

CITY OF PINE LAKE
AGENDA
February 14, 2023 at 7:00 PM
Council Chambers
459 Pine Drive, Pine Lake, GA

NOTE: All attendees are reminded to silence cellular phones and other devices that may cause interruption of the session proceedings.

Call to Order

Announcements/Communication

Adoption of Agenda of the Day

Adoption of the Minutes

- Regular Meeting – January 31, 2023

Public Comments – 3 minutes each please

Old Business

New Business

1. Proposed Ordinance Amendment – Ordinance 2023-01 – Amendment of ARTICLE II – PURCHASING, Section 26-26. - Purchasing procedures and Section 26-27. - Formal bids – Introduction – Potential First Read
2. Proposed City of Pine Lake Credit and Purchasing Card Policy

REPORTS AND OTHER BUSINESS

Public Comments – 3 minutes each please

Staff Reports

Administration
Public Safety
Public Works

Reports/Comments

Mayor
City Council

Information for “The Pine Lake News” eblast.

Adjournment

CITY OF PINE LAKE
PUBLIC HEARING MINUTES
January 31, 2023 6:30 PM
Council Chambers
459 Pine Drive, Pine Lake, GA

Call to Order –Mayor Melanie Hammet called the public hearing to order at 6:34pm.

Present: Mayor Hammet, Mayor pro tem Jean Bordeaux and Council members Augusta Woods, Tracey Brantley and Nivea Castro. City Manager ChaQuias Miller-Thornton, Administrative Coordinator Missye Varner, Chief of Police Sarai Y’Hudah- Green, City Attorney Susan Moore and City Zoning Consultant Bill Johnston were also present. Council Member Brandy Hall was not present.

Public Hearing

The purpose of the hearing is to solicit input on Variance Application requests submitted by representative for **455 Oak Drive, Pine Lake, GA (Parcel 18 041 08 284)** and to potentially render Council decision in the matter. Applicant is seeking variance from R-1 Residential District development regulations relative to maximum lot coverage provisions. Request for variance is the result of proposed development of the subject property.

Mayor Hammet read the variance request. Council Member Castro stated that she is familiar with the applicant and that, after talking with the City Manager, Ms. Castro determined that she does not need to recuse herself. Mayor Hammet opened the public hearing taking comments in favor/opposition beginning with Applicant Kevin Polite, property owner. City Zoning Consultant Johnston presented the zoning official report and addressed a series of questions regarding his findings. Zoning Consultant Johnston recommended denial of the application based on the findings that not all required criteria for granting a variance were met.

Following the receipt of all public comments and the presentation of relative reports, the receipt of public comments was concluded, and the matter was taken up by Council for deliberation. The Council discussed access to property, water runoff as it relates to stormwater, parking, the front porch encroachment, that one property cannot borrow lot coverage from the adjacent property to meet zoning requirements, etc.

Council Member Brantley asked the applicant if there were other means to lessen the impermeable as it relates to the driveways.

Mr. Polite replied that he was asking for the variance on the lot and that the current zoning allows for two-two story houses and that he would have to submit new plans. He stated that it would be less intrusive to build two one story houses.

Mayor pro tem Bordeaux stated that the construction might improve the neighborhood and increase the tax base; however, the variance does not address why zoning ordinance has the 35% for impervious surface and that the increase of run-off for a two-story dwelling is a concern. Ms. Bordeaux also said that the application does not meet all of the requirement criteria for a variance and that, maybe, only one requirement was met and that the proposed development cannot share impervious surfaces of two separate lots to

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build two separate houses.

Council Member Castro inquired about having a gravel driveway for parking.

Council Member Woods stated that all of the requirements for the variance were not met.

Council Member Brantley said that having the two lots is an unusual circumstance and most people building would not have two lots to combine coverage and that it should not be part of the deliberation.

Following discussion, and upon call of the question, Mayor pro tem Bordeaux motioned to deny the application. The motion was seconded by Council Member Brantley. The motion to deny the variance for the proposed development at 455 Oak Drive, passed 3-0-1 with Council Members Jean Bordeaux, Tracey Brantley, and Augusta Woods voting in favor of the motion, with no vote being cast against the motion, and with Council Member Castro abstaining from the vote.

Adjournment

The Public Hearing concluded at 7:10 pm.

Missye Varner
Administrative Coordinator

**CITY OF PINE LAKE
COUNCIL MINUTES
January 31, 2023 at 7:00 PM
Council Chambers
459 Pine Drive, Pine Lake, GA**

NOTE: All attendees are reminded to silence cellular phones and other devices that may cause interruption of the session proceedings.

Call to Order at 7:10 pm Present: Mayor Hammet, Mayor pro tem Jean Bordeaux and Council members Augusta Woods, Tracey Brantley and Nivea Castro. City Manager ChaQuias Miller-Thornton, Chief of Police Sarai Y'Hudah-Green, Administrative Coordinator Missye Varner, City Attorney Susan Moore and Zoning Consultant Bill Johnston were also present. Council member Brandy Hall was not present.

Announcements/Communication

Mayor Hammet communicated that there are a number of bird watchers at the lake observing the Common Golden Eyed Duck which is rare for the area.

Mayor Hammet responded to the terrible news that occurred in Memphis, Tennessee whereas Tyre Nichols was murdered by police officers. The Mayor communicated that they; Mayor and City Council are the leaders of the municipality to keep the community safe and that their thoughts are with the Nichols family and the families of the officers involved in the incident and offered a moment of silence. Mayor Hammet also stated that the city leadership places great importance on empathy.

Chief Green communicated that she acknowledges what happened in the brutal death of Mr. Trye Nichols and that the city police department does not glaze over the importance of the event. The Chief said that Tyre Nichols' circumstance was unfortunate and that prayers go out to his family. The Chief also read a declaration that was texted to the department after the occurrence. Please see the declaration in the Public Safety Report.

City Manager Miller-Thornton thanked Mayor Hammet and Chief Green for the space to reflect on the "Why" we do what we do as she spoke on the senseless murder of Tyre Nichols. She also stated that she, Mayor Hammet and the Chief are planning to work jointly with other municipalities/local police agencies on an initiative that helps to install, and to continue to instill, positive transformation and reinforcement in law enforcement-to-citizen relationships. This initiative will be begin with what Chief Green has named a rededication to service event, and will follow with a series of community forums. More information is forthcoming. Mrs. Miller-Thornton also communicated that as city officials, we are aware that citizens need to feel safe in their communities and homes and that trust must exist between citizens and local governments and their police departments. City Manager Miller-Thornton also said that what happened to Mr. Nichols happened to all of us and asked how does the City do its part to acknowledge its responsibility to assure the safety and welfare of all of those that we serve.

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Adoption of Agenda of the Day

Council Member Woods motioned to adopt the agenda, seconded by Council member Castro, the adoption of the agenda passed unanimously.

Adoption of the Minutes

- Regular Meeting – January 10, 2023

Mayor Hammet amended the Regular Meeting – January 10, 2023 with the addition and correction of names of the panel for the city mural.

Council Member Castro motioned to adopt the amended minutes, seconded by Council Member Woods the adoption of the amended minutes passed unanimously.

Public Comments – 3 minutes each please

Kathleen Lower, 513 Spruce Drive stated that she was representing the residents in thanking Chief Green for Code Enforcement persuading the owner to remove a toilet from their front yard.

Old Business

There was not any Old Business to report.

New Business

1. Employment Contract – Municipal Court Judge – The Honorable Judge L’Erin Wiggins

City Manager Miller-Thornton presented the employment contract. After discussion was concluded, Council Member Brantley motioned to approve the Employment Contract – Municipal Court Judge – The Honorable Judge L’Erin Wiggins, seconded by Mayor pro tem Bordeaux the approval of the employment contract passed unanimously.

2. Resolution R-01-2023 Revised – Ratification – To Set Qualifying Fees

Mayor pro tem Bordeaux motioned to ratify consented amendment to Resolution R-01-2023 – To Set 2023 Qualifying Fees; seconded by Council Member Woods; the resolution passed unanimously.

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3. Resolution R-03-2023 FY2022 Budget Amendment

City Manager Miller-Thornton presented summary of the proposed budget amendments. Mayor pro tem Bordeaux motioned to adopt Resolution R-03-2023 FY2022 Budget Amendment, seconded by Council Member Woods, the resolution passed unanimously.

4. Resolution R-04-2023 – Pledging to Practice and Promote Civility

Mayor pro tem Bordeaux motioned to adopt Resolution R-04-2023 – Pledging to Practice and Promote Civility, seconded by Council Member Woods. The motion passed unanimously.

This pledge exemplifies commitment against violence and disrespect in all forms when they occur at meetings and social interactions. The Mayor and City Council jointly read the pledge which was presented by Georgia Municipal Association - Embrace Civility which includes nine pillars. A list of the nine pillars is to be placed in the Council Chambers/Courtroom facility.

5. Local Maintenance Improvement Grant Application

City Manager Miller-Thornton presented the Local Maintenance Improvement Grant and stated that the deadline is February 1, 2023.

Council Member Castro motioned to approve the Local Maintenance Improvement Grant Application, seconded by Mayor pro tem Bordeaux and passed unanimously.

Public Comments – 3 minutes each please

There were not any public comments.

Staff Reports

Administrative

Public Works

City Manager Miller-Thornton provided the following updates:

- The Court Clerk position is still vacant, and no resumes have been received to date.
- Public Works have begun leaf collection and the street schedule will be published on the Neighborhood Watch Facebook page and they will work to notify residents.

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- Demolition of the gazebo and nearby bridge solicitation packet is composed. Repair/replacement of the inner berm bridges will be solicited separately. Process for scope of work and coordination of any environmental permissions has begun with the City's engineer of record (Clark Patterson Lee).
- The MS4 inspection is scheduled by the Environmental Protection Division for the 3rd week in February and the administrative office and Public Works will meet with the City's environmental engineer to discuss expectation for the inspection. The meeting will also include revisiting regular/operational tasks for system maintenance.

Copies of the Administration/Public Works and Public Safety reports are on file in City Hall for reviewing. Please email missyevarner@pinelakega.net to request a copy or call 404-999-4931 to schedule an appointment to review the copy on file

Public Safety

Chief Green reported that the Pine Lake Police Department thoughts and prayers go out to the family and community of Mr. Tyre Nichols. The chief stated that these incidents/events affect the entire community and that it forces us all to take an introspective look at ourselves.

In a text to the department Chief Green sent a Morning Declaration...

"Seek Justice and love mercy". Remember we are not gods or lords over people but public servants and 1st responders. We have the unfortunate task of seeing society at its worst.... however, we are still tasked with handling situations with honor, integrity, compassion and pride. Always be guided by wisdom and never allow your ego to lead. THIS is the manner in which we Protect And Serve.

The next step as a department will be at the next in-service training, they will watch the Tyre Nichols video together and have an open conversation. Lastly, the Chief shared in the administration a desire to remember our "WHY" as they continue to process the incident and rededicate to public service.

Reports/Comments

Mayor

Mayor Hammet thanked City Manager Miller-Thornton and Chief Green for inclusion in the conversations regarding the Tyre Nichols' tragedy and that she is fortunate to be part of a City that takes this type of situation personally.

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City Council

Mayor pro tem expressed her appreciation to Mayor Hammet, City Manager Miller-Thornton and Chief Green for their prompt reaction to the unfortunate Tyre Nichols siltation in Memphis, TN.

Information for “The Pine Lake News” eblast.

Our thoughts are with the family of Tyre Nichols.

The City of Pine Lake sends our thoughts and prayers to the family of Tyre Nichols and all the members of the Memphis community who have all been traumatized by recent events.

Pine Lake City Manager ChaQuias Thornton and Chief of Police Sarai Y’hudah-Green are working on a community engagement initiative that fosters positive connectivity between our citizens and the police men and women that serve our communities. The initiative will also encourage collaboration between the City and the police agencies of area cities. The initiative will begin with a Commitment to Community Rededication Event. More information will be forth coming.

Black History Month Starts Today, Feb 1st

As Black History Month begins, we are thinking about our 2nd annual Juneteenth Celebration. We are looking for ideas, performers and volunteers. Please send your ideas and energy using the [Contact Us](#) form on the city website at www.pinelakega.net .

State of the City – February 23rd

Mayor, Melanie Hammet will present the State of the City in the Beach House at 7:00 PM on Thursday February 23rd. As in previous years, the State of the City celebrates the community, recognizes areas for improvement, and sets goals for the year ahead.

Mayor and Council take “Civility Pledge.”

Council has passed a resolution to practice and Promote Civility. “This pledge demonstrates our commitment against violence and incivility in all their forms whenever they occur in all our meetings and interactions”. All members present took the following pledge:

The way we govern ourselves is often as important as the positions we take. Our collective decisions will be better when differing views have had the opportunity to be fully vetted and considered. All people have the right to be treated with respect, courtesy, and openness.

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We value all input. We commit to conduct ourselves at all times with civility and courtesy to each other.

Leaf pickup has begun, but rainy weather has slowed the process.

Public works has begun the leaf pickup process, starting with Ridge, Beaver, and a section of Spruce, but the weather has been rather uncooperative. Streets scheduled for service will be announced on the Neighborhood Watch Facebook group prior to the day of their designated operation.

Common Golden Eyed Duck spotted in Pine Lake.

You may have seen small groups of bird watchers gathering around our lake, they are hoping to sight the Common Golden Eyed Duck that has been seen in this area. Be on the lookout for this beautiful bird enjoying Arts' Natural Habitat.

Employment Opportunity – Court Clerk

Pine Lake is accepting applications for the position of Municipal Court Clerk. The Court Clerk is responsible for the coordination of the activities of the Municipal Court. The position will also assist with other Administration Office and Police Administration service functions and operations. The position is a full-time, non-exempt position and is under the general direction of the City Manager.

If you know of anyone interested, please direct them to the city website at www.pinelakega.net City Government/Employment Opportunities/Court Clerk for additional information and application.

Adjournment

Council Member Woods motioned to adjourn at 8:11pm; seconded by Council Member Castro and passed unanimously.

Missye Varner, Administrative Coordinator



Memo

To: Mayor and City Council

From: ChaQuias Thornton, City Administrator

Date: February 10, 2023

Re: Ordinance Amendment – Ordinance 2023-01 – Amendment to the City’s Purchasing Policy (Purchasing Procedures and Formal Bids).

During the December 2022 and January 2023 review of the Financial Policy and Procedures Manual as presented, Council commented on the need to revisit the City’s purchasing and formal bid policies and procedures to aid in attaining efficiency in the area of securing goods and services – particularly for public works and construction projects.

Attached is proposed revision to the purchasing and formal bid policies and procedures for the City.

Section 26-26(a) – Purchasing procedures are geared toward achieving a level of internal control necessary in managing and engaging in the procurement of goods and services for the City. Although, I do believe that the level of internal control established by current ordinance is sufficient, I do want to address Council concern regarding the broadening of transactional amounts that are set within those parameters to best benefit effectiveness of the procurement process. For example: increasing the dollar amount of budgeted purchases that can be directly made by the purchasing agent before there is a requirement to solicit quotations, or increasing the dollar amount of the goods or services that require solicitation of bids/quotes and approvals by Council may assist in the efficiency of the procurement of goods and services. Proposed changes to the dollar values within the procedures is highlighted in red within the attached.

The addition of Section 26-26(10) proposes exemptions to some of the purchasing procedures for public road contracts or public works construction contracts as defined in Title 32 and Title 36 of the Official Code of Georgia Annotated.

“(10) Exceptions – The requirements of a(1) – (5) above shall not apply to public road contracts (as defined in O.C.G.A. Title 32) or public works construction contracts (as defined in O.C.G.A. Title 36).”

Procedures related the formal bid process for public road and public works construction contracts will be captured in the revisions proposed to Section 26-27. - Formal Bids.

Section 26-26(b) proposes revisions to policies surrounding bond and insurance requirements for public roads and public works construction contracts. Thresholds are amended based on state established provisions.

Amendments to **Section 27-27.-Formal bids** are proposed based on state established provisions.

Section 27-27(1) - The threshold for competitive seals bids is raised to the state's limit of \$200,000 from the city's \$20,000 for public roads contracts. A provision is added that public roads contract valued at more than \$20,000 but less than \$200,000 will be let only upon receipt and review of at least two estimates or quotes, therefore. These amendments raise the value ceiling of a roads project to \$200,000 before the City must engage in the formal sealed bid process (which requires formal advertising, etc.), but also maintain a level of "due diligence" in attempting to receive competitive cost through estimates or quotes (without a formal bid process) for projects valued at \$20,000 but less than \$200,000.

Section 27-27(a)(2) - The threshold for competitive seals bids is raised to the state's limit of \$100,000 from the city's \$10,000 for public works construction contracts. A provision is added that public works construction contract valued at more than \$10,000 but less than \$100,000 will be let only upon receipt and review of at least two estimates or quotes therefore. These amendments raise the value ceiling of a construction project to \$100,000 before the City must engage in the formal sealed bid process (which requires formal advertising, etc.), but also maintain a level of "due diligence" in attempting to receive competitive cost through estimates or quotes (without a formal bid process) for projects valued at \$10,000 but less than \$100,000.

Section 27-27(a)(4) – Provides language for the advertisement of all other contracts as provided for by state established provisions. There is a requirement for the City to advertise certain forms of contracts on the Georgia Procurement Registry, at no cost to the City.

Summary of proposed amendments ended.

Please know that the proposed ordinance draft is a working draft until Council and the Administration consider it final draft form. If the proposed draft, as presently presented, meets with Council and the City Attorney's, approval as final draft form (including any minor edits), the draft can also be considered for first read.

Please do contact me if you should have questions, comments or concerns regarding the information contained within this memorandum or any language contained within the attached amendment, as proposed.

Thank you,

CMThornton

ORDINANCE 2023-01

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ORDINANCE AMENDING THE CODE OF THE CITY OF PINE LAKE, GEORGIA CHAPTER 26 – FINANCE AND TAXATION, ARTICLE II. – PURCHASING, SECTION 26-26 – PURCHASING PROCEDURES AND SECTION 26-27 – FORMAL BIDS; TO PROVIDE FOR SEVERABILITY, AN EFFECTIVE DATE AND FOR OTHER PURPOSES

Whereas, it is the desire of the Mayor and Council to conduct city business in such an open manner that potential vendors will be impressed by the fairness of the system and thus be encouraged to furnish competition which will ensure that the city will secure the best product at the lowest price at all time; and

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Whereas, the Mayor and Council desire encourage competitive purchasing; and

Whereas, the Mayor and Council desire to develop and maintain an adequate supply of materials, services and supplies as required; and To give due consideration to ethical and quality standards and also to real value rather than price alone; and

Whereas, the Mayor and Council desire to establish and build good relations with suppliers and departments; and

Whereas, the Mayor and Council desire to discourage, as far as possible, any procedure other than that of competitive purchasing; and

Whereas, the Mayor and Council desire to purchase the highest quality in supplies, equipment and contractual services at the least expense.

Now, therefore, be it ordained by the Mayor and City Council of the City of Pine Lake as set forth herein:

SECTION 1.

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1. That Chapter 26 – PURCHASING ARTICLE II – Purchasing Procedures, Section 26-26. - Purchasing Procedures be amended as follows:

Sec. 26-26. - Purchasing procedures.

(a) *Based on dollar amount.* The purchasing procedures to be followed by the city based on the dollar amount of the purchase are as follows, unless under state contract (Note: these procedures apply on a per item basis); state contract bidding should be used if available.

- (1) Up to ~~\$500.00~~1,000.00 and line item budgeted—Direct purchase by the purchasing agent.
- (2) ~~\$500.00 up to \$2,000.00 and line item budgeted— Minimum of three e-mail or fax quotations. Results of quotations and award to be recorded and filed.~~
- (3) ~~Above \$2,000.00~~1,000.00 up to ~~\$3,500.00~~5,000.00 and line item budgeted—Minimum of three written quotations submitted. Written quotations may be received by email, fax, mail or hand delivery. Results of quotations and award to be recorded and filed.

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- (4) Above ~~\$3,500,000.00~~ up to ~~\$10,000.00~~ \$25,000.00 and budgeted—Minimum of three written quotations. Written quotations may be received by email, fax, mail or hand delivery. Purchasing agent or their designee shall make a recommendation to city council and council shall award the bid. Results of written quotations and award shall be recorded and filed.
- (5) Above ~~\$10,000.00~~ twenty-five thousand dollars (\$25,000.00) and budgeted—Requires solicitation of advertised formal sealed bids. Purchasing agent or their designee makes recommendation to city council who awards bid. Results of bids and awards are to be recorded and filed.
- ~~6~~(6) Non-budgeted items approved by Purchasing Agent in amounts up to \$2,500.00. Amounts above \$2,500.00 require approval of mayor and council. Once approval has been granted, compliance with procedures (1) through (5) is required, (whichever are applicable.)
- (7) Budgeted items—Direct purchase from state contract by department heads with approval of purchasing agent.
- (8) Professional services—Mayor and city council may appoint vendors for professional services annually, based upon qualifications and experience of the respective vendors. These professional services shall include, but not be limited to, auditor, attorney, solicitor, judge, judge pro-tem, engineers, artistic personnel, architects and surveyors.
- (9) Council review—Items over \$1,000.00 not otherwise required to be awarded by council ~~and the~~ purchasing agent shall bring those items forward for discussion at city council ~~work session~~ meetings.
- (10) Exceptions – The requirements of a(1) – (5) above shall not apply to public road contracts (as defined in O.C.G.A. Title 32) or public works construction contracts (as defined in O.C.G.A. Title 36).

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(b) *Bond and insurance requirements.*

- (1) Public road project contracts over \$5,000.00 require performance bond and payment bond as well as public liability and property damage insurance bonds or policies, and bonds to maintain in good condition; such completed construction for a period of not less than five years, pursuant to O.C.G.A. § 32-4-119. The amount of insurance depends on the size of the project.
- (2) Public works contracts over ~~\$40,000.00~~ one hundred thousand dollars (\$100,000.00) must provide a bid bond, performance bond, and payment bond in accordance with O.C.G.A. §§ ~~43-10-36-91-504, 36-91-70~~ and ~~43-10-236-91-90~~, respectively.
- (3) Any contractor entering a contract with the city must carry a worker's compensation policy at the minimum statutory limit, unless he is exempt under O.C.G.A. § 34-9-1 et seq.

- (4) Licensed professionals contracting with the city for services in the amount of \$40,000.00 or more must provide professional liability coverage of at least one million dollars (\$1,000,000.00).

SECTION 2

1. That Chapter 26 – PURCHASING ARTICLE II – Purchasing Procedures, Section 26-27. – Formal bids be amended as follows:

Sec. 26-27. - Formal bids.

(a) *Bid requirements.*

- (1) *Public roads.* All contracts for public roads exceeding ~~\$20,000.00~~ two hundred thousand dollars (\$200,000.00) shall be let by competitive sealed bids after advertising same once a week for two (2) weeks prior to the opening of sealed bids, all in accordance with O.C.G.A. §§ 32-4-90 through 32-4-123. Provided, however, that contracts listed in O.C.G.A. § 32-4-113 may be let without advertising and without competitive sealed bids. All contracts for public roads valued at more than twenty thousand dollars (\$20,000.00) but less than two hundred thousand dollars (\$200,000.00) shall be let only upon receipt and review of at least two (2) estimates or quotes therefor.
- (2) *Public works.* Unless otherwise exempt pursuant to O.C.G.A. § 36-91-22, all public works construction contracts exceeding one hundred thousand dollars (\$100,000.00) shall be let by my competitive sealed bids or competitive sealed proposals after advertising same for a minimum of four (4) weeks in accordance with O.C.G.A. § 36-91-20 prior to opening of sealed bids. All contracts exceeding \$10,000.00 for public works other than public roads shall be let by competitive sealed bids after advertising same for a minimum of three weeks utilizing newspaper, and transmitting invitation to bid directly to potential bidders, prior to the opening of sealed bids and posting a written notice at city hall for the same length of time.
- (3) *Utility system contracts.* Contracts for utility system work, as defined in O.C.G.A. § 43-14-2(17), for which costs exceed one hundred thousand dollars (\$100,000.00) must be performed by a state licensed utility contractor. Bidders for utility contracting must have a valid license pursuant to O.C.G.A. § 43-14-8.2 or intend to have the work performed by a state licensed contractor.
- (4) *Other contracts.* All other contracts not hereinbefore provided for shall be let by competitive sealed bids or competitive sealed proposals after advertising same once a week for two weeks prior to the opening of the sealed bids or proposals.

(a) Pursuant to O.C.G.A. § 36-80-27, if a bid or proposal opportunity is extended by the city for goods, services, or both, valued at one hundred thousand dollars (\$100,000.00) or more, such bid or proposal opportunity shall be advertised by the

city in the Georgia Procurement Registry, as established in O.C.G.A. § 50-5-69(b), at no cost to the city. Such bid or proposal opportunity shall be advertised on such registry for the same period of time, as set by ordinance or policy, if any, as the city advertised bid or proposal opportunities in the official legal organ of the city. Each advertisement shall include such details and specifications as will enable the public to know the extent and character of the bid or proposal opportunity.

(b) Pursuant to O.C.G.A. § 36-91-20(b), prior to entering into a public works construction contract other than those exempted by O.C.G.A. § 36-91-22, the city shall publicly advertise the contract opportunity. Such notice shall be posted conspicuously in the city's administrative office and shall be advertised on the Georgia Procurement Registry as provided for in O.C.G.A. § 50-5-69 at no cost to the city. Such advertisement on such registry shall be for the same period of time specified under O.C.G.A. § 36-91-20(b)(3). Such notice may be advertised in the legal organ of the city or be electronic means on the city's website or any other appropriate websites identified by the city.

SECTION 3.

SECTION 18. All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

So ordained upon second adoption date below.

First Read _____, 2022

Second Read _____, 2022

MAYOR AND CITY COUNCIL OF PINE LAKE, GA

Melanie Hammet, Mayor

ATTEST:

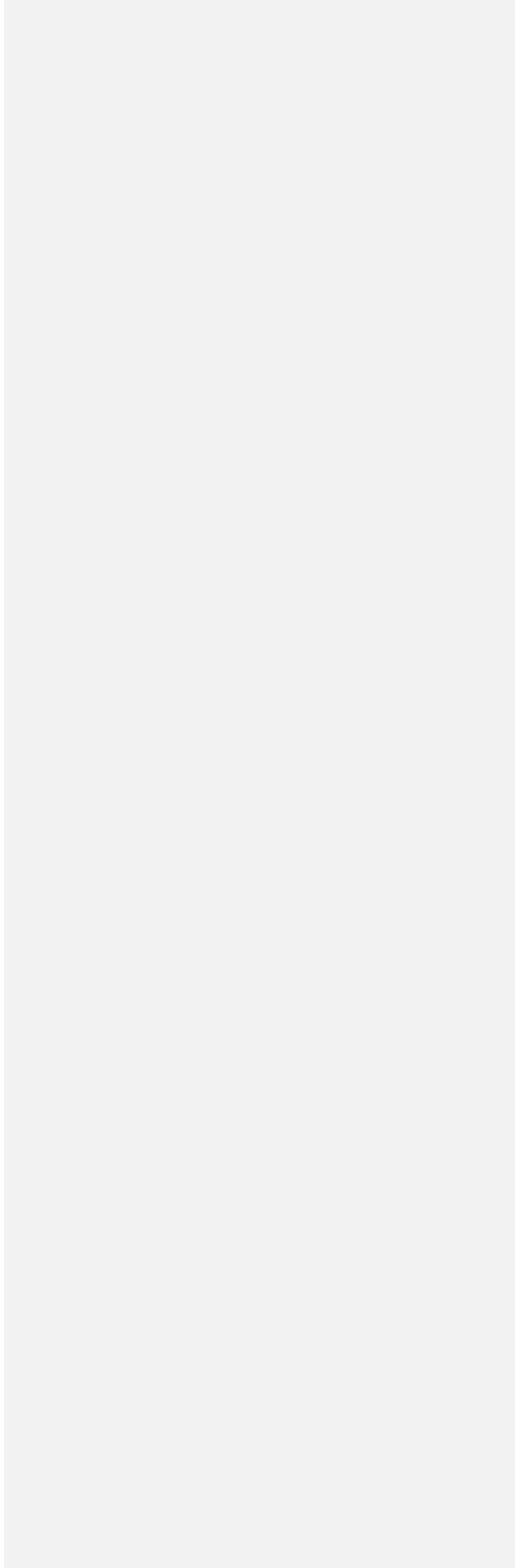
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ChaQuias M. Thornton, City Admin/City Clerk

Approved as to form:

Susan J. Moore, City Attorney

DRAFT





Memo

To: Mayor and City Council
From: ChaQuias Thornton, City Administrator
Date: February 10, 2023
Re: Credit and Purchasing Card Policy

Please see the attached draft form of the City of Pine Lake, Georgia Purchasing Card Policy.

The draft policy provides for the City's authorized issuance of credit and purchasing cards to identified officials and employee's of the City. The policy provides for the permissions and prohibitions around use of such cards. The policy also provides for audit of credit and purchase card accounts and provides language regarding violation of policy provisions.

Please review the attached for discussion during the February 14th, 2023 regular session of Council.

Please know that the proposed policy draft is considered a working draft until Council and the Administration consider it final draft form. If the proposed draft, as presently presented, meets with Council and City Attorney's approval as final draft form (including any minor edits), the draft can also be considered for approval.

Please do contact me if you should have questions, comments or concerns regarding the information contained within this memorandum or any language contained within the attached policy draft, as proposed.

Thank you,

CMThornton

**CITY OF PINE LAKE, GEORGIA
CREDIT AND PURCHASING
CARD POLICY**

Effective ___/___/2023

A. Purpose

The purpose of this policy is to set requirements and standards for the City of Pine Lake authorized use of purchasing and credit cards. The policy is not intended to replace current State of Georgia statutes but is intended to comply with such state laws and establish more efficient guidelines for officials or employee's use of such purchasing cards or credit cards. At no time should a city issued purchasing card or credit card be used for personal purchases regardless of the circumstances. Utilizing the purchasing card or credit card for personal use or for any item or service not directly related to such official's or employee's public duty may result in disciplinary action including, but not limited to, felony criminal prosecution. All purchases utilizing a government purchasing card or government credit card must be in accordance with these guidelines and with state law.

B. Scope

This purchasing card policy, as required by state law under O.C.G.A. § 36-80-24(c), applies to the use of government purchasing cards or government credit cards used by officials authorized to be issued such government purchasing cards or government credit cards. The below list of officials have been authorized by the governing authority of the city to use such government purchasing cards or government credit cards and must abide by all of the applicable state laws and this purchasing card policy.

1. City Manager
2. Per City Manager recommendation and approval by Mayor and Council, management level employees may be issued a city credit or purchasing card.

C. Public Inspection

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

D. Transaction Limits

Transaction limits are hereby established to insure compliance with local and 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 \$1,000.00. The established monthly card limit is based upon the city's budgetary constraints and is not to exceed \$10,000 per month. Any exceptions to the

standardized limits must have express written approval by the municipal governing authority and should be added to this policy by amendment or addendum.

E. Purchasing Restrictions

1. Cardholders may not use a government purchasing card or government credit card for the following:

- a. Any purchases of items for personal use.
- b. Cash refunds or advances.
- c. Any transaction amount greater than the transaction limits set for by this policy.
- d. Items specifically restricted by this policy, unless a special exemption is granted by the municipal governing authority.
- e. Alcohol or liquor of any kind. Such purchases should not be made with the purchasing card and may not be reimbursed by the city.
- f. Purchases or transactions made with the intent to circumvent the city purchasing policy, transactional limits, or state law.

2. Cardholders may use government purchasing cards or government credit cards to purchase goods and/or services not prohibited by this policy or state law. Such purchases include, but are not limited to:

- a. Purchases of items for official city use which fall within the transactional restrictions of this policy.
- b. Purchase of lodging, fuel, food, non-alcoholic beverages, or education and training materials while on city business.
- c. Emergency purchases necessary to protect city property.

F. Administrator

The city designates the office of City Manager, as the program administrator of government purchasing cards or government credit cards. Such administrator shall:

1. Serve as a liaison between the city's cardholders and the issuers of such cards.
2. Maintain the cardholder agreement for all cardholders.

3. Provide instruction, training, and assistance to cardholders
4. Maintain account information and secure all cardholder information.
5. Keep cardholders up-to-date on new or changing information
6. Upon receipt of information indicating fraudulent use or lost/stolen cards immediately report it to appropriate parties, including the issuer.
7. Ensure all card accounts are being utilized properly as set forth by state law and this policy.
8. Define the city's policy and procedures for proper documentation and storage of receipts, logs, and approvals required under this policy.
9. Identify any changes to named persons authorized to use a government purchasing car or government credit card.
10. Any other duties assigned by the municipal governing authority.

G. Accounting and Auditing

The Administrator, in an effort to ensure compliance with city policy and state law, will conduct monthly/quarterly reviews and audits of all government purchasing card or government credit card transactions. The review is designed to ensure compliance, identify non-compliance issues and misuse, and through corrective measures assist the city with improving compliance. The monthly review and audit should happen within 20 days of the start of a new month. After completing the monthly audit the Administrator shall notify cardholders of any violations or questions the Administrator has that occurred within the previous month. Depending on the severity of the violation, the Administrator may suspend or revoke the use of the government purchasing card or government credit card after notification to the cardholder and to the municipal governing authority, but only after consultation with the city attorney. Any unresolved violations should be reported to the municipal governing authority and the city attorney in writing within 10 business days of the Administrator's determination that the violation is unresolved.

H. Violations

The use of a government purchasing card or government credit card may be suspended or revoked when the Administrator, after consultation with the city attorney, determines that the cardholder has violated the approved policies or state law regarding the use of the government purchasing card or government credit card. The government purchasing card or government credit card shall be revoked whenever a cardholder is removed from office

or position with the city and shall be suspended if such official has been suspended from office.

I. Agreement

Before being issued a government purchasing card or government credit card under this policy and state law, all authorized users of government purchasing cards or government credit cards shall sign and accept below indicating that such user will use such cards only in accordance with the policies of the city and with the requirements of state law.

Name Printed

Signature

Date: