



CITY OF STONECREST, GEORGIA

Finance Committee

Councilmember Tammy Grimes, Chair
Councilmember Terry Fye
Councilmember Alecia Washington
Gia Scruggs, ex-officio

Councilmember Tara Graves
Councilmember George Turner
Mayor Jazzmin Cobble, ex-officio

FINANCE COMMITTEE MEETING MINUTES

February 19, 2025, 6:00 p.m.

Citizen Access: *In-Person @ City Hall (3120 Stonecrest Blvd Stonecrest)*
[\(meeting will be recorded and uploaded to the Stonecrest YouTube page\)](#)

I. CALL TO ORDER

The meeting was called to order at 6:12p.m.

II. ROLL CALL

All members were present.

III. APPROVAL OF AGENDA

Mayor Pro Tem George Turner made a request to add Election of a Vice Chair to the agenda. Chair Tammy Grimes requested changing the FY2025 Budget Calendar agenda item to Set the FY2026 Budget Calendar. Chair Tammy Grimes also requested updating Agenda Item “Procurement Policy” to “Purchasing Policy.”

Motion – made by Mayor Pro Tem George Turner to approve the agenda with the stated modifications. Second by Councilmember Terry Fye.

Motion passed unanimously.

IV. APPROVAL OF MEETING MINUTES

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.

Motion – made by Councilmember Terry Fye to add approval of the November 20, 2024, meeting minutes with an amendment to add C: Mayor Pro Tem George Turner advised that the present budget for the City Manager is \$75,000 and originally stated \$25,0000. Second by Member Tammy Grimes.
Motion passed unanimously.

Motion – made by Member Terry Fye to accept the November 20, 2024, meeting minutes with the stated amendment. Second by Chair Tammy Grimes.
Motion passed unanimously.

V. PUBLIC COMMENTS

Overall limit in public comments is 20 minutes. Limited to 2 minutes per speaker. Speaker can only speak once in public comments. Public comments are restricted to topics regarding the Finance Committee.

VI. AGENDA ITEMS

- Election of Vice Chair

Chair Tammy Grimes nominated Mayor Pro Tem George Turner, Councilmember Terry Fye nominated himself, and Mayor Jazzmin Cobble nominated Councilmember Tara Graves. Councilmember Terry Fye cancelled his nomination.

Motion – made by Councilmember Terry Fye to close nominations for Vice Chair. Second by Councilmember Tara Graves.
Motion passed unanimously.

Chair Tammy Grimes asked to take a vote for Mayor Pro Tem George Turner as Vice Chair. One vote was received.
Chair Tammy Grimes asked to take a vote for Councilmember Tara Graves as Vice Chair. Four votes were received.
Councilmember Tara Graves was elected Vice Chair of the Finance Committee.

- Set the FY2026 Budget Calendar and refer it to the subsequent council meeting for approval

City Manager Gia Scruggs gave a review of the FY26 Budget Calendar. The Finance Department will start distributing budget instructions, worksheets, and revenue projections to department heads in July. The Budget Calendar will be presented at the July Work Session. Finance, Human Resources and the City Manager will start having departmental meetings in August, discussing items departments have requested, relating to the five-year CIP Recommendation.

- Update the Financial Management Policy to include:

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- Designate a Fund Balance Percentage Cap

Mayor Jazzmin Cobble stated we need to designate, and add to the policy, a fund balance cap percentage between 30 and 60%. Mayor Cobble recommended no less than 45% that will be kept as a fund balance. Presently, Finance does not have a fund balance cap in the policy. She also stated the minimum is 25% and max is 60%, recommending a Stonecrest cap of 45%. The fund balance is also what the State considers a reserve or savings. All information discussed today will be taken to the next Council Work Session for their recommendation.

- Process for identifying a Fund Balance Spending Plan

Mayor Jazzmin Cobble explained that this plan is the process Finance will use to manage the budget when above the purchasing percentage.

- Include financial reporting requirements from the city charter, state, and federal laws

Mayor Jazzmin Cobble stated that the Charter, as well as state and federal laws, have reporting requirements and we need to make sure our policy includes all reporting requirements and not just general policies.

- Annual Budget process to include amended budgets

Mayor Jazzmin Cobble explained there is no policy that describes the budget process. The Charter has guidelines, but the actual process is up to the committee. All three of the policies mentioned are not in the present policy.

- Update the Purchasing Policy to include:

Director Lakeisha Gaines gave a presentation on the Purchasing Policy, and procurement process and procedures which are a combination of policies, processes and procedures. Director Gaines advised that as the policy is reviewed, a separate procurement manual will be made for simplicity. She added additional language to encompass all of the additional requirements that the committee must maintain compliance with, as well as addressing some of the special requirements, such as sole source and single source requirements.

There was discussion on DBE requirements and requisitions forms that will be added, as well as additions and updates that have already been made. The updated policy is scheduled to be finished by the March 24th City Council Meeting. The present policy references a Purchasing Agent, also considered a Procurement Officer, oversees all procurement and purchasing activities. City Manager Gia Scruggs stated she supports the Finance Director's suggestion to change the name to Procurement Official.

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Director Gaines explained the difference between contracts and agreements. All changes will go through the purchasing official for review and processing, with Legal being a part of the process. There was additional discussion on PO Change Orders, Professional Service Agreements, purchases exceeding the City Manager's authority, formal solicitations and Bidnet electronic submittals, which are due before 3:00 p.m. on the due date. The bid must be opened in front of additional procurement staff and the public as a part of their transparency process. The evaluation process is not open to the public or viewed until the decision is final at the city and State level. The Recommendation for Award is a process discussed with the ITB and requires City Council Approval.

City Manager Gia Scrubbs made a suggestion to remove "(PUBLIC HEARING REQUIRED)" in the policy. Member Terry Fye and Mayor Cobble agreed and it was removed. The dollar amount on the purchase requisition form was changed from \$24,999.99 to \$49,999.999.

- **Peard and Travel Policy Discussion**

Director Lakeisha Gaines will be updating the Table of Contents at a later date. "Approvers" was added as the Department Directors will be designating transactions, as well as a section for a P-card Backup Administrator. There were also sections added to the policy for card holders, card abuse, card misuse, and Purchasing Card Administrator.

The Purpose of this policy is to establish governing requirements and standards for the City of Stonecrest, Purchasing Card Program. Cardholders training must include City Purchasing Policy, Statewide Purchasing Policy, and City Purchasing Policy. There was a review of the P-card Cardholder Agreement, changes made to the Travel Policy, travel mileage, reimbursement and per diems, referencing the GSA.Gov. Mayor Cobble shared the policy states to be reimbursed for a hotel, it has to be a minimum of 50 miles away and that is a part of the policy that she would like changed, deleting the statement that says "reimbursement should be 50 miles" and replacing it with "as long as the hotel is connected with Education or Training to qualify."

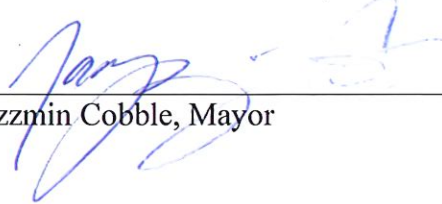
VII. COMMITTEE MEMBER COMMENTS

VIII. ADJOURNMENT

The meeting adjourned at 10:10pm.

As approved on the 18th day of March, 2026.

CITY OF STONECREST, GEORGIA



Jazzmin Cobble, Mayor

ATTEST:



City Clerk

