



CITY OF STONECREST, GEORGIA

Honorable Mayor Jason Lary, Sr.

Council Member Jimmy Clanton, Jr. – District 1

Council Member Rob Turner- District 2

Council Member Jazzmin Cobble – District 3

Council Member George Turner- District 4

Council Member Tammy Grimes – District 5

CITY COUNCIL VIRTUAL WORK SESSION MINUTES

May 10, 2021, at 6:00 p.m.

Citizen Access: [Stonecrest YouTube Live Channel](#)

I. CALL TO ORDER- Mayor Pro Tem George Turner

II. ROLL CALL: Keidra Harris, Acting City Clerk

III. AGENDA DISCUSSION ITEMS:

- a) Procurement Card Audit Presentation. – Gia, city finance director introduced auditor, Mr. Sonaika, who completed the report. City council requested a transactional audit of all P-cards for users. The purpose of the audit was to review the procurement card use from the period of Jan 2017-Nov 2020. The audit provides clarity on the deficiencies found during the audit, and the city will provide a detailed corrective action plan to present to the council.

There were nine (9) different deficiencies/findings from the report.

- 1) Weak overall control environment
- 2) Un-authorized issuance of cards
- 3) Lack of supporting documentation and approval.
- 4) Lack of proper accounting and reporting
- 5) Alcohol purchases
- 6) Unauthorized gasoline purchases
- 7) Personal expenses
- 8) Lack of procurement card administration
- 9) Systemic breakdown in internal controls

The one most concerning was #3) lack of supporting documentation and approval (i.e., receipts, approvals from the city manager). If you do not have #3, you do not have #4. Number 5, alcohol purchases – is outlawed. Because #3 was missing, you could not determine the extent of number #5 alcohol purchases. Number 6, city has gasoline card for gasoline. Auditor expected the gasoline purchases to be on the gasoline cards.

Number 7, Personal expenses, are not allowed to be used. Needed all invoices but half of the invoices were missing. Procurement policy requires the city manager to reconcile



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cards, reporting of expenses. Auditor did not find this. To sum it up, the main issue is #9, Systemic breakdown of internal controls based on policies and procedures of the manual.

There were eleven (11) recommendations from the report.

General

- 1) A restriction on the use of procurement cards for certain purchases.
- 2) Required documents to accompany each transaction.
- 3) Additional language on the disciplinary action for violation
- 4) Clarification of the city's stance on loyalty points and programs
- 5) Monitoring and oversight
- 6) Noted four recommendations relating to the accounting and financial management of the procurement cards such as
- 7) Frequency of reconciliation to the general ledger
- 8) Approval of the payments for the cards
- 9) Segregation of duties
- 10) Appropriate staffing

Suggest an internal auditor and accountant other positions to help with this process. Minimum staffing level of 5.

Open records requests should go to the open records request email address. Ms. Harris and Ms. Wheeler will receive the requests.

- b) Review of the new charter provisions in light of SB21. – City Attorney. SB 21 was effective 4/1/21. Operating under amendments to the charter. Amendments changed the form of government. Changed from a strong mayor form of government to council manager form of government. Significant changes addressed in this meeting. Section 2.01 of the charter, which changes the council dynamic. Mayor is a member of the city council but is a non-voting member of the city council. Brings Stonecrest in line with other city governments. In most city governments, the mayor votes to break a tie. Section 2.02. Council now has term limitation requirements. Partial terms do not count. Section 2.03 of the charter addresses disqualifications for missing meetings. Accidents, emergencies are now reasons to miss council meetings. Attorney interprets the language to include the mayor and council members since the mayor is a member of the council. Must report absence to City Clerk. In Section 2.09 of the charter, the mayor is no longer the presiding officer at meetings of the city council but sets the agenda of city council members. Two members of council can add additional items to the agenda. Section 2.10 of the charter, three council members constitute a quorum. The major constitutes a quorum. Need to change this because you could have a quorum where action cannot be taken if the mayor presents a quorum. Section 2.11 gives the council power to establish and appoint members to commissions, boards of the city and gives a timeframe of 30 days to establish these committees. Mayor is ceremonial head of the city instead of the major appointing city officers, commissions, and boards.



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Section 2.12 of the charter, states who are the officers of the city (city manager, acting city manager, attorney, clerk, tax collector, finance director, internal auditor, municipal court judge). Section 2.14 of the charter states members of commissions and boards are appointed by the city council, previously appointed by the mayor. Attorney suggest the council establishes an ordinance that provides procedures or a process as to how the council will appoint city officers and exercise its appointment powers. Section 3.01 provides the power and duties of the mayor. Powers previously held by the mayor are no longer under the mayor but are now under the city council. The mayor and city council serve in a part-time capacity. Section 3.02 of the charter creates new rules for the office of the city manager. City manager must be an employee of the city, not a contractor. Mayor must nominate a candidate for city manager. City council must appoint a city manager within 90 days unless the council says otherwise and extends the time. Cannot create positions to perform the city manager functions. Section 3.03 of the charter states the general assembly intends to establish a council manager form of government. City manager is the chief executive of the city. City manager responsible for hiring and firing city employees. City council deals with employees through the city manager. Mayor has no authority in relation to the day-to-day operations of the city government. City manager provides monthly financial updates to the city council. Mayor pro tempore asked about merging the old charter with the new charter changes in one document. Charter review committee referenced in the charter get one complete charter completed. A separate commission to look at the combining of the two documents, the home rule. Need to talk about Stonecrest boarder issues. Will talk about four committees. Include citizens, city employees, attorneys in development of these documents. Suggests the legal team or firm merge the documents since they involve laws. Mayor pro tempore suggested attorney bring this issue up at next work session on 5/24/21.

- c) Re-opening plan for Parks and Recreation Facilities – Mr. Riley presented plan for reopening of parks and facilities at Browns mill. Phased approach to reopening based on the covid numbers and recommendations from Board of Health, 50-75% approach, recommending CDC guidelines. Phase 1 -25% opening all passive parks and open space areas. Third approach opening of Browns mill aquatic center. During Memorial Day weekend. 300 or less by Labor Day. Suggest holding off on festivals for the year to get use to events and being in the park. Council asked director to consider the Stonecrest Fest and the Georgia Kangaroo. Director states everyone needs to agree and be on the same page, vendors, police, city, etc. If 300 or less, would consider. If 300 or more, would not consider or advise. No events of more than 300. Kangaroos is an approved project, looking for a space to play basketball. Lease agreement is in place now. Parks must be approved to be reopened to move forward with the lease. Lease agreements go through the city manager’s office. The attorney will review before presented to mayor and council for approval. Basketball group will not be using facilities this year. Still negotiating contract. City council
- d) Community Improvement Districts (CIDs) -



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- e) Update on the Issuance of Special Events Permits – Ms. Jackson -People calling and wanting to have large special events. Mr. Summerbell gave report out. Trying to follow CDC guidelines regarding events. CDC and Governor is loosening their recommendations. Seek out guidance on what to do to proceed. Suggest following parks and recreation using a phased approach. Phase 1-50 people or less up to Memorial Day, phase 2- fourth of July- 50 or less, phase 3- Labor Day, 100 or less. Thinks its not practical to be the police, code enforcement would police events. Tucker and other jurisdictions are considering what to do as well.
- f) Urban Redevelopment Authority Appointments – Mayor protem to discuss three appointments of six members for urban redevelopment. Two members appointed one year, two members appointed two years and two members appointed three years. Not sure when terms expire for members. Council can choose the expiration of the period for the two members. Three-year appointment for six members. Can amend the resolution to provide clarity. Stagger every year. Two cover one year, two covers two-year appointment and two cover three years. Will vote at next council meeting. Suggest a chair. URA will appoint the chair. Mayor recommends a chair, the URA accepts or rejects the chair. URA can amend the by-laws, but council can modify them. Council will ask the URA to submit by-laws to the council for approval.
- g) Appointments to Zoning Board of Appeals. – can you find resolution establishing appointment of zoning board of appeals? City manager, Ms. Jackson states Mr. Denmark reviewed the info and will provide an update. Mayor pro tem states there was an effort to reappointment the board but there were no appointments. The council will need to amend the resolution to amend expiration dates and official dates if there are no expiration dates. The terms continue until they are replaced.
- h) Appointments to Planning Commission. – topic on the Dec 28th agenda. Need to know the original resolution establishing the commission, the expiration date of each one and who made the appointment. They have two-year terms, district specific. Expire Dec 28th and April. Mayor pro tem states if you can't find resolution or documents, council needs to amend the expiration dates.
- i) Continuation of discussion of committees: - committees have to be reconstituted in Dec of each year. asked people if they wanted to volunteer to participate on the committee. If so, contact council member. Asked for background bio to consider them for the committees. Get names and send them in for the four committees by next Mon. 5/17/21.
- j) Committees
 - a. SPLOST – oversight/advisory committee. Must be a citizen of Stonecrest. Advise city council on use and activities of these funds. Will take anyone who has an interest in this issue.
 - b. Parks and Recreation Board – city advisory board - needs to be district specific from those boards. One member from each district and two members at large and two council members.
 - c. Finance committee – Is not district specific. Need someone with great number and planning skills and willing to work.



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- d. Community Improvement District (CID) – businesses taxed themselves to create a CID. East metro CID have personnel who will clean up the areas in Stonecrest. Proposing funds be directed for the city of Stonecrest. Reactivate this committee to get a CID for the city of Stonecrest and city council taking part in the east metro CID. East metro CID covers a huge part of the city of Stonecrest, northern portion, I20. Talk to staff about how to best approach the CID. Can develop own CID, join east metro CID, or have an overarching CID that includes east metro and Stonecrest. People will not be willing to pay taxes for the same services.
- k) Date(s) for Zoning Code Updates Discussion
- Saturday, May 22, 9:30 a.m., – 1:30p.m. - Tentative
- Mon. May 24, 4:00 – 6:00 and Tues. May 25, 6:00 – 8:00

IV ADJOURN.

Mayor Pro Tem, George Turner - adjourned the meeting at 9:50 p.m.

Americans with Disabilities Act

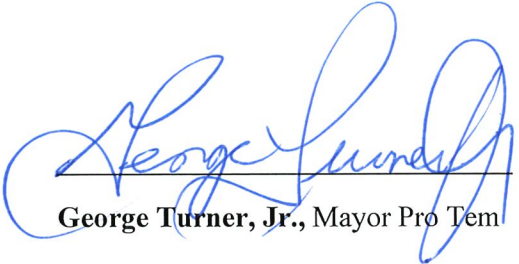
The City of Stonecrest does not discriminate on the basis of disability in its programs, services, activities and employment practices.

If you need auxiliary aids and services for effective communication (such as a sign language interpreter, an assistive listening device or print material in digital format) or reasonable modification to programs, services or activities contact the ADA Coordinator, Megan Reid, as soon as possible, preferably 2 days before the activity or event.

Approval - of the May 10, 2021, Work Session Minutes

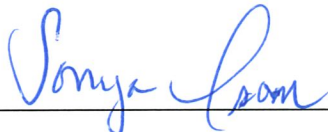
SO APPROVED this 28 day of June, 2021.

CITY OF STONECREST, GEORGIA:



George Turner, Jr., Mayor Pro Tem

ATTEST:



Sonya Isom, Deputy City Clerk

