	32	NOT SURE	7	NOT SURE	39	-
Grand Total	7,480	Grand Total	2,920	Grand Total	10,248	-

TABLE 1B - GAS METER AGE			
GAS			
Age	Number of Meters	% of Total	Applied to All
0	51	5.4%	138
1	44	4.6%	119
2	23	2.4%	62
3	270	28.5%	731
4	30	3.2%	81
5	65	6.8%	176
6	34	3.6%	92
7	6	0.6%	16
8	39	4.1%	106
9	37	3.9%	100
10	173	18.2%	469
11	30	3.2%	81
12	147	15.5%	398
Grand Total	949	100.0%	2,570

Proposed Meter Replacement Program

After initially looking at the number of meters in the system, age, and cost of each meter, it became clear to ESG Operations that \$500,000 per year over a five-year span would not allow for replacement of all the meters in the system. In fact, the cost of just all the water, irrigation and gas meters themselves is over \$3 million dollars before labor and other parts needed for installation. Therefore, ESG is providing the City with two options for consideration. The first option provides an estimate for the number of meters that can be replaced each year at the \$500,000 budget level and looks at an extended time frame for full system change-out. The second option provides an estimated cost per year that the City would need to budget to accomplish a full system meter change out over a five year period.

In either scenario, ESG recommends starting with replacement of the 28 largest meters in the system (4" and over). The usage of these 28 meters represents at least 15-20% of the total daily usage of the entire City, making accuracy of these meters critical in capturing revenue. ESG has visited all of these sites, identified the meter type, and confirmed lay length of each installation in order to gather replacement meter costs. Five of these meters are new, leaving only 23 needing replacement. Two of these can have the measuring chamber replaced vs. total replacement. The remaining 21 are aged and need to be replaced. The cost for meters alone to do this work is approximately \$125,000. ESG would recommend installation by an outside contractor, which in conjunction with other parts/pieces and bid services will likely require another \$160,000. This work could be done as a majority of the year one budget, before

starting on smaller meters, or could be done as a separate capital project. In an effort to make the most efficient use of an outside contractor, ESG would recommend moving forward with replacement of the City's 3" meters utilizing the same contractor. The census system shows the City currently has twenty (20) 3" meter installations, which would add approximately \$75,000 (materials and install) more to the large meter replacement cost.

For the small water/irrigation meter and gas ERT change-out program, ESG would propose to hire one new employee to perform small water meter (2" and under) and gas ERT change-outs. The position would include a company vehicle, laptop and phone. ESG would also provide a supervisor to oversee the meter replacement program, including all software set-up and interaction with the billing personnel.

Hardware/Software Requirements

During meter installation, the City's billing system will need to be updated with new meter information. This information will include the pulled meter location, serial number, MXU number, and last reading as well as the new meter serial number, MXU number, first reading, and install date – among multiple other things. This data could be entered manually, but would require a large amount of billing staff time for approximately 30 meters/week. The process can be automated, but requires some software updates to do so. A HiperWeb/PSD application would be used as the ESG work order system to collect information about the old meters being removed and new meters installed. The application would allow meter barcodes to be scanned to enter data, helping to eliminate human error. HiperWeb/PSD will charge approximately \$9,000 up-front and a yearly fee of \$1,380 to set up the service order system, test and maintain it. Tyler/Encode services would also be required to provide an add-on for the City's billing system. This add-on software would batch and convert the data from the PSD work order system and provide an API into the City's billing system. Theoretically, this data transfer would occur on a weekly basis after installs by ESG are reviewed by the supervisor. Tyler/Encode has priced the software add-on at \$5,250 with a \$1,313 year maintenance fee. Tyler also charges \$1.50 per meter for the conversion.

The Hardware/Software line item also includes a yearly fee for Sensus to provide a list of the oldest meters to be replaced as well as funds for a small handheld Trimble unit required for the installer to GIS locate and program the new meters during installation.

Option 1 - \$500,000/year Budget

A yearly budget of \$500,000 will allow the City to replace approximately 43% of the gas meters and small water meters in the system over a 5-year time frame (~1,110 meter/yr). This will take care of all the water meters (including irrigation) manufactured prior to 2004 and most of the gas meters over 6 years old. The annual budget amount does not include the large meter replacement, which would need to be completed as a separate capital project. Table 2A summarizes the cost of this program.

Table 2A - Partial Replacement (Water, Irr & Gas) over 5 years	
SMALL WATER METER MATERIALS TOTAL	\$ 1,383,875.00
LARGE WATER METER CONTRACT TOTALS	\$ 358,790.70
GAS WATER METER MATERIALS TOTALS	\$ 143,855.00
ESG LABOR CONTRACT TOTAL	\$ 905,200.00
HARDWARE/SOFTWARE TOTAL	\$ 65,277.50
METER REPLACEMENT PROGRAM TOTAL	\$ 2,856,998.20
Per year for 5 years (including large meters)	\$ 571,399.64
Per year over 5 years (excluding large meters)	\$ 499,641.50

Extending the program over a 10-year period allows the City to replace nearly all of the meters (87%) currently in the system while remaining at the \$500,000 budget level. The costing for this option is shown in Table 2B.

Table 2B - Partial Replacement (Water, Irr & Gas) over 10 years	
SMALL WATER METER MATERIALS TOTAL	\$ 2,808,920.00
LARGE WATER METER CONTRACT TOTALS	\$ 358,790.70
GAS WATER METER MATERIALS TOTALS	\$ 292,130.00
ESG LABOR CONTRACT TOTAL	\$ 1,810,400.00
HARDWARE/SOFTWARE TOTAL	\$ 87,307.50
METER REPLACEMENT PROGRAM TOTAL	\$ 5,357,548.20
Per year for 10 years (including large meters)	\$ 535,754.82
Per year for 10 years (excluding large meters)	\$ 499,875.75

ESG estimates that \$546,000/year would be required to replace 50% of the meters over a 5 year period and 100% of the meters over a 10 year period (excluding the cost for large meter replacement). Note that these costs include a rebate account for miscellaneous pieces and parts (such as fittings, valves, meter boxes and lids) that may need replacement during installation of the new meters. The value of the rebate account is estimated at \$20,000/year for replacement of all meters over 10 year period and increases to \$40,000/year for full replacement over a 5 year period. Note that all cost estimates provided are estimates and may change over the course of performing the work.

Option 2 – Increased Budget over 5 years

For full replacement of all water (including irrigation and large meters) and gas meters in the system, the City would need to budget ~\$1,000,000/year. This could be reduced to ~800,000/year by eliminating replacement of all irrigation meters (see Tables 3A and 3B). ESG notes that blanket exclusion of the irrigation meters in the system would leave approximately 900 meters manufactured in 2004 or before. Currently, the 2,920 irrigation meters make up approximately 30% of the system’s summer usage (May – Oct).

Table 3A - Full Replacement (Water, Irr, & Gas) over 5 years	
SMALL WATER METER MATERIALS TOTAL	\$ 3,229,335.00
LARGE WATER METER CONTRACT TOTALS	\$ 358,790.70
GAS WATER METER MATERIALS TOTALS	\$ 335,695.00
ESG LABOR CONTRACT TOTAL	\$ 1,155,200.00
HARDWARE/SOFTWARE TOTAL	\$ 76,370.00
METER REPLACEMENT PROGRAM TOTAL	\$ 5,155,390.70
Per year for 5 years (including large meters)	\$ 1,031,078.14
Per year for 5 years (exlcuding large meters)	\$ 959,320.00

Table 3B - Full Replacement (Water & Gas) over 5 years (No Irr)	
SMALL WATER METER MATERIALS TOTAL	\$ 2,384,295.00
LARGE WATER METER CONTRACT TOTALS	\$ 358,790.70
GAS WATER METER MATERIALS TOTALS	\$ 335,695.00
ESG LABOR CONTRACT TOTAL	\$ 1,105,200.00
HARDWARE/SOFTWARE TOTAL	\$ 71,990.00
METER REPLACEMENT PROGRAM TOTAL	\$ 4,255,970.70
Per year for 5 years (including large meters)	\$ 851,194.14
Per year for 5 years (excluding large meters)	\$ 779,436.00

Conclusions

The City of Perry is in need of meter replacement due to aged meters and a loss of confidence in the ability of the system to provide accurate reads. While the decision to replace all or a portion of the system is going to depend largely on the finances of the City, replacing all of the meters in a shorter period (Option 2) has the benefit of providing maximum value of the salaries of those employed for the work. At the same time, it will lead to the need for another large replacement project again in the future due to many meters "aging out of warranty" at the same time.

In contrast, providing a consistent lower volume 5 or 10-year program (Options 1) allows for the City to spread the expense over a longer period and allows additional time for currently installed meters to "fail" and be covered at full (10 year) or pro-rated warranty values (10-20 years). ESG would recommend that water meters and irrigation meters be done simultaneously to ensure that the oldest meters are replaced first.

It should be noted that, while there are a significant number of meters in the system over 15 years of age (~5,383 water & irrigation meters), the pro-rated warranty period of the majority of the water meters is 10-20 years. Many guidance documents tout a 10% yearly replacement target, so that the entire meter population is replaced every 10 year. However, providing full meter replacement prematurely may be just as costly as losing revenue from aged meters - there is a fine balance to maintain. Given the 20-year warranty period on today's meters, a yearly target of 6% may be more appropriate for full replacement every 17 years. With that knowledge, the City may decide to move forward with a 5-year effort to replace the majority of meters 15 year and older (Per Table 2A) and then re-evaluate the program. The 5-year effort would "catch the system up" and at that point, it may be beneficial to reduce the number of yearly replacements to provide for full system change-out only every 15 or 20 years to be in line with the meter warranty.

Lastly, these costs do not incorporate any pricing for maintenance or upgrades to the meter reading towers, repeaters, or software that collect data from the system for billing.

Should you have any questions or request more information regarding the price estimates provided in this document, please feel free to contact Kristen Courson or Travis Falcione for additional information.



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TO: Mayor & Council
FROM: Lee Gilmour – City Manager
DATE: October 1, 2019
RE: Accommodation Excise Tax Increase

Attached is a copy of the September 17, 2019 memo from Ms. Hamsley stating the Perry Area Convention and Visitors Bureau Authority's desire to increase the accommodation tax from seven (7) percent to eight (8) percent. The immediate communities on I-75 rates are shown in Exhibit A.

Exhibit A

<u>City</u>	<u>Rate</u>
Bryon	6%
Cordele	6%
Forsyth	8%
Macon/Bibb	8%
Warner Robins	8%

The City's serious competition is Warner Robins. More and more groups, travelers and business people are selecting Warner Robins.

Should Council increase the tax rate to eight (8) percent it would generate approximately \$138,100.00. The distribution of the increased revenue is shown on Exhibit B.

Exhibit B

General Purpose	\$59,200.00
Tourism Promotion	59,200.00
Tourism Development	19,700.00

The general purposes portion would be used for downtown staffing to maintain the district.

The tourism development would be used for festivals, incentives, and programming. The tourism promotion would be used by the Perry Area Convention and Visitors Bureau Authority.

The Administration recommends Council proceed with the one (1) percent increase.



To: Mr. Lee Gilmour, City of Perry City Manager

From: Mrs. Allison Hamsley, PACVB President/CEO

Date: September 17, 2019

Re: Hotel/Motel Occupancy Tax Rate Increase

Mr. Gilmour,

The GA Code 48-13-51(b) reads that the City of Perry's Hotel/Motel Occupancy Tax rate is 7%. The Perry Area Convention and Visitors Bureau Authority would like to request the City of Perry take the necessary steps to increase the percentage collected to 8%. In the past few years, the CVB has implemented several initiatives that are necessary to get to the minimal market standards. These initiatives and projects resulted in having to dip into the CVB's reserve account. It will be necessary for the CVB to continue to implement new and innovative initiatives, as the market is always evolving. It is important for the CVB to have the financial support to be able to continue these practices as well as implement new ones. Likely, it is best to maintain an occupancy tax rate that is comparable with nearby competing destinations to prevent any loss of business to municipalities. Please see the comparable funding chart attached for reference.

The PACVB appreciates the consideration of this request and respects the final decision of Mayor and Council. Thank you for your continued support.

Sincerely,

A handwritten signature in black ink that reads "Allison Hamsley". The signature is written in a cursive, flowing style.

Allison Hamsley
President/CEO
Perry Area Convention & Visitors Bureau



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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager
DATE: October 18, 2019
REFERENCE: Adjust holiday pay

Currently the City pays eight (8) hours of straight time to each full time employee. This includes employees not scheduled to work the holiday.

The Administration recommends Council approve paying holiday pay for the full shift of those employees scheduled to work on a holiday. This would affect police and fire only.



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TO: Council
FROM: Lee Gilmour – City Manager
CC: Robert Smith – Asst. City Manager
DATE: September 30, 2019
RE: Downtown Solid Waste Collection

As you are quite aware the City's downtown district has changed considerably in the last (30) years. There is a more diverse user group producing solid waste. The historical storage space of Carroll Street alleys has been converted into parking needs and plans for walkways. There is a City Attorney opinion that most of the alleys do not belong to the City. The economic development plan for restaurants includes the volume and need for specialty pickup. Finally, more persons are coming from outside the district to drop off solid waste at any dumpster they can find.

After research its Administration's recommendation to Council that there be a change on the solid waste collection in the district. The proposed plan would be daily collection by City staff at approximately 6:00pm each day, transport to a central compactor location with contractor emptying the compactor as needed. The compactor would be located outside the district.

All customers would be required to participate unless its site allows for a currently approved container or totters. Example would be CVS and The Swanson. There would be no totters or open dumpsters in the areas serviced.

This change would require an additional person and specialized small collections unit. The process would be similar to a Food Truck Friday collection.

Cc: Mr. R. Smith
Mr. T. Ennis