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AGENDA
WORK SESSION
OF THE PERRY CITY COUNCIL
December 19, 2016
5:00 P.M.

1. Call to Order: Mayor James E. Faircloth, Jr.
2. Roll:
3. Items of Review/Discussion: Mayor James E. Faircloth, Jr.
 - 3a. Follow up discussion relative to firm gas demand – Mr. L. Gilmour.
 - 3b. Discussion of building issues – Mr. L. Gilmour.
 - 3c. Discuss scope of General Courtney Hodges Boulevard landscaping concept – Mr. L. Gilmour.
 - 3d. Review license fee request for fireworks – Chief L. Parker / Fire Marshal D. Stanton.
 - 3e. Authorize training of Chief Building Inspector – Mr. L. Gilmour.
 - 3f. City banner recommendations – Ms. C. Edgemon.
 - 3g. Social media archive program – Ms. E. Palmer.
4. Council Member Items:
5. Department Head Items:
6. Adjourn.



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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mr. Rusty Hough
FROM: Lee Gilmour, City Manager *LG*
DATE: December 6, 2016
RE: Natural Gas Firm Demand

Based on the below industrial users' billing for November 2016, be sure enough demand is requested to cover plus projected Sandler Interwoven and the City's portion of Kumho Tire at projected maximum.

AMP-Trillium	118,785	ccf
Reeves	4,253	MMBTU
Georgia Emulsions	569	MMBTU
Graphic	4,993	MMBTU
Houston County		
Jail/Courthouse	17,475	ccf
Perry Hospital	12,225	ccf



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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager
DATE: December 9, 2016
REFERENCE: Sale of Excess Natural Gas

A portion of the firm natural gas demand cost can be recovered through the release/sale of excess product. Chart A lists the sale income.

Chart A

Sale Income of Natural Gas

Fiscal Year	Income
2012	\$22,722
2013	32,086
2014	26,864
2015	20,760
2016	8,522

Note the significant drop in sale income in FY2016. This matches the increased consumption by Trillium CNG.



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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, ^{LG} City Manager
DATE: December 9, 2016
REFERENCE: Firm Gas Demand

Following up on your December 6, 2016 authorization to obtain additional firm demand, attached are the firm gas demand forms.

The 683 Dth is the City's portion of the JONG Kumho Tire projected maximum. This will be paid by Kumho Tire through JONG.

The 1,940 Dth is the additional firm demand the City is requesting for its own use. The demand cost for the City in 2015-16 (FY16) for 4,201 Dth Firm (Firm Design Day Demand and NGV Demand) was \$366,761. The comparison of the projected additional costs is shown in Table A.

Dth (Firm)	Table A		
	Current 3,983	Requested 1,940	
		Low	High
Residential/Commercial	\$244,069	\$232,810	\$446,137
Interruptible*	15,324	15,929	30,526
Trillium (NGV)	86,859	90,243	172,933
JONG	<u>40,509</u>	<u>42,112</u>	<u>80,698</u>
Total	\$366,761	\$381,094	\$730,294

*A portion of the interruptible is firm demand.

While the demand charges are substantial, note that:

1. Projected loss in five (5) years is 740 Dth (38.14%)
2. Sandler Interwoven is projected to need 380 Dth (19.59%)
3. This leaves 820 (42.27%) for future growth. This is 19.52% of total usage in 2015-2016

Municipal Gas Authority Authorization for Southern Natural Firm Pipeline Contract Changes

The City of Perry Georgia approves the acquisition of long-term incremental firm pipeline capacity on the Southern Natural Pipeline at the in-service date of its Jonesboro Expansion Project, for the quantities as indicated below. That targeted in-service date is October 1, 2018, which is subject to Southern Natural receiving all regulatory approvals and accepting all regulatory conditions.

The City understands that incremental firm delivered services will need to be acquired on the Transco Pipeline system to ensure firm delivery from Transco supply points through the Transco and Southern Natural Pipeline systems to its city receipt point. Those firm delivered services are expected to be available, and are planned to be acquired by the Gas Authority when needed for shorter-term periods.

In addition, the City understands that this acquisition of incremental long-term firm pipeline capacity on Southern Natural is based on forecasted increased firm year-round demand. The Municipal Gas Authority of Georgia recommends this incremental firm pipeline capacity as the best long-term solution for meeting this long-term incremental year-round demand need.

Firm Pipeline Capacity / Services to be Added:	Daily Quantity (Dth)	Term (Years)	Monthly Demand Rate (\$/Dth) ⁽¹⁾	Monthly Demand Per Dth (100% LF) ⁽²⁾	Annual Demand Cost (Amount) ⁽³⁾	Daily Variable Gas Pricing Per Dth ⁽⁴⁾
SN P/L Jonesboro Expansion Project	683 Dth	15	\$11.37	\$0.37	\$93,189	
Transco P/L Delivered Service	683 Dth	1 – 5 years	\$5.00 - \$20.00	\$0.16 - \$0.66	\$40,980 - \$163,920	TR Zn 5 or TR Zn 4 Index
Total			\$16.37 - \$31.37	\$0.53 - \$1.03	\$134,169 – \$257,109	

- (1) Monthly Demand Rate on SN P/L is the current tariff rate, subject to changes approved by the FERC. The Transco P/L Demand Rate is based on current costs for a range of service options.
- (2) Monthly Demand Rate Per Dth is the incremental cost of this capacity on a per Dth basis assuming 100% usage of the capacity. Calculated as Monthly Demand Rate divided by average days per month of 30.4.
- (3) Annual Demand Cost is the Daily Quantity acquired times Monthly Demand Rate times 12.
- (4) Daily Variable Gas Pricing is the per Dth pricing that will be charged based on where this incremental service is acquired. Transco Zone 5 gas supply has lower demand but higher variable cost, while Transco Zone 4 gas supply has higher demand but lower variable cost.

City of Perry Georgia

Signed by  _____

Date 12.7.16

Name Lee Gilmour

Title City Manager

Municipal Gas Authority Authorization for Southern Natural Firm Pipeline Contract Changes

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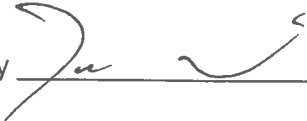
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SN P/L Jonesboro Expansion Project	1,940 Dth	15	\$11.37	\$0.37	\$264,694	
Transco P/L Delivered Service	1,940 Dth	1 – 5 years	\$5.00 - \$20.00	\$0.16 - \$0.66	\$116,400 - \$465,600	TR Zn 5 or TR Zn 4 Index
Total			\$16.37 - \$31.37	\$0.53 - \$1.03	\$381,094 – \$730,294	

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City of Perry Georgia

Signed by  _____

Date 12.7.16

Name Lee Gilmour

Title City Manager

MGAG 5 Year Demand and Capacity Analysis - Perry

	2012-13	2013-14	2014-15	Prev Year 2015-16	Year 1 2016-17	Year 2 2017-18	Year 3 2018-19	Year 4 2019-20	Year 5 2020-21
Customer Count	3,209	3,183	3,190	3,217	3,217	3,217	3,217	3,217	3,217
Growth Rate				0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Projected Design Day	HDD			2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Firm Design Day Demand	44			3,676	3,929	3,929	3,929	3,929	3,929
NGV Demand				307	564	615	615	615	641
Interruptible Demand				218	228	228	228	228	228
Total Projected Design Day Demand				4,201	4,721	4,772	4,772	4,772	4,798
Firm Services									
SN 2-Part FT				752	752	752	752	752	752
SN 2-Part FTNN				1,870	1,870	1,870	1,870	1,870	1,870
SN 1-Part FT				-	-	-	-	-	-
SN 1-Part FTNN				-	-	-	-	-	-
SN 2-Part Mini-Exp				404	404	150	150	150	150
SN 2-Part FT 2016-A				-	-	-	-	-	-
SN 2-Part FT 2016-B				-	-	-	-	-	-
EE 2-Part FT (net to citygate)				1,058	1,058	1,058	1,058	1,058	1,058
Peaking Service				1,223	-	-	-	-	-
Delivered Supply				-	-	-	-	-	-
Propane Plant				-	-	-	-	-	-
Seasonal Capacity (1)				-	-	-	-	-	-
Total Firm Services				3,845	4,084	4,084	3,830	3,830	3,830
Firm Long/(Short) Dth (2)				(138)	(383)	(409)	(714)	(714)	(740)
				-4%	-9%	-10%	-19%	-19%	-19%

_ong - There are firm services sufficient to meet the projected firm requirements on the design day

short - The projected firm requirements on the design day are greater than the firm services available and more capacity is recommended if available



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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager *LG*
DATE: December 13, 2016
REFERENCE: Firm Natural Gas Commitment

Letters have been sent to all the prime non-residential natural gas customers listed for proposed firm natural gas requesting their five (5) year projected natural gas consumption growth. Pending their response, the Administration recommends, due to the potential demand costs outlined in my December 9, 2016 memo, to adjust the City's request for firm natural gas as follows:

2015-16 projected demand	4,201 Dth
Projected 2020-21 shortfall	740 Dth
Ten percent of above total	494 Dth
Sandler Interwoven project use	<u>380</u> Dth
Total	5,815 Dth
Less current use	4,201 Dth
Net	1,614 Dth
Previous Request	1,940 Dth
Savings	326 Dth



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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager
DATE: December 9, 2016
REFERENCE: Building Issues

Attached are three (3) items for Council's consideration:

1. Install new five (5) ton HVAC unit and re-do duct work at Jaycee Building. Cost - \$5,365.00
2. Replace AC unit in Blower Room at wastewater treatment facility. Cost - \$3,679.00
3. Establish yearly routine AC maintenance program for City Buildings. Cost - \$4,810.00

This will be discussed at your December 17, 2016 work session.

cc: Mr. J. Schell

City of Perry
Public Works Department
1211 Washington Street
P.O. Box 2030
Perry, Georgia 31069-6030



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www.perry-ga.gov

478-988-2700
Telephone

478-988-2799
Telefax

To Mayor and Council

After being informed that the JC Building is going to be utilized by Police Department as an athletic work out room. I had existing AC unit inspected. The building originally had a minimum of two units to heat and cool area, but now has been reduced to one 4 Ton unit which is working overtime to heat/cool building. A 5 Ton unit was recommended for large community room to lessen load on old unit and redo duct work to separate each unit. I have acquired two estimates to install new 5 Ton unit and redo duct work pending Council approval.

Hoke's \$7337.00

Sullivan \$5365.00

I recommend we go with Sullivan Heating and Air if approved in the amount of \$5365.00

Sincerely John Schell

Maintenance Supervisor

City of Perry
Public Works Department
1211 Washington Street
P.O. Box 2030
Perry, Georgia 31069-6030



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478-988-2700
Telephone

478-988-2799
Telefax

To Mayor and council

Upon doing maintenance inspections on existing AC units, it was brought to my attention that the 3 Ton AC unit in Blower Rm. At Waste Water Treatment Plant has been leaking Freon. Dye was placed in unit and found compressor was leaking. A new unit was recommended due to age of unit, providing the City with a warranty on unit, which none would be given on compressor. Two estimates are as follows:

Hoke's \$3679.00

Sullivan \$3769.00

I recommend we go with Hoke's Heating and Air if approved for the amount of \$3679.00

Sincerely John Schell

Maintenance Supervisor

City of Perry
Public Works Department
1211 Washington Street
P.O. Box 2030
Perry, Georgia 31069-6030



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478-988-2700
Telephone

478-988-2799
Telefax

To Mayor and Council:

It was recommended by the Buildings/Grounds Maintenance Supervisor that we develop a regular Maintenance program on our existing AC Units to head off any problems, due to our aging Units. They will check connections, coils, Freon levels and flush drains twice per year. We started this with Perry Art Center and Leisure Services a few years back. Estimates were gathered on 41 total units in use now within the City:

Hoke's has given an estimate of \$4810.00

And

Sullivan has given an estimate of \$5934.00

I recommend we go with Hoke's estimate, if approved of \$4810.00

Sincerely John Schell

Maintenance Supervisor

Lee Gilmour

From: Trey Gavin <tgavin@cartersloope.com>
Sent: Friday, December 02, 2016 7:44 AM
To: lee.gilmour@perry-ga.gov; Chad McMurrian
Subject: FW: SR 7 Spur / Courtney Hodges Blvd. - Perry

Good Morning Lee and Chad:

I think this email (below) closes the book on our options to proceed. GDOT wants a full hydro study on the pipelines and above ground situation before we can propose to take away any of the paved lane. They cannot produce the reason that lane was paved so the "what if" situation causes the burden of proof to fall on the City. Here are our options as I see them...

1. Do the Hydro study. This will be expensive from a surveying and study perspective. I have not drilled into a tight price, but a rough guess would be \$15K to \$20K. The bad news is that even after performing such a study, GDOT likely under designed the systems resulting in GDOT not allowing us to proceed with our concept anyway.
2. Landscape the center median and the sides without removing the lane. To do this to any effect, I would think we would want to get easements from property owners along the route to make space for the improvements. We could probably target certain "friendly" owners along the way and may only need half to agree to get a decent effect from the work. I do think we can aesthetically improve the corridor with this concept... not as much as before but much cheaper and still worth considering.
3. Scrap the project.

Let me know what I can do to aid your decision making. I will be happy to come to Perry to discuss or to prepare more detail on any option.

Trey Gavin

Trey Gavin, P.E.

[Carter & Sloope, Inc.](#)

6310 Peake Road

Macon, GA 31210

T 478.477.3923

C 478.214.3675

F 478.477.4691

tgavin@cartersloope.com

From: Wilkerson, Donald [mailto:dowilkerson@dot.ga.gov]
Sent: Friday, December 02, 2016 7:25 AM
To: Trey Gavin <tgavin@cartersloope.com>
Cc: Baxley, Chance <cbaxley@dot.ga.gov>
Subject: RE: SR 7 Spur / Courtney Hodges Blvd. - Perry

Lee Gilmour

From: David Stanton <david.stanton@perry-ga.gov>
Sent: Friday, December 09, 2016 12:47 PM
To: Lee Gilmour
Cc: lee.parker@perry-ga.gov
Subject: City Fees Relating to Fireworks Sales Locations

Mr. Gilmour,

Please be aware that HB 727 was passed by the Georgia State House and Senate, reflecting an amendment revising Code Section 25-10-5.1 which relates to the requirements for issuance of license to distribute consumer fireworks.

Section 9 (c)(1) states the license fee for a distributor selling consumer fireworks from a temporary consumer fireworks retail sales stand shall be \$500.00 per location, payable to the governing authority. Our current fee schedule for Fire Safety Permits of Fireworks Sale Locations charges \$536.00. I contacted Kris Dixson of the State Fire Marshal's Office to find out if this was a maximum fee. He informed me that it was indeed a maximum fee.

The law was also amended from a 90 day expiration of licenses to license shall expire on the next January 31 after the issuance of such license.

It is my recommendation to lower the City's current fee of \$536.00 to the State maximum of \$500.00 for each fireworks sale locations on an annual basis. This basically means the City can charge a vender for the retail sales of fireworks a business license fee and a fireworks sale permit fee of \$500.00 at each location that expires on the next January 31st.

If you have any questions, please let me know.

ds



Deputy Chief David Stanton
Fire Marshal's Office
Fire & Emergency Services Dept.
City of Perry
1211 Washington Street
P.O. Box 2030
Perry, GA 31069
T 478-988-2759 M 478-338-2655
<http://www.perry-ga.gov>

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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager
DATE: December 7, 2016
REFERENCE: Training of Position

Based on the increasing demand for inspections and plan reviews, plus the anticipated retirement of Mr. S. Howard, the Administration recommends Council authorize the advertising to fill the position of Chief Building Inspector. The General Fund reserve account can pay for the extra position while needed.

cc: Mr. S. Howard
Ms. C. Sewell



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Department of Economic Development

TO: Mayor and Council

CC: City Manager Lee Gilmour and Economic Development Director Robert Smith

FROM: Main Street Coordinator Catherine Edgemon

DATE: Nov. 29, 2016

RE: Banner recommendations

The Perry Main Street Advisory Board, after seeking input from the Design and Promotion committees and Downtown Development Authority, recommends the attached designs to incorporate the new Perry brand.

These designs would replace the “everyday” banners downtown and on Gen. Courtney Hodges Boulevard, and the cost for the banners is included in the budget allocation for brand implementation.

Currently there are 15 banners downtown and 30 (two per lamp post) on Gen. Courtney Hodges Boulevard. I priced vinyl and canvas with six manufacturers for 20 banners of each design.

Sunbrella awning canvas and polycanvas are generally considered the best banner materials and are more durable than vinyl. I compared warranties, specifications, etc., between the manufacturers.

Quotes ranged from \$2,851 to \$6,126.20. Downtown Graphics Network manufactured the banners that have been used downtown for many years. Because that product has performed so well, I recommend purchasing the banners through Downtown Graphics Network for \$5,700.

Two Georgia Main Street communities who used the low bidder advised against using that company.

Board and committee members have urged continuing the large lamp posts and banner arms currently on Courtney Hodges to other corridors into downtown, including Sam Nunn Boulevard, when future upgrades are made on those streets, as well extending the downtown banners to other downtown streets, such as Commerce and Washington.

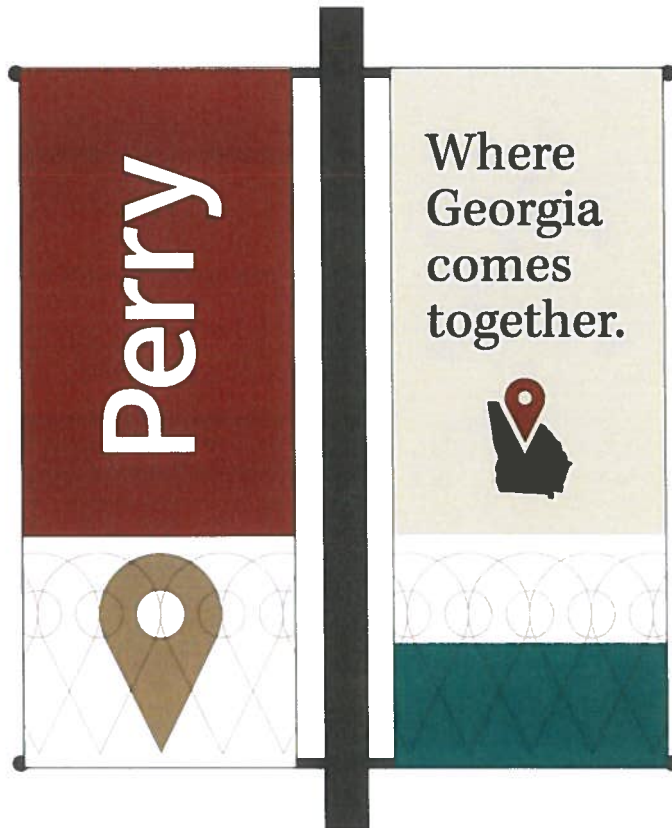


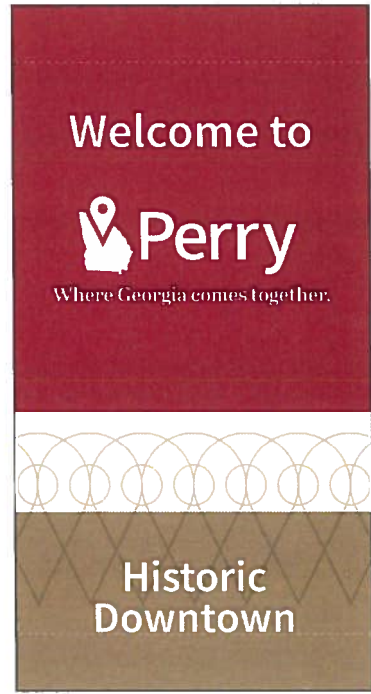
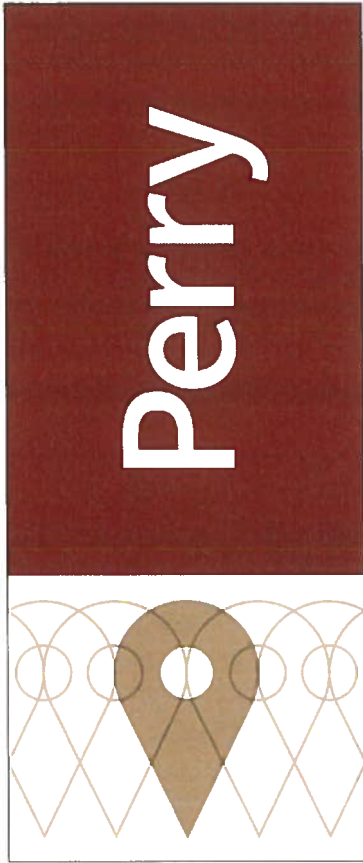
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Department of Economic Development



Corridor





VENDOR	MATERIAL	WARRANTY	COLOR MATCH	OTHER SPECS	REFERENCES	PRICE
Image Tag and Label	Vinyl	None	Yes	18 oz vinyl; grommets; "should last several yrs"		\$3,720.00
Downtown Decorations	Vinyl	3 years	Yes	720 DPI; double stitch; mildew, fade and water resistant; UV resistant ink; brass grommets	Metter Good	\$4,690.00
Project Graphics	Vinyl	1 year	Yes	26 oz vinyl; double stitch; digital full color; brass grommets	Metter Covington Bad	\$2,703.00
Downtown Graphics Network	Bantex	2 years	Yes	Digital full color; double stitch; brass grommets	Perry Good	\$3,960.00
Display Sales	Vinyl	90 days	Yes	13 oz vinyl; digital; Rot, fade, mold and mildew resistant;	Ball Ground Eatonton Good	\$3,881.80
Graffix Shoppe	Vinyl	2 seasons or 9 months	Yes	Brass grommets; double stitch; 18 oz reinforced vinyl	References provided	\$3,250.00
Downtown Decorations	Main Street	3 years	Yes	Brass grommets; mildew, fade and water resistant; double stitch; UV resistant ink; unlimited colors; 720 dpi	Metter Good	\$5,450.00
Project Graphics	Poly Canvas	6 months	Yes	Dye sublimated; full color; double stitch; one year life expectancy	Metter Covington Bad	\$2,851.00
Project Graphics	Sunbrella	3 years	No	Dye sublimated; full color; screen printed; 5-7 years life expectancy; brass grommets	Metter Covington Bad	\$4,357.60
Downtown Graphics Network	Sunbrella	3 years	Yes	Double stitch; digital 100% color saturation on white; brass grommets	Perry Good	\$5,700.00
Display Sales	Poly Canvas	5 years manufacturing/ 4 years tear & rips if use their brackets	Yes	Rot, fade, mold and mildew resistant; unlimited ink colors; acrylic-coated sides; polyester-blend fabric	Eatonton Ball Ground (vinyl) Good	\$6,126.20



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Department of Economic Development

To: Mayor, Council and City Manager Gilmour
Cc: Economic Development Director Smith and Main Street Advisory Board Chairman O'Neal
From: Catherine Edgemon, Main Street Coordinator
Date: Dec. 14, 2016
Re: Billboard lease agreement

Scott and Donald Free have agreed to allow Perry Main Street use of the billboard at 1508 Sam Nunn Blvd. free of charge as a tax deductible donation. To make sure all the requirements attorney David Walker outlined in his draft agreement are covered and the Frees are eligible for the tax deduction, Mr. Walker suggested the agreement be between the Frees and the City of Perry, with the City authorizing Main Street to move forward with the billboard, which the council could then approve if you so wish, before installation.

Perry Main Street would coordinate design, production and installation of two 12x35-foot billboard skin. This is the top billboard, facing north and south, on the billboards just off I-75 beside the Holiday Inn Express. The cost for the billboard would be covered under the Main Street's advertising budget.

SIGN LEASE AGREEMENT

STATE OF GEORGIA

COUNTY OF HOUSTON

FOR GOOD AND VALUABLE CONSIDERATION the receipt and sufficiency whereof is hereby acknowledged, Free Accommodations, LLC, hereinafter called "Lessor", hereby grants to City of Perry, Georgia, hereinafter called "Lessee", exclusive permission and rights to the use of the top portion of the advertising space on each side of the billboard located on the property hereinafter described, for the purposes contained herein.

WITNESSETH:

1.

The billboard which is the subject matter of this Lease Agreement is located on property at 1508 Sam Nunn Boulevard, Perry, Georgia.

2.

The term of this Lease Agreement shall commence on January 1, 2017 and shall continue until December 31, 2017. Provided, however, thereafter the Agreement shall remain in full force and effect until either party gives the other party at least ninety (90) days notice of its intention to terminate the Lease.

3.

As consideration to Lessor, Lessee agrees to provide Lessor with a donation receipt for the equivalent value that Lessor could receive if Lessor leased the advertising space to a third party.

4.

The property is leased for the purpose of construction, operation and maintenance of an outdoor advertising sign on the billboard. Lessee is herewith granting the sole and exclusive right to display advertising copy on the leased property. All materials placed on the billboard by Lessee shall remain the property of Lessee and may be removed by the Lessee at any time prior to or within a reasonable time after the expiration of the lease or any extension thereof.

5.

This lease shall be terminated if the Lessee is prevented by any present or future law or ordinance or by the authorities having jurisdiction from constructing or maintaining the signs on the leased premises.

6.

The Lessee is given no estate or interest in and no control or right of possession of the premises herein mentioned except the license or permission herein specified.

7.

All notices required hereunder shall be mailed and addressed to the parties as follows:

As to Lessor: Free Accommodations, LLC
c/o Scott Free
1271 South Houston Lake Road
Warner Robins, Georgia 31088

As to Lessee: City of Perry, Georgia
c/o Catherine Edgemon
P.O. Box 2030
Perry, Georgia 31069

Either Lessor or Lessee may, by giving notice as provided in this paragraph, designate a different address, whereupon the address shall be used thereafter until further notice shall be given.

8.

Lessee agrees to save the Lessor harmless from any and all claims or demands on account of bodily or physical property damage, caused by or resulting from any negligent or willful act of the Lessee's agents or employees in the construction, repair, change or removal of the Lessee's displays on the property, and agrees to carry, at its own expense, adequate public liability insurance covering any such contingency so long as this lease shall remain in effect.

9.

Lessee agrees, that at all times during the term of this Lease Agreement, Lessor will hold and pay for the state permits.

10.

Neither the Lessor nor the Lessee shall be bound by any agreement or representation, express or implied, not contained herein. This lease shall be deemed to be accepted by the Lessee upon execution by the Lessee's officers in the space provided. Following such acceptance, it shall inure to the benefit of and be bound upon the parties hereto and to their respective successors, personal representatives, executors, administrators and assigns.

IN WITNESS THEREOF, the parties have hereto set their hands and seals this ____ day of _____, 2017.

(Signatures on next page)

FREE ACCOMMODATIONS, LLC -
LESSEE

By: _____
K. Scott Free, Member

THE NEW HOUSTON COMPANY, INC. -
Member

By: _____
Donald E. Free, Sr. - President

CITY OF PERRY, GEORGIA-
LESSEE

By: _____
James E. Faircloth, Jr.
Title: Mayor

Attest: _____
Annie Warren
Title: City Clerk



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Department of Economic Development

TO: Mayor and Council

CC: Robert Smith, Lee Gilmour

FROM: Ellen Palmer

DATE: 12/14/16

RE: Social Media Archiving

City of Perry's social media platforms continue to see increased followers and interaction. With a substantial presence on social media, I recommend the City to invest in an archival program to insure it is covered under the Freedom of Information Act. Record Management in Georgia is governed by the Open Records Act (and Georgia's "Sunshine Laws") which state web content as a "public record". As a government agency all records need to be readily accessible and authentic. City of Perry must be transparent and adhere to open governance in all aspects, including social media. It is imperative the City begin tracking and archiving our social media activity by a reliable and secure technology.

After researching different social media archiving options, I recommend PageFreezer as the archiving solution for the City of Perry. The *Bundle of 3* social media plan is \$75 per month with a one-time \$100 set up fee. The ongoing annual cost is about \$900. The plan includes the following: coverage of 3 social media platforms, unlimited storage and messages, metadata, rich reports, litigation ready, full text searches and filters, regulatory compliant, and data export.

Investing in an archive program for the City' social media platforms will provide protection for the City and insurance on all records.