CITY OF SOUTH FULTON, GEORGIA
City Hall 5440 Fulton Industrial Blvd, Atlanta, GA 30336
Tuesday, March 17, 2020, 5:00 PM

The Honorable William "Bill" Edwards, Mayor
The Honorable Catherine F. Rowell, District 1 Councilmember
The Honorable Carmalitha Gumbs, District 2 Councilmember
The Honorable Helen Z. Willis, District 3 Councilmember
The Honorable Naeema Gilyard, District 4 Councilmember
The Honorable Corey A. Reeves, District 5 Councilmember
The Honorable khalid kamau, District 6 Councilmember
The Honorable Mark Baker, District 7 Councilmember

COUNCIL WORK SESSION MEETING AGENDA

I. Call to Order

II. Roll Call

III. Agenda Items

1. Council Discussion on Professional Services Exemptions (City Manager)
2. Council Discussion on Proposed Update to Citywide Fee Schedule (City Manager)
3. Quarterly Legal Update (City Attorney)

IV. Executive Session (if needed)

When an Executive Session is Required, one will be called for the following issues: 1) Personnel, 2) Litigation or 3) Real Estate

V. Adjournment of Meeting

CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION

SUBJECT: Council Discussion on Professional Services Exemptions

DATE OF MEETING: 3/17/2020

DEPARTMENT: City Manager

ATTACHMENTS:

Description	Type	Upload Date
Professional Services Exemption	Cover Memo	3/11/2020

GOVERNMENT OF THE CITY OF SOUTH FULTON
Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR

ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Honorable Mayor William "Bill" Edwards & City Council Members

FROM: Odie Donald II
City Manager

DATE: March 11, 2020

SUBJECT: **Professional Services Exemptions**

The general structure of the City of South Fulton's Procurement Ordinance requires a competitive process before all purchases greater than $2,500.00 can be made. The Ordinance also outlines several non-competitive processes such as sole source, single source and emergencies. Section C. Exceptions on page 2 of the Ordinance outlines purchases that are outside of the Procurement Ordinance (Procurement Exceptions). These exceptions include but are not limited to the following:

1. Sole Source Products
2. Purchases from other government agencies
3. Purchases regulated by Federal or State Law
4. Purchase of Land or Artistic Work (inherently unique = sole source)
5. Travel & Training related purchases
6. Legal advertisement & Legal services
7. Confidential Investigations
8. Court/Police Seizures
9. Person Appointed by Mayor & Council

Local jurisdictions such as the City of Atlanta and State of Georgia include an exception for Professional Services such as Architects, Accountants, Auditors, Engineers and others providing professional services pursuant to a license issued by a state body. This is based on a general theory that since these professionals are regulated, vetted and pre-qualified through the licensing process similar to the pre-qualification of vendors using a Request for Qualifications, where once a pool of vendors are qualified the City may choose from any of the qualified firms to engage with contract.

If the City adopted this policy, this would allow more flexibility in the procurement process without reducing quality of services. There are two general forms of this class of exceptions, the general form where all "Licensed Professional Services" are exempted and the limited form (such as State of Georgia) where specified services such as accountants, Architects and Engineers are identified and exempted individually.

Considering the City's need for professional services along with backlog of projects, I strongly believe it is in the City's best interest to mirror the State of Georgia and consider exempting a limited class of professional services from the Procurement Ordinance.

Should you need further information regarding this correspondence, please contact Odie Donald II at odie.donald@cityofsouthfultonga.gov.

STATE OF GEORGIA
COUNTY OF FULTON
CITY OF SOUTH FULTON

ORDINANCE NO. 2018-037

AN ORDINANCE PROVIDING PROCUREMENT POLICIES AND FOR OTHER LAWFUL PURPOSES.

(Sponsored by Councilwoman Willis and Jackson)

WHEREAS, the City of South Fulton ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia;

WHEREAS, the duly elected governing authority of the City is the Mayor and Council thereof ("City Council");

WHEREAS, Section 6.31 of the City Charter authorizes the City Council to "prescribe procedures for a system of centralized purchasing for the City";

WHEREAS, the City wishes to prescribe such procedures by way of this Ordinance; and

WHEREAS, the City desires to safeguard and promote the public health, safety, and general welfare of all citizens through the adoption of this Ordinance.

THE MAYOR AND COUNCIL OF THE CITY OF SOUTH FULTON HEREBY ORDAINS as follows:

Section 1: The City of South Fulton Code of Ordinances, Title 1, Administration, is hereby revised by adding the following new sections to Chapter 9, Purchasing, contracting and Disposition of Property, which shall read as follows:

TITLE 1 – ADMINISTRATION

CHAPTER 9. - PURCHASING, CONTRACTING AND DISPOSITION OF PROPERTY.

Sec. 1-9004. Purchasing, Generally.

A. Title. This chapter shall be known as the City "Purchasing Ordinance."

B. Purpose. The purpose of this Ordinance is to:

1. Provide a uniform system for procurement;
2. Ensure a system of quality and integrity in procurement;

3. Simplify, clarify, and modernize methods for governing procurement, encouraging advance planning, reducing small purchases and/or emergency purchases, and reducing paperwork where feasible;
4. Maximize open and fair competition, assuring the best value is received for the tax dollars expended;
5. Obtain the best value for the usage of public funds, taking into consideration such factors as, but not limited to, product safety, environmental impact, total cost of ownership, product performance, compatibility issues, and availability of goods/services;
6. Encourage the use of environmentally preferable and economically sustainable goods and services to reduce the City's environmental impact;
7. Enhance public confidence in the City's procurement;
8. Promote the fair and ethical treatment of all suppliers of goods/services;
9. Encourage active participation by local and locally owned businesses; and
10. Encourage active participation of all the nation's diverse human and business resources.

C. **Exceptions**. This Ordinance shall not apply where:

1. A good is available from only one (1) source or supply, or when standardization or compatibility is the overriding consideration.
2. The purchase is pursuant to a contract with:
   a. the United States of America or an agency thereof or
   b. any government unit or agency thereof within the United States for the purchase, lease, or other acquisition of goods.
3. The purchase is regulated by Federal and State laws, i.e., O.C.G.A §36-91-1, *et seq.*;
4. An emergency exists in any capacity involving the health and safety of the City, including City residents, property, businesses and visitors; or
5. The purchase is for:
   a. Land, artistic work, or other goods whose inherent nature is unique and cannot be competitively compared to other goods within its class.
   b. Printed copyright material including published books, maps, periodicals and technical pamphlets (not including software for computer systems), except where a greater savings can be realized by a quantity purchase.
   c. Real property, real estate brokerage and appraising, abstract of titles for real property, title insurance for real property and other related costs of acquisition of real property.
   d. Subscriptions, dues, and memberships and board member fees established during the budget process.
   e. services provided directly to individual citizens and employees including reimbursements and other miscellaneous payments.
   f. Utilities, including but not limited to electricity and telephone service.
   g. Employee benefits and health related services procured through a quotation and negotiating process conducted by an expert in the field, or to maintain continuity of employee-health records.

h. Travel, conferences, training, speakers, instructors, facilitators, and meeting expenses, or other expenditures covered by another City policy.
i. Items for resale that require a particular manufacturer to enhance their marketability.
j. Legal advertisements.
k. Legal services, litigation, and legal expenses.
l. goods or services required for confidential and secure investigations, apprehensions and detentions of individuals suspected of or convicted of criminal offenses by law enforcement personnel.
m. Persons appointed by the mayor and council pursuant to the City Charter.
n. Seized property included in a Court Order authorizing disposal.

D. Ethics in Purchasing.

1. *Prohibitions.* All City employees, officials, or agents shall comply with the prohibitions of City Charter Section 2.15 when participating in the solicitation for a procurement contract. Disciplinary actions may be taken against employees for violating these requirements as set forth in City Human Resources Policies and Procedures and other City ordinances, policies and regulations.

2. *Gratuities*. It shall be unethical for any person to offer, give, or agree to give any City employee, official, or agent, or for any City employee, official, or agent to solicit, demand, accept, or agree to accept from another person, a gratuity, rebate or gift as an inducement for any award, decision or action under this Ordinance. It shall further be unethical for any person involved with procurement under this Ordinance to act in any manner inconsistent with the State of Georgia's Department of Administrative services Gratuity Policy.

3. *Kickbacks*. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor, or any person associated therewith, as an inducement for the award of a subcontract and/or order involving a City contract. Additionally, an official, employee, or agent shall not accept free travel from the vendor outside the state of Georgia or free lodging in or out of the state of Georgia.

4. *Rebates*. It shall be unethical for any rebate to be offered for the sole purpose of inducement of a City contract or procurement action. Rebates normally or routinely offered to all customers for the purchase of their goods and services are acceptable and are the property of the City of South Fulton.

5. *Permissive Conduct*. Nothing in this Ordinance shall preclude an official, employee or agent of the City from:

   a. Engaging in conduct authorized under State regulations and law, including election and campaign laws.

b. Attending seminars, courses, lectures, briefings, or similar functions at any vendor's facility or at any other place if any such seminar, course, lecture, briefing, or similar function is for the purpose of furnishing the official, employee, or agent with knowledge and information relative to their official duties. In connection with any such seminar, course, lecture, briefing, or similar function, nothing shall preclude the official, employee, or agent from receiving meals from a vendor.

c. Receiving educational materials and business related items of nominal value from a Vendor such as free samples, pens, cups, or notepads.

E. Disclaimer of Responsibility for Improper Purchasing. The City may disclaim responsibility and liability for any purchase, expenditure, or agreement for expenditure arising from a purchase made in its name, or in the name of any governmental body under its authority, by an unauthorized person or any person acting outside this Ordinance or the authorization or delegation as provided in this Ordinance. The expense of any such disclaimed transaction will become the personal liability of the individual who acted improperly.

F. Quiet Period.

1. *Contact by Vendor*. No person or business entity responding to a request for bids or proposals shall initiate or continue any verbal or written communication regarding such request with any City officer, elected official, employee, or designated City representative, between the date such business and/or person received and/or had knowledge of the solicitation through the date of the Purchasing Manager's recommendation to the City Council for award of the subject contract, except for communications with the Purchasing Manager, City Manager and City Attorney, or as may otherwise be specifically authorized by the terms and conditions of the request for bids or proposals.

2. *Prohibited Contact by City*. Between the date of the issuance of any request for bids or proposals for City contracts and the date of the Purchasing Manager's recommendation to the City Council for award of such contract, no City officer, elected official, employee, or designated City representative, except in the course of carrying out legal and official duties in connection with this section, shall initiate or continue any verbal or written communications regarding the solicitation with any person, firm or business entity, who the officer, elected official, employee, or representative knows or should have known has obtained a copy of the solicitation and either has submitted or may submit a bid or proposal. To help ensure compliance, the day prior to the issuance of each solicitation of bids or proposals, the purchasing agent shall notify the City Council, the City Manager, the head of each involved user department, of the subject matter and intended issuance date of the solicitation.

3. This Ordinance shall not be construed to prohibit communication with a vendor which is unrelated to a pending request for bids or proposals. If determined by the City that a vendor communication has compromised the competitive process,

the offer submitted by the individual, firm or business may be disqualified from consideration for award.

G. Freedom of Information.

Interested persons shall have access to information regarding procurement transactions of the City of South Fulton in accordance with State law, including the Georgia Open Records Act, O.C.G.A.§50-18-70 et seq. All meetings of the City's Council are duly noticed public meetings and all documents submitted to the City as a part of or in connection with a proposal may constitute public records under Georgia law regardless of any person's claim that proprietary or trade secret information is contained therein. Proposals and all related correspondence are governed by the Georgia Open Records Act and shall be provided to anyone properly requesting same, after contract award. The City cannot protect proprietary data submitted in vendor proposals unless required by law. In the event the proposer deems certain information to be exempt from the disclosure requirements, the proposal must provide the Purchasing Manager and City Attorney an exemption statement identifying what content is considered exempt, with citation to the applicable provision of the law supporting such assessment.

H. Definitions.

For purposes of this manual, the following terms, phrases, words, and their derivations shall have the meanings given herein.

1. Addendum: A change, clarification or correction in the solicitation documents.
2. Annual contract: An agreement or contract, typically for a specified duration, between a supplier and the City, to furnish goods or services usually of an indefinite quantity and delivery schedule, at unit prices provided for under the terms of the contract. Also known as a term contract, annual agreement or requirements contract.
3. Agent: An official, employee, contracted or subcontracted person who is authorized to act on behalf of the City of South Fulton and represent their interests. The City Manager is the official Purchasing Agent for the City.
4. Appeal: A specific written objection by an interested person to a request for qualifications, a request for quotations, an invitation for bid, an invitation to negotiate, a request for proposal, or an award or proposed award of a contract.
5. Apparent low bidder: Vendor that submits the lowest monetary bid.
6. Bid: An offer submitted in response to public notice of an intended sale or purchase.
7. Bid bond: A bond that legally binds the bidder to execute a contract and to provide required post award documents, such as a certificate of insurance and/or performance and payment bonds, or forfeit the amount of the bond.
8. Bidder: One who submits an offer in response to public notice of an intended sale or purchase.
9. Bid opening: The act of publicly opening the bid envelopes and making the bids available for public inspection.

10. Bond: A form of financial protection against damages; a binding agreement executed by a bidder or vendor and another party to guarantee the performance of certain obligations or duties to the purchaser.
11. Buyer: Purchaser; the buying agency or government.
12. Buying cooperative or alliance: A group of public entity purchasers organized for the purpose of creating contracts or pricing agreements in order to take advantage of group or quantity buying discounts or special pricing from which members of the group can benefit.
13. Capital asset: A purchase of land, equipment, infrastructure, buildings, or improvements with a value of or greater than $5,000.00 with at least a two (2) year useful life as defined by the Capital Asset Policy.
14. Capital expenditure: An expenditure that results in the acquisition of or an addition to a capital asset.
15. Centralized purchasing: The system under which the Finance Department and Purchasing Department are authorized to enter into contracts for goods and services on behalf of the City.
16. Change order/amendment: An agreed upon addition to, deletion from, correction or modification of a contract.
17. City: The City of South Fulton, Georgia
18. City Chief Financial Officer (Treasurer): The City Treasurer.
19. Commodities: Supplies, apparatus, materials, equipment, and other forms of tangible personal property that can be mass produced and used by a City department in the accomplishment of its responsibilities.
20. Competitive award: A procurement based upon the outcome of one of the competitive processes set forth in this Ordinance, where award is made based on the lowest quotation or bid submitted by a responsible and responsive bidder or to the most qualified or advantageous proposer based on the qualitative and/or quantitative factors identified for the procurement. A competitive award can be made even if only a single bid or proposal has been received from a bidder or proposer who is determined to be responsible and responsive.
21. Construction: The process of building, altering, improving or demolishing any public structure or building, or other public improvements of any kind to any public real property. The term "construction" does not include the routine operation, repair and/or maintenance of existing structures, buildings, or real property.
22. contract: A legally binding mutual agreement between two parties. Any City agreement, regardless of form or title, for the procurement or disposition of goods or services. contracts also include change orders, modifications, amendments, supplemental agreements with respect to any of the foregoing. Every contract must be duly authorized and approved prior to execution.
23. contract extension: An amendment to a contract that includes an increase in the term of a contract, for which no options to renew the contract beyond the current expiration date exists.
24. contract renewal: An exercise of an approved, existing option to increase the term of a contract. Options to renew a contract are often done in annual increments.

25. contractor: Any person or business having a contract with the City.
26. Department: An organizational unit within City government that is responsible to the City Manager, or designee.
27. Division: An organizational unit within a City department that is responsible to the head of a department, or designee.
28. Emergency purchase: The purchase of supplies and/or services whose immediate procurement is essential to protect life or property.
29. Encumbrance: A financial commitment for unperformed or unpaid contracts for goods or services.
30. goods: Supplies, apparatus, materials, equipment, and other forms of tangible personal property used by a City department in the accomplishment of its responsibilities.
31. Invitation to bid: A formal request to prospective vendors soliciting quotations or bids; contains, or incorporates by reference, the specifications or scope of work and all contractual terms and conditions.
32. Letter of intent: A written statement detailing the preliminary understanding of parties who plan to enter a contractual arrangement.
33. Local vendor (business): A vendor which operates and maintains a brick and mortar business within the corporate limits of the City of South Fulton; has a current City Occupation Tax Certificate; and has paid in full all real and personal taxes owed the City.
34. Locally owned vendor (business): A business with at least one owner, partner or officer residing within the City of South Fulton.
35. Local and locally owned vendor preference: A two percent evaluation preference will be applied to any sealed competitive process for goods, supplies, equipment, materials, services, or professional services from a business designated as a local business. And additional four percent evaluation preference will be applied to any sealed competitive process for goods, supplies, equipment, materials, services, or professional services from a business designated as a locally owned business. Applies to all sealed competitive procurements excluding construction projects; federally funded projects; and online/electronic sealed bid/reverse auctions. A local vendor's bid will be awarded if the bid is within two percent (2%) or six percent (6%) of the non-local vendor's bid who otherwise would have received the award of the contract.
36. May: Denotes the permissive.
37. Payment bond: A bond which assures payments, as required by law, to all persons supplying labor or material for the completion of work under the contract.
38. Performance bond: A bond provided in connection with a contract which guarantees the performance and fulfillment of all the terms, conditions, and agreements contained in the contract.
39. Practicable: Sufficient in performance and available at a reasonable cost.
40. Price preference: A percentage of increase in price an entity will pay to obtain a designated product. No price preferences are recognized by the City.
41. Procurement: Purchasing, renting, leasing or otherwise acquiring any equipment, supplies, services or construction projects

42. professional services: Those services which are defined by statute as a "profession" or "professional service" and require a license or accreditation, including, but not limited to, certified public accountants, actuarial services, architecture, landscape architecture, interior design, licensed or accredited appraisers or licensed or accredited financial analysts providing opinions of value, chiropractic, dentistry, professional engineering, podiatry, pharmacy, veterinary medicine, registered nursing, harbor piloting, land surveying, law, psychology, medicine and surgery, optometry, and osteopathy. professional services include but are not limited to evaluations, consultations, management systems, management consulting, compiling statistical data, support of planning and operating activities, appraisal services, and research and development studies or reports.
43. Project Manager: The Department head which may be assigned by the City Manager with duties and responsibilities with respect to a project, such as a consulting, design and engineering or capital project involving new construction and/or maintenance or repairs.
44. Protest: A formal appeal of a process or decision in writing.
45. Protester: An actual bidder who is aggrieved in connection with the bid process, including contract award, and who files a protest in writing in accordance with this Ordinance.
46. Purchase order: A document authorizing a City of South Fulton employee contracting with a seller to deliver goods with payment to be made later.
47. Purchasing agents: The Purchasing agents for the City of South Fulton shall be the City Manager and City Treasurer.
48. Purchasing Manager: The designee of the City Manager to manage the day to day operations of the Purchasing Department.
49. Purchasing Department: The department responsible for procurement for the City.
50. Registered business: A business that has a valid City Occupation Tax Certificate.
51. Reasonable cost: Cost that by its nature or amount does not exceed what would normally be incurred by an ordinarily prudent person in the conduct of competitive business.
52. Request for Informal Quote (RFIQ): A document used in an informal solicitation for an offer to be submitted in writing that will result in a purchase contract.
53. Request for Information (RFI): A document used in an informal, noncompetitive solicitation where vendors provide feedback on industry standards and procedures which allows purchasing to decide and implement a procurement strategy.
54. Request for Proposal (RFP): A document used in purchasing complex services when the competitive sealed bid is neither practical nor advantageous, the RFP process considers both quality of the solution offered and price to obtain the best overall value.
55. Request for Qualifications (RFQ): A document used in purchasing complex services when the competitive sealed bid is neither practical nor advantageous, the RFQ process considers both contractor qualifications and price to obtain the best overall value.

56. Requisition: An internal document, provided by a department to the Purchasing Department that contains the fund source, approvals, descriptions, quantities, and other information about the goods, services, or professional services, in order to proceed with the procurement.
57. Responsible bidder: A vendor who has the capability in all respects to perform fully the contract requirements; and the experience, integrity, perseverance, reliability, capacity, facilities, equipment and credit which will assure good faith performance.
58. Responsive bidder: A vendor who has submitted a bid that conforms in all administrative and material respects to the requirements stated in the invitation to bid.
59. Sealed bid: An offer submitted in response to a formal procurement solicitation in a closed envelope to be opened at a specific time and place.
60. Sealed proposal: An offer submitted in response to a formal procurement solicitation in a closed envelope where the technical response and cost are separated to be opened and the participant's names read aloud at specific time and place.
61. Services: Any performance of effort or labor, for which the City has contracted other than professional services or services classified as construction.
62. Shall: Denotes the imperative.
63. Sole Source/Single Source: That only one vendor possesses the unique and singularly available capability to meet the requirement of the solicitation, such as technical qualifications, ability to deliver at a particular time, or services from a public utility.
64. Specification or scope of work: Specifications are the detailed and exact description of the requested materials and/or services. They should accurately describe the physical, functional, and/or performance requirements of the items and/or services requested.
65. Statement of Qualification (SOQ): An offer submitted in response to a formal procurement solicitation in a closed envelope to be opened and the participants' names read aloud at a specific time and place.
66. Surplus Property: City-owned property that is no longer required or has no practical use by the City.
67. Sustainability: Reducing the amount of resources used as well as reducing the amount of waste and emissions produced in order to limit the environmental impact or ecological footprint. The City will improve our sustainability efforts through an environmentally preferred purchasing program that provides for the present generation and needs of the organization while honoring our past and allowing for the needs of future generations.
68. User department/division: The City department which has the responsibility for determining the need for an item or service, its related specifications, and need date. The user is responsible for advising the Purchasing Manager of the approved funding and the specific budget account number for the need.
69. Vendor: Any individual or business conducting business or seeking to do business with the City; one who sells goods and/or services; a supplier.

I. Responsibilities, Generally.

1. **Purchasing Agent.** The City Manager and Chief Financial Officer are responsible for establishing overall policies and procedures to ensure the integrity of the purchasing program throughout the City. Primary roles and responsibilities include:

    a. Responsible for overseeing the day to day purchasing activity and ensuring the City purchasing policies, procedures and ordinances are followed.
    b. Reviewing purchasing ordinance violations and determining disciplinary action based upon the purchasing policies, procedures, and ordinances.
    c. Review and approve proposed formal solicitations prior to issuance.
    d. Review all requisition and purchasing contracts.
    e. Review and approve all purchasing contracts and change orders $25,000 or less. (City Manager).

2. **Purchasing Department**. The Purchasing Department will:

    a. Conduct business in compliance with the City's ordinances and in accordance with the principles contained in this section.
    b. Serve as a resource for departments in issues of policy and in the day to day processing of requisitions.
    c. Provide information and procure goods and/or services which meet the user department's requirements, ensuring consideration of life cycle costs and sustainable goods and services.
    d. Provide assistance in the preparation of specifications.
    e. Process the auditing and review of requisitions to ensure that the purchasing policies, procedures and ordinance are being followed.
    f. Provide user training on City purchasing policies, procedures and ordinance.
    g. Ensure that contract awards are made to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement.
    h. Utilize approved third-party software and train the department's liaisons and agents to use the software as appropriate.
    i. Formally and informally procure goods and services in compliance with applicable laws.

3. **Department Head Responsibilities.** Department heads are responsible for ensuring the integrity of purchasing within their department by upholding City policies, procedures, and ordinances. All department heads are responsible for overseeing purchasing activity and must have an understanding of City purchasing rules and regulations. While the department head holds the responsibility of oversight, administration of the day-to-day activity of the purchasing process will be reviewed through designation of one or more department liaisons. Department head responsibilities include:

a. Maintain knowledge of City purchasing policy and procedures and ordinances to effectively oversee purchasing activity within their department.
b. Delegate responsibility within their department to assist with the purposes of this Ordinance.
c. Review and approve requisitions as part of the purchasing process.
d. Review, approve and participate in any formal solicitation process for the department as needed.
e. Approve sole source/single source procurements.
f. Designate project manager for departmental projects that require procurement.
g. Provide written determinations for the basis of an emergency purchase.
h. Keeping the Purchasing Department informed when staff changes are made that will require training in regard to purchasing policies and procedures.
i. Review requisitions in a timely manner in order to facilitate the purchasing process.
j. Review all documentation to ensure:

    i. The appropriate back up for the purchase is attached to the requisition.
    ii. The correct purchase/object allocations are used based on the approved budget.
    iii. An e-verify affidavit form is attached where required.
    iv. A sole source form is attached where required.

k. Submit all requests for goods and services in a timely manner in order to allow for timely response from vendors and to eliminate extra charges for rush items.
l. Strive to provide full and accurate descriptions of needed supplies and/or services to avoid misunderstandings.
m. Inform the Purchasing Department in writing when there are problems or changes to purchase orders or contracts.
n. Ensure that purchased goods for their department are received, inspected and verified as to condition. Initiate returns as necessary.

J. Purchasing Thresholds.

1. For goods, services, and professional services $2,501.00 and below, upon approval by the Purchasing Manager, the user department shall obtain goods and services most advantageous to the City through direct purchase through the use of a requisition or p-card.

2. For goods and services between $2,501 and $25,000, the user department shall obtain, where possible, at least three written quotes, subject to approval by the City Manager.

3. For professional services between $2,501 and $25,000, a quality based selection process will be used, subject to approval of the award by the City Manager. The

department head shall justify the choice in writing to be attached to the requisition.

4. For goods and services $25,001.00 and above, the Purchasing Department will use a formal procurement process. The Purchasing Manager shall issue the solicitation and make a recommendation to City Council for approval.

5. For professional services $25,001.00 and above, a quality based selection process will be used. The Purchasing Department will use a formal procurement process. The Purchasing Manager shall issue the solicitation and make a recommendation to City Council for approval.

Goods and services

$Threshold	Purchasing Method	Responsibility	Approval
>$25,001	Formal Procurement Process	Purchasing Department	City Council
$2,501-$25,000	Three (3) Written Quotes	User Department	City Manager
<$2,500	Non-Competitive	User Department	Purchasing Manager

Professional services

$ Threshold	Purchasing Method	Responsibility	Approval
>$25,001	RFQ	Purchasing Department	City Council
$2,501 - $25,000	RFQ with Department head Justification	User Department	City Manager
<$2,500	Non-Competitive	User Department	Purchasing Manager

K. Non-competitive Procurements. The provisions of this Ordinance shall apply to the procurement of goods and services, when determined to be in the best interest of the City and not in conflict with the requirements of state law.

1. *Sole Source/Single Source Procurement.* The City may acquire goods, services, or professional services pursuant to a sole source/single source procurement. Sole source/single source procurement is allowable when goods, services, or professional services are limited to one source, or when they must be obtained from a specific manufacturers' dealer and valid competition among dealers does not exist. A sole source/single source procurement may also be made from one person among others in a competitive market place, which, for justifiable reasons, is found to be most advantageous for the purpose of fulfilling the given purchasing need.

2. *Sole Brand Procurement.* The Purchasing Agent may elect to purchase particular brand name goods or services when the goods or services comprise a major brand system, program or service previously selected by the City for standardization due to operational effectiveness, future enhancements or additions, or maintenance or storage of spare parts precludes the mixing of brands, manufacture, etc. The user must submit the justification for the sole source/single source procurement for approval to the Purchasing Agent.

3. *Direct Negotiation Following Competitive Solicitation.* Following the completion of a competitive award solicitation process that fails to produce a responsible or responsive bidder or proposer, fails to produce a qualified respondent, or for which all submissions were rejected for any reason, the City may procure the goods, services, or professional services that were the subject of such failed solicitation by direct negotiation with any provider of such failed solicitation. Direct negotiations shall be facilitated by the Purchasing Manager, with assistance as necessary by the City Manager and City Attorney. A proposed contract shall be submitted to the City Council for consideration. The Council may reject, approve or direct further negotiations of the contract. Direct negotiations under this paragraph shall commence within ninety (90) days of the completion of the failed competitive solicitation process.

4. *Emergency Procurement.* The City and City Manager may acquire goods, services or professional services under the defined thresholds by direct negotiation, in lieu of the formal solicitation processes set forth under this Ordinance, in situations of an emergency. Emergency situations exist where there is an imminent threat to: a) public health, safety or welfare, b) the soundness and integrity of public services or property, or c) the delivery of essential City services. Emergency procurements shall be made with as much competition as is reasonable or practicable under the circumstances, which may consist of acquisition of goods and services under the direct negotiation process outlined in the paragraph above. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, a listing of the item procured under the contract, the basis for the emergency situation and the identification number of the contract file.

   Emergency procurements associated with projects utilizing grant funds will always follow the established procurement procedures of the grant.

5. *Costs Under the Competitive Threshold.* The user department may acquire goods, services and professional services by direct negotiation or by some other non-competitive method, when the dollar value of the purchase does not exceed $2,501 and a properly executed and authorized requisition is received. Under this non-competitive method, the user department shall attempt to obtain the goods, services or professional services most advantageous to the City, price and other factors considered.

6. *Direct Negotiation and other Public Entities and Co-ops.* The City may acquire goods, services, and professional services by direct negotiation or other method involving limited or no competition from a supplier having a requirements contract/annual agreement with any public entity (e.g., federal, state, county, city, authority, school board, buying cooperative, etc.) for goods, services, or professional services described in such contract and at prices or discounts no less favorable than any set forth in such contracts. Use of state/co-op contracts: the purchasing agent may, independent of the requirements of bid process of this article, procure supplies, services or construction items through a contract established through competitive means by the purchasing department of the state of Georgia, national co-ops (i.e.-U.S. communities), and collaborative purchasing agreements with other local governments when deemed to be in the best interest of the City.

   Nothing in this Ordinance shall impact and/or limit the City's ability to pursue purchasing cooperatives and alternatives allowable under State law through the Georgia Municipal Association and other organizations.

L. Competitive Procurements. The Purchasing Department will determine the procurement method to be used based on the type and estimated price of the purchase. The City reserves the right to reject any or all bids if it determines such rejection to be in the best interest of the City. Formal solicitations will generally be solicited on a project-by-project basis. The user will submit the scope of goods and/or services to the Purchasing Manager, who will then determine which of the competitive processes best suits the purchase. A performance guarantee, such as a performance bond or letter of credit, may be required for any solicitation that includes services to be performed after consultation with the City Manager, and others, as necessary. Periodically, the City may be given private/public grants and donations from sources such as the state and federal government and private corporations. These types of solicitations may be more restrictive and may dictate the procurement process and methodology that the City is to follow for an award. Both federal and state procurement policy supersedes City of South Fulton's purchasing requirements when buying goods and services using federal or state grant monies. Departments should consult the accounting department regarding the use of federal and state funds.

1. *Invitation to Bids.* Invitation to Bids (ITB) are prepared and issued to prospective bidders, with the goal of obtaining competitive responses for items costing $25,001 and greater.

   a. Public notice (such as publication in a newspaper of general circulation, posting on the Purchasing Department's internet web page, posting on State internet web page, or third party eSourcing platform) of the ITB must be given a minimum of fourteen (14) calendar days prior to the date set for bid opening or as required by state and federal law, unless it can be demonstrated that an urgent requirement for goods or services exists, in which instance, the requirement for public notice may be reduced by the Purchasing Manager.

b. Bids shall be opened publicly by the Purchasing Manager, or their designee, in the presence of one or more witnesses at the time and place designated in the ITB. All relevant information, including each bid amount and bidder's name, will be recorded on a summary sheet and signed by the opener and witness.

c. The Purchasing Manager shall evaluate the bids and make a recommendation to the City Council. A split or partial bid may be awarded if an ITB is for multiple goods or services, more than one vendor provides a bid that meets the specifications for the items, and a price comparison can be made between the items quoted. The award may be split between more than one vendor by awarding to the lowest cost provider of each item or reasonable grouping of items if acquisition, delivery, and other requirements can be reasonably administered. A split or partial bid award shall not be used under the following conditions:

   i. When the solicitation is for an integrated system and the split of the award between components or parts of that system would jeopardize performance; or
   ii. If the item is part of a system and the performance of that system would be jeopardized if another brand was substituted.

d. Tie Bids: In the event two or more identical bids are received, the following procedure will be used when the basis of award is low bid:

   i. To the extent permitted by law, a tie bidder with a registered business location within the City will be recommended to the City Council for an award over one without an office in the City, a registered business within the county limits of Fulton County should be recommended to the City Council for an award over one without an office in the County, and a registered business within the state of Georgia will be recommended to the City Council for an award over one without an office in Georgia.
   ii. If the procedures in the paragraph above do not result in an award, then, the tie bidders will be contacted and advised of the tie bid. bidders will be given the opportunity to provide a best and final offer in writing submitted in a sealed envelope to be opened at the time and place stated by City staff. If one or more of the tied bidders agrees to participate, award will be made to the new low bid. If none of the tied bidders agree to participate or if the new bids are tied, then City staff shall break the tie by following the procedures described below, as necessary.
   iii. If the procedures in (i) and (ii) do not result in an award, then, to the extent permitted by law, a tie bidder deemed in the City's sole discretion to provide the most environmentally preferable goods would be

recommended to the appropriate approving authority for an award over one deemed environmentally inferior.

iv. In the event the above does not result in an award, the City reserves the right to award to both tie vendors when it is feasible and in the best interest of the City to do so.

v. Correction or withdrawal of inadvertently erroneous bids is permitted in accordance to the terms indicated within the ITB; however, minor irregularities may be waived by the City. No bid may be withdrawn for a period of one hundred twenty (120) days after the time scheduled for bid opening or as permissible by State law.

e. Any bid received after the time and date set for receipt of bids is late. Any withdrawal or modification of a bid received after the time and date set for opening of bids, at the place designated for opening, is considered late. Late bids will be rejected and remain unopened.

f. Bids will be evaluated based on the evaluation factors set forth in the ITB, which may include criteria to determine acceptability of goods (for example, inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose). Criteria for the acceptability of goods shall be used to determine whether particular goods are responsive to the Invitation to bids, and not to determine the relative desirability between acceptable goods.

g. The City reserves the right to waive any informalities or irregularities of bids, to request clarification of information submitted in any bid, to further negotiate with the Responsive and Responsible bidder selected for contract award, or to reject any or all bids for any reason whatsoever.

h. If no Responsive and Responsible Bids are received or all bids are rejected, the City may procure such goods and services by direct negotiation.

i. The Bid will be awarded, if an award is made, to the Responsible and Responsive bidder offering the lowest price whose bid meets the requirements and criteria set forth in the ITB. The bid may require a contract.

2. *Request for Informal Quotes (RFIQ).* Request for Informal Quotes are prepared and issued to prospective bidders by the user department, with the goal of obtaining competitive responses for items costing between $2,501 and $50,000. The RFIQ shall define the scope of the work and may contain contractual terms and conditions. In most cases, the bid award will be made on best price, but the award may be made on other grounds which are determined to be in the best interest of the City. The RFIQ 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. The user department shall summarize quotes on a summary sheet for use in consideration of an award.

3. *Request for Proposals (RFP).* When the Purchasing Manager determines the use of an ITB is not practical or not advantageous because of existing market conditions or the type of items required, the City may procure goods, services, or professional services through receipt of competitive sealed proposals. Competitive sealed proposals are solicited using an RFP, with the goal of obtaining competitive responses for items costing more than $25,001.

   a. Public notice of the RFP shall be given in the same manner as for ITB procurements.

   b. Proposals shall be opened publicly by the Purchasing Manager, or their designee, in the presence of one or more witnesses at the time and place designated in the RFP. A register of proposals shall be prepared that lists each proposer's name, which will be signed by the opener and the witness.

   c. Correction or withdrawal of proposals is permitted in accordance with any instructions allowing the same contained within the RFP.

   d. Proposals shall be deemed late in the same manner as the procurement process for an ITB.

   e. The RFP will identify the criteria to be considered and evaluated as the basis of award.

   f. Proposals submitted by responsible and responsive proposers shall be evaluated in writing by the Purchasing Agents and Purchasing Manager based upon the criteria applicable to the RFP. All proposals will be ranked by such evaluators in order of their acceptability, giving consideration to the criteria. The City has no obligation to award the contract to the Proposer who proposes the lowest price. The evaluations shall be provided to the City Council for selection of the final award. The contract will be awarded, if award is made, by the City to the responsive and responsible proposer whose proposal is determined, in the City's exclusive discretion, to be the most advantageous to the City, taking into consideration price, qualifications, and other factors as indicated in the RFP.

   g. The City reserves the right to waive any informalities or irregularities of proposals, to request clarification of information submitted in any proposal, to further negotiate with a responsive and responsible proposer who has been selected for contract award, or to reject any or all proposals for any reason whatsoever.

   h. If no responsive and responsible proposals are received or all proposals are rejected, the City may procure such goods, services, and professional services by direct negotiation.

M. Quality Based Selections (QBS)

1. *Request for Qualifications (RFQ).* Requests for Qualifications (RFQ) may be used when it is determined to be in the City's best interest to evaluate the experience and qualifications of a service provider, without regard to price or prior to considering price.

    a. The procedure for soliciting, opening and evaluating statements of qualifications shall be the same as described herein for competitive sealed proposals. Service providers whose qualifications meet the criteria established in the RFQ, at the sole discretion of the City, may be considered for contract award by participation in the completion of price negotiation. The City shall attempt to negotiate a fee with the highest ranked firm. If no agreement is reached, the City shall begin negotiations with the next highest ranked firm. Negotiations will proceed in this manner until an agreement is reached. Alternatively, the City may, by direct negotiation, finalize terms with service providers who are selected for award based on qualifications. The City reserves the right to reject any or all responses for any reason. Clarification of information may be requested by the City.

    b. The RFQ process will be the method of procurement when the professional services exceed $25,000 and/or the project costs exceed $1,000,000 for the procurement of services within the scope of architecture, registered interior design, professional engineering, land surveying, and landscape architecture.

2. *Multi-step Solicitation.* The City may initiate one of the multi-step solicitation processes described below when: (a) in the City's discretion, it is impractical to prepare an adequate or complete description of the goods or services desired (due to insufficient data, uncertain requirements, unfamiliar market options, etc.), (b) the City desires to identify a field of qualified bidders, proposers, goods or services, out of a broader field of bidders, proposers, goods or services, or (c) the City believes a multi-step process would best serve its purposes.

    a. *Consecutive Multi-Step Process:*

        i. The City may request statements of qualifications to be evaluated based on the criteria in the RFQ for purposes of identifying one or more desirable or acceptable goods, services, or professional services or for purposes of identifying a field of qualified or most qualified bidders or proposers
        ii. After identifying a field of most qualified bidders or proposers with the capability of providing the desirable or acceptable goods, services, or professional services, the City may either follow a competitive ITB process or by a RFP process among the field of vendors identified as having the capability to meet the City's requirements for the procurement.

b. *Consecutive Multi-Step Process to Award stand by Purchasing contracts:* A standby contract is an agreement between the City of South Fulton and an entity performing a professional or technical service. The use of standby contracts will be at the discretion of the City Manager. The contract thresholds are subject to the bidding thresholds established in this Ordinance. The entities selected through this process are intended to create a pool of qualified vendors to be used on a rotational basis, or with the informal procurement process.

i. When it is in the best interest of the City to have pre-qualified, stand by purchasing contracts because of the need to provide quick-response, repetitive services or a range of services or professional services within a specific field of expertise, the City may use consecutive multi-step procurement process to identify one or more stand by contractors. The purpose is to identify one or more stand by contractors that demonstrate the ability to perform a particular type of service during a specified contract period.
ii. Contract award - The multi-step solicitation shall specify the general types of services required, the selection process to be used, and the selection criteria for award of the stand by contract.
iii. Award of a specific scope of work to a stand by contractor - During the term of the stand by contract(s), specific scopes of work may be developed and awarded to stand by contractor(s), by amendment to such stand by contract(s), provided that the specific scope of work is consistent with the general types of services upon which award of the continuing contract(s) was made. On an annual basis, the maximum contract amount shall not exceed $1,000,000 with task order approval through the City Manager.
iv. Except when the stand by contract is for the procurement of services within the scope of architecture, registered interior design, professional engineering, land surveying or landscape architecture and when there is more than one stand by contractor available to perform the specific scope of work defined, the process for award of the work is set forth below:

  (a) Work may be rotated during the contract period between the stand by contractor(s) that were selected to perform the general type of services required; or,
  (b) Quotations, bids or proposals may be requested from the prequalified Stand by contractors that were selected to perform the general type of services or professional services required. The City may select the stand by contractor whose quotation, bid, or proposal is deemed to be most advantageous to the City to perform the specific scope of work required.

v. City departments shall use the list of approved stand by contractors. A user department may choose to either use a rotation or informal bid process as referenced above when using a Standby contract. The choice of the department will remain in effect for the term of the contract. This procurement strategy should allow vendors fair and consistent access to projects, improve quality of service delivery and generally increase the efficiency and cost-effectiveness of the procurement process. The vendor rotation process shall include the list of the qualified vendors selected through procurement process to perform the work. The department will maintain a list of the qualified vendors and rotate through each vendor on an established basis.

vi. The informal bid process shall include the list of the qualified vendors selected through the procurement process to perform the work. This procurement strategy will require the departments to obtain at least three quotes for work above $2,501 and below the formal bid threshold. If three quotes are not obtained, detailed written explanation is required.

vii. All qualified vendors should be given equal access to projects, and through transparent monthly reporting a list of projects, vendor(s), awards, and purchase amount shall be maintained. If a vendor declines the project a written record shall be maintained, and the vendor shall be invited the next time the vendor's name is in the rotation.

viii. For the professional stand by contracts, the department head will be responsible for providing the determination of the professional selection.

N. Protests.

1. *Submission of Protest.* If a vendor or bidder is aggrieved during pending request for proposals, bids or qualifications, the vendor or bidder can choose to protest in accordance with this section.

    a. Bidders may protest the contract award in connection with the RFQ/ITB/RFP on which the bidder has submitted a bid/proposal. Any such protest by a bidder must be filed no later than ten (10) calendar days following the date of the notice to award and/or conclusion of the RFQ/ITB/RFP, in order to have the protest considered.
    b. A written statement of protest pertaining to events or facts arising during a bid solicitation process, signed by a company officer authorized to sign contracts on behalf of the vendor, must be received by the Purchasing Department no later than three (3) calendar days prior to the bid due date, with the exception that actions complained of occurring within three (3) days of the bid due date shall be filed within twenty-four (24) hours of the actions complained of. Failure to file a protest by the time required may be deemed a waiver of any grounds the vendor or bidder has to protest. All inquiries received after the bid award and/or after the conclusion of a RFQ/ITB/RFP will not be considered a formal protest.

2. *Format of Protest*: Protests shall include:

a. The name and address of the protester;
b. Appropriate identification of the solicitation, and, if a contract has been awarded, its number;
c. A statement of reasons for the protest, with supporting legal authority; and
d. Supporting exhibits, evidence, or documents to substantiate any claims unless evidence is not available within the filing time; in which case the expected availability date shall be indicated.

3. *Filing a Protest to Notice of Non-Award.* A written statement of protest to Notice of Non-Award by a company officer authorized to sign contracts on behalf of the vendor, must be received by the Purchasing Department no later than ten (10) calendar days following the date of the notice of non-award. Failure to file a protest by the time required may be deemed a waiver of any grounds the vendor or bidder has to protest. All inquiries received after the ten (10) day period will not be considered a formal protest.

4. *Stay of Procurement During Protest.* When a protest pertaining to events or facts arising during a pending solicitation under this section (example: protests concerning specifications and evaluation criteria) has been filed no later than the three (3) business days prior to the bid opening or deadline herein, the Purchasing Department shall suspend the award of a contract until a final decision has been issued, unless the Purchasing Department makes a written determination, after consulting with the issuing department, that awarding the contract without delay is necessary to protect the best interests of the City.

   a. When a protest has been filed in a timely fashion within ten (10) calendar days following the issuance of a notice of non-award, the Purchasing Department shall consult with the City Manager to determine if performance of the contract without delay is necessary to protect the best interests of the City.
   b. If it is determined that it is necessary to proceed with a contract without delay, the bidder that receives the contingent contract may proceed with performance and receive payment for work performed in strict accordance with the terms of the contract; however, such bidder shall not be entitled to reimbursement for any capital outlay costs, or other up front expenditures incurred in performing the contract.

5. *Decision by Purchasing Department.* A recommendation will be made by the Purchasing Department to the City Attorney as expeditiously as possible after receiving all relevant requested information in regard to the protest filed. After consultation with the City Attorney, the Purchasing Department will notify the bidder in writing of the decision no later than thirty (30) days after all necessary paperwork is filed. If a protest is sustained, available remedies may include one of the following:

a. For a protest sustained prior to an award, modification of the solicitation document, including but not limited to specifications, terms and conditions and evaluation criteria; and extension of the opening date, if appropriate.

b. For a protest sustained after an award is made, suspension or cancellation of the award, re-evaluation and re-award or re-solicitation with appropriate changes to the new solicitation document.

6. *Appeal*. Decisions from the Purchasing Manager on a solicitation protest may be appealed to the City Council. The request for appeal must be filed within seven (7) calendar days of the decision complained of. The decisions of the City Council shall be appealed as allowed by law.

O. Guidelines for Promoting Sustainability through the Purchasing Process. The City is a significant consumer of goods and services. The City desires to encourage the procurement of sustainable and environmentally preferred products and services. The City of South Fulton Mayor and Council have resolved that the city will take an active role to promote the analysis of life cycle costs for products and services to encourage protection of the environment by showing preference for the procurement of sustainable products and services for the use in city operations.

1. In general, environmentally preferable products and services are those that would reduce negative effects on human health and environment when compared with the competing products and services. More specifically, this comparison would include consideration of all phases of the product's life cycle, including raw materials acquisition, production, manufacturing, packaging, distribution, operation, maintenance and disposal, including potential for reuse or ability to be recycled.

2. In practice, the objective is to purchase products that have been environmentally certified or eco labeled because they have reduced environmental impact due to the way they are made, used, transported, stored, packaged and disposed. It means looking for products that do not harm human health, are less polluting and that minimize waste, maximize use of bio-based or recycled materials, conserve energy and water, and reduce the consumption of and disposal of hazardous materials.

3. Reports will be provided to City Council on an annual basis to track the success of the environmentally preferable purchasing program that accounts for life cycle costs and gives preference to products that are recycled, recyclable and otherwise more environmentally friendly than traditional products; purchase Energy Star rated equipment and appliances when possible to do so and, purchase recycled copy, computer, and fax paper with at least thirty percent (30%) recycled content whenever the use of the paper makes it possible to do so.

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Section 2. It is hereby declared to be the intention of the Mayor and Council that:

(a) All sections, paragraphs, sentences, clauses and phrases of this Ordinance are or were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.

(b) To the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this Ordinance. No section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Ordinance.

(c) In the event that any phrase, clause, sentence, paragraph or section of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the City Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of this Ordinance.

Section 3. All Ordinances and parts of Ordinances in conflict herewith are hereby expressly repealed.

Section 4. The effective date of this Ordinance shall be the date of adoption unless provided otherwise by the City Charter or state and/or federal law.

Section 5. ***Instruction to City Clerk***. Unless vetoed, the City Clerk is hereby directed to forward a copy of this Ordinance to the City Finance Department.

The foregoing **ORDINANCE NO. 2018-037**, adopted on **September 11, 2018** was offered by Councilmember **Willis**, who moved its approval. The motion was seconded by Councilmember **Jackson**, and being put to a vote, the result was as follows:

"SECOND READING"

	AYE	NAY
William "Bill" Edwards, Mayor		
Mark Baker, Mayor Pro Tem		√
Catherine Foster Rowell	√	
Carmalitha Lizandra Gumbs		√
Helen Zenobia Willis	√	
Gertrude Naeema Gilyard	√	
Rosie Jackson	√	
khalid kamau		√

THIS ORDINANCE adopted this **11th day of September 2018**. **CITY OF SOUTH FULTON, GEORGIA.**

"SECOND READING"

WILLIAM "BILL" EDWARDS, MAYOR

ATTEST:

MARK MASSEY, CITY CLERK

ITEM# ord 2018-037 DATE 9 / 11 / 2018

APPROVED AS TO FORM:

EMILIA C. WALKER, CITY ATTORNEY

CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION

SUBJECT: Council Discussion on Proposed Update to Citywide Fee Schedule

DATE OF MEETING: 3/17/2020

DEPARTMENT: City Manager

ATTACHMENTS:

Description	Type	Upload Date
Proposed Update on Citywide Fee Schedule	Cover Memo	3/11/2020

PROPOSED UPDATE TO CITYWIDE FEE SCHEDULE

Presented By:
Melanie Winfield, Assistant City Manager

CITY OF SOUTH FULTON
5440 FULTON INDUSTRIAL BLVD, SOUTH FULTON, GA 30336
#SouthFultonStrong

CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION

SUBJECT: Quarterly Legal Update

DATE OF MEETING: 3/17/2020

DEPARTMENT: Attorney
