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COUNCIL AGENDA

Tuesday, September 3, 2024, 6:00 p.m.

PERRY CITY HALL

808 CARROLL STREET, PERRY, GA 31069

To join the meeting by Vimeo: Use this URL: <https://vimeo.com/perryga>. This will allow you to view and hear the meeting.

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 <https://perry-ga.gov/>

Pages

1. Call to Order:
Mayor Randall Walker, Presiding Officer.
2. Roll:
3. Invocation and Pledge of Allegiance to the Flag:
4. Recognition(s)/Presentation(s):
 - 4.a Presentation of 2024 Champion of Georgia Cities Award to Representative Shaw Blackmon - Mayor Randall Walker.
5. Mayor/Council Joint Appointment:
 - 5.a Historic Preservation Commission - Mr. B. Wood. 3
 - Appointment of Clayton Hubbard
6. Citizens with Input:
7. Public Hearing:

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. 36-66-4.

 - 7.a TEXT-0097-2024 5

Applicant, City of Perry, requesting text amendment of the Land Management Ordinance to establish a process for appointing Planning Commission members - Mr. B. Wood.

8.	<u>Review of Minutes:</u>	
8.a	<u>Council's Consideration:</u> Minutes of August 19, 2024 work session, August 20, 2024 pre council meeting and August 20, 2024 council meeting.	14
9.	<u>Unfinished Business:</u>	
9.a	<u>Mayor Randall Walker</u>	
9.b	<u>Councilmembers</u>	
9.c	<u>City Attorney Brooke Newby</u>	
9.d	<u>City Manager Lee Gilmour</u>	
9.e	<u>Assistant City Manager Robert Smith</u>	
10.	<u>New Business:</u>	
10.a	<u>Matters referred from September 3, 2024 pre council meeting.</u>	
10.b	<u>Ordinance(s) for First Reading(s) and Introduction:</u>	
	1. First Reading	34
	First Reading of a text amendment to amend Sec. 2-1.2.1 of the Land Management Ordinance to establish Council's policy for appointing members of the Planning Commission - Mr. B. Wood. (<i>No action required by Council.</i>)	
10.c	<u>Award of Bid(s):</u>	
	1. Bid 2025-02 Worrall Community Center HVAC - Mr. M. Worthington.	35
10.d	<u>Discussion of Rate Study Proposal - Ms. B. Newby.</u>	37
10.e	<u>Approval of the 2024 City of Perry Americans with Disabilities Act (ADA) Transition Plan - Chief D. Kitchens.</u>	55
11.	<u>Council Members Items:</u>	
12.	<u>Department Heads/Staff Items:</u>	
13.	<u>General Public Items:</u>	
14.	<u>Mayor Items:</u>	
15.	<u>Executive Session (If required):</u>	
16.	<u>Action After Executive Session (As needed):</u>	
17.	<u>Adjournment.</u>	



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Memorandum

To: Mayor and Council
From: Bryan Wood, Community Development Director
Date: August 22, 2024
Re: Historic Preservation Commission Appointments

Mayor Walker and I interviewed two candidates to fill the vacant seat on the Historic Preservation Commission. Both candidates had excellent credentials. Mayor Walker is appointing Clayton Hubbard to fill the seat with a term expiring on December 31, 2025. Mr. Hubbard's Statement of Interest is attached.

Appointee	Home Address	Time on Commission	Employer	Staff Comments
Clayton Hubbard	817 Ross Street	New appointee	Self-employed painter; Realtor with Fickling & Company	Mr. Hubbard has a background in construction which will benefit the HPC when discussing building modifications. Mr. Hubbard is well spoken and has reviewed the HPC ordinance and design guidelines. Staff believes Mr. Hubbard will be an excellent addition to the HPC.

SUBMISSION DETAILS: STATEMENT OF INTEREST

Submission Date: 08/06/2024 @ 8:45 PM (EDT)

Name

Clayton Hubbard

Email

chubbard302@gmail.com

Phone Number

478.777.2579

Home Address

817 Ross St, Perry, Ga 31069

Business If Applicable

Everglades Painting LLC

Title position

Owner operator

Organizational Memberships

Realtor; Fickling & Company

Interest Hobbies Talents Skills

I have been in the construction industry for 30 years both in residential and commercial applications. I specialize in exterior and interior painting; I am also a Realtor. My hobbies are cycling, and photography.

Where Would You Like To Serve

Historic Preservation Commission

I'm Interested In Serving Because

A word that always comes to my mind is stewardship. I am fortunate that part of my profession is being a steward of properties. I have a deep affinity for the work completed by previous generations. It is possible that my talents and skills would be of benefit and this opportunity would foster growth within my person helping me to be a better member and servant.

Typing Your Name In The Field Below Constitutes Acceptance Of The Commitment Above

Clayton Wade Hubbard

Date

08.06.2024

TEXT-0097-2024

Amend the Land
Management Ordinance to
establish process for
appointing Planning
Commission members.

TEXT-0097-2024

- Follows Council's practice since 2021
- City Council shall ratify each Council Member's nominee to the Planning Commission
- Potential commissioners must have a valid Statement of Interest on file
- Potential commissioners must be interviewed by the nominating person and the Planning Commission staff liaison
- Establishes broad criteria for evaluating potential commissioners



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Summary for Case: TEXT-0097-2024	
Request	Amend Sec. 2-1.2.1 to revise the process, based on recent practice, for appointing members of the Planning Commission.
Highlights of Amendment	<ul style="list-style-type: none">• Codifies Council’s practice since 2021• City Council shall ratify each Council Member’s nominee to the Planning Commission• Potential commissioners must have a valid Statement of Interest on file• Potential commissioners must be interviewed by the nominating person and the Planning Commission staff liaison• Establishes broad criteria for evaluating potential commissioners
Planning Commission Recommendation:	Approve



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STAFF REPORT

July 11, 2024

CASE NUMBER: TEXT-0097-2024
APPLICANT: The City of Perry
REQUEST: Amend Sec. 2-1.2.1 of the LMO to codify Council's policy for appointing Planning Commissioners.

STAFF COMMENTS: The proposed amendment establishes City Council as the body ratifying each nominee to the planning commission. It requires potential candidates to have a Statement of Interest on file with the City Clerk and to be interviewed by the nominating person and the administrator (of the LMO). The amendment provides broad criteria for evaluating potential commissioners:

Members of the commission shall be appointed in consideration of their professional expertise, knowledge of the community, and concern for the future welfare of the total community and its citizens. Membership shall represent a broad cross section of the interests and concerns of persons residing and doing business within the city.

STANDARDS FOR GRANTING A TEXT AMENDMENT:

- (1) Whether, and the extent to which the proposed amendment is consistent with the Comprehensive Plan.**

This amendment is not inconsistent with the Comprehensive Plan.

- (2) Whether, and the extent to which the proposed amendment is consistent with the provisions of this chapter and related city regulations.**

The proposed amendment is consistent with the format of the Land Management Ordinance.

- (3) Whether, and the extent to which there are changed conditions from the conditions prevailing at the time that the original text was adopted.**

In 2020 City Council established a policy in which potential board and commission members must submit a Statement of Interest. Potential Planning Commissioners would be interviewed by the nominating Councilmember and planning staff. This policy is not supported by the current provisions in the Land Management Ordinance.

- (4) Whether, and the extent to which the proposed amendment addresses a demonstrated community need.**

The policy and proposed amendment are intended to broaden the pool of potential commission members, and ensure commissioners are considered based on professional expertise, knowledge of the community, concern for the future welfare of the total community, and represent a broad cross section of interests in the city.

- (5) **Whether, and the extent to which the proposed amendment is consistent with the purpose and intent of the zoning districts in this chapter, will promote compatibility among uses, and will promote efficient and responsible development within the city.**

The amendment is not inconsistent with the purpose and intent of the Land Management Ordinance. There is no specific purpose or intent statement relating to Commission membership and appointment process.

- (6) **Whether, and the extent to which the proposed amendment will result in logical and orderly development pattern.**

The amendment in and of itself has no impact on the development pattern of the City.

- (7) **Whether, and the extent to which the proposed amendment will result in beneficial impacts on the natural environment and its ecology, including, but not limited to, water, air, noise, stormwater management, wildlife, vegetation, and wetlands.**

The amendment has no impact on the natural environment.

- (8) **Whether, and the extent to which the proposed amendment will result in development that is adequately served by public facilities and services (roads, potable water, sewerage, schools, parks, police, fire, and emergency medical facilities).**

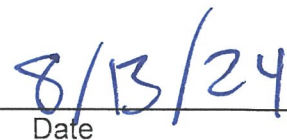
The amendment has no impact on public facilities and services.

STAFF RECOMMENDATION: Staff recommends approval of the proposed text amendment.

PLANNING COMMISSION RECOMMENDATION: Following an informational hearing held on August 12, 2024, the Planning Commission recommends approval of the application as submitted.



Eric Z. Edwards Chairman, Planning Commission



Date

Delete subsection 2-1.2.1 in its entirety and replace as follows:

2-1.2. *Planning Commission.* The City of Perry Planning Commission, herein referred to as the Planning Commission or Commission, is created and established to be organized and empowered as provided herein.

~~2-1.2.1. *Membership; compensation.*~~

- ~~A. The Planning Commission shall consist of seven (7) members who shall be residents of the City of Perry, Georgia. The Mayor and each Councilperson shall appoint one member to the Planning Commission at the first meeting in January at the beginning of the Mayor or Councilperson's term of office.~~
- ~~B. The term of office of the member of the Planning Commission shall run concurrently with the term of office of the Mayor or Councilperson by whom the Planning Commission member was appointed.~~
- ~~C. Any vacancy in membership shall be filled for the unexpired term by the Mayor or Council member who appointed the vacating member. The Mayor or Council shall have the authority to remove any member for cause, on written charges, after a public hearing.~~
- ~~D. All members may receive compensation as determined by Mayor and Council.~~

2-1.2.1. *Membership; terms of office; qualifications; compensation.*

- A. The planning commission shall consist of seven members who shall be residents of the City of Perry.
- B. Members of the planning commission shall be appointed by City Council. The Mayor and each Councilmember shall nominate a member of the commission within 30 days of the beginning of their term of office.
- C. Potential nominees shall have a valid statement of interest on file with the City Clerk and shall be interviewed by the nominating person and the administrator. Members of the commission shall be appointed in consideration of their professional expertise, knowledge of the community, and concern for the future welfare of the total community and its citizens. Membership shall represent a broad cross section of the interests and concerns of persons residing and doing business within the city.
- D. A commission's term of office shall run concurrently with the term of office of the nominating person provided, however, commissioners shall serve until a successor is appointed.
- E. A vacancy in any position on the commission must be filled for the unexpired term in the same manner as the original appointment. The city council may remove any member of the commission for malfeasance, misfeasance or nonfeasance in the performance of duties or for such other cause as otherwise permitted by law.
- F. Members of the commission may receive compensation as determined by City Council.

Planning Commission
Minutes - August 12, 2024

1. Call to Order: Chairman Edwards called the meeting to order at 6:00pm.
2. Roll Call: Chairman Edwards; Commissioners Guidry, Jefferson, Hayes, Mehserle, and Ross and Williams were present.

Staff: Bryan Wood – Community Development Director, Emily Carson – Community Planner, and Christine Sewell – Recording Clerk

Guests: Scott Ritchie, Brandon Bolt, and Tyler Findley

3. Invocation: was given by Commissioner Mehserle
4. Approval of Minutes from July 8, 2024, regular meeting – Commissioner Hayes motioned to approve with correction as noted; Commissioner Ross seconded all in favor and was unanimously approved.
5. Announcements- Chairman Edwards referred to the notices as listed.
 - Per O.C.G.A. 36-67A-3 if any opponent of a rezoning or annexation application has made campaign contributions and/or provided gifts totaling \$250 or more within the past two years to a local government official who will consider the application, the opponent must file a disclosure statement.
 - Policies and Procedures for Conducting Zoning Hearings are available at the entrance.
 - Please place phones in silent mode.
6. Citizens with Input- None
7. Old Business – None
8. New Business
 - A. Public Hearing (Planning Commission decision)
 1. **VAR-0094-2024**. Variance to reduce the setback for signs located at 1309 Main Street. The applicant is the City of Perry.

Ms. Carson advised the application was submitted by the City for a variance to reduce the setbacks for the monument signs. The signs for the VA Clinic were installed in the right-of-way due to an oversight by the Community Development Department during the plan review stage of permitting. Since the signs were permitted at the present locations, the City would be responsible for relocating them. Attempting to do so would cause a significant cost for taxpayers (\$119,120). Therefore, the City is requesting a variance of the identified section of the LMO to allow the signs to remain as installed. Ms. Carson further noted the property is triangular in shape with a steep slope down from Houston Lake Drive to the parking lot. The sign fronting Houston Lake Drive would require additional brick foundation height if set further back from the street. This sign was installed closer to the street than shown on the permitted plan, causing it to be located in the right-of-way. The City purchased additional right-of-way along Main Street adjacent to the new VA Clinic to install a sidewalk. The site plan submitted with the permit application showed the existing right-of-way and a “proposed ROW.” The Community Development Department failed to impose the required 10’ setback for both signs before issuing the sign permit. The locations of the signs do not impair the use and enjoyment of adjoining and neighboring properties and do not impact vehicular or pedestrian traffic on either street.

Chairman Edwards opened the public hearing at 6:07pm and called for anyone in favor or opposed to the request; there being none the public hearing was closed at 6:08pm.

Chairman Edwards inquired if there was site distance concerns when exiting the property on the Houston Lake Drive side; Mr. Wood advised there was not, and it met the site distance requirements.

Commissioner Guidry inquired about the fire hydrant if it was a site obstruction; Mr. Wood advised it also was not and exceeds the requirements of the fire department and their standards.

Commissioner Ross motioned to approve the variance as submitted; Commissioner Jefferson seconded; all in favor and was unanimously approved.

B. Informational Hearing (Planning Commission recommendation – Scheduled for public hearing before City Council on September 3, 2024)

1. **SUSE-0098-2024.** Special exception for short-term rental for property located at 223 E. River Cane Run. The applicant is Leo Chavez. (*Applicant has withdrawn request*)
2. **TEXT-0097-2024.** Text amendment to Sec. 2-1.2.1 to provide a process for appointing members of the Planning Commission based on recent practice. The applicant is the City of Perry.

Mr. Wood advised the proposed amendment was for Sec. 2-1.2.1 of the LMO to codify Council's policy for appointing Planning Commissioners. The proposed amendment establishes City Council as the body ratifying each nominee to the planning commission. It requires potential candidates to have a Statement of Interest on file with the City Clerk and to be interviewed by the nominating person and the administrator (of the LMO). The amendment provides broad criteria for evaluating potential commissioners: *Members of the commission shall be appointed in consideration of their professional expertise, knowledge of the community, and concern for the future welfare of the total community and its citizens. Membership shall represent a broad cross section of the interests and concerns of persons residing and doing business within the city, along with staff responses.*

Chairman Edwards opened the public hearing at 6:12pm and called for anyone in favor or opposed to the request; there being none the public hearing was closed at 6:13pm.

Chairman Edwards inquired what is cause for dismissal; Mr. Wood advised it is looked at on a case-by-case basis, but as defined in the amendment it could be for malfeasance, misfeasance, or nonfeasance in the performance of duties. Commissioner Jefferson asked about the statement of interest; Mr. Wood advised this process has been done for the past three years and it allows for persons who are truly interested in serving be interviewed. Commissioner Mehserle liked that it strengthened the process for appointees.

Commissioner Mehserle motioned to recommend approval of the amendment as presented; Commissioner Ross seconded; all in favor and was unanimously recommended for approval.

9. Other Business

1. Notting Hill PUD Preliminary Concept Review

Mr. Wood advised per the recent changes to the PUD standards and procedures, the Planning Commission is required to provide input on a PUD concept before the regulating plan is finalized. The applicant/developer, Edgar Hughston Builder, Inc. is proposing a PUD on a 119.46-acre tract of land on Langston Road, between U.S. Hwy 41 and the existing Notting Hill subdivision, currently zoned R-1 and R-3. The plan carves out 5 acres for a daycare facility. 28.6 acres is proposed open space, and the remaining 85.88 acres will be divided into 255 residential lots with a minimum lot size of 8,000 square feet. Access will be provided via two existing streets in Notting Hill, and a new connection to Langston Road. The daycare tract is located on Langston Road at the entrance to the PUD. There does not appear to be any unique and integrated mix of uses. The developer does not intend to develop and build the daycare facility. Based on the intent of the PUD district and the recently updated standards, it is staff's view that the PUD is proposed only to reduce residential lot area and lot width. A similar plan could be achieved with R-3 zoning (all but 44 lots meet the R-3

minimum lot size of 9,000 square foot) for the residential portion and OI, Office and Institutional zoning on the 5-acre daycare tract. 181 of the lots have a minimum lot width of 60'. R-3 requires a minimum of 70'. Mr. Wood noted in the staff memo provided it is identified how the proposal addresses the PUD standards starting in subsection (D) along with responses. It was also advised that a traffic impact study was required and need the impervious surface ratio for all lots or overall, for the project. Furthermore, and of concern is no details were provided on the daycare facility, nor a phasing plan and how the common area facilities will be maintained.

Chairman Edwards opened the floor for discussion. Mr. Tyler Findley with Edgar Hughston Builder, Inc. advised Mr. Wood is correct in his presentation of the proposed plan, and since his company's purchase there had been a change in the zoning, and they had looked at what would be marketable for the area, thus the design for narrow lots and the suggested daycare facility to service the area.

Mr. Scott Ritchie advised he was a strong proponent of PUD's and asked that current residents be taken care of with regard to changing standards.

Chairman Edwards asked when the traffic study had to be completed; Mr. Wood advised prior to the completed application being submitted. Mr. Brandon Bolt advised this is scheduled to be done, as they needed to wait until school was back in session. Commissioner Jefferson was concerned with the location of the daycare and traffic.

Mr. Findley advised he was open to suggestions on what the city would like to see on the five-acre portion. Chairman Edward felt that use was acceptable or a possible mixed-use, but the mandate of what Council is expecting is no narrower/smaller lot sizes. Mr. Findley asked for clarification on mixed-use; Mr. Wood advised it could consist of two or more uses, such as retail and office. Mr. Wood advised there have been previous PUDs approved many years ago with a mix of single family and commercial, and unfortunately the commercial was never done, and council does not want that to continue. Mr. Findley asked if three uses could be brought forth; Mr. Wood advised it could as it would fit the intent of the ordinance. Mr. Findley asked for input on the lot sizes. Commissioner Mehserle understand the position of developers, however there was much discussion and thought put into the revisions and the requirements are fair and not a burden to meet. Mr. Wood advised the city is not opposed to smaller lots, but there needs to be something exceptional for the development and asked Mr. Findley to research other areas in the country with successful PUD's, such as Sullivan's Island, SC, Hilton Head, S; understanding they are vastly different from Perry, but their standards will provide guidance for design. Mr. Findley advised they would not develop the daycare, and Mr. Wood reiterated this is a concern for the city in that it would never be developed. Commissioner Ross inquired the price point; Mr. Findley advised for this project it would be low \$300's to high \$400's. Mr. Wood also pointed out concerns with parking and the number of spaces required based on the number of bedrooms that will need to be addressed. Mr. Bolt advised in developing they are looking to transition from the existing phase of Notting Hill to the new phase. Commissioner Hayes suggested Mr. Findley and Mr. Bolt continue to work with staff to ensure the requirements are met.

10. Commission questions or comments - Mr. Wood advised each Commissioner had been provided a Volunteer Appointment Commitment Form to review and provide back to staff. The form outlines the Commission's purpose and duties while serving.
11. Adjournment: there being no further business to come before the Commission the meeting was adjourned at 7:07pm.

MINUTES

WORK SESSION OF THE PERRY CITY COUNCIL

Date: August 19, 2024, 5:00 p.m.

Location: PERRY CITY HALL
808 CARROLL STREET, PERRY, GA 31069

Officials Present: Mayor Randall Walker
Mayor Pro Tempore Robert Jones
Council Member Darryl Albritton
Council Member Phyllis Bynum-Grace
Council Member Willie King
Council Member James Moody
Council Member Dan Peterson

Staff: Lee Gilmour - City Manager
Brooke Newby - City Attorney
Robert Smith - Assistant City Manager
Annie Warren - City Clerk
Keyiera Johnson - Assistant City Clerk
Holly Wharton - Economic Development Director
Mitchell Worthington - Finance Director
Bryan Wood - Director of Community Development
Curtis Coates - Director of Leisure Services
Chief Lee Parker- Fire and Emergency Services Department
Chief Alan Everidge - Police Department
Jenny Burdeshaw - Human Resources Director
Tabitha Clark - Director of Communications
Amber Howell - Communications Specialist
Assistant Chief Kirk Crumpton - Fire and Emergency Services
Department
Emily Carson - Community Planner

Others Present: Guest(s): Thomas Mason

1. Call to Order:

Mayor Randall Walker, Presiding Officer, called to order the work session of the Perry City Council held August 19, 2024 at 5:00 p.m.

2. Roll:

The above were in attendance for a quorum.

3. Citizens with Input:

none

4. Items of Review/Discussion:

4.a Public Works Department

1. Pocket Park furniture proposal - Ms. A. Fitzner.

Administration reviewed with Mayor Walker and Council furniture suggestions for city pocket parks. Administration stated the equipment would cater to children up to 12 years old and comply with ADA standards. Proposed features include concrete picnic tables, benches, vandal-proof fireboxes, swings, climbers, spinners, and bouncers. Funding is from SPLOST, and the installation will be a continuous effort. Administration requested concurrence to proceed with the Pocket Park furniture proposal, and Council concurred.

4.b Fire and Emergency Services Department

1. Perry Dive Team deployment overview - Assistant Chief K. Crumpton.

Assistant Chief Crumpton provided a summary of the Perry Dive Team's deployment during Hurricane Debby. Assistant Chief Crumpton reported that the deployment order was received on the morning of Sunday, August 4, 2024, prompting 8 members of the Perry Fire Department to join forces with 16 from the Columbus Fire Department. The combined team of 24 utilized an auditorium at Ogeechee Technical College as a command center, with sleeping arrangements provided by a local Salvation Army. The first service call arrived early Tuesday morning following the failure of a dam due to lake overflow, with operations extending into Wednesday afternoon. Assistant Chief Crumpton confirmed that the team successfully rescued 28 individuals from the floodwaters and effectively utilized all the equipment provided, marking the

deployment as a success. Mayor Walker and Council thanked the Perry Fire Department for their dedicated service.

4.c Community Development Department

1. Proposed Easement Abandonment - Mr. B. Wood.

Mr. Wood presented a proposed easement abandonment to Mayor Walker and Council. Mr. Wood mentioned that Thomas Mason is planning a small multi-family residential development on Perry Parkway, close to Perry Middle School. Mr. Wood informed that Thomas Mason has requested the city abandon part of the 20-foot utility easement to relocate the sewer line to the proposed roadway. Mr. Wood noted that staff has reviewed the proposal and provided the following observations: 1. The GDOT Right of Way might necessitate a review and approval by GDOT. 2. The city must conduct a comprehensive review of the plans. 3. The city must verify that there is sufficient existing capacity to meet future sewer demands both upstream and downstream. 4. The city must ensure that maintenance can be carried out as required. 5. The City Attorney must examine the language of the easement document, as it may encompass more than just the sanitary sewer. 6. The city should not relinquish an existing easement until the new easement is in place and the associated work is complete, or a surety is provided. 7. Easement abandonment is not a routine practice for the city and would need council approval. Administration concurred with the staff's comments and was comfortable with Council's agreement to proceed with further investigation. Mr. Thomas Mason, residing at 130 Van Dr in Kathleen, expressed that the proposal is essential for installing carports on each unit within the development and expressed gratitude towards Mayor Walker and Council for considering his proposal. Mr. Wood requested Council's concurrence to continue with the collection of necessary information for the proposal; Council concurred.

4.d Office of the City Manager

1. Follow up relative to public attended events - Mr. L. Gilmour.

Following up on the Ghoul's Night Out special event request from the August 6, 2024, regular meeting, Administration reviewed with Mayor Walker and Council a proposal to only approve city-supported, public events that are listed on the annual calendar. This

measure helps to alleviate the burden on city services. Administration clarified that this restriction would not apply to private events funded by the organizers. Administration requested Council's concurrence to proceed with the recommendation as proposed; and Council concurred.

5. Council Member Items:

Councilmember Moody requested an update on the billboard enhancements along Interstate I75 and the signage for the Corporate Center on Perry Parkway. Mr. Wood indicated that updates will be provided tomorrow.

Councilmember Peterson inquired about the status of the stormwater facility at Langston and Houston Lake Road. Mr. Wood confirmed that he will provide an update on this matter as well tomorrow.

Councilmember King inquired about the status of the Confederate statue's relocation. Administration stated that staff is currently gathering stormwater data for the park where the statue is planned to be moved.

6. Department Head/Staff Items:

Mr. Coates informed Mayor Walker and Council that Leisure Services was awarded 75 flags and 10 footballs at no cost, courtesy of a grant from USA Football.

7. Mayor Items:

August 20, 2024 pre council meeting at 5pm.

August 20, 2024 regular council meeting at 6pm.

8. Executive Session (If required):

n/a

9. Action After Executive Session (As needed):

n/a

10. Adjournment:

There being no further business to come before Council in the work session held August 19, 2024, Councilmember Albritton motioned to adjourn the meeting at 5:44 p.m. and Councilmember Moody seconded the motion and it carried unanimously.

MINUTES

PRE COUNCIL MEETING OF PERRY CITY COUNCIL

Date: August 20, 2024, 5:00 p.m.

Location: PERRY CITY HALL
808 CARROLL STREET, PERRY, GA 31069

Officials Present: Mayor Randall Walker
Mayor Pro Tempore Robert Jones
Council Member Darryl Albritton
Council Member Phyllis Bynum-Grace
Council Member Willie King
Council Member Dan Peterson
Council Member James Moody

Staff: Lee Gilmour - City Manager
Brooke Newby - City Attorney
Robert Smith - Assistant City Manager
Annie Warren - City Clerk
Keyiera Johnson - Assistant City Clerk
Holly Wharton - Economic Development Director
Mitchell Worthington - Finance Director
Bryan Wood - Director of Community Development
Curtis Coates - Director of Leisure Services
Chief Lee Parker - Fire and Emergency Services Department
Chief Alan Everidge - Police Department
Assistant Chief Kirk Crumpton - Fire and Emergency Services Department
Ansley Fitzner - Public Works Superintendent
Jenny Burdeshaw - Human Resources Director
Tabitha Clark - Director of Communications
Alicia Hartley - Downtown Manager
Chad McMurrian - Engineering Services Manager

Others Present: Media: Sandra Hernandez - Houston Home Journal

1. Call to Order:

Mayor Randall Walker, Presiding Officer, called to order the pre council meeting of the Perry City Council held August 20, 2024 at 5:00 p.m.

2. Roll:

The above were in attendance for a quorum.

3. Citizens with Input:

none

4. Items of Review/Discussion:

4.a Discussion of August 20, 2024 council meeting agenda.

4a. Recognition from the Georgia Association of Fire Chiefs. Retired Chief Robert Singletary will present Certified Fire Chief certifications to the listed recipients during the regular meeting.

4b. Introduction of new hire, Police Officer Trey Huffman. Chief Everidge will introduce new Perry Police Officer Trey Huffman to Mayor Walker and Council.

4c. Rebate check presentation by ESG. Mr. Travis Falcione will present a chemical and repairs budget rebate check in the amount of \$245,735.76 to Mayor Walker and Council.

4d. Employee Years of Service Awards. Ms. Burdeshaw will present years of service awards to the listed recipients during the regular meeting.

4e. Recognition of the Perry International Festival as a Signature Event of the Southeast. Ms. Turpin will give an overview of an award the City of Perry received from the Southeast for the International Festival.

4f(1). Hometown Heroes Veterans banner proposal. Ms. Hartley will review a special event proposal with Mayor Walker and Council, presented by the Main Street Advisory Board. The event aims to honor Perry's veterans by offering 14 personalized, double-sided banners for display in the downtown area throughout November. These banners, available on a first-come, first-served basis upon completion of an online application and a \$150.00 payment, will feature a photo, the veteran's name, military branch, service years, and rank. Post-display, purchasers can keep their banners. Councilmember Albritton has proposed increasing the number of banners by adding placements along Courtney Hodges Blvd. Ms. Hartley confirmed that this suggestion could be incorporated into the proposal if

Council agrees. Due to the differing banner sizes on Courtney Hodges Blvd, Administration has recommended establishing a uniform price.

4f(2). The City of Perry Christmas Parade on Saturday, December 7, 2024, at 10:00 a.m. Ms. Hartley will review a special event application that seeks city services and road closures for the annual City of Perry Christmas Parade.

7a(1). **Second Reading** of an ordinance amending the Charter of the City of Perry relative to Mid-State Energy Authority. This is the second reading for adoption to amend the Charter via the Home Rule Act. Ms. Newby mentioned that in the 1950s, the City of Perry, along with several municipalities, entered into an agreement with the Jointly Owned Natural Gas. This entity was later renamed the Mid-State Energy Commission and has now become the Mid-State Energy Authority. The proposed charter amendment will authorize and approve the transfer of all assets, liabilities, and both real and personal property from the commission to the authority.

7a(2). **Second Reading** of an ordinance amending the Charter of the City of Perry relative to leasing or disposing of property. This is the second reading for adoption to amend the Charter via the Home Rule Act. Ms. Newby stated as amended by inserting within Section 6.29 a new subsection D, the amendment authorizes the City of Perry Mayor and Council to rent or lease city owned property.

7a(3). **Second Reading** of an ordinance rezoning property to amend existing PUD standards to increase height and allow residential use within the existing designated commercial area. The property is located at 1824 Houston Lake Road and 1904 Hwy 127; Tax Map No. 0P0490 062000 and 0P0490 061000. Mr. Wood advised this is the second reading of an ordinance rezoning of property called The Encore DVP, LLC to amend existing PUD standards to increase height and allow residential use within the existing designated commercial area. Mr. Wood stated the requested modifications will adjust the commercial square footage from 45,000 square feet to 30,000 square feet and add an additional 50 residential units. The Planning Commission and staff recommended approval.

7a(4). **Second Reading** of a text amendment to amend Sec. 2-3.12 to add expiration and amendment provisions to land disturbance permit; Sec. 2-3.13, Final Plats, to provided consistent language; and Sec. 2-3.16 and 2-3.17 regarding maintenance warranties to reduce the required value and maintenance period, revise provisions for phased developments, and require separate maintenance warranties for stormwater facilities. Mr.

Wood advised this is the second reading of an ordinance to amend the Land Management Ordinance to amend procedures and standards for maintenance warranties. Mr. Wood reviewed the highlighted amendments with Mayor and Council. 1. Reduce the value of the maintenance warranty from 33% to 10% of the construction costs. 2. Require the City to establish a schedule of unit costs for calculating the cost of construction, rather than relying on the owner's contracts. 3. Reduce the maintenance warranty period from 24 months to 18 months, with the provision that the warranty or a portion of the warranty may be released after 12 months upon a finding by the City that the infrastructure meets City standards and specifications. 4. Revise "Phased Developments" to remove the extension of warranties for earlier phase to cover infrastructure used for access to later phases. In its place, " Phased Developments" address stormwater infrastructure designed to serve multiple phases. 5. Require a separate maintenance warranty for stormwater infrastructure. Stormwater maintenance warranties extend for 18 months from the date of final plat approval of the last phase which is served by a stormwater facility.

10b(1). RIQ 2025-01 Perry Branch Landscaping. Mr. Worthington advised Mayor Walker and Council his office received three responsive quotes. Staff recommends awarding to lowest quote Dixie Lawn & Landscaping Inc. in the amount of \$16,200.00.

10b(2). RFP 2024-04 Consulting Engineer selection relative to the EPA Brownfield Cleanup Grant. Mr. Worthington informed Mayor Walker and Council that his office has received four responses to the RFP for the EPA Brownfield Cleanup Grant. This grant will fund the cleanup and environmental remediation required for the parcel previously referred to as the Stanley Property, which is located next to the Perry Events Center. Staff recommends to award RFP 2024-04 to the highest scoring proposal, PPM Consultants, Inc.

10c(1). Resolution to accept maintenance of rights-of way and certain infrastructure in The Preserve at Agricultural Village Subdivision. Mr. Wood advised this is a resolution to accept ownership and responsibility for maintenance and operation of certain infrastructure and street rights-of-way of Harrow Drive in The Preserve at Agricultural Village Subdivision.

10c(2). Resolution to accept a donation of properties from Wingate Custom Homes, LLC. Mr. Wood advised this is a resolution to accept three parcels containing greenspace, existing stormwater ponds and stormwater conveyance systems.

10c(3). Resolution establishing the 2025 Ad Valorem Millage Rate. Mr. Worthington informed Mayor Walker and Council this is a resolution establishing the fiscal year 2025, tax year 2024 millage rate at 12.697 mills. Mr. Worthington stated with this is a full rollback rate following the increase seen by recent property reassessment values. This is a decrease from 2024 fiscal year, tax year 2023 millage rate which was set at 14.00 mills.

10d. Approval of the 2024 CHIP Grant and Resolutions. Mr. Wood stated this a request for approval for six items relating to 2024 CHIP Grant: 1) 2023 CHIP Grant Agreement with DCA, 2) Resolution authorizing a contract with Grant Specialists of GA, Inc. for grant administration and approving policies and procedures for administering the 2024 CHIP grant, 3) Resolution adopting the Section 3 Plan in compliance with 24 CFR 135, 4) Resolution adopting polices in compliance with GA statutes relative to Prohibition on Immigration Sanctuary Polices, the Georgia Drug-free Workplace Act, and the Illegal Immigration Reform and Enforcement Act, 5) Resolution adopting the CHIP Homebuyer Eligibility and Homeownership Value Limits, and 6) Resolution adopting policies and procedures for program design for the CHIP grant as outlined to include the CHIP Administration Manual.

10e. Change Order No.3 to the Guaranteed Maximum Price relative to the East Perry Wastewater Treatment Facility with The Haskell Company. Mr. McMurrian advised Mayor and Council this change order request is to add the East Perry Regional Pump Station to The Haskell Company's existing contract for the East Perry Wastewater Treatment Facility Phase 1. Mr. McMurrian stated staff recommends approval in the amount of \$24,760.00.

10f. Amendment No. 27 relative to the Agreement between Inframark, DBA ESG Operations and the City of Perry. Ms. Fitzner advised Mayor Walker and Council this is a standard amendment to the contract which offers water, sewer, and gas operations. Ms. Fitzner stated this an amendment that accounts or the approved FY 2025 budget which is a 3.7 % increase from last year's budget. The total base fee the contract is \$5,184,500.00.

5. Council Member Items:

Councilmember King expressed concerns regarding traffic safety for left turns from the McDonald's onto Perry Parkway and inquired about the installation of a

traffic light. Administration indicated that a request will be submitted to the Georgia Department of Transportation (GDOT).

Mr. Wood informed Councilmember Moody that no additional information was presently available concerning his inquiry about the billboard enhancements along I-75. Mr. McMurrin briefed Councilmember Peterson on the progress of the stormwater facility at Langston and Houston Lake Road, highlighting its expected completion in December, and mentioned that LMIG is in the process of resurfacing various streets within Perry.

Mr. Worthington informed Mayor and Council about a recent fraud attempt encountered by his office and urged the public to be vigilant and check their accounts regularly.

6. Executive Session (If required):

n/a

7. Action After Executive Session (As needed):

n/a

8. Adjournment.

There being no further business to come before Council in the pre council meeting held on August 20, 2024, Mayor Pro Tempore Jones motioned to adjourn the meeting at 5:33 p.m.; Councilmember Albritton seconded the motion and it carried unanimously.

MINUTES

REGULAR MEETING OF THE PERRY CITY COUNCIL

Date: August 20, 2024, 6:00 p.m.

Location: PERRY CITY HALL
808 CARROLL STREET, PERRY, GA 31069

Officials Present: Mayor Randall Walker
Mayor Pro Tempore Robert Jones
Council Member Darryl Albritton
Council Member Phyllis Bynum-Grace
Council Member Willie King
Council Member James Moody
Council Member Dan Peterson

Staff: Lee Gilmour - City Manager
Brooke Newby - City Attorney
Robert Smith - Assistant City Manager
Annie Warren - City Clerk
Keyiera Johnson - Assistant City Clerk
Holly Wharton - Economic Development Director
Mitchell Worthington - Finance Director
Bryan Wood - Director of Community Development
Curtis Coates - Director of Leisure Services
Chief Lee Parker - Fire and Emergency Services Department
Chief Alan Everidge - Police Department
Assistant Chief Kirk Crumpton - Fire and Emergency Services
Department
Ansley Fitzner - Public Works Superintendent
Jenny Burdeshaw - Human Resources Director
Tabitha Clark - Director of Communications
Alicia Hartley - Downtown Manager
Chad McMurrian - Engineering Services Manager

Others Present: Guest(s): Albert Powell Jr., Robert Singletary - Retired Fire
Chief, Travis Falcione - Inframark/ESG Operations, Anya Turpin
- Executive Director of Visit Perry
Media: Sandra Hernandez - Houston Home Journal

1. Call to Order:

Mayor Randall Walker, Presiding Officer, called to order the regular meeting of the Perry City Council held August 20, 2024 at 6:00 p.m.

2. Roll:

The above were in attendance for a quorum.

3. Invocation and Pledge of Allegiance to the Flag:

Mayor Pro Tempore Jones rendered the invocation and Councilmember Albritton led the pledge of allegiance to the flag.

4. Recognition(s)/Presentation(s):

4.a Recognition from the Georgia Association of Fire Chiefs - Retired Chief Robert Singletary.

Retired Chief Robert Singletary presented a Certified Fire Chief certification to Chief Kirk Crumpton and a Certified Company Officer certification to Lt. Hunter Flournoy. Mayor and Council congratulated them on this achievement.

4.b Introduction of new hire, Police Officer Trey Huffman - Chief A. Everidge.

Chief Everidge introduced Police Officer Trey Huffman to Mayor Walker and Council. Mayor Walker expressed his gratitude to Mr. Huffman for choosing to serve the community of Perry.

4.c Rebate check presentation by ESG - Mr. T. Falcione.

Mr. Travis Falcione with Inframark/ESG Operations presented Mayor and Council with a budget rebate check for \$245,735.76.

4.d Employee Years of Service Awards - Ms. J. Burdeshaw.

Ms. Burdeshaw presented employees with a certificate and pin to recognize those who have worked with the City of Perry ranging from 5 to 40 years. Mayor Walker thanked all the employees for their hard work and years of dedication.

4.e Recognition of the Perry International Festival as a Signature Event of the Southeast - Ms. A. Turpin.

Ms. Turpin, together with Perry Area Convention and Visitors Bureau Chairman Mike Baker, announced that the City of Perry International

Festival has been designated as one of the Southeast's Signature Events for 2024 by the Southeast Tourism Society. Ms. Turpin informed that this year's festival is scheduled for Saturday, September 28, in Historic Downtown Perry.

4.f Special Event(s):

1. Hometown Heroes Veterans banner proposal - Ms. A. Hartley.

Ms. Hartley discussed a special event proposal with Mayor Walker and Council, submitted by the Main Street Advisory Board. The event is designed to pay tribute to Perry's Veterans by providing 14 personalized, double-sided banners for the downtown area, and additional banners along Courtney Hodges Blvd for the duration of November. These banners, offered on a first-come, first-served basis after an online application and a payment of \$150.00, will display a photo, the veteran's name, branch of military, years of service, and rank. After the event, the banners will be available to the purchasers to keep. Councilmember Moody motioned to approve the application as presented. Councilmember Albritton seconded the motion and it carried unanimously.

2. The City of Perry Christmas Parade on Saturday, December 7, 2024, at 10:00 a.m. - Ms. A. Hartley.

Ms. Hartley reviewed a special event application that seeks city services and road closures for the annual City of Perry Christmas Parade on Saturday, December 7, 2024 at 10:00 a.m. Ms. Hartley stated this year's theme is "An Old-Fashion Christmas," in collaboration of Perry's 200th year celebration. Mayor Pro Tempore Jones motioned to approve the application as presented. Councilmember Albritton seconded the motion and it carried unanimously.

5. Citizens with Input:

Albert Powell Jr., residing at 100 Mato Cante Court in Kathleen, raised issues regarding an easement at the rear of his property that is impacting the approval process for the installation of a fence, gazebo, and pool in his backyard.

6. Review of Minutes:

6.a Council's Consideration:

Minutes of the August 6, 2024 pre council meeting and August 6, 2024 council meeting. (**Mayor Pro Tempore Jones was absent from both August 6, 2024 meetings**)

Councilmember King motioned to approve the minutes as submitted; Councilmember Peterson seconded the motion and it carried unanimously. (**Mayor Pro Tempore Jones abstain from voting on the August 6, 2024 meeting minutes.**)

7. Unfinished Business:

7.a Ordinance(s) for Second Reading(s) and Adoption:

1. Second Reading

Second Reading of an ordinance amending the Charter via the of the City of Perry relative to Mid-State Energy Authority. This is the second reading for adoption to amend the Charter via the Home Rule Act.

Ms. Newby mentioned that in the 1950s, the City of Perry, along with several municipalities, entered into an agreement with the Jointly Owned Natural Gas. This entity was later renamed the Mid-State Energy Commission and has now become the Mid-State Energy Authority. The proposed Charter amendment will authorize and approve the transfer of all assets, liabilities, and both real and personal property from the commission to the authority.

Adopted Ordinance No. 2024-17 amending the Charter of the City of Perry relative to Mid-State Energy Authority. Councilmember Bynum-Grace motioned to adopt the ordinance amending the Charter of the City of Perry relative to Mid-State Energy Authority. Mayor Pro Tempore Jones seconded the motion and it carried unanimously. (*Ordinance 2024-17 has been entered into the City's official book of record.*)

2. Second Reading

Second Reading of an ordinance amending the Charter of the City of Perry relative to leasing or disposing of property. This is the second reading for adoption to amend the Charter via the Home Rule Act.

Ms. Newby stated as amended by inserting within Section 6.29 a new subsection D, the amendment authorizes the City of Perry Mayor and Council to rent or lease city owned property.

Adopted Ordinance No. 2024-18 amending the Charter of the City of Perry relative to leasing or disposing of property. Councilmember Moody motioned to adopt the ordinance amending the Charter of the City of Perry relative to leasing or disposing of property. Councilmember Albritton seconded the motion and it carried unanimously. (*Ordinance 2024-18 has been entered into the official book of record.*)

3. Second Reading

Second Reading of an ordinance rezoning property to amend existing PUD standards to increase height and allow residential use within the existing designated commercial area. The property is located at 1824 Houston Lake Road and 1904 Hwy 127; Tax Map No. 0P0490 062000 and 0P0490 061000.

Mr. Wood advised this is the second reading of an ordinance rezoning of property called The Encore DVP, LLC to amend existing PUD standards to increase height and allow residential use within the existing designated commercial area. Mr. Wood stated the requested modifications will adjust the commercial square footage from 45,000 square feet to 30,000 square feet and add an additional 50 residential units. The Planning Commission and staff recommended approval.

Adopted Ordinance No. 2024-19 rezoning property to amend existing PUD standards to increase height and allow residential use within the existing designated commercial area. The property is located at 1824 Houston Lake Road and 1904 Hwy 127; Tax Map No. 0P0490 062000 and 0P0490 06100. Councilmember Peterson motioned to adopt the ordinance rezoning property to amend existing PUD standards to increase height and allow residential use within the existing designated commercial area. The property is located at 1824 Houston Lake Road and 1904 Hwy 127; Tax Map No. 0P0490 062000 and 0P0490 06100. Councilmember Albritton seconded the motion and it carried unanimously. (*Ordinance 2024-19 has been entered into the official book of record.*)

4. Second Reading

Second Reading of a text amendment to amend Sec. 2-3. 12 to add expiration and amendment provisions to land disturbance permit; Sec. 2-3.13, Final Plats, to provide consistent language; and Sec. 2-3.16 and 2-3. 17 regarding maintenance warranties to reduce the required value and maintenance period, revise provisions for phased developments, and require separate maintenance warranties for stormwater facilities.

Mr. Wood advised this is the second reading of an ordinance to amend the Land Management Ordinance to amend procedures and standards for maintenance warranties. Mr. Wood reviewed the highlighted amendments with Mayor and Council. 1. Reduce the value of the maintenance warranty from 33% to 10% of the construction costs. 2. Require the City to establish a schedule of unit costs for calculating the cost of construction, rather than relying on the owner's contracts. 3. Reduce the maintenance warranty period from 24 months to 18 months, with the provision that the warranty or a portion of the warranty may be released after 12 months upon a finding by the City that the infrastructure meets City standards and specifications. 4. Revise "Phased Developments" to remove the extension of warranties for earlier phase to cover infrastructure used for access to later phases. In its place, " Phased Developments" address stormwater infrastructure designed to serve multiple phases. 5. Require a separate maintenance warranty for stormwater infrastructure. Stormwater maintenance warranties extend for 18 months from the date of final plat approval of the last phase which is served by a stormwater facility.

Adopted Ordinance No. 2024-20 text amendment to amend Sec. 2-3. 12 to add expiration and amendment provisions to land disturbance permit; Sec. 2-3.13, Final Plats, to provide consistent language; and Sec. 2-3.16 and 2-3. 17 regarding maintenance warranties to reduce the required value and maintenance period, revise provisions for phased developments, and require separate maintenance warranties for stormwater facilities. Councilmember King motioned to adopt the ordinance text amendment to amend Sec. 2-3. 12 to add expiration and amendment provisions to land disturbance permit; Sec. 2-3.13, Final Plats, to provide consistent language; and Sec. 2-3.16 and 2-3. 17 regarding maintenance warranties to reduce the required value and maintenance period, revise provisions for phased developments, and require separate

maintenance warranties for stormwater facilities. Mayor Pro Tempore Jones seconded the motion and it carried unanimously. (*Ordinance 2024-20 has been entered into the official book of record.*)

8. Any Other Unfinished Business:

8.a Mayor Randall Walker

none

8.b Councilmembers

none

8.c City Attorney Brooke Newby

none

8.d City Manager Lee Gilmour

none

8.e Assistant City Manager Robert Smith

none

9. Community Partner(s) Update(s):

none

10. New Business:

10.a Matters referred from August 19, 2024 work session and August 20, 2024 pre council meeting.

none

10.b Award of Bid(s):

1. RIQ 2025-01 Perry Branch Landscaping - Mr. M. Worthington.

Mr. Worthington advised Mayor Walker and Council his office received three responsive quotes. Staff recommends awarding to lowest quote Dixie Lawn & Landscaping Inc. in the amount of \$16,200.00. Councilmember Bynum-Grace motioned to award the lowest quote to Dixie Lawn & Landscaping Inc. in the amount of \$16,200.00. Councilmember Albritton seconded the motion and it carried unanimously.

2. RFP 2024-04 Consulting Engineer selection relative to the EPA Brownfield Cleanup Grant - Mr. M. Worthington.

Mr. Worthington informed Mayor Walker and Council that his office has received four responses to the RFP for the EPA Brownfield Cleanup Grant. This grant will fund the cleanup and environmental remediation required for the parcel previously referred to as the Stanley Property, which is located next to the Perry Events Center. Staff recommends to award RFP 2024-04 to the highest scoring proposal, PPM Consultants, Inc. Councilmember Albritton motioned to award the RFP to the highest scoring proposal, PPM Consultants, Inc. Mayor Pro Tempore Jones seconded the motion and it carried unanimously.

10.c Resolution(s) for Consideration and Adoption:

1. Resolution to accept maintenance of rights-of-way and certain infrastructure in The Preserve at Agricultural Village Subdivision - Mr. B. Wood.

Adopted Resolution No. 2024-38 to accept maintenance of rights-of-way and certain infrastructure in The Preserve at Agricultural Village Subdivision. Councilmember King motioned to adopt the resolution as presented; Mayor Pro Tempore Jones seconded the motion and it carried unanimously. (*Resolution No. 2024-38 has been entered into the City's official book of record.*)

2. Resolution to accept a donation of properties from Wingate Custom Homes, LLC - Mr. B. Wood.

Adopted Resolution No. 2024-39 to accept a donation of properties from Wingate Custom Homes, LLC. Mayor Pro Tempore Jones motioned to adopt the resolution as presented; Councilmember King seconded the motion and it carried unanimously. (*Resolution No. 2024-39 has been entered into the City's official book of record.*)

3. Resolution establishing the 2025 Ad Valorem Millage Rate - Mr. M. Worthington.

Adopted Resolution No. 2024-40 establishing the 2025 Ad Valorem Millage Rate. Mayor Pro Tempore Jones motioned to adopt the resolution as presented; Councilmember Peterson seconded the

motion and it carried unanimously. *(Resolution No. 2024-40 has been entered into the City's official book of record.)*

10.d Approval of the 2024 CHIP Grant and Resolutions - Mr. B. Wood.

Mayor Pro Tempore Jones motioned to approve the 2024 CHIP Grant documents and 5 resolutions as presented; Councilmember King seconded the motion and it carried unanimously.

Adopted Resolution No. 2024-41 to authorize a contract with Grant Specialists of GA, Inc. for grant administration and approving policies and procedures for administering the 2024 CHIP grant. *(Resolution No. 2024-41 has been entered into the City's official book of record.)*

Adopted Resolution No. 2024-42 adopting the Section 3 Plan in compliance with 24 CFR 135. *(Resolution No. 2024-42 has been entered into the City's official book of record.)*

Adopted Resolution No. 2024-43 adopting policies in compliance with GA statutes relative to Prohibition on Immigration Sanctuary Polices, the Georgia Drug-free Workplace Act, and the Illegal Immigration Reform and Enforcement Act. *(Resolution No. 2024-43 has been entered into the City's official book of record.)*

Adopted Resolution No. 2024-44 adopting the CHIP Homebuyer Eligibility and Homeownership Value Limits. *(Resolution No. 2024-44 has been entered into the City's official book of record.)*

Adopted Resolution No. 2024-45 adopting policies and procedures for program design for the CHIP grant as outlined to include the CHIP Administration Manual. *(Resolution No. 2024-45 has been entered into the City's official book of record.)*

10.e Change Order No. 3 to the Guaranteed Maximum Price relative to the East Perry Wastewater Treatment Facility with The Haskell Company - Mr. C. McMurrian.

Councilmember King motioned to approve change order No.3 as presented; Councilmember Peterson seconded the motion and it carried unanimously.

10.f Amendment No. 27 relative to the Agreement between Inframark, DBA ESG Operations and the City of Perry - Ms. A. Fitzner.

Councilmember Moody motioned to approve amendment No. 27 as presented; Councilmember Albritton seconded the motion and it carried unanimously.

11. Council Members Items:

none

12. Department Heads/Staff Items:

Ms. Clark reviewed a request for city services with Mayor Walker and Council for the AFMC Civic Leader Program Harvest Dinner on Wednesday, October 23, 2024 from 5:00 p.m. until 7:00 p.m. Mayor Pro Tempore Jones motioned to approve the request for city services as presented; Councilmember Albritton seconded the motion and it carried unanimously. Ms. Clark additionally advised The Perry Youth Advisory Council is now accepting applications for the 2024-2025 school year. The application acceptance period ends September 3, 2024.

13. General Public Items:

none

14. Mayor Items:

September 3, 2024 pre council meeting at 5pm

September 3, 2024 regular council meeting at 6pm

The work session will not take place due to the Labor Day holiday.

15. Executive Session (If required):

n/a

16. Action After Executive Session (As needed):

n/a

17. Adjournment.

There being no further business to come before Council in the regular meeting held on August 20, 2024, Councilmember Albritton motioned to adjourn the meeting at 6:52 p.m. Mayor Pro Tempore Jones seconded the motion and it carried unanimously.

AN ORDINANCE OF THE COUNCIL OF THE CITY OF PERRY, GEORGIA, FOR THE PURPOSE OF AMENDING SECTION 2-1.2.1, MEMBERSHIP; COMPENSATION OF ARTICLE 2, ADMINISTRATION, OF APPENDIX A, THE LAND MANAGEMENT ORDINANCE RELATIVE TO NOMINATIONS AND APPOINTMENTS OF PLANNING COMMISSIONERS

THE COUNCIL OF THE CITY OF PERRY HEREBY ORDAINS that the Land Management Ordinance of the Code of the City of Perry is amended as follows:

1.

By amending **Sec. 2-1.2.1 – Membership; compensation.** of **Article 2 – ADMINISTRATION** of **APPENDIX A - Land Management Ordinance**, by deleting it in its entirety and replacing it to read as follows:

2-1.2.1. Membership; terms of office; qualifications; compensation.

- A. The planning commission shall consist of seven members who shall be residents of the City of Perry.
- B. Members of the commission shall be appointed by City Council. The Mayor and each Councilmember shall nominate a member of the commission within 30 days of the beginning of their term of office.
- C. Potential nominees shall have a valid statement of interest on file with the City Clerk and shall be interviewed by the nominating person and the administrator. Members of the commission shall be appointed in consideration of their professional expertise, knowledge of the community, and concern for the future welfare of the total community and its citizens. Membership shall represent a broad cross section of the interests and concerns of persons residing and doing business within the city.
- D. Terms of commission members shall run concurrently with the term of office of the nominating person but shall serve until a successor is appointed.
- E. A vacancy in any position on the commission must be filled for the unexpired term in the same manner as the original appointment. The city council may remove any member of the commission for malfeasance, misfeasance or nonfeasance in the performance of duties or for such other cause as otherwise permitted by law.
- F. Members of the commission may receive compensation as determined by City Council.

SO ENACTED this 17th day of September, 2024.

CITY OF PERRY, GEORGIA

By: _____
Randall Walker, Mayor

Attest: _____
Annie Warren, City Clerk

1st Reading: September 3, 2024
2nd Reading: September 17, 2024

Bid 2025-02 Worrall Community Center HVAC Package Replacement

- Funding Source:
 - SPLOST 2018
- Bids Received:
 - T&D Mechanical, Inc \$134,767.00
- Staff Recommendation:
 - Award bid to T&D Mechanical, Inc in the amount of \$134,767.00.



Bid Submittal Summary Sheet

Bid Title/Number: 2025-02 Worrall Community Center
HVAC Package Replacement

M&CC Meeting Date: 9/3/2024

Funding Source: 2018 SPLOST

Budgeted Expense? Yes

Responsive Bidders:		Bid Amount
	T&D Mechanical, Inc	\$ 134,767.00


Posting Sources:

City of Perry's Website:	www.perry-ga.gov
GA Procurement Registry	https://ssl.doas.state.ga.us/PRSapp/

Department Recommendation:

Vendor:	T&D Mechanical, Inc
Amount:	\$ 134,767.00
Department:	Public Works
Department Representative:	Ansley Fitzner, Pub Works Super.

Purchasing Agent Recommendation:

Vendor:	T&D Mechanical, Inc
Amount:	\$ 134,767.00
Purchasing Agent:	Mitchell Worthington, Finance Director
Signature:	

August 27, 2024

Ms. Brooke P. Newby, Esq.
City Attorney
City of Perry
P.O. Box 2030
Perry, GA 31069-6030

Subject: **Proposal to Provide Utility Rate and Financial Consulting Services**

Dear Ms. Newby:

Raftelis Financial Consultants, Inc. (“Raftelis”), is pleased to submit this proposal to provide professional utility rate and financial consulting services (the “Proposal”) to the City of Perry (the “City”) regarding its water and wastewater utility system enterprise fund (the “System”). Based on our discussions, the primary responsibilities of Raftelis the focus of our services for the System will be to: i) prepare a financial forecast (five [5] years) to determine the sufficiency of the utility rates to meet the expenditure and funding requirements of the System; and ii) water and wastewater capital recovery fees, connection/tap fees, and/or impact fees to recover the cost of water production / treatment and wastewater treatment / disposal capacity from existing and new users requiring such capacity. This Proposal is intended to: i) present the proposed direct labor rate and indirect cost fee schedule; ii) set forth the scope of services to be performed by Raftelis; iii) present the standard terms and conditions which will be made a part of an agreement for services; and iv) present the estimated contract price or fee summary and basis for billing; and v) other supporting attachments for consideration by the City.

Based on our discussions and our understanding of the Project, Raftelis proposes the following:

PROJECT TEAM AND BILLING RATES

With respect to the performance of this engagement, Mr. Robert Ori would serve as the Technical Advisor for the project and Ms. Dianne Holloway will serve as the Project Manager for the project and both will serve as the primary contacts with the City. Other financial analysts and administrative personnel for the firm may be utilized during the engagement as needed. Please see Attachment B for a summary of the personnel by title and billing rates for Raftelis staff that may be utilized during this engagement, which is made part of this Proposal.

SCOPE OF SERVICES

The scope of services to be performed by Raftelis is included in Attachment A, which is made a part of this Proposal.

COMPENSATION AND BILLING

Based on the scope of services as summarized in Attachment A, we propose to establish a contract budget to perform the Project on behalf of the City in the amount of \$85,420. A cost estimate is shown in Attachment C, which is made a part of this Proposal. This contract budget amount includes the direct cost of personnel anticipated to be assigned to conduct the various tasks of the Project by Raftelis as well as an allowance for other direct costs such as travel, telephone, delivery charges, and sub consulting expenses, if any. To the extent that Raftelis determines that a portion of the Project would need to be performed by a subconsultant, Raftelis would notify the City in writing for approval prior to the assignment of any Project responsibilities to such subconsultant by Raftelis.

The costs incurred by Raftelis for such other direct costs, if any, will be billed based on the actual cost of providing the service. It is proposed that Raftelis would bill monthly for services relative to this engagement based on the sum of: i) the hourly amount of time spent by the Project team members; ii) the other direct costs incurred to provide the financial consulting services; and iii) the sub consulting expenses incurred by Raftelis, if any, as required to assist in Project completion, as adjusted for administrative costs per Attachment B. Any engineering costs required to complete the tasks as identified in this Proposal will be in addition to the estimated project cost estimate as proposed herein.

It should be noted that the proposed contract budget would be billed on an hourly basis predicated on the actual work effort performed by Raftelis and not on a lump-sum basis. To the extent that the Project was completed at a cost less than the contract budget, Raftelis would not invoice the City for any amounts remaining (unbilled) on such contract except for the provision of any additional services that the District may request from Raftelis, as mutually agreed between all the parties.

PROJECT SCHEDULE

Upon notification to proceed, Raftelis anticipates completion of the rate analysis within ninety (90) days such that any proposed rates would be placed into effect no later than January 1, 2025. This rate implementation date would also include a technical memorandum or report documenting the assumptions, analyses, and recommendations to the City to: i) assist the City in the development of a revised utility rate resolution by the City's Legal Counsel; ii) provide for sufficient time to allow notification to the City utility customers of the change in rates and capital charges; iii) provide sufficient time to present the proposed financial and rate implementation plan to the City Council at a public workshop / hearing by December 1, 2024; and iv) to allow for the adjustment of the utility billing system to allow for the billing of the proposed rates on the effective date of service. The completion of the analysis would be subject to the immediate availability of information provided to Raftelis from the City that would be necessary to conduct the rate analysis and the ultimate implementation requirements for the City.

STANDARD TERMS AND CONDITIONS

Included in Attachment D is a copy of the standard terms and conditions, which are hereby made a part of this Proposal.

DISCLOSURE

As a registered Municipal Advisor under the Dodd-Frank Act, Raftelis is required to inform our clients of any existing or potential conflicts of interest that may be relevant to any proposed scope of services that may include providing “advice” as that term is defined in the Dodd-Frank Act. As of the date of this engagement letter, no conflicts of interest are known to exist.

Under the Dodd-Frank Act the definition of “advice” includes providing any opinion, information or assumptions related to the size, timing and terms of possible future debt issues or borrowing. This type of information may be integrated into the capital and financial planning components of the revenue sufficiency evaluation delineated in the scope of services, which is made a part of this Proposal. This definition is applicable regardless of whether this information is developed and used solely for planning and decision-making purposes. For the services addressed in the scope of work identified for this engagement, any information that is developed by Raftelis that falls under this definition of municipal advice is not intended to represent a recommendation that the City should issue debt based on the terms and assumptions used to develop the rate implementation plan, or that the City will, in fact, be able to issue debt under the exact terms and conditions assumed and used to develop the financial plan or forecast. The information developed as part of this rate evaluation, including any related municipal advice, is intended only to provide information useful in evaluating the potential impact on the utility and future rate adjustments of one potential course of action for the City. If the City decides at some future date to issue debt, then at that time the City will need to engage an independent, registered Financial Advisor to assist in evaluating the availability of different types of debt, and the specific terms and conditions for issuing debt, which will be affected by market conditions and the City’s credit rating at the time of issuance. At that time, as a registered Municipal Advisor, Raftelis can also provide additional assistance related to a specific bond or debt issue, such as preparing a bond feasibility report or financial forecast for inclusion in bond documents or loan agreement applications, without requiring additional oversight or supervision by the Financial Advisor.

By signing an engagement letter indicating its approval and acceptance of the of the proposed scope of work and fees as reflected in this Proposal, the City would also explicitly be acknowledging that Raftelis has provided the necessary disclosures addressing conflicts of interest and any limitations on the scope of Municipal Advisory services to be provided by Raftelis as part of this engagement.

The Municipal Securities Rulemaking Board (“MSRB”) provides significant protections for municipal entities and obligated persons that are clients of a municipal advisor. To understand the protections provided and how to file a complaint with an appropriate regulatory authority, visit the MSRB web site at www.msrb.org.

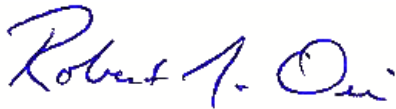
Ms. Brooke P. Newby, Esq.
City of Perry
August 27, 2024
Page 4

We appreciate the opportunity to submit this Proposal to the City to provide utility rate and financial consulting services on behalf of its utility system. If this Proposal, including the cost estimate and Scope of Services, are acceptable to the City, please provide the necessary approval documents and purchase order that reference the terms of the Proposal to provide the utility and financial consulting services to the City as identified herein. As previously mentioned, the receipt of such contractual documentation will serve as our notice to proceed for the Project for the City.

Again, we appreciate the opportunity to provide utility rate and financial consulting services on behalf of the City and look forward to working with you soon.

Very truly yours,

RAFTELIS FINANCIAL CONSULTANTS, INC.



Robert J. Ori
Executive Vice President

Attachments

ATTACHMENT A

CITY OF PERRY, GEORGIA

UTILITY RATE AND FINANCIAL CONSULTING SERVICES

SCOPE OF SERVICES

The City has identified a series of tasks in the review of the City's utility rates and charges on behalf of the City's water and wastewater utility system enterprise fund (the "System"), which include the following:

- Task 1 – Water and Wastewater Capital Recovery fee, Connection/Tap Fee, and/or Impact Fee (Capital Fees) Analysis
- Task 2 – Utility Revenue Sufficiency and Financial Forecast (cost recovery and rate level)
- Task 3 – Report Preparation and Presentation

In the performance of the tasks referenced above for the City, multiple scope items will be interrelated (i.e., dependent on the results of another task) and is anticipated to be performed concurrently or certain analyses may need to be performed that will be relied upon in the execution of another task. The timing of the services to be provided will be coordinated with the City. This Proposal only addresses the first three (3) tasks of the project.

The following is the scope of services to be performed for each specific task identified in this Task Order:

TASK 1 – CAPITAL FEE ANALYSIS

The general intent of this task is to identify the existing and near-term future capital investment and determine the basis for cost recovery from existing and new customers of the individual utilities the comprise the System and to develop capital fees to be included in the rates for service to be charged to both existing and new users of the System.

The following is the scope of services for the Task 1 activities:

Task 1.1 – Data Compilation and Review: This task will include the development of an information request including the 6-year capital improvement plans, utility plant (fixed asset) records, capital plans and facility master planning documents, utility facility operating permits, and developer contribution policies and procedures, service area demands, existing finished water and treated wastewater flow statistics at the respective utility facilities (owned assets and treatment by contract services, if any), water and wastewater customer and sales / billed flow statistics, existing and projected debt service schedules associated with prior capital improvement funding plans, and other related information. Raftelis will attend one (1) kick-off meeting with the City to review the data request and compiled data, and to discuss issues and strategies—this meeting is included in the Task 2 activities.

Task 1.2 – Utility Plant Allocation: Raftelis will functionalize and allocate the existing utility plant and proposed capital program to the water and wastewater systems and to existing and future users of the System. This allocation will be based on the utility plant descriptions as presented in the fixed asset records and capital plans. The performance of a detailed inventory of the existing assets is not included in this scope of services and, if required, would need to be performed by a consulting engineer for the City.

Task 1.3 – Review of Levels of Service and Capacity Analysis: Based on existing level of service (“LOS”) standards, the customers being served (by class, meter size, and type), the actual finished water and wastewater treatment-related demands being experienced by the System, and the constructed / contracted plant capacity, an analysis of the System’s existing and projected Equivalent Residential Connection (“ERC”) requirements will be conducted. This analysis is necessary to evaluate the capacity utilization of the water and wastewater facilities (from both an existing and prospective capital facility standpoint).

Task 1.4 – Evaluation of Capital Improvement Program: Raftelis will review the City’s current capital improvement plan and capacity additions necessary to serve growth and incorporate the capital improvement plan into the fee analysis. Raftelis will work with City staff to identify capital expenditures that: i) are totally allocable to new development or growth within the identified capital planning horizon; ii) serve to upgrade or enhance utility plant that has remaining capacity allocable to growth; iii) are totally allocable to new development of growth outside of the identified capital planning horizon; and iv) that are for renewals and replacements of assets associated with serving existing customers and capacity. The capital improvement program will be based on utility master plans, comprehensive plans, current capital budgets, and discussions / coordination with the City’s Consulting Engineers.

Task 1.5 – Develop Capital Fee: Working with the City and recognizing the results of the Task 2 activities, Raftelis will calculate capital recovery fees to be applied to existing and future water and wastewater customers based on the utility plant allocations (general benefit). These costs will be based on utility master plans, comprehensive plans, and discussions with the City’s Consulting Engineers. The cost recovery will be based on the nature of the customers served (existing, connected customers and new development) and the allocation of capital costs among the existing and future customers.

Task 1.6 – Impact Fee Comparison: Raftelis will prepare an impact fee comparison of the City’s proposed fees with similar fees charged to new development for neighboring or similar public utilities to the City.

Task 1.7 – Presentation to City Council: Raftelis will prepare a presentation to present the results, recommendations, and observations identified for this task to the Council. The formal presentation of the findings to the City Council (the “Council”) is proposed to be done concurrently with the presentation identified in the Task 3 activities.

Meetings – During the course of this Project, Raftelis has assumed the attendance of several meetings with City management and staff to: i) identify the time spent by applicable employee to perform the services, review information compiled by staff, and discuss the fee recommendations; and ii) present the study and findings to the Council. The meetings identified in this scope of services include:

(Remainder of page intentionally left blank)

Description	Number of Meetings [1]
On-site Meetings:	
Kick-off Study, Data Compilation, and Interview Staff and Engineering Consultants	1
Off-site Virtual Meetings:	
Evaluate Data, Identify Labor Time, Discuss Rate Design, Review Progress	<u>3</u>
Total Number of Meetings Recognized	<u><u>4</u></u>

For the purposes of determining the contract budget, the scope recognizes the following: i) an allowance of eight (8) hours per on-site meeting, which would include preparation, travel, and attendance; and ii) an allowance of two (2) hours per off-site teleconference meeting. The attendance of any additional on-site or teleconference meetings will be considered as an additional service to this scope of services.

TASK 2 – UTILITY REVENUE SUFFICIENCY AND FINANCIAL FORECAST

The following is the scope of services for the Task 2 activities:

Task 2.1 – Data Compilation and Review: Raftelis will request and review compiled data provided by the City and other consultants to the City relative to analyses being performed associated with the Utility Revenue Sufficiency Study (the “Sufficiency Study”). Information may include, but not be limited to, customer statistical data, recent historical including Fiscal Years 2023 and 2024 year-end and 2025 year-to-date results, employee information, contract operations agreements and invoices, 6-year capital improvement plans, fixed asset records and attributes such as linear feet of pipe by diameter size, water purchased, and wastewater treated flow data, and specific service provisions to be recognized in the evaluation. Raftelis will assist the City, where necessary, to compile the appropriate information to conduct the analyses as considered necessary. Raftelis will attend one (1) kick-off meeting with the City to review the data request and compiled data, and to discuss issues and strategies (will include Task 1 discussions).

Task 2.2 – Historical Customer Trend/Bill and Meter Frequency Analysis: Raftelis will work with the City to compile historical customer and billed sales / flows compilation to identify trends in customers served and by utility / class usage relationships. Based on recent trends and discussions with the City, a forecast developed on a “by utility / by customer class” basis of the: i) average annual customers anticipated to be served; ii) the potable water sales; and iii) the billed sewer flows will be developed, which will support the projection of rate revenues. Additionally, based on data availability, Raftelis will prepare a billing and meter frequency by customer class (but at a minimum for the residential class) that will identify the potable water sales and billed wastewater flow by consumption block range (say, every 1,000 gallons of use by meter size), which will allow Raftelis to test the impacts of prior rate structure modifications and to have the customer billing information that will allow Raftelis to consider different water and sewer rate structures and potentially explore different rate (cost recovery) options if considered necessary.

To test the reasonableness of the customer statistical data and billing and meter frequencies, Raftelis will perform a revenue reconciliation for the Fiscal Year 2024 to compare the estimated revenue derived from the

application of the existing rates for service to the Fiscal Year 2024 customer statistical data and work with the City to correct any potential discrepancies that may exist if the variances and considered as being material.

Task 2.3 – Develop Customer Forecast and Revenue Model: Raftelis will work with the City to develop a projection of System customers and billed sales / flow by utility and customer class. The evaluation will incorporate the findings of the customer trend and potable water use / sewer flow and meter frequencies analyses and will be prepared for the Forecast Period. Based on the projection of the customer and sales attributes, a forecast of rate revenues will be developed for the Forecast Period. This revision includes updating the customers by class, average flow per account by class, and the usage frequencies by class.

Task 2.4 – Develop Operating Expense Forecast and Model: Raftelis will review the Fiscal Year 2025 budget, and the most recent historical 2023 and 2024 actual costs and prepare an updated projection of the operating expenses for the Forecast Period. The forecast will consider the nature of the expense, contractual agreements with third parties, identified escalation factors, System growth, implementation of the capital improvement plan, and other factors.

Task 2.5 – Capital Improvement Plan Funding Analysis and Model: This task involves a detailed review of the City's six- (6) year or applicable capital improvement program and other engineering planning documents, and the performance of a funding analysis to identify available sources of funds for financing of the capital improvement program and the estimated impact on utility rate revenues associated with the capital funding program for the Forecast Period (this will also be coordinated with the Task 1 activities). This task will include a "by-fund / account" analysis of available cash balances and corresponding interest income on such balances. The development of the financial forecast model and revenue sufficiency evaluation will include the annual funding for capital re-investment (i.e., deposits to capital replacement reserves funded from existing ratepayers) to minimize the issuance of long-term debt and have a prudent capital funding plan that is attainable yet flexible. Based on timing differences and the magnitude of the capital program, the capital funding plan may recognize the use of the issuance of additional senior or subordinate lien bonds in the development of the financial forecast model. The capital funding plan will also consider the results of the Task 1 activities and capital cost recovery strategies assumed for the development of the impact fees.

Task 2.6 – Prepare Fund Balances and Management Dashboard Model: This task involves a detailed review of the City's current financial position in each of the City's respective funds (i.e., operating reserves, dedicated capital funds such as a Renewal & Extension Fund (or its equivalent), debt service sinking fund, etc.). This analysis will be performed to identify available funds to use in system operating and capital funding, potential liabilities and funds that should be considered restricted and excluded from available funds. Raftelis will prepare a management dashboard to present the projected estimated fiscal position of the System and to assist the City in the development of alternative rate adjustment planning scenarios to present to the City Council (the "Council").

Task 2.7 – Identify Rate Adjustments and Prepare Proposed Water and Wastewater Rates: Based on the allocation of the Test Year 2025 net revenue requirements by utility system and the detailed customer forecast / billing frequency analysis, Raftelis will design proposed rates for consideration by the City. The development will consider industry norms, the full recovery of costs by utility, historical rate forms, the results of the cost classification analysis, and impacts to existing customers in the design of rates. This scope assumes that the

rates will be adjusted on a uniform basis predicated on the identified system rate adjustments needed to fully fund the revenue requirements of the System. This scope does not reflect a detailed cost of service allocation analysis and the design of alternative rates; any detailed analysis will be considered as an additional service.

Task 2.8 – Customer Impact Analysis: As part of the development of the final recommended rates, a customer impact analysis will be prepared. The analysis will be based on the billing frequency analysis conducted during the Task 1.2 activities and will be based on a 12-month of water use basis (not an average annual bill basis); predicated on data availability. This task will also include the preparation of a rate comparison survey with other neighboring public utilities, which will include the recommended rates as developed in this phase of the project.

Meetings – During the course of the Project, Raftelis has assumed the attendance of several meetings with City management and staff to: i) review the findings and evaluations of the financial forecast, existing and projected cost (revenue) recovery strategies, capital funding plan, and the rate recommendations for the Forecast Period; and ii) present the study and findings to the Council. The meetings identified in this scope of services include:

Description	Number of Meetings
On-site Meetings:	
Kick-off Study, Data Compilation, and Interview Staff and Engineering Consultants	In Task 1
Total On-site Meetings Recognized	<u>0</u>
Off-site Virtual Meetings:	
Develop Assumptions, Discuss Specific Analytics Performed, Review Progress	<u>3</u>
Total Number of Meetings Recognized	<u>3</u>

For the purposes of determining the contract budget, the scope recognizes the following: i) an allowance of eight (8) hours per on-site meeting, which would include preparation, travel, and attendance; and ii) an allowance of two (2) hours per off-site teleconference meeting. The attendance of any additional on-site or teleconference meetings will be considered as an additional service to this scope of services.

TASK 3 – REPORT PREPARATION AND PRESENTATION

The following is the scope of services for the Task 3 activities:

Task 3.1 – Report Preparation: Raftelis will prepare a report or technical memorandum that will document the analyses, assumptions used, allocations, and results based on the performance of the tasks described above. The purpose of the report is to document the results of the study for use by the City in the evaluation of the financial forecast.

Task 3.2 – Review of Proposed Rate Resolution: As part of the rate review and adoption process, Raftelis will review the rate resolution prepared by the City’s Legal Counsel for consistency to the recommendations as contained in the rate report; Raftelis will not be responsible for the development of the proposed rate resolution

or any additional presentation materials or advertisements (e.g., agenda item) required to bring the resolution to the Council.

Task 3.3 – Presentation to City Council: Raftelis will prepare a presentation document to present the results, recommendations, and observations identified in the prior tasks to the Council and will attend one (1) on-site meeting to formally present the findings to the Council.

Meetings – During the course of the Project, Raftelis has assumed the attendance of several meetings with City management and staff to: i) review the Council presentation briefing document and to discuss any utility issues; and ii) present the study and findings to the Council. The meetings identified in this scope of services include:

Description	Number of Meetings
On-site Meetings:	
Presentation of Financial and Rate Plan to the Council at a Public Hearing	1
Total On-site Meetings Recognized	<u>1</u>
Off-site Virtual Meetings:	
Review Presentation Material and progress, strategy discussions	1
Total Number of Meetings Recognized	<u><u>2</u></u>

For the purposes of determining the contract budget, the scope recognizes the following: i) an allowance of eight (8) hours per on-site meeting, which would include preparation, travel, and attendance; and ii) an allowance of two (2) hours per off-site teleconference meeting. The attendance of any additional on-site or teleconference meetings will be considered as an additional service to this scope of services.

CITY STAFF ASSISTANCE

It is anticipated that the City’s staff will be called upon to assist Raftelis to complete the miscellaneous requested services on a timely basis. The following is a list of the tasks anticipated to be performed by the staff of the City:

1. The gathering of specific data and information relative to the scope of services.
2. The performance of certain analysis relative to the compiling of data if not in a usable format in general records and reports of the City.
3. Assistance in the formulation of policy or strategy decisions relative to the analyses performed by Raftelis.
4. General review and comments relative to Raftelis analyses and deliverables.
5. Review of Raftelis work product and schedule meetings with appropriate parties and the Council.

ADDITIONAL SERVICES

During the study, the City may request additional services from Raftelis. Although no additional services are anticipated at this time, Raftelis will perform such services only as mutually agreed between the City and Raftelis in writing. Examples of utility rate consulting services that would be considered as an additional service include, but are not limited to, the following activities:

1. Attendance of any on-site meetings since none have been anticipated in this scope of services.
2. Performance of additional financial and rate analyses after substantial completion of the scope of services identified herein or due to delays in the project that are not the fault of Raftelis.
3. The capital fees to recover utility plant capacity costs.
4. Preparation of any documents or reports in support of the financing of any capital improvements to the System.
5. Assistance to the City's Legal Counsel in the development of any amendments or revisions to the Utility Rate Resolution.
6. Delays in the Project Schedule that are not the fault of Raftelis, which may have impacts on analyses performed, and which would affect the budget for the scope of services reflected herein.

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ATTACHMENT B

CITY OF PERRY, GEORGIA

UTILITY RATE AND FINANCIAL CONSULTING SERVICES

FEE SCHEDULE AND PROJECT COST

HOURLY BILLING RATES

The hourly direct labor rates and standard cost rates as shown below reflect rates to be charged for services rendered to the City pursuant to this Proposal.

A schedule of Raftelis’ initial standard hourly billing rates by job classification to be in effect for the duration of the Agreement, accept as provided below regarding the application of an inflationary index, is as follows:

HOURLY BILLING RATES

<u>Project Team Member / Job Classification</u>	<u>Hourly Billing Rates [1]</u>
Chief Executive Officer / President	\$350
Executive Vice President	\$310
Vice President	\$295
Senior Manager	\$250
Manager	\$230
Senior Consultant	\$210
Consultant	\$200
Senior Associate	\$180
Associate	\$160
Creative Services	\$160
Senior Rate Analyst	\$140
Rate Analyst	\$125
Analyst	\$110
Clerical and Administration	\$85

[1] Direct labor hourly rates effective twelve months after the date of execution of an agreement between the City and Raftelis; rates may be adjusted by not more than the net percentage change in the Consumer Price index – Urban Consumers per annum (but not less than 3%, rounded to the nearest dollar) or as mutually agreed between parties for invoices rendered after each anniversary date of each year thereafter. Any change in direct hourly rates must be approved by the City prior to implementation.

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STANDARD COST RATES

Nominal fee rates apply when additional expenses are incurred during the performance of work. A schedule of Raftelis' standard expense rates is as follows:

STANDARD COST RATES	
Expense Description	Standard Rates [*]
Mileage Allowance – Personal Car Use Only	IRS Published Mileage Rate
Reproduction (Black and White) (In-house)	\$0.05 per Page
Reproduction (Color) (In-house)	\$0.25 per Page
Reproduction (Contracted)	Actual Cost
Technology / Communications Charge	\$0.00 per Hour
Telephone Charges	Actual Cost
Delivery Charges	Actual Cost
Airfare	Actual Cost
Lodging / Other Travel Costs	Actual Cost
Meals (Not-to-exceed) per Employee:	
Breakfast	\$12
Lunch	\$25
Dinner	\$50
Subconsultant Services	Actual Cost plus 5.0%
Other Costs for Services Rendered	Actual Cost

PROJECT COST

The actual fee billed for services shall be predicated on the direct labor rates as shown on Attachment B to this Proposal by employee title and be charged to the project as a not-to-exceed the total contractual fee as identified in this Proposal (with the exception of the performance of any additional services as mutually agreed between the parties). In addition to the direct labor costs, all other direct expenses incurred in association with the engagement (e.g., delivery charges, telephone, etc.) will be invoiced at the standard cost rates or actual cost incurred by Raftelis as shown on Attachment B and shall be included as part of the contractual fee for services.

The initial not to exceed cost for the scope of services described in Attachment A will not exceed \$85,420. To the extent that the actual services performed by Raftelis are less than each work authorization amount, then the City would not be billed for the outstanding balance, absent from any request for additional services that the City may need. Reference is made to Attachment C, which presents the determination of the contract budget cost estimate.

Raftelis will render invoices on a monthly basis for the services provided predicated on the sum of: i) the direct labor cost of the personnel assigned to the engagement based on the Direct Hourly Billing Rates; and ii) the actual cost of other direct expenses incurred during the engagement; and as approved by the City, as adjusted for administrative costs as delineated on Attachment B.

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ATTACHMENT C

CITY OF PERRY, GEORGIA

UTILITY RATE AND FINANCIAL CONSULTING SERVICES

PROJECT MILESTONE COMPLETION SCHEDULE

Description of Milestone [1]	Calendar Days from P.O. to Completion of Milestone
Develop Capital Recovery Fee – Task 1	90
Utility Revenue Sufficiency and Financial Forecast – Task 2	120
Develop Report and Present Findings to City Council – Task 3	140

[1] Raftelis engagement will consist of general rate and financial consulting services for the City’s water and wastewater utility system as requested by the City, which is contingent upon the availability of information and City staff and other factors. Based on the current timeline as provided by the City as of the date of this Proposal, it is contemplated that Raftelis engagement will be concluded within 140 days (i.e., presentation to the City Council) from the issuance of the notice to proceed which may be adjusted based on the needs of the City.

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ATTACHMENT C

City of Perry, Georgia

Project Cost Estimate - Utility Rate and Financial Consulting Services

Line No.	Activity	Task Ref.	Executive Vice				Senior Rate Analyst	Analyst	Clerical & Admin.	Totals
			President	Manager	Associate					
1	Project Billing Rates (\$/Hour)		\$ 310.00	\$ 230.00	\$ 160.00	\$ 140.00	\$ 110.00	\$ 85.00		
	Task 1 - Develop Capital Fee Analysis									
2	Data Compilation and Review	1.1	2	6	2	-	-	1	11	
3	Utility Plant Allocation	1.2	2	9	20	-	-	-	31	
4	Review of Levels of Service and Capacity Analysis	1.3	3	12	18	-	-	-	33	
5	Evaluation of Capital Improvement Program	1.4	1	6	12	-	-	-	19	
6	Develop Capital Fee (Existing and Future Users)	1.5	3	13	10	-	-	-	26	
7	Preparation of Utility Survey Impact Fee Comparison	1.6	-	1	1	4	-	-	6	
8	Presentation to City Council - In Task 3 Activities	1.7	-	-	-	-	-	-	-	
9	Meetings		-	-	-	-	-	-	-	
10	Attendance of One On-site Meetings	All	8	8	-	-	-	-	16	
11	Attendance of Three (3) Off-site Virtual Meetings	All	2	6	6	-	-	-	14	
12	Project Management	All	-	-	-	-	-	1	1	
13	Total Project Hours - Task 1		21	61	69	4	-	2	157	
14	Total Direct Labor Cost - All Tasks		\$ 6,510	\$ 14,030	\$ 11,040	\$ 560	\$ -	\$ 170	\$ 32,310	
	Allowance for Other Direct Costs									
15	Travel Allowance (Hotel at \$200/Day * 2 People) + (\$150/Day Car Rental + Gas at \$120 per Trip + Tolls at \$15 per Trip) * 1 Trip								\$ 685	
16	Telephone Expense Allowance								20	
17	Other Miscellaneous Expenses								-	
18	Total Allowance for Other Direct Costs								\$ 705	
	Total Proposed Project Cost - Task 1								\$ 33,015	
	Task 2 - Utility Revenue Sufficiency and Financial Forecast									
19	Data Compilation and Review	2.1	1	4	2	-	-	1	8	
20	Customer Trend Analysis	2.2	-	6	-	14	-	-	20	
21	Bill /Meter Frequency Analysis and Rate Revenue Reconciliation	2.2	-	2	6	26	-	-	34	
22	Develop Customer Forecast and Revenue Model	2.3	1	6	12	-	-	-	19	
23	Develop Operating Expense Forecast and Model	2.4	1	8	14	-	-	-	23	
24	Capital Improvement Plan Funding Analysis and Model	2.5	2	8	12	-	-	-	22	
25	Prepare Fund Balances and Prepare Management Dashboard Model	2.6	2	8	4	-	-	-	14	
26	Identify Rate Adjustments and Prepare Proposed Water/Sewer Rates	2.7	2	10	5	-	-	-	17	
27	Customer Impact Analysis	2.8	-	2	6	-	-	-	8	
28	Preparation of Utility Survey Rate Comparison	2.8	-	1	1	6	-	-	8	
	Meetings									
29	Attendance of No (0) On-site Meeting (Component of Task 1)	2.11	-	-	-	-	-	-	-	
30	Attendance of Three (3) Off-site Virtual Meetings	2.1 - 2.8	2	6	6	-	-	-	14	
31	Project Management	All	-	1	-	-	-	2	3	
32	Total Project Hours - Task 2		11	62	68	46	-	3	190	
33	Total Direct Labor Cost - All Tasks		\$ 3,410	\$ 14,260	\$ 10,880	\$ 6,440	\$ -	\$ 255	\$ 35,245	
	Allowance for Other Direct Costs									
34	Travel Allowance (Hotel at \$200/Day * 2 People) + (\$150/Day Car Rental + Gas at \$120 per Trip + Tolls at \$15 per Trip) * 0 Trips								\$ -	
35	Telephone Expense Allowance								25	
36	Other Miscellaneous Expenses								-	
37	Total Allowance for Other Direct Costs								\$ 25	
38	Total Proposed Project Cost - Task 2								\$ 35,270	
	Task 3 - Report Preparation and Presentation									
	Review of Proposed Rate Resolution	2.9	1	2	-	-	-	1	4	
	Report Preparation	2.10	6	16	10	-	-	8	40	
	Presentation to City Council - Development of Presentation Document	2.11	1	6	2	-	-	4	13	
39	Meetings		-	-	-	-	-	-	-	
40	Attendance of One (1) On-site Meeting	All	8	8	-	-	-	-	16	
	Attendance of Two (2) Off-site Virtual Meetings	All	2	2	-	-	-	-	4	
41	Project Management	All	-	-	-	-	-	-	-	
42	Total Project Hours		18	34	12	-	-	13	77	
43	Total Direct Labor Cost - All Tasks		\$ 5,580	\$ 7,820	\$ 1,920	\$ -	\$ -	\$ 1,105	\$ 16,425	
	Allowance for Other Direct Costs									
44	Travel Allowance (Hotel at \$200/Day * 2 People) + (\$150/Day Car Rental + Gas at \$120 per Trip + Tolls at \$15 per Trip) * 1 Trip								\$ 685	
45	Telephone Expense Allowance								25	
46	Other Miscellaneous Expenses								-	
47	Total Allowance for Other Direct Costs								\$ 710	
48	Total Proposed Project Cost - Task 3								\$ 17,135	
	Total for All Tasks 1 - 3									
49	Total Project Hours		50	157	149	50	-	18	424	
50	Total Direct Labor Cost - All Tasks		15,500	36,110	23,840	7,000	-	1,530	\$ 83,980	
51	Allowance for Other Direct Costs								\$ 1,440	
52	Total Proposed Project Cost - All Tasks								\$ 85,420	

I. SCOPE

Raftelis Financial Consultants, Inc. (“Raftelis”) agrees to perform the professional consulting services described in the agreement (the “Work”) that incorporates these standard terms and conditions. Unless modified in writing by the parties hereto, the duties of Raftelis shall not be construed to exceed those services specifically set forth in the agreement. These terms and conditions and the agreement, when executed by the Client, shall constitute a binding agreement on both parties (hereinafter after the “Agreement”).

II. COMPENSATION

The Client, as defined in the agreement, agrees to pay for the services as billed within 30 days of receiving the invoice. Amounts paid after 30 days may be subject to interest charges, not to exceed a monthly compound rate of one percent (1.0%) applied to the delinquent unpaid balance.

Time-related charges will be made in accordance with the billing rate referenced in the agreement. Other indirect expenses and subcontractor services, if any, will be billed in accordance with the standard unit cost rates as referenced in the agreement or, if no reference is provided, at the actual cost as incurred by Raftelis.

III. RESPONSIBILITY

Raftelis is employed to render a professional service only, and any payments made by Client are compensation solely for such services rendered and recommendations made in carrying out the Work. Raftelis shall perform analyses, make factual presentations, and provide professional advice and recommendations. Raftelis does not expressly warrant or guarantee its services.

IV. RELIANCE UPON INFORMATION PROVIDED BY OTHERS.

If Raftelis’ performance of services hereunder requires Raftelis to rely on information provided by other parties (excepting Raftelis’ subcontractors), Raftelis shall not independently verify the validity, completeness, or accuracy

of such information unless otherwise expressly engaged to do so in writing by Client.

V. INDEMNIFICATION

Raftelis agrees to indemnify, defend, and hold Client harmless from and against liability caused by the negligent errors or negligent omissions of Raftelis, its agents, employees, or representatives, in the performance of duties set forth in Article I. Regardless of any other term of this Agreement, in no event shall Raftelis be responsible or liable to Client for any incidental, consequential, or other indirect damages.

To the extent permitted by Georgia law, Client agrees to indemnify, defend, and hold Raftelis harmless from and against any liability caused by negligent errors or negligent omissions of Client, its agents, employees, or representatives, in the performance of duties set forth in Article I.

VI. INSURANCE

Raftelis shall maintain during the life of the agreement the following minimum insurance:

1. Commercial general liability insurance, including hired and non-owned automobiles, with the following limits:

Each Occurrence	\$1,000,000
Damage to Rented Premises (Each Occurrence)	\$500,000
Medical Expense (Any One Person)	\$15,000
Personal and Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
Products – Completed/Operation General Aggregate	\$2,000,000
2. Statutory worker’s compensation and employers’ liability insurance as required by state law.
3. Professional liability insurance at a limit of liability of not less than \$5,000,000 aggregate.

VII. SUBCONTRACTS

Unless specifically specified in the Agreement, Raftelis shall be entitled, to the extent determined to be appropriate by Raftelis, to subcontract any portion of the Work to be performed under this Agreement.

VIII. ASSIGNMENT

These terms and conditions and the agreement to which they are attached are binding on the heirs, successors, and assigns of the parties hereto. This agreement may not be assigned by Client or Raftelis without prior, written consent of the other.

IX. INTEGRATION

These terms and conditions and the agreement to which they are attached represent the entire understanding of Client and Raftelis as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered herein. The agreement may not be modified or altered except in writing signed by both parties.

X. JURISDICTION

This agreement shall be administered and interpreted under the laws of the State of Georgia. Jurisdiction of litigation arising from the agreement shall be in that state.

XI. SEVERABILITY

If any part of the Agreement is found unenforceable under applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of the Agreement shall be in full force and effect.

XII. FORCE MAJEURE

Raftelis shall not be responsible for delays in performing the scope of services that may result from causes beyond the reasonable control or contemplation of Raftelis. Raftelis will take reasonable steps to mitigate the impact of any force majeure.

XIII. NO BENEFIT FOR THIRD PARTIES

The services to be performed by Raftelis hereunder are intended solely for the benefit of Client, and neither right nor benefit is conferred on, nor any contractual relationship intended or established with any person or entity not a party to this Agreement. No such person or entity shall be entitled to rely on Raftelis' performance of its services hereunder.

XIV. WORK PRODUCT

Raftelis and Client recognize that Raftelis' Work product submitted in performance of this Agreement is intended only for the Client's benefit and use. Change, alteration, or reuse on another project by Client shall be at Client's sole risk, and to the extent permitted by Georgia law, Client shall hold harmless and indemnify Raftelis against all losses, damages, costs, and expenses, including attorneys' fees, arising out of or related to any such unauthorized change, alteration, or reuse. Nothing contained herein shall be deemed a transfer, assignment, or divestiture by Raftelis of its trade secrets, expertise, or intellectual property.

XV. SUSPENSION OF WORK

Client may suspend, in writing, all or a portion of the Work under the agreement in the event unforeseen circumstances beyond Client's control make normal progress of the Work impossible. Raftelis may request that the Work be suspended by notifying Client, in writing, of circumstances that are interfering with the normal progress of Work. Raftelis may suspend Work on the project in the event Client does not pay invoices when due. Raftelis shall be compensated for its reasonable expenses resulting from such suspension including mobilization and demobilization. The time for completion of the Work shall be extended by the number of days Work is suspended. In the event that the period of suspension exceeds 90 days, the terms of the agreement are subject to renegotiation and both parties are granted the option to terminate Work on the suspended portion of the project.

XVI. TERMINATION OF WORK

Client may terminate all or a portion of the Work covered by the agreement for its convenience. Either party may terminate Work if the other party fails to perform in accordance with the provisions of the agreement. Termination of the agreement is accomplished by 15 days prior written notice from the party initiating termination to the other. Notice of termination shall be delivered by certified mail with receipt for delivery returned to the sender.

provide access to, and maintain any applicable exemptions to public records, and transfer all such public records to the Client at the conclusion of this Agreement, as provided for in Georgia Open Records Act (O.C.G.A. §50-18-70 et seq.).

This agreement may be terminated by Raftelis: a) for cause, if Client breaches this Agreement through no fault of Raftelis and Client neither cures such material breach nor makes reasonable progress toward cure within 15 days after Raftelis has given written notice of the alleged breach to Client; or b) upon five days' notice if Work under this Agreement has been suspended by either Client or Raftelis in the aggregate for more than 90 days.

In the event of termination, Raftelis shall perform such additional Work as is necessary for the orderly filing of documents and closing of the project. The time spent on such additional Work shall not exceed five percent (5%) of the time expended on the terminated portion of the project prior to the effective date of termination. Raftelis shall be compensated by the client for Work actually performed prior to the effective date of termination plus the Work required for filing and closing as described in this Article.

XVII. NOTICES

All notices required under this Agreement shall be by personal delivery, facsimile or mail to the Raftelis Project Manager and to the person signing the Agreement on behalf of the Client and shall be effective upon delivery to the address stated in the Agreement.

XVIII. PUBLIC RECORDS

Pursuant to applicable Georgia law, Raftelis' records associated with this Agreement may be subject to Georgia's public records laws, Georgia Open Records Act (O.C.G.A. §50-18-70 et seq.), as amended from time to time. Raftelis shall comply with all public records obligations set for in such laws, including those obligations to keep, maintain,

City of Perry, Georgia
Americans with Disabilities Act
(ADA)
Transition Plan
April 2024



Where Georgia comes together.

1211 Washington Street
Perry, GA 31069
Tel: (478) 988-2700
www.perry-ga.gov

ADA Transition Plan Revised By:

keck+Wood
COLLABORATION BY DESIGN
3090 Premiere Parkway, Suite 200
Duluth, GA 30097
(678) 417-4000 keckwood.com

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City of Perry ADA Transition Plan- 2024

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City of Perry ADA Transition Plan- 2024

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Introduction

City Background

The City of Perry was founded in 1824 and named in honor of Oliver Hazard Perry, a hero during the War of 1812. Perry has been able to capitalize on its proximity to Robins Air Force Base, excellent schools, unique downtown, high quality of life, and location in transforming from a small town to a vibrant and growing community of over 21,000 people. As a hub of state and federal highways, home of the Georgia National Fairgrounds & Agricenter, and events like the Dogwood Festival, Food Truck Fridays, the Perry Music Festival, and the annual Perry Buzzard Drop, Perry is truly where Georgia comes together.

Perry's population growth leveled off in the 1990s before resuming in the 2000s and 2010s. As of 2021 Perry's population is 22,029. Perry undertook several annexations to bring new areas into the city limits while also investing in the development of the downtown area and community at large. Perry has an area of about 27.1 square miles.

The current Mayor of Perry is Randall Walker. In 2009 he was elected as City Councilman and served for ten years before he was elected Mayor in 2019. Perry's City Council is made up of six councilmen, two for each of the three districts.

Transition Plan Need and Purpose

The [Americans with Disabilities Act \(ADA\)](#) is a civil rights law prohibiting discrimination against individuals on the basis of disability. It was enacted on July 26, 1990, and was amended in 2008 with the ADA Amendments Act. The ADA consists of five titles outlining protections in the following areas:

- I. Employment
- II. State and local government services
- III. Public accommodations
- IV. Telecommunications
- V. Miscellaneous Provisions

Title II of ADA pertains to the programs, activities and services provided by public entities. The City of Perry must comply with this section of the Act, as it specifically applies to public service agencies. Title II of ADA states that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.” ([42 USC Sec. 12132](#); [28 CFR Sec. 35.130](#))

As required by Title II of ADA ([28 CFR Part 35 Sec. 35.105 and Sec. 35.150](#)), the City of Perry has conducted a self-evaluation of its services, programs, activities, and facilities on public property and within public rights-of-way; and has developed this Transition Plan detailing the methods to be used to ensure compliance with ADA accessibility requirements.

ADA and its Relationship to Other Laws

Title II of ADA is companion legislation to two previous federal statutes and regulations: the [Architectural Barriers Act \(ABA\) of 1968](#) and [Section 504 of the Rehabilitation Act of 1973](#).

The Architectural Barriers Act of 1968 is a Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Section 504 of the Rehabilitation Act of 1973 is a Federal law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial assistance from any Federal department or agency. Title II of ADA extended this coverage to all state and local government entities, regardless of whether they receive federal funding or not.

Agency Requirements

Under Title II, the City of Perry must meet these general requirements:

- Must operate their programs so that, when viewed in their entirety, the programs are accessible to and useable by individuals with disabilities [[28 CFR Sec. 35.150](#)].
- May not refuse to allow a person with a disability to participate in a service, program or activity simply because the person has a disability [[28 CFR Sec. 35.130 \(a\)](#)].
- Must make reasonable modifications in policies, practices and procedures that deny equal access to individuals with disabilities unless a fundamental alteration in the program would result [[28 CFR Sec. 35.130\(b\)\(7\)](#)].
- May not provide services or benefits to individuals with disabilities through programs that are separate or different unless the separate or different measures are necessary to ensure that benefits and services are equally effective [[28 CFR Sec. 35.130\(b\)\(iv\) & \(d\)](#)].
- Must take appropriate steps to ensure that communications with applicants, participants and members of the public with disabilities are as effective as communications with others [[29 CFR Sec. 35.160\(a\)](#)].
- Must designate at least one responsible employee to coordinate ADA compliance [[28 CFR Sec. 35.107\(a\)](#)]. This person is typically referred to as the ADA Coordinator. The public entity must provide the ADA Coordinator's name, office address, and telephone number to all interested individuals [[28 CFR Sec. 35.107\(a\)](#)].
- Must provide notice of ADA requirements. All public entities, regardless of size, must provide information about the rights and protections of Title II to applicants, participants, beneficiaries, employees, and other interested persons [[28 CFR Sec. 35.106](#)]. The notice must include the identification of the employee serving as the ADA Coordinator and must provide this information on an ongoing basis [[28 CFR Sec. 104.8\(a\)](#)].
- Must establish a grievance procedure. Public entities must adopt and publish grievance procedures providing for prompt and equitable resolution of complaints [[28 CFR Sec. 35.107\(b\)](#)]. This requirement provides for a timely resolution of all problems or conflicts related to ADA compliance before they escalate to litigation and/or the federal complaint process.

the headings Public Facilities and Parks (E-1) and Pedestrian Facilities / Public Rights-of-Way (E-2).

An important component of the self-evaluation process is the identification of obstacles or barriers to accessibility, and the corresponding modifications that will be needed to remedy these items. The following sections in the Appendix provide a summary of improvements that have already been made, and obstacles that the City plans to address as part of this Transition Plan.

Public Facilities and Parks

The City of Perry is responsible for the following public facilities and parks:

- Facility 1 – City Hall (801 Carroll Street, Perry, GA)
- Facility 2 – Admin Building (1211 Washington Street, Perry, GA)
- Facility 3 – Police Station/Fire Headquarters (1207 Washington Street, Perry, GA)
- Facility 4 – Waste Water Treatment Plant (100 Frank Satterfield Road, Perry, GA)
- Facility 5 – Perry Event Center (1121 Macon Road, Perry, GA)
- Facility 6 – Community Development (741 Main Street, Perry, GA)
- Facility 7 – Davis Farm Station/Fire Station #2 (150 Commodore Drive, Perry, GA)
- Facility 8 – Animal Shelter (490 Ball Street, Perry, GA)
- Facility 9 – Public Works – Auto Shop (500 Ball Street, Perry, GA)
- Facility 10 – Public Works – Traffic Shop (500 Ball Street, Perry, GA)
- Facility 11 – Public Works – Admin Building (500 Ball Street, Perry, GA)
- Facility 12 – George A. Potter Training Facility (261 Toomer Road, Perry, GA)
- Facility 13 – Worrall Center Concession Stand (160 Keith Drive, Perry, GA)
- Facility 14 – City of Perry Historical Museum (901 Northside Drive, Perry, GA)
- Park 1 – Barbara Calhoun Park (1802 Tucker Road, Perry, GA)
- Park 2 – Legacy Park (708 Carroll Street, Perry, GA)
- Park 3 – Rozar Park Restroom and Pavilion (1060 Keith Drive, Perry, GA)
- Park 4 – Rozar Park Soccer Field (1060 Keith Drive, Perry, GA)
- Park 5 – Creekwood Park (110 Ida Lasseter Circle, Perry, GA)
- Park 6 – Heritage Oaks Park (1889 US-341, Perry, GA)

The City has conducted a detailed accessibility evaluation of each of its building facilities, and related parking lots/areas, based on the [ADA Checklist for Existing Facilities](#) publication. The findings from this evaluation are provided in Appendix E-1. The accessibility barriers/issues identified as currently existing have been ranked in order of priority for improvement.

Improvement Schedule

The City of Perry has set the following schedule goals for improving the accessibility of its buildings and public facilities within the City jurisdiction:

- After 10 years, 100% of accessibility features that were constructed after January 26, 1991, will be ADA compliant.
- After 20 years, 80% of accessibility features within the priority areas identified by the City staff will be ADA compliant.

- After 30 years, 80% of accessibility features within the jurisdiction of the City will be ADA compliant.

Pedestrian Facilities / Public Rights-of-Way

As part of the self-evaluation process, the City of Perry has conducted an inventory and evaluation of pedestrian facilities within its public rights-of-way, which consist of the following:

- Sidewalk within the city limits of Perry
- Curb ramps within the city limits of Perry
- Crosswalks within the city limits of Perry
- Traffic control signals within the city limits of Perry

A detailed evaluation of these facilities with regard to accessibility compliance is provided in Appendix E-2, and will be updated annually.

Methodology

The City has utilized several sources for funding the necessary sidewalk, ramp, and driveway improvements, including but not limited to, the General Fund, Special Purpose Local Option Sales Tax (SPLOST), and grant programs.

As required through the Code of Ordinances and development regulations, all new or renovated buildings and facilities will require sidewalk and facilities that are ADA compliant. As a result, many additional locations throughout the City may become ADA compliant through future development and re-development.

The City anticipates supplementing government funding and grants with City financial contributions to sidewalk, driveway, and ramp improvements through the City's General Fund. Repairs of damaged sidewalks and upgrading of ramps within public rights-of-way inside the city limits shall be funded through the General Fund as necessary.

Policy

The City of Perry's goal is to continue to provide accessible pedestrian design features as part of its capital improvement projects. The City has adopted ADA design standards and procedures as listed in Appendix A. These standards and procedures will be kept up-to-date with nationwide and local best management practices.

The City will consider and respond to all accessibility improvement requests. All accessibility improvements that are deemed reasonable will be scheduled consistent with transportation priorities. The City will coordinate with external agencies to ensure that all new or altered pedestrian facilities within the City jurisdiction are ADA compliant to the maximum extent feasible.

Maintenance of pedestrian facilities within the public rights-of-way will continue to follow the policies set forth by the City. Examples of typical maintenance items relating to accessibility include: sidewalk repairs, renewal of crosswalk markings, and ADA ramp maintenance. Detailed information is provided in Appendix E-2.

Requests for accessibility improvements can be submitted to the ADA Transition Plan Implementation Coordinator. Contact information is provided in Appendix C.

Priority Areas

City-owned buildings and parks are used by the general public on a daily basis. Therefore, those facilities will be given top priority for improvements. Upgrades to those facilities will have the greatest impact and most immediate benefit to the community.

Secondary priority, after buildings and parks, shall be given to improvements to sidewalks, drives, and ramps within City rights-of-way for major thoroughfares. Priority shall be given to routes that provide access to major commercial areas, schools, parks, and public facilities. Such routes will contain the highest volume of pedestrian traffic.

Third priority, after major thoroughfares, shall be given to improvements of sidewalks, drives, and ramps within City rights-of-way along secondary streets, primarily within residential neighborhoods. It is anticipated that pedestrian traffic will be far less for these lower volume areas. However, priority shall be given to residential areas having a known senior citizen and disabled persons population, and priority shall be given to residential areas identified by citizens for improvement as part of the public outreach program.

External Agency Coordination

The City will consider and respond to all accessibility improvement requests. All accessibility improvements that are deemed reasonable will be scheduled consistent with transportation priorities. The City will coordinate with external agencies to ensure that all new or altered pedestrian facilities within the City jurisdiction are ADA compliant to the maximum extent feasible.

Public Outreach

The goal of the City's ADA public outreach program is to further involve the community in the process of upgrading the City facilities to be ADA compliant. Citizens are encouraged to identify public facilities and areas of concern that do not currently have handicapped accessibility. The City's ADA Transition Plan Implementation Coordinator is the public point of contact for ADA compliance related topics. Citizens can contact the coordinator and notify him/her of handicapped inaccessible areas identified throughout the City. The City has made the ADA Transition Plan available to the public for review and comments on the City's website <https://perry-ga.gov/>. The City will use results collected from the outreach program to prioritize areas that require the most urgent attention. Community input will serve as a vital tool in upgrading the City's facilities.

Public Notice of ADA Requirements and Grievance Procedure

Under the Americans with Disabilities Act, each agency is required to publish its responsibilities with regard to ADA compliance. A draft of this public notice is provided in Appendix B. If users of the City of Perry facilities and services believe the City has not provided a reasonable accommodation, they have the right to file a grievance. In accordance with [28 CFR Sec. 35.107\(b\)](#), the City has developed a grievance procedure for the purpose of the prompt and equitable resolution of citizens' complaints or concerns. This grievance procedure is outlined in Appendix B.

Progress Monitoring and Transition Plan Management

This Transition Plan is considered to be a living document that will continue to be updated as conditions within the City evolve. The initial schedule is to formally review the complete document (main body and appendices) at least once per year, to identify any need for updates. Updates to the appendices or attachments may be made more frequently as needed. Any substantive updates to the main body of this document will be posted on the City's website for public review.

The City recognizes that ADA compliance is an ongoing responsibility which will require monitoring to identify future accessibility issues that may be encountered. For example, facilities that currently meet ADA requirements could fall out of compliance in the future due to factors such as damage, disrepair, or changes within public rights-of-way that could create new accessibility obstacles. Therefore, the ADA Transition Plan Implementation Coordinator will establish an ongoing monitoring/inspection process to ensure that facilities continue to comply with ADA requirements. Agency employees will also be encouraged to report any accessibility concerns or deficiencies that are identified.

Appendices

- A. Agency ADA Design Standards and Improvement/Compliance Procedures**
- B. Public Notice of ADA Requirements and Grievance Procedure**
- C. ADA Transition Plan Coordinator Contact Information**
- D. Glossary of Terms**
- E. Self-Evaluation**
 - E-1. Public Facilities and Parks**
 - E-2. Pedestrian Facilities / Public Rights-of-Way**

Appendix A – Agency ADA Design Standards and Procedures

Design Procedures

Intersection Corners

Curb ramps or blended transitions will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for an intersection corner to achieve full accessibility within the scope of any project. Those limitations will be noted and those intersection corners will remain on the transition plan. As future projects or opportunities arise, those intersection corners shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, each intersection corner shall be made as compliant as possible in accordance with the judgment of City staff.

Sidewalks / Trails

Sidewalks and trails will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for segments of sidewalks or trails to achieve full accessibility within the scope of any project. Those limitations will be noted and those segments will remain on the transition plan. As future projects or opportunities arise, those segments shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, every sidewalk or trail shall be made as compliant as possible in accordance with the judgment of City staff.

Traffic Control Signals

Traffic control signals will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for individual traffic control signal locations to achieve full accessibility within the scope of any project. Those limitations will be noted and those locations will remain on the transition plan. As future projects or opportunities arise, those locations shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, each traffic signal control location shall be made as compliant as possible in accordance with the judgment of City staff.

Other Policies, Practices and Programs

Policies, practices and programs not identified in this document will follow the applicable ADA standards.

Design Standards

The City of Perry complies with the design standards established by the Georgia Department of Transportation (GDOT).

Appendix B – Public Notice of ADA Requirements and Grievance Procedure

As required by the Americans with Disabilities Act, the City of Perry has posted the following notice outlining its responsibilities with regard to ADA compliance.

Public Notice

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, the City of Perry will not discriminate against qualified individuals on the basis of disability in the City's services, programs or activities.

Employment:

The City of Perry does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the Americans with Disabilities Act (ADA).

Effective Communication:

The City will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City's programs, services and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing or vision impairments.

Modifications to Policies and Procedures:

The City will make all reasonable modifications to policies and procedures to ensure that people with disabilities have an equal opportunity to enjoy all City programs, services and activities. For example, individuals with service animals are welcomed in City offices, even where pets are generally prohibited. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a City program, service or activity, should contact the office of the ADA Coordinator as soon as possible but no later than 48 hours before the scheduled event. The ADA does not require the City to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden. The City will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Requests for Accessibility Improvements:

The City will consider and respond to all accessibility improvement requests. All accessibility improvements that are deemed reasonable will be scheduled consistent with transportation priorities. The City will coordinate with external agencies to ensure that all new or altered pedestrian facilities within the City jurisdiction are ADA compliant to the maximum extent feasible.

Maintenance of pedestrian facilities within the public rights-of-way will continue to follow the policies set forth by the City. Examples of typical maintenance items relating to accessibility include: sidewalk repairs, renewal of crosswalk markings, and ADA ramp maintenance. Requests for accessibility improvements can be submitted to the ADA Transition Plan Implementation Coordinator.

Grievance Procedure

This grievance procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of service, activities, programs, or benefits by the City of Perry Mayor and Council. The City of Perry Personnel Policies and Procedures govern employment related complaints of disability discrimination. The application form is included. Grievances should be filed with the ADA Coordinator at:

1211 Washington Street
Perry, GA 31069
Tel: (478) 988-2700
www.perry-ga.gov

The Grievance Procedure consists of the following:

1. A complaint should be filed in writing (but can be submitted in alternate format due to the needs on an individual's disability), containing the name and address of the person filing it, and briefly describing the alleged violation of the regulations or discriminatory act.
2. A complaint should be filed within 30 calendar days after the complainant becomes aware of the alleged violation. Complaints for alleged violations prior to the adoption of this plan shall be determined on a case by case basis by the ADA Coordinator.
3. An investigation, as may be appropriate, will follow the filing of a complaint and will be conducted by the City's ADA Coordinator. Technical and legal expertise will be consulted as needed. A thorough investigation will be conducted, affording all interested parties and their representatives a chance to submit evidence relevant to the complaint.
4. The City's ADA Coordinator, or his designee, will provide a written report to the City Manager of the complaint. This will include a recommendation on the appropriate way to respond to the complaint.
5. The Mayor and Council will determine which action, if any, the City of Perry will take.
6. The City's ADA Coordinator will maintain the files and records relating to all ADA Coordinator will maintain the files and records relating to all ADA grievances/complaints filed.
7. The right of a person to a prompt and equitable resolution of the complaint filed thereunder will not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or state

department or agency. This grievance process is not a prerequisite to the pursuit of other remedies.

8. These rules will be construed to protect the substantive rights of interested persons to meet appropriate due process standards, and to assure the City of Perry complies with the ADA and implementing regulations.

This information can be made available in an alternate format and the grievance can be submitted in an alternate format.

**City of Perry
ADA Grievance Form**

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

LOCATION OF
PROBLEM: _____

DESCRIPTION OF
PROBLEM: _____

**Please attach additional pages if needed.*

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 30 days after the alleged violation to:

City of Perry
ATTN: Darryl Kitchens, Battalion Chief / Fire Marshal
741 Main Street
Perry, GA 31069
darryl.kitchens@perry-ga.gov
478-988-2759

Appendix C – ADA Coordinator Contact Information

Perry ADA Transition Plan Implementation Coordinator

Name: Darryl Kitchens

Job Title: Battalion Chief / Fire Marshal

Office Address: 741 Main Street Perry, GA 31069

Phone: (478) 988-2759

Fax: (478) 988-2853

E-mail: darryl.kitchens@perry-ga.gov

Attended GDOT ADA Training:



Appendix D – Glossary of Terms

Glossary of Terms

ABA: See Architectural Barriers Act.

ADA: See Americans with Disabilities Act.

ADA Transition Plan: Transportation system plan that identifies accessibility needs, the process to fully integrate accessibility improvements, and aims to ensure that all transportation facilities, services, programs, and activities are accessible to all individuals.

ADAAG: See Americans with Disabilities Act Accessibility Guidelines.

Accessible: A facility that provides access to people with disabilities using the design requirements of the ADA.

Accessible Pedestrian Signal (APS): A device that communicates information about the WALK phase in audible and vibrotactile formats.

Alteration: A change to a facility in the public right-of-way that affects or could affect access, circulation, or use. An alteration must not decrease or have the effect of decreasing the accessibility of a facility or an accessible connection to an adjacent building or site.

Americans with Disabilities Act (ADA): Civil rights legislation passed in 1990 and effective July 1992. The ADA sets design guidelines for accessibility to public facilities, including sidewalks and trails, by individuals with disabilities.

Americans with Disabilities Act Accessibility Guidelines (ADAAG): Contains scoping and technical requirements for accessibility to buildings and public facilities by individuals with disabilities under the Americans with Disabilities Act (ADA) of 1990.

APS: See Accessible Pedestrian Signal.

Architectural Barriers Act (ABA): Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Capital Improvement Program (CIP): The CIP for a public agency typically includes an annual capital budget and a five-year plan for funding the new construction and reconstruction projects on the agency's transportation system.

Detectable Warning: A surface feature of truncated domes, built in or applied to the walking surface to indicate an upcoming change from pedestrian to vehicular way.

DOJ: See United States Department of Justice.

Federal Highway Administration (FHWA): A branch of the U.S. Department of Transportation that administers the federal-aid Highway Program, providing financial assistance to states to construct and improve highways, urban and rural roads, and bridges.

FHWA: See Federal Highway Administration.

GDOT: Georgia Department of Transportation.

Pedestrian Access Route (PAR): A continuous and unobstructed walkway within a pedestrian circulation path that provides accessibility.

Pedestrian Circulation Route (PCR): A prepared exterior or interior way of passage provided for pedestrian travel.

PROWAG: An acronym for the *Guidelines for Accessible Public Rights-of-Way* issued in 2005 by the U.S. Access Board. This guidance addresses roadway design practices, slope and terrain related to pedestrian access to walkways and streets, including crosswalks, curb ramps, street furnishings, pedestrian signals, parking and other components of public rights-of-way.

Right-of-Way: A general term denoting land, property, or interest therein, usually in a strip, acquired for the network of streets, sidewalks and trails creating public pedestrian access within a public entity's jurisdictional limits.

Section 504: The section of the Rehabilitation Act that prohibits discrimination by any program or activity conducted by the federal government.

Uniform Federal Accessibility Standards (UFAS): Accessibility standards that all federal agencies are required to meet; includes scoping and technical specifications.

United States Access Board: An independent federal agency that develops and maintains design criteria for buildings and other improvements, transit vehicles, telecommunications equipment, and electronic and information technology. It also enforces accessibility standards that cover federally-funded facilities.

United States Department of Justice: Federal executive department responsible for enforcement of the law and administration of justice (also referred to as the Justice Department or DOJ).

Appendix E – Self-Evaluation

Self-Evaluation

A public entity that employs 50 or more persons is required, for at least three years following the completion of the self-evaluation, to maintain on file and make available for public inspection:

- A description of areas examined and any problems identified;
- Cost to remove the ADA barrier; and,
- A description of any modifications made and the date the modification was made.

Descriptions of areas examined, problems identified and any modifications made are listed in the following sections E-1 and E-2.

E-1. Public Facilities and Parks

The City has conducted a detailed accessibility evaluation of each of its buildings, based on the [ADA Checklist for Existing Facilities](#) publication. The results are listed below:

CITY OWNED FACILITY	ADDRESS	RAMPS OUT OF COMPLIANCE	RESTROOMS OUT OF COMPLIANCE	HANDRAILS OUT OF COMPLIANCE	SIGNS, PARKING, PAINT OUT OF COMPLIANCE	OTHER DEFICIENCIES/COMMENTS	DATE OF BARRIER REMOVAL	ESTIMATED COST
Facility 1- City Hall	801 Carroll Street Perry GA	-	3	-	6	<ul style="list-style-type: none"> - 2 water fountain spouts over 36" above floor - No van accessible signs present at site - 1 missing handicap parking sign. All handicap signs below 60" from the ground - No coat hook is present in handicap stall - Toilet paper dispenser over 48" from the floor 	TBD	\$1,230
Facility 2- Admin Building	1211 Washington Street, Perry, GA	1	15	1	8	<ul style="list-style-type: none"> - 4 service counters more than 36" above floor - 2 water fountain spouts over 36" above floor - No parking aisle wide enough to be van accessible - 2 access aisles less than 5 feet wide - No van accessible signs present at site - Railing on entrance ramp does not extend in at least 12" from the side edge of ramp - No ramp present to platform in conference room - 5 protectors missing around lavatory pipes - 2 toilet seats less than 17" from floor - 2 toilet compartments not at least 48" wide - 2 side grab bars do not extend at least 54" from the back wall - 4 towel dispensers are more than 48" above floor 	TBD	\$23,225
Facility 3- Police Station/Fire Headquarters	1207 Washington Street, Perry, GA	-	2	-	8	<ul style="list-style-type: none"> - 2 service counters more than 36" above floor - No parking aisle wide enough to be van accessible - 2 parking aisles less than 5 feet wide - No van accessible signs present at site - 3 handicap parking signs less than 60" above ground - No crosswalk from handicap parking to entrance - 2 bathroom signs on doors instead of adjacent wall 	TBD	\$3,960
Facility 4- Waste Water Treatment Plant	100 Frank Satterfield Road, Perry, GA	1	7	-	2	<ul style="list-style-type: none"> - 1 service counter more than 36" above floor - 1 water fountain spout over 36" above floor - No van accessible signs present at site - Handicap parking sign less than 60" above ground - 3 bathroom signs on doors instead of adjacent wall - 2 grab bars do not extend at least 24" past centerline of toilet - 2 bathrooms do not have a 48" by 66" space for wheelchair turn around - No wheelchair accessible ramp into building 	TBD	\$13,875

E-1. Public Facilities and Parks

The City has conducted a detailed accessibility evaluation of each of its buildings, based on the [ADA Checklist for Existing Facilities](#) publication. The results are listed below:

CITY OWNED FACILITY	ADDRESS	RAMPS OUT OF COMPLIANCE	RESTROOMS OUT OF COMPLIANCE	HANDRAILS OUT OF COMPLIANCE	SIGNS, PARKING, PAINT OUT OF COMPLIANCE	OTHER DEFICIENCIES/COMMENTS	DATE OF BARRIER REMOVAL	ESTIMATED COST
Facility 5- Perry Event Center	1121 Macon Road, Perry, GA	-	-	-	34	<ul style="list-style-type: none"> - Handicap and van accessible striping and signs required, restriping of parking lot - All existing handicap signs less than 60” from ground and no van accessible sign 	TBD	\$1,865
Facility 6- Community Development	741 Main Street, Perry, GA	-	-	-	3	<ul style="list-style-type: none"> - 1 service counter more than 36” above floor - 1 service table more than 36” above floor - No van accessible sign present - No handicap pavement marking present - Handicap parking sign less than 60” from ground 	TBD	\$2,365
Facility 7- Davis Farm Station / Fire Station #2	150 Commodore Drive, Perry, GA	-	-	-	3	<ul style="list-style-type: none"> - No van accessible sign present at site - No handicap pavement marking present - Handicap parking sign less than 60” above ground 	TBD	\$390
Facility 8- Animal Shelter	490 Ball Street, Perry, GA	-	2	-	1	<ul style="list-style-type: none"> - Table obstructing area in front of ADA compliant toilet - No van accessible signs present at site - 2 bathroom signs are on doors instead of adjacent walls 	TBD	\$175
Facility 9- Public Works – Auto Shop	500 Ball Street, Perry, GA	-	2	-	4	<ul style="list-style-type: none"> - 1 water fountain spout over 36” above floor - 1 light switch above 48” above floor - No van accessible sign present at site - No handicap pavement marking present - Handicap parking sign less than 60” above ground - No van aisle present at site - Bathroom is not large enough for a wheelchair - Bathroom sign is painted on door instead of on the adjacent wall 	TBD	\$5,825
Facility 10- Public Works – Traffic Shop	500 Ball Street, Perry, GA	1	2	-	-	<ul style="list-style-type: none"> - 1 light switch above 48” above floor - Entrance to building over 1” above outside pavement - Lavatory has cabinets prohibiting wheelchairs from being able to pull up to faucet - No sign indicating handicap bathroom 	TBD	\$675

E-1. Public Facilities and Parks

The City has conducted a detailed accessibility evaluation of each of its buildings, based on the [ADA Checklist for Existing Facilities](#) publication. The results are listed below:

CITY OWNED FACILITY	ADDRESS	RAMPS OUT OF COMPLIANCE	RESTROOMS OUT OF COMPLIANCE	HANDRAILS OUT OF COMPLIANCE	SIGNS, PARKING, PAINT OUT OF COMPLIANCE	OTHER DEFICIENCIES/COMMENTS	DATE OF BARRIER REMOVAL	ESTIMATED COST
Facility 11- Public Works – Admin Building	500 Ball Street, Perry, GA	-	6	1	4	<ul style="list-style-type: none"> - 2 light switches in bathrooms are more than 48” above floor - No van accessible sign present at site - No handicap pavement marking present - Handicap parking sign less than 60” from ground - No van aisle present at site - 2 bathroom signs on doors instead of on adjacent wall - 2 protectors missing around lavatory pipes - 2 toilet seats less than 17” above floor - No handrails on both ramp entrances that have rises higher than 6” 	TBD	\$6,250
Facility 12- George A. Potter Training Facility	261 Toomer Road, Perry, GA	1	2	-	5	<ul style="list-style-type: none"> - 2 bathroom mirrors more than 40” above floor - No handicap parking space provided on site - No van accessible signs present at site - No paint lines present - Handicap parking sign less than 60” from ground - No van aisle present at site - No accessible ramp at entrance to building 	TBD	\$2,100
Facility 13- Worrall Center Concession Stand	160 Keith Drive, Perry, GA	1	2	-	10	<ul style="list-style-type: none"> - No handicap door opener at 1 entrance - 3 service counters more than 36” above floor - 7 tactile domes needed on curb ramps leading into building - Handicap parking signs less than 60” above ground - 2 bathroom signs on doors instead of adjacent wall - No accessible ramp onto stage 	TBD	\$10,425
Facility 14- City of Perry Historical Museum	901 Northside Drive, Perry, GA	1	-	-	1	<ul style="list-style-type: none"> - No tactile dome on curb ramp - No accessible ramp at entrance to building 	TBD	\$1,350
Park 1- Barbara Calhoun Park	1802 Tucker Road, Perry, GA	-	2	-	2	<ul style="list-style-type: none"> - Approximately 38 feet of sidewalk needed leading towards toilet rooms - No van accessible sign present at site - No van aisle present at site - 2 bathroom signs on doors instead of adjacent walls 	TBD	\$3,085
Park 2- Legacy Park	708 Carroll Street, Perry, GA	-	-	-	1	<ul style="list-style-type: none"> - Handicap parking sign missing at lower park area 	TBD	\$115

E-1. Public Facilities and Parks

The City has conducted a detailed accessibility evaluation of each of its buildings, based on the [ADA Checklist for Existing Facilities](#) publication. The results are listed below:

CITY OWNED FACILITY	ADDRESS	RAMPS OUT OF COMPLIANCE	RESTROOMS OUT OF COMPLAINCE	HANDRAILS OUT OF COMPLIANCE	SIGNS, PARKING, PAINT OUT OF COMPLIANCE	OTHER DEFICIENCIES/COMMENTS	DATE OF BARRIER REMOVAL	ESTIMATED COST
Park 3- Rozar Park Restroom and Pavilion	1060 Keith Drive, Perry, GA	1	2	-	78	<ul style="list-style-type: none"> - 75 feet of sidewalk needed between ADA compliant areas - 77 feet of crosswalk needed from parking space to pavilion sidewalk - Tactile domes needed on curb ramp leading to building - No accessible ramp going towards bathroom - 2 lavatory tops more than 34" above floor 	TBD	\$10,577
Park 4- Rozar Park Soccer Field	1060 Keith Drive, Perry, GA	3	-	-	4	<ul style="list-style-type: none"> - Side edges of ramp from parking lot to playground do not extend at least 12" out from the hand rails - Handicap parking signs less than 60" above ground 	TBD	\$3,460
Park 5- Creekwood Park	110 Ida Lasseter Circle, Perry, GA	1	10	-	67	<ul style="list-style-type: none"> - 207 feet of sidewalk needed - All parking spaces for baseball fields need repainting - 4 parking spaces at soccer field need repainting - No van accessible signs present at site - Handicap pavement marking by baseball field needs repainting - Handicap parking signs less than 60" above ground - No van aisle near baseball fields - Hatching for handicap space at soccer field needs new paint - Ramp from parking lot to splash pad more than 1:12 - Bathroom signs on doors instead of adjacent wall - Bathroom light switches more than 48" above floor - Top of lavatory more than 34" above floor 	TBD	\$22,340
Park 6 – Heritage Oaks Park	1889 US-341 Perry, GA	-	-	-	6	<ul style="list-style-type: none"> - Handicap parking spaces have slopes greater than 1:48 	TBD	\$2,700
TOTAL								\$115,987.00

E-2. Pedestrian Facilities / Public Rights-of-Way

The City has conducted a detailed accessibility evaluation of pedestrian facilities within the agency’s public rights-of-way. The results are listed below:

ADA Self-Evaluation- Pedestrian Facilities

ROAD NAME	RAMPS OUT OF COMPLIANCE	DETECTABLE WARNING STRIPS OUT OF COMPLIANCE	LENGTH OF MISSING CROSSWALK	LENGTH OF SIDEWALK OUT OF COMPLIANCE	DRIVEWAYS OUT OF COMPLIANCE	VERTICAL DISCONTINUITIES	DATE OF BARRIER REMOVAL	EST. COST
2nd St	0	1	0	0	1	-	TBD	\$6,900.00
Amberley Ct	4	4	79	23	0	-	TBD	\$9,200.00
Amherst St	16	17	266	0	0	-	TBD	\$28,900.00
Armada Dr	2	2	42	0	0	-	TBD	\$3,800.00
Ball St	0	5	210	15	1	-	TBD	\$14,900.00
Black Hawk Ln	0	0	0	11	0	-	TBD	\$900.00
Cameron Court	2	2	26	0	0	4	TBD	\$5,600.00
Carroll St	4	6	0	146	0	-	TBD	\$17,100.00
Charles Gay Blvd	0	2	0	0	0	-	TBD	\$700.00
Chinaberry Ln	0	2	49	0	0	-	TBD	\$2,000.00
Commerce St	0	0	96	0	3	-	TBD	\$22,000.00
Creekwood Dr	0	1	66	0	0	-	TBD	\$2,100.00
Dog Fennel Ln	1	4	81	0	0	-	TBD	\$4,600.00
Duncan Ave	1	6	107	66	0	-	TBD	\$10,900.00
Elko Rd	0	9	121	0	0	-	TBD	\$6,300.00
Evergreen St	0	2	60	0	0	-	TBD	\$2,300.00
Frank Satterfield Rd	2	2	39	0	2	-	TBD	\$16,800.00
GA Highway 127	0	2	52	0	0	-	TBD	\$2,100.00
Gatwick Senior Village	0	7	94	0	0	-	TBD	\$4,900.00
General Courtney Hodges Blvd	0	0	196	9	1	-	TBD	\$12,300.00
Glennfinnan Way	1	3	85	0	0	-	TBD	\$4,300.00
Grand Reserve Way	1	2	35	0	0	-	TBD	\$2,700.00
Highland Point Dr	0	0	0	65	0	-	TBD	\$4,900.00
Hillcrest Ave	1	6	145	0	1	-	TBD	\$13,400.00
Houston Lake Dr	0	6	225	33	1	-	TBD	\$17,000.00
Jernigan St	2	6	0	0	1	-	TBD	\$10,600.00
Kenley Ct	0	0	0	195	0	-	TBD	\$14,700.00
Kings Chapel Rd	2	2	29	13	2	-	TBD	\$17,500.00
Lake Joy Rd	0	0	55	0	0	-	TBD	\$1,500.00
Landston Rd	0	0	103	0	0	-	TBD	\$2,700.00
Legacy Park Dr	1	1	0	73	0	-	TBD	\$6,900.00
Loneoak Trail	2	2	0	0	0	-	TBD	\$2,700.00
Macon Rd	0	10	129	0	0	-	TBD	\$6,900.00
Main St	1	11	251	0	1	-	TBD	\$17,900.00
Moreland Ave	2	4	52	0	0	-	TBD	\$4,800.00
Morningside Dr	1	7	96	0	0	-	TBD	\$6,000.00
Northside Dr	0	0	0	0	2	-	TBD	\$13,000.00
Notting Hill Dr	0	0	38	0	0	-	TBD	\$1,000.00

E-2. Pedestrian Facilities / Public Rights-of-Way

The City has conducted a detailed accessibility evaluation of pedestrian facilities within the agency’s public rights-of-way. The results are listed below:

ADA Self-Evaluation- Pedestrian Facilities

ROAD NAME	RAMPS OUT OF COMPLIANCE	DETECTABLE WARNING STRIPS OUT OF COMPLIANCE	LENGTH OF MISSING CROSSWALK	LENGTH OF SIDEWALK OUT OF COMPLIANCE	DRIVEWAYS OUT OF COMPLIANCE	VERTICAL DISCONTINUITIES	DATE OF BARRIER REMOVAL	EST. COST
Park Ave	0	3	0	0	0	-	TBD	\$1,100.00
Perimeter Rd	1	15	334	0	3	-	TBD	\$34,500.00
Perry Pkwy	0	0	75	0	0	-	TBD	\$2,000.00
Ravencrest Dr	1	1	32	0	0	-	TBD	\$2,200.00
Red Hawk Pt	0	2	34	0	0	-	TBD	\$1,600.00
Sam Nunn Blvd	0	44	654	0	0	-	TBD	\$32,500.00
Seven Pines Ct	0	0	0	48	0	-	TBD	\$3,600.00
Shoshone Circle	0	0	0	405	0	-	TBD	\$30,400.00
Smith Dr	0	2	41	0	0	-	TBD	\$1,800.00
Steeple Ct	1	2	36	0	0	-	TBD	\$2,700.00
Stonebridge Crossing	2	2	0	0	0	-	TBD	\$2,700.00
Stonegate Trail	2	2	0	0	0	-	TBD	\$2,700.00
Swift St	0	0	0	0	1	-	TBD	\$6,500.00
Tucker Rd	2	10	186	4	0	-	TBD	\$10,700.00
W.F. Ragin Dr	0	5	114	0	0	-	TBD	\$4,800.00
Washington St	3	8	142	0	2	-	TBD	\$22,500.00
Weatherwood Rd	4	4	62	0	0	-	TBD	\$7,100.00
Westchester Trail	0	0	0	126	0	-	TBD	\$9,500.00
Wildfire Way	0	0	35	0	0	-	TBD	\$1,000.00
Wind River Dr	1	1	28	0	0	-	TBD	\$2,100.00
Wooden Eagle Trail	7	8	145	0	0	-	TBD	\$13,600.00
Woodlands Blvd	0	0	28	0	0	-	TBD	\$800.00
TOTAL:								\$519,200.00

E-2. Pedestrian Facilities / Public Rights-of-Way (Improvements Implemented Since 2018)

ADA Barrier Removal Summary- Pedestrian Facilities

PROJECT NAME	DESCRIPTION OF ADA IMPROVEMENT(S)	ENTITY DELIVERING PROJECT	CURRENT STATUS
Wingfield Way Capital Improvement Project	<ul style="list-style-type: none"> Installation of crosswalks and improvements to sidewalk along Wingfield Way from Highway 127 and Newport Ave. 	City of Perry	Completed since 2022
1152 Crossroads Park Capital Improvement Project	<ul style="list-style-type: none"> Installation of crosswalks and sidewalks along 3rd St between Houston Lake Rd and Main St. 	City of Perry	Completed since 2022
Houston Lake Rd Capital Improvement Project	<ul style="list-style-type: none"> Installation of sidewalk along Houston Lake Rd from Oak Dale Ave and Perry Ave (approximately .1 miles). 	City of Perry	Completed since 2022
Main St Capital Improvement Project	<ul style="list-style-type: none"> Installation of sidewalk along Main St between 3rd St and Forest Hill Dr (approximately .1 miles). 	City of Perry	Completed since 2022
Tucker Rd Capital Improvement Project	<ul style="list-style-type: none"> Installation of sidewalk along Tucker Rd from Duncan Ave to Logue St (approximately .3 miles). Installation of tactile domes through this area as well. 	City of Perry	Completed since 2022