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**AGENDA  
WORK SESSION  
OF THE PERRY CITY COUNCIL  
January 13, 2020  
5:00 P.M.**

1. Call to Order: Mayor Randall Walker, Presiding Officer.
2. Roll:
3. Items of Review/Discussion: Mayor Randall Walker
  - 3a. Public Works Department
    1. Presentation of conceptual design for Crossroads Park – Ms. A. Fitzner.
  - 3b. Community Development Department
    1. Presentation(s):
      - a. Evaluation of Frank Satterfield wastewater capacity – Mr. B. Murph.
      - b. Evaluation of Airport Road water and booster pump – Mr. B. Murph.
  - 3c. Office of the City Manager
    1. Consider certain adjustments relative to the downtown district – Mr. L. Gilmour.
    2. Provide a name for the passive park at the former Cherokee Pines Country Club – Mr. L. Gilmour.
    3. Consider adjusting solid waste collection in downtown district – Mr. L. Gilmour.
    4. Consider planning/scheduling water sewer extension – Mr. L. Gilmour.
    5. Consider approval of additional positions – Mr. L. Gilmour.
    6. Consider expansion of City Council – Mr. L. Gilmour.

7. Consider proceeding with Exit 136 landscaping plan – Mr. L. Gilmour.
8. Consider State requirements relative to zoning procedure process – Ms. B. Newby.
9. Establish a pauper’s burial policy – Mr. L. Gilmour.
10. Establish schedule for construction of new city hall and municipal court – Mr. L. Gilmour.

4. Council Member Items:

5. Department Head/Staff Items:

6. Adjourn.



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**OFFICE OF THE CITY MANAGER**

**MEMORANDUM**

**TO:** Mayor / Council  
**FROM:** Lee Gilmour <sup>LG</sup>  
**DATE:** January 9, 2020  
**REFERENCE:** Downtown District

The Administration recommended Council consider the following items for the downtown district:

- Removal of certain traffic control devices
- Adjust the district boundaries
- Remove parking time restrictions on Carroll Street



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**OFFICE OF THE CITY MANAGER**

**MEMORANDUM**

**TO:** Mayor / Council  
**FROM:** Lee Gilmour <sup>LG</sup>  
**DATE:** January 9, 2020  
**REFERENCE:** Park Naming

The Administration recommended Council choose a name for the new park adjacent to the Cherokee Pines Country Club facility. Per policy it cannot be named after an individual.



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**OFFICE OF THE CITY MANAGER**

**MEMORANDUM**

**TO:** Mayor / Council  
**FROM:** Lee Gilmour <sup>ilg</sup>  
**DATE:** January 9, 2020  
**REFERENCE:** Solid waste collection

The downtown district is experiencing a problem with solid waste storage and collection. The prime factors influencing these issues are:

- Increasing solid waste load due to less vacancies.
- Lack of space for commercial use dumpster containers.
- Changing uses in downtown an example is increase in restaurants.
- Increasing use of containers by non-district persons or organizations.

The issue of cardboard recycling was resolved by City staff collection on a regular basis.

The Administration recommends Council authorize the development of a plan that would address the dumpster issues and provide for daily collection based on user needs.



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**OFFICE OF THE CITY MANAGER**

**MEMORANDUM**

**TO:** Mayor / Council  
**FROM:** Lee Gilmour <sup>LG</sup>  
**DATE:** January 9, 2020  
**REFERENCE:** Expansion of water/ water meter systems

The Administration recommend Council consider a phased plan to:

1. Increase the permitted capacity of the Frank Satterfield wastewater treatment facility.
2. Extend City provided water to Gurr Road corridor.
3. Upgrade the water pressure serving Sandler Unwoven and The Farm subdivision area.
4. Correct overload of Perry Branch Sewer Main line.
5. Adopt east area of Perry Services Area water and wastewater systems planning / construction schedule.

Data will be presented at work session.



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**OFFICE OF THE CITY MANAGER**

**MEMORANDUM**

**TO:** Mayor / Council  
**FROM:** Lee Gilmour, <sup>LG</sup> City Manager  
**DATE:** January 10, 2020  
**REFERENCE:** Additional Positions

Based on the City's growth, service expectations, formal cross training and succession planning the Administration recommends Council proceed with the establishing of the follow positions:

- Building Custodian I
- Personnel Technician
- Public Work Superintendent
- Equipment Operator Landscape 1

The basis for this request is:

**Building Custodian I**

The City has added the Tri Line Building, there is a higher demand for the Perry Arts Center and the Worrall Center, and the destination parks are getting higher usage.

**Personnel Technical**

Currently there is one position handling all personnel functions. Examples are 4,862 payroll checks, 360 position adjustments; health and dental insurance claims, billings, inquiries; State and Federal reports; position posting / advertisements; new employee orientations, etc. There is no back-up for this position and the current employee is approaching retirement.

## Public Works Superintendent

Currently the Assistant City Manager is handling this responsibility but needs to shift to other duties. The street, building, landscape and solid waste operations require a person to coordinate and plan these functions.

## Equipment Operator Landscape 1

The downtown district requires one full time position to handle general maintenance, landscaping, solid waste/ litter control and other associated tasks.

The founding for these positions is proposed as follows:

Building Custodian 1                      \$ 22,200

Half from property taxes half from Perry Arts Center rent.  
doubling the Center's rental rate.

Recommend Personnel Technician	\$ 35,900
General Fund Franchise taxes	74.25%
Other Funds	25.75%

Public Works Superintendent	\$ 79,600
General Fund Franchise	\$ 60,72%
Other Funds	39.28%

Equipment Operator Landscape I	\$ 26,100
General purpose position of increase in accommodation excise tax.	

Additionally. The Administration recommends the Administrative Secretary part time position be converted to full time (\$8,400).





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**OFFICE OF THE CITY MANAGER**

**MEMORANDUM**

**TO:** Mayor/Council  
**FROM:** Lee Gilmour<sup>19</sup>, City Manager  
**DATE:** January 10, 2020  
**REFERENCE:** Expansion on Council

In April 2020 the City will be part of the national census. From the census date the City's Council Districts will be redrawn based on one person one vote and census data track combinations.

The City has experience tremendous growth in its north east sector (Kathleen) and other areas.

The Administration recommends Council proceed with the process to establish a fourth Council District in the Kathleen area. The rationale is:

- Actual and projected growth indicates a shift of District 2 out of its present form.
- A new district in the Kathleen area will provide more of a sense of being in the City and the area issues being addressed.
- The open eastern area of the Perry Service Area will continue to grow.
- The increasing population will make it harder for the current three districts to serve all the citizens.
- The historic black majority district will be harder to maintain.



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**OFFICE OF THE CITY MANAGER**

**MEMORANDUM**

**TO:** Mayor / Council  
**FROM:** Lee Gilmour, City Manager <sup>LG</sup>  
**DATE:** January 10, 2020  
**REFERENCE:** Exit 136 landscaping

Several years ago, the City applied for and obtained a grant from the Georgia Department of Transportation to landscape Exit 136 (I-75)/ Sam Nunn Boulevard). The grant total \$50,000.

Attached is an estimate to complete the project totaling \$147,900.00. The remaining \$97,900 must be paid from local funds.

The Administration requests Council review this project and determine if its desires to proceed.



December 13, 2019

City of Perry  
Attn: Lee Gilmour

RE: Preliminary Estimate for Landscape/Irrigation Installation  
Exit 136 (I-75)

The following installation estimate is based upon the approved landscape and irrigation designs submitted to the City of Perry.

**Installation Estimate**

**Plant Material (including pine straw mulch)**

Qty.	Item	Size	Unit Cost	Total
18	Amelanchier arborea (Downy Serviceberry)	[10'-12']	\$596.00	\$10,728.00
8	Lagerstroemia 'Choctaw' (Crape Myrtle)	[10'-12']	\$441.00	\$3,528.00
8	Lagerstroemia 'Catawba' (Crape Myrtle)	[8']	\$347.00	\$2,776.00
49	Loropetalum 'Burgundy'	[3 gal.]	\$81.00	\$3,969.00
56	Nandina 'Firepower'	[3 gal.]	\$81.00	\$4,536.00
85	Azalea 'Encore'	[3 gal.]	\$81.00	\$6,885.00
45	Pennisetum 'Princess Caroline'	[3 gal.]	\$81.00	\$3,645.00
12,500	square feet wildflower area (prepped, seeded/straw)		\$.62/SF	\$7,750.00

**Estimated installed cost: \$43,817.00**

**Irrigation**

Jack & Bore (4 locations)	approx. 160 LF total	\$100.00	\$16,000.00
2" meter (4)	4 units	\$3,500.00	\$14,000.00
Dbi-check backflow preventer	4 units	\$1,500.00	\$6,000.00
2" PVC pipe, sch. 40 (main & laterals)	approx. 3500 LF	\$10.00	\$35,000.00
Hunter <i>PGP Ultra</i> rotor heads*	52	\$28.00	\$1,456.00
Hunter <i>I-Core</i> modular controller w/ high-flow sensor, wiring	4	\$610.00	\$2,440.00
Miscellaneous pipe fittings		\$650.00	\$650.00

\*includes funny pipe and connections to the lateral lines

**Estimated installed cost: \$75,546.00**





**Miscellaneous**

GDOT Traffic Control:	\$7,500.00
Machinery costs (allowance):	\$3,500.00
Removal of trees, other existing vegetation:	To be performed by the City of Perry. This cost is not included in this estimate.

**Total miscellaneous estimation: \$11,000.00**

**TOTAL ESTIMATED PROJECT COST: \$147,863.00**

Michael D. Turner  
Bryant Engineering





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**OFFICE OF THE CITY MANAGER**

**MEMORANDUM**

**TO:** Mayor / Council  
**FROM:** Lee Gilmour, City Manager  
**DATE:** January 10, 2020  
**RE:** Building Process

The Council has approved proceeding with the construction of a new City Hall and a Municipal Court building. The Administration recommends Council approve the below process for the project. Each structure will be a standalone project.

1. Complete basic survey of each site. This will be basic data to incorporate in the project.
2. Prepare a very general outline of project expectations such as estimated square footage, basic requirements, etc.
3. Advertise for concept plans from architects and or engineers providing layout, exterior design, etc.
4. Provide public comment period and hold at least two (2) public hearings to obtain citizens' recommendations.
5. Council decides on general design concept and selects an architect.
6. Select proposal for request of qualifications from construction management companies/ firms / partnership, etc.
7. Council selects construction management company.
8. Architect and construction management company prepare cost estimates and preliminary plans.
9. Council determined funding sources for projects.
10. Projects are authorized to begin construction.