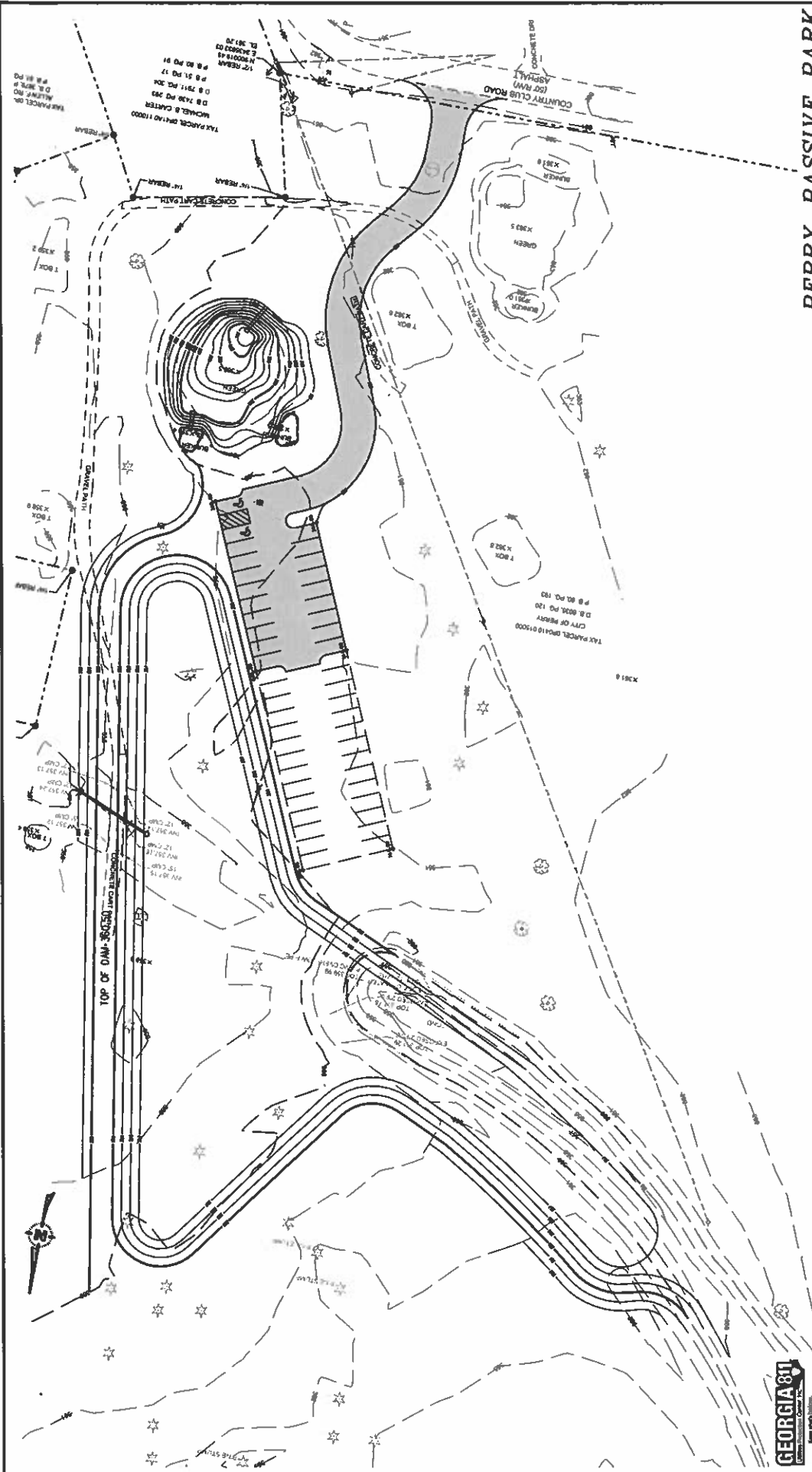




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**AGENDA
WORK SESSION
OF THE PERRY CITY COUNCIL
July 15, 2019
5:00 P.M.**

1. Call to Order: Mayor Pro Tempore Randall Walker, Presiding Officer.
2. Roll:
3. Items of Review/Discussion: Mayor Pro Tempore Randall Walker
 - 3a. Community Development Department
 1. Parking lot for the city's new passive park off of Country Club Road - Mr. C. McMurrian.
 - 3b. Department of Leisure Services
 1. Creekwood and Rozar Park Improvements – Mr. L. Gilmour.
 - 3c. Department of Administration
 1. Credit Card/Purchasing Card Policy revision – Mr. M. Worthington.
 - 3d. Police Department
 1. Discussion of school zone cameras – Chief S. Lynn.
4. Council Member Items:
5. Department Head/Staff Items:
6. Adjourn.



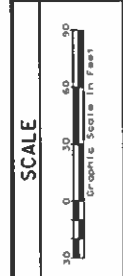
PERRY PASSIVE PARK

OVERALL CONCEPT PLAN
 CITY OF PERRY, GEORGIA
 1211 WASHINGTON STREET
 PERRY, GA 31099
 SAUNDERS ENGINEERING CONSULTANTS, INC.
 104 C. GARY ROAD, CHATTAHOOCHEE, GA 31028
 (478) 553-1228 (478) 553-1248 FAX

DATE	REVISIONS	DATE	REVISIONS



DATE	REVISIONS	DATE	REVISIONS



SAUNDERS
 Engineering
 Consultants, Inc.
 104 C. GARY ROAD, CHATTAHOOCHEE, GA 31028
 (478) 553-1228 (478) 553-1248 FAX

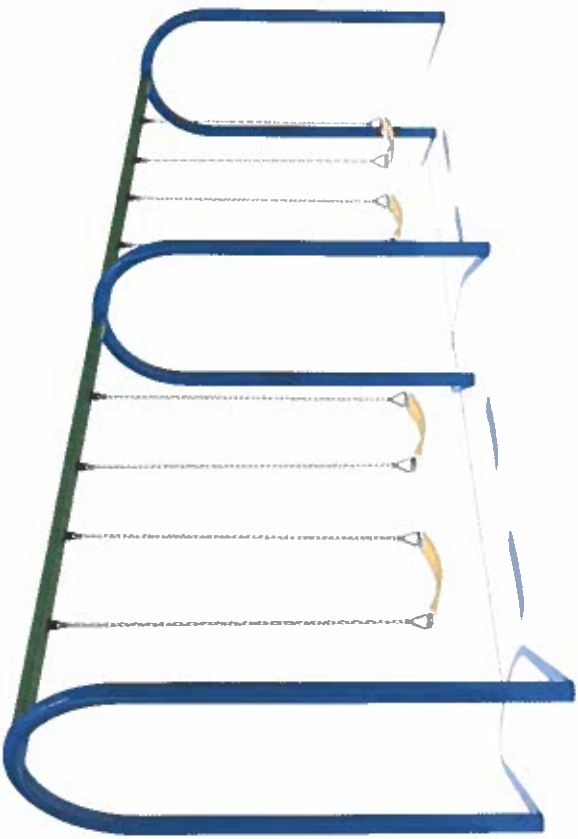
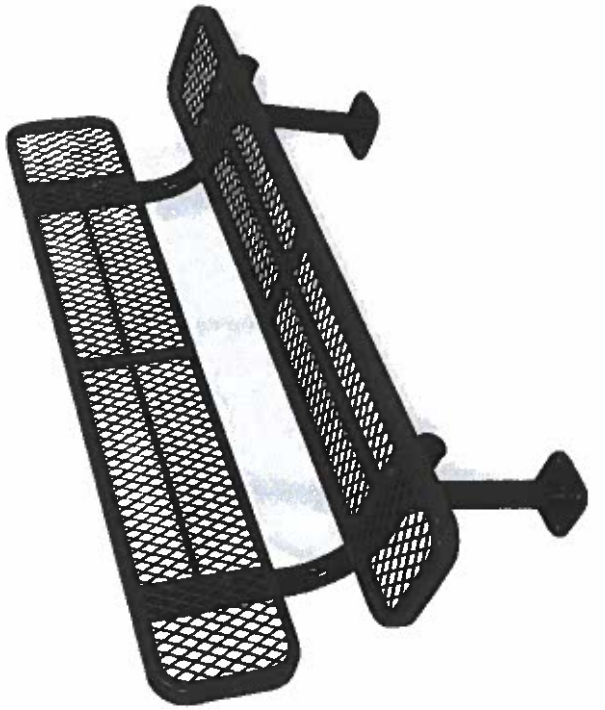
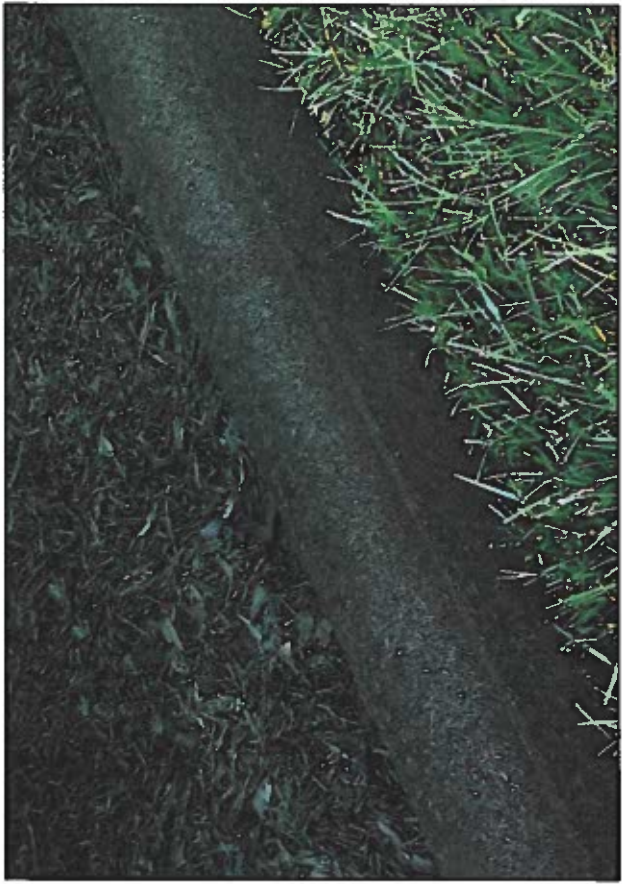


Creekwood and Rozar Park Improvements Swing Sets and Benches

July 15, 2019

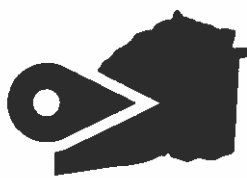


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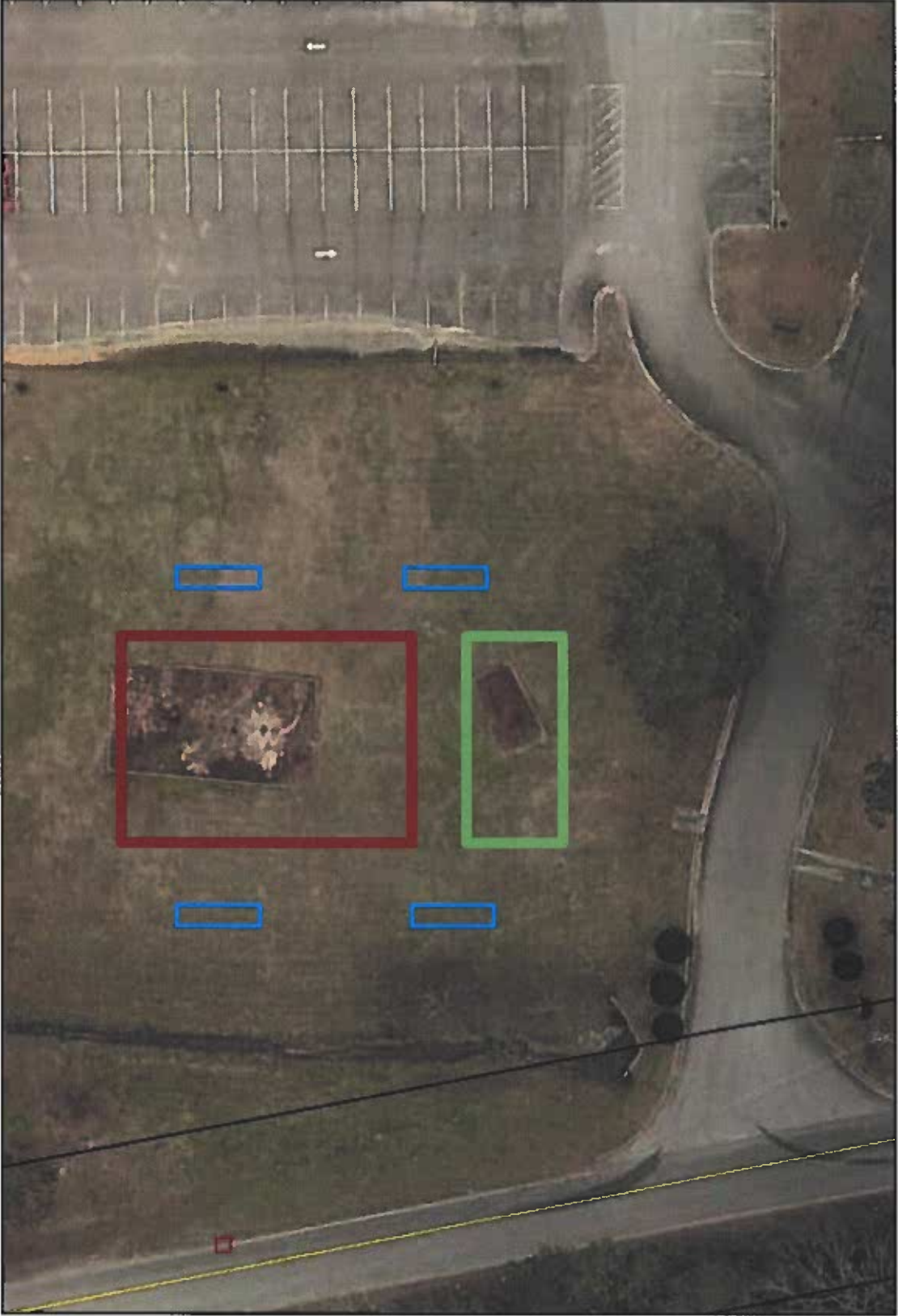
ESTIMATED COSTS

<u>ITEM</u>	<u>COST</u>	<u>QUANTITY</u>	<u>TOTAL</u>
Arch Swings	\$2,500	2	\$5,000
Park Bench	\$400	8	\$3,200
Engineered Wood Fiber	\$30	30	\$900
Rubber Barriers	\$42	40	\$1,680
			\$10,780





Rozar Park





Creekwood Park



Questions?



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CITY OF PERRY PURCHASE CARD (P-CARD) Policy

Revised 7-15-2019

Program Over-view and Purpose

To allow departments to purchase goods and services directly from vendors when items are needed, but it is not expedient, practical or desirable to have either a check or cash available when payment is demanded.

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

- **Company Provider Selection** - The Director of Administration will select the company to obtain the necessary ~~credit cards~~ 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* ~~Credit card bills submitted to the finance department~~ must include supporting documentation - departmental approval, ~~credit P-card remittance, credit P-card receipt for goods or services, invoice for goods or services.~~ Documentation must clearly show that goods or services were purchased using the ~~credit P-card.~~
- **Declines** - In the event the ~~credit 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 ~~accounts payable~~ the Finance Department prior to payment due date may ~~in a timely manner~~ will incur a late fee and interest by the ~~credit P-card~~ company. The Finance ~~office~~ Department will allocate such ~~fees charges~~ to the appropriate ~~department cost center.~~



Department

- **Number Issuance of Cards** - ~~Each department head will be issued one card for their department and determine which employees will be allowed to use it.~~ 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 should coordinate purchases through their Department Head or designee. All employees issued or authorized to use ~~the credit~~ a P-card must sign an acknowledgement form recognizing their responsibility to comply with the City's ~~credit~~ P-card policy.
- **Use of the Card** -The use of the ~~credit~~ P-card is restricted for City government to acquire goods and services which are appropriate for the conduction of City business. Purchases must follow the City's purchasing policy. Each Department Head is responsible for the use of the P-cards by their department. The Department Head is responsible to ensure all ~~credit~~ P-card charges are for legitimate City business and adequate funds are available within the departments approved budget.
- **Personal Use Prohibited** - Personal expenditures are prohibited from being placed on the City ~~credit~~ P-card even if the intent is to repay the City.
- **Protection of Card** -The Department Head is responsible for the protection and custody of the ~~credit~~ P-card(s) issued to its departmental employees. The card holder must immediately report a lost or stolen card to the ~~credit~~ P-card issuing company (1-800 # will be given to the card holder). The Department Head or employee must notify the Finance Department immediately of any lost or stolen cards (if after business hours the next business day). The ~~credit~~ P-card must be surrendered upon termination of employment.
- **Tax - Exempt** - Users must notify vendors or merchants that the transaction is exempt from Georgia sales and use taxes if the goods are purchased in the state of Georgia. An exemption form can be obtained from the Finance Department.
- **Reconciliation of Statement** - Each department is responsible for reconciling charges on the monthly statement to the departmental employee's receipts. Any disputes, credits or billing errors with the vendor will be handled at the department level.
- **Credits** - All credits will be issued through the ~~credit~~ P-card. Under no circumstance should a cardholder accept cash in lieu of a credit to the ~~credit~~ P-card.



ATTACHMENT A

City of Perry ~~Credit~~ Purchase Card Agreement

Requirements for use of a City of Perry ~~credit~~ Purchase Card:

1. The ~~credit~~ P-card is to be used only for legitimate business purchases at the request of and for the benefit of the City of Perry within the guidelines of the City's purchasing policy.
2. The ~~credit~~ P-card must be used in accordance with the provisions of the ~~Credit~~ Purchase Card Policy established by the City of Perry as attached hereto.

Violations of these requirements may result in revocation of use privileges. Employees found to have inappropriately used ~~the credit~~ a P-card will be required to reimburse the City of Perry for all costs associated with the improper use through direct payment or payroll deduction. Disciplinary action may be taken up to and including termination. The City of Perry will investigate and commence, in appropriate cases, criminal prosecution against any employee found to have misused ~~the credit~~ a P-card or who violates the provisions of the cardholder agreement.

~~Credit~~ P-Card Number: _____

Received By: _____

Name (Please Print)

I acknowledge receipt of the attached ~~Credit~~ Purchase Card Policy and agree to abide by said Policy.

Signature: _____

Date: _____