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September 20, 2021

WORK SESSION AGENDA

5:00 PM

PERRY EVENTS CENTER

1121 MACON ROAD, PERRY, GA 31069

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**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. Employee Hearing:
    1. Input from city employees relative to proposed paid time off policy – Mayor R. Walker.
  - 3b. Strategic Planning Session presentation.
    1. Special Events – Ms. A. Turpin.
  - 3c. Office of the City Manager
    1. Consider proposal from Perry Fire and Emergency Services Department for shift from part-time to full-time positions – Mr. L. Gilmour.
    2. Main Street Advisory Board request for additional monies for the Façade Grant – Ms. T. Cossart.
  - 3d. Department of Economic Development
    1. Electric vehicle charging station – Ms. A. Hardin.
  - 3e. Department of Community Development
    1. Consider proposal for sewer main concept – Mr. B. Murph.
    2. Modify the Perry Service Area – Ms. H. Wharton.
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](http://www.perry-ga.gov).



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**DRAFT LEAVE POLICY AMENDMENT:  
PAID TIME OFF (PTO) PROPOSAL**

**ADOPTION SCHEDULE & APPLICATION**

If this proposal is adopted by Council, it will go into effect on January 1, 2022, and will apply to all full-time City of Perry employees.

**PROPOSED CHANGES**

The City's current leave policy will be amended to establish the following:

- The City will convert from the current accrued time off program, which features separate sick leave and vacation leave balances, to a Paid Time Off (PTO) program. PTO is an all-purpose time off policy, meaning PTO hours may be used for any absence for which the employee wishes to be paid, such as vacation, personal business, medical appointments, etc. PTO will provide one flexible bank of hours for an employee to draw from.
- Employees' accrued sick leave and vacation leave will be converted to Paid Time Off (PTO) according to the following formula:
  - 100% of each employee's accrued vacation hours will be converted to Paid Time Off.
  - Each employee's accrued sick leave, up to a maximum of 70 hours, will be converted to Paid Time Off.
  - An employee with accrued sick leave exceeding 70 hours will have all excess hours converted to Catastrophic Sick Leave (CSL), details on which are below.
- Once existing leave balances are converted to PTO, employees will begin to accrue PTO with each pay period. This accrual will be equal to the current vacation leave accrual rate plus the current sick leave accrual rate for which the employee is eligible based on employment category and years of service — i.e.:
  - Employees not separately categorized below with less than 5 years of service will accrue 6 hours and 5 minutes of PTO per pay period.
  - Employees not separately categorized below with 5 years of service or more will accrue 7 hours and 37 minutes of PTO per pay period.
  - 12-hour shift, certified police officers with less than 5 years of service will accrue 6 hours and 24 minutes per pay period.
  - 12-hour shift, certified police officers with 5 years of service or more will accrue 8 hours per pay period.
  - 24-hour shift, certified firefighters with less than 5 years of service will accrue 8 hours and 34 minutes of PTO per pay period.
  - 24-hour shift, certified firefighters with 5 years of service or more will accrue 10 hours and 43 minutes of PTO per pay period.
- Between Council's adoption of this amendment and January 1, 2022, employees will continue to accrue vacation and sick leave hours each pay period. On January 1, 2022, only

PTO time will accrue. The employee's sick leave hours that have been rolled into Catastrophic Sick Leave (CSL) will not accrue any additional hours.

- Upon separation from employment, employees will be entitled to pay-out of any accrued PTO according to the following schedule:

All employees not separately categorized below

Months of Service	Maximum Hours Paid Out
<60 months:	240 hours
<120 months:	280 hours
<180 months:	320 hours
180+ months:	360 hours

12-Hour Shift, Certified Police Officers

Months of Service	Maximum Hours Paid Out
<60 months:	258 hours
<120 months:	301 hours
<180 months:	344 hours
180+ months:	387 hours

24-Hour Shift, Certified Firefighters

Months of Service	Maximum Hours Paid Out
<60 months:	366 hours
<120 months:	424 hours
<180 months:	482 hours
180+ months:	540 hours

- This schedule marks a significant shift from the current leave policy, which caps the maximum payout for regular employees at 240 hours and 366 hours for 24-hour shift, certified firefighters, regardless of tenure, and which lacks a separate category for 12-hour shift, certified Police Officers. A long-serving employee with sufficient accrued PTO would net a 50% increase in pay-out upon separation as a result of this change. After conducting a study to assess the financial liability of this recommendation, we can report that the increase to compensated absences (whether taken as leave or paid out) resulting from this change is nominal.
- In the event of an employee's death, a payment of accrued PTO hours up to the applicable limit may be paid to the employee's estate or next of kin.
- No employee will be entitled to pay-out of any accrued Catastrophic Sick Leave (CSL).
- Accrual of PTO hours will not be capped.
- Employees are expected to submit PTO requests as early in advance as possible. When advance notice is not possible — such as if an employee wakes up before their shift with a surprise illness — normal notification procedures apply. At a minimum, and absent a policy by the employee's assigned department, the employee is expected to notify their supervisor at least 60 minutes in advance of their scheduled start time. Failure to do so may result in denial of PTO and disciplinary action.
- PTO will be used and charged in quarter-hour units, except for exempt employees, for whom it will be charged in 8-hour increments.

- Regular full-time employees will continue to accrue PTO while on authorized paid leave, but PTO will not accrue during leaves of absence without pay.
- Each employee's accrued sick leave hours that are converted into CSL will be tracked by Personnel and available for use by the employee should they be unable to report to work for an extended period as a result of a significant illness, injury, or condition occurring either to themselves or to a member of their household for whom they are the primary caretaker.
- CSL will not be granted for common short-term illnesses or injuries, such as seasonal colds or flus, but will be reserved for those who have sustained, or must care for a family member who has sustained, a life-threatening or debilitating injury or illness, or one that prevents the employee from reporting to work for an extended period. For the purposes of CSL, an extended period is generally defined as more than five shifts for regular employees, and more than three shifts for firefighters.
- Because some medical conditions may involve recurring absences over time (such as for treatment purposes), use of CSL may be granted for non-consecutive shifts.
- CSL will be approved on a case-by-case basis by the relevant Department Head or higher authority, who may request medical documentation from the requesting employee.
- Denial of use of CSL may be appealed to the City Manager, whose decision will be considered final. In cases where the City Manager is the initial approval authority, the employee may appeal to the Mayor.
- Once an employee's CSL is exhausted, they may use any accrued PTO. If no PTO is available, the employee will be in an unpaid status. Because there is no option to convert PTO to CSL, an employee who has exhausted their CSL balance will have this account permanently closed.
- This Policy on paid forms of leave is separate from the City's policy on unpaid FMLA leave. Any unpaid FMLA leave must comply with the notice and other expectations in the FMLA Policy and will run concurrently with any available CSL and any available PTO.



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**PAID TIME OFF (PTO) PROPOSAL:  
CLARIFICATION ON CATASTROPHIC SICK LEAVE**

The current PTO proposal includes a provision stating that an employee with over 70 hours of accrued sick leave will have this time converted to Catastrophic Sick Leave (CSL). Once converted, CSL will not continue to accrue but will be available for use to an employee who meets the eligibility criteria. This document seeks to clarify these criteria, the application process, and approval and appeal procedures.

Provided the proposed PTO amendment is passed as written, on January 1, 2022, each full-time employee will have any accrued sick leave over 70 hours converted into CSL. These hours will be held in a stand-alone leave bank that will not accrue hours and will not be eligible for pay-out to an employee upon separation from employment.

The intent of CSL is to provide a means for employees to offset the loss of wages that may result from an extended work outage owed to a significant health event occurring either to themselves or to a member of their household for whom they are the primary caretaker. It is, in effect, an insurance policy against significant illness or injury.

CSL will not be granted for an illness or injury that is short in duration but will be reserved for those who have sustained - or else must care for a family member who has sustained - an illness or injury that prevents the employee from returning to work for an extended period. For the purposes of CSL, "extended period" is generally defined as an absence exceeding five consecutive shifts for regular employees, four consecutive shifts for 12-hour shift Police Officers, and three consecutive shifts for 24-hour Firefighters. There is, naturally, the understanding that non-workdays are likely to fall in between shifts that are nonetheless considered to be consecutive.

Recognizing that certain medical conditions may involve short-term but recurring outages over time, such as for treatment of a chronic illness, the use of CSL may also be granted for nonconsecutive shifts. In such an example, the approval authority would grant the employee's request based on a medical provider's attestation of the need for ongoing treatment, such that the employee can reasonably expect to be unable to report to work on a recurring basis as a direct result of this specific treatment. To qualify in such an example, the medical documentation would not need to indicate a specific treatment schedule over time, but merely affirm that the medical provider expects the employee to miss a series of shifts on a recurring but nonconsecutive basis as a result of their treatment.

While medical documentation is necessary for CSL to be approved, a specific medical diagnosis is **not** required in any circumstance. The intent of requiring medical documentation is only to clarify, first, that a significant health event is impacting the employee or a member of their household for whom the employee is the primary caretaker, and secondly, the approximate extent of the outage based on the medical provider's knowledge to ensure the general definition of "extended period" is met. Moreover, the latter criteria is not necessary in such scenarios where the employee has already met this threshold (i.e., the employee has used PTO to cover an absence up to the applicable "extended period" and, realizing that their condition will necessitate missing more shifts, is now requesting CSL to cover successive absences from work).

To be clear, in such a case where an employee knows in advance of a qualifying health event, they may request CSL ahead of time and will not be required to use PTO to meet the “extended period” threshold.

Not every scenario can be clarified in this policy; thus, it is expected that the approval authority will exercise sensible and equitable judgment when considering whether to approve an employee’s CSL request. Employees can expect that reasonable requests in accordance with the conditions outlined herein will be approved. That being said, approval of CSL does not change the nature of an employee’s at-will status, nor does it constitute a contract of employment or legal document. As with PTO, CSL does not constitute job-protected leave.

Provided City leadership elects to amend City policy to include CSL, Personnel will develop an application for employees to use to formally request use of their accrued CSL, which application will include a section for a medical provider to certify the qualifying health event.

CSL will be approved on a case-by-case basis by the relevant Department Head. For those employees at the Department Head-level, the approval authority will be the City Manager. For the City Manager and City Attorney, the Mayor will serve as the approval authority, whose decision is considered final.

Denial of a CSL request may be appealed to the appropriate appeal authority, as follows: For those for whom the Department Head serves as the approval authority, the appeal authority is the City Manager. In cases where the City Manager is the approval authority, the employee may appeal to the Mayor. The decision of the appeal authority is considered final.

While on CSL, PTO will continue to accrue. Group health and dental insurance coverage will continue in accordance with the City of Perry’s Employee Health Benefit Plan.

Once an employee’s CSL is exhausted, they may transition to PTO, provided they have accrued hours to use. If no PTO is available, the employee will be in an unpaid status. Because there is no option to convert PTO to CSL, an employee who has exhausted their CSL balance will have this account permanently closed. Should an employee be eligible for FMLA leave, it will run concurrently with any available CSL. Employees may not use CSL to augment short-term disability.

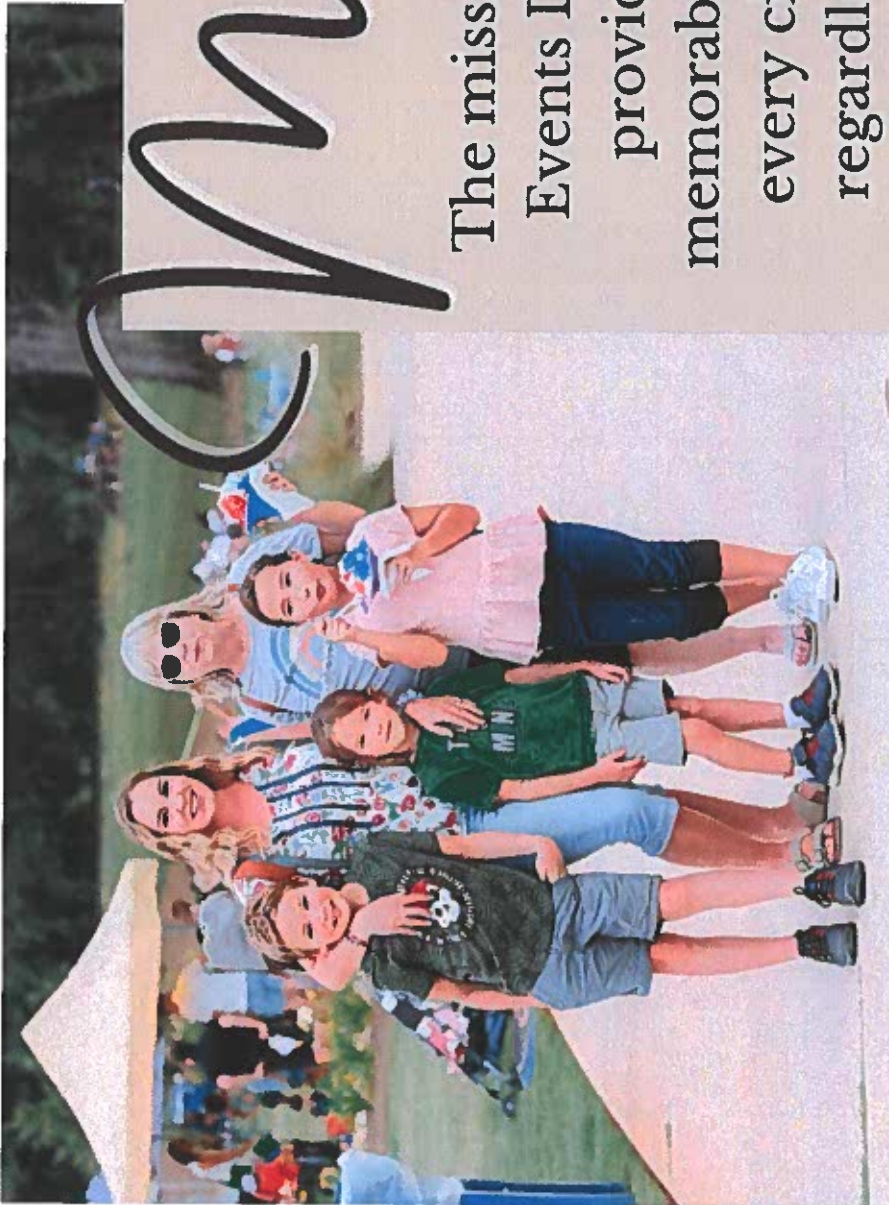


# We Make Memories

Special Events  
Strategic Plan  
2022 through 2026



# SPECIAL EVENTS DEPARTMENT



# Mission

The mission of the Special Events Department is to provide unique and memorable experiences for every citizen and guest regardless of their age, ability, interests, or socioeconomic status.

# CONSIDERATIONS

# For Calculated Growth



Quality  
vs.  
Quantity

Diversity  
&  
Inclusion

Timelines  
vs.  
Deadlines

# Special Events Timeline & Planning Deadlines

FALL

WINTER

SPRING

SUMMER

## Present Proposal

Special Events Department presents proposal to Council for approval of upcoming special events calendar (January through December) - proposal to include suggested dates and new or altered events.

## Planning & Booking

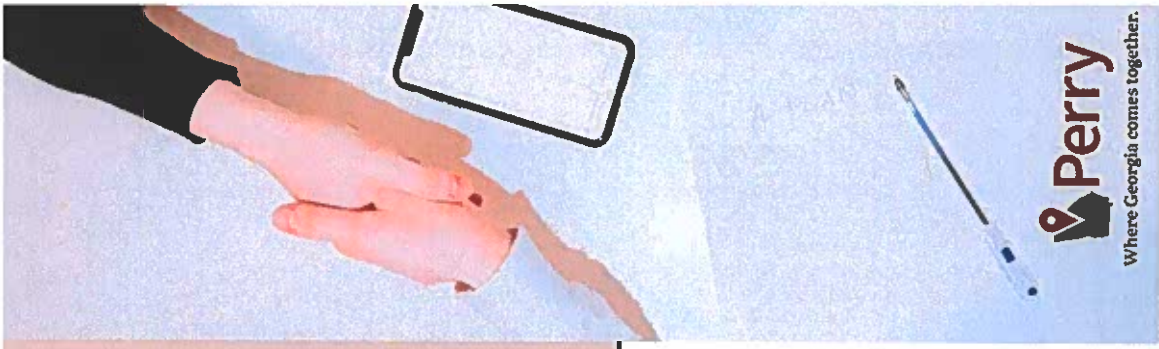
The Special Events Department uses the winter months, when less events are being hosted, to plan for the approved upcoming special events season and confirm bookings with entertainers and vendors.

## Season Begins

The City of Perry's Special Events season traditionally begins in March and runs through December. The details for many of our events are planned out six or more months in advance.

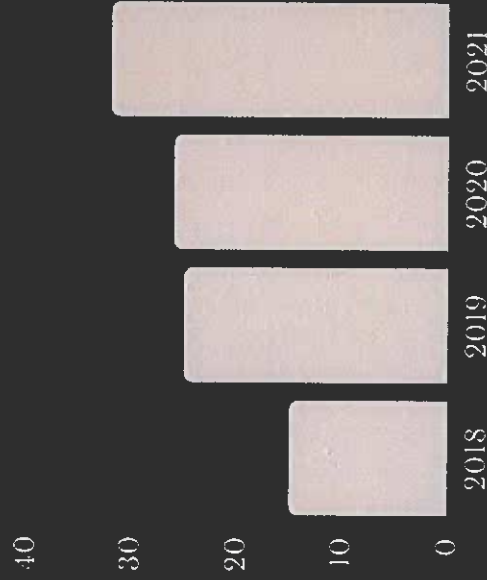
## Budget Requests

The Special Events Department prepares and submits their budgetary requests to City Leadership for consideration for the upcoming fiscal year. Operating on a calendar year can present challenges for this task.

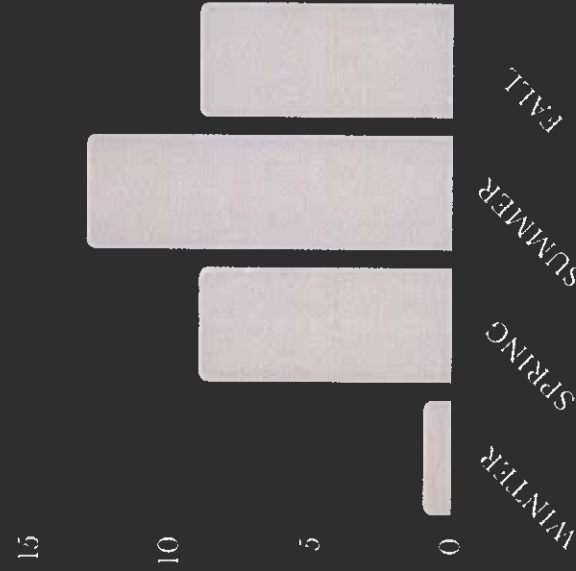


# Quality VS. Quantity

Special Events Department  
Growth (In # Of Events)  
By Year Since Origin



2021 City of Perry  
Special Events Calendar  
by Season



*\*Graphs do not reflect the numerous events hosted by partners such as Main Street, Chamber of Commerce, Georgia National Fairgrounds, HOCO BOE, Parades, etc. for which City of Perry staff support and resources are often requested.*

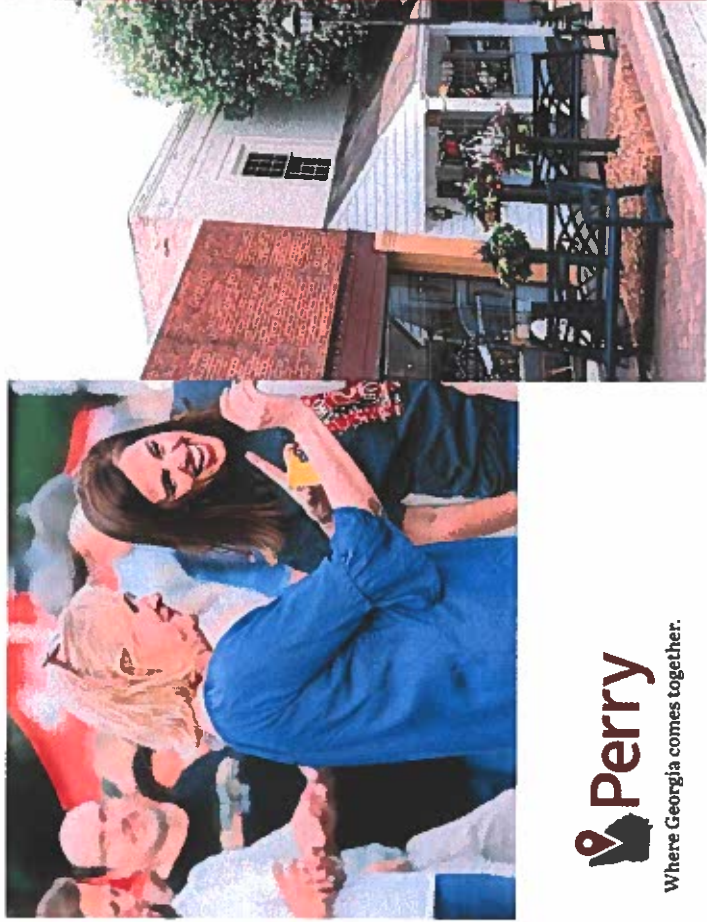
# Everyone Is Invited



**Diversity Is A Diverse Word!** *There are a variety of ways to be inclusive when planning and promoting events:*

- |  |   |  |  |
|--|---|--|--|
| Plan the event so that attendees of all socioeconomic levels are able to enjoy the experience. | Make bookings thoughtfully to ensure that every citizen can have an opportunity to hear the live music genre that they enjoy. | Plan the event calendar to be an educational experience for citizens beyond just entertainment.  | Develop events that encourage diversity and inclusion.                         |
| A majority of our events offer one or more of the following:                                   | Throughout the Special Events Season, we book a variety of performers, including:   | For example, during our Special Events Season, one can expect to:                                | Our current Special Events Calendar includes the following:                    |
| - Free admission and parking   | - Jazz  | - Connect with health professionals in their community and learn how to improve their own health | - Workout in the Park - with adaptations for all ages and abilities            |
| - Free live music  | - Southern Rock   | - Learn about local services, small businesses and support local artisans/makers                 | - The International Festival - with representation from more than 30 countries |
| - Free family oriented activities  | - Decade Covers   | - Become familiar with Perry's parks and public spaces   | - Cultural celebrations such as Juneteenth and Oktoberfest                     |
| - Affordable food and beverage options or the ability to bring your own refreshments           | - Country   |  |  |
|  | - DJ  |  |  |
|  | - Multicultural Musicians   |  |  |
|  | - Folk / Americana  |  |  |

# Department REFLECTIONS



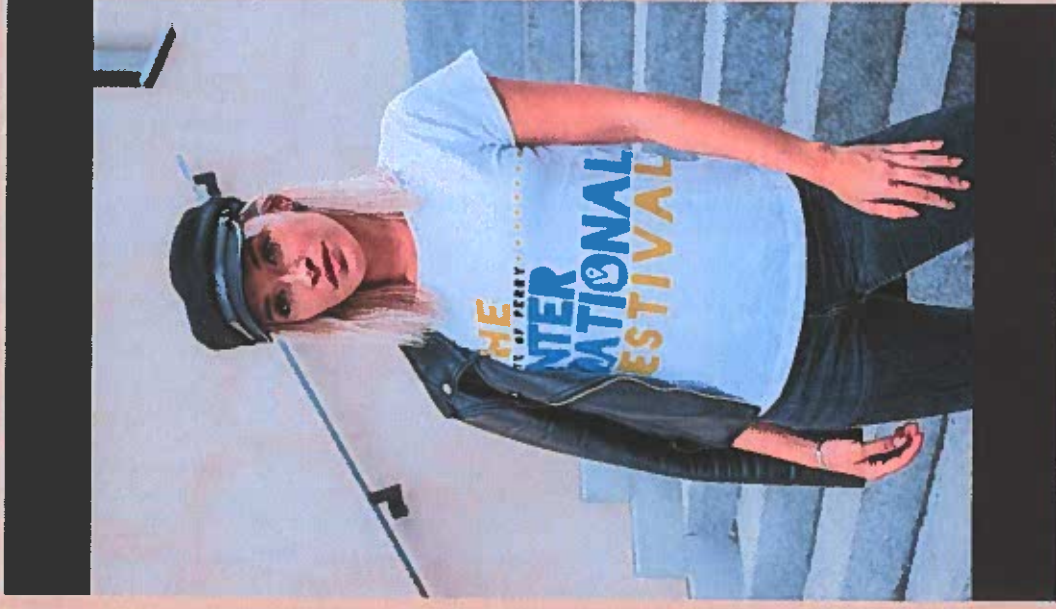
Venue  
Requests

Questions  
&  
Feedback

Community  
Connections

# Creative CONNECTIONS

- Implement surveys to provide feedback from the community (before planning the upcoming event season calendar, following an event, vendor and performer feedback, etc.)
- Requests have been made to develop merchandise for each of our premier events. Attendees often ask for event "memorabilia" such as shirts, hats, mugs, or items specific to the event themselves, such as hat pins for Oktoberfest.
- Continue to offer opportunities at events for attendees to feel connected to the City of Perry brand and staff such as photo backdrop areas, information tents, etc.

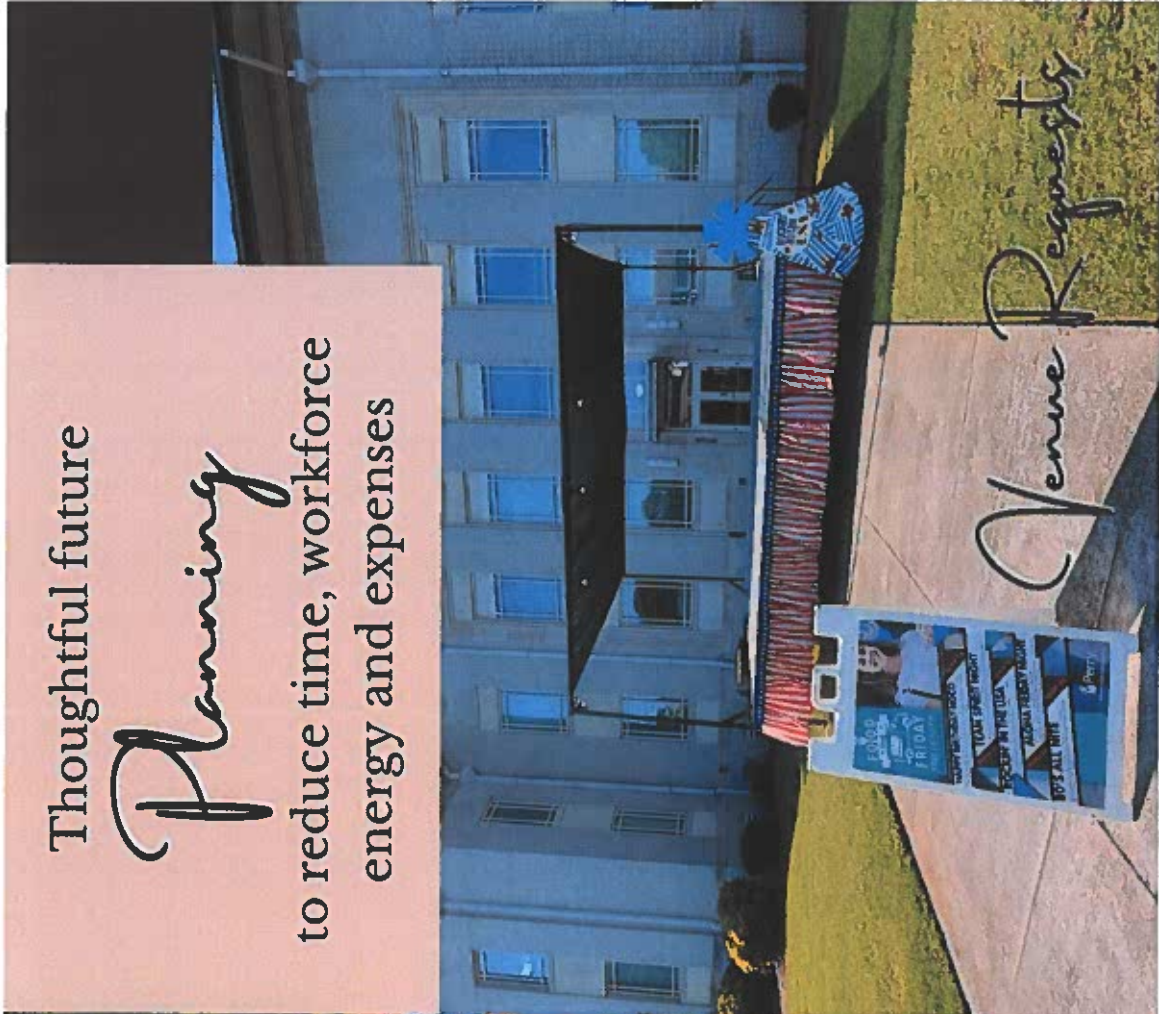




Adapt events to

# Function

and flow  
within the footprint



Thoughtful future

# Planning

to reduce time, workforce  
energy and expenses



# QUESTIONS?



*Thanks* for  
your time and  
consideration.

*Anya Turpin*

Special Events Manager,  
City of Perry



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**OFFICE OF THE CITY MANAGER**

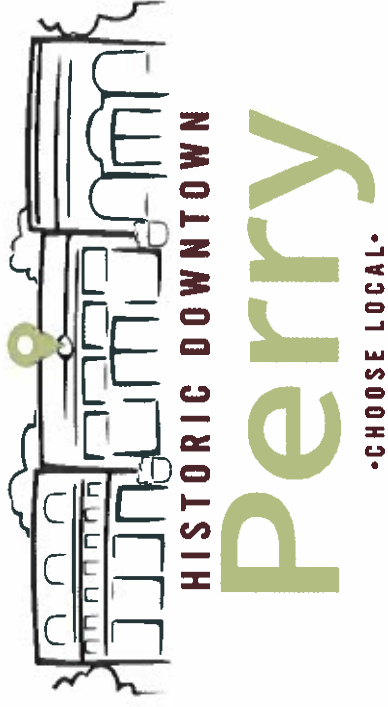
**MEMORANDUM**

TO: Mayor / Council  
FROM: Lee Gilmour, <sup>LG</sup> City Manager  
DATE: September 1, 2021  
REFERENCE: Change of positions

Following up on the department's strategic plan of August 31, 2021, the Perry Fire and Emergency Services Department requests the council approve hiring three (3) additional full-time firefighters and close out the eighteen (18) part time positions. An August 19, 2021, analysis by the department revealed the following issues:

1. The cost per hour for part time firefighters in the area market has increased from \$ 12.00/hr. to between \$ 15.61 and \$ 18.61/hr.
2. There is an ever-decreasing pool of candidates to fill the positions even if the city's rate of pay were increased.
3. Even with the part-time firefighters an average of 27.7 open shifts occurred each month (shift was short full complement).

The Administration supports Chief Parker's request.

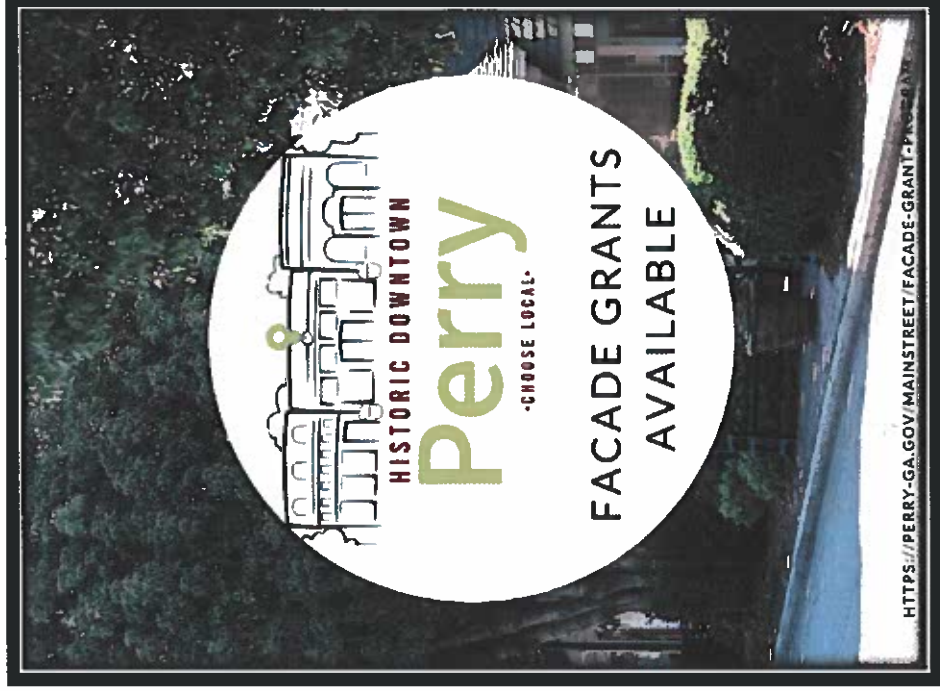


# **Façade Grant Program**

**Administered by the**

# **Main Street Advisory Board**

# FY 2022 Façade Grants



- Received 9 applications
- Each application reviewed
- 8 awarded
- \$10,000 awarded



# 913 Carroll St. - Ashley Marie's

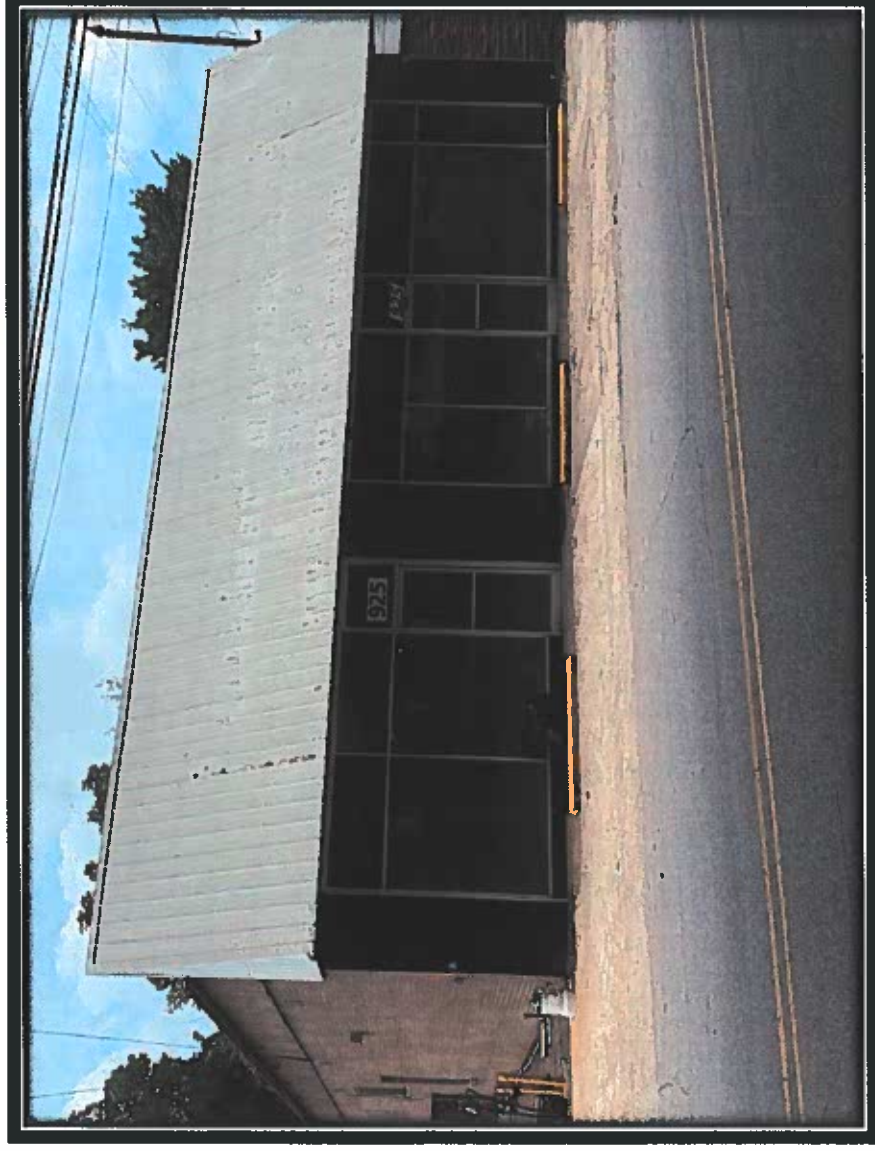


- Replacing front door to meet ADA compliance



# 925 Jernigan St. - Recollections by Lynn

- Landscaping
- Painting
- Adding new sign



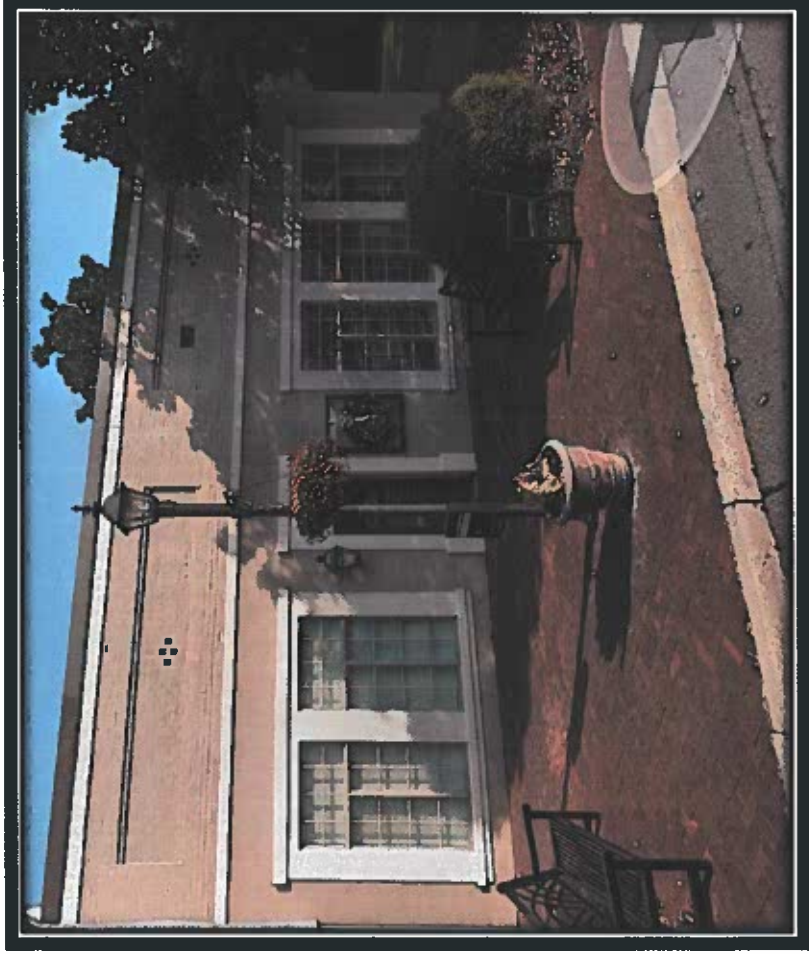
# 1021 Ball St. - Massey Gordon



- Adding awning to front of building



# 925 Carroll St. William A. Amos, PC, CPA

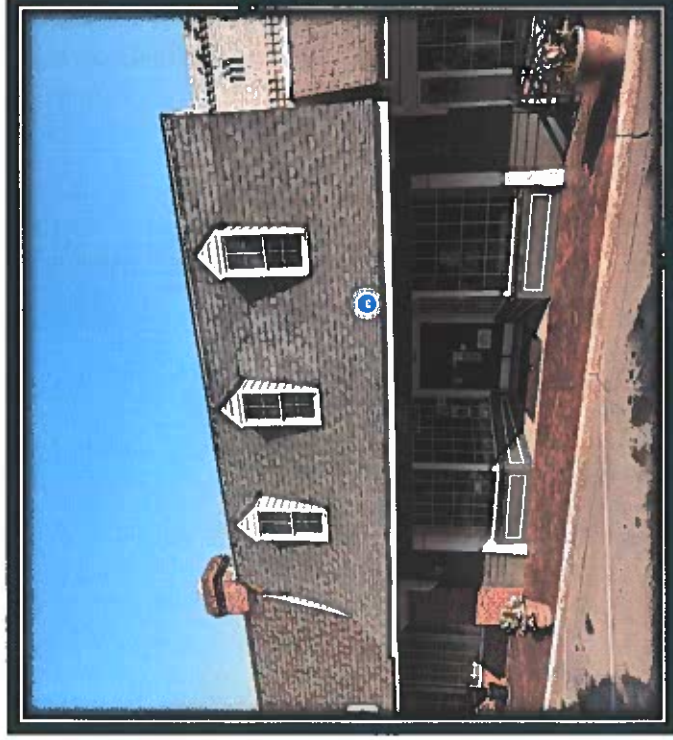


- Repainting facade

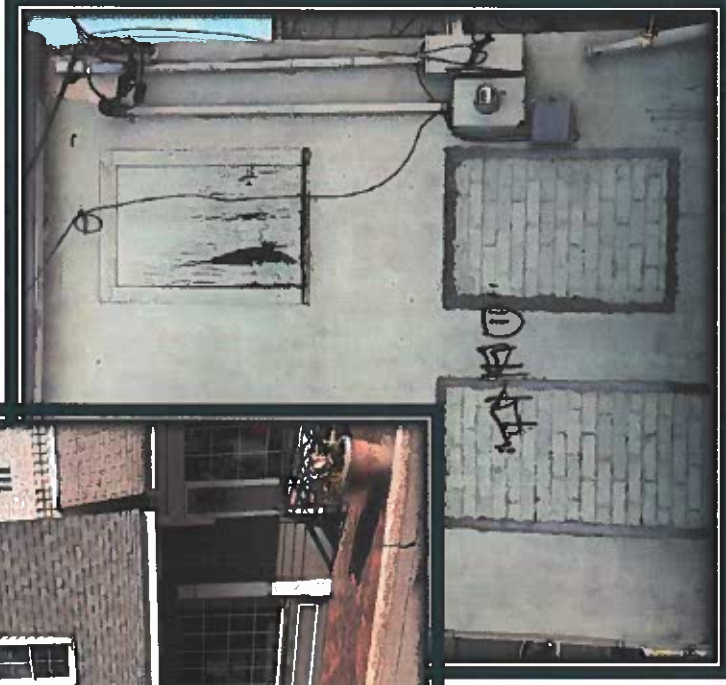




# 909 Carroll St. – Gottwals Books

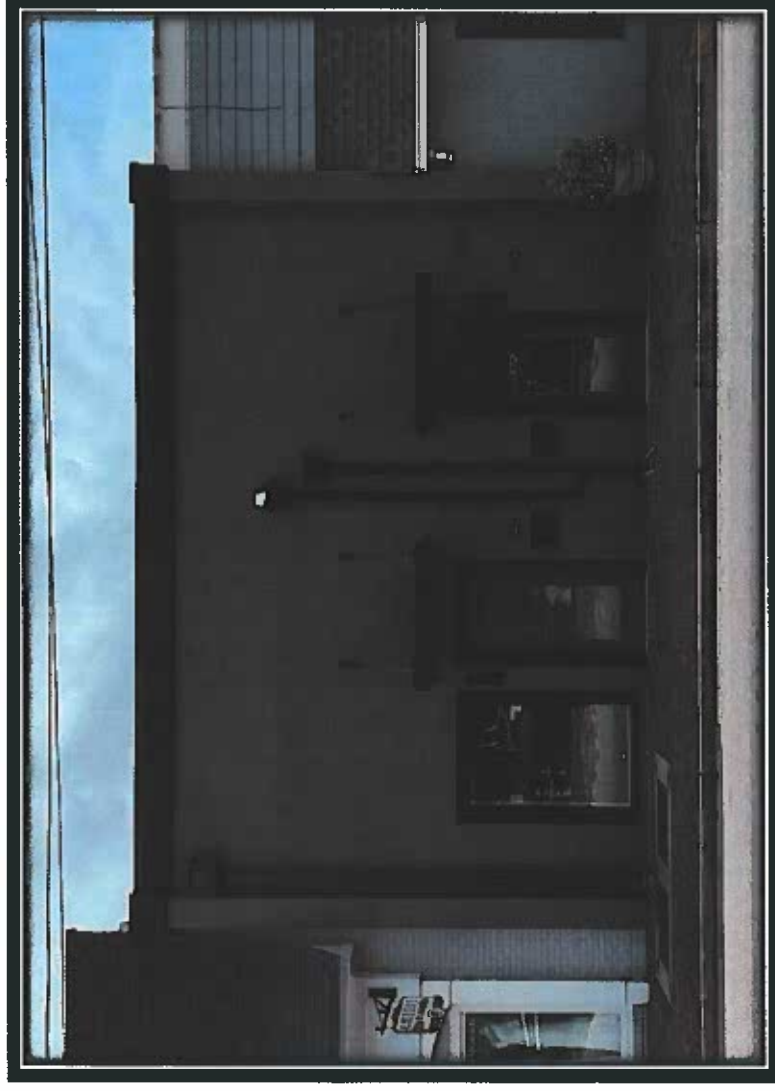


- Repainting back of building (covered in graffiti) and repairing woodwork

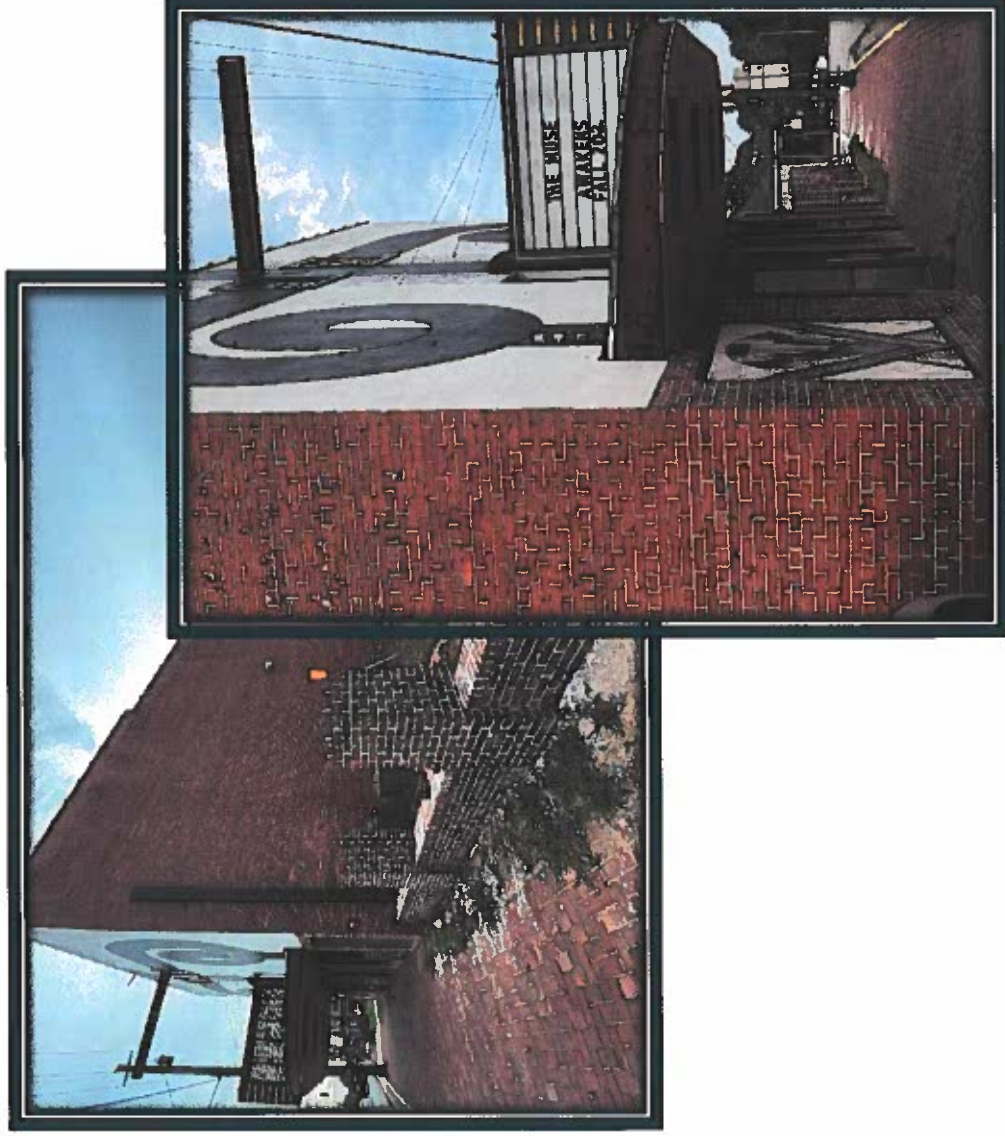


# 909 Commerce St. – Dave Corson

- Painting
- Adding awnings
- PROJECT COMPLETE



# 806 Commerce St. – Muse Theatre



- Major renovation work including existing canopy, sign and landscaping



# 907 Carroll St. - Clover Wine Merchant



- Replacing existing lighting to illuminate current signage

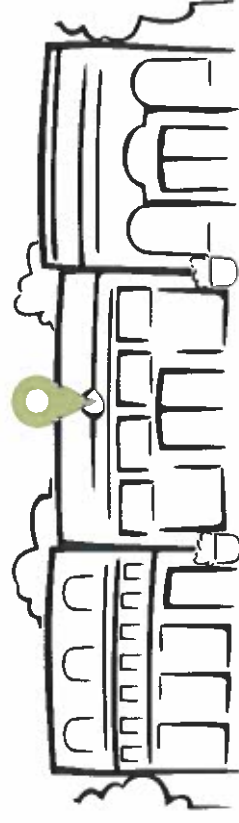
HISTORIC DOWNTOWN

**Perry**  
-CHOOSE LOCAL-

Main Street Advisory Board



We have had  
multiple  
businesses enquire  
about Façade  
Grants. Imagine  
what we could do  
with additional  
funding.



HISTORIC DOWNTOWN

Perry

•CHOOSE LOCAL•

HISTORIC DOWNTOWN

Perry

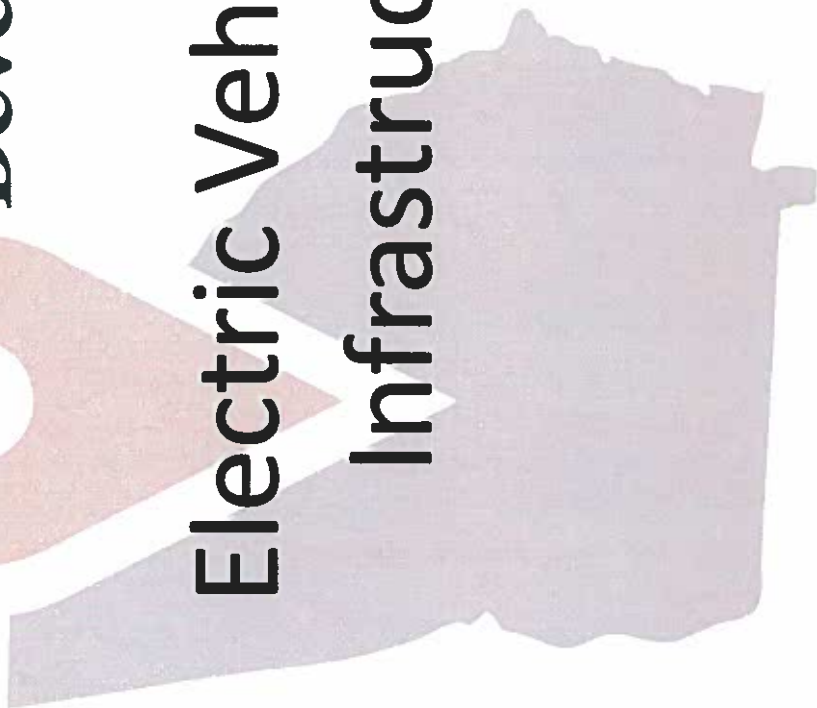
•CHOOSE LOCAL•

Main Street Advisory Board



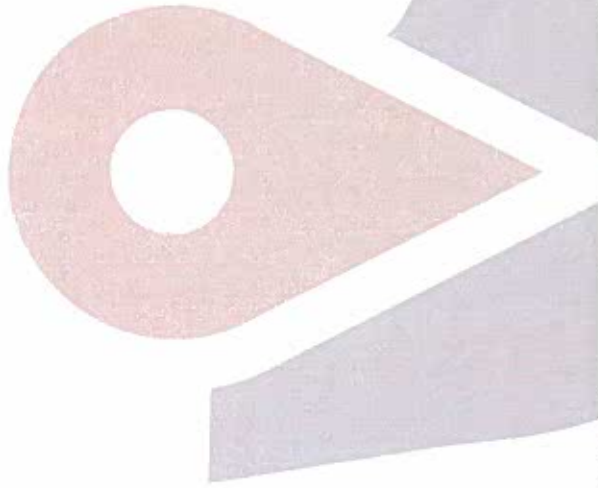


**Economic  
Development**



**Electric Vehicle Make Ready  
Infrastructure Program**

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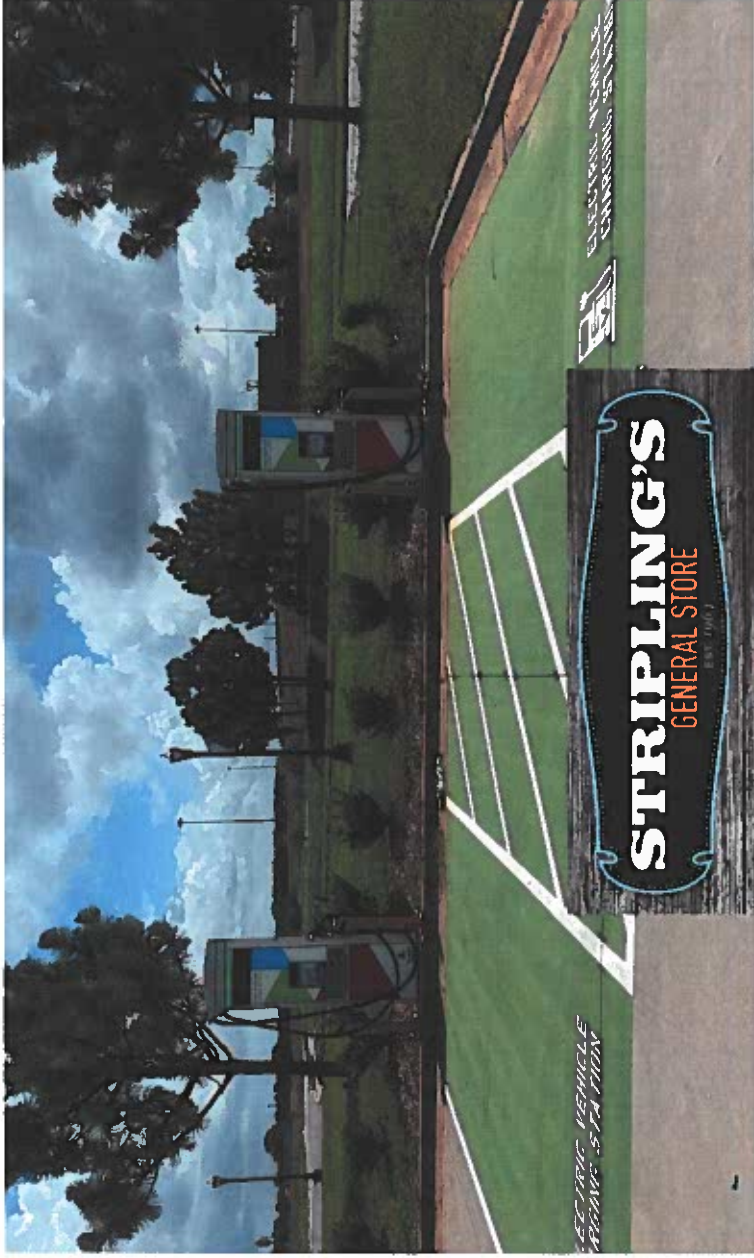


## Customer Benefits to Electrification

- Public Amenity
- Guest Amenity
- Improve visitors' experience
- Destination charging
- Positions the community as a leader in innovation



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# Georgia Power

**\$18 Million for Make Ready**

GPC owns, operates and maintains all infrastructure up to the charger.

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# Electric Charging Options for Make Ready Program



Level 1

## 110V

~4 miles per hour charge  
1.3kW



Level 2

## 208V

~24 miles per hour charge  
6.6kW / 7.7kW



Fast Charging

## 480V

Fully charge in 5-60min  
50kW, 150kW, 350kW



Combo (CC3) plug



CHAdeMO plug



### Non-Networked

"Dummy Charger"  
No User Account  
Plug and Charge  
Free Amenity

No Reporting / Utilization Data  
Low Cost – High Reliability  
Recommended Use: Workplace/MUD

### Networked

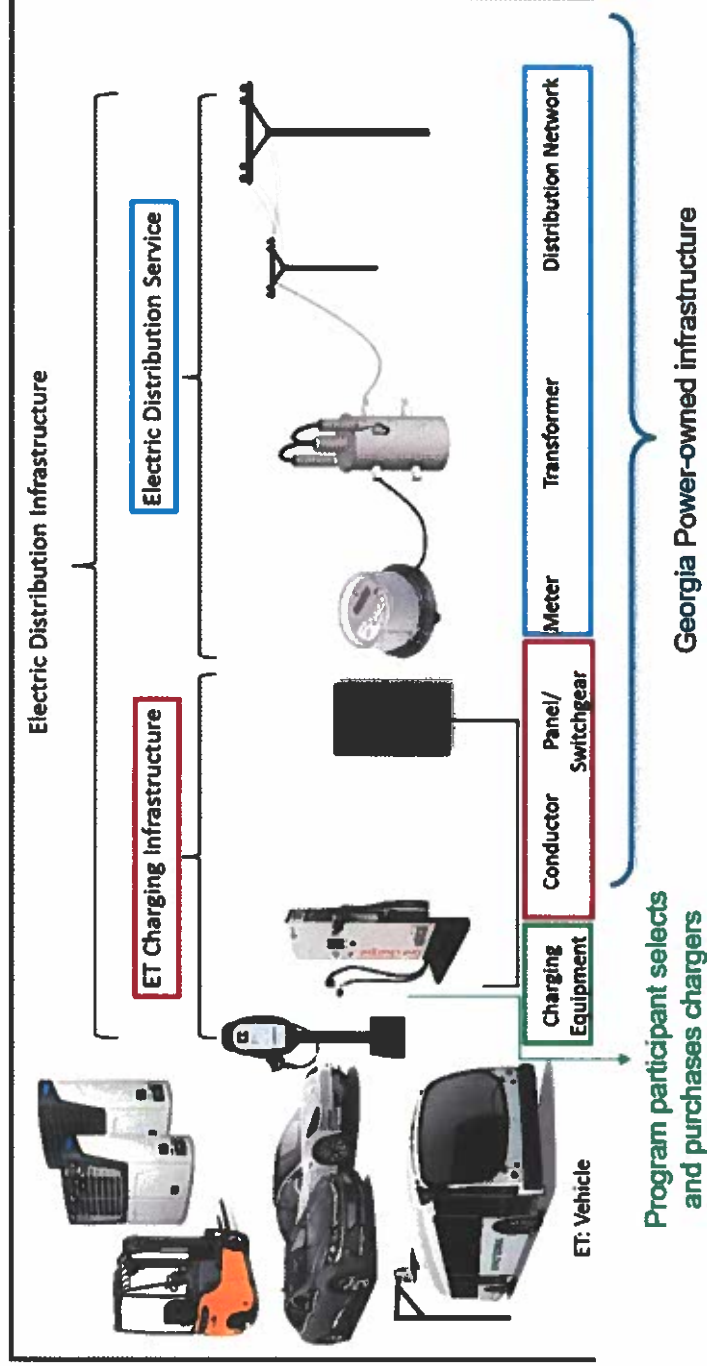
"Smart Charger"  
User Account Required  
Ability to set Pricing Policy  
Generate Reports, Collect Data

Communicate via cellular modem or WiFi  
24/7 Tech Support  
Recommended Use: Public Facing

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# Georgia Power Electric Transportation Make-Ready Program

Georgia Power provides ET infrastructure leading up to, but not including, the charger. Application open to all commercial, municipal and industrial customers



## Includes

- **ET Charging Infrastructure**  
Customer Side: All conduits, panels/SG, wiring, disconnects, & construction up to the charger

## May Include

- **Electric Distribution Service**  
Existing GPC policies for expansion of GPC distribution Service will be used for installations requiring system upgrades due to lack of available capacity or availability to desired charging location.

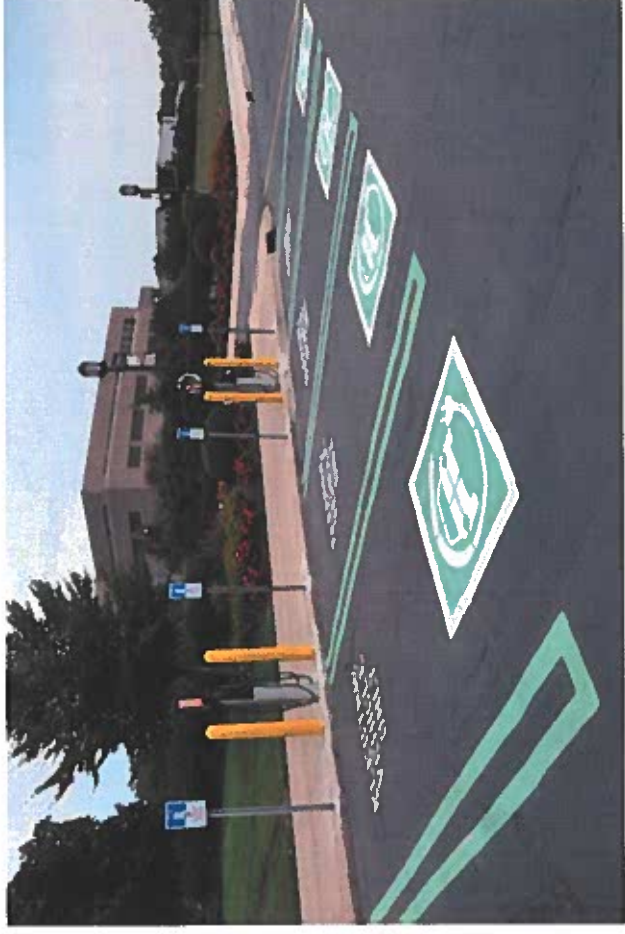
## Does not include

- Chargers
- Wheel Stops/Bollards
- Space Painting, Logo, Signage



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Minimum of two dual charges with 4 parking spaces.



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## Stripling's General Store

PlugScore **9.0** Ports 2 CHADEMO DCFCs, 2 CCS DCFCs

Address 301 AG Village Blvd, Perry, GA 31069, USA

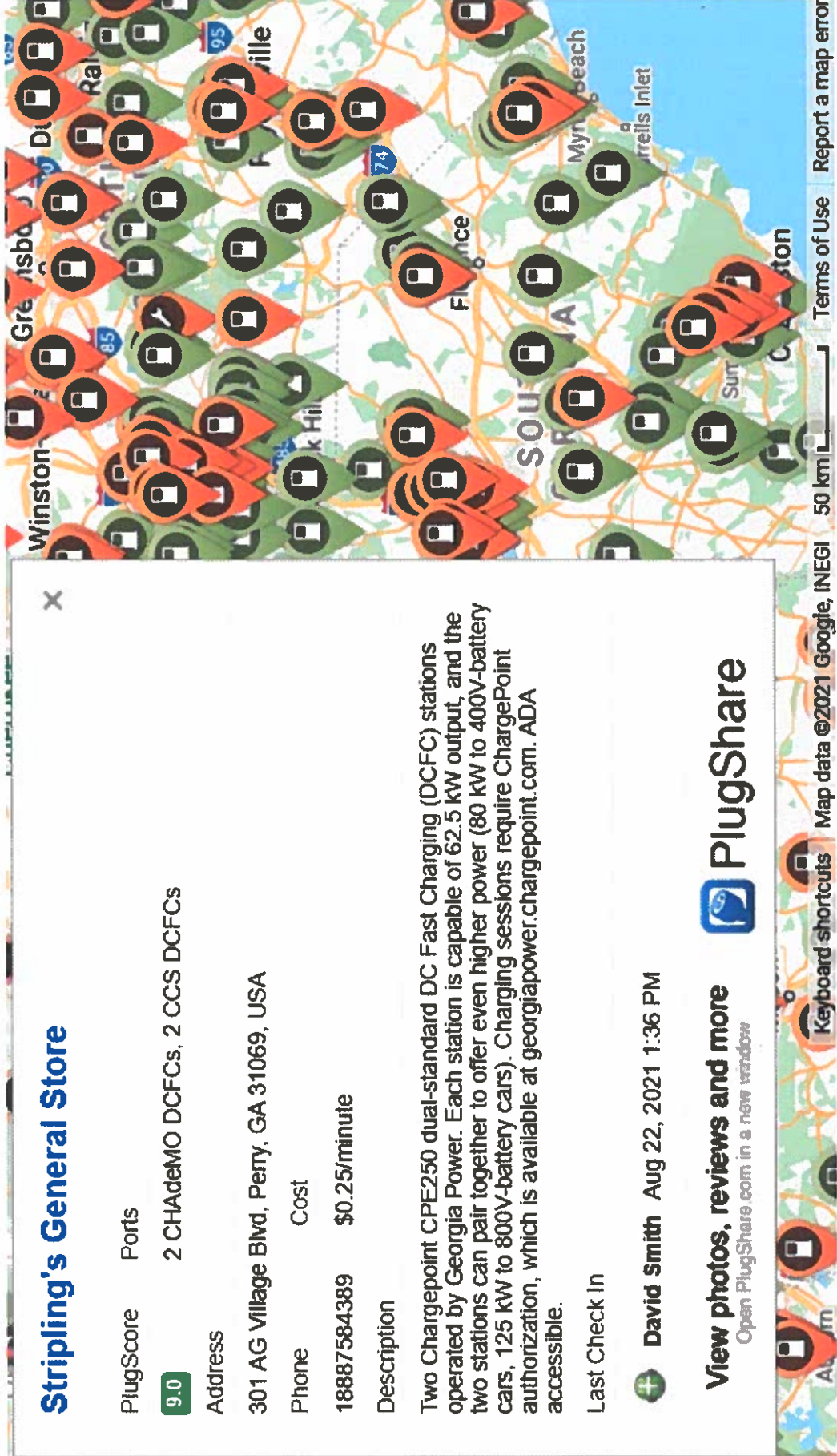
Phone 18887584389 Cost \$0.25/minute

Description Two Chargepoint CPE250 dual-standard DC Fast Charging (DCFC) stations operated by Georgia Power. Each station is capable of 62.5 kW output, and the two stations can pair together to offer even higher power (80 kW to 400V-battery cars, 125 kW to 800V-battery cars). Charging sessions require ChargePoint authorization, which is available at [georgiapower.chargepoint.com](http://georgiapower.chargepoint.com). ADA accessible.

Last Check In **David Smith** Aug 22, 2021 1:36 PM

**View photos, reviews and more**

Open PlugShare.com in a new window



# How the Process Works

- Customer Application
- GPC Assessment
- Site Evaluation & Project Design
- Confirm Participation & Contracting
- Construction of Project
- Data Capture & Analysis

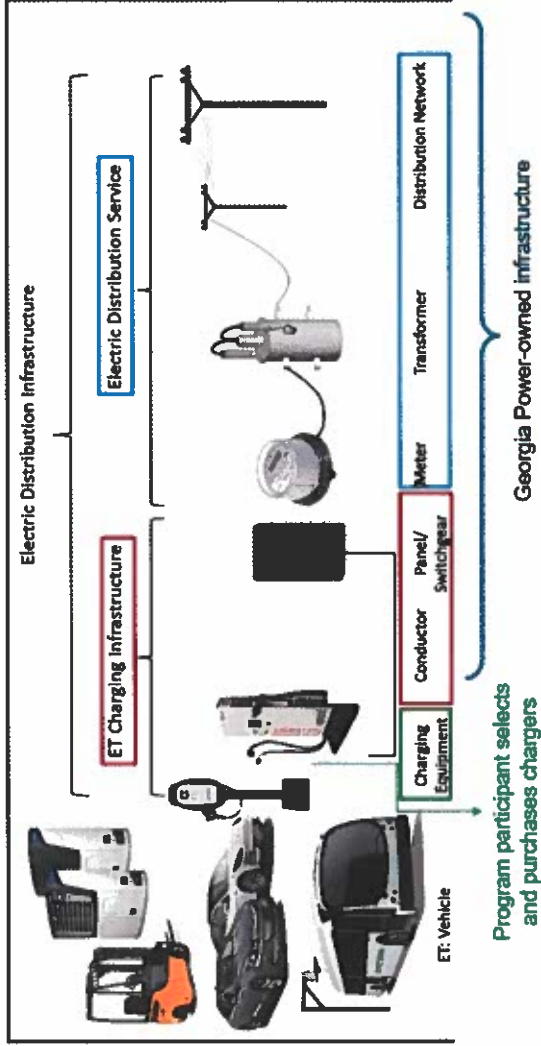
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# Cost \$

City of Perry would pay for (2 dual, Level 2 chargers, wheel stops/bollards, space painting, logo and signage. Up to \$4,000.00 Plus monthly utility bill.

## Georgia Power Electric Transportation Make-Ready Program

Georgia Power provides ET infrastructure leading up to, but not including, the charger. Application open to all commercial, municipal and industrial customers



### Includes

- **ET Charging Infrastructure**  
Customer Side: All conduits, panels/SG, wiring, disconnects, & construction up to the charger

### May Include

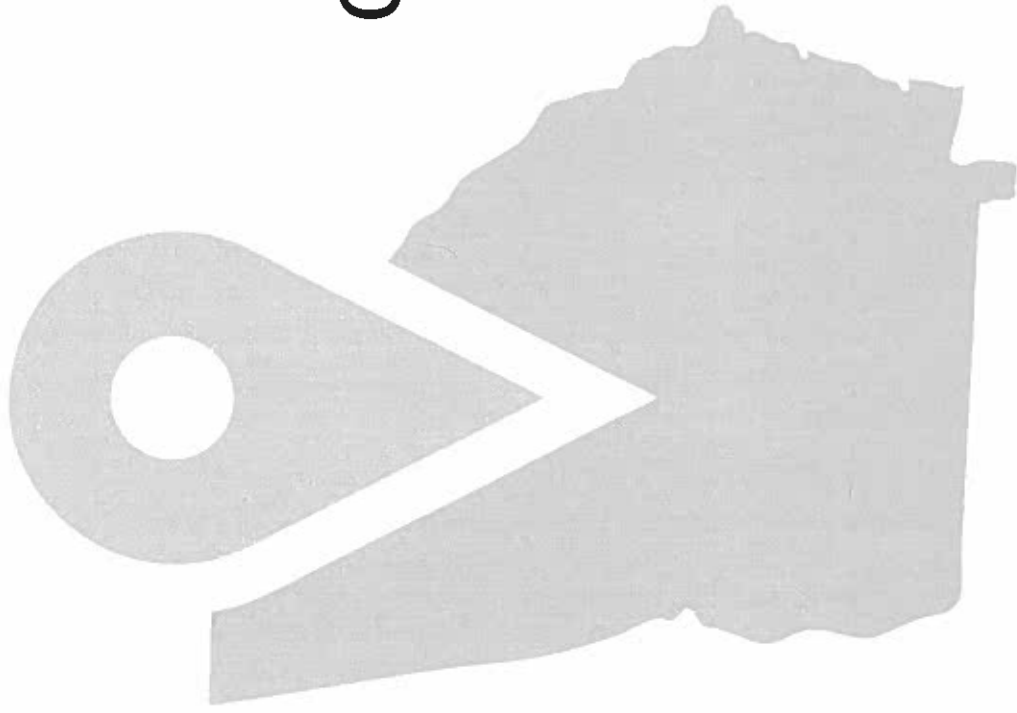
- **Electric Distribution Service**  
Existing GPC policies for expansion of GPC distribution Service will be used for installations requiring system upgrades due to lack of available capacity or availability to desired charging location.

### Does not include

- Chargers
- Wheel Stops/Bollards
- Space Painting, Logo, Signage



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Questions?

Where Georgia comes together.

# Southern Service Area: Proposed Boundary Adjustment

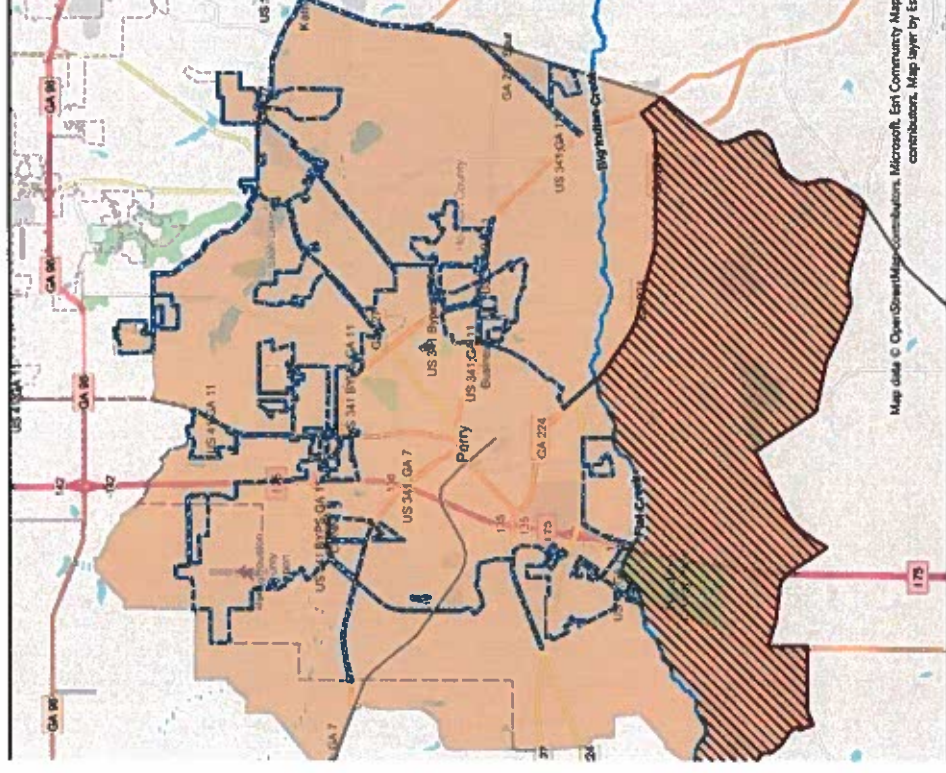
Holly Wharton, Community Planner  
Perry City Council Work Session  
September 20, 2021





# Proposed Changes

- Current boundary ends at Fire Tower Road
- Propose boundary to end at Flat Creek and follow Larry Walker Parkway to US 341
- Goals:
  1. Control future growth to the South (population cap at 40,000)
  2. Align with Perry water and sewer master planning initiative



# City of Perry

## Service Delivery Strategy

### Sewer Service Area



Where Georgia comes together.

#### Legend

-  Perry City Limits
-  Sewer Service Area
-  Proposed Change Area
-  Flat Creek and Big Indian Creek



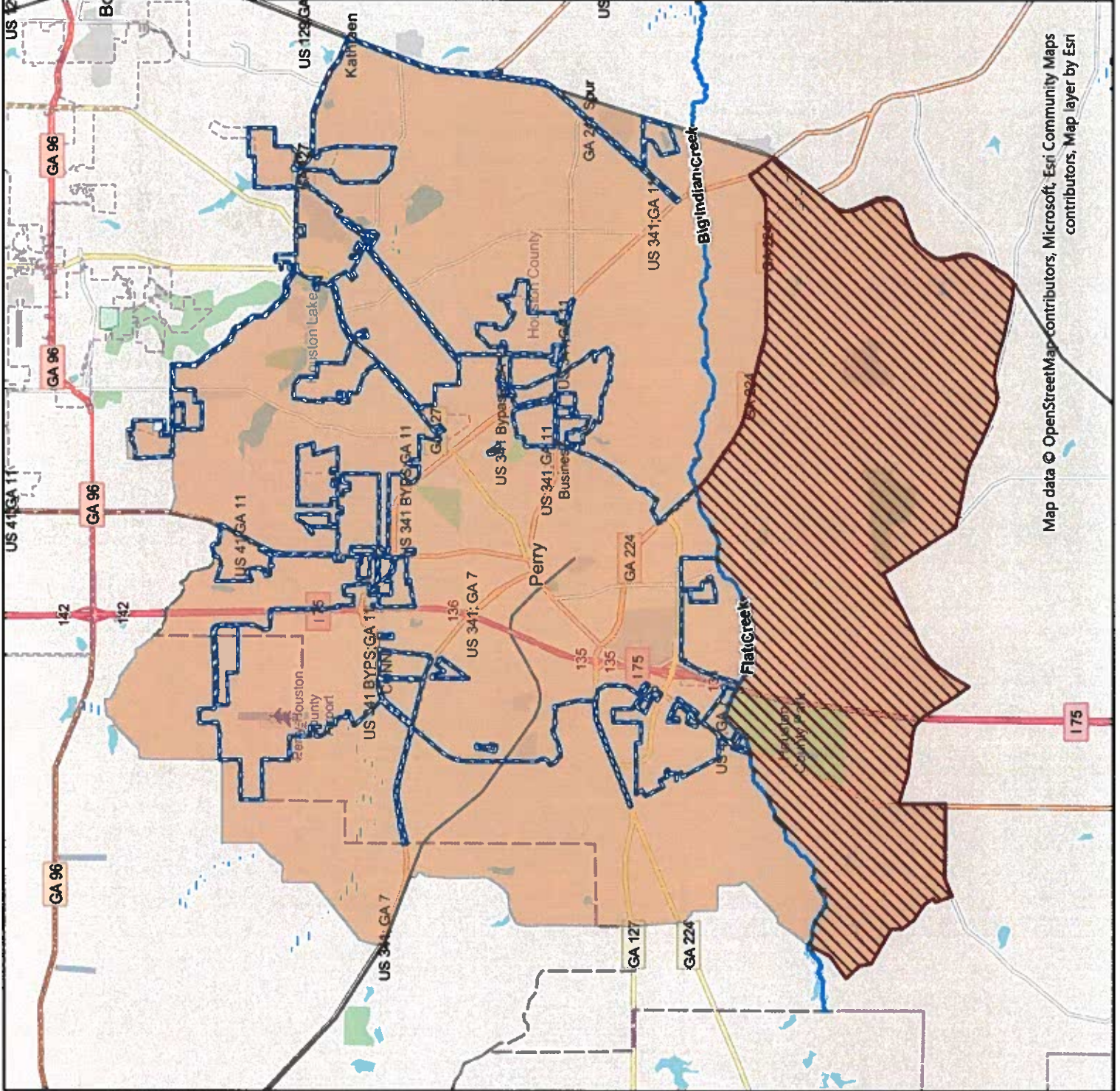
Scale: 1:140,000

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