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August 31, 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
This will allow you to view and hear the meeting.

1. Call to Order: Mayor Randall Walker, Presiding Officer.

2. Roll:

3. Public Hearing: Mayor Randall Walker

The purpose of this Public Hearing is to provide any interested parties with an opportunity to express their views and concerns in accordance with O.C.G.A. Sec. 48-5-32.

3a. Proposed retaining of the operation at 14.050 mills – Ms. B. King.

4. Items of Review/Discussion: Mayor Randall Walker

4a. Office of the City Manager

1. Septic tank criteria – Mr. L. Gilmour.
2. Special Events presentations – Ms. A. Turpin.
 - Update relative to Grub Crawl
 - My Colorful Community
3. Review of organizations – Mr. L. Gilmour
 - Planning Commission
 - Perry Tree Board

5. Council Member Items:

6. Department Head/Staff Items:

7. 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.

NOTICE OF PROPERTY TAX INCREASE

The City of Perry Council has tentatively adopted a 2020 millage rate which will require an increase in property tax by .26 percent.

All concerned citizens are invited to the public hearing on this tax increase to be held at the Perry Arts Center, 1121 Macon Road, Perry, Georgia on August 18, 2020 at 6:00 PM.

Times and places of additional public hearings on this tax increase are at the Perry Arts Center, 1121 Macon Road, Perry, Georgia on August 31, 2020 at 5 PM and on September 1, 2020 at 6:00 PM.

This tentative increase will result in a millage rate of 14.05 mills, an increase of 0.037 mills. Without this tentative tax increase, the millage rate will be no more than 14.013 mills. The proposed tax increase for a home with a fair market value of \$150,000 is approximately \$2.15, and the proposed tax increase for non-homestead property with a fair market value of \$300,000 is approximately \$4.40.

Unless your property has been increased due to reassessment there will be no increase in your City tax bill.

2020 Property Tax Millage Rate

- **Rollback of Millage Rate When Digest Value Increased by Reassessments**
- The Revenue Commissioner developed rules and regulations to implement the terms and provisions of O.C.G.A. 48-5-32.1.
- **Prevention of Indirect Tax Increases** Each year there are two types of value increases made to a county tax digest;
 - increases due to inflation, and
 - increases due to new or improved properties.
 - City of Perry Reassessments \$1,503,940

2020 Property Tax Millage Rate

Rollback of Millage Rate to Offset Inflationary Increases When the total digest of taxable property is prepared, Georgia Law requires that a rollback millage rate must be computed that will produce the same total revenue on the current year's new digest that last year's millage rate would have produced had no reassessments occurred.

If the county elects to set their millage rate higher than the rollback rate, they will be required:

- to hold three public hearings,
- place notices of the increase in the paper and
- issue press releases.

Notification of Tax Increase With Three Public Hearings The levying authority must hold three public hearings allowing the public input into the proposed increase in taxes.

2020 Property Tax Millage Rate

City of Perry Current Tax Digest and Five Year History of Levy for Houston and Peach County

The Perry City Council does hereby announce that the City of Perry millage rate will be set at its Tuesday, September 1, 2020 meeting at 6:00 pm at the Perry Arts Center, 1121 Macon Road, Perry Georgia. Pursuant to O.C.G.A. Sec. 48.5.32, as amended, the Council hereby publishes the following presentation for the current year's tax digest and proposed levy along with the tax digests and levies of the past five (5) years.

Tax Year	2015	2016	2017	2018	2019	2020
Digest						
Real/Personal	\$ 432,338,524	\$ 451,456,810	\$ 475,875,188	\$ 507,876,101	\$ 552,864,228	\$ 600,669,358
Motor Vehicle	18,932,690	14,753,270	11,211,480	8,862,230	7,595,300	6,478,460
Mobile Homes	799,720	679,220	703,584	684,436	596,252	564,988
Timber	13,590	-	36,033	20,343	55,973	135,334
Heavy Equipment	-	-	26,650	11,687	430	22,172
Gross Digest	\$ 452,084,524	\$ 466,889,300	\$ 487,852,885	\$ 517,454,792	\$ 561,112,183	\$ 607,870,312
Less Exemptions	(23,812,977)	(24,128,448)	(27,016,315)	(29,640,748)	(34,312,608)	(40,730,163)
Net M&O Digest	\$ 428,271,542	\$ 447,760,852	\$ 460,836,570	\$ 487,814,044	\$ 526,799,575	\$ 567,140,149
Millage						
Gross Millage	14.05	14.05	14.05	14.05	14.05	14.05
Less Rollbacks	0.00	0.00	0.00	0.00	0.00	0.00
Proposed Millage Levy	14.05	14.05	14.05	14.05	14.05	14.05
Net Taxes Levied	\$ 6,025,772	\$ 6,220,778	\$ 6,474,745	\$ 6,863,786	\$ 7,401,534.03	\$ 7,968,319.09
Net Tax Increase	\$ 125,053	\$ 203,578	\$ 253,967	\$ 379,041	\$ 537,748.03	\$ 566,785.06
Net Tax% Increase	2.12%	3.38%	4.08%	5.85%	7.83%	7.66%

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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor / Council
FROM: Lee Gilmour, City Manager
DATE: August 26, 2020
REFERENCE: Septic tank criteria

Recently the City has been approached about permitting lots to be sold that would be served by septic tanks. While most developers will desire City sewer service there may be occasions when due to topography, market demand, or land configurations the use of septic tanks may be feasible.

The Administration recommends Council adopt the following criteria if septic tanks were to be permitted in the corporate limits of Perry.

1. Parcel (s) must be zoned R-1.
2. Each lot must be no less than the minimum lot size permitted by the current Houston County Board of Health regulations for septic tanks served with a well.
3. Each lot must be served by a City of Perry water meter.
4. An overall plan for servicing the lots with sewer service must be prepared and approved by the City prior to plat approval.
5. A statement must run with the title indicating the owner will be required to connect to the City's sewer system when it is available.

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



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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor / Council
FROM: Lee Gilmour, City Manager
DATE: August 27, 2020
REFERENCE: Commission review

Per your August 3, 2020 direction the Council appointed partner data for the Planning Commission is outlined in attached "A".

Current appointment process

Per State law and City code a member can only be removed for cause. Appointments expire at the end of the appointing elected official's term.

Issues with members

As stated, the Commission has problems with attendance.

Staff Assigned

The Director of the Department of Community Development and his/her staff as needed.

Suggestions for Improvements

The Administration recommends:

1. Council enforce the attendance policy.
2. Council retain the individual elected official appointment process. It is vital all areas of the city are represented.
3. Establish mandatory training.
4. Conduct semiannual meetings with Council, Commission, and appropriate staff.
5. Provide that the Director of Community Development prepare an outline of commissioner duties and provide a suggested list of candidates. Final decision will rest with the elected official.
6. Have the Director of Community Development conduct a new member orientation.

The City of Perry Planning Commission

Legal Authority

- O.C.G.A. Sec. 36-66-2 allows local governments to “provide by ordinance or resolution for such administrative officers, bodies, or agencies as may be expedient for the efficient exercise of their zoning powers.”
- Section 2-1.2 of the Land Management Ordinance (Appendix A of the Code of the City of Perry) establishes the City of Perry Planning Commission.

Operational Process

The Planning Commission regular meetings are scheduled for the 2nd Monday of each month, unless otherwise noted. Planning Commission meetings begin at 6:00 pm and are held in the Council Chambers at City Hall or the Perry Arts Center. The Commission follows the Policies and Procedures Governing Zoning Hearings as adopted by City Council. The Commission is staffed by Community Development Director Bryan Wood and CD Administrative Assistant Christine Sewell.

Membership Restrictions

The Commission consists of seven members appointed by the Mayor and each Council member with four-year terms coinciding with the appointing member's term. Members must reside in the City of Perry. There are no term limits.

Purpose of the Planning Commission

From Section 2-1.4 of the Land Management Ordinance: “It shall be the function and duty of the Planning Commission to make such careful and comprehensive surveys and studies of existing conditions and probable future developments and to prepare such plans for physical, social, and economic growth as will best promote public health, safety, morals, convenience, prosperity, or the general welfare as well as efficiency and economy in the development of its political jurisdiction. In particular, the Commission shall have the power and the duty to:

- A. Prepare and recommend for adoption a comprehensive plan of the City of Perry, and or parts thereof, including any updates to the comprehensive plan as may be necessary from time to time;
- B. Prepare and recommend for adoption a unified development code, which shall include a zoning ordinance and land development regulations, including any modifications to such unified development code as may be necessary;
- C. Prepare and recommend for adoption an official zoning map, including any modifications to such official zoning map as may be necessary;
- D. Prepare and recommend for adoption an official street map, including any modifications to such official street map as may be necessary;
- E. Initiate, review and make recommendations to the city council to approve, approve with conditions, or disapprove applications for rezoning, and text amendment;
- F. Review and make recommendations to the city council to approve, approve with conditions, or disapprove applications for annexation, and special exception;
- G. Hear and decide appeals where it is alleged there is error in any order, requirement, decision, or interpretation made by the administrator in the enforcement of this ordinance;
- H. Hear and approve, approve with conditions, or disapprove applications for variance;
- I. Prepare and approve a design and specifications manual;
- J. Study, consider and recommend to city council any matter referred to the commission by city council;
- K. Unincorporated areas adjacent to municipalities may be added to and included in the area under the jurisdiction of the Perry Planning Commission for general planning and for master plan preparation and for the preparation and administration of zoning ordinances or resolutions, land subdivision regulations, and official maps, provided that the governing bodies of the county and municipality shall agree to the boundaries of such additional areas, procedures for the adoption and administration of ordinances and resolutions, and regulations applying to the area, and the manner of obtaining

equitable representation on the Perry Planning Commission. Such agreement shall be formally established by appropriate official action by the governing authorities involved; and

- L. The Perry Planning Commission may make, publish, and distribute maps, plans and reports and recommendations relating to the plan and development of its political jurisdiction to public officials and agencies, public utility companies, civic, education, professional and other organizations and citizens. It may recommend to the executive or legislative officials of its political jurisdiction programs for public improvements and the financing thereof. All public officials shall, upon request, furnish, to the Planning Commission, within a reasonable time, such available information as it requires for its work. The Planning Commission, its members and employees, in the performance of its functions, may enter upon any land, make examinations and surveys and place and maintain necessary monuments and marks thereon, provided, however, that the Planning Commission shall be liable for any injury or damage to property resulting therefrom. In general, the Planning Commission shall have powers as may be necessary to enable it to perform its functions and promote the planning of its political jurisdiction, including the authority to enter into agreements with political subdivisions and Planning Commissions, by whatever name known, in adjacent states."

Accomplishments of the Planning Commission for the Past Two Years

- Five of seven members (Suzanne Burkhart, Lawrence Clarington, Brince Coody, Eric Edwards, and Patricia Jefferson) attended a one-day Planning Commission training session in October 2018 in Americus. The session was presented by the Carl Vinson Institute for Government.
- Established a Task Force to evaluate on-street parking issues in subdivisions. Recommended modifications to Conservation Subdivision standards, which were adopted.
- Adopted the Design & Specifications Manual, a supplement to the Land Management Ordinance.
- Members were included in preliminary discussions regarding DDA boundary and downtown historic district.
- Conducted informational hearings and made recommendations to Mayor and Council on:
 - 13 Rezoning application
 - 3 Annexation/zoning applications
 - 6 Text amendments
 - 9 Special Exception applications
- Conducted public hearing and made decisions on:
 - 9 Variances
 - 2 Appeals of Administrator Decisions
 - 10 Preliminary Plats

Suggestions for Improvement

- Continue offering training programs when available. Should certain training be mandatory? Staff will continue searching for such opportunities. Funding may be required.
- Schedule semi-annual special meetings for the exclusive purpose of discussing issues, and receiving training from Staff – no business to be conducted.
- Continue the annual meetings (or semi-annual) with City Council to discuss issues, procedures, policies, etc.
- Include the Director of Community Development in interviews of potential appointees with the Council member to insure appointees are aware of the responsibilities and time commitment of the Planning Commission.
- The Director of Community Development holds an orientation meeting with new appointees. This will continue.
- Consider term limits. This would allow for fresh points of view, and participation from a larger segment of the population. Finding interested and qualified appointees may be a problem.

Issues with Members of the Planning Commission

The main issue we have had with the Planning Commission is attendance of some members (see attached attendance reports). There have been a number of times in which the Commission just made a quorum to conduct a meeting. For a special called meeting Staff did have to contact a member after the meeting was scheduled to start in order to have a quorum (since one of the members had to recuse himself on a particular

application under review). A couple of years ago, Council imposed a requirement the members of all City boards and commissions attend at least 75% of the meetings in a calendar year.

2018 Attendance Report – Planning Commission

P= Present; A = Absent

Member	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Burkhart	No Meeting	P	P	P	P	P	P	No Meeting	P	P	P	P	100%		
Clarington		P	P	A	P	P	P		P	P	P	P	P	90%	
Coody		P	P	P	P	P	P		P	P	P	P	P	100%	
Edwards		P	P	P	P	P	A		P	P	P	P	P	90%	
Griffis		Appointed May 15, 2018					P		P	P	P	P	P	P	100%
Jefferson		P	P	P	P	P	P		A	P	A	P	P	P	80%
Mehserle		P	P	A	P	P	A		P	A	P	P	P	P	70%
		7/7	7/7	4/6	6/6	5/7	5/7		6/7	6/7	7/7	7/7			

2019 Attendance Report – Planning Commission

P = Present; A = Absent

Member	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Burkhart	P	A	P	P	No Meeting	A	P	P	P	A	P	P	73%
Clarington	P	P	P	P		P	P	P	P	A	P	P	91%
Coody	P	P	P	P		P	P	P	P	P	P	P	100%
Edwards	A	P	A	P		P	P	A	A	P	P	P	64%
Griffis	P	P	P	P		P	A	P	P	A	A	P	73%
Jefferson	A	P	A	P		A	A	P	A	P	A	P	45%
Mehserle	A	P	A	A		A	A	P	P	P	P	A	45%
	4 of 7	6 of 7	4 of 7	6 of 7		4 of 7	4 of 7	6 of 7	5 of 7	4 of 7	5 of 7	6 of 7	

2020 Attendance Report – Planning Commission

Member	Jan	Feb	Mar	Apr	May	Jun	Jun 29 special called	Jul	Aug	Se p	Oc t	Nov	Dec		
Burkhart	P	P	P	No meeting due to COVID-19	No meeting due to COVID-19	Resigned June		/	/					100%	
Clarrington	P	A	P			P	P	P	P						86%
Coody	P	P	P			P	P	P	P						100%
Edwards	P	P	P			P	P	A	P						86%
Griffis	A	P	A			P	A	P	P						57%
Jefferson	P	A	A			P	P	P	P						71%
Mehserle	A	A	P			P	P	A	A						43%
	5 of 7	4 of 7	5 of 7					6 of 6	5 of 6	4 of 6	5 of 6				



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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor / Council
FROM: Lee Gilmour, City Manager
DATE: August 27, 2020
REFERENCE: Board review

Per your August 3, 2020 direction the Council appointed partners data for Perry Tree Board is:

Legal Authority

Established in 2005 in Article V, Division 3 of the Code of Ordinances.

Purpose of Commission

- Recommend types and kinds of trees for the public area plantings.
- Recommend removal of trees due to hazard or public health.
- Develop program for maintaining trees.
- Develop tree selection guidelines.
- Review new development.

Current appointment process

Mayor and Council as a whole appoint members. There are three (3) members.

Accomplishments for last two (2) years

Board has not meet in over seven (7) years.

Issues with Members

Attendance and interest. Finding qualified candidates.

Member Restrictions

A member must have a documented history of experience in the knowledge of tree species, maintenance, removal, growth patterns and ability to survive in the local climate.

Staff Assigned

Public Woks Superintendent and department staff as needed.

Suggestions for Improvements

Delete this section in Code of Ordinances. Eliminate the Board.