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May 18, 2020

WORK SESSION AGENDA

5:00 PM

PERRY ARTS CENTER

1121 MACON ROAD, PERRY, GA 31069

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**\* Pursuant to O.C.G.A. § 50-14-1(g), this meeting is available to the public via teleconference and Facebook live streaming.**

**To join the meeting by phone:** Dial 425-436-6367 Access Code: 850369#

If you choose this option, you will **ONLY** be able to hear the meeting and will not be able to participate in any public comment.

**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 and be able to participate in the public comments. Your questions will be read to the Mayor and Council by the Host.

1. Call to Order: Mayor Randall Walker, Presiding Officer.
2. Roll:
3. Items of Review/Discussion: Mayor Randall Walker
  - 3a. Office of the City Manager
    1. Overview of the FY2021 Recommended Operating Budget – Mr. L. Gilmour.
    2. Strategic Plan Refresh – Mr. R. Smith.
    3. Re-routing of 4” sewer lateral – Mr. T. Falcione.
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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Office of the Assistant City Manager

To: Mayor and Council

From: Robert Smith, Assistant City Manager

CC: Lee Gilmour, City Manager  
Annie Warren, City Clerk  
Brooke Newby, City Attorney  
Tabitha Clark, Communications Manager  
Department Heads

Date: May 5, 2020

Re: *Strategic Plan Refresh*  
*Planning Initiative Information and Planning Session Save-the-Dates*

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Following up on previous discussions regarding the ongoing, albeit delayed, strategic plan refresh initiative, please be advised that we have in place a proposed agreement and scope of work with the Middle Georgia Regional Commission (MGRC) in working with the City to develop the newly updated plan (attached). Further, we have in place tentative dates for the four (4) critical planning sessions to take place.

As you can see in the proposed agreement, the plan refresh will be driven through a number of key elements:

*Element 1: Kick-Off Retreat (Saturday, **August 8**)*

*Element 2: Department Sessions with Mayor and Council (Monday, **August 24** and Tuesday, **August 25**)*

*Element 3: Strategic Plan Development Retreat (Saturday, **September 26**)*

*Element 4: Strategic Plan Development*

*Element 5: Strategic Plan Dashboard*

*Element 6: Review and Update*

*Cost Proposal – \$11,000*

In regards to the proposed planning session dates highlighted above, I will send out calendar invites accordingly. Further, I will provide more information on this important process as it is solidified.

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

## Perry Strategic Plan 2020-2025 Scope of Work Proposal

The Middle Georgia Regional Commission is pleased to submit a proposal to the City of Perry for the development of a 2020-2025 Strategic Plan. Based on input from Mayor Randall Walker, City Manager Lee Gilmore, and Assistant City Manager Robert Smith, during a meeting on February 11, 2020, Middle Georgia Regional Commission suggests the approach outlined below for an update to the City of Perry Strategic Plan.

### ***Element 1: Kick-Off Retreat (One full day session held off-site)***

The Kick-Off Retreat will consist of Mayor and Council along with Senior Leadership (City Manager, Assistant City Manager, Attorney) to develop the shared purpose and common vision for the City of Perry. Through this session, Mayor and Council will set priority areas that support the purpose and vision. Discussions will be facilitated by the Middle Georgia Regional Commission and data around key areas will be presented.

Middle Georgia Regional Commission will summarize the retreat in a report that is presented to Mayor and Senior Leadership. Once approved for distribution, Middle Georgia Regional Commission will distribute the retreat report and information to Department Heads. Information will include expectations and instructions for the Department Head sessions.

### ***Element 2: Department Sessions with Mayor and Council (2 half-day session within 30 days of retreat)***

With the vision, values, and priorities set/affirmed by the Mayor and Council, Department Heads will be tasked with developing action items for the Mayor and Council to consider/discuss as part of the strategic plan process. Department Heads will be tasked with presenting how their department supports and aligns with the purpose and vision set by the Mayor and Council.

#### **Department Day 1 (½ day) - (1 hour each)**

- Community Development
- Public Works
- Police
- Fire
- Debrief of Mayor and Council

#### **Department Day 2 (½ day) - (1 hour each)**

- Leisure Services
- Finance
- Attorney
- Administration
- Debrief of Mayor and Council

***Element 3: Strategic Plan 2020-2025 Development Retreat (One full day session held off-site within 30 days of Department Sessions)***

Using the framework established by the Council, Middle Georgia Regional Commission will facilitate second retreat of Mayor and Council to synthesize all information presented and discussed during Department Days to gain consensus on priority areas and action items.

***Element 4: Strategic Plan***

Middle Georgia Regional Commission will develop the City of Perry 2020-2025 Strategic Plan. The report will summarize the process, provide any data or research needed to provide context, and outline strategies, action items/milestones, timeframes, and responsible parties. The Plan document would be presented to the Mayor and Council for adoption.

***Element 5: Strategic Plan Dashboard***

Middle Georgia Regional Commission will develop a Strategic Plan Dashboard with Department Heads to allow for visual tracking of the action items and provide training to city staff for maintenance and operation.

***Element 6: Review and Update***

Middle Georgia Regional Commission will lead a one-day session with the Mayor and Council to review the Strategic Plan at the 12- and 24-month intervals after adoption.

***Cost Proposal***

Based on a three-person team from Middle Georgia Regional Commission and the process outlined above, the Middle Georgia Regional Commission proposes a fee of \$11,000 payable upon delivery of Element 4 (Strategic Plan).