



Where Georgia comes together.

[www.perry-ga.gov](http://www.perry-ga.gov)

---

October 5, 2020

WORK SESSION AGENDA

5:00 PM

PERRY ARTS CENTER  
1121 MACON ROAD, PERRY, GA 31069

---

**To join the meeting by Facebook:** Use this URL - [facebook.com/cityofperryga](https://facebook.com/cityofperryga)  
This will allow you to view and hear the meeting.

1. Call to Order: Mayor Randall Walker, Presiding Officer.
2. Roll:
3. Items of Review/Discussion: Mayor Randall Walker
  - 3a. Appearance(s):
    1. Discussion of property (203 South Street) donated to the Land Bank – Mr. S. Ayderlott.
  - 3b. Department of Administration
    1. Budget Software – Ms. B. King.
  - 3c. Department of Community Development
    1. Discussion of The Woodlands/Wind River Street Connection – Mr. B. Wood.
  - 3d. Department of Public Works
    1. Wayfinding Signage – Ms. A. Fitzner.
    2. Authorize bidding for waste transfer station – Mr. L. Gilmour.
  - 3e. Office of the City Manager
    1. Employee performance evaluation process – Mr. M. White.
    2. Special Events Update – Ms. A. Turpin.
      - a. My Colorful Community – Event Recap
      - b. Grub Crawl Recap & Discuss Changes to Upcoming October Event
      - c. Halloweetka
    3. Changes in Budget Billing – Mr. L. Gilmour.

4. Review of organizations – Mr. L. Gilmour
  - a. Perry Public Arts Commission
  - b. Perry Main Street Advisory Board
  
5. Authorize professional service agreements – Mr. L. Gilmour
  - a. Design services
  - b. Engineering services

3f. Perry Police Department

1. Update relative to Stonegate Trail speeding – Major Phelps.

3g. Department of Leisure Services

1. Athletic facilities rental fees – Mr. S. Swan.

4. Council Member Items:

5. Department Head/Staff Items:

6. Adjourn.



# City of Perry, GA

QUESTICA BUDGET INFORMATION

Kurt Trinder, Account Executive, Mid-Market



## About Questica Inc.

Questica is the recognized leader in budget preparation and management software that enables data-driven budgeting and decision-making, while increasing data accuracy, saving time and improving stakeholder trust. Hundreds of government agencies in 48 states and 11 provinces/territories have opted for smarter planning, budgeting, management, transparency and sharing with our software solutions.

Questica Budget is an end-to-end, multi-user operating, capital and salary budgeting, performance measures and reporting solution that seamlessly integrates with your existing financial, HR and other systems. Questica OpenBook is data visualization tool allowing financial/other data to be shared using interactive maps, charts, tables and graphs.

Questica Budget Book powered by CaseWare is a user-friendly tool that allows government agencies to create, collaborate and publish their annual Budget Books with ease. Questica is a GTY Technology company (NASDAQ: GTYH) and GovTech 100 company.

To find out how your organization can be brilliant with Questica, contact us at [info@questica.com](mailto:info@questica.com) or visit us at [www.questica.com](http://www.questica.com).

© Questica Inc. 2020. All rights reserved.

Except as permitted under Copyright Act, no part of this publication may be reproduced, distributed, or transmitted in any form or by any means, or stored in a database or retrieval system, without the prior written permission of the publisher.

# Better public sector budgeting and performance.



**Questica's budgeting, performance and transparency software solutions help government agencies to deliver better outcomes.**

**Over 700 public sector customers use Questica's budgeting solutions including:**

- Anchorage, AK
- Bell Gardens, CA
- Champaign, IL
- City of Alpharetta, GA
- City of Avondale, AZ
- City of Boise, ID
- City of Buffalo, MN
- City of Escondido, CA
- City of Garland, TX
- City of Goodyear, AZ
- City of Maple Valley, WA
- City of Marion, IL
- City of Southfield, MI
- City of Taft, CA
- City of Temecula, CA
- Clark County, WA
- Clean Water Service, OR
- Clear Creek County, CO
- Corona, CA
- Denver, CO
- East Hampton, NY
- Greensboro, NC
- Goodyear, AZ
- Horizon City, TX
- Lafayette Consolidated Government
- Midpeninsula Regional Open Space District, CA
- Multnomah County, OR
- New Orleans, LA
- Palo Alto, CA
- Public Defender Service for the District of Columbia
- Reedy Creek Improvement District, FL
- Riverside, CA
- Seattle, WA
- Shelby County, TN
- Southampton, NY
- Spokane County, WA
- Suisun City, CA
- Superior Court Of California – County Of Ventura
- Town of Middletown, DE
- Uwchlan Township, PA

## Budget

Efficient, accurate and collaborative budgeting all in one.

Questica works with government agencies to better enable data-driven budgeting and decision-making, while increasing data accuracy, saving time and improving stakeholder trust.

Questica Budget Suite drives budget transformation by creating a single source of data truth. Questica Budget is an easy-to-use, comprehensive and collaborative cloud-based solution for operating, capital and salary budget preparation and performance management.

- Better budget process with workflow, approvals and role-based security. Create unlimited what-if scenarios, decision packages and multi-year budgeting.
- Integrates with financial, HR and other systems.
- Position, salary and benefit planning. Staff scheduling and planning.
- Statistical ledger, funding gap/revenue analysis, and capital project planning/reserve analysis.
- Easily assemble actionable data from anywhere in the system for analysis from our Report Center. Create interactive and sharable dashboards, SMART onscreen and/or Print Reports.
- Easily produce reports, financial statements and your annual Budget Book.
- Our Advanced Calculation Engine enables complex modelling for revenue, projections, and activity-based costing.

Learn more at [questica.com](https://questica.com)  
or schedule a demo with us today!



## Performance

Track your progress. Measure your government agency's strategic goals and outcomes.

- A system of programs, measures and scorecards.
- Track an unlimited number of budget and non-budget key performance indicators (KPIs).
- Monitor with user-defined dashboards. Alerts and reminder notifications.
- Interactive analytic tools. Drill down to specific strategies, programs, and initiatives.
- Integrates seamlessly with Questica Budget.

"Implementing Questica Budget has saved us over \$85,000 in productivity savings annually."

Walter Rossmann, Former Director, Office of Management & Budget, City of Palo Alto, California



"The data (in OpenBook) that provides the most detailed information comes from Questica Budget. OpenBook is a straightforward way to graphically display our budget dollars, while only conveying information that the public wanted."

Meridy Semones, Manager, Office of Management & Budget, The City of Largo, Florida

## OpenBook

Build trust by being transparent and accountable.

- Showcase financial and non-financial data with interactive charts, tables and graphics with descriptive text, and informational pop-ups.
- Share data through all social channels, access via web and mobile.
- Engage with the council, staff, citizens and others in your community for better conversations about programs and services.
- Project Explorer visualization for Capital Budgets allows organizations to display on a map every infrastructure project, including the budget, actual spend, funding sources, and accompanying documentation, images, video, etc.
- Minimize data duplication/re-entry with seamless integration with Questica Budget.
- Integrates with Balancing Act's budget simulator tool to promote and support deeper two-way stakeholder consultation and engagement.

Learn more at [questica.com](http://questica.com) or schedule a demo with us today!

Questica is the recognized leader in budget preparation and management software. Over 700 public sector and non-profit organizations across North America have eliminated spreadsheets, opting for smarter planning, budgeting, management, transparency and engagement with our solutions.

Questica is part of the GTY Technology group of companies. A GovTech 100 company.



# Questica Budget: Financial Statements Module



This new system-wide module for Questica Budget allows users to configure and generate all three major financial statements, including Income Statements, Balance Sheets, and Cash Flow Statements.

Each of these statements include both a current statement and the ability to look forward using your projections. Plus, it includes 11 new out-of-the-box reports: major statements (3), landscape versions (2), annual projects (3) and detailed projections (3). With a new set of accounts for assets, liabilities and equities, this new module helps give a complete picture of your current financials and the road ahead.

| Questica, Inc.                          |                 |                 |                 |                 |           |           |
|---|-----------------|-----------------|-----------------|-----------------|-----------|-----------|
| Balance Sheet Projection Annual         |                 |                 |                 |                 |           |           |
| Year ended June 30th, from 2018 to 2021 |                 |                 |                 |                 |           |           |
| * FTM 3 months or dated using actuals   |                 |                 |                 |                 |           |           |
|   | 2018            | 2019            | 2020            | 2021            | 2022      | 2023      |
| <b>Assets</b>                           |                 |                 |                 |                 |           |           |
| ⊖ Current Assets                        | 129,671         | 213,787         | 303,651         | 393,581         | 483,524   | 573,632   |
| ⊖ Inventory/Stock                       | 142,785         | 250,309         | 358,063         | 465,783         | 573,510   | 681,483   |
| ⊖ Other Assets                          | 142,844         | 250,452         | 358,320         | 465,247         | 574,235   | 682,293   |
| Total Assets                            | 409,811         | 714,638         | 1,020,034       | 1,325,587       | 1,631,329 | 1,937,398 |
| <b>Equities</b>                         |                 |                 |                 |                 |           |           |
| ⊖ Equity                                | 142,273         | 249,656         | 357,097         | 464,525         |           |           |
| Total Equities                          | 142,273         | 249,656         | 357,097         | 464,525         |           |           |
| <b>Liabilities</b>                      |                 |                 |                 |                 |           |           |
| ⊖ Current Liabilities                   | 142,369         | 249,880         | 356,990         | 464,301         |           |           |
| ⊖ Noncurrent Liabilities                | 142,843         | 250,513         | 358,342         | 465,232         |           |           |
| Total Liabilities                       | 285,212         | 500,393         | 715,332         | 929,533         |           |           |
| Total Liabilities and Equities          | 427,512         | 749,831         | 1,072,329       | 1,394,058       |           |           |
| <b>Balance</b>                          | <b>(16,101)</b> | <b>(35,192)</b> | <b>(52,295)</b> | <b>(38,471)</b> |           |           |

## Questica Budget features include:

- REDESIGNED: Dashboards and Report Center
- NEW: Advanced Calculation Engine
- Multi-year budgeting
- Workflows and approvals
- Position, salary and benefit planning
- Auditing and analytics
- What-if scenarios
- Change control management
- Decision packages
- Departmental transfers/allocations (chargebacks)
- Statistical ledger
- Staff planning and scheduling
- Financial Statements
- Questica OpenBook Project Explore for Capital Budgets
- Questica Budget Book powered by CaseWare
- Integrates with financial, HR and other systems

Learn more at  
[questica.com](https://questica.com) or  
schedule a demo  
with us today!

Questica is the recognized leader in budget preparation and management software. Over 700 public sector and non-profit organizations across North America have opted for smarter planning, budgeting, management, transparency and engagement with our solutions.

Questica is part of the GTY Technology group of companies. A GovTech 100 company.

# Questica Budget: Dashboards and Report Center



**Questica Budget's redesigned reports and dashboards allow users to easily assemble actionable data from anywhere in the system for analysis and sharing by user or department.**

Our onscreen reporting is quick to set up and view. With our Smart Reports, users get the best of onscreen reporting using tables and data visualization chart options. All of our reports include data security so users only see what they're allowed to see.

Our out-of-the-box Print Reports also have a standard look and feel with the ability to add your own columns. As well, our advanced self-serve report templates allows standard headers, footers and logo. In addition, our templates include the ability to add new calculated columns and table features. They are completely configurable and your dashboard can be set-up for individual users and/or departments.

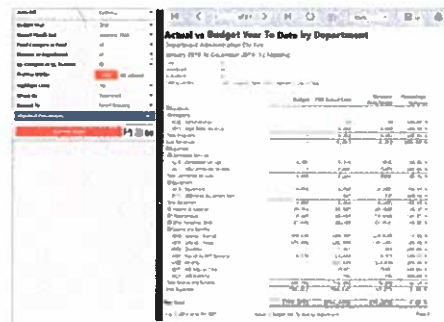
Our dashboards show all of your critical data and other relevant information together in a visually rich and interactive interface.

- Easy-to-use drag and drop interface
- Drill-down and drill-through capabilities
- Contextual dashboards provide cost center and project specific details
- Text, web page, count, scorecard, gauge, charts and image widgets
- Rich interactive configurable charts
- Ability to embed external content, including connecting directly to Questica OpenBook visualizations



## Questica Budget features include:

- REDESIGNED: Dashboards and Report Center
- NEW: Advanced Calculation Engine
- Multi-year budgeting
- Workflows and approvals
- Position, salary and benefit planning
- Auditing and analytics
- What-if scenarios and decision packages
- Change control management
- Departmental transfers/allocations (chargebacks)
- Statistical ledger
- Staff planning and scheduling
- Financial Statements
- Questica OpenBook Project Explore for Capital Budgets
- Questica Budget Book powered by CaseWare
- Integrates with financial, HR and other systems



Learn more at [questica.com](http://questica.com)  
or schedule a demo  
with us today!

Questica is the recognized leader in budget preparation and management software. Over 700 public sector and non-profit organizations across North America have opted for smarter planning, budgeting, management, transparency and engagement with our solutions.

Questica is part of the GTY Technology group of companies. A GovTech 100 company.





# Questica OpenBook: Project Explorer for Capital Budgets



**The future of finance, it's about being open, transparent and accountable. Build trust that enables better ideas, better conversations and better financials.**

**Our newest data visualization in Questica OpenBook enables organizations to display on a map every infrastructure project, including the budget, actual spend, funding sources, and accompanying documentation, images, video, etc. Organizations can link related activities to showcase the depth and scope of capital projects that are happening in a city, region, or state/province.**

#### **Better data integration**

Often one of the primary difficulties with capital map offerings is the challenge of integrating data. It can take a lot of work to prepare the data sources that will form the basis for a public visualization. Since Questica Budget is tightly integrated with OpenBook, we have no limitations on the number of datasets and types of data we can send. The information is all there inside Questica Budget and we know exactly how to transform and send it.

#### **Always up-to-date**

If you see a project title or a budget number that doesn't look right, you can adjust your data in Questica Budget, click the publish button, and be looking at your updated visualization within seconds.

We can support many different types of data:

- Separate data sets for expenses and revenues
- Operating Budget Impacts and related projects
- Images, videos, and GIS map data
- Downloadable file attachments
- Project milestones and custom fields

#### **Questica OpenBook features include:**

- Import any data
- Display data in interactive maps, charts, tables and graphs
- Include images, GIS map data , resource documents, video and more
- Access through any platform, including smartphones
- Share data through all social platforms
- Embed charts on any website
- Set-up in minutes, intuitive to use
- Easily mastered with online training videos and guided tours
- Seamlessly connects with Questica Budget, also embed on dashboards
- Integrates with Balancing Act's budget simulator tool to promote and support deeper two-way stakeholder consultation and engagement.

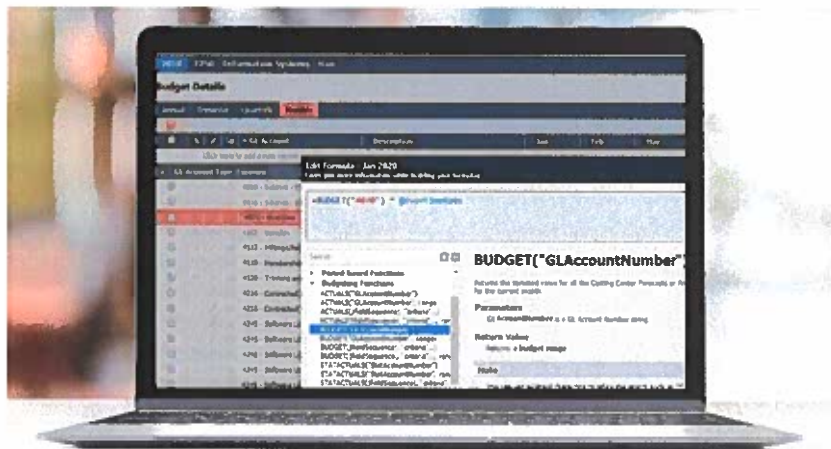
**Learn more visit  
[questica.com/openbook](http://questica.com/openbook)  
or schedule a demo  
with us today!**

Questica is the recognized leader in budget preparation and management software. Over 700 public sector and non-profit organizations across North America have opted for smarter planning, budgeting, management, transparency and engagement with our solutions.

Questica is part of the GTY Technology group of companies. A GovTech 100 company.



# Questica Budget: Advanced Calculation Engine



**This new system-wide feature for Questica Budget suite allows organizations to create complex modelling for revenue, projections, and activity-based costing.**

Our Advanced Calculation Engine (ACE) is a general purpose calculation system that enables users to create formulas ranging from a single formula in a cell up to large scale mathematical models to do things such as forecasting expenses and revenue from drivers and historical data. ACE's features are designed specifically for budgeting, which allows users to budget in a way that would be difficult in a traditional Excel spreadsheet system.

With ACE, an organization has a set of tools that can be used to calculate any kind of budget, including but not limited to, balancing a budget by generating the draws and contributions to reserves, and forecasting for expenses and revenues based on any number of program or service drivers. Finance departments and budget offices can also use the ACE templates component to package up calculation models so that they can be built once and used over and over, even by other departments, encouraging a collaborative and distributed budget process.

For example:

- A city, town, state or county could determine the expenses to resurface a stretch of road based on its type and length.
- A college or university could forecast revenue based on student enrollment for each program and course.
- A K-12 school district could budget based on funding per student and enrollment numbers for each school and grade.
- A hospital could budget based on the number of patients and procedures. Later they can compare not only budget versus actual dollars of revenue, but also budget versus actual patients and procedures.

## Questica Budget suite features include:

- REDESIGNED: Dashboards and Report Center
- NEW: Advanced Calculation Engine
- Multi-year budgeting
- Workflows and approvals
- Position, salary and benefit planning
- Auditing and analytics
- What-if scenarios and decision packages
- Change control management
- Departmental transfers/allocations (chargebacks)
- Statistical ledger
- Staff planning and scheduling
- Financial Statements
- Questica OpenBook Project Explore for Capital Budgets
- Questica Budget Book powered by CaseWare
- Integrates with financial, HR and other systems

Learn more at [questica.com](http://questica.com)  
or schedule a demo  
with us today!

Questica is the recognized leader in budget preparation and management software. Over 700 public sector and non-profit organizations across North America have opted for smarter planning, budgeting, management, transparency and engagement with our solutions.

Questica is part of the GTY Technology group of companies. A GovTech 100 company.



## Questica welcomes the City of Dunwoody, GA



Stefan Baerg, Vice President, Sales & Marketing,  
Questica

The [City of Dunwoody](#) is a northern suburb of Atlanta, located in DeKalb County, Georgia. With a population of 48,884 and a budget of \$24M, the City provides quality services to its citizens and supports the largest economic engine in the Southeast. Dunwoody maintains a balance of rich history and entrepreneurial spirit by focusing on responsible progress.

The City's budgeting was primarily managed through Excel spreadsheets, which are cumbersome, have version control issues and are prone to errors. The Finance Director was looking for a budget planning and management system to modernize the process.

Based on product demonstrations and positive customer references, the City moved forward with the purchase of [Questica Budget Suite](#). The solution will integrate with their [Tyler Incode](#) financial system.

Implementing Questica Budget will allow Dunwoody to streamline their budget process, increase productivity, and provide complete tracking for audit purposes.



# Budget

## Order Form

Prepared for

Brenda King, Director of Administration

City of Perry, GA

by

Kurt Trinder  
Questica Ltd.

This proposal is subject to a review of your Chart of Accounts  
and a review of the Scope of Work

September 25<sup>th</sup>, 2020

## Questica Budget 3 Year Subscription Promotion Price Quote – Brilliant Bundle (SaaS)

Quotation ID#: City of Perry - 09252020

| Description  | Qty                           | Total              |
|--|-------------------------------|--------------------|
| <b>Questica Budget Framework – All Modules</b>   |                               |                    |
| Operating Licenses   | Included*                     |                    |
| Salaries Licenses  | Included*                     |                    |
| Capital Licenses   | Included*                     |                    |
| Unlimited Read Only Licenses   | Included                      |                    |
| Performance Measures   | Included                      |                    |
| Allocations  | Included                      |                    |
| Statistical Ledger   | Included                      |                    |
| OpenBook Transparency  | Included                      |                    |
| <b>Questica Annual Software Subscription<br/>(Including maintenance, support, and hosting)</b> | <b><del>\$19,500.00</del></b> | <b>\$9,750.00</b>  |
| <b>Professional Services (Per Statement of Work)</b>   |                               |                    |
| Planning & Analysis  | Included                      |                    |
| Installation   | Included                      |                    |
| Data Load & Verify   | Included                      |                    |
| Accounting Integration   | Included                      |                    |
| Training   | Included                      |                    |
| Project Management   | Included                      |                    |
| OpenBook Professional Services   | Included                      |                    |
| <b>Total Questica Professional Services<br/>(Fixed one-time fee)</b>                           | <b><del>\$14,100.00</del></b> | <b>\$ 9,500.00</b> |
| <b>Grand Total Year 1 Only</b>   | <b><del>\$33,600.00</del></b> | <b>\$19,250.00</b> |

\*Number of licenses to be validated prior to contract

## Pricing Notes

Quotation ID#: City of Perry - 09252020

Pricing valid through: **November 30<sup>th</sup>, 2020**

- Questica annual subscription fee is \$19,500.00 per year (based on 5 - year subscription)
- Questica annual Subscription fee is \$9,750.00 in year one (50% Off)
- Questica has agreed to secure the proposed annual costs for 3 years from the contract effective date and will apply a 3% inflationary increase beginning in year 4
- Above pricing in USD
- Applicable Taxes Extra
- **Terms of Payment:**
  - Software Subscription (including annual maintenance, support, and hosting services):
    - Due 100% upon Contract Effective Date (Net 30) and annually in advance for future years
  - Professional Services:
    - Due 100% upon Contract Effective Date (Net 30)
- To receive promotional pricing, the software must be purchased directly through Questica on or before the quotation expiration date
- Pricing is not applicable in response to a formal RFP Process



Where Georgia comes together.

**OFFICE OF THE CITY MANAGER**

**MEMORANDUM**

TO: Mayor / Council  
FROM: Lee Gilmour, <sup>CG</sup> City Manager  
DATE: September 29, 2020  
REFERENCE: Woodlands/Wind River access

At your September 15, 2020 meeting you heard from some of the residents in the Woodlands subdivision concerning their street shifting from a cul-de-sac to a street with another street intersecting. Researching this issue, the following is provided.

1. The State Fire Code specifies that when a subdivision of single family detached houses exceed 30 dwellings a second fire apparatus access road is required.
2. Exhibit "A" shows the Woodlands subdivision and Wind River subdivision each with only one (1) access point in and out. Both are on SR 127. There is one (1) possible route out of the Woodlands (Woodlands Boulevard) that is not open for use, undeveloped and has not received approval from the Houston County Board of Commissioners to tie into a County road. There are no other possible routes at this time for Wind River subdivision due to topography, GDOT regulations and separate property owners.
3. In order to provide access relief for the Woodlands subdivision and address the next, previously approved phase of Wind River subdivision the Council determined it would connect the subdivisions by extending Riverton Drive to connect with Rolling Acres Drive Exhibit "B" illustrates the location.
4. The process started in June 2017. An outline of the process is provided in Exhibit "C".
5. An understandable concern of some of the residents on Rolling Acres Drive is they purchased their house/lot thinking it was on a cul-de-sac. For most the original subdivision plat was used for closing documentation.

6. When acquiring property for a public purpose it is the legal obligation of the City to contact and negotiate with the property owner and publicly vote on the purchase of the property. The City followed these requirements.
7. The anticipated users of this connection, in addition to emergency response vehicles, would be school buses, utility providers, postal service, home delivery services (i.e,UPS), solid waste/recycling collectors and residents of both subdivisions.
8. Riverton Drive is currently under construction.

The Administration recommends the street be constructed and open to daily public use.

In order to mitigate the homeowners concerns the Administration recommends:

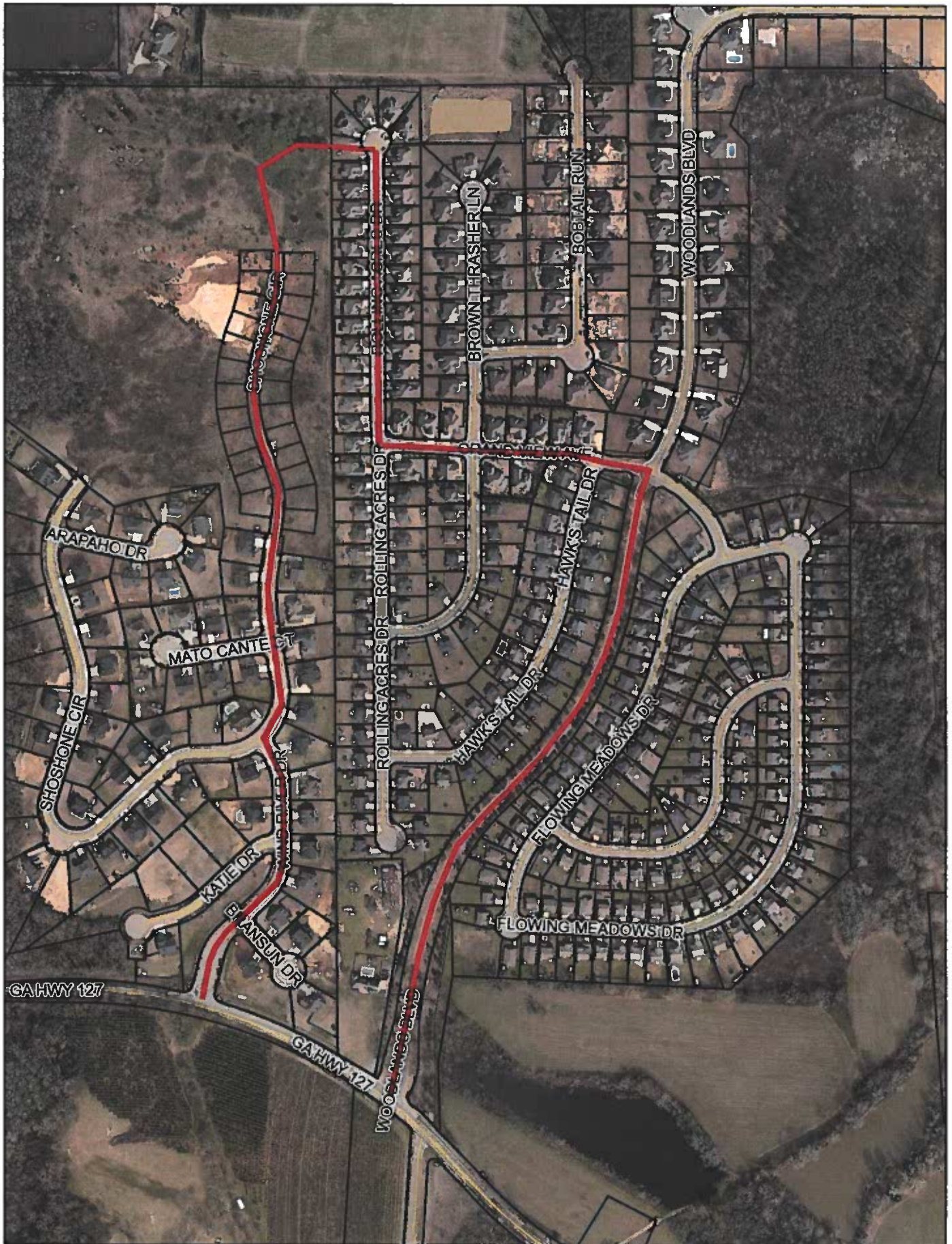
1. Stop signs be placed on all sides of the intersection of Riverton Drive and Rolling Acres Drive.
2. Speed tables be installed on Rolling Acres Drive between Riverton Drive and Grandview Avenue.
3. Periodic traffic and speed assessments to determined use and need for other controls.
4. Block Riverton Drive at the boundary of the Woodlands subdivision and Wind River subdivision when both subdivisions have another primary access.
5. Should the Woodlands subdivision obtain another access street before the Wind River subdivision Riverton Drive would be changed to a one-way street allowing only Wind River access to the Woodlands.

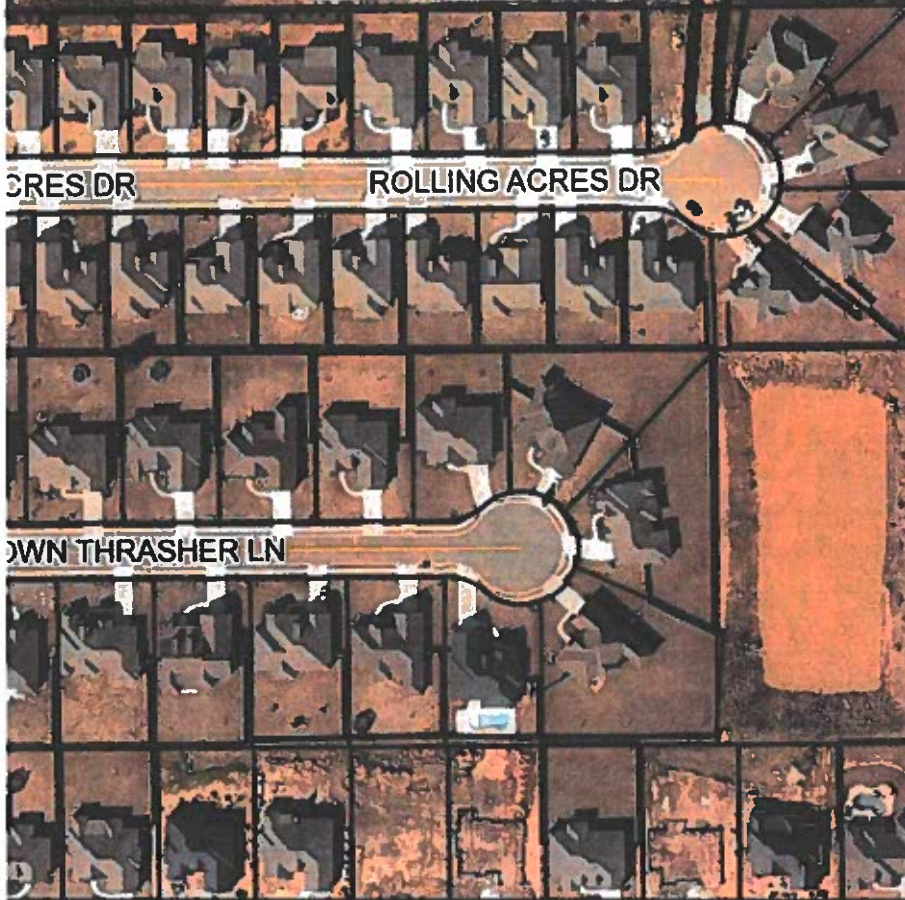
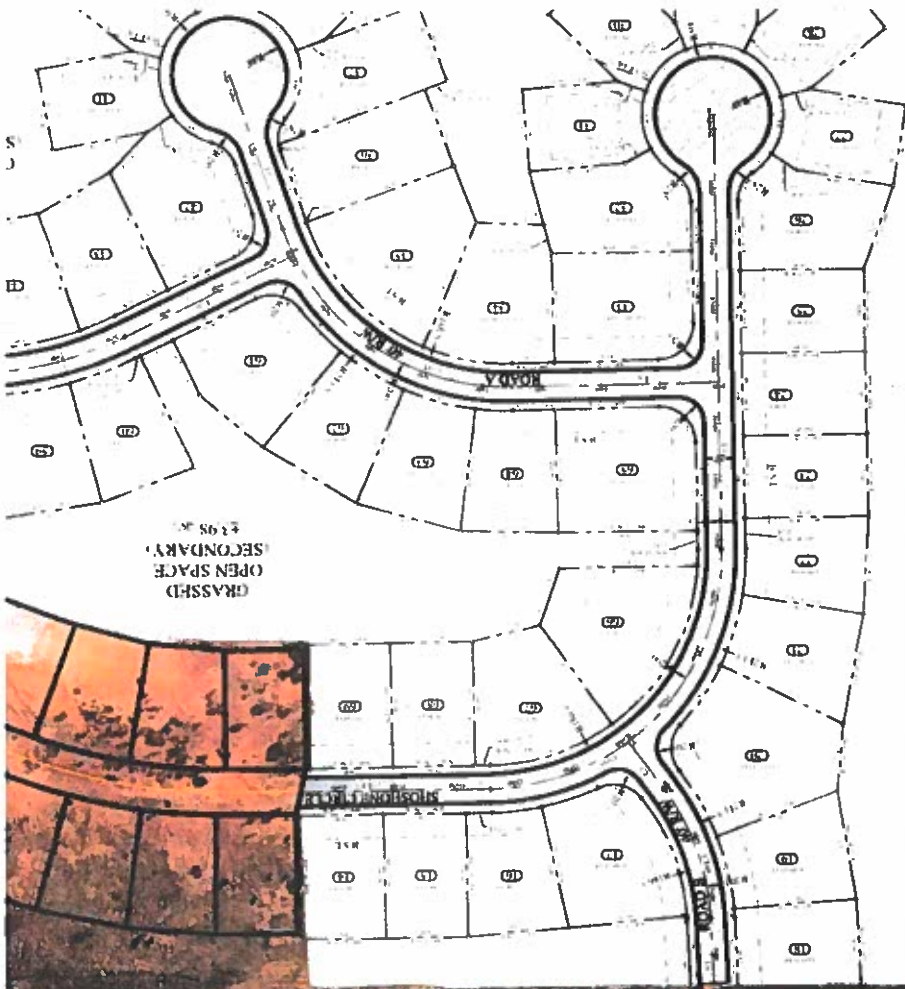
If you have any questions, please contact me.

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



Exhibit A





RIVERTON DRIVE EXTENSION

June 5, 2017 Council reviewed and concurred to proceed with obtaining Lot 17, Block K, Section 1, Phase 2 Woodlands of Houston County (306 Rolling Acres Drive). Authorizing Mayor Faircloth and Mayor Pro Tempore Walker to negotiate.

June 6, 2017 ASIL Group, LLC, owner of Lot 17 advised by City no permit will be issued for the lot. City is evaluating requirements for emergency vehicle access.

September 15, 2017 Appraisal report received for value of Lot 17.

October 16, 2017 Council authorized appraisal price for Lot 17 and proceed with condemnation if offer not accepted based on negotiations with owner.

December 18, 2017 Council rejected counteroffer from ASIL to provide dedicated locked access. Must be publicly maintained street.

February 14, 2018 Council concurred to lift restrictions for the next phase (s) of Wind River Subdivision.

February 22, 2018 City affirms ASIL of its intention to construct the street on Lot 17.

June 5, 2018 City reaffirms its position to ASIL.

June 18, 2018 Counteroffer from ASIL. No request to have street blocked. Request to close secondary emergency easement. City rejects counteroffer.

January 3, 2019 ASIL accepts City offer and City conditions.

January 15, 2019 City adopts resolution approving the purchase of Lot 17.

January 27, 2019 City obtains title to Lot 17.



**Where Georgia comes together.**

Office of the Assistant City Manager

To: Mayor and Council  
From: Robert Smith, Assistant City Manager  
CC: Lee Gilmour, City Manager  
Ansley Fitzner, Public Works Superintendent  
Date: September 29, 2020  
Re: City of Perry Signage

---

In continuing with the City of Perry's branding and wayfinding signage initiative, staff is recommending moving forward with the fabrication and installation of the following signs:

| <b><u>Sign / Facility</u></b> | <b><u>Sign Type</u></b> | <b><u>Cost</u></b> |
|-------------------------------|-------------------------|--------------------|
| Heritage Oaks Park            | Monument                | \$18,820           |
| Perry Welcome Center          | Monument                | \$18,820           |
| Public Works                  | Destination 3           | \$7,500            |
| Community Development         | Destination 3           | \$7,500            |
| Woodlawn Cemetery             | Destination 3           | \$7,500            |
| Hafley Park                   | Destination 3           | \$7,500            |
| A.D. Redmond Park             | Destination 3           | \$7,500            |
| Pine Needle Park              | Destination 3           | \$7,500            |
|                               | Misc. Costs and Install | \$12,450           |
|                               | <b>Total Cost</b>       | <b>\$95,090</b>    |

This phase of signage takes into account the need to have adequate signage at many of our most visible locations including primary public facilities (i.e. Community Development) while also ensuring for signage at some of the City's new projects (i.e. Heritage Oaks Park).

Please let me know if you have any questions or require any further information.



**UNITED SIGNS**  
ARCHITECTURAL SIGNAGE

404-272-2833  
853 S. PEACHTREE ST  
MARIETTA, GA 30071  
WWW.UNITEDSIGNSGA.COM

WE LOGO'S

**SITE INFORMATION**

Robert Smith  
1211 Washington St  
POB 2030 Perry, GA 31069  
478-988-2757

**PROJECT MANAGER**  
James Lowe

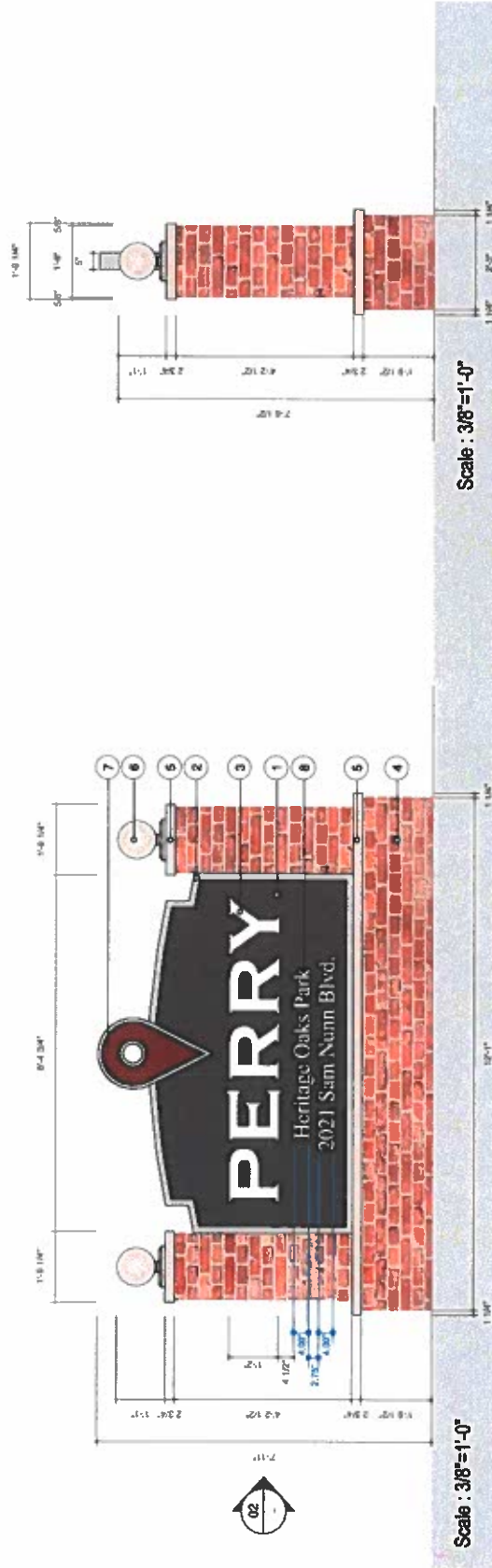
**DESIGNER**  
TM

**DATE**  
9/29/2020

**REVISIONS**

|   |           |
|---|-----------|
| 1 | 8/22/2020 |
| 2 | 8/31/2020 |
| 3 | 9/29/2020 |
| 4 | 00        |
| 5 | 00        |
| 6 | 00        |

**NOTE**  
XXXX



**NOTES**

1. .125" Aluminum Sign Cabinet Painted to Match PMS 425
2. .25" Aluminum Frame Painted to Match
3. 1" Prismatic Letters
4. Poured Concrete Footer w/ Brick Fascia
5. Pre-Cast Concrete
6. Pre-Cast Finial
7. .125" Aluminum Painted to Match PMS 478
8. .125 Cut-Out Aluminum Letters



**ELECTRICAL EQUIPMENTS**  
11000 11000 11000  
UNITED SIGNS, INC. designs and manufactures all types of electrical equipment for signs and monuments. All electrical equipment is designed and manufactured in the USA. All electrical equipment is designed and manufactured to meet or exceed all applicable codes and standards.



**UNITED SIGNS**  
ARCHITECTURAL SIGNAGE

404-272-2833

853 S. PEACHTREE ST  
NORCROSS, GA 30071  
WWW.UNITEDSIGNSGA.COM

WL 146875

**SITE INFORMATION**

**Robert Smith**  
1211 Washington St  
POB 2030 Perry, GA 31069  
478-888-2757

**PROJECT MANAGER**  
James Lowe

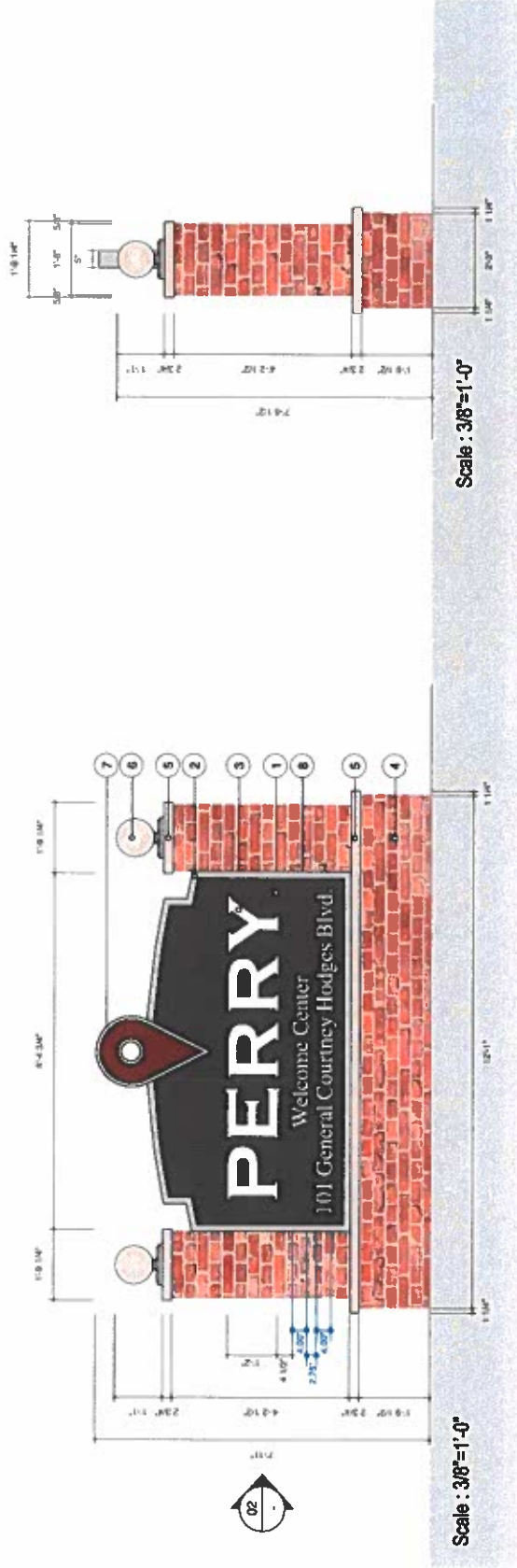
**DESIGNER**  
TM

**DATE**  
9/29/2020

**REVISIONS**

|   |           |
|---|-----------|
| 1 | 9/29/2020 |
| 2 | 9/31/2020 |
| 3 | 9/29/2020 |
| 4 | 00        |
| 5 | 00        |
| 6 | 00        |

**NOTE**  
XXXX



**NOTES**

1. .125" Aluminum Sign Cabinet Painted to Match PMS 425
2. .25" Aluminum Frame Painted to Match
3. 1" Prismatic Letters
4. Poured Concrete Footer w/ Brick Fascia
5. Pre-Cast Concrete
6. Pre-Cast Finial
7. .125" Aluminum Painted to Match PMS 478
8. .125" Cut-Out Aluminum Letters

**ELECTRICAL EQUIPMENTS**  
N.E.C. 2017 - 3445



United Signs, Inc. designs, manufactures, and installs all types of signs and graphics. All designs and graphics are the copyrighted property of United Signs, Inc. United Signs, Inc. will be solely paid for designs and artwork. All materials and colors may vary slightly due to manufacturing processes. Colors shown on this drawing are approximations.

**COLORS**

Colors shown here may not exactly match manufacturer color chart swatch or actual sample. Client to either provide samples or specifications for custom colors prior to production or approve CI color samples or color specifications.

- [P-1] PMS 478
- [P-2] PMS 425
- [P-3] Matthews Brushed
- [P-4] White



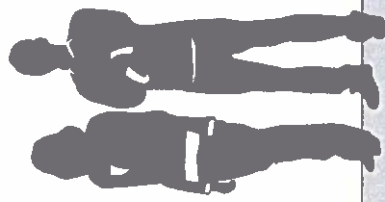
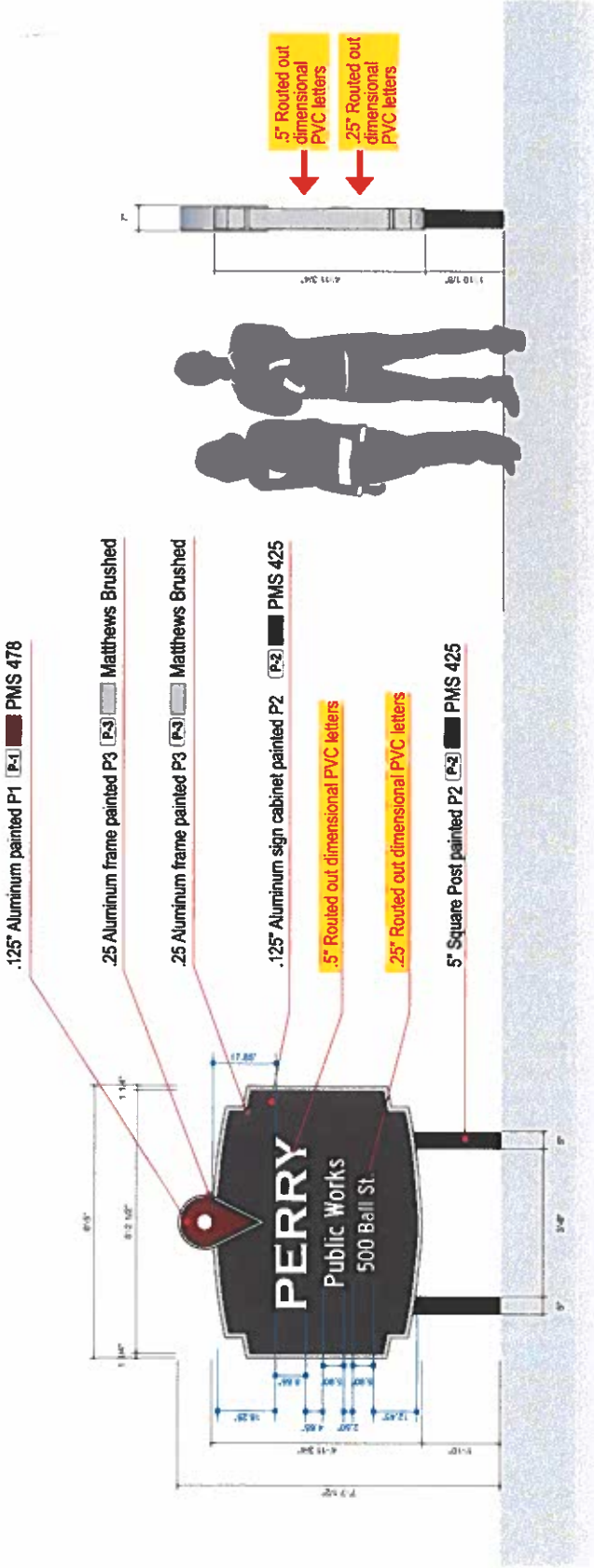
**404-272-2833**  
 863 S. PEACHTREE ST  
 NORCROSS, GA 30071  
 WWW.UNITEDSIGNSGA.COM

NO. 140875  
**SITE INFORMATION**  
**Robert Smith**  
 1211 Washington St  
 POB 2030 Perry GA 31069  
 478-988-2757  
**PROJECT MANAGER**  
 James Lowe

**DESIGNER**  
 TM  
**DATE**  
 9/29/2020

| REVISIONS | DATE      | DESCRIPTION |
|-----------|-----------|-------------|
| 1         | 8/26/2020 |             |
| 2         | 9/1/2020  |             |
| 3         | 9/29/2020 |             |
| 4         | 00        |             |
| 5         | 00        |             |
| 6         | 00        |             |

**NOTE**  
 XXXXX



Scale : 3/8"=1'-0"

**ELECTRICAL EQUIPMENTS**  
 UL LISTED  
 APPROVED ELECTRONIC COATS

United Signs, Inc. designs and manufactures signs and signs systems. The products we manufacture are the copyrighted property of United Signs, Inc. and are protected by patent. United Signs, Inc. will be duly paid for design and artwork. The client is responsible for the accuracy of the information provided and the accuracy of the information provided to the manufacturer. Colors shown on this drawing are approximations.

**COLORS**

Colors shown here may not exactly match manufacturer color chart swatch or actual sample. Client to either provide samples or specifications for custom colors prior to production or approve CI color samples or color specifications.

- [P-1] PMS 478
- [P-2] PMS 425
- [P-3] Matthews Brushed
- [P-4] White



404-772-2833  
853 S. PEACHTREE ST  
NORCROSS, GA 30071  
WWW.UNITEDSIGNSGA.COM

WL 148575

**SITE INFORMATION**

**Robert Smith**  
1211 Washington St  
POB 2030 Perry, GA 31069  
478-988-2757

**PROJECT MANAGER**

James Lowe

**DESIGNER**

TM

**DATE**

9/29/2020

**REVISIONS**

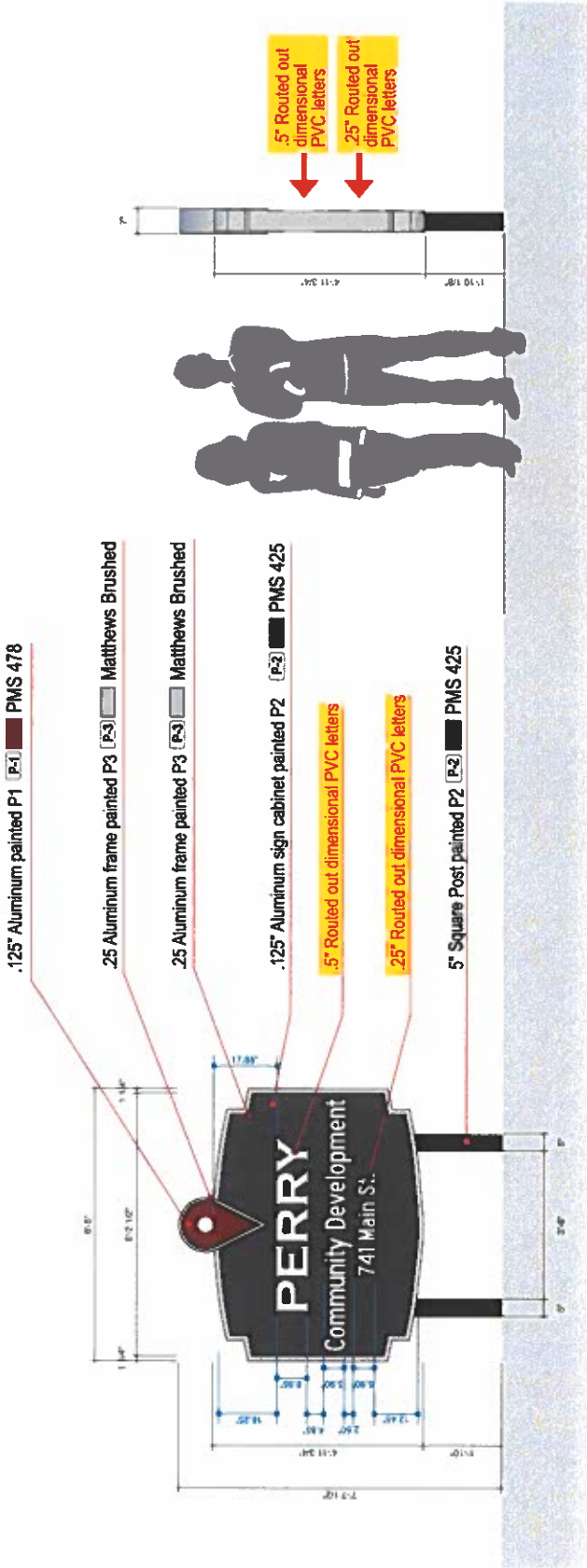
|   |          |
|---|----------|
| 1 | 02/20/20 |
| 2 | 03/10/20 |
| 3 | 02/20/20 |
| 4 | 00       |
| 5 | 00       |
| 6 | 00       |

**NOTE**

XXXX



United Signs, Inc. designs and manufactures all types of signs and signs of any electronic materials. We are not responsible for the safety of any signs, signs, or signs of any kind. United Signs, Inc. will be held liable for design and safety. We are not responsible for any safety signs or signs of any kind. Client to provide all the practical information. Colors shown on the drawing are approximate.



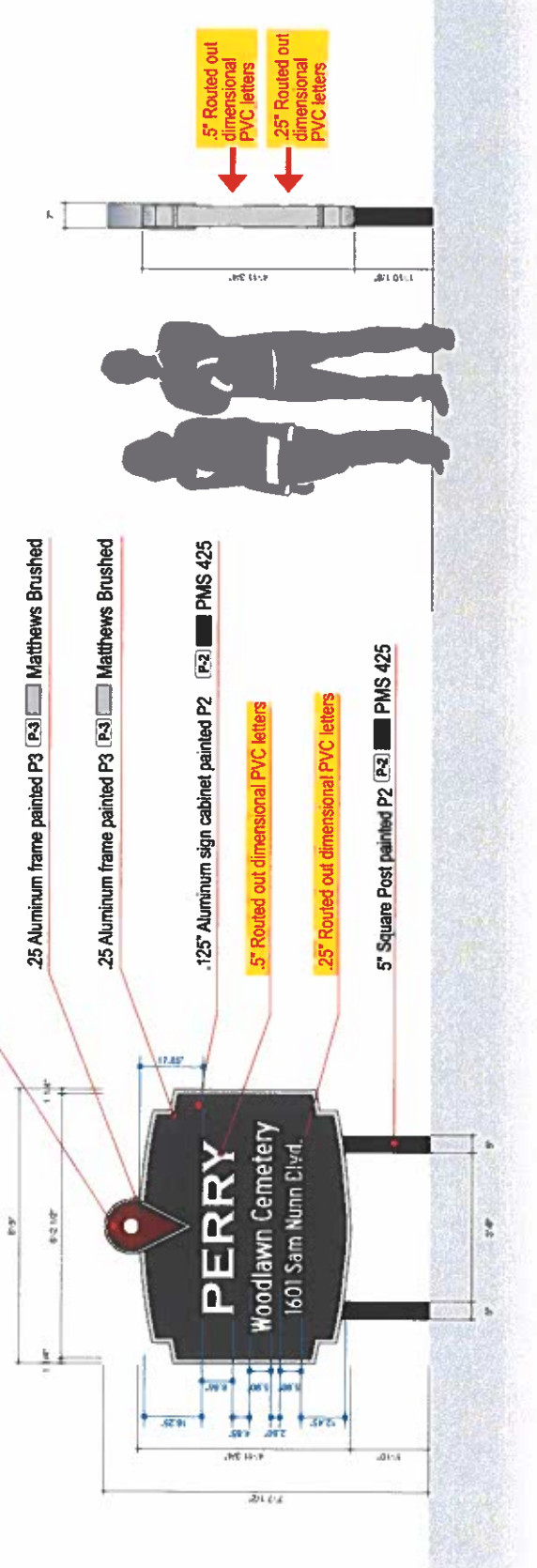
Scale : 3/8"=1'-0"



**COLORS**  
Colors shown here may not exactly match manufacturers color chart swatch or actual sample. Client to either provide samples or specifications for custom colors prior to production or approve CI color samples or color specifications.

- PMS 478
- PMS 425
- Matthews Brushed
- White

- .125" Aluminum painted P1  PMS 478
- .25 Aluminum frame painted P3  Matthews Brushed
- .25 Aluminum frame painted P3  Matthews Brushed
- .125" Aluminum sign cabinet painted P2  PMS 425
- .5" Routed out dimensional PVC letters
- .25" Routed out dimensional PVC letters
- 5" Square Post painted P2  PMS 425



- .5" Routed out dimensional PVC letters
- .25" Routed out dimensional PVC letters

**UNITED SIGNS**  
ARCHITECTURAL SIGNAGE

404-272-2633  
853 S. PEACHTREE ST  
MARIETTA, GA 30067  
WWW.UNITEDSIGNSGA.COM

VA. 146875

**SITE INFORMATION**  
Robert Smith  
1211 Washington St  
POB 2030 Perry, GA 31069  
478-988-2757

**PROJECT MANAGER**  
James Lowe

**DESIGNER**  
TM

**DATE**  
9/29/2020

**REVISIONS**

|   |           |
|---|-----------|
| 1 | 9/29/2020 |
| 2 | 9/30/2020 |
| 3 | 9/29/2020 |
| 4 | 00        |
| 5 | 00        |
| 6 | 00        |

**NOTE**  
XXXX

**ELECTRICAL EQUIPMENTS**  
UL LISTED - 15-0017 - STAMPS

United Signs, Inc.  
All electrical systems, designs and materials used in the manufacture of signs are the copyrighted property of United Signs, Inc.  
United Signs, Inc. shall be held responsible for any damage to property or injury to persons or animals caused by signs and equipment.  
Discontinue use of signs and equipment if you observe any signs of wear or damage.  
Colors shown on this drawing are approximations.

**COLORS**

Colors shown here may not exactly match manufacturers color chart swatch or actual sample. Client to either provide samples or specifications for custom colors prior to production or approve CI color samples or color specifications.

- PMS 478
- PMS 425
- Matthews Brushed
- White

.125" Aluminum painted P1 P-1  PMS 478

.25 Aluminum frame painted P3 P-3  Matthews Brushed

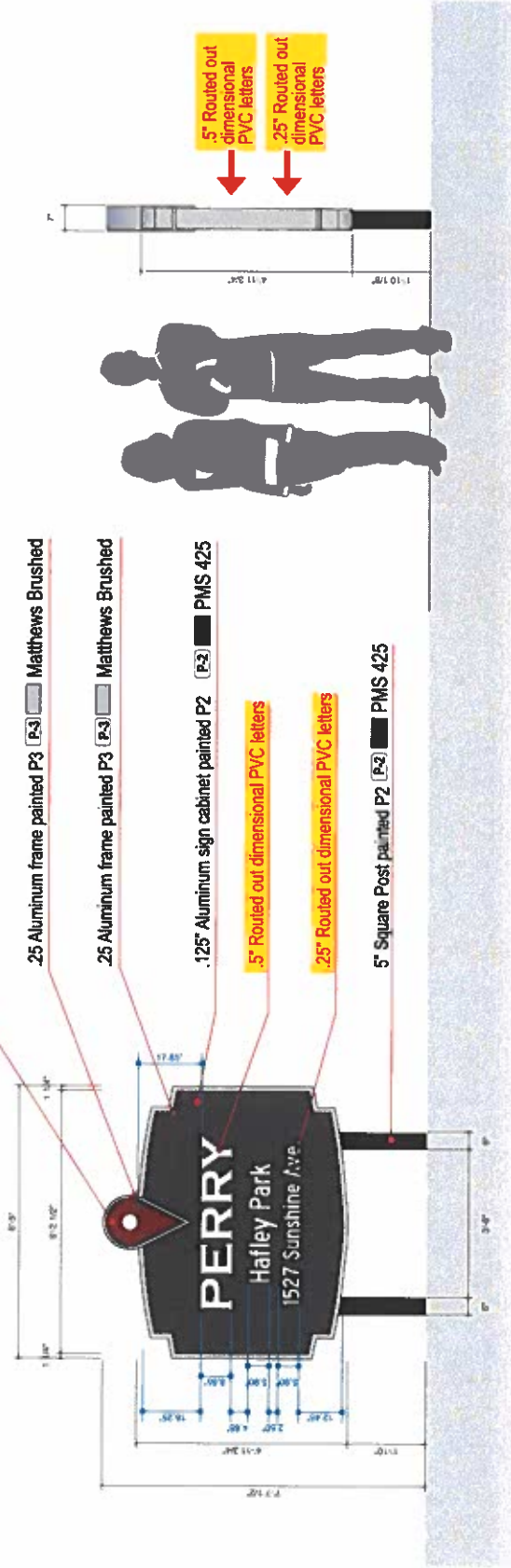
.25 Aluminum frame painted P3 P-3  Matthews Brushed

.125" Aluminum sign cabinet painted P2 P-2  PMS 425

5" Routed out dimensional PVC letters

.25" Routed out dimensional PVC letters

5" Square Post painted P2 P-2  PMS 425



Scale : 3/8"=1'-0"



**404-272-2833**  
853 S. PEACHTREE ST  
KODICROSS, GA 30071  
WWW.UNITEDSIGNSGA.COM

**WFL 148876**  
**SITE INFORMATION**  
Robert Smith  
1211 Washington St  
POB 2030 Perry, GA 31069  
478-988-2757

**PROJECT MANAGER**  
James Lowe

**DESIGNER**  
TM

**DATE**  
9/29/2020

**REVISIONS**

|   |           |  |
|---|-----------|--|
| 1 | 9/29/2020 |  |
| 2 | 9/31/2020 |  |
| 3 | 9/29/2020 |  |
| 4 | 00        |  |
| 5 | 00        |  |
| 6 | 00        |  |

**NOTE**  
XXXXX

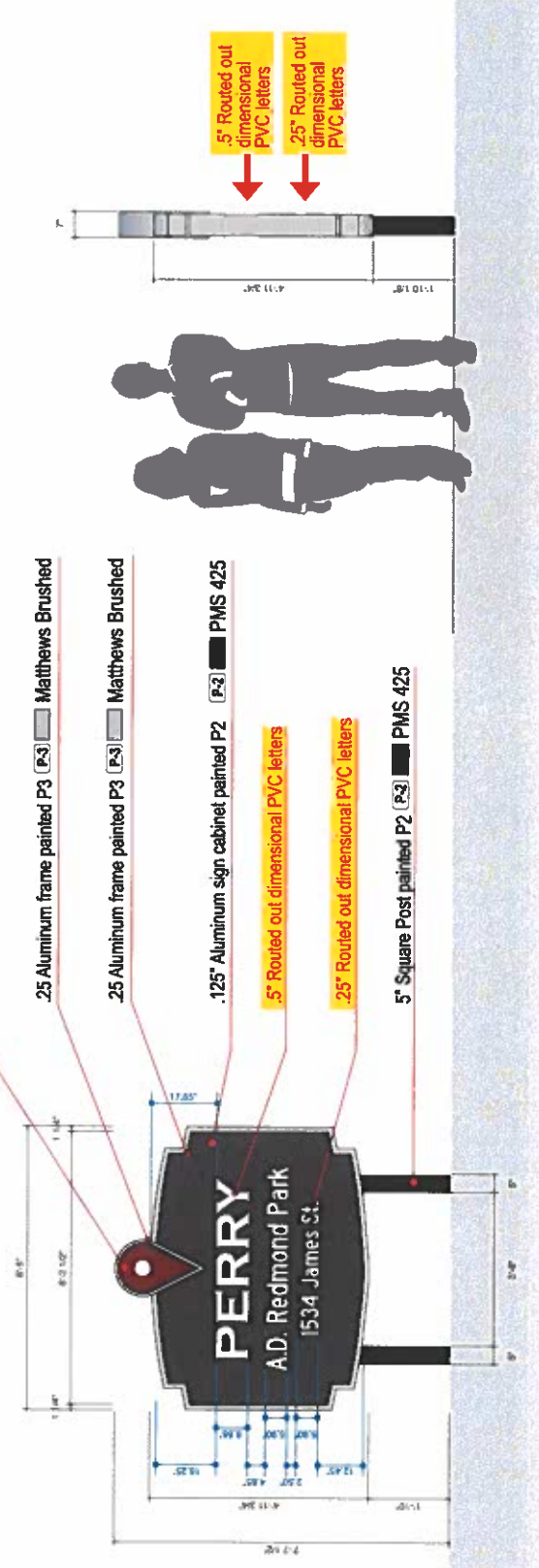


United Signs, Inc.  
All electrical, layout, design and material specifications are the property of United Signs, Inc.  
United Signs, Inc. is not responsible for errors, omissions or delays caused by changes and omissions. Dimensions and colors may vary slightly from actual product. Dimensions shown on this drawing are approximate.

**COLORS**  
 Colors shown here may not exactly match manufacturer color chart swatch or actual sample. Client to either provide samples or specifications for custom colors prior to production or approve CI color samples or color specifications.

- [P-1] ■ PMS 478
- [P-2] ■ PMS 425
- [P-3] ■ Matthews Brushed
- [P-4] □ White

- .125" Aluminum painted P1 [P-1] ■ PMS 478
- .25 Aluminum frame painted P3 [P-3] ■ Matthews Brushed
- .25 Aluminum frame painted P3 [P-3] ■ Matthews Brushed
- .125" Aluminum sign cabinet painted P2 [P-2] ■ PMS 425
- .5" Routed out dimensional PVC letters
- .25" Routed out dimensional PVC letters
- 5" Square Post painted P2 [P-2] ■ PMS 425



Scale : 3/8"=1'-0"



**404-275-2839**  
 653 S. PEACHTREE ST  
 NORCROSS, GA 30071  
 WWW.UNITEDSIGNSGA.COM

**VA 146875**  
**SITE INFORMATION**  
**Robert Smith**  
 1211 Washington St  
 POB 2030 Perry, GA 31069  
 478-988-2757

**PROJECT MANAGER**  
 James Lowe  
**DESIGNER**  
 TM

**DATE**  
 9/29/2020

**REVISIONS**

|   |           |
|---|-----------|
| 1 | 8/26/2020 |
| 2 | 8/31/2020 |
| 3 | 9/29/2020 |
| 4 | 00        |
| 5 | 00        |
| 6 | 00        |

**NOTE**  
 XXXXX



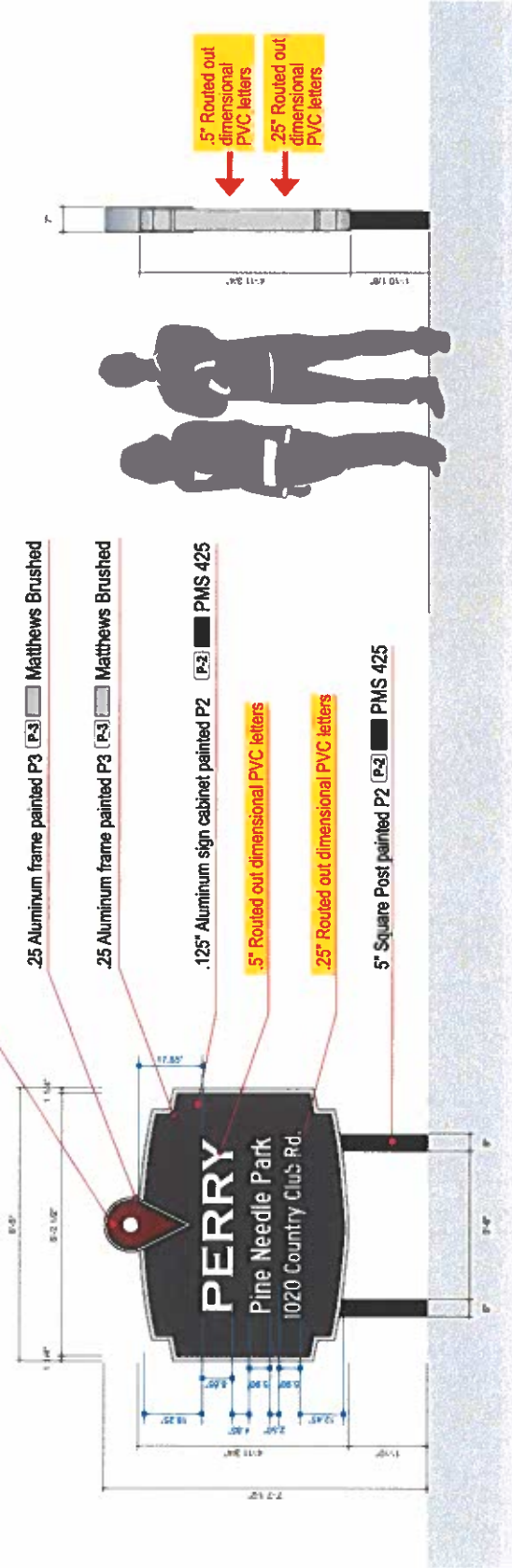
United Signs, Inc. designs and manufactures signs and graphics for a wide variety of applications. Our signs and graphics are the copyrighted property of United Signs, Inc. and are not to be reproduced without the written consent of United Signs, Inc. All signs and graphics are made with high quality materials and are designed to last. Dimensions and colors may vary slightly from those shown in this drawing. Colors shown on this drawing are approximate.

# DESTINATION 3

**COLORS**  
Colors shown here may not exactly match manufacturers color chart swatch or actual sample. Client to either provide samples or specifications for custom colors prior to production or approve CI color samples or color specifications.

- [P-1] ■ PMS 478
- [P-2] ■ PMS 425
- [P-3] ■ Matthews Brushed
- [P-4] ■ White

- .125" Aluminum painted P1 [P-1] ■ PMS 478
- .25 Aluminum frame painted P3 [P-3] ■ Matthews Brushed
- .25 Aluminum frame painted P3 [P-3] ■ Matthews Brushed
- .125" Aluminum sign cabinet painted P2 [P-2] ■ PMS 425
- .5" Routed out dimensional PVC letters
- .25" Routed out dimensional PVC letters
- 5" Square Post painted P2 [P-2] ■ PMS 425



Scale : 3/8"=1'-0"



404-272-2883  
853 S. PEACHTREE ST  
NORCROSS, GA 30071  
WWW.UNITEDSIGNSGA.COM

VL 1402075  
SITE INFORMATION  
Robert Smith  
1211 Washington St  
POB 2030 Perry, GA 31069  
478-989-2757  
PROJECT MANAGER  
James Lowe

DESIGNER  
TM  
DATE  
9/29/2020

| REVISIONS |           |
|-----------|-----------|
| 1         | 9/24/2020 |
| 2         | 9/31/2020 |
| 3         | 9/29/2020 |
| 4         | 00        |
| 5         | 00        |
| 6         | 00        |

NOTE  
XXXX



United Signs, Inc. designs and manufactures signs and graphics for any electronic medium. All rights reserved. The copyright property of United Signs, Inc. All other trademarks are the property of their respective owners. United Signs, Inc. will be held liable for design and production. The manufacturer shall be held liable for any errors or omissions. Colors shown on this drawing are approximate.



Where Georgia comes together.

**OFFICE OF THE CITY MANAGER**

**MEMORANDUM**

**TO:** Mayor/Council  
**FROM:** Lee Gilmour, City Manager *LG*  
**DATE:** 9.30.20  
**RE:** Inert waste transfer station

Attached is a copy of the September 16, 2020 information from GWES, Inc. concerning the inert waste transfer station phase 1A. The Administration recommends Council approval proceeding with the final design, bidding and construction of the facility. An estimated cost is provided. This project would be paid from the General Capital Construction Fund. Once completed this facility will eliminate the timely drive of the City's collection trucks to the Houston County landfill.

cc: Mr. R. Smith  
Ms. A. Fitzner  
Mr. T. Ennis



Where Georgia comes together.

Lee Gilmour <lee.gilmour@perry-ga.gov>

---

## Inert Waste Transfer Station Phase 1A - Plan and Opinion of Probable Cost Update

1 message

---

Burke Murph <burke.murph@gwesllc.com>

Wed, Sep 16, 2020 at 4:16 PM

To: Lee Gilmour <lee.gilmour@perry-ga.gov>

Cc: Chad McMurrian <chad.mcmurrian@perry-ga.gov>, Ansley Fitzner <ansley.fitzner@perry-ga.gov>, Todd Ennis <todd.ennis@perry-ga.gov>

Good afternoon Mr. Gilmour,

I hope this email finds you and the family well. Per your direction, we have revised our design package and opinion of probable construction cost to reflect Phase 1A of the Inert Waste Transfer Station. At the 30% design level, we were asked what is the probable cost to get Public Works to the site in an acceptable manner. We identified this work as Phase 1A, which included enhancement of the access road only to the proposed inert waste station site. The opinion of probable construction cost for Phase 1A was \$121,000. The updated cost at 100% design level is approximately \$100,000 (this number includes mobilization/demobilization). In addition, we have proposed a plan for your consideration to include site improvements on the inert transfer station site itself based on feedback from City staff. Please review the attached site drainage and grading plan and cost breakdown. The plan provides areas for Public Works to locate roll-off dumpsters and incorporates access for equipment and vehicles and erosion control with stormwater management. It is coordinated with future phases of the site, so the City's investment will not be lost. The opinion of probable cost to include these improvements in addition to the access road is approximately \$135,000. The total project cost is anticipated to be \$235,000. Please advise on how you would like us to proceed with bidding on the access road improvements or both.

Finally, we have verbal confirmation from EPD that a minor modification application is not required for the project, since the area is already permitted as an inert waste facility. This was completed in 2017 by Todd. We are seeking official confirmation now.

If you have any questions, please contact me.

Thanks,

Burke B Murph III, PE, MBA

Principal

478.235.0307

www.gwesllc.com

---

2 attachments



# GWES, LLC

## OPINION OF PROBABLE COST

**Project:** Inert Waste Transfer Station Phase 1A  
**Client:** City of Perry  
**Project No.:** 033.19.6.18  
**Location:** Big Indian Creek Drive, Perry

**Engineer:** Ronnie Kent Jr, EIT  
**Reviewer:** Burke Murph, PE  
**Date:** 9/16/2020

### Phase I

| Item No. | Description  | Quantity | Unit | Price        | Total                |
|----------|--|----------|------|--------------|----------------------|
| 1        | <b>Mobilization/Demobilization</b>                   |          |      |              |                      |
| a        | Mobilization/Demobilization                          | 1        | L.S. | \$ 20,000.00 | \$ 20,000.00         |
| b        | Traffic Control                                      | 1        | L.S. | \$ 2,500.00  | \$ 2,500.00          |
| 2        | <b>Transfer Station</b>                              |          |      |              |                      |
| a        | Demolition   | 1        | L.S. | \$ 1,000.00  | \$ 1,000.00          |
| b        | Grading Complete                                     | 715      | C.Y. | \$ 12.50     | \$ 8,937.50          |
| c        | 8' Double Swing Gate                                 | 1        | L.S. | \$ 2,000.00  | \$ 2,000.00          |
| d        | 4' Chain Link Fence                                  | 47       | L.F. | \$ 15.00     | \$ 705.00            |
| e        | 15" ADS HP Storm Pipe Culvert                        | 80       | L.F. | \$ 50.00     | \$ 4,000.00          |
| f        | 15" HDPE FES   | 3        | EA   | \$ 650.00    | \$ 1,950.00          |
| g        | 18" ADS HP Storm Pipe Culvert                        | 40       | L.F. | \$ 50.00     | \$ 2,000.00          |
| h        | 18" HDPE FES   | 3        | EA   | \$ 750.00    | \$ 2,250.00          |
| i        | Gravel Drive   | 831      | S.Y. | \$ 25.00     | \$ 20,775.00         |
| j        | Gravel Transfer Area                                 | 1,465    | S.Y. | \$ 25.00     | \$ 36,625.00         |
| 3        | <b>Erosion, Sedimentation, and Pollution Control</b> |          |      |              |                      |
| a        | Mulching (Ds1)                                       | 2.90     | AC.  | \$ 1,500.00  | \$ 4,350.00          |
| b        | Temporary Grassing (Ds2)                             | 2.90     | AC.  | \$ 1,500.00  | \$ 4,350.00          |
| c        | Permanent Grassing (Ds3)                             | 2.90     | AC.  | \$ 3,000.00  | \$ 8,700.00          |
| d        | Double Row Type 'NS' Silt Fence (Sd1-NS)             | 378      | L.F. | \$ 8.50      | \$ 3,213.00          |
| e        | Single Row Type 'NS' Silt Fence (Sd1-NS)             | 1385     | L.F. | \$ 3.00      | \$ 4,155.00          |
| f        | Stone Check Dam (Cd-S)                               | 35       | EA   | \$ 525.00    | \$ 18,375.00         |
| g        | Storm outlet control (SI)                            | 4        | S.Y. | \$ 50.00     | \$ 200.00            |
| h        | Outlet Control Structure (Sd3)                       | 1        | EA   | \$ 5,000.00  | \$ 5,000.00          |
| i        | Skimmer(Sk)  | 1        | EA   | \$ 500.00    | \$ 500.00            |
|          | <b>Transfer Station Sub-Total</b>                    |          |      |              | <b>\$ 129,085.50</b> |
| 4        | <b>Access Drive</b>                                  |          |      |              |                      |
| a        | Grading Complete                                     | 277      | C.Y. | \$ 12.50     | \$ 3,462.50          |
| b        | Gravel Access Road                                   | 2219     | S.Y. | \$ 25.00     | \$ 55,475.00         |
| 5        | <b>Erosion, Sedimentation, and Pollution Control</b> |          |      |              |                      |
| a        | Construction Exit (Co)                               | 1        | EA   | \$ 1,445.00  | \$ 1,445.00          |
| b        | Mulching (Ds1)                                       | 1.40     | AC.  | \$ 1,500.00  | \$ 2,100.00          |
| c        | Temporary Grassing (Ds2)                             | 1.40     | AC.  | \$ 1,500.00  | \$ 2,100.00          |
| d        | Permanent Grassing (Ds3)                             | 1.40     | AC.  | \$ 3,000.00  | \$ 4,200.00          |
| e        | Single Row Type 'NS' Silt Fence (Sd1-NS)             | 1661     | L.F. | \$ 3.00      | \$ 4,983.00          |
|          | <b>Access Drive Sub-Total</b>                        |          |      |              | <b>\$ 73,765.50</b>  |
|          | <b>Contingency (5%)</b>                              |          |      |              | <b>\$ 10,142.55</b>  |
|          | <b>Total</b>   |          |      |              | <b>\$ 235,493.55</b> |

\*Quantities and unit prices are based upon the best information available on market conditions and a conceptual site plan. Opinion of Probable Construction Costs may vary for actual costs of a full design.



*Where Georgia comes together.*

## **EVALUATOR TRAINING**

**Employee Performance Evaluation Process**



# Overview

- Frequently Asked Questions
- Essential Tasks Examples
- Process Review
- Evaluation Form Completion
- Questions



Where Georgia comes together.

## **Q&A: Why the new evaluation process and form?**

City leadership believes there is significant value in evaluating employee performance in relation to essential job functions - the reason for which the position exists in the City's job classification schedule and merits tax-funded dollars. From a performance management perspective, this allows for increased transparency and more objective decision-making as it relates to personnel actions – merit increases, promotions, interim appointments, demotions and so on.

As a result, Personnel was tasked to develop a performance evaluation form that aligns with these ongoing changes to the Personnel Management System, allowing every position across the City to be assessed – with an emphasis on these essential tasks - on the same form, using the same metrics and scoring system.

Sharing leadership's belief in the merits of evaluating performance based on the core functions of each position – and with an eye towards maximum objectivity - we developed a new evaluation form and corresponding policy.



Where Georgia comes together.

## Q&A: What are we replacing?

Inconsistency, as well as inadequate focus on the fundamental reasons for which an employee's position exists within the City's job classification schedule.

Presently, there are at least 9 methods employed across the City to assess performance, including self-evaluation.

The result of this is that we're doing a disservice to City employees by rating them on disparate criteria instead of on their performance related to essential tasks. Employees aren't empowered by their evaluators to continue to develop professionally, in line with City leadership's expectations for all City employees. Perhaps most critically, it is difficult to align personnel management decisions with an objective assessment of employee performance.

We recognize that City employees perform a wide variety of responsibilities; that no two jobs entail the same set of tasks. But that doesn't mean we can't evaluate performance consistently, using similar criteria.

In short, the current evaluation system isn't serving employees or the City as well as it could be.



Where Georgia comes together.

Eval Period:

The Officer Annual Appraisal

Evaluator:

Enter the appropriate number in the box beside each of the following categories (1/2 points allowed)  
(1) Unsatisfactory (2) Needs Improvement (3) Satisfactory (4) Above Average (5) Excellent

|   |  |  |
|---|--|--|
| <b>3 Teamwork</b><br>Works well with other firefighters and officers. Actively solicits input from team members, seeks to understand and improve their own unique strengths, engages others in discovering the best solution to problems. Is receptive to points of view that differ from their own. Seeks to work collaboratively to achieve the best outcome for all concerned. Displays the respect and recognition of the team above personal gain. | <b>3 Job Knowledge/Technical Competence</b><br>Possesses sufficient knowledge and skills to perform all parts of the job effectively and efficiently, safely, and independently. Willing to acquire new and develop current knowledge critical to effective future performance. Understands Town's policies and regulations and enforces them consistently and in a timely manner. Keeps accurate records and documents actions. | <b>3 Integrity</b><br>Operates with high moral standards and a sense of duty and responsibility. Keeps commitments. Accepts responsibility for their actions. Does not seek to blame or discredit others. Is open minded with regard to the ethnic, cultural, and demographic diversity represented by the Town's employment and the citizenry. Maintains confidentiality where appropriate. |
| <b>3 Communication</b><br>Effective in conveying ideas and information orally and in writing in an accurate and understandable manner. Consistency in communicating expectations, giving feedback to employees and keeping supervisors and peers informed.  | <b>3 Communication</b><br>Communicates openly and honestly with employees, supervisors, peers and the public. Builds rapport by being available and receptive to questions and feedback. Listens before speaking. Seeks to understand others' point of view before expressing his/her opinion.   | <b>3 Organizing and Planning</b><br>Effectively plans the work of the department. Estimates that goals are met on time and within specified resource limitations. Organizes the work of the department so that deadlines are met without undue stress. Deals with unexpected circumstances with composure and efficiency.  |
| <b>3 Fairness</b><br>Treats everyone with dignity and respect. Does not show favoritism or unmarked preferences. Makes decisions based on facts related to applicable, acceptable policies and procedures.  | <b>3 Fire Dept. Manuals/Procedures and Regs</b><br>Knows/understands procedures, rules and regulations and guidelines for special emergencies, training manuals, etc. Degree of accuracy, thoroughness, readiness, and punctuality in maintaining records and making reports.  | <b>3 Training</b><br>Able to plan, organize, and conduct diversified training exercises themselves as well as through qualified outside instructors, meeting the required number and types of drills.  |
| <b>3 Excellence</b><br>Seeks to surpass performance expectations. Consistently gives "a little bit more." Is attentive to citizens and team member's needs and expectations.  | <b>3 Initiative / Cooperation</b><br>Confirms to policies established by the Department, including all rules, regulations, and policies. Follows proper procedures in operations, etc. Follows orders in a timely manner.  | <b>3 Initiative / Dependability</b><br>Attitude toward the job, supervisor(s), and City Administration, training, etc. - in the support of City and Department Policies.   |
| <b>3 Personality</b><br>Promotes in carrying out orders, doing routine or required jobs, and observance of working hours.   | <b>3 Physical Fitness</b><br>Maintains the physical abilities necessary to perform the duties of the position.   | <b>3 Public Relations</b><br>Able to meet and handle the public when required by the assignment.   |
| <b>3 Leadership</b><br>Able to command, give orders, and direct actions of subordinates.  | <b>3 Attendance / Dept. Development</b><br>Willingness to take on extra projects or take extra responsibilities involved in making various department programs successful. Willingness to work extra time to accomplish task.  | <b>3 Management</b><br>Able to manage the department time, supplies, utilities, etc.   |
| <b>3 General Firefighting Knowledge</b><br>Knowledge of firefighting tactics, strategies, ventilation, overhaul, EMS, etc.  | <b>3 Knowledge of Response Area</b><br>Knowledge of streets, block numbers, target hazards, sprinklered buildings, etc.  | <b>3 Emergency Work</b><br>Able to size up, exercise control, cope with changing conditions, solve problem situations, etc.  |

Describe the area in which the employee's self-improvement efforts would be most beneficially directed, plus any additional comments to help the employee toward reaching his/her potential. Comments may be positive in nature rather than critical.

List any specific outstanding contributions the employee has made in the past rating period.

Recommended training for future period

Comments from conference with employee

Additional Comments

### City of Perry, Georgia

|                              |  |
|------------------------------|--|
| Employee's Name _____        | Department/Division _____  |
| Social Security Number _____ | Job Class _____  |
| Date of Employment _____     | Purpose of Evaluation Report: Annual <input type="checkbox"/>  |
|                              | Probationary <input type="checkbox"/> Special <input type="checkbox"/> Separation <input type="checkbox"/> |
| Evaluation Period _____      |  |

Evaluate the employee on the job now being performed. Circle the number which most nearly expresses your overall judgment. In the space for comments, consider the employee's performance since their last evaluation and make notes about the progress or specific concerns in that area. The care and accuracy of this appraisal will determine its value to you, the employee and your employer.

**JOB KNOWLEDGE:** (Consider knowledge of the job gained through experience, education and special training)

- 5 Well informed on all phases of work
- 4 Knowledge thorough enough to perform well without assistance
- 3 Adequate grasp of essential, extra assistance required
- 2 Requires considerable assistance to perform
- 1 Inadequate knowledge

Comments: \_\_\_\_\_

**QUALITY OF WORK:** (Consider accuracy and dependability of the results)

- 5 Exceptionally accurate, practically no mistakes
- 4 Usually accurate, seldom necessary to check results
- 3 Acceptable, occasional errors
- 2 Often unacceptable, frequent errors, needs supervision
- 1 Unacceptable, too many errors

Comments: \_\_\_\_\_

**RELATIVE:** (Consider the speed with which the employee grasps new job skills)

- 5 Excellent, grasps new ideas and suggests improvement, is a leader with others
- 4 Very successful, can work unsupervised, manages time well, is reliable
- 3 Shows initiative on occasion, is reliable
- 2 Lacks initiative, must be reminded to complete tasks
- 1 Needs constant prodding to complete job tasks, is unreliable

Comments: \_\_\_\_\_

**COOPERATION AND RELATIONSHIPS:** (Consider manner of handling relationships with co-workers, supervisors and the public)

- 5 Excellent cooperation and communication with co-workers, supervisors and others, takes and gives instructions well
- 4 Gets along well with co-workers
- 3 Acceptable, usually gets along well, occasionally complains
- 2 Shows a reluctance to cooperate, complains
- 1 Very poor cooperation, does not follow instruction, defies fellow employees

Comments: \_\_\_\_\_

**ATTENDANCE:** (Consider frequency of absences, reasons for absences or tardiness and promptness in giving notice about absences)

- 5 Excellent, absent only for emergencies, illness, civic duties, always on time, gives notice when absent
- 4 Rarely absent or late, always gives notice and good reason
- 3 Occasionally absent, less important reasons, usually gives notice, but not always in time
- 2 Often absent, lack of adequate notice or reasons for absenteeism
- 1 Inexcusable absenteeism, does not give notice, reasons are unacceptable, cannot be depended upon

Comments: \_\_\_\_\_

**OVERALL EVALUATION:** Superior \_\_\_\_\_ Good \_\_\_\_\_ Satisfactory \_\_\_\_\_ Unsatisfactory \_\_\_\_\_

Comments: \_\_\_\_\_

I hereby certify that this appraisal is my best judgment of the service value of this employee and is based on personal observation and knowledge of the employee's work.

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

(I hereby certify that I have personally reviewed this report.)

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee's Comments: \_\_\_\_\_

Comments: \_\_\_\_\_

**Perry Police Department  
Performance Evaluation Form**

Other Name: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_  
 Evaluator Title: \_\_\_\_\_  
 Division: \_\_\_\_\_

| General Evaluation Criteria          | Not Applicable | Unsatisfactory | Marginal | Satisfactory | Very Satisfactory | Excellent |
|--------------------------------------|----------------|----------------|----------|--------------|-------------------|-----------|
| 1. Overall Appearance                |                |                |          |              |                   |           |
| 2. Attendance at Work                |                |                |          |              |                   |           |
| 3. Behavior                          |                |                |          |              |                   |           |
| 4. Manner                            |                |                |          |              |                   |           |
| 5. Dependability                     |                |                |          |              |                   |           |
| <b>KNOWLEDGE</b>                     |                |                |          |              |                   |           |
| 6. Book Knowledge/Police & Ring      |                |                |          |              |                   |           |
| 7. City Ordinances                   |                |                |          |              |                   |           |
| 8. Vehicle and Traffic Law           |                |                |          |              |                   |           |
| 9. State Law                         |                |                |          |              |                   |           |
| 10. Criminal Procedure Law           |                |                |          |              |                   |           |
| 11. Knowledge of South & Kansas      |                |                |          |              |                   |           |
| <b>SKILLS</b>                        |                |                |          |              |                   |           |
| 12. Communication with Other Persons |                |                |          |              |                   |           |
| 13. Written Work                     |                |                |          |              |                   |           |
| 14. Public Skills                    |                |                |          |              |                   |           |
| 15. Order and Priorities             |                |                |          |              |                   |           |
| 16. Listening and Interpretation     |                |                |          |              |                   |           |
| 17. Investigation                    |                |                |          |              |                   |           |
| 18. Orientation and Memory Work      |                |                |          |              |                   |           |
| 19. Physical Condition               |                |                |          |              |                   |           |
| 20. Special Conditions               |                |                |          |              |                   |           |
| 21. Officer Safety                   |                |                |          |              |                   |           |
| 22. Supervisor/Supervisee Conditions |                |                |          |              |                   |           |

PPO Form 100-62

| General Evaluation Criteria           | Not Applicable | Unsatisfactory | Marginal | Satisfactory | Very Satisfactory | Excellent |
|---------------------------------------|----------------|----------------|----------|--------------|-------------------|-----------|
| 23. Investigation Skills              |                |                |          |              |                   |           |
| 24. Interview and Interrogation       |                |                |          |              |                   |           |
| 25. Physical Investigation            |                |                |          |              |                   |           |
| 26. Orientation Skills                |                |                |          |              |                   |           |
| 27. Knowledge of Local Persons        |                |                |          |              |                   |           |
| 28. Actuality/Prepares                |                |                |          |              |                   |           |
| 29. Other Skills/Prepares             |                |                |          |              |                   |           |
| 30. Physical/Mental/Political Skills  |                |                |          |              |                   |           |
| 31. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 32. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 33. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 34. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 35. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 36. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 37. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 38. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 39. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 40. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 41. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 42. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 43. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 44. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 45. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 46. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 47. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 48. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 49. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 50. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 51. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 52. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 53. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 54. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 55. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 56. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 57. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 58. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 59. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 60. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 61. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 62. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 63. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 64. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 65. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 66. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 67. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 68. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 69. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 70. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 71. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 72. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 73. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 74. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 75. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 76. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 77. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 78. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 79. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 80. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 81. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 82. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 83. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 84. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 85. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 86. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 87. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 88. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 89. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 90. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 91. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 92. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 93. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 94. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 95. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 96. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 97. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 98. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 99. Physical/Political/Police Skills  |                |                |          |              |                   |           |
| 100. Physical/Political/Police Skills |                |                |          |              |                   |           |

PPO Form 100-62

| General Evaluation Criteria           | Not Applicable | Unsatisfactory | Marginal | Satisfactory | Very Satisfactory | Excellent |
|---------------------------------------|----------------|----------------|----------|--------------|-------------------|-----------|
| 101. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 102. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 103. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 104. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 105. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 106. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 107. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 108. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 109. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 110. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 111. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 112. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 113. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 114. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 115. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 116. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 117. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 118. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 119. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 120. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 121. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 122. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 123. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 124. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 125. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 126. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 127. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 128. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 129. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 130. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 131. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 132. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 133. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 134. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 135. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 136. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 137. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 138. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 139. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 140. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 141. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 142. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 143. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 144. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 145. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 146. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 147. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 148. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 149. Physical/Political/Police Skills |                |                |          |              |                   |           |
| 150. Physical/Political/Police Skills |                |                |          |              |                   |           |

**Applying Officer's Certificate**  
(Provide Comments)

| Comments                  | Not Applicable | Unsatisfactory | Marginal | Satisfactory | Very Satisfactory | Excellent |
|---------------------------|----------------|----------------|----------|--------------|-------------------|-----------|
| Overall Rating of Officer |                |                |          |              |                   |           |

PPO Form 100-62

## Q&A: Is the new evaluation form perfect?

In a word: Yes.

But, in a truer sense, no. A bias and subjectivity-free evaluation method does not exist. It is your responsibility as an evaluator to leverage this evaluation form as a tool to help you accurately capture your employee's performance within the reporting period. We're here to help you with that.

Know that we took the task of updating the City's evaluation process seriously, with an understanding of the impact evaluations have on an employee's career and the vital role they play in professional development.

## Q&A: How was this form vetted?

Personnel → Assistant City Manager → City Manager → Mayor

Each authority above has endorsed the form and associated process. As a result, it will be the method by which all employees will be evaluated – and why we're training you today.



Where Georgia comes together.

## **Q&A: Our department has designed our own evaluation form. Can we still use it?**

As para. 3.3 of the revised evaluation process reads, while departments *may* supplement and/or append to an employee's evaluation their own department-established appraisal systems, the new form must be fully completed and submitted to Personnel for a scheduled employee evaluation to be considered complete.

## **Q&A: Why am I considered an evaluator and why is [insert name here] not?**

City leadership believes it is imperative to ensure consistency throughout the evaluation process, which includes across departments, divisions, and shifts with respect to those who are responsible for evaluating employee performance. In doing so, the quality and objectivity of the performance evaluation process is heightened, as is accountability.



Where Georgia comes together.



## **Q&A: When do I need to use the new form?**

The new form and associated process are effective October 1, 2020. Any evaluation due on or after this date should be on the new form.

## **Q&A: Do I have to complete the form digitally?**

No. While the form is optimized to be completed via Adobe, which is already installed on every City computer, you can print and fill it out by hand. Additionally, as most City employees will not have a digital signature registered, completing the signature portion will require printing and wet-signing.



Where Georgia comes together.

## **Q&A: What's the timeline for completing evaluations?**

The Personnel office will notify the evaluator of the forthcoming due date of an employee's evaluation no later than 30 days prior to said date. Evaluators will submit the completed evaluation to Personnel no later than 10 calendar days after the evaluation due date.

## **Q&A: How do you expect me – and my employees – to distill their responsibilities down to 8 essential functions?**

Essential functions comprise the essence of a position, the fundamental purpose for which a job exists - *not every task that is completed to achieve this purpose*. Think of essential functions as over-arching generalizations; the 10,000-foot view of your role that consists of its most fundamental duties. We'll demonstrate four examples in the following slides.



Where Georgia comes together.

## **Essential Tasks Example: Assistant City Manager**

1. Provide direct support to the City Manager, Mayor & Council including operational assistance, customer service, provision of information, special projects, etc.
2. Assist the City Manager with direct management of Departmental staff & functions including Communications, Customer Service, Personnel, Economic Development, Special Events, & Main Street.
3. Provide general oversight & support to the various City Departments relating to departmental operations & administration, personnel, provision of information, etc.
4. Oversee & direct strategic planning activities for the City.
5. Provide necessary interfacing / reporting / coordinating with State & Federal level entities in relation to various programmatic functions (e.g. housing grants, brownfield grants, PlanFirst, WaterFirst, stormwater, etc.)
6. Interface with & oversee contracts and operational integration with critical City vendors such as ESG & Advanced Disposal.
7. Communicate & coordinate as necessary with key City partners such as the Chamber of Commerce, CVB, GDOT, Houston County BOC, etc.



**Where Georgia comes together.**

## Essential Tasks Example: Finance Director

1. Direct the programs, operations, & services of the Finance Department.
2. Perform strategic planning and establish departmental goals, objectives, internal controls & work plans.
3. Supervise, direct & evaluate Finance staff, mitigate employee concerns, & direct workload.
4. Direct the implementation of Finance department activities, ensuring compliance with controls, established policies/procedures, applicable laws, GAAP, & GASB Directives.
5. Oversee the selection, implementation, and administration of the City's automated financial management system.
6. Consult with and advise Mayor, Council, CM, & ASM on financial issues; represent the department at meetings; prepare reports and presentations upon request.
7. Communicate and establish effective working relationships with banking institutions, vendors, & other business leaders/reps. from local governments.



Where Georgia comes together.

## **Essential Tasks Example: Communications Manager**

1. Monitor news agencies for relevant information as it pertains to the City of Perry.
2. Monitor social media outlets and create original content related to the City of Perry.
3. Respond to comments and questions on the City's social media outlets.
4. Be readily available for inquiries from community members and media representatives.
5. Respond to communications requests and associated tasks from the Mayor/CM/ASM.
6. Maintain the City's website and social media outlets.
7. Provide technical support and film Council meetings or special called meetings.



Where Georgia comes together.

## **Essential Tasks Example: Police Officer II**

1. Patrols the city & responds to calls for service to control traffic, protect life & property, prevent crime & safeguard citizens.
2. Conducts preliminary investigations including interviewing witnesses, victims, & suspects for all assigned cases, determining if charges should be filed.
3. Secures and preserves evidence. Appears in court to present evidence & give testimony.
4. Writes citations, arrests violators of the law, & processes arrested subjects.
5. Establishes & maintains effective working relationships with other law enforcement agencies.
6. Complies with & maintains excellent knowledge of all departmental SOPs.
7. Provide first aid and CPR as required.



Where Georgia comes together.

# Process Review



Where Georgia comes together.





## **2. Schedule**

**2.1.** Any full or part-time regular City employee who is on probation will receive an evaluation each quarter for the duration of the probationary period.

**2.2.** City employees not on probation shall be evaluated on an annual basis unless employee performance warrants placement on a performance improvement plan (PIP).

**2.3.** A department head or higher authority may request that an evaluator who is vacating his/her position conduct an out-of-schedule evaluation on any employee for whom the evaluator is responsible, provided at least 180 days of supervision have elapsed with no evaluation having been completed.

**2.3.1.** The purpose of an out-of-schedule evaluation is to ensure that an employee's period of performance occurring before the departure of the outgoing evaluator is appropriately documented and not lost in the transition.

**2.3.2.** Out-of-schedule evaluations do not change the date of the employee's annual evaluation, as they are a supplement to the annual evaluation. As a result, these evaluations will not render the employee eligible for an associated merit increase ahead of schedule.

**2.3.3.** The performance recorded on an out-of-schedule evaluation should be considered by the successive evaluator when completing the employee's next evaluation on its regularly scheduled date.

**2.3.4.** The preparation and processing of out-of-schedule evaluations is otherwise identical to the procedures outlined in para. 5 below.

## **6. Overdue Evaluations**

- 6.1.** For evaluations not turned in to Personnel by the suspense date outlined in para. 5.2.4. above, evaluators will process a notice of overdue evaluation (Attachment 3) that details why the evaluation has not been completed.
- 6.2.** This notice will be forwarded to the department head for signature, then submitted to Personnel.
- 6.3.** Evaluators who are department heads will forward their notice of overdue evaluation directly to Personnel.
- 6.4.** Personnel will provide to the City Manager a copy of any notice of overdue evaluation.

## **9. Performance Improvement Plan**

- 9.1.** The purpose of the City of Perry's Performance Improvement Plan (PIP; Attachment 4) is to provide evaluators with a tool by which to address specific, ongoing performance issues or behavioral concerns. A PIP is a goal-oriented, short-term plan; it is not intended to replace documentation of an isolated issue related to employee performance or conduct, nor should it be used as a means to initiate the termination process. If termination is warranted, it should be pursued.
- 9.2.** If an employee is unwilling to commit to a PIP, the evaluator should determine the appropriate action to take depending on the specific circumstances surrounding the employee's performance, to include reassignment, demotion, or termination.
- 9.3.** Ongoing issues unlikely to be resolved by a PIP, such as those for which adequate training has already been received or those for which sufficient documentation has been prepared (i.e., recurring instances of insolent or unprofessional conduct) do not warrant a PIP; in such cases, adverse disciplinary measures should be pursued.
- 9.4.** Probationary employees may not be placed on a PIP. Failure to adapt to expected standards during the year-long probationary period warrants extension of the probationary period or else adverse disciplinary measures, including termination.

- 9.5.** An evaluator will prepare a Performance Improvement Plan for any employee receiving an overall rating of “Improvement Needed” or “Unsatisfactory” on their PEF. The completed and signed PIP must be submitted along with the evaluation.
- 9.6.** A PIP will begin the day following the employee’s evaluation and conclude after three months from that date have passed.
- 9.7.** A PIP may be terminated early by the evaluator if the employee demonstrates sufficient progress towards the goals outlined in the PIP. The evaluator should ensure the employee understands continued good performance is expected.
- 9.8.** At the conclusion of the PIP, the evaluator may elect one of two options depending upon the employee’s progress during this close observation period:
  - 9.8.1.** Take the employee off the PIP without reservation.
  - 9.8.2.** Proceed with formal disciplinary measures. Depending on the circumstances, these may include reassignment, demotion, or termination.

# Evaluation Form Completion



Where Georgia comes together.



Where Georgia comes together.



PERSONNEL MANAGEMENT SYSTEM  
EMPLOYEE PERFORMANCE EVALUATION

Employee Name (Last, First, MI) \_\_\_\_\_

Department \_\_\_\_\_

Empy Title \_\_\_\_\_

Reason for Evaluation:  Quarterly  Out of Schedule  Annual  PIP  
If the employee has been previously evaluated, please provide the date of the previous evaluation and the period of report.

Employee Status \_\_\_\_\_

Title \_\_\_\_\_

**I. BARRING CRITERIA**

In each performance category, rate the employee on a 1-5 scale using the following rubric:

- 1. Inadequate performance; significant improvement needed in essential areas, objectives, responsibilities and/or essential programs and processes.
- 2. Inadequate/limited/acceptable performance; moderate improvement needed in essential areas, objectives, responsibilities and/or essential programs and processes.
- 3. Acceptable performance; moderate improvement needed in all essential areas & the quality of work overall is satisfactory.
- 4. Good performance; improvement needed in all essential areas & the quality of work overall is satisfactory.
- 5. Exceptional performance; no improvement needed in all essential areas & the quality of work overall is exceptional.

**II. ESSENTIAL TASKS (Weight: 50%)**

Employee performance in this category is evaluated by the ability to successfully execute the essential tasks outlined in the position's job description. This category is evaluated on a 1-5 scale using the following rubric: 1 - Inadequate performance; significant improvement needed in essential areas, objectives, responsibilities and/or essential programs and processes; 2 - Inadequate/limited/acceptable performance; moderate improvement needed in essential areas, objectives, responsibilities and/or essential programs and processes; 3 - Acceptable performance; moderate improvement needed in all essential areas & the quality of work overall is satisfactory; 4 - Good performance; improvement needed in all essential areas & the quality of work overall is satisfactory; 5 - Exceptional performance; no improvement needed in all essential areas & the quality of work overall is exceptional.

Essential Tasks \_\_\_\_\_

Rating (1-5) \_\_\_\_\_

|    |       |       |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |
| 6. | _____ | _____ |
| 7. | _____ | _____ |
| 8. | _____ | _____ |

Add the rating given for each essential task, then divide by the number of essential tasks listed above. \_\_\_\_\_

Comments related to Part II: \_\_\_\_\_

**III. PROFESSIONAL DEVELOPMENT (Weight: 25%)**

Employee performance in this category is evaluated by demonstration of ongoing advances in job proficiency, whether taken to pursue on-the-job or external training, education, degree related to their position, mastery of skills beyond those assumed essential for the job, ability to embrace change, and/or other professional development activities. This category is evaluated on a 1-5 scale using the following rubric: 1 - Inadequate performance; significant improvement needed in essential areas, objectives, responsibilities and/or essential programs and processes; 2 - Inadequate/limited/acceptable performance; moderate improvement needed in essential areas, objectives, responsibilities and/or essential programs and processes; 3 - Acceptable performance; moderate improvement needed in all essential areas & the quality of work overall is satisfactory; 4 - Good performance; improvement needed in all essential areas & the quality of work overall is satisfactory; 5 - Exceptional performance; no improvement needed in all essential areas & the quality of work overall is exceptional.

Rating (1-5) \_\_\_\_\_

**Professional Development Categories**

- 1. Advancement of job proficiency (external or internal)
- 2. Advancement of education/training (external or internal)
- 3. Advancement of degree related to their position
- 4. Advancement of job and/or related knowledge beyond assumed skills
- 5. Advancement of professional certification/credentialing (external or internal)
- 6. Advancement of communication skills with Dept. leadership, system, and/or client as applicable
- 7. Training of others within Department

Add the rating given for each professional development category, then divide it by 7. \_\_\_\_\_

Comments related to Part III: \_\_\_\_\_

**IV. CHARACTER COMPETENCIES (Weight: 25%)**

Employee performance in this category is evaluated by the demonstration of customer service skills, character that aligns with the agency's values, and/or other character competencies. This category is evaluated on a 1-5 scale using the following rubric: 1 - Inadequate performance; significant improvement needed in essential areas, objectives, responsibilities and/or essential programs and processes; 2 - Inadequate/limited/acceptable performance; moderate improvement needed in essential areas, objectives, responsibilities and/or essential programs and processes; 3 - Acceptable performance; moderate improvement needed in all essential areas & the quality of work overall is satisfactory; 4 - Good performance; improvement needed in all essential areas & the quality of work overall is satisfactory; 5 - Exceptional performance; no improvement needed in all essential areas & the quality of work overall is exceptional.

Rating (1-5) \_\_\_\_\_

**Character Competencies**

- 1. Duty work ethics & integrity
- 2. Customer service delivery
- 3. Communication skills with colleagues/team working jobs
- 4. Openness to positive change
- 5. Ethical decision-making skills
- 6. Initiative taken to complete tasks and improve those on request
- 7. Openness to coaching

Add the rating given for each character competency, then divide it by 7. \_\_\_\_\_

Comments related to Part IV: \_\_\_\_\_

**V. EVALUATION RESULTS**

To receive the employee's rating, add the total from parts II, III, & IV, then divide total score by 100. \_\_\_\_\_

- Exceptional (4.5 or higher)
- Exceeds Expectations (4.0-4.4)
- Meets Expectations (3.5-3.9)
- Approaches Expectations (3.0-3.4)
- Needs Improvement (2.5-2.9)
- Unsatisfactory (2.0 or lower)

**VI. MERIT INCREASE - SUPERVISOR'S RECOMMENDATION**

- I recommend a merit increase (employees with a "meets expectations" or higher evaluation rating)
- I do not recommend a merit increase (employees will be placed on a Performance Improvement Plan)

Any employee with an "unsatisfactory" or "approaches expectations" rating must have a PIP developed & implemented in a copy of the PIP must be attached with this completed evaluation.

**VII. EXPECTATIONS & GOALS FOR NEXT EVALUATION PERIOD**

Identify clear & measurable expectations & goals for the employee in the next evaluation period. These items should exceed what is assumed for all City employees, with an "above and beyond" focus. Please detail the items listed above with the performance goals you expect the employee to meet in the next evaluation period. (750 or fewer characters)

\_\_\_\_\_

**VIII. EVALUATION ACTION/REMARKS**

EMPLOYEES MAY RESPOND TO THIS EVALUATION IN THE BELOW COMMENT SECTION IF THEIR EMPLOYMENT STATUS IS INTERESTING.

\_\_\_\_\_

I have reviewed and acknowledge the provided evaluation. I understand the job functions, responsibilities, objectives, and standards. Although I may or may not agree with the reviewer and the results of the evaluation.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IX. DISTRIBUTION**

Copy 1: Employee      Copy 2: Supervisor      Copy 3: Department Head      Copy 4: Personnel



Where Georgia comes together.



**PERSONNEL MANAGEMENT SYSTEM:  
EMPLOYEE PERFORMANCE EVALUATION**

Employee Name (Last, First, MI) \_\_\_\_\_

Department \_\_\_\_\_

Duty Title \_\_\_\_\_

Reason for Evaluation:

Quarterly

Out-of-Schedule

Annual

PIP

\*If this is employee's first annual evaluation (end of probationary period), supervisor must attach a memorandum dictating whether employee has successfully completed probationary period.

Period of Report

Thru \_\_\_\_\_

Evaluator Name

\_\_\_\_\_

### **I. RATING CRITERIA**

**In each performance category, rate the employee on a 1-5 scale using the following criteria:**

- 1. Unsatisfactory:** Performance consistently below expectations, significant improvement needed in essential areas, objectives frequently not met & reasonable progress not observed.
- 2. Improvement Needed:** Performance sometimes below expectations & proficiency lacking in some essential areas; objectives occasionally not met.
- 3. Meets Expectations:** Performance consistently meets expectations in all essential areas & the quality of work overall is sufficient; most objectives met.
- 4. Exceeds Expectations:** Performance consistently surpasses expectations in all essential areas & the overall level of performance exceeds the Department standard; all objectives met.
- 5. Exceptional:** Performance far exceeds expectations based on exceptionally high levels of performance in all essential areas.

**II. ESSENTIAL TASKS (Weight: 50%)**

Employee performance in this category is evaluated by the ability to successfully execute the essential tasks outlined in the position's job description. Essential tasks effectively comprise the justification for a position's existence with the City of Perry. Rate the employee accordingly, paying deliberate attention to task knowledge & proficiency on these tasks, initiative & motivation to accomplish objectives related to these tasks, & the consequent results achieved during the evaluation period.

**Essential Tasks**

**Rating (1-5)**

|    |  |  |
|----|--|--|
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |
| 8. |  |  |

Add the rating given for each essential task, then divide it by the number of essential tasks listed above:

Multiply this number by 0.5: . This is the employee's Part II total.

**Comments related to Part II:**



### III. PROFESSIONAL DEVELOPMENT (Weight: 25%)

Employee performance in this category is evaluated by demonstration of ongoing advances in job proficiency, initiative taken to pursue on-the-job & external training/education directly related to their position, mastery of tasks beyond those deemed essential for the role, ability to evaluate & implement new processes & enhance efficiencies, advancement of communication skills in line with Department standards, & ability to train others in the Department to meet & exceed standards. Rate the employee based on the cumulative impact that their professional development progress has had on their job performance within the reporting period.

#### Professional Development Categories

Rating (1-5)

1. Advancement in job proficiency \_\_\_\_\_
2. Attainment of additional training (internal or external) \_\_\_\_\_
3. Attainment of additional education (internal or external; need not be formal) \_\_\_\_\_
4. Expansion of job and City-related knowledge beyond essential tasks \_\_\_\_\_
5. Improvements/innovations suggested &/or implemented for existing processes \_\_\_\_\_
6. Advancement of communication skills with Dept. standards (written, oral, digital as applicable) \_\_\_\_\_
7. Training of others within Department \_\_\_\_\_

Add the rating given for each professional development category, then divide it by 7: \_\_\_\_\_  
Multiply this number by 0.25: \_\_\_\_\_. This is the employee's Part III total.

Comments related to Part III:

#### IV. CHARACTER COMPETENCIES (Weight: 25%)

Employee performance in this category is evaluated by the demonstration of customer service-driven character that aligns with the city's -& citizens' - expectations. Rate the employee based on their disposition related to the following traits: daily work ethic, customer service delivery, treatment of & effectiveness with colleagues, ethical decision-making skills, initiative to complete tasks & response time on requests, & originality/creativity.

##### Character Competencies

1. Daily work ethic & attitude
2. Customer service delivery
3. Treatment of & effectiveness with colleagues; team-working skills
4. Organization & project management
5. Ethical decision-making skills
6. Initiative taken to complete tasks and response time on requests
7. Originality & creativity

Rating (1-5)

A vertical scale for rating from 1 to 5, represented by five horizontal blue bars of increasing length. The bars are positioned to the right of the competency list, with the top bar aligned with item 1 and the bottom bar aligned with item 7.

Add the rating given for each character competency, then divide it by 7: .  
Multiply this number by 0.25: . This is the employee's Part IV total.

Comments related to Part IV:

A large blue rectangular area for entering comments, bounded by a black border.

## V. EVALUATION RESULTS

To attain the employee's score, add the totals from parts II, III, & IV. Write this total here:

Use the scale below to find the corresponding performance rating:

**Exceptional**  
(4.5 or higher)

**Exceeds Expectations**  
(3.6-4.4)

**Meets Expectations**  
(2.5-3.5)

**Improvement Needed**  
(1.6-2.4)

**Unsatisfactory**  
(1.5 or lower)

## VI. MERIT INCREASE – SUPERVISOR'S RECOMMENDATION

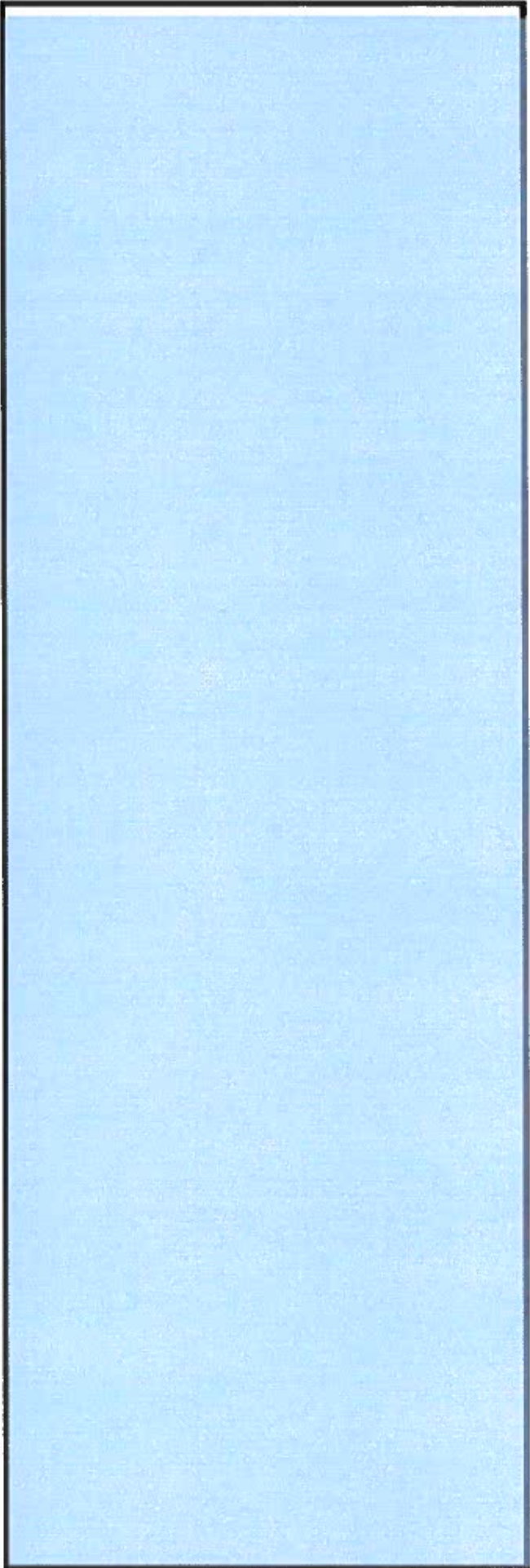
I recommend a merit increase (employees with a "meets expectations" or higher evaluation rating)

I **do not recommend** a merit increase; employee will be placed on a Performance Improvement Plan

Any employee with an "unsatisfactory" or "improvement needed" evaluation rating **must have a PIP developed & implemented**; a copy of the PIP must be submitted with this completed evaluation.

**VII. EXPECTATIONS & GOALS FOR NEXT EVALUATION PERIOD**

Identify clear & actionable expectations & goals for the employee in the next evaluation period. These items should exceed minimum expectations for all City employees, such as "show up to work on time". Note that the items listed here will also be referenced when preparing the employee's next evaluation, whether by you or another supervisor.



**VIII. EVALUATION ACKNOWLEDGEMENT**  
EMPLOYEE MAY RESPOND TO THIS EVALUATION IN THE BELOW COMMENT SECTION. IF MORE SPACE IS NEEDED, ATTACH RESPONSE.

I have reviewed and acknowledge the provided evaluation. I understand the job functions, responsibilities, objectives, and standards/ criteria for which I am being evaluated. My signature below acknowledges that I have discussed this evaluation with the evaluator, although I may or may not agree with its contents and the results of the evaluation.

**Employee Signature:**

**Date:**

**Evaluator Signature:**

**Date:**

**Dept. Head Signature:**

**Date:**

**IX. DISPOSITION**

**Copy 1: Employee**

**Copy 2: Supervisor**

**Copy 3: Department Head**

**Copy 4: Personnel**

**Questions?**



**Where Georgia comes together.**



**Erica Ray Zirkle**

September 12 at 11:02 AM · 🌐

We loved this fun, family friendly event. We hope it becomes an annual tradition!



**Kaitlyn Taylor**

September 12 at 2:43 PM · 🌐

We loved this!!! Thank you so much for continuing to provide great family activities! We are so blessed to be a part of the Perry Community!!

Artists of all ages and abilities came together over the weekend to participate in a community chalk walk on the Whitetail and Weeletka Trail. Participants also enjoyed hunting for colorful painted rocks throughout our numerous city parks.

### By The Numbers:

- Event reached more than 9,000 people!
- 475 people responded on Facebook!
- More than 300 artist kits handed out!
- Approximately 880 pieces of chalk used!

To Learn More About This Event:

[anya.turpin@perry-ga.gov](mailto:anya.turpin@perry-ga.gov)

# Halloweetka

*A weekend of spirited fun on the Weeletka Trail*  
**Friday, October 30 - Sunday, November 1**

*Dawn Thru Dusk Daily*



Go  
On A  
**Ghost  
Hunt!**

Enjoy a  
**Story  
Walk**



Take Part  
In A  
**Chalk Walk!**



*Rotary Centennial Park*  
104 MLK Jr. Drive  
Perry, GA 31069

**FREE!**

*Participate in a weekend of free Halloween  
themed activities that everyone can  
enjoy safely on their own schedule  
along the paved Weeletka Trail!*

478-954-5758 • PERRY-GA.GOV • ANYA.TURPIN@PERRY-GA.GOV







**Where Georgia comes together.**

September 24, 2020

**RE: Changes in Budget Billing**

**Dear Valued Customer:**

The City of Perry has decided to change our current Budget Billing process from a "Fixed Average" updated once per year to a "Moving Average" payment potentially adjusted monthly.

**Why is the Budget Billing process changing?**

Changing the process of budget billing will help alleviate large variances that may occur at the end of each year. The new process is automated and will factor in your changes in usage all year to avoid large "settle-up" balances. The only time you may have a "settle up" balance will be if you close the account.

**How does this work?**

The Moving Average method will calculate the payment required each month based on the average of the most recent 12 months of actual charges. This calculation is designed to be self-adjusting as a customer usage patterns change during a year; however, your payment will not vary by more than 5% from one month to the next.

**When will the change begin?**

The change will begin on the bill you receive in November. Please remember to review your bill each month as the payment amount will fluctuate from month to month.

**What do I do if I have questions?**

You may call Customer Service at 478-988-2754. If you want to be removed from the program you may notify us in writing at [customer.service@perry-ga](mailto:customer.service@perry-ga) or PO Box 2030, Perry, GA 31069.

Sincerely,

**Val Sanders**

Valerie Sanders

Customer Service Manager

478-988-2745



Where Georgia comes together.

Lee Gilmour &lt;lee.gilmour@perry-ga.gov&gt;

---

## Changes in AMP billing

2 messages

Valerie Sanders &lt;valerie.sanders@perry-ga.gov&gt;

Thu, Sep 24, 2020 at 2:58 PM

To: Robert Smith &lt;robert.smith@perry-ga.gov&gt;, Lee Gilmour &lt;lee.gilmour@perry-ga.gov&gt;

Cc: Vickie Graham &lt;vickie.graham@perry-ga.gov&gt;

Lee and Robert,

We currently have 88 customers on budget billing. Incode has the capability to automatically recalculate the average every monthly based on the past 12 months. We can set limits so that it will not increase the amount due by more than 5%.

Our current process is to recalculate every mid July through mid August. It is labor intensive and an individual letter has to be personalized to each customer. After a cold winter, a customer may receive a bill with \$600 to settle up.

I have attached a letter for you to review. I feel the Mayor and Council need to be aware of this in case they get questioned. Please advise me whether I can go ahead with this mailing.

**Val Sanders**

Customer Service Manager

**City of Perry**

1211 Washington Street

P.O. Box 2030

Perry, GA 31069

Office 478-988-2745

Fax 478 988 2748

<http://www.perry-ga.gov>

---

## Where Georgia comes together.

 **Amp changes.docx**  
190K

Lee Gilmour &lt;lee.gilmour@perry-ga.gov&gt;

Thu, Sep 24, 2020 at 3:26 PM

To: Valerie Sanders &lt;valerie.sanders@perry-ga.gov&gt;

Cc: Robert Smith &lt;robert.smith@perry-ga.gov&gt;, Vickie Graham &lt;vickie.graham@perry-ga.gov&gt;



Where Georgia comes together.

**OFFICE OF THE CITY MANAGER**

**MEMORANDUM**

TO: Mayor / Council  
FROM: Lee Gilmour, City Manager *LG*  
DATE: September 23, 2020  
REFERENCE: Commission review

Per your August 3, 2020 direction, the Council appointed partner data for the Perry Public Arts Commission is.

Legal Authority

Established in 2015 in Chapter 2, Article V, Division 4. of the Code of Ordinances.

Purpose of Commission

- Expand community awareness and appreciation of the value of art.
- Advise the City Council and staff on art related issues.
- Develop art master plans, policies, and other program elements.
- Commission public art projects.
- Hold predevelopment meetings with applicants seeking a development permit from the City, to encourage and assist in the creation of public arts projects.
- Assists the City and other organizations and businesses in the commission and selection of artists for public works of art.

Member Restrictions

At least 18 years of age, resident of the Perry service area or affiliated with a business located in the corporate limits of the City of Perry.

Current appointment process

Each elected official of the City appoints one member

### Accomplishments for last two (2) years

Approved public mural projects (2). Developed other revenue sources. Partnered with City to present various artistic events. Partnered with the Perry Art Group to sponsor artist shows. Developed and approved a city arts master plan.

### Staff Assigned

Office of the City Manager's Special Event Administrator and administrative support from the Executive Secretary of the Perry Fire Emergency Services Department.

### Issues with Members

Very difficult finding candidates for the Commission. Once appointed some members have difficulty attending the monthly meetings. Difficulty having a quorum.

### Suggestions for Improvements

In spite of numerous and best efforts of commission members the community interest and support has been low. The artist community has been reluctant to participate, community and financial support weak and the mural permit program has been removed from the Commission. The Administration recommends the Commission be eliminated and replaced with an ad hoc committee whose duties are assigned as needed.

cc: Chairman B. O'Neal



Where Georgia comes together.

**OFFICE OF THE CITY MANAGER**

**MEMORANDUM**

TO: Mayor / Council  
FROM: Lee Gilmour, City Manager  
DATE: September 30, 2020  
REFERENCE: Board review

Per your August 3, 2020 direction the Council appointed partners data for the Main Street Advisory Board is:

Legal Authority

Established in 2005 in Chapter 2, Article 5, Division 5 of the Code of Ordinances.

Purpose of Board

The purpose of the City of Perry's Main Street Advisory Board is to promote a thriving downtown business district while preserving Perry's historic resources and character. Our program implements the National Main Street and Georgia Main Street Four Point Approach with an emphasis in the Economic Vitality (Development), Promotion, Design and Organization of our Downtown District. Perry Main Street continues to support the development of Downtown Perry as a strong economic engine for our area, while preserving the historical integrity and small-town character of the city and promoting it as a destination to both community members and visitors alike.

Current appointment process

Various partners make recommendations. Mayor and Council as a whole appoint each member.

Member restrictions

Must be at least 18 years of age, either a resident of the Perry Service area, owner of property downtown, owner or manager of a business downtown or member of the partner organizations. See 3 of attached memo.

Accomplishments for last two (2) years

See 4 of attached memo.

Staff Assigned

See 5 in attached memo


Suggestions for Improvements

See 6 in attached memo

cc: Chairperson Ms. T. Cossart  
Ms. H. Bryant



-CHOOSE LOCAL-

To: Lee Gilmour, City Manager  
CC: Trish Cossart, Main Street Board Chair  
From: Haley Bryant, Main Street Coordinator   
Date: August 14, 2019  
Re: Data Request Follow up – Board Activity

---

Please see the outline below regarding the Main Street Advisory Board functions and details.

1. The Main Street Advisory Board is an Established Board within the Perry, Ga Code of Ordinances (Art. V, Division 5, Ord. No. 2015-08, § 2-251–2-257, in its entirety). The Georgia Main Street Program requires board representation for accreditation, whether that is an advisory board or an active Downtown Development Authority. The Current Main Street Advisory Board has no legal authority, we are a recommendation body. The Promotions Committee, a subcommittee of the MSAB, is open to all volunteers/downtown stakeholders and also has no legal authority.
2. The Main Street Advisory Board meets on the first Thursday of each month at 5pm. Our Promotions Committee meets on the third Wednesday of each month at noon.

At this time, minor design standards for building facades, such as paint colors, are addressed on the staff level. Any major renovation or new development is sent to our Main Street Advisory Board for review and recommendation to City staff relative to the design of the project. The Main Street Advisory Board also controls our Façade Grant fund and other incentives, such as the Small Business Resiliency Grant fund for downtown business and property owners to utilize. Public Art installations, such as murals, within the downtown district are also monitored by the Main Street Advisory Board.

The Main Street Advisory Board also oversees any placemaking initiative, monitors downtown events, leads our Downtown Merchant Council, and oversees the Promotion Committee's efforts. The Promotion Committee plans smaller, business focused events, such as Small Business Saturday, Progressive Wine Tasting, Sidewalk Sales, Sweets and Treats, etc., and helps to promote our downtown through various multi-media platforms and initiatives.

3. The Main Street Program limits it's "membership" to businesses within the downtown district only. Our board is made up of representation from the following organizations, as stated in our Perry, Ga Code of Ordinances:

1. Perry Area Chamber of Commerce



-CHOOSE LOCAL-

2. Perry Area Convention and Visitors Bureau Authority
  3. Downtown Development Authority of the City of Perry
  4. Uptown Perry Partnership
  5. Perry Area Historical Society
  6. Perry Downtown Development District property owner or business owner as proposed by the Main Street Advisory Board and City staff.
  7. Perry Public Arts Commission
4. Accomplishments for the last two years are as follows:
1. Obtained leadership of and responsibility for the Downtown Perry Merchant Council; allowing a space for all downtown businesses to meet and receive updates from the City of Perry and Partners
  2. Created new outlets of communication, promotion/marketing and awareness of our downtown district through new Shop Downtown Perry social media outlets, newsletters, etc., TV and Radio broadcasts
  3. Georgia Main Street of the Month – February 2020
  4. Small Business Resiliency Grant Fund Implementation as a response to COVID-19
  5. Designed new spring promotional banners and seasonal lighting installations to be placed throughout downtown
  6. Encouraged downtown private investment in building façade updates through our Façade Grant Fund
  7. Coordinated the design and placement of new alley/sidewalk lights located at the Carroll/Swanson sidewalk
  8. Perry Parklet Placemaking initiative
  9. Run Big Shop Small fund raising initiative
  10. Provide continued support to all new, current and potential downtown businesses as a City staff liaison
5. Issues with current Main Street Advisory Board members are as follows:
1. Regular attendance and lack of notification for absence
  2. Lack of communication via email, etc.
  3. Lack of participation, input, buy-in and overall interest in the Main Street mission and purpose a on state and local level
6. Suggestions for improvements
1. Change of board representation, primarily individuals who have special interest or a stakeholder in Perry's downtown district.
  2. Board Members should be required to actively participate in Georgia Main Street trainings; at least one per year
  3. Each board member should be required a minimum amount of volunteer hours; at least a minimum of 10 per year
  4. Board members should actively be attending/participating in Main Street or City Sponsored Downtown Events and Activities
  5. Board members should have or acquire training for basic design and operational standards for the Downtown District, including but not limited to strategic





•CHOOSE LOCAL•

planning, downtown design, downtown development, organization and promotion.

7. Purpose of the City of Perry's Main Street Advisory Board is to promote a thriving downtown business district while preserving Perry's historic resources and character. Our program implements the National Main Street and Georgia Main Street Four Point Approach with an emphasis in the Economic Vitality (Development), Promotion, Design and Organization of our Downtown District. Perry Main Street continues to support the development of Downtown Perry as a strong economic engine for our area, while preserving the historical integrity and small-town character of the city and promoting it as a destination to both community members and visitors alike.



Where Georgia comes together.

**OFFICE OF THE CITY MANAGER**

**MEMORANDUM**

TO: Mayor / Council  
FROM: Lee Gilmour, City Manager  
DATE: September 29, 2020  
REFERENCE: Professional services

In order to proceed with projects you approved, the Administration recommends Council concur with the below professional services.

New Courthouse

JMA proposal for development of renovation, parameters.  
Projected cost \$ 23,080.  
Funding source: Perry Public Facilities Construction Fund.

South Langston Road Extension

Saunders Engineering Consultants, Inc. prepare field survey, concept plans, and right of way plans. Tasks performance in cooperation with the Houston County Board of Commissions.

Project cost: \$ 242,000  
Funding source: SPLOST 18 Construction Fund

Copies of the proposals are attached. Please contact me if you have any questions.

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



architecture  
interiors  
planning

H. James Mehserle, Jr.  
G A R e g . # 9 2 3 2  
www.jmaarch.net

Mr. R. Lee Gilmour  
City of Perry Georgia  
1211 Washington Street  
Perry, GA 31069

September 15, 2020

**RE: New Perry City Hall**  
**Subject: Proposal for Design Professional Services**

Dear Mr. Gilmour:

Thanks for taking the time to meet with me and review the City's exciting plans to create a new City Hall in the former County Annex building. The use and preservation of this important building will be a significant benefit for the community. We appreciate the opportunity to work with you and the City on this worthwhile project.

In reviewing our conversation, we would recommend an initial study to determine the space that the departments to be located in the will require, and then to provide a study for your review that will indicate options for departmental locations and layouts that will meet the City's needs. Concurrently, we would recommend a review of the mechanical and electrical systems so that a baseline of their condition can be established. We can also provide, if desired, a budget study to inform Council of an order of magnitude cost for the improvements to the building. There are several parts to this process, and they are as follows:

**Task One – Programming**

We would propose to facilitate meetings with your leadership team and departmental representatives to confirm the desired program areas for inclusion in the new City Hall building. Based on this information, we will prepare an initial programmatic document for your review that outlines each department and departmental space and provides an associated square footage. This will be a great first step in determining how the City administration can fit into the building. After your review, we will incorporate your comments and provide a final programming document that will serve as the road map for the project. We would propose to perform the work of this task as a fixed fee of \$3,830.

**Task Two – Concept Design**

Based on the approved program, we will initiate work on a space planning study to determine how the departmental areas of the city can be successfully integrated into the new building. We will look at functionality, desired adjacency, access from the public and security as we develop concepts for your review and

comment. We would anticipate two to three meetings to present and receive feedback. We will provide a completed final concept for the City's approval. Task Two is proposed as a fixed fee of \$10,300.

Task Three – Systems Evaluation

The systems in the building are approaching twenty years of life, and because of the age of these systems, we would recommend a review of the HVAC and Electrical systems by our engineering team. This review will determine the condition of the existing system components, their fitness for future service and their applicability to the revised function and layout of the building. A written report with images will document the findings of our engineering team. Task Three is proposed as a fixed fee of \$4,950.

Task Four – Cost Budgeting

Based on the approved program and concept design, we will seek cost budgeting information to provide an order of magnitude construction budget for the concept that you approve. With this information we can also assist you in completing a project budget that includes furniture and equipment, and the other costs that will be a part of a full project budget. Task Three is proposed as a fixed fee of \$4,000.

Please note that our proposed scope of service does not include a survey for the identification of hazardous materials that may be present in the building.

JMA will invoice monthly for work accomplished during the previous month. We request payment within 15 days of the date of the invoice.

Mr. Gilmour, it would be our pleasure to work with you on this rewarding project! Please do not hesitate to contact me with any thoughts you have regarding our proposed scope of work and compensation. If this proposal is acceptable as presented, we will begin work upon the receipt of your authorization of this proposal in the space indicated below. We look forward to working with you!

Sincerely,

JMA Architecture, Inc.



H. James Mehserle, Jr., AIA, LEED AP<sup>BD+C</sup>  
President

---

Authorizing Signature for City of Perry Georgia

Date



September 21, 2020

Mr. Lee Gilmour  
City of Perry  
1211 Washington Street  
Perry, GA 31069

RE: *Engineering Fee Proposal for South Langston Extension*

Dear Mr. Gilmour:

Saunders Engineering Consultants, Inc. appreciates this opportunity to submit a proposal for Engineering Services on the subject project. Saunders Engineering is a *local* engineering firm with its office located on Gunn Road in Centerville.

We understand the project will widen and extend South Langston Road from its current end to US 341 using a 55mph speed design. The proposed right of way will be based on a 4-lane roadway separated by a raised median. Although the corridor will be aerially mapped, the topographic survey must be supplemented to include ground run items such as property lines, utilities, drainage, etc. We propose to use Wellston Associates to perform this surveying effort.

***Project Design & Construction Documents:***

To design and produce plans for this project we will be utilizing software the Georgia Department of Transportation requires, Inroads and Microstation. The project will be designed to the posted speed and be in conformance to AASHTO's Green Book and the Manual on Uniform Traffic Control Devices.

In order to eliminate any low areas in the proposed curb line due to irregularities in the existing pavement, we propose to perform a three-point level analysis along the existing roadway. Based on this analysis, we will set a best-fit grade that will provide for the minimum overlay while ensuring that the curb and gutter drains to the catchbasins as

*Page 2*  
*September 21, 2020*

expected. Field observations revealed that several areas drain toward the roadside ditches. The proposed curb and gutter section will eliminate these ditches thereby trapping water behind the fill slope. We proposed using GA STD 9031-S type inlets at the toe of the fill slopes, where required, to convey this water into the longitudinal drainage system. As part of our drainage design we will also check the condition as well as the capacity of the existing cross drains to ensure they are functioning properly and will not cause maintenance problems in the future. The roadway and storm drain system will be designed to minimize impacts to existing utilities.

Our services for this project will be in accordance with the attached South Langston Extension, Roadway Engineering Design Requirements

**Our fee for the engineering services outlined above will be \$242,000.00 as broken out below:**

- Field Survey & Concept Plans - \$170,000.00
- Right of Way Plans - \$72,000.00

This proposal does not include final construction plans, contract documents, or wetland permitting which will needed for construction.

The following is our proposed submission schedule

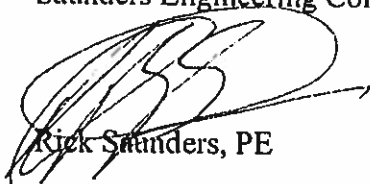
- Concept Plans, & Survey - 7 Months
- Right of Way Plans - 3 Months

The following are our hourly rates for any additional design work above the scope of this proposal:

- Principal - \$125.00
- Professional Engineer - \$95.00
- Project Engineer - \$ 75.00
- Cad Operator - \$55.00
- Clerical - \$40.00
- 

We appreciate this opportunity, and look forward to working with you. Should you have any questions please give me a call.

Sincerely,  
Saunders Engineering Consultants, Inc.



Rick Saunders, PE

# CONFIRMATION OF ASSIGNMENT

**Project Name:** South Langston Road Extension  
**Project Address:** Houston County, Georgia  
**Saunders Engineering Consultants, Inc. Project Number:** Pending

## CLIENT:

**Name:** Mr. Lee Gilmour  
City of Perry  
**Address:** 1211 Washington Street  
Perry, GA 31069

## SAUNDERS ENGINEERING CONSULTANTS, INC.

**Name:** Saunders Engineering Consultants, Inc.  
**Address:** 104 C Gunn Road Centerville, GA 31028  
**Phone/ Fax:** (478) 953-1228; (478) 953-1248 fax  
**Representative:** Rick Saunders, PE

## DESCRIPTION OF ASSIGNMENT AND SERVICES

As stated in attached proposal letter dated September 21, 2020

## FEE BASIS:

Lump sum due on receipt of invoice

As evidenced by the signatures below, the CLIENT and SAUNDERS ENGINEERING CONSULTANTS, INC., (SEC) agrees to carry out the SERVICES in accordance with the Conditions below:

\_\_\_\_\_  
Authorized Client Representative

  
\_\_\_\_\_  
Authorized SEC Representative

\_\_\_\_\_  
Lee Gilmour  
Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Richard B. Saunders, PE  
Name (Please Print)

\_\_\_\_\_  
9/21/20  
Date

## CONDITIONS:

1. Saunders Engineering Consultants, Inc., will provide services with applicable codes and bylaws and will exercise the standard of care, skill, and diligence required by customarily accepted professional practices and procedure normally provided in the performance of the SERVICES contemplated in this AGREEMENT at the time and the location in which the SERVICES were performed.
2. Fees for SERVICES will be performed at time basis rates unless noted otherwise.
3. Reimbursable expenses are in addition to fees for performance of the Services. An administrative charge will be added to all reimbursable expenses.
4. Invoices for fees and reimbursable expenses are due and payable by the CLIENT within thirty (30) days of the date of the invoice without hold back. Interest on overdue accounts will be charged at the rate of 2% per month. Saunders Engineering Consultants, Inc., reserves the right to discontinue services in the event of non-payment.
5. If the project is suspended for more than thirty (30) calendar days in the aggregate, Saunders Engineering Consultants, Inc. shall be compensated for services performed and charges incurred prior to receipt of notice to suspend and, upon resumption, an equitable adjustment in fees to accommodate the demobilization and remobilization costs.
6. Saunders Engineering Consultants, Inc., liability to the CLIENT, howsoever caused, is limited to the total amount of fees received hereunder, as the Client's sole and exclusive remedy under this agreement, any claim, demand or suit shall be directed and/or asserted only against Saunders Engineering Consultants, Inc. and not against any of Saunders Engineering Consultants, Inc.'s employees, officers, or directors.




Where Georgia comes together.

**Stephen D. Lynn**  
Chief of Police

(478) 988-2800  
Fax (478) 988-2805

**MEMORANDUM**

TO: Mayor Randall Walker and Council Members

FROM: Major Bill Phelps 

DATE: September 25, 2020

RE: PROVISION OF INFORMATION – RADAR SPEED DETECTION SIGN

The purpose of this correspondence is to provide Mayor and Council with feedback on the All Traffic Solution Portable Speed Sign. The Police Department tested the sign between the period of September 14 – 23, 2020. The sign has the ability to capture and store different types of data to include, but not limited to, the following:

1. Vehicle Speed
2. Number of vehicles using a particular street
3. Location of the sign
4. Average number of vehicles per hour/day
5. Minimum speed
6. Maximum speed
7. Average speed
8. Identify problem areas

I have attached the extended speed summary reports for Stonegate Trail, west and eastbound traffic for your review. Based on the reports generated by the speed sign for Stonegate Trail, the data shows this street does not have a speeding problem at this time.

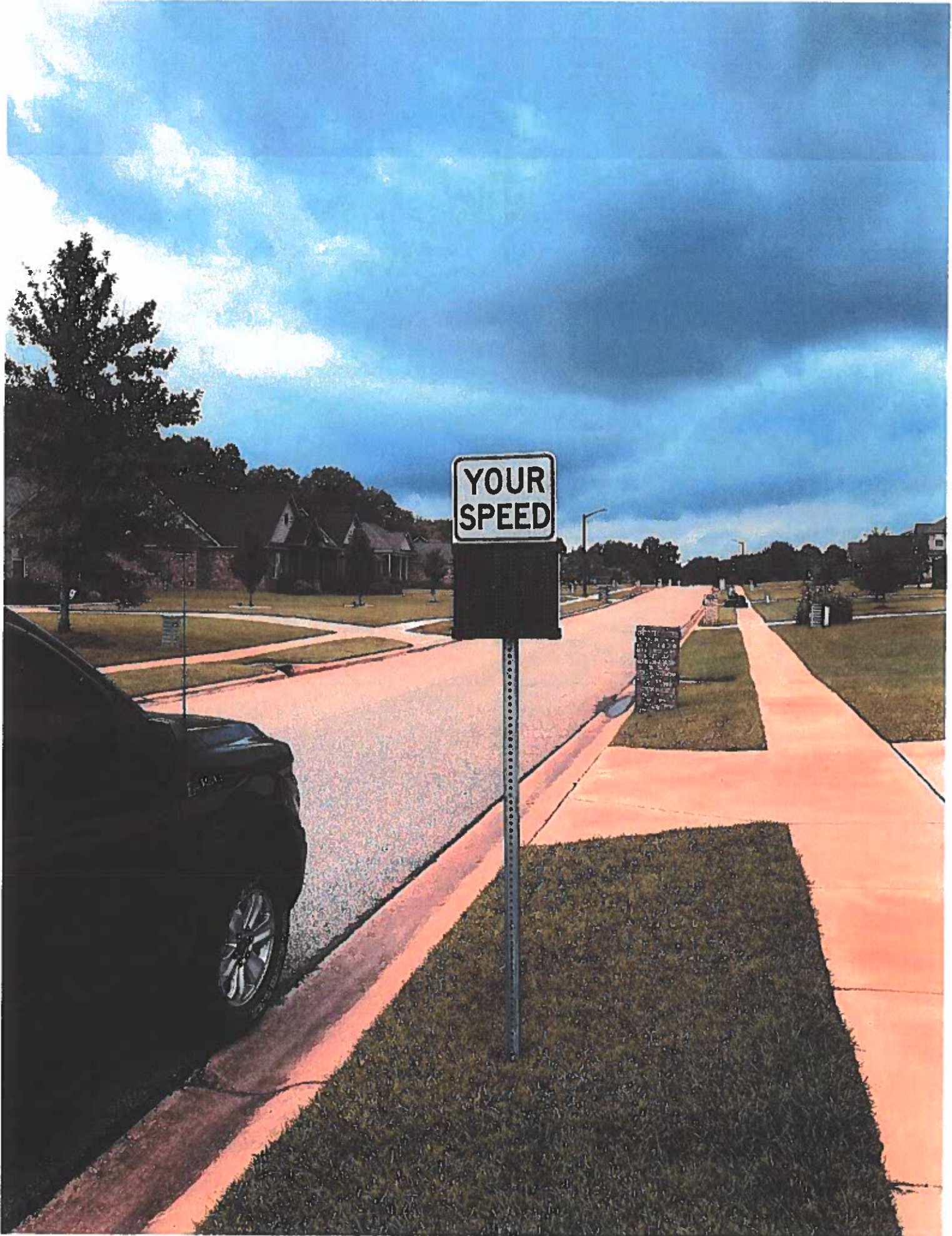
The portable speed sign can be attached to existing street poles in a matter of minutes. These devices will greatly benefit our city by providing our citizens with accurate data on speeding vehicle complaints on their street.

The purchase price for the radar speed sign is \$4,540.00. Based on the number of speeding complaints and the affordable price of the radar sign, I am recommending that our department purchase at least one (1) of the radar signs.

WDP/jsd

Attachments





Generated by Bill Phelps from Perry Police Dept (GA) on Sep 24, 2020 at 11:31:28 AM

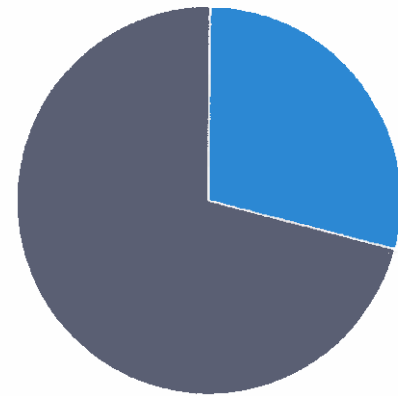
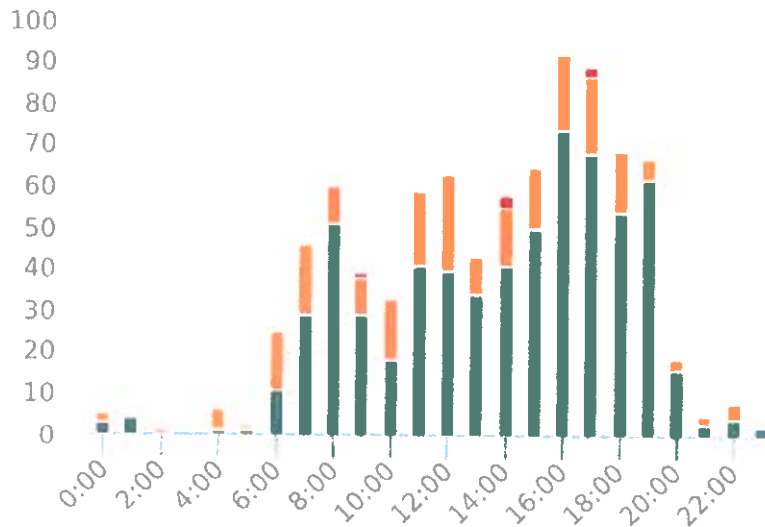


Time of Day: 0:00 to 23:59  
 Dates: 9/18/2020 to 9/23/2020

Site: Stone Gate Trail, WB

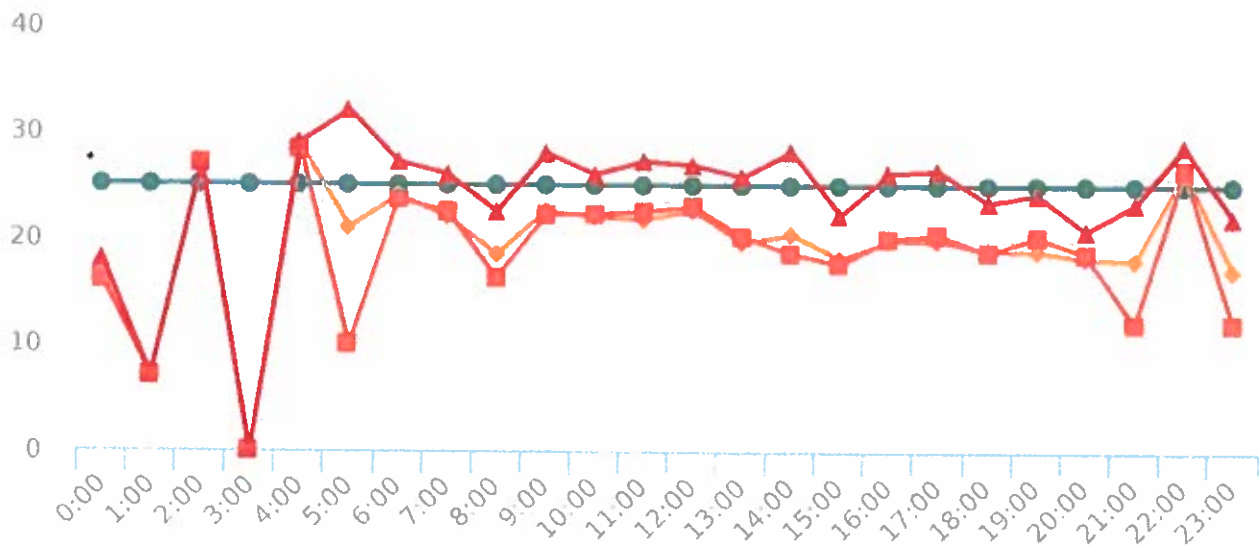
## Overall Summary

- ✓ Total Days of Data: 6
- ✓ Speed Limit: 25
- ✓ Average Speed: 20.4
- ✓ 50th Percentile Speed: 19.37
- ✓ 85th Percentile Speed: 24.7
- ✓ Pace Speed Range: 17-27
- ✓ Minimum Speed: 5
- ✓ Maximum Speed: 40
- ✓ Display Status: Speed Display
- ✓ Average Volume per Day: 143.5
- ✓ Total Volume: 861



■ Violators   
 ■ Inside Threshold   
 ■ Compliant

■ Vehicles Slowed   
 ■ Other



● Speed Limit   
 + Average Speed   
 ■ 50% Speed   
 ▲ 85% Speed



Time of Day: 0:00 to 23:59

Site: Stone Gate Trail, WB

Dates: 9/18/2020 to 9/23/2020

| Hours             | Sign Mode           | Speed Limit | Total # Vehicles | Total # Violator | % Violator | Avg # Vehicles | Avg # Violator | Min Speed | Max Speed | Avg Speed | 50% Speed | 85% Speed | Sign Effectiveness |
|-------------------|---------------------|-------------|------------------|------------------|------------|----------------|----------------|-----------|-----------|-----------|-----------|-----------|--------------------|
| 0:00              | Speed Display       | 25          | 5                | 0                | 0.0 %      | 2.5            | 0.0            | 5         | 30        | 17.0      | 16.0      | 18.0      | 16.5 %             |
| 1:00              | Speed Display       | 25          | 4                | 0                | 0.0 %      | 4.0            | 0.0            | 6         | 7         | 7.0       | 7.0       | 7.0       | 25.0 %             |
| 2:00              | Speed Display       | 25          | 1                | 0                | 0.0 %      | 1.0            | 0.0            | 27        | 27        | 27.0      | 27.0      | 27.0      | 0.0 %              |
| 3:00              | Speed Display       | 25          | 0                | 0                | N/A        | 0.0            | 0.0            | 0         | 0         | 0.0       | 0.0       | 0.0       | N/A                |
| 4:00              | Speed Display       | 25          | 6                | 0                | 0.0 %      | 2.0            | 0.0            | 20        | 35        | 28.7      | 28.3      | 29.0      | 0.0 %              |
| 5:00              | Speed Display       | 25          | 2                | 0                | 0.0 %      | 2.0            | 0.0            | 10        | 32        | 21.0      | 10.0      | 32.0      | 0.0 %              |
| 6:00              | Speed Display       | 25          | 25               | 0                | 0.0 %      | 8.3            | 0.0            | 8         | 35        | 24.0      | 23.7      | 27.2      | 16.7 %             |
| 7:00              | Speed Display       | 25          | 46               | 0                | 0.0 %      | 11.5           | 0.0            | 10        | 31        | 22.0      | 22.5      | 26.0      | 18.0 %             |
| 8:00              | Speed Display       | 25          | 61               | 1                | 1.6 %      | 15.3           | 0.3            | 5         | 36        | 18.5      | 16.3      | 22.5      | 49.3 %             |
| 9:00              | Speed Display       | 25          | 39               | 1                | 2.6 %      | 9.8            | 0.3            | 6         | 37        | 22.6      | 22.2      | 28.0      | 34.0 %             |
| 10:00             | Speed Display       | 25          | 33               | 0                | 0.0 %      | 8.3            | 0.0            | 6         | 30        | 22.0      | 22.3      | 26.0      | 29.8 %             |
| 11:00             | Speed Display       | 25          | 59               | 0                | 0.0 %      | 14.8           | 0.0            | 5         | 35        | 21.8      | 22.5      | 27.3      | 41.0 %             |
| 12:00             | Speed Display       | 25          | 63               | 0                | 0.0 %      | 15.8           | 0.0            | 6         | 35        | 22.6      | 23.0      | 26.9      | 44.9 %             |
| 13:00             | Speed Display       | 25          | 43               | 0                | 0.0 %      | 8.6            | 0.0            | 5         | 34        | 19.6      | 20.2      | 25.8      | 43.4 %             |
| 14:00             | Speed Display       | 25          | 58               | 3                | 5.2 %      | 11.6           | 0.6            | 5         | 40        | 20.4      | 18.6      | 28.2      | 43.0 %             |
| 15:00             | Speed Display       | 25          | 65               | 0                | 0.0 %      | 13.0           | 0.0            | 6         | 34        | 18.1      | 17.6      | 22.3      | 38.8 %             |
| 16:00             | Speed Display       | 25          | 92               | 0                | 0.0 %      | 18.4           | 0.0            | 5         | 34        | 19.8      | 20.0      | 26.2      | 47.3 %             |
| 17:00             | Speed Display       | 25          | 89               | 2                | 2.2 %      | 17.8           | 0.4            | 5         | 37        | 19.8      | 20.4      | 26.4      | 35.2 %             |
| 18:00             | Speed Display       | 25          | 69               | 0                | 0.0 %      | 13.8           | 0.0            | 5         | 33        | 18.9      | 18.7      | 23.4      | 27.6 %             |
| 19:00             | Speed Display       | 25          | 67               | 0                | 0.0 %      | 13.4           | 0.0            | 5         | 29        | 18.8      | 20.2      | 24.2      | 31.0 %             |
| 20:00             | Speed Display       | 25          | 19               | 0                | 0.0 %      | 3.8            | 0.0            | 6         | 33        | 18.2      | 18.6      | 20.8      | 31.2 %             |
| 21:00             | Speed Display       | 25          | 5                | 0                | 0.0 %      | 1.7            | 0.0            | 8         | 27        | 18.0      | 12.0      | 23.3      | 50.0 %             |
| 22:00             | Speed Display       | 25          | 8                | 0                | 0.0 %      | 2.7            | 0.0            | 21        | 32        | 26.5      | 26.5      | 28.8      | 41.5 %             |
| 23:00             | Speed Display       | 25          | 2                | 0                | 0.0 %      | 2.0            | 0.0            | 12        | 22        | 17.0      | 12.0      | 22.0      | 0.0 %              |
| <b>Total Vol/</b> | <b>Avg Speeds</b>   |             | 861              | 7                | 0.5 %      | 201.8          | 1.5            | 5         | 40        | 20.4      | 19.4      | 24.7      | 28.9 %             |
| <b>Total/Avg</b>  | <b>w/o Feedback</b> |             | 0                | 0                | 0.0 %      | 0.0            | 0.0            | 0         | 0         | 0.0       | 0.0       | 0.0       | 0.0 %              |
| <b>Total/Avg</b>  | <b>w/ Feedback</b>  |             | 861              | 7                | 0.5 %      | 201.8          | 1.5            | 5         | 40        | 20.4      | 19.4      | 24.7      | 28.9 %             |

Generated by Bill Phelps from Perry Police Dept (GA) on Sep 23, 2020 at 10:33:33 AM

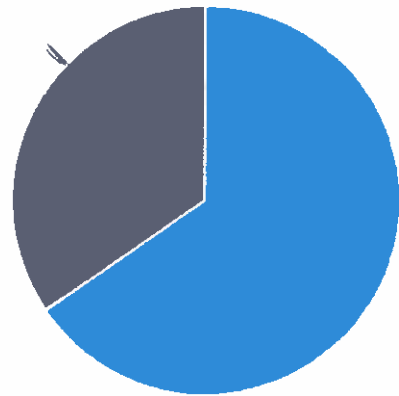
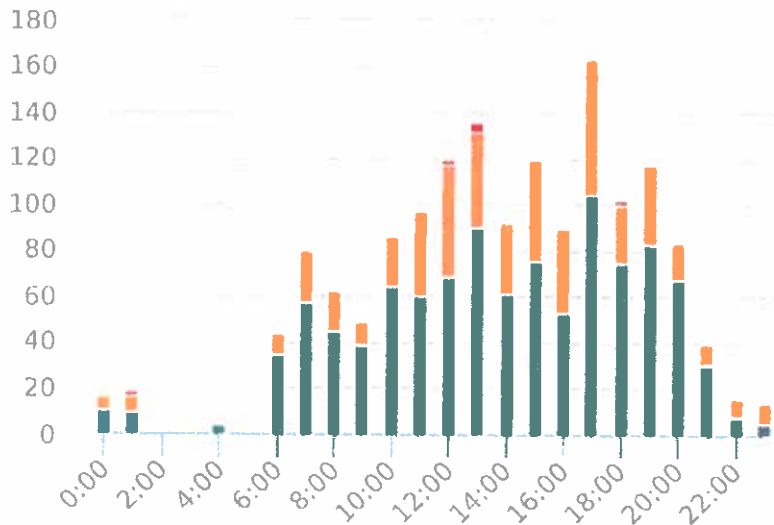


Time of Day: 0:00 to 23:59  
 Dates: 9/12/2020 to 9/18/2020

Site: Stone Gate Trail, EB

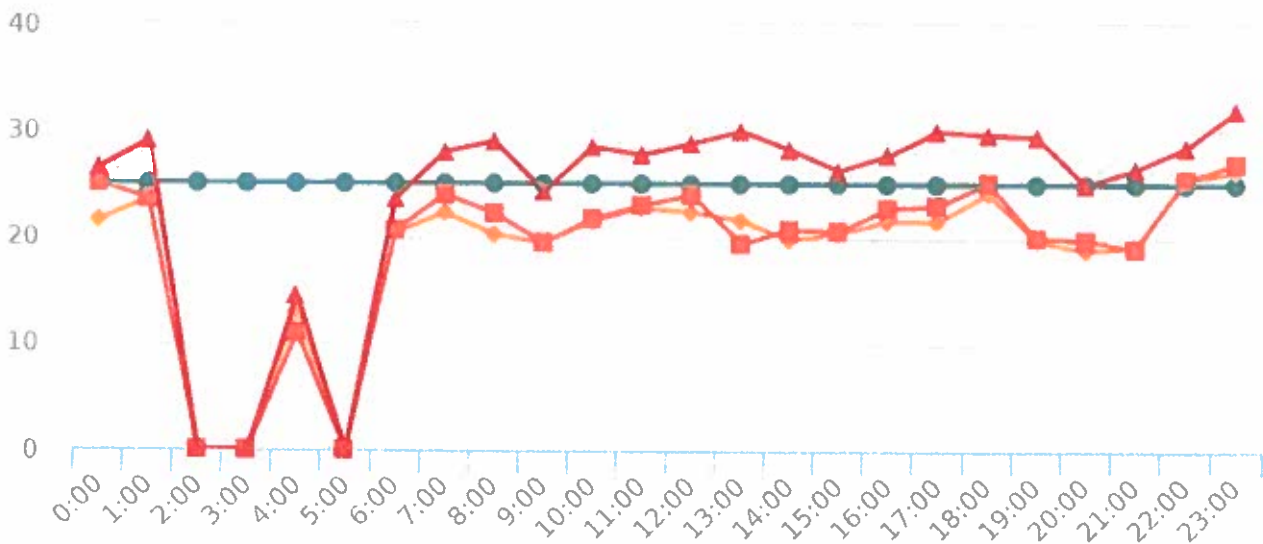
## Overall Summary

- ✓ Total Days of Data: 6
- ✓ Speed Limit: 25
- ✓ Average Speed: 21.21
- ✓ 50th Percentile Speed: 21.79
- ✓ 85th Percentile Speed: 27.31
- ✓ Pace Speed Range: 18-28
- ✓ Minimum Speed: 5
- ✓ Maximum Speed: 41
- ✓ Display Status: Speed Display
- ✓ Average Volume per Day: 259.7
- ✓ Total Volume: 1558



■ Violators   
 ■ Inside Threshold   
 ■ Compliant

■ Vehicles Slowed Other   
 ■ Other



◆ Speed Limit   
 ◆ Average Speed   
 ■ 50% Speed   
 ★ 85% Speed



# Extended Speed Summary Report

Generated by Bill Phelps from Perry Police Dept (GA) on Sep 23, 2020 at 10:33:33 AM

Time of Day: 0:00 to 23:59

Site: Stone Gate Trail, EB

Dates: 9/12/2020 to 9/18/2020

| Hours             | Sign Mode           | Speed Limit | Total # Vehicles | Total # Violator | % Violator | Avg # Vehicles | Avg # Violator | Min Speed | Max Speed | Avg Speed | 50% Speed | 85% Speed | Sign Effectiveness |
|-------------------|---------------------|-------------|------------------|------------------|------------|----------------|----------------|-----------|-----------|-----------|-----------|-----------|--------------------|
| 0:00              | Speed Display       | 25          | 16               | 0                | 0.0 %      | 8.0            | 0.0            | 5         | 29        | 21.5      | 25.0      | 26.5      | 66.5 %             |
| 1:00              | Speed Display       | 25          | 18               | 2                | 11.1 %     | 9.0            | 1.0            | 6         | 37        | 23.5      | 23.5      | 29.0      | 86.5 %             |
| 2:00              | Speed Display       | 25          | 0                | 0                | N/A        | 0.0            | 0.0            | 0         | 0         | 0.0       | 0.0       | 0.0       | N/A                |
| 3:00              | Speed Display       | 25          | 0                | 0                | N/A        | 0.0            | 0.0            | 0         | 0         | 0.0       | 0.0       | 0.0       | N/A                |
| 4:00              | Speed Display       | 25          | 4                | 0                | 0.0 %      | 2.0            | 0.0            | 5         | 22        | 13.0      | 11.0      | 14.5      | 50.0 %             |
| 5:00              | Speed Display       | 25          | 0                | 0                | N/A        | 0.0            | 0.0            | 0         | 0         | 0.0       | 0.0       | 0.0       | N/A                |
| 6:00              | Speed Display       | 25          | 44               | 0                | 0.0 %      | 14.7           | 0.0            | 6         | 30        | 20.4      | 20.6      | 23.6      | 61.4 %             |
| 7:00              | Speed Display       | 25          | 80               | 0                | 0.0 %      | 20.0           | 0.0            | 6         | 35        | 22.3      | 24.0      | 28.0      | 57.3 %             |
| 8:00              | Speed Display       | 25          | 62               | 0                | 0.0 %      | 15.5           | 0.0            | 5         | 34        | 20.3      | 22.3      | 29.0      | 69.8 %             |
| 9:00              | Speed Display       | 25          | 49               | 0                | 0.0 %      | 12.3           | 0.0            | 5         | 32        | 19.5      | 19.5      | 24.3      | 58.3 %             |
| 10:00             | Speed Display       | 25          | 87               | 1                | 1.1 %      | 21.8           | 0.3            | 6         | 36        | 21.5      | 21.8      | 28.5      | 59.3 %             |
| 11:00             | Speed Display       | 25          | 97               | 0                | 0.0 %      | 24.3           | 0.0            | 5         | 34        | 22.8      | 23.0      | 27.8      | 66.8 %             |
| 12:00             | Speed Display       | 25          | 120              | 2                | 1.7 %      | 30.0           | 0.5            | 5         | 37        | 22.3      | 24.0      | 28.8      | 69.2 %             |
| 13:00             | Speed Display       | 25          | 136              | 4                | 2.9 %      | 27.2           | 0.8            | 5         | 41        | 21.6      | 19.4      | 30.0      | 59.8 %             |
| 14:00             | Speed Display       | 25          | 93               | 1                | 1.1 %      | 23.3           | 0.3            | 5         | 36        | 19.8      | 20.8      | 28.3      | 65.8 %             |
| 15:00             | Speed Display       | 25          | 121              | 1                | 0.8 %      | 30.3           | 0.3            | 5         | 38        | 20.4      | 20.6      | 26.3      | 65.6 %             |
| 16:00             | Speed Display       | 25          | 90               | 0                | 0.0 %      | 22.5           | 0.0            | 5         | 34        | 21.5      | 22.8      | 27.8      | 67.5 %             |
| 17:00             | Speed Display       | 25          | 165              | 1                | 0.6 %      | 41.3           | 0.3            | 5         | 41        | 21.5      | 23.0      | 30.0      | 70.0 %             |
| 18:00             | Speed Display       | 25          | 102              | 2                | 2.0 %      | 25.5           | 0.5            | 5         | 36        | 24.2      | 25.2      | 29.7      | 56.7 %             |
| 19:00             | Speed Display       | 25          | 119              | 1                | 0.8 %      | 29.8           | 0.3            | 5         | 37        | 19.8      | 20.0      | 29.5      | 73.5 %             |
| 20:00             | Speed Display       | 25          | 84               | 0                | 0.0 %      | 21.0           | 0.0            | 5         | 33        | 18.8      | 19.8      | 25.0      | 59.2 %             |
| 21:00             | Speed Display       | 25          | 41               | 1                | 2.4 %      | 10.3           | 0.3            | 5         | 37        | 19.2      | 19.0      | 26.5      | 81.0 %             |
| 22:00             | Speed Display       | 25          | 16               | 0                | 0.0 %      | 8.0            | 0.0            | 7         | 34        | 25.5      | 25.5      | 28.5      | 54.0 %             |
| 23:00             | Speed Display       | 25          | 14               | 0                | 0.0 %      | 3.5            | 0.0            | 9         | 35        | 26.3      | 27.0      | 32.0      | 75.0 %             |
| <b>Total Vol/</b> | <b>Avg Speeds</b>   |             | 1558             | 16               | 1.2 %      | 399.9          | 4.3            | 5         | 41        | 21.2      | 21.8      | 27.3      | 65.4 %             |
| <b>Total/Avg</b>  | <b>w/o Feedback</b> |             | 0                | 0                | 0.0 %      | 0.0            | 0.0            | 0         | 0         | 0.0       | 0.0       | 0.0       | 0.0 %              |
| <b>Total/Avg</b>  | <b>w/ Feedback</b>  |             | 1558             | 16               | 1.2 %      | 399.9          | 4.3            | 5         | 41        | 21.2      | 21.8      | 27.3      | 65.4 %             |



All Traffic Solutions Inc.  
 12950 Worldgate Dr #310  
 Herndon, VA 20170  
 Phone: 814-237-9005  
 Fax: 814-237-9006  
 DUNS #: 001225114  
 Tax ID: 25-1887906  
 CAGE Code: 34FQ5

**Mail Purchase**

**Orders to:**  
 3100 Research Dr.  
 State College, PA  
 16801

Contract:

**Questions contact:**  
**MANUFACTURER:**  
**All Traffic Solutions**

Dan Hanrahan  
 (866) 366-6602  
 x 327  
 dhanrahan@alltrafficsolutions.com

**Independent Sales Rep:**

**BILL TO:**

Perry Police Dept (GA)  
 1207 Washington St  
 Perry GA 31069

**SHIP TO:**

Perry Police Dept (GA)  
 1207 Washington St  
 Perry GA 31069  
 Attn: Bill Phelps

Billing Contact: 0030y00002EK878AAD

**PAYMENT TERMS:** Net 30    **CUSTOMER:** Perry Police Dept (GA)    **CONTACT:**(478) 988-2812 ext, 0

| ITEM NO: | DESCRIPTION:   | QTY: | EACH:      | EXT. PRICE: |
|----------|--|------|------------|-------------|
| 4000561  | Shield 12 Speed Display; base unit w/ mounting bracket   | 1    | \$2,995.00 | \$2,995.00  |
| 4000647  | App, Traffic Suite (12mo); Equip Mgmt, Reporting, Image Mgmt, Alerts, Mapping and PremierCare                                | 1    | \$1,500.00 | \$1,500.00  |
| 4000767  | Base Model CREDIT, speed display; requires min 1 yr TrafficCloud Traffic Suite   | 1    | (\$600.00) | (\$600.00)  |
| 4000874  | All Options Activation: Bluetooth, Traffic Data, Violator Alert, Pictures, (\$3000 Value, requires Traffic or Message Suite) | 1    | \$0.00     | \$0.00      |
| 4000743  | LFP Power kit, 10Ah battery (2), internal power controller, charger w/connector  | 1    | \$595.00   | \$595.00    |
| 4001299  | 3 Year Warranty  | 1    | \$0.00     | \$0.00      |
| 4001626  | VZW communications prep  | 1    | \$0.00     | \$0.00      |
| 4000641  | Shipping and Handling Common Carrier   | 1    | \$50.00    | \$50.00     |

**Special Notes:**

Shield 12 Radar Speed Sign: 2 LFP batteries with charger - mount plate - "YOUR SPEED" sign - All features activated perpetually (Bluetooth - Data - Strobe - Imaging) - 1 year of web services (TrafficCloud) to all 6 Apps (Remote Management - Imaging - Data - Alerts - Mapping - Premier Care warranty) - shipping and training - 3 year warranty

**SALES AMOUNT:**

\$4,540.00

**TOTAL USD:**

\$4,540.00

---

**Duration: This quote is good for 60 days from date of issue.**

**Shipping Notes: All shipments shall be FOB shipper. Shipping charges shall be additional unless listed on quote.**

**Taxes: Taxes are not included in quote. Please provide a tax-exempt certificate or sales tax will be applied.**

**Warranty: Unless otherwise indicated, all products have a one year warranty from date of sale. Warranty extensions are a component of some applications that are available at time of purchase. A Finance Charge of 1.5% per month will be applied to overdue balances. GSA GS-07F-6092R**

Authorization: By Signing below, I indicate that my organization does not require a purchase order and I am authorized to commit my organization to this order.

\_\_\_\_\_  
Print Name, Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Metal Detectors Guidelines

## METAL DETECTORS GUIDELINES

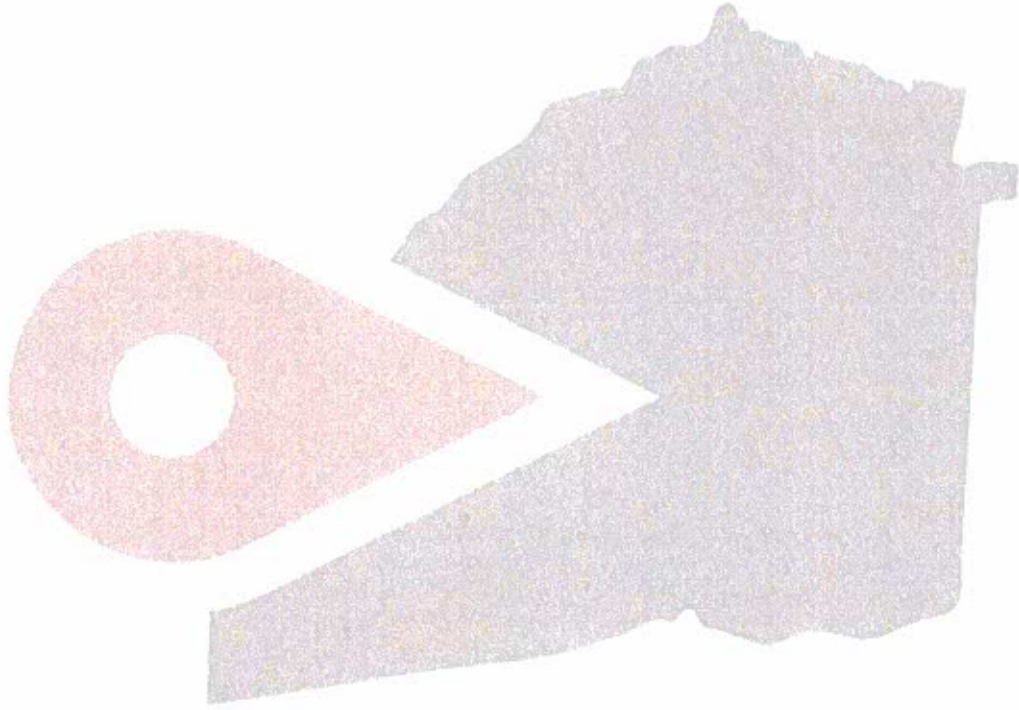
1. The use of metal detectors is limited to developed parks that do not contain any designated archeological sites or are not designated Natural Areas. Individual parks, in their entirety, are off-limits. This list may be amended at any time by the Director of Leisure Services.
2. A Permit Request Form must be submitted and signed, acknowledging receipt and understanding of Metal Detectors policies.
3. The Leisure Services Department will issue a permit. Permits are limited to six (6) months in duration.
4. Use is prohibited in the following locations:
  - ball fields, including open playfield areas utilized for practice,
  - fenced sites that generally require permission to access
5. A metal detector permit does not reserve a park area. Activities may not occur in areas where someone holds a park reservation permit or during special events in the park.
6. No tools for digging of any kind are allowed.
7. A litter apron or bag is worn or carried during metal detector use. All litter is disposed of in trash containers or removed from the site.
8. If an archeological artifact is found, the metal detecting activity shall cease. The permit holder shall promptly notify the Leisure Services Department.
9. The Director of Leisure Services may approve the use of a metal detector in areas where their use is typically prohibited, only upon special arrangement, when a specific item is lost or to assist with official investigations.
10. All other park policies must be followed.
11. A copy of the permit must be in possession of the permit holder when using a metal detector. The permit holder must have photo identification. The City of Perry authorities may review the permit and check on activity if actions are questionable.
12. Failure to follow established procedures will cause the permit to be revoked and may cause civil action if warranted.

## Metal Detectors Code of Ethics

- (1) Respect the rights and properties of others
- (2) Observe all laws, whether national, state, or local
- (3) Never destroy priceless historical or archaeological treasures
- (4) Leave land and vegetation as it was
- (5) Remove all trash and litter when you leave
- (6) Always conduct yourself with courtesy and consideration for others

Where Georgia comes together.





# Athletic Facilities Rental Fees

## Tennis Facility

### Instructor Rate:

- \$12.50/hour/court

### Tournament Fees:

- \$200/day/2 courts
- \$400/day/4 courts
- Tournament Deposit
  - \$240.00/per event

## Creekwood Park Football Field

- \$20.40/per hour (per day)
- \$30.60/per hour (night)
- Tournament Deposit
  - \$240.00/per event

### Specifications

- Current tournament/field rental rules and regulations apply (\$1,000,000 Liability Insurance)
- This information will be added to the existing Field Rental Contract
- Barbara Calhoun
  - Establish a schedule “Community Times”, to ensure that our citizens are able to utilize the facility.