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AGENDA
AMENDED WORK SESSION
OF THE PERRY CITY COUNCIL
August 15, 2016
5:00 P.M.

1. Call to Order: Mayor James E. Faircloth, Jr.
2. Roll:
3. Items of Review/Discussion: Mayor James E. Faircloth.
 - 3a. Discussion of CHIP Special Conditions Certification, Outreach Plan and Contractor Affidavit – Mr. R. Smith.
 - 3b. Review bid specifications for first responder vehicle and establish official color for Perry Fire and Emergency Services – Mr. L. Gilmour.
 - 3c. Quarterly reports:
 - Department of Administration
 - Perry Police Department
 - Department of Economic Development
 - Department of Leisure Services
 - 3d. Review proposed improvements for Perry Police Department at Public Safety Building – Chief S. Lynn.
 - 3e. Review proposed amendments to position (job) classification schedule – Mr. L. Gilmour.
 - 3f. Proposed fee adjustment for fire inspections – Mr. L. Gilmour.
 - 3g. Consider approving design concept for 706 Carroll Street – Mr. L. Gilmour.
 - 3h. Discuss 2016 property tax millage rate – Mr. L. Gilmour.
 - 3i. Consider cancelation of Council's September 5th work session – Mayor Faircloth.
4. Other Business/Supplemental Agenda: Mayor James E. Faircloth, Jr.
 - 4a. Discuss closing of Georgia Power office – Council Member Hunt.
5. Council Member Items:

6. Department Head Items:

7. Adjourn.

August 1, 2016

Samanta Carvalho
Georgia Department of Community Affairs
60 Executive Park South NE
Atlanta, Ga. 30329

Re: Clearance of General Conditions #5 and #12
City of Perry 2016 CHIP #2016-112

Dear Ms. Carvalho:

In order to clear General Condition #5 for the above reference grant, I, James Faircloth, Jr., Mayor of the City of Perry, certify that the City of Perry is not a sanctuary city and that the City will comply with Georgia Code § 36-80-23 Prohibition on immigration sanctuary policies by local governmental entities; certification of compliance.

In order to clear General Condition #12, the City of Perry acknowledges that we will provide CHIP assistance according to the property value limits for homeowner activities, as outlined in 24 CFR § 92.254(a)(2)(iii) of the HOME Final Rule published on July 24, 2013. No home receiving assistance will have an after-rehabilitation value that exceeds 95 percent of the area median purchase price for existing single family units. The after rehabilitation value will be established prior to any rehabilitation work being performed.

Also, in order to clear General Condition #4, the City of Perry certifies that it is in compliance with O.C.G.A. § 13-10-91, stating affirmatively that the City has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the City will continue to use the federal work authorization program throughout the contract period and the City will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the City with the information required by O.C.G.A. § 13-10-91(b). The City hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Id Number

Date of Authorization

If you have any questions regarding this information please call Sherry Kurtz, Grant Administrator, at 229-942-4424.

Sincerely,

James Faircloth, Jr.
Mayor

MBE/WBE OUTREACH PLAN

Minority/Women's Business Enterprise HOME Program Policy Statement

THE CITY OF PERRY 's minority and women's business enterprise outreach goal is to ensure the inclusion, to the maximum extent possible, of entities owned by minorities and women in DCA's HOME program in order to provide affordable housing authorized under the HOME program. THE CITY OF PERRY will carry out this policy through the MBE/WBE outreach procedures stated below.

Minority and Women's Business Enterprises Outreach Procedures

THE CITY OF PERRY has established procedures to encourage the use of minority and women's business enterprises (MBE/WBE) in HOME-assisted housing in accordance with the Home Investment Partnerships (HOME) Program. These procedures are intended to further the objectives of Executive Orders 11625, 12432 and 12138.

(a) Informing the public, owners and potential MBE/WBE about the MBE/WBE outreach policy/procedures

1. THE CITY OF PERRY will publish its Minority/Women's Business Enterprises Policy Statement in the newspaper of widest statewide circulation and other minority/women oriented newspapers of widest statewide circulation.
2. THE CITY OF PERRY will develop and maintain a solicitation list of certified MBE/WBE with capabilities, services, supplies and/or products which are related to housing development, whenever financially feasible. The services and assistance of the Minority Business Development Agency of the U.S. Department of Commerce and other appropriate federal and state agencies will be sought in accomplishing this task.

(b) MBE/WBE participation in the HOME programs

1. To the maximum extent possible, MBE/WBE will be included in all contracts which THE CITY OF PERRY enters related to the provision of affordable housing under the HOME program to the maximum extent possible.
2. When economically feasible, THE CITY OF PERRY will divide total requirements into small tasks and quantities to permit the maximum participation by MBE/WBE.
3. When economically feasible, THE CITY OF PERRY will establish delivery schedules which encourage MBE/WBE participation in HOME programs.

Signature of Authorizing Official/Authorized Designee

Date

Georgia Security & Immigration Compliance Act

Contractor Affidavit and Agreement under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of City of Perry has registered with and is authorized to use and uses the federal work authorization program, commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the State Entity, Contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the attached Subcontractor Affidavit. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the State Entity at the time the subcontractor(s) is retained to perform such service.

EEV / E-Verify™ Company Identification Number

Date of Authorization

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____, 20__

Notary Public

[NOTARY SEAL]

My Commission Expires:



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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager *LG*
DATE: August 8, 2016
RE: First Responder Vehicle

Attached is a picture of the proposed first responder vehicle the Perry Fire and Emergency Services Department recommends bidding for. It addresses the concerns and direction you provided the Department in the FY17 budget process and is within the approved budget.

Additionally, the Department requests Council authorize shifting the Department vehicles to maroon color officially.

cc: Fire Battalion Chiefs
Fire Marshal D. Stanton

FOUTS BROS.
FIRE EQUIPMENT





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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager *LG*
DATE: August 8, 2016
RE: Controlled Access to Perry Police Department

Attached is a copy of Chief Lynn's July 18, 2016 memo requesting to make alterations at the Public Safety Building.

Note that historically the Council has not authorized partitions to separate clients from City staff receiving payments.

Second, how does the public meet with the Chief?

Chief Lynn will provide diagrams showing the existing conditions and the proposed improvements.

cc: Chief S. Lynn



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PERRY POLICE DEPARTMENT
Stephen D. Lynn, Chief of Police

TO: Lee Gilmour, City Manager
FROM: Chief Steve Lynn 
DATE: July 18, 2016
SUBJECT: **Controlled Access to Perry Police Department**

I am requesting approval to proceed with physical changes to make the police department a controlled access environment. We are proposing to limit unfettered access to the public to the front lobby only.

At present, we are able to secure all other exterior entrances and some interior offices, but when someone comes in through the front door they are able to access many areas of the department. In the interest of safety and security, I would like to make the lobby a public entrance that is self-contained. Any movement from that point on will be under escort.

In order to make the facility secure, we will need to add an aluminum-framed glass door with sidelights in the framed doorway opposite the front doors. For security, the glass in this new doorway will need to be bullet-resistant or bullet-proof. This will limit access to anything behind that entrance.

There are two offices that open onto that front lobby and different measures will need to be employed to secure those areas. In regards to the Court Clerk's office, we are proposing that there be an aluminum-framed glass barrier erected between the service counter and the ceiling. The pass-through at the end of the counter would be replaced by an aluminum-framed door. The glass in this area would need to be the same as the doorway in the front lobby.

In order to limit access to the Chief's outer office, we are proposing to convert the existing entry door into a walk-up window where business such as the obtaining of reports can be conducted. This configuration would require the installation of an additional door into the hallway at the rear of the outer office. Per consultation with Steve Howard, the additional door is structurally feasible.

These changes will bring our department in line with security measures that are being employed at many agencies, and with the other police departments in Houston County. I believe that this is an essential move to safeguard our employees at a time when police officers and police agencies are being targeted. In our particular case, the first employees that are encountered when entering the Perry Police Department are unarmed civilians.

Thank you for your consideration. Please let me know should have any questions.



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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager *LG*
DATE: August 5, 2016
RE: Amendments to Position (Job) Classification Schedule

Based on a review of the 2017 Position (Job) Classification Schedule, the Administration recommends the following:

1. Change the pay ranges for the below positions as indicated:

Building Custodian III

From	\$26,400-\$30,700
To	\$26,400-\$40,100

Senior Building Custodian

From	\$30,800-\$35,800
To	\$30,800-\$46,200

2. Change the job classification titles

From	To
Recreation Maintenance Worker I	Recreation Technician I
Recreation Maintenance Worker II	Recreation Technician II
Revenue Collections Manager	Customer Service Manager

3. Add below job classification title changes per request of Department of Public Works. No budget or pay increase is involved.

Customer Service Technician I	\$28,200 - \$40,400
Customer Service Technician II	31,800 - 45,500
Customer Service Technician III	35,300 - 50,500
Senior Customer Service Technician	39,100 - 56,000

4. Reinstate Laborer I position to assist in hiring part time litter pickup program.
Laborer I \$22,500 - \$34,100

None of these recommendations has an impact on the budget, creates new positions or conflicts with other personnel areas.



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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager *LG*
DATE: August 5, 2016
RE: Proposed Fee Adjustments

Fire Marshal D. Stanton proposes to adjust the fee schedule for services provided by his office. A comparison matrix is shown below. The Administration's recommended adjustments are also provided.

Item	Current	Stanton	State of GA	Admin.
Site Review	\$120	\$150	\$ -	\$120
New Building				
<10K sq ft	\$ -	\$150	\$150	\$150
>10K sq ft	\$ -	\$.015/sq ft	\$.015/sq ft	\$.015 sq ft
Remodel				
>2,500 sq ft	\$ -	\$50	\$150	\$50
2,500-10K sq ft	\$ -	\$150	\$150	\$150
>10,000K sq ft	\$ -	.015/sq ft	.015/sq ft	\$.015/sq ft
Fire Alarm	\$ -	\$150	\$50	\$150
Sprinkler Review	\$ -	\$150	\$150	\$150
Hood/Suppression Plan Revisions	\$ -	\$75	\$ -	\$ -

cc: FM D. Stanton

Sinclair Station

706 Carrol St.



Proposed

NOT FOR CONSTRUCTION
Conceptual view only

This drawing was prepared as a conceptual design solution. It is not to be used for construction purposes. It is the responsibility of the client to verify all information and to obtain all necessary permits and approvals from the appropriate authorities.

GEORGIA
MAIN STREET

City: Perry
Project: Sinclair Station
Owner: Perry, DOA

Drawn by: SL
Checked by: CF
Date: 06/27/16

Project ID: 1841

Drawn by: SL
Checked by: CF
Date: 06/27/16

1 of 3

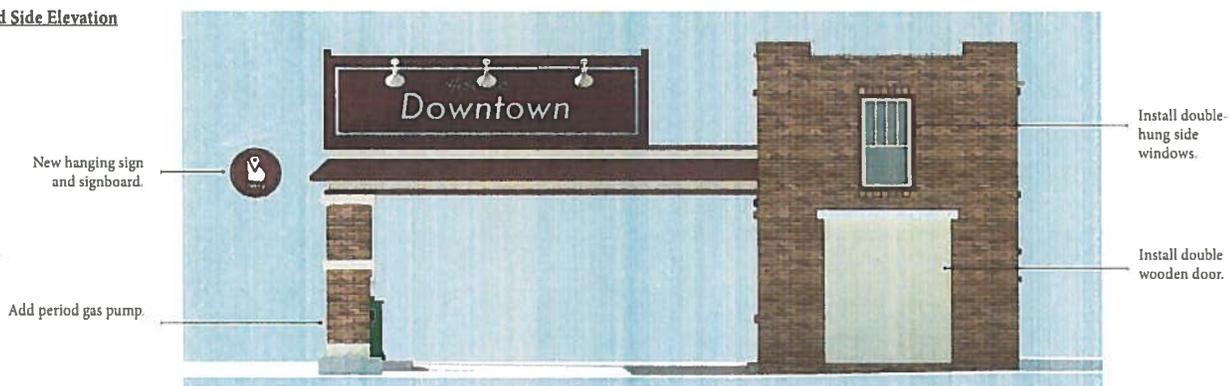
Sinclair Station

706 Carroll St.

Proposed Front Elevation



Proposed Side Elevation



NOT FOR CONSTRUCTION
Conceptual only

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City: Perry
Project: Sinclair Station
Owner: Perry DDA

Drawings prepared by
@GeorgiaMainStreet
Community Affairs

Project ID: 1841

Drawn by: SL
Checked by: CF
Date: 06/27/16

Sinclair Station

706 Carroll St.



Historic Photo



Current Photo



Paint Recommendations:

Roycroft Copper	Classical	Pure
Red	White	White
SW 2839	SW 2829	SW 7005
Window trim, sign	Windows, doors	lintels



*Note: Colors may appear different in natural lighting than when viewed on a computer screen or in print. Always verify color choices with an actual swatch from your chosen paint supplier. Paint recommendations are for Sherwin Williams, though any high quality paint may be substituted.

Building Recommendations:

The building at 706 Carroll Street can be improved by showcasing its historic character and restoring lost architectural features. The illustrations depict the building with its original window and door configuration, canopy and signboard. A half-light wooden entrance door, double side door and operable, double-hung windows are shown. The existing canopy should be repaired, and if it is not salvageable reconstructed using historic photos as a guide. The rear addition should be removed because it does not contribute to the historic character of the structure. New landscape planters will help define the property boundary and buffer visitors from highway traffic.

General recommendations are as follows:

- Retain and repair historic materials unless severely deteriorated.
- Re-point deteriorated masonry joints using a soft mortar mix specifically formulated for older masonry applications.
- Do not sandblast brick in order to clean facade. This will cause irreparable damage to the brick.
- When attaching metal applications such as new cornices, flashing, or drain pipes, always use proper fasteners and hardware for appropriate metal-to-metal contact to avoid future deterioration of these elements.
- BEFORE any restoration work is completed secure building from water penetration at roof, foundation, eaves, gutter joints, and miscellaneous openings.

NOT FOR CONSTRUCTION
Conceptual use only

This drawing was prepared as a conceptual design solution. It is not to be used for construction. The Georgia School of Professional Design, Inc. is not responsible for any errors or omissions in this drawing or for any liability arising from its use.

GEORGIA
MAIN STREET

City: Perry
Project: Sinclair Station
Owner: Perry, DDA

Drawings prepared by
all Georgia
Community Affairs

Project ID: 1841

Drawn by: SL
Checked by: CF
Date: 06/21/16

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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager
DATE: August 10, 2016
RE: 2016 Property Tax Millage Rate

Attached is a copy of Ms. King's August 8, 2016 memo outlining the 2016 property tax digest compared to 2015. The Administration recommends Council retain the current millage rate of 14.050. This will be discussed at your August 15, 2016 work session. Note that Council since 2012 already reduced the ad valorem millage rate from 14.13 to 14.05 or a .08 (.06%) decrease.



MEMO

To: Lee Gilmour, City Manager

From: Brenda L. King, Director of Administration

Ref: 2016 Tax Levy

Date: August 9, 2016

Below are the figures for Houston and Peach County compared to the 2015 tax year levy. The total net assessed value added by reassessments for Perry (Houston County) is the amount of \$1,021,936. A copy of the PT32-1 Computation of millage rate rollback and percentage increase in property taxes 2016 is attached for your information.

	<u>2015 Total</u>	<u>2016 Total</u>
Real Property	\$ 363,780,174	\$ 379,949,286
Personal Property	68,866,998	71,507,524
Motor Vehicles	19,026,117	14,753,270
Mobile Homes	703,520	679,220
Timber	13,590	-
Heavy Duty Equipment	-	-
Gross Digest	\$ 452,390,399	\$ 466,889,300
Exemptions	<u>(23,912,087)</u>	<u>(24,128,448)</u>
Net Digest	\$ 428,478,312	\$ 442,760,852

The Peach County LOST proceeds in the amount of \$5,687.77 would equal a rollback rate of 1.23 mills. Please let me know if you have any questions.

Attachments

PT32.1 - Computation of MILLAGE RATE ROLLBACK AND PERCENTAGE INCREASE IN PROPERTY TAXES - 2016

COUNTY Houston & Peach TAXING JURISDICTION Perry

INFORMATION FOR THE SHADED PORTIONS OF THIS SECTION MUST BE ENTERED

This information will be the actual values and millage rates certified to the Department of Revenue for the applicable tax years.

DESCRIPTION	2015 DIGEST	REASSESSMENT OF EXISTING REAL PROP	OTHER CHANGES TO TAXABLE DIGEST	2016 DIGEST
REAL	363,780,174	1,021,936	15,147,176	379,949,286
PERSONAL	68,866,998		2,640,526	71,507,524
MOTOR VEHICLES	19,026,117		-4,272,847	14,753,270
MOBILE HOMES	703,520		-24,300	679,220
TIMBER -100%	13,590		-13,590	0
HEAVY DUTY EQUIP	0		0	0
GROSS DIGEST	452,390,399	1,021,936	13,476,965	466,889,300
EXEMPTIONS	23,898,087	0	230,361	24,128,448
NET DIGEST	428,492,312	1,021,936	13,246,604	442,760,852
FLPA Reimbursement Value	0		0	0
Adjusted NET DIGEST	428,492,312	1,021,936	13,246,604	442,760,852
	(PYD)	(RVA)	(NAG)	(CYD)
2015 MILLAGE RATE >>>	14.050	2016 PROPOSED MILLAGE RATE >>>		14.050

THIS SECTION WILL CALCULATE AUTOMATICALLY UPON ENTRY OF INFORMATION ABOVE

DESCRIPTION	ABBREVIATION	AMOUNT	FORMULA
2015 Net Digest	PYD	428,492,312	
Net Value Added-Reassessment of Existing Real Property	RVA	1,021,936	
Other Net Changes to Taxable Digest	NAG	13,246,604	
2016 Net Digest	CYD	442,760,852	(PYD+RVA+NAG)
2015 Millage Rate	PYM	14.050	
Millage Equivalent of Reassessed Value Added	ME	0.032	(RVA/CYD) * PYM
Rollback Millage Rate for 2016	RR	14.018	PYM - ME

COMPUTATION OF PERCENTAGE INCREASE IN PROPERTY TAXES

If the 2016 Proposed Millage Rate for this Taxing Jurisdiction exceeds Rollback Millage Rate computed above, this section will automatically calculate the amount of increase in property taxes that is part of the notice required in O.C.G.A. Section 48-5-32.1(c)(2)	Rollback Millage Rate	14.018
	2016 Millage Rate	14.050
	Percentage Increase	0.23%

CERTIFICATIONS

I hereby certify that the amount indicated above is an accurate accounting of the total net assessed value added by the reassessment of existing real property for the tax year for which this rollback millage rate is being computed

Chairman, Board of Tax Assessors

Date

I hereby certify that the values shown above are an accurate representation of the digest values and exemption amounts for the applicable tax years

Tax Collector or Tax Commissioner

Date

I hereby certify that the above is a true and correct computation of the rollback millage rate in accordance with O.C.G.A. Section 48-5-32.1 for the taxing jurisdiction for tax year 2016 and that the final millage rate set by the authority of this taxing jurisdiction for tax year 2016 is _____

CHECK THE APPROPRIATE PARAGRAPH BELOW THAT APPLIES TO THIS TAXING JURISDICTION

____ If the final millage rate set by the authority of the taxing jurisdiction for tax year 2016 exceeds the rollback rate. I further certify that the required advertisements, notices, and public hearings have been conducted in accordance with O.C.G.A. Sections 48-5-32 and 48-5-32.1 as evidenced by the attached copies of the published five year history and current digest advertisement, the "Notice of Intent to Increase Taxes" showing the times and places when and where the required public hearings were held, and a copy of the press release provided to the local media

____ If the final millage rate set by the authority of the taxing jurisdiction for tax year 2016 does not exceed the rollback rate. I further certify that the required five year history and current digest advertisement have been published in accordance with O.C.G.A. Section 48-5-32 as evidenced by the attached copy of such advertised report

Signature of Responsible Party

Title

Date

Vehicle Property Tax/Title Ad Valorem Tax History

Period	Month To Date					Year to Date					Budget 2016
	<u>2013⁽¹⁾</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2016</u>		
July	\$ 34,158	\$ 44,053	\$ 43,196	\$ 41,465	\$ 34,158	\$ 44,053	\$ 43,196	\$ 41,465	\$ 41,465	\$ 531,600	
Aug	34,292	44,936	42,424	44,714	68,450	88,989	85,670	86,179	86,179	531,600	
Sep	42,670	55,846	49,030	50,856	111,120	144,835	134,700	137,035	137,035	531,600	
Oct	-	47,932	47,813	46,421	111,120	192,767	183,513	183,456	183,456	531,600	
Nov	51,740	59,998	58,972	56,578	162,860	252,765	241,585	240,034	240,034	531,600	
Dec	34,490	42,532	38,561	41,070	197,350	295,297	280,046	281,104	281,104	531,600	
Jan	35,407	42,076	43,866	44,538	232,757	337,373	323,912	325,642	325,642	531,600	
Feb	38,878	45,821	41,801	37,859	271,635	383,194	365,713	363,501	363,501	531,600	
March	36,884	48,329	45,252	41,915	308,519	431,523	410,965	405,416	405,416	531,600	
April	34,483	44,722	42,783	41,358	343,002	476,245	453,748	446,774	446,774	531,600	
May	47,753	41,187	40,725	37,110	390,755	517,434	494,473	483,884	483,884	531,600	
June											

(1) Title ad valorem tax not in effect.