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February 23, 2010

**CITY OF MORROW, GEORGIA  
Regular Meeting**

7:30 pm

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**CALL TO ORDER:** Mayor Millirons  
**PLEDGE OF ALLEGIANCE:** All  
**INVOCATION:** Mayor Millirons  
**ROLL CALL** City Clerk, Evyonne Browning

1. **APPROVAL OF MEETING AGENDA:**

(Agenda Item 10-02-93)

To add or remove items from the Agenda:

2. **CONSENT AGENDA:**

(Agenda Item 10-02-94)

1. Approval of the February 9, 2010 Regular Meeting Minutes.

(Agenda Item 10-02-91)

2. Approval for Mayor Millirons to enter into an Intergovernmental Agreement with Lake City to provide Fire Service, Emergency Medical Services, 911 and Communication Services, and Non-Medical Transport Services on request by residents.

(Agenda Item 10-02-95)

3. Approval for the City of Morrow Police Department to purchase two License Plate Recognition systems (LPR) in the amount of \$6,141.00.

3. **REPORTS AND PRESENTATIONS:**

4. **FIRST PRESENTATION:**

(Agenda Item 10-02-96)

1. Approval of an Ordinance to Amend the Zoning Ordinance of the City of Morrow, Georgia to Clarify Standards for use of Residential Districts; to Regulate use of Security Devices on Commercial Properties; to Regulate Multiple Businesses and Services offered on Single Premises through the use of Kiosks; to require Clear Views of Business Interiors from Commercial Windows; and for other purposes.

5. **OLD BUSINESS:**

(Agenda Item 10-02-92)

1. Approval of an Ordinance to Amend Sections 2-3-3 and 3-1-2 of the Code of Ordinances for the City of Morrow, Georgia; To establish a Purchasing Policy and for other purposes. (Presented by City Manager Jeff Eady)

6. **NEW BUSINESS:**

7. **COMMENTS:**

Citizens-  
City Manager-  
Mayor and Council –

8. **ADJOURNMENT:**

## **Funding Proposal**

### **License Plate Recognition System**

**Cost of two LPR Units:                    \$48,164.00**

**Grant Award:                                \$37,023.00**

**\$11,141.00**

**Re-Allocation of Capitol**

**Expenditure for CVSA**

(price reduction – funds not  
Needed)

**\$ 5,000.00**

**FUNDING REQUESTED:                    \$ 6,141.00**

The additional investment of six thousand dollars will allow for the purchase of two complete LPR units, the server to store tag information, installation of both units, licensing agreements for units, on-site training as well as additional training opportunities.

It is my assertion that two units will better allow us to provide LPR coverage 24/7 without the wear and tear on a hot seat vehicle. Every tag in the city – including all shopping centers and the mall) can literally be checked in 40 minutes to an hour. That is tens of thousands of tags checked and secured in our system hourly. This service enhances property recovery, the safety of our citizens, criminal apprehension, effective law enforcement delivery and criminal intelligence collection.

**Jeff Baker**  
**Chief of Police**  
**City of Morrow**

State of Georgia  
City of Morrow

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF THE CITY OF MORROW, GEORGIA TO CLARIFY STANDARDS FOR USE OF RESIDENTIAL DISTRICTS; TO REGULATE USE OF SECURITY DEVICES ON COMMERCIAL PROPERTIES; TO REGULATE MULTIPLE BUSINESSES AND SERVICES OFFERED ON SINGLE PREMISES THROUGH THE USE OF KIOSKS; TO REQUIRE CLEAR VIEWS OF BUSINESS INTERIORS FROM COMMERCIAL WINDOWS; AND FOR OTHER PURPOSES.

BE IT ORDAINED by the Mayor and Council of the City of Morrow, Georgia and by the authority thereof that:

**Section 1.** Section 302 of the Zoning Ordinance of the City of Morrow, Georgia, as amended, is further amended by deleting the definition of Group Home found therein and substituting the following definition in lieu thereof:

*Group home:* A facility to provide temporary care for persons undergoing physical or emotional trauma, or for those persons residing apart from their immediate family and engaged in counseling or rehabilitation as a function of the facility. The number of clients occupying the group home at any one time shall not exceed six (6) in any single-family residential zoning district.

**Section 2.** Section 705 of the Zoning Ordinance concerning parking, storage or use of major recreational equipment, as amended, is further amended by deleting the language of that section in its entirety and inserting the following in lieu thereof:

**“Section 705 Parking, storage or use of major recreational equipment, and other trailers and equipment.**

“For the purposes of this section, major recreational equipment is defined as including boats and boat trailers, travel trailers, pick-up campers or coaches (designed to be mounted on automotive vehicles), motorized dwellings, tent trailers, and the like, and cases or boxes used for transporting recreational equipment, whether occupied by such equipment or not. Such major recreational equipment and other recreational trailers may be parked or stored on lots that exceed 15,000 square feet only in side yards behind the front line of the building or in rear yards. Such major recreational equipment and other recreational trailers

shall not be parked in driveways in front or side yards in front of the principle building except for temporary loading and unloading operations; such temporary use shall not exceed an accumulated two hours in duration in any 48 hour period. In any residential area except where prohibited by protective covenants, major recreational equipment can be stored in a completely enclosed building. In the case of corner lots, no vehicles may be parked or stored in the side yard on the street side of the lot. No such equipment shall be used for living, sleeping, housekeeping or home occupation purposes when parked or stored on a residential lot, or in any location not approved for such use.”

**Section 3.** Section 708 of the Zoning Ordinance concerning burglar bars, roll up doors and other security devices is amended by deleting the language of that section in its entirety and inserting the following in lieu thereof:

**“Section 708 Burglar bars, roll up doors and other security devices.**

“(a) This section applies to all commercial, residential, retail, office and institutional, CUPD, mixed use and industrial property in the City.

“(b) No permanently installed burglar bars shall be visible from any public street. Burglar bars may be installed on rear doors and windows where a planted buffer or privacy fence screens the view of those bars from the public street and/or neighboring properties. This prohibition does not preclude owners of single-family residences in the City from installing decorative wrought iron screen doors at their residences.

“(c) Businesses, offices and institutions in the City may install fully retractable metal security screening that secures windows and doors when the business, office or institution is not open for business. Such security screening shall be installed only on the interior of the business, above doors and windows, and must retract within a fully enclosed decorative cabinet placed entirely above the doors and windows so that no evidence of such screening is visible from any public street or sidewalk during times the business, office or institution is open. Only open lattice or woven screening that allows a complete view of the interior through all points of the doors and windows is permitted. No solid metal shades, screens or coverings are allowed. Any such security screening, including the cabinet, is required to be maintained in proper working order, free from rust, scratches, and bent or missing elements. Decorative cabinets shall be painted a color that coordinates with the interior of the building.

“(d) The use of internal security devices, such as bullet proof glass, inside businesses, offices and institutions in the City is permitted, provided the security devices are clear and well maintained. Such security devices may not be scratched, hazy or discolored. Any business, office or institution utilizing internal security devices shall

comply with the key box requirements to ensure public safety personnel have access to all portions of the premises in the event of emergency.

“(e) Security cameras, magnetic security systems and other similar security devices are specifically encouraged.”

**Section 4.** The Zoning Ordinance of the City of Morrow, as amended, is further amended by adding a new section 709 to said ordinance which shall read as follows:

**“Section 709 Kiosks within commercial premises.**

“(a) Commercial premises located within the City of Morrow may establish or permit the use of kiosks only in accordance with the provisions of this section.

“(b) “Kiosk,” for the purpose of this section, means any portable structure composed of wood, plastic, pipe or other material and designed in such a manner as to form a self-enclosed area for display of merchandise or the offering of services. Kiosks are generally designed to set themselves apart from the surrounding commercial activity and are not built into the underlying commercial structure. The fact that parts of the structure may be kept open for access does not negate the status of the structure as a kiosk.

“(c) Kiosks are only permitted indoors and are limited to retail establishments with publicly accessed areas of 25,000 or more square feet under common ownership or lease.

“(d) Within retail facilities large enough to utilize kiosks, only one kiosk per 25,000 square feet is permitted, subject to a limitation that not more than three kiosks shall be permitted within a single retail premises at any one time.

“(e) No kiosk shall be attached to the floor with bolts, nails, screws or other hardware or adhesive.

“(f) A minimum of eight (8) feet of space shall be maintained between the kiosk and any other display, shelving, merchandise tables, registers or equipment in the retail establishment. Kiosks may be located against and adjacent to permanent walls, provided people are not allowed to walk between the kiosk and the wall.

“(g) All kiosks located within a single retail premises shall be of an identical design.

“(h) No kiosk shall be operated in a manner as to constitute a hazard to the public. If a kiosk is positioned against a permanent wall, there shall be no electrical bank on that

wall serving the kiosk. No electrical cords shall be extended across the floor into a kiosk. Signs on the kiosk shall be securely fastened.

“(i) Kiosks which allow staff to enter and interact with the public from a counter or table cannot exceed 10 feet by 12 feet in overall size. Cart kiosks which do not allow entry for staff shall not exceed 10 feet by six (6) feet in size.

“(j) Enclosed kiosks shall be a minimum of eight (8) feet in height. No kiosk shall exceed 10 feet in height.

“(k) Plastic pipes, raw wood and cloth are prohibited as framing material or walls for kiosks.

“(l) Signs on kiosks shall be professionally printed or silk screened. No spray paint, stencils, handwriting, poster board or cotton and polyester fabrics can be utilized to create signage for the kiosk. No signage for kiosks shall be permitted on the exterior of the retail premises.

“(m) No alcoholic beverages or tobacco products shall be sold from a kiosk. No food preparation or handling of foods that are not packaged by a manufacturer is permitted from kiosks.

“(n) Operation of kiosks is limited to the business hours of the host retail establishment.

“(o) Business conducted from a kiosk is subject to all City of Morrow regulations and codes governing commercial enterprises, including but not limited to, signage, business taxes, and fire safety regulations.

“(p) Regional shopping centers are exempt from the three kiosk per premises limit for indoor hallways and corridors not otherwise leased to tenants, provided they adhere to the other requirements of this section. In addition, they shall develop an overall plan for kiosk establishment that leaves ample room for customers to maneuver the hallways without obstruction and submit such plan to the City Fire Marshall for his safety approval.

**Section 5.** The Zoning Ordinance of the City of Morrow, as amended, is further amended by adding a new section 710 to said ordinance which shall read as follows:

**“Section 710 Clear views of business interiors.**

“Businesses operating in the City of Morrow shall maintain glass windows and doors to such establishments in such manner that allows a clear view of the interior from

all windows and doors. All glass shall be cleaned daily. No furniture, packing material, debris, trash receptacles or other fixtures shall be placed in front of or behind windows and doors in such a manner as to reduce window visibility or to block ingress and egress from the premises. Additionally no such material shall be placed against doors and windows in such manner as to appear unsightly from the building's exterior. In the event a business desires to permanently remove any existing windows or doors, such removal and all replacement material shall conform to all applicable building codes adopted by the City and shall be done under applicable City permits.”

**Section 6.** All ordinances or parts of ordinances in conflict with this Ordinance are, to the extent of such conflict, hereby repealed.

**Section 7.** In the event a court of competent jurisdiction declares any word, phrase, clause, sentence or paragraph of this Ordinance unconstitutional, such ruling shall not affect the remaining words, phrases, clauses, sentences and paragraphs of this Ordinance, but such invalidated provisions shall be severed from the Ordinance and its remaining contents shall stand.

So Ordained, this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Jim Millirons, Mayor

ATTEST:

\_\_\_\_\_  
Evyonne Browning, City Clerk

APPROVED AS TO FORM

\_\_\_\_\_  
Laurel E. Henderson,  
City Attorney

**AN ORDINANCE TO AMEND ARTICLE VI, FINANCE, IN THE CODE OF ORDINANCES FOR THE CITY OF MORROW, GEORGIA BY ESTABLISHING A PURCHASING POLICY AS ATTACHED HERETO AND INCORPORATED HEREIN.**

**WHEREAS:** The City Charter designates the City Manger as the purchasing agent for the City and authorizes the Mayor and Council to require competitive bids on purchases under such rules and regulations as they may from time to time prescribe; and

**WHEREAS:** The implementation of purchasing policies requires the cooperation and assistance of all City Departments; and

**WHEREAS:** Some of the objectives of establishing purchasing policies include obtaining the highest quality of goods and services for the lowest cost, and ensuring competitive bidding and fair play in the purchase of goods and services; and

**WHEREAS:** State and Federal laws must also be taken into consideration when advertising for bids and expending grant funds; and

**WHEREAS:** The City desires to amend the Code of Ordinance, Article VI, Finance, by incorporating a Purchasing Policy and establishing rules and regulations for same; and

**WHEREAS:** This Ordinance shall become effective upon its adoption.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF MORROW HEREBY ORDAINS** that Article VI, Finance, is hereby readopted and approved with the following changes as attached hereto and incorporated herein by reference.

**SO ORDAINED AND EFFECTIVE** this the 9<sup>th</sup> day of February, 2010

\_\_\_\_\_  
Jim Millirons, Mayor

Attest:

\_\_\_\_\_  
Evyonne Browning, City Clerk  
(Seal)

# Purchasing Policies

## City of Morrow, Georgia

### **Chapter 1:**

#### **1.1 Purpose:**

The purpose of these purchasing policies is to maximize the value of public funds and to contribute to the services provided to the citizens of Morrow.

#### **1.2 Authority:**

The authority and responsibility for purchasing in the City of Morrow reside with the City Manager. However, these policies require the cooperation and assistance of all City Departments.

#### **1.3 Objectives:**

The objectives of these purchasing policies are as follows:

- (1) To obtain the highest quality of goods for the lowest cost;
- (2) To ensure competitive bidding and fair play in the purchase of goods;
- (3) To work in cooperation with management to reach cost- effective decisions to help managers meet their individual departmental objectives;
- (4) To acquire, maintain and have available on a daily basis those supplies and materials that are routinely required for the operation of a city's services;
- (5) To obtain goods in a timely manner to prevent, whenever possible, unnecessary delays and to always recognize the value of an employee's time;
- (6) To establish vendor relations that are based on fairness, clear communications and goodwill, all of which support a professional relationship that facilitates competitive purchasing in bidding;
- (7) To guarantee compatibility and quality control in purchasing procedures;
- (8) To select products not based solely on price, but on quality, using professional judgment of real value;

(9) To formalize the purchase procedures in a systematic method which maximizes cooperation and collaborated efforts.

## **Chapter 2:**

### **2.1 General Policies and Principles of Conduct:**

It is the policy of the City of Morrow to maintain and practice the highest possible ethical standards in the purchase of goods. This includes fair and equal treatment to all vendors. It is important to maintain confidentiality of bids and price quotes. Prices and other specific information received from vendors will be considered confidential. During negotiations, quotations received from one supplier will not be divulged to another. City employees should make every effort to remain free of any obligations to vendors or potential vendors to the City, except when such an obligation is considered a part of the contract negotiations. In instances where a vendor has received a rejection for a bid or quotation, the reasons will be communicated upon request. Dealings with vendors should be guided by professional courtesy, honesty, and commonsense.

After all quotes or sealed bids have been obtained and/or opened for a specific purchase, the information regarding that purchase, including the bid tabulation, becomes public information and can be reviewed by anyone requesting to do so.

### **2.2 Vendor Relations:**

The City of Morrow will promote a program of fairness with all vendors. Sales personnel will be received as promptly and courteously as time permits. When requested, City employees will direct vendor representatives to the proper personnel in the using department.

Purchases shall not be routinely solicited from suppliers in which any elected or public official of the city is known to hold a pecuniary interest, unless the purchasing agent can demonstrate that no other reliable source of supply is available, and the public officer makes written disclosure of such interest and abstains from participation in the consideration of the purchase. All purchases, regardless of amount, from suppliers in which a public official holds a pecuniary interest shall require the approval of the City Council.

No City employee is required to place his time at the disposal or discretion of sales personnel. However, if an interview is to be denied, such will be acknowledged promptly, along with the reason for not granting the interview and a suggestion will be made to set up an appointment with the appropriate City employee.

### **2.3 Gifts and Gratuities:**

Refer to Personnel Policy 7.08 regarding the acceptance of gifts and gratuities.

## **Chapter 3:**

### **3.1 Financial Policies and Limits:**

The City Manager, in his discretion, may delegate to the department manager the procurement of items having a cost of less than \$1,500.00 as approved in the City budget. All other procurement of equipment, material and supplies for which budgetary approval has been given, having an estimated cost of over \$1,499.00 and not procurable through federal, state or intergovernmental contracts (including, but not limited to the Department of Administrative Services, Georgia Correctional Industries Administration, and GMA Equipment Leasing Programs), shall utilize the rules below. The City Manager, or his designee, may approve and accept purchases having a cost not in excess of \$14,999.00 as approved in the City budget. Purchases of \$15,000.00 or more shall require approval and acceptance by the Mayor and Council in open business session.

All purchases shall be chargeable to the appropriate account of the approved annual balanced budget. Any purchase over \$5,000.00 and not provided for in the budget shall require approval and acceptance by the Mayor and Council in open business session. Any purchase exceeding the budgeted amount shall require the Mayor and Council to amend the budget to reflect such expenditure, either by a transfer of appropriations in any fund among the various accounts within a department.

Rules pertaining to the amount of a purchase determine how that purchase will be handled. The following breakdown represents the policy set forth by the City for handling purchases:

#### **Amount**

**Less than \$1,499**

**\$1,500 - \$4,999**

**\$5,000 - \$9,999**

#### **Requirements**

**One quote (Department Head allowed to purchase)**

**Three quotes (written / telephone / internet – approved by City Manager)**

**Three written quotes must be solicited from vendors – approved by City Manager**

**\$10,000 and up**

**Sealed bids, to be handled by the City Manager or appropriate Department Head – approved by Mayor and Council in open session.**

**3.2 Bid Approval:**

Where all specifications have been met or exceeded, the lowest and best reliable bid shall be approved. Where the lowest bid is not the best reliable bid, the most responsible bid shall be approved, and written documentation shall be maintained explaining why the lower bid was rejected. The city manager, or his designee, may approve and accept purchases having a cost not in excess of \$14,999.00. Purchases of \$15,000.00 or more shall require approval and acceptance by the Mayor & Council.

A responsible bidder is defined as an entity that has the capability in all respects to perform fully the contract requirements and has the integrity and reliability which will assure good faith performance. A responsive bidder is described as an entity who has submitted a bid which conforms in all material respects to the invitation for bids.

**3.3 Telephone quotations, Internet quotation, and Informal Bids - General:**

Purchases of \$1,500.00 to \$4,999.00 require competitive quotes. This is accomplished by either telephone, internet, or written quotations (dependent on estimated cost) and solicited from at least three vendors. The City may solicit bids from the City web site and/or the Georgia Municipal Association website.

**3.4 Telephone and Internet Quotation Option:**

The telephone and internet quotation procedure is available to all departments at their option. Use of this procedure can significantly decrease processing time when goods less than \$1,500.00 are required.

A special form is to be used when soliciting telephone bids (refer to Exhibit A). The form must be completely and accurately filled out. After completing the form and reviewing prices to determine the low bidder meeting the specifications, a purchase order must be prepared. If the recommendation of the using department is not the lowest bidder, then written justification for rejection of the lower bid(s) is required from the originating department. The telephone quotation form is to be attached to the purchase order and returned to the finance officer for review and processing. Internet quotation sheets should be used as the documentation of the solicitation.

### **3.5 Informal Written Bids:**

Informal written bids are required for purchases estimated to be between \$5,000.00 to \$9,999.00 in value. The using department develops complete specifications for the item to be purchased. These specifications are attached to a quotation request form (refer to Exhibit B) which is sent to three or more vendors believed to carry the items desired. A “return date/time” is specified on the quotation request form. Written quotes may be mailed to the requesting department or faxed. On the return date/time, the quotations are tabulated. If no variations from the specifications are indicated, a purchase order can be prepared and forwarded to the Department Head for approval. If there are variations from the specifications, the originating department must determine if the low bid will be accepted. If the recommendation of the using department is not the lowest bidder, then written justification for rejection of the lower bid(s) is required from the originating department.

### **3.6 Legal Responsibility:**

When requesting telephone, internet, or written quotations, you cannot reveal one vendor’s price to another until the bid award has been made, nor can you ask a vendor to revise his price once it is given. However, should a vendor call back before you have completed the telephone quotation process and ask if he can revise his price, this is acceptable. No price revisions will be allowed once the process is completed.

### **3.7 Emergency Purchases:**

If not feasible to call an emergency meeting of the Mayor & Council, the city manager shall be authorized to approve the purchase of equipment, materials and supplies, without obtaining competitive bids, during any emergency situation where such equipment, materials or supplies are required to protect or preserve human life or property, upon the concurrence of the Mayor or in his absence, the Mayor pro tem; provided, however, the facts of any such emergency situation shall be fully documented and a record thereof preserved.

### **3.8 General Information:**

Most purchases for immediate need do not fall within the City’s definition of “emergency purchase.” Therefore, the purchase without any form of competitive bidding for urgently needed materials is not an automatic process. The telephone and internet quotation system allows you to obtain rapid pricing for an urgent need on a competitive basis. If after establishing the price, you determine the order cannot wait until the purchase order is processed, and if the delay may hamper an operational program, follow the procedures as outlined in the Emergency Purchase Procedures.

If the price obtained at any stage in the telephone process is less than \$1,500.00 (and the price is acceptable and considered competitive), you need not solicit additional prices.

Complete the purchase order and process with complete information received to date at that stage. If the price of the lowest bid is \$1,500.00 to \$4,999.00, a written confirmation must be received from the vendor. Purchases of \$5,000.00 or more are not authorized under the telephone or written quotation method.

In determining the lowest and best reliable bid, preference of up to five percent or \$250.00, whichever is least, may be given to manufacturers, distributors, material men and suppliers having local business addresses within the 30260 zip code. Otherwise, as far as may be reasonable and practicable without sacrificing price or quality, preference may be given to Georgia suppliers over out-of-state suppliers. A similar preference may be given to American suppliers over foreign suppliers.

Public Works Projects over \$100,000 are governed by Georgia State Law (HB 1079), which establishes the City, by law, will adhere to the requirements for procurement of public works construction contracts.