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March 15, 2021

WORK SESSION AGENDA

5:00 PM

PERRY EVENTS CENTER
1121 MACON ROAD, PERRY, GA 31069

To join the meeting by Facebook: Use this URL - 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. Department of Administration
 1. Presentation of 2020 Audit Report – Mr. M. Edwards.
 - 3b. Office of the City Manager
 1. Presentation of the police recruitment video – Ms. T. Clark.
 2. Presentation of Food Truck Friday survey - Ms. A. Turpin.
 3. Debt service process – Mr. L. Gilmour.
 4. Discussion of new job classifications – Mr. L. Gilmour.
4. Council Member Items:
5. Department Head/Staff Items:
6. Adjourn.

In accordance with the Americans with Disabilities Act, accommodations are available for those who are hearing impaired and/or in need of a wheelchair. The Perry City Council Agenda and supporting material for each item is available on-line through the City's website at www.perry-ga.gov.

FOOD TRUCK FRIDAY COMMUNITY SURVEY



Due to the challenges faced in 2020 during the peak of the Coronavirus pandemic, our Food Truck Friday series was cancelled. As we look ahead at planning the 2021 Food Truck Friday event series, we have asked the community to provide some feedback on how we can continue to grow and improve this event.





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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager
DATE: February 26, 2021
REFERENCE: Debt service process

Council has approved the expansion of the water and sewerage systems in the east Perry area. It has also approved a connection charge to help pay the costs. However, the initial construction costs will be more than the construction fund will generate.

Attached are three proposals to provide approximately \$27 million dollars. The proposals are:

1. A 20-year debt service schedule through GEFA
2. A 20-year debt service schedule through the Perry Public Facilities Authority.
3. A 30-year debt service schedule through the Perry Public Facilities Authority.

The Administration recommends Council authorize proceeding with the 30-year option. The basis for this is:

- The annual debt service is the most reasonable. It saves at least \$700,000/ year.
- It allows flexibility in the repayment schedules of a new issuance plus existing debt.
- It allows partial draws that can raise the amount needed over time.

cc: Mr. R. Smith
Ms. B. King

GEFA Loan assumes

1% and 20 Years Level

Example Net Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	W&S Obligations	Net New D/S
04/01/2021	-	-	-	-	-	-
04/01/2022	1,185,541.13	1.000%	275,510.20	1,461,051.33	1,759,307.62	3,220,358.95
04/01/2023	1,197,396.54	1.000%	263,654.79	1,461,051.33	1,760,672.02	3,221,723.35
04/01/2024	1,209,370.51	1.000%	251,680.83	1,461,051.34	1,758,694.41	3,219,745.75
04/01/2025	1,221,464.21	1.000%	239,587.12	1,461,051.33	1,755,919.40	3,216,970.73
04/01/2026	1,233,678.86	1.000%	227,372.48	1,461,051.34	1,759,631.91	3,220,683.25
04/01/2027	1,246,015.64	1.000%	215,035.69	1,461,051.33	1,755,031.90	3,216,083.23
04/01/2028	1,258,475.80	1.000%	202,575.54	1,461,051.34	1,759,631.91	3,220,683.25
04/01/2029	1,271,060.56	1.000%	189,990.78	1,461,051.34	1,755,431.92	3,216,483.26
04/01/2030	1,283,771.17	1.000%	177,280.17	1,461,051.34	1,754,481.91	3,215,533.25
04/01/2031	1,296,608.88	1.000%	164,442.46	1,461,051.34	1,755,081.92	3,216,133.26
04/01/2032	1,309,574.97	1.000%	151,476.37	1,461,051.34	1,754,281.92	3,215,333.26
04/01/2033	1,322,670.72	1.000%	138,380.62	1,461,051.34	1,757,081.90	3,218,133.24
04/01/2034	1,335,897.42	1.000%	125,153.91	1,461,051.33	1,285,981.91	2,747,033.24
04/01/2035	1,349,256.40	1.000%	111,794.94	1,461,051.34	1,291,731.90	2,752,783.24
04/01/2036	1,362,748.96	1.000%	98,302.38	1,461,051.34	1,291,581.92	2,752,633.26
04/01/2037	1,376,376.45	1.000%	84,674.89	1,461,051.34	1,284,931.92	2,745,983.26
04/01/2038	1,390,140.21	1.000%	70,911.12	1,461,051.33	1,290,006.92	2,751,058.25
04/01/2039	1,404,041.62	1.000%	57,009.72	1,461,051.34	675,931.92	2,136,983.26
04/01/2040	1,418,082.03	1.000%	42,969.30	1,461,051.33	675,931.92	2,136,983.25
04/01/2041	1,432,262.85	1.000%	28,788.48	1,461,051.33	-	1,461,051.33
04/01/2042	1,446,585.48	1.000%	14,465.85	1,461,051.33	-	1,461,051.33
Total	\$27,551,020.41	-	\$3,131,057.64	\$30,682,078.05	\$28,881,347.15	\$59,563,425.20

Assumes GEFA loan generate \$27M for projects and 2.0% costs of issuance.

Perry Public Facilities Authority (GA)

Revenue Bonds (W&S Projects), Series 2021*

(AAA +0.60% as of 2-19-21)

Estimated Net Debt Service Schedule

Date	Principal	Coupon	Yield	Interest	Total P+I	*Existing W&S Obligations	Net New D/S
04/01/2022	490,000.00	4.000%	0.660%	766,500.00	1,256,500.00	1,759,307.62	3,015,807.62
04/01/2023	450,000.00	4.000%	0.720%	900,200.00	1,350,200.00	1,760,672.02	3,110,872.02
04/01/2024	470,000.00	4.000%	0.780%	882,200.00	1,352,200.00	1,758,694.41	3,110,894.41
04/01/2025	490,000.00	4.000%	0.840%	863,400.00	1,353,400.00	1,755,919.40	3,109,319.40
04/01/2026	510,000.00	4.000%	0.900%	843,800.00	1,353,800.00	1,759,631.91	3,113,431.91
04/01/2027	535,000.00	4.000%	0.980%	823,400.00	1,358,400.00	1,755,031.90	3,113,431.90
04/01/2028	550,000.00	4.000%	1.100%	802,000.00	1,352,000.00	1,759,631.91	3,111,631.91
04/01/2029	575,000.00	4.000%	1.220%	780,000.00	1,355,000.00	1,755,431.92	3,110,431.92
04/01/2030	605,000.00	4.000%	1.340%	757,000.00	1,362,000.00	1,754,481.91	3,116,481.91
04/01/2031	625,000.00	4.000%	1.420%	732,800.00	1,357,800.00	1,755,081.92	3,112,881.92
04/01/2032	645,000.00	4.000%	1.470%	707,800.00	1,352,800.00	1,754,281.92	3,107,081.92
04/01/2033	670,000.00	4.000%	1.520%	682,000.00	1,352,000.00	1,757,081.90	3,109,081.90
04/01/2034	1,170,000.00	4.000%	1.580%	655,200.00	1,825,200.00	1,285,981.91	3,111,181.91
04/01/2035	1,220,000.00	4.000%	1.640%	608,400.00	1,828,400.00	1,291,731.90	3,120,131.90
04/01/2036	1,265,000.00	4.000%	1.680%	559,600.00	1,824,600.00	1,291,581.92	3,116,181.92
04/01/2037	1,315,000.00	4.000%	1.720%	509,000.00	1,824,000.00	1,284,931.92	3,108,931.92
04/01/2038	1,370,000.00	4.000%	1.760%	456,400.00	1,826,400.00	1,290,006.92	3,116,406.92
04/01/2039	2,035,000.00	4.000%	1.800%	401,600.00	2,436,600.00	675,931.92	3,112,531.92
04/01/2040	2,120,000.00	4.000%	1.840%	320,200.00	2,440,200.00	675,931.92	3,116,131.92
04/01/2041	2,885,000.00	4.000%	1.880%	235,400.00	3,120,400.00	-	3,120,400.00
04/01/2042	3,000,000.00	4.000%	1.920%	120,000.00	3,120,000.00	-	3,120,000.00
Total	\$22,995,000.00	-		\$13,406,900.00	\$36,401,900.00	\$28,881,347.15	\$65,283,247.15

*Existing W&S Obligations include: W&S Rev. Bonds; portion of PFA Bonds (W&S projects); and GEFA Loan.

Sized to deposit \$27M into the project fund and costs of issuance (1.5% of par amount assumed).

20 year

Perry Public Facilities Authority (GA)

Revenue Bonds (W&S Projects), Series 2021*

(AAA +0.60% as of 2-19-21)

Estimated Net Debt Service Schedule

Date	Principal	Coupon	Yield	Interest	Total P+I	* W&S System Obligations	Net New D/S
04/01/2022	-	-		773,000.00	773,000.00	1,759,307.62	2,532,307.62
04/01/2023	-	-		927,600.00	927,600.00	1,760,672.02	2,688,272.02
04/01/2024	-	-		927,600.00	927,600.00	1,758,694.41	2,686,294.41
04/01/2025	-	-		927,600.00	927,600.00	1,755,919.40	2,683,519.40
04/01/2026	-	-		927,600.00	927,600.00	1,759,631.91	2,687,231.91
04/01/2027	-	-		927,600.00	927,600.00	1,755,031.90	2,682,631.90
04/01/2028	-	-		927,600.00	927,600.00	1,759,631.91	2,687,231.91
04/01/2029	-	-		927,600.00	927,600.00	1,755,431.92	2,683,031.92
04/01/2030	-	-		927,600.00	927,600.00	1,754,481.91	2,682,081.91
04/01/2031	-	-		927,600.00	927,600.00	1,755,081.92	2,682,681.92
04/01/2032	-	-		927,600.00	927,600.00	1,754,281.92	2,681,881.92
04/01/2033	-	-		927,600.00	927,600.00	1,757,081.90	2,684,681.90
04/01/2034	150,000.00	4.000%	1.580%	927,600.00	1,077,600.00	1,285,981.91	2,363,581.91
04/01/2035	150,000.00	4.000%	1.640%	921,600.00	1,071,600.00	1,291,731.90	2,363,331.90
04/01/2036	150,000.00	4.000%	1.680%	915,600.00	1,065,600.00	1,291,581.92	2,357,181.92
04/01/2037	150,000.00	4.000%	1.720%	909,600.00	1,059,600.00	1,284,931.92	2,344,531.92
04/01/2038	150,000.00	4.000%	1.760%	903,600.00	1,053,600.00	1,290,006.92	2,343,606.92
04/01/2039	800,000.00	4.000%	1.800%	897,600.00	1,697,600.00	675,931.92	2,373,531.92
04/01/2040	835,000.00	4.000%	1.840%	865,600.00	1,700,600.00	675,931.92	2,376,531.92
04/01/2041	1,545,000.00	4.000%	1.880%	832,200.00	2,377,200.00	-	2,377,200.00
04/01/2042	1,605,000.00	4.000%	1.920%	770,400.00	2,375,400.00	-	2,375,400.00
04/01/2043	1,670,000.00	4.000%	1.950%	706,200.00	2,376,200.00	-	2,376,200.00
04/01/2044	1,735,000.00	4.000%	1.980%	639,400.00	2,374,400.00	-	2,374,400.00
04/01/2045	1,805,000.00	4.000%	2.010%	570,000.00	2,375,000.00	-	2,375,000.00
04/01/2046	1,875,000.00	4.000%	2.020%	497,800.00	2,372,800.00	-	2,372,800.00
04/01/2047	1,950,000.00	4.000%	2.030%	422,800.00	2,372,800.00	-	2,372,800.00
04/01/2048	2,030,000.00	4.000%	2.040%	344,800.00	2,374,800.00	-	2,374,800.00
04/01/2049	2,110,000.00	4.000%	2.050%	263,600.00	2,373,600.00	-	2,373,600.00
04/01/2050	2,195,000.00	4.000%	2.060%	179,200.00	2,374,200.00	-	2,374,200.00
04/01/2051	2,285,000.00	4.000%	2.070%	91,400.00	2,376,400.00	-	2,376,400.00
Total	\$23,190,000.00	-		\$22,635,600.00	\$45,825,600.00	\$28,881,347.15	\$74,706,947.15

Structured to provide \$27M deposited to the project fund and pay costs of issuance (1.5% of par assumed).

* W&S Obligations include: W&S Rev. Bonds; portion of PFA Bonds (for W&S Projects); & GEFA Loan.

30 year
* Best option



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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager ^{LG}
DATE: March 11, 2021
REFERENCE: Project financing

The Administration requests Council approve seeking funding from the Perry Public Facilities Authority for \$ 800,000 to construct the Langston Road Stormwater Detention Facility.

The pay back would be over a 20-year period and cost approximately \$ 36,700/year paid from the Stormwater Utility District System Revenue Fund.

cc: Mr. R. Smith
Ms. B. King



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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager ^{ig}
DATE: February 26, 2021
REFERENCE: New job classifications

As part of the Perry Fire and Emergency Services Department's formal succession plan Chief Parker requests Council authorize the below job classifications. Descriptions are attached:

Assistant Fire Chief
Fire Training Chief
Fire Prevention Coordinator

The job classification Fire Battalion Chief would be deleted. The proposal would not require any new employees. It is not anticipated to make any budget impact. The Administration recommends approval.

cc: Mr. R. Smith
Chief L. Parker



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Assistant Fire Chief

Department: Fire

Position Status: Full Time

FLSA Status: Exempt

Date Job Description Approved: xx/xx/2021

Job Summary

The Assistant Fire Chief position assists in planning, directing, and reviewing the activities and operations of the Fire Department including fire suppression, hazardous material mitigation, fire prevention, life safety code compliance, public safety education, emergency medical services, emergency management, and administrative support services. They assist in coordinating assigned activities with other City departments and outside agencies; and provide highly responsible and complex executive level support to the Fire Chief as a member of the Fire Chief's management team.

Essential Tasks

- Manages and oversees personnel staffing, facilities, equipment, and apparatus assigned to Operations Division.
- Coordinate department activities with those of other departments and outside agencies and organizations.
- Participate in the development, administration, and management of the Fire Department budget; monitor and approve expenditures.
- Work closely with Fire Chief and Personnel Office to manage and facilitate promotional and new hire processes to effectively fill open suppression positions.
- Respond to major emergencies and assume an appropriate role within the Incident Command System.
- Provides staff assistance to the Fire Chief; prepares and presents staff reports and other necessary correspondence.
- Participate in the research of alternative approaches to fire prevention, fire suppression, emergency medical, hazardous material handling, and other emergency programs.
- Substitutes for Fire Chief during their absence and assumes their duties and responsibilities when required.

Knowledge, Skills, & Abilities Required for Position

- Knowledgeable of fire and emergency services principles, practices, and techniques.
- Knowledgeable of best management practices.
- Ability to effectively communicate with diverse groups of employees, co-workers, and citizens groups.
- Basic knowledge of government financial and human relations practices.
- Knowledge of State fire laws, policies, and practices.
- Ability to effectively communicate with policy makers, upper management, staff, media, external agencies, community groups, and individual citizens.
- Knowledgeable of strategic planning processes and program evaluation.

- Ability to improve and adjust operations based on legal, financial and/or policy changes.

Supervision Received and/or Exercised

- Position will report to Fire Chief.
- Incumbent will be responsible for evaluation, daily supervision, training, and direction of assigned personnel.

Physical Demands

Class B criteria job demand.

Work Environment

The work is typically performed inside a fire station & outside of fire scenes. Exposure to noise, dust, dirt, machinery with moving parts, heat, smoke, irritating chemicals, hazardous materials, & occasional inclement weather. The work requires the use of protective clothing & devices.

Minimum Qualifications

- Completion of five years as a Fire Battalion Chief/EMS Coordinator.
- Possession of Fire Officer II Certification.
- Possession of Georgia Chief Fire Officer Certification.

Revised; effective xx March 2021



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Fire Training Chief

Department: Fire

Position Status: Full Time

FLSA Status: Exempt

Date Job Description Approved: xx/xx/2021

Job Summary

The Fire Training Chief position performs administrative work in the performance and direction of activities to manage the department training program. Ensure that personnel are trained and competent in order to effectively, efficiently, and safely execute all responsibilities consistent with the department's standard operating guidelines for emergency services delivery. Assist in coordinating assigned activities with other City departments and outside agencies; and provide highly responsible and complex executive level support to the Fire Chief as a member of the Fire Chief's management team.

Essential Tasks

- Develops and maintains an annual training plan that facilitates each member of the department in fulfilling their State and ISO annual training requirements; maintains associated software.
- Develops, schedules, coordinates and participates in training programs designed to increase employee skills; updates lesson plans, drills, and SOG's; ensures compliance with current industry standards and regulations;
- Coordinates with the officers to ensure that training is conducted in a safe manner, complies with all General Orders, city policies and local, state and federal laws; ensures consistent training delivery across the three operational shifts
- Develops and/or administer a record management system so information meets all agency and legal requirements and can be readily accessed; prepares information for review by Fire Chief, city/state officials, or others.
- Observes and evaluates the effectiveness of instructors and analyzes training results; recommends revisions, where appropriate, to increase the effectiveness of the training program; updates department SOG's as needed
- Responds to major emergencies and assume an appropriate role within the Incident Command System.
- Provides staff assistance to the Fire Chief, Assistant Fire Chief and other officers; prepares and presents staff reports and other necessary correspondence.
- Substitutes for Assistant Fire Chief during their absence and assumes their duties and responsibilities when required.

Knowledge, Skills, & Abilities Required for Position

- Knowledge of governmental codes, laws, ordinances and regulations as they relate to the functions of fire fighting.
- Maintains knowledge of current Firefighting standards and practices.
- First Aid programs for first responders, Automatic External Defibrillator (AED) and spinal

immobilization.

- Fire ground management, Fire suppression operations, First Responder Pre Hospital Care, Vehicle Extrication and Incident Command System (ICS).
- Microsoft Word, Excel, Power Point and Outlook.
- The operation and maintenance of all apparatus, equipment and current methods used in combating fire, extinguishing fires, salvage and rescue operations.
- Instructional principles, methods and techniques involved in implementing training workshops, including the use of audio visual equipment, training aids, classroom learning and demonstration methods.
- Computer based programs including Target Solutions, CrewSense and GEMISIS software.

Supervision Received and/or Exercised

- Position will report to Fire Chief.
- Incumbent will be responsible for evaluation, daily supervision, training, and direction of assigned personnel.

Physical Demands

Class B criteria job demand.

Work Environment

The work is typically performed inside a fire station & outside of fire scenes. Exposure to noise, dust, dirt, machinery with moving parts, heat, smoke, irritating chemicals, hazardous materials, & occasional inclement weather. The work requires the use of protective clothing & devices.

Minimum Qualifications

- Completion of two years as a Fire Battalion Chief/Training Coordinator
- Possession of Fire Officer III Certification.
- Possession of Fire Instructor I Certification

Revised; effective xx March 2021



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Fire Prevention Coordinator

Department: Fire

Position Status: Full Time

FLSA Status: Exempt

Date Job Description Approved: xx/xx/2021

Job Summary

The Fire Prevention Coordinator performs professional work in the coordination and delivery of public fire education and life-safety prevention programs. Work involves conducting workshops and educational sessions pertaining to fire safety practices, principles, procedures and prevention to a variety of settings and locations (businesses, schools, nursing and assisted living facilities, etc.). Employee prepares educational materials, lesson plans, handouts and other associated instructional media. Employee exercises considerable independent judgment and initiative in completing work assignments. Assist in coordinating assigned activities with other City departments and outside agencies; and provides highly responsible and complex executive level support to the Fire Chief as a member of the Fire Chief's management team.

Essential Tasks

- Plans and implements community outreach programs for the Perry Fire Department, including developing a comprehensive fire prevention & life safety education plan.
- Develops, presents, and supervises delivery of professional, content correct, and age-appropriate public fire and life safety education programs.
- Provides instruction and training to agencies and other organizations on injury prevention and life safety skills.
- Manages special programs such as child passenger safety seat program, fire safety poster contest, etc.
- Develops effective working relationships with schools, community groups, neighborhood organizations, non-profits and businesses to develop partnerships in fire prevention education; produces and distributes educational materials.
- Coordinates with the officers to ensure that training is conducted in a safe manner, complies with all General Orders, city policies and local, state and federal laws; ensures consistent training delivery across the three operational shifts
- Develops and/or administer a record management system so information meets all agency and legal requirements and can be readily accessed; prepares information for review by Fire Chief, city/state officials, or others.
- Responds to major emergencies and assume an appropriate role within the Incident Command System.
- Provides staff assistance to the Fire Chief, Assistant Fire Chief and other officers; prepares and presents staff reports and other necessary correspondence.
- Substitutes for Assistant Fire Chief during their absence and assumes their duties and responsibilities when required.

Knowledge, Skills, & Abilities Required for Position

- Knowledge of current fire safety education techniques, current American Heart Association standards along with other contemporary means to educate the public in all-hazard safety practices.
- Knowledge of learning theories, fire safety education techniques, and statistical analysis methods to effectively educate the public in all-hazard safety practices.
- Knowledge of current federal, state, and local laws, administrative rules, standards, guidelines, and ordinances.
- Ability to teach adults and children.
- Ability to lead and guide a training classroom; manage a number of different personalities, including misbehaving participants, and steer them into the right direction.
- Ability to juggle a number of tasks, from lesson planning to activities.
- Ability to explain and demonstrate clearly so that concepts that are not easy to understand are simplified using memorable examples or props.
- Ability to creativity to keep students interested and engaged.
- Maintains knowledge of current Firefighting standards and practices.
- Ability to provide guidance, assistance, and/or interpretation to others, such as the public and fire department staff relative to fire and life safety education initiatives, policies and procedures and standards to specific situations.
- Ability to utilize a variety of reference, descriptive and/or advisory data and information such
- Ability to communicate orally and in writing with all fire department staff, other city staff, the public and media.

Supervision Received and/or Exercised

- Position will report to Fire Chief.

Physical Demands

Class B criteria job demand.

Work Environment

The work is typically performed inside a fire station & outside of fire scenes. Exposure to noise, dust, dirt, machinery with moving parts, heat, smoke, irritating chemicals, hazardous materials, & occasional inclement weather. The work requires the use of protective clothing & devices.

Minimum Qualifications

- Completion of Five years as a Fire Battalion Chief/Fire Prevention Coordinator
- Possession of Fire & Life Safety Educator Certification.
- Possession of Fire Instructor I Certification

Revised; effective xx March 2021