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**AGENDA
WORK SESSION
OF THE PERRY CITY COUNCIL
July 17, 2017
5:00 P.M.**

1. Call to Order: Mayor James E. Faircloth, Jr.
2. Roll:
3. Items of Review/Discussion: Mayor James E. Faircloth, Jr.
 - 3a. Police Department:
 1. Review permit process for door to door solicitation – Chief S. Lynn.
 - 3b. Department of Community Development:
 1. Discussion of food truck regulations – Mr. B. Wood
 - 3c. Department of Economic Development:
 1. Hotel incentive policy – Mr. Smith
 2. Perry Housing Team update – Mr. Smith
 3. City facility wayfinding signage – Mr. Smith
 4. “Your City Program” update – Ms. Palmer
 5. Downtown outdoor movie night event – Ms. Edgemon
 6. Downtown tailgate event – Mr. Smith
 - 3d. Administration:
 1. Use of armory tank for local radio club – Mr. L. Gilmour.
 2. Partial development on City property – Mr. L. Gilmour
 3. GMA annual meeting reports – Department Heads
 4. Consider names for the parks’ projects – Mr. L. Gilmour
 5. Installation of sidewalk from Kenwood Drive to Main Street – Mr. L. Gilmour
4. Council Member Items:
5. Department Head Items:
6. Adjourn.



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PERRY POLICE DEPARTMENT
Stephen D. Lynn, Chief of Police

M E M O R A N D U M

TO: Chief Steve Lynn
FROM: Major Bill Phillips
DATE: June 29, 2017
RE: **SOLICITOR'S APPLICATION PROCEDURES**

All solicitors who wish to sell their goods door to door must abide by City of Perry Ordinance Article 15, Section 15-2100 – 15-2116. The application process includes, but is not limited to, the following procedures:

- a) The applicant contacts the Tax and License Department to obtain an application and a copy of the policies and procedures. They are then directed to Houston County Sheriff's Department to be fingerprinted and have criminal histories run via GCIC.
- b) The application is then returned to the Tax & License Department who in turn forwards the complete package to Chief Steve Lynn for approval/disapproval.
- c) After approved, the applicant pays the \$122.00 permit fee, plus a \$3.50 photo Id badge fee per applicant (see attached fee schedule).
- d) Ms. Janet Duffin schedules an appointment with the solicitors and Capt. James Buck to have the ID badges issued. The permit is good for 90 days from the date of issuance.
- e) Once the ID badge has been issued, the solicitors can go door to door to sell their goods. By ordinance, solicitors are not allowed to sell goods between the hours of 6:00 p.m. and 9:00 a.m. unless they have been invited to do so by the homeowner. It should also be noted that solicitors cannot go door to door on Sundays and holidays.

The following persons are exempt from this ordinance:

- Persons invited to occupants home for a private meeting
- Elected public officials
- Newspaper deliveries
- Food deliveries
- Religious, charitable and political organizations

During the past two year period, the Tax and License Department issued three separate licenses for FY 2016 and two for 2017, as of this date.

Bill Phelps

From: Liz Nelson <Liz.Nelson@perry-ga.gov>
Sent: Thursday, June 29, 2017 10:52 AM
To: bill.phelps@perry-ga.gov
Subject: Solicitors Permits FY 2016 - 2017

FY 2016

Kenneth Jones Smart Homes Pro 4/16/2016

Jason Offinden
Ryan Smith
Dallon Anderson
Brayden Brizzee
Andrew Willis
Christopher Racus
Daniel Wallace
Brock Pence
Ryan Smith
Alexis Malo
Uriel Malo

Endriko Lindeberg Southwestern Advantage 06/07/2016

Sergei Liiskmaa

Zachary Whitworth Elite Home Security 06/17/2016

Brock Whitworth
Myles Broadhead
Zachary Kemp

FY 2017

Christopher Doomes DSI Systems 01/23/2017

Edzus Kravalis Southwestern Advantage 06/08/2017

- i. Closing-out Sale & Existing business license
 - 1. Period not to exceed thirty (30) days \$ 41.00/each
 - 2. Period not to exceed sixty (60) days 72.00/each
 - 3. Period not to exceed ninety (90) days 100.00/each
- j. Closing-out Sale non-existing business license
 - 1. Period not to exceed thirty (30) days \$ 550.00/each
 - 2. Period not to exceed sixty (60) days 1,100.00/each
 - 3. Period not to exceed ninety (90) days 1,700.00/each
- k. Additions to Inventory Business License
 - 1. Period not to exceed thirty (30) days 144.00/each
 - 2. Period not to exceed sixty (60) days 275.00/each
 - 3. Period not to exceed ninety (90) days 420.00/each
- l. Adult Business License
 - 1. Adult use \$ 1,800.00/yr
 - 2. Manager license 78.00/yr
 - 3. Entertainer license 78.00/yr
 - 4. Server license 78.00/yr
- m. Barber, Beautician, Manicurist, Massage Technician
 - Self-employed \$ 88.00/yr
- n. Produce stands business license \$ 92.00/each/yr
46.00/each/½ yr
- o. Septic waste contractor permit \$ 154.00/yr
\$ 77.00/½ yr
- p. Solicitor
 - 1. Permit \$ 122.00/each
 - 2. ID Badge 3.50/each
- q. Special Event Permit \$ 60.00/each

3. Non-Business Permits

- a. Structure Permits
 - 1. Valuation Schedule
 - (a) \$0.00 - \$15,000.00
 - * \$45.00 for the first \$2,000 plus
\$6.10 for each additional thousand
or fraction thereof, to and including
\$15,000.00



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Memorandum

To: Lee Gilmour, City Manager
From: Bryan Wood, Director of Community Development *BW*
Date: June 19, 2017
Re: Food Truck Regulations

1. Georgia Department of Health.

The Georgia Department of Health regulates food service, including food served from mobile vendors. "The Vendor's Guide to Georgia Street Food Policy" prepared by the Atlanta Street Food Coalition is attached.

2. Food Trucks on Public Property.

A number of communities regulate food trucks on public property through issuance of a permit. Many communities designate certain streets on which food trucks may park and vend. The regulations further define the manner in which the truck is parked and any displays are situated in order to maintain adequate space on public sidewalks and visibility at intersections.

Some communities require the vendor to carry liability insurance and indemnify the City, limits days of the week and/or hours of operation; provide for waste collection, limit the use of sound devices, and prohibit alcohol sales

Communities that only appear to regulate food trucks on public property are Athens-Clarke County, Alpharetta, Marietta, and Roswell, GA.

Raleigh, NC regulates food trucks on public and private property.

Greenville does not allow food trucks on public property, except as part of a permitted special event, or contracted with the parks and recreation department, or parked within a designated food truck parking space within assigned dates and times.

3. Food Trucks on Private Property.

Greenville, SC and Raleigh, NC regulate food trucks on public and private property.

Food trucks may be allowed on private property with owner's permission. Sites must be developed and have adequate parking. Zoning district must allow for eating establishments. Food trucks must be separated from brick-and-mortar restaurants or have restaurant owner's permission to be closer. Food trucks must be properly separated from residential uses, sidewalks, fire hydrants, and other food vendors. Hours of operation and use of sound devices are regulated.



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Department of Economic Development

To: Mayor and Council
CC: Lee Gilmour, City Manager
From: Robert D. Smith, Director
Date: July 11, 2017
Re: Hotel Development/Redevelopment Incentives

The development of additional quality hotel rooms in Perry has long been considered a top community priority. As shown in both the *Joint Comprehensive Plan for Houston County and the Cities of Centerville, Perry, and Warner Robins* and the City's own *Strategic Plan and Implementation Program 2014 – 2024*, the Perry community has long sought additional hotel properties and rooms to provide for public and private interests in the City. These rooms could be added via the attraction and development of new hotel properties or the redevelopment of existing properties.

A *Hotel Market Assessment Study* was completed for the City in February 2017 with the goals of analyzing our hotel market and determining whether our market could sustain additional hotel room inventory. It was determined that our market was favorable for the addition of 80-100 quality hotel rooms and general brands and concepts were recommended to guide our attraction efforts. The study further recommends that the City explore the development and implementation of a targeted incentive package that works to make a hotel project, an approximate \$7 million investment, more financially feasible.

Like is found with industrial/manufacturing prospects, it is becoming more and more common for communities to offer targeted incentives for hotel development. The recommended incentive level is around 2% of the project cost with an understanding that the fiscal/economic impact (employment, property tax and hotel/motel tax revenues, etc.) of a quality hotel property in Perry will, over time, greatly exceed the public investment in said property. The City can achieve a reasonable return on any incentive investment while promoting the development a much-needed amenity in our city.

In exploring ways to induce hotel development/redevelopment in Perry staff has evaluated nearly all of the limited options available to us in working to develop a reasonable, equitable, and, perhaps most importantly, competitive incentive offering for hotel development and redevelopment. As a municipality the City is restricted in our ability to incentivize private development, most notably by uniform taxation requirements, Constitutional gratuities limitations, etc.

Staff has explored the following incentive avenues:



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- **Public Infrastructure Improvements (*Recommended*)**

The City will develop necessary public infrastructure improvements (water, sewer, gas, roads, etc.) in support of a qualified hotel project. Necessary improvements will be determined and recommended by the City Engineer and approved by Mayor and Council. No improvements will be made prior to the issuance of a building permit for the pertinent project.

- **Hotel/Motel Tax Rebate**

- **Property Tax Freeze and/or Abatement**

Property tax abatement incentives may be possible via bond-lease financing structures through the Houston County Development Authority.

- **Permit Fee Waiver (*Recommended*)**

The City will waive all local permitting fees associated with a qualified hotel project.

- **Expedited Review and Permitting (*Recommended*)**

The City will expedite the review and permitting processes associated with a qualified hotel project.

- **Utility Connection Fee Waiver (*Recommended*)**

The City will waive utility connection fees, or “tap fees”, associated with a qualified hotel project.

- **Negotiated Utility Rates (*Recommended*)**

The City will provide natural gas service at a negotiated discounted rate.

- **Provision of Land**

- **Bond Financing**

Bond financing may be offered in coordination with the Houston County Development Authority in support of qualified hotel projects.

Moving forward, staff is recommending the adoption of general incentive guidelines that can be utilized in attraction activities and in discussions with investors, hotel developers, hotel owners, hospitality industry persons, etc. These incentive guidelines have been developed around the above recommended incentive options with a focus on the recommendations found in the *Hotel Market Assessment Study*. The adopted incentive guidelines and incentives found therein are not guaranteed and each project will be evaluated independently with all decisions ultimately decided by Mayor and Council on a case-by-case basis. Please be prepared to discuss at your July 17 Work Session.



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City of Perry
Hotel Development/Redevelopment Incentive Policy

Generally

In order to promote the development/redevelopment of additional/existing hotel properties/rooms in the City of Perry, the City, through the Department of Economic Development, can discuss with/offer any qualifying hotel project within the city limits any of the incentive options outlined in this policy if the proposed project adheres to the base criteria outlined in this policy. The value and level of incentives offered will be determined through a preliminary project evaluation taking into account all pertinent criteria as outlined below. Further, alternate means of evaluation for each project may be undertaken by the City at the discretion of staff and/or Mayor and Council. Each project will be evaluated independently with all decisions ultimately decided by Mayor and Council on a case-by-case basis.

Base Criteria

MINIMUM NUMBER OF ROOMS

In order to be eligible for incentives hotel projects must develop/redevelop a minimum of seventy (70) rooms.

MINIMUM INVESTMENT

For new hotel development projects, the minimum level of investment to be considered for incentives is \$4,550,000. For hotel redevelopment projects, the minimum level of investment to be considered for incentives is \$750,000.

JOB CREATION AND RETENTION

In order to be considered for incentives, new hotel development projects must hire a minimum 8 employees (FTE). For hotel redevelopment projects, said project will retain existing level of employment.

MINIMUM QUALITY STANDARDS

Hotel development and redevelopment projects must propose/maintain quality standards most commonly associated with limited service midscale to upper-midscale hotel properties. Section 6.3.1 of the *Hotel Market Assessment Study* outlines the general recommended guestroom amenities and Sections 6.4 and 6.5 outlines the recommended public amenities for hotel properties.



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Examples of Required Guestroom Amenities:

- *Coffee Maker*
- *High-Definition Television*
- *Wireless Internet Access*
- *Full-Length Mirror*

Examples of Required Public Space Amenities:

- *Fitness Center*
- *Meeting Room*
- *Business Center*

City of Perry staff will ultimately determine whether or not a proposed project meets the required quality standards.

The criteria for qualifying for, and level of incentive received, for the renovation/redevelopment of an existing hotel will be similar to those found in the base criteria for hotel development whereas, once completed, said renovation/redevelopment would result in a property exhibiting the same quality characteristics.

Incentive Options

The following incentive options will be considered on a case-by-case for each project:

- **Permit Fee Waiver**
The City will waive all local permitting fees associated with a qualified hotel project.
- **Expedited Review and Permitting**
The City will expedite the review and permitting processes associated with a qualified hotel project.
- **Utility Connection Fee Waiver**
The City will waive utility connection fees, or “tap fees”, associated with a qualified hotel project.
- **Negotiated Utility Rates**
The City will provide natural gas service at a negotiated discounted rate.
- **Public Infrastructure Improvements**
The City will develop necessary public infrastructure improvements (water, sewer, gas, roads, etc.) in support of a qualified hotel project. Necessary improvements will be determined and recommended by the City Engineer and approved by Mayor and Council. No improvements will be made prior to the issuance of a building permit for the pertinent project.



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The City will also work to provide incentives outside of the above offering scope on an as-needed basis.

Other

A general form will be completed and submitted to the Department of Economic Development to advise the City of an impending project and request for incentives. Once verified (developer must comply regarding requests for information pertaining to incentive criteria) and prior to the provision of any incentives an MOU will be entered into between the City and project developer.



Perry Housing Team Update

July 17, 2017

Spring Neighborhood Cleanup – April 29, 2017

Ochlahatchee Neighborhood



Spring Neighborhood Cleanup – April 29, 2017

Ochlahatchee Neighborhood



Perry Housing Fair – June 29, 2017

Sand Hill Neighborhood – Faith Bible Fellowship Church



Perry Housing Fair – June 29, 2017

Sand Hill Neighborhood – Faith Bible Fellowship Church



Thank you to our partners!



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Perry Housing Authority



Housing Grants Sand Hill

CDBG Grant (8 rehabs, 2 reconstructs)

- Fourth rehab is underway.
- Two reconstructs are have been tested for asbestos and results should be in soon.
- All ten properties should be completed by end of CY 2017.

CHIP Grant (rehabs)

- One rehab completed.
- Two more houses underway.

Housing Grants Sand Hill

	CHIP Grant	CDBG Grant
Total Grant	<i>\$300,000</i>	<i>\$500,000</i>
Funding Expended	<i>\$54,305</i>	<i>\$150,027</i>
Funding Obligated	<i>\$90,000</i>	<i>N/A</i>
Balance	<i>\$155,695</i>	<i>\$349,973</i>

713 Elaine Street Before



713 Elaine Street After



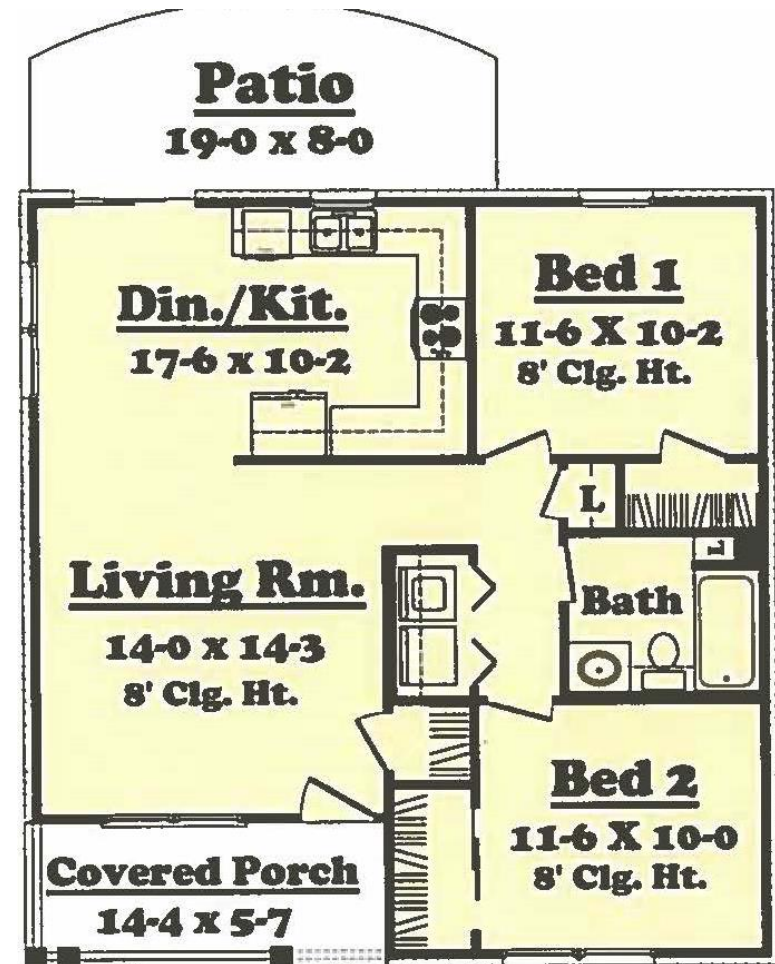
715 Elaine Street Before



715 Elaine Street After



CDBG Reconstructs





Questions?



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Department of Economic Development

To: Mayor and Council

CC: Lee Gilmour, City Manager
John Schell, Public Works

From: Robert D. Smith, Director

Date: July 12, 2017

Re: City Wayfinding Signage

Following up on our previous discussion involving City facility wayfinding signage, please find attached the construction documents that were prepared based on your input. Please review and let me know if there are any changes you would like to see prior to fabrication and installation.

Moving forward, it is recommended that staff put together a recommendation regarding expedited signage placement (which public facilities need signage immediately?) and a draft RFP for fabrication and installation services for your consideration. Concurrently, KMA will continue work in developing out the wayfinding system and complete scope of signage construction documents. The expedited signage currently at issue will be incorporated into the system prior to completion and KMA will work with the selected fabricator/installer in ensuring signage is fabricated/installed correctly and according to specifications.

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



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CONSTRUCTION DOCUMENTS
07.10.2017

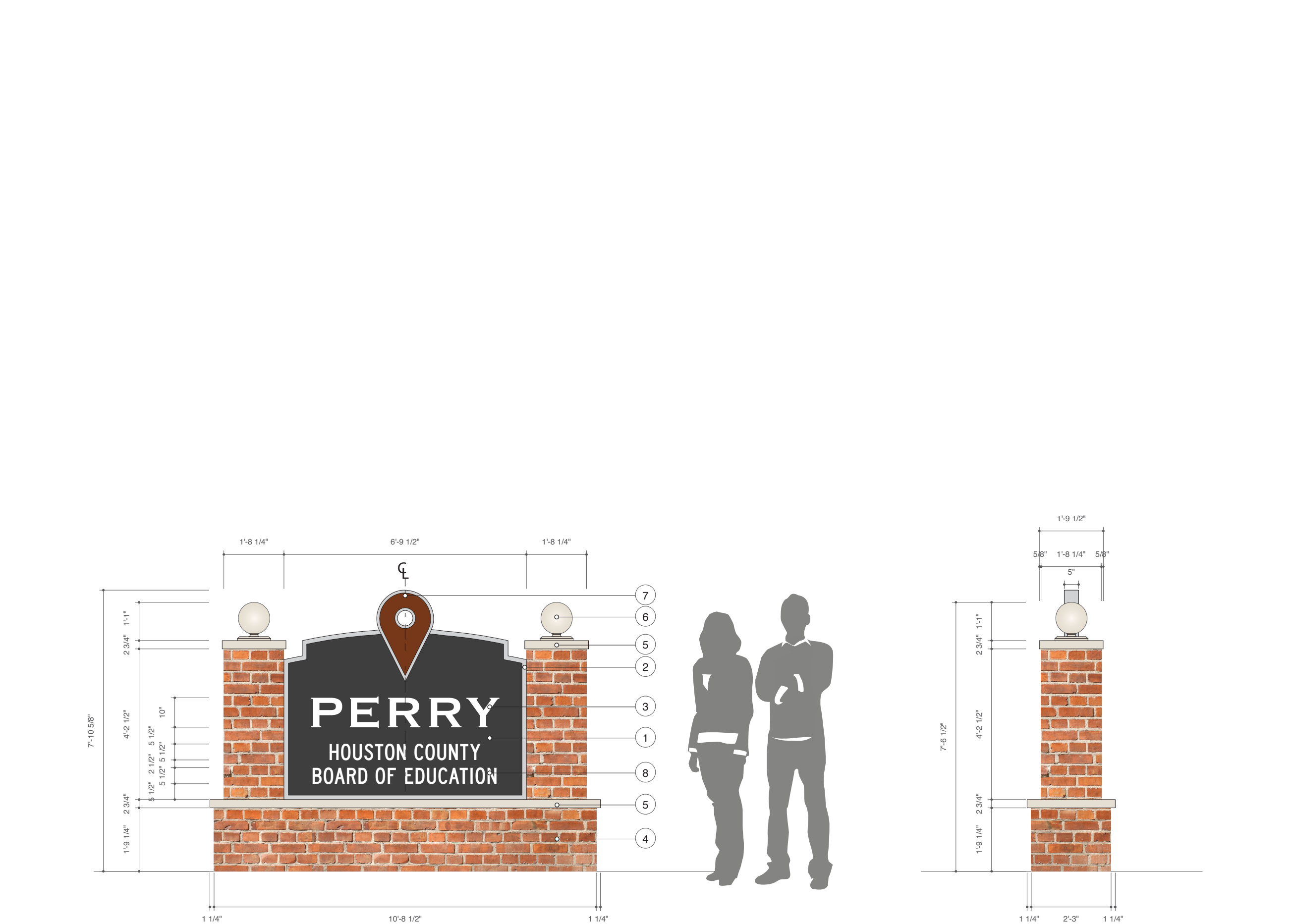


THEKMAGROUP.COM

104 Broadway Street
Carnegie, PA 15106

V. 412.429.4071
F. 412.200.2275

PROJECT # 1610.01



01 Destination Identification (Option 1)
Elevation

Scale - 3/8" = 1'-0"

02 Destination Identification (Option 1)
End View

Scale - 3/8" = 1'-0"

DRAWN BY: Steven S. Fay

CHECKED BY: Anthony J. Concolino

ISSUED FOR: DATE:

REVISION NUMBER: DATE:

PROJECT #1610.01

SIGN TYPE (S)ST 6

DRAWING TITLE:Destination Identification

NOTES

1. .125" Aluminum Sign Cabinet Painted to Match PMS 425

2. .25" Aluminum Frame Painted to Match

3. 1" Prismatic Letters

4. Poured Concrete Footer w/ Brick Fascia

5. Pre-Cast Concrete

6. Pre-Cast Finial

7. .125" Aluminum Painted to Match PMS 478

8. .125 Cut-Out Aluminum Letters

OWNER:City of Perry

PROJECT:Exterior Wayfinding

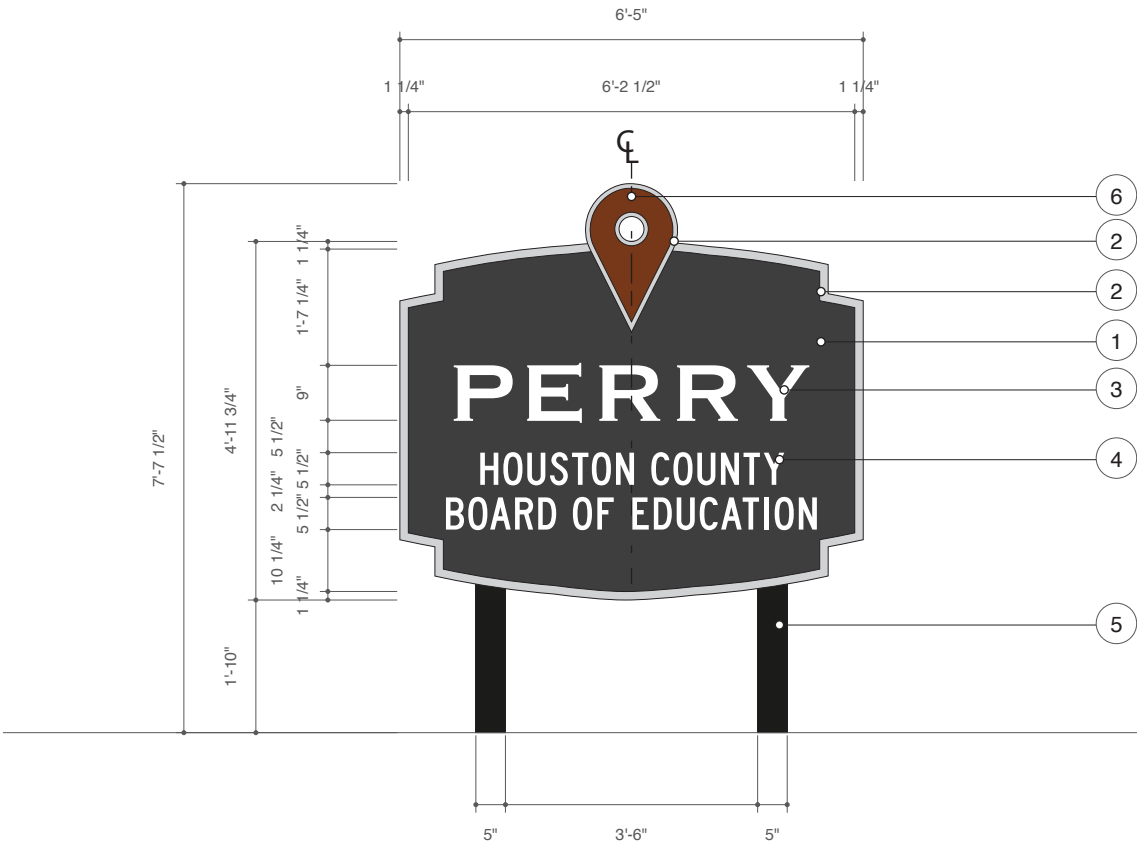
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KMA DESIGN104 Broadway StreetCarnegie, Pa 15106

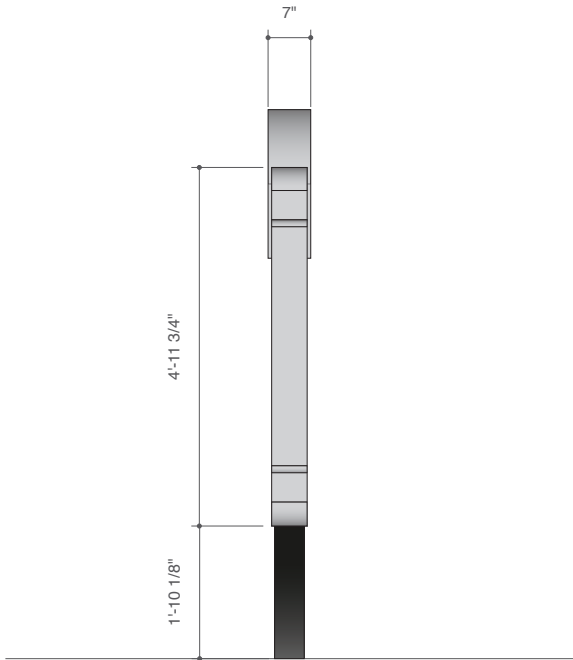
THEKMAGROUP.COMV. 412-429-4071F. 412-429-4074

SHEET01


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Scale - 3/8" = 1'-0"



Scale - 3/8" = 1'-0"



DRAWN BY: Steven S. Fay

CHECKED BY: Anthony J. Concolino

ISSUED FOR: DATE:

REVISION NUMBER: DATE:

PROJECT #1610.01

SIGN TYPE (S)ST 6

DRAWING TITLE:Destination Identification (Option 3)

NOTES

1. .125" Aluminum Sign Cabinet Painted to Match PMS 425

2. .25" Aluminum Frame Painted to Match

3. .5" Cut-Out Letters

4. .25" Cut-Out Letters

5. 5" Square Aluminum Posts Painted to Match PMS Black

6. .125" Aluminum Painted to Match PMS 478

OWNER:City of Perry

PROJECT:Exterior Wayfinding

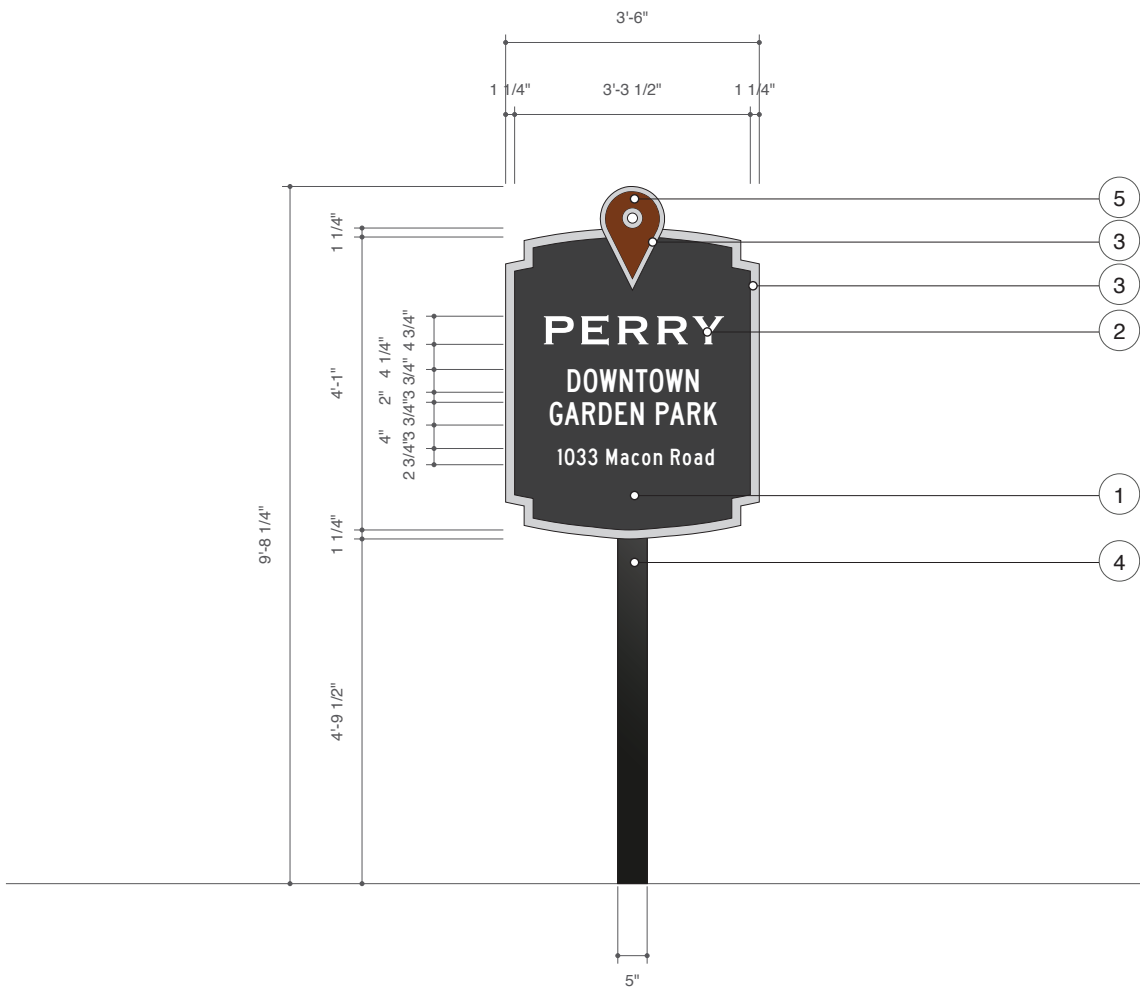
CUSTOMER APPROVAL: DATE:

KMA DESIGN104 Broadway StreetCarnegie, Pa 15106

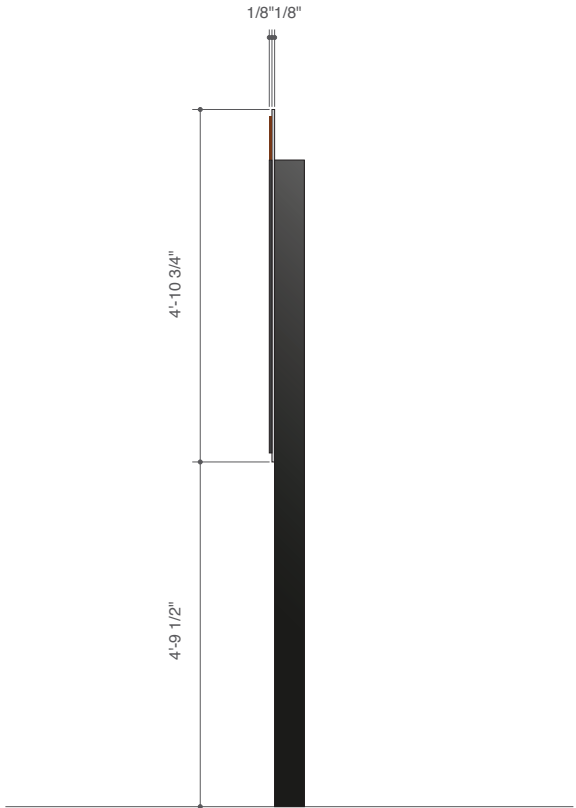
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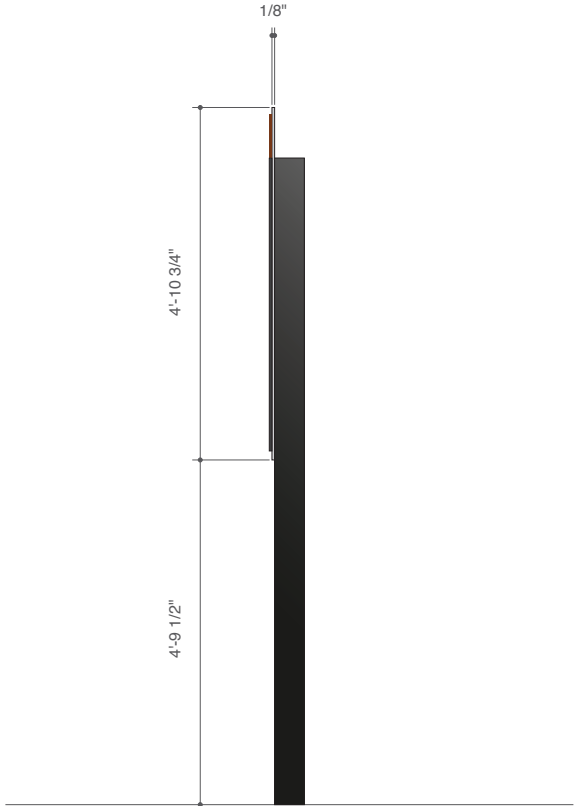
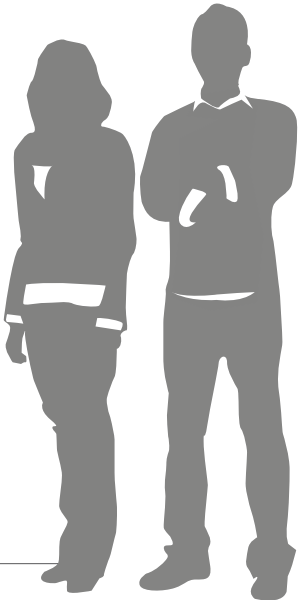
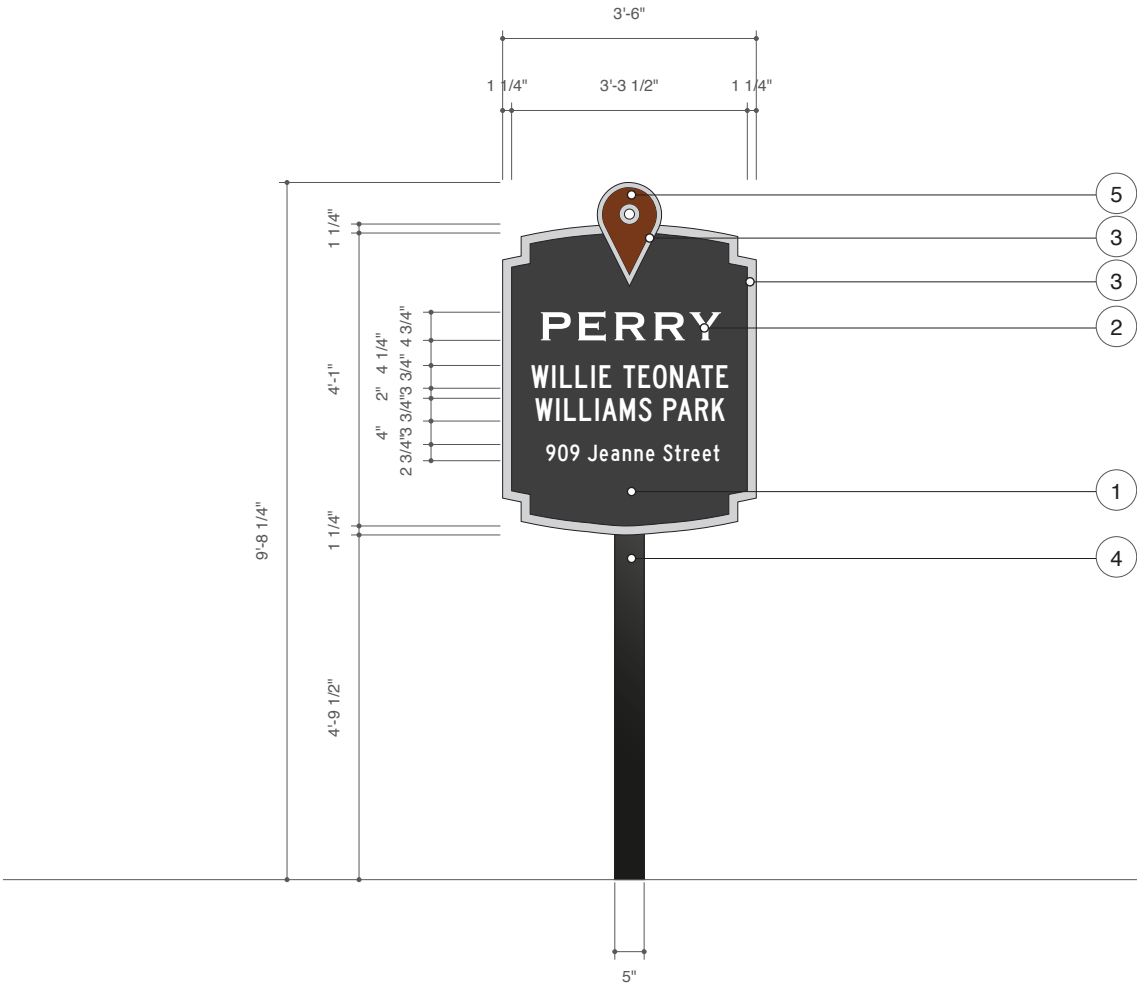


Scale - 3/8" = 1'-0"



Scale - 3/8" = 1'-0"

	DRAWN BY: Steven S. Fay	
	CHECKED BY: Anthony J. Concolino	
	ISSUED FOR:	DATE:
REVISION NUMBER:		
DATE:		
PROJECT # 1610.01	SIGN TYPE (S) ST 7	
DRAWING TITLE: Park Identification (Option 1)		
NOTES		
1. .125" Aluminum Painted to Match PMS 425		
2. Reflective Vinyl		
3. .125" Aluminum Frame Painted to Match Natural Alum		
4. 5" Square Aluminum Post Painted PMS Black		
5. .125" Aluminum Painted to Match PMS 478		
OWNER: City of Perry		
PROJECT: Exterior Wayfinding		
CUSTOMER APPROVAL:		DATE:
KMA DESIGN 104 Broadway Street Carnegie, Pa 15106		
THEKMAGROUP.COM V. 412-429-4071 F. 412-429-4074		
SHEET		
03		
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DRAWN BY: Steven S. Fay

CHECKED BY: Anthony J. Concolino

ISSUED FOR: DATE:

REVISION NUMBER: DATE:

PROJECT #1610.01

SIGN TYPE (S)ST 7

DRAWING TITLE:

Park Identification (Option 1)

NOTES

1. .125" Aluminum Painted to Match PMS 425

2. Reflective Vinyl

3. .125" Aluminum Frame Painted to Match Natural Alum

4. 5" Square Aluminum Post Painted PMS Black

5. .125" Aluminum Painted to Match PMS 478

OWNER:City of Perry

PROJECT:Exterior Wayfinding

CUSTOMER APPROVAL: DATE:

KMA DESIGN104 Broadway StreetCarnegie, Pa 15106

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SHEET04

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**City of Perry
Police Department**

1207 Washington Street
Post Office Box 2030
Perry, Georgia 31069



Stephen D. Lynn
Chief of Police

(478) 988-2800
Fax (478) 988-2805

SPECIAL EVENT ALCOHOL PERMIT LICENSE APPLICATION

1. Date of Application: 6/28/17
2. Organization Requesting Permit: Perry Main Street Promotion Com.
3. Organization Address: PO Box 2030, Perry, GA 31069
4. Representative / Contact Person: Catherine Edgemon
Signature: Catherine Edgemon
Cell Phone: (478) 954-5758 Work Phone: (478) 988-2758
Email: Catherine.edgemon@perry-ga.gov
5. Name of Organization Serving Alcoholic Beverage: Just Tap'd
3123 Watson Blvd., Warner Robins, GA 31093
6. Name of Alcoholic Beverage License Holder: Just Tap'd (Dana Jimenez)
7. Permit Expiration Date: 12/31/17
8. Description of Special Event: outdoor movie on courthouse lawn on Sunday, July 23, with showing of family-friendly movie "Fantastic Beasts"
9. Location of Event: Courthouse lawn
10. Estimated Number of Attendees: 200
11. Event Start Date & Time: Sunday, July 23, at 7:30pm.

12. Event End Date & Time: Sunday, July 23 at 11 p.m.

13. Number of Off-Duty Officers Requested: Defer to Chief Lynn
(NOTE: Perry PD will determine the actual number of officers required.)

14. Notifications made to adjacent property owner(s): Yes ☐ No ☐

List of Notifications: _____

15. Citizen's Petition Attached: Yes ☐ No ☒

16. Type of Beverages Licensed to be Served: (check all that apply)

a. Malt Beverage (beer) by the drink ☒

b. Wine by the drink ☐

c. Distilled Liquor by the drink ☐

Special Event Alcoholic Beverage Permit Fee \$105.00 Paid ☐ Not Paid ☒

Recommended by Chief of Police: _____ Date: _____

Not Recommended by Chief of Police: _____ Date: _____

Lee Gilmour, City Manager Date: _____

Council Approval Date: _____



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City of Perry Special Events Application

Applicant and Sponsoring Organization Information

Name:	Catherine Edgemon
Name of individual representing sponsor organization:	Perry Main Street Promotion Committee
Street address:	1211 Washington Street
City/State/Zip code:	Perry, GA 31069
Mailing address if different from above:	PO Box 2030, Perry, GA 31069
Cell phone:	(478) 954-5758
Email address:	catherine.edgemon@perry-ga.gov
* The individual's name and contact information stated above will also be distributed to answer public inquiries about the event.	
If this event benefits a City of Perry non-profit organization, which one?	
Contact person on site for day of event:	Catherine Edgemon
Cell phone:	see above
Is this a first time event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If held before, when and where? Hosted outdoor movie on courthouse lawn on Feb. 10, 2017	

Event Information

Type of event (Check all that apply): <input type="checkbox"/> Parade <input type="checkbox"/> Festival <input type="checkbox"/> Concert/Music <input checked="" type="checkbox"/> Other			
* For parades, races and block parties, please, request the event applications specific to those events.			
If other, specify:			
Event title: Perry Comes Together Movie Night			
Event date: Sunday, July 23, 2017			
Event hours:	Start: 7:30 p.m.	End: 11:00 p.m.	
Set-up:	Date: Sunday, July 23, 2017	Time: 5:00 p.m.	
Break down:	Date: Sunday, July 23, 2017	Time: 11:00 p.m.	
Expected attendance: Participants: 5 vendors		Spectators: 200	

Event Description

Briefly describe event and activities. Include the purpose of the event. Explain how it benefits the City of Perry and its residents. Attach any of the following that are applicable: site plan, including location of stage, restroom facilities, vendor booths, etc.

Perry Main Street Promotion Committee would like to host an outdoor movie on the courthouse lawn and invite shaved ice and soft drink, beer and popcorn vendors to set up to provide refreshments. This event is being hosted to welcome visitors to Perry who are attending the National Barrel Horse Association Youth competition. City staff members are coordinating with Georgia National Fairgrounds staff and the event organizers on this event.

I understand that only event activities outlined an approved in this application and approved by Perry City Council are permitted, and hosting additional activities that have not been approved may be grounds for the event permit to be revoked. ☒ Yes ☐ No

Event Details

Attach schedule or brochure for all activities associated with event.

Will items or services be sold at the event? ☒ Yes ☐ No

If yes, describe:

Shaved ice and soft drinks will be sold by Kona Ice, and Just Tap'd will serve beer, similar to their arrangement at the Beers and Brews and movie on the courthouse lawn earlier this year. Cox Catering will serve popcorn.

Will event have amplified sound? ☒ Yes ☐ No

If yes, describe: movie projector

Is the event free to the public? ☒ Yes ☐ No

Will vendors cook or heat food? ☒ Yes ☐ No

If yes, describe: Pop popcorn and shaved ice

Will any areas be fenced off or barricaded? ☒ Yes ☐ No

If yes, describe: Barricades used at other downtown events on event perimeter

If event is downtown, will downtown businesses be open during the event? ☐ Yes ☒ No

If event includes music, please, list names of bands and their websites or Facebook pages below:

Insurance

A certificate of insurance must be filed with the City of Perry City Clerk at least 30 days before the event on a standard ACORD form. The City of Perry must be listed as an additional insured with respect to general liability and alcohol liability if alcohol will be served. Check the policy document for required general liability and alcohol liability minimum coverage amounts.

X Insurance form(s) attached

Alcohol Permit Information

* Serving beverages in glass bottles at events is prohibited. Event organizer will notify any participating restaurants not to allow glass bottles to leave their premises.

* Event organizer will stop alcohol service one hour before the scheduled end of the event.

Does your event involve the sale of alcoholic beverages? **X** Yes ☐ No

If yes, describe:

Just Tap'd will serve beer from kegs, similar to at Brews and Beards on Mar. 17. Transactions will be directly between Just Tap'd and the customer.

* If alcoholic beverages are to be sold, a special event alcohol permit is required, and a copy of the state license must be sent to the City of Perry City Clerk at least 60 days before the event is to be held.

Name of business serving alcohol: Just Tap'd

Street address of business serving alcohol: 3123 Watson Blvd., Suite 200

City/State/Zip Code: Warner Robins, GA 31093

Mailing address if different from above:

Cell phone: (478)334-0301

Email address: MK Lautenschlager (mk.justtapd@gmail.com)

Name of licensee: DJ Southern Holdings **License number:** 170717

Is a copy of the licensee's alcohol license attached? **X** Yes ☐ No

Hours alcohol will be served at event: 7:30-10 p.m.

Is alcohol serving area open to public? **X** Yes ☐ No

Is this an open container request? **X** Yes ☐ No

Is current alcohol liability insurance policy naming City of Perry as additional insured attached? **X** Yes ☐ No

Is a copy of the special event alcohol permit from the City of Perry Police Department attached? **X** Yes ☐ No

Terms & Conditions:

I hereby agree that as a condition to the issuance of a Special Event Alcohol Permit, the business owner/sponsor of the event shall indemnify and hold the City harmless from claims, demand or cause of action which may arise from activities associated with the event. I hereby solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a Special Event Alcohol Permit are true, and no false or fraudulent

statement or answer is made herein to procure the granting of such permit.

I hereby state and understand that should a complaint be filed against the owner/sponsor of the event for violation of any regulation associated with the application for the City of Perry Alcoholic Beverage Catering License, the permit issued for the event will immediately become void and will not be reissued for the same location.

Licensee's name: Mary-Kathryn Lautenschlager Date: 7 July 17

Licensee's signature: [Signature]

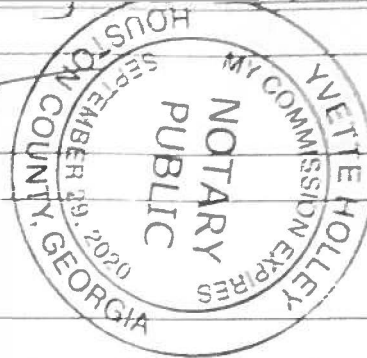
Sworn and attested before me on this 7th day of July in 17

Signature of special event organizer/applicant:

Name, signature and stamp of Notary Public:

Yvette Holley [Signature]

* The sale of alcohol/mixed drinks requires excise reporting



Street Closure Requests

Names of streets to be closed:

Street: Carroll	Between: Jernigan	and: Ball
Street: Ball	Between: Main	and: Carroll
Street: Jernigan	Between: Main	and: and: Carroll
Street:	Between:	and:
Street:	Between:	and:
Street:	Between:	and:
Street:	Between:	and:

When are you requesting the street closure(s)? 6:30 p.m.

Why are you requesting the street closure(s)? Open container and pedestrian safety

Type of street closure: ☒ Complete ☐ Rolling

If event includes a parade, describe the parade route:

Parade assembly area:

Parade disbanding area:

The event organizer is responsible for notifying affected businesses and residents of street closures. Describe your notification plan and attach a copy with this application:

Restroom Facilities

Will event organizer provide portable restroom facilities? ☒ Yes ☐ No

Tram/Shuttle Plan

Will event involve the use of a tram/shuttle plan? ☐ Yes ☒ No

How many trams/shuttles will be required?

Please, describe or provide an attachment of your tram/shuttle plan and route:

Please, describe your parking plan:

Sanitation

Describe your clean-up plan for during and after the event:

Extra trash receptacles placed around downtown

Electricity and Water

Will your event require access to electricity? ☒ Yes ☐ No

If so, where? Courthouse lawn and nearby for vendors

What electrical load will you require?

Will your event require access to water? ☐ Yes ☒ No

If so, where?

I understand that I may incur an additional charge for use of City electricity and/or water:

☒ Yes ☐ No

Police/Security

* If police/security is required for event, off-duty officers may be hired at the rate at a rate set by the

Chief of Police per hour for the duration of the event, with a minimum of three hours.

* Based on the event, the Police Department will determine how many officers will be required.

* An officer is required to be on duty at any event where alcohol is served on City of Perry property.

Number of officers requested: Defer to Chief Lynn

Total hours for officers requested: Defer to Chief Lynn

Fire and Emergency Medical Services

Describe your plan for providing emergency medical services:

Call 911 if medical emergency.

*If Emergency Medical or Fire Protection Services are required for the event, off-duty members can be hired at a rate set by the Chief of Fire and Emergency Services per officer per hour. The Chief of Fire and Emergency Services Department reserves the right to set the staffing minimums based upon the specifics of the event (including type of event, expected attendance, time of year and areas to be affected).

Weather Emergency Procedures

* When lightning and/or thunder occurs, advise participants to seek shelter in a car or building. Please, wait 20-30 minutes before proceeding.

I understand that the City of Perry Chief of Fire and Emergency Services or his/her designee may determine that weather conditions are too dangerous and cancel the event at any time.

☒ Yes ☐ No

Health Department

I understand that the City of Perry does not schedule Health Department inspections. Vendors and/or event organizers are responsible for scheduling any required inspections by the Houston County Health Department, 98 Cohen Walker Drive, Warner Robins, (478) 987-2020 at least two weeks before the event. ☒ Yes ☐ No

Event Publicity

If you would like your event included in the upcoming FYI Newsletter, please, submit your news release to the City of Perry Digital Communications Manager at least one month before your event at ellen.palmer@perry-ga.gov.

Indemnification and Hold Harmless

Subject to the granting of all permits required by the City of Perry, the City of Perry authorizes _____ Perry Main Street Promotion Committee _____ (Special event organizer/applicant) to utilize the sites(s) known as _____ NBHA youth competition movie night _____ for the purposes of conducting the activities described within the special events permit application.

The special events organizer/applicant agrees that the City of Perry assumes no responsibility or liability for any defects or other conditions on the site of the event on City of Perry property, whether the conditions are known or unknown to either party and/or discoverable by either party. The special events organizer/applicant agrees to assume the risk for any and all defects and/or other conditions, whether these defects and or other conditions are dangerous and/or whether these defects or other conditions are discoverable by either party and/or known or unknown to either party.

The special events organizer/applicant shall indemnify and hold City of Perry and its officers, agents and employees harmless and free from any and all claims, including but not limited to personal injury, property damage, alleged to have arisen or resulted wholly or partially from the exercise of any of the rights granted herein to the special event organizer/applicant. This indemnification and hold harmless agreement includes, but is not limited to, the payment of all attorney fees, expenses, costs, judgment and other expenses that may be incurred by City of Perry, its officers, employees or agents as a result of any and all such claims.

Signature of special event organizer/applicant: _____

Name, signature and stamp of Notary Public: _____

Date: _____

Christine Sewell
CHRISTINE SEWELL
NOTARY PUBLIC - GEORGIA
PULASKI COUNTY
My Commission Expires April 15, 2020

Agreement and Signature

An application processing fee is required at the time of the application's submittal to the City of Perry. If alcohol is being served, an additional special event alcohol permit is also required at time of the application's submittal. If the application is approved, fee will be rolled over into permit fee. An application must be submitted in time to be included on a Perry City Council meeting agenda for consideration at least 60 days before the proposed event or festival.

I, the undersigned representative, have read the rules and regulations referenced in this application and am duly authorized by the organization to submit this application on its behalf. The information herein is complete and accurate.

Printed name: *Catherine Edgerson*

Signature: _____

Date: *2/2/2017*

☐ Special event application fee enclosed

☒ Special event alcohol permit application section enclosed

Please, send completed application to:

City of Perry

Attn: City Clerk

P.O. Box 2030

wing

This is to certify that:
In consideration of pay
business, profession or
At: 3123 WATSON
Type of Business:
Expiration Date:
This license may be r

**CITY OF WARNER ROBINS
BUSINESS LICENSE**

JUST TAP'D
3123 WATSON BLVD,
LOC ALC MGR DANA
WARNER ROBINS GA

No. 170717

DATE: 1/11/2017

This is to certify that: JUST TAP'D

In consideration of payment of license fee is hereby authorized to carry on the following business, profession or occupation, to-wit:

At: 3123 WATSON BLVD, SUITE 200

Type of Business: BEER MALT BEVER RETL OFF PREM CON 5

Expiration Date: 12/31/2017

This License may be revoked at any time

City Clerk's Office

JUST TAP'D
3123 WATSON BLVD, SUITE 200
LOC ALC MGR DANA JIMENEZ
WARNER ROBINS GA 31093-

DISPLAY IN A CONSPICUOUS PLACE

Not Transferable

DEPARTMENT OF REVENUE
License to Sell Alcoholic Beverages
As set forth and defined in Title 3
Georgia Alcoholic Beverage Code and Regulations Pertaining Thereto

Not Valid Without Local License If Required - Non Transferable

EFFECTIVE DATE 01-Jan-2017

LICENSE EXPIRES 31-Dec-2017

BOND EXPIRES

STATE TAXPAYER IDENTIFIER
20232584467

LICENSE NUMBER
0075287

DATE ISSUED
12-Oct-2016

LICENSE FEE
\$50.00

LOCAL LICENSE ISSUED BY
City WARNER ROBINS

THIS LICENSE AUTHORIZES THE BELOW LICENSEE TO SELL
DANA JIMENEZ: Retail - Beer

DBA
JUST TAP'D

AT THE FOLLOWING LOCATION

3123 WALSON BLVD STE 200 WARNER ROBINS GA 31093-9604

COUNTY
HOUSTON

DJ SOUTHERN HOLDINGS LLC
115 LOOKOUT TRL
WARNER ROBINS GA 31093-6321

Failure to pay any tax amount under said Act to the Department of Revenue, or violation of any provisions of said Act or any valid rule and regulation made pursuant thereto, shall be grounds for cancellation of this license by the Commissioner of Revenue.

John T. Riley

COMMISSIONER, Georgia Dept. of Revenue

THIS LICENSE MUST BE PUBLICLY DISPLAYED AS PROVIDED BY LAW

463850



THIS CERTIFICATE MUST BE PUBLICLY DISPLAYED AS PROVIDED BY LAW

SALES TAX CERTIFICATE OF REGISTRATION

STATE OF GEORGIA
DEPARTMENT OF REVENUE
Taxpayer Services Division

Issued Pursuant to the Retailers' and Consumers' Sales and Use Tax Act of 1951, as Amended
Said Person Named Hereon is Authorized and Empowered to Collect Georgia Sales and Use
Tax, Local Option, Special County, Motor Fuel, Homestead, Education, and MARTA.

STATE TAXPAYER IDENTIFIER:
20232584453

EFFECTIVE DATE:
02-Mar-2015

SALES TAX NUMBER:
308600378

COUNTY NAME:
HOUSTON

NAICS: 445310 - Beer, Wine, and Liquor Stores

Secondary NAICS: None

DJ SOUTHERN HOLDINGS LLC
JUST TAP'D
115 LOOKOUT TRL
WARNER ROBINS, GA 31093-6321

WARNING - This Certificate is
NON TRANSFERABLE

John T. Riley
COMMISSIONER OF REVENUE

**CITY OF WARNER ROBINS
BUSINESS LICENSE**

No. 170716

DATE: 1/11/2017

This is to certify that:

JUST TAP'D

In consideration of payment of license fee is hereby granted to the
business, profession or occupation, to-wit:

At: 3123 WATSON BLVD, SUITE 200

Type of Business:

BEER MALT BEVER BRTL ON PREM CON 5

Expiration Date:

12/31/2017

This license may be revoked at any time

City Clerk's Office

JUST TAP'D
3123 WATSON BLVD, SUITE 200
LOC ALC MGR DANA JIMENEZ
WARNER ROBINS GA 31093-

DISPLAY IN A CONSPICUOUS PLACE

Not Transferable

DATE: 1/11/2017

This is to certify that:

JUST TAP'D

In consideration of payment of license fee is hereby granted to the
business, profession or occupation, to-wit:

At: 3123 WATSON BLVD

Type of Business:

ALCOHOLIC BEVER

Expiration Date:

carry on the following

IN CON 5



CERTIFICATE OF LIABILITY INSURANCE

JUSTT-2

OP ID: LL

DATE (MM/DD/YYYY)

07/06/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Dunwody Insurance Agency, Inc. 555 Arlington Place P O Box 5125 Macon, GA 31201 Thomas D. Reichert	CONTACT NAME: Lori Lyles	
	PHONE (A/C, No, Ext): 478-745-8681	FAX (A/C, No): 478-746-1416
	E-MAIL ADDRESS: llyles@dunwodyinsurance.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED DJ Southern Holdings, LLC DBA Just Tap'd 115 Lookout Trail Warner Robins, GA 31093	INSURER A : Scottsdale Insurance Co.	41297
	INSURER B : United Business Ins Co	
	INSURER C : StarStone Specialty Ins. Co	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			CPS2599506	03/02/2017	03/02/2018	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input checked="" type="checkbox"/> Liquor Liab						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY						
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
C	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			73752R171ALI	03/02/2017	03/02/2018	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 1,000,000
	DED <input type="checkbox"/> RETENTION \$						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			025000003246117	03/02/2017	03/02/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 100,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: July 23, 2017

CERTIFICATE HOLDER

CANCELLATION

CITYPER City of Perry PO Box 2030 Perry, GA 30169	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Thomas D. Reichert

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Where Georgia comes together.

Department of Economic Development

To: Mayor and Council

CC: Lee Gilmour, City Manager
Catherine Edgemon, Main Street Coordinator
Ellen Palmer, Communications
Department Heads

From: Robert D. Smith, Director

Date: July 12, 2017

Re: Downtown Perry Tailgate

In an effort to build community, enhance Perry's quality of life amenities, provide for a unique community event, and give Perry residents and guests something to look forward to, staff is exploring the possibility of the City hosting a Downtown Tailgate event on Saturday, September 9, beginning at 5:30 p.m. and ending at approximately midnight. At the event we will broadcast the University of Georgia v. Notre Dame game on the big screen and encourage participants to "tailgate" by bringing chairs, tables, food, coolers, etc. If the event is successful, there may be subsequent tailgate events throughout the football season.

A few points:

- There is a demonstrated need for events downtown and this event could be put on with minimal effort/costs on behalf of the City.
- This event will be family friendly and has universal appeal. Further, Perry is a football town. Let's give the people what they want.
- Given the timing of the event it will not interfere with the operations of merchants, Board of Elections operations, etc.

If acceptable, the details will be finalized and an event application submitted. Please be prepared to discuss at the July 17 Work Session.



Where Georgia comes together.

OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council

FROM: Lee Gilmour, City Manager *LG*

DATE: June 27, 2017

REFERENCE: Request for Use of Armory Water Tank

You have been requested by the Middle Georgia Radio Association to reactivate the radio broadcast system at the Armory water tank. Per your direction, City staff contacted the City of Warner Robins and the Houston County Board of Commissioners to determine their policies. The City of Warner Robins does not allow radio group equipment on its tanks. The County may under certain circumstances. Since the only public purpose for the Association to use the Armory tank would be back-up communications, the Administration recommends the Association contract with the County using the County tower at the end of Frank Satterfield Road.

cc: Chief S. Lynn
Chief L. Parker



Where Georgia comes together.

OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council

FROM: Lee Gilmour, City Manager

DATE: July 13, 2017

REFERENCE: Partial Development

Attached are two (2) site location maps of parcels owned by the City. The Administration proposes to use a portion of the parcels to relocate the Department of Public Works Sanitation and Stormwater Divisions. The site formerly was used as a landfill and Police shooting range. Currently it is used as a disposal site.

The Administration proposes to use the site for:

- Spoils from street repairs.
- Transfer site for yard waste to store the daily transfer of yard waste to the County landfill.
- Stormwater spoils to be transferred to the County landfill.
- Storage of Sanitation Division equipment.
- Storage of Stormwater Division equipment.

This will:

- Free up space at the current public works yard.
- Remove unsightly disposal areas.
- Group equipment according to user.
- Address potential environmental issues.
- Provide convenient location for waste transfer.

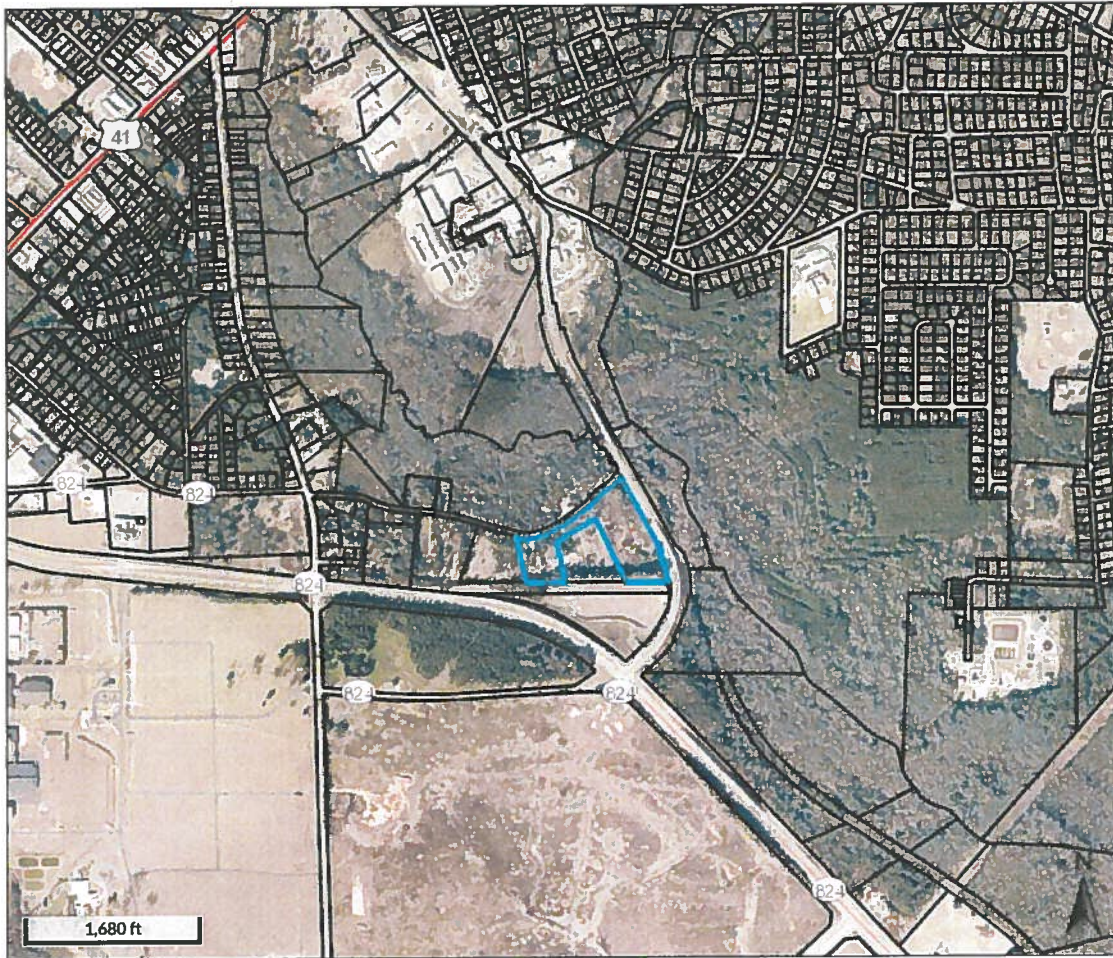
This will be discussed at your next work session.

cc: Mr. T. Ennis
Ms. S. Nottingham



qPublic.net™

Houston County, GA



Overview



Legend

- Parcels
- Roads

Parcel ID 0P033009A000
Class Code Exempt
Taxing District Perry
Acres 14.33

Owner CITY OF PERRY
1211 WASHINGTON ST
P O BOX 2030
PERRY GA 31069

Last 2 Sales
Date Price Reason Qual

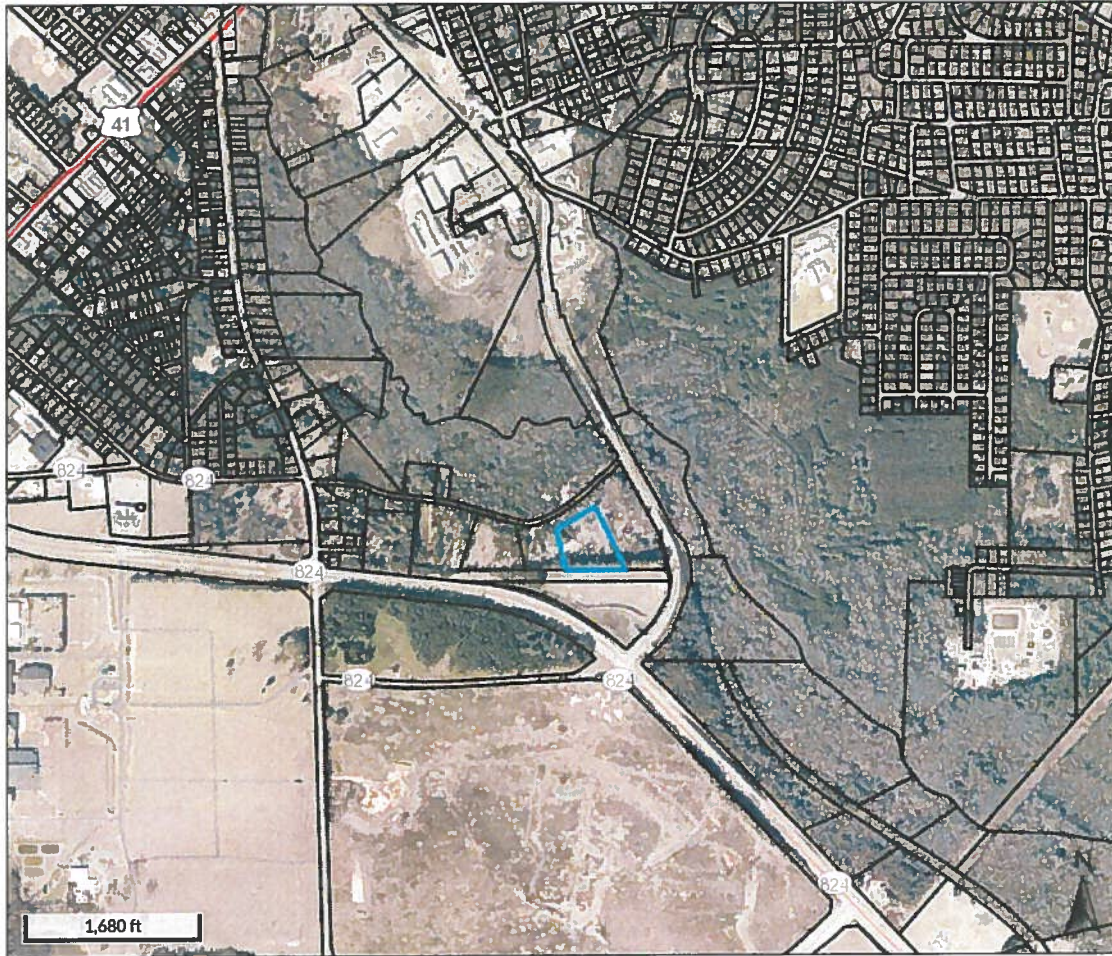
Physical Address BIG INDIAN DR
Assessed Value Value \$128100
Land Value Value \$128100
Improvement Value
Accessory Value

(Note: Not to be used on legal documents)

Date created: 7/6/2017
Last Data Uploaded: 7/5/2017 9:28:59 PM



Developed by
The Schneider Corporation



Overview



Legend

- Parcels
- Roads

Parcel ID	0P0330 009000	Owner	CITY OF PERRY	Last 2 Sales			
Class Code	Exempt		1211 WASHINGTON ST	Date	Price	Reason	Qual
Taxing District	Perry		P O BOX 2030	4/18/1973		36	U
	Perry		PERRY GA 31069				
Acres	5	Physical Address	BIG INDIAN DR				
		Assessed Value	Value \$50000				
		Land Value	Value \$50000				
		Improvement Value					
		Accessory Value					

(Note: Not to be used on legal documents)

Date created: 7/6/2017
Last Data Uploaded: 7/5/2017 9:28:59 PM



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The Schneider Corporation





Where Georgia comes together.

OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council

FROM: Lee Gilmour, City Manager *LG*

DATE: June 28, 2017

REFERENCE: Project Names

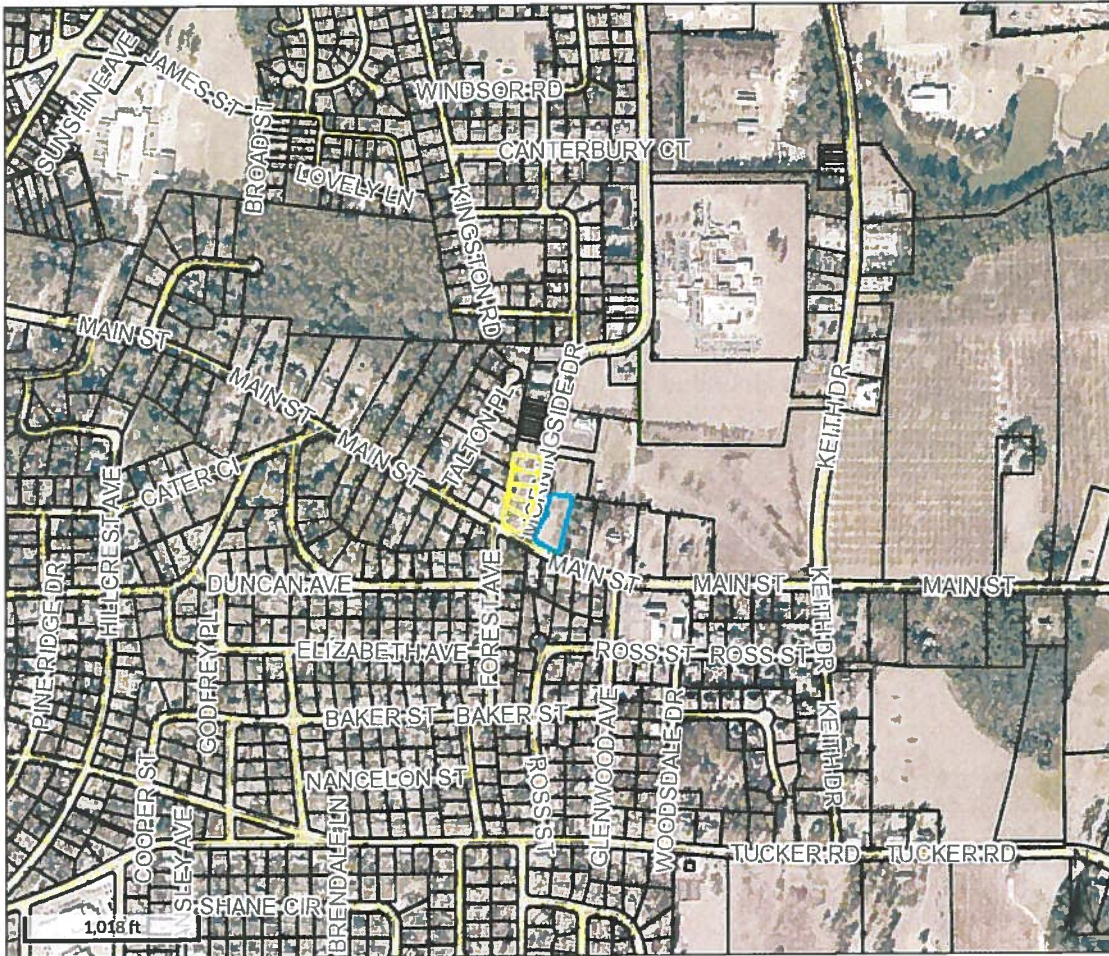
Since you have approved proceeding with Phase 1 of the below sites, the Administration suggests you consider a name for the sites. Suggestions from the Perry Area Historical Society are provided below.

Third Street site

- Pleasant Hill Park
- Crossroads Park
- Penn Dixie Park
- Sonny Perdue Park
- James McKinley Park
- Perrydise Park
- Gateway Park

Jaycees site

- Parks Houser Park
- Patriot Way
- Legacy Walk
- Remembrance Park
- Liberty Memorial Park
- Veterans Memorial Park
- General Courtney Hodges Memorial Park



Overview



Legend

- Parcels
- Roads

Parcel ID	0P0440 072000	Owner	SHELTON RUTH T	Last 2 Sales			
Class Code	Residential		637 HILLCREST AVE	Date	Price	Reason	Qual
Taxing District	Perry		PERRY GA 31069	1/21/2014		10	U
	Perry	Physical Address	1000 MORNINGSIDE DR				
Acres	0.97	Assessed Value	Value \$24200				
		Land Value	Value \$24200				
		Improvement Value					
		Accessory Value					

(Note: Not to be used on legal documents)

Date created: 7/12/2017
Last Data Uploaded: 7/11/2017 10:01:02 PM



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