



Where Georgia comes together.

REGULAR MEETING OF THE PERRY CITY COUNCIL
February 18, 2020
6:00 P.M.

1. Call to Order: Mayor Randall Walker, Presiding Officer.
2. Roll.
3. Invocation and Pledge of Allegiance to the Flag: Mayor Randall Walker
4. Appearance:
 - 4a. Mr. Warren Johnson
 - Stormwater issues in Legacy Park subdivision
 - Live gas lines running under houses without the homeowners' knowledge
5. Recognition(s) /Presentation(s):
 - 5a. Presentation to Mayor and Council from GAWP – Mr. M. Thomas.
 - 5b. Introduction of Animal Control Officer Kira Marzig – Chief S. Lynn
6. Community Partner(s) Update(s):
7. Citizens with Input.
8. Review of Minutes: Mayor Randall Walker
 - 8a. Council's Consideration – Minutes of the February 3, 2020 work session, February 4, 2020 pre council meeting and February 4, 2020 council meeting.
9. Old Business: Mayor Randall Walker
 - 9a. Mayor Randall Walker
 - 9b. Council Members
 - 9c. City Attorney Brooke Newby
 - 9d. City Manager Lee Gilmour
 - 9e. Assistant City Manager Robert Smith
10. New Business: Mayor Randall Walker
 - 10a. Matters referred from February 18, 2020 pre council meeting.
 - 10b. Resolution(s) for Introduction and Adoption:

1. Resolution supporting legislation for the Georgia Local Government Infrastructure Finance Authority Act – Mayor R. Walker.
2. Resolution declaring certain vehicles and equipment surplus – Ms. B. King.

10c. Award of Bid(s):

1. Bid No. 2020-30 Two (2) Half Ton Pickup Truck –
Mr. M. Worthington

10d. Purchasing Policy Revision – Mr. M. Worthington

11. Council Members Items:
12. Department Heads/Staff Items.
13. General Public Items:
14. Mayor Items:
15. Adjourn.

In accordance with the Americans with Disabilities Act, accommodations are available for those who are hearing impaired and/or in need of a wheelchair. The Perry City Council Agenda and supporting material for each item is available on-line through the City's website at www.perry-ga.gov.

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

1. Call to Order: Mayor Randall Walker, Presiding Officer, called to order the work session meeting held February 3, 2020 at 5:00 p.m.

2. Roll:

Elected Officials Present: Mayor Randall Walker, Mayor Pro-Tempore Willie King and Council Members Phyllis Bynum-Grace, Robert Jones, Joy Peterson, Darryl Albritton and Riley Hunt.

Staff: City Manager Lee Gilmour, Assistant City Manager Robert Smith, City Attorney Brooke Newby, and Recording Clerk Joni Ary.

City Departmental Staffing: Chief Steve Lynn – Police Department, Chief Lee Parker – Fire and Emergency Services Department, Mitchell Worthington – Finance Director, Bryan Wood – Director of Community Development, Brenda King – Director of Administration, Chad McMurrian – Engineering Services Manager, Sedrick Swan – Director of Leisure Services, Anya Turpin – Special Events Coordinator and Tabitha Clark – Communications Manager.

Press: Lauren Harris – Houston Home Journal

3. Items of Review/Discussion: Mayor Randall Walker

3a. Department of Leisure Services.

1. Presentation: Future planning for disc golf.

Mr. Swan shared with Council the presentation relative to future planning for disc golf. Mr. Swan also reviewed with Council the possibility of having disc golf at another City destination park. The proposed improvements for disc golf at Rozar Park will cost \$4,913.00. Council concurred to proceed with improvements at Rozar Park.

3b. Finance Department:

1. Discussion of potential revisions to City purchasing policy.

Mr. Worthington reviewed with Council the revisions to the City purchasing policy. The revisions would increase the purchasing threshold for use of purchase vouchers/orders and would also increase

purchase order approval levels. Council concurred with provisions. Mr. Worthington will draft the revised policy to present to Council.

3c. Community Development Department:

1. Extension of Weleetka Trail.

Mr. McMurrian presented to Council several different options for the extension of Weleetka Trail. After review of the different options the Administration recommendation is to contact the property owner(s) that the Weleetka trail extension will affect to discuss options of possible easements.

3d. Office of the City Manager:

1. Presentation of communications plan.

Ms. Clark presented to Council the City's communication plan. Ms. Clark stated that this will be a fluid plan, changing and working for the needs of the City. Ms. Clark outlined how information for the City is distributed and how information relative to interview and questions can be handled. Council thanked Ms. Clark and stated that the plan looked great.

2. Review proposed job classification for Public Works Superintendent.

Mr. Smith reviewed with Council the proposed job classification for the Public Works Superintendent. This position will be a Department head and will not require college degree, only preferred. Council concurred to proceed with putting this item on Council's regular agenda for Tuesday, February 4, 2020.

3. Consider GDOT proposal to install 4G routers on City traffic signals.

Mr. Gilmour reviewed the proposal from GDOT to install 4G routers on five (5) traffic signals downtown at no cost to the City. The traffic signals GDOT would control would be on Commerce Street. The recommendation of the Administration is to decline offer. Council concurred to decline offer.

4. Consider request relative to City utilities easement. Ms. Newby reviewed with Council the request from Suez (Utility Services) to amend the current easement with First Christian Church. The request is to allow telecommunications to drive across property to access their antennae on the water towers. They must have prior written approval from the church before anything can be installed in ground. Council concurred to proceed with Ms. Newby presenting the request to the church for consideration.

5. Consider adjusting reference department on Purchasing Card Policy.

Mr. Gilmour requested approval of Council to adjust reference in

purchasing card policy from Administration to Finance Director. The current policy was written prior to the Director of Finance being appointed. Council concurred to proceed with change.

4. Council Member items:

Mayor Pro Tempore King and Council Members Peterson and Albritton had no items.

Council Member Hunt asked about P&M Grill, it is located outside the City limits of Perry. Council Member Hunt also asked about the trailer at Hilda Walker's property. Mr. Wood stated that the trailer is in compliance with code enforcement and their department is currently working to amend ordinance to include trailers.

Council Member Jones asked if the City could ask the Postmaster again to consider changing Kathleen's address to Perry. Council Member Jones also requested the City to look at possibly putting a school crossing guard at Matt Arthur Elementary. The Administration reminded Council that the school board would have to agree with new position to pay the 50/50 split. The Administration requested to have this item moved to Council's regular meeting on Tuesday, February 4, 2020 to discuss adding the additional crossing guard subject to the Houston County Board of Education agreeing to pay half the cost. Council concurred to proceed.

Council Member Bynum-Grace requested looking into continuing the sidewalk on Houston Lake Road and Third Street. The Administration stated he would investigate it and pricing and report back.

Mr. Robert Smith reminded Council to save the date for Thursday, March 12th for all day training with Ms. Ann Arnold will be hosting the state mandated training for Downtown Development Authority. The training will be held in Council chambers.

5. Department Heads/Staff items:

No reports from Mr. Gilmour, Ms. Newby, Mr. Worthington, Ms. King, Chief Lynn, Chief Parker, Mr. Smith, Ms. Fitzner, Mr. Swan and Mr. McMurrian.

Ms. Turpin presented to Council the International Festival that will be held on March 21st from 11:00 a.m. to 6:00 p.m. The event will have three (3) stages with musical, dancers and wellness stages.

Mr. Wood presented to Council for consideration a property donation of three (3) acres at Stonebridge/Stonegate properties. The developer is wanted to donate the property with the condition to have the sewer lines be allowed to run through the property to connect the two developments. The Administration recommendation is to accept the property donation with no conditions. Council concurred with recommendation.

Mr. Wood reminded Council that Census mailers will go out next month. Residents can complete the Census online, phone or mail. The Georgia Women will be a Rigby's on February 13, 2020 from 4:30 p.m. – 6:00 p.m. to fill out post cards to remind residents to complete and return their Census forms. Council is invited to come

participate writing personal post cards.

Mayor Walker entertained a motion to enter into executive session for the purpose of real estate.

6. Executive Session entered at 7:25 p.m. Council Member Jones moved to adjourn the work session and enter into executive session for the purpose of real estate. Mayor Pro-Tempore King seconded the motion and it carried unanimously.
7. Executive Session adjourned at 8:10 p.m.; Council work session reconvened. Council adjourned the executive session held February 3, 2020 and reconvened into the work session.
8. Adopted Resolution No. 2020-05 stating the purpose of executive session held February 3, 2020 was to discuss real estate. Council Member Hunt moved to adopt a resolution stating the purpose of the Executive Session held on February 3, 2020 was to discuss real estate. Council Member Albritton seconded the motion and it carried unanimously. No action was taken. (*Resolution 2020-05 has been entered into the City's official book of record*).
9. Adjournment: There being no further business to come before Council in the reconvened work session held February 3, 2020 Council Member Peterson motioned to adjourn the meeting at 8:10 p.m.; Council Member Bynum-Grace seconded the motion and it carried unanimously.

MINUTES
PRE COUNCIL MEETING
OF THE PERRY CITY COUNCIL
February 4, 2020
5:00 P.M.

1. Call to Order: Mayor Randall Walker, Presiding Officer, called to order the pre council meeting held February 4, 2020 at 5:00 p.m.

2. Roll:

Elected Officials Present: Mayor Randall Walker, Mayor Pro Tempore Willie King and Council Members Phyllis Bynum-Grace, Joy Peterson, Robert Jones and Riley Hunt.

Elected Official Absent: Council Member Darryl Albritton

City Staff: City Manager Lee Gilmour, Assistant City Manager Robert Smith, City Attorney Brooke Newby, and Recording Clerk Annie Warren.

Departmental Staffing: Chief Steve Lynn – Perry Police Department, Battalion Chief Kirk Crumpton - Fire and Emergency Services Department, Haley Bryant – Main Street Coordinator and Tabitha Clark – Communications Manager.

Media: Lauren Harris – Houston Home Journal

3. Items of Review/Discussion: Mayor Randall Walker

3a. Discussion of February 4, 2020 council meeting agenda.

10a (1). Approve job Classification description for Public Works Superintendent. Mr. Smith advised this is a new a position for the city therefore a new job description is brought to Council for review and approval. This is a department head level position that will oversee all operations of Public Works.

10a (2). Approve additional crossing guard position subject to the Houston County Board of Education funding half the cost. Mayor Walker recommended tabling this item because Dr. Scott advised Mayor Walker that the Board has an in depth process that they go through before they make any recommendations. Dr. Scott asked that they be allowed to go through their process before any action is taken. Council concurred with Mayor Walker's recommendation of tabling the item.

10b (1). Resolution affirming purchase of Cherokee Pines Park. Ms. Newby advised this is a housekeeping item; at Council's November 5, 2018 work session the purchase was approved by Council, but it was never passed in a resolution. The purchase took place November 30, 2018 and the satisfaction of

the security deed was granted November 30, 2018. Ms. Newby would like to have it documented in the file.

10b (2). Resolution to amend Perry Fee Schedule. Mr. Gilmour stated the purpose of the resolution is two-fold, to increase the rent at the Perry Arts Center and recommendation to make an adjustment on the water/wastewater consumption fees for industrial clients requiring to put in pre-treatment for water going in and/or wastewater coming out.

10c. Approval to apply for the 2020 Fireworks Tax Grant. Battalion Chief Crumpton requested approval to apply for a grant made possible from a tax on the sale of fireworks in the State of Georgia. The department is requesting to purchase particulate barrier hoods at two hoods per firefight for a total of 80 hoods. The cost per a hood is \$90, the total grant request will be \$7,200 and the city match will be ten percent or \$720.

10d (1). The City of Perry is hosting the Perry International Festival event on Saturday, March 21, 2020, from 11 a.m. until 6 p.m. Mr. Smith provided a brief overview of the Perry International Festival event.

4. Council Member Items:

No items from Mayor Pro Tempore King, Council Members Bynum-Grace, Peterson, Jones and Hunt.

Mr. Gilmour, Mr. Smith and Ms. Newby had no reports.

5. Department Head/Staff Items:

No items from Chief Lynn, Battalion Chief Crumpton and Ms. Clark.

Ms. Bryant

- reminded everyone of the sidewalk sale this weekend
- Perry Main Street was chosen Main Street of the Month via Georgia Main Street

Mayor Walker announced the City received a letter from the Department of Community Affairs stating the City has been approved again for the Opportunity Zone for ten years.

6. Adjournment: There being no further business to come before Council in the pre council meeting held February 4, 2020, Council Member Hunt motioned to adjourn the meeting at 5:17 p.m. Council Member Jones seconded the motion and it carried unanimously.

MINUTES
REGULAR MEETING OF THE PERRY CITY COUNCIL
February 4, 2020
6:00 P.M.

1. Call to Order: Mayor Randall Walker, Presiding Officer, called to order the regular meeting of the Perry City Council held February 4, 2020 at 6:00 p.m.

2. Roll.

Elected Officials Present: Mayor Randall Walker; Mayor Pro Tempore Willie King and Council Members Phyllis Bynum-Grace, Joy Peterson, Riley Hunt and Robert Jones.

Elected Official Absent: Council Member Darryl Albritton

City Staff: City Manager Lee Gilmour, Assistant City Manager Robert Smith, City Attorney Brooke Newby, and Recording Clerk Janet Duffin.

Departmental Staffing: Chief Steve Lynn – Perry Police Department, Battalion Chief Kirk Crumpton – Fire and Emergency Services Department, Bryan Wood – Director of Community Development, Brenda King – Director of Administration, Mitchell Worthington – Director of Finance, Sedrick Swan – Director of Leisure Services, Haley Bryant – Main Street Coordinator, Corporal Van Arflin – Perry Police Department and Tabitha Clark – Digital Communications Manager.

Guest(s): Corporal Arflin's family

Media: Lauren Harris - Houston Home Journal

3. Invocation and Pledge of Allegiance to the Flag:

Council Member Jones rendered the invocation and Council Member Peterson led the pledge of allegiance to the flag.

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

4a. Recognition of Corporal Van Arflin: Chief Lynn presented to Corporal Arflin a Certificate of Appreciation plaque from the Georgia Association of Chiefs of Police recognizing his dedication to the State of Georgia Law Enforcement Certification program as a certification manager.

5. Community Partner(s) Update(s): none

6. Mayor/Council Joint Appointment(s).

6a. Perry Main Street Advisory Board – Trish Cossart

Mayor Walker advised a letter was received from Mrs. Haley Bryant, Main

Street Coordinator, that stated the Downtown Merchant Council voted unanimously to have Ms. Trish Cossart to continue to represent the group on the Perry Main Street Advisory Board. The Board is recommending Ms. Trish Cossart be reappointed as the Downtown Merchant Council representative to the Perry Main Street Advisory Board.

Council Member Hunt motioned to accept the appointment; Council Member Jones seconded the motion and it carried unanimously.

6b. Housing Authority of the City of Perry – Phyllis Ingram

Mayor Walker advised a letter was received from Mr. Chris Kinnas, Perry Housing Authority, requesting the re-appointment of Ms. Phyllis Ingram as a Resident Board Commissioner for an additional one-year term.

Council Member Bynum-Grace motioned to accept the appointment; Council Member Jones seconded the motion and it carried unanimously.

7. Citizens with Input. none

8. Review of Minutes: Mayor Randall Walker

8a. Council's Consideration – Minutes of the January 13, 2020 work session, January 21, 2020 pre council meeting and January 21, 2020 council meeting.

Mayor Pro Tempore King motioned to accept the minutes as submitted; Council Member Jones seconded the motion and it carried unanimously.

9. Old Business: Mayor Randall Walker

9a. Mayor Randall Walker - none

9b. Council Members - none

9c. City Attorney Brooke Newby - none

9d. City Manager Lee Gilmour - none

9e. Assistant City Manager Robert Smith –none

10. New Business: Mayor Randall Walker

10a. Matters referred from February 3, 2020 work session and February 4, 2020 pre council meeting.

1. Approve job classification description for Public Works Superintendent. Mr. Smith presented for Council's consider a job classification description for Public Works Superintendent. Council Member Hunt motioned to approve as submitted; Council Member Jones seconded the motion and it carried unanimously.

2. Approve additional crossing guard position subject to the Houston County Board of Education funding half the cost. Mayor Walker

recommended tabling this item. Council Member Jones motioned to table this item; Council Member Bynum-Grace seconded the motion and it carried unanimously.

10b. Resolution(s) for Introduction and Adoption:

1. Adopted Resolution 2020-06 affirming purchase of Cherokee Pines Park. Ms. Newby advised this is a matter of housekeeping to officially document in resolution form to affirm the purchase. Council Member Bynum-Grace moved to adopt the resolution as submitted; Council Member Jones seconded the motion and it carried unanimously. *(Resolution 2020-06 has been entered into the City's official book of record.)*
2. Adopted Resolution 2020-07 amending the Perry Fee Schedule. Mr. Gilmour presented for Council's consideration a resolution amending the City of Perry Fee Schedule to adjust rents at the Perry Arts Center and to provide a discount consumption rate for industrial clients requiring pre-treatment of water and/or wastewater. Council Member Jones motioned to adopt the resolution as submitted; Council Member Bynum-Grace seconded the motion and it carried unanimously. *(Resolution 2020-07 has been entered into the City's official book of record.)*

10c. Approval to apply for the 2020 Fireworks Tax Grant. Battalion Chief Crumpton requested Council's approval to apply for the 2020 Fireworks Tax Grant to purchase barrier hoods. Council Member Hunt motioned to approve the grant as requested; Council Member Jones seconded the motion and it carried unanimously.

10d. Special Events Application(s): Mr. R. Smith

1. The City of Perry is hosting the Perry International Festival event on Saturday, March 21, 2020, from 11 a.m. until 6 p.m.

Mr. Smith stated that the Perry International Festival will be held on March 21, from 11 a.m. until 6 p.m. Request ancillary support and the following road closures:

Road closures requested (7am to 7pm):

- * Carroll Street (From Marion to Washington)
- * Jernigan Street (From Commerce to Main)
- * Ball Street (From Commerce to Main)

Council Member Jones moved to approve the special event application as submitted; Mayor Pro Tempore King seconded the motion and it carried unanimously.

11. Council Members Items: none
12. Department Heads/Staff Items.
No reports from Mr. Gilmour, Ms. Newby, Mr. Smith, Ms. Warren, Ms. King, Mr. Wood, Mr. Swan, Chief Lynn, Battalion Chief Crumpton, Mr. Worthington, Ms. Bryant and Ms. Clark.
13. General Public Items: none
14. Mayor Items: none
15. Adjournment: There being no further business to come before Council in the council meeting held February 4, 2020, Council Member Hunt motioned to adjourn the meeting at 6:16 p.m. Council Member Jones seconded the motion and it carried unanimously.

**A RESOLUTION
SUPPORTING LEGISLATION FOR THE GEORGIA LOCAL
GOVERNMENT INFRASTRUCTURE FINANCE AUTHORITY
ACT**

WHEREAS, locally elected officials work in partnership with citizens, the state of Georgia and the federal government to address ongoing funding needs for infrastructure projects and other capital investments which are crucial to maintaining safe communities and impact economic development efforts; and

WHEREAS, Georgia cities have \$11.2 billion of capital needs between now and the year 2022, with the greatest needs being infrastructure, public safety and government buildings; and

WHEREAS, taxpayers consistently continue to invest local dollars by supporting Special Purpose Local Option Sales Tax (SPLOST) and Transportation Special Purpose Local Option Sales Tax (TSPLOST) referendums; and

WHEREAS, tax increases alone will not be sufficient to address all outstanding projects, state legislation to establish a local government finance authority would provide a lower cost, efficient source for municipal and county governments to fund various projects and equipment needs; and

WHEREAS, an authority could be operated by both Georgia Municipal Association (GMA) and Association County Commissioners of Georgia (ACCG) to issue tax-exempt bonds to local government for financing of goods, real and personal property, structures and supplies; and

WHEREAS, such financing would be through revenue bonds pursuant to intergovernmental contracts; and

WHEREAS, while municipalities are currently authorized under Georgia law to participate in lease purchase financing, it is more expensive relative to other governmental financing options; and

WHEREAS, changing state law to provide municipalities and counties a more efficient funding source through the issuance of pooled revenue bonds by a local government finance authority will reduce the overall costs of capital spending and save Georgia taxpayers dollars.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF PERRY, GEORGIA, that this body voices its support for the Georgia Local Government Infrastructure Finance Authority Act.

SO RESOLVED, this 18th day of February 2020

CITY OF PERRY

By: _____
RANDALL WALKER, MAYOR

City Seal

Attest: _____
ANNIE WARREN, CITY CLERK

**A RESOLUTION
DECLARING CERTAIN VEHICLES AND EQUIPMENT SURPLUS**

WHEREAS, the Department of Administration – Vehicle Maintenance Division is recommending certain vehicles and equipment be declared surplus; and

WHEREAS, the Department is requesting authorization to proceed with disposal of said vehicles and equipment

NOW, THEREFORE, THE COUNCIL OF THE CITY OF PERRY HEREBY RESOLVES that

Section 1 The following equipment items are declared surplus and shall be disposed of per City process:

<u>Vehicle #</u>	<u>Description</u>	<u>Department</u>
1380	1999 Dodge Van	Leisure Services
160	2002 Chevrolet Silverado Forklift	Public Works Public Works

SO RESOLVED, this _____ day of February 2020.

CITY OF PERRY

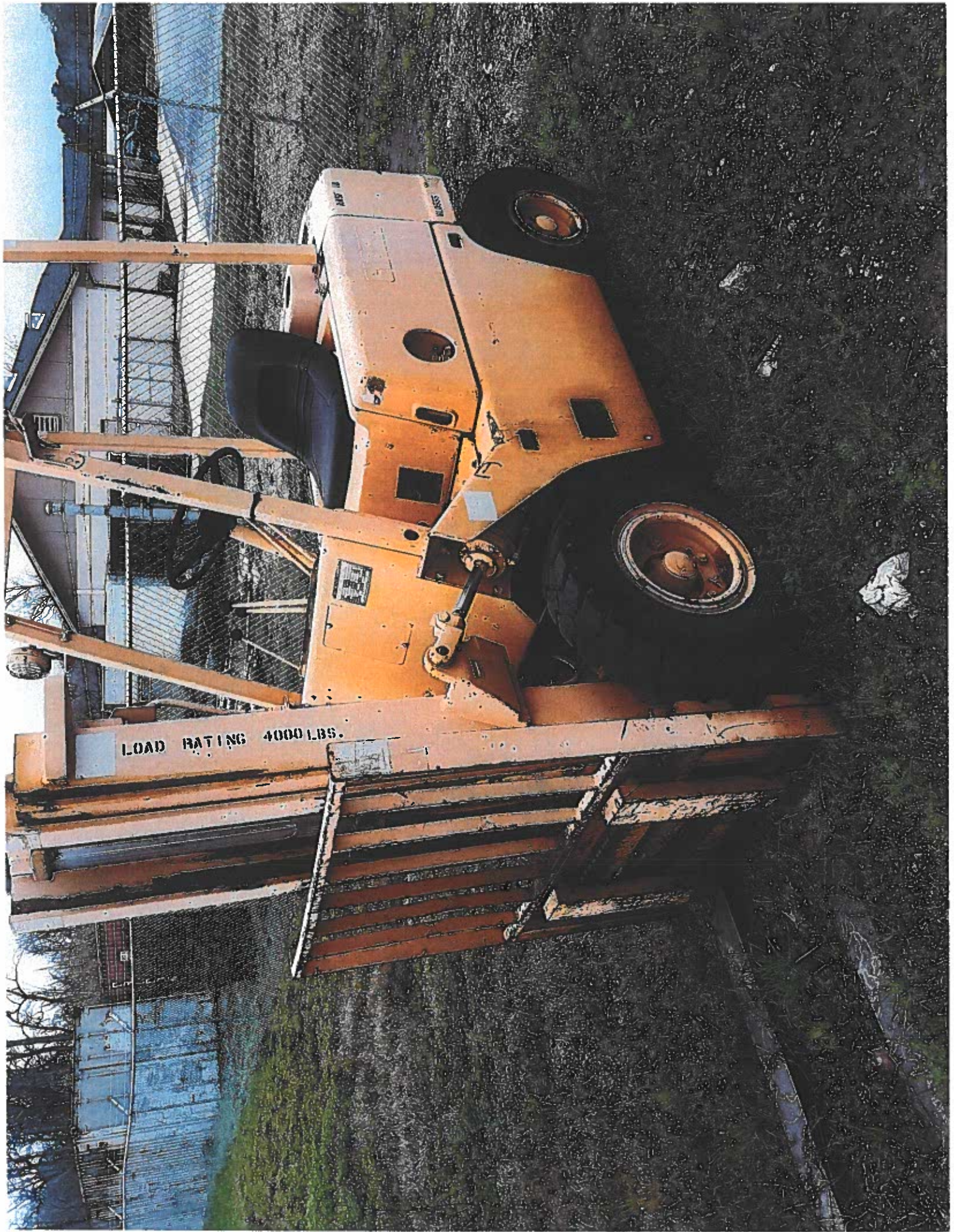
By: _____
RANDALL WALKER, MAYOR

City Seal

Attest: _____
ANNIE WARREN, CITY CLERK







LOAD RATING 4000 LBS.

Bid Submittal Summary Sheet

Bid Title/Number: 2020-30 Half Ton Pickup Truck
Quantity: Two (2)

M&CC Meeting Date: 2/18/2020

Funding Source: 50% Water/Sewerage Fund
50% Gas Fund

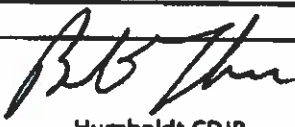
Budgeted Expense? Yes

Responsive Bidders:	Bid Amount
Humboldt CDJR	\$ 38,982.00
Beck Auto Sales INC.	\$ 39,020.00
Cass Burch Ram	\$ 39,514.00
Lonnie Cobb Ford	\$ 41,048.00
Griffin Chevrolet	\$ 43,000.00
Phil Brannen Ford of Perry	\$ 43,148.00
Alan Jay Automotive Management	\$ 43,220.00
Ginn Chrysler Jeep Dodge LLC	\$ 43,260.00
Prater Ford	\$ 43,368.56
Don Jackson CDJR	\$ 44,390.00
Daniels Chevrolet	\$ 50,360.00


Posting Sources:

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

Department Recommendation:

Vendor:	Humboldt CDJR
Amount:	\$ 38,982.00
Department:	Vehicle Maintenance
Department Representative:	Bob Taylor, Vehicle Maint Manager
Signature:	

Purchasing Agent Recommendation:

Vendor:	Humboldt CDJR
Amount:	\$ 38,982.00
Purchasing Agent:	Mitchell Worthington, Finance Director
Signature:	

CITY OF PERRY
PROCUREMENT POLICIES

Revised 2-18-2020

To be fully effective, the authority and responsibility for maintaining a centralized purchasing program must reside in the City Manager as Purchasing Agent (or his designee) and his immediate staff. This places the responsibility on those who have the interest and skill to do the procedure work properly and whose primary concern is the performance of uniform polices covering City-Vendor relationships as well as interdepartmental relationships, and it permits adequate controls to be exercised over expenditures.

The express purpose of this section of the manual is to establish a set of policies designed to guide the decision process as it relates to the procurement of supplies and services for use by the City of Perry.

POLICIES

1. CENTRALIZED PURCHASING. It shall be the policy of the City to maintain a centralized purchasing process with the Purchasing Agent. It shall be the Purchasing Agent's responsibility to administer purchasing polices, institute reports necessary to permit analysis or purchasing performance, negotiate and approve term contracts in concert with City Departments, consolidate purchases of like or common items, analyze prices paid for materials and equipment, and generally define how to obtain savings and to coordinate purchasing procedures.
2. SOURCE OF SUPPLY. The Purchasing Agent shall select sources of supply in concert with the appropriate Department. This shall be accomplished with a new view toward creating good vendor relations and promoting the best interests of the City. The City recognizes that frankness and fair dealing comprise the cornerstones to strong and lasting relationships with suppliers. As a general policy, purchases shall be awarded on the basis of availability, best price, delivery and quality taking into consideration the reputation and performance capability of the suppliers.
3. COMMITMENTS. On concert with City Departments, the Purchasing Agent shall conduct and conclude all negotiations affecting vendor selection, process, terms, delivery, etc. Commitments and orders in order to be valid, shall be stated by contract, letter or purchase order signed by the Purchasing Agent or a person duly authorized to sign in his stead. Negotiations leading up to, or likely to conclude in, contract arrangements shall not be conducted without the knowledge and authorization of the Purchasing Agent. No One other than the Purchasing Agent shall commit the City to any purchase, vendor, or product, or give any information concerning price or competitive performance. Exceptions to the above include emergencies, and other situations as detailed herein.

4. INTERDEPARTMENTAL RELATIONS. A central purchasing system cannot function properly without the cooperation and assistance of all Department Heads. It shall be the policy of the City to promote an intelligent and harmonious relationship between the Purchasing Agent and other City Departments relative procurement. The Purchasing agent has the duty and authority to request reconsideration of specifications or quantity of material if, in his opinion, it appears that the interest of the City may be better served. However, the final determination of quality and quantity will remain the prerogative of the requisitioning agency.

To enable the Purchasing Agent to develop the best source of supply, requisitions should be submitted as far in advance of the required date as possible. Useful information obtained by the Purchasing Agent from salesmen's interviews and direct mail will be forwarded to the appropriate City Departments. Using Departments are encouraged to reciprocate by forwarding useful information on materials and suppliers to the Purchasing Agent.

5. VENDOR RELATIONS. The Purchasing Agent will promote a program of fairness and friendship with all vendors. Salesmen will be received by the Purchasing Agent as promptly and courteously as time permits.

- a. Salesmen will only be received in other Departments after approval has been given, or arrangements have been made, by the Purchasing Agent.
- b. The Purchasing Agent will arrange interviews between vendor representatives and department Heads when it appears to be to the advantage of the City or when such an interview is requested by an appropriate City employee.
- c. No city employee is required to place his time at the disposal or discretion of salesmen. However, if any interview is to be denied, such will be acknowledged promptly, a reason given for not granting the interview, and the suggestion offered for the salesman to see the Purchasing Agent.
- d. The Purchasing Agent will handle all correspondence with suppliers except when technical or other details make it necessary or appropriate to assign such correspondence to another Department.
- e. Prices and other specific information received from vendors will be considered confidential. During negotiations, quotations received from one supplier will not be divulged to another.
- f. The Purchasing Agent will advise unsuccessful bidders as to the disposition of their quotations or bids at the request of the unsuccessful bidders.
- g. Vendor representatives who are unavailable at the time the Purchasing agent calls to request information on the status of an order or other inquiry are requested to return the call by the end of the working day on which it is made.

h. Salesmen calling on the City should be prepared to advise the Purchasing Agent on the status of existing City orders with their company.

6. GIFTS AND GRATUITIES. City employees are expressly prohibited from soliciting or accepting any rebates, money or costly entertainment, gift or gratuity from any person, company, firm or corporation to which any purchase order or contract is or might be awarded. The City will not tolerate circumstances that produce, or reasonably appear to produce, conflicts between the personal interests of an employee and the interests of the City, any purchase order or contract if it is found that substantial gifts or gratuities were offered to a City employee. The City may also take disciplinary action, including dismissal, against a City employee who solicits or accepts gifts or gratuities of any value whatsoever.

7. BID DEPOSITS. Bid deposits or surety shall be prescribed in the public notice inviting bids. Unsuccessful bidders shall be entitled to return of that deposit or surety. A successful bidder, upon failure on his part to enter into a contract within the time specified after written notification of the bid award, shall forfeit any surety deposited with the City.

8. PERFORMANCE BONDS. The City shall require a performance bond before entering a bid-based contract, and in such amount as shall be found necessary to protect the best interests of the City.

9. BIDDERS' LIST. With the aid of other City Department heads the Purchasing Agent shall compile and maintain a bidder' list. Vendors desiring to be listed shall advise the Purchasing Agent, in writing, of the following:

- a. Type of business.
- b. Name of officers, owners or partners.
- c. Persons authorized to sign bids, offers, and contracts.
- d. Type of equipment, supplies, materials sold and/or services provided.
- e. How long in present business.

10. AWARD OF BID-BASED CONTRACTS. City Council ~~will~~ *may* award bid-based contracts upon the recommendation of the Purchasing Agent. *Council awards bid-based contracts based on their determination of what is in the best interests of the City.* The award will usually be to the lowest and best responsible bidder. When an award is recommended not to be made or not to the lowest bidder, a full and complete statement of the reasons shall be prepared by the Purchasing Agent and shall be filed along with other papers relating to the transaction.

11. EXPEDITING. Expediting of “follow-up” on the delivery position of material on order will be accomplished by the Purchasing Agent. Any information other City Department may acquire or be requested to acquire concerning the delivery status of ordered material should be passed on to the Purchasing Agent.
12. TAX EXEMPTION. The City of Perry, Georgia, a municipality, is exempt from all city, state, and federal sales and excise taxes.
13. EMPLOYEE BIDDING. No city employee will be eligible to bid on City contracts, supply items, or any construction of any type unless authorized by Council.
14. All purchases for materials/services with a total cost of ~~\$500.00~~ \$1,500.00 or less and within current budget shall require a public voucher and be authorized by the department head or her/his designated representative. *It is the responsibility of the department head to obtain goods and services most advantageous to the City, price and other factors considered.*
15. All purchases for materials/services with a total cost between ~~\$501.00 and \$3,500.00~~ \$1,500.01 and \$5,000.00 and within current budget shall require a requisition with ~~telephone and/or fax~~ three (3) written quotes, when possible, and purchase order. The purchase order shall be authorized by the Purchasing Agent based on department head recommendation.
16. All purchases for materials/services with a total cost between ~~\$3,501.00 and \$5,000.00~~ \$5,000.01 and \$10,000.00 and within current budget shall require a requisition with ~~telephone and/or fax~~ three (3) written quotes, when possible, and a purchase order. The purchase order shall be issued by the Purchasing Agent based on the City Manager’s recommendation.
17. *All purchases for materials/services with a total cost between \$10,000.01 and \$25,000.000 and within current budget shall require a Request for Informal Quotes. The Purchasing Agent shall advertise the specifications for the purchase and contact vendors requesting written quotes. The purchase shall require a purchase order and award by City Council.*
18. All purchases for materials/services with a total cost exceeding ~~\$25,000.00~~ \$25,000.01 and within budget shall require a requisition, ~~formal bids-a~~ formal procurement process, a purchase order, and award by the City Council.
19. All non-budgeted purchases for materials/services exceeding the current budget shall require approval by the City Council.
20. Emergency purchases are authorized up to \$15,000.00 by the Mayor or City Manager. A report must be provided to the City Council within three (3) working days listing the reason for the purchase, amount of monies spent and funding source.

21. Change orders, within the current budget shall be authorized by the City Manager up to ~~\$5,000.00~~ \$10,000.00. A report must be provided to the Mayor and Council. Change orders exceeding the current budget or above ~~\$5,000.00~~ \$10,000.00 shall require approval by the City Council.
22. The City Manager shall provide on a regular basis a list of sole source vendors excluded from the bidding process.
23. ~~The City may use (1) State of Georgia contracts in lieu of issuing bids or buying locally when it is to the economic advantage of the City.~~
In lieu of a Request for Informal Quotes or a Formal Procurement Process, the City may purchase materials/services pursuant to a contract with (1) the State of Georgia or an agency thereof or (2) any government unit or agency thereof within the state of Georgia.
24. When it is determined by the Council that there would be a financial or operational benefit to the City as a result of less down time, faster delivery, improved routine or warranty maintenance schedule, better agent response or other best management practice advantageous to the City of Perry, the Council may enact a local vendor preference provision subject to the below criteria:
 - a. A local vendor is defined as a qualified provider of services and/or materials having had a City of Perry business license for at least one (1) year prior to the bid award date and issued a current business license.
 - b. The local vendor preference shall be to match the qualified, low non-local vendor's bid if the local vendor(s) is within seven (7) percent of the low bid. The local vendor(s) must confirm in writing within five (5) working days of the Council's enactment of matching or exceeding the low bid price. Failure to do so will void the local bidder preference provision.
 - c. If two (2) or more local bidders qualify for the preference, the lowest written submitted response within five (5) working days will receive the award.
 - d. This preference shall not apply to public works bids as defined by the State of Georgia.
25. If a bidder is determined to not meet the bid specifications it shall be immediately advised in writing of the basis for the determination. Should the bidder desire to appeal this determination, it must respond in writing within seven (7) working days of the date of the notice. This written response will be included in the bid package forwarded to the Council for review. The Council shall then decide if it wishes to consider the appeal. Council action is final.