



## CITY OF STONECREST, GEORGIA

### CITY COUNCIL MEETING – AGENDA

3120 Stonecrest Blvd., Stonecrest, GA 30038

Monday, March 27, 2023 at 6:00 PM

*Mayor Jazzmin Cobble*

*Council Member Tara Graves - District 1      Council Member Rob Turner - District 2*

*Council Member Alecia Washington - District 3      Mayor Pro Tem George Turner - District 4*

*Council Member Tammy Grimes - District 5*

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

**I. CALL TO ORDER:** George Turner, Mayor Pro-Tem

**II. ROLL CALL:** Sonya Isom, City Clerk

**III. INVOCATION**

**IV. PLEDGE OF ALLEGIANCE**

**V. APPROVAL OF THE AGENDA**

**VI. REVIEW AND APPROVAL OF MINUTES**

**a.** Approval of Meeting Minutes - January 23, 2023

**b.** Approval of Meeting Minutes - February 27, 2023

**VII. PUBLIC COMMENTS**

*Citizens wishing to make a public comment may do so in person. Citizens may also submit public comments via email to [cityclerk@stonecrestga.gov](mailto:cityclerk@stonecrestga.gov) by 2 pm on the day of the meeting to be read by the City Clerk.*

*All members of the public wishing to address the City Council shall submit their name and the topic of their comments to the city clerk prior to the start of any meeting held by the City Council.*

*There is a two (2) minute time limit for each speaker submitting or reading a public comment. Individuals will be held to established time limits.*

## VIII. CONSENT AGENDA

- a. For Decision** - Retention Schedules for the Municipal Court of the City of Stonecrest - *Chief Judge Curtis Miller and Mallory Minor*
- b. For Decision** - Arbor Day and Earth Day Events - *Benjamin Dillard*
- c. For Decision** - 2022 Street Paving - ER Snell Contract Change Order Request - *Hari Karikaran*

## IX. PUBLIC HEARINGS

*Citizens wishing to participate and comment during the public hearing portion of the meeting may comment in person. You may also submit your request including your full name, address, position on the agenda item you are commenting on (for or against) via email to [cityclerk@stonecrestga.gov](mailto:cityclerk@stonecrestga.gov) by 2 pm the day of the Public Hearing to be read into the record at the meeting. A zoom link for the meeting will be sent to you.*

*When it is your turn to speak, please state your name, address and relationship to the case..*

*There is a ten (10) minute time limit for each item per side during all public hearings. Only the applicant may reserve time for rebuttal.*

## X. APPOINTMENTS

## XI. REPORTS & PRESENTATIONS

## XII. OLD BUSINESS

- a. For Decision** - TMOD 22-012 Animal Exhibition - *Ray White*
- b. For Decision** - SDP 22-00015 The Enclave at Arabia Mountain - *Ray White*

## XIII. NEW BUSINESS

- a. For Decision** - Moratorium for Public Storage Extension - *Mayor Pro Tem George Turner*
- b. For Decision** - Moratorium for Truck Gravel Parking Lots Extension - *Mayor Pro Tem George Turner*
- c. For Decision** - Intergovernmental Agreement with Stonecrest Development Authority - *Mayor Jazzmin Cobble*
- d. For Decision** - GMA City of Ethics Resolution - *Mayor Jazzmin Cobble*
- e. For Discussion** - Updated City Event Calendar - *Benjamin Dillard & LaTonya Ashley*
- f. For Decision** - Major Plat Approval - *Ray White*
- g. For Decision** - Community Development Software Vendor - *Gia Scruggs*

**h.** **For Decision** - Enterprise Resource Planning System Vendor Recommendation - *Gia Scruggs*

**XIV. CITY MANAGER UPDATE**

**XV. MAYOR AND COUNCIL COMMENTS**

**XVI. EXECUTIVE SESSION**

*(When an executive session is required, one will be called for the following issues: 1) Personnel, 2) Litigation, 3) Real Estate)*

**XVII. ADJOURNMENT**

*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, Sonya Isom, as soon as possible, preferably 2 days before the activity or event.*



**CITY OF STONECREST, GEORGIA**

**CITY COUNCIL MEETING – MINUTES**

**3120 Stonecrest Blvd., Stonecrest, GA 30038**

**Monday, January 23, 2023 at 6:00 PM**

*Mayor Jazzmin Cobble*

*Council Member Tara Graves - District 1      Council Member Rob Turner - District 2*

*Council Member Alecia Washington - District 3      Mayor Pro Tem George Turner - District 4*

*Council Member Tammy Grimes - District 5*

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

**I. CALL TO ORDER:** George Turner, Mayor Pro-Tem

The meeting began at 6:07 pm.

**II. ROLL CALL:** Sonya Isom, City Clerk

All members present.

**III. INVOCATION**

Lead by Councilmember Rob Turner.

**IV. PLEDGE OF ALLEGIANCE**

**V. APPROVAL OF THE AGENDA**

Mayor Pro Tem George Turner requested the Parks LED Lighting Vendor Recommendation item be moved from Consent Agenda and placed under New Business, item C. He also added a presentation by Mayor Jazzmin Cobble under Reports and Presentations.

Mayor Cobble asked that Executive Session be moved up, after Public Comments.

**Motion** - made by Councilmember Rob Turner to approve the agenda with the stated changes and modifications. Councilmember Tammy Grimes seconded.

**Motion passed unanimously.**

**VI. REVIEW AND APPROVAL OF MINUTES**

- a. Approval of Meeting Minutes - December 27, 2022

**Motion** - made by Councilmember Tammy Grimes to approve the December 27, 2022 meeting minutes as presented. Councilmember Rob Turner seconded.

**Motion passed unanimously.**

## VII. REPORTS & PRESENTATIONS

Mayor Jazzmin Cobble presented Councilmember Rob Turner with a Certificate of Achievement from GMA. This certificate was for successfully completing requirements through the Harold F. Holtz Municipal Training Institute and also completing 72 hours of continuing education as an elected official.

## VIII. PUBLIC COMMENTS

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**Cynthia Chambry** – Introduced herself as a new city resident and business owner of the Early Literacy Development Agency located in New Black Wall Street.

**Malaika Wells** – Mrs. Wells is President of the Stonecrest Citizens Coalition. She thanked council for the robust discussion at the January 9, 2023 Work Session, specifically Councilmembers Rob Turner and Alecia Washington for comments regarding Extended Stay Facilities. She asked that committee meetings continue to be broadcast and streamed and she expressed concerns about ARPA funds being given to DeKalb County School District, suggesting funds would be better used by local and county non-profits. Mrs. Wells stated she supports option one (1) in regard to the Ethics Board and that she is disappointed the Charter Review Commission is not on tonight's agenda and would like confirmation on when members will be appointed. Mrs. Wells also asked that URA facts be published on the city's website and that the public comment time be extended to three (3) minutes.

**Charles Harper** – The beginning of Mr. Harper's statement was not captured as the microphone was not on. He mentioned concerns regarding rental assistance and small businesses getting grant money. Mr. Harper stated he would like rental assistance.

**Faye Coffield** – Mrs. Coffield is concerned about ARPA funds going to the Board of Education. She would like the city to set up CPR training and would also like to see signs that indicate where AED machines are located. Mrs. Coffield is also concerned about ARPA money going to Piedmont College and would like to know what this money would be used for. Mrs. Coffield asked that the city hire off duty police officers to patrol.

**Patricia Avery** – Mrs. Avery has a business in the City of Stonecrest and wanted to introduce

herself. She appreciates the New Black Wall Street being in Stonecrest.

Mayor Pro Tem George Turner gave a brief response to the public comments.

## IX. EXECUTIVE SESSION

*(When an executive session is required, one will be called for the following issues: 1) Personnel, 2) Litigation, 3) Real Estate)*

**Motion** – made by Councilmember Rob Turner to move into Executive Session for litigation and personnel matters. Councilmember Tammy Grimes seconded.

**Motion passed unanimously.**

**Motion** – made by Councilmember Tammy Grimes to exit Executive Session and return to the scheduled Council Meeting. Councilmember Tara Graves seconded.

**Motion passed unanimously.**

**Motion** – made by Councilmember Rob Turner to approve the minutes from Executive Session. Councilmember Tara Graves seconded.

**Motion passed unanimously.**

## X. PUBLIC HEARINGS

*Citizens wishing to participate and comment during the public hearing portion of the meeting may comment in person. You may also submit your request including your full name, address, position on the agenda item you are commenting on (for or against) via email to cityclerk@stonecrestga.gov by 2 pm the day of the Public Hearing to be read into the record at the meeting. A zoom link for the meeting will be sent to you.*

*When it is your turn to speak, please state your name, address, and relationship to the case.*

*There is a ten (10) minute time limit for each item per side during all public hearings. Only the applicant may reserve time for rebuttal.*

### a. Public Hearing - SLUP-22-007 6505 Charter Way - Keedra Jackson

Keedra Jackson, Deputy Planning and Zoning Director, gave a presentation. The applicant is Tonette Spencer. A SLUP is recommended to operate a short-term rental. Ms. Jackson gave a review of the supplemental regulations, including measurements of the home. Staff's recommendation was approval with conditions. Conditions are listed in the packet and were read at the meeting.

**Motion** – made by Councilmember Rob Turner to open public hearing on SLUP 22-007, 6505 Charter Way. Councilmember Tammy Grimes seconded.

**Motion passed unanimously.**

The applicant, Tonette Spencer, thanked Council for the opportunity to help those in need and explained some features of the short-term rental property.

No one spoke in opposition to this item.

No one spoke in favor of this item.

**Motion** – made by Councilmember Rob Turner to close the public hearing on SLUP 22-007, 6505 Charter Way. Councilmember Tammy Grimes seconded.

**Motion passed unanimously.**

**b. For Decision-** SLUP-22-007 6505 Charter Way - *Keedra T. Jackson*

Councilmember Tammy Grimes questioned plans to secure the cracked pavement, as well as the number of cars that can park in the driveway. Ms. Spencer confirmed she has attempted to fill the cracks, but they have reappeared. She also stated there is enough parking for three or four cars on the parking slab and that there is no parking on the grass. Councilmember Tammy Grimes asked the owner to remain committed to repairing the parking slab.

Mayor Pro Tem George Turner stated the home has two (2) bedrooms and the number of occupants for an overnight stay is no more than four (4) adults. The applicant added there is a bonus room on the property located on the lower level that is used for a sitting area. The restrictive hours are 10pm - 7am.

**Motion** – made by Councilmember Tara Graves to approve SLUP 22-007 6505 Charter Way with stated conditions. Councilmember Rob Turner seconded.

**Motion passed unanimously.**

**c. Public Hearing** - SLUP 22-008 3434 Bleckley Drive - *Keedra Jackson*

Keedra Jackson, Deputy Planning and Zoning Director, gave a presentation. The applicant is Charmaine Hancock. Staff recommends approval with conditions, as listed in the packet. It was approved by the Planning Commission on November 8, 2022. There was a review of supplemental regulations, zoning conditions and staff recommendations.

**Motion** – made by Councilmember Tammy Grimes to open public hearing on SLUP 22-008 3434 Bleckley Drive. Councilmember Tara Graves seconded.

**Motion passed unanimously.**

The applicant was not present.  
No one spoke in favor of the item.  
No one spoke in opposition of the item.

Councilmember Tammy Grimes requested condition number ten get read into the record. Mayor Cobble asked if the applicant was required to renew annually. Deputy Director Jackson stated if there is no violation, the applicant may continue with the SLUP. If a violation occurs in the 1<sup>st</sup> year, the SLUP is voided, and the applicant must reapply after one year.

**Motion** – made by Councilmember Tammy Grimes to close public hearing on SLUP 22-008 3434 Bleckley Drive. Councilmember Rob Turner seconded.

**Motion passed unanimously.**

**d. For Decision** - SLUP-22-008 3434 Bleckley Drive - *Keedra T. Jackson*

Deputy Director Jackson stated that she spoke with the applicant and confirmed the meeting date and time but unfortunately, the applicant is not in attendance.

Councilmember Tammy Grimes stated she did not hear condition number ten (10) read by Ms. Jackson into the record. Ms. Jackson read condition number ten (10) into the record.

Mayor Cobble asked about a sentence in the staff report stating there shall be one year for a special land use duration due to the historical nature of this use in the residential setting. Keedra Jackson provided background and history of the subdivision. Staff is comfortable with the conditions they have recommended. Mayor Cobble asked if the use of historical nature in this context means past activity. Ms. Jackson stated that was correct and that it means past and/or frequent activity.

**Motion** – made by Councilmember Tammy Grimes to approve SLUP 22-008 3434 Bleckley Drive with staff recommended conditions. Councilmember Tara Graves seconded.

**Motion passed unanimously.**

**e. Public Hearing** - SLUP 22-009 1805 Springhill Cove - *Keedra Jackson*

Keedra Jackson, Deputy Planning and Zoning Director, gave a presentation. The applicants are Beris and Mevetta Henry. The applicants are seeking a SLUP to operate a Personal Care Home. The Planning Commission approved this item November 8, 2022. Deputy Director Jackson gave a review of the Personal Care Home regulations and general requirements. Staff recommends approval with conditions, as read at the meeting, and listed in the packet.

**Motion** – made by Councilmember Tara Graves to open public hearing for SLUP 22-009 1805 Springhill Cove. Councilmember Rob Turner seconded.

**Motion passed unanimously.**

Applicant, Beris Henry, spoke and stated Mrs. Mevetta Henry was working and could not attend the meeting. He stated that his wife, himself, and their daughter, who is a nurse, all work together to provide a service and have a passion for people.

No one spoke in favor of this item.

No one spoke in opposition of this item.

**Motion** – made by Councilmember Tara Graves to close the public hearing on SLUP 22-009 1805 Springhill Cove. Councilmember Rob Turner seconded.

**Motion passed unanimously.**

**f. For Decision**- SLUP-22-009 1805 Spring Hill Cove - *Keedra Jackson*

Councilmember Tammy Grimes asked for clarification on which subdivision the property is located in. The applicant confirmed the home is located in Rogers Crossing Subdivision.



Mayor Cobble asked for clarification on condition number six (6). Ms. Jackson stated she was unsure why the condition was included and offered an apology. She stated the goal was to make sure the applicant had secured all of the necessary certifications to operate this use. Mayor Cobble would like to ensure the requirement is related to the state certification as they will get a certification based on the number of occupants or patients. Ms. Jackson confirmed the certification is for four (4) applicants. She also discussed the condition and read it into record as "the applicant shall secure the necessary certification by the State of Georgia and the necessary business license, building permits and certification of occupancy". Ms. Jackson will amend number six (6) to end at certification of occupancy.

Councilmember Tammy Grimes asked if the residents will be seniors with disabilities and if they will be mobile and going in and out of the property. Mr. Henry stated yes. Councilmember Tammy Grimes asked if the yard is fenced and if there will be a need for van assistance or transportation. Mr. Henry stated no to both questions.

**Motion** – made by Councilmember Rob Turner to approve SLUP 22-009 1805 Springhill Cove with conditions stated, as well as number six (6). Councilmember Tara Graves seconded.

**Motion passed unanimously.**

**g. Public Hearing** - SLUP-22-012 7173 Covington Highway - *Keedra T. Jackson*

Keedra Jackson, Deputy Planning and Zoning Director, gave a presentation. The applicant is Dion Robinson and she is requesting a SLUP to operate as a late-night establishment. Ms. Jackson stated that due to the number of community members that attended the Planning Commission meeting on January 3, 2023, there was concern by the Commissioners that the item needed to return to staff, as well as to the CPIM. She stated the applicant did attend the previous meeting on last Thursday. Because of the concerns, staff is asking for a full cycle deferral.

**Motion** – made by Councilmember Tammy Grimes to support a full cycle deferral and hold the public hearing at this time. Councilmember Rob Turner seconded.

**Motion passed unanimously.**

**h. For Decision** - SLUP-22-012 7173 Covington Highway - *Keedra T. Jackson*

Full Cycle Deferral.

**i. Public Hearing** - TMOD-22-012 Sea Quest - *Keedra T. Jackson*

Keedra Jackson, Deputy Planning and Zoning Director, gave a presentation. Ms. Jackson stated the establishment has requested to extend the number of animals or the type of animals in the establishment and that there was concern the operation may not comply. After meetings with the City Manager and Sea Quest, staff felt it was necessary to write a text amendment to bring the establishment into compliance. Ms. Jackson outlined the staff's recommendations in the text amendment and clarified that this item was presented by staff and there is no applicant. She also stated staff's recommendation is approval of this item.

**Motion** – made by Councilmember Tara Graves to open public hearing on SLUP 22-012 7173 Covington Highway. Councilmember Tammy Grimes seconded.

**Motion passed unanimously.**

No one spoke in favor of this item.

Those in opposition of this item are as follows:

Julie Robertson  
Dana Davis  
Christopher Eubanks  
Faye Coffield

**Motion** – made by Councilmember Rob Turner to close the public hearing on SLUP 22-012 Sea Quest. Councilmember Tara Graves seconded.

**Motion passed unanimously.**

**j. For Decision - TMOD-22-012 Sea Quest - Keedra T. Jackson**

Mayor Pro Tem George Turner inquired about the name of the item being TMOD 22-012 Sea Quest and stated that the text amendment would apply to anyone with an animal exhibition within the bounds of Stonecrest, therefore the item could have moved forward without the name Sea Quest. Ms. Jackson agreed and stated it was staff's decision to put that name in reference to the discussion that had been going back and forth with the attorney's office and city manager. Mayor Pro Tem Turner clarified Sea Quest is what triggered the item but it is for the proper zoning.

Mayor Pro Tem George Turner stated that any violations of the rules they put in place belong to another area and not in this arena, on this evening, and will be dealt with in another manner.

Councilmember Rob Turner asked if there are any other businesses looking to bring indoor or outdoor animal exhibitions to this area. Ms. Jackson stated that staff has not been contacted with such desires. Councilmember Turner asked what kinds of regulations are being utilized to secure safety or health issues for our citizens visiting these exhibitions at Sea Quest. Ms. Jackson stated that the State of Georgia has regulations that businesses such as this would have to follow and that they are enforcing those regulations on this type of use. She also stated that they have the wildlife animal ordinance that is regulated by the State of Georgia that Stonecrest will adhere to or follow. Councilmember Rob Turner asked if Staff had received any reports from those organizations. Ms. Jackson stated that she had not. Ms Jackson also asked to respond to Faye Coffield's questions and named the type of animals that are there. She clarified that the State of Georgia also has a list of animals that are permitted at any indoor animal exhibition, and she will share that document with council.

Mayor Cobble asked for clarity in the ordinance on the supplemental regulation pertaining to outdoor animal exhibitions and what staff is requesting written permissions for. Ms. Jackson agreed to make clarifications. Ray White, Planning and Zoning Director, stated that permission has to come from the owner to the city, to operate an animal exhibition if the exhibitor is not the owner.

Councilmember Tammy Grimes asked for confirmation that council is dealing with two different issues, with one being the TMOD and the other would be the business. She asked if it was council's business to deal with the TMOD. Ms. Jackson stated she was correct.

**Motion** – made by councilmember Tara Graves to defer TMOD 22-012 Sea Quest to the February 27th council meeting for decision only. Councilmember Tammy Grimes seconded.

**Motion passed unanimously.**

**XI. CONSENT AGENDA**

**XII. APPOINTMENTS**

**a. For Decision - URA Appointments, District 5 and Office of Mayor - Mayor Pro Tem George Turner**

Recommending members for District 5 and Office of Mayor be replaced or reappointed. Mayor Cobble gave clarity that council is appointing citizens and not council members.

Attorney Thompson confirmed terms are for three (3) years, beginning January 2023 and ending December 2025. Preamble was also read by Attorney Alicia Thompson.

**Motion** – made by Councilmember Rob Turner to approve the appointment of two members: District 5, Tammy Grimes and office of the Mayor, Jazzmin Cobble to the URA. Councilmember Tara Graves seconded.

**Motion passed unanimously.**

**b. For Decision - Committees, Boards, Commissions and Agency Membership - Mayor Pro Tem George Turner**

Mayor Pro Tem George Turner gave an introduction of the item and discussed membership. He stated resolutions will be completed by adding the member names. There was also a review of each Committee/Board.

**Motion** – made by Councilmember Tammy Grimes to reappoint Harden Lark to the Construction Board of Appeals. Councilmember Rob Turner seconded.

**Motion passed unanimously.**

**Motion** – made by Councilmember Rob Turner to approve stated members to the SPLOST committee. Councilmember Tara Graves seconded.

**Motion passed unanimously.**

Mayor Pro Tem stated committees should be chaired by a Councilmember, who can appoint someone else. Councilmember Rob Turner will take the lead on the SPLOST committee.

**Motion** – made by Councilmember Rob Turner to accept the stated members to the CID committee. Councilmember Tara Graves seconded.

**Motion passed unanimously.**

Councilmember Tara Graves will take the lead on the CID committee and call the 1<sup>st</sup> meeting to order.

**Motion** – made by Councilmember Tara Graves to accept the stated members of the Parks and Recreation committee with replacement member Omari Barrow. Councilmember Tammy Grimes seconded.

**Motion passed unanimously.**

Councilmember Alecia Washington will call the 1<sup>st</sup> Parks and Recreation meeting to order and elect officers.

**Motion** - made by Councilmember Tammy Grimes to approve the stated members of the Finance Oversight Committee. Councilmember Tara Graves seconded.

**Motion passed unanimously.**

Mayor Pro Tem George Turner will call the 1<sup>st</sup> meeting to order and elect officers.

**Motion** – made by Councilmember Rob Turner to approve the Transportation Committee members that have been reappointed and replaced. Councilmember Tammy Grimes seconded.

**Motion passed unanimously.**

Councilmember Tara Graves requested Darien Senior be removed from this committee. Councilmember Tammy Grimes will call this meeting to order and elect officers.

**Motion** – made by Councilmember Tammy Grimes to reappoint the slate of Zoning Board of Appeals members. Councilmember Tara Graves seconded.

**Motion passed unanimously.**

**Motion** – made by Councilmember Tammy Grimes to accept the slate of Planning Commission appointees. Councilmember Tara Graves seconded.

**Motion passed unanimously.**

**Motion** – made by Councilmember Tammy Grimes to defer the final constitution of the Economic Development Committee to the Special Called meeting on January 31, 2023. Councilmember Tara Graves seconded.

**Motion passed unanimously.**

Economic Development Director William Smith hopes to have a kickoff meeting in February. Attorney Alicia Thompson confirmed all city committees should have two council members. Council will later consider the Ethics Board, Alcohol Review Board, and Film and Entertainment Committees. Attorney Thompson stated that per title 66 from URA law, it is stated that the Mayor or Board can designate a Chair for the committee.

Mayor Pro Tem George Turner confirmed committees are required to meet quarterly and it is not mandatory for the meetings to be broadcast.

### XIII. OLD BUSINESS

#### a. **For Decision** - Film Permit Text Amendment - 2nd Read - *William Smith*

Second read of the preamble was completed by the City Clerk.

**Motion** – made by Councilmember Rob Turner to approve the Film Permit Text Amendment. Councilmember Tammy Grimes seconded.

**Motion passed unanimously.**

### XIV. NEW BUSINESS

#### a. **For Decision** - Resolution Appointing DeKalb County to Conduct the City of Stonecrest General Election - *Sonya Isom*

Sonya Isom, City Clerk, introduced the item and read the preamble.

**Motion** – made by Councilmember Rob Turner to approve the resolution appointing DeKalb County to conduct the City of Stonecrest General Election. Councilmember Tara Graves seconded.

**Motion passed unanimously.**

#### b. **For Decision** - Resolution to Set Qualifying Dates and Fees for the November 7, 2023 General Election - *Sonya Isom*

Sonya Isom, City Clerk, gave an introduction of the item and read the preamble of the resolution.

**Motion** – made by Councilmember Tammy Grimes to accept the resolution to set qualifying dates and fees for the November 7, 2023, General Election. Councilmember Rob Turner seconded.

**Motion passed unanimously.**

#### c. **For Decision** - Parks LED Lighting Vendor Recommendation - *Gia Scruggs*

Gia Scruggs gave an introduction of the item. Leisure Services identified a need for LED lighting. Musco Sports Lighting is the vendor recommendation. The total cost is \$374,211.00 and the fund source is ARPA funds. Ms. Scruggs is recommending approval.

Councilmember Tara Graves asked if additional funds were allocated to Parks and Rec on top of what is already been discussed. Ms. Scruggs confirmed that this is a portion of the funds already allocated.

**Motion** – made by Councilmember Rob Turner to approve the Parks LED Lighting vendor recommendation. Councilmember Tara Graves seconded.

**Motion passed unanimously.**

## **XV. CITY MANAGER UPDATE**

Gia Scruggs, Acting City Manager, stated she was excited to get started on FY23 budget and all that is in store. She will be bringing additional recommendations for ARPA spending to council soon based on survey results and staff recommendations. She encouraged everyone to visit the City of Stonecrest website for job opportunities and upcoming city events. She stated as of the beginning of January, the city has a total of 47 employees.

## **XVI. MAYOR AND COUNCIL COMMENTS**

**District 1 Tara Graves** - no additional comments

**District 2 Rob Turner** - Happy New Year and he's excited about the direction we are moving in as a city. He stated this will be our best year yet.

**District 3 Alecia Washington** - Very excited about moving forward in 2023!

**District 5 Tammy Grimes** - To all educators in Stonecrest and in general, hang in there! We're going to get to the finish line in May. She stated educators are gearing up for Georgia Milestones in April, so she needs all students, parents, guardians, stakeholders, everybody who has a child or supports a child to understand what goes on in the schoolhouse. She asked that you come and give your support and make sure that your students know how to write.

**Mayor Cobble** - Reminder to the residents of Stonecrest that County Commissioner Marita Davis Johnson is hosting a legislative Town Hall tomorrow with legislators and invited everyone out to participate tomorrow at 6 pm, Lou Walker Center in the City of Stonecrest.

**Mayor Pro Tem George Turner** - We are having a Special Called Meeting January 31, 2023, at 6:00 pm.

## **XVII. ADJOURNMENT**

**Motion** – made by Councilmember Tammy Grimes to adjourn. Councilmember Rob Turner seconded.

**Motion passed unanimously.**

The meeting ended at 9:21 pm.

### Americans with Disabilities Act

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**CITY OF STONECREST, GEORGIA**

**CITY COUNCIL MEETING – MINUTES**

**3120 Stonecrest Blvd., Stonecrest, GA 30038**

**Monday, February 27, 2023 at 6:00 PM**

*Mayor Jazzmin Cobble*

*Council Member Tara Graves - District 1    Council Member Rob Turner - District 2*

*Council Member Alecia Washington - District 3    Mayor Pro Tem George Turner - District 4*

*Council Member Tammy Grimes - District 5*

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

**I. CALL TO ORDER:** George Turner, Mayor Pro-Tem

The meeting began at 6:03 pm.

**II. ROLL CALL:** Sonya Isom, City Clerk

All members present with Mayor Cobble arriving after roll call.

**III. INVOCATION**

Lead by Councilmember Rob Turner.

**IV. PLEDGE OF ALLEGIANCE**

**V. APPROVAL OF THE AGENDA**

Mayor Pro Tem George Turner asked to move the Ethics item from Old Business item A to the last item on the agenda under New Business, item I.

**Motion** - made by Councilmember Tammy Grimes to approve the agenda with the suggested changes. Councilmember Tara Graves seconded.

**Motion approved unanimously.**

**VI. REVIEW AND APPROVAL OF MINUTES**

a. Approval of Meeting Minutes - January 23, 2023

**Motion** - made by Councilmember Tara Graves to defer the January 23, 2023 meeting minutes. Councilmember Rob Turner seconded.

**Motion passed unanimously.**

- b. Approval of Special Called Meeting Minutes - January 31, 2023

**Motion** - made by Councilmember Rob Turner to approve January 31, 2023 Special called meeting minutes. Councilmember Tara Graves seconded.

**Motion passed unanimously.****VII. PUBLIC COMMENTS**

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**Donna Priest-Brown** - concerns about management of ARPA funds, ARPA presentations not included in last two meeting packets and no response from Mayor Pro Tem or council after request for information was sent on February 13, 2023. She also has concerns about funds being awarded to Georgia Piedmont on November 11, 2022. She suggested a URL be placed on the city's website for ARPA applications and that Berry Dunn should handle the entire process from start to finish to avoid any perception of influencing of funding decisions. Concerns of no record of ARPA transactions since October 31, 2022.

**Faye Coffield** - concerns of ARPA funds being disbursed and how amount given to Georgia Piedmont Technical College will benefit the residents of Stonecrest.

**Malaika Wells** – request to increase time for public comments or offer a monthly community engagement meeting where you hear from and speak with constituents, beginning in March before any more funding decisions are made or implemented. She would like to see an ARPA special called meeting during which constituents can hear directly from Berry Dunn. Mrs. Wells requested updates on city business, and a public dialogue on changes. She has concerns regarding the Ethics ordinance and asked that Council not vote on proposed changes tonight. Mrs. Wells stated council is violating the charter by not appointing members to the Charter review committee and asked that before Council proceeds with the new Development Authority, they publicly discuss the impacts of the dealings of the previous Development Authority, including the land transactions and tax abatements that were approved. She also stated the boards and committees page on the city's website has inconsistent data available.

**VIII. PUBLIC HEARINGS**

*Citizens wishing to participate and comment during the public hearing portion of the meeting may comment in person. You may also submit your request including your full name, address, position on the agenda item you are commenting on (for or against) via email to [cityclerk@stonecrestga.gov](mailto:cityclerk@stonecrestga.gov) by 2 pm the day of the Public Hearing to be read into the record*



at the meeting. A zoom link for the meeting will be sent to you.

When it is your turn to speak, please state your name, address and relationship to the case.

There is a ten (10) minute time limit for each item per side during all public hearings. Only the applicant may reserve time for rebuttal.

**a. For Decision** - SLUP-22-015 2708 Evans Mill Rd - Ray White

Ray White, Planning and Zoning Director, gave a presentation of the item, stating the purpose is to operate a drive thru restaurant. The applicant is Jim Gamble. Mr. White stated that staff recommends approval with conditions.

**Motion** - made by Councilmember Rob Turner to go into Public Hearing for SLUP 22-015 Evans Mill Rd. Councilmember Tara Graves seconded.

**Motion passed unanimously.**

The applicant for Boston Market, George Shield, of Pavilion Development Corporation, spoke in favor of this item. He gave details regarding the site plans, traffic concerns, and staff operations of the business. Mr. Shield noted the business would not be open during peak hours in the morning, will employ 30-40 people, and there would be career development and educational opportunities available to employees.

Malaika Wells spoke in opposition to this item. She questioned if all requirements are met, why would a SLUP be required. She also asked about the 60 ft requirement from residential property and stated she hopes code enforcement works with Mamie's Kitchen to get in compliance. Mrs. Wells stated the city should deny the request if the applicant does not attend the meeting. Mr. Shield provided clarification on the requirements of a drive thru and stated that they have met all requirements regarding the sixty (60) feet condition.

Councilmember Grimes asked for details of the Evans Mill side of the restaurant. Mr. Shields stated Covington Highway is the high end and that residents next to the restaurant have been notified. Councilmember Turner noted the photos are illustrative designs and there could be variations. Mayor Cobble stated the homes on Evans Mill sit back and questioned if a lane could be dedicated, allowing traffic to flow easier on Covington Highway, mentioning a 10 ft row for right traffic lane. Councilmember Grimes asked for clarity on the size of the access driveway, stating it must meet the DOT requirements.

Conditions from the Planning and Zoning Department include:

1. The Special Land Use Permit shall be valid as long as Boston Market is the operator.
2. Applicant shall install sidewalks along the frontage on Covington Highway and Evans Mill Road.
3. Ten (10) feet of right of way for dedication to the City of Stonecrest to be used for the future construction of a traffic lane, providing safe access.

**Motion** - made by Councilmember Rob Turner to exit Public Hearing for item SLUP 22-015 2708 Evans Mill Rd. Councilmember Tara Graves seconded.

**Motion passed unanimously.**

City Clerk Sonya Isom, read the preamble.

**Motion** - Councilmember Rob Turner to approve SLUP 22-015 2708 Evans Mill Road with the three (3) stated conditions. Councilmember Tara Graves seconded.

**Motion passed unanimously.**

**IX. CONSENT AGENDA**

**X. APPOINTMENTS**

**a. For Decision** - Appointment of Court Administrator - *Gia Scruggs*

Appointment by Gia Scruggs, acting City Manager, of Mallory Minor to Court Administrator.

Request by Mayor Pro Tem George Turner to move the Ethics agenda item up to item a under New Business.

**XI. REPORTS & PRESENTATIONS**

**XII. OLD BUSINESS**

**a. For Decision** - TMOD 22-012 Animal Exhibition Ordinance - *Ray White*

Ray White, Planning and Zoning Director, stated this item is not ready. Staff recommends a deferral. Gia Scruggs, Acting City Manager, stated that the consultant is currently working on the TMOD, and confirmed it is not ready.

Councilmember Rob Turner asked about a timeline. Ms. Scruggs stated that the latest it will be ready is the next regular scheduled council meeting.

**Motion** - made by Councilmember Tara Graves to defer this item to the next regular scheduled council meeting. Councilmember Tammy Grimes seconded.

**Motion passed unanimously.**

**b. For Decision** - SDP 22-00015 The Enclave at Arabia Mountain - *Ray White*

Ray White, Planning and Zoning Director, gave a presentation. Staff is recommending a deferral until the next city council meeting.

**Motion** -made by Councilmember Tammy Grimes to defer SDP 22-000015 until the next regular scheduled council meeting. Councilmember Rob Turner seconded.

**Motion passed unanimously.**

**XIII. NEW BUSINESS**

**a. For Decision** - Ethics Ordinance - *Mayor Jazzmin Cobble; Attorney Alicia Thompson*

Mayor Cobble gave a presentation and explanation of the Hearing Officer model presented in the Ethics Ordinance.

Mayor Pro Tem George Turner stated members of committees would not be included in this process and only Stonecrest residents or employees could file a complaint.

Alicia Thompson, City Attorney, stated that there is language in the Ordinance stating if a complaint is filed against someone, that person cannot handle the complaint.

City Clerk Sonya Isom, read the preamble.

**This is the First Read of this item.**

Councilmember Tammy Grimes asked if suggestions would be taken during the second read. Atty. Thompson stated yes, and that Council can ensure the amendments are stated with the motion at the time of the vote. Mayor Cobble asked that all suggestions be sent prior to the next reading of the ordinance.

**b. For Decision - Committee Calendars - Mayor Pro Tem George Turner**

Mayor Pro Tem George Turner gave a review of a proposed quarterly meeting schedule for committees and stated that each committee has the option to meet more often than the quarterly schedule suggests. At least seven (7) days’ notice should be provided to the clerk’s office and minutes will need to be taken and sent to the Clerk’s office. He stated that all meetings are in person meetings and some of them will be broadcast, although this is not a requirement.

Mayor Cobble stated that conference rooms in City Hall will be equipped to host and broadcast meetings in an effort to continue broadcasting all meetings.

**c. For Decision - Stonecrest Development Authority Code Amendment - Mayor Pro Tem George Turner**

Introduction of item and ordinance by Mayor Jazzmin Cobble. Mayor Cobble stated that this current amendment strikes prohibition of Mayor and Council being a part of the Development Authority. Attorney Alicia Thompson clarified Georgia Code states that no more than one member of Council can be a part of the Development Authority.

City Clerk, Sonya Isom, read the preamble.

**This is the First Read of this item.**

Mayor Pro Tem George Turner stated there will be seven (7) members and that the city is looking for strong members for this Authority.

**d. For Decision - Wayfinding and Gateway Monument Sign Design Vendor Recommendation - Gia Scruggs**

Gia Scruggs, acting City Manager, gave a presentation. She stated six (6) proposals were received and MERJE is the selected vendor.

Council has discussed this item previously. It is designed to capture who we are as a city and

will help get us to where we want to be.

Mayor Pro Tem Turner asked if there were any preliminary designs. Acting City Manager Scruggs stated it is a little too early and after approval of the vendors, those are the next steps. She also stated there is a lot of opportunity for engagement.

**Motion** – made by Councilmember Tammy Grimes to approve and support the recommended Wayfinding design and Gateway Monument design vendor. Councilmember Tara Graves seconded.

**Motion passed unanimously.**

**e. For Decision - Hazardous Mitigation Plan Resolution - *Gia Scruggs***

Gia Scruggs, acting City Manager, gave a presentation and stated she met with Emergency Management Leadership. She stated adopting this resolution demonstrates Stonecrest's commitment to the hazard mitigation and to reduce or eliminate long term risk to people and property in Stonecrest from the impacts of future hazards and disasters. She had a subsequent meeting last week looking at shelters for evacuation needs, streets and how to notify citizens.

Mayor Cobble stated the city is in discussion with the Red Cross to add Browns Mill Recreation Center as a shelter. Councilmember Rob Turner asked if schools would be an option. It was stated the Red Cross can provide a map with all locations. This is a separate plan to increase safety for citizens.

City Clerk, Sonya Isom, read the preamble.

**Motion** - made by Councilmember Rob Turner to approve the Hazardous Mitigation Plan Resolution. Councilmember Tammy Grimes seconded.

**Motion passed unanimously.**

**f. For Decision - ARPA Allocation Recommendation - *Gia Scruggs***

Gia Scruggs, acting City Manager, discussed ARPA funding. She stated the city is looking at non-profits to assist with distribution. She clarified her "arm's length away" comments made previously and stated that expenses incurred are listed on the City's website. Ms. Scruggs stated that a ceremonial check was given to Georgia Piedmont Technical College and before any federal funds are disbursed, the Finance Department and city staff will assure every federal guideline and policy is followed and it will be brought before council for approval. Ms. Scruggs stated the requested action tonight is that Council approves residential and business support, based on applications, for the dates of March 20, 2023 thru April 21, 2023 and would like for Council to also consider the other recommendations to move forward with.

Councilmember Grimes would like additional information on police services, augmentation, and clarity if the city has contracted with Berry Dunn for management of funding. Acting City Manager Scruggs stated yes, and there will not be an additional cost. She would like to get the resources to residents and businesses, and do not want to delay.

**Motion** - made by Councilmember Rob Turner to approve ARPA funding recommendation numbers eight (8) through twelve (12). Councilmember Tara Graves seconded.

**Motion passed unanimously.**

**g. For Decision** - Salem Park - Parking Lot Design - *Gia Scruggs*

Gia Scruggs, acting City Manager, gave a presentation. She stated five (5) proposals were received and the evaluation scored Scantek as the preferred vendor. The proposal amount is \$43,000 and the funding will come from SPLOST. Staff's recommended action is approval. It was noticed the footprint will be much larger than what it is.

**Motion** - made by councilmember Tammy Grimes to move forward with the Salem Park parking lot design as presented. Councilmember Rob Turner seconded.

**Motion passed unanimously.**

**h. For Decision** - Sidewalk Designs - *Gia Scruggs*

Gia Scruggs, acting City Manager, gave a presentation. She stated staff scored R.K. Shah & Associates as the most responsive vendor. The cost proposal is for an amount not to exceed \$70,744.50 The funding for this will come from SPLOST. The scope is design work on Browns Mill and the recommended action is approval.

**Motion** - made by Councilmember Tammy Grimes to approve the sidewalk design recommendation. Councilmember Rob Turner seconded.

**Motion passed unanimously.**

**i. For Decision** - 2831 Fairington Rd Easement - *Gia Scruggs*

Gia Scruggs, acting City Manager gave a presentation. She stated the City does not convey any land, but merely grants the rights, privileges and easements hereinbefore set out herein. The easements and rights declared, established, created, and granted to the Grantee in this agreement may be utilized by the Grantee and its respective guests, patrons, invitees, contractors, agents, servants, licensees, tenants and employees in connection with the development. Consideration for the placement of this easement is \$6,000.

**Motion** - made by Councilmember Rob Turner to approve the 2831 Fairington Rd Easement. Councilmember Tara Graves seconded.

**Motion passed unanimously.**

#### **XIV. EXECUTIVE SESSION**

*(When an executive session is required, one will be called for the following issues: 1) Personnel, 2) Litigation, 3) Real Estate)*

**Motion** - made by Councilmember Tammy Grimes to temporarily suspend the regular council meeting and enter into Executive Session for litigation. Councilmember Rob Turner seconded.

**Motion passed unanimously.**

**Motion** - made by Councilmember Rob Turner to exit Executive Session and return to the regularly scheduled council meeting. Councilmember Tammy Grimes seconded.

**Motion passed unanimously.**

**Motion** - made by Tammy Grimes to adopt minutes from Executive Session. Councilmember Tara Graves seconded.

**Motion passed unanimously.**

## **XV. CITY MANAGER UPDATE**

Gia Scruggs, Acting City Manager, thanked Council and stated she was happy to report that March 20, 2023, through April 21, 2023, we will open up the application process for small business support grants and residential assistance grants. She asked that everyone watch the city's website and social media for more details.

## **XVI. MAYOR AND COUNCIL COMMENTS**

**District 1** - Councilmember Tara Graves thanked the code enforcement officers, Hari Karikaran, City Engineer, as well as the Parks and Recreation Director for the ride along through District 1 and the information given regarding the parks.

**District 2** - Councilmember Rob Turner stated the Stonecrest Film and Entertainment Commission will be presenting On the Line, the Richard Williams Story screening March 4, 2023 at New Birth Baptist Church. You can reserve free tickets at Eventbrite and doors open at 5:30 pm with the screening beginning at 6 pm. This is a wonderful opportunity to come out and possibly meet Mr. Williams, as well as Venus and Serena Williams.

**District 3** - Councilmember Alecia Washington is looking forward to continued work in District 3. There is a food giveaway at Fairington Park every Wednesday from 1:00 pm to 2:00 pm.

**District 5** - Councilmember Tammy Grimes would like to encourage residents to stay engaged, stay aware and stay tuned for a lot of great things forth coming.

**District 4** - Mayor Pro Tem George Turner asked everyone to check the City's website for events and information from Communications. He mentioned his newsletter, and that there is help on the way.

Acting City Manager Gia Scruggs stated the city is bringing on new staff weekly and that there are several open vacancies listed on the City's website. She highlighted the City's Engineering page and thanked staff for their efforts in updating the page. She also stated there is a lot of new technology coming as well as different things people can be involved in. Tuesday at 11:00am the Communications staff will have a technology summit and Council is invited to attend.

Mayor Pro Tem George Turner added that as a part of Black History Month he would be participating in a panel discussion addressing D.O.T. on public transit as it relates to race relations in the City of Atlanta and to touch on the history of MARTA and his role there.

**XVII. ADJOURNMENT**

**Motion** - made by Councilmember Alecia Washington to adjourn. Councilmember Tammy Grimes seconded.

**Motion passed unanimously.**

The meeting ended at 9:29 pm.

*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, Sonya Isom, as soon as possible, preferably 2 days before the activity or event.*



## CITY COUNCIL AGENDA ITEM

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**SUBJECT: A Resolution to Adopt the Official Judicial Branch Records Retention Schedules for the Municipal Court of the City of Stonecrest**

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**AGENDA SECTION:** *(check all that apply)*

- PRESENTATION     PUBLIC HEARING     CONSENT AGENDA     OLD BUSINESS  
 NEW BUSINESS     OTHER, PLEASE STATE: Click or tap here to enter text.
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**CATEGORY:** *(check all that apply)*

- ORDINANCE     RESOLUTION     CONTRACT     POLICY     STATUS REPORT  
 OTHER, PLEASE STATE: Click or tap here to enter text.
- 

**ACTION REQUESTED:**  DECISION     DISCUSSION,     REVIEW, or     UPDATE ONLY

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**Previously Heard Date(s):** 02/13/23 & Click or tap here to enter text.

**Current Work Session:** Click or tap to enter a date.

**Current Council Meeting:** Monday, March 27, 2023

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**SUBMITTED BY:** Mallory Minor, Court Administrator

**PRESENTER:** Hon. Chief Judge Curtis W. Miller and Court Administrator Mallory Minor

**PURPOSE:** A Resolution to Adopt a Records Retention Policy for the Municipal Court

**FACTS:** The Municipal Court proposes a Resolution to the Official Judicial Branch Record Retention Schedule. The Municipal Court of Stonecrest utilize the Official Judicial Branch Record Retention Schedules that is Published by the Judicial Council of Georgia and the Administrative Office of the Courts in compliance with OCGA § 15-5-24 and by Order of the Supreme Court of Georgia dated June 12, 1978

**OPTIONS:** Approve, Deny, Defer APPROVE

**RECOMMENDED ACTION:** Approve

**ATTACHMENTS:**

(1) Attachment 1 - A Resolution to Adopt the Official Judicial Branch Record Retention Schedules for the Municipal Court of the City of Stonecrest.





## CITY COUNCIL AGENDA ITEM

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- (2) Attachment 2 - Official Judicial Branch Record Retention Schedules
- (3) Attachment 3 -
- (4) Attachment 4 -
- (5) Attachment 5 -

1 **STATE OF GEORGIA**

2 **COUNTY OF DEKALB**

3 **CITY OF STONECREST**

4 **RESOLUTION NO \_\_\_\_\_ - \_\_\_\_\_**

5 **A RESOLUTION TO ADOPT THE OFFICIAL JUDICIAL BRANCH RECORD**  
6 **RETENTION SCHEDULES FOR THE MUNICIPAL COURT OF THE CITY OF**  
7 **STONECREST; AND FOR OTHER LAWFUL PURPOSES.**

8 **WHEREAS**, the City of Stonecrest ("City") is a municipal corporation duly organized and  
9 existing under the laws of the State of Georgia; and

10 **WHEREAS**, the Mayor and City Council ("City Council") are the governing authority of  
11 the City of Stonecrest, Georgia; and

12 **WHEREAS**, the City of Stonecrest, has not formally adopted the Official Judicial Branch  
13 Record Retention Schedules; and

14 **WHEREAS**, the Municipal Court of Stonecrest utilizes the Official Judicial Branch  
15 Record Retention Schedules ("Retention Schedule") that is published by the Judicial Council of  
16 Georgia and the Administrative Office of the Courts in compliance with O.C.G.A § 15-5-24 and  
17 by Order of the Supreme Court of Georgia dated June 12, 1978; and

18 **WHEREAS**, the Municipal Court Clerk's Office has utilized the Retention Schedule and  
19 followed the destruction process to organize digital and physical documents for several years; and

20 **WHEREAS**, it is recommended that the City of Stonecrest, adopt the Official Judicial  
21 Branch Record Retention Schedules attached hereto as Exhibit A, to proactively manage the  
22 Municipal Court records.

23 **NOW, THEREFORE BE IT RESOLVED** by the Mayor and City Council of the City of  
24 Stonecrest, that the City Council hereby adopts the Official Judicial Branch Record Retention  
25 Schedules, attached hereto as Exhibit "A".

26 **BE IT FURTHER RESOLVED**, that the Official Judicial Branch Record Retention Schedules  
27 shall be established and are hereby approved for use by the Municipal Court of Stonecrest.

28 **BE IT FURTHER RESOLVED**, all resolutions, ordinances, and parts thereof in conflict  
29 herewith are hereby expressly repealed.

30 **BE IT FURTHER RESOLVED**, the City Clerk, with the concurrence of the City Attorney, is  
31 authorized to correct any scrivener’s errors found in this Resolution, including its exhibits, as  
32 enacted.

33 **BE IT FURTHER RESOLVED**, to the extent any portion of this Resolution is declared to be  
34 invalid, unenforceable, or nonbinding, that shall not affect the remaining portions of this  
35 Resolution.

36 **BE IT FINALLY RESOLVED**, the effective date of this Resolution shall be the date of adoption,  
37 unless otherwise specified herein.

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39 **SO RESOLVED AND EFFECTIVE** this \_\_\_\_\_ day of March 2023.

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42 **[SIGNATURES ON FOLLOWING PAGE]**  
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**CITY OF STONECREST, GEORGIA**

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**Jazzmin Cobb, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Sonya Isom, City Clerk**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**City Attorney**

86

**EXHIBIT A**

87

**Official Judicial Branch  
Records Retention Schedules**



# Official Judicial Branch Court Records Retention Schedules

The Supreme Court and Judicial Council of Georgia resolve that, other than wills, original evidence, and federal tax liens, all original documents can be digitized and originals can be destroyed provided that (1) digitizing or microfilming is done according to Georgia Imaging Standards or Microfilm Standards; (2) a security copy of the digital format or microfilm is deposited in the Georgia Archives; (3) a reference copy of the digital format or microfilm format is kept in the office of the clerk of superior court and a reader-printer is available to facilitate reference. Records created digitally can be managed completely digitally according to these schedules. The Court and Council also affirm, pursuant to OCGA § 50-18-120, the resolution approved by the State Records Committee on January 18, 1996, stating: "All paper records of State agencies and local governments, and all records of the Courts of the State of Georgia which have been microfilmed and verified in accordance with said Micrographic Standards (Georgia Micrographic Standards) may be destroyed, unless specifically prohibited by law, code, resolution, order or an approved State Records Committee records retention schedule."

Throughout these schedules the word "document" is used frequently. The Georgia Records Act at OCGA § 50-18-90 et seq. presents a number of formal definitions used broadly in the judiciary record retention schedules.

OCGA § 50-18-91 (2) "Court record" means all documents, papers, letters, maps, books (except books formally organized in libraries), microfilm, magnetic tape, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or, in the necessary performance of any judicial function, created or received by an official of the Supreme Court, Court of Appeals, and any superior, state, juvenile, probate, or magistrate court. "Court record" includes records of the offices of the judge, clerk, prosecuting attorney, public defender, court reporter, or any employee of the court.

OCGA § 50-18-91 (5) "Records" means all documents, papers, letters, maps, books (except books in formally organized libraries), microfilm, magnetic tape, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in performance of functions by any agency.

"Digital" or "Digitize" has been changed on each occurrence of "microfilm" throughout the retention schedules. This change reflects the application of scanning documents into electronic format. All imaging in the Judicial Branch must be in compliance with the imaging standards issued by the Department of Archives and History in the Board of Regents of the University System of Georgia.

## Felony Records

Item VIII. a.

Record Type	Description	Retention	Schedule Number
Felony Case Files	Documents relating to trying felony cases in superior courts and documenting proceedings in those cases. Included are indictments; pleadings; motions; warrants; bond applications; sentences; correspondence; verbatim records or narrative recollections of judicial proceedings; certified records of court reporters' transcripts; certified records in narrative form of recollections of the motions, colloquies, objections, rulings, evidence (documentary or otherwise), charge of the court; well-bound books used to contain court reporters' transcripts of judicial proceedings; passport surrenders; and all other papers and proceedings in any judicial action based on a charge of felony offense punished by any term of imprisonment less than life, life imprisonment, or death.	<p>Capital Offenses: Permanent.</p> <p>Non-capital Offenses: 70 years after disposition.</p> <p>Upon the determination of the superior court clerk or chief judge that a record is of historical significance, the record may be held past its retention period and, if directed, the originals may not be destroyed.</p>	JB-001
Court Reporters' Note Files	Recordings, notes, other records which have not been reduced to typed or printed documents, or other records relating to generation of certified transcripts.	70 years after disposition.	JB-002
Article Two Habeas Corpus	Documents related to the filing of habeas corpus actions pursuant to OCGA §§ 9-14-40 – 9-14-53.	<p>Capital Offenses: Permanent.</p> <p>Non-capital Offenses: 70 years after disposition.</p>	JB-003



## Misdemeanor Records

Item VIII. a.

Record Type	Description	Retention	Schedule Number
Case Files	Includes original papers which are called or serve as an: accusation, affidavit, appearance bond, arresting officer's affidavit, bail bond, cash bond, conviction, disposition, fine, indictment, judgment, motion, notice of appeal, notice of arraignment, notification of hearing, order, plea, pleading, sentence, subpoena, summons, waiver, warrant, or certified copies of the same transcript. This schedule does not apply to any record books which contain references to felony cases.	10 years after disposition.	JB-004
Docket Books	Books which generally contain essential information in summary form about each particular misdemeanor case adjudicated. Most dockets contain an alphabetical index in front of each book which references the defendant's name to the page number on which the case summary is docketed.	10 years after disposition.	JB-005
Minute Books	Books which contain photostatic copies of the accusation and disposition associated with each case or contain typewritten or handwritten entries regarding the defendant, charge, and disposition of each case.	10 years after disposition.	JB-006
Book of Fines and Forfeitures	Books which contain listings of fines and forfeitures received by the court regarding each particular misdemeanor offense.	10 years after last entry.	JB-007

## Traffic Records

Item VIII. a.

Record Type	Description	Retention	Schedule Number
Case Files	Includes original papers which are called or serve as an: accusation, affidavit, appearance bond, arresting officer's affidavit, bail bond, cash bond, conviction, disposition, fine, indictment, judgment, motion, notice of appeal, notice of arraignment, notification of hearing, order, plea, pleading, sentence, subpoena, summons, uniform traffic citation, waiver, warrant, or certified copies of the same transcript. This schedule does not apply to any record books which contain references to felony cases.	10 years after disposition.	JB-008
Docket Books	Books which generally contain essential information in summary form about each particular traffic case adjudicated. Most dockets contain an alphabetical index in front of each book which references the defendant's name to the page number on which the case summary is docketed. This schedule applies to docket books which contain misdemeanor traffic records only.	10 years after disposition.	JB-009
Minute Books	Books which contain photostatic copies of the accusation and disposition associated with each case or contain typewritten or handwritten entries regarding the defendant, charge, and disposition of each case. This schedule applies to minute books which contain misdemeanor traffic violations only.	10 years after disposition.	JB-010
Book of Fines and Forfeitures	Books which contain listings of fines and forfeitures received by the court regarding each particular misdemeanor offense. This schedule applies to books which contain misdemeanor traffic violations only.	10 years after last entry.	JB-011

## Civil Records

Item VIII. a.

Record Type	Description	Retention	Schedule Number
Civil Cases Not Proceeding to Final Judgment	Civil case files in which the plaintiff never carried through to disposition. Cases dismissed without prejudice are included. Not included are cases dismissed with prejudice or cases in which the judge's order specifies terms of an out-of-court settlement.	2 years after disposition.	JB-012
Civil Case Files	Documents relating to trying civil cases and documenting the proceedings in those cases. Included are pleadings and judgments in civil cases, complaints, summons, defensive pleadings, court orders, notices of appeal, appellate pleadings, and determinations of appellate courts.	20 years after disposition.	JB-013
Civil Dockets	Documents relating to indexing all pleadings filed in the course of civil actions, including independent motions which are to be decided by the judge without the intervention of a jury. Included are bound volumes which serve as an index to pleadings for each case. Entries vary from one time period to another and from one court to another but generally show term of court, names of parties and their attorneys, case numbers, nature of actions, and subsequent service and pleadings. Entries are in case number order (assigned by filing date). Most dockets contain an index to defendants and plaintiffs, showing case numbers for each case.	75 years if maintained separately from civil case files.	JB-014
Minute Books	Documents relating to recording proceedings and orders. Included are court orders, oaths, bonds, motions, certifications, transcripts, full proceedings, other documents regarding cases, charges to and presentments of grand juries, local rules of procedure, orders or other documents regarding court administrative matters, and other documents. Minute books are often divided, with civil and criminal matters in separate volumes.	Permanent.	JB-015
Record of Writs	Documents recording the text of each case heard by the courts, especially recording writs issued. Included are volumes containing, for each case heard by the court, copies of the complete text of the case or copies of any actions taken by the court.	75 years after disposition.	JB-016

## Civil Records

Item VIII. a.

Record Type	Description	Retention	Schedule Number
Sealed Civil Depositions	Documents related to obtaining pre-trial testimony from parties and witnesses during discovery for civil cases filed under OCGA §§ 9-11-27 – 9-11-31. Files consist of sealed envelopes containing depositions taken of parties or witnesses. File may be in the form of stenographic transcripts, videotapes, or electronic or digital recordings. Envelopes are endorsed with the title of the action and the name of the deponent. Not included in this schedule are depositions which have been opened for use in the court thereby becoming part of the case file.	1 year after disposition.	JB-017
General Execution Docket and General Execution Docket Indexes	Documents relating to recording basic information concerning the execution of the court's decisions. Included are books with entries showing the date the case was adjudged, names of the parties and their attorneys, case number, date Fi. Fa. issued, and disposition of the execution. After 1971, photostatic copies of Fi. Fa. are used in place of these entries. Entries are in the order in which the Fi. Fa. are filed with the clerk's office.	20 years after disposition.	JB-018
Domestic Relations	All documents, excluding adoptions, relating to those cases resulting in the dissolution of a marriage, child custody, or award of alimony.	Permanent.	JB-019
Domestic Relations – Contempt Actions	All documents related to contempt actions arising out of domestic relations cases.	20 years after disposition.	JB-020
Name Changes	Case files relating to a name change.	Permanent.	JB-021
Personal Injury and Malpractice	Civil cases related to personal injury or alleging malpractice.	20 years after disposition.	JB-022
Collection Cases	An action containing pleadings on debt concerning a specific contract or account.	5 years or upon satisfaction or expiration of Fi. Fa.	JB-023
Appeals – Magistrate Court	Documents relating to cases appealed to the superior or state court based on a judicial decision of the magistrate court.	10 years after disposition.	JB-024
Adoption	All documents relating to an adoption case.	Permanent.	JB-025

## Jury Management Records

Item VIII. a.

Record Type	Description	Retention	Schedule Number
Jury Master List	Documents relating to persons qualified for jury service. Included are lists composed of all persons qualified to serve as jurors — whether lists be tickets, computer printouts, digital format or microfilm format, or in any other form except computer file data storage banks.	10 years.	JB-026
Jury Questionnaire	Documents relating to selection and qualification of jurors. Included are completed jury questionnaire forms and consolidated lists (including computer output) where applicable.	Capital Offenses: Permanent.  Non-Capital Offenses: 10 years after disposition.	JB-027
Juror Information Form	Documents relating to: (1) providing information to attorneys about summoned jurors to facilitate jury selection, and/or (2) correcting errors on or updating information on a juror master list. Included are juror information forms turned in by summoned jurors to a jury clerk on first day of jury service. Forms contain information provided by jurors and may include occupation, age, marital status, age and occupation of spouse, number of children, previous jury service, and similar data.	1 year.	JB-028
Grand Juror or Trial Juror List	Documents relating to summoning and service of grand jurors and trial jurors. Included are (1) lists of grand or trial jurors summoned at a term or week of court, (2) lists of grand or trial jurors sworn to serve at a term or week of court, and (3) lists of grand jurors serving at a term of court and trial jurors serving in a case before the court. Not included are the jury master list – jury box, jury qualifications questionnaires, and jury script.	10 years.	JB-029

## Property Records

Item VIII. a.

Record Type	Description	Retention	Schedule Number
Deed Books	Books containing instruments pertaining to the ownership and transfer of ownership of real and personal property.	Permanent.	JB-030
Indexes to Deeds	Documents relating to maintaining an index for recorded deeds. Included are bound volumes containing grantor and grantee indexes to deeds recorded by the clerk. For each deed recorded the index shows the name of the grantor, the name of the grantee, the character of the instrument, the date of the instrument, the volume and page where recorded, and the date of recording. Usually there are separate volumes for grantors and grantees.	Permanent.  If the office uses an indexing system in connection with a computer, any weekly, monthly, quarterly, annual, or other interim printouts (which are superseded by consolidated volumes) may be destroyed when the larger consolidation is received.	JB-031

# Property Records

Item VIII. a.

Record Type	Description	Retention	Schedule Number
JB-032 through JB-037 refer to statements filed and indexed after January 1, 1964. Real property records in which are noted fixture filings or filings concerning crops, minerals, or accounts subject to OCGA § 11-9-103.			
Financing Statements	Documents indicating the names and addresses of the debtor and the secured party, signed by the debtor, and containing a "statement indicating the types or describing the items of collateral."	(1) If notice of action involving statement given (including insolvency proceeding), hold statement or copy for duration of proceeding and 60 days thereafter or 6 years, whichever is later.  (2) If continuation statement filed, hold financing statement for 6 years from date of continuance; destroy unless another continuation statement filed.  (3) If real estate mortgage is effective as a fixture (DCC) filing, hold financing statement or copy for 1 year after mortgage released or satisfied of record or otherwise terminates.  (4) If financing statement filed before July 1, 1978, hold 6 years and 2 months after filing; then destroy.  (5) If a termination statement is filed, hold financing statement or digital format or microfilm format copy for 1 year; destroy after termination date.	JB-032
Continuation Statements	Documents identifying the original financing statement by number and stating that the original statement is still effective which is signed by the secured party.	6 years after date of filing.	JB-033

## Property Records

Item VIII. a.

Record Type	Description	Retention	Schedule Number
Statements of Release	Documents containing a description of the collateral being released, the name and address of the debtor, the name and address of the secured party, and the file number of the financing statement.	6 years after date of filing.	JB-034
Statements of Assignments	Documents setting forth the name of the secured party of record, the debtor, the file number, the date of the filing of the financing statement, and the name and address of the assignee, and descriptions of the assigned collateral.	6 years after date of filing.	JB-035
Termination Statements	Documents stating that there is no outstanding secured obligation and no commitment to make advances, incur obligations, or otherwise give value, indicating the financing statement's file number and/or signed by the secured party.	1 year.	JB-036
Indexes of Financing Statements	Books containing the name and address of the debtors and the file number of the financing statement as well as entries regarding receipt of continuation statements, termination statements, and statements of assignments and release.	20 years and destroy after 1/1/2020 unless financing is still active.	JB-037
JB-038 through JB-041 refer to records recorded prior to January 1, 1964.			
Original Instruments	Includes documents designed as bills of sale, personal property mortgages (including all instruments styled as "note" or "Personalty Deed to Secure Debt"), contracts, conditional sales contracts, bills of sale to secure debt, liens, assignments, leases, liens of conveyances of crops, transfers, bonds for title, renewals (of debt), affidavits, agreements, or retention title contracts delivered to the clerk for recording but never picked up by or returned to the parties to the transaction to which the documents relate.	Return to parties; if impossible, destroy.	JB-038



## Property Records

Item VIII. a.

Record Type	Description	Retention	Schedule Number
Record Books and Indexes Containing Entries Relating to Personalty Only	Consists of copies of original instruments written or typewritten on blank pages, or copies onto forms in a record book kept expressly for that purpose. Indexes may be contained in a separate volume from entries. Record Books include: books of bills of sale, deeds to personal property, books for bills of sale to secure debt, chattel mortgage record docket, chattel mortgages and lien docket, filing docket and general index to chattel mortgages, filing docket and general index to personalty mortgages, personal property docket, personal lien docket, personalty mortgages–grantor index, and public index to personalty mortgages. Some of these books are single volumes or parts of a records series containing both volumes for personalty and volumes for realty records.	20 years except that Books created prior to 1900 must be offered to Department of Archives and History.	JB-039
Records Books and Indexes Relating to Both Personalty and Realty	Consists of copies of original instruments written or typewritten on blank pages or copied onto forms in a record book kept expressly for that purpose. Indexes to these entries may be contained in the record books themselves or may be in separate volumes. Books include: Book for Mortgage Liens, Book for Title, Contract Records, Factor's Lien Records, File Docket for Liens, Lease Record, Lien Book, Lien Stock Record, Mortgages and Lien Record, Mortgage Record, Promiscuous Record, Security Bonds and Deals, Security Deed Record, Filing Docket and General Index to Mortgages or Other Items, Filing Docket and General Index to Property, Filing Docket and Index to Mortgages, General Index to Deeds and Personalty Mortgages, Grantee Index to Deeds and Personalty Mortgages, Grantee Index to Mortgages, Grantor Index to Deals and Personalty Mortgages, and Grantor Index to Mortgages.	Personalty: 20 years. Realty: Permanent. Extract realty records and rebind if necessary. Treat personalty records according to personalty schedules.	JB-040
Duplicate Index Books	Duplicates of any Index Book.	Verify entries; then destroy.	JB-041
Real Estate Transfer Declaration Forms	Documents relating to transfer tax on real estate. Included is the duplicate copy of the real estate tax declaration form which is filed in the superior court clerk's office.	2 years.	JB-042

# Property Records

Item VIII. a.

Record Type	Description	Retention	Schedule Number
Federal Tax Lien Index	Documents relating to a discharged federal tax lien. Included is the federal tax lien index.	10 years from the date of discharge of the last lien recorded in the index.	JB-043
Federal Tax Lien Files	Documents relating to federal tax liens. Included are notice of a federal tax lien, discharge from a federal tax lien, and release and partial discharge from a federal tax lien.	<p>7 years unless on General Execution Docket, then 50 years.</p> <p>If federal tax lien index is kept, and if discharges are entered on same lien, as required by law, both notice of lien and discharge can be destroyed 7 years from final discharge date. Renewed liens and liens which were discharged in error (and for which notice has been received) are not discharged liens for the purposes of this schedule. When federal tax lien index is not marked as above, or where any other system (including General Execution Docket) is used, retain notice of federal tax lien and discharge for 50 years.</p>	JB-044

## Attorney Records

Item VIII. a.

Record Type	Description	Retention	Schedule Number
State Bar Applications Without Examination	Documents relating to admission to State Bar of attorneys from other States. Included are motions for admission, answers of the State Bar, proceedings, rule nisi, and judge's orders.	70 years.	JB-045
Practicing Attorneys Registration Books	Documents relating to registration of practicing attorneys. Includes record of practicing attorneys, order of admission, and oath of commission. Information included is name, address, place, date of admission to practice, and retirement notice.	Permanent.	JB-046
Third-Year Law Students and Staff Instructors Files	Documents relating to authorization of third-year law student or staff instructor to assist District Attorney or practice legal aid. Included are law schedule dean's certificates, student, and staff instructor oaths.	70 years.	JB-047
Certification of Bar Admission Eligibility File	Certificates of a passing bar exam score and orders of judge for clerk to issue license to practice law.	70 years.	JB-048

## Election Records

Item VIII. a.

Record Type	Description	Retention	Schedule Number
Election Records Files	Documents relating to the general and primary elections. Included are used and unused and void ballots, ballot stubs, oath of poll officers, numbered lists of voters, tally papers, voting machine proof sheets, and return sheets.	2 years after adjournment of the grand jury where documents were presented to and approved by the grand jury.  If there is a court case for any race documented by these records, retain until final settlement.	JB-049
Applications for Petitions to Recall the Probate Court Judge	Records related to granting authority to persons wishing to sponsor a recall drive for petitions for the recall of the judge of the probate court as provided for in OCGA § 21-4-3 (3) (B).	2 years.	JB-050
Calls of Recall Elections for Probate Judge	Calls for recall elections for a probate judge who also serves as election superintendent. See OCGA § 21-4-13 (c) (2).	2 years.	JB-051

## Other Records

Item VIII. a.

Record Type	Description	Retention	Schedule Number
Notary Public Applications, Certificates and Dockets Application, and Certificates	Documents including electronic records relating to certifying persons to be notaries public. Included are applications for becoming a notary public, certificates of persons so commissioned, and docket books listing persons commissioned.	Applications and certificates: 9 years.  Docket books: 50 years.	JB-052
Application for Trade Name and Trade Name Index	Documents relating to registration of trade name under which an individual or company is doing business. Included are applications for registration of trade name. Trade name registration index books include entries of owners, addresses, and names of businesses. In most counties, recent years of entries are photocopies of applications. Many of the books have a cumulative index which list business name and page number of application.	Applications: 1 year.  Index Books: Permanent.	JB-053

## Other Records

Item VIII. a.

Record Type	Description	Retention	Schedule Number
Newspapers Containing Legal Advertisements	Documents relating to giving public notice, through newspaper advertisements, of official actions or as required by various laws. Included are copies of newspapers containing legal advertisements as required by law.	<p>50 years if declined by library.</p> <p>Note: OCGA §§ 15-6-74 and 15-9-43 authorize newspapers to be maintained in digital format or microfilm format or by other photographic means. These Code sections and OCGA § 15-16-12 authorize clerks of superior court, judges of probate court, and sheriffs to enter into an agreement whereby one of these officials will maintain the official record of these newspapers for the other two.</p>	JB-054

## All Court Records

Item VIII. a.

Record Type	Description	Retention	Schedule Number
Superior, State, Probate, and Magistrate Court Administered Programs	Documents relating to the administration of court programs including, but not limited to, the following: settlement conferences; parenting classes; educational workshops; counseling, social, and legal services; and program files associated with accountability courts, alternative dispute resolution, and pre-trial services.	Case files: 3 years from the date of last entry.  Certificates: 3 years from the date of last entry.	JB-055
All Calendars	Documents relating to listing civil and criminal matters to be heard, dates for hearing, and styles of cases. Included are calendars for judges and magistrates. Calendars may be made for pre-trial proceedings, trials, motion hearings, small claims, appearances, appellate causes, and other reasons as the court sees fit.	1 year.  A record copy of each series of calendar should be maintained by the clerks as this schedule specifies. Other copies generated for office use, publication, or notification purposes may then be destroyed at the end of the week or weeks of court for which they were produced.	JB-056
Order of Cremation	Court orders relating to the cremation of a human body.	10 years.	JB-057
Deeds and Condo Plats	Records documenting individual ownership or property that are filed with the local government.	Permanent.	JB-058
Deeds, Right of Way	Records authorizing use of land for road widening or public works.	Permanent.	JB-059
Deeds, Security	Deeds to properties on which an agency holds the second mortgage.	5 years after final payment.	JB-060

## Juvenile Records

Item VIII. a.

Record Type	Description	Retention	Schedule Number
<p>Individual Juvenile Court Case Files; Excludes Termination of Parental Rights and Legitimation</p>	<p>The individual juvenile court case files shall serve as the minutes. Includes the following vital records: complaints, petitions, all court orders, rights forms, notices of appeal, publications, applications for publication, transcripts, any other items in juvenile court files which are juvenile court generated and do not fall within the category of non-vital records. Includes the following non-vital records: subpoenas, correspondence, intake data sheets, witness lists, route sheets, clerk or judges bench notes, applications for court appointed attorney, social histories, victim impact statements, any duplicates of court generated documents or records, essays, community service reports, applications for bond, custody reports generated by juvenile court for investigatory purposes, and case histories transmitted by another juvenile court.</p> <p>Includes non-vital documents generated by other persons or agencies such as the following: records of ankle monitoring agencies, police reports; Department of Family and Children Services reports, Department of Juvenile Justice reports, psychologicals, custody reports not produced by juvenile court, medical records, and school discipline/attendance records.</p>	<p>Vital Records: Delinquency: 25 years from the end of the calendar year of the date that the child was born.</p> <p>Dependency: 10 years after the last action in the case or 25 years from the end of the calendar year of the date that the child was born, whichever is later.</p> <p>Non-vital Records: 1 year.</p>	<p>JB-061</p>
<p>Parental Notification of Abortion Case Files</p>	<p>The individual juvenile court case files shall serve as the minutes. Documents relating to actions initiated by a minor, on such minors behalf or by next friend, for a waiver of the requirement that a parent be notified that an abortion is to be performed. Includes petitions, orders, medical statements, correspondence, etc.</p>	<p>90 days after disposition.</p>	<p>JB-062</p>



## Juvenile Records

Item VIII. a.

Record Type	Description	Retention	Schedule Number
Legitimation Case Files and Termination of Parental Rights Case Files in Which Rights Were Terminated	The individual juvenile court case files shall serve as the minutes. May include the following vital records: complaints, petitions, all court orders, rights forms, notices of appeal, publications, applications for publication, transcripts, any other items in juvenile court files which are juvenile court generated and do not fall within the category of non-vital records. May include the following non-vital records: subpoenas, correspondence, intake data sheets, witness lists, route sheets, clerk or judge's bench notes, applications for court appointed attorney, social histories, any duplicates of court generated documents or records, and case histories transmitted by another juvenile court. May include non-vital documents generated by other persons or agencies such as the following: police reports, Department of Family and Children Services reports, Department of Juvenile Justice reports, psychologicals, school discipline/attendance records, and custody reports not produced by juvenile court.	Permanent.	JB-063
Case Files of Juveniles on Probation or Supervision with the Court	Documents relating to a juvenile's status on probation or supervision with the court. Includes drug screens, school attendance records, reports of contact with probation officer, etc.	5 years after probation is terminated or when juvenile is 17, whichever is later.	JB-064
Court Reporters' Notes and Files	Documents relating to verbatim recording of oral proceedings before the court. Included are stenographic machine tapes and/or notes. May also include tape recordings, dictagraph belts, paper strips, steno pads, and other recording media including electronic formats.	2 years after disposition.	JB-065

## Juvenile Records

Item VIII. a.

Record Type	Description	Retention	Schedule Number
Docket Books	Documents relating to cases filed in juvenile courts. Included are docket books, bound and loose-leaf, and the pages thereof, in which is recorded information regarding children who are referred to juvenile courts and complaints which are filed against them or in their interest. Also included are computer records or other electronic records of the information required to be maintained in the juvenile docket book in juvenile courts which store the docket sheet information electronically in lieu of maintaining a separate juvenile docket book.	28 years from the end of the calendar year of the last entry.	JB-066
Court Calendars	Documents relating to listing of matters to be heard, dates for hearing, and styles of cases. Included are calendars for judges and associate judges.	1 year.	JB-067
Files and Records of Juvenile Court Administered Programs	Documents relating to the administration of court programs including but not limited to the following: accountability court programs, community service programs, diversion programs, restitution programs, community oriented risk-reduction programs, parenting classes, Tough Love programs, mentoring programs, tutoring programs, and counseling programs. Included are attendance records, referrals to other programs, testing results, certificates, etc.	5 years.	JB-068

## Juvenile Records

Item VIII. a.

Record Type	Description	Retention	Schedule Number
Traffic Case Files	<p>The individual juvenile court case files shall serve as the minutes. May include the following vital records: uniform traffic citations, complaints, petitions, all court orders, rights forms, notices of appeal, publications, applications for publication, transcripts, any other items in juvenile court files which are juvenile court generated and do not fall within the category of non-vital records. May include the following non-vital records: subpoenas, correspondence, intake data sheets, witness lists, route sheets, clerk or judge's bench notes, applications for court appointed attorney, social histories, victim impact statements, any duplicates of court generated documents or records, essays, community service reports, applications for bond, and case histories transmitted by another juvenile court.</p> <p>May include non-vital documents generated by other persons or agencies such as the following: records of ankle monitoring agencies, police reports, Department of Family and Children Services reports, Department of Juvenile Justice reports, psychologicals, and school discipline/attendance records.</p>	<p>Vital Records: 7 years after disposition.</p> <p>Non-vital Records: 1 year after disposition.</p>	JB-069

## Probate Records

Item VIII. a.

Record Type	Description	Retention	Schedule Number
Applications, Bonds, and Permits for Fireworks Displays	Applications for public display or exhibition of fireworks. Included are applications, bonds, evidence of liability insurance, and permits.	6 years.	JB-070
Election Tally Summary File	Included are election tally sheets.	6 years.	JB-071
Estate Case Files (Excluding Wills)	The qualification of a legal representative and the management and distribution of the assets of an estate. Included are: original and recorded copies of all proceedings in relation to estates, excluding probate of wills. Examples are: applications for letters of appointment and dismissal of executors and administrators under OCGA Title 53; applications for year's support; as well as guardianships and conservatorships under OCGA Title 29; inventories and appraisements; applications for leave to sell property; and annual and final returns.	Permanent.	JB-072
(Hospitalization) Files Created Pursuant to Proceedings Under Chapters 3, 4, and 7 of Title 37 of the Official Code of Georgia Annotated and Proceedings Under Prior Official Codes Related Thereto (Involuntary Commitment Records)	The hospitalization and treatment of mentally ill, mentally disabled, alcoholics, drug-dependent individuals, and drug abusers. Included are originals of petitions, proceedings and orders relating to emergency admission, evaluation, and involuntary hospitalization, writs of habeas corpus, and protective orders, appointments of legal counsel and guardians ad litem, notices to parties, clinical or medical records of individuals, affidavits and certificates of examining physicians, and patient service plans. Hospitalization petitions may also contain guardianship applications.	75 years after disposition.	JB-073

## Probate Records

Item VIII. a.

Record Type	Description	Retention	Schedule Number
Lists of Persons Who Have Been Adjudicated as Mentally Incompetent	Records relating to deleting from electors' lists the names of those persons who have been adjudicated as mentally incompetent. Included are lists prepared monthly by the judge of the probate court and filed with the registrar giving names, addresses, and ages of persons who appear to be disqualified from voting by reason of an adjudication of mental incompetency during the preceding month.	2 years.	JB-074
Marriage Records	Transcription, digitization, or photocopy of the marriage license recorded by the probate judge within 30 days of the marriage.	Permanent.	JB-075
Peddler's Licenses and Certificates of Eligibility Files	Application for peddler's license and certificate of eligibility for disabled, indigent, disabled veterans, and the blind for a free license. Included are books or files containing any of the following: (1) receipt stubs of certificate or license, (2) application or affidavit for certificate or license, (3) letters of character reference, (4) letters from physicians of U.S. Veterans Administration, (5) copies of applicant's military discharge, and (6) court copy of license.	2 years.	JB-076
Weapons Carrying License Application File	The licensing of county residents to carry a weapon. Included are approved and denied applications for licenses to carry a weapon and supporting documents. Applications contain information supplied by the applicants that is pertinent to their eligibility to apply for the license. Supporting documents include mental health waiver forms, law enforcement reports, rap sheets, and other documents relating to issuance of the license.	6 years.	JB-077
Public Officers' Oaths and Bonds	The oaths of office and bonds of public officials filed in the probate court. Included are copies of written oaths of office and accompanying certificates issued by the officer administering the oath which specify the day and year taken, official bonds of county officials, and books containing recorded copies of official bonds.	6 years. Records dated prior to 1900: Permanent.	JB-078
Wills	Wills of decedents. Included are original, photostatic, imaged, and recorded copies of probated wills of decedents. Specifically excluded are wills of living persons filed in the probate court for safekeeping and wills filed but not probated.	Permanent.	JB-079

## Magistrate Records

Item VIII. a.

Record Type	Description	Retention	Schedule Number
Arrest and Search Warrants Files	Documents relating to arrest and search warrants. Included are audio and video applications for warrants, supporting affidavits, and evidence. Specifically excludes the original arrest warrants in which the defendant was bound over for trial by a magistrate to state or superior court. These original warrants should be transferred with the case file to the trial court.	10 years.	JB-080
Good Behavior Bonds	Documents relating to Good Behavior Warrants. Included are applications for warrants, supporting affidavits, and/or law enforcement reports or supplemental evidence, including audio and video of Good Behavior Warrant proceedings.	7 years.  All original documents shall be kept in the magistrate court. See OCGA § 17-6-90.	JB-081
Civil Case Files	Documents relating to trying of civil cases in magistrate courts. Included are all pleadings, exhibits, transcripts, judgments, and related papers appropriate for inclusion in case files as required by statute or by the Uniform Rules for the Magistrate Courts. (Some courts maintain indexes to their case files and dockets. The retention of these indexes is covered in the schedule Magistrate Court Civil Dockets.) Includes affidavits for summons of dispossessory, applications for summons of foreclosure of personal property, and abandonment of automobiles or vessels.	10 years after disposition.  If a judgment is renewed or enforcement is actively pursued in accordance with OCGA § 9-12-60 within the 10-year period, transfer case back to current files area and treat as a newly closed case.	JB-082
Transcripts, Recordings or Notes of Proceedings as Court Inquiry	Documents relating to certified verbatim records, digital recordings, and any other audio recordings or video recordings, including certified records of court reporters' transcriptions.	3 years from end of each calendar year or duration of sentence, whichever is longer.	JB-083

## Prosecuting Attorney Records

Item VIII. a.

Record Type	Description	Retention	Schedule Number
Misdemeanor, Traffic and Ordinance Violations	Documents relating to the investigation and prosecution of misdemeanor and misdemeanor traffic violations under Georgia law and alleged violations of county ordinances which are brought against individuals and corporations.	5 years after all direct appeals are completed or right to a direct appeal has terminated.	JB-084
Prosecutor's Felony Case Files	Documents relating to prosecution of individuals for felony violations of Georgia law. This file series is within the District Attorney's office.	25 years after all direct appeals are completed or right to a direct appeal has terminated.	JB-085
District Attorney's Files on Child Support	Documents relating to civil actions brought by the District Attorney on behalf of a parent or guardian to obtain or enforce support of minor children. Included are petitions, pauper's affidavits, summonses and rule nisi, rules for contempt, orders, answers, depositions, interrogatories, other discovery papers, pleadings, transcripts, judgments, motions, District Attorney's personal notes, notices of appeal, briefs and other related documents.	3 years after case is closed by court or operation of law.	JB-086
District Attorney's Child Support Undocumented Case Files	Documents relating to cases referred to the District Attorney's office by the Department of Human Services pursuant to OCGA § 19-11-1 et seq. which were not docketed in any court due to insufficiency of the evidence or statements made by the custodial parent (recipient) which prevent initiation of a paternity action. Included are DHS referral documents, correspondence relating to case, notices to potential defendant and affidavit of custodial parent as to paternity.	3 years after administrative determination that evidence is insufficient to obtain a judgment.	JB-087
Prosecutor's Dismissed Misdemeanor and Misdemeanor Traffic Case Files	Records of cases referred to Prosecutor investigation of misdemeanor, misdemeanor traffic, or ordinance violations dismissed before filing. OBTS form forwarded to GCIC; if local practice requires it – return original to clerk.	3 years.	JB-088
Attorney Case Files	Records of documentation of agency attorney in advising and representing the agency.	6 years after settlement of case.	JB-089

## Municipal Records

Item VIII. a.

Record Type	Description	Retention	Schedule Number
Executed Arrest Warrants	Summons for an individual who has not appeared in court for sentencing.	3 years after court appearance.	JB-090
Open Arrest Warrants	Summons for an individual who has not appeared in court for sentencing.	15 years.	JB-091
Traffic	Serious traffic (suspendable).	6 years after disposition.	JB-092
Cash Bond List	List of offenses under the court's jurisdiction and bond amount set for each offense.	3 years after superseded.	JB-093
Citation Intake List	List of citations received from public safety officers by the court.	1 year.	JB-094
Court Calendar	Documents relating to list of matters to be heard, dates, and styles of cases.	1 year.	JB-095
Court Docket	Books which generally contain essential information in summary form about each traffic case adjudicated.	7 years.	JB-096
DDS Electronic Transfer	List of convictions and failures to appear transferred to DDS.	7 years.	JB-097
Dismissed Misdemeanor and Misdemeanor Traffic Case Files	Documents relating to the investigation and prosecution of misdemeanor and traffic offenses under Georgia law and alleged violations of city ordinances which are brought against an individual.	3 years after closure.	JB-098
DUI Case File	Documents that support, refer, or reflect the adjudication of a DUI case.	10 years after disposition.	JB-099
DUI Notices/Photos	Notice of conviction of second subsequent DUI sent to local newspaper.	10 years.	JB-100
GCIC/NCIC Printouts	Driver and criminal histories printed for use by prosecutor and judge.	Until file closure.	JB-101
Jail List	List received showing defendants incarcerated from public safety or jail.	1 year.	JB-102
Misdemeanor Case Files, Traffic Court	Court adjudication of misdemeanor traffic citations issued by authorized public safety officers and documents specific to the case.	7 years after disposition.	JB-103
Misdemeanor Court Records – Case Files	Documents supporting the adjudication of a case.	10 years after disposition.	JB-104



## Municipal Records

Item VIII. a.

Record Type	Description	Retention	Schedule Number
Misdemeanor Traffic Offenses Transferred to Another Jurisdiction	Citations, accusations, and summonses transferred to higher court for jury trial or another court of jurisdiction.	7 years after appearance in court.	JB-105
Prisoner Mail Logs	Record of all mail received from an inmate.	1 year.	JB-106
Probation Records	Official records pursuant to an individual probationary status, including probation officer, probationary conditions, and length of term.	7 years.	JB-107
Telephone Taps	Court order for telephone taps.	10 years.	JB-108
Grand Jury Presentment	Grand jury reports.	10 years.	JB-109
Legal Organ Designation	Declaring the local paper as the Official Organ.	7 years.	JB-110
Terms of Court	Quarterly reporting of opening and closing the court terms.	7 years.	JB-111
Writs of Habeas Corpus	Writs of habeas corpus.	7 years.	JB-112
Ordinance Violations	Records concerning ordinance violations. See OCGA § 15-10-63.	2 years.	JB-113

# Official Judicial Branch Administrative Records Retention Schedules

## ACCOUNTING (01)

Records	Description	Retention	Number
Accounting Records	Records include: accounts payable files; accounts receivable files; bank statements; cancelled checks, vouchers, and EFTS; cash balances and reconciliations; cost accounting records; deposit slips and reconciliations; invoices; journal entries (journal vouchers); outstanding obligations; payment schedules; purchase orders; receipts; returned checks; reconciliations; refund/disbursement requests; moving expenses; agency-paid individual memberships and activities in professional organizations; registration fees; and travel authorization and reimbursement records.	5 years.	GASC-01-001
Annual Financial Statements	Records which provide an annual statement of net assets and activities; often called a comprehensive annual financial statement or report.	Permanent.	GASC-01-002
Audit Reports (Agency Copies)	Reports prepared by the Department of Audits examining and verifying the agency's financial activities for a defined period of time; does not include the record copy maintained by the Department of Audits.	5 years or 2 successive audits, whichever is longer.	GASC-01-003
Bids and Competitive Selection Records	This series documents the procurement of equipment and service valued in excess of bid limit. This series may include but is not limited to: requests for proposal (RFP); requests for invitations to bid (RFI); requests for quotes (RFQ); vendors' proposals and bids; records for all bids received; and competitive quotes.	Capital Improvement Projects: 11 years; All other records: 7 years.	GASC-01-004
Budgeting Records	Records documenting budget requests, maintenance, and reports as well as the budget approved by the Legislature.	Approved Budget: Permanent; All other records: 6 years.	GASC-01-005

Collection Records	This series includes records documenting an agency's efforts to collect unpaid accounts; includes PeopleSoft collection reports.	5 years after account paid in full or deemed uncollectible.	GASC-01-006
Contracts and Agreements	This series documents the negotiation, execution, completion, and termination of legal agreements between an agency and other parties to acquire or provide services or products.	Capital Improvements: 10 years after expiration; Other contracts: 7 years after contract expiration.	GASC-01-007
Cooperative Federal Programs Budget Preparation, Project, and Allocation Records	Records used to develop, estimate, propose, and plan the preliminary budget requests for cooperative state/federal programs and reflect the process by which annual budget allotments are distributed.	5 years after the end of the fiscal year.	GASC-01-008
Cost Accounting Reports	Financial reports by cost center for all expenditures.	3 years.	GASC-01-009
Credit Card Administration Records	Records documenting administration of credit cards issued to individual agency staff or offices.	7 years.	GASC-01-010
Federal and State Grant Project Files	Records documenting federal and state-funded grant projects.	Final Narrative Summary: Permanent (GASC-02-008); Education Agencies: 5 years after submission of final report or denial of application; Non-Education Agencies: 3 years after submission of final financial report.	GASC-01-011
Federal Revenue Sharing Records	Records documenting federal, state, county, and municipal revenue-sharing; includes summaries, expenditures, and investments.	5 years after submission of final report.	GASC-01-012

General Ledger and Trial Balances	Records of final entry for all financial transactions.	7 years.	GASC-01-013
Internal Auditing Records	Records documenting the conduct of an internal review of agency financial accounts and processes.	5 years or 2 successive audits, whichever is longer.	GASC-01-014
Official Bonds and Oaths	Bonds required of state officials and custodians of funds.	5 years after expiration of term.	GASC-01-015
Signature Authorizations	Records documenting the certification of employees who are authorized to sign fiscal and contractual documents.	7 years after authorization expires.	GASC-01-016

### ADMINISTRATION (02)

Records	Description	Retention	Number
Administrative Rules Records	Records documenting reviews and changes to administrative rules issued in compliance with OCGA § 50-13-1 – 50-13-44.	Final rule: 5 years after expiration; Other records: Retain for useful life.	GASC-02-001
Annual Reports	Annual reports that summarize agency functions and activities.	Permanent.	GASC-02-003
Broadcast Logs	Records documenting agency daily broadcast activities.	Logs relating to a disaster or investigated by the FCC: Retain until authorized by FCC to destroy; Other logs: 2 years.	GASC-02-007
Correspondence – Administrative	This series includes communications received or sent that document significant events and/or the development of administrative structure, policy, procedures, and the historical development of the office.	Permanent.	GASC-02-004
Correspondence – General	This series includes correspondence that documents formal decisions regarding routine matters.	5 years.	GASC-02-005

Crisis or Disaster Records	Records documenting events and damages to an agency's property due to storms, riots, fires, drought, floods, and other acts affecting the agency facilities; may include photos, logs, reports, notes, and correspondence.	Records that document a lasting change to agency property or activities: Permanent; Other: See applicable retention schedule.	GASC-02-006
Executive Level Administrative Files	This series includes the records of an agency's director, deputy director, and division directors. Records with historical value include memoranda, reports, and other documentation concerning the administration of policy, coordination of agency functions, and management of program activity. Records of a routine or non-substantive nature that do not document policy decisions or significant programmatic and functional activities.	Records that document policy, coordination of agency functions, and management of program activity: Permanent; Other records: 5 years.	GASC-02-002
Federal and State Grant Reports	Final narrative summary submitted according to grant requirements of the funding agency.	Permanent.	GASC-02-008
Legal Case Files	Records documenting the work of the agency legal counsel in advising and representing the agency.	6 years after settlement of case.	GASC-02-009
Legal Opinions	Interpretations of the law and an agency's compliance with the law by the Attorney General or other legal counsel.	Until superseded.	GASC-02-010
Legislative Relations Records	This series may be used to review and plan institutional positions on legislative activities. This series may include but is not limited to: final reports; bill review and tracking records; copies of legislation; and working papers.	Final reports: Permanent; All other records: Retain for useful life.	GASC-02-011
Lobbyist Records	This series documents the activities of agency employees who engage in lobbying the state. Records may include: lobbyist registration statement forms; lobbyist termination forms; lobbyist expenditure report forms; lobbyist listings; and salary information.	5 years.	GASC-02-012

Meeting Agendas, Minutes, and Packets	Records documenting proposed and executed proceedings of agency meetings.	Approved Minutes, Agenda, and Final Packet: Permanent; Notes and records used to create the approved minutes and supporting documentation: Retain until minutes are approved.	GASC-02-013
News Release Records	This series documents newsworthy events of the agency. This series may include but is not limited to news releases issued by agency news and communications units arranged by topic and/or date of issue.	10 years.	GASC-02-014
Periodic Reports	Reports that describe the agency's functions and activities and include quarterly, monthly, weekly, and daily reports. Note: does not include annual reports (GASC-02-003).	Reports that are summarized in an agency's annual report: Retain until annual report is completed; Other reports: 2 years.	GASC-02-015
Photographs, Videos, and Films	Photographs, videos, films, and other visual representations of agency public service announcements, events, productions, promotions, tourism, training, and property.	Final Product: Permanent; Other: 5 years; Copies and poor images: Useful life.	GASC-02-016
Policies and Procedures	Standard operating practice for business processes.	Policies that affect the public: Permanent; Policies that do not affect the public: 3 years after superseded.	GASC-02-017
Printing Service Files	Records relating to printing requests, cost estimates, mock-ups, proofs, and printing plates.	Retain for useful life.	GASC-02-018
Publications	Newsletters, handbooks, pamphlets, and brochures published by an agency.	Permanent.	GASC-02-019

Speeches	Records relating to public speaking engagements of agency officials.	Speeches and recordings: Permanent; Drafts, source materials, and other materials: Retain for useful life.	GASC-02-020
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### ADMINISTRATIVE SUPPORT (03)

Records	Description	Retention	Number
Calendars	Desk calendars and other scheduling media.	1 year after the end of the calendar year in which the record was created.	GASC-03-001
Data Input Forms	Any type of form used to collect information for input into electronic form.	Destroy upon verification/quality control of data entry.	GASC-03-002
Indexes	Records which provide a ready reference or pointer into larger sets of records.	Retain until superseded or destruction of indexed set of records.	GASC-03-003
Mailing Lists	Various standard lists of names and addresses.	Retain for useful life.	GASC-03-004
Newspaper Clippings and Scrapbooks	This series includes newspaper clippings and scrapbooks, which may contain newspaper clippings, photographs, event programs, and other memorabilia.	Newspaper clippings: Retain for useful life. Scrapbooks: Contact Archives staff before disposition to ensure that any original materials contained in the scrapbook are retained for the duration of their retention period and that no permanent records are destroyed.	GASC-03-005

Reference Files	Publications, copies of records, and other materials that provide general reference for agency employees.	Retain for useful life.	GASC-03-006
Telephone and Fax Records	"While You Were Out" message slips; telephone and fax contact information; and related data.	Retain for useful life.	GASC-03-007
Transitory Records	Records with short-term interest that have no documentary or evidential value, such as routine requests for publications, transmittal letters, and agency event notices (holidays, charitable campaigns).	Retain for useful life.	GASC-03-008

### INFORMATION TECHNOLOGY (04)

Records	Description	Retention	Number
Computer System Documentation, Management, and Maintenance Records	Records documenting the addition, modification, maintenance, and removal of software and/or hardware from an agency's computer system. Records may include: computer equipment inventories; hardware performance reports; component maintenance records; system backup reports; backup tape inventories; system overviews; operations logs; job listings; system development logs; system specifications and changes; conversion notes; dataset logs; dataset inventories; dataset record layouts; hard copies of tables; data dictionaries; programming logs; program specifications and changes; record layouts; user views; control program table documentation; program listings; instruction manuals; software purchase records; software inventories; and licenses.	Computer Equipment Inventories: 4 years after surplus and all audit requirements have been met; Records related to backup: Retain for 2 backup cycles; All other records: Life of system, software, or component and all audit requirements have been met.	GASC-04-001
Information System Planning and Development Records	This series documents the planning and development of agency information systems. Records may include: information technology plans; feasibility studies; cost-benefit analyses; studies and surveys; system specifications and revisions; component proposals; technical literature; and vendor literature and proposals.	Implemented systems: Life of system and all audit requirements have been met; Unimplemented systems: Useful life.	GASC-04-002
Network, Computer, and Server Password and Security	Records documenting the issuance or selection of a network password and the administration of security and monitoring of the agency's network, computers, and servers.	1 year after superseded or the employee separates from the agency, and all audit requirements have been met.	GASC-04-003



System Architecture Documents and Wiring Schemas	Records documenting the location of wiring and the design of the overall agency network environment.	Until superseded or obsolete and all audit requirements have been met.	GASC-04-004
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### PAYROLL (05)

Records	Description	Retention	Number
Annual Payroll Earnings Reports	Summary of employees' payroll earnings for fiscal year, including deductions.	50 years after tax year in which the records were created.	GASC-05-001
Deduction Records	Records documenting individual employee's authorization to withhold taxes and other deductions from employees pay.	4 years after end of fiscal year.	GASC-05-002
Family Medical Leave Act (FMLA) Compliance Records	All records pertaining to FMLA's leave requirements, including dates and hours of FMLA leave; copies of employer notices, documents describing premium payments, employee benefits, and records of disputes over FMLA benefits.	3 years.	GASC-05-003
Garnishments	Records documenting the withholding of funds from an employee's wages at the request of the courts or a state agency.	5 years.	GASC-05-004
HIPAA/HITECH Records	These records include the policies and procedures implemented by agencies to comply with HIPAA/HITECH regulations.	6 years.	GASC-05-005
Periodic Tax Reports	Records documenting taxable and non-taxable income of an agency.	5 years.	GASC-05-006
Salary and Wage Records	Pre-payroll reports, monthly payroll check registers, monthly fund distribution reports, and payroll action forms.	5 years.	GASC-05-007
Unclaimed Pay Checks	Checks that remain unclaimed by employees.	1 year.	GASC-05-008

Unemployment Compensation Records	Documents relating to employee claims for unemployment compensation.	5 years after end of the fiscal year in which the transaction occurred.	GASC-05-009
Wage and Rate Tables	Records utilized to calculate straight time and overtime work schedules.	5 years.	GASC-05-010
Wage and Tax Statements	Information returns used to report wages paid to employees and the taxes withheld from them. Includes W-2s.	5 years.	GASC-05-011
Withholding Allowance Certificates (G-4 and W-4 forms)	Federal forms completed by an individual to establish the amount of taxes withheld from wages.	4 years after superseded.	GASC-05-012

**PERSONNEL (06)**

Records	Description	Retention	Number
Accident Reports	Reports of employee accidents and injuries; including workers' compensation claims.	Workers' Comp Claims: 5 years and settlement of all claims due; Accident Reports not resulting in Workers' Comp Claims: 3 years.	GASC-06-001
Affirmative Action Records	Records documenting an agency's compliance with the requirements of the Equal Employment Opportunity Commission and response to federal program reviews, state compliance audits, annual reporting requirements, and internal audits.	Plans: Permanent; Audits, annual reports, and other records: 3 years.	GASC-06-002
Applications for Employment, Not Hired	Records documenting employment applications of persons not hired. Records may include but are not limited to: unsolicited, incomplete, and complete applications; supporting documentation, interview notes and materials; background surveys; and correspondence.	Unsolicited and incomplete applications: Useful life; All other records: 3 years.	GASC-06-003
Background Checks	Criminal and financial background checks on employees.	5 years.	GASC-06-004

Cafeteria Plan (Flexible Benefits) Records	Records documenting salary reduction-type plans authorized by the Internal Revenue Service.	6 years after termination of participant.	GASC-06-005
Continuation of Insurance Benefits (COBRA) Records	Copies of notices required by COBRA; documentation that notices were received; documentation of any circumstance in which COBRA is not offered due to gross misconduct.	6 years	GASC-06-006
Contracts – Employee	Service contracts between an individual and government agency.	7 years after expiration.	GASC-06-007
Converted Personal Leave Requests	Records documenting converted personal leave requests.	1 year after leave is used.	GASC-06-008
Drug Testing Records	Records documenting the random drug testing of employees to include pre-employment and reasonable suspicion.	Positives and refusals: 5 years. Negatives and cancelled drug tests and documents relating to the administration of the alcohol and controlled substance testing programs: 2 years.	GASC-06-009
Employee Grievance Action Case Files	Resolution of employee complaints against supervisor or other employees.	2 years after the complaint is filed or the case is resolved.	GASC-06-010
Employee Handbooks	Guidelines created to explain the internal operations and procedures of the agency to a new employee.	Permanent.	GASC-06-011

Employee Hazardous Materials Exposure Monitoring Records	Records monitoring the exposure of employees to hazardous materials.	30 years.	GASC-06-012
Employee Medical Files, Toxic/Hazardous Substance Exposure	Documentation of employee exposure to hazardous materials.	30 years after separation.	GASC-06-013
Employee Parking Records	Records documenting employee parking permit applications, cards, and permits.	5 years after permit expires or is superseded or separation of employee from the agency.	GASC-06-014
Employee Personnel Files	Records documenting an employee's work history with the agency, generally maintained as a case file; includes records of continuing education, performance evaluations, disciplinary actions, and background checks. Please note: no central agency maintains these records; it is the responsibility of individual agencies to maintain the personnel files of their employees.	Records documenting service, final leave status, and hire/no hire recommendation: 50 years; Other records: 7 years following separation of employee.	GASC-06-015
Employment Eligibility Verification Records	I-9 forms.	3 years after date of hire or 1 year after separation, whichever is longer.	GASC-06-016
Equal Employment Opportunity Commission (EEOC) Reports	Reports classifying employees by race and gender that document compliance with EEOC rules.	3 years.	GASC-06-018

Equal Employment Opportunity Commission and GA Commission on Equal Opportunity Complaints	Records documenting charges of discrimination filed against an agency.	2 years or until final disposition of the charge or action.	GASC-06-017
Family Medical Leave Case Files	Records documenting extended absence from work by an employee under provisions of the Family Medical Leave Act.	3 years.	GASC-05-003
Intern Records	This series documents the activities of interns working at the agency.	5 years.	GASC-06-020
Job Recruitment Materials	Records documenting efforts to advertise positions and attract qualified personnel.	2 years.	GASC-06-021
Leave Donation Records	Records documenting the donation of leave by employees to assist an individual who must be absent from work for an extended period of time due to illness.	1 year after leave used.	GASC-06-022
Leave Records	Records documenting hours worked, leave earned, and leave taken; does not include final leave status.	3 years.	GASC-06-023
Position Classification Materials	Records documenting job requirements, description, and salary range.	4 years after position is re-classified.	GASC-06-024
Pre-employment Assessments, Not Hired	Exams taken by those applying for positions with a state agency.	2 years.	GASC-06-025
Retirement Incentive Program Records	Records documenting employees who elect early retirement under government-offered incentive programs.	6 years.	GASC-06-026

SAVE Affidavits	SAVE (Systematic Alien Verification for Entitlements) Affidavits testifying to an individual's right to receive public benefits.	3 years.	GASC-06-027
Student Workers Permits	Permits to allow persons under 18 years old to obtain summer employment.	Return to issuing officer (school board) after termination or failure to appear for 30 days.	GASC-06-028
Training Records	Records documenting attendance and course content for continuing education training.	5 years.	GASC-06-029
Training Records – Breath-Alcohol Testing	Records relating to the training of individuals for breath-alcohol testing.	2 years after individual ceases to perform the testing function.	GASC-06-030
Volunteer Program Records	This series documents the activities and administration of an agency's volunteer program. Records may include: volunteer hour statistics; volunteer program publicity records; insurance requirement information; and inactive volunteer files containing applications and conditions of volunteer service forms.	Individual volunteer files: 3 years after separation; All other records: 3 years.	GASC-06-031
Work/Time Schedules	Records documenting employee's daily and weekly work schedules.	4 years.	GASC-06-032

**PROPERTY AND SECURITY (07)**

Records	Description	Retention	Number
Blueprints and Specifications	Plans and specifications maintained by an agency for its own facility; used by facilities management to facilitate repairs and upgrades to the building.	As Built plans and specifications: Permanent; Interim and Never Built plans and specifications: 7 years.	GASC-07-001
Building/Grounds Maintenance, Remodeling, and Repair Records	Records documenting the condition, upkeep, and routine maintenance on agency facilities and grounds.	7 years.	GASC-07-002

Business Continuity Plans	Business recovery plans for man-made and natural disasters.	Until superseded.	GASC-07-003
Capital Construction Project Records	Records relating to the planning, administration, and implementation of capital construction projects; includes project descriptions and requirements, bid records, plan reviews, project schedules, contract changes, consultant contracts, and budgets.	11 years after completion of project.	GASC-07-004
Depreciation Schedules	Records documenting useful life and depreciation of agency-owned equipment and property, usually for insurance purposes.	4 years.	GASC-07-005
Employee Identification Records	Records documenting the issuance of employee identification cards, including restricted access.	4 years after superseded or employee separation.	GASC-07-006
Equipment and Vehicle Maintenance Records	Records documenting service history, mileage, damage repair, routine preventative maintenance and disposition of agency vehicles and equipment. Records type includes warranties, operating manuals, service contracts, and service logs for maintenance of agency-owned equipment and vehicles etc.	5 years after disposition of vehicle or equipment.	GASC-07-007
Facility Inspection Files and Reports	Records documenting inspection of facilities to comply with standards, rules, and codes affecting health and safety of the occupants; includes security and safety inspections.	3 years.	GASC-07-008
Federal Property Records	Records documenting the loan or lease of government equipment (federal) by state agencies.	7 years after expiration of contract or disposal of equipment.	GASC-07-009
Fuel and Oil Usage and Tax Reports	Periodic reports of the consumption of taxable and non-taxable diesel, gas, and oil in government-owned vehicles.	3 years.	GASC-07-010
Incident Reports	Reports of incidents of suspected criminal activity.	Internal documentation and incidents not reported to police: 5 years; Incidents reported to police: Retain until settlement of claims.	GASC-07-011

Insurance Policies	Records documenting insurance purchase for agency facilities or of membership in risk management cooperatives.	7 years after expiration of policy or membership.	GASC-07-013
Maintenance Work Orders	Records documenting routine maintenance on facilities and property.	5 years.	GASC-07-015
Property and Equipment Inventories	Listings of agency-owned property and equipment.	5 years after superseded.	GASC-07-014
Property Disposition Requests (Surplus Property Records)	Records documenting requests for change in status of state-owned property.	5 years.	GASC-07-016
Property Insurance Fund Claims	Records documenting requests for payment of insurance claims from the Georgia Department of Administrative Services Risk Management Division.	5 years after claim is paid or denied.	GASC-07-012
Real Property Ownership Records	Deeds, titles, purchasing records, and supporting documentation for land owned by an agency.	11 years after the year in which the property was sold or transferred.	GASC-07-017
Receipts of Responsibility	Records documenting property temporarily in use or possession of an employee.	5 years.	GASC-07-018
Security Access Records	Logs documenting when and who accessed restricted areas.	5 years.	GASC-07-019
Security Videos	Digital or analog video recordings and images from agency security systems. This series also includes digital or analog voice recordings of radio and telephone communications.	Known incident/accident: Retain until settlement of claims; No known incident/accident: 30 days.	GASC-07-021



Security/Fire System Install and Maintenance Records	Records documenting agency security and fire alarm systems.	3 years after replacement of system.	GASC-07-020
Space Planning/Design Management Project Files	Evaluation and design of space for government agencies.	3 years after project completion.	GASC-07-022
Vehicle Accident Reports	Records documenting damage to agency-owned vehicles.	5 years.	GASC-07-023
Vehicle and Equipment Purchases	Records documenting the purchase of vehicles and equipment.	5 years after disposition of vehicles or equipment.	GASC-07-025
Vehicle Permits/Security Identification Records	Records documenting the issuance of vehicle decals providing access to secure areas.	2 years after superseded.	GASC-07-026
Vehicle Title Records	Records documenting agency ownership of vehicles.	Applications: Retain until receipt of title; Title: Retain for duration of ownership.	GASC-07-027
Vehicle Use Authorizations and Requests	Records documenting permission for employees to use their private automobiles for official business.	5 years after superseded or obsolete.	GASC-07-028
Visitor Sign-in Logs	Visitor sign-in logs.	1 year.	GASC-07-029

**RECORDS MANAGEMENT (08)**

Records	Description	Retention	Number
Destruction Records	Records documenting the destruction of agency records.	Retain in office.	GASC-08-001

Microfilm Records	Records documenting the processing of microfilm to show compliance with standards; the preparation and filming of records; the inspection of film; and the transfer and acceptance of film to a security storage area.	Retain for life of film.	GASC-08-002
Microfilm Vault Monitoring Reports	Records documenting temperature and humidity conditions within a storage facility.	5 years.	GASC-08-003
Open Records Act Requests and Correspondence	Inquiries from members of the public requesting access to information under the Georgia Open Records Act.	3 years.	GASC-08-004
Records Schedules	Copies of approved agency records retention schedules.	5 years after superseded.	GASC-08-005
Records Transmittal Records	Records documenting the transfer of agency records into the custody of a records center facility.	Permanent records: Retain in office; Temporary records: 5 years after disposition of transferred record.	GASC-08-006
Reference Requests	Reference pull sheets documenting the retrieval of records from a records center facility.	4 years.	GASC-08-007



## CITY COUNCIL AGENDA ITEM

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**SUBJECT: Arbor Day and Earth Day Events**

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**AGENDA SECTION:** *(check all that apply)*

- PRESENTATION     PUBLIC HEARING     CONSENT AGENDA     OLD BUSINESS  
 NEW BUSINESS     OTHER, PLEASE STATE: Click or tap here to enter text.
- 

**CATEGORY:** *(check all that apply)*

- ORDINANCE     RESOLUTION     CONTRACT     POLICY     STATUS REPORT  
 OTHER, PLEASE STATE: Proclamations
- 

**ACTION REQUESTED:**  DECISION     DISCUSSION,     REVIEW, or     UPDATE ONLY

---

**Previously Heard Date(s):** 03/13/23 & Click or tap to enter a date.

**Current Work Session:** Click or tap to enter a date.

**Current Council Meeting:** Monday, March 27, 2023

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**SUBMITTED BY:** Tameika Porter, Assistant Director Parks and Recreation

**PRESENTER:** Benjamin Dillard, Director Parks and Recreation

**PURPOSE:** Parks & Recreation is requesting City Council to vote to make the Mammoth Sunflower the city flower and the Bald Cypress, the city tree.

**FACTS:**

**OPTIONS:** Choose an item. Click or tap here to enter text.

**RECOMMENDED ACTION:**

**ATTACHMENTS:**

- (1) Attachment 1 - Earth Day Proclamation
- (2) Attachment 2 - Arbor Day Proclamation
- (3) Attachment 3 - Click or tap here to enter text.
- (4) Attachment 4 - Click or tap here to enter text.
- (5) Attachment 5 - Click or tap here to enter text.



# Proclamation

**Whereas**, Earth Day was founded by Senator Gaylord Nelson on April 22, 1970 and is an annual event created to celebrate our Earth's environment and raise awareness about pollution; and

**Whereas**, Earth Day is important because it raises awareness of the impact we have on the environment and what can be done about it, celebrating by planting trees, cleaning up a stream or helping your community; and

**Whereas**, The City of Stonecrest is blessed with spaces such as Everett Park, South River running along the riverbank, and Arabia Mountain National Heritage Area, a 400-million-year-old nature preserve within our footprint; and

**Whereas**, these public lands enrich the lives of both residents and visitors alike, providing irreplaceable habitat for countless flora and fauna, as well as sustainable natural resources; and

**Whereas**, the planting of sunflowers, a 12-foot-tall flower with a yellow flower head in 60 days and finishing with food for chickadees, northern cardinals, and blue jays; and

**Whereas**, the sunflower symbolizes loyalty and adoration for its beauty, bringing a source of joy and spiritual renewal. It also draws attention to the environment and promotes conservation and sustainability in the City of Stonecrest.

**NOW THEREFORE**, be it proclaimed that Mayor Jazzmin Cobble and the Stonecrest City Council urge all citizens to be vigilant in the protection against the many threats posed to our environment while supporting the sustainability of our city, the place we call home and declare April 22, 2023, as

## **EARTH DAY in The City of Stonecrest.**

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Stonecrest, Georgia, to be affixed this 22nd day of April 2023

---

Mayor Jazzmin Cobble  
City of Stonecrest, Georgia



# Proclamation

*Whereas*, in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees; and

*Whereas*, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

*Whereas*, Arbor Day is now observed throughout the nation and the world; and

*Whereas*, Arbor Day, will be observed with the planting of the Bald Cypress tree planted in each of our parks; and

*Whereas*, trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by the wind and water, cutting, heating, and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife; and

*Whereas*, trees are renewable resources giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and

*Whereas*, trees wherever they are planted, are a source of joy and spiritual renewal.

***NOW THEREFORE***, be it proclaimed that Mayor Jazzmin Cobble and the Stonecrest City Council urge all citizens to celebrate Arbor Day and support efforts to protect our trees and woodlands and do hereby declare April 22, 2023, as

## **ARBOR DAY in The City of Stonecrest.**

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Stonecrest, Georgia, to be affixed this 22nd day of April 2023

---

Mayor Jazzmin Cobble  
City of Stonecrest, Georgia



## CITY COUNCIL AGENDA ITEM

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**SUBJECT: 2022 Street Paving ER Snell Change Order Request**

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**AGENDA SECTION:** *(check all that apply)*

- PRESENTATION     PUBLIC HEARING     CONSENT AGENDA     OLD BUSINESS  
 NEW BUSINESS     OTHER, PLEASE STATE: Click or tap here to enter text.
- 

**CATEGORY:** *(check all that apply)*

- ORDINANCE     RESOLUTION     CONTRACT     POLICY     STATUS REPORT  
 OTHER, PLEASE STATE: Click or tap here to enter text.
- 

**ACTION REQUESTED:**  DECISION     DISCUSSION,     REVIEW, or     UPDATE ONLY

---

**Previously Heard Date(s):** 03/13/23 & Click or tap to enter a date.

**Current Work Session:** Click or tap to enter a date.

**Current Council Meeting:** Monday, March 27, 2023

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**SUBMITTED BY:** Hari Karikaran, City Engineer

**PRESENTER:** Hari Karikaran

**PURPOSE:** 2022 Street Paving ER Snell Change Order Request

**FACTS:** Click or tap here to enter text.

**OPTIONS:** Approve, Deny, Defer Click or tap here to enter text.

**RECOMMENDED ACTION:** Approval

**ATTACHMENTS:**

- (1) Attachment 1 - Resolution Snell Contractor Change Order
- (2) Attachment 2 - ER Snell 2022 Street Paving Change Order Request
- (3) Attachment 3 - Click or tap here to enter text.
- (4) Attachment 4 - Click or tap here to enter text.
- (5) Attachment 5 - Click or tap here to enter text.

1 **STATE OF GEORGIA**  
2 **COUNTY OF DEKALB**  
3 **CITY OF STONECREST**

4  
5 **RESOLUTION NO. \_\_\_\_\_**  
6

7 **A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF**  
8 **STONECREST, GEORGIA AUTHORIZING THE EXECUTION OF A CHANGE**  
9 **ORDER WITH E.R. SNELL CONTRACTOR, INC. FOR THE 2022 STREET**  
10 **RESURFACING PROJECT IN AN AMOUNT NOT TO EXCEED FOUR HUNDRED**  
11 **THIRTY-TWO THOUSAND, FIVE HUNDRED NINETY-FOUR DOLLARS AND 00/100**  
12 **CENTS (\$432,594.00) IN PACKAGE THREE (3) AND FIVE HUNDRED EIGHTY-ONE**  
13 **THOUSAND AND EIGHTEEN DOLLARS AND 00/100 CENTS (\$581,018.00) IN**  
14 **PACKAGE TWO (2); AND FOR OTHER PURPOSES.**

15 **WHEREAS**, the City of Stonecrest, Georgia (the “City”) is a municipal corporation  
16 duly organized and existing under the laws of the State of Georgia, and is charged with  
17 providing public services to its residents; and

18 **WHEREAS**, the City entered into a contract with E.R. Snell Contractor, Inc. (the  
19 "Contractor"), a corporation created and existing under the laws of the State of Georgia for the  
20 resurfacing of certain municipal streets within the City of Stonecrest (“Contract”); and

21 **WHEREAS**, the Contractor was responsible for providing all labor, materials, and  
22 equipment necessary to patch, mill, resurface, and/or re-stripe 95 streets within the City  
23 ("Project"); and

24 **WHEREAS**, the total cost of the Project was FIVE MILLION SIX HUNDRED FOUR  
25 THOUSAND FOUR HUNDRED SEVENTEEN THOUSAND DOLLARS AND 00/100 CENTS.  
26 (\$5,604,417.00); and

27           **WHEREAS**, the Contractor was contracted perform and complete its duties under the  
28 Contract including the following: construction of the whole or a designated part of the Project;  
29 furnishing of any required surety bonds and insurance; and the provision or furnishing of labor,  
30 supervision, services, materials, supplies, equipment, fixtures, appliances, facilities, tools,  
31 transportation, storage, power, permits and licenses required of the Contractor, fuel, heat, light,  
32 cooling and all other utilities as required by the Agreement.; and

33           **WHEREAS**, the Contractor is expected to achieve Substantial Completion of the Work  
34 by July 17, 2023, unless another date is provided within the written Notice to Proceed.

35           **WHEREAS**, the Contractor discovered major portions of the City’s streets were  
36 constructed at a substandard level without proper subbase or base examples of which are attached  
37 hereto as Exhibit A; and

38           **WHEREAS**, it is necessary for the City’s streets to be properly built prior to installing a  
39 new top layer of asphalt; and

40           **WHEREAS**, the City desires to fix the portions of the streets improperly built; and

41           **WHEREAS**, Section 10.1 of the Contract permits changes in the work within the general  
42 scope of the Contract that can be ordered without invalidating the Contract; and

43           **WHEREAS**, Section 10.2 defines a change order as a written order to the Contractor  
44 executed by the City and Engineer, issued after execution of the Contract, authorizing, and  
45 directing a change in the work or an adjustment in the contract price or the contract time, or any  
46 combination thereof; and

47           **WHEREAS**, the contract price and the contract time may be changed only by Change  
48 Order; and

49           **WHEREAS**, the execution of a change order by the Contractor shall constitute



50 conclusive evidence of the Contractor’s agreement to the ordered changes in the work, the  
51 contract as thus amended, the contract price and the contract time; and

52 **WHEREAS**, the city wishes to enter into a change order with E.R. Snell Contractor, Inc.  
53 in an amount not to exceed FOUR HUNDRED THIRTY-TWO THOUSAND, FIVE HUNDRED  
54 NINETY-FOUR DOLLARS AND 00/100 CENTS (\$432,594.00) in package three (3) and FIVE  
55 HUNDRED EIGHTY-ONE THOUSAND AND EIGHTEEN DOLLARS AND 00/100 CENTS  
56 (\$581,018.00) to fix improperly built portions of the City’s streets; and

57 **WHEREAS**, any contract for work on all or part of the municipal road system shall be  
58 in writing and be approved by resolution which shall be entered on the minutes of such  
59 municipality pursuant to O.C.G.A. § 32-4-111.

60 **NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF STONECREST,**  
61 **GEORGIA, HEREBY RESOLVES**, that the Mayor, on behalf of the City, is hereby authorized  
62 to execute a change order with E.R. Snell Contractor, Inc. to fix the portions of the City’s streets  
63 improperly built.

64 **BE IT FURTHER RESOLVED**, E.R. Snell Contractor, Inc. shall achieve Substantial  
65 Completion of the work by July 17, 2023.

66 **BE IT FURTHER RESOLVED**, that the cost of the work shall not exceed FOUR  
67 HUNDRED THIRTY-TWO THOUSAND, FIVE HUNDRED NINETY-FOUR DOLLARS AND  
68 00/100 CENTS (\$432,594.00) in package three (3) and FIVE HUNDRED EIGHTY-ONE  
69 THOUSAND AND EIGHTEEN DOLLARS AND 00/100 CENTS (\$581,018.00) in package two  
70 (2).

71 **BE IT FURTHER RESOLVED**, that the City Attorney or his designee is directed to  
72 negotiate, prepare, and/or review a change order, to affect the intent of this resolution provided

73 that such change order is in compliance with the conditions set forth herein.

74 **BE IT FURTHER RESOLVED**, that the change order will not become binding upon the  
75 City and the City will incur no obligation or liability under it until it has been executed by the  
76 Mayor, attested to by the City Clerk and approved by the City Attorney as to form.

77 **BE IT FURTHER RESOLVED**, to the extent any portion of this Resolution is declared  
78 to be invalid, unenforceable, or nonbinding, that shall not affect the remaining portions of this  
79 Resolution.

80 **BE IT FURTHER RESOLVED**, all City resolutions are hereby repealed to the extent they  
81 are inconsistent with this Resolution.

82 **BE IT FINALLY RESOLVED**, this Resolution shall take effect immediately.

83  
84 **RESOLVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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[SIGNATURES ON THE FOLLOWING PAGE]

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**CITY OF STONECREST, GEORGIA**

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**Jazzmin Cobble, Mayor**

**ATTEST:**

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**City Clerk**

**APPROVED AS TO FORM:**

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**City Attorney**

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**EXHIBIT A**

**2022 Street Paving Change Order Request**

Council Awarded two contracts to ER Snell on July 25, 2022, for the amounts of \$2,614,917.00 (Package # 2) and \$2,989,500.00 (Package 3). The bid quantities for both packages were calculated based on the assumption that all streets were constructed to the County standards with proper subbase, base, and top layer.

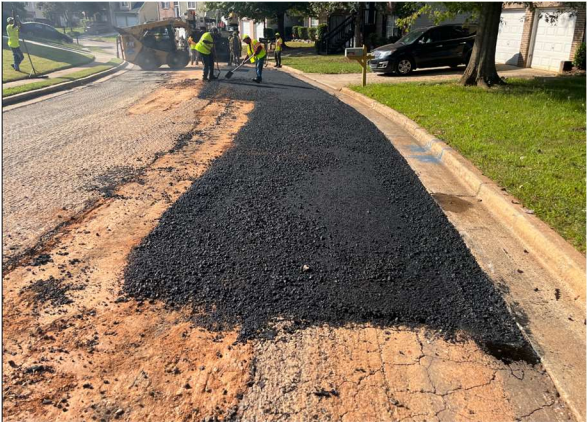
When the streets were milled and a portion of top layer of asphalt was removed, staff found out that major portion of the roads were constructed to a substandard without proper subbase or base. Some of the roads were constructed with no sub-base and only two to three inch of asphalt was laid on clay. These roads have to be property built prior to installing the top layer of asphalt. Council was notified on several council meetings on this substandard road construction. The patching quantity that was estimated in the Package 2 was 1,260 Tons. Due to the heavy patching and re-constructing the base, the patching quantity has increased to 2,714.00 Tons. The patching quantity that was estimated in the Package 3 was 1,400 Tons and the actual quantity is 1,890 tons. The estimated top layer quantity in Package 3 was 9,900 tons and the actual top layer quantity is 11,402 tons.

Staff is requesting change orders for 2022 Street Resurfacing packages.

Description	Unit	Bid Quantity	Actual Quantity	Quantity Increase	Unit Rate	Amount
Recycled Asphalt concrete, 19 MM	Ton	1,400	1,890	490	\$399.60	\$195,804
Asphalt concrete 9.5 MM	Ton	9,900	11,402	1,502	\$157.65	\$236,790
<b>Total Package 3</b>						<b>\$432,594</b>
Recycled Asphalt concrete, 19 MM	Ton	1,260	2,714	1,454	\$399.60	\$581,018
<b>Total Package 2</b>						<b>\$581,018</b>

**Staff Recommendation:**

Staff Recommends a Change Order for the amount of \$432,594 for Package 3 and a Change Order for the amount of \$581,018 for Package 2.



Roads with most the base and subbase missing.





## CITY COUNCIL AGENDA ITEM

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**SUBJECT: TMOD 22-012 Animal Exhibition**

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**AGENDA SECTION:** *(check all that apply)*

- PRESENTATION     PUBLIC HEARING     CONSENT AGENDA     OLD BUSINESS  
 NEW BUSINESS     OTHER, PLEASE STATE: Click or tap here to enter text.
- 

**CATEGORY:** *(check all that apply)*

- ORDINANCE     RESOLUTION     CONTRACT     POLICY     STATUS REPORT  
 OTHER, PLEASE STATE: Click or tap here to enter text.
- 

**ACTION REQUESTED:**  DECISION     DISCUSSION,     REVIEW, or     UPDATE ONLY

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**Previously Heard Date(s):** 02/27/23 & Click or tap to enter a date.

**Current Work Session:** Click or tap to enter a date.

**Current Council Meeting:** Monday, March 27, 2023

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**SUBMITTED BY:** Ray White, Planning and Zoning Director

**PRESENTER:** Ray White

**PURPOSE:** The following document includes recommended zoning language for regulation of a land use in the City of Stonecrest, which can result in the operation of an “Animal Exhibition” as defined by the USDA “Animal Welfare Act and Animal Welfare Regulations”.

**FACTS:** The staff created a text amendment to require land use compliance and to establish future regulations for like and similar establishments.

**OPTIONS:** Choose an item. Click or tap here to enter text.

**RECOMMENDED ACTION:** Deferral

**ATTACHMENTS:**

- (1) Attachment 1 - Click or tap here to enter text.
- (2) Attachment 2 - Click or tap here to enter text.
- (3) Attachment 3 - Click or tap here to enter text.



## CITY COUNCIL AGENDA ITEM

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- (4) Attachment 4 - Click or tap here to enter text.
- (5) Attachment 5 - Click or tap here to enter text.





## CITY COUNCIL AGENDA ITEM

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**SUBJECT: SDP22-0000015 – The Enclave at Arabia Mountain**

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**AGENDA SECTION:** *(check all that apply)*

- PRESENTATION     PUBLIC HEARING     CONSENT AGENDA     OLD BUSINESS  
 NEW BUSINESS     OTHER, PLEASE STATE: [Click or tap here to enter text.](#)
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**CATEGORY:** *(check all that apply)*

- ORDINANCE     RESOLUTION     CONTRACT     POLICY     STATUS REPORT  
 OTHER, PLEASE STATE: **The Enclave at Arabia Mountain**
- 

**ACTION REQUESTED:**  DECISION     DISCUSSION,     REVIEW, or     UPDATE ONLY

---

**Previously Heard Date(s):** **Monday, February 27, 2023** & [Click or tap here to enter text.](#)

**Current Work Session:** [Click or tap to enter a date.](#)

**Current Council Meeting:** Monday, March 27, 2023

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**SUBMITTED BY:** Ray White, Director of Planning & Zoning

**PRESENTER:** Ray White

**PURPOSE:** The applicant is seeking to subdivide property at 6301 Browns Mill Rd into 14 lots.

**FACTS:** The subject property is currently zoned R-100 (Single-family Residential Medium lot) and is located in the Arabia Mountain Overlay. The applicant is proposing to construct 14 single-family residential dwellings and detention pond to create The Enclave at Arabia Mountain.

**OPTIONS:** Choose an item. [Click or tap here to enter text.](#)

**RECOMMENDED ACTION:** Approval with Conditions

**ATTACHMENTS:**

- (1) Attachment 1 - [Click or tap here to enter text.](#)
- (2) Attachment 2 - [Click or tap here to enter text.](#)
- (3) Attachment 3 - [Click or tap here to enter text.](#)
- (4) Attachment 4 - [Click or tap here to enter text.](#)
- (5) Attachment 5 - [Click or tap here to enter text.](#)



## CITY COUNCIL AGENDA ITEM

**SUBJECT: Extension of Storage Unit Moratorium**

**AGENDA SECTION:** *(check all that apply)*

- PRESENTATION     PUBLIC HEARING     CONSENT AGENDA     OLD BUSINESS
- NEW BUSINESS     OTHER, PLEASE STATE: Click or tap here to enter text.

**CATEGORY:** *(check all that apply)*

- ORDINANCE     RESOLUTION     CONTRACT     POLICY     STATUS REPORT
- OTHER, PLEASE STATE: Click or tap here to enter text.

**ACTION REQUESTED:**  DECISION     DISCUSSION,     REVIEW, or     UPDATE ONLY

**Previously Heard Date(s):** Click or tap to enter a date. & Click or tap to enter a date.

**Current Work Session:**

**Current Council Meeting:** Monday, March 27, 2023

**SUBMITTED BY:** Alicia Thompson

**PRESENTER:** Mayor Pro Tem George Turner

**PURPOSE:** Extension of Storage Unit Moratorium

**FACTS:** Decision on extending the Storage Unit Moratorium.

**OPTIONS:** Approve, Deny, Defer Click or tap here to enter text.

**RECOMMENDED ACTION:** Click or tap here to enter text.

**ATTACHMENTS:**

- (1) Attachment 1 - Resolution
- (2) Attachment 2 - Click or tap here to enter text.
- (3) Attachment 3 - Click or tap here to enter text.
- (4) Attachment 4 - Click or tap here to enter text.
- (5) Attachment 5 - Click or tap here to enter text.

**STATE OF GEORGIA**

**CITY OF STONECREST**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION BY THE MAYOR AND COUNCIL OF THE CITY OF STONECREST, GEORGIA TO EXTEND THE MORATORIUM ON THE ACCEPTANCE OF NEW APPLICATIONS FOR BUSINESS LICENSES, LAND DISTURBANCE PERMITS, REZONINGS, SPECIAL LAND USE PERMITS, AND BUILDING APPLICATIONS FOR STORAGE UNIT FACILITIES FOR A PERIOD NOT TO EXCEED SIXTY (60) DAYS WHILE THE CITY OF STONECREST CONSIDERS CHANGES TO ITS ZONING ORDINANCE; TO PROVIDE FOR THE PURPOSE OF THE MORATORIUM, TO PROVIDE FOR FINDINGS OF FACT, IMPOSITION OF MORATORIUM, THE DURATION OF THE MORATORIUM; TO PROVIDE FOR AN APPEAL PROCESS; TO PROVIDE FOR SEVERABILITY; TO PROVIDE FOR A PENALTY; TO PROVIDE FOR AN EFFECTIVE DATE OF THIS RESOLUTION; AND FOR OTHER PURPOSES.**

**WHEREAS**, the City of Stonecrest (“City”) has been vested with substantial powers, rights and functions to generally regulate the practice, conduct or use of property for the purposes of maintaining health, morals, safety, security, peace, and the general welfare of the City of Stonecrest; and

**WHEREAS**, Georgia law recognizes that local governments may impose moratoria on zoning decisions, building permits, business licenses and other development approvals where exigent circumstances warrant the same, pursuant to case law found at *City of Roswell et al v. Outdoor Systems, Inc.*, 274 Ga. 130, 549 S.E.2d 90 (2001); and

**WHEREAS**, the Courts take judicial notice of a local government's inherent ability to impose moratoria on an emergency basis; and

**WHEREAS**, the Georgia Supreme Court, in the case of *DeKalb County v. Townsend*, 243 Ga. 80 (1979), held that, "To justify a moratorium, it must appear first, that the interests of the public generally, as distinguished from those of a particular class, require such interference; and second, that the means are reasonably necessary for the accomplishment of the purpose, and not unduly oppressive upon individuals." The City of Stonecrest has found that the interests of the public necessitate the enactment of a moratorium for health, safety, morals and general welfare purposes by means which are reasonable and not unduly oppressive; and

**WHEREAS**, the Mayor and Council of the City of Stonecrest have, as a part of planning, zoning and growth management, been in review of the City's Zoning Ordinances and have been studying the City's best estimates and projections of the type of development which could be anticipated within the City of Stonecrest; and

**WHEREAS**, the Mayor and Council deem it important to direct economic development in a manner that is consistent with the current Comprehensive Plan which integrates all of these concerns and therefore consider this moratorium a proper exercise of its police powers; and

**WHEREAS**, the Mayor and Council therefore consider it paramount that land use regulation continue in the most orderly and predictable fashion with the least amount of disturbance to landowners and to the citizens of the City of Stonecrest. The Mayor and Council have always had a strong interest in growth management so as to promote the traditional police power goals of health, safety, morals, aesthetics and the general welfare of the community; in particular, the lessening of congestion on City streets, security of the public from crime and other dangers, promotion of health and general welfare of its citizens, protection of the aesthetic qualities

of the City including access to air and light, and facilitation of the adequate provision of transportation and other public requirements; and

**WHEREAS**, it is the belief of the Mayor and Council of the City of Stonecrest that the concept of "public welfare" is broad and inclusive; that the values it represents are spiritual as well as physical, aesthetic as well as monetary; and that it is within the power of the City "to determine that a community should be beautiful as well as healthy, spacious as well as clean, well balanced as well as carefully patrolled," *Berman v. Parker*, 348 U.S. 26, 75 S.Ct. 98 (1954); *Kelo v. City of New London*, 545 U.S. 469, 125 S. Ct. 2655, 162 L. Ed. 2d 439 (2005). It is also the opinion of the City that "general welfare" includes the valid public objectives of aesthetics, conservation of the value of existing lands and buildings within the City, making the most appropriate use of resources, preserving neighborhood characteristics, enhancing and protecting the economic well-being of the community, facilitating adequate provision of public services, and the preservation of the resources of the City; and

**WHEREAS**, the Mayor and Council are, and have been interested in, developing a cohesive and coherent policy regarding certain uses and businesses in the City, and have intended to promote community development through stability, predictability and balanced growth that is in adherence to the City's Comprehensive Plan which will further the prosperity of the City as a whole; and

**WHEREAS**, the Director of Planning and Zoning, the City Engineer, the City selected stakeholders, and the City Attorney are reviewing the City's Zoning Ordinance; and

**WHEREAS**, it is in the best interest of the citizens of Stonecrest to place a moratorium on the application of business licenses, land disturbance permits, rezonings, special land use permits, and building applications for storage unit facilities until review is completed; and

**WHEREAS**, the Mayor and City Council approved a sixty (60) day moratorium on January 31, 2023 for the application of business licenses, land disturbance permits, rezonings, special land use permits, and building applications for storage unit facilities; and

**WHEREAS**, the Mayor and City Council desire to extend the moratorium for an additional sixty (60) day period to continue developing cohesive and coherent policy regarding certain uses and businesses in the City.

**THEREFORE, IT IS HEREBY RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF STONECREST** and by the authority of the same:

**SECTION I.**

**FINDINGS OF FACT**

The Mayor and Council of the City of Stonecrest hereby make the following findings of fact:

- (a) It appears that the City’s Zoning requires additional review by the City of Stonecrest as it relates to certain zoning uses permitted throughout the City.
- (b) Substantial disorder, detriment and irreparable harm would result to the citizens, businesses and City of Stonecrest if the current land use regulation scheme in and for the above described uses in the City were to be utilized by property owners prior to a more thorough review;
- (c) The City's ongoing revision of its code and zoning ordinances requires that a limited cessation of the application of business licenses, land disturbance permits, rezonings, special land use permits, and building applications for storage unit facilities be enacted;

- (d) It is necessary and in the public interest to delay, for a reasonable period of time, the processing of any the application of business licenses, land disturbance permits, rezonings, special land use permits, and building applications for storage unit facilities to ensure that the design, development and location of the same are consistent with the long-term planning objectives of the City; and
- (e) That the Georgia Supreme Court has ruled that limited moratoria are reasonable and do not constitute land use when such moratoria are applied throughout the City under *City of Roswell et al v. Outdoor Systems Inc.*, 274 Ga. 130, 549 S.E.2d 90 (2001).

## **SECTION II.**

### **IMPOSITION OF MORATORIUM**

- (a) There is hereby imposed an extension on the moratorium on the acceptance by the staff of the City of Stonecrest of any the application of business licenses, land disturbance permits, rezonings, special land use permits, and building applications for storage unit facilities.
- (b) That the moratorium adopted on January 31, 2023 will end on April 1, 2023. This moratorium shall extend the moratorium for a period of sixty (60) days and will end on May 31, 2023.
- (c) This moratorium shall have no effect upon approvals or permits previously issued or applications for application of business licenses, land disturbance permits, rezonings, special land use permits, and building applications for storage unit facilities submitted prior to the adoption of the Moratorium on January 31, 2023. The provisions of this Resolution shall not affect the issuance of application of business licenses, land disturbance permits, rezonings, special land use permits, and building applications for storage unit facilities that

have received preliminary or final approval by the City on or before the effective date of the Moratorium adopted on January 31, 2023.

- (d) As of the effective date of this Resolution, no applications for business licenses, land disturbance permits, rezonings, special land use permits, and building applications for storage unit facilities shall be accepted by any agent, employee or officer of the City with respect to any property in the City of Stonecrest, and any of the aforementioned so accepted for filing will be deemed in error, null and void, and of no effect whatsoever, and shall constitute no assurance whatsoever of any right to engage in any act, and any action in reliance on any such license or permit shall be unreasonable.
- (e) The following procedures shall be put in place immediately. Under *Cannon v. Clayton County*, 255 Ga. 63, 335 S.E.2d 294 (1985); *Meeks v. City of Buford*, 275 Ga. 585, 571 S.E.2d 369 (2002); and *City of Duluth v. Riverbroke Props.*, 233 Ga. App. 46, 502 S.E.2d 806 (1998), the Supreme Court stated, "Where a landowner makes a substantial change in position by expenditures and reliance on the probability of the issuance of a building permit, based upon an existing zoning ordinance and the assurances of zoning officials, he acquires vested rights and is entitled to have the permit issued despite a change in the zoning ordinance which would otherwise preclude the issuance of a permit." Pursuant to this case, the City of Stonecrest recognizes that, unknown to the City, de facto vesting may have occurred. The following procedures are established to provide exemptions from the moratorium where vesting has occurred:

A written application, including verified supporting data, documents and facts, may be made requesting a review by the Mayor and Council at a scheduled meeting of any facts



or circumstances which the applicant feels substantiates a claim for vesting and the grant of an exemption.

### **SECTION III.**

(a) It is hereby declared to be the intention of the Mayor and Council that all sections, paragraphs, sentences, clauses and phrases of this Resolution are and were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.

(b) It is hereby declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Chapter is severable from every other section, paragraph, sentence, clause or phrase of this Resolution. It is hereby further declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Resolution 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 Resolution 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 Mayor and 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 the Resolution and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and sections of the Resolution shall remain valid, constitutional, enforceable, and of full force and effect.

### **SECTION IV.**

All Resolution or parts of Resolution in conflict with this Resolution are, to the extent of such conflict, hereby repealed.

**SECTION V.**

The preamble of this Resolution shall be considered to be and is hereby incorporated by reference, as if fully set out herein.

**SO RESOLVED AND EFFECTIVE** this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**[SIGNATURES ON FOLLOWING PAGE]**

**CITY OF STONECREST, GEORGIA**

\_\_\_\_\_  
**Jazzmin Cobble, Mayor**

**ATTEST:**

\_\_\_\_\_  
**City Clerk**

**APPROVED AS TO FORM BY:**

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**City Attorney**



## CITY COUNCIL AGENDA ITEM

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**SUBJECT: Truck Parking Moratorium Extension**

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**AGENDA SECTION:** *(check all that apply)*

- PRESENTATION     PUBLIC HEARING     CONSENT AGENDA     OLD BUSINESS  
 NEW BUSINESS     OTHER, PLEASE STATE: Click or tap here to enter text.
- 

**CATEGORY:** *(check all that apply)*

- ORDINANCE     RESOLUTION     CONTRACT     POLICY     STATUS REPORT  
 OTHER, PLEASE STATE: Click or tap here to enter text.
- 

**ACTION REQUESTED:**  DECISION     DISCUSSION,     REVIEW, or     UPDATE ONLY

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**Previously Heard Date(s):** Click or tap to enter a date. & Click or tap to enter a date.

**Current Work Session:** Click or tap to enter a date.

**Current Council Meeting:** Monday, March 27, 2023

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**SUBMITTED BY:** Alicia Thompson

**PRESENTER:** Mayor Pro Tem George Turner

**PURPOSE:** Extension of the Truck Parking Moratorium

**FACTS:** Decision to extend the Truck Parking Moratorium.

**OPTIONS:** Approve, Deny, Defer Click or tap here to enter text.

**RECOMMENDED ACTION:** Click or tap here to enter text.

**ATTACHMENTS:**

- (1) Attachment 1 - Resolution
- (2) Attachment 2 - Click or tap here to enter text.
- (3) Attachment 3 - Click or tap here to enter text.
- (4) Attachment 4 - Click or tap here to enter text.
- (5) Attachment 5 - Click or tap here to enter text.

**STATE OF GEORGIA**

**CITY OF STONECREST**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION BY THE MAYOR AND COUNCIL OF THE CITY OF STONECREST, GEORGIA TO EXTEND THE MORATORIUM ON THE ACCEPTANCE OF NEW APPLICATIONS FOR BUSINESS LICENSES, LAND DISTURBANCE PERMITS, REZONINGS, SPECIAL LAND USE PERMITS, AND BUILDING APPLICATIONS FOR TRUCK PARKING AND CLEARING AND GRADING TO CREATE TRUCK PARKING FOR A PERIOD NOT TO EXCEED SIXTY (60) DAYS WHILE THE CITY OF STONECREST CONSIDERS CHANGES TO ITS ZONING ORDINANCE; TO PROVIDE FOR THE PURPOSE OF THE MORATORIUM, TO PROVIDE FOR FINDINGS OF FACT, IMPOSITION OF MORATORIUM, THE DURATION OF THE MORATORIUM; TO PROVIDE FOR AN APPEAL PROCESS; TO PROVIDE FOR SEVERABILITY; TO PROVIDE FOR A PENALTY; TO PROVIDE FOR AN EFFECTIVE DATE OF THIS RESOLUTION; AND FOR OTHER PURPOSES.**

**WHEREAS**, the City of Stonecrest (“City”) has been vested with substantial powers, rights and functions to generally regulate the practice, conduct or use of property for the purposes of maintaining health, morals, safety, security, peace, and the general welfare of the City of Stonecrest; and

**WHEREAS**, Georgia law recognizes that local governments may impose moratoria on zoning decisions, building permits, business licenses and other development approvals where exigent circumstances warrant the same, pursuant to case law found at *City of Roswell et al v. Outdoor Systems, Inc.*, 274 Ga. 130, 549 S.E.2d 90 (2001); and

**WHEREAS**, the Courts take judicial notice of a local government's inherent ability to impose moratoria on an emergency basis; and

**WHEREAS**, the Georgia Supreme Court, in the case of *DeKalb County v. Townsend*, 243 Ga. 80 (1979), held that, "To justify a moratorium, it must appear first, that the interests of the public generally, as distinguished from those of a particular class, require such interference; and second, that the means are reasonably necessary for the accomplishment of the purpose, and not unduly oppressive upon individuals." The City of Stonecrest has found that the interests of the public necessitate the enactment of a moratorium for health, safety, morals and general welfare purposes by means which are reasonable and not unduly oppressive; and

**WHEREAS**, the Mayor and Council of the City of Stonecrest have, as a part of planning, zoning and growth management, been in review of the City's Zoning Ordinances and have been studying the City's best estimates and projections of the type of development which could be anticipated within the City of Stonecrest; and

**WHEREAS**, the Mayor and Council deem it important to direct economic development in a manner that is consistent with the current Comprehensive Plan which integrates all of these concerns and therefore consider this moratorium a proper exercise of its police powers; and

**WHEREAS**, the Mayor and Council therefore consider it paramount that land use regulation continue in the most orderly and predictable fashion with the least amount of disturbance to landowners and to the citizens of the City of Stonecrest. The Mayor and Council have always had a strong interest in growth management so as to promote the traditional police power goals of health, safety, morals, aesthetics and the general welfare of the community; in particular, the lessening of congestion on City streets, security of the public from crime and other dangers, promotion of health and general welfare of its citizens, protection of the aesthetic qualities

of the City including access to air and light, and facilitation of the adequate provision of transportation and other public requirements; and

**WHEREAS**, it is the belief of the Mayor and Council of the City of Stonecrest that the concept of "public welfare" is broad and inclusive; that the values it represents are spiritual as well as physical, aesthetic as well as monetary; and that it is within the power of the City "to determine that a community should be beautiful as well as healthy, spacious as well as clean, well balanced as well as carefully patrolled," *Berman v. Parker*, 348 U.S. 26, 75 S.Ct. 98 (1954); *Kelo v. City of New London*, 545 U.S. 469, 125 S. Ct. 2655, 162 L. Ed. 2d 439 (2005). It is also the opinion of the City that "general welfare" includes the valid public objectives of aesthetics, conservation of the value of existing lands and buildings within the City, making the most appropriate use of resources, preserving neighborhood characteristics, enhancing and protecting the economic well-being of the community, facilitating adequate provision of public services, and the preservation of the resources of the City; and

**WHEREAS**, the Mayor and Council are, and have been interested in, developing a cohesive and coherent policy regarding certain uses and businesses in the City, and have intended to promote community development through stability, predictability and balanced growth that is in adherence to the City's Comprehensive Plan which will further the prosperity of the City as a whole; and

**WHEREAS**, the Director of Planning and Zoning, the City Engineer, the City selected stakeholders, and the City Attorney are reviewing the City's Zoning Ordinance; and

**WHEREAS**, it is in the best interest of the citizens of Stonecrest to place a moratorium on the application of business licenses, land disturbance permits, rezonings, special land use permits,

and building applications for truck parking and clearing and grading to create truck parking until review is completed; and

**WHEREAS**, the Mayor and City Council approved a sixty (60) day moratorium on January 31, 2023 for the application of business licenses, land disturbance permits, rezonings, special land use permits, and building applications for truck parking and clearing and grading to create truck parking; and

**WHEREAS**, the Mayor and City Council desire to extend the moratorium for an additional sixty (60) day period to continue developing cohesive and coherent policy regarding certain uses and businesses in the City.

**THEREFORE, IT IS HEREBY RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF STONECREST** and by the authority of the same:

**SECTION I.**

**FINDINGS OF FACT**

The Mayor and Council of the City of Stonecrest hereby make the following findings of fact:

- (a) It appears that the City’s Zoning requires additional review by the City of Stonecrest as it relates to certain zoning uses permitted throughout the City.
- (b) Substantial disorder, detriment and irreparable harm would result to the citizens, businesses and City of Stonecrest if the current land use regulation scheme in and for the above described uses in the City were to be utilized by property owners prior to a more thorough review;
- (c) The City's ongoing revision of its code and zoning ordinances requires that a limited cessation of the application of business licenses, land disturbance permits,



rezonings, special land use permits, and building applications for truck parking and clearing and grading to create truck parking be enacted;

- (d) It is necessary and in the public interest to delay, for a reasonable period of time, the processing of any the application of business licenses, land disturbance permits, rezonings, special land use permits, and building applications for truck parking and clearing and grading to create truck parking to ensure that the design, development and location of the same are consistent with the long-term planning objectives of the City; and
- (e) That the Georgia Supreme Court has ruled that limited moratoria are reasonable and do not constitute land use when such moratoria are applied throughout the City under *City of Roswell et al v. Outdoor Systems Inc.*, 274 Ga. 130, 549 S.E.2d 90 (2001).

## **SECTION II.**

### **IMPOSITION OF MORATORIUM**

- (a) There is hereby imposed an extension on the moratorium on the acceptance by the staff of the City of Stonecrest of any the application of business licenses, land disturbance permits, rezonings, special land use permits, and building applications for truck parking and clearing and grading to create truck parking
- (b) That the moratorium adopted on January 31, 2023 will end on April 1, 2023. This moratorium shall extend the moratorium for a period of sixty (60) days and will end on May 31, 2023.
- (c) This moratorium shall have no effect upon approvals or permits previously issued or applications for application of business licenses, land disturbance permits, rezonings,

special land use permits, and building applications for truck parking and clearing and grading to create truck parking submitted prior to the adoption of the Moratorium on January 31, 2023. The provisions of this Resolution shall not affect the issuance of application of business licenses, land disturbance permits, rezonings, special land use permits, and building applications for truck parking and clearing and grading to create truck parking that have received preliminary or final approval by the City on or before the effective date of the Moratorium adopted on January 31, 2023.

- (d) As of the effective date of this Resolution, no applications for business licenses, land disturbance permits, rezonings, special land use permits, and building applications for truck parking and clearing and grading to create truck parking shall be accepted by any agent, employee or officer of the City with respect to any property in the City of Stonecrest, and any of the aforementioned so accepted for filing will be deemed in error, null and void, and of no effect whatsoever, and shall constitute no assurance whatsoever of any right to engage in any act, and any action in reliance on any such license or permit shall be unreasonable.
- (e) The following procedures shall be put in place immediately. Under *Cannon v. Clayton County*, 255 Ga. 63, 335 S.E.2d 294 (1985); *Meeks v. City of Buford*, 275 Ga. 585, 571 S.E.2d 369 (2002); and *City of Duluth v. Riverbroke Props.*, 233 Ga. App. 46, 502 S.E.2d 806 (1998), the Supreme Court stated, "Where a landowner makes a substantial change in position by expenditures and reliance on the probability of the issuance of a building permit, based upon an existing zoning ordinance and the assurances of zoning officials, he acquires vested rights and is entitled to have the permit issued despite a change in the zoning ordinance which would otherwise preclude the issuance of a permit." Pursuant to this case, the City of Stonecrest recognizes that, unknown to the City, de facto vesting may

have occurred. The following procedures are established to provide exemptions from the moratorium where vesting has occurred:

A written application, including verified supporting data, documents and facts, may be made requesting a review by the Mayor and Council at a scheduled meeting of any facts or circumstances which the applicant feels substantiates a claim for vesting and the grant of an exemption.

### **SECTION III.**

(a) It is hereby declared to be the intention of the Mayor and Council that all sections, paragraphs, sentences, clauses and phrases of this Resolution are and were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.

(b) It is hereby declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Chapter is severable from every other section, paragraph, sentence, clause or phrase of this Resolution. It is hereby further declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Resolution 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 Resolution 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 Mayor and 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 the Resolution and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and sections of the Resolution shall remain valid, constitutional, enforceable, and of full force and effect.

**SECTION IV.**

All Resolution or parts of Resolution in conflict with this Resolution are, to the extent of such conflict, hereby repealed.

**SECTION V.**

The preamble of this Resolution shall be considered to be and is hereby incorporated by reference, as if fully set out herein.

**SO RESOLVED AND EFFECTIVE** this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**[SIGNATURES ON FOLLOWING PAGE]**

**CITY OF STONECREST, GEORGIA**

\_\_\_\_\_  
**Jazzmin Cobble, Mayor**

**ATTEST:**

\_\_\_\_\_  
**City Clerk**

**APPROVED AS TO FORM BY:**

---

**City Attorney**



## CITY COUNCIL AGENDA ITEM

---

**SUBJECT: Stonecrest Development Authority Intergovernmental Agreement**

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**AGENDA SECTION:** *(check all that apply)*

- PRESENTATION     PUBLIC HEARING     CONSENT AGENDA     OLD BUSINESS  
 NEW BUSINESS     OTHER, PLEASE STATE: Click or tap here to enter text.
- 

**CATEGORY:** *(check all that apply)*

- ORDINANCE     RESOLUTION     CONTRACT     POLICY     STATUS REPORT  
 OTHER, PLEASE STATE: Click or tap here to enter text.
- 

**ACTION REQUESTED:**  DECISION     DISCUSSION,  REVIEW, or  UPDATE ONLY

---

**Previously Heard Date(s):** 03/13/23 & Click or tap to enter a date.

**Current Work Session:** Click or tap to enter a date.

**Current Council Meeting:** Monday, March 27, 2023

---

**SUBMITTED BY:** Alicia Thompson, City Attorney

**PRESENTER:** Mayor Jazzmin Cobble

**PURPOSE:** Stonecrest Development Authority Intergovernmental Agreement

**FACTS:** Review of Intergovernmental Agreement between the City of Stonecrest and the Stonecrest Development Authority.

**OPTIONS:** Approve, Deny, Defer Click or tap here to enter text.

**RECOMMENDED ACTION:** Approve

**ATTACHMENTS:**

- (1) Attachment 1 - Intergovernmental Agreement
- (2) Attachment 2 - Click or tap here to enter text.
- (3) Attachment 3 - Click or tap here to enter text.
- (4) Attachment 4 - Click or tap here to enter text.
- (5) Attachment 5 - Click or tap here to enter text.

**STONECREST DEVELOPMENT AUTHORITY  
INTERGOVERNMENTAL AGREEMENT**

THIS INTERGOVERNMENTAL AGREEMENT (this "Agreement") is made and entered into on this \_\_\_\_ day of \_\_\_\_\_, 2023 by and between the CITY OF STONECREST, GEORGIA (hereinafter referred to as the "City"), and the STONECREST DEVELOPMENT AUTHORITY, GEORGIA (hereinafter referred to as the "Authority");

**WHEREAS**, the City of Stonecrest was created by Senate Bill 208, passed in the Georgia General Assembly during the 2016 Session and subsequently confirmed by referendum; and

**WHEREAS**, pursuant to Title 62 Chapter 36 of the Official Code of Georgia ("Development Authorities Law") municipalities of this state are authorized to establish public bodies corporate and politic to be known as "development authorities;" and

**WHEREAS**, the Mayor and Council of the City of Stonecrest ("City Council") pursuant to O.C.G.A. § 36-62-3 et seq established the Stonecrest Development Authority by ordinance for the purpose of developing and promoting trade, commerce, industry and employment opportunities; and

**WHEREAS**, the City and the Authority share a joint desire and ambition to spur economic redevelopment in various areas of the City; and

**WHEREAS**, the City and the Authority wish to enter into this intergovernmental agreement by which they may set forth in writing the parameters for their relationship in pursuing their joint ambitions and goals for the development of the City.

**NOW, THEREFORE**, for and in consideration of the promises, mutual covenants, and agreements contained herein, the parties do hereby covenant and agree as follows:

**ARTICLE I: PURPOSE OF AGREEMENT**

The purpose of this Agreement shall be to establish the parameters under which the Authority operates as it endeavors to facilitate the revitalization and development of underutilized and underdeveloped areas in the City, attract private investment, strengthen the City's economic base and tax digest, attract new industries, create jobs, and benefit the residents and citizens of the City.

**ARTICLE II: FUNDING AND APPROPRIATIONS**

In consideration of the commitments made by the Authority herein, and for use by the Authority in carrying out the activities provided for herein; the City shall appropriate funds to be used by the Authority as and when it is deemed prudent and necessary by the City's governing body.

In addition, from time to time during the term of this Agreement, the governing body of the City shall review the progress of the Authority, and the financial condition of the Authority. While all such decisions, and the appropriation function, shall remain the exclusive province of the City's governing body, which it may exercise in its sole discretion, the City will consult in good faith with the Authority regarding the suitable level of appropriation, and will, in all events, appropriate sufficient funds to meet all contractual obligations of the Authority, the Authority complies with the terms of this Agreement. Any action violating the terms and provisions of this Agreement will result in the immediate end to any future appropriation of funds.

### **ARTICLE III: DEVELOPMENT ACTIVITIES**

In consideration of the payments and appropriations made by the City under this Agreement, and the other promises and commitments made hereunder, the Authority agrees that it shall undertake the following activities whenever and wherever needed in the City, in coordination and cooperation with the City:

- a. The Authority shall act as a non-exclusive development agent for the City exercising its powers under Georgia law for the benefit of the City.
- b. The Authority may assist in the creation of such tax allocation districts as may be deemed necessary or prudent or otherwise provide for tax abatement programs, the City requests however, that the Authority inform the City prior to extending to any project or entity an incentive or tax abatement.
- c. The Authority may enter into and execute any contracts, leases, mortgages, or other agreements, including agreements with bondholders or lenders, determined by the Authority to be necessary or convenient to implement the provisions and effectuate the purposes of this Agreement. The City requests review prior to execution.
- d. From time to time, the Authority may acquire property, real or personal, or interests therein, for redevelopment and development purposes, and use or dispose of such property or interests, either through the City or directly with private parties.
- e. The Authority may conduct other planning and implementation activities as are deemed necessary and prudent, including planning and predevelopment activities such as site analysis, environmental analysis, development planning, market analysis, financial feasibility studies, preliminary design, zoning compliance, facilities inspections, and overall analysis of proposed redevelopment plans to ensure consistency with the City's overall goals, and short-term and long-term plans.
- f. The Authority may negotiate and enter into public-private ventures, provide loans to private enterprises, and enter into intergovernmental and other agreements as needed. The City requests review prior to execution.



Legal counsel and bond counsel when applicable for the Authority (“Counsel”) must be selected and approved by the City annually. The term of Counsel will coincide with the beginning and end of the City’s fiscal year. Failure by the Authority to obtain the suitable approval for appointment of its Counsel will be deemed a violation of this Agreement. Failure to obtain the suitable approval by the City will result in termination of the Authority’s Counsel.

- g. The Authority shall be responsible for preparing for the review by its Counsel and for its execution and filing by the Authority and filing any financial reporting documents for the Authority, including any reports required to be filed with the Georgia Department of Community Affairs pursuant to O.C.G.A. § 36-81-8(b)(2).
- h. The City shall name the Authority as an additional insured under its general liability policies.
- i. For purposes of this Agreement, “approved by the City” or “approval by the City” shall mean communication, in writing, from the City Manager that the City Council has approved the action by resolution.

#### **ARTICLE IV: DEVELOPMENT AUTHORITY OPERATIONS**

- a. The City expressly authorizes the Authority to utilize the City Hall for its meetings and other operational purposes. The Authority shall also have reasonable access to City staff time and resources to conduct its operations. The City shall appoint one staff member to function as the Authority’s Executive Director, who shall be responsible for the maintenance of all Authority minutes, records, contracts and other official documents, and for ensuring Authority compliance with State law and City ordinances. All such utilization shall be coordinated through and at the direction of the City Manager.
- b. As part of City staff functions, the Executive Director will take charge of all Authority assets and property, and on behalf of the Authority manage the day-to-day operation and maintenance of all such sites. Where appropriate, the Executive Director, or its assignee, shall market for sale or lease, such properties as is deemed in the best interest of the City and the Authority. All such transfer of title or leasehold interest shall be approved by the Authority and the City. The Authority appoints the Executive Director as an agent of the Authority who is hereby authorized to take administrative actions in this regard on behalf of the Authority. The City Manager shall deliver to the City and the Authority, at least quarterly, a report of activity of Authority property.
- c. The Authority agrees that except as expressly provided in any other agreement between the City and the Authority, the Executive Director, with such City staff support as directed by the City Manager, shall perform the day-to-day management, including budgeting and annual audit review, of all funds, bank accounts and assets of the Authority.

- d. The Authority acknowledges that all of its current assets were either transferred to it by the City, or acquired through revenue bonds supported by the revenue from a specific project, or acquired by financing arrangements guaranteed by the City's full faith and credit. As such, it hereby pledges to hold all such assets, and any income derived from the operation or sale of such assets, in trust for the benefit of the City. The City Manager, through City staff is hereby appointed as custodian of all liquid Authority assets, and shall maintain such assets in such accounts as if they were City funds. With notice to the Authority, and provided that such transfer will not place the Authority in risk of default on its contractual obligations, the City may transfer funds and assets from such accounts to accounts of the City consistent with the City's established policies, budgeting procedures, and standards promulgated by the Governmental Accounting Standards Board. If requested by the City, the Authority shall promptly convey title in any of the real property of the Authority to the City. The City Manager may transfer such assets to City accounts, without further approval of the Authority, in such manner as is consistent with this Agreement.
- e. The Authority shall process all open records requests pursuant to O.C.G.A. § 50-18-70 et seq. The Executive Director shall serve as the designated records custodian for open record requests for public records of the Authority. The Authority shall be authorized to charge and retain fees authorized by O.C.G.A. § 50-18-71, et. al.
- f. The City shall provide space within City Hall or other City property for the Authority to conduct public meetings, as that term is defined under O.C.G.A. § 50-14-1. The City and the Authority will confer prior to scheduling meetings for the Authority to ensure sufficient space is available. The Authority shall post notices of the public meeting, in accordance with O.C.G.A. § 50-14-1, at the meeting location, and on the website calendar of the City.
- g. The Authority, pursuant to O.C.G.A. § 36-62-5 (d), may make bylaws and regulations for its governance. The City Council must approve all amendments to the Authority's bylaws.
- h. The Authority may delegate to one or more of its officers, agents, and employees such powers and duties as may be deemed necessary and proper pursuant to O.C.G.A. § 36-62-5 (d). The appointed member of the City's governing authority serving as a director on the Authority shall also serve as the Authority's chair.
- i. The Authority acknowledges that this Agreement is not an exclusive agreement and that the City may contract with other governmental entities for the provision of similar services.

#### **ARTICLE V: INDEMNIFICATION**

It is the intent of the parties to be covered under the auspices of any applicable immunity granted by law. To the extent permitted by law, the Authority hereby agrees to defend, indemnify, and hold harmless the City and its officers, employees, or agents from any and all claims, liability, losses or damages, including attorneys' fees and costs of defense which the Authority or its officers, employees, or agents may incur as a result of any claim, demand, suit, or cause of action or proceeding of any kind or nature arising out of, relating to, or resulting from the Authority's actions or inactions in performing under this

Agreement. The Authority and City shall promptly notify each other of all such claims, shall cooperate with the defense and resolution of each claim, and shall not settle or otherwise dispose of the claim without first consulting with all parties hereto. The indemnification under this Agreement shall survive termination of this Agreement for any claims that may be filed after the termination date of this Agreement, provided that such claims are based upon actions or alleged actions that occurred during the term of this Agreement.

**ARTICLE VI: GENERAL PROVISIONS**

- a. **ASSIGNMENT.** This Agreement may not be assigned without the express written consent of all other parties to this Agreement.
- b. **NOTICE.** Any notice required or permitted to be delivered hereunder shall be deemed received when sent by United States certified mail, return receipt requested, or statutory overnight delivery, at the addresses set forth below:

City of Stonecrest, Georgia  
Stonecrest City Hall  
3120 Stonecrest Blvd,  
Suite 190,  
Stonecrest, GA 30038.  
Attention: City Manager

City of Stonecrest Development Authority  
Stonecrest City Hall  
3120 Stonecrest Blvd,  
Suite 190,  
Stonecrest, GA 30038.  
Attention: Chair

- c. **STATE LAW TO APPLY.** This contract shall be construed under and in accordance with the laws of the State of Georgia.
- d. **PARTIES BOUND.** The contract shall be binding upon and inure to the benefit of the Parties hereto and their respective legal representatives, successors, and assigns where permitted by this Agreement.
- e. **SEVERABILITY.** In case any one or more of the provisions contained in this contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this contract shall be construed as is such invalid, illegal, or unenforceable provision had never been contained herein.
- f. **PRIOR AGREEMENTS SUPERSEDED.** Except as expressly provided for herein, this Agreement constitutes the sole and only Agreement of the Parties hereto with respect to

the subject matter described herein, and supersedes any prior understandings or written or oral Agreements between the parties respecting the within subject matter. This provision shall not apply to the following agreements or transactions:

- i. Any agreements pertaining to any outstanding bonds of the Authority.
  - ii. Any security agreements between the Authority and the City.
  - iii. Any outstanding notes evidencing loans of funds from the City to the Authority.
- g. **TIME OF ESSENCE.** Time is of the essence of this contract.
- h. **AMENDMENT.** This Agreement may not be modified, amended or terminated in whole or in part in any manner other than by an agreement in writing duly signed and appropriately approved by all parties hereto.
- i. **GENDER.** Words of any gender used in this contract shall be held and construed to include any other gender, and words in the singular number shall be held to include the plural, and vice versa, unless the context requires otherwise.
- j. **HEADINGS.** The headings for each paragraph or section of this Agreement are for convenience of reference only and shall not be deemed a part of this Agreement for the purposes of interpreting any provision of said Agreement.
- k. **COUNTERPARTS.** This Agreement may be executed in any number of identical counterparts, and each counterpart hereof shall be deemed to be an original instrument, but all counterparts hereof taken together shall constitute but a single instrument.
- l. **CONSTRUCTION OF AGREEMENT.** This Agreement shall not be construed more strongly against any party regardless of which party is responsible for its preparation.
- m. **DATES.** If the final date of any time period or the date for the performance of any obligation hereunder falls upon a Saturday, Sunday, or a bank or government holiday under the laws of the State of Georgia, then the time of such period or the time for the performance of such obligation shall be extended to the next day which is not a Saturday, Sunday, or a bank or government holiday under the laws of the State of Georgia.
- n. **EFFECTIVE DATE AND TERM OF AGREEMENT.** The Effective Date of this Agreement shall be the date on which the last party fully executed this Agreement, and the term of this Agreement shall extend for a period of 10 years unless terminated by the City or the Authority upon 30 days' written notice.

**[SIGNATURES APPEAR ON FOLLOWING PAGE.]**

IN WITNESS WHEREOF, the City and the Authority as Parties hereto have caused this Agreement to be executed by their duly authorized representatives and delivered as their act and deed, intending to be legally bound by the terms and provisions of this Agreement.

**CITY OF STONECREST**

**CITY OF STONECREST DEVELOPMENT  
AUTHORITY**

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Chair

**ATTEST:**

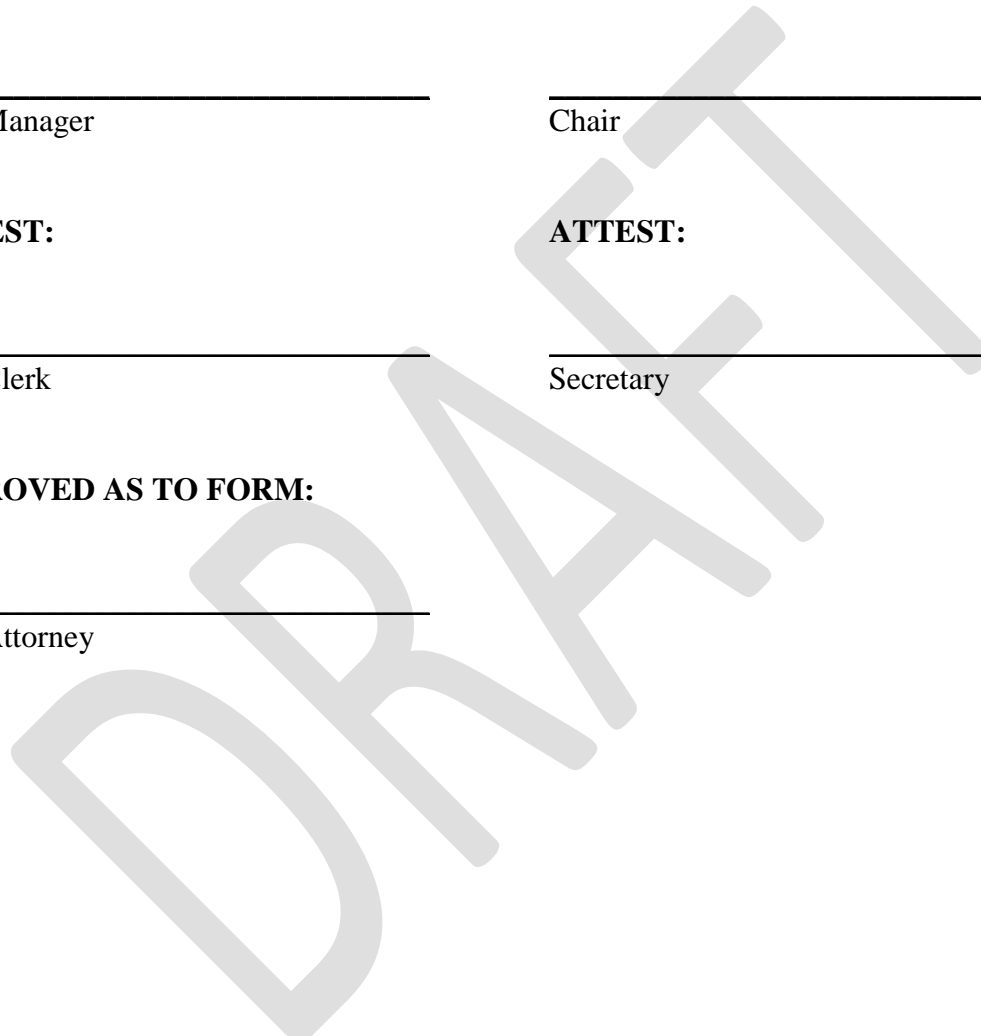
**ATTEST:**

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
City Attorney





## CITY COUNCIL AGENDA ITEM

---

**SUBJECT:** City of Ethics Resolution

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**AGENDA SECTION:** *(check all that apply)*

- PRESENTATION     PUBLIC HEARING     CONSENT AGENDA     OLD BUSINESS  
 NEW BUSINESS     OTHER, PLEASE STATE: Click or tap here to enter text.
- 

**CATEGORY:** *(check all that apply)*

- ORDINANCE     RESOLUTION     CONTRACT     POLICY     STATUS REPORT  
 OTHER, PLEASE STATE: Click or tap here to enter text.
- 

**ACTION REQUESTED:**  DECISION     DISCUSSION,     REVIEW, or     UPDATE ONLY

---

**Previously Heard Date(s):** Click or tap to enter a date. & Click or tap to enter a date.

**Current Work Session:** Click or tap to enter a date.

**Current Council Meeting:** Monday, March 27, 2023

---

**SUBMITTED BY:** Alicia Thompson

**PRESENTER:** Mayor Jazzmin Cobble

**PURPOSE:** City of Ethics Resolution

**FACTS:** A RESOLUTION BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF STONECREST TO ACKNOWLEDGE AND SUBSCRIBE TO THE FIVE ETHICS PRINCIPLES OF THE GEORGIA MUNICIPAL ASSOCIATION CERTIFIED CITY OF ETHICS PROGRAM.

**OPTIONS:** Approve, Deny, Defer Click or tap here to enter text.

**RECOMMENDED ACTION:** Approve

**ATTACHMENTS:**

- (1) Attachment 1 - Resolution – City of Ethics
- (2) Attachment 2 - Click or tap here to enter text.
- (3) Attachment 3 - Click or tap here to enter text.
- (4) Attachment 4 - Click or tap here to enter text.
- (5) Attachment 5 - Click or tap here to enter text.

1 **STATE OF GEORGIA**  
2 **COUNTY OF DEKALB**  
3 **CITY OF STONECREST**

4

5 **RESOLUTION NO. \_\_\_\_\_ - \_\_\_\_\_**

6 **A RESOLUTION BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF**  
7 **STONECREST TO ACKNOWLEDGE AND SUBSCRIBE TO THE FIVE ETHICS**  
8 **PRINCIPLES OF THE GEORGIA MUNICIPAL ASSOCIATION CERTIFIED CITY OF**  
9 **ETHICS PROGRAM; AND FOR OTHER PURPOSES.**

10 **WHEREAS**, Article 1, Section 2, Paragraph 1 of the Georgia Constitution states all  
11 government, of right, originates with the people, is founded upon their will only, and is instituted  
12 solely for the good of the whole. Public officers are the trustees and servants of the people and are  
13 at all times amenable to them; and

14 **WHEREAS**, the Georgia Municipal Association(“GMA”) appointed an Ethics Task Force  
15 in 1998 to address concerns after a study showed a trend toward less confidence in public officials;  
16 and

17 **WHEREAS**, in September 1999 GMA implemented the Certified City of Ethics program;

18 **WHEREAS**, the City of Ethics program requires cities that wish to be named a City of  
19 Ethics adopt an ethics ordinance that contains at a minimum, definitions, an enumeration of  
20 permissible and impermissible activities by elected officials, due process procedures for elected  
21 officials charged with a violation of the ethics ordinance and punishment provisions for those  
22 officials who violate the ethics ordinance; and

23           **WHEREAS**, cities must also adopt a resolution acknowledging and subscribing to the five  
24 ethics principles of the GMA Certified City of Ethics program; and

25           **WHEREAS**, cities must submit a one-time application fee of \$85, the adopted legislation  
26 and a cover letter for review and approval by the Ethics Certification Committee; and

27           **WHEREAS**, the City of Stonecrest (“City”), wishes to be certified as a Certified City of  
28 Ethics under the GMA City of Ethics program ; and

29           **WHEREAS**, on March 13, 2023 the City adopted an ethics ordinance satisfying the ethics  
30 ordinance requirements of GMA’s City of Ethics program; and

31           **WHEREAS**, the adoption of this resolution is the next step in satisfying the requirements  
32 of the GMA City of Ethics program.

33 **NOW, THEREFORE BE IT RESOLVED** by the governing authority of the City of Stonecrest,  
34 Georgia, that as a group and as individuals, the governing authority subscribes to the following  
35 ethics principles and pledges to conduct its affairs accordingly:

- 36           \* Serve others, not ourselves
- 37           \* Use resources with efficiency and economy
- 38           \* Treat all people fairly
- 39           \* Use the power of our position for the well being of our constituents
- 40           \* Create an environment of honesty, openness and integrity

41  
42 **SO RESOLVED, this \_\_\_\_\_ day of \_\_\_\_\_, 2023**

43  
44  
45



\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

47

\_\_\_\_\_

48

Attest

49



## CITY COUNCIL AGENDA ITEM

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**SUBJECT: City Event Calendar Update**

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**AGENDA SECTION:** *(check all that apply)*

- PRESENTATION**     **PUBLIC HEARING**     **CONSENT AGENDA**     **OLD BUSINESS**  
 **NEW BUSINESS**     **OTHER, PLEASE STATE:** Click or tap here to enter text.
- 

**CATEGORY:** *(check all that apply)*

- ORDINANCE**    **RESOLUTION**    **CONTRACT**    **POLICY**    **STATUS REPORT**  
 **OTHER, PLEASE STATE: Update**
- 

**ACTION REQUESTED:**  **DECISION**  **DISCUSSION**,  **REVIEW**, or  **UPDATE ONLY**

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**Previously Heard Date(s):** 11/14/22 & Click or tap to enter a date.

**Current Work Session:** Click or tap to enter a date.

**Current Council Meeting:** Monday, March 27, 2023

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**SUBMITTED BY:** Benjamin Dillard

**PRESENTER:** Benjamin Dillard/LaTonya Ashley

**PURPOSE:** To share any changes made to the approved City Event Calendar

**FACTS:** The event calendar was approved during the budget process in 2022. We would like to use this opportunity to update Council of any changes.

**OPTIONS:** Discussion only Click or tap here to enter text.

**RECOMMENDED ACTION:** Click or tap here to enter text.

**ATTACHMENTS:**

- (1) Attachment 1 - Updated City Event Calendar
- (2) Attachment 2 - Click or tap here to enter text.
- (3) Attachment 3 - Click or tap here to enter text.
- (4) Attachment 4 - Click or tap here to enter text.
- (5) Attachment 5 - Click or tap here to enter text.

## 2023 Calendar of Events

(Revised: March 13, 2023)

Date	Event	Budget	Location
<b>January</b> January 16   11am-2pm	MLK Parade in collaboration with Dekalb NAACP	N/A	Green Pastures Christian Ministries at 11:00 am and end at Martin Luther King-Jr. High School
<b>February</b> February 1 – 10	Black History Museum	2,400	Browns Mill Recreation Center
February 3   6pm-8pm	A Taste of Soul cooking demonstration	3,000	Browns Mill Recreation Center
February 11   2pm-5pm	Painting with a Twist: Celebrating Black History & Love	1,100	Browns Mill Recreation Center
February 22   10am-3pm	Career Fair in collaboration with Emory University	N/A	Browns Mill Recreation Center
<b>March</b> March 31   6pm-10pm	Women's History Month   Works of Women Gala	\$10,000	Glitz of Atlanta
<b>April</b> April 8   10am-1pm	Stonecrest Easter Egg Drop	\$16,000	Southeast Complex
April 22   9am-12pm	Earth Day Summit	\$8,000	Multiple Locations
April 29   1pm-4pm	Autism Awareness Event	\$1,500	Browns Mill Recreation Center
<b>May</b> May 26   6pm-9pm	Taste Event	\$7,000	Browns Mill Recreation Center
May 27   11am-2pm	Summer Splash Pool Party	\$5,000	Browns Mill Aquatic Center
<b>June</b> June 17	Juneteenth Celebration of Freedom	\$50,000	Southeast Athletic Complex
June 3	Stonecrest 3 on 3	\$2,500	Browns Mill Gym

Date	Event		Location
<b>July</b> July 8   11am-2pm	Back 2 School Summer Jam	\$5,000	Browns Mill Recreation Center
July 15   11am-3pm	Parks and Recreation Month initiative: Community Picture Day	\$500	Stonecrest parks
July 22   11am-1pm	Parks and Recreation Month initiative – Art in the Park	\$2,000	Browns Mill Recreation Center
<b>August</b> TBA	Household Hazardous Materials Event	\$7,500	Sam’s Parking Lot
August 1	National Night Out	\$3,000	Browns Mill Recreation Center
<b>September</b> September 16   4pm -9pm	Screen on the Green Childhood Cancer Awareness Event	\$29,000 Mayor - \$15,000	Fairington Park
TBA	Stonecrest-Fest Collaboration	\$10,000	TBA
<b>October</b> TBA	Mayor’s 5K Breast Cancer Awareness Event	\$2,000 Mayor - \$10,000	TBA
October 21   5pm-8pm	<i>Spooktacular</i> Family Fun Night	\$10,000	Browns Mill Recreation Center
TBA	Golf Tournament	10,000	TBA
<b>November</b>	Stonecrest Birthday	\$3,000	TBA
	Thanksgiving Distribution	ARPA \$10,000	TBA
<b>December</b> December 8   6pm-9pm	Light Up Stonecrest	\$50,000	Browns Mill Recreation Center
	Toy Drive	\$5,000	Toys for Tots or with Light Up Stonecrest



## CITY COUNCIL AGENDA ITEM

---

**SUBJECT: Major Plat Approval**

---

**AGENDA SECTION:** *(check all that apply)*

- PRESENTATION     PUBLIC HEARING     CONSENT AGENDA     OLD BUSINESS  
 NEW BUSINESS     OTHER, PLEASE STATE: Click or tap here to enter text.
- 

**CATEGORY:** *(check all that apply)*

- ORDINANCE     RESOLUTION     CONTRACT     POLICY     STATUS REPORT  
 OTHER, PLEASE STATE: Approval of a Major Plat
- 

**ACTION REQUESTED:**  DECISION     DISCUSSION,     REVIEW, or     UPDATE ONLY

---

**Previously Heard Date(s):** Click or tap to enter a date. & Click or tap to enter a date.

**Current Work Session:** Click or tap to enter a date.

**Current Council Meeting:** Monday, March 27, 2023

---

**SUBMITTED BY:** Ray White

**PRESENTER:** Ray White

**PURPOSE:** To seek approval from Council for a Major Plat – Lot combination

**FACTS:** Foxdale Properties is seeking to combine five parcels into one parcel for a future development

**OPTIONS:** Approve, Deny, Defer Click or tap here to enter text.

**RECOMMENDED ACTION:** Approval

**ATTACHMENTS:**

- (1) Attachment 1 - Click or tap here to enter text.
- (2) Attachment 2 - Click or tap here to enter text.
- (3) Attachment 3 - Click or tap here to enter text.
- (4) Attachment 4 - Click or tap here to enter text.
- (5) Attachment 5 - Click or tap here to enter text.



This drawing is the property of Planners & Engineers Collaborative and is not to be used for any other project without the written consent of Planners & Engineers Collaborative.

RESERVED FOR PLAT FILING



### STRUCTURE LEGEND

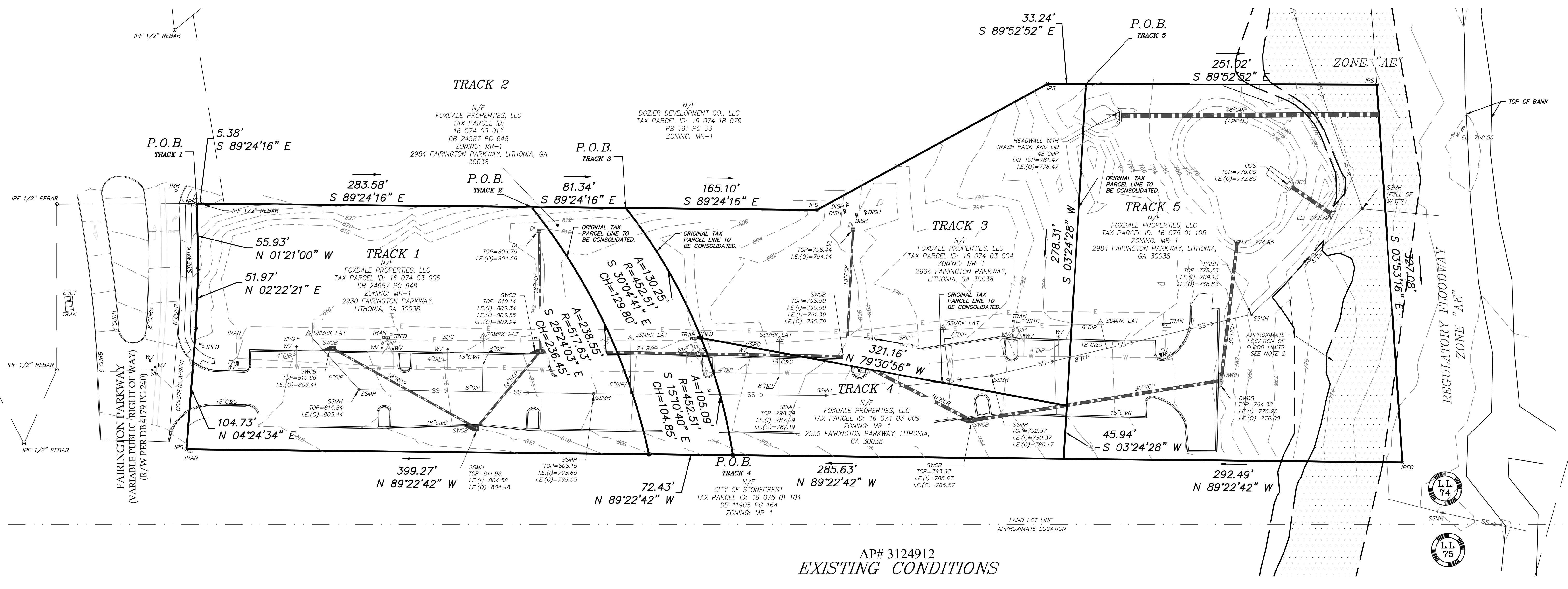
<b>CABLE / TV</b>	<b>SEWER</b>	<b>PAVEMENT MARKING</b>	<b>TELEPHONE</b>
▲ Cable / TV Marker	□ Grease Trap	— Pavement Marking	☎ Telephone Terminal Box
○ Cable / TV Pedestal	○ Sanitary Sewer Manhole	— Pavement Marking	☎ Telephone Marker
○ Cable / TV Manhole	○ Cleanout	— Pavement Marking	☎ Telephone Handhole Box
○ Cable / TV Handhole	○ Sanitary Sewer Vent Pipe	↩ Turn Arrow Left/Right	☎ Telephone Manhole
○ Cable / TV Cable Box	○ Sanitary Sewer Marker	↩ Turn Arrow Left	☎ Telephone Cabinet
	○ Sanitary Sewer Force Main Valve	↩ Turn Arrow Right	
	○ Sanitary Sewer Lift Station	↩ Traffic Arrow Straight	
<b>ELECTRIC / POWER</b>	<b>SITE / TOPOGRAPHIC FEATURES</b>	↩ Traffic Arrow Straight/Left	<b>TRAFFIC</b>
⚡ Transformer	⚡ Street Sign	↩ Traffic Arrow Straight/Right	☎ Overhead Traffic Signal
⚡ Guy Wire	⚡ Air Condition Unit	↩ Traffic Arrow U-Turn	☎ Traffic Handhole Box
⚡ Electric Meter	⚡ Mailbox	↩ Handicap Pavement Marking	☎ Traffic Signal Loop Control Box
⚡ Power Pole/Utility Pole	⚡ Satellite Dish	↩ Bike Lane Pavement Marking	☎ Traffic & Crosswalk Signal Pole
⚡ Street Light/Light Pole	⚡ Flag Pole		
⚡ Electric Panel	⚡ Monitoring Well	<b>PROPERTY MONUMENTS</b>	<b>WATER</b>
⚡ Electric Box	⚡ Antenna	⊠ Right-of-Way Monument Found	⚡ Fire Hydrant
⚡ Electric Manhole	⚡ Column	⊠ Concrete Monument Found	⚡ Irrigation Control Valve
⚡ Electric Handhole	⚡ Camera Pole / Camera	⊠ Iron Pin Set	⚡ Water Meter
⚡ Electric / Power Marker	⚡ Bore Hole Location	⊠ Iron Pin Found (Rebar found)	⚡ Water Valve
⚡ Spot Light	⚡ Mile Post	⊠ PK Nail Set	⚡ Fire Department Connection
	⚡ Rail Road Mile Post	⊠ Point	⚡ Water Vault
<b>FIBER OPTIC</b>		⊠ Benchmark	⚡ Pressure Irrigation Valve
⚡ Fiber Optic Marker	<b>STORM / DRAINAGE</b>	⊠ Land Lot Symbol	⚡ Water Vent Pipe
⚡ Fiber Optic Manhole	⚡ Storm Structure Lid		⚡ Water Valve Marker
⚡ Fiber Optic Pedestal	⚡ Drop Inlet		⚡ Water Marker
	⚡ Catch Basin		⚡ Water Manhole
<b>GAS</b>	⚡ Single Wing Catch Basin		⚡ Water Air Release Valve
⚡ Gas Meter	⚡ Double Wing Catch Basin		⚡ Water Back Flow Preventer
⚡ Gas Valve	⚡ Weir Inlet		⚡ Sprinkler Head
⚡ Gas Fill Cap	⚡ Head Wall		⚡ Sprinkler Valve
⚡ Gas Manhole	⚡ Junction Box		
⚡ Gas Manhole	⚡ Curb Inlet		<b>MISCELLANEOUS UTILITIES</b>
⚡ Gas Marker	⚡ Flared-In Section		⚡ Utility Structure
⚡ Gas Pressure Relief Valve	⚡ Down Spout		
⚡ Gas Vault	⚡ Square or Round Outlet Structure		
⚡ Gas Vent Pipe			

### LINETYPES

<b>PROPERTY</b>	<b>EXISTING OVERHEAD</b>
— Adjacent Property	— OW Overhead Wires
— Property Line	<b>EXISTING UNDERGROUND</b>
— Center of Creek	— C Cable
	— E Electric
<b>FENCE LINES</b>	— FO Fiber Optic
— Barb Wire Fence	— G Gas
— Chain Link Fence	— T Telecommunications
— Wood Fence	— W Water
— Woven Wire Fence	— TV Television
	— SD Storm Drainage Line
<b>SITE / TOPOGRAPHIC FEATURES</b>	— SS Sanitary Sewer
○ Guardrail	

### ABBREVIATIONS

APPROX. Approximate	IPS Iron Pin Set
#4 1/2" Rebar	LP Light Pole
C&G Curb and Gutter	MW Monitoring Well
CLF Chain Link Fence	N/F Now or Formerly
CMP Corrugated Metal Pipe	OCS Outlet Control Structure
CO Clean Out	OTR Open Top Pipe
CPP Corrugated Plastic Pipe	PB Plat Book
CIP Crimp Top Pipe	PG Page
DB Dead Book	PKF PK Nail Found
DI Drop Inlet	PKS PK Nail Set
DE Drainage Easement	POB Point of Beginning
EOP Edge of Pavement	POC Point of Commencement
EPP Electric Power Pole	PVC Polyvinyl Chloride Pipe
EPAN Electric Panel Easement	RBC Rebar Capped
ESMT Easement	RCP Reinforced Concrete Pipe
FES Flared End Section	RWM Right of Way Monument
FFE Finish Floor Elevation	SSE Sanitary Sewer Easement
FH Fire Hydrant	SSMH Sanitary Sewer Manhole
FLCP Flag Pole	TRAN Transformer
FOWMRK Fiber Optic Marker	TTB Telephone Terminal Box
GA Georgia	TSIGP Traffic Signal Pole
GM Gas Meter	TSIGB Traffic Signal Loop Control Box
GW Guy Wire	USTR Utility Structure
HDR Hand Rail	VCP Vertified Clay Pipe
H.W. Hard Wood	W.D.F. Wood Fence
HW Headwall	WM Water Meter
ICV Irrigation Control Valve	WV Water Valve
I.E. Invert Elevation	XP Crosswalk Signal Pole
IPF Iron Pin Found	



AP# 3124912  
EXISTING CONDITIONS

### LOT CONSOLIDATION PLAT

FOR  
FOXDALE PROPERTIES, LLC  
AP# 3124912

CITY OF STONECREST

**PEC+**  
Planners & Engineers Collaborative+

LAND PLANNING + LANDSCAPE ARCHITECTURE + CIVIL ENGINEERING  
ARBORISTS + SURVEYING & CONSTRUCTION + WATER RESOURCES

350 RESEARCH COURT PEACHTREE CORNERS, GEORGIA 30092  
(770)451-2741 WWW.PEC.PLUS  
C.O.A.-LSF000004

REV	DATE	DESCRIPTION	BY
5			
4			
3			
2			
1			

LAND LOT(S) 74  
DISTRICT 16th



### SHEET 2 OF 3

DRAWN BY: NAV  
CHECKED BY: JNH  
FILE NO.: 22261.00  
DATE: 10/11/22  
SCALE: 1" = 40'  
DATE OF FIELD WORK: 10/07/22



DEKALB COUNTY  
GEORGIA

J:\2022\22261\03\Drawings\22261-00-LOT CONSOLIDATION PLAT- ECPG.dwg - NV\IvanHoward - 3/10/2023 11:55 AM

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RESERVED FOR PLAT FILING



Know what's below. Call before you dig.

### STRUCTURE LEGEND

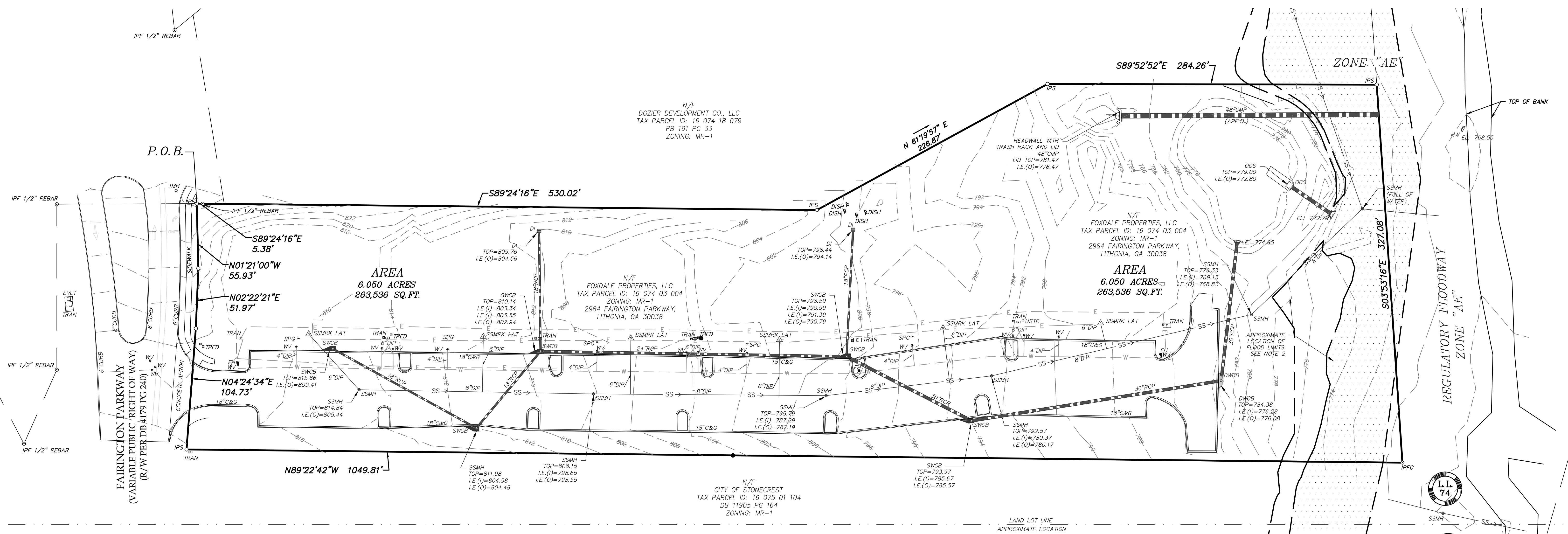
<b>CABLE / TV</b>	<b>SEWER</b>	<b>PAVEMENT MARKING</b>	<b>TELEPHONE</b>
<ul style="list-style-type: none"> <li>Cable / TV Marker</li> <li>Cable / TV Pedestal</li> <li>Cable / TV Manhole</li> <li>Cable / TV Handhole</li> <li>Cable / TV Cable Box</li> </ul>	<ul style="list-style-type: none"> <li>Grease Trap</li> <li>Sanitary Sewer Manhole</li> <li>Cleanout</li> <li>Sanitary Sewer Vent Pipe</li> <li>Sanitary Sewer Marker</li> <li>Sanitary Sewer Force Main Valve</li> <li>Sanitary Sewer Lift Station</li> </ul>	<ul style="list-style-type: none"> <li>Pavement Marking</li> <li>Pavement Marking</li> <li>Pavement Marking</li> <li>Turn Arrow Left/Right</li> <li>Turn Arrow Left</li> <li>Turn Arrow Right</li> <li>Traffic Arrow Straight</li> <li>Traffic Arrow Straight/Left</li> <li>Traffic Arrow Straight/Right</li> <li>Traffic Arrow U-Turn</li> <li>Handicap Pavement Marking</li> <li>Bike Lane Pavement Marking</li> </ul>	<ul style="list-style-type: none"> <li>Telephone Terminal Box</li> <li>Telephone Marker</li> <li>Telephone Handhole Box</li> <li>Telephone Manhole</li> <li>Telephone Cabinet</li> </ul>
<b>ELECTRIC / POWER</b>	<b>SITE / TOPOGRAPHIC FEATURES</b>	<b>PROPERTY MONUMENTS</b>	<b>WATER</b>
<ul style="list-style-type: none"> <li>Transformer</li> <li>Guy Wire</li> <li>Electric Meter</li> <li>Power Pole/Utility Pole</li> <li>Street Light/Light Pole</li> <li>Electric Panel</li> <li>Electric Box</li> <li>Electric Manhole</li> <li>Electric Handhole</li> <li>Electric / Power Marker</li> <li>Spot Light</li> </ul>	<ul style="list-style-type: none"> <li>Street Sign</li> <li>Air Condition Unit</li> <li>Ballard</li> <li>Mailbox</li> <li>Satellite Dish</li> <li>Flag Pole</li> <li>Monitoring Well</li> <li>Antenna</li> <li>Column</li> <li>Camera Pole / Camera</li> <li>Bore Hole Location</li> <li>Mail Post</li> <li>Rail Road Mile Post</li> </ul>	<ul style="list-style-type: none"> <li>Right-of-Way Monument Found</li> <li>Concrete Monument Found</li> <li>Iron Pin Set</li> <li>Iron Pin Found (Rebar found)</li> <li>PK Nail Set</li> <li>PK Nail Found</li> <li>Point</li> <li>Benchmark</li> </ul>	<ul style="list-style-type: none"> <li>Fire Hydrant</li> <li>Irrigation Control Valve</li> <li>Water Meter</li> <li>Water Valve</li> <li>Fire Department Connection</li> <li>Water Vault</li> <li>Pressure Irrigation Valve</li> <li>Water Vent Pipe</li> <li>Water Valve Marker</li> <li>Water Marker</li> <li>Water Manhole</li> <li>Water Air Release Valve</li> <li>Water Back Flow Preventer</li> <li>Sprinkler Head</li> <li>Sprinkler Valve</li> </ul>
<b>FIBER OPTIC</b>	<b>STORM / DRAINAGE</b>	<b>MISCELLANEOUS</b>	<b>MISCELLANEOUS UTILITIES</b>
<ul style="list-style-type: none"> <li>Fiber Optic Marker</li> <li>Fiber Optic Manhole</li> <li>Fiber Optic Pedestal</li> </ul>	<ul style="list-style-type: none"> <li>Storm Structure Lid</li> <li>Drop Inlet</li> <li>Catch Basin</li> <li>Single Wing Catch Basin</li> <li>Double Wing Catch Basin</li> <li>Weir Inlet</li> <li>Head Wall</li> <li>Junction Box</li> <li>Curb Inlet</li> <li>Flared-In Section</li> <li>Down Spout</li> <li>Square or Round Outlet Structure</li> </ul>	<ul style="list-style-type: none"> <li>Land Lot Symbol</li> </ul>	<ul style="list-style-type: none"> <li>Utility Structure</li> </ul>

### LINETYPES

<b>PROPERTY</b>	<b>EXISTING OVERHEAD</b>
<ul style="list-style-type: none"> <li>Adjacent Property</li> <li>Property Line</li> <li>Center of Creek</li> </ul>	<ul style="list-style-type: none"> <li>Overhead Wires</li> </ul>
<b>FENCE LINES</b>	<b>EXISTING UNDERGROUND</b>
<ul style="list-style-type: none"> <li>Barb Wire Fence</li> <li>Chain Link Fence</li> <li>Wood Fence</li> <li>Woven Wire Fence</li> </ul>	<ul style="list-style-type: none"> <li>Cable</li> <li>Electric</li> <li>Fiber Optic</li> <li>Gas</li> <li>Telecommunications</li> <li>Water</li> <li>Television</li> <li>Storm Drainage Line</li> <li>Sanitary Sewer</li> </ul>
<b>SITE / TOPOGRAPHIC FEATURES</b>	
<ul style="list-style-type: none"> <li>Guardrail</li> </ul>	

### ABBREVIATIONS

<b>APPROX. #4</b>	Approximate 1/2" Rebar	<b>IPS</b>	Iron Pin Set
<b>C&amp;G</b>	Curb and Gutter	<b>LP</b>	Light Pole
<b>CLF</b>	Chain Link Fence	<b>MW</b>	Monitoring Well
<b>CMP</b>	Corrugated Metal Pipe	<b>N/F</b>	Now or Formerly
<b>CO</b>	Clean Out	<b>OCS</b>	Outlet Control Structure
<b>CPP</b>	Corrugated Plastic Pipe	<b>OTP</b>	Open Top Pipe
<b>CIP</b>	Crmp Top Pipe	<b>PB</b>	Plat Book
<b>DB</b>	Dead Book	<b>PG</b>	Page
<b>DI</b>	Drop Inlet	<b>PKF</b>	PK Nail Found
<b>DE</b>	Drainage Easement	<b>PKS</b>	PK Nail Set
<b>EOP</b>	Edge of Pavement	<b>POB</b>	Point of Beginning
<b>EPP</b>	Electric Power Pole	<b>POC</b>	Point of Commencement
<b>EPAN</b>	Electric Panel Easement	<b>PVC</b>	Polyvinyl Chloride Pipe
<b>ESMT</b>	Easement	<b>RBC</b>	Rebar Capped
<b>FES</b>	Flared End Section	<b>RCP</b>	Reinforced Concrete Pipe
<b>FFE</b>	Finish Floor Elevation	<b>RCP</b>	Right of Way Monument
<b>FH</b>	Fire Hydrant	<b>SSE</b>	Sanitary Sewer Easement
<b>FLCP</b>	Flag Pole	<b>SSMH</b>	Sanitary Sewer Manhole
<b>FOWMRK</b>	Fiber Optic Marker	<b>TRAN</b>	Transformer
<b>GA</b>	Georgia	<b>TTB</b>	Telephone Terminal Box
<b>GM</b>	Gas Meter	<b>TSIGP</b>	Traffic Signal Pole
<b>GW</b>	Guy Wire	<b>TSIGB</b>	Traffic Signal Loop Control Box
<b>HDR</b>	Hand Rail	<b>USTR</b>	Utility Structure
<b>H.W.</b>	Hard Wood	<b>VCP</b>	Vertifired Clay Pipe
<b>HW</b>	Headwall	<b>W.D.F.</b>	Wood Fence
<b>ICV</b>	Irrigation Control Valve	<b>WM</b>	Water Meter
<b>I.E.</b>	Invert Elevation	<b>WV</b>	Water Valve
<b>IPF</b>	Iron Pin Found	<b>XP</b>	Crosswalk Signal Pole



AP# 3124912  
PROPOSED CONDITIONS

### LOT CONSOLIDATION PLAT

FOR  
FOXDALE PROPERTIES, LLC  
AP# 3124912

CITY OF STONECREST



Planners & Engineers Collaborative+  
LAND PLANNING + LANDSCAPE ARCHITECTURE + CIVIL ENGINEERING  
ARBORISTS + SURVEYING & CONSTRUCTION + WATER RESOURCES  
350 RESEARCH COURT PEACHTREE CORNERS, GEORGIA 30092  
(770)451-2741 WWW.PEC.PLUS  
C.O.A.-LSF000004

### REVISIONS

REV	DATE	DESCRIPTION	BY
5			
4			
3			
2			
1			

LAND LOT(S) 74  
DISTRICT 16th



### SHEET 3 OF 3

DRAWN BY: NAV  
CHECKED BY: JNH  
FILE NO.: 22261.00  
DATE: 10/11/22  
SCALE: 1" = 40'  
DATE OF FIELD WORK: 10/07/22



DEKALB COUNTY  
GEORGIA





## CITY COUNCIL AGENDA ITEM

---

**SUBJECT: Community Development Vendor Recommendation**

---

**AGENDA SECTION:** *(check all that apply)*

- PRESENTATION     PUBLIC HEARING     CONSENT AGENDA     OLD BUSINESS  
 NEW BUSINESS     OTHER, PLEASE STATE: Recommendation
- 

**CATEGORY:** *(check all that apply)*

- ORDINANCE     RESOLUTION     CONTRACT     POLICY     STATUS REPORT  
 OTHER, PLEASE STATE: Click or tap here to enter text.
- 

**ACTION REQUESTED:**  DECISION     DISCUSSION,     REVIEW, or     UPDATE ONLY

---

**Previously Heard Date(s):** Click or tap to enter a date. & Click or tap to enter a date.

**Current Work Session:** Click or tap to enter a date.

**Current Council Meeting:** Monday, March 27, 2023

---

**SUBMITTED BY:** Gia Scruggs, Finance Director

**PRESENTER:** Gia Scruggs

**PURPOSE:** The City has been using Citizen Serve software since incorporation. Citizen Serve was never intended to be the permanent solution for Stonecrest. As a result, the IT services contractor along with City staff researched software providers that the City was already doing business with to determine if there additional systems could provide that type of system that met the needs of the organization. After much research and demonstrations from several vendors. The IT team, City staff and the finance department is recommending Accela for Building, business and occupational licencing, Planning and a portion of Code Enforcement. The system will also allow for a digital permitting process that allows the city to automate the tracking and management of permit applications from intake to project completion and provide visibility/transparency throughout the process. Tyler technologies is with the National Cooperative Purchasing Alliance (NCPA) – NCPA001-86 and the competitive process for the City’s procurement process has been satisfied. The amount of the requisition is \$45,000 fo the first year. The amount for all future years will be presented during the annual budget process. The funding from this will be fund balance 2022.



## CITY COUNCIL AGENDA ITEM

---

**FACTS:** Click or tap here to enter text.

**OPTIONS:** Approve, Deny, Defer Click or tap here to enter text.

**RECOMMENDED ACTION:** Approval is the recommended action

### ATTACHMENTS:

- (1) Attachment 1 - Quotation
- (2) Attachment 2 - Click or tap here to enter text.
- (3) Attachment 3 - Click or tap here to enter text.
- (4) Attachment 4 - Click or tap here to enter text.
- (5) Attachment 5 - Click or tap here to enter text.



2633 Camino Ramon, Suite 500  
San Ramon, CA, 94583

Proposed by: Steve Bryan  
Contact Phone: (925) 359-3368  
Contact Email: sbryan@accela.com  
Quote ID: Q-28813  
Valid Through: 1/1/2023  
Currency: USD

Item XIII. g.

## Order Form

### Address Information

#### Bill To:

City of Stonecrest, GA  
3120 Stonecrest Blvd.  
Stonecrest, Georgia 30038  
United States

#### Ship To:

City of Stonecrest, GA  
,  
United States

Billing Name:  
Billing Phone:  
Billing Email:

Services	Year	Start Date	End Date	Term (Months)	Price	Qty	Net Total
Multi Solution User	Year 1	1/2/2023	1/1/2024	12	\$1,800.00	25	\$45,000.00
> Accela Building - SaaS	Year 1	1/2/2023	1/1/2024	12	\$0.00	25	\$0.00
> Accela Planning - SaaS	Year 1	1/2/2023	1/1/2024	12	\$0.00	25	\$0.00
<b>TOTAL:</b>							\$45,000.00

Services	Year	Start Date	End Date	Term (Months)	Price	Qty	Net Total
Multi Solution User	Year 2	1/2/2024	1/1/2025	12	\$1,890.00	25	\$47,250.00
> Accela Building - SaaS	Year 2	1/2/2024	1/1/2025	12	\$0.00	25	\$0.00
> Accela Planning - SaaS	Year 2	1/2/2024	1/1/2025	12	\$0.00	25	\$0.00
<b>TOTAL:</b>							\$47,250.00

Services	Year	Start Date	End Date	Term (Months)	Price	Qty	Net Total
Multi Solution User	Year 3	1/2/2025	1/1/2026	12	\$1,984.50	25	\$49,612.50
> Accela Building - SaaS	Year 3	1/2/2025	1/1/2026	12	\$0.00	25	\$0.00
> Accela Planning - SaaS	Year 3	1/2/2025	1/1/2026	12	\$0.00	25	\$0.00
<b>TOTAL:</b>							\$49,612.50

Services	Year	Start Date	End Date	Term (Months)	Price	Qty	Net Total
Multi Solution User	Year 4	1/2/2026	1/1/2027	12	\$2,083.73	25	\$52,093.13
> Accela Building - SaaS	Year 4	1/2/2026	1/1/2027	12	\$0.00	25	\$0.00

Item XIII. g.

Services	Year	Start Date	End Date	Term (Months)	Price	Qty	Net Total
> Accela Planning - SaaS	Year 4	1/2/2026	1/1/2027	12	\$0.00	25	\$0.00
<b>TOTAL:</b>							\$52,093.13

Services	Year	Start Date	End Date	Term (Months)	Price	Qty	Net Total
Multi Solution User	Year 5	1/2/2027	1/1/2028	12	\$2,187.91	25	\$54,697.78
> Accela Building - SaaS	Year 5	1/2/2027	1/1/2028	12	\$0.00	25	\$0.00
> Accela Planning - SaaS	Year 5	1/2/2027	1/1/2028	12	\$0.00	25	\$0.00
<b>TOTAL:</b>							\$54,697.78

**Pricing Summary**

Period	Net Total
Year 1	\$ 45,000.00
Year 2	\$ 47,250.00
Year 3	\$ 49,612.50
Year 4	\$ 52,093.13
Year 5	\$ 54,697.78
<b>Total</b>	<b>\$ 248,653.41</b>

**Additional Terms:**

1. No additional or conflicting terms or conditions stated in Customer’s order documentation, including purchase orders, will be incorporated into or form any part of this Order Form or the governing agreement, and all such terms or conditions will be null.
2. This Order Form will be governed by the applicable terms and conditions. If those terms and conditions are non-existent, have expired or have otherwise been terminated, the following terms at <https://www.accela.com/terms/> will govern as applicable, based on the Customer’s purchase.
3. All Software Licenses, Maintenance, and Subscription purchases are non-cancelable and non-refundable.
4. If Customer has a prior agreement with Accela, and this purchase is co-termining with that prior agreement, if the start date on this Order Form is before the actual delivery date of the purchase, Accela may pro-rate this purchase so that it can co-term with the prior agreement.
5. If this Order Form is executed and/or returned to Accela by Customer after the Order Start Date above, Accela may adjust the Order Start Date and Order End Date without increasing the total price based on the date Accela activates the products and provided that the total term length does not change.

<b>Signatures</b>	
<b>Accela, Inc.</b>	<b>Customer</b>
Signature:	Signature:
Print Name:	Print Name:
Title:	Title:
Date:	Date:



## CITY COUNCIL AGENDA ITEM

---

**SUBJECT: Enterprise Resource Planning (ERP) Vendor Recommendation**

---

**AGENDA SECTION:** *(check all that apply)*

- PRESENTATION     PUBLIC HEARING     CONSENT AGENDA     OLD BUSINESS  
 NEW BUSINESS     OTHER, PLEASE STATE: Recommendation
- 

**CATEGORY:** *(check all that apply)*

- ORDINANCE     RESOLUTION     CONTRACT     POLICY     STATUS REPORT  
 OTHER, PLEASE STATE: Click or tap here to enter text.
- 

**ACTION REQUESTED:**  DECISION     DISCUSSION,     REVIEW, or     UPDATE ONLY

---

**Previously Heard Date(s):** Click or tap to enter a date. & Click or tap to enter a date.

**Current Work Session:** Click or tap to enter a date.

**Current Council Meeting:** Monday, March 27, 2023

---

**SUBMITTED BY:** Gia Scruggs, Acting City Manager

**PRESENTER:** Gia Scruggs

**PURPOSE:** The City has been using QS1/Publiq Serve software for its financial system since incorporation. QS1 was never intended to be the permanent solution for Stonecrest. As a result, the IT services contractor along with City staff researched software providers that were under a cooperative agreements and fit the needs of the City's departments. The IT team, City staff and the finance department is recommending Accela for benefits enrollment, time & attendance, employee self service, and accounts payable including automation, ePurchasing fixed assets, grants management, project accounting, and purchasing. The Municipal Justice Suite 10 will provide court case payments, mobile enforcement, incode interface, secure signatures, content manager and a cashiering function. The system will also allow for E-Citations. Tyler technologies is on the Sourcewell Cooperative purchasing agreement and the competitive process for the City's procurement process has been satisfied. The amount of the requisition is \$205,120.00 for one time fees and recurring fees of \$107,687 on an annual basis. The funding from this will be fund balance 2022.

**FACTS:** Click or tap here to enter text.



## CITY COUNCIL AGENDA ITEM

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**OPTIONS:** Approve, Deny, Defer [Click or tap here to enter text.](#)

**RECOMMENDED ACTION:** Approval is the recommended action

**ATTACHMENTS:**

- (1) Attachment 1 - Quotation
- (2) Attachment 2 - [Click or tap here to enter text.](#)
- (3) Attachment 3 - [Click or tap here to enter text.](#)
- (4) Attachment 4 - [Click or tap here to enter text.](#)
- (5) Attachment 5 - [Click or tap here to enter text.](#)



Quoted By: Blake P  
 Quote Expiration: Item XIII. h.  
 Quote Name: ERP Pro, Municipal Justice, E-Citation

**Sales Quotation For:**

City of Stonecrest  
 123 Main St.  
 Stonecrest GA 30038

**Tyler Software**

Description	License Total	Annual Maintenance
<b>Municipal Justice powered by Incode</b>		
Municipal Justice 10 Suite		
eCitation-Brazos Rapid Extension Framework MDT 10 Users	\$ 8,500	\$ 2,125
Enterprise Mobile Code Enforcement Task	\$ 3,250	\$ 813
<b>TOTAL:</b>	<b>\$ 11,750</b>	<b>\$ 2,938</b>

**Tyler Annual Software – SaaS**

Description	List Price	Discount	Annual
<b>ERP Pro powered by Incode</b>			
ERP Pro 10 Financial Management Suite			



Applicant Tracking	\$ 2,800	\$ 0	\$ 2,800
Core Financials	\$ 14,786	\$ 5,027	\$ 9,759
Benefits Enrollment	\$ 10,725	\$ 3,647	\$ 7,078
Fixed Assets	\$ 1,865	\$ 634	\$ 1,231
Grants Management	\$ 1,479	\$ 503	\$ 976
Human Resources Management (Includes Position Budgeting)	\$ 18,644	\$ 6,339	\$ 12,305
Employee Access Pro	\$ 0	\$ 0	\$ 0
Project Accounting	\$ 3,469	\$ 1,179	\$ 2,290
ePurchasing	\$ 2,000	\$ 0	\$ 2,000
Employee Access Pro Time & Attendance	\$ 9,482	\$ 0	\$ 9,482
Purchasing	\$ 4,457	\$ 1,515	\$ 2,942
<b>ERP Pro 10 Customer Relationship Management Suite</b>			
Cashiering	\$ 1,415	\$ 481	\$ 934
<b>Tyler One</b>			
<b>Content Manager Suite</b>			
Core	\$ 0	\$ 0	\$ 0
Core	\$ 5,466	\$ 1,858	\$ 3,608
<b>Municipal Justice powered by Incode</b>			
<b>Municipal Justice 10 Suite</b>			
Enterprise Mobile (Brazos) Hosting Fee	\$ 560	\$ 0	\$ 560
<b>Municipal Justice 9 Suite</b>			
Criminal Case Manager	\$ 35,365	\$ 5,305	\$ 30,060
Centralized Cash Collections	\$ 4,244	\$ 637	\$ 3,607
Court to Police Third-Party Interface	\$ 3,537	\$ 531	\$ 3,006
Officer Email Notification	\$ 2,829	\$ 424	\$ 2,405
Scheduling	\$ 0	\$ 0	\$ 0

Virtual Court		\$ 5,000	\$ 0	\$ 5,000
Tyler Output Processor Server		\$ 3,183	\$ 477	\$ 2,706
	<b>TOTAL:</b>	<b>\$ 131,306</b>	<b>\$ 28,557</b>	<b>\$ 102,749</b>
	<b>Term # of Years:</b>	<b>3</b>		

**Tyler Annual Services**

Description	Annual
<b>ERP</b>	
Other Services	
Tyler University	\$ 2,000
	<b>TOTAL:</b>
	<b>\$ 2,000</b>

**Tyler Fees per Transaction**

Description	Net Unit Price
<b>ERP Pro powered by Incode</b>	
ERP Pro 10 Financial Management Suite	
AP Automation	\$ 0.00
<b>Municipal Justice powered by Incode</b>	
Municipal Justice 9 Suite	
Court Case Resolution Bundle	\$ 0.00
Miscellaneous Payments	\$ 1.25
<b>Tyler One</b>	
Payments	

Municipal Justice Payments

\$ 0.00

**Services**

Description	Hours/Units	Extended Price	Maintenance
<b>ERP Pro 10 Financial Management Suite</b>			
Professional Services	512	\$ 74,240	\$ 0
General Ledger Data Conversion	1	\$ 1,750	\$ 0
Human Resources Management Data Conversion	1	\$ 2,250	\$ 0
Accounts Payable Data Conversion	1	\$ 2,000	\$ 0
Financials Project Management	1	\$ 1,950	\$ 0
<b>ERP Pro 10 Customer Relationship Management Suite</b>			
Professional Services	20	\$ 2,900	\$ 0
Project Management	1	\$ 1,250	\$ 0
<b>Municipal Justice 10 Suite</b>			
Enforcement Mobile Project Management	1	\$ 1,000	\$ 0
Set up config	1	\$ 7,500	\$ 0
Standard Training Package	1	\$ 3,500	\$ 0
Incode Interface: Set up & Configuration	1	\$ 0	\$ 0
IOS Configuration	1	\$ 2,500	\$ 0
<b>Municipal Justice 9 Suite</b>			
Professional Services	196	\$ 28,420	\$ 0

Court Case Management Data Conversion	1	\$ 20,000	\$ 0
Fee Instance, Payment Plans, Restitution Data Conversion	1	\$ 13,500	\$ 0
Warrants & Judgments Data Conversion	1	\$ 4,250	\$ 0
Project Management	1	\$ 2,500	\$ 0
Secure Signatures - Unlimited	1	\$ 1,100	\$ 0
<b>Content Manager Suite</b>			
Professional Services	88	\$ 12,760	\$ 0
Content Manager Conversion - Court	1	\$ 10,000	\$ 0
<b>TOTAL:</b>		<b>\$ 193,370</b>	<b>\$ 0</b>

Summary	One Time Fees	Recurring Fees
Total Tyler Software	\$ 11,750	\$ 2,938
Total SaaS		\$ 102,749
Total Tyler Services	\$ 193,370	\$ 2,000
<b>Summary Total</b>	<b>\$ 205,120</b>	<b>\$ 107,687</b>

**Detailed Breakdown of Professional Services (Included in Summary Total)**

Description	Hours	Extended Price	Maintenance
<b>ERP Pro powered by Incode</b>			
<b>ERP Pro 10 Financial Management Suite</b>			
Applicant Tracking	16	\$ 2,320	\$ 0
Benefits Enrollment	16	\$ 2,320	\$ 0

Employee Access Pro Time & Attendance	40	\$ 5,800	\$ 0
Employee Self Service - Employee Portal	40	\$ 5,800	\$ 0
General Ledger Data Analysis	8	\$ 1,160	\$ 0
Human Resources Management	4	\$ 580	\$ 0
Human Resources Management	160	\$ 23,200	\$ 0
Accounts Payable Data Analysis	4	\$ 580	\$ 0
Core Financials	140	\$ 20,300	\$ 0
ePurchasing	8	\$ 1,160	\$ 0
Fixed Assets	20	\$ 2,900	\$ 0
Grants Management	8	\$ 1,160	\$ 0
Project Accounting	16	\$ 2,320	\$ 0
Purchasing	32	\$ 4,640	\$ 0
<b>Sub-Total</b>	<b>512</b>	<b>\$ 74,240</b>	<b>\$ 0</b>
<b>ERP Pro 10 Customer Relationship Management Suite</b>			
Cashiering	20	\$ 2,900	\$ 0
<b>Sub-Total</b>	<b>20</b>	<b>\$ 2,900</b>	<b>\$ 0</b>
<b>Content Manager Suite</b>			
Content Manager Conversion Analysis	24	\$ 3,480	\$ 0
<b>Sub-Total</b>	<b>24</b>	<b>\$ 3,480</b>	<b>\$ 0</b>
<b>Tyler One</b>			
<b>Content Manager Suite</b>			
Core	40	\$ 5,800	\$ 0
Core	24	\$ 3,480	\$ 0
<b>Sub-Total</b>	<b>64</b>	<b>\$ 9,280</b>	<b>\$ 0</b>
<b>Municipal Justice powered by Incode</b>			
<b>Municipal Justice 9 Suite</b>			

Centralized Cash Collections	8	\$ 1,160	\$ 0
Court Case Management Data Analysis	40	\$ 5,800	\$ 0
Criminal Case Manager	108	\$ 15,660	\$ 0
Fee Instance, Payment Plans, Restitution Data Analysis	24	\$ 3,480	\$ 0
Tyler Output Processor Server	8	\$ 1,160	\$ 0
Warrants & Judgements Data Analysis	8	\$ 1,160	\$ 0
<b>Sub-Total</b>	<b>196</b>	<b>\$ 28,420</b>	<b>\$ 0</b>
<b>TOTAL:</b>	<b>816</b>	<b>\$ 118,320</b>	<b>\$ 0</b>

**Comments**

- Work will be delivered remotely unless otherwise noted in this agreement.

Your use of Tyler Payments and any related items included on this order is subject to the terms found at:

<https://www.tylertech.com/terms/payment-card-processing-agreement>. By signing this order or the agreement in which it is included, you agree you have read, understand, and agree to such terms. Please see attached Tyler Payments fee schedule.

General Ledger conversion includes Chart of Accounts, current fiscal year transactions, and unlimited history.

Human Resources Management conversion includes employee master, deductions/taxes, retirement, current leave totals, current direct deposit, current calendar year transactions, and unlimited history.

Accounts Payable conversion includes Vendor Master records, current fiscal year transactions, and unlimited history.

Core Financials includes general ledger, budget prep, bank recon, AP, CellSense, a standard forms pkg, output director, positive pay, secure signatures.

Cashiering supports credit/debit cards via ETS, includes PCI Compliant, a cash collection interface, a cashiering receipt import)

Court Case Management conversion includes basic case data

Court Case Resolution Bundle includes: Court Defendant Access, Court IVR and Notifications for Court. A fee is paid by the defendant for each transaction processed through Court Defendant Access or Court IVR: \$1.00 for payments under \$100, \$2.50 for payments over \$100, and \$3.50 for advanced online transactions. A \$0.20 fee is paid by the client for each violation for which a phone notification is attempted. Text message notifications are free of charge provided the client 1) enables the standard campaigns that include a link to Court Defendant Access, and 2) enables advanced online transactions that are currently available or defendants at the counter or by mail. This contract replaces existing Court Defendant Access annual fees.

Miscellaneous Payments Component allows clients to setup payment forms for misc. payments with a fixed, calculated or open payment amount. The payments are sent from the website to the cash collection/Cashiering application and then posted to the GL application. NOTE: There is a \$1.25 per transaction fee associated with the Miscellaneous Payments that will be paid by client unless Tyler is instructed by the client to pass along to the user at time of payment.

By signing this order, you acknowledge that the items listed here are hereby added to the agreement between you and us and subject to its terms. Your access or use of Virtual Court is subject to additional terms (the "VC Terms") found here: <https://www.tylertech.com/terms/virtual-court-terms-of-use>. Unless otherwise indicated, the VC Terms and any comments specific to Virtual Court herein take precedence over conflicting comments on this order.