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AGENDA
WORK SESSION
OF THE PERRY CITY COUNCIL
February 3, 2020
5:00 P.M.

1. Call to Order: Mayor Randall Walker, Presiding Officer.
2. Roll:
3. Items of Review/Discussion: Mayor Randall Walker
 - 3a. Department of Leisure Services:
 1. Future planning for disc golf:
 - Updates to Rozar Park Disc Golf Course – Mr. S. Swan.
 - Recommendation to install a disc golf course at unnamed Cherokee Pines park location – Mr. S. Swan.
 - 3b. Finance Department:
 1. Discussion of Potential Revisions to City Purchasing Policy – Mr. M. Worthington.
 - 3c. Community Development Department:
 1. Extension of Weleetka Trail – Mr. C. McMurrian.
 - 3d. Office of the City Manager
 1. Presentation of communications plan – Ms. T. Clark.
 2. Review proposed job classification for Public Works Superintendent – Mr. R. Smith.
 3. Consider GDOT proposal to install 4G routers on City traffic signals – Mr. L. Gilmour.
 4. Consider request relative to City utilities easement – Ms. B. Newby.
 5. Consider adjusting reference department on Purchasing Card Policy – Mr. L. Gilmour.

4. Council Member Items:
5. Department Head/Staff Items:
6. Adjourn.

Purchase Policy
Revisions
February 3, 2020
Work Session



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Purpose of a Procurement Policy*

- Simplify, clarify, & reflect laws governing procurement
- Enable uniform procurement throughout agency
- Safeguard integrity of the procurement system
- Ensure access & foster broad based competition
- *Provide for increased efficiency, economy, and flexibility*
 - *Our reason for discussion today*

*Source: National Institute of Governmental Procurement best practice



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Current Policy Summary

\$ Threshold	Purchasing Method	Responsibility of:
< \$500	Non-Competitive	User Department
\$500 – \$5,000	Multiple Quotes	User Department
>\$5,000*	Formal Bid Process	Purchasing & Awarded by City Council

*Exception for Repairs & Maint

- \$12,000 threshold for Formal Bid Process
- Approval of City Council required if >\$5,000



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Proposed (Draft) Policy Summary

\$ Threshold	Purchasing Method	Responsibility of:
< \$1,500	Non-Competitive	User Department
\$1,500 – \$10,000	Three (3) Written Quotes	User Department – Verified by Purchasing
\$10,000 - \$25,000	Request for Informal Quotes	Purchasing & Awarded by City Council
> \$25,000	Formal Bid Process	Purchasing & Awarded by City Council



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PO Approval Limits

Current:

\$ Threshold	Authorizing Agent
< \$500	No PO Needed (PV, P-Card)
\$500 - \$3,500	Purchasing Agent
\$3,500 - \$5,000	City Manager
>\$5,000	City Manger, W/ City Council Approval

Proposed (Draft):

\$ Threshold	Authorizing Agent
< \$1,500	No PO Needed (PV, P-Card)
\$1,500 - \$5,000	Purchasing Agent
\$5,000 - \$10,000	City Manager
>\$10,000	City Manger, W/ City Council Approval



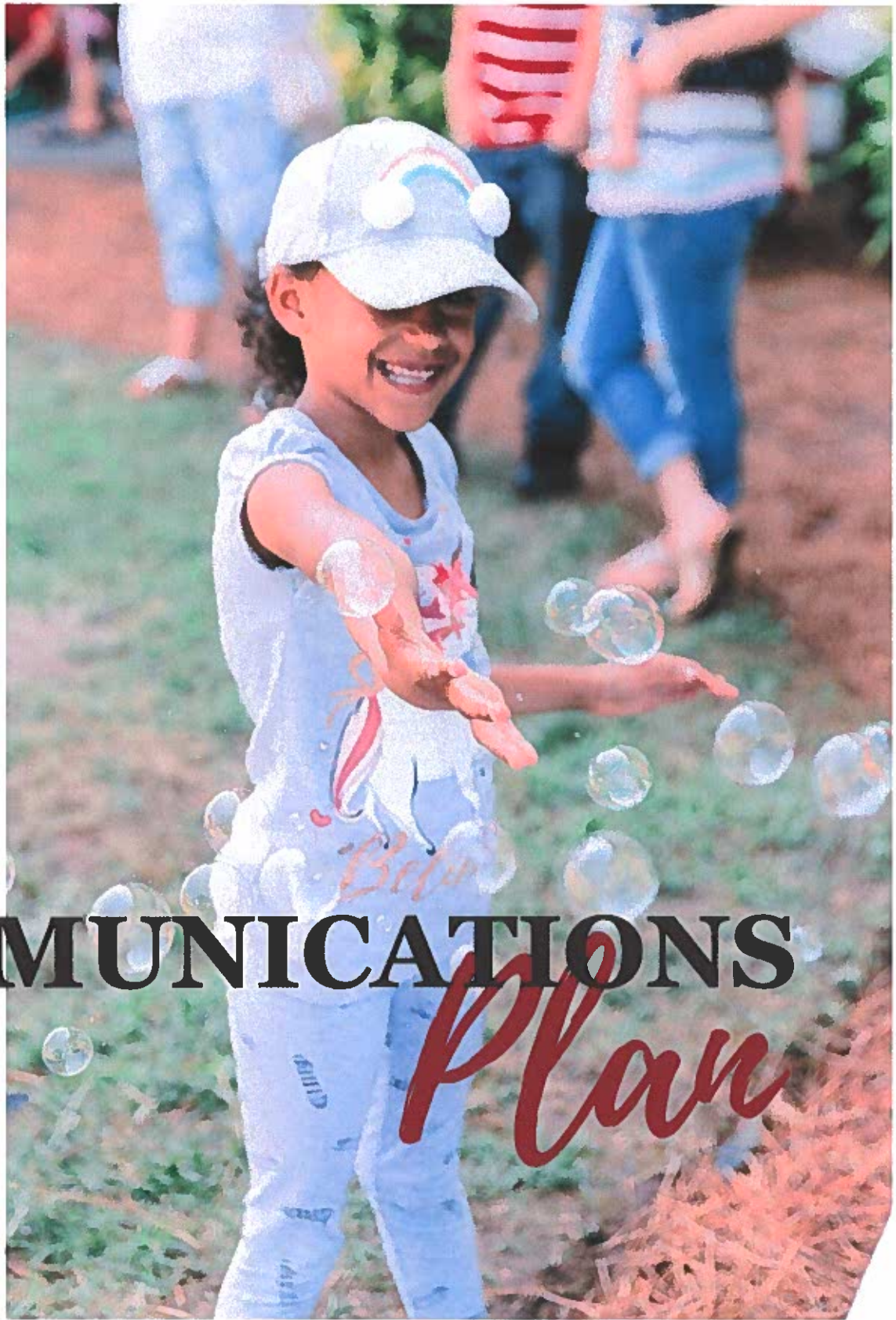
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Other Issues to Consider

- **Purchasing from State Contract**
 - Currently State of GA only
 - How broad and on what purchases?
 - “Piggyback” on other local government contracts
 - Purchasing consortiums
 - Supplies vs capital vs services
 - Considerations if local vendor is available
- **Fixed Assets & Construction Project**
 - Always bid formally?
 - State law covers Pub. Works Constcution



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COMMUNICATIONS *Plan*



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COMMUNICATIONS *Department*

A communications plan is a strategic document to align communication efforts with the goals and key messages of the City of Perry mayor and council members.

This plan prioritizes goals, identifies target audiences, and message delivery to determine the best means of communication to our citizens and stakeholders.

COMMUNICATIONS DEPARTMENT

The City of Perry Communications Manager provides direct, high-level communication and community engagement functions with City of Perry officials and staff and in support of the mission and vision of Mayor and Council for the City.

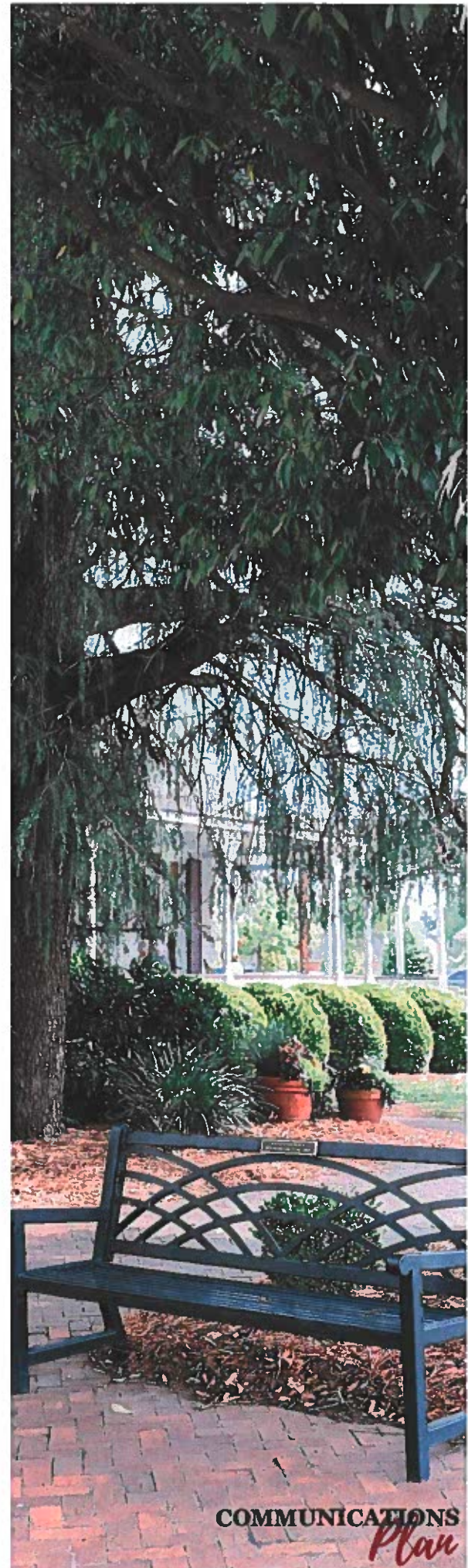
MISSION AND VISION

The **mission** is to showcase the City of Perry as a premier community.

The **goal** is to keep our diverse audiences informed and educated while enhancing City visibility and transparency.

RESPONSIBILITIES

- Government relations
- Media relations
- Community relations
- Website content and maintenance
- Social media content and monitoring
- Your City Program
- Your Perry app
- New employee orientation



COMMUNICATION

Principles

We will communicate...

TIMELY

Disseminate information quickly after direct confirmation from City officials.

OPENLY

Determine what information is important to the public or what issues need to be communicated in an effective way.

STRATEGICALLY

Create and distribute information that is easy to access and understand.

OUR AUDIENCE

- **City of Perry Mayor & Council Members**
- **City of Perry Managers & staff**
- **City of Perry residents & visitors**
- **Local media outlets**
- **Community partners**
 - Perry Chamber of Commerce,
 - Perry Convention & Visitor Bureau,
 - Houston County Development Authority, et
- **Houston County Board of Education**
- **Surrounding government jurisdictions-**
 - Warner Robins, Centerville, and Houston County
- **Businesses**
- **State, federal, and judicial elected officials**



COMMUNICATION *Strategy*

The City of Perry's communication strategy will be consistent with the following attributes:

TRANSPARENCY

Disseminate information that is open to all audiences.

RESPONSIVE

Respond to changing communication landscapes.

INNOVATIVE

Research and implement new ways to communicate.

STRUCTURE

Establish clear goals and guidelines for communication.

ACCESSIBILITY

Ensure information is easy to find and understand.



COMMUNICATION *Channels*



We utilize several channels to disseminate information relative to the City new and strategic actions.

WEBSITE

MEDIA RELEASES

SOCIAL MEDIA



YOUR PERRY APP

NEWSLETTERS

UTILITY BILLS



Direct COMMUNICATION

STRATEGY

Produce information in an accurate and timely manner to residents, businesses, and visitors incorporating a variety of communication sources.

ACTION STEPS

- Provide pertinent City information through the Internet, social media, and traditional media platforms.
- Film and upload work session and council meetings on the official City of Perry YouTube page and official website.
- Maintain up to date information on the City's official website.
- Raise awareness of decisions made by the mayor and council members through various communication channels.
- Foster and encourage the correct use of the City's branding strategy.
- Create video and digital content to increase target audience engagement.
- Design printed materials for educational and informational uses.
- Publish monthly newsletter that includes City news for public subscribers.



Internal COMMUNICATION

STRATEGY

Produce information in an accurate and timely manner to all employees incorporating a variety of communication sources.

ACTION STEPS

- Email City-all when needed to communicate important messages to employees.
- Serve as backup with Callfire, the city's mass notification system.
- Coordinate and facilitate new employee orientation twice a year.
- Monitor media inquiries and send email summaries to the mayor and city managers.
- Review media outlet stories daily and send email summaries to the mayor and city managers.
- Meet weekly with the mayor and city managers to discuss communication issues and concerns.



Web SERVICES



STRATEGY

Utilize the City's multiple media platforms to disseminate information to our citizens, stakeholders, and visitors.

ACTION STEPS

- Maintain up to date information on the City's official website.
- Produce video and digital media to enhance viewer engagement and support effective communication.
- Ensure official website pages are up to date and do not contain broken links.
- Create and edit CitySourced user profiles including troubleshooting issues.
- Update the Your Perry app as necessary.



Social MEDIA

STRATEGY

Communicate using the City's social media accounts to inform the public of City news and events.

ACTION STEPS

- Post news, events, pictures, and video on the City's official social media accounts – Facebook, Twitter, Instagram, and LinkedIn.
- Produce multimedia content to increase user engagement regarding City information.
- Respond to private messages in a timely manner.
- Manage and review content contributed by other departments.
- Cross promote information with City partner social media accounts.



Media RELATIONS



STRATEGY

Respond to media inquiries in an accurate and timely manner while promoting the City of Perry's news and special events.

ACTION STEPS

- Disseminate media releases to local and state contacts.
- Partner with Spanish Facebook channel NotiVision Georgia to promote events and City news to the local Hispanic community.
- Communicate important City news with reporters in person, by email, telephone, etc.
- Schedule media interviews by keeping in mind the City employee that best represents the news story.
- Train department heads and appropriate staff in media interview techniques.



Community RELATIONS

STRATEGY

Encourage active participation with citizens by providing information that is relevant to community interests and City initiatives.

ACTION STEPS

- Schedule Town Hall meetings with each district during the year to include one physical meeting and one virtual meeting using Facebook Live and Instagram Live.
- Market Your Perry app as a way for citizens to report issues conveniently.
- Attend and present at regional business meetings such as the Perry Chamber of Commerce, Perry Convention and Visitor Bureau, etc.
- Host Perry Leadership and Perry Youth Leadership classes with engaging tours through City operations.
- Plan and facilitate the yearly Your City Program designed for interested citizens to learn more about the City.
- Assist in planning and facilitating community meetings for the mayor and city council members as needed.
- Coordinate yearly City Hall field trips for public and private schools as needed.





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Public Works Superintendent

Summary

Public Works Superintendent is a highly-responsible department head-level position that oversees the day-to-day operations of the Public Works Department. Working to ensure effective and efficient operations of departmental divisions, including Infrastructure (streets and stormwater), Solid Waste, Landscaping, and Building Maintenance, the Public Works Superintendent oversees departmental finances, budgeting, personnel, equipment, facilities, and strategic planning. As an integral part of the City of Perry team, the Public Works Superintendent works throughout the organization with elected officials and other City departments and externally with community partners and vendors to ensure superior service delivery and customer service.

Examples of Tasks

- Works with divisional managers and staff to provide services and programs pertaining to streets, stormwater, landscaping, solid waste, and building maintenance and works to provide options/alternatives for the continued improvement of each.
- Advises Mayor and Council pertaining to trends, issues, needs, etc. associated with Public Works.
- Prepares departmental budget and implements/monitors adopted budget.
- Manages personnel operations including hiring, discipline, advancement, performance management, on-call system, etc.
- Ensure the proactive betterment of employees via training, education, career tracking, etc.
- Ensure excellence in customer service and be proactive and responsive in dealing with issues that arise.
- Plan for future departmental needs.
- Promote and ensure the safety of employees.
- Ensure that all vehicles, equipment, facilities, etc. are operational and well-maintained.
- Explore and implement technologies that enhance operations.
- Coordinates activities with partners and vendors including Houston County, GDOT, Advanced Disposal, ESG, etc.
- Other duties as assigned.

Knowledge Required for Classification

- Thorough knowledge of Public Works functions including but not limited to the construction and maintenance of streets/sidewalks and stormwater



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structures, solid waste collection and disposal, landscaping, and building and facility operations and maintenance.

- Knowledge pertinent to the operation and maintenance of Public Works vehicles and equipment ranging from basic tools and equipment to heavy equipment.
- Working knowledge of governmental budgeting and financial operations.
- Working knowledge of public sector personnel management regulations and guidelines.
- Knowledge of applicable safety regulations and guidelines.
- Knowledge applicable to customer service provision and methodologies in dealing with difficult situations.

Supervisory Control: Serves at the pleasure of Council. General direction, monitoring and performance evaluation provided by City Manager and Assistant City Manager.

Physical Demands: Class A criteria job demand.

Work Environment: Mixture of outdoor field work and office activity. May require work in extreme weather/temperatures. Night meetings/operations and occasional travel required.

Supervisory and Management Responsibility: Oversees and manages the entire Department of Public Works and applicable employees.

Minimum Qualifications

- Must possess a high school diploma. College degree preferred.
- Demonstrated success in Public Works operations or related field with at least three (3) years of related experience including supervisory experience.
- Ability to effectively communicate in oral and written mediums in business English.
- Possession or ability to obtain a current valid Georgia driver's license. CDL or ability to obtain a CDL preferred.



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Lee Gilmour <lee.gilmour@perry-ga.gov>

Fwd: 4G Routers - City of Perry

2 messages

Chad McMurrian <chad.mcmurrian@perry-ga.gov>

Mon, Jan 27, 2020 at 4:05 PM

To: Lee Gilmour <lee.gilmour@perry-ga.gov>

Cc: Randy Christian <randy.christian@perry-ga.gov>, Robert Smith <robert.smith@perry-ga.gov>

Mr. Gilmour,

Please see previous email from GDOT.

GDOT is offering to install 4G routers on our Traffic signal (pretty much allows GDOT to perform remote monitoring and programming)

I know we have discussed removing City signals.

We may or may not want GDOT controlling our signals.

Please let me know if you want me to confirm installation per GDOT's request.

Thanks,
Chad

----- Forwarded message -----

From: **Huguet, Arnaud D** <AHuguet@dot.ga.gov>

Date: Mon, Jan 27, 2020 at 10:34 AM

Subject: 4G Routers - City of Perry

To: chad.mcmurrian@perry-ga.gov <chad.mcmurrian@perry-ga.gov>

Cc: brad.cavender@perry-ga.gov <brad.cavender@perry-ga.gov>

Good afternoon, Chad,

I would like to install 4G routers for the following five (5) traffic signals in the City of Perry:

- Main Street @ Jeringan Street
- Carroll Street @ Jeringan Street
- Carroll Street @ Washington Street

My team will install the 4G routers at no cost to the City of Perry. Having a 4G router at those locations would enable our District staff to better respond and assist at those locations.

All I require from you is confirmation from you allowing us to install 4G routers at those locations. Looking forward to your response.

Always of Service,

Arnaud D. Huguet, E.I.T.

Assistant State Signal Engineer



Office of Traffic Operations

Transportation Management Center (TMC)

935 United Ave SE

Building 24, Floor 4

Atlanta, GA 30316

404.635.2946 office

404.679.8751 mobile

Hands-free cell phone use is the law when driving in Georgia. When drivers use cell phones and other electronic devices it must be with hands-free technology. There are many facets to the law. For details, visit <https://www.gahighwaysafety.org/highway-safety/hands-free-law/>

--

Chad McMurrian
Engineering Services Manager
City of Perry Community Development Department
741 Main Street
Perry, GA 31069
Office 478-988-2733 Cell 229-567-1624

~~This Instrument Was Prepared By~~
and When Recorded Return to:

**City of Perry
Attn: City Clerk
1211 Washington Street
Perry, GA 31069**

**Sources of Title: Plat Book 32,
Page 152; Right of Way Easement Deed Book 773
Page 57, Right of Way Easement Deed Book
Easement Deed Book 773,
Page 58, and Right of Way Easement Deed Book 773,
Page 272- all recorded in the Office of the Superior Court
Clerk of Houston County, Georgia**

AMENDMENT TO RIGHT OF WAY EASEMENT

THIS AMENDMENT TO RIGHT OF WAY EASEMENT AGREEMENT
("Amendment") is made and entered into as of the ____ day of _____, 20____, by and between **FIRST CHRISTIAN CHURCH OF PERRY, GEORGIA, INC.**, with an address of 2100 US-41, Perry, Georgia 31069 ("Grantor"), and the **CITY OF PERRY, GA** with an address of 1211 Washington Street, Perry, Georgia 31069 ("Grantee"). The Grantor and Grantee are at times collectively referred to hereinafter as the "Parties" or individually as the "Party".

WHEREAS, Grantor is owner of certain real property located in Perry, Houston County, Georgia being more particularly described in **Exhibit A** attached hereto ("**Grantor's Property**"); and

WHEREAS, Grantee intends to license space to multiple carriers to operate telecommunications equipment on Grantee's water tank ("**Water Tank**"), which Water Tank is located on property adjacent to Grantor's Property.

WHEREAS, Utility Service Communications Co, Inc. ("**USCC**") currently manages the Water Tank for Grantee, and USCC is in the process of negotiating an Agreement to allow carriers to license a portion of the Water Tank and surrounding property owned by Grantee (the "**Grantee's Premises**") for the placement and operation of telecommunications equipment (the "**Facilities**").

WHEREAS, Grantor wishes to grant to Grantee a Non-Exclusive Easement, extending under and through the Grantor's Property, for the installation and

maintenance of underground utility wires, fiber, cables, conduits, and pipes to serve the Facilities (the "Improvements").

NOW THEREFORE, for and in consideration of the premises, and other good and valuable consideration, the receipt and sufficiency of which the Parties hereby acknowledge, Grantor agrees to grant an Amendment to Right of Way Non-Exclusive Easement to Grantee upon the following terms and conditions:

1. Non-Exclusive Easement. Grantor hereby grants to, and for the benefit of, Grantee, its successors, licensees, and assigns, a non-exclusive easement appurtenant Non-Exclusive Easement under and through the Grantor's Property, as more particularly described in Exhibit B attached hereto and incorporated herein, for the installation and maintenance of the Improvements (the "Non-Exclusive Easement"). Licensee's currently utilizing the Non-Exclusive Easement, Grantor covenants and agrees that it will not build or install, and will not permit the building or installation of, any new improvements of any kind in or on the Non-Exclusive Easement during the term of this Agreement. Grantor covenants not to do or permit any act or acts that unreasonably prevent or hinder Grantee's, its successors', licensees', agents', or assigns' use of the Non-Exclusive Easement for the aforementioned purposes.

2. Effective Date. The grant of the Non-Exclusive Easement shall be effective upon the full execution of this Agreement.

3. Term. This Agreement shall exist for only so long as Grantee, its successors, licensees, or assigns, operate the Facilities. This Agreement shall terminate automatically upon the removal of all of the Improvements from Grantor's Property.

4. Indemnification. Each Party shall indemnify, defend, and hold the other harmless against any third party claim of liability or loss from personal injury or property damage resulting from, or arising out of, the negligence or willful misconduct of the indemnifying Party, its employees, contractors, or agents, except to the extent such claims or damages may be due to, or caused by, the negligence or willful misconduct of the other Party, or its employees, contractors, invitees, or agents.

5. Termination. At Grantee's option, Grantee may terminate this Agreement upon thirty (30) days written notice to Grantor for any reason, or no reason.

6. Title. Grantor represents and warrants to Grantee that Grantor has good and marketable title to the Grantor's Property, and may legally grant the Non-Exclusive Easement to Grantee.

7. Maintenance. Grantee shall maintain the Non-Exclusive Easement in a condition suitable for its use for the installation and maintenance of the Improvements, but not otherwise. During the term of this Agreement, Grantor will not give, grant, or convey any new interest in, or license or permission to use the Non-Exclusive Easement not already existing on the date of this Agreement, as those interests or uses may materially adversely affect or interfere with Grantee's use of the Non-Exclusive Easement. After completion of the installation of the Improvements, Grantee, at its expense, will restore the surface of the Non-Exclusive Easement to a condition reasonably similar to its condition prior to the installation of Grantee's Improvements. If the Non-Exclusive Easement is damaged or obstructed for any reason so as to render all or any part of the Non-Exclusive Easement substantially unusable for Grantee's intended use, then Grantee may terminate this Agreement, at Grantee's option, without further obligation from Grantee to Grantor.

8. Character of Non-Exclusive Easements. The covenants and provisions contained in this Agreement are made as an appurtenance for the benefit of the Grantee's Premises, create an equitable servitude upon the Grantor's Property, and are covenants running with the land.

9. Miscellaneous.

a. Entire Agreement. This Agreement constitutes the entire agreement and understanding between Grantor and Grantee. Any amendments to this Agreement must be in writing and executed by Grantor and Grantee.

b. Severability. If any provision of this Agreement is invalid or unenforceable with respect to any Party, the remainder of this Agreement, or the application of such provision to persons other than those as to whom it is held invalid or unenforceable, shall not be affected, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

c. Due Authorization. Each Party hereby represents and warrants to the other that the person executing this Agreement on behalf of the warranting Party has the full right, power and authority to enter into, and execute, this Agreement on that Party's behalf, and that no consent from any other person or entity is necessary as a condition precedent to the legal effect of this Agreement.

d. Binding Agreement. This Agreement shall be binding on and inure to the benefit of the successors and permitted assignees of the Parties.

e. Governing Law. This Agreement shall be governed by the laws of the State of Georgia.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the day and year first written above.

GRANTOR:

**FIRST CHRISTIAN CHURCH OF
PERRY, GEORGIA, INC.,**

ATTEST:

By: _____

Printed Name: _____

Title: _____

Date: _____

Name: _____
Title: _____

GRANTEE:

CITY OF PERRY, GEORGIA

ATTEST:

By: _____

Printed Name: _____

Title: _____

Date: _____

Name: _____
Title: _____

STATE OF GEORGIA)
COUNTY OF HOUSTON)

Before me, a Notary Public, personally appeared _____,
with whom I am personally acquainted (or whose identity has been proven to me on
the basis of satisfactory evidence), who acknowledged himself/herself to be the
_____ of FIRST CHRISTIAN CHURCH OF PERRY, GEORGIA,
INC., and who affirmed that, being duly authorized, (s)he executed the foregoing
instrument on behalf of FIRST CHRISTIAN CHURCH OF PERRY, GEORGIA for
the purposes therein contained.

Witness my hand and seal, this _____ day of _____, 201_____.

NOTARY PUBLIC

My Commission Expires:

(NOTARIAL SEAL)

STATE OF GEORGIA)
COUNTY OF HOUSTON)

Before me, a Notary Public, personally appeared _____,
with whom I am personally acquainted (or whose identity has been proven to me on
the basis of satisfactory evidence), who acknowledged himself/herself to be the
_____ of the CITY OF PERRY, GEORGIA, and who affirmed that,
being duly authorized, (s he executed the foregoing instrument on behalf of the CITY
OF PERRY, GEORGIA for the purposes therein contained.

Witness my hand and seal this _____ day of _____, 201_____.

NOTARY PUBLIC

My Commission Expires:

EXHIBIT A

Grantor's Property

EXHIBIT "A"
Legal Description

Property located in Houston County, Georgia

All that tract or parcel of land situate, lying and being in Land Lot 76 of the Tenth Land District of Houston County, Georgia and being known and designated as Parcel "A" on a plat of survey prepared by Richard L. Jones on April 15, 1987 and recorded in Map Book 32, Page 152, Clerk's Office, Houston Superior Court. Said plat and the recorded copy thereof are hereby made a part of this description by reference thereto.

AND BEING the same property conveyed to City of Perry, Georgia from R-O, Inc., by Warranty Deed dated June 25, 1987 and recorded June 25, 1987 in Deed Book 773, Page 60.

Tax Parcel No. OP41A0 166000

FILE NO: P 87-4165

WARRANTY DEED

STATE OF GEORGIA, COUNTY OF HOUSTON

THIS INDENTURE, Made the _____ day of _____, in the year
one thousand nine hundred eighty-seven, between

R-O, INC.

of the County of HOUSTON and State of Georgia, as party or parties of the first part, hereinafter called Grantor,
and
CITY OF PERRY, GEORGIA

of the County of HOUSTON and State of Georgia as party or parties of the second part, hereinafter called
Grantee (the words "Grantor" and "Grantee" to include their respective heirs, successors and assigns where the
context requires or permits).

WITNESSETH that Grantor, for and in consideration of the sum of OTHER VALUABLE
CONSIDERATIONS AND ONE (\$1.00)----- DOLLARS

In hand paid at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged,
has granted, bargained, sold, alienated, conveyed and confirmed and by these presents does grant, bargain, sell,
alien, convey or confirm unto the said Grantee, all the following described property, to-wit:

All that tract or parcel of land situate, lying and
being in Land Lot 76 of the Tenth Land District of
Houston County, Georgia and being known and designated
as Parcel "A" on a plat of survey prepared by Richard
L. Jones on April 15, 1987 and recorded in Map Book 32,
Page 152, Clerk's Office, Houston Superior Court. Said
plat and the recorded copy thereof are hereby made a
part of this description by reference thereto.

Georgia, Houston County
Real Estate Transfer Tax
Paid \$ -0-
Date JUN 25 1987

Carolyn V. Sullivan
Clerk Superior Court

CLERK SUPERIOR COURT

JUN 25 PM 3:58

FILED
RECORDS CLERK

TO HAVE AND TO HOLD the said tract or parcel of land, with all and singular the rights, members and ap-
partenances thereto, to the uses being, belonging or in anywise appertaining, to the only proper use, benefit and be-
hoof of the said Grantee forever in FEW SIMPLE.

AND THE SAID Grantor warrants and will forever defend the right and title to the above described property
unto the said Grantee against the claims of all persons whomsoever.

IN WITNESS WHEREOF, the Grantor has signed and sealed this deed, the day and year above written.

Signed, sealed and delivered in presence of:

R-O, INC.

By: *Richard L. Jones* - Pres. (Seal)

Attest: *Robert O. Jones* - Sec. (Seal)



My Commission Expires

Recorded JUN 25 1987
Carolyn V. Sullivan, Clerk

EXHIBIT B

Description of Right of Way Non-Exclusive Easement

RIGHT-OF-WAY EASEMENT

STATE OF GEORGIA
COUNTY OF HOUSTON

For and in consideration of the sum of One Dollar (\$1.00) and other good and valuable considerations, FIRST CHRISTIAN CHURCH OF PERRY, GEORGIA, INC., hereinafter called Grantor, hereby grants unto the CITY OF PERRY, GEORGIA, hereinafter called Grantee a right-of-way easement across the following described property:

All that tract or parcel of land situate, lying and being in Land Lot 76 of the Tenth Land District of Houston County, Georgia and being known and designated as Parcel "B" on a plat of survey prepared by Richard L. Jones on April 15, 1987 and recorded in Map Book 32, Page 152, Clerk's Office, Houston Superior Court. Said plat and the recorded copy thereof are hereby made a part of this description by reference thereto.

Said easement is conveyed in order to allow the Grantee ingress and egress and to erect, construct, install and hereafter use, operate, inspect, repair, maintain, replace and remove such utilities and other facilities as necessary to construct and maintain an improved municipal waterworks system, sewage collection system and natural gas system.

Grantee covenants to maintain said easement in good repair and efficiency so that no unreasonable damage will result from its use to the adjacent land of Grantor, its heirs, successors, assigns, or legal representatives.

Grantor covenants that it is the owner of the above described lands and conveys same to Grantee in fee simple.

The grant and other provisions of this right-of-way easement shall constitute a covenant running with the land for the benefit of the Grantee, its successors and assigns.

IN WITNESS WHEREOF, the Grantor herein has hereunto set its hand and seal this 10th day of June, 1987.

FIRST CHRISTIAN CHURCH OF
PERRY, GEORGIA, INC.

By: David H. Procter
Chairman, Steering Committee of First Christian Church

Attest: Carol V. Sullivan

FILED
EST JUN 25 PM 3:57
CLERK SUPERIOR COURT

Signed, sealed and delivered
in the presence of:

Carol V. Sullivan
Witness:
David H. Procter

NOTARY PUBLIC
My Commission Expires:
My Commission Expires Oct. 27, 1990

Georgia, Houston Superior Court

Recorded in BOOK 773 PAGE 57
JUN 25 1987, Carol V. Sullivan, Clerk

WALKER
IRVING &
GRAY
ATTORNEYS AT LAW
99 DAI & BINGEE
P. O. BOX 1824
MT. PLEASANT, MISSISSIPPI

Witnessed JUN 25 1987
Carolyn V. Sullivan, Clerk

Due & Return:
W H & C
P 07-8163

BOOK 773 PAGE 58

RIGHT-OF-WAY EASEMENT

STATE OF GEORGIA
COUNTY OF HOUSTON

For and in consideration of the sum of One Dollar (\$1.00) and other good and valuable considerations, LINDA H. BRINGLER AND JANET A. TYNER, as Trustees and in Trust for JANITA LYNNE TYNER hereinafter called Grantors, hereby grants unto the CITY OF PERRY, GEORGIA, hereinafter called Grantee a right-of-way easement across the following described property:

All that tract or parcel of land situate, lying and being in Land Lot 77 of the Tenth Land District of Houston County, Georgia and being known and designated as Parcel "D" on a plat of survey prepared by Richard L. Jones on April 15, 1987 and recorded in Map Book 32, Page 152, Clerk's Office, Houston Superior Court. Said plat and the recorded copy thereof are hereby made a part of this description by reference thereto.

Said easement is conveyed in order to allow the Grantee ingress and egress and to erect, construct, install and thereafter use, operate, inspect, repair, maintain, replace and remove such utilities and other facilities as necessary to construct and maintain an improved municipal waterworks system, sewage collection system and natural gas system.

Grantee covenants to maintain said easement in good repair and efficiency so that no unreasonable damage will result from its use to the adjacent land of Grantor, its heirs, successors, assigns, or legal representatives.

Grantors covenant that they are the owners of the above described lands and convey same to Grantee in fee simple.

The grant and other provisions of this right-of-way easement shall constitute a covenant running with the land for the benefit of the Grantee, its successors and assigns.

IN WITNESS WHEREOF, the Grantors herein have hereunto set their hands and seals this 10th day of June, 1987.

Linda H. Bringler
LINDA H. BRINGLER
Janet A. Tyner
JANET A. TYNER, no Trustee and
in Trust for Janita Lynne-Tyner

FILED
JUN 25 PM 3:57
HOUSTON COUNTY

Signed, sealed and delivered
in the presence of:
[Signature]
Witness
[Signature]
NOTARY PUBLIC

My Commission Expires
Notary Public, Houston County, Georgia
My Commission Expires Oct. 27, 1990

Georgia, Houston Superior Court
Recorded in BOOK 773 PAGE 58
JUN 26 1987, [Signature], Clerk

WALKER,
HILBERT &
GRAY
ATTORNEYS AT LAW
BY MAIL ONLY
P. O. BOX 1234
PERRY, GEORGIA 31069

Recorded JUN 25 1987
Cathyn V. Saffner, Clerk

Due & Return
W H & G
P 87-9168

RIGHT-OF-WAY EASEMENT

STATE OF GEORGIA
COUNTY OF HOUSTON

For and in consideration of the sum of One Dollar (\$1.00) and other good and valuable considerations, JUDY BACON POSEY, VONNIE KAY BACON SHERILL and JOSEPH L. BACON, JR., hereinafter called Grantors, hereby grant unto the CITY OF PHERRY, GEORGIA, hereinafter called Grantee a right-of-way easement across the following described property:

All that tract or parcel of land situate, lying and being in Land Lot 77 of the Tenth Land District of Houston County, Georgia known and designated as Parcel "C" on a plat of survey prepared by Richard L. Jones on April 15, 1987 and recorded in Map Book 32, Page 152, Clerk's Office, Houston Superior Court. Said plat and the recorded copy thereof are hereby made a part of this description by reference thereto.

Said easement is conveyed in order to allow the Grantee ingress and egress and to erect, construct, install and thereafter use, operate, inspect, repair, maintain, replace and remove such utilities and other facilities as necessary to construct and maintain an improved municipal waterworks system, sewage collection system and natural gas system.

Grantee covenants to maintain said easement in good repair and efficiency so that no unreasonable damage will result from its use to the adjacent land of Grantors, their heirs, successors, assigns, or legal representatives.

Grantor covenant that they are the owners of the above described lands and convey same to Grantee in fee simple.

The grant and other provisions of this right-of-way easement shall constitute a covenant running with the land for the benefit of the Grantee, its successors and assigns.

IN WITNESS WHEREOF, the Grantors herein have hereunto set their hands and seals this 22nd day of June, 1987.

Judy Bacon Posey
JUDY BACON POSEY
CLERK, HOUSTON COUNTY
FILED
JUN 26 PM 4:19
HOUSTON COUNTY

Signed, sealed and delivered in the presence of:
[Signature]
Witness
[Signature]
NOTARY PUBLIC
Houston County, Georgia
My Commission Expires Oct. 27, 1990

Vonnie Kay Bacon Sherill
VONNIE KAY BACON SHERILL

Signed, sealed and delivered in the presence of:
[Signature]
Witness
[Signature]
NOTARY PUBLIC
Houston County, Georgia
My Commission Expires July 24, 1990

Joseph L. Bacon, Jr.
JOSEPH L. BACON, JR.

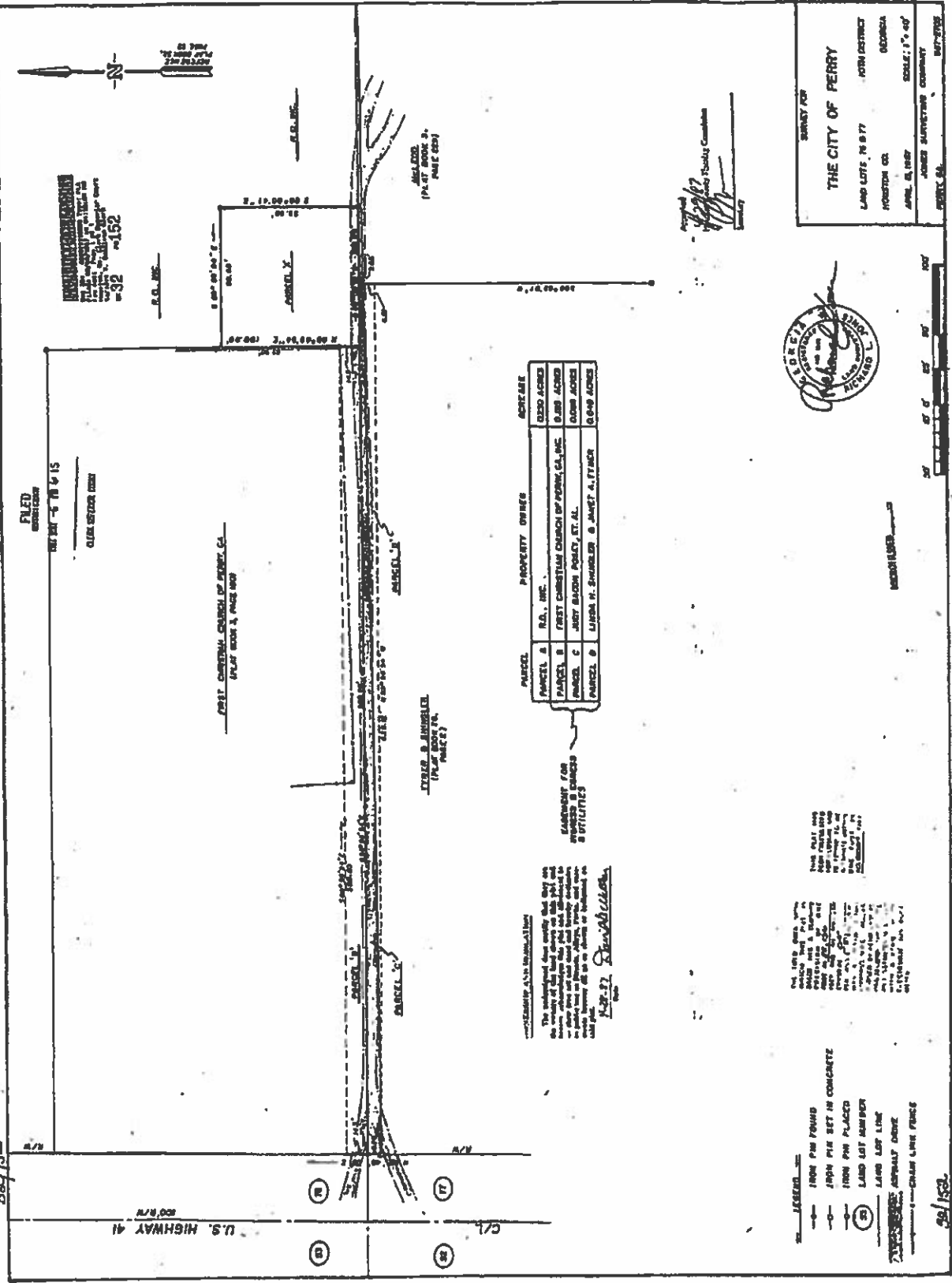
WALKER, MILBERT & GRAY
ATTORNEYS AT LAW
609 BELL STREET
P. O. BOX 1724
PHERRY, GEORGIA 31820

Signed, sealed and delivered in the presence of:
[Signature]
Witness
[Signature]
NOTARY PUBLIC
Houston County, Georgia
My Commission Expires Nov. 18, 1986

Georgia, Houston Superior Court
Recorded in BOOK 773 PAGE 272
JUN 25 1987
Caryn V. Sullivan, Clerk

Recorded JUN 26 1987
Caryn V. Sullivan, Clerk

32/152



FILED

APR 21 1987

CLERK SUPERVISOR

FIRST CHRISTIAN CHURCH OF PERRY, GA
(PLAT BOOK 3, PAGE 60)

TRISTE B. SHUMLER
(PLAT BOOK 3, PAGE 60)

ALLEN
(PLAT BOOK 3, PAGE 60)

PARCEL	PROPERTY OWNER	ACREAGE
PARCEL A	R.D., INC.	0.20 ACRES
PARCEL B	FIRST CHRISTIAN CHURCH OF PERRY, GA, INC.	0.88 ACRES
PARCEL C	JUDY ELSON POSEY, ET AL.	0.08 ACRES
PARCEL D	LISA H. SHUMLER & JANET A. TIHEN	0.64 ACRES

EASEMENT FOR UTILITY LINES

REMARKS AND EXPLANATION
The indicated area hereby set out as the right-of-way for the utility lines shown on this plat is to be used for the installation and maintenance of utility lines and for the installation and maintenance of any other utility lines that may be required in the future. The utility lines shall be installed and maintained in accordance with the standards and specifications of the utility companies having jurisdiction over the same.

- IRON PILE FOUND
- IRON PILE SET IN CONCRETE
- IRON PILE PLACED
- LAND LOT NUMBER
- LAND LOT LINE
- APPROVAL DRIVE
- CHALK LINE PERCS



THE CITY OF PERRY
LAND LOTS, 1987
PERRY DISTRICT
GEORGIA
APRIL 21, 1987
JAMES SUPERVISOR
PERRY, GA.

32/152



CITY OF PERRY PURCHASE CARD (P-CARD) Policy
Revised 7-15-2019

Program Over-view and Purpose

The purpose of the Procurement Card (P-Card) Program is to establish a faster, more cost-effective method for authorized employees to make purchases of supplies, materials, equipment, and services for City business use. The program streamlines payments by reducing the administrative burdens and costs associated with traditional methods of payment.

The City of Perry P-Card Policy establishes minimum standards for use of the P-Card in order to ensure compliance with procurement policies and procedures. **The City of Perry Purchasing Policy and all related policies and procedures apply to the use of the P-Card. The P-card serves as a means of payment, not as an alternative to the City's procurement policies and procedures.**

Responsibilities

Finance Department

- **Provider Selection** - The Director of Administration will select the company to obtain the necessary P-Cards and establish a line of credit. Consideration will be given a company that can meet the general purchasing needs of the various City departments and the billing and payment requirements of the City.
- **Credit Limits** - The City Manager will establish the credit limits for each card issued within Council guidelines, recognizing that individual cards may vary with the types of goods and services which are anticipated to be acquired.
- **Payment** Payments made via P-card must be summarized on a "Statement of Expenditure" form and submitted to the Finance Department. The "Statement of Expenditure" form must include supporting documentation - departmental approval, P-card remittance, P-card receipt for goods or services, invoice for goods or services. Documentation must clearly show that goods or services were purchased using the P-card.
- **Declines** - In the event the P-card is declined by a vendor, the card holder should immediately contact the Finance Department. If the purchase is made after business hours, the employee must find an alternate payment method or terminate the purchase and contact the Finance Department during normal business hours.
- **Allocation of Fees and Interest** -Any department not submitting documentation to the Finance Department prior to the payment due date may incur a late fee and interest by the P-card company. The Finance Department will allocate such charges to the appropriate cost center.

Department

- **Issuance of Cards** - Department Heads will be issued a P-Card in the department's name. Department Heads may request the issuance of a P-card to other divisions within their department via a written request to the Director of Administration or her/his designee. The issuance of P-cards should be reserved for those employees whose job duties regularly require the purchase of goods and services. Employees who require only the occasional use of a P-card