

A G E N D A
City Council Meeting
Monday, September 20, 2021 – 6:00 p.m.

➤ OPENING

- Call to Order
- Invocation: Pastor Randall Frantz from the First Baptist Church of Garden City
- Pledge of Allegiance
- Roll Call
- Presentation of a Proclamation to Bessie Kicklighter in recognition of her years of service on City Council.

➤ FORMAL PUBLIC COMMENT

Formal Public Comment – City Council Agenda Protocol

The City of Garden City has identified this portion of the meeting to allow individuals an opportunity to formally address the City Council on issues of importance. Garden City requires that individuals who desire to formally address the City Council submit a written request form outlining the subject matter that they intend to discuss so that they can be placed on the meeting agenda. Members of the public desiring to be placed on the agenda to present or address matters to the City Council must submit a formal "**REQUEST TO BE PLACED ON THE CITY COUNCIL AGENDA**" form to the Office of the City Manager at least 10 days prior to the requested City Council meeting date that you wish to speak. City Council meetings are held on the first and third Monday of each month so the request must be submitted no later than 5:00 pm on the Friday which constitutes 10 days prior. The request can be done in person, regular mail, fax or e-mail and the speaker should obtain acknowledgement of the request from the City to demonstrate that the 10-day requirement has been met. The request form may be obtained from the Office of the City Manager and on the City's website www.gardencity-ga.gov. The request should state the name of the individual(s) desiring to be heard and the subject matter to be presented to City Council. Requests may be referred at the discretion of the City Manager, to appropriate staff for mediation prior to being placed on the public agenda. Please be advised the completion of a request form does not entitle the speaker to be added to the agenda.

➤ **Public Hearings:**

➤ **PC2118, Rezoning Request:** Receipt of public comment on a request by Greg Coleman, Coleman Company, Inc. to rezone 0 Old Louisville Road from C-2A to I-1; 4833 Old Louisville Road from R-2 to I-1 and 4840 Old Louisville Road from R-2 to I-1 for warehouse development.

Speaking to a Public Hearing Item Protocol

In the interests of time and to ensure fairness of all persons who appear before the City Council to speak for or against a public hearing item, speakers will be limited to three (3) minutes each to address City Council except as described herein. One speaker for the Petitioner may address the City Council for no more than 10 minutes, unless extended by the Mayor. In an effort help the City Council and the general public to better understand the issues, the Mayor may request that a City staff member address the City Council from the podium. Speakers from the general public may only speak when recognized by the Mayor during the public hearing. Speakers will be asked to come to the podium to address the City Council for three (3) minutes and they shall state their name and resident address for the record.

Speakers addressing City Council on a public hearing item should coordinate comments to respect City Council's time limits. Groups should select a spokesperson to present the major points that summarize their position and opinions. Speakers are urged to be brief and non-repetitive with their comments. Comments shall specifically address the public hearing item before the City Council, and the speaker shall maintain appropriate tone and decorum when addressing the City Council. City Council may ask questions of the applicant, speakers, or staff during these proceedings only for the purpose of clarifying information. The speaker shall not direct derogatory comments to any individual, organization, or business. At the conclusion of the three (3) minute time period, the speaker will be notified that his/her time has elapsed and the next speaker will be recognized to come forward to the podium and address the City Council. Once the public hearing is closed on an item, there will be no further opportunity for formal or informal public input at a City Council meeting.

***PROCEDURES FOR CONDUCTING PUBLIC HEARINGS ON PROPOSED ZONING DECISIONS BEFORE
GARDEN CITY'S MAYOR AND COUNCIL AND STANDARDS GOVERNING THE EXERCISE OF
CITY COUNCIL'S ZONING POWER***

Procedures for Conducting Public Hearings on Proposed Zoning Decisions:

All public hearings conducted by the Mayor and Council on Garden City, Georgia, on proposed zoning decisions shall be conducted as follows:

- (1) All public hearings by the Mayor and Council on zoning amendments shall be chaired by the Mayor.
- (2) The Mayor shall open the hearing by stating the specific zoning amendment being considered at the public hearing and further stating that printed copies of the adopted standards governing the exercise of the Mayor and Council's zoning power and the procedures governing the hearing are available to the public.
- (3) The Director of the City's Planning and Zoning Department shall advise the Mayor and Council of the recommendation of the Planning Commission when applicable.
- (4) The Mayor shall determine the number of attendees who desire to testify or present evidence at the hearing.
- (5) When there is a large number of individuals wishing to testify at a hearing, the Mayor may invoke time limits on individual speakers. In such cases, these time limits shall apply to all speakers. Proponents, including the petitioner or the petitioner's agent requesting the zoning decision, shall have no less than ten (10) minutes for the presentation of data, evidence, and expert opinions; opponents of the proposed decision shall have an equal minimum period of time. The Mayor may grant additional time; provided, however, an equal period of time shall be granted both sides.
- (6) The petitioner requesting such zoning decision, or the applicant's agent, shall be recognized first and shall be permitted to present and explain the request for the zoning decision. Thereafter, all individuals who so desire shall be permitted to speak in favor of the zoning decision.
- (7) After all individuals have had an opportunity to speak in accordance with subparagraph (6) above, those individuals present at the public hearing who wish to speak in opposition to the requested zoning decision shall have an opportunity to speak.
- (8) The Mayor may limit repetitious comments in the interest of time and may call for a show of hands of those persons present in favor of or opposed to the proposed decision.
- (9) It shall be the duty of the Mayor to maintain decorum and to assure the public hearing on the proposed decision is conducted in a fair and orderly manner.
- (10) Once all parties have concluded their testimony, the Mayor shall adjourn the public hearing.

Standards Governing the Exercise of The Zoning Powers of Garden City's Mayor and Council:

Prior to making a zoning amendment, the Mayor and Council shall evaluate the merits of a proposed amendment according to the following criteria:

- (1) Is this request a logical extension of a zoning boundary which would improve the pattern of uses in the general area?
- (2) Is this spot zoning and generally unrelated to either existing zoning or the pattern of development of the area?
- (3) Could traffic created by the proposed use or other uses permissible under the zoning sought traverse established single-family neighborhoods on minor streets, leading to congestion, noise, and traffic hazards?
- (4) Will this request place irreversible limitations or cause material detriment on the area similarly zoned as it is or on future plans for it?
- (5) Is there an imminent need for the rezoning and is the property likely to be used for the use requested?
- (6) Would the proposed use precipitate similar requests which would generate or accelerate adverse land use changes in the zone or neighborhood?

➤ APPROVAL OF CITY COUNCIL MINUTES

- Consideration of the August 16, 2021 Pre-agenda Session Minutes and City Council Meeting Minutes and the September 13, 2021 Workshop Synopsis.

➤ CITY MANAGER'S REPORT

- Monthly staff reports included with the agenda packet
- Updates and/or announcements

➤ ITEMS FOR CONSIDERATION

- **Ordinance, Speed Zones:** Second reading of an Ordinance to amend the Code of Ordinances for Garden City, Georgia, as amended, to amend section 78-3 and Appendix B (Articles I and II) which is incorporated therein by reference, to reestablish speed zones.
- **Ordinance, Zoning Map Amendment:** First reading of an ordinance to amend the zoning ordinance and map of Garden City, Georgia, as amended, to rezone certain properties owned by Exclusive Grounds Solutions, Inc., located at 1909 U.S. Highway 80 in Garden City, Georgia, from their present zoning classification of "R-A" to a "C-2" zoning classification.
- **Ordinance, Stop Intersections:** First reading of an ordinance to amend the Code of Ordinances for Garden City, Georgia, as amended, to amend Code Section 78-8 and Article VI of Appendix B which is incorporated therein by reference, to provide for changes in the placement of stop signs at the intersections of Godbee Avenue & Sharon Park Drive, Shawe Avenue & Sharon Park Drive, 3rd Street and Oak Street, 3rd Street and Delettre Street, Smith Avenue and Bowman Avenue, Old Louisville Road and Griffin Avenue, Old Louisville Road and Sharon Park Drive, Rommel Avenue and Nelson Avenue, Rommel Avenue and Herty Drive, Smith Avenue and Hickory Drive, and Smith Avenue and Oberlin Drive.
- **Resolution, Spivey Avenue Waterline Bid Award:** A resolution to award Griffin Contracting Company a contract for the Spivey Avenue Waterline project for the contract price of \$119,353.00, conditioned upon first receiving donations from third-parties earmarked for funding the contract work in an amount not less than the difference between the actual contract price and the City's maximum budgeted amount of \$99,000; and to authorize the City Manager to negotiate and execute a contract on behalf of the City.
- **Resolution, Personnel Policy & Procedures Amendments:** A resolution amending the City's Personnel Policy and Procedures Employment Manual.
- **Resolution, Entry Level Starting Salary Increase:** A resolution to increase the minimum starting salaries for entry level city employees and to authorize salary adjustments for any such employees currently being paid less than the increased entry-level pay.
- **Resolution, Updated Purchasing Policy:** A resolution amending and re-adopting the purchasing policy for Garden City, Georgia; repealing all prior resolutions and policies in conflict herewith; and providing for an effective date.

- **Resolution, Updated Travel Policy:** A resolution adopting an updated travel policy and procedures for City Officials and Employees relating to travel advances and reimbursement for eligible expenses incurred in conducting official city business; providing for authorization and implementation; repealing all prior resolutions and policies in conflict herewith; and providing for an effective date.
- **Resolution, Updated Credit Card Usage Policy:** A resolution adopting an updated policy for the use, distribution and control of credit cards for certain purchases; providing for authorization and implementation repealing all prior resolutions and policies in conflict herewith; and providing for an effective date.
- **Resolution, Bank of America Authorized Signers:** A resolution designating signatories of the City's bank accounts with Bank of America; superseding any previous resolutions; and providing an effective date.
- **Resolution, City Council Vacancy:** A resolution to fill a vacancy on the City Council of Garden City, Georgia.

➤ **RECEIPT OF INFORMAL PUBLIC COMMENT:**

➤ **Procedure:** In an effort to best manage this section of the meeting, any person that desires to address the City Council must sign up using the process outlined on the website where this meeting is advertised. Once recognized by the Mayor, the person will be allowed to speak in accordance with the Informal Public Comment – Speaker Protocols outlined below.

Informal Public Comment – Speaker Protocol

The City of Garden City believes that any member of the general public should be afforded the opportunity to address the City Council provided that designated rules are followed by the speaker. Any member of the public who wishes to address the City Council and offer public comment on items within the City Council's jurisdiction, may do so during the Informal Public Comment period of the meeting. However, no formal action will be taken on matters that are not part of the posted agenda. Informal Public Comments are scheduled for a total of fifteen (15) minutes and each person will be limited to three (3) minutes. In order to ensure the opportunity for all those desiring to speak before the Council, there is no yielding of time to another speaker. Speakers not heard during the limited fifteen (15) minute period will be first to present their comments at the next Council meeting. The opportunity to address City Council on a topic of his/her choice shall be used by an individual only one (1) time per month. It may not be used to continue discussion on an agenda item that has already been held as a public hearing. Matters under negotiation, litigation, or related to personnel will not be discussed. If a member of the general public would like to address the City Council during the Informal Public Comment portion of the meeting, please respectfully indicate your desire to address the City Council when the Mayor solicits members of the general public to come forward and speak. You will be recognized by the Mayor and asked to come forward to the podium so that you can address the City Council in accordance with the rules outlined herein. Once the speaker has been recognized to speak, he/she will be given three (3) minutes to address the City Council. The speaker should not attempt to engage the City Council and/or Staff in a discussion/dialogue and the speaker should not ask specific questions with the expectation that an immediate answer will be provided as part of the three (3) minute time frame since that is not the intent of the Informal Public Comment period. If the speaker poses a question or makes a request of the City, the Mayor may refer the issue or request to the City Manager for follow up. At the conclusion of the three (3) minute time period, the speaker will be notified that his/her time has elapsed and the next speaker will be recognized to come forward to the podium and address the City Council. The Mayor may rule out of order any Speaker who uses abusive or indecorous language, if the subject matter does not pertain to the City of Garden City, or if the Speaker(s) attempts to engage the City Council Members in a discussion or dialogue on issues. City Council shall not discuss non-agendized matters because it does not give the public adequate notice. Accordingly, City Council shall be limited to asking factual and clarifying questions of staff, and when appropriate, the Council may consider placing a matter on a future agenda. In addition, it is not reasonable to expect staff to respond to any of a variety of issues on which they may or may not be prepared to respond to on a moment's notice, so the City Manager may respond, or direct staff to respond at a later time.

➤ **ADJOURN**

City of Garden City Rezoning Application



Development Information

Development Name (If applicable)

Proposed Warehouses

Property Address

00, 4833, & 4840 Old Louisville Rd.

Current Zoning	Proposed Zoning
C-2A, R-A, and R-2	I-1
Current Use	Proposed Use
vacant and single family residential	Warehousing
Parcel ID	Total Site Acreage
60925 04001, 04003 and 04004	59.95
Proposed Water Supply	Proposed Sewage Disposal
<input checked="" type="checkbox"/> Public <input type="checkbox"/> Private	<input checked="" type="checkbox"/> Public <input type="checkbox"/> Private

Describe the current use of the property you wish to rezone, including property characteristics (developed, wooded, cleared, etc.)

Current property is a wooded and vacant with a 100 ft power easement bisecting the property. The smaller parcels are wooded, single family homesteads with primary residents and accessory buildings.

Describe the use that you propose to make of the land after rezoning

Proposed use is approximately 791,560 SF warehouses and associated parking and stormwater management.

Describe the uses of the other property in the vicinity of the property you wish to rezone

All of the surrounding property is zoned I-1, with the front portions of the properties to the west of our property along Hwy 80 zoned C-2A. The is one remaining residential property along Old Louisville Rd that is zoned R-2 and is not part of this project.

Describe how your rezoning proposal will allow a use that is suitable in view of the uses and development of adjacent and nearby property

The adjacent properties are all industrial or industrial type use. This site would not be viable for a residential application.

Will the proposed zoning change result in a use of the property, which could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools? Describe the proposed access.

The existing corridor is primarily industrial use and a truck route, and this use is consistent with the adjacent properties.

Please provide any additional information that you deem relevant.

We are requesting a reduction of the C-2A zoning line from an average depth of 437 FT to a depth of 165' along Hwy. 80.

City of Garden City Rezoning Application



Applicant Information

Owner see attached for additional owner information	
Name	Address
Kimberly Simpson, Executor of Richard Morgan Hicks Estate	234 Magnolia Pl. Stateboro, GA 30461
Phone	Email
912-429-9471	ksimpson3312@gmail.com
Nature of Ownership Interest	
Is the Owner an: <input checked="" type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Firm <input type="checkbox"/> Corporation <input type="checkbox"/> Association	
Note: If a corporation, submit a list of officers, directors & major stockholders with name, address and title.	
If a partnership: Submit list of all partners with name, address and title.	
Engineer/Surveyor	<input checked="" type="checkbox"/> Same as authorized agent <input type="checkbox"/> Check here to receive staff review comments via email
Company Name	Contact (Individual Name)
Coleman Company, Inc	Greg Coleman
Phone	Email
912-200-3041	gcoleman@cci-sav.com
Authorized Agent (Requires Authorized Agent Form) <input type="checkbox"/> Check here to receive staff review comments via email	
Company Name	Contact (Individual Name)
Coleman Company, Inc.	Greg Coleman
Phone	Email
912-200-3041	gcoleman@cci-sav.com
Campaign Contribution	
List below the names of local government officials, Garden City City Council, to whom campaign contributions were made, within two (2) years immediately preceding the filing of this application, which campaign contributions total \$250.00 or more or to whom gifts were made having a total value of \$250.00 or more.	
Elected Official's Name	Amount or Description of Gift
N/A	N/A

I understand that I will need to attend or be represented by a duly authorized agent at the meeting of the Planning Commission and City Council and that my application cannot be approved unless I am represented.

Greg Coleman

Print Name

Signature

07/30/2021

Date

OFFICE USE ONLY			
Received By	Date Received		Case Number
Submittal Format	Fee Amount Paid		Invoice Number
<input type="checkbox"/> Electronic <input type="checkbox"/> Paper <input type="checkbox"/> Both			RE-2118



MEMORANDUM

To: Garden City Planning Commission & Board of Appeals
From: Scott Robider-Deputy City Manager
Date: September 9, 2021
Re: PC2118 – Hicks Tract Rezoning

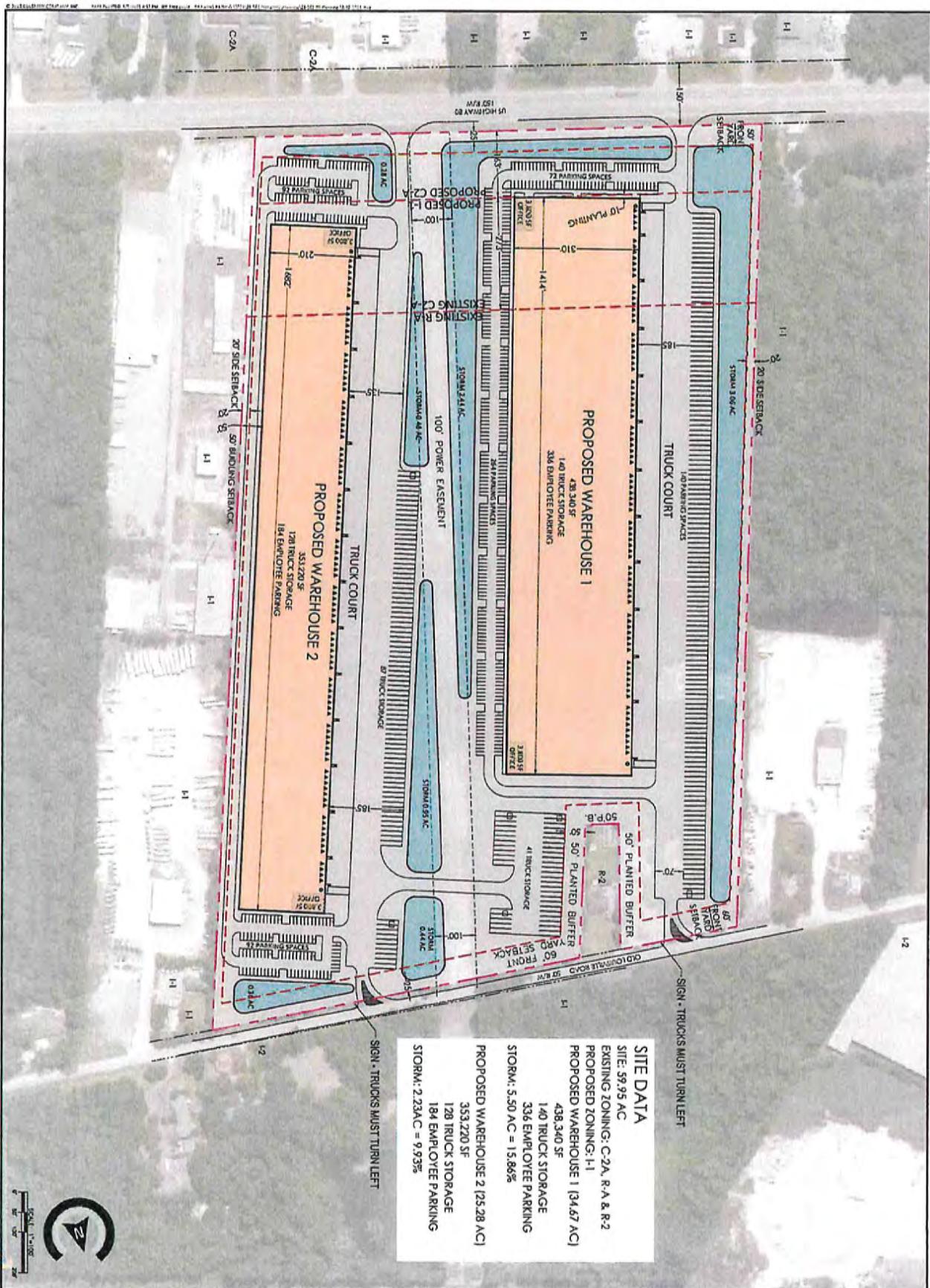
The petitioner Greg Coleman, with Coleman Company as Agent for Kim Simpson Hicks Estate Executor, is seeking to develop a several warehouses on the properties located at 0 Hwy 80, 4833 Old Louisville Road and 4840 Old Louisville Road. These properties are in proximity to Badger Rental Company and other undeveloped tracts visible from Hwy 80. The proposed new development location is currently a mixture of R-1, R-2 and C2-A and the petitioner is requesting that all of the properties be rezoned to I-1, with exception of the C-2A portion within the Hwy 80 frontage, in order to allow the construction of several warehouses. The preliminary site plan indicates the warehouse development encroaching into the C2-A zoned area so the City Staff is currently working with petitioner to explore several commercial options for that area as rezoning that portion to I-1 is not permissible. The proposed request has been evaluated against the standards governing the exercise of the Board of Zoning Appeals/Planning Commission powers of Garden City which are as follows;

- 1) Is this request a logical extension of a zoning boundary which would improve the pattern of uses in the general area?
Yes. The current zoning posture of the area is a mixture of C-2 and 1-1 and the proposed rezoning for warehouse site is C2-A and I-1 according to the Future Land Use Map.
- 2) Is this spot zoning and generally unrelated to either existing zoning or the pattern of development of the area?
No. The property is located within a cluster of existing properties currently zoned C-2/I-1
- 3) Could traffic be created by the proposed use or other uses permissible under the zoning sought traverse established single-family neighborhoods on minor streets, leading to congestion, noise and traffic hazards?
No. Based on the review by the City Staff the location has moderate to high daily traffic via Hwy 80 and moderate traffic on Old Louisville Road resulting from commercial vehicles. In comparison to truck yards, warehouse traffic on average is lower than other logistics-based business models. The petitioner will be required to seek GDOT approval as well as satisfying City requirements for Old Louisville Road.
- 4) Will this request place irreversible limitations or cause material detriment on the area similarly zoned as it is or on future plans for it?
No. The requested zoning to I-1, while maintaining the C2-A frontage, is indicative with the area and the proposed development is also compatible with the Future Land Use Plan.

- 5) Is there an imminent need for the rezoning and is the property likely to be used for the use requested?
Yes. The property is currently undeveloped and the rezoning for the development for the proposed warehouse development is compatible with the existing uses in the area.
- 6) Would the proposed use precipitate similar requests which would generate or accelerate adverse land use changes in the zone or neighborhood?
No. The proposed rezoning and development of this property by the petitioner for a warehouse development will be in accordance with the general area and is in accordance with the City's Future Land Use Plan.

City Staff Position: The City Staff have reviewed the above criteria and would recommend consideration for Approval of this request.

The Planning Commission's approval of the site plan only constitutes the initial step in the overall process and additional requirements still must be met prior to commencement of any construction activities. The Petitioner should note that final approval of the site plan will require City staff approval of the detailed engineering plans for the project through the City's standard process and a Land Disturbance Activity (LDA) Permit must be issued prior to construction. The Petitioner should also note that final approval of the site architectural plans will require City staff approval via its standard process and a building permit must be issued before vertical construction shall commence.



CONCEPTUAL PLAN

HICKS PROPERTY

LOCATED IN GARDEN CITY, GEORGIA

NOT FOR CONSTRUCTION

SITE PLAN IS CONCEPTUAL IN NATURE AND SUBJECT TO CHANGE UPON FINAL SURVEY AND JURISDICTIONAL INVESTIGATION

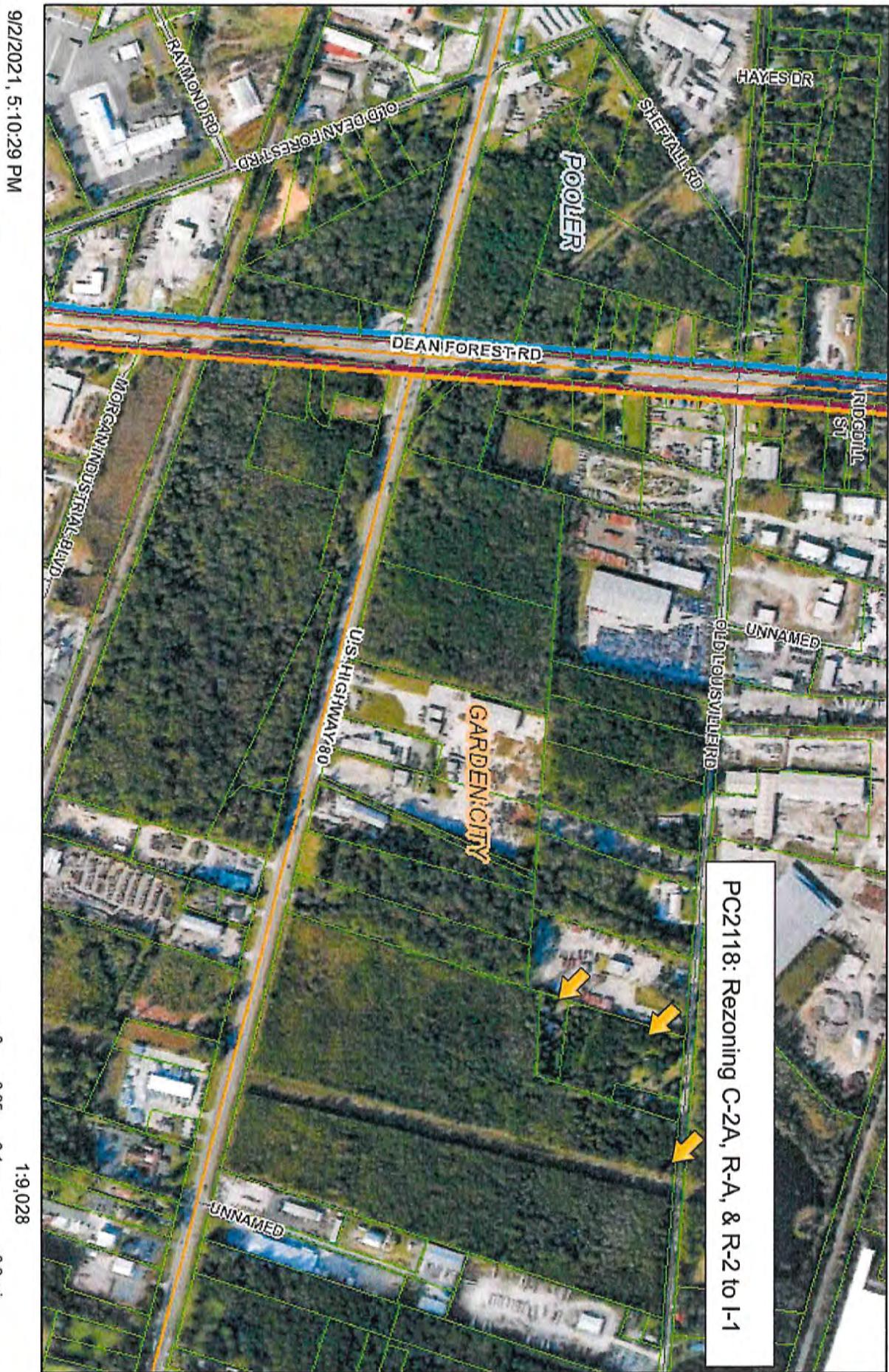
CP1.0

SHEET: PLAN

CONCESSION
JOB NUMBER: 213416
DATE: 07/05/2020
DRAWN BY: FRC
CHECKED BY: LL
SCALE: AS INDICATED

The logo for Coleman Company Engineers & Surveyors. It features a large, stylized, bold letter 'C' on the left. To the right of the 'C', the words 'COLEMAN COMPANY' are written in a bold, sans-serif font. Below that, 'ENGINEERS • SURVEYORS' is written in a slightly smaller, bold, sans-serif font. At the very bottom, in a smaller, regular sans-serif font, it says 'Divisions of: Clegg & Associates, Inc. | DEHN & CO., Inc.'.

Parcel: 60925 04004; 60925 04003; 60925 04004



1.9,028
0 0.05 0.1 0.2 0.4 mi
0 0.1 0.2 0.4 km

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Parcel: 60925 04001; 60925 04003; 60925 04004

PC2118: Rezoning C-2A, R-A, and R-2 to I-1

9/2/2021, 5:17:39 PM

Chatham County Parcels Future Land Use

Garden City Limits

Future Land Use	Color
Residential	Yellow
Commercial	Red
Industrial	Green
Greenspace	Blue

1:9,028
0 0.05 0.1 0.15 0.2 mi

Savannah Area GIS, Esri, HERE, Garmin, INCREMENT P, InfraMap, USGS, METINASA, EPA, USDA | Geo Rec

MINUTES

City Council Meeting Monday, August 16, 2021 – 6:00 p.m.

Call to Order: Mayor Bethune called the meeting to order at approximately 6:00 p.m.

Opening: Councilmember Daniel gave the invocation and Mayor Bethune led City Council in the pledge of allegiance to the flag.

Roll Call:

Council Members: Mayor Don Bethune, Mayor Pro-tem Bessie Kicklighter, Councilmember Marcia Daniel, Councilmember Richard Lassiter, Councilmember Natalyn Morris, Councilmember Debbie Ruiz and Councilmember Kim Tice.

Staff members: Ron Feldner, City Manager; James P. Gerard, City Attorney; Rhonda Ferrell-Bowles, Finance Director/Clerk of Council; Scott Robider, Assistant City Manager; Gil Ballard, Chief of Police; Pam Sweeney, HR Director, and Ben Brengman, IT Director. Absent: Jon Bayer, Public Works Director, Cliff Ducey, Recreation Director and Michelle Johnson, Interim Fire Chief.

Presentation: Mayor and City Council recognized Ron Feldner, City Manager for his years of service.

Public Hearing

PC2114, Rezoning Request: Mayor Bethune opened the public hearing to receive public comment on a request by Brian Newberry, Exclusive Grounds Solutions, Inc., to rezone Kelly Hill Road and 1909 US Highway 80 from R-A to C-2.

Assistant City Manager gave an overview of the rezoning request. He stated that the rezoning request has been evaluated against the zoning criteria and the Planning Commission recommends approval of this request.

Mayor Bethune asked if there was anyone to speak in favor of the rezoning request.

The Attorney for the petitioner stated that this petition is to rezone the two smaller parcels on the corner of Highway 80 and Kelly Hill Road that are zoned R-A to C-2. This will allow all of the four parcels that are owned by the petitioner to be zoned C-2. He stated that two of the lots owned by the petitioner are already zoned C-2. This will allow them to be recombined for development as retail or professional services commonly described as “Flex-Spaces”.

Assistant City Manager stated that this development would require a traffic assessment and plan approval by GDOT prior to permitting.

Mayor Bethune asked if there was anyone to speak in against the rezoning request. There being no further speakers, Mayor Bethune closed the public hearing.

City Council Minutes: Councilmember Tice made a motion to approve the July 19, 2021 Pre-agenda session minutes and city council minutes. The motion was seconded by Councilmember Lassiter and passed without opposition.

City Manager's Report: City Manager stated that we are monitoring the COVID-19 situation.

Items for Consideration

Ordinance, Zoning Map Amendment: Clerk of Council read the first reading of the heading of an ordinance to amend the Zoning Ordinance and Map of Garden City, Georgia, as amended, to rezone certain property owned by SLR Industries, LLC, located at 0 Dean Forest Road in Garden City, Georgia, from its present zoning classification of "R-1" to a "P-I-1" zoning classification.

Councilmember Lassiter made a motion to approve the ordinance on the first reading. The motion was seconded by Councilmember Morris. Mayor Bethune asked the Clerk of Council to do a roll call vote.

Councilmember Daniel – Deny

Councilmember Lassiter – Approve

Councilmember Kicklighter – Deny

Councilmember Morris – Approve

Councilmember Ruiz – Deny

Councilmember Tice – Deny

Mayor Bethune - Deny

Mayor Bethune stated that the motion to approve the ordinance on the first reading failed by a five to two vote.

Ordinance, Speed Zones: Clerk of Council read the first reading of the heading of an ordinance to amend the Code of Ordinances for Garden City, Georgia, as amended, to amend Section 78-3 and Appendix B (Articles I and II) which is incorporated therein by reference, to reestablish speed zones.

Councilmember Tice made a motion to approve the ordinance on the first reading. The motion was seconded by Councilmember Ruiz and passed without opposition.

Resolution, E911 Services & Cost Sharing Agreement: Clerk of Council read the heading of a resolution of the Mayor and Council of Garden City, Georgia, approving and authorizing the City Manager to execute an Intergovernmental Agreement between the City and Chatham County, Georgia, for the upgrade of software systems used by the County and the City during public safety response operations.

Councilmember Ruiz made a motion to adopt the resolution. The motion was seconded by Councilmember Daniel and passed without opposition.

Resolution, Evergreen Solutions Agreement: Clerk of Council read the heading of a resolution of the Mayor and Council of Garden City, Georgia, approving and authorizing the City Manager to execute an agreement between the City and Evergreen Solutions, LLC, to update the City's Job Classification and Compensation Plan to incorporate into the Fiscal Year 2022 budget for implementation via future action by the City Council.

Councilmember Morris made a motion to adopt the resolution. The motion was seconded by Councilmember Lassiter and passed without opposition.

Personnel: Mayor Bethune called for a motion to appoint Scott Robider to serve as Interim City Manager. Councilmember Morris made a motion to appoint Scott Robider to serve as Interim City Manager. The motion was seconded by Councilmember Lassiter and passed without opposition.

Informal Public Comment: Mayor Bethune stated that no one signed up to address City Council.

Adjournment: There being no further items to discuss, Mayor Bethune called for a motion to adjourn the meeting. Councilmember Tice made a motion to adjourn the meeting at approximately 6:38 p.m. The motion was seconded by Councilmember Kicklighter and passed without opposition.

*Transcribed & submitted by: Clerk of Council
Accepted & approved by: City Council 9/20/21*

SYNOPSIS

Pre-Agenda Session Monday, August 16, 2021 – 5:00 p.m.

Call to Order: Mayor Bethune called the pre-agenda session to order at approximately 5:00 p.m.

Attendees:

Council Members: Mayor Don Bethune, Mayor Pro-tem Bessie Kicklighter, Councilmember Marcia Daniel, Councilmember Richard Lassiter, Councilmember Natalyn Morris, Councilmember Debbie Ruiz and Councilmember Kim Tice.

Staff members: Ron Feldner, City Manager; James P. Gerard, City Attorney; Rhonda Ferrell-Bowles, Finance Director/Clerk of Council; Scott Robider, Assistant City Manager; Gil Ballard, Chief of Police; Pam Sweeney, HR Director, and Ben Brengman, IT Director. Absent: Jon Bayer, Public Works Director, Cliff Ducey, Recreation Director and Michelle Johnson, Interim Fire Chief.

Revenue & Expenditures Report at of 7/31/21: Finance Director stated that all of the funds are performing as expected. She asked if there were any questions regarding the report. There were not questions.

Review of Council Agenda Items: City Manager reviewed the items listed on the agenda.

Personnel: Councilmember Lassiter made a motion to enter into executive session to discuss personnel. The motion was seconded by Councilmember Tice and passed without opposition.

Adjournment

Transcribed & submitted by: Clerk of Council
Accepted & approved by: City Council 9/20/21

SYNOPSIS

City Council Workshop Monday, September 13, 2021 – 4:00 p.m.

Call to Order: Mayor Bethune called the workshop to order at approximately 4:00 p.m. Mayor Bethune offered the opening prayer.

Attendees:

Council Members: Mayor Don Bethune, Councilmember Marcia Daniel, Councilmember Richard Lassiter, Councilmember Debbie Ruiz and Councilmember Kim Tice.

Staff Members: Scott Robider, Interim City Manager; James P. Gerard, City Attorney; Rhonda Ferrell-Bowles, Finance Director/Clerk of Council; Pam Sweeny, HR Director; Ben Brengman, IT Director; Gil Ballard, Chief of Police; Michelle Johnson, Interim Fire Chief; Cliff Ducey, Recreation Director and Jon Bayer, Public Works Director.

Interim City Manager's Updates:

The Interim City Manager presented the following updates / items to City Council for consideration and recommendation.

- **Education / Military Incentive Pay:** City Council recommended moving forward with implementing the educational and/or military incentive pay increases for sworn police officers and firefighters who serve as regular full-time employees.

Interim City Manager stated that further study needed to be done during the Evergreen Study on whether or not the educational and/or military incentive would be implemented citywide.
- **Entry Level Pay Adjustment:** City Council recommended moving forward with increasing the starting pay for any employee who is currently being paid less than \$15.00 per hour to the increased pay rate of \$15.00 per hour.
- **Employee Birthday Program:** City Council recommended moving forward with implementing an employee birthday program wherein an employee who is eligible for accrual of Paid Time Off (PTO), commencing in calendar year 2022, accrue eight (8) hours PTO on his/her birthday.
- **Juneteenth Holiday:** City Council recommended moving forward with adding Juneteenth Day (celebrated annually on June 19) as a city observed holiday commencing in calendar year 2022, for which an eligible employee will receive holiday pay.
- **Right-of-way & Ditch Maintenance:** Interim City Manager reported that the public works crew(s) would be working overtime on the next two or three Fridays to catch up on the maintenance work.

- **Speed Bumps:** Interim City Manager reported that public works is getting ready to start installing the speed bumps. He gave a brief overview of the installation process. City Council recommended that staff go ahead and put up the signs this week. Interim City Manager stated that we will also use the message boards to notify motorists about the speed bumps.
- **Stop Signs:** Interim City Manager reported on the proposed 3-way / 4-way intersections slated for the installation of stop signs. City Council recommended placing the item on the September 20th council agenda for formal consideration.
- **Street Sweeping:** Interim City Manager reported that the city's street sweeper machine has been broken. He stated that we are planning to lease a street sweeping machine from SunBelt Rental on a monthly basis. He stated that these machines are very expensive to repair. This way, if the machine breaks, we can return it. He stated that street sweeping is needed to maintain our stormwater permit. Mayor Bethune stated that he would like the public works department to track how long it takes to sweep the streets in the City.
- **Spivey Avenue Waterline:** Interim City Manager reported on the Spivey Avenue Waterline. He stated that Council previously approved approximately \$50,000 for Thomas and Hutton to develop plans to upgrade the Spivey Avenue waterline. He stated that Thomas and Hutton is ready to enter the second phase of the project and staff is requesting that Council consider setting and engineering fee not to exceed \$69,000. City Council recommended placing the item on the September 20th council agenda for formal approval.
- **Youth Sports Scholarships:** Interim City Manager stated that the Recreation Department will allow two (2) spaces to be reserved for each council person to recommend two (2) kids for scholarships for the department's youth sports programs. He stated that the Recreation Department will create the criteria that would have to be met for eligibility. City Council recommended approval of the youth sports scholarships program.

Interim City Manager reminded City Council of the FY2022 Budget Workshop scheduled for Monday, October 4th from 10:00 a.m. to 3:30 p.m. He stated that the FY2022 Recommended Budget Books will be available for City Council to pick up on September 27th.

Mayor's Updates:

Councilmember Ruiz asked about the plans for the Gym. Mayor Bethune stated that Scott and I have meeting with representatives from the school system this Thursday at 10:00 a.m. He stated that Scott will be giving an update at the council meeting after Thursday's meeting.

Councilmember Daniel stated that she is concerned with the City's staffing level being too low and would like to see it brought up to where it needs to be citywide.

Interim City Manager stated that we are in the process of interviewing people for the city hall front desk receptionist position. He stated that Jackie Williams will be filling in at the front desk until someone is hired and trained. He stated that the IT Director is looking into streamlining the phone system's message to make it more user friendly.

Councilmember Daniel asked how many positions are we down. Interim City Manager stated that we are currently have the following positions open: (1) Deputy Clerk of Court, (1) Building Inspector, (1) Public Works Technician, (3) Police Officers, (2) Water Technicians, (1) Heavy Equipment Operator, and (1) HR Payroll Coordinator. He stated that we are looking at seeking an Executive Assistant to provide support for the Executive Department.

Councilmember Morris stated that we need to make sure that some of these positions are needed.

City Attorney stated that he will have the resolution(s) ready for council to consider the updated purchasing, travel and credit card policies at the September 20th council meeting. He stated that Rhonda has copies of the updated policies available for review.

City Attorney stated that Scott and I are also looking into updating our short-term rental policies.

City Attorney stated that OSHA generally only regulates private sector employees so we don't need to worry about President Biden's COVID-19 action plan right now. At this time, it does not appear the forthcoming OSHA rule will place such vaccination/testing requirements on Georgia local governments with 100 or more employees.

City Attorney stated that Bessie Kicklighter resigned at the end of August. He stated Council can appoint someone to fill her seat. He stated that he recommends that Council wait until after the November 2nd election. He stated that after the election then City Council could look at swearing in the person elected to the at-large seat at the November 15th council meeting. He stated that is if the Board of Elections has the votes certified by then.

Clerk of Council stated that the November 15th council meeting is tentatively the last council meeting scheduled for the year since the City Council traditionally cancels the December council meetings. She stated that you would be swearing that person in for only one meeting. She stated wouldn't it be better to wait and swear them in as planned with the other newly elected council members at the first meeting in January given that November 15th is tentatively the last council meeting for 2021.

A brief discussion ensued between Councilmember Lassiter and the City Attorney in regards to the Mayor Pro-tem seat.

Councilmember Daniel stated that she would like to see Council hold at least one workshop a month.

Councilmember Ruiz stated that she would also like to see Council go back to holding workshops.

Mayor Bethune stated that he had talked with the Interim City Manager about holding a workshop once a month.

Councilmember Morris asked if future workshops could start at 5:00 p.m. instead of 4:00 p.m.

There being no further items to discuss, the City Council adjourned the workshop at 5:15 p.m.

Transcribed & submitted by: Clerk of Council
Accepted & approved by: City Council 9/20/21

REPORT TO MAYOR AND CITY COUNCIL**AGENDA ITEM**

TO: THE HONORABLE MAYOR AND CITY COUNCIL **DATE: September 15, 2021**

SUBJECT: Human Resources Department Report for August, 2021

Report in Brief

Attached is the Human Resources Department's Month-End Report for August.

Prepared by: Pamela L. Sweeney

Title: Human Resources Director

Reviewed by: _____

Title _____

Human Resources Department / August Month-End Report

Recruitment/Positions Filled

In addition to the continuous recruitment for Police Officers/Police Officer Recruits, the City has job opportunities for: a Heavy Equipment Operator, 2 Water Repair Technicians, 1 Public Works Technician, 1 full-time firefighter, a Fire Chief, either a full-time and/or a part-time Building Inspector and a Deputy Clerk of Court. The City is also accepting resumes for the City Manager position.

New Hires

The City welcomed two (2) new hires during the month of August: one individual was hired as a police recruit; the other individual was a full-time firefighter.

Promotions/Milestones

There were no promotions during the month of August.

Employment Terminations

There were two (2) separations (retirements) from employment during the month of August.

City Employment

The City ended the month with 95 full-time employees.

The chart below illustrates the percentage distribution by department of both full- and part-time employees.

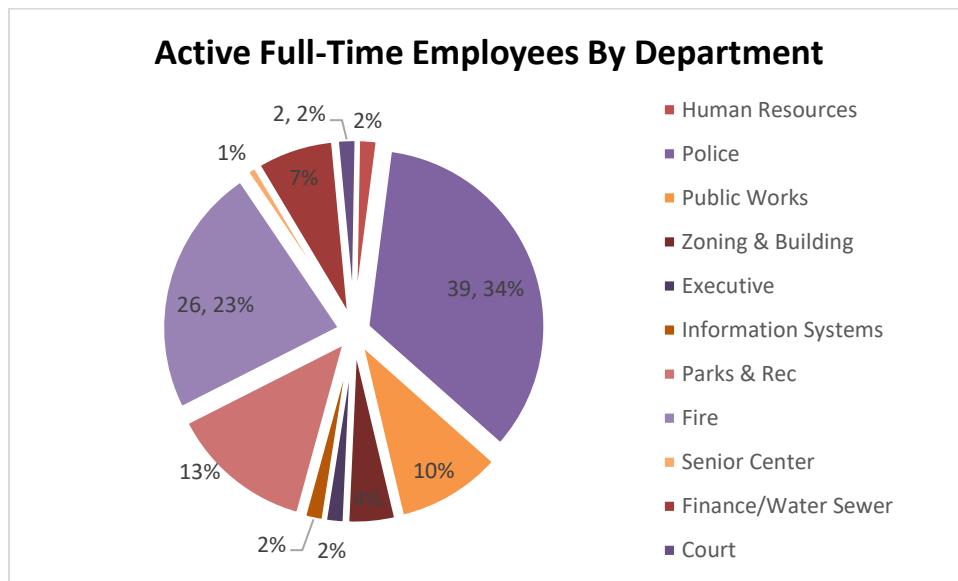


FIGURE 1 NOTE: 2021 TOTAL COUNCIL APPROVED/BUDGETED POSITIONS IS

Additional Personnel Information Including Part-Time Employees

This report normally covers the count for full- and part-time employees. In view of the current COVID-19 pandemic, included in the count below for City employees is part-time regularly scheduled, part-time casual/summer help (persons that have other employment and work as-needed), along with full-time employees.

TOTAL EMPLOYEES: **115**

FULL TIME ONLY: **95**

CONTRACTOR/TEMP: **0**

PART TIME/SEASONAL: **5**

PART-TIME/CASUAL: **15**

Details as to the status of all City employees beginning with January 1, 2021 through the current date, is included as an attachment.

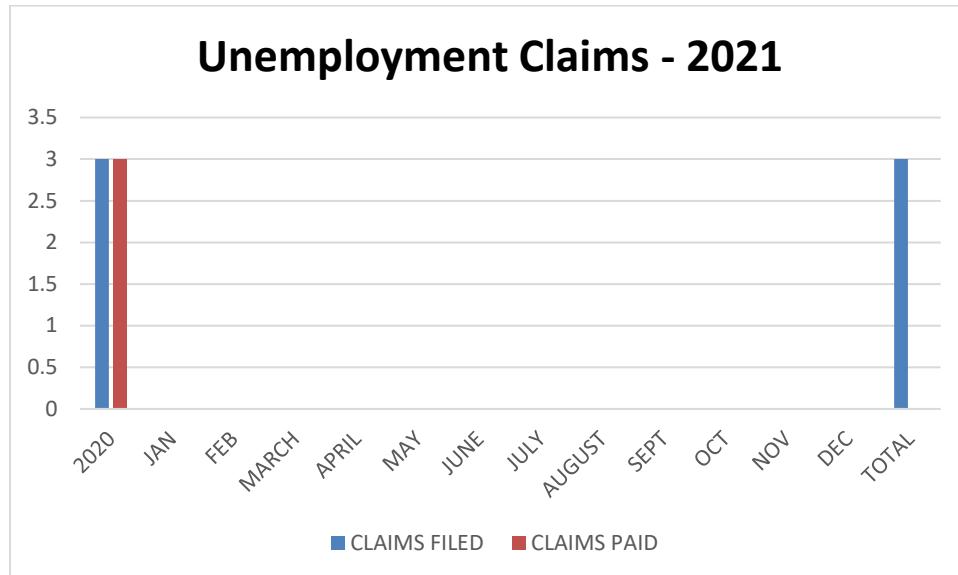
Employee Turnover Data Per Month

- **January 3%**
- **February 3%**
- **March 3%**
- **April 3%**
- **May 0%**
- **June 3%**
- **July 2%**
- **August 2%**
- **September %**
- **October %**
- **November %**
- **December %**

The graph below illustrates turnover in full-time positions for current year 2021 compared to turnover occurring in the previous year, 2020.

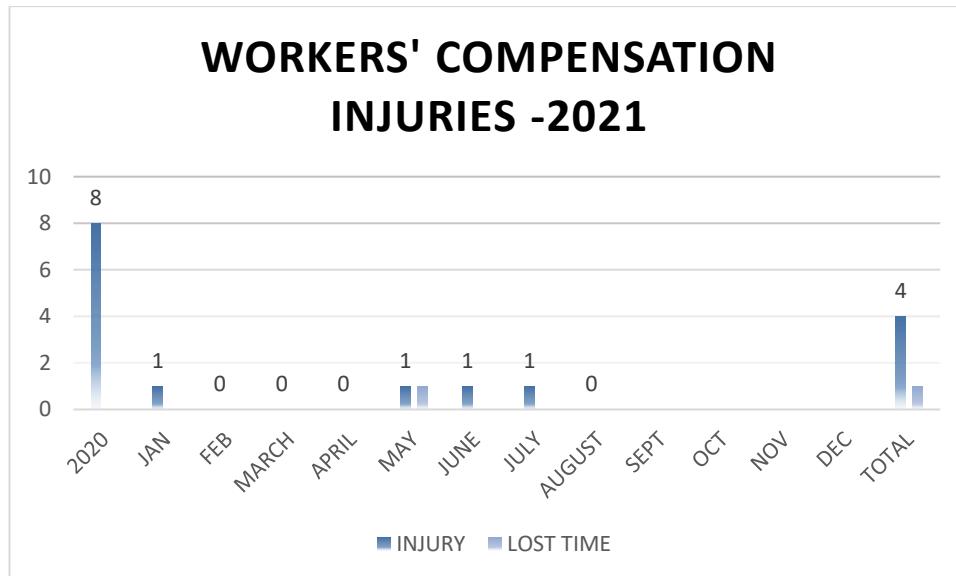


Unemployment Claims: No unemployment claims were received during the month of August.



Workers' Compensation

There were zero workers' compensation accidents/incidents during the month of August.



GARDEN CITY PERSONNEL DATA

New Hires – 2021

Job Title	Hire Date
Police Recruit – 2	1/5/2021
Police Recruit	3/3/2021
Police Recruit	4/5/2021
Firefighter	6/01/2021
Firefighter (Part-time)	7/06/2021
Public Works Technician	7/06/2021
Police Recruit	7/06/2021
Firefighter	7/19/2021
Firefighter	8/02/2021
Police Recruit	8/02/2021

Separations – 2021

Job Title	Separation Date
Police Officer	1/14/2021
Deputy Fire Marshall	1/20/2021
Building Inspector (Part-time)	1/27/2021
Building Inspector	2/03/2021
Firefighter (Part-time)	2/10/2021
Firefighter (Part-time)	2/10/2021
Firefighter (Part-time) - 2	3/18/2021
Firefighter	3/31/2021
Water Operations Tech	4/05/2021
Detective, CID	4/16/2021
Corporal	4/19/2021
Fire Chief	4/20/2021
Water Operations Supervisor	6/11/2021
Police Officer	6/17/2021
Deputy Fire Chief	7/01/2021
Police Officer	7/07/2021
City Manager	8/27/2021
Community Police Officer	8/27/2021

REPORT TO MAYOR AND CITY COUNCIL**AGENDA ITEM**

TO: THE HONORABLE MAYOR AND CITY COUNCIL DATE: 9/20/2021
SUBJECT: *Technology Department Report for the Month of August 2021*

Report in Brief

The Technology and Building Department Monthly Status Report includes a wide variety of information in an effort to better inform the public and the City Council.

Prepared by: Benjamin Brengman
Title Director of Information Technology

Reviewed by: _____
Title _____

Attachment(s)

Technology Report

- Performed updates on firewall and servers.
- Deployed 4 laptops and 5 desktop computers.

Social Media

- Currently we have 1322 followers on Facebook and 477 followers on twitter.
- Please visit our website for the latest on COVID-19.

Building Maintenance

- Ghost Coast has started the landscaping at City Hall.
- In the process of getting quotes to pressure wash City Hall and the grounds.
- Pine straw replenishment has been completed.

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR AND CITY COUNCIL **DATE: 09/15/2021**

SUBJECT: *Public Works & Water Operations Monthly Status Report*

Report in Brief

The Public Works & Water Operations Departments Monthly Status Report includes an extensive summary of the monthly activity of all divisions within the Department. This report also provides information regarding key projects and/or activities throughout the month.

The operations detail contained in this report is for the month of August and all project related information is current as of 08/31/2021.

Prepared by: Lynnette S. Hymes
Title Executive Assistant

Reviewed by: Jon Bayer
Title Public Works Director

Attachment(s)

Public Works Department
Monthly Status Report
Summary – August 2021

Operations & Maintenance

Public Works personnel completed 47 **Resident Requests**, and 84 **Work Orders** for the month of August. They included:

Storm Drainage:

- Ditch Maintenance: Cut – 9,148 / Dug – 1,680
- Canal Maintenance (Kubota Side cutter): 0 miles. Kubota Sold
- Underground stormwater utility point repairs: multiple storm drains and inverts cleaned.
- Storm Drains (3rd Party)

Streets:

- \$-0- for 3rd party street/asphalt repairs
- Routine City Street and right of way shoulder maintenance
- Dirt/gravel roads scraped/graded: All dirt roads scraped
- Minor pothole/asphalt repair by staff (Throughout the City)

Street Sweeping:

- Street Sweeper not in service. (Arrangements made for rental sweeper in September.)

Signs & Markings:

- Multiple Knockdowns/replacements/cleaned/new (Old Louisville Road, Telfair Rd / Telfair Place, Pineland Drive, Rossignol Hill, Industrial Park).

Street Lights:

- 1 Street Light Outage/Replacement – 52 Lee Avenue
- 0 New Street Light Request

Mixed Dry Trash Collection by City:

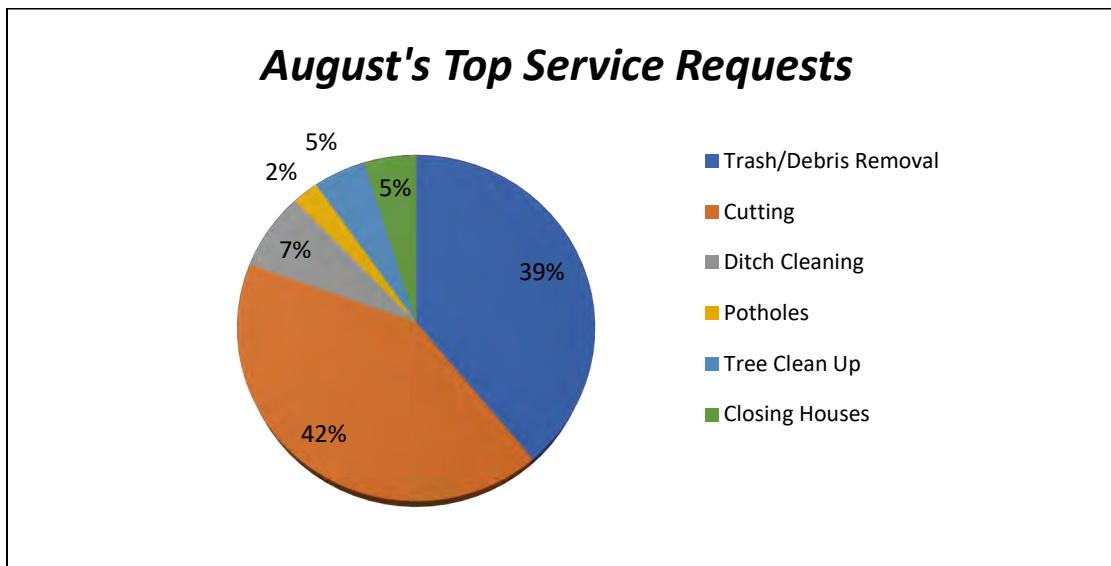
- 07.24 Tons Collected Total Mixed Dry Trash (\$60.87)
- 31.40 Tons Collected YTD taken to Savannah Regional Landfill.
- 01.00 Truckloads Dry Trash taken to Savannah Inert Landfill (\$60.00)
- 01.00 Truckloads Dry Trash YTD taken to Savannah Inert Landfill
- 00.00 Truckloads Dry Trash taken to Waste Management (0.00)
- 00.00 Truckloads Dry Trash YTD taken to Waste Management

Trees:

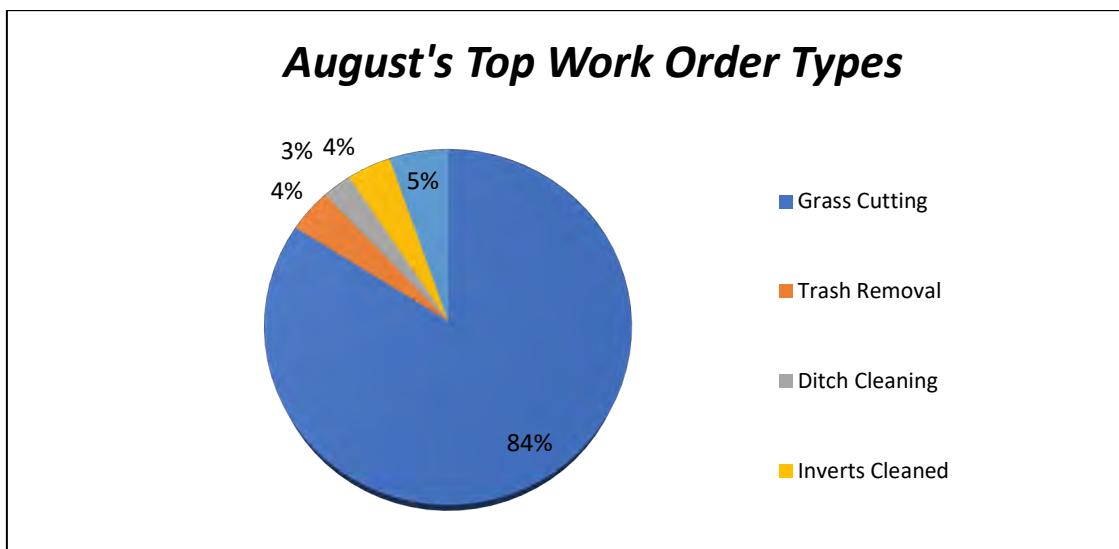
- \$8,325.00 - Spent for tree removal, tree trimming and debris removal (3rd Party). 2 Pine Trees trimmed – ROW 169 Varndoe Ave., #3rd St./Leon Village – Emergency call out – Pecan tree removal; Old Louisville Rd., - Emergency call out – Remove Oak tree blocking traffic; 112 Wildwood – Trim several limbs' Debris removal ROW Hwy 21 and Priscilla D. Thomas Way; 73 Bazemore Ave., Clean up and haul debris; Varndoe – Clean up and haul debris after storm damage.

➤ **Other:**

Service Request – Every time a request for Public Works service is made by phone call, written request, email request, or an actual one-on-one request to a PW employee, a “**Service Request**” is generated. This builds a computerized record of all requests made.



Work Order – A “**work order**” is created each time a work crew or individual is assigned a task either because of service requests, pre-planned maintenance projects, or by other situations as they arise. This produces a database of work accomplished and the time and materials it took to do the work.



Summary – August 2021

Water Operations & Maintenance

100 Service Orders were received, and >>>>>> 42 Work Orders
Water/Sewer crews handled 100 totals
for the month of August . They included:

Water: 31 Work Orders

- Produced 27.947 Million gallons of drinking water for the month
- Hydrant Services
 - 0 Hydrant Replacements
 - 1 Hydrant Repairs
- Water Line Services
 - 5 Lateral Line Repairs, Installs, Replacements, and Maintenance
 - 0 Main Line Repairs, Installs, Replacements, and Maintenance
- Water Valve Services
 - 155 Located Services. Continued marking for major projects - The Mega Rail/Bridge Project, Prosperity Drive. Sonny Purdue Airport Park at Dean Forest, Pipemaker's Force main. Install permanent markers at various locations.
 - 0 Valve Replacements
 - 0 Valve Installations
 - 65 Water Cut-Ons - Connects
 - 122 Reconnects– Delinquent Water Bills
 - 60 Water Cut-Offs - Disconnects
- Meter Services
 - 33 Meter and MXU investigations
 - 25 Maintenance services
 - 13 Meter and MXU replacements
 - 120 City initiated Re-Reads
 - 0 Customer Requested Re-Reads
 - 0 Corrected Readings

- * Meter investigations consist of checking meters for accuracy and checking for leaks as requested by residents.
- * Maintenance Services consist of repairs made for leaks at the meter, register repairs, box or lid replacements, as well as, requested cleaning services for apartments.
- * City initiated Re-Reads occur any time a meter reader is requested to re-read a meter to confirm a high or low bill and, if needed, to give a courtesy notification of a possible leak. A re-read does not necessarily indicate a problem with the reading or the meter.
- * Corrected Readings are any time after a re-read there is a change needed.

Sewer: 11 Work Orders, including

- Sewer Cleanout Services
 - 1 Repairs
 - 0 Replacements
- Gravity Main Services
 - 4 Inspections
 - 0 Repair
 - 0 Sanitary Sewer Overflow Event
- Sewer Lateral Services
 - 2 Blockages Cleared
 - 2 Lateral Repairs
- Manhole Services (flushing & repairs)
 - 91 Inspections and Maintenance
 - 1 Repairs

Wastewater Treatment Plant and Water System

- ClearWater Solutions (CWS) has submitted the MOR for water, DMR for wastewater, and all paperwork pertaining to them for the month.
- The treatment plant treated and discharged a total daily average of 1.1 MG for the month.
- The water system withdrew a total of 27.947 MG from well facilities and used 1.267 MG from Savannah I & D purchase system (Town Center Water System).
- During the month 6,813 lbs. dry solids were removed from the WPCP.
- The in-house laboratory continued to analyze most all NPDES permit and process control tests, except for the annual tests that are contracted with EPD.

REPORT TO MAYOR AND CITY COUNCIL**AGENDA ITEM****TO: THE HONORABLE MAYOR AND CITY COUNCIL****DATE:** September 13, 2021**SUBJECT:** *Planning and Economic Development Monthly Status Report***Report in Brief**

The Department of Planning and Economic Development Monthly Status Report includes a summary of the monthly activities and projects of permitting and inspections within the department. This report also provides information regarding key items of interest and/or activities throughout the month.

The operations detail contained in this report is for August and all related information is current as of September 1, 2021.

Prepared by: Tonya Roper

Title Staff

Reviewed by: Scott Robider

Title Interim City Manager

Attachment(s)

- Permits Issued (By Work Class)
- Scheduled Inspections
- Planning Commission Minutes
- Code Enforcement Activity Report

Planning and Economic Development Department

Monthly Status Report

Summary – August 2021

Permits

There were 41 permits issued during August 2021. ***They included:***

New Construction Building Permits

- Please see attached sheet for listing of permits

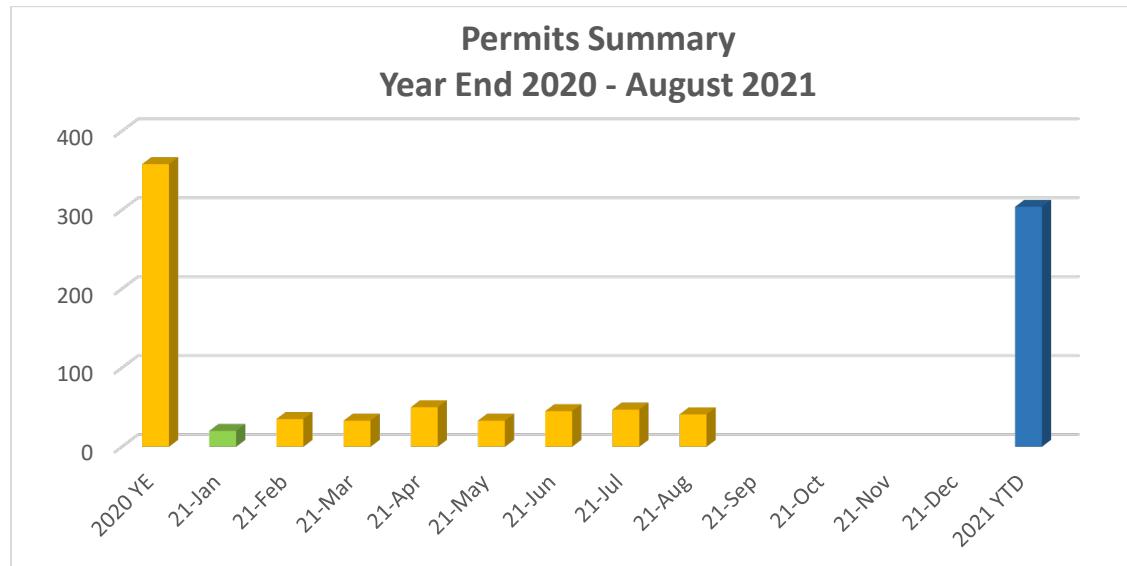
Renovation/Expansion Building Permits

- Please see attached sheet for listing of permits

Miscellaneous Permits

- Please see attached sheet for listing of permits

The graph below is a visual summary of the permits issued.



	<u>Number of Permits</u>
2020 Year End	358
Jan-21	20
Feb-21	35
Mar-21	33
Apr-21	50
May-21	33
Jun-21	45
Jul-21	47
Aug-21	41
Sep-21	
Oct-21	
Nov-21	
Dec-21	
2021 YTD	304

Inspections

Inspections scheduled during the month included:

- 13 Business License
- 41 Mechanical/Electrical/Plumbing
- 83 Building
- 17 Site (Property/Development/Preliminary/Demolition)

Code Enforcement Activity

- 68 Courtesy Notice of Violations Issued
- 18 Signs
- 0 Sanitation Citations
- 59 Re-Inspections
- 53 Cases Closed (Compliance or Dismissed)
- 26 Vehicles Tagged Derelict or tagged for tow
- 4 Vehicles Towed
- 9 Vehicles Move by Owner or brought into compliance
- 4 Court Citations
- 21 Miscellaneous Inspections (Checking zoning, business license, permits)
- 3 Housing codes
- 0 Cease and Desist orders obtained
- 2 Warrants and Court Orders obtained
- 37 Properties that the City worked on (including cutting, cleaning, securing) and billed
- 3 Code Enforcement condemnations (placards posted – including unfit, unsecure, unsafe)

Permits Issued (By Work Class)

Permits Issued From Sunday, August 1, 2021 through Tuesday, August 31, 2021

Permit	Location Address	Issued	App Date	Valuation	Square Feet	Parcel Number
Commercial Permit Antenna Modification						
COM-8-21-5856	HIGHWAY 80 000000 2406	08/19/2021	08/19/2021	5,000.00	1,200	6-0881 -01-011
Totals For Commercial Permit Antenna Modification : 1 Pe						
				5,000.00	1,200	
Commercial Permit LDA						
COM-8-21-5852	OLD LOUISVILLE RD 004885	08/19/2021	04/20/2021	0.00	13	6-0969 -02-010
Totals For Commercial Permit LDA : 2 Permit(s)						
				0.00	13	
Commercial Permit Site Development						
COM-8-21-5853	OLD LOUISVILLE RD 004885	08/19/2021	04/20/2021	0.00	13	6-0969 -02-010
Totals For Commercial Permit Site Development : 3 Permit						
				0.00	13	
Electrical Permit <NONE>						
ELEC-8-21-5837	TELFAIR PL 000024	08/05/2021	08/04/2021	0.00	0	6-0799 -01-006
Totals For Electrical Permit <NONE> : 1 Permit(s)						
				0.00	0	
Electrical Permit Commercial						
ELEC-8-21-5834	AUGUSTA RD 004516	08/03/2021	08/02/2021	0.00	0	6-0012 -03-058
ELEC-8-21-5844	TELFAIR RD 00525	08/11/2021	08/10/2021	0.00	0	6-0737 -02-003
ELEC-8-21-5850	EXPORT BL 005519	08/18/2021	08/17/2021	0.00	0	6-0890 -01-005
ELEC-8-21-5860	TELFAIR PL 000032	08/24/2021	08/24/2021	0.00	0	6-0799 -01-003
Totals For Electrical Permit Commercial : 5 Permit(s)						
				0.00	0	
Electrical Permit Residential						
ELEC-8-21-5839	OLD DEAN FOREST RD 001518	08/09/2021	08/09/2021	0.00	0	6-0988 -02-017
ELEC-8-21-5855	OSCEOLA DR 000003	08/23/2021	08/20/2021	0.00	0	6-0017 -04-012
ELEC-8-21-5864	VARNEDOE AV 000000	08/26/2021	08/26/2021	0.00	0	6-0009 -03-010A
ELEC-8-21-5870	NELSON AV 000016	08/31/2021	08/31/2021	0.00	0	6-0010 -03-004
Totals For Electrical Permit Residential : 9 Permit(s)						
				0.00	0	
Encroachment Directional Bore						
ENC-8-21-5867	HEIDT AV 001322	08/30/2021	08/24/2021	0.00	35	6-0802 -05-006
Totals For Encroachment Directional Bore : 1 Permit(s)						
				0.00	35	

Permit	Location Address	Issued	App Date	Valuation	Square Feet	Parcel Number
Fence Permit Industrial						
FNCE-8-21-5833	OLD LOUISVILLE RD 003915	08/02/2021	07/30/2021	5,500.00	370	6-0802 -11-002
Totals For Fence Permit Industrial : 1 Permit(s)				5,500.00	370	
Fence Permit Residential						
FNCE-8-21-5865	GODEE AVE 002302	08/27/2021	08/13/2021	12,710.00	430	6-0882 -04-056
Totals For Fence Permit Residential : 2 Permit(s)				12,710.00	430	
Occupant Business License						
OL-8-21-5838	AUGUSTA RD 004213	08/01/2021	07/20/2021	0.00	1,090	6-0016 -01-014A
OL-8-21-5845	CHATHAM PARKWAY 001101B-	08/10/2021	07/09/2021	0.00	2,988	6-0798 -01-017
OL-8-21-5846	TELFAIR RD 00525	08/16/2021	08/16/2021	0.00	950	6-0737 -02-003
OL-8-21-5847	TELFAIR RD 00525	08/16/2021	08/16/2021	0.00	950	6-0737 -02-003
OL-8-21-5857	OLD LOUISVILLE RD 003916	08/23/2021	08/12/2021	0.00	10,000	6-0802 -02-002
OL-8-21-5858	HIGHWAY 80 000702	08/20/2021	08/20/2021	0.00	1,400	6-0733 -03-001
OL-8-21-5863	LYNAH AV 001335107	08/24/2021	08/24/2021	0.00	1,523	6-0802 -11-036
OL-8-21-5869	8TH ST 004103 Suite D	08/30/2021	08/25/2021	0.00	800	6-0022 -03-032
OL-8-21-5871	TELFAIR PL 000032	08/31/2021	08/27/2021	0.00	8,772	6-0799 -01-003
Totals For Occupant Business License : 9 Permit(s)				0.00	28,473	
Occupant Business License -Change Of Ownership						
OL-8-21-5859	AUGUSTA RD 004019	08/16/2021	07/28/2021	0.00	66,647	6-0016 -03-017
OL-8-21-5861	AUGUSTA RD 004814	08/20/2021	08/19/2021	0.00	2,395	6-0013 -04-003A
Totals For Occupant Business License -Change Of Owners				0.00	69,042	
Residential Permit Addition						
RES-8-21-5836	DEAN FOREST RD 001602 H37	08/04/2021	08/03/2021	6,000.00	165	6-0988 -02-003
Totals For Residential Permit Addition : 1 Permit(s)				6,000.00	165	
Residential Permit Complete Structure for C.O.						
RES-11-20-5513	DANIEL AV 000016	08/04/2021	10/09/2020	92,000.00	1,440	6-0002 -02-042
Totals For Residential Permit Complete Structure for C.O. :				92,000.00	1,440	
Residential Permit POD						
RES-8-21-5848	WOODLAWN AV 002606	08/16/2021	08/16/2021	0.00	0	6-0927 -01-022
RES-8-21-5849	WOODLAWN AV 002608	08/16/2021	08/16/2021	0.00	0	6-0927 -01-021
Totals For Residential Permit POD : 4 Permit(s)				0.00	0	

Permit	Location Address	Issued	App Date	Valuation	Square Feet	Parcel Number
Residential Permit Repair						
RES-1-21-5573	GRIFFIN AV 000312	08/10/2021	08/10/2021	20,000.00	900	6-0925 -01-005
Totals For Residential Permit Repair : 5 Permit(s)				20,000.00	900	
Residential Permit Re-Roof						
RES-8-21-5840	SHAVERS RD 000319	08/09/2021	08/02/2021	15,844.00	918	6-0016 -07-012
Totals For Residential Permit Re-Roof : 6 Permit(s)				15,844.00	918	
Residential Permit Solar Panels Install						
RES-8-21-5854	BIG HILL RD 000413	08/19/2021	07/16/2021	53,000.00	582	6-0921 -01-017
Totals For Residential Permit Solar Panels Install : 7 Permit(s)				53,000.00	582	
Sign Permit Permanent						
SIGN-8-21-5835	TOWN CENTER DR 100	08/04/2021	08/03/2021	0.00	32	6-0989 -01-085
Totals For Sign Permit Permanent : 1 Permit(s)				0.00	32	
Sprinkler Permit Commercial						
SPRK-8-21-5866	EXPORT BL 005519	08/30/2021	08/16/2021	30,000.00	4,165	6-0890 -01-005
SPRK-8-21-5868	OLD DEAN FOREST RD 001514	08/26/2021	08/17/2021	450,000.00	364,210	6-0989 -04-001
Totals For Sprinkler Permit Commercial : 2 Permit(s)				480,000.00	368,375	
Sprinkler Permit Fire Sprinkler						
SPRK-8-21-5842	OLD DEAN FOREST RD 001514	08/11/2021	08/03/2021	600,000.00	462,000	6-0989 -04-001
SPRK-8-21-5843	DEAN FOREST RD 001446	08/11/2021	08/06/2021	40,000.00	32,000	6-0989 -01-071
Totals For Sprinkler Permit Fire Sprinkler : 4 Permit(s)				640,000.00	494,000	
Tree Removal Permit Tree Removal						
COM-8-21-5841	SPARKMAN DR 000100	08/10/2021	08/04/2021	0.00	0	6-0017 -04-002
COM-8-21-5851	HIGHWAY 80 000411	08/19/2021	07/28/2021	0.00	0	6-0019 -13-008
Totals For Tree Removal Permit Tree Removal : 2 Permit(s)				0.00	0	
Well Permit Irrigation						
WELL-8-21-5862	SONNY PERDUE DR 000002	08/23/2021	08/23/2021	15,000.00	400	6-0924 -05-015
Totals For Well Permit Irrigation : 1 Permit(s)				15,000.00	400	

July 26, 2021 - August 1, 2021

July 2021					August 2021								
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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		11	12	13	14	15	16	17	15	16	17	18	19
		18	19	20	21	22	23	24	22	23	24	25	26
		25	26	27	28	29	30	31	29	30	31		

Monday, July 26

- 9:00am - 10:00am Rebar Inspection - **Cody 770-417-7324** (1514 Old Dean Forest Road Bldg A - Coastal Commerce) - Tonya Roper
- 10:00am - 10:30am Condemnation Inspection - **Jonathan Trego** (4112 6th Street) - Tonya Roper
- 11:30am - 12:30pm Rebar Inspections - **Mike Lee 352-231-1553** (100 Priscilla D Thomay Way - Groves) - Tonya Roper
- 1:00pm - 2:00pm Building Inspection / **Tommy Rushing 912-695-0805** (4716 Agusta Rd) - Jacqueline S. Williams
- 2:00pm - 3:00pm Electrical Inspection / **Johnny Hearn 912-658-3092** (2150 Dean Forest Rd) - Jacqueline S. Williams

Tuesday, July 27

- 9:00am - 10:00am Rebar Inspection / **Cody 770-412-7324** (1514 Old Dean Forest Road - Coastal Commerce) - Jacqueline S. Williams
- 10:30am - 11:00am Insulation - **Xing Wingfield 910-386-7401** (55 Main Street - Rear Building) - Tonya Roper
- 11:00am - 11:30am Insulation Inspection - **Paul 912-429-3253** (1599 Chatham Parkway - Savannah Christian) - Tonya Roper
- 1:00pm - 2:00pm Final Inspection - **Jeimy Garcia 912-313-4025** (310 Talmadge Avenue) - Tonya Roper
- 3:00pm - 4:00pm Meeting w Theresa Robinson **770-336-5158** (City Hall - Training Room) - Jacqueline S. Williams

Wednesday, July 28

- 9:00am - 10:00am Rebar Inspection / **Cody 770-412-7324** (1514 Old Dean Forest Road - Coastal Commerce) - Jacqueline S. Williams
- 10:00am - 11:00am Re-Inspections Electrical Grounding/ Rebar Inspections - **Trevor 770-508-5775** (2150 Dean Forest Road - CenterPoint) - Jacqueline S. Williams
- 11:30am - 12:30pm Rebar Inspection For Footing & Block Wall - **Mike Lee 352-231-1553** (100 Priscilla D Thomas Way - Groves) - Tonya Roper
- 12:00pm - 1:00pm 4007 Old Louisville Rd Inspection with owner (4007 Old Louisville Rd) - Jonathan Trego

Thursday, July 29

- 8:00am - 9:00am Meeting (121 Salt Creek Rd) - Jacqueline S. Williams
- 9:00am - 10:00am OTC/Fire & PZB Inspection - **Kyle Myers 877-430-2583** (117 Prosperity Drive - Blue Force Gear, Inc.) - Tonya
- 10:00am - 11:00am Footing Rebar Inspection - **Conner Ford 775-443-5194** (137 Prosperity Drive - Main Gate Logistics) - Tonya
- 11:30am - 12:00pm Footer & Block Wall - **Mike Lee 352-231-1553** (100 Priscilla D Thomas Way - Groves) - Tonya Roper
- 12:00pm - 1:00pm Plumbing_Exterior Wall Inspection - **Tommy 657-3735** (2 Sonny Perdue Drive - Love's Travelstop) - Tonya Roper
- 1:00pm - 2:00pm Meeting (TBA) - Jacqueline S. Williams
- 2:00pm - 3:00pm Tree Removal - **Tommy Rushing 912-313-1477** (411 US Hwy 80) - Tonya Roper
- 3:00pm - 4:00pm Tree Removal (2775 Highway 80) - Tonya Roper
- 3:00pm - 3:30pm Building Inspection / **Maarquis Byrd 912-438-1072** (16 Harrell Dr Hustle Forever Logistics) - Jacqueline S.

Friday, July 30

- 8:30am - 9:00am Plumbing Inspection - **Mike Lee 352-231-1553** (100 Priscilla D Thomas Way - Groves) - Tonya Roper
- 9:00am - 9:30am CO Inspection - **Jimmy 912-312-8474** (100 Town Center Dr Tapestry Park Bldg 6000) - Jacqueline S. Williams
- 10:00am - 11:00am Rebar Inspection - **Mike Lee 352-231-1553** (100 Priscilla D Thomas Way - Groves) - Tonya Roper
- 11:00am - 12:00pm Demolition Inspection (1446 Dean Forest Rd / The Venue) - Jacqueline S. Williams
- 12:00pm - 12:30pm Fidel Rubio - **832-382-3551** (Training Room) - Tonya Roper
- 1:00pm - 2:00pm Foundation Inspection - **Robert Redding 912-665-1314** (3998 Pineland Drive) - Tonya Roper
- 2:00pm - 3:00pm iSolve Reminder (Office) - Tonya Roper
- 2:00pm - 3:00pm Rebar Inspection - **Cody 770-417-7324** (1514 Old
- 3:00pm - 4:00pm In-Wal Inspection _Women's Restroom -

Saturday, July 31

Sunday, August 1

- 8:00am - 9:00am BOA/PC Application Deadline

August 2, 2021 - August 8, 2021

August 2021						
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September 2021						
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Monday, August 2

- Send Zoning Amendments** (Chatham County) ☎
- 9:00am - 10:00am Rebar for Block Inspection - Mike Lee**
352-231-1553 (100 Priscilla D Thomas Way - Groves) - Tonya Roper
- 10:00am - 11:00am Rebar for Footing Inspection - Mike Lee**
352-231-1553 (100 Priscilla D Thomas Way - Groves) - Tonya Roper
- 11:00am - 12:30pm 305 Byck Ave Inspection** (305 Byck Ave Inspection) - Jonathan Trego
- 1:00pm - 2:00pm Rebar Inspection - Cody 770-417-7324** (1514 Old Dean Forrest Road - Coastal Commerce Bldg A) - Tonya Roper
- 3:00pm - 4:00pm Electrical Inspection - Junlei Yuan 600-5377**
(1333 Lynah Avenue C09) - Tonya Roper
- 6:00pm - 7:00pm City Council Pre-Agenda** (Conference Room) - Tonya Roper ☎

Wednesday, August 4

- 9:00am - 10:00am Rebar Inspection - Cody 770-417-7324** (1514 Old Dean Forrest Road - Coastal Commerce Bldg A) - Jacqueline S. Williams
- 10:00am - 11:00am OTC/Fire & PZB Inspections - Tray Singleton or Lee Anderson 904-244-1569** (5516 Export Blvd - TNT Parts) - Tonya Roper
- 11:00am - 12:00pm Porch Final - Clemente** (4402 Old Louisville Rd) - Danielle Smith
- 11:30am - 12:30pm Rebar Inspection - Mike Lee 352-231-1553**
(100 Priscilla D Thomas Way - Groves) - Tonya Roper
- 1:00pm - 2:00pm Framing Inspection - Jeffrey Wilson 220-6410**
(1101 Chatham Parkway Unit F2) - Tonya Roper
- 2:00pm - 3:00pm OTC/Fire_PZB Inspection - Benoit Lavigne 912-436-3621 ext. 3** (29 Minis Avenue - JML Productions) - Tonya Roper

Friday, August 6

- 8:00am - 6:00pm Building Official** (Out of Office) - Tonya Roper
- 8:00am - 9:00am Staff Review of BOA/PC Applications for Advertising** ☎
- 11:00am - 12:00pm Safebuilt** (City Hall) - Tonya Roper

Tuesday, August 3

- 9:00am - 10:00am Lock Walls Inspection / Mike Lee 352-231-1553**
(100 Priscilla D Thomas Way - Groves) - Jacqueline S. Williams
- 9:00am - 10:00am Rebar Inspection - Cody 770-417-7324** (1514 Old Dean Forrest Road - Coastal Commerce Bldg A) - Jacqueline S.
- 10:00am - 11:00am OTC_Fire & PZB Inspection - Carlos 843-297-0799** (1636 Dean Forest Road) - Jacqueline S. Williams
- 11:00am - 12:00pm Building Inspection / Donna Herrington 912-436-5999** (309 E Main St Suite G) - Jacqueline S. Williams
- 11:30am - 12:00pm Rebar for Footings Inspection / Mike Lee 352-231-1553** (100 Priscilla D Thomas Way - Groves) - Jacqueline S.
- 1:00pm - 2:00pm Temp Powe Pole - Roy 404-597-6865** (2606 Woodlawn Avenue) - Tonya Roper
- 2:00pm - 3:00pm In Wall Plumbing Inspection / Tommy 912-657-3735** (2 Sonny Perdue Love's Travel Stop) - Jacqueline S.
- 3:00pm - 4:00pm Electrical Rough In - Patrick Sheffield**

Thursday, August 5

- 9:00am - 10:00am Rebar Inspection - Cody 770-417-7324** (1514 Old Dean Forrest Road - Coastal Commerce Bldg A) - Jacqueline S.
- 9:00am - 9:30am Rebar Inspection - Mike Lee 352-231-1553** (100 Priscilla D Thomas Way - Groves) - Jacqueline S. Williams
- 10:00am - 11:00am Electrical Final / Jeff Unger 770-270-1142**
(4516 Augusta Rd) - Jacqueline S. Williams
- 11:00am - 12:00pm Electrical Inspection / Michael Story 912-655-7329** (1333 Junction Ave) - Jacqueline S. Williams
- 11:30am - 12:00pm Rebar Inspection - Mike Lee 352-231-1553**
(100 Priscilla D Thomas Way - Groves) - Jacqueline S. Williams
- 1:00pm - 2:00pm Panel Rebar Inspection / Connor Ford 775-443-5194** (137 Prosperity Dr (Pump House)) - Jacqueline S.
- 2:00pm - 3:00pm Vehicle Service** - Jacqueline S. Williams
- 3:00pm - 4:00pm Plumbing Inspection / Kenneth Patrick**
- 4:00pm - 4:30pm Electrical Inspection / Charles Brabham**

Saturday, August 7

Sunday, August 8

August 9, 2021 - August 15, 2021

August 2021							September 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6	7	1	2	3	4		
	8	9	10	11	12	13	14	5	6	7	8	9	10
	15	16	17	18	19	20	21	12	13	14	15	16	17
	22	23	24	25	26	27	28	19	20	21	22	23	24
	29	30	31					26	27	28	29	30	

Monday, August 9

- 9:00am - 10:00am Electrical Inspection / Eddie 615-755-4064 (2 Sonny Perdue Love's Travel Stop) - Jacqueline S. Williams
- 9:00am - 9:30am Footing Inspection Cody 770-417-7324 (1514 Dean Forest Rd Coastal Comm Ctr) - Jacqueline S. Williams
- 9:00am - 9:30am Rebar for Block Wall - Mike Lee 352-231-1553 (100 Priscilla D Thomas Way - Groves) - Jacqueline S. Williams
- 11:00am - 12:00pm Rebar Inspection - Trevor 770-508-5775 (2150 Dean Forest Road) - Jacqueline S. Williams
- 11:30am - 12:00pm Rebar for Footing Inspection - Mike Lee 352-231-1553 (100 Priscilla D Thomas Way - Groves) - Jacqueline S.
- 1:00pm - 2:00pm Sign Final Inspection - Nina 678-244-1442 (100 Town Center Drive - Tapestry Park Apartments) - Tonya Roper
- 2:00pm - 3:00pm Rebar Inspection - Bob 912-704-4010 (1446B Dean Forest Road - Venue/Event Space) - Tonya Roper
- 3:00pm - 4:00pm Tree Removal - April 912-507-7318 (100

Tuesday, August 10

- 8:30am - 9:30am Power Release Inspection - Richard Strauss 572-3523 (291 Village Dr) - Danielle Smith
- 9:00am - 9:30am Footing Inspection Cody 770-417-7324 (1514 Dean Forest Rd Coastal Comm Ctr) - Jacqueline S. Williams
- 9:00am - 9:30am Plumbing Inspection - Mike Lee 352-231-1553 (100 Priscilla D Thomas Way - Groves) - Jacqueline S. Williams
- 10:00am - 10:30am OTC/Fire & PZB Inspections / Autumn Adams 912-644-0023 (4888 Old Louisville Rd) - Jacqueline S. Williams
- 11:00am - 12:00pm Nail Pattern Inspection - Clyde Montgomery
- 11:30am - 12:00pm Footing Rebar Inspection - Mike Lee
- 1:00pm - 2:00pm Final In-Wall / Tommy 912-657-3735 (2 Sonny
- 2:00pm - 3:00pm MH Move Inspection - Tina Hobbs 912-675-0833
- 5:30pm - 6:00pm Pre-Agenda (BOA/PC) (Conference Room) - Tonya
- 6:00pm - 7:00pm Zoning Board of Appeals/Planning Commission
- 6:00pm - 7:00pm Zoning Board of Appeals/Planning Commission

Wednesday, August 11

- Mayor & Council Report (Rhonda - 12pm) - Tonya Roper
- 9:00am - 9:30am Footing Inspection Cody 770-417-7324 (1514 Dean Forest Rd Coastal Comm Ctr) - Jacqueline S. Williams
- 10:00am - 11:00am Final Inspection - Judson Brannen 912-531-5248 (47 Sonny Perdue Drive) - Tonya Roper
- 10:30am - 11:30am Underground Plumbing Vent - Mike Lee 352-231-1553 (100 Priscilla D Thomas Way - Groves) - Danielle Smith
- 2:30pm - 3:30pm Rebar - Mike Lee 352-231-1553 (100 Priscilla D Thomas Way - Groves) - Danielle Smith

Thursday, August 12

- 8:30am - 9:00am Meeting (Planning Office) - Tonya Roper
- 9:00am - 9:30am Footing Inspection Cody 770-417-7324 (1514 Dean Forest Rd Coastal Comm Ctr) - Jacqueline S. Williams
- 10:00am - 11:00am Partial Wall Electrical Rough Inspection - Eddie 615-755-4064 (2 Sonny Perdue Drive - Love's Truckstop) - Tonya Roper
- 11:00am - 12:00pm Electrical Inspection / Matthew 912-704-5288 (4241 Augsta Rd - Burger King) - Jacqueline S. Williams
- 12:00pm - 1:00pm Rebar Inspection - Mike Lee 352-231-1553 (100 Priscilla D Thomas Way) - Tonya Roper
- 1:00pm - 2:00pm CMU Inspection - Zack 770-508-0330 (137 Prosperity Drive - Main Gate Logistics) - Tonya Roper
- 2:00pm - 3:00pm Electrical Inspection - Miguel Caulderon 659-7888 (525 Telfair Road) - Tonya Roper

Friday, August 13

- 9:00am - 10:00am Final Inspection - Judson Brannen 912-531-5248 (47 Sonny Perdue Drive - Port City Logistics) - Tonya
- 9:00am - 9:30am Footing Inspection Cody 770-417-7324 (1514 Dean Forest Rd Coastal Comm Ctr) - Jacqueline S. Williams
- 9:00am - 9:30am Footing Rebar Inspection - Mike Lee 352-231-1553 (100 Priscilla D Thomas Way - Groves) - Jacqueline S.
- 9:00am - 9:30am Plumbing Inspection - Mike Lee 352-231-1553 (100 Priscilla D Thomas Way - Groves) - Jacqueline S. Williams
- 9:30am - 10:00am Slab Rebar Inspection - Mike Lee 352-231-1553 (100 Priscilla D Thomas Way - Groves) - Jacqueline S. Williams
- 10:00am - 11:00am Slab Inspection / S. O'Neal 646-691-0656 (23 Daniel Ave) - Jacqueline S. Williams
- 1:00pm - 2:00pm Final C.O. Inspection - Ken Troupe
- 2:00pm - 3:00pm iSolve Reminder (Office) - Tonya Roper
- 4:00pm - 4:30pm Rebar Footing / Zach 770-417-7324 (137

Saturday, August 14

Sunday, August 15

August 16, 2021 - August 22, 2021

August 2021						
Su	Mo	Tu	We	Th	Fr	Sa
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September 2021						
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Monday, August 16

- 9:00am - 10:00am Site Inspection - Mark Bean 706-831-9645 (810 Talmadge Avenue) - Tonya Roper
- 1:00pm - 2:00pm Kais Alandawy - 303-250-6171 (Training Room) - Tonya Roper

Tuesday, August 17

- 8:30am - 9:00am Meeting / Eddie Puckett, Daniel Ave Project (Training Room) - Jacqueline S. Williams
- 9:00am - 10:00am Block Wall Rebar / Mike Lee 352-231-1553 (100 Priscilla D Thomas / Groves) - Jacqueline S. Williams
- 9:00am - 10:00am Tree Removal Inspection - Jesse McCabe 937-459-7200 (1234 Dean Forest Road) - Tonya Roper
- 10:00am - 11:00am Meter Release(Temp Power) - Mitch Brannen 912-844-6294 (312 Griffin Avenue) - Tonya Roper
- 11:30am - 12:30pm Footing Rebar / Mike Lee 352-231-1553 (100 Priscilla D Thomas / Groves) - Jacqueline S. Williams
- 1:30pm - 2:00pm Final(MEP) Inspection - Xing (55 Main Street Unit 6) - Tonya Roper
- 3:00pm - 4:00pm ISO Meeting (Planning Office) - Tonya Roper

Wednesday, August 18

- 9:00am - 10:00am Electrical Wall Rough/Partial Ceiling Rough - Eddie 615-755-4064 (2 Sonny Perdue Drive - Love's) - Tonya Roper
- 10:00am - 11:00am PZB Inspection - Carlos Dominguez 843-297-0799 (1636-B Dean Forest Rd) - Jacqueline S. Williams
- 10:00am - 10:30am Plumbing Inspection - Kelvin Green 912-507-8851 (4005 3rd Street - Single Family Residence) - Tonya
- 11:00am - 11:30am OTC/Fire/PZB Inspection - Sean 713-7823 (525 Telfair Road) - Tonya Roper
- 11:30am - 12:30pm Footing Rebar - Mike 352-231-1553 (100
- 1:00pm - 2:00pm OTC/Fire/PZB Inspections - Kevin Hayes
- 2:00pm - 2:30pm OTC/Fire/PZB Follow-up Inspection - Marquis
- 2:30pm - 2:45pm Block Wall - Mike lee 352-231-1553 (100 Priscilla
- 2:45pm - 3:00pm Electrical Inspection - Mike Lee 352-231-1553
- 3:00pm - 4:00pm Rebar Inspection - Trevor 770-508-5775 (2150
- 4:00pm - 5:00pm Rebar - Connor 293-2688 (1514 Old Dean Forest

Thursday, August 19

- 8:00am - 9:00am Preliminary Landscape Bond Release Inspection (1636 Dean Forest Road) - Tonya Roper
- 9:00am - 10:00am Rebar - Connor 293-2688 (1514 Old Dean Forest Road - Coastal Commerce) - Tonya Roper
- 10:00am - 11:00am Overhead Plumbing & Pour Back Rebar Inspections - Trevor 770-508-5775 (2150 Dean Forest Rd - Ctr Point)
- 11:00am - 11:30am Partial Underground Plumbing Inspection / Steven McDonald 912-531-1035 (137 Prosperity Dr. Bldg 4) -
- 11:30am - 12:30pm Footing Rebar - Mike Lee 352-231-1553 (100 Priscilla D Thomas Way - Groves) - Tonya Roper
- 1:00pm - 2:00pm Final Inspection - Luis Terez 912-695-0158 (1602 Dean Forest Road Lot H37) - Tonya Roper
- 2:30pm - 3:30pm Block Wall Rebar - Mike Lee 352-231-1553 (100 Priscilla D Thomas Way - Groves) - Tonya Roper
- 4:00pm - 5:00pm Slab Inspection - Roy Hill 404-597-6865 (2606

Friday, August 20

- 8:30am - 9:00am Slab Inspection - Roy Hill 404-597-6865 (2606 Woodlawn Avenue) - Tonya Roper
- 9:00am - 10:00am Rebar - Connor 293-2688 (1514 Old Dean Forest Road - Coastal Commerce) - Tonya Roper
- 10:00am - 11:00am OTC/ Fire_PZB Follow-up Inspection - Leander
- 11:00am - 11:30am Final Inspection - Michael Story 912-655-7329
- 11:30am - 12:30pm Footing Rebar - Mike Lee 352-231-1553 (100
- 11:30am - 12:00pm Final Inspection - Michael Story 912-655-7329
- 1:00pm - 1:30pm Final Inspection - Xing 910-386-7401 (55 Main
- 1:30pm - 2:00pm Electrical Inspection / Kyle Myers 843-566-2367
- 2:00pm - 2:30pm Concrete Block Masonry & Ground Triad
- 2:30pm - 3:30pm Block Wall - Mike Lee 352-231-1553 (100 Priscilla
- 2:30pm - 3:00pm Footing Rebar Inspection / Connor Ford
- 4:00pm - 4:30pm Nail Pattern - Kenneth 663-7144 (37 Leon Avenue

Saturday, August 21

Sunday, August 22

August 23, 2021 - August 29, 2021

August 2021						
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September 2021						
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Monday, August 23

- 7:30am - 9:30am Special Operation (TBA) - Jacqueline S. Williams
- 11:00am - 11:30am Final Inspection - Michael Story 912-655-7329 (1331 Junction Ave) - Jacqueline S. Williams
- 11:30am - 12:30pm Footing Rebar - Mike Lee 352-231-1553 (100 Priscilla D Thomas Way - Groves) - Jacqueline S. Williams
- 1:00pm - 2:00pm OTC/Fire_PZB Inspection - Heath 470-758-0455 (1101 Chatham Parkway Suite B-1 - Rogers Mechanical) - Tonya Roper
- 2:30pm - 3:30pm Block Wall Rebar Inspection - Mike Lee 352-231-1553 (100 Priscilla D Thomas Way - Groves) - Jacqueline S. Williams

Tuesday, August 24

- 9:00am - 9:30am Conner Tierney - 706-726-9356 (Training Room) - Tonya Roper
- 10:00am - 11:00am Foundation Rebar - Stephanie Walker 912-677-6737 (1514 Old Dean Forest Road - Coastal Commerce) - Tonya Roper
- 11:30am - 12:30pm Footing Rebar - Mike Lee 352-231-1553 (100 Priscilla D Thomas Way - Groves) - Jacqueline S. Williams
- 1:00pm - 2:00pm OTC/FIRE/PZB Balkaishan Kodal 843-940-3358 (702 US Hwy 80) - Jacqueline S. Williams
- 2:30pm - 3:30pm Block Wall Rebar Inspection - Mike Lee 352-231-1553 (100 Priscilla D Thomas Way - Groves) - Jacqueline S. Williams

Wednesday, August 25

- 9:00am - 10:00am Power Release - Todd Reiter 912-236-2722 (32 Telfair Place) - Danielle Smith
- 10:00am - 11:00am Stop Work Order Request - Della 964-7675(Property Manager) (1602 Dean Forest Road Lot
- 11:30am - 12:30pm Footing Rebar - Mike Lee 352-231-1553 (100 Priscilla D Thomas Way - Groves) - Jacqueline S. Williams
- 12:30pm - 2:30pm Godbee Ave Warrant Inspection (Godbee Ave PIN: 60825 02012) - Jacqueline S. Williams
- 12:30pm - 2:30pm Warrant Inspection (4121 3rd St) - Jacqueline S. Williams
- 12:30pm - 2:00pm 4121 3rd St Warrant Inspection (4121 3rd St) -
- 2:00pm - 2:30pm Godbee Ave Warrant Inspection (Godbee Ave
- 4:00pm - 4:30pm CMU Inspection - Zach 770-508-0330 (137
- 4:00pm - 4:30pm Spread Footer Rebar Inspection Zach
- 4:00pm - 4:30pm Underground Plumbing (140 Prosperity Dr Bldg

Thursday, August 26

- 9:00am - 10:00am Metal Framing for Ceiling Inspection / Lee Ragsdale 423-693-5645 (2 Sonny Perdue Love's Travel Stop) -
- 10:00am - 11:00am Follow-up Inspection OTC/Fire_PZB - Brandon 966-1146 (1620 Dean Forest Road - Pumping Systems) - Tonya Roper
- 11:00am - 11:30am Tree Inspection / Michael Bruner 912 604 3167 (1398 Dean Forest Rd) - Jacqueline S. Williams
- 11:30am - 12:30pm Footing Rebar - Mike Lee 352-231-1553 (100 Priscilla D Thomas Way - Groves) - Jacqueline S. Williams
- 11:30am - 12:00pm Electrical Inspection / Mike Lee 352-231-1553
- 11:30am - 12:00pm Plumbing Inspection Mike Lee 352-231-1553 (100 Priscilla Thomas Way Groves) - Jacqueline S. Williams
- 1:00pm - 2:00pm OTC/Fire_PZB Inspections - Tony Williams 912-271-7784 (4814 Augusta Road - Krystal Restaurants LLC -
- 4:00pm - 5:00pm Footing Rebar Inspection - Connor 775-443-5194 (140 Prosperity Drive - Building 4) - Tonya Roper

Friday, August 27

- 8:30am - 9:00am Framing Inspection - Eddie Puckett 912-667-6949 (319 Shavers Road (Main Street)) - Tonya Roper
- 9:00am - 10:00am Site Meeting - Austin 678-243-9699 (35 Hawkinsville Road) - Tonya Roper
- 10:00am - 10:30am Plumbing & Electrical Inspection - Gary Murphy 912-848-0622 (2403 Shaw Avenue - Renovation) - Tonya
- 10:30am - 11:00am Electrical Inspection - Mike Lee 352-231-1553
- 11:30am - 12:30pm Footing Rebar - Mike Lee 352-231-1553 (100 Priscilla D Thomas Way - Groves) - Jacqueline S. Williams
- 1:00pm - 2:00pm Nail Pattern - Kenneth 912-663-7144 (37 Leon Avenue - Mt. Olive Church) - Tonya Roper
- 2:00pm - 3:00pm iSolve Reminder (Office) - Tonya Roper
- 2:00pm - 2:30pm Electrical Inspection / Cindy Loadholt
- 3:30pm - 4:00pm Ramp Wall Footer Rebar - Zack 770-508-0330
- 4:00pm - 4:30pm 16 Spread Footer/Rebar Inspection - Zack

Saturday, August 28

Sunday, August 29

August 30, 2021 - September 5, 2021

August 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
	8	9	10	11	12	13
	15	16	17	18	19	20
	22	23	24	25	26	27
	29	30	31			

September 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4		
	5	6	7	8	9	10
	12	13	14	15	16	17
	19	20	21	22	23	24
	26	27	28	29	30	

Monday, August 30

- 9:00am - 9:30am 4007 Old Louisville Rd Follow Up Inspection (4007 Old Louisville Rd) - Jonathan Trego
- 10:00am - 11:00am Follow-Up Inspection - Benoit Lavigne 436-3621 ext 3 (29 Minus Avenue - JML Productions, LLC) - Tonya Roper
- 11:00am - 12:00pm Electrical Inspection - Mike Lee 352-231-1553 (100 Priscilla D Thomas Way - Groves) - Jacqueline S. Williams
- 11:00am - 12:00pm Footing Rebar Inspection - Mike Lee 352-231-1553 (100 Priscilla D Thomas Way - Groves) - Jacqueline S. Williams ☎
- 1:00pm - 5:00pm Building Official - Tonya Roper

Tuesday, August 31

- 9:00am - 10:00am Framing & MEP Rough In Inspections / Clyde Montgomery 912-210-6832 (20 Daniel Ave) - Jacqueline S. Williams
- 10:00am - 11:00am 305 Byck Ave Mike Rollis Meeting for pre-court Inspection (305 Byck Ave) - Jonathan Trego
- 11:00am - 12:00pm Footing Rebar & Plumbing Inspections - Mike Lee 352-231-1553 (100 Priscilla D Thomas Way - Groves) - Jacqueline S. Williams ☎
- 1:00pm - 1:30pm Roof/Framing/Electrical Follow-up - Eddie Puckett 912-677-6949 (319 Shavers Road - Roof Repair) - Tonya Roper
- 3:00pm - 4:00pm Foundation Rebar Inspection / Stephanie Washington 912-677-6737 (1514 Dean Forest Rd / Coastal Comm Ctr) - Jacqueline S. Williams
- 4:00pm - 4:30pm Slab Pour Inspection - Naser 601-832-7243 (4005 3rd Street) - Tonya Roper

Wednesday, September 1

- 8:00am - 9:00am BOA/PC Application Deadline ☎
- 10:00am - 11:00am Tree Removal Inspection - April Givens 912-507-7318 (100 Sparkman Drive - Everlasting Life Church) - Danielle Smith
- 11:00am - 12:00pm Footing Rebar, & Slab and Rebar Inspections - Mike Lee 352-231-1553 (100 Priscilla D Thomas Way - Groves) - Jacqueline S. Williams ☎
- 1:00pm - 1:30pm Underground Plumbing / Stephen 912-531-1035
- 2:00pm - 3:00pm Slab Inspection - Nasar Jaber 601-832-7243 (4005 3rd Street - Single family Dwelling) - Tonya Roper

Thursday, September 2

- 10:00am - 11:00am Roof/Electrical Final - Eddie 912-667-6949 (319 Shavers Road) - Tonya Roper
- 11:00am - 12:00pm Footing Rebar & Plumbing Inspections - Mike Lee 352-231-1553 (100 Priscilla D Thomas Way - Groves) - Jacqueline S. Williams ☎
- 1:00pm - 2:00pm OTC/Fire/PZB Inspection - Todd 236-2722 (32 Telfair Place - Signature Waste Disposal, LLC) - Tonya Roper
- 2:00pm - 3:00pm Final Inspection / Jeffrey Wilson 912-220-6410 (1101 Chatham Parkway F-2) - Jacqueline S. Williams
- 3:00pm - 4:00pm Tree Inspection - Jonathan Trego 230-5752 (2306 Shaw Avenue) - Tonya Roper

Friday, September 3

- 10:00am - 10:30am Building Inspection - Autumn Adams 912 644 0023 (4888 Old Louisville Rd) - Jacqueline S. Williams

Saturday, September 4

Sunday, September 5

City of Garden City
Board of Zoning Appeals/Planning Commission

Notice is hereby given that an application has been submitted to the Board of Zoning Appeals/Planning Commission to be heard on September 14, 2021 at 6:00pm in the City Hall, 100 Central Avenue; the purpose of the application(s) is to review a request by the following:

PC2116: Brian Trerice request a variance of Chapter 90 Section 90-73 and Section 90-14 to build a 3-bay residential garage at 616 Griffin Avenue. PIN 60926 03014

PC2117: Vince Ferraro; Mahany Construction requests a site plan approval for proposed development as a warehouse to be located at 15 Aviation Court. PIN 60891 01018; 60891 01019 and 60891 01020

PC2118: Greg Coleman; Coleman Company, Inc request to rezone Old Louisville Road; PIN 60925 04001 from C-2A/R-A to I-1, 4833 Old Louisville Road; PIN 60925 04003 from R-2 to I-1 and 4840 Old Louisville Road; PIN 60925 04004 from R-2 to I-1.

PC2119: R. Jonathan Hart; representing Georgia Exports Company request to add provisions to the Garden City zoning code Sec. 90-47 to allow, regulate, and set standards for a wood long shipping and logistics operation within Garden City.

Public hearing by City Council for PC2118 and PC2119 is scheduled for September 20, 2021 with Consideration by City Council scheduled for October 4, 2021 at 6pm in the Council Chambers, 100 Central Avenue, Garden City, GA 31405.

PLEASE RUN THE ABOVE IN THE LEGALS SECTION OF THE SAVANNAH MORNING NEWS ON THE FOLLOWING DATES: August 31, 2021 and September 1, 2021

Memorandum

To: Scott Robider
From: Jonathan Trego – Code Officer
Date: 9/13/2021
Re: Council Report

The Code Enforcement Unit activity report for the month of August 2021 is as follows:

Signs- 18

Sanitation Citations- 0

Courtesy Notices and Violation Notices- 68

Re-inspections- 59

Cases Closed (Compliance or dismissed)- 53

Vehicles Tagged Derelict or tagged for tow- 26

Vehicles Towed- 4

Vehicles MBO or brought into compliance- 9

Court Citations- 4

Misc. Inspections (including zoning checks, tax cert checks, permit checks, routine insps)- 21

Housing Codes- 3

Cease and Desist Orders obtained: 0

Warrants and Court Orders obtained: 2

Properties that the City worked on (including cutting, cleaning, securing) and billed- 37

CE Condemnations (Placards posted- including for unfit, unsecure, unsafe): 3

REPORT TO MAYOR AND CITY COUNCIL**AGENDA ITEM***Parks & Recreation*

TO: THE HONORABLE MAYOR AND CITY COUNCIL **DATE:** September 14th 2021

SUBJECT: *Parks & Recreation 2021 August Report*

Report in Brief

The Parks & Recreation Monthly Status Report includes a summary of the monthly activities and projects of all divisions within the Department. This report also provides information regarding key items of interest and/or activities throughout the month. Garden City Parks and Recreation Department *August* report. Our staff continues to enjoy opportunities to provide quality programming and facilities to our residents. We encourage all residents to engage themselves in a program of choice and begin reaping the emotions and physical rewards associated with teamwork, interaction and physical and mental activity.

The operations detail contained in this report is for the Month of August 2021 and all related information is current as of September 14, 2021.

Prepared by: Cliff Ducey
Title Parks & Recreation Director

Reviewed by: _____
Title _____

Attachment(s)

Parks & Recreation Department
Status Report
Summary - August 2021

Adult/Youth/Sports Programs & Community Relations Activities/Events

Adult Programs

Senior Center Open – Open Mondays through Thursdays “come join the fun!!”

- ***Monthly Programs Offered***
- ***Activities include: Devotion time, bingo, trivia, puzzles, dominoes, bridge, cards, billiards, line dancing and muscle strengthening exercise.***

- ***Welcome Back! All programming has resumed at the senior center with good attendance. Please stop by the Garden City Senior Center to see what's new.***

The Senior Center is open Monday through Thursday's lunch and snacks are provided.

During the month of August we cooked and served 605 meals.

Our Garden City Senior Center Book Club meets the last Monday of each month at 1pm.

The Seniors have a upcoming trip to Metter to pick up sweet potatoes.
Stop by or call 966-7791 to join the fun.

See you at the Center

Youth Programs

Cooper Center– Is open 3:15pm -5:30pm

Activities included: Ping-Pong, indoor board games and playground.

➤ ***Monthly Programs Offered***

- After School Fun and snacks
- Computers
- Outdoor fenced in playground and basketball court.

The Parks and Recreation Department started a year-round Kids Café at the Cooper Center for school age kids. Meals will start back on Monday September 20th.

Sports Programs/Activities

During the month of August, 178 Youths participated in Garden City's Youth Sport Programs.

- Evening Basketball practices - 60
- Gymnastics - 20
- Youth tackle football – 60
- Youth Flag football - 8
- Youth soccer – 20
- After school basketball GC Gym 10

➤ **Upcoming Sports Programs/Events**

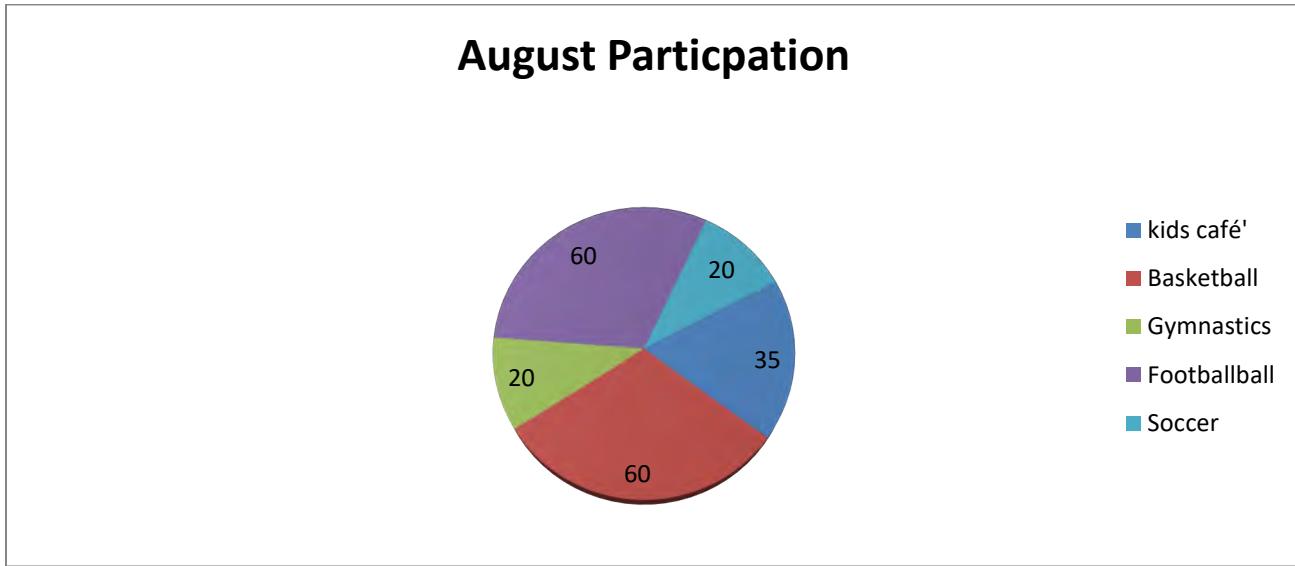
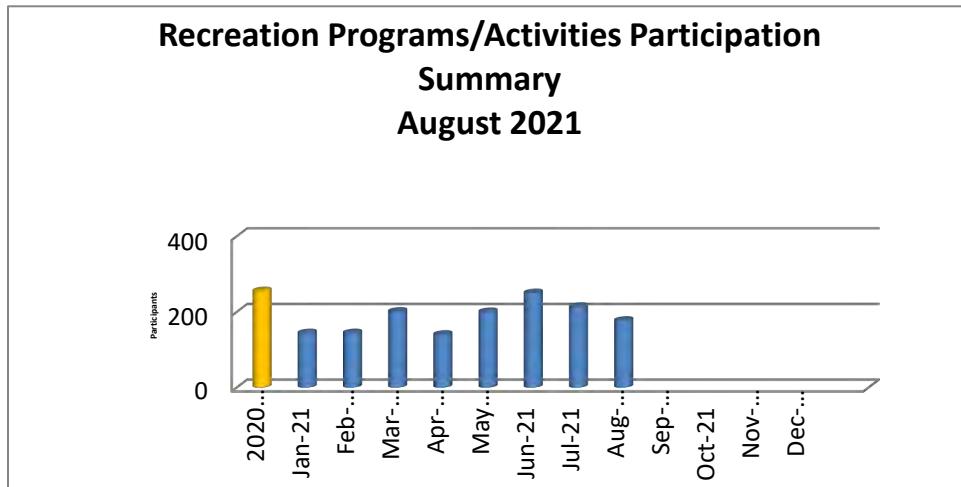
Sports Programs/Activities

- **Upcoming Sports Programs/Events Fall sports signups underway**
- **High School Football season underway**
- **Youth Rec Soccer Underway Ages 4-7**
- **Football Rec Games Begin September 23rd Ages 6-12**
- **Flag football ages 4-6**

Register at the Garden City Gym Rec Office Monday –Friday 8:30am – 5pm (Check, Money Order, Credit/ Debit Card only)

Space is limited

The graphs below are visual summaries of the number of participants in Garden City's Recreation Programs/Activities.



Park Maintenance:

All Garden City Parks, Garden City Stadium and baseball fields are being maintained as usual by our Parks and Recreation maintenance staff.

REPORT TO MAYOR AND CITY COUNCIL**AGENDA ITEM**

TO: THE HONORABLE MAYOR AND CITY COUNCIL DATE: 09-13-2021

SUBJECT: *Police Department Monthly Status Report*

Report in Brief

The Police Department Monthly Status Report includes an extensive summary of the monthly activity of the divisions within the Department. This report also provides information regarding key items of interest and/or activities throughout the month.

The operations detail contained in this report is for the month of August 2021.

Prepared by: Lindsay Stumpf
Title: Executive Assistant / Accreditation Manager

Reviewed by: Gilbert C. Ballard
Title: Chief of Police

Attachment(s)

**Police Department
Monthly Status Report
Summary – August 2021
Operations**

Calls for Service

There was a total of 1,655 calls for service and self-initiated activity in the month of August 2021, for a total of 15,052 calls for service year to date.

Current month's calls included:

Offenses:

Assault	39	Burglary	6
Damage to Property	15	Larceny	21
Motor Vehicle Theft	9	Narcotics	7
Robbery	1	Sex Offense	1
Weapons Law Violation	0	Homicide	0

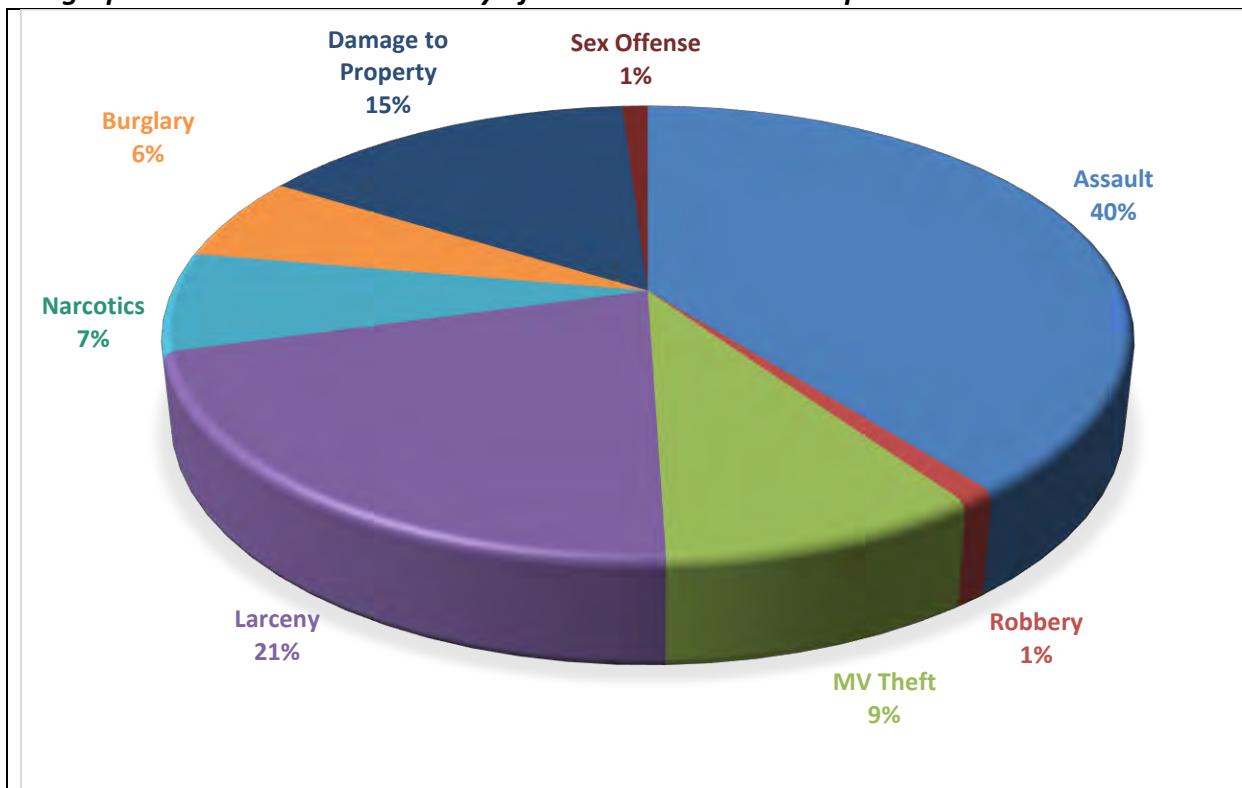
Adult & Juvenile Arrest/Charge Summary

The following is the total of ***Adult and Juvenile Arrests*** made by this department this month. These statistics represent arrests made for Criminal Code as well as Municipal Ordinance violations.

Arrests

Adult Arrests	Juvenile Arrests
64	1

The graph below is a visual summary of the Current Month's Top 8 Criminal Violations.



Current Month's Top 8 Criminal Violations by District

Mayor Bethune and Mayor Pro Tem/Council Member at Large Kicklighter

	<i>Daniel District 1</i>	<i>Ruiz District 2</i>	<i>Morris District 3</i>	<i>Lassiter, Jr. District 4</i>	<i>Tice District 5</i>
<i>Assault</i>	8	5	11	7	8
<i>Burglary</i>	3	0	2	1	0
<i>Damage to Property</i>	6	3	3	2	1
<i>Larceny</i>	6	1	5	4	5
<i>MV Theft</i>	4	0	2	2	1
<i>Narcotics</i>	2	0	2	0	3
<i>Robbery</i>	0	0	0	0	1
<i>Sex Offense</i>	0	1	0	0	0
<i>Homicide</i>	0	0	0	0	0

Traffic Violations

There was a total of 924 traffic violations during the month of August 2021. ***They included:***

Traffic Citations Issued

Speeding Violations	403	Fatalities	0
Seat Belt Violations	32	Total Citations	749
DUI Citations	9	Written Warnings	175
Miscellaneous Citations	297		

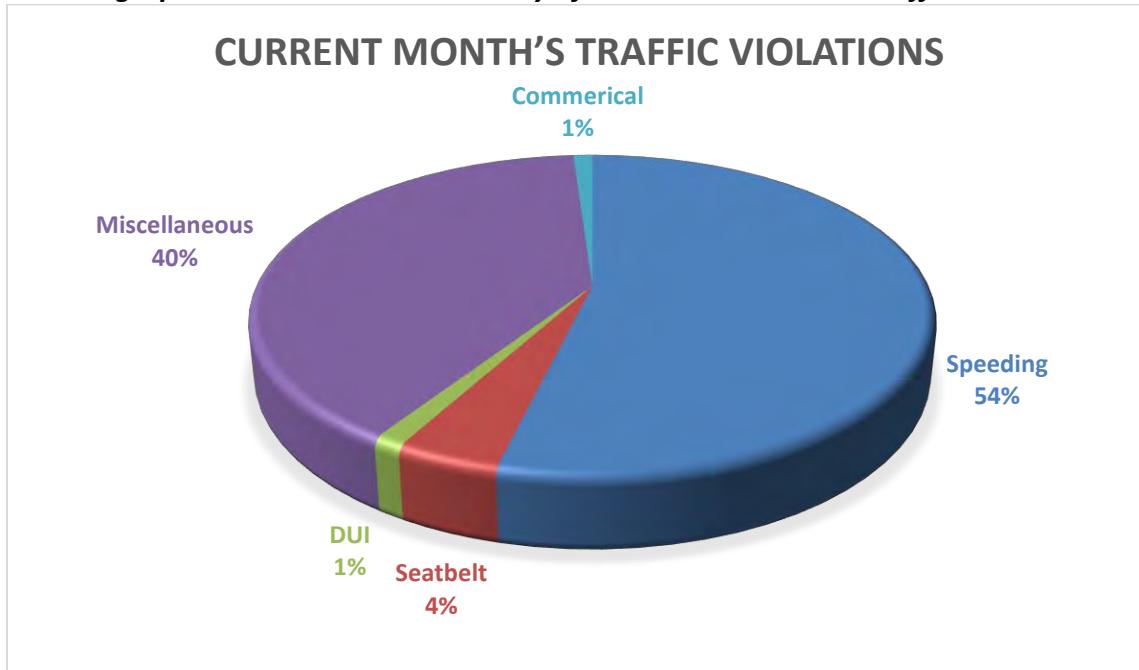
Commercial Vehicle Unit(s) Citations Issued

Total Citations Issued	8
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Accidents

Public Roadway Accidents	46
Private Property Accidents	26
Total Accident Reports	72

The graph below is a visual summary of the Current Month's Traffic Violations.



Open Records Request

The Garden City Records Clerk received and processed 384 Open Records request for the month of August 2021. A total of 3,250 Open Records Request have been processed from January 1, 2021 to August 31, 2021.

Municipal Court Summary

During the month of August 2021, the Garden City Municipal Court handled 1,286 cases for a current annual total of 10,365 cases.

➤ Total Traffic Citations and Criminal Cases handled in court	844
➤ Total Traffic Citations and Criminal Cases passed to another court date	358
➤ Cases issued probation	84

Training

During the month of August 2021, police personnel reported a total of 82 hours of training resulting in an average of 2.41 hours of training per Officer. Some of the special training classes the officers attended during the month of August were:

POAG Annual Conference, Fostering Positive Community Relations, Below 100, Mental & Emotional Wellness, & De-Escalation Options for Gaining Compliance

Items of Interest for August 2021

- Garden City Police hosted Chat with a Cop on August 5th at USPS
- Chief Ballard and Command Staff attended the POAG Conference August 16-18th
- Officer Quach graduated from the Savannah Tech Police Academy on August 20th and was sworn in on August 25th
- Officer Barbara O'Neal retired after 20 years of service on August 27th

REPORT TO MAYOR AND CITY COUNCIL

TO: THE HONORABLE MAYOR AND CITY COUNCIL DATE: September 15, 2021

SUBJECT: *Fire Department August 2021 Report*

Report in Brief

The Fire Department Monthly Status Report includes an extensive summary of the monthly activity of the divisions within the Department. This report also provides information regarding key items of interest and/ or activities throughout the month.

The operations detail contained in this report is for the Month(s) of August of 2021, and all related information is current as of August 31, 2021.

Prepared by: Mack Roberts
Title Deputy Fire Marshal

Reviewed by: Michele Johnson
Title Interim Chief of Fire

Attachment(s)

Calls for Service in August of 2021

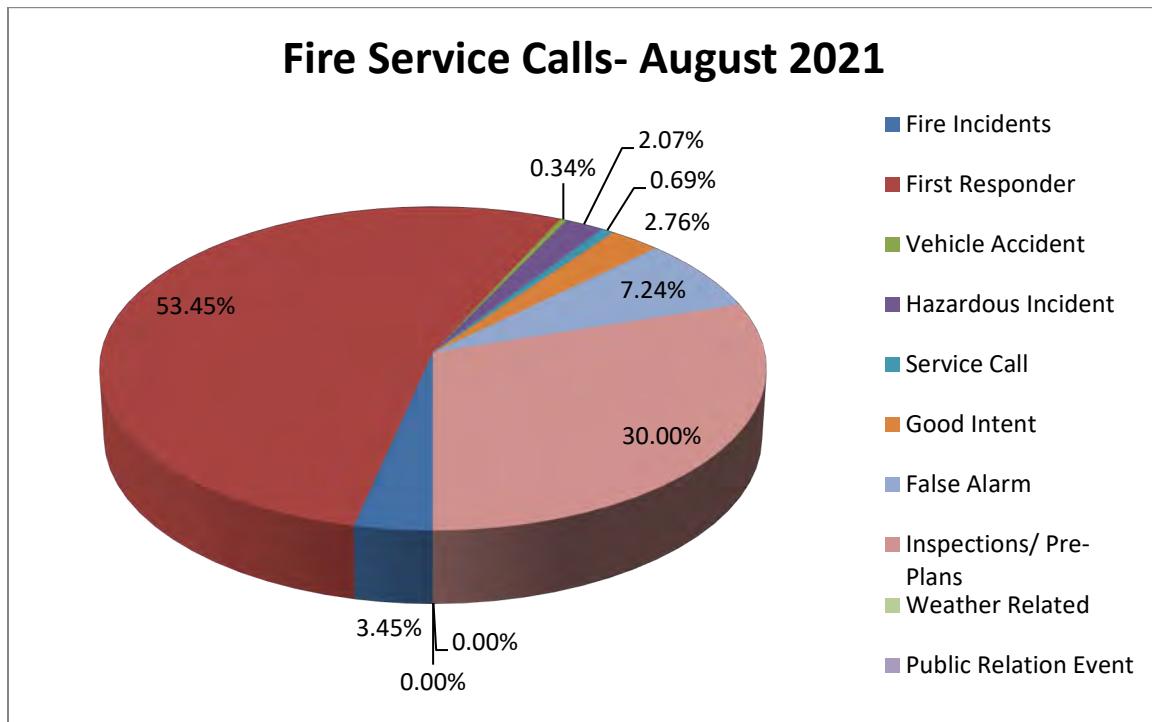
There was a total of 203 calls for service in the month of August, 2021, for a total of 1212 calls for service year to date.

Current month's calls included:

Incident Type:

Fire Incidents	10	Good Intent	8
First Responder	155	False Alarm	21
Vehicle Accident	1	Service Call	2
Hazardous Incident	6	Inspections/ Pre-Plan	87
Weather Related	0	Public Education	0

The graph below is a visual summary of the Current Month's Fire Service Calls.



Department Activities/ Events

Department Training

In August fire personnel reported a total of 190 hours of training resulting in an average of 6.5 hours of training per Firefighter.

Chief Johnson Out

Chief Johnson out for 2 weeks on a family loss.

Hunter Army Airfield

FF Mitchell went out to HAAF with Quint 22 to do a practice run for the 9/11 Memorial run.

Fire Marshal's Office

Month of August, the Fire Marshal's Office focused on annual inspection and we had a lot of success with compliance on Old Louisville Road. Partnership with The Compliance Engine started which is been a focus with data exporting, training, and Q&A meetings. Deputy Fire Marshal has been helping Operation Division and Interim Fire Chief with daily duties, training, and administration. There was a lot of plan review for this month and Focus for the month of September is to perform annual inspection on Augusta Ave/Hwy 21.

Here's the break down by Inspection Type and the Plan Reviews by project:

Annual Inspection (initial inspection):	45
RE-Inspection:	10
Certificate of Occupancy:	03
Consultation Site Visit:	12
Fire Protection Equipment Inspection:	00
Pre-Plan	05
Occupational Tax Certificate (new tenant):	12
Total number of Inspections:	87

Plan Review

Southbridge Commons Sprinkler Plans	4hrs	\$2100.00
15 Aviation Court Site	2hrs	\$100.00
174 Minus Ave (Kingston Hotel) Plans	4hrs	\$1259.53
CenterPoint Kahn Building 2 Plans	6hrs	\$8283.45
Coastal Commerce Building A Sprinklers	6hrs	\$10625.00

4885 Old Louisville Site Plans	2hrs	Pending
4885 Old Louisville Site Plans revised	2hrs	\$100
5519 Export Blvd Sprinkler Plans	4hrs	\$475
Coastal Commerce Building B Sprinklers 6hrs		\$8725.00
Total:	36hrs	\$31667.98

Informal Plan Review

Southbridge Commons Fire Alarm	4
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Total of Hours:	+/- 4 hrs.
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Court Fees:

Total Fee Collected:	\$ 0
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Community Relations Activities/Events

Looking Ahead

- Bringing more state certified training to the City of Garden City which will be made available to surrounding municipalities and the Georgia Port Authority.
- Assisting and attending state certified classes that are offered in surrounding municipalities.
- Broadening the community outreach with continued programs such as Remembering When, community CPR classes, the smoke detector program, and Close Before you Doze.
- Pursuing various grants for department equipment.

ORDINANCE 2021-08

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES FOR GARDEN CITY, GEORGIA, AS AMENDED, TO AMEND SECTION 78-3 AND APPENDIX B (ARTICLES I AND II) WHICH IS INCORPORATED THEREIN BY REFERENCE, TO REESTABLISH SPEED ZONES; TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Be it ordained by the Mayor and Council of Garden City, Georgia, and it is hereby ordained that the Code of Ordinances for Garden City, Georgia, as amended, be amended as follows:

Section 1: That Section 78-3 of the Code of Ordinances of Garden City, Georgia, entitled "Speed Limits" is hereby amended by deleting Article I and Article II of Appendix B which is incorporated into said Code Section by reference so as to establish speed zones within Garden City, and substituting in lieu thereof the Article I and Article II of Appendix B which is attached hereto as Exhibit "A" reestablishing the speed zones based on engineering and traffic investigations conducted pursuant to law.

Section 2: This Ordinance shall become effective on the date when appropriate speed signs are erected.

Section 3: All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Adopted this 16th day of August, 2021.

Rhonda Ferrell-Bowles, Clerk of Council

Received and approved this 16th day of August, 2021.

Don Bethune, Mayor

Read first time: _____

Read second time and passed: _____

EXHIBIT "A"

APPENDIX B

TRAFFIC SCHEDULES

ARTICLE I Speed Limits for On-System Highways

ARTICLE II Speed Limits for Off-System Highways

ARTICLE I. SPEED LIMITS FOR ON-SYSTEM HIGHWAYS

LIST OF ROADWAYS
 for
CITY OF GARDEN CITY

ON-SYSTEM

STATE ROUTE	WITHIN THE CITY/TOWN LIMITS OF and/or School Name	FROM	MILE POINT	TO	MILE POINT	LENGTH IN MILES	SPEED LIMIT
21	GARDEN CITY	0.09 mi. north of CR 717 Allen Blvd.(S. Garden City Limits)	6.99	0.02 mi. north of S.R. 307(N. Garden City Limits)(S. Port Wentworth City Limits)	9.81	2.82	45
21 * SCHOOL ZONE *	GARDEN CITY Robert W. Groves High School & Mercer Middle School	0.02 mi. north of S.R. 21 Spur	7.92	0.03 mi. north of CS 59101 Rommel Ave.	8.66	0.74	35
21 Spur	GARDEN CITY	S.R. 21	0.00	0.38 mi. north of S.R. 21 (N. Garden City Limits)	0.38	0.38	35
25 U.S. 17	GARDEN CITY	S.R. 307 (S. Garden City Limits)	6.73	0.04 mi. south of CR 55 Azalea Dr. (N. Garden City Limits)	8.31	1.58	45
25 U.S. 17 * SCHOOL ZONE *	GARDEN CITY Gould Elementary School	0.10 mi. south of CR 53 Fall Ave.	8.09	0.10 mi. north of CR 53 Fall Ave.	8.29	0.20	25
25 U.S. 17	GARDEN CITY	<i>This segment of roadway runs common with S.R. 21 from M.P. 14.38 (S. Garden City Limits) to M.P. 14.60 at SR 26 Connector.</i>					
25 U.S. 17	GARDEN CITY	S.R. 26 Conn.	14.60	0.20 mi. S. S.R. 21 Spur	15.14	0.54	45
25 U.S. 17	GARDEN CITY	0.20 mi. S. S.R. 21 Spur	15.14	0.01 mi. north of S.R. 307(N. Garden City Limits)(S. Port Wentworth City Limits)	16.73	1.59	35
26 U.S. 80	GARDEN CITY	0.01 mi. east of S.R. 307(E. Savannah City Limits)(W. Garden City Limits)	8.63	CS 569 Alfred St.	11.61	2.98	45

STATE ROUTE	WITHIN THE CITY / TOWN LIMITS OF and/or School Name	FROM	MILE POINT	TO	MILE POINT	LENGTH IN MILES	SPEED LIMIT
26 U.S. 80	GARDEN CITY	CS 569 Alfred St.	11.61	0.08 mi. east of CS 503 3 rd St. (E. Garden City Limits) (W. Savannah City Limits)	12.03	0.42	35
307	GARDEN CITY	S.R. 25/US 17 (S. Garden City Limits)	0.00	S.R. 404 (I-16) (N. Garden City Limits) (S. Savannah City Limits)	2.43	2.43	45
307	GARDEN CITY	0.08 mi. north of CS 1500 Robert Miller Rd. (S. Garden City Limits) (N. Savannah City Limits)	6.67	0.32 mi. south of CS 602 Export Blvd. (N. Garden City Limits) (S. Savannah City Limits)	6.83	0.16	45
307	GARDEN CITY	0.17 mi. south of CS 602 Export Blvd. (N. Savannah City Limits) (S. Garden City Limits)	6.98	S.R. 21 (N. Garden City Limits)	7.47	0.49	45

SCHOOL ZONES ARE EFFECTIVE

A.M. from 45 minutes prior to commencement time to 15 minutes after commencement time

SCHOOL DAYS ONLY.

P.M. from 30 minutes prior to dismissal time to 30 minutes after dismissal time –
SCHOOL DAYS ONLY.

APPENDIX B-TRAFFIC SCHEDULES

ARTICLE II. SPEED LIMITS FOR OFF-SYSTEM HIGHWAYS
OFF-SYSTEM

ROAD NAME	WITHIN THE CITY / TOWN LIMITS OF and/or School Name	FROM	TO	LENGTH IN MILES	SPEED LIMIT
Airport Park Dr.	GARDEN CITY	Dean Forest Rd.	Dead End	0.30	25
Azalea Ave.	GARDEN CITY	Camellia Ave.	Ansford Dr.	0.50	30
Big Hill Rd.	GARDEN CITY	SR 21	Dead End	1.00	30
Brampton Rd.	GARDEN CITY	SR 21	Main St.	0.30	35
Bunger Rd.	GARDEN CITY	Telfair Rd.	I-16 overpass	0.40	35
Bumsed Ave	GARDEN CITY	SR 26	Main St.	0.30	35
Camellia Ave	GARDEN CITY	Nelson Ave.	Azalea Ave.	0.30	30
Chatham Parkway	GARDEN CITY	I-16	SR 26	1.23	45
Chatham Villa D.	GARDEN CITY	SR 21	Byck Ave.	0.40	25
Cooper Ave.	GARDEN CITY	Oglesby Ave.	Priscilla Thomas Way	0.20	30
Davis Ave.	GARDEN CITY	8 th St.	Dead End	0.80	25
Fall Ave.	GARDEN CITY	SR 25	Pineland Dr.	0.20	25
Governor St.	GARDEN CITY	Talmadge Ave.	Griffin Ave.	0.40	30
Griffin Ave.	GARDEN CITY	SR 26	Old Louisville	0.40	30
Heidt Ave.	GARDEN CITY	SR 26	Old Louisville Ave	0.40	30
Kessler Ave.	GARDEN CITY	Old Louisville Rd.	SR 26	0.60	35
Kessler Ave. * SCHOOL ZONE *	GARDEN CITY Garden City Elementary	600 ft. W. of School Entrance	600 Ft. E. of School Entrance	0.20	25
Louisville Rd.	GARDEN CITY	SR 307	Kessler Ave.	1.67	35
Louisville Rd.	GARDEN CITY	Kessler Ave.	Heidt Ave.	0.65	35
Minus Ave.	GARDEN CITY	SR 25	0.80 Mi. W. of SR 25	0.80	30
Nelson Ave.	GARDEN CITY	Azalea Ave.	SR 25	0.60	30
Oak St.	GARDEN CITY	SR 21	Dead End	0.30	25
Old Dean Forest Rd.	GARDEN CITY	Airport Park Dr.	Dead End	0.40	25
Pineland Dr.	GARDEN CITY	Salt Creek Rd.	Dead End	1.01	25
Pineland Dr. * SCHOOL ZONE *	GARDEN CITY Pineland Christian Academy	0.15 mi S. of Fall Ave.	0.05 mi N. of Pineland Ave.	0.20	25
Prosperity Dr.	GARDEN CITY	SR 307	Dead End	0.30	25
Rommel Ave.	GARDEN CITY	SR 21	SR 25	1.00	30
Russell Ave.	GARDEN CITY	SR 21	Nelson Ave.	0.30	30
Salt Creek Rd.	GARDEN CITY	SR 25	Dead End	1.60	30
Sharon Park Dr.	GARDEN CITY	SR 26	Old Louisville	0.40	30
Silk Hope Rd. S	GARDEN CITY	Salt Creek Rd.	Dead End	0.20	25
Smith Ave.	GARDEN CITY	SR 21	SR 25	1.00	30
Sparkman Dr.	GARDEN CITY	SR 21	Dead End	0.40	30
Sunshine Ave.	GARDEN CITY	SR 307	Dead End	0.20	25
Talmadge Ave. N	GARDEN CITY	SR 26	Old Louisville	0.50	30
Talmadge Ave. S	GARDEN CITY	SR 26	Dead End	0.20	25
Telfair Rd	GARDEN CITY	Chatham Pkwy.	0.20 mi. N. Chatham Pkwy.	0.20	25
Telfair Rd.	GARDEN CITY	0.20 mi. N Chatham Pkwy.	Tremont Rd.	0.75	35
Telfair Place Rd.	GARDEN CITY	Telfair Rd.	Chatham Pkwy.	0.44	25
Telfair Place Rd.	GARDEN CITY	Chatham Pkwy.	Dead End	0.28	25
Third St.	GARDEN CITY	Minus Ave.	SR 26	0.50	25

ROAD NAME	WITHIN THE CITY / TOWN LIMITS OF and/or School Name	FROM	TO	LENGTH IN MILES	SPEED LIMIT
Tremont Rd.	GARDEN CITY	Telfair Rd	I-16 Overpass	0.30	35
Tower Dr.	GARDEN CITY	Pineland Dr.	SR 25	0.20	25
Town Center Dr	GARDEN CITY	SR 307	Sunshine Ave.	0.40	25
Varnedoe Ave.	GARDEN CITY	Rommel Ave.	SR 21	0.30	30
Wheathill Rd.	GARDEN CITY	SR 21	Garden City W. City Lmt.	1.60	30
Woodlawn Ave.	GARDEN CITY	Talmadge Ave.	Dead End	0.20	25
4 th Street	GARDEN CITY	SR 16	Oak St.	0.30	25
5 th Street	GARDEN CITY	Oak St.	Dead End	0.90	25
6 th Street	GARDEN CITY	SR 26	Dead End	0.30	30
13 th Street	GARDEN CITY	Tallmadge Ave.	Griffin Ave.	0.20	30

ORDINANCE NO. 2021-09

AN ORDINANCE TO AMEND THE ZONING ORDINANCE AND MAP OF GARDEN CITY, GEORGIA, AS AMENDED, TO REZONE CERTAIN PROPERTIES OWNED BY EXCLUSIVE GROUNDS SOLUTIONS, INC., LOCATED AT 1909 U.S. HIGHWAY 80 IN GARDEN CITY, GEORGIA (CHATHAM COUNTY TAX PARCEL NUMBERS 60880 01005 AND 60880 01006), FROM THEIR PRESENT ZONING CLASSIFICATION OF “R-A” TO A “C-2” ZONING CLASSIFICATION; TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

BE IT ORDAINED BY The Mayor and Council of Garden City, Georgia, and it is hereby ordained by the authority of the same that:

Section 1. The zoning ordinance and zoning map of Garden City, Georgia, as amended, are amended so that the following described properties presently owned by Exclusive Grounds Solutions, Inc., located at 1909 U.S. Highway 80 in Garden City, Georgia, are rezoned from their present “R-A” zoning classification to a zoning classification of “C-2”:

Parcel 1: 6-0880-01-005

All that certain lot, tract or parcel of land situate, lying and being in the Eighth (8th) Georgia Militia District of Chatham County, Georgia, being the Southern Eighty Feet of a former one acre tract, said tract being located on Kelly Hill Road, and being bounded on the North by the Northern portion of the former one acre tract with which it has a boundary of Two Hundred (200) feet, on the East by Kelly Hill Road, with frontage thereon of eighty (80) feet, on the South by lands now or formerly of Mitchell Richard Thomas, with a frontage thereon of two hundred twenty six (226) feet, more or less, and on the West by lands now or formerly of Mitchell Richard Thomas, with a frontage thereon of eighty (80) feet, more or less.

Parcel 2: 6-0880-01-006

All that certain lot, tract or parcel of land situate, lying and being in the Eighth (8th) Georgia Militia District of Chatham County, Georgia, being the Northern Part of a former one acre tract, said tract being located at the Southwest intersection of U.S. Highway 80 and Kelly Hill Road, and being bounded on the North by the said U.S. Highway 80, with a frontage thereon of approximately one hundred forty three and one half (143.5) feet, on the South by the remaining southern portion of the former one acre tract, with a frontage thereon of two hundred (200) feet, more or less, and on the West by lands now or formerly of Mitchell Richard Thomas, with a frontage thereon of one hundred seventy (170) feet, more or less.

Section 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 3. This ordinance shall become effective on the date of passage.

ADOPTED this 20th day of September, 2021.

RHONDA FERRELL-BOWLES,
Clerk of Council

RECEIVED AND APPROVED this the 20th day of September, 2021

DON BETHUNE, Mayor

Read first time:

Read second time and approved:

ORDINANCE 2021 - 10

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES FOR GARDEN CITY, GEORGIA, AS AMENDED, TO AMEND CODE SECTION 78-8 AND ARTICLE VI OF APPENDIX B WHICH IS INCORPORATED THEREIN BY REFERENCE, TO PROVIDE FOR CHANGES IN THE PLACEMENT OF STOP SIGNS AT THE INTERSECTIONS OF GODBEE AVENUE & SHARON PARK DRIVE, SHAWE AVENUE & SHARON PARK DRIVE, 3RD STREET AND OAK STREET, 3RD STREET AND DELETTRE STREET, SMITH AVENUE AND BOWMAN AVENUE, OLD LOUISVILLE ROAD AND GRIFFIN AVENUE, OLD LOUISVILLE ROAD AND SHARON PARK DRIVE, ROMMEL AVENUE AND NELSON AVENUE, ROMMEL AVENUE AND HER TY DRIVE, SMITH AVENUE AND HICKORY DRIVE, AND SMITH A VENUE AND OBERLIN DRIVE; TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Be it ordained by the Mayor and Council of Garden City, Georgia, and it is hereby ordained that the Code of Ordinances for Garden City, Georgia, as amended, be amended as follows:

Section 1: That Section 78-8 of the Code of Ordinances of Garden City, Georgia, entitled "Stop Intersections" is hereby amended by modifying Article VI of Appendix B which is incorporated into said Code Section, by changing the designation of the stop intersection at the following intersections from one for traffic traveling North to one for traffic traveling North, East and West so that stop signs shall be erected facing traffic approaching said intersections from the South, East and West. The stop intersections shall be reflected in Article VI of Appendix B as follows:

<u>Name of Street</u>	<u>Through Street</u>	<u>Direction of Travel</u>
Griffin Avenue	Old Louisville Road	North, East, and West
Hickory Drive	Smith Avenue	North, East, and West
Oberlin Drive	Smith Avenue	North, East, and West
Sharon Park Drive	Old Louisville Road	North, East, and West

Section 2: That Section 78-8 of the Code of Ordinances of Garden City, Georgia, entitled "Stop Intersections" is hereby amended by modifying Article VI of Appendix B which is incorporated into said Code Section, by changing the designation of the stop intersection at the following intersections from one for traffic traveling South to one for traffic traveling South, East and West so that stop signs shall be erected facing traffic approaching said intersections from the North, East, and West. The stop intersections shall be reflected in Article VI of Appendix B as follows:

<u>Name of Street</u>	<u>Through Street</u>	<u>Direction of Travel</u>
Nelson Avenue	Rommel Avenue	South, East, and West
Herty Drive	Rommel Avenue	South, East, and West

Section 3: That Section 78-8 of the Code of Ordinances of Garden City, Georgia, entitled "Stop Intersections" is hereby amended by modifying Article VI of Appendix B which is incorporated into said Code Section, by changing the designation of the stop intersection at the following intersections from one for traffic traveling East and West to one for traffic traveling North, South, East, and West so that stop signs shall be erected facing traffic approaching said intersections from all directions. The stop intersections shall be reflected in Article VI of Appendix B as follows:

<u>Name of Street</u>	<u>Through Street</u>	<u>Direction of Travel</u>
Delettre Avenue	Third Street	North, South, East, and West
Shawe Avenue	Sharon Park Drive	North, South, East, and West
Godbee Avenue	Sharon Park Drive	North, South, East, and West

Section 4: That Section 78-8 of the Code of Ordinances of Garden City, Georgia, entitled "Stop Intersections" is hereby amended by modifying Article VI of Appendix B which is incorporated into said Code Section, by changing the designation of the stop intersection at the intersection of Oak Street and Third Street from one for traffic traveling North and South to one for traffic traveling North, South, East, and West so that stop signs shall be erected facing traffic approaching said intersection from all directions. The stop intersection shall be reflected in Article VI of Appendix B as follows:

<u>Name of Street</u>	<u>Through Street</u>	<u>Direction of Travel</u>
Oak Street	Third Street	North, South, East, and West

Section 5: That Section 78-8 of the Code of Ordinances of Garden City, Georgia, entitled "Stop Intersections" is hereby amended by modifying Article VI of Appendix B which is incorporated into said Code Section, by changing the designation of the stop intersection at the intersection of Bowman Avenue and Smith Avenue from one for traffic traveling West to one for traffic traveling North, South, East, and West so that stop signs shall be erected facing traffic approaching said intersection from all directions. The stop intersection shall be reflected in Article VI of Appendix B as follows:

<u>Name of Street</u>	<u>Through Street</u>	<u>Direction of Travel</u>
Bowman Avenue	Smith Avenue	North, South, East, and West

Section 6: This Ordinance shall become effective on the date of passage.

Section 7: All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Adopted this 20th day of September, 2021.

Rhonda Ferrell-Bowles, Clerk of Council

Received and Approved this 20th day of September, 2021.

Don Bethune, Mayor

Read first time: _____

Read second time and passed: _____

RESOLUTION

WHEREAS, on October 21, 2019, the Mayor and Council authorized the City to upgrade from two-inch wide to four-inch wide the City's water line running eastward from Sharon Park Avenue along Spivey Avenue at construction costs not to exceed \$50,000.00 as initially projected by Thomas & Hutton Engineering Company whom the City retained on such date to develop plans, finalize construction costs, create a budget for the upgrade work (the "Contract Work"), and to solicit bids or proposals for the performance of same; and,

WHEREAS, Thomas & Hutton Engineering Company has informed the City that its final cost estimate for the Contract Work is \$120,000.00 instead of \$50,000.00; and,

WHEREAS, the City is still desirous of performing the Contract Work despite the substantial increase in the construction costs in order to increase water pressure and water flow for current City residents on Spivey Avenue, and to further facilitate future residential development on said street, and is willing to authorize the additional expenditure of up to \$49,000.00 towards the performance of the Contract Work conditioned upon receiving donations from private third-parties earmarked for funding the Contract Work in an amount not less than the difference between City's maximum budgeted amount of \$99,000.00 for the Contract Work and the actual negotiated contract price for the Contract Work; and,

WHEREAS, on or about July 2, 2021, the City solicited competitive bids for the performance of the Contract Work, which was responded to by the submission of one bid by Griffin Contracting Company in the amount of \$119,353.00; and,

WHEREAS, upon reviewing and evaluating the bid of Griffin Contracting Company, Thomas & Hutton Engineering Company has recommended awarding a contract for the performance of the Contract Work to said company in the amount of \$119,353.00, having determined that said contractor has the qualifications, financial capability, and good references, sufficient to perform the Contract Work in a responsible manner;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF GARDEN CITY, GEORGIA, AS FOLLOWS:

1. That Griffin Contracting Company is determined to be the lowest responsible bidder for the performance of the Contract Price at the bid amount of \$119,353.00, and that a contract for the performance of the Contract Work be awarded to such bidder conditioned upon first receiving donations from third-parties earmarked for funding the Contract Work in an amount not less than the difference between the actual contract price and the City's maximum budgeted amount of \$99,000.00 for the Contract Work (all of said donations being used to fund the Contract Work before any City funds are spent).
2. That the City Manager, with the advice and counseling of the City Attorney, be authorized to negotiate and execute on behalf of the City a contract with Griffin

Contracting Company containing the terms and conditions set forth in the contractor's bid proposal as well as provisions addressing any legitimate change orders or major work plan modifications that may arise due to unforeseen/unanticipated field conditions, and that he be further authorized to require from the contractor and/or to execute any other documents which he and the City Attorney deem necessary to carry out the terms of the contract and/or to further the intent of this Resolution.

ADOPTED and APPROVED this 20th day of September, 2021.

RHONDA FERRELL-BOWLES, Clerk of Council

RECEIVED and APPROVED this 20th day of September, 2021.

DON BETHUNE, Mayor

**A RESOLUTION AMENDING THE CITY'S PERSONNEL POLICY AND PROCEDURE
EMPLOYMENT MANUAL**

WHEREAS, the Mayor and Council of Garden City, Georgia, have determined that the adoption of the following amendments to the City's Personnel Policy and Procedure Employment Manual is necessary in order to retain a high-performing workforce in the City:

(1) Policy 7.5 Educational Assistance.

Commencing September 20, 2021, sworn police officers, firefighters, and emergency management personnel who serve as a regular, full-time employees shall be eligible to apply for Educational and/or Military Incentive Pay. Educational Incentive Pay and Military Service Incentive Pay are dependent on the continued approval and appropriation of funds allocated in the budget by the City. Any eligible employee must submit a written request for the specific category of incentive pay to the Director of his/her Department for approval. The employee shall be responsible for ensuring that all supporting documentation is included in the request. Documentation with respect to Educational Incentive Pay must include a copy of the employee's college transcripts and the appropriate degree from an accredited academic institution. Documentation regarding Military Service Incentive Pay must include a copy of the employee's military DD214 form.

Educational Incentive Pay is a one-time increase of base salary of \$1,000.00 for an associate's degree, and of \$1,500.00 for a bachelor's degree. If an employee has already received the \$1,000.00 Educational Incentive Pay increase for an associate's degree, he/she shall be eligible for only a one-time additional Educational Incentive Pay increase of \$500.00 upon receiving his/her bachelor's degree. Only one associate's degree or one bachelor's degree will be recognized, as there is no additional Educational Pay Incentive Pay for multiple degrees. Educational Incentive Pay will only be authorized for those educational degrees which are related to and enhance employee performance and professional abilities.

Military Service Incentive Pay is a one-time increase of base salary of \$250.00 per year for each year of full-time, honorable, military service. Military Service Incentive Pay is limited to four (4) years of service or \$1,000.00.

(2) Policy 8.1 Holiday Policy. The policy has been updated to add, as of calendar year 2022, Juneteenth Day (celebrated annually on June

19) as a City-observed observed holiday for which an employee will receive Holiday Pay if otherwise eligible for same.

(3) Policy 8.2 Paid Time Off. The policy has been updated to reflect that an employee who is eligible for the accrual of Paid Time Off shall, commencing in calendar year 2022, accrue eight (8) hours of Paid Time Off on his/her birthday.

WHEREAS, the Director of Human Resources, with the aid of Department Heads and the City Attorney, has prepared the above-mentioned amendments and has incorporated them into the appropriate places in the City's Personnel Policy and Procedure Employment Manual; and,

WHEREAS, the Mayor and Council presently wish to place their seal of approval on the above-mentioned changes;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of Garden City, Georgia, as follows:

1. The above-mentioned amendments to the City's Personnel Policy and Procedure Employment Manual are hereby adopted and incorporated into the Manual, and shall remain in full force and effect until changed as specified in the Manual.
2. The Director of Human Resources shall distribute copies of the revised Manual containing such amendments to all City employees.
3. If any portion of the amendments is found to be invalid by duly constituted authority, it shall not effect the validity of the balance of the amended policies.
4. All prior existing policies in conflict with the provisions of the amended policies are hereby repealed.

ADOPTED, this the 20th day of September, 2021.

RHONDA FERRELL- BOWLES,
Clerk of Council

RECEIVED AND APPROVED this the 20th day of September, 2021.

DON BETHUNE, Mayor

**A RESOLUTION TO INCREASE THE MINIMUM STARTING
SALARIES FOR ENTRY LEVEL CITY EMPLOYEES AND TO
AUTHORIZE SALARY ADJUSTMENTS FOR ANY SUCH
EMPLOYEES CURRENTLY BEING PAID LESS THAN THE
INCREASED ENTRY-LEVEL PAY**

WHEREAS, the City recently reviewed the starting salaries of employees based upon the average starting salary levels for such entry-level positions in the labor force and have determined that its current starting salaries for such entry-level positions are below the current market average and need to be adjusted upwards from \$12.00 per hour to \$15.00 per hour; and,

WHEREAS, the City has determined that the needed salary adjustments would require adjustments to the current salaries of seventeen (17) employees at the approximate cost of \$33,008.00; and,

WHEREAS, the City desires to approve the above-mentioned starting salary adjustment as part of its philosophy to provide a competitive total compensation package aimed at attracting a high-performing workforce;

NOW, THEREFORE, the Mayor and Council of Garden City, Georgia do hereby resolve as follows:

1. The City hereby adopts \$15.00 per hour as the starting salary for entry-level employees, thereby rescinding all prior inconsistent compensation resolutions.
2. The compensation rate for any employee who is currently being paid less \$15.00 per hour shall be adjusted to the increased pay rate upon the effective date of this Resolution.
3. This resolution shall become effective on the date of passage.

ADOPTED AND APPROVED this 20th day of September, 2021.

RHONDA FERRELL-BOWLES, Clerk of Council

RECEIVED AND APPROVED this 20th day of September, 2021.

DON BETHUNE, Mayor

**A RESOLUTION AMENDING AND RE-ADOPTING THE PURCHASING POLICY FOR
GARDEN CITY, GEORGIA; REPEALING ALL PRIOR RESOLUTIONS AND POLICIES IN
CONFLICT THEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Mayor and Council find it prudent to establish sound purchasing policies and practices for the City; and,

WHEREAS, the City's purchasing policy establishes the internal process to be utilized to ensure that proper procurement methods are followed and are in compliance with state and federal laws and good practices for local government; and,

WHEREAS, the proper development and execution of the City's purchasing policy enhances the City's ability to comply with legal requirements, fosters citizen confidence in the City's operations and ensures that cost-effective and efficient methods of procuring goods and services are followed; and,

WHEREAS, the Mayor and Council wish to update its current purchasing policy and readopt same in the form which is attached hereto as Exhibit "A" to ensure the policy's effectiveness in serving the above-mentioned purposes;

NOW, THEREFORE, BE IT SO RESOLVED by the Mayor and Council of Garden City, Georgia, to take action as follows:

Section 1. The purchasing policy attached hereto as Exhibit "A" is hereby adopted and approved.

Section 2. The City Manager and/or designee are authorized to take any and all action necessary to implement the purposes of this Resolution and the updated purchasing policy associated with it.

Section 3. Any resolutions and policies or parts thereof in conflict herewith are hereby repealed.

Section 4. This Resolution and the Purchasing Policy associated with it shall be effective immediately upon its adoption.

Adopted and approved this 20th day of September, 2021

RHONDA FERRELL-BOWLES, Clerk of Council

Received and approved this 20th day of September, 2021

DON BETHUNE, Mayor



PURCHASING POLICIES & PROCEDURES



Adopted by City Council

September 20, 2021

Section 1

INTRODUCTION

1.01 PURPOSE

The purpose of this policy is to state the City's position regarding the responsibility and authority for the acquisition and contracting for goods, services, professional services, and capital assets. This Policy is intended to establish the methods by which the City procures and enters into contracts, including the following: purchase orders, maintenance agreements, public works/construction projects, revenue generating arrangements, leases, purchase orders on an emergency basis, and sole source orders. This Policy is not intended to cover the purchase of real property (referring to land and its improvements and the acquisition of various property rights, such as rights of way) or to supersede specific state or federal laws that apply to and control certain contractual arrangements (e.g., D.O.T road projects).

1.02 PURCHASING OBJECTIVES

This Policy will provide control functions, assure proper record keeping, and confirm purchases in writing to allow the City to meet the following objectives.

- Maintain at all times and under all conditions a continuous supply of goods and services necessary for the operation of the City;
- Encourage and promote fair and equal opportunity for all persons doing, or seeking to do, business with the City;
- Safeguard the quality and integrity of the City's procurement process;
- Ensure compliance with laws and regulations pertaining to the procurement of goods, services, professional services, construction services and capital assets.
- Manage procurement and inventories of purchased goods to meet the use requirements of City departments at the most advantageous cost to the City;
- Administer procurement contracts and contract amendments; and
- Properly dispose of all material and equipment declared to be surplus or obsolete.

1.03 GENERAL STATEMENT

It is the goal of the City of Garden City to uphold the City's commitment to the public trust through proactive, consolidated and standardized purchasing methods. The City's primary goal is to maintain a comprehensive purchasing system that will provide greater cost-effectiveness and public accountability in the procurement process as well as providing for a record's keeping system that is effective, accurate, and meets the needs of all City departments.

1.04 SCOPE

This Purchasing Policy is applicable to all City staff and elected officials involved with any procurement for the City of Garden City.

The scope of this Purchasing Policy covers the procurement of most goods and services for non-construction purposes without regard to the past method by which the material or services has been or is customarily procured. The policy covers all contractual and purchase agreements between the City and another entity. The procurement function includes the initial agreement/purchase, changes and re-negotiations.

1.05 GENERAL POLICIES

- A.** All City staff and elected officials of the City who participate in the negotiation and approval of purchases and contracts are personally responsible for becoming familiar with and abiding by all applicable Federal Laws, Georgia State Statutes, City policies and procedures and Code of Ordinances governing such activities.
- B.** The City's goal is to receive maximum value for the public dollar and to purchase in the best interest of the City. The City Council reserves unto itself the final approval of all purchases in excess of \$25,000.00.
- C.** It is the City Manager's responsibility to issue regulations and procedures and to give leadership in all purchasing and contracting activities of the City.
- D.** Awards shall be made to the bid that provides the best value to the City, taking into consideration the vendor's skill, business judgement, experiences, financial ability and facilities to carry out the contract. The City reserves the right to waive irregularities, reject and/or accept any and all bids, in whole or in part, or take such other action as serves the best interests of the City.
- E.** Acceptance of gifts, other than items of nominal value such as advertising novelties, is prohibited. Officials and employees shall not become obligated to any vendor and must not conclude any City transaction from which they may personally benefit.
- F.** All qualified bidders shall be afforded equal opportunities to quote and will compete on equal terms.
- G.** The City shall strive to maintain strong and enduring relationships with vendors of proven ability and with those who have a desire to meet the needs of the City. To accomplish this, purchasing activities shall be conducted so the vendors will value the City's business and will make every effort to furnish its requirements on the basis of quality, service, and price.
- H.** Individuals/Departments engaged in purchasing shall promote constructive competition by constantly seeking new bidders, obtaining several bids when necessary and developing more than one active source of supply for various products and services.
- I.** It is the City's policy to effect maximum feasible standardization of products used within and among departments in order to minimize stock levels and obtain better prices through large volume purchases.
- J.** It is the intent of the City to buy only from suppliers who have adequate financial strength, high ethical standards and a record of adhering to specifications, maintaining shipping promises, and giving maximum service. New sources of supply will be given due consideration, as multiple sources of supply are necessary to ensure availability of materials.

1.06 ETHICS IN PROCUREMENT

Each person involved in the procurement process must adhere to a high standard of ethics. Each will be bound by the City Code of Ethics and this Section 1.06 and any other City ordinances, documents, or other applicable policies.

A. Conflicts of Interests

City employees or elected officials should avoid any situation which involves, or may give the appearance of involving, a conflict between their personal interest and the interest of the City of Garden City. As in all other facets of their duties, employees dealing with suppliers, contractors, vendors or any person doing or seeking to do business with the City are to act in the best interest of the City. At the time the employee becomes aware of a conflict or potential conflict of interest, the employee shall make prompt and full disclosure in writing to his or her department head. Such conflicts may include, but are not limited to:

- Ownership by employee or by a member of his or her family of a significant interest in any outside enterprise which does or seeks to do business with the City.
- Serving as a director, officer, partner, consultant, or in a managerial or technical capacity with an outside enterprise which does or is seeking to do business with the City. Exceptions to this can be approved by the Mayor and Council.
- Acting as a broker, finder, go-between or otherwise for the benefit of a third party in transactions involving or potentially involving the City or its interests.
- Any other arrangements or circumstances, including family or other personal relationships, which might dissuade the employee from acting in the best interest of the City.
- Being employed (you or a close family member) by, or acting as a consultant to, a supplier, contractor or vendor who does or is seeking to do business with the City, regardless of the nature of the employment, while you are employed with the City.
- Owning or having a substantial interest in a supplier, contractor or vendor who does or is seeking to do business with the City.
- Having a financial interest or potential gain in any City transaction.
- Placing City business with a firm owned or controlled by a City employee or his or her immediate family.
- Accepting gifts, discounts, favors or services from a supplier, contractor, vendor or potential supplier, contractor or vendor of the City, unless equally available to all City employees.

Determining whether a conflict of interest exists is not always easy to do. A city employee with a conflict-of-interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from the appropriate level of management (department head, City Manager, etc.).

B. Confidential Information

Although most information held by the City is subject to public disclosure under the Georgia Opens Records Act, some information held by the City is exempt from disclosure and is confidential. The revelation or use of any confidential information of the City without prior authorization is prohibited. The misuse, unauthorized access to, or mishandling of confidential information, particularly personnel information, is strictly prohibited and will subject an employee to disciplinary action up to and including immediate discharge.

C. Compliance

Any violation of this policy will subject the employee to administrative disciplinary action up to and including discharge. Any City employee having knowledge of any violation of the policy shall promptly report such violation to the appropriate level of management. Each supervisor and manager of the City is responsible for compliance in his or her area of responsibility.

D. Gifts, Favors, Entertainment and Payments Received by City Employees

➤ Employees shall not seek or receive for themselves or others any gifts, favors, entertainment, payments without a legitimate business purpose nor shall they seek or accept personal loans (other than conventional loans at market rates from lending institutions) from any persons or business organizations that do or seek to do business with or is a competitor of the City. In the application of this policy employees may accept for themselves and family members common courtesies usually associated with customary business practices. These include, but are not limited to:

- Lunch and/or dinner with vendors sometimes including spouses as long as the invitation is extended by the vendor.
- Gifts of small value from vendors such as calendars, pens, pads, etc.
- Gifts of perishable items usually given during the holidays such as hams, cookies, nuts, etc., are acceptable.

A strict standard is expected with respect to gifts, services, discounts, entertainment or considerations of any kind from suppliers, contractors or vendors. It is never permissible for an employee or official to accept a gift in cash or cash equivalent such as stocks or other forms of marketable securities of any amount.

E. Disclaimer of Responsibility

The City will not be responsible or liable for any expenditure or agreement for expenditure made by a City employee, City official, or an employee of any department utilizing public funds who fails to follow this purchasing policy and procedures. It is considered a "breach of duty" on the part of any employee who procures goods or services not consistent with the purchasing policy. Any breach will be reported to the City Manager in writing.

The City Council may disclaim responsibility and liability for any expenditure or agreement for expenditure arising from a procurement of goods or services made in its name, in the name of any governmental department under its fiscal authority, by an unauthorized person acting outside these policies. The cost of any such disclaimed transaction will become the personal liability of the individual who acted improperly.

Section 2

PURCHASING DUTIES & RESPONSIBILITIES

2.01 DECENTRALIZED PROCUREMENT CONTROL & PROCEDURES

- A. Each Department Director is responsible for the enforcement of these policies and procedures within their respective department(s). The Department Director may delegate the purchasing responsibility to employees within their department. A list of employees authorized to make purchases on behalf of the City will be submitted to the Finance Department on or before January 1st of each year and updated throughout the year as needed. The Department Director is responsible for overseeing all delegated purchasing duties within their respective department to ensure compliance with these policies and procedures.
- B. Departments are restricted from purchasing or contracting with vendors for goods or services until the vendor is set up in the accounting system by the Finance Department. Departments desiring to utilize a new vendor not set up in the system will have that vendor complete a City of Garden City vendor packet and return to the department for submittal to the Finance Department. The Finance Department will review the vendor packet for completion and notify the department of incomplete submissions. Once all information is received, the vendor will be set up in the system and the department may conduct business with the new vendor.
- C. Departments are responsible for entering the Purchase Requisition / Purchase Order (PO) document(s) in the accounting system at the point of ordering and purchasing the goods. Purchase Order numbers are computer generated sequential numbers provided by the accounting software. Once the goods and the invoice are received, the PO, packing slip (or other form of documentation showing received and initials or signature of person receiving goods), and invoice will be matched and sent to Accounts Payable for processing in the next weekly check run. Goods and services should not be purchased without a Purchase Requisition / Purchase Order number.
- D. Accounts payable (Finance Department) will review for proper documentation, proper budget coding, and accuracy. Any discrepancies will be reported to the person signing the purchase order before payment is made to the vendor.
- E. It is the responsibility of the departments to reconcile vendor statements specific to their department. The Finance Department will assist in this process on an as needed basis.
- F. The City Manager and/or Assistant City Manager, will have the authority to review all invitations to bid issued on behalf of the City and to question the quality, quantity, and type of commodity or service requested. The Finance Director, or his/her designee, will be responsible for periodic review of purchases on behalf of the City for compliance with the purchasing policy. Non-compliance will be reported to the City Manager.

2.02 BUDGET ALLOCATION AND CONTROL

Unless a budget appropriation is available, no procurement will occur which obligates the City to pay for goods or services. Each respective department head or designee has the responsibility of reviewing the budget availability prior to beginning the ordering of goods or services. The budget can be overridden by the City Manager only in the event of an emergency purchase (as strictly defined in this document) and when a contract or bid has been approved by vote of the Mayor and Council, but a budget amendment as not yet been obtained. In general, budget amendments are performed on a mid-year and year-end basis.

2.03 PROCUREMENT THRESHOLDS

The following table identifies the established budgeted purchasing dollar thresholds, positions of oversight responsibility and designated approval authority.

Dollar Thresholds	Position of Responsible Oversight	Position of Approval Authority
Less than \$500	Department Director or Authorized Designee by Department Director	Department Director shall approve all purchases less than \$500 within their respective departments.
\$500 to less than \$5,000	Finance Director or Authorized Designee by Finance Director	Finance Director shall approve all purchases \$500 to less than \$5,000.
\$5,000 to less than \$25,000	City Manager or Authorized Designee by City Manager	City Manager shall approve all purchases \$5,000 to less than \$25,000.
\$25,000 or Greater	City Council	City Council shall approve all purchases \$25,000 or Greater.

2.04 PROCUREMENT METHODS

The dollar value of the goods and services to be purchased determine the purchasing method to be used. The award of purchase orders and contracts with suppliers will be based on the lowest evaluated cost, while meeting the specified quality, quantity and delivery requirements. Any exceptions to this are further defined in this Policy.

With the Tyler Incode financial software system, **ALL** goods and services purchased by the City **MUST** have a Purchase Requisition /Purchase Order document created in the system. This is not dependent upon the dollar amount. Determination of the method of purchasing is still dependent upon the dollar threshold. The only exceptions are purchases made with the City's credit cards which are paid and reconciled monthly by the department with oversight by the finance department after required departmental and administrative approvals. All receipts must be submitted.

During the Purchase Requisition / Purchase Order conversion process, the Department Director reviews all purchases made, verifying the correct process was used, proper documentation provided and policy followed. Purchase Orders may not be split to avoid following the threshold requirements. To split the purchase is a violation of the City's purchasing procedures. The Finance Department will strictly monitor these requirements. The City Manager has the authority to question all purchases including the vendor selection. The City Manager reserves the right to rescind a Department Director's delegated purchasing authority should violation of the purchasing policies and procedures occur.

Please note that any federal or state grant-contract procurement requirements preempt local policy. It is the responsibility of the department receiving the grant or contract to follow stated contractual procurement. Non-compliance can result in the City paying back funds to the federal-state agency.

A. Procurement Methods

The following specific dollar thresholds are used to determine the appropriate purchasing method:

- **Less than \$5,000** - The purchase of goods and services in an amount less than \$5,000 shall be by a departmental supplier direct order with a Purchase Requisition / Purchase Order created in the system for consideration and approval by the Department Director and Finance Director. Department Directors and/or authorized designee may select a supplier, taking into consideration: fair and reasonable cost, delivery/pickup time, and convenience to the work site. These purchases do not require a competitive bid process. If verbal quotes were used by the department to determine price, attach the quote in writing to the Purchase Requisition / Purchase Order document.
- **\$5,000 to less than \$10,000** – Informal quotes from at least three (3) suppliers are required. The Department Director will review all quotations and make a recommendation for consideration and approval by the City Manager. Verbal quotes should be submitted in writing and must accompany the Purchase Requisition / Purchase Order document. Documentation supporting internet or email quotes will be accepted. After approval, a Purchase Requisition / Purchase Order and/or Service Contract will be processed.
- **\$10,000 to less than \$50,000** – Formal written quotes from at least three (3) suppliers are required. The Department Director will review all quotations and make a recommendation for consideration and approval by the City Manager and/or City Council. Written quotes must accompany the Purchase Requisitions / Purchase Order document. After approval, a Purchase Requisition / Purchase Order and/or Service Contract will be processed.
- **\$50,000 to less than \$100,000** - Formal sealed bid or request for proposal (RFP) process with a minimum of two (2) weeks public advertisement prior to opening dates required. The Department Director will make a recommendation for consideration and approval by the City Manager prior to proceeding with the formal sealed bid or request for proposal process. Prior to any award, the bid award recommendation must be approved by the Mayor and City Council. After approval, a Purchase Requisition / Purchase Order and/or Service Contract will be processed.
- **\$100,000 or greater** – Equipment, supplies, and contracts not falling under Public Works contracts, as defined below, require a purchase order, sealed bids or request for proposals with a minimum of four (4) weeks advertisement prior to opening date. The Department Director will make a recommendation for consideration and approval by the City Manager prior to proceeding with the sealed bids or request for proposal process. Prior to any award, the bid award recommendation must be approved by the Mayor and City Council. After approval, a Purchase Requisition / Purchase Order and/or Service Contract will be processed.
- **“Public Works” construction contracts under \$100,000** - Pursuant to O.C.G.A § 36-91-22, public works construction projects that can be performed at a cost less than \$100,000 are not subject to the requirements of the Public Works Construction Law; however, three written quotes, all required documentation and bonding are still required. Local governments are specifically prohibited from intentionally subdividing a contract for a project costing \$100,000 or more in order to evade the requirements of this law.

- **“Public Works” construction contracts \$100,000 or greater** - Building, altering, repairing, improving, or demolishing of any kind to any public structure, building, infrastructure or other public real property are required to comply with O.C.G.A § 36-91-1 through §36-91-95 as it relates to advertising, bidding, and general requirements. These contracts require bid (5%), performance (100%), and payment bonds (100%). Such term does not include the routine operation, routine repair, or maintenance of existing structures, buildings, or real property. (O.C.G.A § 36-91-2(12)).

Road construction contracts performed by private contractors (estimated cost \$20,000 - \$200,000) must follow O.C.G.A § 32-4-113.

- **Procurement Policies for Federally Funded Transportation Projects** - The City will follow the Georgia Department of Transportation Procurement Policy for The Procurement, Management and Administration of Engineering and Design Related to Consultant Services. This process will be required for any consultant services that are fully or partially funded by Federal funds administered by the Federal Highway Administration. The reference for this is the Federal Laws and Regulations (23 CFR Part 172) along with any State of Georgia laws (O.C.G.A. 50-22-1 through 50-22-9). This section only applies to transportation projects supported by Federal or State funds.

2.05 SPECIAL TYPES OF PURCHASE TRANSACTIONS

In addition to the primary purchase methods described above, some special types of purchase transactions may be used. Their use must be properly documented by description and/or notes in the purchase order document. The specific dollar amounts defined in the “Purchase Thresholds” also apply to Special Types of Purchase Transactions, which include the following:

A. Recurring Purchases:

Recurring purchases such as utilities, debt service, contracted services (i.e. exterminating, printing, security monitoring, routine maintenance, cleaning, advertising, etc.) are exempted from this policy. Recurring purchases may be subject to annual formal sealed bidding procedures on a department or city-wide basis if deemed necessary by the Department Director and/or City Manager.

B. Emergency Purchases:

An emergency purchase is one in which a situation exists where there is a threat to health, welfare, or safety that does not allow for normal, competitive purchasing procedures. Examples are flooding, power outages, or other natural disasters including, but not limited to, unusual inclement weather. Emergency repairs to in-service public safety or public works vehicles, equipment or infrastructure are considered emergency purchases when timely repairs are necessary to continue essential City Services. All emergency purchases will require pre-approval by the City Manager or his/her authorized designee. Purchase Requisition / Purchase Order document, including a written explanation of the basis for the emergency and the Vendor selection, shall be submitted to support and request payment for the emergency purchase. “Emergency Purchase” should be included as a note that prints on the Purchase Requisitions / Purchase Order document. All emergency purchases will require the City Manager’s approval and signature on the purchase order document prior to payment by the Finance Department. *Please note that items that a department did not realize it would need to operate throughout the year are NOT deemed an emergency purchase.*

C. Original Equipment Manufacturer (OEM) Purchases:

Competitive bids are not required for purchases when the purchase is made from the original equipment manufacturer (OEM) and other sources are not available. The Department Director will document the purchase by indicating “Original Equipment Manufacturer Purchase” (OEM) on the purchase requisition / order document.

D. Computer Hardware & Software Purchases:

Proposed purchases of computer hardware and software must be reviewed by the IT Department to ensure compatibility with the City’s equipment and network system, as failure to follow this policy could result in unsupported hardware and software. Requests to purchase computer hardware or software must follow the purchasing guidelines.

E. Sole Source Procurement:

A sole source situation exists when there is only one vendor who can provide the product or service or a particular brand is required for compatibility or repair. Sole source procurement is permissible if a required good or service is available from only a single supplier. To determine that a sole source situation exists, research must be performed by the using department providing proof that vendor is truly a sole source. A written statement letter verifying the vendor is the only source is required. The statement briefly identifies the product or service to be purchased and the reason(s) justifying the sole source selection. Supplemental documentation (specifications, manufacturer letter, etc.) and statement shall be submitted with the purchase requisition / order document to support and request payment for the sole source procurement. Depending on dollar threshold, customary purchasing methods are followed.

F. Professional Services:

Licensed Professional Services are not required to be competitively procured, but when determined to be in the best interest of the City, requests for proposals may be issued for professional services. Negotiated contracts for professional services are typically utilized when additional services are needed on an existing contract or when recurring services are needed and a relationship has been established with an existing vendor and the cost associated with changing vendors may be more than any savings realized through the procurement process.

A professional service is defined as any service performed by a person or firm that is registered with the Georgia Secretary of State and required to maintain a valid State of Georgia license to provide their respective services, including, but not limited to: engineering, architectural, surveying, testing and special studies, audit and accounting, insurance, financial advisor, court reporting, and legal.

Projects funded or partially funded with federal or state funds may require professional services to be procured according to procedures outlined in the funded activity. The City is required to follow federal and state procurement procedures when funding dictates. The department receiving the funds or grant funds is responsible for proper procurement in relation to the contract or grant administered by the department.

G. Blanket or Open Purchase Orders:

For recurring purchases or leases of the same goods and services with the same supplier, the Finance Department may issue Blanket, or Open Purchase Orders. Originally processed as a Request for Proposal or Quotation (RFP/RFQ), the bid award will designate specific items and prices that may be purchased over a specified period of time, usually one year or the term of a contract, by the operating departments under the Blanket, or Open, Purchase Order without

additional negotiations or approvals so long as price and specifications remain the same as the original bid award.

H. Federal and State Contracts:

Whenever goods or services are available to the City through a contract with the federal or state government, and when such items or services meet the requirements of the using department, such item or service will be deemed to have met the requirements of competitive bidding. The vendor will be subject to ability to complete the City vendor packet as with all City purchases. Any purchase requiring a signed contract will be given to the City Attorney for review. Depending on dollar threshold, customary purchasing methods are followed.

I. Split Bid Awards:

At its discretion, the City may elect to award a percentage or a portion of a service contract to a secondary supplier. This option will be stated in the RFP/RFQ document and may be exercised if the primary supplier is unable to meet all of the needs of the operating department or if the existence of a secondary supplier is deemed to be of benefit for maintaining continuity of service. The City's final determination regarding the use of a secondary supplier and corresponding percentage of the contract to be awarded shall be determined by the evaluation team during the evaluation and negotiation stages of the formal Sealed Bid process.

J. Cooperative Procurement Agreements:

The City is authorized to enter into cooperative purchasing agreements with other units of government when it is in the best interest of the City. *The cooperative purchasing agreement must have been competitively bid by the issuing government entity to be used by the City.* Departments desiring to enter into these agreements will make recommendation and send the information to the City Manager and/or City Council for review, consideration and approval. Any purchase requiring a signed contract will be given to the City Attorney for review. Depending on dollar threshold, customary purchasing methods are followed.

K. City Credit Card Purchases:

Purchases made and charged to the City's credit card should be infrequent and used primarily for travel related expenses and certain internet purchases. Normal purchasing procedures should apply when using the City's credit card. The credit card is simply a payment method. Under no circumstances shall the City's credit card be used for personal purchases, even to be reimbursed later by the employee. *Refer to the City's Credit Card Policy in Exhibit A.*

2.06 CAPITAL OUTLAY PURCHASE TRANSACTIONS

- A.** Capital outlay purchases include: Vehicles, machinery, equipment, tools, furniture, remodeling projects and other construction projects that have a value equal to or greater than \$5,000 with an estimated life greater than one year.
- B.** Departments shall submit their capital outlay requests for consideration and recommendation by the City Manager during the annual budget process.
- C.** The City Manager's recommended capital outlay projects shall be submitted to the City Council for their review and recommendation during the annual budget process.
- D.** The City Council's recommendation of the City Manager's proposed capital outlay projects does not authorize money for any of the capital outlay projects listed in the annual budget. The recommendation by the City Council shall provide the City Manager direction to proceed with formulating the annual capital outlay plan for inclusion in the fiscal year budget to be adopted by

City Council in order to establish necessary fund structures for departmental capital outlay expenditures for the fiscal year.

- E. The fiscal year capital outlay plan is considered a “living” document that serves as a flexible planning guide which can be adjusted as existing capital outlay projects change and new needs arise during the fiscal year.
- F. Commencing at the end of the first quarter of the fiscal year the City Council will periodically review and evaluate the departmental capital outlay items/projects for funding consideration based on the financial capacity of the City, and the impact the projects could have on the City’s operating budget.
- G. Funding Sources:
 - Debt Method – Whenever possible, pay-as-you-go (or “operating revenue”) funding is the preferred method of funding capital outlay items / projects.
 - However, debt financing will be considered by City Council for departmental capital outlay items under the following circumstances:
 - The capital purchase has a multi-year service life greater than one (1) year.
 - The asset has a useful life expectancy that equals or exceeds the length of the debt financing period.

2.07 ADDITIONAL PROCESSES & DOCUMENTS

A. Immigration Compliance Reporting:

In compliance with O.C.G.A. §13-10-91(b)(1) and as amended in SB 160, all Contractors and Subcontractors bidding on City projects wherein the labor or services exceed \$2,499.99, must complete and submit a Contractor’s or Subcontractor’s Affidavit of Immigration Compliance indicating the firm adheres to and is participating in a federal work authorization program (any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRAC) P.L. 99-603). The Accounting Division of the Finance Department shall maintain copies of these Affidavits and submit a report of all collected during the year to the State Department of Audits and Accounts in December.

B. Insurance Requirements:

The Department is responsible for obtaining Certificates of Insurance on service contracts or service purchase orders. Insurance certificates shall be complete, current and in accordance with the limits set in the contract language. The City of Garden City shall be named as Additional Insured. The Department will furnish the Accounting Division of the Finance Department current certificates on active contracts as needed. The Accounting Division is responsible for maintaining current certificates on all active contracts. If the Contractor fails or refuses to provide a renewal certificate, the Accounting Division should notify the City Manager so immediate action can be taken to stop work and file a breach of contract notice to the contractor. Operating departments should assist the Accounting Division with the enforcement of a stop work order given to the contractor.

- **Indemnification** - The selected bidder shall indemnify, defend and hold harmless the City, its representatives, employees and elected and appointed officials, from and against all claims, costs, demands, legal fees, costs of action, losses, damages or other expenses arising as a result of any negligent act, conduct, error or omission by the City, its agents, or employees in

the performance of a contract or occasioned wholly or in part by any negligent act, conduct, error or omission by the selected bidder, or its agents, employees or subcontractors, in the performance of a contract.

- **Workers' Compensation** - The selected bidder shall agree to maintain workers' compensation insurance and employer's liability in accordance with Georgia State law.
- **Commercial General Liability** - Commercial general liability for public liability during the lifetime of a contract shall have minimum limits of \$1,000,000 for personal injury, bodily injury, and property damage liability unless otherwise stipulated. Coverage shall include premises and/or operations, independent contractors, products and/or complete operations, contractual liability and broad form property damage endorsements. Coverage shall not contain an exclusion or limitation endorsement for contractual liability or cross liability. Coverage for hazards of explosion, collapse and underground property damage must also be included when applicable to the work to be performed. All insurance policies shall be issued from a company or companies duly licensed by the State of Georgia. All policies shall be on an occurrence-made basis; the City shall not accept claims-made policies. Specific endorsements will be requested depending upon the type and scope of work to be performed. Requirements may be waived or limits lowered at the City's discretion. The City reserves the right to lower the insurance requirements when deemed acceptable.
- **Subcontractors** - It shall be the responsibility of the selected bidder to ensure that all subcontractors comply with the same insurance requirements referenced above.
- **Deductible Amounts** - All deductible amounts shall be paid for and be the responsibility of the selected bidder for any and all claims under a contract.

Coverage limits will be set at the advice of the City Manager or his designee and should not be changed without their approval. The City reserves the right, but not the obligation, to review and reject any insurer providing coverage. The above reference insurance requirements are for use when a contract is utilized or any work will be performed on City property.

C. Bonds

- **Bid Bond** - This is a document, usually in an amount of 5% of the bid, which guarantees that the bidder will enter into a contract or agreement with the City if he/she wins the award. Bid bonds protect the City from erroneous or deliberate low bids which the vendor has no intention of honoring. Should he/she fail to enter into a contract, the bid bond is forfeited. *Bid bonds must be submitted with the bid when requested.*
- **Performance Bond:** This bond is a surety instrument guaranteeing that the vendor will perform according to the terms of the contract, and is generally in an amount of 100% of the bid. This bond affords protection from non-performance and non-completion of major contracts, the efforts of which would result in considerable injury to the City. Should the vendor default, the bond is cashed and the City may then utilize the funds to complete the contract with another vendor. *Performance bonds are submitted upon award of the contract.*
- **Letter of Credit** - In certain cases, the City may in its sole discretion, accept in the case of certain construction projects or multi-year contracts an irrevocable letter of credit by a bank or savings and loan association, as defined in Code Section 7-1-4, in the amount of and in lieu of, the bond otherwise required under this article. *The letter of credit must be irrevocable.*

- **Payment Bond** - This bond guarantees payment of sub-contractors and suppliers providing goods and services to the general contractor, who is under contract to the City. The payment bond relieves the City of financial liens against a project should the general contractor fail to pay his suppliers and sub-contractors. These creditors will look to the bond for payment. *Payment bonds are submitted upon award of the contract.*
- **Labor & Material Bond** - Same requirements as the Payment Bond. All bond guaranty may, at the discretion of the City be in the form of a cashier's check, bank money order, bank draft of any national or state bank, certified check, or surety bond, payable to the City of Garden City. The surety on any bid bond shall be a company recognized to execute bid bonds for contracts of the Federal Government. *Labor & Material bonds are submitted upon award of the contract.*

Section 3

FORMAL SEALED BID PROCESS

The Formal Sealed Bid process is required for all solicitations with a value greater than \$50,000 and optional for solicitations greater than \$10,000 but less than \$50,000. Exceptions may be Public Works Construction Contracts under \$100,000 per state law. ***The requesting department is responsible for preparation of the bid document or request for proposal.*** Transparent business practices are always followed to encourage suppliers to participate in a protected, competitive environment.

All formal sealed bid responses are opened in a public venue and recorded at the exact time and date designated in the bidding documents. Depending on the type of Bid, the award will be made to the most qualified, responsive and lowest responsible bidder whose bid satisfies all requirements contained in the bid or additional evaluation will commence, followed by the award. The successful bidder will receive a Notice of Award, followed by a purchase order and/or contract for the goods or services.

3.01 BIDDING FORMATS

A. Request for Proposal (RFP):

The Request for Proposal may be used when clear specifications are not available or when a service is required. In this procurement method, qualifications will normally be the primary issue and price may or may not be used in the evaluation of the proposal. The basis of the award is the criteria outlined in the proposal. At the public opening, only the name of the vendors offering proposals will be read. Because negotiations are still possible, the contents of the proposal will not be released until the item or service has been evaluated and awarded.

B. Request for Quotation (RFQ):

The Request for Quotation may be used when both the specifications and the process are predetermined. The RFQ clearly defines the scope of the work and contains contractual terms and conditions. In most cases, the bid award will be made on best price, but the award may be made in what is determined to be the most responsive and responsible and/or in the best interest of the City. The RFQ may require the submission of bid samples, descriptive literature, and technical data and may require inspection or testing of a product before a final award.

C. Request for Information (RFI) or Request for Qualifications (RFQu):

The Request for Information or Request for Qualifications may be used to support the request for technical and commercial data to evaluate the feasibility of a commodity or service, the qualifications of potential suppliers or to prepare fiscal year budget information. Should price be requested from suppliers, suppliers will be instructed that price(s) is budgetary only and the City of Garden City shall not be obligated to purchase. Information received by this process will remain confidential to both the City and to the participating suppliers. Disclosure of the information associated with a specific RFI is prohibited.

3.02 BIDDING PROCESS

A. Solicitation: The bid packages will include, at a minimum, the following information and/or materials:

- A cover letter inviting the suppliers to bid.
- The date and time the bids are due and any pre-bid conference meetings.
- Address of the office in which bids are to be received.
- A Scope of Work or Specifications including a complete description of the goods or the services required.
- The technical specifications, plans and drawings (if applicable).
- Contract terms and conditions, including warranty and bonding or other security instruments (if applicable).
- A proposal / pricing form.
- Acknowledgement of agreement with all aspects of the bid including a date or schedule on which goods or services are required.
- Contractor's/Subcontractor's Affidavits for Immigration Compliance or SAVE Documents; Supplier's References, Business License and Certificate of Insurance with minimum coverage as required by the City.
- Any other special requirements as outlined in the bid documents.

B. Public Posting:

- For purchases over \$50,000, the Department will post the formal solicitation on the City's website, on the notices board at City Hall and may advertise through the legal organ of the county newspaper and other means, such as trade journals.
- Public Works Projects over \$100,000 must be advertised in the official legal organ of the county.
- The Requesting Department shall notify the public in regards to the bidding of projects funded under Community Development Block Grant (CDBG) regulations and policies and advertised in the legal organ of the county.
- Bid packages will be mailed via the United States Postal Service or other delivery service and are posted on the City website.
- Any change to a formal solicitation after the initial public posting, including but not limited to changes to requirements, attachments, or the closing date and time, must be posted as official written addenda. When posting an addendum, the City must ensure bidders are provided adequate time to view and process the new information. Addenda are also posted on the City's website.

C. Instructions for Bid Packages:

Sealed bid packages may be distributed via the following processes:

- Bid packages may be hand delivered at a pre-bid conference. The Department will issue a letter of invitation to the bidders announcing the bid solicitation, the pre-bid conference locations, and the requirement to attend.
- Bid packages may be sent via USPS or another delivery service.
- Bid packages may be picked up at the Requesting Department.
- Bid packages may be downloaded from the City's website, but submission must be in paper form and must be labeled Sealed Bid.

At its discretion, the City may choose to hold a pre-bid conference in order to clarify any ambiguities, answer questions, and ensure that all bidders have a common understanding regarding supplies or services required. The conference shall be held at least seven (7) days prior to the bid deadline, and the bid solicitation should contain all conference details, including whether or not bidder attendance is mandatory. Statements made at the pre-bid conference shall not be considered addenda to the bid solicitation unless a written addendum is issued pursuant to the conference.

D. Receipt & Evaluation of Sealed Bids:

The Sealed Bid process prohibits fax, email, telegram, or verbal responses unless specified in the bid documents. All bids solicited under the Sealed Bid process will be processed and maintained as follows.

- Bidders' responses to the solicitation shall be in written form and subject to the Sealed Bid process. The Requesting Department will only accept responses through the USPS, other overnight delivery service, or by hand delivery to the Requesting Department unless specified in the bid documents. Regardless of delivery methods, all bids must be presented in paper format to be considered.
- For consideration, all bids shall be placed in a sealed package and labeled sealed bid. Failure to follow this process is reason to disqualify a Supplier's bid.
- All bid packages will be date and time stamped when received to indicate timeliness. Late bids are generally rejected unless due to a fully documented delivery service delay. Late bids are not opened.
- All bids subject to and received on or before the due date shall be maintained unopened in a protected, proprietary environment.
- A public opening of bids/proposals will be held at City Hall on the date and time specified in the solicitation package. The information read aloud shall consist of the bidder names, including those who submitted "no bids" and "non-responses" and the submitted pricing. There are no awards made at the bid opening.

E. Only One Bid Received:

When only one bid is received, the following steps are recommended.

1. Communicate with the requesting department to ensure the price offered is reasonable and advantageous to the City.
2. Inquire of those who did not bid to determine the reason for lack of response.
3. Accept or reject the bid based on information received while taking into consideration the City's position favoring competition.
4. Accept the bid if time is crucial and cost is reasonable, as the opportunity for competition was afforded by initial competition.
5. Reject the bid if time permits for re-solicitation.

F. No Bids Received:

On occasion, the invitation to bid will receive no responses. In those cases, these steps should be followed.

1. Extend the bid opening date.
2. Contact all of the vendors on the bid list to determine the reason for lack of response.
3. Requesting department should determine if re-bid is desired, using information obtained from vendor survey.
4. File the closed bid in the bid file if decision is made not to re-bid.

5. Review specifications and bid list if decision is made to re-bid.
6. Revise bid documents where appropriate.
7. Initiate the bidding process per regular procedures.

G. Extension of Due Date:

Extension of the due date during the bid solicitation process is granted uniformly to all bidders by the Requesting Department and with the concurrence of the City Manager. Any extension of the due date will be based on the technical, commercial and financial impact on the City of Garden City. Bid extensions may be verbally granted, but they will be confirmed in writing to all bidders as an addendum to the bid and will be posted on the City's website.

H. Withdrawal of Bids Prior to Bid Closing:

- A bidder or an authorized representative may withdraw the bid in person before the time and date set for bid closing. The withdrawal must be in writing and must be received before the time and date set for the bid closing.
- All documents concerning a withdrawal of a bid shall be retained in the appropriate procurement file.

I. Withdrawal of Bids After Bid Opening:

The City shall permit a bidder to withdraw a bid from consideration after the bid opening without forfeiture of the bid security if the bidder has made an appreciable error in the calculation of his or her bid and if:

1. Such error is the calculation of his or her bid can be documented by clear and convincing written evidence;
2. Such error can be clearly shown by objective evidence drawn from inspection of the original work papers, documents, or materials used in the preparation of the bid sought to be withdrawn;
3. The bidder serves written notice upon the governmental entity which invited proposals for the work prior to the award of the contract and not later than 48 hours after the opening of bids excluding Saturdays, Sundays, and legal holidays;
4. The bid was submitted in good faith and the mistake was due to a calculation or clerical error, and inadvertent omission, or a typographical error as opposed to an error in judgement; and
5. The withdrawal of the bid will not result in undue prejudice to the governmental entity or other bidders by placing them in a materially worse position than they would have occupied if the bid had never been submitted.

In the event that an apparent successful bidder has withdrawn his or her bid as provided above, action on the remaining bids should be considered as though the withdrawn bid has not been received. In the event the project is relet for bids, under no circumstances shall a bidder who has filed a request to withdraw a bid be permitted to resubmit a bid for the work.

No bidder who is permitted to withdraw a bid pursuant to this Section 3.02 (I) shall for compensation supply any material or labor to, or perform any subcontract or other work agreement for, the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.

3.03 BID EVALUATION PROCESS

- A. Bid Evaluations:** Technical and/or Commercial – are components of the Request for Proposal (RFP) process and are sometimes used in consideration of Request for Quotations (RFQ) where price is not the only factor used in making an award. The Requesting department and/or ad-hoc team of subject matter experts conducts the technical evaluations. The Requesting Department and/or ad-hoc evaluation team may conduct interviews and negotiations for a specific product or service following receipt of sealed bids. All evaluation criteria for analyzing the technical and cost proposals should be developed in a manner that is straightforward and fair to all bidders.
- B. Technical Evaluations:** When considering an RFP in which fulfilling or developing technical specifications is critical, the bid response is expected to describe in detail what a bidder proposes to furnish and the method of delivery, along with the price proposal. The Requesting Department and/or ad-hoc team will perform technical evaluations on bids that must consider the bidders' specifications, the City's specifications, the product or service performance, the bidders' delivery or completion schedule and any alternate proposals or options that might impact the Requesting Department's requirements.

Before the Requesting Department and/or ad-hoc team reviews any proposal(s), its members should be provided the evaluation criteria and a list of bidder names so that any conflicts of interest may be exposed and employees recused, if necessary.

- C. Commercial Evaluations:** For all sealed bids, commercial evaluations will be performed by using qualitative factors to evaluate/score a proposal and select the most qualified proposers/bidders. These may include such factors as past performance, references, management and technical capability, price, quality and performance requirements and liability and risk exposure to the City. The City staff may utilize lowest cost, lowest total cost, total cost of ownership, or greatest savings to determine the best price proposal. The bidder deemed to have the most competitive cost proposal will receive the maximum score for the cost criteria. In the RFP process, alternate proposals and optional pricing will be given consideration based on the technical evaluation developed by the Requesting Department and/or ad-hoc team. The Requesting Department will summarize both the technical and commercial evaluations in a format that offers a concise summary for award consideration.
- D. Clarification and Negotiation:** If the Requesting Department or ad-hoc team and City Manager agree that further discussion with the bidder(s) is necessary, the Requesting Department will request one or more rounds of negotiation with the bidder(s) to conclude recommendations. Any proposed modification in scope or process from a bidder must be submitted to the Requesting Department or during a formal round of negotiation with the ad-hoc team. These discussions will not permit a bidder to resubmit a proposal with new pricings for the original specification; however, a bidder may propose pricing based on an alternate option. Price discussion, at this stage, is not intended to circumvent the competitive bid process. The purpose is to negotiate with a short list of the most eligible bidder(s) and seek a best and final offer. If the Requesting Department or ad-hoc team and City Manager determine the scope has changed too substantially, the City may reject all bids and re-issue a new solicitation for bids.

3.04 BID TABULATIONS AND AWARDS

A. Bid Tabulations: Bid tabulations are utilized for all RFPs and RFQs. Tabulations shall be maintained in the Requesting Department's files and posted on the City's website following the bid award. From the bid tabulation information, the Requesting Department will create a Bid Recommendation memorandum to the City Manager and/or the Mayor and City Council for consideration

B. Awards: Following the necessary approvals for tabulations or evaluations, as set forth herein, the winning bidder will be notified of the award.

- Purchase transactions **less than \$10,000** will be awarded by the City Manager in collaboration with the Requesting Department via a written purchase order.
- Purchase transactions **greater than \$10,000 but less than \$25,000** may be awarded by the City Manager in collaboration with the Requesting Department via a written purchase order or contract.
- Purchase transactions **greater than \$25,000** may be awarded by the City Manager in collaboration with the City Council via a vote by City Council.
- A bid award may be made verbally first, followed by a written Notice of Award and the Purchase Order and/or Contract. Verbal awards are often made to allow the Supplier to expedite the delivery schedule or the project start / completion schedule.

C. Bid Protests

Any responsive, timely bidder may protest the process or apparent award or recommendation by submitting a protest in writing to the City Manager within five (5) business days of the bid opening date. Only timely, written protests delivered by overnight carrier, USPS, or hand delivered will be accepted. Emails or faxes are unacceptable. A decision will be issued by City Manager within ten (10) business days.

D. Open Records Provisions for Bids and Proposals

All submitted bids/proposals shall be subject to the requirements of the State of Georgia open records act, O.C.G.A § 50-18-70, and made available for public inspection and/or copying per the law. If a bidder or interested party would like to review specific bid(s), that party must first submit a request to the Requesting Department. The City of Garden City has three (3) working days to respond, stating the length of time and associated costs necessary to provide the information, if it is available.

Section 4

DISPOSAL OF SURPLUS PROPERTY PROCESS

Pursuant to O.C.G.A §50-5-51, §50-5-140 and §50-5-141, the disposal of the City's assets shall be conducted by the following guidelines.

4.01 PROPERTY DEFINITIONS

Capital Assets may be either real or personal property that have a value equal to or greater than the capitalization threshold for the classification of the asset and have an estimated life greater than one year. The personal property capitalization threshold is currently \$5,000.

Personal Property is “any fixed or movable tangible property used for operations, the benefits of which extend beyond one year from the date of acquisition.” Essentially, personal property refers to any item that is owned by the City and is not real estate, regardless of acquisition cost or method.

Real Property is assets or property that includes land and buildings and anything affixed to the land.

Scrap is damaged, spent, or otherwise unusable equipment, parts, or materials whose only value lies in the recycling of its component parts or materials.

Surplus Property is City owned property which has reached the end of its useful life or has become obsolete in City service.

4.02 PROCEDURE FOR SURPLUSING OF PROPERTY

Capital assets are those defined above as having an original acquisition cost of \$5,000 or more. For the City's asset disposal purposes, these do not include Real Property. Each department, as necessary, will provide to the City Manager, a list of capital assets that have no further useful life.

If a department has a need for any of these capital assets, an asset transfer will be made to that department for official City use only. The transferring department will notify the Finance Department of the transfer and facilitate the necessary adjustments to the fixed asset schedules.

After the initial departmental and City Manager review, the list of unusable capital assets which are ready for disposal will be forwarded to the City Attorney to prepare a resolution to go on the next available regularly scheduled city council meeting agenda for consideration. The City Council will approve or disapprove the request for disposal of the unusable capital assets. Upon approval by the City Council and Finance Department notification, the assets will be disposed in one of the following ways:

- Assets may be donated to another tax supported agency or a direct sale negotiated between the City and another tax supported agency.
- Assets may be offered for sale at public auction.
- Assets may be destroyed or taken to a recycling facility.

All items will be sold to the highest bidder.

PURCHASING POLICIES & PROCEDURES

Scrap, Surplus and Salvage Assets such as cooper, aluminum, computers, printers, etc. are non-capital assets, or those which had an original acquisition cost below \$5,000. These items have limited value and are no longer needed by the City. Departments may, with prior approval from the City Manager, dispose of these assets via the same methods as above, including recycling, but do not require the approval of the City Council. The funds generated from a sale of this type shall be turned over to the Accounting Division of the Finance Department on that same day with a receipt and/or check.

A RESOLUTION ADOPTING AN UPDATED TRAVEL POLICY AND PROCEDURES FOR CITY OFFICIALS AND EMPLOYEES RELATING TO TRAVEL ADVANCES AND REIMBURSEMENT FOR ELIGIBLE EXPENSES INCURRED IN CONDUCTING OFFICIAL CITY BUSINESS; PROVIDING FOR AUTHORIZATION AND IMPLEMENTATION; REPEALING ALL PRIOR RESOLUTIONS AND POLICIES IN CONFLICT HEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Mayor and Council wish to adopt an updated comprehensive Travel Policy and Procedures for City officials and employees which provides specific guidance to officials and employees, as well as the City Manager and Department Directors, regarding the policies and procedures to be used when seeking payment or reimbursement by the City for travel, transportation and meals incurred during official City business or duties; and,

WHEREAS, the adoption of an updated Travel Policy and Procedures in the form attached hereto as Exhibit “A” (“Policy”), is authorized under the Georgia Municipal Home Rule Act (Official Code of Georgia Annotated Sections 36-35-1 to 8) and the Georgia State Constitution, and is consistent with the policy and practice of many municipalities which adopt such policies; and,

WHEREAS, the Mayor and Council find that it is in the City’s best interests and its officials and employees to adopt the attached updated Policy in the form attached hereto as Exhibit “A.”

NOW, THEREFORE, BE IT SO RESOLVED BY THE MAYOR AND COUNCIL OF GARDEN CITY, GEORGIA, TO TAKE ACTION AS FOLLOWS:

Section 1. The Travel Policy and Procedures, in the form attached hereto as Exhibit “A”, is approved.

Section 2. The City Manager and/or designee are authorized to take any and all action necessary to implement the purposes of this Resolution and the Policy.

Section 3. Any resolutions and policies or parts thereof in conflict herewith are hereby repealed.

Section 4. This Resolution and the Travel Policy and Procedures associated with it shall become effective immediately upon its adoption.

Adopted and approved this 20th day of September, 2021.

RHONDA FERRELL-BOWLES, Clerk of Council

Received and approved this 20th day of September, 2021.

DON BETHUNE, Mayor



TRAVEL POLICY & PROCEDURES



Adopted by City Council

September 20, 2021

TRAVEL ADVANCE & REIMBURSEMENT FOR EXPENSES INCURRED IN CONDUCT OF CITY BUSINESS

1.01 PURPOSE

The purpose of this policy is to establish policy and procedure related to travel advance and reimbursement for eligible expenses incurred in conduct of City business.

1.02 POLICY

It is the policy of the City of Garden City to reimburse City Elected and Appointed Officials, and Employees for reasonable and necessary travel expenses incurred in the conduct of their business for the City while maintaining a prudent spending policy. Advance and reimbursement for such reasonable and necessary travel expenses will be made subject to the rules herein by application and upon compliance with this policy. It is each elected and appointed official and employee's responsibility to learn and abide by these rules.

1.03 GENERAL STATEMENT

For Internal Revenue Code (IRC) purposes, elected and appointed officials are considered employees of the municipal governing authority; therefore, the term ("***Employee***") includes City officials and employees, whether elected or appointed. Thus, as with regular employees of municipal governing authorities, payments to elected or appointed officials are also subject to withholding requirements.

Similar to the Georgia Code, the IRC makes a distinction between travel policies that limit payments to express actually and necessarily incurred in carrying out official duties and plans. In fact, the IRC's classification of reimbursement plans as either "accountable" or "nonaccountable" plans determines how payments must be reported to the IRS as well as whether payments made pursuant to the plan are subject to income tax withholding and payment of Social Security and Medicare taxes.

What is an "accountable plan?" A reimbursement or allowance arrangement that requires employees to meet all three of the following rules:

- (1) They must have paid or incurred deductible expenses while performing services as a municipal employee; and
- (2) They must adequately account to the municipality for these expenses within a reasonable time; and
- (3) They must return any amounts in excess of expenses within a reasonable period of time.

Basically, a plan that requires employees, including elected officials, to account for their travel expenses within a reasonable time and provides for employees and officials only to receive or retain payment for expenses actually and necessarily incurred will be an accountable plan.

Aside from the reporting requirement of accountable plans, the same general criteria that make a plan "accountable" under the IRC also determine whether payments under the plan fall outside of the Georgia Code's definition of salary or compensation.

In other words, payments made pursuant to an accountable plan will not only be exempt from federal income tax withholding, and payment of Social Security and Medicare taxes, but also, changes to an accountable plan need not comply with the requirements of O.C.G.A § 36-35-4.

O.C.G.A § 36-35-4 authorizes each municipal governing authority to fix the salary, compensation and expenses of its municipal employees and members of its municipal governing authority. This statute impacts travel because per diem payments, expense allowances and other forms of payment might be considered salary and compensation if they exceed actual and necessary expenses. The governing authority of each municipal corporation shall be authorized to provide by policy or ordinance for the reimbursement of such actual and necessary expenses.

It is the goal of the City of Garden City to establish a clear and reasonable comprehensive travel reimbursement policy which meets the IRS's three criteria for being an accountable plan. In addition, a formal comprehensive travel reimbursement policy demonstrates to the public that the City is using its resources with efficiency and economy, and also creates an environment of honesty, transparency, and integrity. Requests for travel and travel expense reports are subject to the Open Records Act, O.C.G.A. § 50-18-70 *et al.*

1.04 RESPONSIBILITIES OF EMPLOYEES

An employee on official City business is responsible for:

- Being familiar with City travel and transportation regulations before embarking on travel.
- Exercising the same care in incurring expenses and accomplishing the purposes of the travel that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays, or luxury accommodations unnecessary or unjustified in the performance of official City business travel are not acceptable.
- Paying any expenses incurred for personal preference or convenience that are deemed ineligible and/or unsubstantiated for reimbursement.
- Returning as promptly as possible to either official duty station or official residence when City business is completed.
- Securing prior authorization and approval for travel.
- Preparing the Travel Advance Request and Expense Reimbursement Form (*Exhibit "A"*) and providing appropriate receipts and documentation, as required.

1.05 BUDGET APPROPRIATIONS & CONTROLS

Funding level appropriations for travel and mandatory training (such as certifications, licenses, etc., required for an employee to perform his/her job) and elective training will be established during the annual budget process based on projected needs for the upcoming fiscal year. Funding for City officials shall be limited with respect to the number of training sessions per year and the maximum cost for each session. Funding for the training of other City employees shall be determined based on budget requests submitted to the City Manager by each Department Head for his/her Department employees. Funding levels for travel and training are subject to change based on new and shifting service needs, emergency needs, or other priorities established by the Mayor and Council. During the fiscal year, the Mayor and Council will periodically review and evaluate departmental travel and training funding levels based on the financial capacity of the City, and the impact the expenditures could have on the City's operating budget. Because

priorities can change, travel and training classified as elective are not guaranteed for funding. Budget dollars shall be allocated in the following priority order:

- (1) Official travel necessary to conduct City business;
- (2) Training legally required by state, federal, or local mandates;
- (3) Training essential to the performance of the employee's work assignments; and,
- (4) Training, seminars, workshops, meetings or conferences which provide direct identifiable benefit to the City.

1.06 TRAVEL AUTHORIZATION & APPROVALS

- All travel must be authorized in advance by the employee's appropriate authorized approver using the Travel Advance Request and Expense Reimbursement Form in accordance with the procedures set forth in this policy.
- Prior to approving a travel advance request, the authorized approver is responsible for determining that the departmental budget is sufficient to cover the expenses and reimbursement.
- The authorized approver is responsible for obtaining the proper dollar threshold approvals in accordance with the procedures set forth in the City's Purchasing Policy and Procedures, Credit Card Policy and Procedures prior to submittal to the Finance Department.
- Requests for reimbursement for expenses related to travel must be approved by the employee's appropriate authorized approver using the Travel Advance Request and Expense Reimbursement Form in accordance with the procedures set forth in this policy.
- Requests for travel advances and actual expense reimbursements shall be authorized by the proper approver for processing as follows:

Requesting Employee	Authorized Approver
Members of the City Council	City Manager
Member of City Boards & Commissions	City Manager
City Manager	City Council
Department Directors	City Manager
For all other employees	Department Director

1.07 DOCUMENTATION & INTERNAL CONTROLS

Before any reimbursement is issued, the employee must submit proper documentation, and if proper procedures are not followed the employee may be ineligible for reimbursement or have to repay the City for expenses already incurred.

1.08 METHODS OF PAYMENT

Travel expenses may be paid for in multiple different ways, such as reimbursement or an official government credit card. Travel expenses in particular may involve multiple forms of payment. For example, registration fees and hotel might be paid through an accounts payable check or a government credit card. Incidental expenses might be paid by the traveling employee and reimbursed, and the employee may have requested an "advance travel" payment for certain expenses, and in certain circumstances depending on factors such as multi-day events and distance from home travel arrangements (i.e., air fare, hotel, etc.) might be paid by the traveling employee via his/her own personal monies (i.e., credit card, etc.) and reimbursed.

Some employees may wish to use a personal “frequent flyer” membership or other similar loyalty card for their government travel to accrue airline miles, hotel points, etc. In this case, the employee pays for the travel arrangements on their own, then files for reimbursement from the City. The City will not incur any extra costs as a result of loyalty programs. For instance, if the employee buys a first-class plane ticket to get bonus miles, the City will only provide reimbursement for the cost of an economy plane ticket (coach) and the employee will be responsible for paying the difference. The City limits reimbursement to only the authorized and eligible actual out-of-pocket expenses.

1.09 COMPLIANCE AUDITING

- Authorized Approvers (i.e. Mayor, City Manager, Department Directors, etc.) are responsible for ensuring that all travel claims originating from their departments are in compliance with the City’s travel policy and procedures.
- The Travel Advance Request and Expense Reimbursement Form should be prepared by the requesting employee and reviewed by his/her authorized approver for completeness, mathematical accuracy, compliance with expense limitations, ensure appropriate documentation and receipts are included, and for overall compliance with the policy prior to submission to the Finance Department for processing.
- Submission of an inaccurate Travel Advance Request & Expense Reimbursement Form will result in return for correction and resubmission and possible disallowance of amounts requested to be advanced or reimbursed.
- An employee who knowingly submits a false claim for reimbursement will be subject to disciplinary action.
- The Finance Department shall audit all Travel Advance Request & Expense Reimbursement Forms to determine mathematical accuracy to cross-reference amounts claimed with appropriate receipts; and review the appropriateness of expenditures in accordance with this policy.
- Original receipts must accompany all reimbursement requests. The Finance Department will return any reimbursement request unpaid to the originating department or elected official who is not in compliance with this policy.
- If the allowable expenses incurred for reimbursement recorded and approved on the Travel Advance Request & Expense Reimbursement Form exceeds the travel advance amount based upon the determination of eligibility, accuracy and compliance with reimbursement procedures, a check may be issued to the employee to reimburse the difference.
- If the allowable expenses incurred for reimbursement recorded and approved on the Travel Advance Request & Expense Reimbursement Form is less than the travel advance amount based upon the determination of eligibility, accuracy and compliance with reimbursement procedures, the employee will be required to reimburse the City for the difference either by cash payment, a check made payable to the City of Garden City or payroll deduction.

1.10 ELIGIBLE TRAVEL EXPENDITURES

Employees are expected to spend City funds prudently. No pre-event advancement payments or post-event reimbursement payments will be made without the proper completion, approval, and

submission of a Travel Advance Request and Expense Reimbursement Form and proper documentation, as required.

A. Registration

Registration means the actual costs of registration, tuition and fees at a meeting, conference, training or convention for which an employee has received approval. Registrations shall be made in a timely manner to take advantage of early registration discounts. If a check is to be processed, the request for payment shall be submitted in sufficient time to process the registration with regular accounts payable procedures. If it is not possible to prepay registration fees, receipts must be submitted for reimbursement or for documentation of advance funds received.

B. Transportation

- **Airfare:** Actual costs for air travel is eligible provided all air travel shall be on a common carrier and at the most economical class (coach class). First class fares will not be reimbursed by the City. Payment for air travel shall be at actual cost from Savannah International Airport to destination and return. To take advantage of available discounts and avoid paying premium fares, travel arrangements shall be booked in advance of the travel date. Travel arrangements should be made at least thirty (30) days prior to the travel date, but under no circumstances less than fifteen 15 working days from the travel date. Air travel will only be approved, in lieu of the car, in those instances where it is deemed absolutely necessary. Any penalties associated with changed reservations incurred due to personal reasons will be the responsibility of the employee.
- **Train or Bus:** Travel arrangements by rail or bus are allowed. All travel by these methods will be the most economical class (coach class). First class will not be reimbursed by the City. Train or Bus travel will only be approved, in lieu of the car, in those instances where it is deemed absolutely necessary.
- **Privately Owned Vehicles – Mileage:** Employees using a personally-owned vehicle to travel out of Chatham County on City business will be reimbursed at the rate published by the IRS as the standard mileage rate (cost) per mile allowance provided a City vehicle cannot otherwise be used. If a City-owned vehicle is available for use and the person still elects to use private transportation, mileage will be reimbursed at 50% of the IRS standard mileage rate published allowance rate. Mileage calculated from the Google website is acceptable for estimating mileage and a screen print out should be included with the Travel Advance Request and Expense Reimbursement Form. Mileage expenses must be substantiated on the Travel Advance Request and Expense Reimbursement Form in order to avoid tax liability. Tolls and parking costs are reimbursable if they are verified by receipts attached to the Travel Advance Request and Expense Reimbursement Form.

If two or more employees are attending the same out-of-town meeting and one of them is driving a City vehicle and the second employee chooses to drive his/her personally-owned vehicle, no mileage reimbursement will be made to the employee who elects to drive a personally-owned vehicle, unless proper approval is secured prior to the event.

If two or more employees are attending the same out-of-town meeting and no City vehicle is to be used, and two or more employees choose to ride together, only one mileage reimbursement will be paid to the employee who elects to drive his/her personally-owned vehicle.

Daily commute transportation expense between an employee's official residence and official duty station is a personal obligation and is not reimbursable by the City. No mileage reimbursement will be made for casual or occasional use of a personal vehicle within the Chatham County area.

- **Rental Vehicles:** Under most circumstances, adequate ground transportation and shuttle services are available to and from the airport at the point of destination. Every effort should be made to use alternate forms of transportation before renting a vehicle. Should an unusual or extenuating circumstance arise where the rental of vehicle is necessary, the vehicle rental must be approved by the Mayor, City Manager or respective Department Director prior to the transaction. Rental of a vehicle shall be the most economical class and is reimbursable as long as receipts are provided with the Travel Advance Request and Expense Reimbursement Form and approved by the applicable authorized approver.

C. Lodging

The actual cost of hotel/motel accommodations will be advanced or reimbursed for payment by the City only with approved authorization. Overnight accommodations are not considered necessary within 60 miles of the City of Garden City unless proper approval is secured; therefore, the City will not provide reimbursement and/or payment. Employees are encouraged to stay at the host hotel of any conference or training session. Travel to and from the place of lodging site will not be reimbursable, if the employee had the opportunity to secure lodging at the business site.

Employees are advanced or reimbursed for the cost of single standard room accommodations at moderately priced hotels. The minimum corporate, governmental or lowest special rate should be requested. When traveling in Georgia employees should secure exemption from sales/use and hotel/motel taxes. Tax Exemption Request forms will be provided to employees by their respective Department or the Finance Department. Please note that tax-exempt forms may not be used for personal travel.

If a family member or guest accompanies the employee, the traveler shall pay for the additional amount over that of a single accommodation, if required.

D. Meals

The IRS established per diem rates will be used by the City of Garden City for travel advance or reimbursement and can be found on the General Services Administration (GSA) website <http://www.gsa.gov>. These rates are set annually according to the federal fiscal year and vary depending on the travel destination.

Travel advance amounts for meals that are included in the cost of any conference, training or meeting registration or are provided at no direct cost to the employee will be deducted from any travel advance or reimbursement, unless specific employee dietary restrictions necessitate otherwise.

Travel advance amounts for meals for the first and last calendar day of travel will be calculated at 75 percent (75%) of the per diem allowance authorized under this policy.

To receive an advance for meals, a meeting schedule or registration form that includes an agenda must be submitted with a Travel Advance Request & Expense Reimbursement Form. Meal expenses must be substantiated on the Travel Advance Request & Expense Reimbursement Form for reimbursement to avoid tax liability.

Meals will not be reimbursed for travel within Chatham County unless the meal is included in the registration fees.

City credit cards may not be used to purchase meals while traveling unless prior approval from the Mayor, City Manager or applicable Department Director is obtained. If a City credit card is used to purchase any meal, the purchaser must provide an itemized receipt in order to avoid payroll deductions for the meal(s).

E. Business Incidentals

Charges for telephone, fax, internet, copying, and other office expenses are eligible for reimbursement, if necessary, for completion of City business. Actual cost of laundry and/or valet service are allowable expenses when City representatives are required to be away from the City for more than six (6) days at one time or the conditions under which they are required to work while away from the City creates a more than normal need for such services. Business incidental expenses must be substantiated for reimbursement.

1.11 INELIGIBLE TRAVEL EXPENDITURES

It is the City's policy to reimburse the employee for all reasonable and necessary expenses incurred in transacting the affairs of City business, however, there are specific types of expenses which are considered to be of a truly personal nature and are non-allowable.

- Travel expenses paid for by any other organization;
- Alcoholic beverages (including liquor, beer and wine);
- Meals, lodging accommodations or any other expense for family members or guests with the exception of spouses/partners that attend group meals of the entire City Council;
- Entertainment expenses for sightseeing tours, theater movies, sporting events, or any other personal entertainment activities;
- Trip insurance or any other expenditure for personal purposes;
- Briefcases, travel bags, or other items of personal use;
- Mileage if traveling as a passenger in a privately owned car;
- Repairs, maintenance, or insurance on personal vehicles;
- Traffic tickets, fines and court costs;
- Tips for housekeeping or bellhops;

- Room Service or any in-room charges for mini-bar items, movies, etc.; and
- Unauthorized gifts or donations.

1.12 FAMILY MEMBERS OR GUESTS ON TRIPS & PERSONAL TRAVEL

- If an employee chooses to take a guest on an approved business trip, the additional expense incurred is personal and not reimbursable by the City.
- Employees may combine an approved business trip with personal travel; however, the City will only pay for the business segment of the trip. The employee will pay for the difference between the business segment of the trip and the total cost.

1.13 CANCELLATIONS

If travel/training is canceled, the Travel Advance Request and Expense Reimbursement Form should be voided and returned to the Finance Department as soon as possible with any advanced funds received.

1.14 TRAVEL ADVANCE & EXPENSE REIMBURSEMENT PROCESS

- In order to avoid a hardship on an elected official, appointed official, and employee, a travel advance may be issued to an employee for approved anticipated eligible out-of-pocket expenses to be paid by the employee during the authorized travel.
- Travel arrangements should be made at least thirty (30) days prior to the travel date, but under no circumstances less than 15 working days from the travel date to allow ample approval time and processing time.
- If a travel advance is needed, a Travel Advance Request & Expense Reimbursement Form must be submitted to the Finance Department no less than fifteen (15) days prior to the date of travel to allow sufficient time to process the travel advance request with the regular accounts payable process. All original receipts and travel information documents are to be attached to the Travel Advance Request & Expense Reimbursement Form as support for advance fund requests.
- Within fifteen days (15) days following return from travel, the employee must submit to the Finance Department a completed, approved Travel Advance Request & Expense Reimbursement Form to substantiate expenditure of the travel advance. Original receipts and other travel documents as required are to be attached to the Travel Advance Request & Expense Reimbursement Form as support for reimbursement.
- Claim for reimbursement of any charge which could reasonably raise questions should be accompanied by an explanation. Failure to provide adequate documentation (receipts) or explanation for all expenses claimed for reimbursement could result in the employee being personally responsible for the charges.
- Upon determination of accuracy and compliance for reimbursement, the Finance Department will determine if the actual expenses exceed any advance funds taken and will process a check with the regular accounts payable process for issuance to the employee to reimburse the net amount due.
- If the actual allowable reimbursement recorded and approved on the Travel Advance Request & Expense Reimbursement Form is less than the travel advance, the employee will be required to reimburse the City for the difference either by cash payment or check made payable to the City of Garden City.

- Any amounts in default by the employee may be withheld by the City from funds owed to the elected official or employee via payroll deduction. No advance will be made to an elected official, appointed official, or employee who has an advance which is in default.
- A travel advance is not a personal loan; expenditure of these funds for any purpose other than for official City business shall be considered a misappropriation of public funds. Any travel advancement not repaid or accounted for in the fifteen (15) day period shall bear interest at the rate of ten 10% from the date of default until paid.
- A City employee must successfully complete the course/program and provide a receipt to the Human Resources Department as proof of satisfactory completion. Failure to satisfactorily complete the course or training program will result in the employee's reimbursing the City for all pre-paid expenses. Withdrawal before completing the course or the employee's separation (termination) from City employment shall be considered as unsuccessful completion of the course/program and the employee shall reimburse the City as aforesaid. In the event of separation (termination) before the course is completed, reimbursement for expenses incurred or paid by the City will be deducted from the employee's final paycheck.

EXHIBIT "A"

**City of Garden City
Travel Advance Request &
Expense Reimbursement Form**

<u>Name</u>	<u>Employee ID</u>	<u>Date of Request</u>
<u>Department</u>	<u>Arrival Date</u>	<u>Departure Date</u>
<u>Name of Conference/Training</u>		
<u>Purpose of Conference/Training</u>		

Travel Advance Request					
Conference/Training					
A copy of the conference/training agenda must accompany this form.			<u>Budget Account #</u>	<u>Registration Fee</u> \$	
Travel					
Lodging	<u>Hotel Name</u>				<u>Budget Account #</u>
	<u>Destination (City/State)</u>		<u>Daily Rate</u>	<u># of Nights</u>	<u>Lodging Total</u> \$
Personal Auto/ Vehicle Rental	<u>Rate</u>	<u>Days/Miles</u>	Airfare	<u>Rate</u>	<u>Travel Total</u> \$
Meals	<u>IRS Rate</u>	<u># of full days</u>	IRS rates are reduced 25% on departure & arrival dates.		<u>Meals Total</u> \$
Other	<u>Rate</u>	<u>Describe Other</u>			<u>Other Total</u> \$
Copies of all documentation justifying requested funds must accompany this form.					
Total Travel Advance Requested					<u>\$</u>

Travel advance request must be submitted to Accounts Payable no less than two (2) weeks prior to travel date.

Proper dollar threshold approval is required in accordance with the City's Purchasing Policy and Procedures.

Employee's Signature: _____ Date: _____

Authorized Approver: _____ Date: _____

Travel Expense Reimbursement						
Receipts must be attached to support actual expenses. Fuel receipts required with use of City or rental vehicle.						
Actual Receipt Expenses						
Type	<u>Registration</u>	<u>Lodging</u>	<u>Auto</u>	<u>Fuel</u>	<u>Airfare</u>	<u>Line 1 Total</u> \$
Amount						
Type	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	<u>Incidentals</u>	<u>Other</u>	<u>Line 2 Total</u> \$
Amount						
I certify that the above-stated expenses were incurred by me while traveling on business for the City of Garden City.					<u>Actual Receipt Total</u> \$	
					<u>Less Travel Advance Received</u> \$	
					<u>Total Due Employee</u> \$	
					<u>Total Due City</u> \$	

A RESOLUTION ADOPTING AN UPDATED POLICY FOR THE USE, DISTRIBUTION AND CONTROL OF CREDIT CARDS FOR CERTAIN PURCHASES; PROVIDING FOR AUTHORIZATION AND IMPLEMENTATION REPEALING ALL PRIOR RESOLUTIONS AND POLICIES IN CONFLICT HEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Official Code of Georgia Annotated Section 36-80-24 authorizes local governments to use credit cards for official government purchases and acquisitions; and,

WHEREAS, such statute requires the governing authority of local governments to adopt a system providing for the distribution of credit cards, the authorization and control of the use of credit card funds, the establishment of credit limits available on the credit cards, the identification of purchases that are authorized and those that are unauthorized for the use of such cards, the auditing and review of credit card purchases and bills, the establishment of procedures to impose penalties for improper credit card use, and other rules and guidelines necessary to implement or administer the system; and,

WHEREAS, the Mayor and Council desire to authorize continuing the use of credit cards and to adopt an updated credit card use policy in the form that is attached hereto as Exhibit "A" in order to comply with the above-cited statute,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of Garden City, Georgia, as follows:

Section 1. The Credit Card Usage Policy attached hereto as Exhibit "A" and by this reference incorporated herein is hereby adopted as the City's policy for the use of credit cards for official government purchases and acquisitions.

Section 2. The City Manager and/or designee are authorized to take any and all action necessary to implement the purposes of this Resolution and the Credit Card Usage Policy associated with it.

Section 3. Any resolutions and policies or parts thereof in conflict herewith are hereby repealed.

Section 4. This Resolution and the Credit Card Usage Policy associated with it shall be effective immediately upon its adoption.

Adopted and approved this 20th day of September, 2021

RHONDA FERRELL-BOWLES, Clerk of Council

Received and approved this 20th day of September, 2021.

DON BETHUNE, Mayor



CREDIT CARD USAGE POLICY



Adopted by City Council

September 20, 2021

CREDIT CARD USAGE POLICY

1.01 PURPOSE

In order to conduct City business in a more efficient manner, the City has granted authority to certain elected officials and employees to utilize city credit cards for certain purchases. The purpose of this policy is to supplement the Purchasing Policy and Travel Policy and provide guidelines and procedures regarding the proper use of city credit cards. The policy is not intended to replace current state law but is intended to comply with such state laws and establish more efficient guidelines for elected officials and employees using such credit cards. At no time should a City issued credit card be used for personal purchases regardless of the circumstances. Utilizing the credit card for personal use or for any item or service not directly related to such official's or employee's duty may result in the suspension or revocation of the use of the government credit card, and disciplinary action including termination. All purchases utilizing a city credit card must be in accordance with these guidelines, City policies, and with state law.

1.02 SCOPE

This policy, as required by state law under O.C.G.A § 36-80-24(c), applies to the use of government credit cards used by certain elected officials and city employees authorized to use of such government credit cards by the governing authority (i.e., Mayor and City Council, and City Manager).

1.03 Policy

It is the policy of the City of Garden City to control and monitor all purchases of products, goods and services through the use of a city credit card as stated in this policy. All purchases shall follow developed guidelines set forth in the City's Purchasing Policy, and be within acceptable funding through previously approved budgets.

1.04 PUBLIC INSPECTION

In accordance with O.C.G.A. § 36-80-24(b) any documents related to purchases using government credit cards incurred by elected officials and employees of the City shall be available for public inspection.

1.05 TRANSACTION/DOLLAR LIMITS

Transaction limits are hereby established to ensure compliance with state purchasing laws, maintain proper budgetary controls, and to minimize excessive use of any individual credit line. Individual monthly card limits cannot exceed those established by the municipal governing authority. The established single transaction limit for each card must be less than \$5,000.00. The established monthly card limit is based upon the City's budgetary constraints and is not to exceed \$10,000.00 per month. Any one-time exceptions to the standardized limits such as in the case of emergencies (i.e., hurricane, tornado, manmade disasters, etc.) or other special events must have express written approval by the City Manager. Any policy changes to the standardized limits must be added to this policy by amendment or addendum.

1.06 CITY CREDIT CARD USAGE

State law provides that the required policy must include a description of purchases which are authorized for use of such city credit cards and those purchases which are not authorized for use of such cards.

A. Acceptable Usage & Charges: Elected officials and city employees may use a City credit card to purchase goods and/or services not prohibited by this policy or state law. Such purchases include, but are not limited to:

- Emergencies that are of a public safety nature and necessary to protect city property.
- Purchases of items on the internet or from other approved sources from which a city check is not accepted or practical.
- Conference / training registration fees, and lodging. Education and training materials while on city business, if required.

B. Excluded Usage & Charges: Elected officials and city employees may not use a City credit card for the following:

- Any purchase of items for personal use of any kind.
- Use of the credit card for personal purchases or expenses with the intention of reimbursing the City is prohibited.
- Cash refunds or advances.
- Any transaction amount greater than the transaction limits set forth by this policy, unless authorized by the City Manager or the Mayor and City Council.
- Alcohol or liquor of any kind. Such purchases should not be made with the credit card and will not be reimbursed by the City.
- Purchases or transactions made with the intent to circumvent the City's purchasing policy, transactional limits, or state law.
- Meals unless specifically related to City sponsored events, and prior approval received from Mayor, City Manager or applicable Department Director is obtained.
- Elected official or city employee classes not related to their service or employment with the City of Garden City.

1.07 ROLES & RESPONSIBILITIES

The following section provides the different roles and subsequent responsibilities of each of those roles as it pertains to the City of Garden City's Credit Card Usage Policy:

A. Cardholders / Users (Elected Official or Employee) – Cardholders/ Users are responsible for the safeguarding of the card, the proper use of the card, the record keeping of transactions including obtaining and submitting receipts and appropriate backup for purchases (i.e., charges). Receipts shall be submitted to the Finance Department as soon as possible and be accompanied by any required documentation such as that which may be required by the credit card policy, travel policy, and purchasing policy. Users are responsible for notifying vendors or merchants that the transaction is exempt from Georgia sales and use tax if goods are purchased in Georgia. The User of a city credit card must sign the Credit Card Use Agreement (*Exhibit A*) in order to be authorized to use a card. This agreement must be on file with the Finance Department.

CREDIT CARD USAGE POLICY

When using the credit card, the elected official or employee must ensure that the goods or services to be purchased are budgeted and allowable expenditures. All unauthorized expenses will not be paid by the City of Garden City. The City reserves the right to collect payment for unauthorized expenditures from the employee or elected official.

The elected official or employee is responsible for managing any returns or exchanges or conference/lodging/travel cancellation refunds and ensuring that proper credit is received for returned merchandise or conference/lodging/travel cancellations.

It is the responsibility of the employee to immediately notify his/her Department Director and the Finance Department of any lost or stolen credit card. Elected officials should immediately notify the City Manager of any lost or stolen credit card.

B. City Departments – The Department Director is responsible for issuing and managing the department's designated Employee/Cardholder Credit Card Use Agreements and ensuring a copy is on file with the finance department. A Credit Card Use Agreement (*Exhibit A*) must be signed by the Employee/Cardholder prior to the issuance and use of a City credit card.

The Department Director is responsible for all transactions made within their department. Delegating the use of the City's Credit Card is permissible only to designated employee authorized users. The Department Head is responsible for ensuring their designated users understand the proper use of the City credit card as outlined in this policy and the City's Purchasing Policy and Procedures.

The Department Director is required to authorize payment of charges made within their department on the City's credit card. This includes charges made by any designated employee authorized user within their department. The Department Director is required to obtain prior approval via the proper approval channels for any charges exceeding their \$500 dollar limit as outlined in the City's Purchasing Policy and Procedures.

C. Finance Department (Accounting Division) – The City designates the Accounting Division of the Finance Department as the program administrator of the government credit cards.

1. Serve as a liaison between the City's cardholders and the issuers of such cards.
2. Maintain the cardholder agreement for all cardholders / users.
3. Provide instruction and assistance to cardholders / users as needed.
4. Maintain account information and secure all cardholder / user information.
5. Keep cardholders / users up-to-date on new or changing information.
6. The credit card will be reconciled monthly by the Accounting Division for unauthorized charges and other discrepancies.
7. Upon receipt of information indicating fraudulent use or lost/stolen cards, immediately report it to appropriate parties, including the issuer.
8. Ensure all card accounts are being utilized properly as set forth by this policy.
9. Define the City's policy and procedures for proper documentation and storage of receipts, logs, and approvals required under this policy.
10. Identify any changes to named persons authorized to use a government credit card.

1.08 CREDIT CARD USE & CONTROL

- A. Safekeeping** – The city credit card is the property of the City of Garden City and as such should be retained in a secure location. Access to a credit card is restricted to only authorized cardholders / users only.
- B. Authorization** – The cardholder / user is solely responsible for all transactions. Department Directors delegating the use of the credit card is permissible only to Authorized Users. It is required that each Authorized User read and sign a Credit Card Use Agreement (*Exhibit A*), prior to usage of the credit card. The user must sign out the credit card for use and maintain physical possession of the card at all times. All users must follow secure practices for online credit card use as determined by the IT Director. The user must return the credit card immediately after use along with the required supporting documentation for the transaction.
- C. Receipt Documentation** – All charges on the city credit card require an original detailed receipt from the vendor as support for the transaction. If the charge is invoiced to the cardholder / user, then the invoice should be sent directly to the cardholder's / user's Department. Receipts must include at a minimum: (1) vendor name, (2) amount, (3) date of transaction, (4) description of each item purchased, and (5) the Department's budget line item / account code. Receipts that do not include this minimum documentation are not acceptable. All travel and event purchases charged on the city credit card must adhere to the terms outlined by the City of Garden City's Travel Policy.
- D. Dates/Deadlines** – Although it would be best if receipts and supporting documentation was provided on a daily basis, itemized receipts and supporting documentation should be turned into the Accounting Division of the Finance Department within one (1) week of the purchase date. It is incumbent upon each Department Director to submit invoices to the Accounting Division promptly so as to avoid interest fees and late charges.
- E. Lost or Stolen** - It is the responsibility of the employee to immediately notify his/her Department Director and the Finance Department of any lost or stolen credit card. Elected officials should immediately notify the City Manager of any lost or stolen credit card.

1.09 ACCOUNTING & AUDITING

The Accounting Division of the Finance Department is responsible for reconciling the City's credit card statement(s) received directly from the bank to the transactions. Elected Officials and Department Directors will be informed of any disputes or discrepancies that must be investigated immediately and resolved. Any disputes regarding incorrect billing charges or returns are to be handled at the department level and the Finance Department is to be informed of the situation. All credits for charges originally charged to a city credit card should be issued through the credit card account. If receipts and proper documentation are not submitted timely, late charges and/or interest charges will be allocated to the department(s) which have not submitted documentation timely. The Accounting Division will reconcile the statements monthly and will notify the departments of any violations or issues that need further documentation or clarification from the previous month. Depending on the severity of the violation, the City Manager may suspend or revoke the use of the credit card after notification to the user.

1.10 VIOLATIONS

The use of the city credit card may be suspended or revoked when the City Manager or Department Head determines that the user has violated the approved policies or state law regarding the use of the city credit card. The use of the city credit card shall be revoked whenever an elected official or employee is removed from office or service with the City and shall be suspended if such elected official or employee has been suspended from office or service. The following is a list of violations of the City Credit Card Policy.

- A. Unacceptable purchases.
- B. Unacceptable documentation.
- C. Missed deadlines for submitting receipts and supporting documentation.
- D. Unresolved credits or disputes.
- E. Intentional circumvention of the policies of the City of Garden City, specifically including the Purchasing and Travel Policies.
- F. Splitting transactions to avoid the single transaction limit.

Utilizing the city credit card for personal use or any item of service not directly related to the user's public duty may result in disciplinary action including, but not limited to, revocation of card privileges and misdemeanor prosecution. Inappropriate use of a city credit card by authorized city employees may result in disciplinary action up to and including termination of employment.

1.11 AGREEMENT

Before receiving authorized use of a government credit card under this policy and state law, all authorized users of government credit cards or purchasing cards shall sign a Credit Card Use Agreement (*Exhibit A*) indicating that such user will use such cards only in accordance with the policies of the City and with the requirements of state law.

EXHIBIT "A"



CREDIT CARD USE AGREEMENT

I acknowledge receipt of the City of Garden City Credit Card Usage Policy and agree to abide by said Policy.

I understand that:

1. The City credit card is to be used only for legitimate business purchases at the request of and for the benefit of the City of Garden City.
2. The City credit card is to be used within the guidelines of the City's purchasing policy and travel policy.
3. The City credit card must be used in accordance with the provisions of the Credit Card Usage Policy.
4. The City credit card is NOT to be used for any personal expenses even if the intent is to repay the City.
5. I am responsible for retaining all receipts and providing supporting documentation for processing to the Accounting Division of the Finance Department and that failure to provide receipts may result in personal liability.
6. I accept responsibility for the protection and proper use of the City credit card.
7. The use of the City credit card does not circumvent the City's Purchasing Policy.

Violations of these requirements may result in revocation of user privileges. Elected officials and employees found to have inappropriately used the credit card will be required to reimburse the City of Garden City 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 Garden City will investigate and commence, in appropriate cases, criminal prosecution against any cardholder / user found to have misused the credit card or who violates the provisions of this agreement.

My signature below acknowledges that I have read the Credit Card Usage Policy and confirm my understanding of the procedures, terms and conditions of using the City credit card.

<i>Signature (Elected Official or Employee):</i>	<i>Date:</i>
<i>Print Name:</i>	
<i>Title:</i>	
<i>Department:</i>	
<i>Authorizer's Signature: (i.e. Department Head, City Manager, or Mayor)</i>	<i>Date:</i>

**A RESOLUTION DESIGNATING SIGNATORIES OF THE CITY'S BANK
ACCOUNTS WITH BANK OF AMERICA; SUPERSEDING ANY PREVIOUS
RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the Mayor and Council find it necessary to amend its designation of authorized signatories on the City's bank accounts with Bank of America by removing former City Manager Ron Feldner as an authorized signatory and adding current Interim City Manager C. Scott Robider; and,

WHEREAS, the Mayor and Council desire to make the above-mentioned change as to the designated signatories on the City's Bank of America with this Resolution; and,

WHEREAS, pursuant to the City's Charter, the Mayor and Council have the authority to control the finances and property of the City and to appropriate money for municipal purposes and provide for payment of debts and expenses through the establish of bank accounts;

**NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF
GARDEN CITY, GEORGIA, AS FOLLOWS:**

Section 1. That the designated signatories on the City's bank accounts with Bank of America are as follows:

1. C. Scott Robider, Interim City Manager
2. Rhonda Ferrell-Bowles, Finance Director

Section 2. That Rhonda Ferrell-Bowles, as the Clerk of Council and Finance Director, be allowed to execute and submit to Bank of America that certain Deposit Account & Treasury Management Services Bank Resolution and Certificate Incumbency form attached hereto as Exhibit "A" certifying to Bank of America the names, signatures, and titles of the above-named designated signatories.

Section 3. That this Resolution shall take effect upon its approval by the Mayor and Council.

Section 4. That this Resolution supersedes or repeals all prior resolutions which are in conflict with it.

Adopted and Approved this 20th day of September, 2021.

RHONDA FERRELL-BOWLES, Clerk of Council

Received and Approved this 20th day of September, 2021.

DON BETHUNE, Mayor

EXHIBIT "A"**Deposit Account & Treasury Management Services****Banking Resolution and Certificate of Incumbency**

Note: Please enable Macros

CLIENT INFORMATION

Please select one of the following options:

New Resolution/Incumbency
 Update Incumbency (Used to Add or Delete individual authorized signers)
 Supersede Resolution/Incumbency (Replaces any and all prior banking resolutions)

ORGANIZATION LEGAL NAME (Must match legal name indicated in company formation documents)

CITY OF GARDEN CITY

- This Banking Resolution and Certificate of Incumbency will apply to all accounts the Organization maintains with us.
- The Organization adopts the following Banking Resolution and Certificate of Incumbency (with specimen signatures)*

The undersigned certifies that:

1) Any individual (each an "Authorized Signer") with any of the following Titles

Title: Interim City Manager

Title: Finance Director

Title:

Add Row

is authorized, acting alone, including by electronic signature, electronic record or other electronic form, (a) to establish accounts from time to time for the Organization at Bank of America, N.A. (the "Bank"), as well as to operate and close such accounts, (b) to enter into any and all agreements and transactions contemplated by the provision of treasury management services by the Bank, including but not limited to Electronic Funds Transfer Services, and (c) designate persons to operate each such accounts including closing the account, and to designate persons to act in the name and on behalf of the Organization/Client with respect to the establishment and operation of treasury management services.

2) the person whose signature, name, and title appear in the "AGREEMENT, TAX INFORMATION CERTIFICATION and AUTHORIZATION" section of the Deposit Account Documentation Signature Card or Amendment to Signature Card ("Signature Card") and those persons listed below on the Incumbency Certificate, are Authorized Signers who are authorized, including by electronic signature, electronic record or other electronic form, to establish accounts and to designate persons to operate each such account and to execute contracts and agreements (including treasury management service agreements, including but not limited to Electronic Funds Transfer Agreements) with the Bank and that the signatures of such Authorized Signers are genuine.

3) the persons who signed in the Designated Account Signers section of the Signature Card or Amendment to Signature Card are authorized to operate any accounts opened with the deposit account documentation unless otherwise noted on the Signature Card, and that the signatures of such Designated Account Signers are genuine.

4) the foregoing is a complete, true and correct copy of the banking resolutions adopted by the Board of Directors, the Members or the General Partners, Commission, Council or Governing Board as applicable, of the Organization, government entity or authority and that the resolutions are still in full force and effect and have not been amended or revoked and do not exceed the objects or powers of the Organization, government entity, authority or the powers of its management or Governing Board, Commission or Council. For government entities, agencies or authorities, each of the individuals noted below are an officer, employee, or agent of the Organization who has plenary authority over funds (an "official custodian") for which the official custodian is appointed or elected to serve. The authority of the official custodian(s) listed below derives from an official source, such as an ordinance or statute.

Incumbency Certificate:

Add/Delete	Name	Title	Signature
Add	Charles S. Robider	Interim City Manager	
Add	Rhonda Ferrell-Bowles	Finance Director	
Select One			

Add Row

* If you choose to provide your own Banking Resolution and Certificate of Incumbency (with specimen signatures), it must be attached to the signature card.

This Banking Resolution and Certificate of Incumbency must be signed as follows:

- **Corporations:** Secretary or assistant secretary of the company must sign.
- **Any Partnership type:** One of the general partners must sign. If the general partner is an organization, show the name of the general partner and include capacity of signer.
- **Limited Liability Company:**
 - **Member Managed LLC:** One of the members or an officer of the company must sign. If the member or manager is an organization, show the

name of the member or manager and include capacity of signer.

Manager Managed LLC: The manager or managers or an officer authorized of the company must sign. If the member or manager is an organization, show the name of the member or manager and include capacity of signer.

- **Other unincorporated organizations:** An officer of the organization who is authorized by the by-laws or operating agreement of the company must sign.
- **Government entities, authorities or agencies:** An authorized signer of the government entity/authority who is authorized by the statutes must sign.

In Witness Whereof, I have hereunto set my hand as (title) of the Organization listed above

Title: Finance Director/Clerk of Council

Type or Print Name of Certifying Individual

Rhonda Ferrell-Bowles

Name of Company who is General Partner or Member, leave blank if not applicable. (Type or print Name of company including the legal name of any member, managing member, manager, or general partner who is signing and who is not an individual)

CITY OF GARDEN CITY

Signature:		Date:	8.27.2021
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**RESOLUTION TO FILL A VACANCY ON THE CITY COUNCIL
OF GARDEN CITY, GEORGIA**

WHEREAS, a vacancy exists on the Garden City City Council as a result of Bessie Kicklighter's resigning her at-large Council seat as of August 31, 2021; and,

WHEREAS, pursuant to Section 2.06 (d) Garden City Charter, the Mayor and Council shall fill any such vacancy by appointment;

**NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND
COUNCIL OF GARDEN CITY, GEORGIA, AS FOLLOWS:**

The person who is elected to the City's at-large Council seat at the general election on November 2, 2021, for the four-year term of office commencing January 1, 2022, is hereby appointed to fill the current vacancy in the at-large council seat created by Bessie Kicklighter's resignation effective upon the date that the election results are certified, and shall continue to serve in such appointed position from such date until taking office as the newly elected at-large Council Member for the four-year term expiring on December 31, 2025, and upon the election and qualification of his/her successor.

ADOPTED AND APPROVED THIS 20th day of September, 2021.

RHONDA FERRELL-BOWLES, Clerk of Council

RECEIVED AND APPROVED THIS ____ day of September, 2021.

DON BETHUNE, Mayor