



## CITY OF STONECREST, GEORGIA

### CITY COUNCIL WORK SESSION – AGENDA

3120 Stonecrest Blvd., Stonecrest, GA 30038

Monday, September 12, 2022 at 7:00 PM

*Mayor Jazzmin Cobble*

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

*District 3 - Vacant      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. **AGENDA DISCUSSION ITEMS**
  - a.** **For Update** - ARPA Project Update - *Janice Allen Jackson*
  - b.** **For Discussion** - TMOD-22-009 Winery/Vineyard - *Keedra Jackson*
  - c.** **For Discussion** - TMOD-22-010 Stonecrest Overlay - *Ray White*
  - d.** **For Discussion** - TMOD 22-011 Agriculture District- *Keedra Jackson*
  - e.** **For Discussion**- TMOD-22-012 Animal Exhibition Ordinance - *Ray White*
  - f.** **For Discussion** - Freight Cluster Plan - *William Smith/Daniel Studdard, ARC*
  - g.** **For Discussion** - Regulation of Build to Rent & Other Rental Housing - *Winston Denmark*
  - h.** **For Discussion** - Committee Structure - *Alicia Thompson*
  - i.** **For Discussion** - Purchasing Card Policy Revision - *Gia Scruggs*
  - j.** **For Discussion** - Purchasing Policy Revisions - *Gia Scruggs*
- IV. **DEPARTMENTAL UPDATES**
  - a.** **Update** - Finance - *Gia Scruggs*

**b. Update** - Economic Development - *William Smith*

**c. Update** - City Engineer - *Hari Karikaran*

**d. Update** - Planning and Zoning - *Ray White*

**V. EXECUTIVE SESSION**

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

**VI. 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 COUNCIL AGENDA ITEM

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**SUBJECT: ARPA Project 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:** Click or tap here to enter text.
- 

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

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**Previously Heard Date(s):** 08/22/22 & Click or tap to enter a date.

**Current Work Session:** Monday, September 12, 2022

**Current Council Meeting:** Click or tap to enter a date.

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**SUBMITTED BY:** Janice Allen Jackson, City Manager

**PRESENTER:** Steve Whitney, Senior Manager – BerryDunn

**PURPOSE:** Provide an update on consultant and staff progress with implementation of ARPA projects approved last month.

**FACTS:** See attached Status Document for list of approved documents

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

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

**ATTACHMENTS:**

- (1) Attachment 1 - Status of ARPA Funded Projects
- (2) Attachment 2 - Application – City of Stonecrest Residential Assistance Program
- (3) Attachment 3 - Application – City of Stonecrest Small Business Assistance Program
- (4) Attachment 4 - Timeline for Leisure Services ARPA projects
- (5) Attachment 5 - Click or tap here to enter text.



### Status of ARPA Funded Projects

No.	Initiative	Amount	Status
1	Residential Support	\$1,000,000	Created draft application Researching community-based organizations that can operate the program
2	Business Support	\$2,000,000	Created draft application Researching community-based organizations that can operate the program
3	Youth and Adult Programs	\$500,000	Proceeding with procuring programing and equipment
4	Citizen Academy	\$100,000	Developing program Researching community-based organizations that can operate the program
5	Park Upgrades	\$900,000	Proceeding with procuring services and equipment
6	Educational Support	\$1,200,000	Verify with the Council whether: <ul style="list-style-type: none"><li>• Payments will be the same regardless of school enrollment; or whether there is documented need (e.g. Title 1 status)</li><li>• Funds will be limited to specific uses only, or schools will be allowed to spend the funds as they determine best meets their needs</li></ul>
	<b>Total</b>	<b>\$5,700,000</b>	

# The City of Stonecrest



American Rescue Plan Act (ARPA) Coronavirus  
State and Local Fiscal Recovery Funds

## **Residential Assistance Application**



## FUNDING OVERVIEW

As part of the American Rescue Plan Act of 2021 (ARPA) which was signed into law by President Joseph Biden on March 11, 2021, the City of Stonecrest received \$9.7M in Coronavirus State and Local Fiscal Recovery Funds (SLFRF). The goal of these funds is to provide vital support to state and local governments as they address the negative health and economic impacts of COVID-19 on their communities.

The intent of the ARPA Residential Assistance program is to provide utility, rental, mortgage, and other housing expense assistance to City residents that have been impacted or disproportionately impacted by the COVID-19 pandemic. No Household may receive more than \$25,000 in assistance under this program.

## ELIGIBILITY REQUIREMENTS

Only one (1) application will be accepted per household. To be eligible an applicant must be:

- ✓ A City of Stonecrest Resident, with proof that your primary residence is within the City limits on or after July 1, 2022;
- ✓ 18 years or older;
- ✓ Delinquent on utility, rent, mortgage, taxes, or HOA expenses; or cited by code enforcement and referred to the City of Stonecrest Municipal Court for health or safety code violation which require ordered home repairs;
- ✓ Have executed rental lease or agreement where the lease is in the Applicant's name and the Applicant is responsible for monthly rent payments or a mortgage statement where the mortgage is in the Applicant's name; and
- ✓ Experienced a financial hardship due to COVID-19 pandemic.

A household is deemed to have experienced a financial hardship due to COVID-19 pandemic if:

- ✓ One or more adults in the household received unemployment benefits on or after January 1, 2020;
- ✓ The household experienced a significant reduction in household income, incurred significant costs, or experienced other financial hardship on or after January 1, 2020; or
- ✓ The household income is at or below 80 percent of the Area Median Income (see chart on next page)



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American Rescue Plan Act (ARPA)  
Residential Assistance Application

Household Size	80% Income Limit
1	\$46,350
2	\$52,950
3	\$59,550
4	\$66,150
5	\$71,450
6	\$76,750
7	\$82,050
8	\$87,350

### Funding Priority:

Priority will be given to households where one or more of the household members are 65 or older, or the utilities for household are in arrears.

### Application Period

Applications for residential assistance will be accepted \_\_\_\_\_, 2022 8:30 a.m. through \_\_\_\_\_, 2022 4:30 p.m. If the City has not awarded the entire allocated amount of \$1 million before the end of the application period, it may extend the application period until all monies have been awarded.

### Funds Awarded

Applicants are not entitled to receive a specific amount of assistance under this program. The City will use its best judgment to decide who will receive assistance and what level of assistance applicants will receive. Should eligible households apply for more than the \$1 million in available financial assistance, the City will allocate the funds based upon its sole determination of what is a fair and equitable way to distribute available funds to eligible applicants.



## PART 1 – Needed Assistance

Please check the programs for which you are applying for assistance:

Check the program(s) for which you are submitting this application	Program
	ARPA Utility Grant Programs
	ARPA Rental Assistance Program
	ARPA Mortgage Assistance Program
	CODECLEAN Court Diversion



## PART 2-Eligibility and Qualification

**Please check if you are receiving any of the following government benefits**

*(Please submit documentation with your application)*

Check if Yes	
	Georgia Peachcare for Kids
	Childcare and Parent Service "CAPS"
	Medicaid
	Temporary Assistance for Needy Families "TANF" or Tribal TANF
	Supplemental Nutrition Assistance Program "SNAP"
	Free-and Reduced-Price Lunch "NSLP"
	School Breakfast "SBP" Programs
	Medicare Part D Low-Income Subsidies
	Supplemental Security Income "SSI"
	Head Start
	Special Supplemental Nutrition Program for Women, Infants, and Children "WIC"
	Section 8 Vouchers
	Low-Income Home Energy Assistance Program "LIHEAP"/EAP
	Pell Grants
	Unemployment (UI)
	Veterans Affairs Disability Pension, Survivor Pension, Enhanced Survivor Benefits, or Section 306 disability pension (not Standard VA pension)



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American Rescue Plan Act (ARPA)  
Residential Assistance Application**

**Qualification Questionnaire**

1. Is your household income at or below the 80% area median income level?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Are you delinquent on your rent and/or utility payments or know you won't be able to pay next month's rent or utility balances?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Are you a resident of the City of Stonecrest?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Has any member of your household experienced a significant reduction in household income, incurred significant costs, or experienced other significant financial hardship at sometime between January 2020 and June 2022?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Has any household member received at least three months of unemployment benefits between January 2020 and June 2022?	Yes <input type="checkbox"/>	No <input type="checkbox"/>



## PART 3- APPLICANT INFORMATION

<b>Are you a City of Stonecrest resident?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>First Name:</b>		<b>Last Name:</b>
<b>Street Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Applicant Contact Phone Number:</b>		<b>Applicant Contact Email:</b>
<b>Social Security Number:</b>		<b>Applicant Date of Birth:</b>
<b>State Identification Number:</b>		
<b>Please specify your ethnicity (Optional - check one):</b> <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino		
<b>Please specify your race (Optional - check all that apply):</b> <input type="checkbox"/> Black or African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other:		
<b>Applicant Age (Required):</b> <input type="checkbox"/> 18 – 29 <input type="checkbox"/> 30 – 45 <input type="checkbox"/> 46 – 64 <input type="checkbox"/> 65 or older		<b>What gender do you identify as (Optional)?</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> Non-binary <input type="checkbox"/> Other:



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<b>What is your current employment status (Required)?</b> <input type="checkbox"/> Employed Full-Time <input type="checkbox"/> Employed Part-Time <input type="checkbox"/> Self-Employed	<input type="checkbox"/> Retired <input type="checkbox"/> Unemployed
<b>What is your Veteran status (Optional)?</b> <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Active Duty <input type="checkbox"/> Armed Forces <input type="checkbox"/> Recently Separated Veteran <input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> No Military Service <input type="checkbox"/> Other:	



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## PART 4 – Household Information

<b>Total household income for calendar year 2021:</b>		<b>Number of People receiving income in the household:</b>
<b>Total number of household members (including yourself):</b>		
<b>Household Members</b>		
<b>First Name</b>	<b>Last Name</b>	<b>Age</b>



## PART 5 - COVID Impact

1. Has any member of your household lost income due to the COVID-19 pandemic?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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2. Please check each condition that applies to you or other members of your household during the period between January 2020 and June 30, 2022 (check all that apply):

- Received unemployment benefits
- Work hours were significantly reduced
- Unable to start a new job but could not or were terminated from a new job before establishing sufficient work history to be eligible for unemployment benefits.
- Self-employed, and your income from April 1 - June 30, 2022, is significantly less than one quarter between January 2020 and December 2021.
- Independent contractor or gig worker (e.g., Uber; Lyft or DoorDash driver), and your income from April 1 - June 30, 2022, is significantly less than one quarter between January 2020 and December 2021.
- Left a job or reduced hours to care for a person who is sick.
- Left a job or reduced hours to care for dependents who were unable to go to daycare or school between January 1, 2020, and June 30, 2022.
- Had an unexpected COVID related medical or funeral expense
- Have other conditions resulting in loss of income due to the COVID-19 pandemic. (Please describe below.) If you selected "Other," please describe the situation below.

3. Please provide a short description of your COVID-19 Income Loss



## PART 6 – Utility Assistance

### 1. Are you Requesting Utility Assistance?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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#### Required Documents

- Proof of Identity (driver’s license, government issued ID, Passport, etc.)
- Copy of your bills that show your current delinquency (i.e., Georgia Power Bill, Scana Energy, Dekalb sewer and Water, Comcast Internet etc.)
- Documentation of hardship (unemployment compensation statement, proof of receipt of public benefits (listed under Part 2); proof of income (e.g., income tax return or W-2); or provide a formal statement (attestation) that must be submitted within the application, describing the income reduction or significant hardship)

1. Are you requesting water/sewer utility assistance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, list total amount of assistance needed below. \$ _____ AMOUNT PAST DUE: _____
2. Gas/Propane Assistance Requested?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, list total amount of assistance needed below. \$ _____ AMOUNT PAST DUE: _____
3. Electric/Power Assistance Requested?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, list total amount of assistance needed below. \$ _____ AMOUNT PAST DUE: _____
4. Internet and/or Phone Service Assistance Requested?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, list total amount of assistance needed below. \$ _____ AMOUNT PAST DUE: _____
5. Is any household member currently receiving unemployment compensation for at least 90 days consecutively?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, state weekly unemployment benefit. \$ _____ AMOUNT PAST DUE: _____



## PART 7 – Rental Assistance

### 1. Are you requesting Rental Assistance?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Fill out the amount that you are requesting for each month of housing payments that you require assistance for due to your household’s COVID-19 impact from January 2020 through June 2022. For instance, if you require assistance for \$1,000 of rent missed in November 2020, but only \$500 of rent missed in December 2020, then you would fill out \$1,000 in November 2020 and \$500 in December 2020.

<b>Total Amount Requested:</b>		<b>Monthly rent payment:</b>	
<b>Number of Months Delinquent:</b>			
<b>Landlord/Property Management Company Information</b>			
<b>Landlord/Property Management Company Name:</b>		<b>Contact Person Name:</b>	
<b>Street Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	
<b>Contact Phone Number:</b>		<b>Contact Email:</b>	





## PART 8 – Mortgage Assistance

### 1. Are you requesting mortgage assistance?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Fill out the amount that you are requesting for each month of mortgage payments that you require assistance for due to your household’s COVID-19 impact. For instance, if you require assistance for \$1,000 of mortgage missed in November 2020, but only \$500 of mortgage missed in December 2020, then you would fill out \$1,000 in November 2020 and \$500 in December 2020.

Total Amount Requested:		Monthly mortgage payment:	
Number of Months Delinquent:			
Mortgage Lender/Service Information			
Mortgage Lender Servicer Name:		Contact Person Name:	
Mailing Address:			
City:	State:	Zip:	
Mortgage Lender/Service Contact Phone Number:		Mortgage Lender/Service Contact Email:	





## PART 9 – CodeClean Assistance

The CodeClean Stonecrest Court Diversion Program is offered to first time offenders before they are formally charged with environmental code violations. If the offender successfully completes the online program, the offender will receive documentation signed by a solicitor showing that the charge(s) have not and will not be filed.

**Are you a first time offender under the CodeClean Stonecrest Court Diversion Program requesting assistance to make improvements required under a CodeClean health or safety violation?**

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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The CodeClean assistance program helps with small home repairs in order to remove an existing or imminent health and/or safety hazard and make necessary modifications to allow residents to remain in the dwelling. Through the diversion program, qualified homeowners, after successfully completing the program, may receive funds that can be used to pay for eligible activities.

Awarded households may only use grant funds for approved and allowable expenses, including, but not limited to the following:

- **Structural issues:** ceiling, wall, floors, doors, windows, and sealants to protect from deterioration and security modification.
- **Plumbing:** replacement of fixtures such as tub, shower, bathroom sink, or toilet.
- **Weatherization:** installing storm doors, insulation, servicing heating and cooling units, and minor roof repairs.
- **Home and Exterior maintenance:** removal of safety hazards, such as yard debris, fallen limbs, overgrown vegetation, and replacement of window panes.
- Replacement of roof, siding, trim, gutters, exterior doors, and windows.
- Electrical system problems, AC, and water system.
- Removal of inoperable vehicles.
- Roof repair or replacement.
- Interior and exterior maintenance.
- Light and ventilation repairs.
- Bathroom repairs.
- Chipped or peeling paint.



City of Stonecrest, Georgia  
American Rescue Plan Act (ARPA)  
Residential Assistance Application

- Furnaces and water heaters.
- Correction of illegal fences.
- Correction of exterior code violations on the dwelling as cited by Code Enforcement.
- Correction of interior code violations on the dwelling related to health and safety as cited by Code Enforcement.
- Removal of unsafe or blighted conditions on the eligible property. Detached structures (e.g., sheds, garages, fences, etc.) can only be removed and cannot be repaired or replaced.

**To make sure that grant funds are used properly, you will be required to sign a promissory note; repairs must be initiated within 30 days and completed within 180 days; and you must submit documentation to show that funds were used to cover eligible expenses.**

Fill out the amount that you are requesting for repairs to your home to address a health or safety violation you received from a City municipal court anytime on or after January 2020. To receive these funds, you will be required to provide documentation that you have been referred by the court as eligible for CodeClean Assistance

Total Amount Requested
Description of Repairs Needed to Address Code Violations:



## PART 10 – Application Certification

The applicant(s) certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining funding under the City of Stonecrest Residential Assistance Program

I understand that US Code Title 18 (18 U.S.C. § 1001) and Georgia Code Title 16 (OCGA § 16-10-20) provides that willful false statements or misrepresentations concerning income, asset, or liability information relating to financial condition is a misdemeanor of the first degree, punishable by fines and imprisonment. I/we further understand that any willful misstatement of information will be grounds for disqualification.

I certify that the application information provided is true and complete to the best of my/our knowledge.

I agree to provide any documentation needed to assist in determining eligibility and are aware that all information and documents provided, except as exempted pursuant to law, are a matter of public record.

I further grant permission and authorize any bank, employer, or other public or private agency to disclose information deemed necessary to complete this application.

*Please be advised that submitting this application to the City of Stonecrest does not guarantee that assistance will be provided. All applications must be reviewed for eligibility. Assistance is provided based on priority and the availability of grant funding.*

### Authorized Signature and Date

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Signature Date

# The City of Stonecrest



American Rescue Plan Act (ARPA)  
Coronavirus State and Local Fiscal Recovery Funds

**Small Business Assistance Application**



## FUNDING OVERVIEW

As part of the American Rescue Plan Act of 2021 (ARPA) which was signed into law by President Joseph Biden on March 11, 2021, the City of Stonecrest received \$9.7M in Coronavirus State and Local Fiscal Recovery Funds (SLFRF). The goal of these funds is to provide vital support to state and local governments as they address the negative health and economic impacts of COVID-19 on their communities.

The intent of the ARPA Small Business Assistance program is to offer financial assistance to small businesses located within Stonecrest city limits who have been negatively impacted by the COVID-19 pandemic. These funds are designed to help Stonecrest small businesses keep their doors open, protect local jobs threatened by the COVID-19 pandemic, support community recovery, and increase the resiliency of local businesses in the community.

Through the program, eligible small businesses operating in the City of Stonecrest can apply for cash assistance up to a maximum of \$25,000 to help mitigate the impacts of revenue reductions associated with COVID-19. Additionally, eligible small businesses requesting more than \$25,000 in cash grant funds are potentially eligible to receive an ARPA loan. The one-time cash grant and loan (if applying for one) will be commensurate with the fiscal impact to their business, based on justifiable need and business resiliency.

## ELIGIBILITY REQUIREMENTS

Only one (1) application will be accepted per business. To be eligible an applicant must:

- ✓ Be a business with at least 2 and less than or equal to 50 full-time equivalent (FTE) staff
- ✓ Be licensed as a business in the City of Stonecrest, excluding businesses whose primary source of revenue is from the sale of alcohol; cashing checks or providing pay day loans; loans secured by personal property (Pawn Shop); or barbershop and hairstyle shops<sup>1</sup>
- ✓ Be actively operating on or after July 1, 2022;
- ✓ Be a for profit business or a Homeowners Association (HOA)
- ✓ Be eligible to receive federal funds (i.e., not suspended or debarred from receiving federal funds)
- ✓ Experienced financial hardship due to COVID-19 pandemic.

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<sup>1</sup> Barbershops and hairstylists are ineligible because they are not businesses that have employees – the barber and stylists are independent contractors.



**A small business is deemed to have experienced a financial hardship due to COVID-19 pandemic if:**

1. Its principal location is within a Qualified Census Tract (QCT)<sup>2</sup>; [https://www.huduser.gov/portal/sadda/sadda\\_qct.html](https://www.huduser.gov/portal/sadda/sadda_qct.html)
2. Gross receipts for the quarter April – June 2022 had more than 25% drop in gross receipts from any one quarter between January 2020 and March 2022;
3. Costs increased by more than 10% or the quarter April – June 2022 had more than 25% drop in gross receipts from any one quarter between January 2020 and March 2022;
4. It had challenges covering payroll, rent, mortgage, or other operating costs on or after January 2020
5. It has limited capacity to weather future financial hardships

## Use of Funding Restrictions:

Awarded small businesses will only use cash grant funds and loan funds for approved and allowable expenses, including the following uses:

- Rent, lease, or mortgage costs;
- Utility bills;
- Payroll;
- Business-related insurance;
- Inventory expenses including covering any loss of inventory;
- Other operating expenses;
- Rehabilitation of commercial properties;
- Storefront improvements;
- Façade improvements; or
- Costs to expand your business.

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<sup>2</sup> A Qualified Census Tract is a U.S. Department of Housing and Urban Development designation for areas where half the households have incomes below 60 percent of the County's area median gross income or a poverty rate of 25 percent or more. Eligible small businesses in a Qualified Census Tract will need to provide their address and supporting documentation in the grant application. [https://www.huduser.gov/portal/sadda/sadda\\_qct.html](https://www.huduser.gov/portal/sadda/sadda_qct.html)



## Funding Priority:

Eligible small businesses will be prioritized for funding under this program according to the following list, with the first item having the greatest prioritization and the last item having the least:

- Small businesses that did not receive CARES Act funding and who has at least 33% of its gross receipts come from the sales of prepared food, including:
  - Restaurants
  - Caterers
  - Bars, saloons, lounges, taverns
  - Snack and nonalcoholic beverage bars
  - Bakeries (onsite sales of prepared food to the public comprise at least 33% of gross receipts)
  - Brewpubs, tasting rooms, taprooms (onsite sales of prepared food to the public comprise at least 33% of gross receipts)
  - Breweries or microbreweries (onsite sales of prepared food to the public comprise at least 33% of gross receipts)
  - Wineries and distilleries (onsite sales of prepared food to the public comprise at least 33% of gross receipts)
  - Inns (onsite sales of prepared food to the public comprise at least 33% of gross receipts)
  - Licensed facilities or premises of a beverage alcohol producer where the public may taste, sample, or purchase products and onsite sales of prepared food to the public comprise at least 33% of gross receipts
- Specific classes of small businesses determined by the City of Stonecrest as priority to fund that did not receive CARES Act funding.
  - Businesses in the hardest hit sectors, including retail, hospitality, arts and entertainment, and other service sector businesses will be prioritized for funding
  - Businesses located in one of the city’s two Qualified Census Tracts (QCTs) are considered disproportionately impacted for SLFRF programmatic purposes and will be prioritized for funding<sup>3</sup>
- Small Businesses that did not receive PPP or CARES Act funding.
- Small Businesses that received PPP but did not receive CARES Act funding.

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<sup>3</sup> A Qualified Census Tract is a U.S. Department of Housing and Urban Development designation for areas where half the households have incomes below 60 percent of the County’s area median gross income or a poverty rate of 25 percent or more. Eligible small businesses in a Qualified Census Tract will need to provide their address and supporting documentation in the grant application.



## Application Period

Applications for small business assistance will be accepted \_\_\_\_\_, 2022 8:30 a.m. through \_\_\_\_\_, 2022 4:30 p.m. If the City has not awarded the entire allocated amount of \$2 million before the end of the application period, it may extend the application period until all monies have been awarded.

## Funds Awarded

Applicants are not entitled to receive a specific amount of assistance under this program. The City will use its best judgment to decide who will receive assistance and what level of assistance applicants will receive. Should eligible businesses apply for more than the \$2 million in available financial assistance, the City will allocate the funds based upon its sole determination of what is a fair and equitable way to distribute available funds to eligible applicants.



### PART 1 – Needed Assistance

Please check the programs for which you are applying for assistance (You can receive up to \$25,000 in cash assistance – if you are requesting assistance beyond \$25,000, then you will also need to apply for a loan for amounts in excess of \$25,000):

Check the program(s) for which you are submitting this application	Program
	ARPA Small Business Cash Assistance
	ARPA Small Business Loan Assistance

### PART 2–Eligibility and Qualification

1. Is your business located within the City of Stonecrest?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Are you licensed to conduct business in the City of Stonecrest?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. As of July 1, 2022, do you employ 50 or less full-time equivalent staff?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Are you a for profit business or a Home Owners Association?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Are you eligible to receive federal funds? (i.e., you are NOT debarred or suspended from receiving federal funds)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Has your business experienced a financial hardship between January 2020 and June 2022?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you answered no to any of the six questions above, your business is not eligible to receive financial assistance. If you answered yes to all six questions, please complete the rest of the application.



**PART 3 – APPLICANT INFORMATION**

Section 1: Applicant / Entity Information			
Applicant's Legal Name			
Applicant's Doing Business As Name			
Applicant's Legal Structure e.g., partnership; limited liability company; corporation . . . etc.			
Main Contact Name and Title			
Main Contact Phone Number			
Main Contact Email Address			
Applicant / Entity Address			
EIN (Employer Identification Number)			
Occupational License No.			
Length of Operation <i>(Must be in operation as of July 1, 2022)</i>			
Brief Description of Applicant's / Entity's business (products, services, etc.)			
Industry Sector			
Number of Full-Time Equivalent (FTE) Employees (part-time employees should be counted based on a 40 hour work week – e.g., if a staff person works 10 hours a week – he or she would be counted as .25 FTE)			
Does the entity operate in a Qualified Census Tract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	For Internal Use Only

Section 2: Requested Funding	
Amount of funding requested:  (Applicants may request up to \$25,000 in cash grant funds, any amount exceeding \$25,000 will only be considered for a small business loan)	\$ _____





**Section 4: Other Funding Received by the Applicant**

Has the business received other Federal, State, or local funding? If so, describe the source(s) and amount(s) received since January 2020:

[Empty response area for describing other funding received]



**Section 5: Proposed Use of Funds**

Any funds you receive under this program must be used for one of the purposes listed below.

**Revenue Loss Mitigation** – Funds may be used to mitigate financial hardship such as declines in revenues or impacts of periods of business closure, for example by supporting payroll and benefits costs, costs to retain employees, mortgage, rent, or other utilities costs, and other operating costs.

**COVID-19 Mitigation or Prevention** – Funds may be used to implement COVID-19 prevention or mitigation tactics, such as physical plant change to enable social distancing, enhanced cleaning efforts, barriers or partitions, or COVID-19 vaccination, testing, or contact tracing programs.

**Business Planning** – Funds may be used to obtain technical assistance, counseling, or other services to assist with business planning needs due to impacts from the pandemic.

**Facilities Improvement** – Funds may be used to make improvements to your facility, including:

- Rehabilitation of commercial properties
- Storefront improvements; and
- Façade improvements

**As a condition of applying for this assistance you agree that you will use these funds in a timely manner, and you agree that the City may reclaim the funds if they are not used in a reasonable period of time. Please describe below how you intend to use any funds and the timeframe for using the funds you would receive under this program and any additional information you would like the City to evaluate:**

Empty response area for describing fund usage and additional information.



**Section 6: Certification**

The applicant(s) certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining funding under the City of Stonecrest Residential Assistance Program

I understand that US Code Title 18 (18 U.S.C. § 1001) and Georgia Code Title 16 (OCGA § 16-10-20) provides that willful false statements or misrepresentations concerning income, asset, or liability information relating to financial condition is a misdemeanor of the first degree, punishable by fines and imprisonment. I/we further understand that any willful misstatement of information will be grounds for disqualification.

I certify that the application information provided is true and complete to the best of my/our knowledge.

I agree to provide any documentation needed to assist in determining eligibility and are aware that all information and documents provided, except as exempted pursuant to law, are a matter of public record.

I further grant permission and authorize any bank, employer, or other public or private agency to disclose information deemed necessary to complete this application.

*Please be advised that submitting this application to the City of Stonecrest does not guarantee that assistance will be provided. All applications must be reviewed for eligibility. Assistance is provided based on priority and the availability of grant funding.*

Signature of Authorized Applicant / Entity Representative		
Date		

ITEM	DESCRIPTION	STATUS	PROJECT TIMELINE
<b>CAPITAL PROJECTS</b>			
Shade Structures (Aquatics)	Shade structure canopy's and cabana enclaves around the Aquatic Center.	Quotes for shade structures at Aquatic Center will be completed by September 30. Shade will be available for Council approval in October. Installation could begin in October and completion should be done in December, 2022.	Completed by December 31, 2022
Shade Structures (Athletics)	Canopy shade over athletic seating areas.	Quotes for shade structures at Southeast and Browns Mill Athletic facilities will be completed by September 30. Shade will be available for Council approval in October. Installation could begin in October and completion should be done in December, 2022.	Completed by December 31, 2022
Bleachers	Purchase new seating for outdoor fields.	Bleachers are in stock with most manufacturers. The Department already has the specifications for bleachers at each site since this is a replacement. Normal Purchasing Policy protocols to be followed and bleachers will begin to arrive in September and be completed by the end of October.	Beginning by September 30. Completed by October 31, 2022
Fence	Replace chain link sports field fencing and perimeter fencing	The fencing project is a replacement order. Parts of the fencing has been deemed an emergency purchase for safety and will begin by end of September. In order for the Department to obtain competitive bids for replacement, contractors will need to come to the site(s) and evaluate. Competitive bidding will be completed by September 30 for remaining fencel. So, some installation will begin in September and project should be completed by end of December.	Emergency sections by end of September. Completed by December 31, 2022

Lighting	Enhance security lighting and add sports field lighting.	Materials for LED lighting are readily available but two factors get in front of installation. The first is obtaining competitive pricing. We know what we want so there is no need for an RFP but the price point will most likely demand the Department getting competitive bids. Vendors will need to come to the site(s) and evaluate. Once a supplier is identified, the materials will need to be tailored to the project specifications (height and available electricity) and installation scheduled.	First installation by November 30, 2022. Completion by January 31, 2023.
Trash Cans	Install commercial grade trash cans city-wide.	The Department will present a theme or look for the receptacles to the City Manager and Public Works for review and determine the highest and best use/design/color. Pricing should be completed by end of September and depending on selection, installation could begin in October	Estimated beginning by October and completion by December 31, 2022.
<b>PROGRAMMING</b>			
TOT Sports Equipment	Youth Sports/programming equipment	NAYS Curriculum and equipment will be utilized. Currently interviewing instructors/coaches. Equipment order requisitions ongoing for programs in: football, baseball, soccer, running, golf, tennis, lacrosse, basketball, gymnastics and physical activity. Browns Mill space has been reserved for classes.	Purchasing equipment in September. Classes will begin in October and will remain ongoing.
Computer Lab	Purchase computers and peripherals to install 10 workstations.	Design and research underway.	Equipment by end of October. Programming by December 31, 2022.
E-Sports	Purchase gaming equipment (that compliments the computer equipment).	Design and research underway.	Equipment by end of October. Programming by December 31, 2022.

Mommy & Me Gymnastics	Gymnastics equipment for 5 & under programming	Program Plan in development	Purchasing equipment in September. Classes will begin in October and will remain ongoing.
Fishing	Equipment for federal program	Equipment could be purchased immediately. However, the programming would depend on the partner(s) and would most likely not begin until spring on 2023.	Equipment purchase by October 31, 2023. Program begins in March 2023.
Drones	Purchase to increase participation in our program	Currently obtaining specifications and pricing as well as arena specs to add Drone Soccer (and STEM programming).	Equipment and programming due in October
Summer Camp/AS		Program Plan underway. Full pro-forma for Summer Camp will be created in January 2023.	Summer 2023 for both
Senior Programming		Program Plan completed for Silver Sneakers (by Humana) program. Also working with Deklab Parks and Recreation for programming.	Silver Sneakers program beginning and equipment purchase in October. Additional Senior programming by December 31.
Swim Lessons	Pay for instructors	Would begin next summer depending on Aquatics contract and programming schedule	Summer 2023
Theater	Facilitate children's theater	Working with local instructor to design program.	Theater can begin as early as November, 2022
Art Supplies	Purchase various size canvasses, brushes, paints and other mediums for "Art in the Park" program	Equipment purchase through normal Purchaing Policy protocol per activity. Designing program plan with local instructor and developing large scale community art event for 2023.	Art programming and equipment purchases will begin in October. Art program can begin in November and Art Event will be spring 2023.



## CITY COUNCIL AGENDA ITEM

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**SUBJECT: TMOD-22-009 Winery and Vineyards**

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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):** 05/9/22 & 06/13/22

**Current Work Session:** Monday, September 12, 2022

**Current Council Meeting:** Click or tap to enter a date.

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**SUBMITTED BY:** Keedra T. Jackson, Senior Planner Planning & Zoning

**PRESENTER:** Ray White , Planning & Zoning Director

**PURPOSE:** To promote business and agritourism in the City by allowing the development of wineries and associated uses, including vineyards, tasting rooms, wholesale trade and limited retail trade.

**FACTS:** This helps to develop and encourage local culture. Wineries are a great place to meet new people and immerse yourself in the community culture. This can result in long-lasting and meaningful friendships for years to come.

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

**RECOMMENDED ACTION:** Discussion Only

**ATTACHMENTS:**

- (1) Attachment 1 - TMOD 22-009
- (2) Attachment 2 -
- (3) Attachment 3 - Click or tap here to enter text.

## Text Amendment to the City of Stonecrest Zoning Ordinance to allow Winery/Vineyards and associated uses.

Purpose: To promote business and agritourism in the City by allowing the development of wineries and associated uses, including vineyards, tasting rooms, wholesale trade and limited retail trade.

Issues:

- (1) The City's Zoning Ordinance currently does not directly address the issue of wineries and associated uses, which have become a popular use in other parts of the state.
- (2) Any winery would have to follow associated laws related to alcohol sales and onsite consumption.
- (3) Wineries depending on their scale of operation include a wide range of land uses, including agriculture (vineyards), industry (fermentation and bottling), warehousing, retail sales, office, and event space, therefore careful consideration must be made for limitations on scale and appropriate buffers.
- (4) The City of Stonecrest does not have an AG district. The RE district would be ideal but a few RE zoned parcels are located north of I-20. Arabia Mountain predominantly contains low density development defined as Rural Residential land use and consist of large lot residential properties.

### History

In the early days of American history, Georgia was one of the top winemakers in the country. In fact, wine was one of the first agricultural products to make the colony profitable. While the state's full alcohol prohibition in 1907 temporarily halted its wine industry, Georgia's vineyards and wineries were revived in the 1980s and have expanded dramatically in the decades since. Today, Georgia has gained national recognition and emerged as one of the foremost wine regions of the southern United States. Georgia is the top producer of Muscadine wine in the United States, and the state's wine industry is still rapidly expanding. In the past five years, Georgia's vineyard acreage has more than tripled, and the market shows no signs of slowing down.

### What is the difference between winery and vineyard

- A vineyard is a plantation that produces the grapes for the wine, whereas the winery is the building which is part of the wine production process.
- A vineyard may not have a winery associated with it, whereas a winery may purchase grapes from an outside vineyard.
- A vineyard produces grapes, whereas a winery produces wine.

### Economic Feasibility

Georgia's vineyards and wineries have been an incredible boon to the state's economy since the 1980s. In total, the state's wine industry has had a \$4.1 billion total annual economic impact.

Winemaking has created over 35,000 jobs for the state, totalling \$1.4 billion in annual wages. Additionally, Georgia's growing wine industry has drawn over 200,000 wine tourists to the state each year, which resulted in \$88 million of tourist expenditures. Georgia's incredible success with wine has led to an influx of growth in this area, and new vineyards and wineries are established in the state each year.

## Definition of the use

### Addition to Sec. 9.1.3 Defined Terms

**Farm Winery:** A winery which makes at least 40% of its annual production from agricultural produce grown in the state where the winery is located and; is located on the premises, a substantial portion of which is used for agricultural purposes, including the cultivation of grapes, berries, or fruits to be utilized in the manufacture or production of wine by the winery; or is owned and operated by persons who are engaged in the production of a substantial portion of the agricultural produce used in its annual production.

**Full kitchen:** A kitchen designed, intended and equipped to produce meals for sale to the general public as a major function of the business.

**Winery** – means an agricultural processing plant used for the commercial purpose of processing grapes, other fruit products, or vegetables to produce wine or similar spirits. Processing includes wholesale sales, crushing, fermenting, blending, aging, storage, bottling, administrative offices, and warehousing. A winery may also include associated retail sales and tasting facilities of wine and related promotional items, as part of their operation.

**Tasting room** - means an outlet for the promotion of a winery's wine by providing samples of such wine to the public and for the sale of such wine at retail for consumption on the premises and for sale in closed packages for consumption off the premises. Samples of wine can be given free of charge or for a fee.

**Vineyard-** cultivates grapes for wine, juice, and fresh fruit for local markets and consumers. Some vineyards process the grapes for consumption in-house, while others concentrate on the farming aspect, selling directly to wineries in the area.

## Where to allow the use

- Modify the Table 3.1 Overlay Use Table, under Sec. 3.1.6, by adding Wineries and associated uses under "R-100", preferably AG, as a *Special Land Use Permit (SLUP)* in the Arabia Mountain Conservation Overlay
- Modify Sec. 3.4.5. Principal uses and principal structures, of the Arabia Mountain Conservation Overlay District, by adding Subsection A.6. Wineries/Vineyards and associated uses (with a Special Land Use Permit)
- Modify Sec. 4.1.3 – Use Table. Insert Wineries and associated uses under "Agriculture and forestry", show as a Special Land Use Permit (SLUP) under the R-100 zoning district. Also show a check mark under the last column in the table for "See section 4.2"

## Supplemental Use Criteria

Add Sec. 4.2.65 (number to be determined at time of adoption.) Wineries and associated uses

- A. Winery must be located on the same property as the vineyard used in the production of the wine. Said property must be a minimum of 15 acres.
  1. Winery must be a minimum of 40% of the building dimensions
  2. Tasting must be a minimum of 35% of the building dimensions
  3. Workshop/garage must be a minimum of 25% of the building dimensions
  
- B. Vineyards that do not have a winery used in the production of wine must have a minimum of 15 acres. Vineyard activities shall include the with the following:
  1. Must be a plantation that grow grapes on the property
  2. pruning the vines
  3. picking the fruit
  4. checking for insects (bugs)
  5. planting new vines
  6. repairing and making new trellises
  7. training vines to trellises
  8. pulling weeds

B. The winery may have one tasting room (% of tasting room) on premise for purposes of on-site consumption of wine and related activities.

C. The principal entrance through which vehicles will enter the premises of the winery and Tasting Room shall be on a public road designated as a collector or arterial road.

D. A winery may offer samples of its wine in the tasting room for consumption on premises or in closed packages for consumption off the premises. Alcoholic beverage sales for consumption on premises shall be limited to flights of individual 1.5 oz servings of different wines produced from grapes, berries or fruits grown on site.

E. Outdoor speakers must adhere to the noise ordinance regulations.

F. A retail sales area may be included in the Tasting Room, with package wine sales. Retail sales other than wine shall be limited to items used in connection with the serving, storing, or display of wine, or written material describing wine or food or the experience of consuming the same, or items displaying the name and/or logo of the winery.

G. All buildings must have an architectural appearance of a residential or agricultural building(s).

H. All operations, activities, and special events unrelated to the growing, harvesting or processing of grapes, berries, or fruits on the property of the winery shall cease by 11:30 PM eastern standard time.

1. A "Special Event" is Special events facility means a building and/or premises used as a customary meeting or gathering place for personal social engagements or activities, where people assemble for parties, weddings, wedding receptions, reunions, birthday celebrations, other business purposes, or similar such uses for profit, in which food and beverages may be served to guests. The event shall consist of 200 or less people at one time.

I. Food service shall be limited to cheese and crackers, unless otherwise approved herein. No ovens, fryers, grills, burners, or other commercial kitchen equipment shall be utilized in the preparation of such food, unless otherwise approved herein.

J. A retail sale may be included in the Tasting Room, with package sales limited to wine produced by the farm winery license. Retail sales other than wine shall be limited to items used in connection with the serving, storing, or display of wine, or written material describing wine or food or the experience of consuming the same, or items displaying the name and/or logo of the winery.

K. Except as otherwise provided to provide any outdoor storage, outdoor display or outdoor sales on any portion of a subject lot; provided, however, that said prohibition shall not apply to farm winery tasting rooms as defined in O.C.G.A. § 3-6-21.1(a)(3) and restaurants which desire to sell outdoors provided that outdoor sales are restricted as follows:

1. Sales shall occur only within an area of the zoned premises approved by the Community Development Director or the Director's designee.

2. Approved signage must be displayed within said area to advise patrons that alcoholic beverages cannot be removed from the outdoor dining area under any circumstances.

3. Any alcohol sold cannot be served in bottles, cans, plastic cups, or any other disposable containers, but only in glass containers.

4. Any restaurant or farm winery tasting room utilizing sidewalk right of way must comply with the regulations of the City of Stonecrest concerning such sidewalk dining facilities.

5. For the purposes of this ordinance front porch areas over which the restaurant or farm winery tasting room has control may be used in the same manner and under the same regulations as sidewalk dining facilities for up to four tables provided the porch area is approved by the Community Development Director or the Director's designee.

L. A farm winery shall obtain and have a license as set forth in O.C.G.A. § 3-6-21.1, et seq.

M. Sunday sales shall be governed by O.C.G.A. § 3-6-21.2.

N. All lounge and restaurant areas, including all tables, booths, and other areas where customers are served and including all passageways for customers, shall be sufficiently well illuminated so that they may be viewed by those inside the premises. The sale or dispensing of alcohol beverages in any back room or side room that is not open to the general public is prohibited, except that this prohibition shall not apply with respect to:

(1)  
Private parties which have been scheduled in advance;

(2)  
Sales to hotel, cottages, bed breakfast and/or cabins;

(3)  
Private clubs; or

(4)  
Special events facilities.

A winery/vineyard may request to host the following events specifying the number of times per calendar month such events would be limited:

- a. Catered dinners
- b. Single food truck events

**Lot Coverage:**

Staff is reviewing language to determine if a maximum lot coverage requirement should be enforceable

**Parking reqs:**

Shall adhere to Article 6 Parking Standards



## CITY COUNCIL AGENDA ITEM

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**SUBJECT: TMOD-22-010 Stonecrest Overlay**

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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 here to enter text. & Click or tap here to enter text.

**Current Work Session:** Monday, September 12, 2022

**Current Council Meeting:** Click or tap to enter a date.

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**SUBMITTED BY:** Keedra T. Jackson, Senior Planner Planning & Zoning

**PRESENTER:** Ray White, Director of Planning & Zoning

**PURPOSE:** An amendment to Stonecrest Zoning Ordinance, Chapter 27, Article 3, Overlay Districts to address the permitted uses by an overlay district which is inconsistent with the uses permitted by the underlying zoning.

**FACTS:** The Overlay Zones allow uses constructed that are inconsistent with the underlying zoning district. For example, Tier 1 of the Stonecrest Area Overlay allows the construction of uses permitted in C1, C2, OI, OD, and HR-2, regardless of the underlying zoning. C1, C2, OI, OD and HR-2 would be considered authorizing districts, since all land uses authorized in these districts are permitted within the Tier unless they are strictly prohibited by the Tier.

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



## CITY COUNCIL AGENDA ITEM

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**RECOMMENDED ACTION:** Discussion Only

**ATTACHMENTS:**

- (1) Attachment 1 - Staff Report
- (2) Attachment 2 - TMOD-22-010
- (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.



**PLANNING & ZONING STAFF REPORT**

**MEETING DATE: July 5, 2022**

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**GENERAL INFORMATION**

- Petition Number:** TMOD-22-010
- Applicant:** Stonecrest Planning and Zoning Department
- Project Location:** City-Wide
- Proposed amendment:** Amendment to Stonecrest Zoning Ordinance, Chapter 27, Article 3, Overlay Districts to address the rezoning and recording of property developed as permitted by an overlay district which is inconsistent with the uses permitted by the underlying zoning.

**FACTS AND ISSUES:**

- The Overlay Zones allow uses constructed that are inconsistent with the underlying zoning district. For example, Tier 1 of the Stonecrest Area Overlay allows the construction of uses permitted in C1, C2, OI, OD, and HR-2, regardless of the underlying zoning. C1, C2, OI, OD and HR-2 would be considered authorizing districts, since all land uses authorized in these districts are permitted within the Tier unless they are strictly prohibited by the Tier.
- Sec. 3.1.1 states “All development and building permits for lots located, in whole or in part, within any overlay district shall meet all of the regulations of the underlying zoning district in which they are located as well as all of the regulations of the applicable overlay district.” This means that the uses permitted in the base zoning must comply to the regulations in both the base and the applicable overlay district.
- TMOD-21-015 placed the responsibility on the city to rezone the underlying property in which the city would have to obtain owner approval after final plat approval or issuance of a Certificate of Occupancy. TMOD-21-015



## PLANNING & ZONING STAFF REPORT

created a Planned Unit type of development, which provided the developer creative control.

- Potentially the owner could refuse the rezoning of the property causing a legal nonconforming lot as well as an inconsistent zoning map.
- Tier 1: No changes are proposed. Tier 1 is predominately zoned C-1. It runs partially concurrent along Mall Parkway, starting at the corner of Stonecrest Square and Mall Parkway, includes all the mall area, ending at Mall Parkway and 2895 Evans Mill Road.
- Tier 2: To prohibit the authorized uses in the C-1 and C-2 (General Commercial District), O-I (Office Institutional) District, O-D (Office-Distribution) District, and HR-2 (High Density Residential) District. This means the uses in these districts are not automatically allowed if the base the zoning is, for example, residential.
- Tier 3: To prohibit the authorized uses in the C-1, C-2 (General Commercial) District, O-I (Office Institutional) District, O-D (Office Distribution) District, M (Light Industrial). To prohibit Industrial uses from Tier 3 completely.
- Tier 4: To prohibit the authorized uses in the C-1 and C-2 (General Commercial) District, O-I (Office Institutional) District, OCR (Office-Commercial-Residential) District, and RM-HD (High Density Residential) District. We do not have a RM-HD District. Tier 4 is the only mention of this district in the zoning code.
- Tier 5: Section 3.5.15.2 states “all properties in Tier V shall be governed by all of the underlying zoning district regulations and the requirements of this section”. Staff is proposing to strike this language from the code. The intent of Tier V is to encourage single-family detached residential developments with associated neighborhood commercial and office uses to serve the convenience of the local community in a village or cluster concept. In addition to preserving the rural and scenic beauty of Arabia Mountain. Allowing all uses can be invasive and conflict with the intent of this tier.



## PLANNING & ZONING STAFF REPORT

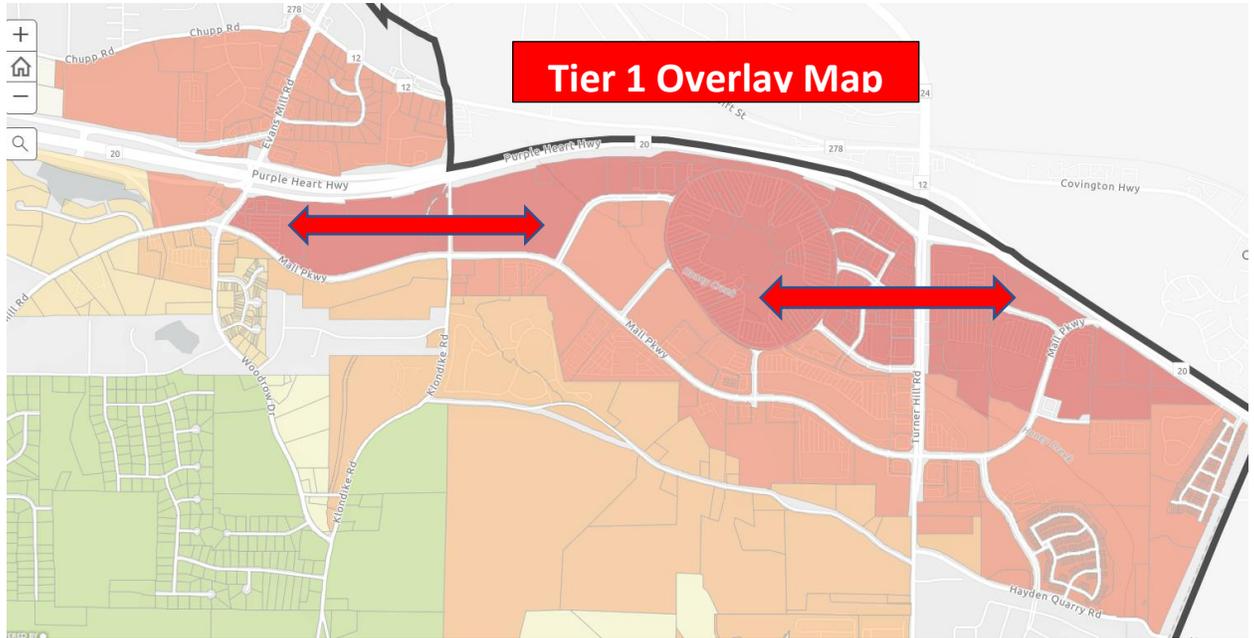
- Tier 6: Section 3.5.15.3 states “all principal uses of land and structures for property in Tier VI shall be governed by all of the underlying zoning district regulations. Staff is proposing to strike this language from the code.
- It is staff’s goal to amend the changes of TMOD-21-015 to allow for a more synchronized zoning map and land uses throughout the City of Stonecrest.

**RECOMMENDED ACTION: Recommend Approval to the City Council**

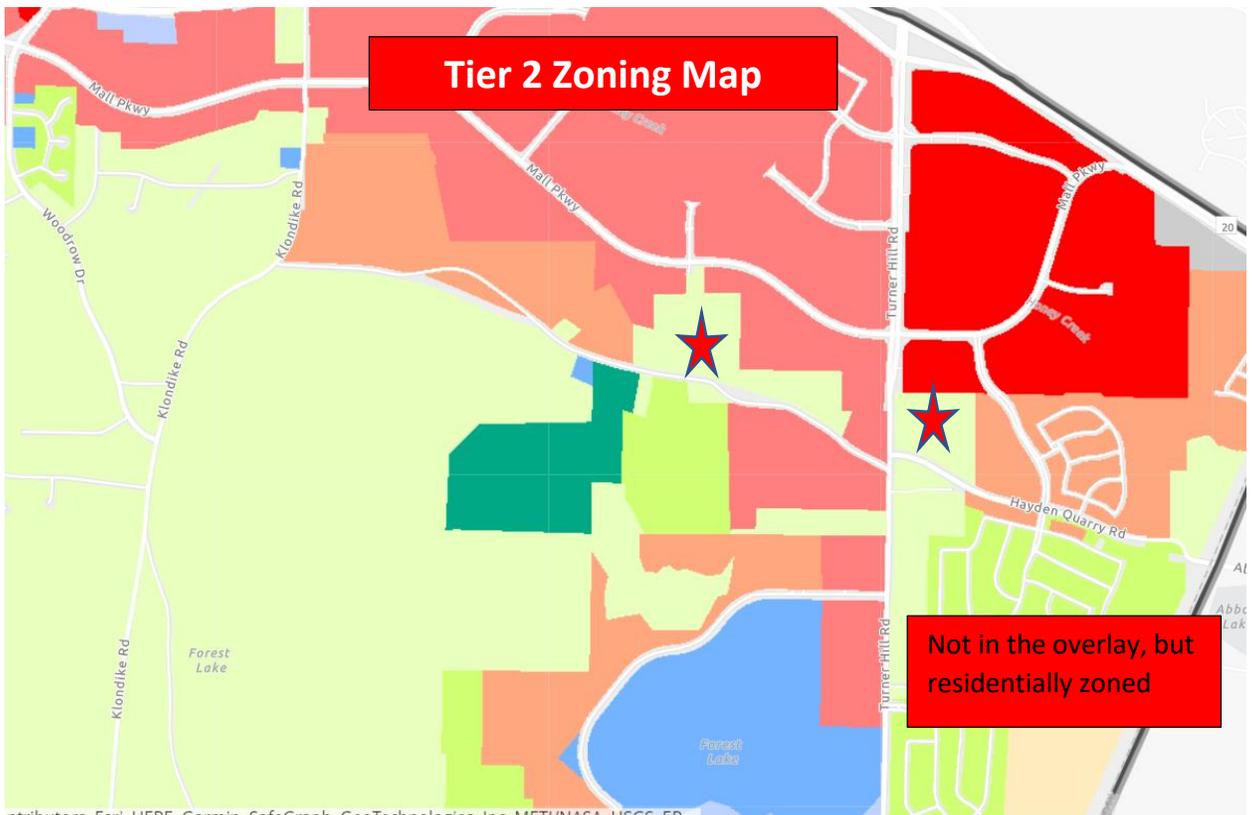
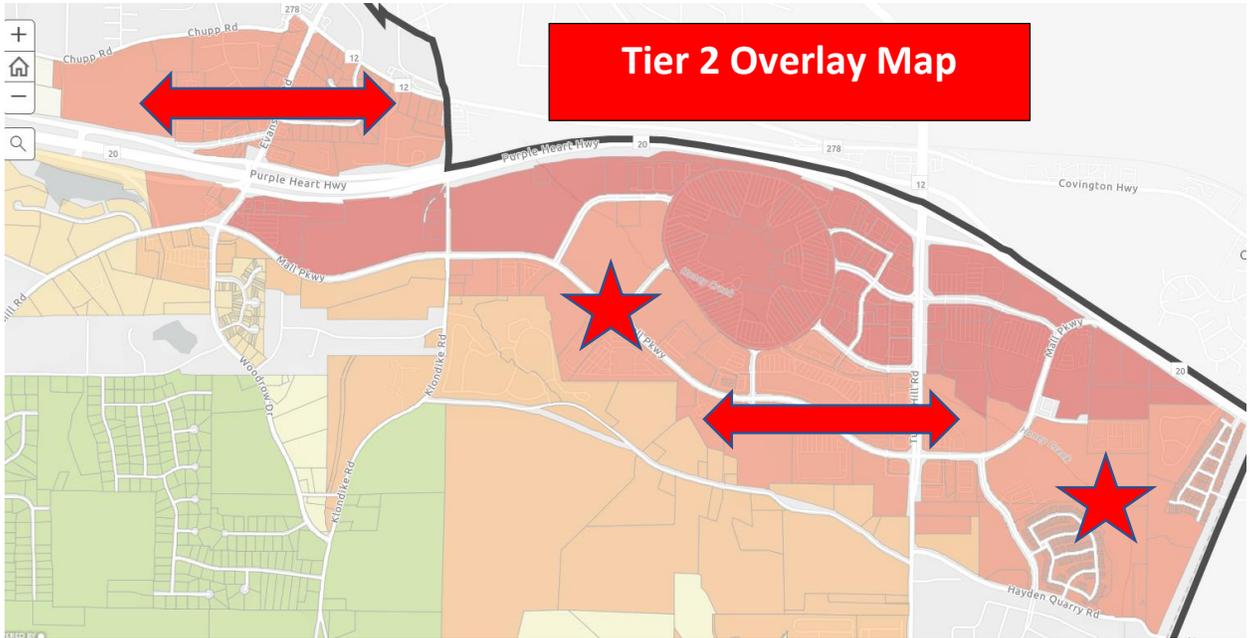
### **ATTACHMENTS:**

1. Proposed Changes to Article 3 – Overlay District Regulations

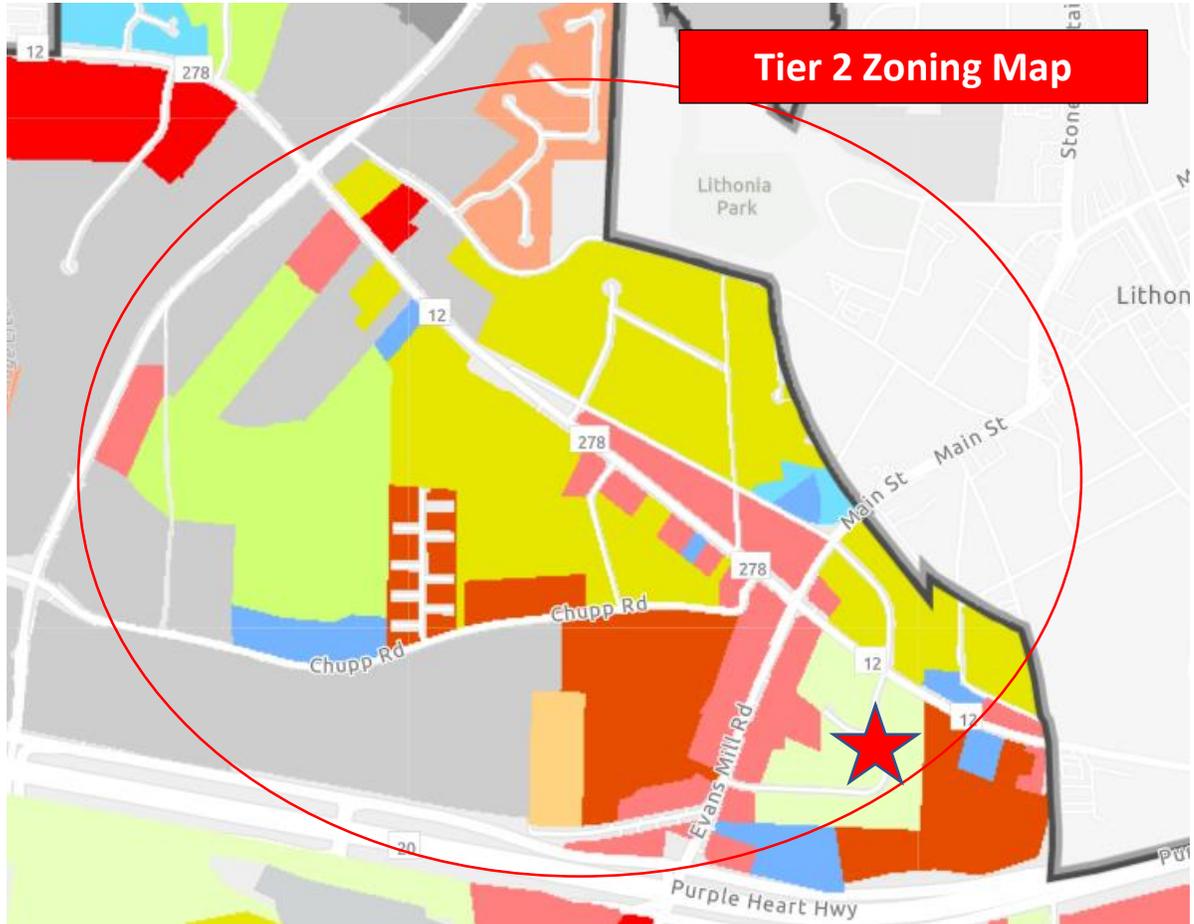
PLANNING & ZONING STAFF REPORT



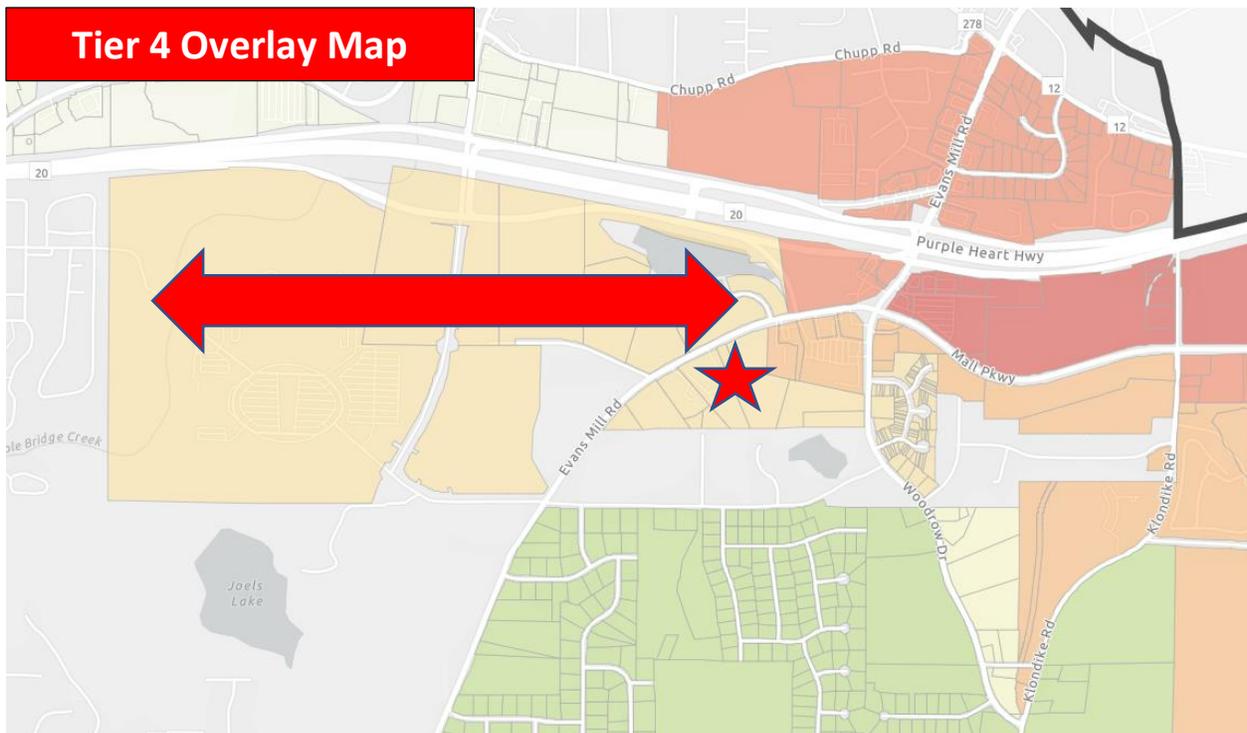
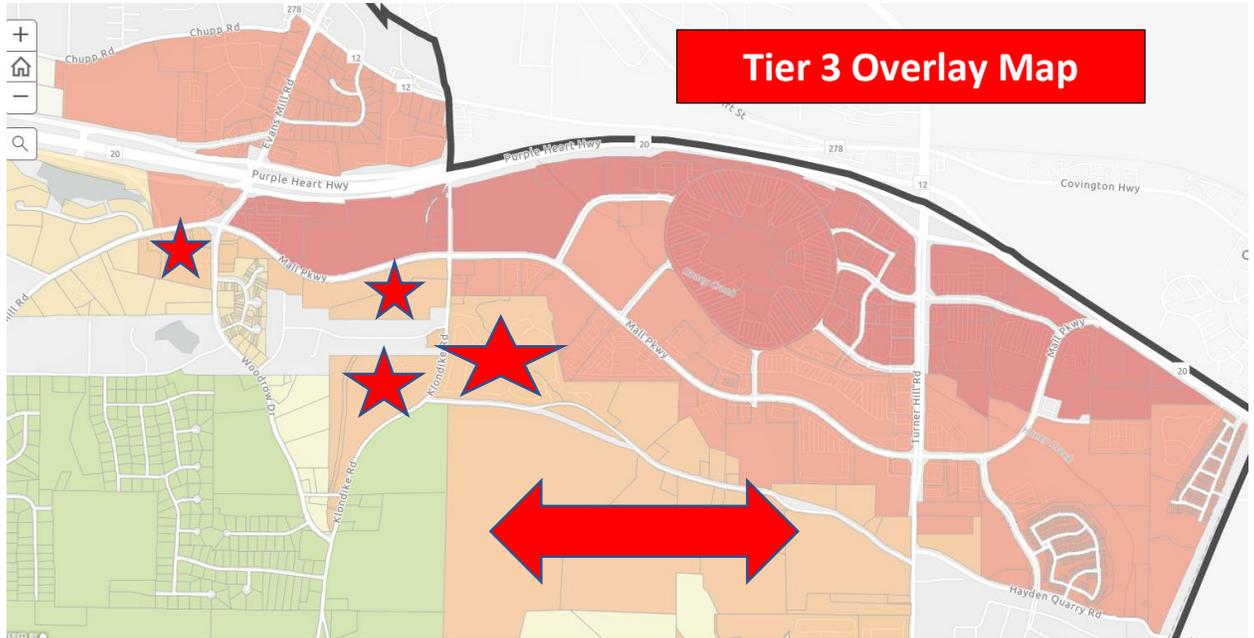
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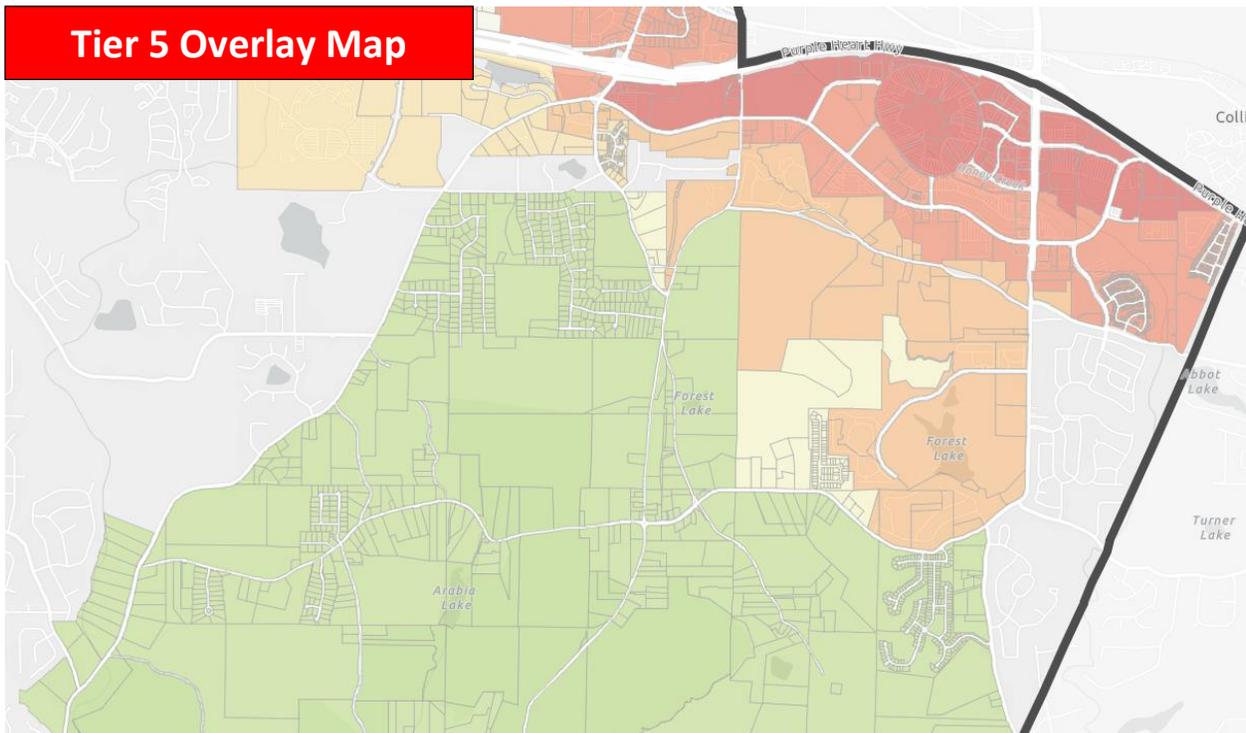
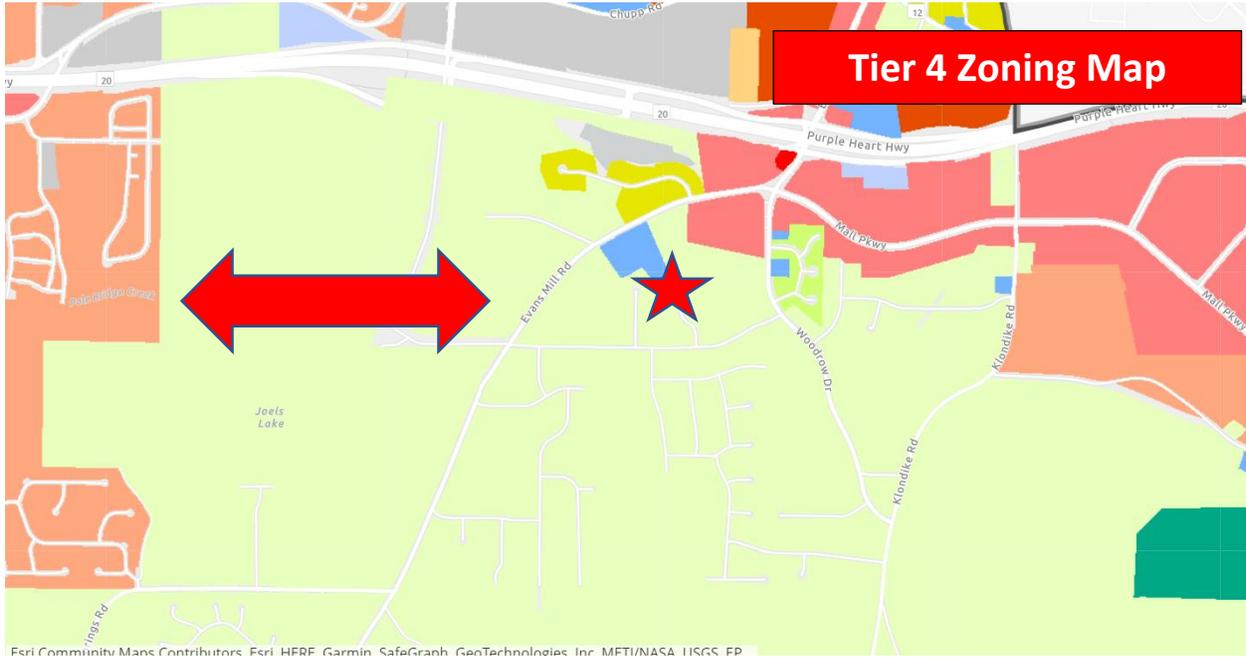
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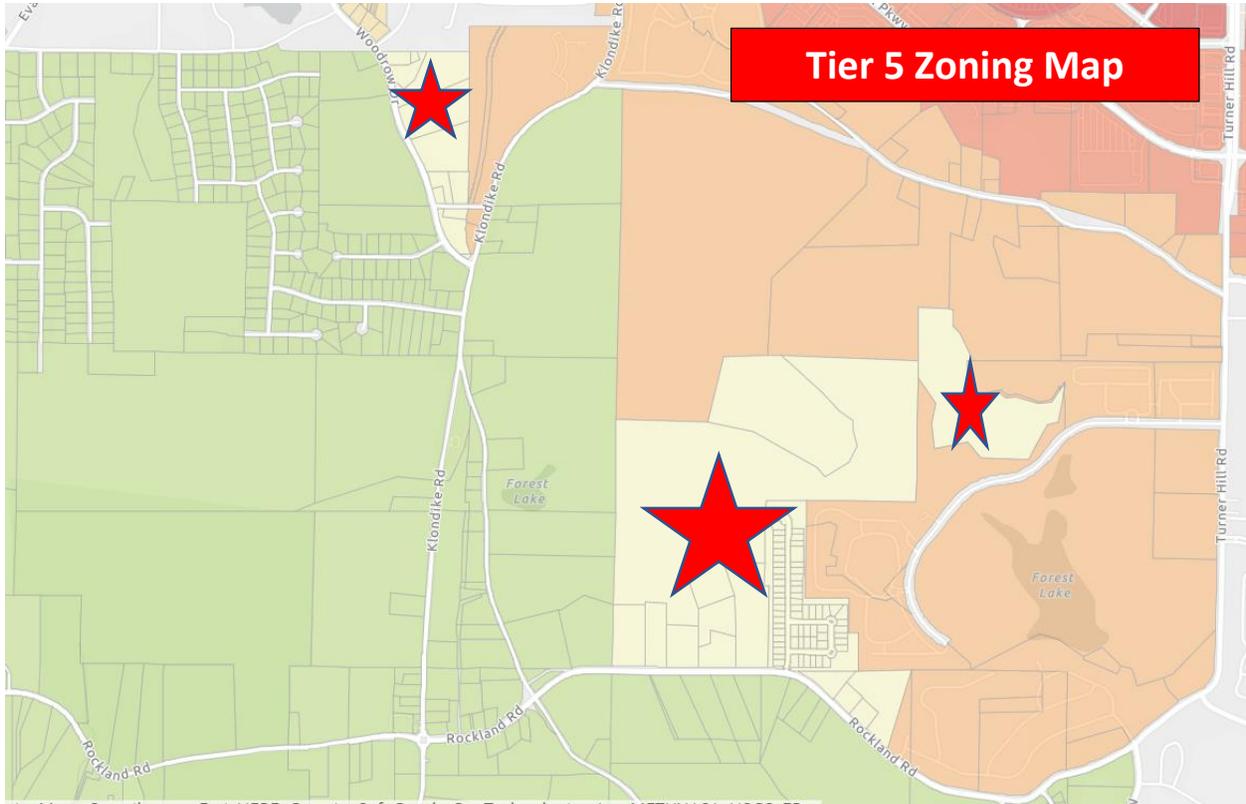
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PLANNING & ZONING STAFF REPORT

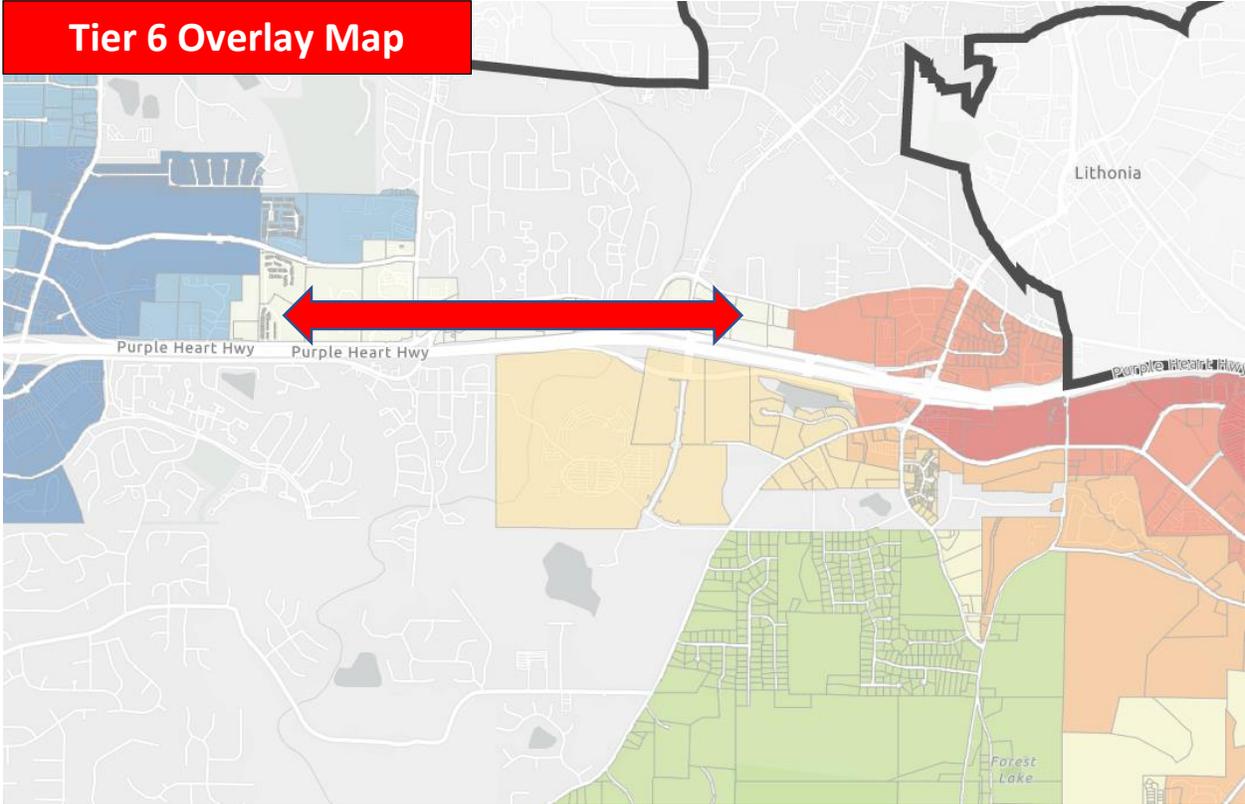


**PLANNING & ZONING STAFF REPORT**

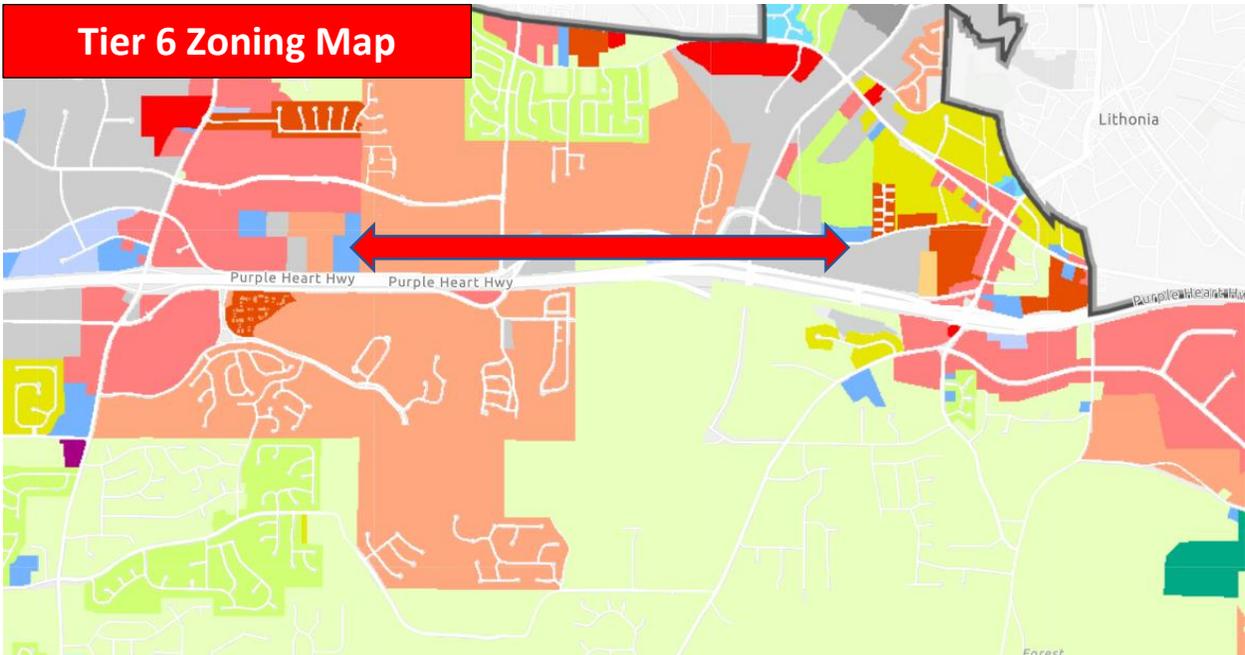


PLANNING & ZONING STAFF REPORT

**Tier 6 Overlay Map**



**Tier 6 Zoning Map**



## **ARTICLE 3. OVERLAY DISTRICT REGULATIONS**

### **DIVISION 1. OVERLAY DISTRICTS**

#### **Sec. 3.1.1. Overlay districts generally.**

Overlay districts are supplemental to the zoning district classifications established in article 2 of this chapter. This section shall supersede the applicability statements in each overlay district except as provided in subsection (F) of this section, and are applicable as follows:

- A. All development and building permits for lots located, in whole or in part, within any overlay district shall meet all of the regulations of the underlying zoning district in which they are located as well as all of the regulations of the applicable overlay district.
- B. For new development after the effective date of the ordinance from which this chapter is derived, when no complete application for a land disturbance or building permit has been filed with respect to a property located within an overlay district and the property has conditions of zoning that were approved prior to, and in conflict with the overlay district regulations contained in this article, the overlay district regulations shall prevail. If a condition of zoning does not conflict with the overlay district regulations, the condition of zoning shall remain applicable to the property.
- C. For existing development, if overlay district regulations conflict with the conditions of zoning applicable to property within in an overlay district, the existing zoning conditions remain applicable to the property.
- D. If overlay district regulations conflict with other regulations contained in this chapter, the overlay district regulations shall prevail.
- E. The use of property may be permitted without rezoning if listed as allowed by the overlay. ~~Uses allowed by the underlying zoning in article 4 of this chapter, shall also be permitted in the overlay district, unless they are listed as prohibited within the overlay district.~~
- F. Each application for a business license, land disturbance permit, building permit or sign permit, which involves the development, use, exterior alteration, exterior modification or addition of any structure, must demonstrate compliance with all overlay district regulations, subject to article 8 of this chapter, nonconforming uses, structures and buildings.
- G. The zoning district designations contained in article 3 of this chapter, titled Overlay District Regulations, were not revised to reflect the new zoning district designations utilized in the updated zoning ordinance. Any discontinued zoning district references contained in this article 3 of this chapter shall therefore be construed using the conversion chart contained in Table 1.1 of article 1 of the zoning ordinance, and applied as appropriate to the updated provision of the zoning ordinance.
- H. When a plan package for a proposed development is submitted for conceptual plan review or a final design package approval for a land disturbance or building permit application, the governing district by related to design or dimensional standards by which the development will be reviewed under must be clearly stated. That governing district standards must be associated with either the underlying zoning district, or an authorized district as permitted by the applicable Overlay Tier at the time of application submittal.
- I. If the governing underlying district does not match the existing underlying district, the ~~city~~ applicant shall initiate a rezoning of the underlying property to the governing district, with property owner approval, at any point after final plat approval or the issuance of a Certification of Occupancy.

(Ord. of 8-2-2017, § 1(3.1.1))

### **Sec. 3.1.2. Purpose and intent.**

Each Subarea Overlay has its own purpose and intent based on original overlay requirements.

(Ord. of 8-2-2017, § 1(3.1.2))

### **Sec. 3.1.3. Plan submittal, review and approval.**

- A. *Pre-submittal conference.* Prior to the submittal for review of a land disturbance or building permit application for property located within an overlay district, the applicant and the staff shall have a preliminary meeting to discuss the submittal requirements.
- B. *Conceptual plan submittal requirements.* As part of any land-disturbance permit, building permit, or sign permit application, the applicant shall submit to the director of planning a conceptual plan package and a final design package. Each package must include full architectural and landscape plans and specifications. The submitted plans must include a site plan, architectural elevations and sections; renderings depicting the building design including elevations and architectural details of proposed buildings, exterior materials and colors, and plans and elevations of all hardscape, landscape and signs, all of which shall demonstrate that the proposed design is in compliance with all the requirements of the applicable overlay district and the underlying zoning classification. The plans must clearly state the governing district requirements by which the plans will be reviewed. If the proposed development is also located in an historic district as designated in the Code, the development shall also comply with the regulations established for the historic district in chapter 13.5 of the DeKalb County Code.
- C. *Review by staff.* Staff will review the conceptual plans for compliance with specifications and design guidelines contained in this zoning ordinance for the governing district requested by the applicant. If the application fails to comply with any section in this zoning ordinance, the application shall be marked "failed compliance," shall be returned to the applicant with any comments and/or redlines for revisions, and may be re-submitted with corrections addressing the staffs comments and/or redlines for further consideration. Once the application is found to be in compliance, the final design shall be forwarded to the director of planning for approval.
1. Where the director of planning determines that said plans comply with the requirements of the overlay district, the director of planning shall approve the plans for compliance as part of the application for land disturbance, building or signs permits.
  2. Where the director of planning determines that submitted conceptual plans do not comply with the requirements of this chapter, then the director of planning shall notify the applicant in writing of the manner in which the conceptual plans fail to comply with such requirements. All applications shall be considered and decided by the director of planning within 30 days of receipt of a complete application.
  3. Any appeal to vary overlay district development standards shall be to the zoning board of appeals pursuant to article 7 of this chapter.
- D. *Fees.* Plans shall be accompanied by an application and payment of a fee in an amount determined by the city council.

(Ord. of 8-2-2017, § 1(3.1.3))

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### Sec. 3.1.4. Conceptual plan package review.

- A. The conceptual plan package shall include the following:
1. A narrative addressing the proposed development explaining how it meets the purpose, intent, and standards of this article. The narrative shall include a statement of what governing district review standards will be applied. The narrative shall include a tabulation of the approximate number of acres for each different land use type within the project, the approximate number of dwelling units by type, the approximate gross residential density, the approximate commercial density as well as square feet, the common open space acreage, the approximate open space acreage, the anticipated number, type and size of recreational facilities and other public amenities, and the legal mechanism for protecting and maintaining common/public open, as required in article 5 of this chapter;
  2. A site location map showing the proposed development, abutting properties, the access connections of the proposed development to surrounding and existing development, and transitional buffer zones, if required;
  3. A multi-modal access plan, prepared at a scale not greater than one inch equals 100 feet, to demonstrate a unified plan of continuous access to and between all structures in the proposed development and adjacent properties where connections are appropriate. The multi-modal access plan shall cover the entire proposed development along with public right-of-way of adjoining streets and any other property lying between the subject property and any primary or secondary streets. Safe and convenient pathways shall be provided from sidewalks along streets to each structure entrance, including pedestrian access routes across parking lots and between adjacent buildings within the same development. Connections to available transportation nodes, such as driveways, sidewalks, and bike paths shall be shown along adjacent streets and those entering adjoining properties. Where an existing or planned public transportation station or stop is within 1,250 feet from the nearest boundary of the subject property, the access plan shall show how pedestrians may safely travel from such station or stop to the subject property. Where an existing or planned bike path is located within 1,500 feet from the nearest boundary of the subject property, the access plan shall show how safe, continuous and convenient bicycle access shall be provided to the subject property.
  4. Two copies of a plan drawn to a designated scale of not less than one inch equals 100 feet, certified by a professional engineer or land surveyor licensed by the state, presented on a sheet having a maximum size of 24 inches by 36 inches, and one 8½ inches by 11 inches reduction of the plan. A .jpg copy of the plan shall be e-mailed to the director of planning. If presented on more than one sheet, match lines shall clearly indicate where the several sheets join. Such plan shall contain the following information:
    - a. Boundaries of the entire property proposed to be included in the development, with bearings and distances of the perimeter property lines;
    - b. Scale and north arrow, with north, to the extent feasible, oriented to the top of the plat and on all supporting graphics;
    - c. Location and approximate dimensions in length and width, for landscape strips and required transitional buffers, if any;
    - d. Existing topography with a maximum contour interval of five feet and a statement indicating whether it is an air survey or field run;
    - e. Delineation of any floodplain designated by the Federal Emergency Management Agency, United States Geological Survey, or City of Stonecrest;
    - f. Delineation of any jurisdictional wetlands, as defined by section 404 of the Federal Clean Water Act;

- g. Approximate delineation of any significant historic or archaeological feature, grave, object or structure marking a place of burial if known, and a statement indicating how the proposed development will impact it;
  - h. Delineation of all existing structures and whether they will be retained or demolished;
  - i. General location, in conceptual form, of proposed uses, lots, buildings, building types and building entrances;
  - j. Height and setback of all existing and proposed buildings and structures;
  - k. Location, size and number of all on-street and off-street parking spaces, including a shared parking analysis, if shared parking is proposed;
  - l. Identification of site access points and layout, width of right-of-way and paved sections of all internal streets;
  - m. Conceptual plans for drainage with approximate location and estimated size of all proposed stormwater management facilities and a statement as to the type of facility proposed;
  - n. Development density and lot sizes for each type of use;
  - o. Areas to be held in joint ownership, common ownership or control;
  - p. Identification of site access points and layout, width of right-of-way and paved sections of all internal streets;
  - q. Location of proposed sidewalks and bicycle facilities, trails, recreation areas, parks, and other public or community uses, facilities, or structures on the site;
  - r. Conceptual layout of utilities and location of all existing and proposed utility easements having a width of ten feet or more;
  - s. Standard details of signs, sidewalks, streetlights, driveways, medians, curbs and gutters, landscaped areas, fencing, street furniture, bicycle lanes, streets, alleys, and other public improvements demonstrating compliance with the design guidelines for the overlay district; and
  - t. Seal and signature of the professional preparing the plan.
- 5. Two copies of the conceptual building designs including elevation drawings drawn to a scale of not less than one-sixteenth-inch equals one foot showing architectural details of proposed building, exterior materials, all of which demonstrate that the proposed design is in compliance with the Subarea Overlay District in which it is located. Drawings shall be presented on a sheet having a maximum size of 24 inches by 36 inches, along with one 8½ inches by 11 inches reduction of each sheet. A .pdf copy of the drawings shall be e-mailed to the director of planning. If the drawings are presented on more than one sheet, match lines shall clearly indicate where the several sheets join.
  - 6. Lighting plan. See article 5 of this chapter.
  - 7. Traffic study. See article 5 of this chapter.

(Ord. of 8-2-2017, § 1(3.1.4))

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**Sec. 3.1.5. Final design package.**

Upon receiving and addressing the city's comments with respect to the conceptual design package, the applicant must submit the final design package, including color .pdf copies, for review and approval. The final design package must contain a statement of which governing district standards are being applied, full architectural and landscape plans, site plan, elevations, section renderings depicting the building design containing elevations and architectural detailing of proposed buildings, exterior materials and color, and plans and elevations of hardscape landscape and signs all of which must demonstrate compliance with overlay district regulations. All items and specifications necessary for obtaining land disturbance and building permits must be submitted with the final design package. The applicant may submit the final design package simultaneously with the land disturbance or building permit application, as applicable.

(Ord. of 8-2-2017, § 1(3.1.5))

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***Article 3 – Tier 3***

Section 3.5.15 Low-rise mixed use-zone (Tier III).

*Prohibited uses.* The following principal uses of land and structures are prohibited in Tier III: Low-Rise Mixed-Use Zone of the Stonecrest Area Overlay District:

1.  
Kennels.
2.  
Junkyard.
3.  
Tire retreading and recapping.
4.  
Sexually oriented businesses.
5.  
Outdoor amusement service facility.
6.  
Outdoor storage.
7.  
Automobile repair, major and minor.
8.  
Hotel/motel.
9.  
Automobile sales.
- 10.

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Temporary outdoor sales.

11.

Pawn shops.

12.

Liquor stores.

13.

Nightclubs.

14.

Late-night establishments.

15.

Car wash.

16.

Self-storage.

17.

Funeral home.

18.

Mortuary.

19.

Crematorium.

20.

Farm equipment and supplies sales establishment.

21.

Repair, small household appliance.

22.

Salvage yard.

23.

Automobile service stations, except automobile service stations over 4,000 square feet with special land use permit.

24.

Commercial parking lot.

25.

Check cashing facility.

26.

Automobile emission testing facilities.

27.

Industrial (Light and Heavy)

**Sec. 3.5.15.2. - Cluster village mixed-use zone (Tier V).**

A.

*Statement of purpose and intent.* The primary intent of Tier V is to encourage single-family detached residential developments with associated neighborhood commercial and office uses to serve the convenience needs of the local community in a village or cluster concept. This tier provides for the preservation of open space while allowing compatible development that complements the other Stonecrest Overlay District development categories. Tier V also seeks to preserve the rural and scenic beauty of Arabia Mountain Preserve while providing flexibility to allow for creativity in site design and development. The goal of Tier V is to minimize the environmental and visual impacts of new development on natural resources and historically and culturally significant sites and structures while encouraging residential and neighborhood commercial development in a well planned community.

~~B.~~

~~*Permitted principal uses and structures.* All properties in Tier V shall be governed by all of the underlying zoning district regulations and the requirements of this section. In addition, all properties in Tier V may be used for the following principal uses of land and structures:~~

~~1.~~

~~Adult day care facility.~~

~~2.~~

~~Bed and breakfast.~~

~~3.~~

~~Child day care facility.~~

~~4.~~

~~Assembly hall.~~

~~5.~~

~~Cultural facility.~~

~~6.~~

~~Detached single family dwelling.~~

~~7.~~

~~Office uses.~~

~~8.~~

~~Personal care facility.~~

~~9.~~

~~Place of worship.~~

~~10.~~

~~Retail, excluding drive through facilities, automobile service stations, commercial amusements, convenience store, liquor stores, package store, and recreation, indoor.~~

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~~11.~~

~~Office/medical.~~

~~12.~~

~~Personal services establishment.~~

**- Sec. 3.5.15.3. - Viewshed zone (Tier VI).**

*Statement of purpose and intent.* The intent of Tier VI is to promote uniform and visually aesthetic development which serves to unify the distinctive visual quality of the Stonecrest Area Overlay District.

B.

~~*Permitted principal uses and structures.* The permitted principal uses of land and structures for property in Tier VI shall be governed by all of the underlying zoning district regulations.~~

C.

*Accessory uses and structures.* The permitted accessory uses and structures for property in Tier VI shall be governed by the underlying zoning district.



## CITY COUNCIL AGENDA ITEM

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**SUBJECT: TMOD-22-011 Agriculture District**

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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:** Monday, September 12, 2022

**Current Council Meeting:** Click or tap to enter a date.

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**SUBMITTED BY:** Keedra T. Jackson, Senior Planner

**PRESENTER:** Keedra Jackson, Senior Planner

**PURPOSE:** To explore the creation of an agriculture zoning district for farming and other agricultural purposes.

**FACTS:** This helps to develop and encourage agriculture in the City of Stonecrest.

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

**RECOMMENDED ACTION:** Discussion Only

**ATTACHMENTS:**

- (1) Attachment 1 - TMOD 22-011
- (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.

# Text Amendment to the City of Stonecrest Zoning Ordinance to create a Agricultural Zoning District (AG)

Purpose: is to encourage the continued use of farmland for agricultural production in the Arabia Mountain Overlay. Intended for agricultural and equestrian activity as well as single-family living in a detached house with a minimum lot size of 1 acre. Lots typically have access to and are served by a public water supply but do not necessarily have access to public sanitary sewer.



### Issues:

- (1) The City’s Zoning Ordinance currently does not directly address the issue of existing farmlands in the City of Stonecrest, specifically property located in the Arabia Mountain Overlay.
- (2) Any winery would have to follow associated laws related to alcohol sales and onsite consumption.
- (3) Wineries depending on their scale of operation include a wide range of land uses, including agriculture (vineyards), industry (fermentation and bottling), warehousing, retail sales, office, and event space, therefore careful consideration must be made for limitations on scale and appropriate buffers.
- (4) The City of Stonecrest does not have an AG district. The RE district would be ideal but a few RE zoned parcels are located north of I-20. Arabia Mountain predominantly contains low density development defined as Rural Residential land use and consist of large lot residential properties.

### History

The Arabia Mountain is a T-shaped district that runs north and south of Klondike and South Goddard Road. The district comprises mostly single-family residences, agricultural complexes, and a few corner

stores. Agriculture is quietly practiced in the community, though some of the outbuildings did not survive. The rural character of the area is conveyed through the open fields and wooded lots located among the houses. Granite, quarried at nearby Arabia Mountain, was used to build many houses and outbuildings in the district. Regrettably, two contributing buildings in the Klondike National Register District were recently demolished. S.B. Vaughters' Farm along Klondike Road is the last dairy farm landscape in DeKalb County, once considered a hub for milk cows in Georgia and arguably the Southeast. The gray barn stands in the middle of a protected field. A PATH Foundation paved trail runs along the edge of the property. Vaughters' former farmhouse is located across the street. Built in 1946 by Mr. Vaughters and Johnny Waits, Sr., the house was framed with wood cut from the site and finished with locally quarried Lithonia granite. Mr. Vaughters witnessed many farm landscapes disappear with rapid development and wanted to see his farm landscape preserved. The idea to turn the mid-century farmhouse into the center of operations for the National Heritage Area was conceived as part of the NHA planning process with the National Park Service.

Some of existing agriculture related properties in the City of Stonecrest include 7011 South Goddard Road. This farm was owned by the Houseworth's in the 1820s. It currently is being used as ornamental garden and small nursery. The owner grows perennials and other ornamental plants for light wholesale sales to other professionals. Another agricultural used property is at 3441 Klondike Road. This property is located directly south of Vaughter's Farm. The property was previously owned by Alan Cash and was used as an ornamental tree farm. Previously, the property was used vegetable and cotton production farm dating many years ago. The property has a historical agricultural use which the current owners are seeking to maintain. Evan Neal and Lauren Cox currently operate as an ornamental tree farm. Taylor and Chase Curry owns property at 3332 and 3350 Plunkett Road. The Curry's operate a vegetable garden, a fruit orchard, 10 + species of native trees, and beehives and chickens. They are seeking to incorporate special events, farm-to-table cooking experience, summer camps, etc.

#### Table 4.1.3 Permitted Uses:

Permitted uses would include:

- A. Single-family dwelling (one per lot of record) including conventional site-built homes, multi-section manufactured homes with a minimum area of 1,100 square feet per dwelling, and factory-built modular homes, as defined and regulated in this title.
- B. Churches.
- C. Farms.
- D. Public and private schools.
- E. Public and private forests and wildlife reservations.

- F. Utility Facilities. Facilities for the delivery to the public, by a regulated public utility or a public entity, of water, gas, electricity, steam, hot or cold air, telecommunications and cable television service or sewer service. It shall not include generating plants, treatment plants, storage yards, business offices or other major utility facilities which may be allowed with a conditional use permit. It likewise shall not include television, radio or telecommunication towers and stations, which shall require a conditional use permit.
- G. Publicly owned or operated properties such as fire stations, police stations and post offices.
- H. Libraries, museums, parks, playgrounds, tennis courts and community buildings.
- I. Hospitals and institutions of an educational, religious, charitable or philanthropic nature, homes for the aged, nursing homes, and convalescent homes.
- J. Private clubs and fraternal organizations.
- K. Home occupations, per Chapter
- L. Roadside stands offering for sale only farm products produced on premises.
- M. Public riding stables and boarding stables provided the site contains at least 10 acres and the building housing animals is set back from all lot lines a distance of not less than 100 feet.
- N. Plant nurseries and greenhouses for the propagation, cultivation and wholesale distribution of plants produced on the premises, provided such uses including retail sales, and open storage is limited to plants or packaged fertilizer, and the buildings and structures used in connection therewith are set back from all lot lines a distance of not less than 50 feet.
- O. Corrals for the keeping of horses, cattle, sheep and goats
- P. Feed stores on not less than two and one-half acres of land.

### Supplemental Use Criteria

Add Sec. 4.2.66 (number to be determined at time of adoption.)

- A. Barns and other structures for the keeping of animals or equipment.
- B. Fences, walls.
- C. Swimming pools.
- D. Signs,
- E. Temporary Uses, (we can explore what those uses can be: campers, RVs, modular home)

## Development Standards

### Principal Buildings/Structures.

1. Building Height. Maximum height of any structure shall be 35 feet.
2. Minimum lot area: 43,560 square feet (one acre).
3. Minimum lot width: 100 feet.
4. Minimum area per dwelling unit: 43,560 square feet (one acre).
5. Minimum front yard: 25 feet.
6. Minimum side yards: 10 feet each.
7. Minimum rear yard: 25 feet.

### B. Detached Accessory Buildings.

1. Permitted coverage: one-third of the total area of the rear and side yards.
2. Maximum height: 20 feet.
3. Minimum distance to main building: seven feet.
4. Minimum distance to front lot line: 25 feet.
5. Minimum distance to side and rear lot lines: three feet.
6. Parking requirements are listed in Article 6
7. Sign requirements are listed in Article 21



## CITY COUNCIL AGENDA ITEM

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

**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:** Monday, September 12, 2022

**Current Council Meeting:** Click or tap to enter a date.

**SUBMITTED BY:** Keedra T. Jackson, Senior Planner

**PRESENTER:** Ray White, Planning & Zoning Director

**PURPOSE:** The following document includes recommended zoning language at the request of the City in response to an applicant, in the City of Stonecrest, who desires to operate an “Animal Exhibition” as defined by the USDA “Animal Welfare Act and Animal Welfare Regulations”.

**FACTS:** Seaquest has been operating under C-1 zoning that does not list aquarium/petty zoo as a permitted use. The intent of the text amendment to bring Seaquest into compliance and create language in the zoning ordinance to allow such use in C-1 and C-2 zoning.

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

**RECOMMENDED ACTION:** Discussion Only

**ATTACHMENTS:**

(1) Attachment 1 - Stonecrest Wildlife Exhibitor Zoning Language

(2) Attachment 2 -

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4/8/2022

tmp5955 - Page 1 of 2

**Stonecrest Zoning – Indoor Animal Exhibition**

The following document includes recommended zoning language at the request of the City in response to an applicant, in the City of Stonecrest, who desires to operate an “Animal Exhibition” as defined by the USDA “Animal Welfare Act and Animal Welfare Regulations”.

Recommended Use: **Indoor Animal Exhibition**

Recommended Definition: An **Indoor Animal Exhibition** shall be any person, company or organization displaying any animals in an enclosed structure or building, to the public, for compensation, whether operating for profit or not. This use includes, but is not limited to indoor zoos, petting zoos, educational centers, carnivals, circuses and animal sanctuaries. This use shall not include retail pet stores, owners of domesticated household pets for personal enjoyment, county fairs, livestock shows, purebred dog or cat shows, or other similar events.

**Outdoor Animal Exhibition** means any sanctioned agricultural fair where animals are displayed on the exhibition grounds for physical contact with humans. It involves animal gathering organized for the purpose of comparing and judging the qualities of animals or presenting them for educational purposes and the main purpose of which is not to market them; facilities shall include zoos, wildlife or fauna parks, aquariums and museums with live exhibits.

Recommended Zoning District: **C-1 and C-2** is the recommended district as this is the current location where the applicant, SeaQuest, has been operating as an aquarium and desires to add additional animals other than aquarium-based wildlife.

Recommended Zoning Classification – **Conditional Use**. A conditional use will permit the city to prescribe use standards to ensure appropriate operation and location and that it does not negatively impact surrounding businesses and residents.

Recommended Supplemental Regulations:

As it relates to **Indoor Animal Exhibitions**, such use shall:

1. Be conducted wholly within an enclosed building or structure.
2. Not produce noise, liquids or odors that affects surrounding businesses or property owners.
3. Be properly insured and provide proof of that insurance to the City.
4. Provide written permission from the owner or property manager of the building being occupied to the City.
5. Display a copy of all required valid licenses and permits in a prominent place on premises.
6. Be licensed and comply with all rules and regulations for a “Licensed Class C – Exhibitor” under the Animal Welfare Act (7 U.S.C. 2131 et seq.) and as regulated by the United States Department of Agriculture (USDA) regulations established in the most recent issue of “USDA Animal Care – Animal Welfare Act and Animal Welfare Regulations” (aka the USDA Blue Book). [https://www.aphis.usda.gov/animal\\_welfare/downloads/bluebook-ac-awa.pdf](https://www.aphis.usda.gov/animal_welfare/downloads/bluebook-ac-awa.pdf)).

This license shall be renewed prior to expiration and a copy provided to the City. Upon expiration or non-renewal of the license, the use shall immediately cease operations until a copy of a valid license is provided to the City.

7. The outdoor exhibition shall not exceed 5 hours of display.

9. Comply with the Georgia The Department of Agriculture Animal Health Division regulations as established in the [Rules and Regulations of the State of GA Chapter 40-13](#).
10. Comply with applicable standards of the Georgia Department of Natural Resources (DNR) for the regulation of non-native species as per the regulated wild animals/exotics types (<https://gadnrle.org/exotics>), and restricted non-native species found in O.C.G.A. §27-5-4.
11. Comply with applicable regulations and standards for regulated native species as per the Georgia DNR's laws related to native wildlife (<https://gadnrle.org/laws-native-wildlife>). The Georgia DNR shall be notified prior to adding additional regulated species prior to acquisition. Proof of notification and approval may be required at any time by the City of Stonecrest to ensure compatibility.
12. Comply with the Georgia Department of Agriculture (GDA) regulations for general requirements for animal health and disease prevention, including following all requirements for importing animals from out of state, for intrastate transportation, vaccination and quarantine requirements, as applicable, as per the Rules and Regulations of the State of Georgia Chapter 40-13 (<http://rules.sos.state.ga.us/GAC/40-13>).
13. Comply with the Georgia Department of Public Health regulations pertaining to reporting rabies exposure.
14. Comply with DeKalb County requirements for "hazardous animals" as per DeKalb County Code of Ordinances, Chapter 5 – Animals ([https://library.municode.com/ga/dekalb\\_county/codes/code\\_of\\_ordinances?nodeId=COD\\_ECO\\_CH5AN](https://library.municode.com/ga/dekalb_county/codes/code_of_ordinances?nodeId=COD_ECO_CH5AN))



## CITY COUNCIL AGENDA ITEM

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**SUBJECT: Freight Cluster Plan**

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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:** Monday, September 12, 2022

**Current Council Meeting:** Click or tap to enter a date.

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**SUBMITTED BY:** William Smith

**PRESENTER:** Daniel Studdard

**PURPOSE:** Plan Update

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

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

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

**ATTACHMENTS:**

- (1) Attachment 1 – ARC Freight Cluster Plan
- (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.

# ARC FREIGHT CLUSTER PLANNING PROGRAM

## CITY OF STONECREST CITY COUNCIL MEETING SEPTEMBER 12, 2022

Daniel Studdard, AICP  
Principal Planner  
Atlanta Regional Commission



# FIVE FAST FACTS: ATLANTA INDUSTRIAL REAL ESTATE Q2 2022

**Q2 2022**  
**5 FAST FACTS**  
ATLANTA INDUSTRIAL REAL ESTATE

**1. MATERIAL SHORTAGES DRIVE CONSTRUCTION DELAYS**  
6.7 MSF of new W/D, flex, and data center product delivered this quarter as developers were forced to extend their timelines on dozens of projects. More than 50.6 MSF of construction projects remains underway.

**2. AVERAGE RENT CONTINUED TO CLIMB**  
Asking rents increased further in Q2, with the average rent for all industrial property types rising to \$6.77 PSF. The W/D rate climbed 26.8% YOY to \$5.45 PSF. W/D vacancies 300,000 SF+ averaged \$4.59 PSF while smaller spaces average \$6.06 PSF. Annual rent escalations are now frequently in the 3.5-4% range, up from the 2-2.5% norm several years ago.

**3. VACANCY FALLS FURTHER**  
The vacancy rate fell below the 3% mark for the first time in market history, dropping to 2.7%. Across all of Metro Atlanta, only seven opportunities with immediate vacancies exist for tenants seeking spaces 300,000 SF or larger.

**4. NATIONAL LEADER OF ABSORPTION**  
More space was absorbed in Atlanta during Q2 than in any other market in the country. With 11.7 MSF of Q2 occupancy gains, the metro recorded a YTD total of 18.6 MSF of net absorption.

**5. DEMAND REMAINS ROBUST**  
New leasing activity totaled 12.1 MSF. This marks the sixth consecutive quarter of 10 MSF+ in new demand and represents an 18.0% increase over Q1 leasing.

Cushman & Wakefield Atlanta

**1. Material Shortages Drive Construction Delays:** - 6.7 MSF of new W/D, flex, and data center product delivered this quarter as developers were forced to extend their timelines on dozens of projects. More than 50.6 MSF of construction projects remains underway.

**2. Average Rent Continued to Climb:** - Asking rents increased further in Q2, with the average rent for all industrial property types rising to \$6.77 PSF. Annual rent escalations are now frequently in the 3.5-4% range, up from the 2-2.5% norm several years ago.

**3. Vacancy Falls Further:** - **The vacancy rate fell below the 3% mark for the first time in market history, dropping to 2.7%.** Across all of Metro Atlanta, only seven opportunities with immediate vacancies exist for tenants seeking spaces 300,000 SF or larger.

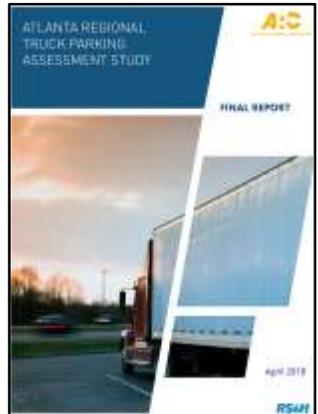
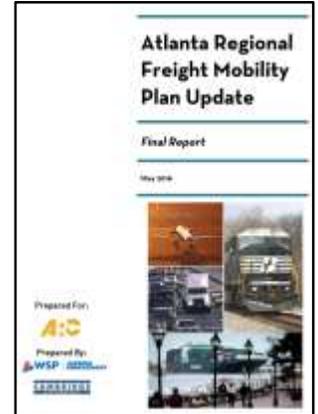
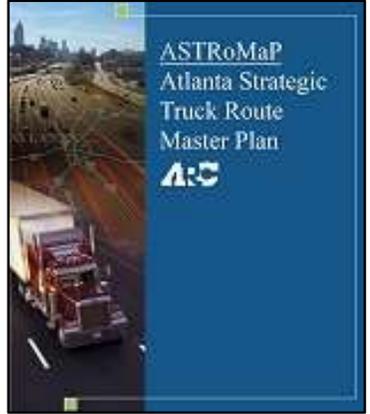
**4. National Leader of Absorption:** - **More space was absorbed in Atlanta during Q2 than any other market in the country.** With 11.7 MSF of Q2 occupancy gains, the metro recorded a YTD total of 18.6 MSF of net absorption.

**5. Demand Remains Robust:** - New leasing activity totaled 12.1 MSF. This marks the sixth consecutive quarter of 10 MSF+ in new demand and represents an 18.0% increase over Q1 leasing.

# Core ARC Freight Planning Work Activities



Item III. f.



Freight Advisory Task Force Formed

Atlanta Regional Freight Mobility Plan

Truck Route Master Plan

Atlanta Regional Freight Mobility Plan Update

Truck Parking Study

Freight Cluster Plans

2003

2005-2008

2010

2015-2016

2017-2018

2019-???

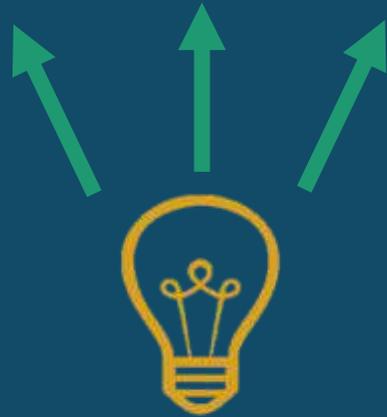






# Transportation Planning

## Regional Transportation Plan (RTP)/Transportation Improvement Program (TIP)



## Freight Cluster Plan

- **Roadways/Connectivity**
  - New roadways
  - Roadway extensions
  - Identification of freight routes
  - Trucks in residential areas
  - Route conflicts/issues
  - Access management
  - Asphalt/Striping Condition
- **Safety/Crash Data Review**
  - Crash hotspots
  - Freight specific needs
- **Signage and lighting**
  - Truck drivers may not be local
- **Bridges**
  - Weight restricted bridges
  - Sufficiency ratings analysis
  - Low bridge conflicts
- **Railroads**
  - Freight activity
  - RR Crossings: Vehicle operations/design analysis
- **Truck Parking**
  - Unauthorized parking locations
  - Staging near industrial
  - How to improve?



# Traffic Analysis

Item III. f.

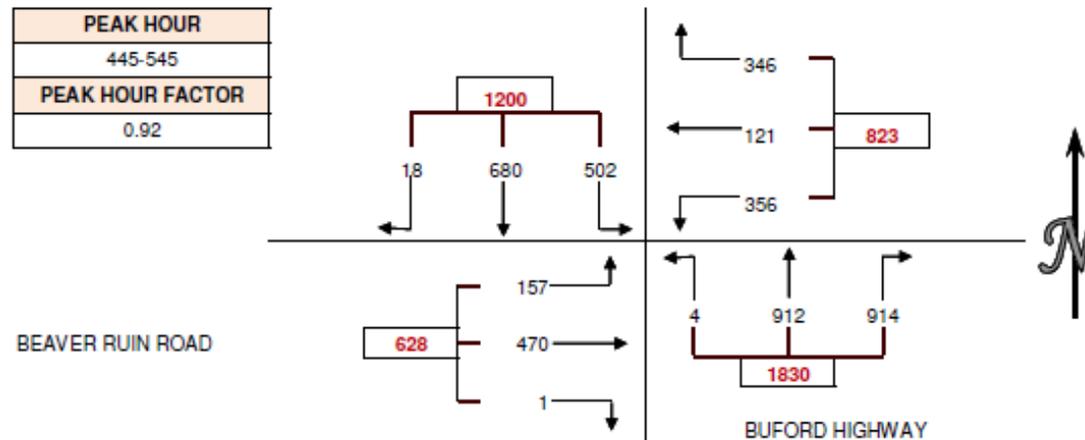


## Traffic Analysis

- AM and PM Peak Hour Analysis
- Off-Peak analysis if needed
- Future year analyses
- Field Review
- Geometric Design Review
- Detailed Recommendations
- Safety, Operations, Capacity, and ITS Projects

VEHICLE COUNTS													
15 MIN COUNTS	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
PERIOD	SBRT	SBTH	SBLT	WBRT	WBTH	WBLT	NBRT	NBTH	NBLT	EBRT	EBTH	EBLT	TOTAL
400-415	5	167	95	71	21	94	246	172	0	1	79	21	972
415-430	14	142	115	78	21	72	242	202	0	1	84	24	995
430-445	8	129	120	84	26	83	237	207	0	0	107	27	1028
445-500	4	131	122	84	30	88	235	218	0	0	115	40	1067
500-515	4	156	121	87	31	75	216	221	3	0	110	45	1069
515-530	8	209	145	84	46	95	239	234	0	1	120	38	1219
530-545	2	184	114	91	14	98	224	239	1	0	125	34	1126
545-600	9	118	112	71	16	58	246	192	1	1	110	43	977
HOUR TOTALS	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
PERIOD	SBRT	SBTH	SBLT	WBRT	WBTH	WBLT	NBRT	NBTH	NBLT	EBRT	EBTH	EBLT	TOTAL
400-500	31	569	452	317	98	337	960	799	0	2	385	112	4062
415-515	30	558	478	333	108	318	930	848	3	1	416	136	4159
430-530	24	625	508	339	133	341	927	880	3	1	452	150	4383
445-545	18	680	502	346	121	356	914	912	4	1	470	157	4481
500-600	23	667	492	333	107	326	925	886	5	2	465	160	4391

PEAK HOUR
445-545
PEAK HOUR FACTOR
0.92





# Access to Jobs

## Access to Jobs

- Transit Access
  - Route location/frequency
  - Roadway design for buses
- Bike/ped infrastructure
- Context sensitive design
  - Bicyclist/pedestrian safety
  - Maintain truck operations



## Travel Demand Management: Georgia Commute Options

- Carpool/Vanpool Ridematching
- Guaranteed Ride Home
- Employer assistance/Commuter incentives





# Localized Needs

Identify problems in the field, and their solutions . . .





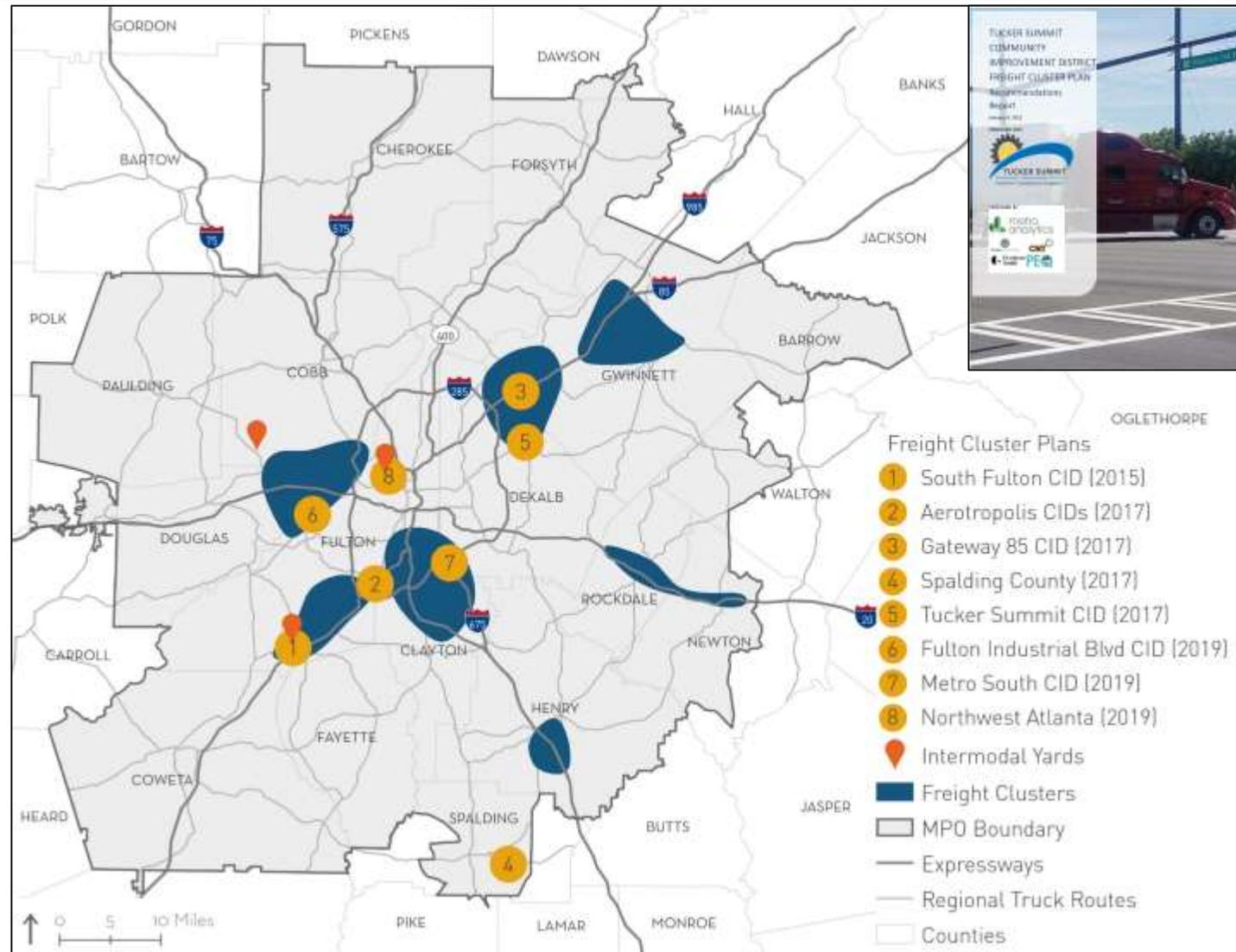
# Outreach Options

- Freight Advisory Task Force
- Stakeholder Advisory Committee
- Stakeholder Interviews
- Truck Driver Surveys
- Technical Advisory Committee
- Online/Virtual Meetings
- Online Surveys/Mapping tools
- Public Meetings
- Open House meetings at Industrial Facilities





# Current Freight Planning



- Eight freight cluster plans completed or ongoing
- Two new plans upcoming:
  - City of Stonecrest
  - Town Center CID
- GDOT State Freight Plan – Ongoing
- ARC Regional Freight Plan Update – Working on contract

# QUESTIONS?

ARC FREIGHT CLUSTER

PLANNING PROGRAM

CITY OF STONECREST CITY COUNCIL MEETING

SEPTEMBER 12, 2022

Daniel Studdard, AICP

Atlanta Regional Commission

[dstuddard@atlantaregional.org](mailto:dstuddard@atlantaregional.org)



## CITY COUNCIL AGENDA ITEM

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**SUBJECT:** Regulation of Build To Rent & Other Rental Housing

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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):** 08/8/22 & Click or tap to enter a date.

**Current Work Session:** Monday, September 12, 2022

**Current Council Meeting:** Click or tap to enter a date.

---

**SUBMITTED BY:** Alicia Thompson

**PRESENTER:** Winston Denmark

**PURPOSE:** The purpose of this discussion is to present a draft of the Regulation of Housing ordinance.

**FACTS:** The Mayor and City Council seek to establish amendments to the City’s Zoning Code to regulate build to rent housing communities. The city council has previously discussed measures to address the disproportionate rise of developer sponsored rental housing. They are in favor of establishing an ordinance similar to one established by Cherokee County. With assistance from the City’s Planning and Zoning department this item is a proposed ordinance to accomplish this purpose.

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

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

**ATTACHMENTS:**

- (1) Attachment 1 - Draft Rental Housing Ordinance
- (2) Attachment 2 -

**STATE OF GEORGIA  
COUNTY OF DEKALB  
CITY OF STONECREST**

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

**AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF THE CITY OF STONECREST AMENDING CHAPTER 14 (LAND DEVELOPMENT) ARTICLE III. (SUBDIVISIONS) DIVISION 1. (GENERALLY), CHAPTER 27 (ZONING ORDINANCE) ARTICLE 2 (DISTRICT REGULATIONS) AND ARTICLE 9 (DEFINITIONS) OF THE CITY OF STONECREST ORDINANCE TO PROVIDE FOR REVISED DEFINITIONS, DISTRICT USES, DESCRIPTIONS, PURPOSE, AND REVISED LAND DEVELOPMENT STANDARDS; AND FOR OTHER PURPOSES.**

**WHEREAS**, the Constitution of the State of Georgia, approved by the voters of the State in November of 1982, and effective July 1, 1983, provides in Article IX, Section II, Paragraph I thereof, that the governing authority of the County may adopt clearly reasonable ordinances, resolutions, and regulations; and

**WHEREAS**, O.C.G.A. § 36-1-20 authorizes counties to enact ordinances for protecting and preserving the public health, safety, and welfare of the population of the unincorporated areas of the County; and

**WHEREAS**, CHAPTER 27 (ZONING ORDINANCE) ARTICLE 9 (DEFINITIONS) of the City of Stonecrest Zoning Ordinance provides for definitions in order to protect and promote the health, safety, welfare, and general well-being of the citizens of Stonecrest County; and

**WHEREAS**, CHAPTER 27 (ZONING ORDINANCE) ARTICLE 2 (DISTRICT REGULATIONS) of the City of Stonecrest Zoning Ordinance set for the purpose for each zoning district uses and regulations as well as development standards in order to protect and promote the health, safety, welfare, and general well-being of the citizens of Stonecrest; and

**WHEREAS**, CHAPTER 14 (LAND DEVELOPMENT) ARTICLE III. (SUBDIVISIONS) DIVISION 1. (GENERALLY) of the City of Stonecrest Land Development Ordinance sets for the permitted uses in order to protect and promote the health, safety, welfare, and general well-being of the citizens of Stonecrest; and

**WHEREAS**, the Mayor and City Council does hereby find that definitions must be established to revise and clarify certain residential uses and the purpose of the district uses and land development requirements must be revised to update single-family and multi-family

residential development standards; and

**WHEREAS**, the Mayor and City Council does hereby find the following revisions to CHAPTER 14 (LAND DEVELOPMENT) and CHAPTER 27 (ZONING ORDINANCE) of the City of Stonecrest Zoning Ordinance, attached hereto as Exhibit A, to be a reasonable exercise of City of Stonecrest 's police power, and in the best interests of the public health, safety, and welfare;

**NOW THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF STONECREST, GEORGIA** and by the authority thereof:

**SECTION 1.** That CHAPTER 14 (LAND DEVELOPMENT) and CHAPTER 27 (ZONING ORDINANCE) of the City of Stonecrest Zoning Ordinance is hereby amended to revise and clarify certain residential uses, while updating the purpose of the district uses and development requirements to revise single-family and multi-family residential land development standards attached hereto as Exhibit A.

**SECTION 2.** That text added to current law appears in **red, bold and underlined**. Text removed from current law appears as **red, bold and strikethrough**.

**SECTION 3.** The preamble of this Ordinance shall be considered to be and is hereby incorporated by reference as if fully set out herein.

**SECTION 4.** (a) It is hereby declared to be the intention of the Mayor and Council that all sections, paragraphs, sentences, clauses, and phrases of this Ordinance are or 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 Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this Ordinance. 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 Ordinance is mutually dependent upon any other section, paragraph, sentence, clause, or phrase of this Ordinance.

(c) In the event that any phrase, clause, sentence, paragraph, or section of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional, or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the 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 section of the Ordinance and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and sections of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

**SECTION 5.** The City Clerk, with the concurrence of the City Attorney, is authorized to correct any scrivener’s errors found in this Ordinance, including its exhibits, as enacted.

**SECTION 6.** All ordinances and parts of ordinances in conflict herewith are hereby expressly repealed.

**SECTION 7.** The Ordinance shall be codified in a manner consistent with the laws of the State of Georgia and the City of Stonecrest.

**SECTION 8.** It is the intention of the governing body, and it is hereby ordained that the provisions of this Ordinance shall become and be made part of the Code of Ordinances, City of Stonecrest, Georgia.

**ORDAINED this \_\_\_\_\_ day of \_\_\_\_\_, 2022.**

**CITY OF STONECREST, GEORGIA**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

**EXHIBIT A**

CHAPTER 14 – LAND DEVELOPMENT

ARTICLE III. – SUBDIVISIONS

DIVISION 1. – GENERALLY

Sec. 14-55. - Title.

This article shall be known, cited, and referred to as the subdivision regulations of the City of Stonecrest.

Sec. 14-56. - Effective date.

These subdivision regulations shall become effective on adoption.

Sec. 14-57. - Policies and purposes.

(a)

Policies.

(1)

It is declared to be the policy of the City of Stonecrest to consider the subdivision of land and the subsequent development of the subdivided land as subject to the control of the city pursuant to the city's official comprehensive plan in order to promote the orderly, planned, efficient, and economical development of the city.

(2)

**The applicant shall indicate that** land to be subdivided **shall be For Sale or For Rent or a combination of thereof.** It shall be of such character that it can be used safely for building purposes without danger to health or peril from fire, flood, or other menace.

(3)

The existing and proposed public improvements shall conform to and be properly related to the proposals shown in the comprehensive plan and official maps and it is intended that these regulations shall supplement and facilitate the enforcement of the provisions and standards contained in building and housing codes, zoning ordinances, the comprehensive plan, and official map and land use plan.

(b)

These regulations are adopted for the following purposes:

(1)

To protect and provide for the public health, safety, and general welfare of the City of Stonecrest.

(2)

To guide the future growth and development of the city in accordance with the comprehensive plan.

(3)

To protect and conserve the value of land and the economic stability of all communities in the city and to encourage the orderly and beneficial development of the city through appropriate growth management techniques, including consideration of the timing and sequencing of development, consideration of infill development in existing neighborhoods and nonresidential areas with adequate public facilities.

(4)

To guide public policy and both public and private actions in order to provide adequate and efficient transportation, water, sewerage, schools, parks, playgrounds, recreation, and public services and support facilities.

(5)

To provide for the safe and efficient circulation of traffic throughout the city, having particular regard to avoidance of congestion in the streets and highways and the pedestrians and bicycle traffic movements appropriate to the various uses of lands and buildings, and to provide for the proper location and width of streets and building lines.

(6)

To ensure the adequate provision of safe and convenient traffic access and circulation, both vehicular and pedestrian, in new land developments.

(7)

To establish reasonable standards of design and procedures for subdivisions and resubdivisions to further the orderly layout and use of land, and to ensure proper legal descriptions and monumenting of subdivided land.

(8)

To ensure to the extent legally possible that public facilities and services are available concurrent with development and will have a sufficient capacity to serve the proposed subdivision.

(9)

To protect and restore the highest quality of the city's air and water resources; to ensure the adequacy of drainage facilities; to safeguard the water table, and to encourage the wise use and management of natural resources throughout the city in order to preserve the integrity, stability, and beauty of the city and the value of the land.

(10)

To preserve the natural beauty, environment, and topography of the city and to ensure appropriate development with regard to these natural features.

## **CHAPTER 27 – ZONING ORDINANCE**

### **ARTICLE 2 – DISTRICT REGULATIONS**

#### **DIVISION 3. RE (RESIDENTIAL ESTATE) DISTRICT**

##### Sec. 2.3.1.

Statement of purpose and intent.

The purpose and intent of the City Council in establishing the RE (Residential Estate) District is as follows:

- A. To preserve rural and estate residential character and to provide for very low density rural **For sale residential uses communities.**
- B. To provide for the protection of neighborhoods within the city where lots have a minimum area of one acre;

- C. To provide protections for existing development as new subdivisions are created;
- D. To ensure that the uses and structures authorized in the RE (Residential Estate) District are those uses and structures designed to serve the housing, recreational, educational, religious, and social needs of the neighborhood;
- E. To provide for appropriately sized accessible and useable open space in new developments for the health, recreational and social opportunities for city citizens;
- F. To provide areas for agricultural uses as appropriate;
- G. To implement the future development map of the city's comprehensive plan.

#### DIVISION 4. RLG (RESIDENTIAL LARGE LOT) DISTRICT

##### Sec. 2.4.1.

##### Statement of purpose and intent.

The purpose and intent of the City Council in establishing the RLG (Residential Large Lot) District is as follows:

**A. To provide for the development of large lot dwelling, Single Family “For Sale” residential subdivisions and For Sale Communities.**

- B.** To provide for the protection of neighborhoods within City of Stonecrest where lots have a minimum area of 20,000 square feet, but may have narrow lot widths;
- C.** To provide for compatible infill development in neighborhoods;
- D.** To provide protections for existing development as new subdivisions are created;
- E.** To respond to existing site development conditions and patterns;
- F.** To ensure that the uses and structures authorized in the RLG (Residential Large Lot) District are those uses and structures designed to serve the housing, recreational, educational, religious, and social needs of the neighborhood;
- G.** To provide for appropriately sized accessible and useable open space in new developments for health, recreational and social opportunities for city residents;
- H.** To implement the future development map of the city's comprehensive plan.

DIVISION 5. R-100 (RESIDENTIAL MEDIUM LOT-100) DISTRICT

Sec. 2.5.1.

Statement of purpose and intent.

The purpose and intent of the City Council in establishing the R-100 (Residential Medium Lot-100) District is as follows:

- A. To provide for the protection of neighborhoods within the city where lots have a minimum area of 15,000 square feet;
- B. To provide for compatible infill development in neighborhoods;
- C. To provide ~~protections for existing development as new subdivisions are created~~ **“For Sale”, Single family detached residential subdivisions and For Sale Communities;**
- D. To provide flexibility in design on the interior of new development while protecting surrounding development;
- E. To ensure that the uses and structures authorized in the R-100 (Residential Medium Lot-100) District are those uses and structures designed to serve the housing, recreational, educational, religious, and social needs of the neighborhood;
- F. To provide for appropriately sized accessible and useable open space in new developments for health, recreational and social opportunities for city residents; and
- G. To implement the future development map of the city's comprehensive plan.

DIVISION 6. R-85 (RESIDENTIAL MEDIUM LOT-85) DISTRICT

Sec. 2.6.1.

Statement of purpose and intent. The purpose and intent of the City Council in establishing the R-85 (Residential Medium Lot-85) District is as follows:

- A. To provide for the protection of neighborhoods within the city where lots have a minimum area of 12,000 square feet;
- B. To provide for compatible infill development in neighborhoods;
- C. ~~To provide protections for existing development as new subdivisions are created~~ **“For Sale”, Single family detached residential subdivisions and For Sale Communities;**

D. To provide flexibility in design on the interior of new development while protecting surrounding development;

E. To ensure that the uses and structures authorized in the R-85 (Residential Medium Lot-85) District are those uses and structures designed to serve the housing, recreational, educational, religious, and social needs of the neighborhood;

F. To provide for appropriately sized accessible and useable open space in new developments for health, recreational and social opportunities for city residents;

G. To implement the future development map of the city's comprehensive plan.

DIVISION 7. R-75 (RESIDENTIAL MEDIUM LOT-75) DISTRICT

Sec. 2.7.1.

Statement of purpose and intent. The purpose and intent of the City Council in establishing the R-75 (Residential Medium Lot-75) District is as follows:

A. To provide for the protection of neighborhoods within the city where lots have a minimum area of 10,000 square feet;

B. To provide for compatible infill development in neighborhoods;

C. To provide ~~protections for existing development as new subdivisions are created~~ **“For Sale”, Single family detached residential subdivisions and For Sale Communities;**

D. To provide flexibility in design on the interior of new development while protecting surrounding development;

E. To ensure that the uses and structures authorized in the R-75 (Residential Medium Lot-75) District are those uses and structures designed to serve the housing, recreational, educational, religious, and social needs of the neighborhood;

F. To provide for appropriately sized accessible and useable open space in new developments for health, recreational and social opportunities for city residents;

G. To implement the future development map of the city's comprehensive plan.

DIVISION 8. R-60 (RESIDENTIAL SMALL LOT-60) DISTRICT

Sec. 2.8.1.

Statement of purpose and intent. The purpose and intent of the City Council in establishing the R-60 (Residential Small Lot-60) District is as follows:

- A. To provide for the protection of neighborhoods within the city where lots have a minimum area of 6,000 square feet or 3,500 square feet if developed for cottage houses;
- B. To provide for compatible infill development in neighborhoods;
- C. To provide ~~protections for existing development as new subdivisions are created~~ **“For Sale”, Single family detached residential subdivisions and For Sale Communities-**;
- D. To provide flexibility in design within new development while protecting surrounding development;
- E. To ensure that the uses and structures authorized in the R-60 (Residential Small Lot-60) District are designed to serve the housing, recreational, educational, religious, and social needs of the neighborhood;
- F. To provide for appropriately sized accessible and useable open space in new developments for the health, recreational and social opportunities for city residents;
- G. To implement the future development map of the city's comprehensive plan.

DIVISION 9. MHP (MOBILE HOME PARK) DISTRICT

Sec. 2.9.1.

Statement of purpose and intent. The purpose and intent of the City Council in establishing the MHP (Mobile Home Park) District is as follows:

- A. To provide **For Sale or For Rent residential** locations within the city for the location of mobile home parks.
- B. To provide for the development of accessory uses that are necessary in order to provide appropriate recreational and educational opportunities to residents.

DIVISION 10. RNC (RESIDENTIAL NEIGHBORHOOD CONSERVATION) DISTRICT

Sec. 2.10.1. Scope of provisions.

The provisions contained within this division are the regulations of the RNC (Residential Neighborhood Conservation) **“For Sale”** District. This division establishes the procedures and the criteria that the City Council shall utilize in making a decision on any application to amend the official zoning map so as to change any parcel of land to the RNC (Residential Neighborhood Conservation) District.

Sec. 2.10.2. Statement of purpose and intent.

The purpose and intent of the City Council in the RNC (Residential Neighborhood Conservation) District is as follows:

- A. To encourage creative residential planning and development within the city that will preserve unique environmental features and be consistent with the comprehensive land use plan and preserves existing natural trees and vegetation;
- B. To conserve significant areas of useable greenspace within single-family neighborhoods in the Rural and Suburban character areas of the comprehensive plan;
- C. To provide a residential development that permits flexibility of design in order to promote environmentally sensitive and efficient use of land in compliance with the Code;
- D. To promote construction of accessible landscaped walking trails and bike paths both within subdivisions and, where possible, connected to neighboring communities, businesses, and facilities to reduce reliance on automobiles;
- E. To preserve natural features, specimen trees, historic buildings, archaeological sites and establish a sense of community;
- F. To improve water quality and reduce runoff and soil erosion by reducing the total amount of clearing, grading, and paving, within the total area of a development;
- G. To encourage efficient community design that reduces infrastructure maintenance and public service costs borne by the city; and
- H. To implement the future development map of the city's comprehensive plan.

## DIVISION 12. RSM (SMALL LOT RESIDENTIAL MIX) DISTRICT

### Sec. 2.12.1. Statement of purpose and intent.

The purpose and intent of the City Council in establishing the RSM (Small Lot Residential Mix) District is as follows:

- A. To provide for the creation of **For Sale** residential neighborhoods that allow a mix of single-family attached and detached housing options;
- B. To provide flexibility in design and product on the interior of new development while protecting surrounding neighborhoods;
- C. To implement the future development map of the city's comprehensive plan.

### DIVISION 13. MR-1 (MEDIUM DENSITY RESIDENTIAL-1) DISTRICT

#### Sec. 2.13.1. Statement of purpose and intent.

The purpose and intent of the City Council in establishing the MR-1 (Medium Density Residential-1) District is as follows:

- A. To encourage primarily **For Sale or For Rent** residential, planned developments that allow accessory retail, office, institutional, and civic uses;
- B. To provide for residential neighborhoods with a mix of single-family and multifamily housing types that maintain harmony of scale, intensity, and design with surrounding development;
- C. To provide for connectivity of streets and communities and reduce the dependence on automobile use by increasing the ease of and opportunity for alternative modes of travel;
- D. To implement the future development map of the city's comprehensive plan.

### DIVISION 14. MR-2 (MEDIUM DENSITY RESIDENTIAL-2) DISTRICT

#### Sec. 2.14.1. Statement of purpose and intent.

The purpose and intent of the City Council in establishing the MR-2 (Medium Density Residential-2) District is as follows:

- A. To encourage primarily **For Sale or For Rent** residential, planned developments that allow accessory retail, office, institutional, and civic uses;
- B. To provide for residential neighborhoods with a mix of single-family and multifamily housing types that maintain harmony of scale, intensity, and design with surrounding development;
- C. To provide for connectivity of streets and communities and reduce the dependence on automobile uses by increasing the ease of movement and opportunities for alternative modes of travel;
- D. To implement the future development map of the city's comprehensive plan; E. To provide districts that allow appropriate development transitions.

### DIVISION 15. HR-1 (HIGH DENSITY RESIDENTIAL-1) DISTRICT

#### Sec. 2.15.1. Statement of purpose and intent.

The purpose and intent of the City Council in establishing the HR-1 (High Density Residential-

1) District regulations is as follows:

- A. To encourage primarily **For Sale or For Rent** residential, urban-scaled developments that allow accessory retail, office, institutional, and civic uses;
- B. To provide for high density, low-rise residential neighborhoods with a mix of single-family and multifamily housing types that maintain harmony of scale, intensity, and design with surrounding development;
- C. To provide for connectivity of streets and communities and reduce the dependence on automobile use by increasing the ease of movement and opportunities for alternative modes of travel;
- D. To implement the future development map of the city's comprehensive plan.

DIVISION 16. HR-2 (HIGH DENSITY RESIDENTIAL-2) DISTRICT

Sec. 2.16.1. Statement of purpose and intent.

The purpose and intent of the City Council in establishing the HR-2 (High Density Residential-2) District regulations is as follows:

- A. To encourage primarily **For Sale or For Rent** residential, urban-scaled developments that allow accessory retail, office, institutional, and civic uses;
- B. To provide for high density, mid-rise residential neighborhoods with a mix of single-family and multifamily housing types that maintain harmony of scale, intensity, and design with surrounding development;
- C. To provide for connectivity of streets and communities and reduce the dependence on automobile use by increasing the ease of movement and opportunities for alternative modes of travel;
- D. To implement the future development map of the city's most current comprehensive plan.

DIVISION 17. HR-3 (HIGH DENSITY RESIDENTIAL-3) DISTRICT

Sec. 2.17.1. Statement of purpose and intent.

The purpose and intent of the City Council in establishing the HR-3 (High Density Residential-3) District regulations is as follows:

- A. To encourage primarily **For Sale or For Rent** residential, urban-scaled developments that allow accessory retail, office, institutional, and civic uses;

B. To provide for high density, high-rise residential neighborhoods with a mix of single-family and multifamily housing types that maintain harmony of scale, intensity, and design with surrounding development;

C. To provide for connectivity of streets and communities and reduce the dependence on automobile use by increasing the ease of movement and opportunities for alternative modes of travel;

D. To implement the future development map of the city's most current comprehensive plan.

#### DIVISION 19. MU-1 (MIXED-USE LOW DENSITY) DISTRICT

##### Sec. 2.19.1. Dimensional requirements.

Dimensional requirements for the MU-1 (Mixed-Use Low Density) District shall be as provided in Table 2.17, Mixed-Use Zoning Districts Dimensional Requirements. Dimensions are established in Table 2.17 for the overall development site (development parcel) and for individual lots intended for **For Sale** single-family detached or single-family attached housing types, when such lots include yards. A mixed-use development may be subject to both the overall development site dimensions and the individual lot dimensions, depending on the mixture of housing types that are proposed for the overall development.

#### DIVISION 20. MU-2 (MIXED-USE LOW-MEDIUM DENSITY) DISTRICT

##### Sec. 2.20.1. District requirements, standards and criteria.

All provisions found in the MU-1 (Mixed Use Low Density) District shall apply to the MU-2 (Mixed-Use Low Medium Density) District, except that the maximum allowed dwelling unit density before application of any bonus is 6 dwelling units per acre, and after application of any bonuses is 12 dwelling units per acre.

#### DIVISION 21. MU-3 (MIXED-USE MEDIUM DENSITY) DISTRICT

##### Sec. 2.21.1. District requirements, standards and criteria.

All provisions found in the MU-2 (Mixed-Use Medium Density) District shall apply to the MU-3 (Mixed-Use Medium Density) District, except that:

A. The maximum allowed dwelling unit density before application of any bonus is 12 dwelling units per acre, and after application of any bonuses is 24 dwelling units per acre.

B. Section 2.19.8 regarding retail size restrictions shall not apply.

C. Height restrictions apply to the MU-3 (Mixed-Use Low-Medium Density) District based on a relationship of density, as achieved through bonuses, in accordance with Table 2.9 or 2.11, as applicable.

DIVISION 22. MU-4 (MIXED-USE HIGH DENSITY) DISTRICT

Sec. 2.22.1. District requirements, standards and criteria.

All provisions found in the MU-3 (Mixed-Use Medium Density) District shall also apply to the MU-4 (Mixed-Use High Density) District, except that:

A. The maximum allowed dwelling unit density before application of any bonus is 24 dwelling units per acre, and after application of any bonuses is 40 dwelling units per acre.

B. Height restrictions apply to the MU-4 (Mixed-Use High Density) District in accordance with Table 2.9, 2.11, or 2.13, as applicable. (Ord. of 8-2-2017, § 1(2.22.1))

DIVISION 23. MU-5 (MIXED-USE VERY HIGH DENSITY) DISTRICT

Sec. 2.23.1. District requirements, standards and criteria

ARTICLE 9 – DEFINITIONS

Sec. 9.1.3. - Defined terms.

**For Rent: Constructed for the express purpose and intent of offering to the general public for lease and not intended For Sale.**

**For Rent Community: A residential Subdivision or Development with more than ten (10) percent of the Dwellings therein occupied, or intended to be occupied, by tenants rather than owners.**

**For Sale: Constructed for the express purpose and intent of offering to the general public for purchase.**

**For Sale Community: A residential Subdivision or Development with no more than ten (10) percent of the Dwellings therein occupied, or intended to be occupied, by tenants rather than owner**



## CITY COUNCIL AGENDA ITEM

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**SUBJECT: Committee Structure**

---

**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:** Monday, September 12, 2022

**Current Council Meeting:** Click or tap to enter a date.

---

**SUBMITTED BY:** Alicia Thompson

**PRESENTER:** Alicia Thompson

**PURPOSE:** To discuss the purpose and composition of the City’s committees, boards and authorities.

**FACTS:** The city council would like to perform a review of the City’s committees, boards and authorities. During the review city council would like to understand the purpose of each body to evaluate its purpose and membership criteria.

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

**RECOMMENDED ACTION:** None

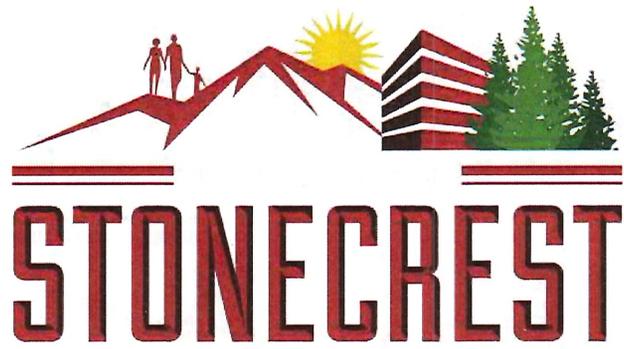
**ATTACHMENTS:**

- (1) Attachment 1 - Committee Structure PowerPoint
- (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.



# COMMITTEE STRUCTURE

**COMMITTEE STRUCTURE**  
**September 12, 2022**  
**By: Fincher Denmark, LLC**



# Committees: Stonecrest City Charter

Section 2.11. General power and authority of the city council.  
(c) (1)

•The city council has the power, by ordinance or resolution to establish:

- Oversight,
- Policy, and
- Standing committees.



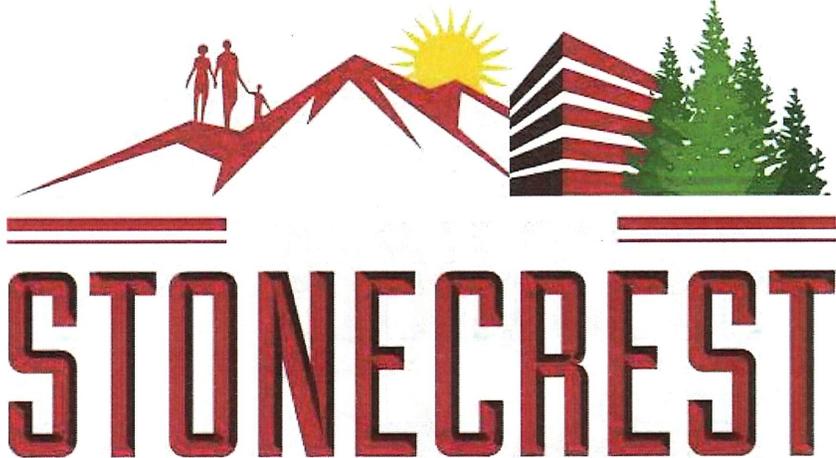
## Committee Standards

- Georgia Open Meeting laws apply
- No less than two councilmembers
- Members of an oversight or policy committee must be appointed within 30 days of the council establishing such committee.



# Advisory Committees: Stonecrest Code of Ordinances

Chapter 2 – ADMINISTRATION  
ARTICLE V. - ADVISORY COMMITTEES  
Sec. 2-137. - Sec. 2-144.



## Authorization

- Mayor may establish advisory committees.
- Committees may have one or more councilmembers.
- The mayor is an ex-officio member of every committee.
- The city manager or a designee shall oversee the meetings of each committee and is an ex-officio, non-voting member of each.



## Duties

- Propose policies and ordinances to the council in the subjects germane to the committee.
- Members must attend two-thirds of meetings in a calendar year.



## Membership

- The mayor shall establish qualifications for members of each committee.
- Each committeeperson shall be nominated by the mayor and approved by the council.
- Each committee member must be either a resident of the city or an owner or officer of a business domiciled in the city.
  - If this changes they may remain active until the mayor and council appoint his replacement.





## Terms

- Committee members serve until the succeeding end of the city's fiscal year.
- Consecutive terms are permissible.
- The mayor and councilmembers on each committee shall serve on that committee so long as they remain elected to office.
- Members filling vacancies shall serve the remainder of the term to which they were appointed.
- Members whose terms expire shall continue to serve until a replacement is appointed or a consecutive appointment is made.
- Any member may be removed with or without cause by the mayor.

# Compensation

- Committee members may serve without compensation.
- Reasonable expenses for travel may be reimbursed and committee members may be compensated pursuant to a policy to be established by the city manager and approved by the council.



## Quorum

- A majority of the actual number of committee members establishes a quorum.
- Any action taken requires a majority of affirmative votes of the quorum present.





# Procedure

- Committees shall adopt its rules of procedure, similar to the rules of procedure of the city council, and determine its time of meetings.
- The date and time of each meeting as well as agenda items to be considered shall be publicized in the same manner as meetings of the mayor and council.
- All meetings at which official action is taken shall be open to the public and all records maintained by the committee shall be public records unless expressly exempted by a provision of the state's Open Records Act.
- The committees shall keep minutes of their formal proceedings, showing the vote of each member upon each question, and records of their examinations and other official actions, all of which shall be filed in the office of the city clerk.
- Copies of the minutes shall be sent to the mayor and each member of the city council.
- The minutes of the meetings shall be a public record. This section shall not be construed as prohibiting closed sessions when permitted by the state open meetings and open records acts.
- Expenditures of the committees, if any, shall be within the amounts appropriated for the purpose intended by the mayor and council during the annual budgeting process.

## Training.

- The mayor may establish a mandatory training program for committee members.





Item III. h.

Item III. g.

## Questions

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## CITY COUNCIL AGENDA ITEM

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**SUBJECT: Purchasing Card Policy Revision**

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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:** Monday, September 12, 2022

**Current Council Meeting:** Click or tap to enter a date.

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

**PRESENTER:** Gia Scruggs

**PURPOSE:** Staff reviewed the policy since the last revision back in February 2022. After the Financial Oversight Committee was presented with the Purchasing card policy at the August 17, 2022, there was a discussion regarding possible revisions to the purchasing card policy.

**FACTS:** The Finance director is presenting proposed changes to the Purchasing Card Policy for discussion with the City Council.

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

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

**ATTACHMENTS:**

- (1) Attachment 1 - Draft Purchasing Card Policy Revisions
- (2) Attachment 2 - Purchasing Card Revision Chart
- (3) Attachment 3 - Click or tap here to enter text.



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# PURCHASING CARD POLICY

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LAST REVISED: 02.14.22



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**DISCLAIMER OF LIABILITY FOR IMPROPER PURCHASING: THE CITY DISCLAIMS ANY AND ALL RESPONSIBILITY AND LIABILITY FOR ANY PURCHASE, EXPENDITURE, PROMISE OR AGREEMENT FOR EXPENDITURE ARISING FROM ANY PROCUREMENT MADE IN ITS NAME OR IN THE NAME OF ANY AGENCY, AUTHORITY, COMMISSION, OR OTHER GOVERNMENTAL BODY UNDER ITS AUTHORITY, BY AN UNAUTHORIZED PERSON OR ANY PERSON ACTING IN VIOLATION OF THIS PURCHASING POLICY OR OUTSIDE OF THE AUTHORIZATION OR DELEGATION AS PROVIDED BY THIS POLICY. THE EXPENSE OF ANY SUCH TRANSACTION SHALL BECOME THE PERSONAL LIABILITY OF THE INDIVIDUAL AT FAULT UNLESS OTHERWISE RATIFIED OR EXEMPTED BY MAYOR AND COUNCIL.**

## SECTION I – DEFINITIONS

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When used in this policy, the following words, terms and phrases, and their derivations, shall have the meaning ascribed to them in this section, except where the context clearly indicates a different meaning:

- A. CITY means the City of Stonecrest and, as the context warrants, those persons or bodies authorized to act on its behalf, including, but not limited to, the City Council, committees, boards and staff.
- B. CITY ETHICS POLICY shall mean Article X, Ethics, of Chapter 2, Administration, of the Code of the City of Stonecrest, Georgia.
- C. CITY FINANCE DIRECTOR/FINANCE DIRECTOR means the City Accountant as described in the City Charter, his agent, or the department head of the City Finance Department, if such a department is in existence.
- D. EMPLOYEE means an individual drawing a salary or wage from the City whether on a full-time or part-time basis. The term shall encompass all members of the City Council without regard to whether or not such individuals are compensated. For purposes of this Purchasing Policy the term “employee” shall include, any Vendor or any employee of such Vendor who has entered into a Contract with the City to provide administrative and department services contemplated in Section 2.12 of the Charter of the City.
- E. EMERGENCY PURCHASES means any procurement of Goods, Capital Assets, Services or Professional Services in the context of an Emergency.
- F. EMERGENCY means a situation that occurs suddenly and unexpectedly and demands immediate action to prevent delays which may vitally affect the health, safety or welfare of the public or City Employees and affects the continuation of services to the citizens, and/or serious loss or injury to the City. Emergency shall also mean a condition, malfunction, or occurrence in which the immediate procurement of an item (i.e. Good, Services, or Professional Service) is essential to comply with regulatory requirements.
- G. GOODS or COMMODITIES means supplies, apparatus, materials, equipment and other forms of tangible personal property used by a City department in the accomplishment of its responsibilities other than Capital Assets.
- H. GOVERNING AUTHORITY means the Mayor and City Council of the City of Stonecrest or its designee(s).
- I. OFFICIAL means any City elected or appointed person who holds office or any person appointed by the mayor and council of the City to serve on (1) the planning commission of

the City, (2) any board or commission of the City having quasi-judicial authority; and, (3) any authority created by the City, either individually or jointly with other local governments pursuant to Georgia law.

- J. PERSON means any business, entity, company, firm, individual, union, committee, club or other organization or group of individuals.
  
- K. PURCHASING is the process of securing real estate, capital assets, materials, services, repairs, leases and rentals necessary for the operation and support of the City. The renewal, renegotiations and changes to Contracts, leases and agreements are functions of purchasing.
  
- L. PURCHASING AGENT means the principal purchasing official of the City who is authorized and appointed to purchase a range of Goods, Capital Assets, Real Estate, Services, Construction Services, or Professional Services on a routine basis.
  
- M. REQUISITION means an internal document, provided by a department to the Purchasing Agent that contains the fund source, approvals, descriptions, quantities and other information about the Goods, Capital Assets, Real Estate, Services, Construction Services or Professional Services in order to proceed with the procurement. The Requisition becomes valid when properly completed and approved.
  
- N. SERVICES mean any performance of effort or labor, for which the City has contracted other than Professional Services or Construction Services. Services include, but are not limited to, janitorial, landscaping, and street striping.
  
- O. THE REQUESTING DEPARTMENT/DIVISION (User) is defined as the department which has the authority and responsibility for determining the need for an item or service, its related specifications, and need date. The User is responsible for funding the need and advising Purchasing of the approved funding and the specific budget account number. The User is responsible for authorizing the purchases of all materials, services, repairs, leases and rentals in which the negotiated price exceeds the approved funding.

## SECTION II - GENERAL PROVISIONS

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### A. Authority

The Georgia General Assembly established guidelines and penalties into the Official Code of Georgia Annotated (“O.C.G.A.”) which provides that no municipal corporation shall issue government purchasing cards or government credit cards to elected officials on or after January 1, 2016, until the governing authority of the municipal corporation, by public vote, has authorized the issuance and has promulgated specific policies regarding the use of such government purchasing cards or government credit cards for elected officials of such municipal corporation.

### B. Purpose

The purpose of this policy is to set requirements and standards for the City of Stonecrest, Georgia Purchasing Card Program. The policy is not intended to replace current State of Georgia statutes but is intended to comply with such state laws and establish more efficient guidelines for employees using such purchasing cards. At no time should a city issued purchasing card or credit card be used for personal purchases regardless of the circumstances. Utilizing the purchasing card or credit card for personal use or for any item or service not directly related to official city business may result in disciplinary action including, but not limited to, felony criminal prosecution. All purchases utilizing a government purchasing card or government credit card must be in accordance with these guidelines and with state law.

### C. Scope

This purchasing card policy, as required by state law under O.C.G.A. § 36-80-24(c), applies to the use of government purchasing cards or government credit cards used by elected officials authorized to be issued such government purchasing cards or government credit cards. The below list of officials have been authorized by the governing authority of the City to use such government purchasing cards or government credit cards and must abide by all of the applicable state laws and this purchasing card policy. Cardholders must be permanent or full time employees whose jobs require the use of purchasing card. The cardholder must be bonded. Cards will not be issued in the name of a department or work unit (e.g. Facilities Management) to be shared by multiple employees. Only the employee whose name is shown on the face of the card is authorized to make purchases with the card, either in person, online, or telephone. Use by any other person, even if for official City business, is considered misuse of the card. If another employee is designated, the designee must complete purchasing and purchasing card training, be bonded and have a card issued in their name. The designee must abide by the same requirements as the City Manager or City Chief Financial Officer.

1. City Manager or designee
2. City Chief Financial Officer or designee
3. Leisure Services/Parks Director

#### **D. Public Inspection**

In accordance with O.C.G.A. § 36-80-24(c) any documents related to purchases using government purchasing cards or government credit cards incurred by elected officials shall be available for public inspection.

#### **E. Transaction Limits**

Transaction limits are hereby established to ensure compliance with state purchasing laws, maintain proper budgetary controls, and to minimize excessive use of any individual creditline. Individual monthly card limits cannot exceed those established by the municipal governing authority. The established single transaction limit for each a department director card must be less than \$5,000.00. The established monthly card limit is based upon the city's budgetary constraints and is not to exceed \$25,000.00 per month for a department director; provided however the monthly transaction limit for the City Manager and Chief Financial Officer shall not exceed \$100,000.00. Any exceptions to the standardized limits must have express written approval by the municipal governing authority and must be added to this policy by amendment or addendum. Changes in spending limits shall be submitted to the Purchasing Agent along with the rationale for the change (increase or decrease) with a copy to the Finance Director and City Manager.

#### **F. Purchasing Guidelines**

1. Purchasing Card Holders may not use a government purchasing card or government credit card for the following:
  - a. Any purchases of items for personal use.
  - b. Cash refunds or advances.
  - c. Any transaction amount greater than the transaction limits set for by this policy.
  - d. Items specifically restricted by this policy, unless a special exemption is granted by the municipal governing authority.
  - e. Alcohol or liquor of any kind. Such purchases should not be made with the purchasing card and may not be reimbursed by the city.
  - f. Purchases or transactions made with the intent to circumvent the city purchasing policy, transactional limits, or state law.
  - g. Participation in loyalty points programs is prohibited with the purchasing card.
  
2. Purchasing Card Holders may use government purchasing cards or government credit cards to purchase goods and/or services not prohibited by this policy or state law. Such purchases include, but are not limited to:
  - a. Purchases of items for official city use which fall within the transactional restrictions of this policy.
  - b. Purchase of lodging, fuel, food, non-alcoholic beverages, or education and training materials while on city business.
  - c. Emergency purchases necessary to protect city property.

**G. Administrator**

The city designates the Purchasing Agent as the program administrator of government purchasing cards or government credit cards. Such administrator shall:

1. Serve as a liaison between the city's cardholders and the issuers of such cards.
2. Maintain the cardholder agreement for all cardholders.
3. Provide instruction, training, and assistance to cardholders
4. Maintain account information and secure all cardholder information.
5. Keep cardholders up-to-date on new or changing information.

6. Upon receipt of information indicating fraudulent use or lost/stolen cards immediately report it to appropriate parties, including the issuer.
7. Ensure all card accounts are being utilized properly as set forth by state law and this policy.
8. Define the city's policy and procedures for proper documentation and storage of receipts, logs, and approvals required under this policy.
9. Identify any changes to named persons authorized to use a government purchasing card or government credit card.
10. Shall immediately cancel the purchasing card upon employee's termination or resignation.
11. Upon official notification of an impending departure from the City, the respective card holder's card limit shall be reduced to zero.
12. Shall place purchasing card holder's card on an inactive status while employees are on leave.
13. Shall not be assigned a purchasing card.

Any other duties assigned by the municipal governing authority.

## **H. Accounting and Auditing**

- I. The Administrator, in an effort to ensure compliance with city policy and state law, will conduct monthly and/or quarterly reviews and audits of all government purchasing card or government credit card transactions. The review is designed to ensure compliance, identify non-compliance issues and misuse, and through corrective measures assist the city with improving compliance. By the last day of the month, a requisition form, all transaction receipts and supporting documentation must be emailed to the appropriate finance staff. The monthly and/or quarterly review shall happen within 10 days of the start of the new month or quarter and . reconciliation to the General ledger shall occur monthly. The internal auditor shall review approval process for compliance at interval described in the audit work plan. If reoccurring software subscriptions are paid with a purchasing card, the Information Technology manager shall maintain and provide to the finance department a listing of all monthly reoccurring charges. After completing the monthly/quarterly audit, the Administrator shall notify cardholders of any violations or questions the Administrator has that occurred within that previous month/quarter. Depending on the severity of the violation, the Administrator may suspend or revoke the use of the government purchasing card or government credit card after notification to the cardholder and to the municipal governing authority, but only after consultation with the city attorney. Any unresolved violations should be reported to the municipal governing authority and the city attorney in writing within 5 business days

## **J. Violations**

Utilizing the purchasing card or credit card for personal use or for any item or service not directly related to such official city business may result in disciplinary action including, but not limited to, felony criminal prosecution. The use of a government purchasing card or government credit card may be suspended or revoked when the Administrator, after

consultation with the city attorney, determines that the cardholder has violated the

approved policies or state law regarding the use of the government purchasing card or government credit card. Issuing or facilitating issuance of a purchasing card to an unauthorized person, possession of a purchasing card by an unauthorized person, and any other violation stated herein shall be subject to disciplinary action up to and including termination. The Administrator shall follow guidance from the code reference in sections C and D above.

**K. Agreement**

Before being issued a government purchasing card or government credit card under this policy and state law, all authorized users of government purchasing cards or government credit cards shall sign and accept below indicating that such user will use such cards only in accordance with the policies of the city and with the requirements of state law. The Cardholder shall be responsible for all charges associated with the purchasing card and will maintain possession with adequate safeguards in place to prevent unauthorized use.

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Signature

Date:



Purchasing Card Policy Amendment Recommendations 09.12.22

<u>Staff/Financial Oversight Committee Recommendations</u>	<u>Proposed Amendment Section</u>	<u>Proposed Language</u>
Update language to reflect state law that pertains to employees instead of Elected officials	Section II - General Provisions C. Scope and D. Public Inspection	TBD by City Attorney
Addition of title Leisure Services/Parks Director to the list of officials authorized to have a purchasing card	Section II - General Provisions C. Scope	Add Leisure Services /Parks Director under authorized users
Update language to reflect established requirement for all purchasing card holders	Section II - General Provisions C. Scope and D. Public Inspection	<p>Card holders must be permanent or full time employees whose job requires the use of a purchasing card. Cards will not be issued in the name of a department or work unit to be shared with multiple employees. Only the employee whose name appears on the face of the card is authorized to make purchases with the card. Use by any other person, even if it is for official business or if asked by a cardholder. If another employee is designated, the designee must complete purchasing and purchasing card training, be bonded and have a card issued in their name. The designee must abide by the same requirements as the City Manager, City Chief Financial Officer and department director.</p>
Update language to reflect single transaction and monthly transaction limits for current and additional authorized users of purchasing cards established by Finance Oversight Committee	Section II - General Provisions E. Transaction Limits	Add 'The established single transaction limit for the Chief Financial Officer and City Manager cards must be less than \$25,000.00. The established single transaction limit for the Department Director card must be less than \$5,000.00. The established monthly card limit is based upon the city's budgetary constraints and the monthly transaction limits for the Chief Financial Officer and City Manager shall not exceed \$100,000.00. The monthly transaction limits for the Department Directors shall not exceed \$25,000.00.'

# *Statewide Purchasing Card Policy*



Department of Administrative Services  
State Purchasing Division  
Revised March 1, 2022

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# State of Georgia

## Statewide Purchasing Card Policy

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### I. PROGRAM OVERVIEW

The State of Georgia Purchasing Card (P-Card) program streamlines payments for goods and services for State business use by eliminating the administrative burdens and costs associated with traditional methods of payment. Per the State Accounting Office, the P-Card may be used as the method of payment for unplanned, non-routine, or urgent point of sale purchases under \$1,000 and for purchases under \$5,000 that are preapproved and go through the requisition process prior to completing the purchase. Point of sale transactions include purchases made at a physical store, in person, online, or over the phone. This policy can be found on the State Accounting Office website at [www.sao.georgia.gov](http://www.sao.georgia.gov).

The P-Card Program is the only charge card program authorized for use by State Agencies, units of the University System of Georgia, and technical colleges within the Technical College System of Georgia.

All official forms mentioned in this Policy are on the State Purchasing Division (SPD) website at <http://doas.ga.gov/state-purchasing/statewide-card-programs/purchasing-cards>. The versions on the website will always be the latest versions.

The terms of the contract with the Bank also permit State Authorities and Commissions and local governments<sup>1</sup> to use the program. The State Purchasing Division approves all participation in the program. State Entities not under SPD purchasing card authority are not required to follow the *Statewide Purchasing Card Policy*; however, this is recommended. Each Entity is responsible for implementing a P-Card policy and ensuring compliance with that policy.

Any questions related to appropriate use of the P-Card, Georgia law governing the use of the P-Card, or this Policy can be sent to [cardprograms@doas.ga.gov](mailto:cardprograms@doas.ga.gov).

### II. TYPES OF ACCOUNTS

Accounts other than those allowed under this Section are not permitted. All accounts must be used only for official State of Georgia business. Cards must be surrendered and/or accounts closed upon termination of employment for any reason or upon demand.

#### A. Standard P-Cards

Cardholders are limited to one active P-Card.

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<sup>1</sup> Local governments include, but are not limited to, counties, cities, towns, Boards of Commissioners, and Boards of Education within the State of Georgia.

Cardholders must be permanent, part-time, or full-time, State employees whose jobs require the use of a P-Card or other account. State Entities may include additional restrictions if desired. There will be no exceptions to the following:

1. §50-5-83 of the Official Code of Georgia, Annotated, neither cards nor accounts will be issued to employees of foundations associated with any State Entity. This includes student employees, temporary workers (e.g., hired from a temporary staffing agency), or contractors (e.g., person hired for a pre-determined period of time for a specific project). Use of the card by a State Entity employee when foundation funds will be used is prohibited.
2. Cards and other accounts will not be issued in the name of a department or work unit (e.g., Facilities Maintenance) to be shared by multiple employees.
3. Only the employee whose name is shown on the face of the card is authorized to make purchases with the card, either in person, on-line, or telephone. Use by any other person, even if for State business purposes, is considered misuse of the card. This restriction does not apply to requestors in Team Georgia Marketplace™ who are assigned to a cardholder for eProcurement purchases.

At a minimum, an employee's supervisor, the Entity's Card Program Administrator and the Entity's Chief Financial Officer must approve a cardholder's application for a P-Card or other account as well as renewals of existing accounts. The appropriate P-Card application form is the Purchasing Card Profile, Form SPD-PC002, found on the SPD website at <http://doas.ga.gov>.

The Chief Financial Officer, Card Approvers and potential cardholders must meet all training requirements as described in this policy. Approver and cardholder training must be completed prior to receiving the P-Card or obtaining access to an account number.

#### **B. Ghost Card Accounts**

Ghost Card accounts are no longer allowable except for those designated to:

1. Pay expenses related to charges made for employee travel through the online Travel and Expense Management System used in conjunction with Travel Inc., the TeamWorks Travel and Expense designated travel agency.

### **III. LEGAL ISSUES**

All procurement laws in the Official Code of Georgia, Annotated, and administrative rules found in the Georgia Procurement Manual apply to the use of the P-Card. Cardholders, program users, CFOs or supervisors/approving officials who knowingly, or through willful neglect, fail to comply with the following may be subject to suspension or termination of account privileges or other disciplinary action, up to and including termination of employment and criminal prosecution to the fullest extent of the law.

- Official Code of Georgia, Annotated (O.C.G.A.), sections related to governmental purchasing
- Applicable requirements of the *Georgia Procurement Manual* (GPM)
- *Statewide Purchasing Card Policy*
- State Entity policies and procedures governing procurement and the Purchasing Card Program.

The State Purchasing Division reserves the right to withdraw any authority or delegated approval due to non-compliance with applicable laws, rules, regulations, policies, and procedures, or the terms of any conditional approval.

#### **A. Personal Purchases Prohibited**

Cardholders and other program personnel are prohibited from using the P-Card for the purchase of any goods or services not directly or indirectly related to official State of Georgia business. Intentional use of or approval for the use of the card for personal purchases will result in disciplinary action, up to and including termination from State employment and criminal prosecution.

1. The Official Code of Georgia, Annotated (O.C.G.A.), §50-5-80 states that any person who knowingly uses state funds for personal purchases under \$500 is guilty of a misdemeanor.
2. A person who knowingly uses state funds for personal purchases of \$500 or more is guilty of a felony punishable by one to 20 years in prison.
3. Supervisors or other approving officials who knowingly, or through willful neglect, approve personal or fraudulent purchases are subject to the same disciplinary actions as those making the purchases.

#### **B. Cardholder Background Checks**

O.C.G.A. §50-5-83 requires criminal background checks on all employees hired for positions that are eligible for P-Cards. Although State Entities are not required to run background checks on cardholders at the time of card renewal, this practice is highly recommended.

#### **C. Cardholder Credit Checks**

In addition to background checks for all cardholders, O.C.G.A. §50-5-83 requires credit checks on all employees issued a purchasing card. Credit checks must be conducted through existing Statewide contract vendors and procedures, including standardized reports that indicate acceptance or denial of the employee's request for a card based on predefined criteria. Each entity must establish an escalation path for denials to provide potential cardholders an opportunity to dispute inaccurate data found on the credit report. Additionally, credit checks must be run at the time of account renewal.

#### **D. Split Purchases Prohibited**

O.C.G.A. § 50-5-69 requires competitive bidding for all open-market purchases anticipated to be \$25,000 or more. However, policy requires the Single Transaction Limit (STL) for unplanned, non-

routine, or urgent point of sale P-Card transactions be set at \$1,000 and purchases that are preapproved and go through the requisitions process prior to completing the purchase be set at under \$5,000 (i.e., \$4,999.99 or less). Point of sale transactions include purchases made at a physical store, in person, or over the phone.

1. Cardholders are prohibited from splitting a transaction between two or more transactions on a single account, two or more transactions on multiple accounts, or two or more transactions using the P-Card and a purchase order in order to circumvent competitive solicitation requirements. Refer to the GPM at <http://doas.ga.gov/state-purchasing/law-administrative-rules-and-policies/gpm> for complete information on bid requirements and procedures.
2. Cardholders are prohibited from splitting a transaction between two or more transactions on a single card number, two or more transactions on multiple card numbers, or two or more transactions using the P-Card and a purchase order in order to circumvent the Single Transaction Limit or Cycle Limit imposed on the card regardless of the amount of the STL or CL.

#### **E. Payment of Sales and Use Tax**

O.C.G.A. §48-8-3 exempts purchases made by Agencies, Universities, Colleges, and Technical Colleges from State Sales and Use Tax when payment is made with appropriated funds. Cardholders must present the Department of Revenue Sales and Use Tax Exemption, Form ST-5, to suppliers upon request. This form is available on the Department of Revenue website at <http://dor.ga.gov> by searching for ST-5.

The requirement for out-of-state suppliers to charge Sales and Use Tax on shipments to purchasers in the State of Georgia does not apply to tax-exempt State Entities. In order to avoid confusion, the cardholder must provide out-of-state suppliers with a copy of the ST-5 prior to placing an order to be shipped into the State of Georgia. If the supplier refuses to remove taxes, the cardholder must make the purchase from a different supplier whenever possible. If a supplier refuses to remove taxes and no other suppliers are available to make the purchase, the taxed amount must be itemized on the invoice in currency, not percentages.

Cardholders are responsible for ensuring that merchants do not charge tax or provide a credit for inadvertent charges.

1. If taxes are charged, the cardholder must contact the merchant to obtain a credit to the account. Sales tax cannot be disputed with the Bank.
2. Credits cannot be obtained by any other method, including, but not limited to, cash, gift cards, or store credit.
3. Documentation of attempts to obtain credit for any State Sales and Use Tax charged in error must be maintained with the documentation for the transaction where the tax was charged.

State Entities may apply to the Georgia Department of Revenue for a refund of sales taxes paid in error or because a supplier/merchant refuses to remove taxes. The form to use for this request is the Department of Revenue's Claim for Sales and Use Tax Refund, Form ST-12. In addition to the ST-12, the State Entity must also submit either (1) a Waiver of Vendor's Rights, Form ST-12A, or (2) a Purchaser's Claim for Sales Tax Refund Affidavit, Form ST-12B. These forms contain instructions for their use and are located at <http://dor.ga.gov>.

#### F. Records Retention Requirements

The University System of Georgia maintains the official Records Retention Schedule for the State of Georgia. This information is available at

[http://www.georgiaarchives.org/records/retention\\_schedules](http://www.georgiaarchives.org/records/retention_schedules).

1. Documents related to transactions (e.g., receipts) are accounting records and must be maintained according to the requirements of Accounts Payable Files.
2. Documents related to the issuance of accounts to employees (e.g., profile forms) are accounting records and must be maintained according to the requirements of Credit Card Administration Records.

#### G. Internal Revenue Service 1099 Reporting

In 2011, the Internal Revenue Service announced changes to the IRS Revenue Code, Section 6050W, which shifted the burden of payment reporting requirements from the purchaser to the supplier's merchant bank when the P-Card is used as the method of payment for a reportable transaction. Because of the shift in responsibility, participants in the State's P-Card program are no longer required to report total P-Card transactions in excess of \$600 with certain suppliers. This change applies only to P-card transactions. Reporting for all other payment methods, including checks, ACH, and other means, will remain the responsibility of the Entity making the payments. Consult the tax specialist at your Entity for further information and details regarding these changes.

#### H. E-Verify

The Georgia Security and Immigration and Compliance Act, O.C.G.A. §13-10-91, requires suppliers to file an affidavit that the supplier and its subcontractors have registered and participate in the federal work authorization program known as E-Verify. This program is intended to ensure that only lawful citizens or lawful immigrants are employed by the supplier or subcontractor. All State Entities are required to obtain this signed and notarized affidavit from suppliers prior to entering into any service contract \$2,500 or greater involving the supplier's physical performance of services within the State of Georgia. The State of Georgia Attorney General's Office has interpreted this to include one-time P-Card transactions for services.

For P-Card transactions that meet this definition, the cardholder or another person within the State Entity is responsible for ensuring receipt of this affidavit. A copy of this affidavit must be included with all transaction documentation, including uploading a PDF version to Team Georgia Marketplace™, if applicable.

## IV. STATE PURCHASING DIVISION RESPONSIBILITIES

### A. Statewide Purchasing Card Policy

The DOAS State Purchasing Division administers the contract on a statewide level. SPD personnel serve as resources for all program users in the areas of policy development and implementation, day-to-day administration of the Program, audit, and training for card program personnel.

The Statewide Purchasing Card Policy governs all State Entity programs and establishes minimum standards for use of the P-Card to ensure compliance with all applicable State procurement laws and the GPM. The version of this Policy posted on the SPD website will always be the official Policy. The effective date of the Policy will be in the footer of the document. SPD maintains an archive of previous versions of this Policy that will be available upon request.

The State Purchasing Division conducts periodic reviews of State Entities under SPD authority to determine the level of compliance with State procurement laws and policies and adequacy of internal controls.

1. The State Purchasing Division issues written assessments of the Program, makes recommendations for improvement when warranted, and works with Program personnel to implement corrective actions when warranted.
2. In cases where internal controls, policies or the p-card program are not adequately managed, SPD has the authority to require improvements and/or to impose other restrictions on a State Entity's card program until adequate controls and policies are implemented.
3. SPD will direct the entity to complete a corrective action plan. Restrictions may include a probationary period that could place an entity in a formal review status, increased policy restrictions and training, procedure modifications and any other restrictions warranted by SPD.
4. SPD serves as the central point of contact on all Policy and procedure issues.
  - a. Communicates all Program and Policy changes to Program users.
  - b. Reviews and approves all amendments to entity Purchasing Card Plans.
  - c. Process all requests for Policy exceptions.
5. Reviews the *Statewide Purchasing Card Policy* at least annually to ensure that it reflects current State procurement laws and regulations and incorporates best practices in the P-Card industry
6. Develops and maintains statewide program forms and P-Card specific training
7. Develops and maintain statewide training materials and manuals

### B. Professional Development

1. SPD develops and delivers statewide training on the P-Card Program. The bank is responsible for the implementation and initial training on the Works® Payment Manager system. SPD provides additional training in the system as needed.

2. SPD develops and implements training for Team Georgia Marketplace™ users.
3. SPD develops training materials for administrators, supervisors, approvers, cardholders, CFOs, and auditors.

## V. STATE ENTITY PROGRAM ROLES AND RESPONSIBILITIES

State Entities must designate a Purchasing Card Administrator. The designated Purchasing Card Administrator serves as the official liaison between the Entity and State Purchasing Division personnel for all matters related to the Entity's program. Any or all of the following administrative responsibilities may be delegated to another individual or to one or more Card Program Coordinators, depending on the size and complexity of the Entity's program.

### A. P-Card Plan

Each State Entity participating in the Card Program is required to have an approved P-Card Plan. Items required in the Card Plan must include but are not limited to the following:

1. Justification of need for each cardholder or job class.
2. Justification of need for point of sale purchases based on job requirements.
3. A scenario of card distribution that meets the statutory requirement of a maximum of 100 cards.
4. Establish time limits for determining when to cut off or cancel dormant cards based on job requirements.
5. Establish spending limits (with appropriate waiver requests) based on job requirements and business model.
6. An overview of Internal Controls surrounding card use.
7. Establish approval chain for each cardholder.

Amendments must be submitted for approval as business needs change. All P-Card Plans and subsequent amendments must be reviewed and approved by the Agency Head or College and University President and submitted to DOAS for approval. Compliance audits will be conducted against the plan.

### B. Agency Head, College and University Presidents

Each Agency Head or College and University President of a State Entity participating in the Card Program is responsible for reviewing and approving the Entity's P-Card Plan and all amendments prior to submission to DOAS.

Agency Heads and College and University Presidents cannot be issued a P-Card.

### C. Chief Financial Officer

The Chief Financial Officer of State Entities participating in the card program is responsible for overseeing the card program. Duties of the Chief Financial Officer include:

1. Successful completion of the CFO Card Program Training module
2. Submission of the completed CFO Card Program Acknowledgement form

3. The appointment of an Entity Card Program Administrator
4. Approval of qualified cardholders and approvers
5. Review and approval of the Annual Self-assessment of the Entity's Card Program
6. Review and approve policies in conjunction with the APO, CUPO and Card Administrator annually
7. Review and approval of the Entity P-Card Plan and all amendments
8. Submission of the Plan to the Entity's Agency Head or College and University President

#### D. Card Program Administrator

The Card Program Administrator serves as the main point-of-contact for all card program personnel and serves as a liaison between State Entity management, State Entity CFO, the State Purchasing Division, and other card program personnel. In some cases, responsibilities may be shared and/or delegated to a Card Program Coordinator.

The State Entity must provide a Designation of Card Program Administrator, Form SPD-CC001, and the Card Program Administrator Acknowledgement form to the State Purchasing Division within 30 days of any changes in Administrators or Coordinators if the coordinator serves as a point of contact with the State Purchasing Division. Information on all official Program forms and how they are to be used can be found on the SPD website:

<http://doas.ga.gov/state-purchasing/statewide-card-programs/purchasing-cards>

The Card Program Administrators/Coordinators fulfill responsibilities in the following areas:

1. Card Management
  - a. Develops and maintains the State Entity's internal P-Card policy to address policy areas unique to the State Entity or that are not covered by the *Statewide Purchasing Card Policy*.
  - b. Cannot be a P-Card holder.
  - c. Works with management, including the Entity's CFO, to identify job titles or positions that require a P-Card or would be good candidates for use of the card and/or other accounts.
  - d. Develops internal procedures for requesting new cards and/or changes to existing cards (e.g., change in spending limits).
  - e. Works with management and the Entity CFO to determine appropriate cardholder spending limits based on budget restrictions, job requirements, historical spending patterns, and overall procurement practices.
  - f. Evaluates cardholder spending limits against actual usage at least annually and terminates cards that show consistently low usage.
  - g. Identifies cards with little or no usage to determine if cards are needed.
2. Reconciliation Procedures

The Card Program Administrator is responsible for developing the following internal procedures:

- a. Reconciliation process that ensures timely payment and/or allocation of transactions to the General Ledger at least monthly.
  - b. Documentation, including use of Works® Payment Manager or Team Georgia Marketplace™, as appropriate, for reconciliation of transactions.
  - c. Disputing a transaction with the Bank.
3. Compliance with Laws and Policies
- a. Establishes written internal procedures to ensure compliance with State procurement laws, the *Georgia Procurement Manual*, the *Statewide Purchasing Card Policy*, and the internal P-Card policy.
  - b. Develops written internal procedures for requesting exceptions to either State or internal policy requirements using the Special Approval Request, Form SPD-PC003.
  - c. Develops internal procedures for requesting exceptions to both State and internal policies, if allowed.
  - d. Submits all P-Card Plan amendments and requests for exceptions to the *Statewide Purchasing Card Policy* to the Entity's CFO for submission to [cardprograms@doas.ga.gov](mailto:cardprograms@doas.ga.gov) for approval by DOAS.
4. Internal Controls
- a. Develops the State Entity's internal P-Card procedures in compliance with the principles of sound internal controls.
  - b. Ensures that the State Entity has sufficiently documented internal controls and other measures (e.g., audits) to prevent and/or detect misuse or abuse of the P-Card and other accounts.
  - c. Develops written procedures for ordering cards and canceling cards when lost or stolen or when a cardholder leaves employment.
  - d. Develops written procedures for reporting and documenting actual and/or potential cardholder abuse or misuse.
  - e. Ensures that transactions are audited at least annually during the required self-assessment process outlined in section VII Internal Controls.
5. Card Program Training
- a. Program Administrators, including primary, backups, and coordinators, must complete the relevant DOAS P-Card training to become a Georgia Certified Purchasing Card Administrator (GCPCA).
  - b. Develops State Entity specific training for all cardholders, supervisors, and other approving officials.
  - c. Develops appropriate refresher training to be delivered at least annually.

- d. Ensures that all card program personnel receive notification of changes in State and internal policies, including Official Announcements from the State Purchasing Division.

## E. Supervisors / Approving Officials

Supervisors or other persons responsible for reviewing transactions must have a thorough knowledge of the cardholders' job responsibilities in order to determine if purchases are job-related or otherwise authorized. All approving officials are required to complete the Approver Card Program Acknowledgement form.

### 1. Monthly Reconciliation

- a. Before approving the P-Card transactions, either by signing a transaction log or statement or signing off on transactions electronically, the supervisor or approving official must carefully review all documentation to ensure that all documentation meets the minimum requirements as explained in Section VII.A. of the *Statewide Purchasing Card Policy*.
- b. Ensure that passwords are not shared or delegated for others to use in order to review and approve transactions.
- c. Sign off on all transactions in Works® Payment Manager or Team Georgia Marketplace™, as appropriate, within the timeframe established by the Card Program Administrator.
- d. Ensure all documentation is submitted according to internal procedures and State requirements. See Section VII of the *Statewide Purchasing Card Policy*.

### 2. Other Responsibilities

- a. Maintain knowledge of State and internal procurement policies and procedures related to use of the P-Card.
- b. Coordinate the following with the Card Program Administrator:
  - i. Ordering and canceling cards for employees
  - ii. Establishing reasonable spending limits

## F. Cardholders and Related Account Users

All cardholders are de facto purchasing agents for the State of Georgia and their individual State Entities. All card program personnel must have a minimum understanding of State procurement laws and the requirements of the Georgia Procurement Manual.

### 1. Card Usage

- a. Ensure that no other persons have access to any card information (i.e., card account number, expiration date, security code).
- b. Ensure that all purchases comply with State and internal policies.

2. Monthly Reconciliation
  - a. Ensure that all invoices and receipts meet minimum requirements for adequate documentation of transactions.
  - b. Sign off on all transactions in Works® Payment Manager or Team Georgia Marketplace™, as appropriate, within the timeframe established by the Entity's Card Program Administrator.
  - c. Ensure all documentation is submitted according to internal procedures and State requirements. See Section VII.A. of the *Statewide Purchasing Card Policy*.
3. Other Responsibilities
  - a. Maintain knowledge of State and internal procurement policies and procedures related to use of the P-Card.

## VI. CARD PROGRAM PERSONNEL TRAINING

### A. State Entity Training

1. Each State Entity's Card Program Administrator is responsible for developing and implementing training for cardholders and supervisors or other approving officials specific to that State Entity's needs. Training must include relevant portions of the following:
  - a. Georgia Procurement Manual
  - b. Statewide Purchasing Card Policy
  - c. Internal procurement and P-Card policies
2. The State Entity's Card Program Administrator is responsible for developing and implementing refresher training to be conducted at least annually for all cardholders, supervisors, and approving officials.
3. All cardholders must sign a cardholder agreement that contains the terms and conditions for use of the P-Card and any other account. The mandatory cardholder agreement is available at <http://doas.ga.gov/state-purchasing/statewide-card-programs/purchasing-cards>

### B. Statewide Training

The State Purchasing Division provides additional training for cardholders, supervisors, approving officials, CFOs, and Card Program Administrators. For specific training requirements to access Team Georgia Marketplace™, contact [georgia.learning@doas.ga.gov](mailto:georgia.learning@doas.ga.gov).

All training courses are updated periodically and are available in the SPD Learning Management System (LMS) at <https://doas.exceedlms.com/>. The LMS provides information on the course delivery method, including whether it is web-based and self-paced, instructor-led, or one-on-one training. To gain access to the LMS, send an email to [georgia.learning@doas.ga.gov](mailto:georgia.learning@doas.ga.gov).

1. *Introduction to P-Card Principles* provides the information necessary to understand the purpose of the P-Card, its benefits, and the procurement regulations that apply to using the P-Card. This course is required as initial training and may be used for annual refresher

training for Card Program Administrators, cardholders, and supervisors/approving officials for those State Entities that do not provide training.

2. *TGM Procurement Card Reconciliation and Approval* teaches users how to reconcile and approve transactions in Team Georgia Marketplace™. This course is required for all Card Program Administrators, cardholders, and supervisors/ approving officials at Entities and Technical Colleges using the State Accounting Office PeopleSoft financial system. This course must be completed prior to using the P-Card or approving transactions in the financial system.
3. *P-Card Program Management* provides guidance to Agency/University Procurement Officers, Card Program Administrators, and auditors on areas such as P-Card policy, internal controls and reviewing transactions and cardholder limits
4. *Team Georgia Marketplace™ P-Card Administrator Hands-On Training* is required training for all *Team Georgia Marketplace™* Card Program Administrators on how to maintain cards and cardholders in the system. This is a hands-on training which requires contacting SPD to schedule. Please refer to the current SPD Training Reference Guide for more information.
5. *Chief Financial Officers Card Program Training Module* provides an overview of the card program and the CFO's roles and responsibilities related to the program.

#### C. Works® Payment Manager

Bank of America is responsible for delivering training on Works® Payment Manager when the system is initially implemented. The State Entity Card Program Administrator is responsible for training new cardholders or other users. Personnel from SPD are also available.

## VII. INTERNAL CONTROLS

A strong system of internal controls is essential for detection and deterrence of fraud, cardholder misuse, or cardholder abuse of the P-Card. Internal controls include policies, procedures, and training in addition to spending limits and Merchant Category Code restrictions.

#### A. General Requirements

Each State Entity must establish an internal control structure that ensures compliance with State procurement laws, the *Georgia Procurement Manual*, the *Statewide Purchasing Card Policy*, sound accounting practices, and internal policy. Minimum requirements include:

1. Separation of duties between ordering cards (program administrators), making transactions (cardholders), and review or approval of transactions for payment (supervisors/approving officials).
2. A minimum of two approvers required before a purchase is made (usually Program Administrator, supervisor, APO/CUPO, or fiscal representative).
3. Reconcilers are limited to one per card and cannot be a subordinate of the cardholder. The cardholder role can be given to either the cardholder or assigned to a proxy to

reconcile on the cardholder’s behalf. Each card must have only one reconciler; however, one reconciler can be the sole reconciler on multiple cards.

- 4. The Card Program Administrator, backup Card Program Administrator, or anyone with administrator-level access cannot be a cardholder.
- 5. Limits on the number of cardholders assigned to a supervisor or approving official to ensure adequate review of business need and documentation for each purchase.
- 6. Cardholders cannot approve their own transactions but may reconcile their own transactions.
- 7. Approvers cannot be subordinates of cardholders for whom they are responsible.
- 8. Sharing of login information or passwords is strictly forbidden.
- 9. Delegation of the approver duties is unallowable. Should an approver be on leave or otherwise unavailable to approve a purchase or transaction, another trained approver already assigned approver responsibility may assume those duties temporarily.
- 10. Provision for annual self-assessment of the P-Card program by the Card Program Administrator or Internal Audit unit must be submitted annually to DOAS no later than December 1st. Guidelines for the annual self-assessment can be found at <http://doas.ga.gov/state-purchasing/statewide-card-programs/purchasing-cards>

Self-assessments must include adequacy of:

- a. internal policies and procedures
- b. cardholder spending limits
- c. monthly reconciliation procedures
- d. documentation for transactions

**B. State Entity Internal Purchasing Card Policy**

The *Statewide Purchasing Card Policy* serves as the Policy for the P-Card Program on a statewide level and is not designed to be specific to an individual State Entity in all areas. Each State Entity must develop its own internal policy to address areas that the *Statewide Purchasing Card Policy* cannot and does not address. The Card Program Administrator in conjunction with the Entity CFO must evaluate the internal policy at least annually.

**C. Card Management and Reconciliation Systems**

All transaction reconciliation is to be done electronically, either in Works® Payment Manager or Team Georgia Marketplace™ depending on the State Entity’s accounting system. Transactions must be reconciled and allocated to the General Ledger within 30 days of the statement billing date.

- 1. All State Entities are required to use the Works® Payment Manager system provided by the Bank for card administration and account maintenance.
- 2. State Entities that use the State Accounting Office PeopleSoft system and have implemented Team Georgia Marketplace™ must reconcile all transactions in the P-Card module of PeopleSoft.

3. All other State Entities under State Purchasing Division authority must use Works® Payment Manager for cardholder sign-off and supervisory approval of transactions.

#### **D. Merchant Category Code Authorizations**

Merchant Category Codes (MCCs) are codes assigned by a supplier's merchant bank based on the types of goods and/or services provided. By allowing or blocking certain codes, the State has some protection against unauthorized or prohibited purchases. The Bank creates MCC groups upon request by the State Purchasing Division.

1. The State Purchasing Division establishes the State authorized MCC groups that contain codes associated with suppliers that provide goods and/or services specifically authorized by this Policy.
2. MCCs associated with suppliers that provide prohibited goods or services are excluded from these groups. Transactions at unauthorized MCCs should be blocked at the point-of-sale but occasionally are forced by the merchant. These transactions are subject to audit.
3. The State Purchasing Division will conduct periodic evaluations of authorized codes and MCC groups to determine if the codes and the groups meet the needs of State Entities.
4. The State Purchasing Division will work with State Entities to determine if changes are needed.
5. State Entities can request activation of additional MCCs for inclusion in a State authorized group and/or approval to create an MCC group to meet specific needs. Program Administrators can make these requests using the Special Approval Request, Form SPD- PC003.
6. Card Program Administrators should ensure that cardholder profiles permit only those MCC groups that contain the MCCs a cardholder needs to meet job requirements.

#### **E. Cardholder Spending Limits and Utilization**

Imposing spending limits enables management to provide cardholders with the purchasing power to accomplish the needs of the job without exposing the State or the State Entity to unnecessary risk. Spending limits should be based on job responsibilities. Cardholder spending limits must be reviewed at least annually to determine if actual usage is consistent with spending limits and increases with SPD approval or decreases made as needed.

Cardholders are prohibited from splitting a single purchase between one or more cards or a card transaction and a purchase order in order to circumvent the card's Single Transaction Limit and/or bid requirements. If needed, the State Entity's Card Program Administrator may use the Special Approval Request, Form SPD-PC003, to request prior, written approval.

### 1. Available Spending Limits

- a. Cycle (Credit) Limit – Mandatory spending limit that restricts the total value of purchases a cardholder can make in one billing cycle. The cycle limit cannot be \$25,000 or more without prior, written approval from SPD.
- b. Single Transaction Limit (STL) – Mandatory spending limit that restricts the amount of a single purchase regardless of the Cycle Limit on the card.
- c. Number of Transactions per Day – Optional spending limit that restricts the total number of transactions a cardholder can have in one 24-hour period.

### 2. Spending Limits Requirements

- a. State Policy establishes the maximum STL for unplanned, non-routine, or urgent point of sale P-Card transactions be set at \$1,000 and purchases that are preapproved and go through the requisition process prior to the purchase be set at under \$5,000 (i.e., \$4,999.99 or less). The State Entity Card Program Administrator can establish STLs up to this amount as determined by overall needs.
- b. State Entity Card Program Administrators can make adjustments in Works® to individual limits greater than or equal to those established and approved in the Entity's approved P-Card Plan for STLs up to \$4,999.99 and CLs up to \$24,999.99. Entities must establish an internal approval process that has been reviewed and approved by SPD. Any adjusted limits should be returned to the cardholder's original profile within 5 days of the temporary increase to allow for the transaction to post.
- c. State Entity Card Program Administrators must obtain prior, written approval from the State Purchasing Division to increase STLs greater than \$4,999.99 or CLs greater than \$24,999.99. The request must include documentation that all bid requirements, if any, have been met if the purchase is greater than or equal to \$25,000. Cardholders should be returned to the original profile within 5 days of the temporary increase in order to allow for the transaction to post.

### 3. Annual Review of Spending Limits

- a. Each State Entity is required to perform a review of spending limits at least annually in order to determine if each cardholder's spending limits are both adequate and appropriate according to State Policy and the Entity's approved P-Card Plan. The review must include transactions from at least 12 complete, consecutive cycles. In order to facilitate this review, the State Purchasing Division has provided a Spending Limits Analysis Template in Excel. State Entities should use this spreadsheet and include it in the annual self-assessment.

4. Dormant Cards
  - a. Each State Entity is responsible for defining in its P-Card Plan and internal policy how long a card can remain unused before it is considered inactive. The State Purchasing Division recommends that a State Entity should reduce the cycle limit of any card that has not been used within 12 complete cycles to \$1. The card should also be reviewed to determine if the cardholder still needs the card. Tools utilized during the annual self-assessment should be used to conduct this evaluation and can be located on the SPD website.

## VIII. DOCUMENTATION AND ACCOUNTING

### A. Documentation

1. Cardholders must maintain documentation for all transactions, including an invoice or receipt. Invoices/receipts must meet the following minimum requirements:
  - a. Complete supplier/merchant information (name, location)
  - b. Line item details, including quantity, description, unit price, and total price
  - c. Line showing no sales tax
2. If a cardholder loses a receipt and a duplicate cannot be obtained, the cardholder should follow the Entity's internal procedures related to the use of the Lost Receipt Affidavit, Form SPD-PC005. Use of this form more than three times during a fiscal year will result in suspension of card privileges for a period of time determined by the Card Program Administrator.
3. If cardholders perform transaction reconciliation in Works® Payment Manager or Team Georgia Marketplace™, they must follow internal procedures for handling documentation.

### B. Monthly Reconciliation – Manual Logs

SPD does not require manual logs when reconciliations are performed in Works® Payment Manager or Team Georgia Marketplace™. If the State Entity requires cardholders to submit manual logs to others (e.g. proxy reconciler) for reconciliation in either Team Georgia Marketplace™ or Works® Payment Manager, documentation must meet the following additional requirements:

1. If the standard P-Card Log, Form SPD\_PC004A, is not used, the log used must contain the same information as shown on that form.
2. All transaction logs or monthly billing statements must be signed by the cardholder and supervisor or other approving official. Signature stamps are not permitted.
3. All invoices/receipts must be attached to the log or monthly billing statement and submitted following internal procedures.

### C. Monthly Reconciliation – Team Georgia Marketplace™

1. Use of Team Georgia Marketplace™ for reconciliation eliminates the need for manual signatures on transaction logs since the sign off in that system constitutes an electronic signature.
  - a. A copy of signed manual logs or statements must be attached to the first transaction if cardholders and supervisors do not complete their own approvals in Team Georgia Marketplace™.
2. Cardholders, proxy reconcilers, supervisors, or other approving officials **MUST** enter comments and/or line descriptions for each transaction. This allows program administrators, auditors, and other third parties more oversight of transactions. Comments should include the purpose of the purchase, for whom the purchase was made, and other relevant information to allow outside parties to determine that the expense was business-related.
3. Cardholders, proxy reconcilers, supervisors, or approving officials must upload a copy of the invoice or receipt and any other relevant documentation (e.g., email correspondence) to the transaction, including those for which a purchase order was issued. Attachments must meet the following requirements:
  - a. Be a PDF document
  - b. Be legible (e.g., not too dark, not too light)
  - c. Contain copies of all pages of invoices or other documents

### D. Monthly Reconciliation – Works® Payment Manager

1. Use of Works® Payment Manager for reconciliation eliminates the need for manual signatures on transaction logs since the sign off in that system constitutes an electronic signature.
2. Cardholders, proxy reconcilers, supervisors, or other approving officials **MUST** enter comments and/or line descriptions for each transaction. This allows program administrators, auditors, and other third parties more oversight of transactions. Comments should include the purpose of the purchase, for whom the purchase was made, and other relevant information to allow outside parties to determine that the expense was business-related.
3. State Entities using Works® Payment Manager for reconciliation have the option to use receipt imaging, a functionality that allows users to upload electronic (e.g., PDF) copies of invoices, receipts, and other supporting documents to Works® Payment Manager. To use this option, contact the State Purchasing Division to coordinate with the Bank to make this available. All documentation must meet the following requirements:
  - a. Be a PDF document
  - b. Be legible (e.g., not too dark, not too light)
  - c. Contain copies of all pages of invoices or other documents
4. If a State Entity uses receipt imaging, the original must be maintained for at least one year from the statement billing date.

### E. Allocation to the General Ledger

Timely allocation of charges to the General Ledger is essential to ensure compliance with State accounting and budgetary policies. The State Entity must ensure that all transactions are allocated to the General Ledger within 30 days of the statement billing date.

## IX. USE OF THE CARD AND OTHER ACCOUNTS

All purchases made through the program must be for official State business. Internal policies governing use of the accounts can be more, but not less, restrictive than the *Statewide Purchasing Card Policy*. Use of the card or the transactions made on the card cannot violate other laws or policies.

Only the employee whose name appears on the face of the card is authorized to initiate transactions with the card. Use of card by any other person, even if the purchase is for legitimate State business, is considered misuse of the card.

Each State Entity must define allowable and prohibited purchases in the internal purchasing card policy.

- If the State Entity wants to adopt the *Statewide Purchasing Card Policy* list of allowed and prohibited purchases as defined below and with no changes, then a reference to the *Statewide Purchasing Policy* is all that is required.
- If a State Entity wishes to impose additional restrictions or prohibitions, then the State Entity must define these additional restrictions in the State Entity's policy.
- Whenever a State Entity's policy is more restrictive than the *Statewide Purchasing Card Policy*, then the State Entity policy takes precedence.
- The State Entity cannot allow purchases that are prohibited by the *Statewide Purchasing Card Policy*.

### A. Allowable Purchases

The P-Card and other accounts can be used for official purchases of supplies, materials, equipment or services where not otherwise prohibited or restricted. All purchases must be within assigned spending limits unless prior written approval is received to exceed those limits. Allowable purchases include:

1. Goods and services used in the furtherance of a State Entity's mission. For more information on services, refer to E-Verify in the *Legal Issues* section above.
2. Purchases of goods or services intended for official State of Georgia work-related use that are not otherwise excluded by the Prohibited Purchases section of this Policy.

### B. Allowable Purchases – Restrictions Apply

1. Travel-Related Expenses – State Employees

State employees traveling on official State business as defined in the State Travel Regulations published by the State Accounting Office and the Office of Planning and Budget may use the Purchasing Card for:

- a. Transportation (except for airline tickets for TTE agencies)
    - i. When the mode of transportation is a vehicle rental, the rental must be from one of the Mandatory Statewide Contracts unless approved using the Waiver from Statewide Contract process defined in Section 1.3.1.1 of the *Georgia Procurement Manual*.
  - b. Parking
2. Travel-Related Expenses – Non-State Employees
    - a. Cardholders may use the Purchasing Card for students travelling on official school business, clients of a State Entity, and the general public when participating in an official State program or other activity for:
      - i. All types of transportation when this transportation is needed in the fulfillment of the State Entity’s mission.
      - ii. Lodging and meals for students and for clients of a State Entity when needed in the fulfillment of the State Entity’s mission.
3. Equipment
    - a. Use of the P-Card for equipment is governed by the State Accounting Office policies on Capital Assets. State Entity policy may impose additional restrictions.
      - i. For State Agencies, Commissions, and Boards that use the State Accounting Office version of PeopleSoft – Single units under \$5,000 per unit, including freight, and comply with STL as outlined by State Policy.
      - ii. For colleges under the authority of the Technical College System of Georgia – Single units under \$1,000 per unit, including freight.
      - iii. For colleges and universities under the authority of the Board of Regents – Single units under \$3,000 per unit, including freight, and comply with STL as outlined by State Policy.
4. Vehicle-Related Transactions
    - a. Car washes are permitted provided a State Entity allows this type of purchase in the internal policy.
5. Software, Data Plans, and “Apps”
    - a. Software, unless prohibited by State Entity internal policy, can be purchased with the following restrictions:
      - i. Data plans, software, or applications (apps) for State-issued computers, smart phones, and tablets only (e.g., iPhone, Android, iPad).
      - ii. Purchases cannot be made for personal devices even if used for business purposes.
6. Food or Meals
    - a. Food provided for consumption at events or services provided to the general public, state benefit recipients and/or state program participants, or purchased for resale in gift shops, bookstores, or similar venues, and other non-employee meal related use.

- b. Non-travel related meals for State employees that meet the State Accounting Office definition of group meals. For complete information, search for Statewide Travel Policy on the SAO website.
- c. Meals only when the cost of the meal is included in the total cost (e.g., a conference fee of \$1,500 that includes three meals).
- d. Food and lodging for student activities, but not for faculty, staff, coaches, or other school employees, when on official school business (e.g., athletic team travel). Documentation for the purchase must include:
  - i. Itemized receipt showing all meals purchased
  - ii. Roster of participants showing student name and signature
  - iii. Copy of team schedule or other documentation showing that the meal was for an authorized student activity
- e. Food for official research, laboratory animals, or instructional/classroom use.
- f. Food for school-sponsored childcare (e.g., day care center at a school).
- g. Alcoholic beverages, such as cooking wine, for instructional or classroom use only. The following steps must be followed:
  - i. Document the purchase showing that the purchase was for instructional use.
  - ii. Create and document steps to ensure that the alcohol is either completely used or disposed of or properly secured between usage to prevent consumption in non- classroom activities.
  - iii. When possible, purchase the alcohol from instructional/culinary arts supply sources rather than a grocery or package store.

### C. Prohibited Purchases

The following types of purchases are strictly prohibited either by Official Code of Georgia, Annotated (O.C.G.A.), or to meet reporting requirements of the State or specific State Entities:

1. Goods or services not directly related to job responsibilities or other official State of Georgia business (i.e., personal purchases).
2. Data plans, software, or applications (apps) for non-State Entity issued devices, including, but not limited to, smart phones, laptop computers, and tablets.
3. Memberships at wholesale warehouses and shopping clubs (e.g., Sam's, Costco, Amazon Prime)
4. Cash advances
5. Gift cards, stored value cards, calling cards, and similar products.
6. Employee travel expenses related to lodging and meals, except as specifically covered under Allowable Purchases.
  - a. Certain Agencies may request an exception to this requirement in the event of a declared emergency.
  - b. Use Special Approval Request, Form SPD-PC003, for this request.
7. Entertainment (e.g., in-room movies for State employees traveling on business). This restriction ***does not*** apply to student activities at units of the University System of Georgia

- or the Technical College System of Georgia or to items purchased for resale at bookstores located at these colleges, universities, and technical colleges.
8. Alcoholic beverages or products except as permitted in Section VII.B. above
  9. Tobacco products
  10. Fuel, mechanical repairs, and maintenance for State-owned or rental vehicles. Exceptions may be granted upon verification of procedures to enter costs into VITAL, the State's fleet management system administered by the DOAS Office of Fleet Management.
    - a. This restriction does not apply to non-mechanical body shop repairs (e.g., dented bumper) not covered under the State's vehicle maintenance contract.
    - b. This restriction does not apply to auto parts for in-house use (e.g., Entity-operated repair shops) or for teaching purposes.
  11. Airline tickets for all TTE agencies.

#### **D. Declared Emergencies and Natural Disasters**

The *Georgia Procurement Manual* grants authority to forego standard procurement requirements for needs arising from unforeseen causes.

Program Administrators must report "emergency purchases," as defined and authorized by the Georgia Procurement Manual, to SPD, as well as any other exception to the Statewide Purchasing Card Policy authorized by the Georgia Procurement Manual, such as exceeding single transaction and cycle limits.

1. The Program Administrator must submit the Form SPD-PC003, Special Approval Request, to notify the State Purchasing Division within 72 hours of any actions taken in response to these emergencies and the nature of the actions taken.
2. Documentation for transactions must follow guidelines for emergency purchases as contained in the *Georgia Procurement Manual*, including use of and retention of Form SPD-NI004, Emergency Justification Form.

Additionally, prohibited MCCs may be authorized for emergency purposes at the discretion of SPD. Program Administrators can make these requests using the Special Approval Request, Form SPD-PC003.

Key personnel responsible for implementing a State Entity's response to emergencies must know how to contact the State Entity's APO/CUPO, the Card Program Administrator, and the back-up Card Program Administrator. State Entity procurement personnel should have access to State Purchasing Division and Bank contact information in order to address card-related issues, including, but not limited to, corporate credit limit, individual card credit limits, and Merchant Category Code groups.

#### **E. Sole Source / Sole Brand Purchases**

The P-Card and other accounts may be used for purchases resulting from sole source or sole brand acquisitions provided those goods/services are not identified in the prohibited subsection.

Guidelines for Sole Source and Sole Brand purchases are found in the Georgia Procurement Manual.

1. Any request for a Single Transaction Limit of \$5,000 or more that would qualify as a Sole Source and/or Sole Brand must include the appropriate forms per instructions in the *Georgia Procurement Manual* in effect at the time of the transaction.
2. These forms and instructions for their use are available on the State Purchasing Division website. These forms must also be attached to the transaction log and/or monthly billing statement as documentation for the transaction. Official forms are available on the SPD website.

## X. SURCHARGES & CONVENIENCE FEES

Many suppliers charge a credit card processing fee or convenience fee for accepting credit cards including the P-Card. These types of fees are strictly regulated by Visa and MasterCard (also called the Associations).

### A. Surcharges

According to Visa's Card Acceptance and Chargeback Management Guidelines for Merchants (Merchants is synonymous with suppliers) available on Visa's website, credit card surcharges are allowed but cannot be more than the amount the supplier's bank charges them for processing the transaction. Also, the supplier cannot charge both a surcharge and a convenience fee, explained below.

The maximum allowable surcharge is established by the merchant card provider for the p-card program and must be shown as a line item on the details invoice or receipt.<sup>2</sup> Whenever a supplier charges a surcharge, the following rules apply:

1. The supplier must have provided the merchant card provider for the p-card program and their merchant bank at least 30 days' notification of the intent to impose surcharges.
2. The fact that the supplier imposes these charges must be clearly posted on the door and at point-of-sale for physical locations and on websites when sales are made via the internet and inform the customer:
  - a. Of the exact percent of the surcharge,
  - b. That it is being assessed by the supplier and is only applicable on credit transactions, and
  - c. That it is not greater than what the supplier pays to the merchant card provider for the p-card program.

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<sup>2</sup> As of the adoption of the March 1, 2022, policy revision, the current merchant card provider for the p-card program is Visa, and Visa guidelines establish a 4% surcharge.

For any transaction where the supplier has charged a surcharge, a State of Georgia cardholder must obtain a copy of the acknowledgement letter sent to the supplier by the merchant card provider for the p-card program authorizing the supplier to impose a surcharge. This copy must be maintained with the invoice and all other documentation for the transaction, including uploading to Team Georgia Marketplace™, if applicable. In the event of a regular supplier, a copy on file with the Card Program Administrator will be sufficient.

## B. Convenience Fees

Convenience fees for certain transactions can be paid if they are charged in compliance with Visa rules. The State of Georgia P-Card and other accounts are Bank of America Visa accounts; therefore, Visa regulations apply.

Convenience fees are allowed if they are charged in compliance with Visa rules. For merchants who offer an alternate payment channel (i.e., mail, telephone, or e-commerce) for customers to pay for goods or services, a convenience fee may be added to the transaction amount. If the merchant chooses to assess a convenience fee to its customers, the merchant must adhere to the following rules.

- The fee is being charged for a bona fide convenience of using an alternative payment channel outside the merchant’s normal business practice.
- The fee
  - must be disclosed to the customer as a charge for the alternative payment channel convenience.
  - is applied only to transactions that are not face-to-face.
  - must be a flat or fixed amount, regardless of the amount of the payment due.
  - is applied to all forms of payment products accepted in the alternative payment channel.
  - is included as part of the total transaction amount.
  - cannot be added to a recurring transaction.
  - is assessed by the merchant that provides the goods or services to the cardholder and not a third party.
- The customer must be given the opportunity to cancel prior to the completion of the transaction.

Visa is very clear about what a convenience fee is and how and when it can be charged. As a result, many suppliers that charge fees do so incorrectly and are therefore out of compliance with Visa regulations.

Examples of common violations of Visa’s convenience fee policy include, but are not limited to, the following:

- Charging a tiered or percentage based fee. Only a flat fee regardless of the transaction amount is allowed.

- Charging a fee for a transaction below or above a certain dollar amount. Convenience fees must be charged on all transaction regardless of amount.
- Charging the fee in person for face-to-face or point of sale transactions. The fees can only be applied to transactions via the mail, telephone or internet.
- Charging only for Visa or credit card transactions. Convenience fees must be applied to all payment methods accepted via that channel.
- Calling the fee a processing fee, credit card fee, surcharge or anything other than a convenience fee. The fee is designed to offset the cost of the convenience, not the cost of accepting credit cards.
- Charging higher prices for credit card purchases versus checks or cash. Note: Suppliers may offer a cash discount to customers paying with cash in person.
- Charging a convenience fee via the internet when that is the supplier's only normal business practice. If the supplier sells only on the internet, there is no convenience versus coming in to a retail location; therefore, no convenience fee can be charged.

There are many ways a supplier's actions can fall outside Visa's guidelines. As such, only suppliers in compliance with the guidelines shall be allowed to receive convenience fees via the P-Card and/or other accounts.

One example of an allowable convenience fee is a utility that charges a convenience fee for paying a bill via the phone or internet versus having to come to an office and drop off a payment. As long as the convenience fee is a flat fee and is charged to all transactions accepted via the phone or internet (such as all card types, electronic checks, etc.), it is acceptable on a P-Card transaction.

Convenience fees charged in accordance with the Visa guidelines quoted above are permitted on the P-Card or other accounts. For clarifications, please consult your Entity's P-Card Administrator or contact SPD. Violations of the Visa guidelines should be reported to SPD as merchants can be reported to Visa through Bank of America.

## DEFINITIONS

<b>Approver</b>	The Approver is normally the supervisor to whom a Cardholder reports for authorization to purchase required supplies and services. Two approvers are required before a purchase is made. Approvers also participate in the reconciliation of Cardholder accounts, ensuring proper procedures are followed when purchasing supplies or services and verifying the information is properly reconciled after the Reconciler has completed the reconciliation of transactions. Policy prohibits a subordinate from acting as an Approver in any phase of the transaction.
<b>Card Abuse</b>	Use of the card for non-State business use purchases (personal purchases). See definitions of card misuse and fraud.
<b>Card Misuse</b>	Use of the card for legitimate purchases but for goods or services that are prohibited by State or internal policy (e.g., purchase of fuel for a State vehicle). See definitions of card abuse and fraud.
<b>Chief Financial Officer</b>	The CFO is responsible for the fiscal functions of the agency, college, or technical college in accordance with General Accepted Accounting Principles (GAAP) and Governmental Accounting Standards. The CFO has primary responsibility for all financial-related activities including but not limited to accounting, finance, budget, etc. The CFO may have different titles in some state entities.
<b>Convenience Fee</b>	A flat amount charged by a merchant when a credit card is not the normal method of accepting payment. See section on Surcharges & Convenience Fee
<b>Foundation</b>	§50-5-83 of the Official Code of Georgia, Annotated, prohibits the issuance of cards to employees of foundations associated with any State Entity. Please reference Section II.A Standard P-Cards for additional information.
<b>Fraud</b>	Wrongful or criminal deception intended to result in financial or personal gain. See definitions of “card abuse” and “card misuse”.
<b>Merchant Category Code (MCC)</b>	A system of four-digit codes, maintained by the networks™ (e.g. VISA), used to identify a merchant's principal trade, profession, or line of business based on the type of goods or services normally provided.

<b>Personal Purchase</b>	<p>Non-work related goods or services purchased solely for the benefit of the cardholder, the cardholder's family, or other individual(s). This does not include goods or services purchased for communal use at a work site and available to all employees (e.g. paper towels, tissues).</p> <p>State Entity policy will determine if (1) the State Entity will provide communal use items for employee use (e.g. Styrofoam coffee cups, break room appliances) and (2) if the P-Card may be used for those purchases.</p> <p>State Entity policy will determine if the P-Card may be used for individual use appliances (e.g. desk fans, space heaters).</p>
<b>Point of Sale Purchase</b>	Purchases made at a physical store, in person, online, or over the phone.
<b>Reconciler</b>	A Reconciler is the person to whom the Cardholder has delegated all the functions associated with post-purchase processing including verifying that the amount of the purchase matches the monthly statement, providing a business purpose for the transaction in associated systems, verifying supporting documentation including approvals is provided, and uploading said documentation into the Entity's associated electronic reconciliation system. The Reconciler role can be given to either the cardholder or assigned to a proxy to reconcile on the cardholder's behalf. Each card must have only one reconciler; however, one reconciler can be the sole reconciler on multiple cards.
<b>Split Purchase</b>	A practice whereby one or more cardholders or suppliers split a purchase into two or more transactions and/or purchase orders to circumvent either Single Transaction or Cycle Limits or bid requirements. This is prohibited by the <i>Statewide Purchasing Card Policy</i> .
<b>Surcharge</b>	A percentage of the transaction amount charged by the merchant to cover the costs of processing credit card transactions. See section on Surcharges & Convenience Fees.
<b>Team Georgia Marketplace™</b>	Trademarked name of the eProcurement system in the State Accounting Office version of PeopleSoft, including the on-line catalog of Statewide Contract items. This term should not be confused with any eProcurement options offered for units of the University System of Georgia
<b>Unplanned, non-routine purchases</b>	Expenses that are not expected in advance or are irregular in the standard course of the Entity's normal operation. These instances could include but are not limited to a part due to a plumbing emergency, services needed for a repair, fans needed during an HVAC outage, a tool needed for an immediate repair, and repair/replacement of a lock.

**Works® Payment  
Manager**

On-line card management and reconciliation system provided by Bank of America. Card Program Administrators use this tool to order and cancel cards, set spending limits, and assign allowable Merchant Category Codes. State Entities not using Team Georgia Marketplace™ use this on-line tool to reconcile transactions

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## CITY COUNCIL AGENDA ITEM

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**SUBJECT: Purchasing Policy Revisions**

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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.

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

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**Previously Heard Date(s):** 06/17/21 & 02/14/22

**Current Work Session:** Monday, September 12, 2022

**Current Council Meeting:** Click or tap to enter a date.

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

**PRESENTER:** Gia Scruggs

**PURPOSE:** After the Financial Oversight Committee was presented with the Purchasing policy and the City Attorney and Finance Department had additional revisions that needed to be incorporated into the City’s purchasing policy earlier this year.

**FACTS:** Based on recommendations from the Financial oversight committee, City Attorney and staff recommendations, the Finance director is presenting proposed changes to the Purchasing policy for discussion with the City Council. The most substantial changes to this policy include the removal of the purchasing card policy (Appendix B) so that is a stand alone policy, the increase to \$4,999.99 for the Department Head authorization of purchases, the increase to the amendment/change order amount from \$2,500 to \$25,000, the addition of the approval of computer hardware/software purchases marketing/media content being approved by the Communications/IT Director, and clarifying language regarding completion of due diligence items prior to requesting a resolution from the City Council.

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



## CITY COUNCIL AGENDA ITEM

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**RECOMMENDED ACTION:** Discussion only [Click or tap here to enter text.](#)

**ATTACHMENTS:**

- (1) Attachment 1 - Draft Purchasing Policy Revisions
- (2) Attachment 2 - Policy Revision Chart
- (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.](#)



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# PURCHASING POLICY

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LAST REVISED: draft 02.14.22

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**DISCLAIMER OF LIABILITY FOR IMPROPER PURCHASING: THE CITY DISCLAIMS ANY AND ALL RESPONSIBILITY AND LIABILITY FOR ANY PURCHASE, EXPENDITURE, PROMISE OR AGREEMENT FOR EXPENDITURE ARISING FROM ANY PROCUREMENT MADE IN ITS NAME OR IN THE NAME OF ANY AGENCY, AUTHORITY, COMMISSION, OR OTHER GOVERNMENTAL BODY UNDER ITS AUTHORITY, BY AN UNAUTHORIZED PERSON OR ANY PERSON ACTING IN VIOLATION OF THIS PURCHASING POLICY OR OUTSIDE OF THE AUTHORIZATION OR DELEGATION AS PROVIDED BY THIS POLICY. THE EXPENSE OF ANY SUCH TRANSACTION SHALL BECOME THE PERSONAL LIABILITY OF THE INDIVIDUAL AT FAULT UNLESS OTHERWISE RATIFIED OR EXEMPTED BY MAYOR AND COUNCIL.**

## SECTION I – GENERAL PROVISIONS

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### (1) PURPOSE AND OBJECTIVE

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The purpose of this policy is to state the City’s position regarding the responsibility and authority for the acquisition and contracting for Goods, Services, Professional Services, Real Estate, and Capital Assets. This policy will clarify purchasing functions and outline purchasing policies, as well as describe departmental relationships, responsibilities and participation in the procurement cycle. Moreover, this policy will provide control functions, assure proper record keeping and confirm purchases in writing to allow the City to meet the following goals:

- A. Ensure that tax dollars are spent in the most economical way;
- B. Maintain at all times and under all conditions a continuous supply of Goods and Services necessary for the operation of the City;
- C. Encourage and promote fair and equal opportunity for all persons doing, or seeking to do, business with the City;
- D. Safeguard the quality and integrity of the City's procurement process;
- E. Ensure compliance with laws and regulations pertaining to procurement;
- F. Manage procurement and inventories of purchased Goods to meet the use requirements of City departments at the most advantageous cost to the City;
- G. Administer procurement contracts and contract amendments; and
- H. Properly dispose of all material and equipment declared to be surplus or obsolete.

In addition, this policy is to set a standard of environmentally preferable procurement and demonstrate the City’s commitment to environmental, economic, and social stewardship. The City has a unique opportunity to further expand its leadership in the area of environmentally preferable purchasing, and through its actions, elicit changes in the marketplace. By further incorporating environmental considerations into public purchasing, the City will positively impact human health and the environment, remove unnecessary hazards from its operations, reduce costs and liabilities, and improve the environmental quality of the region. This policy will guide the City’s efforts in procuring environmentally preferable Goods and Services.

The philosophy behind this policy is one of separating the need for Goods and Services from the function of negotiation and executing the necessary contractual purchase agreement.

### (2) SCOPE OF POLICY

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This policy and the award of bid provisions herein are solely for the fiscal responsibility and benefit of the City of Stonecrest, and confer no rights, duties or entitlements to any vendor, bidder or proposer.

The scope of this purchasing policy covers the procurement of most Goods and Services for non-construction purposes without regard to the past method by which the material or service has been or is customarily procured. The policy covers all contractual and purchase agreements between the City and another Person. The procurement function includes the initial agreement/purchase, changes and/or re-negotiations. This policy establishes the specific responsibility and authority of the procurement of materials and services.

As part of the audit process, the internal controls and accounting processes outsourced to municipal services Vendors will be evaluated and a measure of assurance given as a requirement of completion of the City's annual audit. The staff of outsourced municipal services Vendors assigned to work at City offices and perform purchasing activities on behalf of the City is not exempt from the City's adopted Purchasing Policy. Furthermore, unless due to the lack of competitive options, the City will not typically procure Goods and Services from outsourced municipal services Vendors not expressly stated in their contract to provide municipal services or which do not have a direct impact on the Vendor's ability to provide those contracted services.

The provisions of this policy do not apply to procurements for the following:

- A. Public works construction contracts to the extent governed by O.C.G.A. §36-91-1 *et seq.*;
- B. Services and construction whose procurement falls under a conflicting federal or Georgia statute;
- C. Works of art for public places, or other creative/artistic endeavors that require a particular and demonstrated skill or talent to include, but not limited to, artists, musicians, and writers;
- D. Antiques and other unique assets of historical value, including restoration of these items;
- E. Real Property, including but not limited to transactions governed by O.C.G.A. § 36-37-1 *et seq.*, real estate brokerage and appraising, abstract of titles for real property, title insurance for real property, and other related costs of disposition and/or acquisition of real property, except as provided in Section VII(F) (Real Estate Acquisitions);
- F. Employee Benefits and health related services procured through a quotation and negotiating process conducted by an expert in the field, or to maintain continuity of employee-health records;
- G. Travel, entertainment, conferences, training, speakers, instructors, facilitators, and meeting expenses, or other expenditures covered by another City policy;
- H. Dues, memberships, and board member fees;
- I. Insurance procured through a negotiating process;

- J. Legal services, litigation, experts and materials, and related legal expenses;
- K. Items or services procured for resale or to generate a revenue;
- L. Advertisements including, but not limited to, bid/proposal solicitations and legal advertisements required by law or by City policy;
- M. Financial Instruments: Professional services and instruments/products related to the City's financial well-being, including but not limited to the following areas: marketing of bonds and other forms of debt or debt management, investments, banking, assets, and pension assets;
- N. Subscriptions and dues established during the budget process;
- O. Utilities;
- P. Seized Property included in a court order authorizing disposal;
- Q. Grant awards or agreements that require certain firms or individuals to perform the work;
- R. Contracts involving federal funding whose procurement falls under a conflicting federal or Georgia statute or regulation, except as provided in Section VIII.

### **(3) DEFINITIONS**

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When used in this policy, the following words, terms and phrases, and their derivations, shall have the meaning ascribed to them in this section, except where the context clearly indicates a different meaning:

- A. **ADDENDUM** means a change, clarification or correction in the Solicitation Documents, prior to the award of a Contract.
- B. **AMENDMENT** means an agreed upon change order, addition to, deletion from, correction or modification of a Contract including a Contract Extension or a Contract Renewal.
- C. **BID / PROPOSAL BOND** means a form of bid security executed by the Bidder (or Proposer) as principal and by a Surety, to guarantee that the Bidder (or Proposer) will enter into a Contract within the time specified in the Invitation for Bid or Request for proposals, and will furnish the necessary bonds and insurance, and meet any other requirements of those documents.
- D. **BIDDER** means a person or entity submitting a bid or quote to the City for the supply of Goods or Services.
- E. **CAPITAL ASSET** is an item of personal property having a normal life expectancy of three years or more other than components.

- F. CITY means the City of Stonecrest and, as the context warrants, those persons or bodies authorized to act on its behalf, including, but not limited to, the City Council, committees, boards and staff.
- G. CITY ETHICS POLICY shall mean Article X, Ethics, of Chapter 2, Administration, of the Code of the City of Stonecrest, Georgia.
- H. CITY FINANCE DIRECTOR/FINANCE DIRECTOR means the City Accountant as described in the City Charter, his agent, or the department head of the City Finance Department, if such a department is in existence.
- I. COMPETITIVE AWARD means a procurement based upon the outcome of one of the competitive processes set forth in this Policy, where award is made based on the lowest quotation or Bid submitted by a responsible and responsive Bidder or to the most qualified or advantageous Proposer based on the qualitative and/or quantitative factors identified for the procurement. A Competitive Award can be made even if only a single bid or proposal has been received from a Bidder or Proposer who is determined to be responsible and responsive.
- J. CONSTRUCTION means the process of building, altering, improving or demolishing any public structure or building, or other public improvements of any kind to any public real property including the provision of materials therefor. The term “Construction” does not include the routine operation, repair and/or maintenance of existing structures, buildings or real property.
- K. CONSTRUCTION SERVICES means services rendered by an independent and licensed contractor having expertise in Construction.
- L. CONTRACT means all types of City agreements for the purchase or disposal of Goods, Real Estate or Capital Assets, and the procurement of Services, Professional Services or Construction Services regardless of what they may be called, including contracts for a fixed price, cost plus a fixed fee, incentive contracts, and contracts providing for the issuance of job or task orders, leases, letter contracts and purchase orders. Contracts also include Amendments, modifications and supplemental agreements with respect to any of the foregoing. Every Contract must be duly authorized and approved prior to execution.
- M. CONTRACT EXTENSION means an Amendment to a Contract that includes an increase in the term of a Contract, for which no options to renew the Contract beyond the current expiration date exist.
- N. CONTRACT RENEWAL means an exercise of an approved, existing option to increase the term of a Contract. Options to renew a Contract are often done in annual increments.
- O. COOPERATIVE PURCHASE means a group of public entity purchasers organized for the purpose of creating contracts or pricing agreements in order to take advantage of group or quantity buying discounts or special pricing from which members of the group can benefit.

- P. **EMPLOYEE** means an individual drawing a salary or wage from the City whether on a full-time or part-time basis. The term shall encompass all members of the City Council without regard to whether or not such individuals are compensated. For purposes of this Purchasing Policy the term “employee” shall include, any Vendor or any employee of such Vendor who has entered into a Contract with the City to provide administrative and department services contemplated in Section 2.12 of the Charter of the City.
- Q. **EMERGENCY PROCUREMENT** means any procurement of Goods, Capital Assets, Services or Professional Services in the context of an Emergency.
- R. **EMERGENCY** means a situation that occurs suddenly and unexpectedly and demands immediate action to prevent delays which may vitally affect the health, safety or welfare of the public or City Employees and affects the continuation of services to the citizens, and/or serious loss or injury to the City. Emergency shall also mean a condition, malfunction, or occurrence in which the immediate procurement of an item (i.e. Good, Services, or Professional Service) is essential to comply with regulatory requirements.
- S. **ENVIRONMENTALLY PREFERABLE GOODS AND SERVICES** means Goods and Services that have a lesser or reduced negative effect on human health and the environment when compared with competitive Goods and Services that serve the same purpose.
- T. **GEORGIA PROCUREMENT REGISTRY** means the state’s central bid registry established by the Department of Administrative Services, which provides a public listing of solicitations posted by state entities and local governments.
- U. **GIFTS or FAVORS** means anything of any service or value. Value shall as defined in any City of Stonecrest ethics policy.
- V. **GOODS or COMMODITIES** means supplies, apparatus, materials, equipment and other forms of tangible personal property used by a City department in the accomplishment of its responsibilities other than Capital Assets.
- W. **GOVERNING AUTHORITY** means the Mayor and City Council of the City of Stonecrest or its designee(s).
- X. **INFORMAL WRITTEN QUOTES (IWQ)** means all documents utilized for soliciting quotations for Goods, Services, or Professional Services, in which award is made based on the lowest responsive and responsible quotation and in which the type or cost of the procurement does not require a more formal Bid or proposal process.
- Y. **INVITATION FOR FORMAL BID (IFB)** means all documents utilized for soliciting bids, including those attached or incorporated by reference. These include a scope of work and all contractual terms and conditions applicable to the procurement. Bids are requested when requirements are clearly defined, price is the major determining factor for award, and a formal sealed submittal is required.

- Z. **LATE BID/PROPOSAL** means a Bid or proposal received after the time or date such bid or proposal was due, as stated in the Solicitation Documents.
- AA. **LIFE CYCLE COST ASSESSMENT** means the comprehensive accounting of the total cost of ownership, including initial costs, energy and operational costs, longevity and efficacy of service and disposal costs.
- BB. **MULTIPLE AWARD CONTRACT** means a Contract based upon one solicitation awarded to two or more Vendors to supply Goods or Services.
- CC. **NEGOTIATED AWARD** means a procurement made as the result of negotiations between the City and a Supplier, such as a Sole Source Procurement or Single Source Procurement or another instance, including competitive Invitation to Negotiate, where a Contract award based on direct negotiations with a Supplier of Goods or Services is appropriate.
- DD. **OFFICIAL** means any City elected or appointed person who holds office or any person appointed by the mayor and council of the City to serve on (1) the planning commission of the City, (2) any board or commission of the City having quasi-judicial authority; and, (3) any authority created by the City, either individually or jointly with other local governments pursuant to Georgia law.
- EE. **ORDINANCE** means related Administration Ordinance in Chapter 2 of the City's Municipal Code.
- FF. **PAYMENT TERMS** means the established due date for payments by the City to pay an invoice. Absent any agreement otherwise stated, the City's payment term will be Net 30.
- GG. **PERFORMANCE BOND** means a bond provided by a contractor/supplier in which a surety guarantees to the City that the Goods or Capital Assets are delivered or the Services or Construction Services are performed in accordance with the Contract documents. A letter of credit issued by a financial institution that meets the City's requirements may, at the reasonable discretion of the City, be substituted for the performance bond.
- HH. **PERSON** means any business, entity, company, firm, individual, union, committee, club or other organization or group of individuals.
- II. **PRACTICAL** means satisfactory and within reason when considering price, performance, availability, compatibility with specified operation, and public safety.
- JJ. **PRE-QUALIFICATION** means the part of a competitive procurement process in which the City determines, based on standards developed for a specified product or service, which interested Vendors meet those standards and are eligible for further consideration in the purchasing process.

- KK. **PROFESSIONAL SERVICES** means services rendered by an independent contracting individual or firm having expertise in a particular industry or subject matter due to specialized education, training, licensure or skill, and consisting primarily of advice reports, conclusions, recommendations or other outputs resulting from the time and effort of the service provider, as opposed to the acquisition of specific commodities, or of services not requiring any specialized education, licensing, training or skill (e.g. janitorial services). Professional Services include, but are not limited to, evaluations, consultations, management systems, management consulting, compiling statistical data, support of planning and operating activities, appraisal services, and research and development studies or reports.
- LL. **PROPOSER** means a Person submitting a proposal or qualifications to the City for the supply of Goods, Capital Assets, Real Estate, Construction Services, Services, or Professional Services.
- MM. **PURCHASE ORDER** means a document approved and issued by the Purchasing Agent or designee and accepted by the Vendor to obtain Goods, Capital Assets, and Services.
- NN. **PURCHASING** is the process of securing real estate, capital assets, materials, services, repairs, leases and rentals necessary for the operation and support of the City. The renewal, renegotiations and changes to Contracts, leases and agreements are functions of purchasing.
- OO. **PURCHASING AGENT** means the principal purchasing official of the City who is authorized and appointed to purchase a range of Goods, Capital Assets, Real Estate, Services, Construction Services, or Professional Services on a routine basis.
- PP. **REAL ESTATE** means land and any improvements and appurtenances thereto.
- QQ. **REAL ESTATE ACQUISITION** means the acquisition of a fee interest, estate for years or usufruct in Real Estate by purchase or lease.
- RR. **REQUEST FOR PROPOSALS (RFP)** means all documents utilized for soliciting proposals for Goods, Capital Assets or Services, including those attached or incorporated by reference. These include a scope of work and all contractual terms and conditions applicable to the procurement. This method is used when factors in addition to price are considered for award.
- SS. **REQUEST FOR QUALIFICATIONS (RFQ)** means all documents utilized for soliciting qualifications for Goods, Services, Capital Assets, Construction Services or Professional Services.
- TT. **REQUISITION** means an internal document, provided by a department to the Purchasing Agent that contains the fund source, approvals, descriptions, quantities and other information about the Goods, Capital Assets, Real Estate, Services, Construction Services

or Professional Services in order to proceed with the procurement. The Requisition becomes valid when properly completed and approved.

- UU. **RESPONSIBLE BIDDER OR PROPOSER** means a Person, who, in the exclusive judgment of the City, (a) has the capability in all respects to fully perform the Contract requirements; and (b) the integrity, experience, qualification, and reliability which assures good faith performance.
- VV. **RESPONSIVE BIDDER OR PROPOSER** means a Person, who, in the exclusive judgment of the City, has submitted a bid or proposal that conforms in all material respects to the Solicitation Documents.
- WW. **SERVICES** mean any performance of effort or labor, for which the City has contracted other than Professional Services or Construction Services. Services include, but are not limited to, janitorial, landscaping, and street striping.
- XX. **SHORTLISTING** means the part of a competitive procurement process in which the City determines, based on criteria developed for a specified Good, Service, or Professional Service which of the interested Vendors are the best qualified to be eligible for further consideration in the purchasing process.
- YY. **SINGLE-SOURCE PROCUREMENT** means identifying and using, without first completing a competitive process, one source for Goods, Capital Assets, Real Estate, Services, Professional Services or Construction Services among others in a competitive marketplace, which, for justifiable reasons, is found to be most advantageous for the purpose of fulfilling a given Purchasing need of the City.
- ZZ. **SOLE-SOURCE PROCUREMENT** means identifying and using, without first completing a competitive process, one source for Goods, Capital Assets, Real Estate, Services, Professional Services or Construction Services when that source is the only one available that can fulfill a given Purchasing need of the City.
- AAA. **SOLICITATION DOCUMENTS** means an Invitation for Bids, Request for proposals, Request for Qualifications, Request for Quotations, or an Invitation to Negotiate including all of the associated forms and documents of each solicitation, or any other types of documents used by the City to procure Goods, Services, Capital Assets, Real Estate, Construction Services or Professional Services.
- BBB. **SPECIFICATION OR SCOPE OF WORK** means any description of the physical or functional characteristics, or of the nature of Goods, Services, Capital Assets, Real Estate, Construction Services or Professional Services. Specifications or Scope of Work may include any function and other criteria that will be required to perform the work and a description of any requirement for inspection, testing, or delivery.

CCC. SUPPLIER, MERCHANT OR VENDOR means a Person currently supplying or in the business of supplying Goods, Services, Capital Assets, Real Estate, Construction Services or Professional Services.

DDD. SURETY means an organization who, for a consideration, promises in writing to make good the debt or default of another organization. The Surety must be satisfactory to the City and licensed to do business in Georgia.

EEE. THE REQUESTING DEPARTMENT/DIVISION (User) is defined as the department which has the authority and responsibility for determining the need for an item or service, its related specifications, and need date. The User is responsible for funding the need and advising Purchasing of the approved funding and the specific budget account number. The User is responsible for authorizing the purchases of all materials, services, repairs, leases and rentals in which the negotiated price exceeds the approved funding.

## SECTION II – ETHICS IN PROCUREMENT

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Every person, business, or entity involved in the procurement process must adhere to a high standard of ethics. Each will be bound by the City Code of Ethics and this Section II. Whenever this Section II conflicts with the City Code of Ethics, the City Code of Ethics shall control.

### A. Employee Conflict of Interest

It shall be unethical for any City Employee or Official to transact any business or participate directly or indirectly in a procurement Contract when the Employee or Official knows that:

1. The Employee or Official or immediate family of such Employee or Official has a substantial interest pertaining to the procurement Contract, except that the purchase of Goods and Services from businesses which a member of the City Council or other City Employee has a substantial interest is authorized as per O.C.G.A. § 36-1-14, or the procurement Contract is awarded pursuant to O.C.G.A. § 45-10-22 and § 45-10-24, or the transaction is excepted from said restrictions by O.C.G.A. § 45-10-25, interpreting such statutes as if they were applicable to a municipality.
2. Any other person, business or organization with whom the Employee, Official or immediate family of such Employee or Official is negotiating or has an arrangement concerning prospective employment is involved in the procurement Contract.
3. An Employee, Official or any immediate family of such Employee or Official who holds a substantial interest in a disclosed blind trust shall not be deemed to have a conflict of interest with regard to matters pertaining to that substantial interest. *See Appendix C for Sample City Employee/Official Conflict of Interest Disclosure*
4. All Employees and Officials will be asked to sign a disclosure document indicating his or her compliance with the City Ethics Policy.
5. The terms “immediate family” and “substantial interest” shall have the meaning given to such terms in the City Code of Ethics.

## B. Gratuities, Rebates or Kickbacks

1. *Gratuities and other benefits.* It shall be unethical for any Employee or Official to directly or indirectly solicit, demand, receive, accept, or agree to receive any gratuity, reward, offer of employment, services, or thing of value from any person, business, or entity in connection with any award, decision, approval, disapproval, recommendation or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a Contract or subcontract, or to any solicitation or proposal.

It shall further be unethical for any person, business, or entity to offer, give, or agree to give or offer to give any Employee or Official any gratuity, reward, offer of employment, services, or thing of value with the purpose of influencing any award, decision, approval, disapproval, recommendation or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a Contract or subcontract, or to any solicitation or proposal.

- i. A “thing of value” shall not include:
  - a. Any gift with a value less than \$100.00;
  - b. Food or beverage consumed at a single meal or event;
  - c. An award, plaque, certificate, memento, or similar item given in recognition of the recipient's civic, charitable, political, professional, or public service;
  - d. Promotional items generally distributed to the general public or to public officers;
  - e. Rebates normally or routinely offered to customers in the ordinary course of business of such person, business or entity for the purchase of their Goods and Services are acceptable and are the property of the City; and
  - f. Educational events, materials, and meals as described in subparagraph (ii).
- ii. *Educational Events.* Nothing in this section shall preclude an Employee or Official of the City from attending seminars, courses, lectures, briefings, or similar functions at any person, business, or entity’s facility or at any other place if any such seminar, course, lecture, briefing, or similar function is for the purpose of furnishing the Official, Employee, or Agent with knowledge and information relative to the person, business, or entity’s products or services and is one which the City Manager determines would be of benefit to the City. In connection with any such seminar, course, lecture, briefing, or similar function, nothing shall preclude the Employee or Official from

receiving meals or educational materials and business related items of not more than nominal value from a person, business, or entity. However, no Employee or Official shall accept or receive free travel or lodging for less than the value thereof from a person, business, or entity.

2. *Kickbacks and Rebates.* It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a Contract to the prime contractor or higher tier subcontractor, or any person associated therewith, as an inducement for the award of a subcontract or order.
3. *Contract Clause.* The prohibition against gratuities, rebates and kickbacks prescribed in this Section shall be referenced in every Contract and Solicitation.

C. Prohibition Against Contingent Fees

It shall be unethical for any Person to be retained, or to retain a Person, to solicit or secure a Contract upon any agreement or understanding for a contingent fee, except for agreements with manufacturer representatives, or agents, including, but not limited to, commercial services sales agents engaged in the business of soliciting contracts on behalf of Vendors. A “contingent fee” as used in this subsection C, means any commission, percentage, brokerage, or other fee that is contingent upon the success that a Person has in securing a city Contract.

D. Use of Confidential Information

It shall be unethical for any Employee or Official to knowingly disclose or use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person.

E. Unauthorized Purchases

No purchases of Goods and Services shall be made in the name of the City or one of its departments, except such as is required for official use by the City or one of its departments. Purchases in the name of the City or a department for personal use by an individual or for other than official use are prohibited, and no City funds will be expended or advanced therefore.

F. Penalties and Sanctions

1. *Legal or disciplinary action by City Council.* The City Council may take appropriate legal and/or disciplinary actions pursuant to the City Code of Ethics against any Employee, Official or other Person in violation of these ethical standards.
2. *Legal or disciplinary action by City Manager.* The City Manager is authorized to take any appropriate legal and/or disciplinary actions, including dismissal, of any Employee violating this Ethics Policy.
3. *Administrative penalties for Employees.* The City Manager may impose any one or more of the following penalties or sanctions on an Employee for violations of the

- ethical standards in this Section as appropriate to the situation, subject to the Personnel Manual or other appropriate appeals procedures:
- a) Oral or written warnings or reprimands.
  - b) Suspensions with or without pay for specified periods of time.
  - c) Termination of employment.
4. *Administrative penalties for outside contractors/Vendors.* The City may impose any one or more of the following penalties or sanctions on a Vendor or other Person or organization for violations of these ethical standards:
- a) Written warnings or reprimands.
  - b) Termination of Contracts.
  - c) Debarment or suspension.

#### G. Vendor Contact During Open Solicitations

Persons seeking an award of a City contract may not initiate or continue any verbal or written communications regarding a solicitation with any Official, Employee or other City representative other than the Purchasing Agent named in the solicitation between the date of the issuance of the solicitation and the date of the final contract award. The City Manager or designee will review violations. If determined that such communication has compromised the competitive process, the offer submitted by the individual, firm or business may be disqualified from consideration for award.

#### H. Evaluator Conflict of Interest

The role of an Evaluation Committee is to objectively evaluate bids/proposals and to identify and recommend the most advantageous bid/proposal. A conflict of interest arises where an Evaluation Committee has some other interest that could materially interfere with their duty to act impartially in the evaluation process.

Evaluation Committee members will be asked to sign a disclosure indicating any conflict of interest before participating in the evaluation. *See* Appendix D for the Sample City Evaluator Conflict of Interest Disclosure. Evaluation Committees may include external specialists and technical experts, if required. Each members' impartiality is equally important as their professional expertise and proficiency throughout the evaluation process. To participate on the Evaluation Committee, each person agrees to declare any conflict of interest, discharge their obligations and responsibilities to the highest standards of integrity, carry out the duties impartially and fairly and refrain from fraud and corruption. They must follow the evaluation rules set out in the bidding documents and the instructions provided to them by the Evaluation Committee Chair.

## **SECTION III – PURCHASING AGENT**

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The City Council appoints the City Manager, or such other Employee designated by the City Manager, to serve as the Purchasing Agent for the City, until such time an independent third party is appointed and contracted by the City Council to serve as the Purchasing Agent under the direction and control of the City Manager.

### **A. Duties and Responsibilities**

The Purchasing Agent shall faithfully discharge the following duties and powers of said office:

1. Direct efforts to procure Goods, Capital Assets, Real Estate, Services, Construction Services and Professional Services in accordance with the requirements of this Purchasing Policy, the Code of the City of Stonecrest and Georgia law.
2. Arrange and negotiate the purchase or Contract for all equipment, supplies and contractual services for the City or any using agency; arrange and negotiate for the sale or otherwise dispose of all surplus equipment and supplies or real estate of the City or any using agency, in accordance with the requirements of this Purchasing Policy, the Code of the City of Stonecrest and Georgia law.
3. Manage and supervise purchasing staff.
4. Control and supervise all City storerooms and warehouses.
5. Maintain and adhere to all City purchasing procedures and the Purchasing Policy.
6. Recommend revisions to the Purchasing Policy and related procedures to provide for compliance with laws related to bidding, Contracting and Purchasing as set forth in the State of Georgia Code and Regulations, by examining the applicable laws and developing procedures for bidding, Contracting and procurement processes. Revisions to this Purchasing Policy shall be subject to the approval of City Council.
7. Plan and implement processes for the ongoing protection of the City's interests.
8. Establish guidelines, within the Purchasing Policy, governing the review and approval of specifications for procurement of Goods, Capital Assets and Services based on recyclability, energy and water conservation, life cycle cost, and other environmental considerations.
9. Maintain an inventory record of all materials, supplies, software, or equipment stored in city storerooms, warehouses, and elsewhere, including monthly reports to the Finance Director that include:
  - a) Titles of all formal solicitations and the method of source selections to be used.

- b) Contracts authorized by the City Council, the method of source selection used and the total dollar amount.
  - c) Emergency Contracts awarded pursuant to Section 1.03 of the City's Charter.
  - d) Change orders or Contract modifications authorized by the City Council and the dollar amount and reason.
  - e) Amendments or change orders authorized by the Purchasing Agent and the dollar amount and reason.
  - f) Explanation of any changes, and the costs involved, in the scope of services made between the time a Contract is awarded and the time that the Contract is authorized by the City Council.
  - g) Documentation of the types, quantities, and dollar amounts of environmentally preferable Goods (including the percentage of post-consumer and total recovered material content) and Services purchased. The report shall also include dollar amounts of non-environmental or conventional Goods and Services, identify and discuss instances where this policy is waived or its requirements found impracticable, and highlight barriers to the procurement of environmentally preferable Goods and Services, if applicable.
10. Secure all necessary approvals of the City Manager or its designee, and the City Council prior to execution of a Contract or purchase agreement.
  11. Determine the most advantageous method of procurement in accordance with the requirements of this Purchasing Policy, the Code of the City of Stonecrest and Georgia law.
  12. Ensure that all Contracts are reviewed and approved by the City Attorney pursuant to Section 3.08 of the City Charter.
  13. Ensure Council is notified as soon as reasonably possible of all upcoming and active competitive procurements.
  14. Whenever possible, utilize City-generated and City Attorney-approved standard goods/services purchasing agreements.
  15. Consult with the City Attorney if a contracting party breaches or is reasonably anticipated to breach its Contract with the City.
  16. Where in the best interest of the City, require Bid/Proposal Bonds, insurance and other forms of protection for the City on the process of procuring Goods, Capital Assets, Services and Construction Services for the City.

17. Terminate solicitations for bids for any Goods, Capital Assets, Services, Construction Services and Professional Services when, in the opinion of the Purchasing Agent, it is in the City's best interest to do so.
18. Reject any and all bids, when in the opinion of the Purchasing Agent it is in the City's best interest to do so.
19. Advise the Finance Director and City Manager on the status of negotiations, as well as Contract provisions and their impacts on the City.
20. Make recommendations on Contract approval, rejection, Amendment, and cancellation.
21. Provide Contract administration and supervision of Contracts. Such tasks shall include, but not be limited to, monitoring Amendments, obtaining applicable insurance certificates and monitoring applicable progress.
22. Provide and update all forms to procure Goods, Services, and Professional Services, as needed.

## **SECTION IV – PROCUREMENT PROCESS**

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The procurement process begins when the need to obtain goods or services is identified. All functions that pertain to the acquisition, including competitive procurement, contract negotiation and award, and all phases of contract administration are included in the procurement process.

### **A. Purchase Requisition**

Requisitions are necessary to initiate the procurement process. A Requisition is essentially a request to purchase Goods, Capital Assets, Services, Construction Services or Professional Services. *See Appendix C* for sample Requisition form. It lets the Purchasing Agent know, in detail, what the Using Department/Division (“User”) needs and whether the purchase or expenditure is authorized. In general, Users must prepare Requisitions for all procurements within the scope of this policy that exceed \$2,499.99.

The following steps shall be completed to initiate the procurement process:

1. *Determine Need:* The User is responsible for determining the need for a good or service and providing appropriate documentation and justification therefor, including a purchase requisition.
2. *Determine Funding:* The User is responsible for ensuring budget availability. Specific budget account numbers must be on the purchase requisition.
3. *Determine Specifications:* The User is responsible for determining the quantity, quality, dimensions, duration and all other necessary specifications essential to the

- determination of what is to be procured. The specifications must, where applicable, conform to the approved City standards for identity and continuity.
4. *Prepare Requisition:* Requisitions shall be prepared far enough in advance that the Purchasing Agent can obtain competitive prices and the Vendor has enough time to make the delivery. A Requisition must contain the following information, where applicable to the goods or services sought:
- a) User's information – name and contact information of the department/division and Employee preparing the purchase Requisition.
  - b) Date issued – the date the Requisition is prepared.
  - c) Need date – must state a definitive delivery date or date/duration of service (lead time of at least one week, must be allowed).
  - d) Complete description and specifications of goods or services.
  - e) Quantity.
  - f) Estimated cost.
  - g) Delivery destination.
  - h) Complete budget account number.
  - i) Previous purchase information, quotation, or contract (if known).
  - j) Known or suggested Vendor(s).
  - k) Authorized Approval – must include signature from department director and Finance Director.
5. *Routing the Requisition.* After preparing the Requisition, Users shall transmit the Requisition to the following stations:
- a) Departmental Authorization- the department director shall certify that the Requisition is authorized.
  - b) Finance Department- the Finance Director shall certify, by signature, that the proper account was listed and the availability of budgetary funds.
  - c) Purchasing Office - the Purchasing Agent shall process the Requisition and obtain all necessary approvals.

6. *Acceptance of Procured Item or Service:* Within 24 hours, the User is responsible for advising the Purchasing Office in writing on a receiving report the receipt of the Goods procured and whether or not such Goods are found to be unsatisfactory. All returns of Goods or Capital Assets must be initiated by the User through the Purchasing Agent. Additionally, all Amendments or cancellation to any agreements must be made by the Purchasing Agent.

#### B. Purchase Orders and Contracts

1. The Purchasing Agent shall issue Purchase Orders for all approved Requisitions.
2. If a Contract is required or appropriate, all negotiations of agreements for Goods and Services shall be conducted by the Purchasing Agent. It is recognized that special situations may exist where there is a special need for the User to be involved in the negotiation process. This must be in conjunction with the Purchasing Agent at all times. The Purchasing Agent will make final recommendation for agreements.
3. The Purchasing Agent will review the Contract for form, completeness, insurance considerations, legal implications, and any other items dictated by each situation. The Contract will then be sent to the User and approved by the Department Director and returned to Purchasing.
4. All Contracts not arising out of the proprietary functions of the City shall conform with O.C.G.A § 36-60-13.
5. It is the responsibility of the Purchasing Agent to secure all necessary approvals prior to execution of a Contract or purchase agreement.
6. Once the Contract is officially executed, the original of the Contract will be filed in the City Clerk's office.
7. Once a Contract is awarded by the City, the Contract may be amended, without the necessity of rebidding such Contract, provided the original Contract amount and the scope of the Contract is not substantially altered. The Purchasing Agent will review all change orders. Change orders will be processed to correct the account distribution, quantity, addition/deletion of line items, change in description and unit price. If a quoted price of the change order is more than \$25,000, shall require additional Requisition and approval from all necessary parties pursuant to the Purchasing Thresholds. The Purchasing Agent cannot use the change order process to circumvent the Purchasing Policy. Change orders cannot substantially change the scope of the Contract.

## SECTION V – PURCHASING THRESHOLDS

The following dollar amounts and approvals apply to all city departments.

### (1) PURCHASING THRESHOLDS MATRIX

	Procurement Method*	Required Approvals**	Amendments/Change Orders
≤ \$4,999.99	No Requisition/Purchase Order necessary.	1. Department Director	Increases greater than \$25,000 (excluding any contingency) require additional Requisition and approval from all necessary parties
\$5,000 - \$9,999.99	Three verbal quotes - Requisition, Purchase Order, and/or Contract as appropriate	1. Department Director 2. Finance Department 3. Purchasing Agent 4. City Attorney (contracts)	
\$10,000 - \$24,999.99	Competitive Procurement: Informal Solicitation - Requisition, Purchase Order, and/or Contract as appropriate	1. Department Director 2. Finance Department 3. Purchasing Agent 4. City Manager 5. City Attorney (contracts)	
\$25,000 & >	Competitive Procurement: Formal Solicitation - Requisition, Purchase Order, and/or Contract as appropriate Contract as appropriate	1. Department Director 2. Finance Department 3. Purchasing Agent 4. City Manager 5. City Attorney (contracts) 6. City Council	
<p>* The Procurement Methods listed above are not applicable to Sole Source Procurement, Single Source Procurement, Emergency Procurement, Cooperative Purchasing, and Real Estate Acquisition. <i>See</i> Section VII (Noncompetitive Procurements). Notwithstanding this exclusion, the Required Approvals must still be obtained based on the applicable purchasing threshold unless otherwise provided in Section VII.</p> <p>** City Council approval always required if purchase not within annual budget.</p> <p>*** ALL COMPUTER SOFTWARE/HARDWARE AND MARKETING/MEDIA CONTENT MUST BE APPROVED BY THE COMMUNICATIONS/IT DIRECTOR</p>			

### (2) PURCHASING THRESHOLDS EXPLAINED

Though competitive procurement may not be required under the applicable purchasing threshold, the Purchasing Agent may require the purchase to be competitively procured if he or she deems it necessary to best serve the interests of the City.

- A. Small purchases may be made up to **\$2,499.99** without bids. Department Director may approve said small purchases if within annual budget. User shall attempt to obtain the Goods, Capital Assets, Services, Construction or Professional Services most advantageous to the City, price and other factors considered. A Purchase Order is not necessary unless the vendor requires such. In the event a Purchase Order is required, the User must provide a Requisition to the Purchasing Agent for processing. This must be approved by the Purchasing Agent and Finance Department. If a contract is involved, it may be executed by the City Manager or Mayor without need of review by the City Attorney.
- B. Purchases from **\$2,500 - \$9,999.99** will require a Requisition, Purchase Order, and a minimum of three verbal quotes. If after due diligence, the User cannot reasonably find a third quote, the Purchasing Agent can waive the quote requirement if presented with sufficient written justification from User. The Department Director, Purchasing Agent, and Finance Director must approve the purchase. The Purchasing Agent shall attempt to obtain the Goods, Capital Assets, Services, Construction or Professional Services most advantageous to the City, price and other factors considered. If a contract is involved, it must be reviewed and approved by the City Attorney and may be executed by the City Manager or Mayor.
- C. Purchases from **\$10,000 - \$24,999.99** will require a Requisition, Purchase Order, and a minimum of three informal quotes/bids/proposals. *See* Informal Solicitations, Section VI (1). If after due diligence, the User cannot reasonably find the required quotes/bids/proposals, the Purchasing Agent can waive the quote requirement if presented with sufficient written justification from User. The Department Director, Purchasing Agent, Finance Director, and City Manager must approve the purchase. If a contract is involved, it must be reviewed and approved by the City Attorney and may be executed by the City Manager or Mayor.
- D. Purchases from **\$25,000 and greater** will require a Requisition, Purchase Order, and formal solicitation. *See* Formal Solicitations, Section VI (2). The Department Director, Purchasing Agent, Finance Director, City Manager, and City Council must approve the purchase. If a contract is involved, it must be reviewed and approved by the City Attorney and executed by the Mayor.
- E. *State/Federal Grants or Funds*. Periodically, the City may be given private/public grants and donations from sources such as the State and Federal Government and private corporations. These types of solicitations are more restrictive and may dictate the procurement process and methodology that the City is to follow for an award. *See* Projects Using Federal Aid Highway Program (FAHP) Funding, Section VIII. Both federal and state procurement supersedes the purchasing requirements of the City when buying goods and services using federal or state grant monies. Departments should refer to the Federal Acquisition Regulations for guidance on specific federal procurement policies.

## SECTION VI – COMPETITIVE PROCUREMENTS

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### (1) INFORMAL SOLICITATIONS

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Requests for informal quotes, bids, and proposals are Informal Solicitations (“IS”) that are prepared and issued with the goal of obtaining competitive responses. Informal Solicitations shall be used for all Purchases from **\$10,000 - \$24,999.99**, unless otherwise provided by this policy. The steps to complete an IS are outlined below. Unless otherwise provided, the responsibility for these steps shall fall on the User:

- A. Prepare Requisition and Develop specifications, scope of work, etc. for all goods and services being requested. Upon finalization of the specifications, prepare any documents required by the IS and send to Purchasing Agent for approval.
- B. Use the Formal Solicitation Process if the Purchasing Agent deems it necessary to serve the best interests of the City.
- C. After specifications are approved by the Purchasing Agent, send a copy of the specifications to the identified Vendors.
- D. *Public Notice.* The Purchasing Agent shall, at a minimum, post a copy of the IS on the City’s website, and provide any additional public advertisement if required by law.
- E. Purchasing Agent and User shall evaluate the responses to the IS. On or after the due date indicated in the IS, the Purchasing Agent shall determine which quote, bid, or proposal best serves the City’s interests. Tie informal quotes/bids shall be handled in the same way as tie formal bids. A split or partial award may be given to the lowest cost provider of each item or reasonable grouping of items if:
  1. The IS requires multiple Goods or Services;
  2. More than one Vendor provides a quote/bid/proposal that meets the specifications for the Goods or Services;
  3. A price comparison can be made between the Goods or Services; AND
  4. An acquisition, delivery, and other requirements can be reasonably administered.
- F. Amend Requisition and include authorized approvals.
- G. Purchasing Agent shall prepare and issue Purchase Order or Contract, where appropriate.

### (2) FORMAL SOLICITATIONS

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All purchases from **\$25,000 and greater** require a formal solicitation. The Purchasing Agent shall determine the method of formal solicitation is appropriate for the subject purchase. A Bid/ Proposal Bond or Performance Bond may be required for any solicitation.

A. Invitation for Formal Bids

Invitation for Formal Bids (IFB) are prepared and issued with the goal of obtaining competitive responses in the procurement of Goods, Capital Assets, Services and Construction Services. The process to initiate and complete an IFB is outlined below:

1. User prepares Requisition and develops specifications, scope of work, etc. for all goods and services being requested.
2. Upon finalization and approval of the specifications, Purchasing Agent shall prepare any documents required for the IFB.
3. *Public Notice.* The Purchasing Agent shall advertise the IFB on the City's website, at City Hall, and provide additional public advertisement if required by law. Said public notice shall include such details and specifications as will enable the public to know the extent and character of the IFB, and shall be advertised a minimum of thirty (30) calendar days prior to the date set for bid opening, unless it can be demonstrated that an Emergency exists, pursuant to Section VII (D) Emergency Procurement. In such event, the requirement for public notice may be reduced by the Purchasing Agent.
4. *Correction/Withdrawal of Bids.* Correction or withdrawal of inadvertently erroneous bids is permitted in accordance to the terms indicated within the IFB; however, minor irregularities may be waived by the Purchasing Agent. No bid may be withdrawn for a period of ninety (90) days after the time scheduled for bid opening, or as otherwise stated in the IFB.
5. *Opening Sealed Bids.* Bids shall be opened in the presence of the Purchasing Agent or the designee of the Purchasing Agent and at least one other witness at the time and place designated in the Invitation for Bids. All relevant information, including each Bid amount and Bidder's name, will be recorded on a summary sheet. Late bids will be rejected and returned unopened. Interested persons shall have access to information regarding procurement transactions of the City in accordance with City policy and the Georgia Open Records Act, O.C.G.A. § 50-18-70 *et seq.*
6. *Evaluation of Bids.* Bids will be evaluated based on the qualification factors set forth in the IFB, which may include criteria to determine acceptability of Goods or Capital Assets (for example, inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose). Criteria for the acceptability of Goods or Capital Assets shall be used to determine whether particular Goods are responsive to the IFB, and not to determine the relative desirability between acceptable Goods

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

7. *Contracts.* The Bid may require a Contract. Once the proposed contract terms, exceptions, and/or modifications are reviewed and approved by the City Attorney, the Purchasing Agent may submit his or her recommendation and the proposed Contract to the City Council for approval and award.
8. *Award of Bids.* The Purchasing Agent shall submit his or her recommendation and proposed Contract to the City Council for approval and award. The Bid will be awarded, if an award is made, to the Responsible and Responsive Bidder offering the lowest price whose bid meets the requirements and criteria set forth in the IFB. The Contract shall be approved by City Council prior to execution and/or performance.
9. Upon the award of bid, User amends Requisition and Purchasing Agent shall prepare a Purchase Order or Contract, if appropriate.
10. *Split/Partial Awards.* Split or partial bid awards may be awarded with the same guidelines and restrictions as those provided for split or partial Informal Solicitations.
11. *Tie Bids.* In the event two or more identical bids are received, the following procedure will be used when the basis of award is low bid:
  - (i) A tie Bidder whose products are manufactured in Georgia would be recommended to the City Council for an award, over a Tie Bidder without products manufactured in Georgia. *See* Section IX (1).
  - (ii) If the procedures in (i) above do not result in an award, then the tie Bidder who has environmentally preferable goods and services would be recommended to the City Council for an award. *See* Section IX (2).
  - (iii) If the procedures in (i) and (ii) above do not result in an award, then to the extent permitted by law, a tie Bidder having an office within the limits of the City would be recommended to the City Council for an award over one without an office in the City. A Person within the state of Georgia would be recommended to the appropriate approving authority for an award over one without an office in Georgia.
  - (iv) If the procedures in (i) through (iii) above do not result in an award, the tie Bidders will be contacted and advised of the tie and asked if they wish to reduce their bid in writing submitted in a sealed envelope to be opened at the time and place stated by the Purchasing Agent or the designee of the Purchasing Agent. If one or more of the tied Bidders agrees to participate, award will be made to the new low bid. If none of the tied Bidders agree to participate or if the new bids are tied, then City staff shall break the tie by following the procedures described below, as necessary.

- (v) If all of the procedures above do not result in an award, then, the Purchasing Agent or the designee of the Purchasing Agent in the presence of at least two witnesses will flip a coin one time. Award to the winner of the coin flip will be recommended to the City Council.

#### B. Request for Proposals (RFP)

When the Purchasing Agent determines the use of an Invitation for Bids is not practical or not advantageous because of existing market conditions or the type of items required, the City may procure Goods, Capital Assets, Services, or Construction Services through receipt of competitive sealed proposals. Competitive sealed proposals are solicited through the use of an RFP, with the goal of obtaining competitive responses. The process to initiate and complete RFP is outlined below:

1. User prepares Requisition and develops specifications, scope of work, etc. for all goods and services being requested.
2. Upon finalization and approval of the specifications, Purchasing Agent shall prepare any documents required for the RFP.
3. *Public Notice.* The Purchasing Agent shall advertise the RFP on the City's website, at City Hall, and provide additional public advertisement if required by law. Said public notice shall include such details and specifications as will enable the public to know the extent and character of the RFP, and shall be advertised a minimum of thirty (30) calendar days prior to the date set for opening proposals, unless it can be demonstrated that an Emergency exists, pursuant to Section VII (D). In such event, the requirement for public notice may be reduced by the Purchasing Agent.
4. *Correction or Withdrawal of Proposals.* Correction or withdrawal of proposals is permitted in accordance with instructions contained within the RFP. No proposal may be withdrawn for a period of ninety (90) days after the time scheduled for proposal opening, or as otherwise stated in the RFP.
5. *Opening Sealed Proposals.* Proposals shall be opened publicly by the Purchasing Agent, in the presence of one or more witnesses at the time and place designated in the RFP. A register of proposals is prepared that lists each Proposer's name. Late proposals will be rejected and returned unopened.
6. *Evaluation of Proposals.* The RFP will identify the criteria to be considered and evaluated as the basis of award. Proposals submitted by Responsible and Responsive Proposers are evaluated by Purchasing Agent or the designee of the Purchasing Agent based upon the criteria applicable to the RFP. All proposals (or the most acceptable proposals in the discretion of any committee evaluating proposals) will be ranked in order of their acceptability to the City, giving consideration to the criteria.

7. *Contract Award.* Once the proposed contract terms, exceptions, and/or modifications are reviewed and approved by the City Attorney, the Purchasing Agent may submit his or her recommendation and the proposed Contract to the City Council for approval and award. The Contract award will be awarded, if award is made, by the City Council to the Responsive and Responsible Proposer whose proposal is determined, in the City's exclusive discretion, to be the most advantageous to the City, taking into consideration price, qualifications, and other factors as indicated in the RFP. Unless otherwise provided by law, the City has no obligation to award the Contract to the Proposer who proposes the lowest price.
  
8. *Public Access to Proposal Documents.* Interested persons shall have access to information regarding procurement transactions of the City in accordance with City policy and the Georgia Open Records Act, O.C.G.A. § 50-18-70 *et seq.* All meetings of the City's Council are duly noticed public meetings and all documents submitted to the City as a part of or in connection with a Proposal may constitute public records under Georgia law regardless of any person's claim that proprietary or trade secret information is contained therein. Unless otherwise provided herein, by submission to the City, Proposers waive any claim to the proprietary nature of submitted information. The Proposer may designate in the smallest increments possible, that part of the qualifications which is deemed to be proprietary, which, subject to the City's reasonable determination, shall be redacted for purposes of the public agenda. Proposals and all related correspondence are governed by the Georgia Open Records Act and shall be provided to anyone properly requesting same, after contract award. The City cannot protect proprietary data submitted in vendor proposals unless provided for under the open records law and clearly marked as proprietary by the Proposer. In the event the Proposer deems certain information to be exempt from the disclosure requirements, the Proposal must specify what content is considered exempt and cite the applicable provision of the law to support that assessment. In the event such information is requested under the open records law, the Proposer's assessment will be examined by the City Attorney who will make a determination. The decision to withhold or release the information will be at the City Attorney's sole discretion.

### C. Request for Qualifications

Requests for Qualifications (RFQ) may be used if the Purchasing Agent determines that it is in the City's best interest to evaluate the experience and qualifications of a Service, Construction Service or Professional Service provider, without regard to price or prior to considering price.

The procedure for soliciting, opening and evaluating statements of qualifications shall be the same as described herein for competitive sealed proposals. Such service providers whose qualifications meet the criteria established in the RFQ, at the sole discretion of the City, may be considered for Contract award by participation in the completion price

negotiation. The City shall attempt to negotiate a fee with the highest ranked firm. If no agreement is reached, the City shall begin negotiations with the next highest ranked firm. Negotiations will proceed in this manner until an agreement is reached. The City reserves the right to reject any or all responses for any reason. Clarification of information may be requested by the City.

#### D. Multi-step Solicitation

The City may initiate the multi-step solicitation process described below when: (a) the Purchasing Agent determines it is impractical to prepare an adequate or complete description of the Goods, Capital Assets, Services or Construction Services desired (due to insufficient data, uncertain requirements, unfamiliar market options, etc.), (b) the Purchasing Agent desires to identify a field of qualified Bidders, Proposers, Goods or Services, out of a broader field of Bidders, Proposers, Goods or Services, or (c) the Purchasing Agent determines that a multi-step process would best serve the City's interests.

1. The City may request that priced proposals be submitted in two separate envelopes, with pricing information contained in one envelope and all other requested information contained in the other envelope. In such case, proposals will be evaluated in accordance with the requirements set forth in the RFP, initially without regard to price and without opening the envelope containing pricing information. Based on such evaluation, the City will establish a field of at least three (if possible and available) qualified or most qualified Proposers. The City may conduct interviews with Proposers to aid in the identification of qualified or most qualified Proposers. In the event the City conducts interviews with Proposers, the City is not required to interview any Proposers deemed by the City to be unqualified or less qualified than other Proposers.
2. After establishing a field of qualified or most qualified Proposers, the City will open the pricing envelopes of only the qualified or most qualified Proposers, and evaluate such pricing information in the manner described in the RFP for purposes of recommending/making an award (e.g. most advantageous proposal, price and other factors considered or low price submitted by qualified Proposers). In the absence of specific instructions to the contrary in the RFP, pricing information will be evaluated together with all other information required by the RFP for purposes of selecting among the qualified field of Proposers the most advantageous proposal, price and other factors considered.

### **(3) SOLICITATIONS REQUIRING PUBLIC NOTICE IN GEORGIA PROCUREMENT REGISTRY (GPR)**

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The GPR is the state's central bid registry established by the Department of Administrative Services (DOAS) and managed by the agency's State Purchasing Division (SPD). The registry provides for the advertising of bid opportunities by state and local governments to ensure transparency and offer market competition.

- A. The City shall advertise all bid or proposal opportunities for **goods, services, or both** that are valued at **\$100,000.00 or more** in the GPR for a minimum of thirty (30) calendar days prior to the date set for opening bids/proposals. Each advertisement shall include such details and specifications as will enable the public to know the extent and character of the bid or proposal opportunity. *See* O.C.G.A. § 36-80-27.
- B. The City shall advertise all contract opportunities for **public works construction** that are valued at **\$100,000.00 or more** in the GPR for at least four continuous weeks prior to the opening of the sealed bids or proposals, unless otherwise provided by O.C.G.A. § 36-91-20.
- C. The Purchasing Agent may adopt procedures requiring additional bid or proposal opportunities to be advertised on the GPR.

## **SECTION VII – NON-COMPETITIVE PROCUREMENTS**

The provisions of this policy section shall apply to the procurement of Goods, Capital Assets, Services, Construction Services or Professional Services, when the purchase does not exceed **\$9,999.99** or when the Purchasing Agent determines that competitive procurement is not practical, feasible, or possible. Notwithstanding any other provision, any Contract or subcontract entered into by the City with any Person for the construction, reconstruction, or maintenance of all or part of a public road in the City including, but not limited to, a Contract or subcontract for the purchase of materials, for the hiring of labor, for professional services, or for other things or services incident to such work, shall be entered into in accordance with O.C.G.A. § 32-4-114.

### A. Sole Source Procurement

The City may acquire Goods, Capital Assets, Services, Construction Services or Professional Services pursuant to a Sole Source Procurement. Sole Source Procurement is available when Goods, Services, or Professional Services are limited to one source, or when they must be obtained from a specific manufacturers' dealer and valid competition among dealers does not exist. No Sole Source Procurement shall be valid without the prior authorization of the Governing Authority. For each instance in which the use of Sole Source Procurement is proposed, the User must provide to the Governing Authority a written report that identifies the specific reasons justifying such use and shows the requirements stated herein are satisfied. The Governing Authority may authorize the use of Sole Source Procurement only if it determines that such use fully complies with the requirements stated herein.

### B. Single Source Procurement

The City may acquire Services or Professional Services pursuant to a Single Source Procurement. A Single Source Procurement is a procurement made from one Person among others in a competitive market place which, for justifiable reasons, is found to be

most advantageous for the purpose of fulfilling the given purchasing need. Single Source Procurement is available only if the following conditions exist:

1. The proposed use of Single Source Procurement concerns any of the following situations:
  - a. To obtain the Services or Professional Services of any Person for the purpose of serving in any appointed position identified in Article III of the City Charter; or
  - b. To obtain the Professional Services of any Person where such Person establishes to the User that:
    - i. Regarding the provision of such Professional Services, he has significantly more experience than other prospective providers or has unique knowledge and experience that no other prospective provider possesses;
    - ii. He has more historical knowledge of the particular issue/subject to be addressed by the procurement while other prospective providers have failed to demonstrate to the User that they have the same level of historical knowledge;
    - iii. In comparison to other prospective providers, he is particularly suited to provide the procurement as he and the City had a satisfactory business relationship in his earlier provision of such Professional Services to the City; or
    - iv. He has the capacity and willingness to provide such Professional Services to the City in an emergency situation while other prospective providers have failed to demonstrate to the User that they have such capacity and willingness.
2. The Person desiring to provide the procurement has agreed, in writing, that he will not disclose to any third party any confidential information, trade secret or financial information of the City that he may obtain in the course of providing the procurement to the City.
3. The User has analyzed the current open, competitive market conditions regarding the provision of such Services or Professional Services and has determined that the price to be paid to the proposed provider is substantially similar to the current price in the open, competitive market for such Services or Professional Services.

No Single Source Procurement shall be valid without the prior authorization of the Governing Authority. For each instance in which the use of Single Source Procurement is proposed, the User must provide to the Governing Authority a written report that identifies the specific reasons justifying such use and shows the requirements stated herein are satisfied. The Governing Authority may authorize the use of Single Source Procurement only if it determines that such use fully complies with the requirements stated herein

### C. Emergency Procurement

The City may acquire Goods, Capital Assets, Services, Construction Services or Professional Services by directly negotiating an award in the event of an Emergency. An Emergency exists when a situation occurs suddenly and unexpectedly and demands immediate action to prevent delays which may vitally affect the health, safety or welfare of the public or City Employees and affects the continuation of services to the citizens, and/or serious loss or injury to the City. Emergency also exists if a condition, malfunction, or occurrence in which the immediate procurement of an item (i.e. Good, Services, or Professional Service) is essential to comply with regulatory requirements.

The City Manager shall make the determination when an Emergency exists. Such emergency procurements shall be made with as much competition as is practicable under the circumstances.

When the need for an emergency purchase occurs during normal working hours, the User shall request approval from the City Manager or his designee. If an Emergency situation should arise after office hours which requires immediate action on the part of the agency involved for the protection of the best interest of the City or if a like situation arises on a weekend or holiday and when it is not possible or convenient to reach the City Manager or Purchasing Agent, any purchase necessary shall be made by the official in charge of such department or agency, and such purchase reported to the Purchasing Agent within 24 hours.

As soon as practicable, a record of each Emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the Contract, a listing of the item procured under the Contract, and the identification number of the Contract file. Moreover, written determination of the basis for declaring the Emergency and for the selection of the particular Person for the provision of Goods, Capital Assets, Services, Construction Services or Professional Services shall be included in the Contract file. If the cost of the procurement is \$25,000 or more, City Council approval must be obtained at the next meeting following the emergency procurement.

#### D. Cooperative Purchasing

The City may acquire Goods, Capital Assets and Services by from a Supplier having a requirements Contract/Annual Agreement with any public entity (e.g., federal, state, county, city, authority, school board, Buying Cooperative, etc.) for Goods, Capital Assets or Services described in such contract and at prices or discounts no less favorable than any set forth in such Contracts.

*Use of State/Co-Op Contracts:* The Purchasing Agent may procure supplies, services or construction items through the Contract established through competitive means by the purchasing division of the State of Georgia, national Co-Ops (i.e.-U.S. Communities), and collaborative purchasing agreements with other local governments when deemed to be in the best interest of the City.

Prior to making any purchase, the Purchasing Agent or User shall obtain approval from all necessary parties pursuant to the applicable purchasing threshold.

## E. Real Estate Acquisitions<sup>1</sup>

### 1. Compliance with Applicable Regulations

All real estate acquisition activities shall conform to applicable federal, state (*e.g.* O.C.G.A § 36-80-18 and O.C.G.A § 36-60-13) and local laws and regulations and shall be subject to the provisions of the City Code of Ethics.

### 2. Confidentiality

The City Council and City staff shall maintain the confidentiality of potential and on-going real estate acquisitions and related information subject to the provisions of the Open Meetings and Open Records Acts.

### 3. Formal Approval

All real estate transactions shall be formally approved by the City Council in a public meeting prior to the City entering a sales contract. This shall not prohibit or interfere with the City Council's ability to discuss same and negotiate terms in Executive Session subject to the requirements of the Open Meeting and Open Records Acts.

### 4. Appraisals

For any piece of real estate, for which a sales contract has been signed, the City will conduct at least one appraisal by an independent third-party who holds the Member of the Appraisal Institute (MAI) membership designation.

### 5. Land Acquisition Procurement Process

- a. City staff will investigate and identify properties for purchase that generally meet an approved plan or strategy. Furthermore, land purchased with a specific funding source will only be used for such purposes anticipated and/or authorized. If the City determines that the land cannot be used for its intended purpose, the City may dispose of the property in a manner consistent with Georgia law and funds raised through the sale of the property will be used for future land purchases consistent with the purposes authorized.
- b. City staff may work with a Real Estate broker to gather information and make site visits related to properties under consideration for acquisition.
- c. City staff will regularly brief the City Council in Executive Session on properties the city is considering purchasing to receive direction on "terms and price" from the City Council.

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<sup>1</sup> Reference Note- See O.C.G.A. § 36-37-1 *et seq.* for provisions governing the disposition of municipal property or acceptance of gifts, grants, or donations of property

- d. City staff will negotiate “Letters of Intent” with land owners on properties the City Council has provided staff with direction on “terms and price”.
- e. City staff will conduct due diligence on the real estate to be purchased including at a minimum but not limited to:
  - i. Environmental testing (Phase I required, Phase II and specialized testing if warranted);
  - ii. Production of an ALTA survey of the property;
  - iii. Production of a MAI appraisal of the property;
  - iv. Complete title work on the property; and
  - v. Other reasonable due diligence activities as warranted.
- f. Prior to requesting a resolution from the City Council authorizing the City Manager to execute any and all closing documents to complete the purchase of the property, the city staff will ensure completion of all due diligence items (PUBLIC HEARING REQUIRED).

## **SECTION VIII – PROJECTS USING FEDERAL AID HIGHWAY PROGRAM (FAHP) FUNDING**

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The City shall use the competitive negotiation method for the procurement of engineering and design related services when FAHP funds are involved in the contract (as specified in 23 U.S.C. § 112(b)(2)(A) and 23 CFR § 172.5(a)(1)). The solicitation, evaluation, ranking, selection, and negotiation shall comply with the qualifications-based selection procurement procedures for architectural and engineering services codified under 40 U.S.C. § 1101 *et seq.*, commonly referred to as the Brooks Act. *See* Appendix A.

## **SECTION IX – PREFERABLE GOODS AND SERVICES**

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### **(1) PREFERENCE FOR PRODUCTS MANUFACTURED IN GEORGIA**

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When contracting for or purchasing supplies, materials, equipment, or agricultural products, excluding beverages for immediate consumption, the City shall give preference, as far as may be reasonable, economical, and practicable, to such supplies, materials, equipment, and agricultural products as may be manufactured or produced in the State of Georgia. Such preference shall not sacrifice quality.

In determining whether such a preference is reasonable in any case where the value of a contract for or purchase of such supplies, materials, equipment, or agricultural products exceeds \$100,000.00, the City shall consider, among other factors, information submitted by the bidder which may include the bidder's estimate of the multiplier effect on gross state domestic product and the effect on public revenues of the state and the effect on public revenues of political subdivisions resulting from acceptance of a bid or offer to sell Georgia manufactured or produced

goods as opposed to out-of-state manufactured or produced goods. Any such estimates shall be in writing. The City shall not divide a contract or purchase which exceeds \$100,000.00 for the sole purpose of avoiding these requirements.

## **(2) ENVIRONMENTALLY PREFERABLE GOODS AND SERVICES**

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- A. In determining which Goods, Capital Assets and Services to purchase, the City shall integrate environmental factors into the City's procurement decisions, when available and commercially practicable in the reasonable discretion of the User. Whenever possible or practicable, the City shall:
1. Purchase copy, computer, and fax paper with at least 30 percent post-consumer recycled content;
  2. Purchase non-emergency fleet vehicles that provide the best available net reduction in vehicle fleet emissions including, but not limited to, the purchase of alternative fueled and hybrid vehicles;
  3. Consider purchasing lower emission emergency fleet vehicles with comparable specifications for performance, safety, and fuel availability during emergencies as conventionally-powered emergency fleet vehicles;
  4. Purchase at least Energy Star rated equipment and appliances for use in local government facilities when practicable based upon considerations of Life Cycle Costs;
  5. Purchase water-saving products, including WaterSense labeled, whenever practicable, including but not limited to, high performance fixtures such as toilets (1.28 gallons per flush or less), urinals (0.5 gallons per flush or less), low-flow faucets (1.5 gallons per minute or less), aerators, and upgraded high-efficiency irrigation systems;
  6. Replace disposable with re-usable, recyclable, or compostable Goods;
  7. Consider Life Cycle Cost Assessment; and
  8. Evaluate, as appropriate, the environmental performance of Vendors in providing Goods and Services.
- B. The analysis to determine environmentally preferable Goods and Services may include raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, disposal of products, or service delivery. Specifically, factors that should be considered by the User when determining that Goods have environmentally preferable attributes include, but are not limited to:
1. Minimization of virgin, unrecycled material used in Goods;
  2. Maximization of recycled materials used in Goods;
  3. Life cycle economics of Goods and Services;
  4. Reuse of existing Goods or materials in Goods;
  5. Recyclability, biodegradability and compostability of Goods;

6. Minimization of packaging;
7. Reduction of energy and fuel consumption;
8. Reduction of water consumption;
9. Toxicity reduction or elimination;
10. Durability and maintenance requirements; and
11. Ultimate disposal of the Goods.

## **SECTION X – PROTESTS, SUSPENSION, AND DEBARMENT**

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### **A. Right to Protest.**

Any actual Bidder or Proposer who is aggrieved in connection with the formal solicitation or award of a Contract may protest to the City. Protestors shall seek resolution of their protests/complaints initially with the City Manager.

#### **1. *Timeliness.***

- a. Protests arising from factual or legal basis that the protestor knew or should have known prior to the submission of the bid/proposal must be submitted within three business days of the submission of the bid/proposal.
- b. Protests arising from factual or legal basis that the protestor knew or should have known subsequent to the date the bid/proposal was submitted must be submitted within ten business days after the protestor knew or should have known of such basis, but in no event shall any protest be submitted more than ten business days after the award of the contract.
- c. Untimely protests are invalid and shall be denied as such.

#### **2. *Contents of Protest.*** The protest shall, at a minimum, be in writing and include the following information:

- a. Identity and contact information of protestor;
- b. Appropriate identification of the subject solicitation or award;
- c. Detailed statement of the legal and factual grounds of the protest;
- d. Documentation supporting the protest and/or allegations;
- e. Statement of the specific relief requested; and
- f. Signed by an officer or person authorized to sign contracts on behalf of the protestor.

3. *Submission of Protests.* All protests shall be submitted to the City Manager via registered mail, overnight delivery, or hand delivery.
4. *Protest Resolution.* If a protest complies with subsections (1) through (3) above, the City Manager shall request a response from the Purchasing Agent. The Purchasing Agent's response will be returned to the City Manager within seven (7) business days from the submission of the protest. The City Manager is empowered to decide to uphold, dismiss or amend the decision of the Purchasing Agent.
5. *Decision on Protest.* The City Manager shall inform the protestor of the decision in writing within fifteen (15) business days of the submission of the protest or, if the City Manager requires more time to render a decision, the City Manager will advise the protestor within the initial ten (10) days of the additional amount of time required to render a decision.
6. *Appeals.* Any actual Bidder or Proposer who is aggrieved by the decision of the City Manager in connection with a protest shall file a notice of appeal with the City Manager and City Clerk within seven (7) days of receipt of the decision.
  - a. *Hearing.* The City Manager shall set a hearing date before City Council not more than thirty (30) days from the date of receipt of the notice. The City Clerk shall cause notice of the hearing date, time, and location to be served upon the parties by registered mail. At the hearing, all parties shall be provided a fair and impartial hearing and shall be allowed to offer argument as to whether the City Manager's decision should be affirmed or overturned. Said hearing will not be de novo, but shall be of an appellate nature.
  - b. *Decision.* Within seven (7) days of the hearing, the City Council shall issue a written decision on the appeal, which shall either affirm or reject the City Manager's decision. The City Clerk shall send a copy of the decision to the protestor(s) by registered mail.
  - c. *Finality.* A decision by the City Council under subsection 6(b) above shall be final and conclusive as to the City's appeal process. Any further action shall be through the court.
7. *Stay of Procurement.* In the event a protest complies with subsections (1) through (3) above, the Purchasing Agent shall not proceed with the further solicitation or award of the Contract until all administrative remedies have been exhausted, or the City Manager or City Attorney makes a determination that the award of the contract without delay is necessary to protect the interests of the City.

## B. Suspension and Debarment

1. *Authority to Suspend or Debar.* After reasonable notice to the Person involved and reasonable opportunity for that Person to respond, the Purchasing Agent shall have the authority to initiate proceedings to suspend or debar a Person from doing business with the City. The City Manager shall have the authority to order suspension or debarment as provided herein.
2. *Causes for Suspension or Debarment.* The causes for suspension or debarment include:
  - a. Conviction for commission of a criminal offense as an incident to obtain or attempting to obtain a public or private contractor subcontract, or in performance of such contract or subcontract;
  - b. Conviction of state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or any other offense indicating a lack of business integrity or business honesty which currently, seriously and directly affects responsibility as a city contractor;
  - c. Conviction of state or federal antitrust statutes arising out of the solicitation and submission of bids or proposals;
  - d. Violation of contract provisions of a character which is regarded by the Purchasing Agent to be so serious as to justify suspension action, which includes but is not limited to the following:
    - i. Failure to perform in accordance with the specifications within a time limit provided in a city contract;
    - ii. A recent record of failure to perform or unsatisfactory performance in accordance with the terms of one or more contracts, provided, that failure to perform or unsatisfactory performance caused by acts beyond the control of the Person shall not be considered to be a basis for suspension; or
    - iii. Falsification of any documents.
  - e. Commission or solicitation of any act that would constitute a violation of the ethical standards set forth in this Purchasing Policy and the City's Code of Ethics.
  - f. Any other cause that is serious and compelling as to affect the Person's responsibility as a city vendor, including debarment or suspension by another government entity.
3. *Initiation of Suspension or Debarment Action.* When the Purchasing Agent receives information from any source concerning a cause for suspension or debarment, he or she will promptly investigate the matter. If the Purchasing Agent finds cause that suspension or debarment is warranted, the Purchasing Agent shall prepare a written determination detailing the grounds for and length of the proposed suspension or debarment. Written notice of a proposed suspension or debarment action shall be sent

- by registered mail to the Person subject to the action, and shall also be sent to the City Manager and City Attorney.
4. *Review of Proposed Suspension or Debarment.* Within fifteen (15) days of receiving said notice, the Person subject to the action shall submit any and all responsive records or documents in defense of the proposed suspension or debarment to the City Manager. Failure to submit a timely written response shall result in a waiver of review.
  5. *Final Decision.* After consultation with the City Attorney, the City Manager shall issue a final decision, which shall adopt, amend, or reject the proposed suspension or debarment. When suspension or debarment is ordered, the length of the suspension or debarment, the reasons for such action and to what extent affiliates are affected shall be set forth in writing and sent by registered mail to the Person subject to the action.
  6. *Effect of Suspension or Debarment.* A suspension or debarment decision shall take effect upon issuance and mailing of written notice of such decision to the Person subject to the action. After the suspension or debarment takes effect, the Person shall remain suspended or debarred until the period specified in the decision expires.
  7. *Duration of Suspension/Debarment.* Suspensions shall be for a period not to exceed 120 days. Debarment shall be for a period not to exceed three years, unless cause is based on a felony conviction for an offense related or associated with fraudulent contracting or misappropriation of funds. In such event, the debarment shall be for a period not to exceed seven years.
  8. *List of Suspended/Debarred Persons.* The Purchasing Agent shall create and maintain a list of all suspended and debarred Persons. All departments shall be routinely supplied with said list.

## **SECTION XI – PROPERTY DISPOSAL**

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### A. Compliance with Applicable Regulations

The disposal of municipal property shall conform to applicable federal, state (*e.g.* O.C.G.A § 36-37-6) and local laws and regulations and shall be subject to the provisions of the City Code of Ethics.

### B. Excess, Surplus, and Obsolete Materials

It shall be the duty of the User to report all excess, surplus or obsolete materials to the Purchasing Agent. At this point, the Purchasing Agent will examine alternatives as to the most advantageous disposition of the items. Items could be refurbished or reconditioned, transferred, traded in on new equipment or sold by auction or sealed bid, or destroyed. For property over \$5,000 in aggregate or \$1,000 individually, the City Council shall approve

the request to have the property declared surplus. For other property, the Purchasing Agent shall present a list to the City Manager for approval.

1. *Transfer or Re-use.* The most gainful method for handling an item no longer needed by a department is to transfer it to another department that has a use for the item.
2. *Trade-In.* In replacing obsolete equipment, it may be financially advantageous to trade-in the old equipment. The invitation for bids on the replacement item should call for bid prices with or without trade-in and provide that award may be made either way.
3. *Sale.* Excess, surplus and obsolete items not transferred or traded-in may be consolidated and offered for sale to the highest responsible bidder either by auction or by sealed bid method. Auctions can be traditional or contemporary including online auctions such as [www.Govdeals.com](http://www.Govdeals.com) or similar websites. The consolidated list will be submitted to City Council for approval before an auction or sealed bid is organized. The property offered for sale will be on an “AS IS/WHERE IS” basis. Sealed bids will be opened at the time and place announced with the City, retaining the right to reject any and all. A tabulation of all bids received shall be available for public inspection following the opening of all bids. Said bids shall be retained and kept available for public inspection for a period not less than sixty (60) days from the date the bids were opened.
4. *Public Notice of Sale:* For the sale of personal property with an estimated value exceeding \$500.00, the City shall cause legal notice to be published in the official legal organ or newspaper of general circulation not less than fifteen (15) but no more than sixty (60) days preceding the day of the auction or the last day for the receipt of bids/proposals. The notice shall include a general description of the property to be sold.
  - a. The notice for sale by auction shall also contain the conditions of the proposed sale and shall state the date, time, and place of the proposed sale.
  - b. The notice for sale by sealed bids shall also contain an invitation for proposals and shall state the conditions of the proposed sale, the address at which bid blanks and other written materials connected with the proposed sale may be obtained, and the date, time, and place for the opening of bids.

#### C. Sale to Employees

To avoid any appearance of impropriety in the disposition program, it is the City’s policy to prohibit the direct sale of surplus property to any City Employee, Official or Agent. This policy does not prohibit any City Employee, Official or Agent from extending an offer at a public auction or in the form of a sealed bid.

#### D. Allocation of Proceeds

Proceeds from the sale of excess or surplus property will go into the City's Fund that held the asset.

## APPENDICES

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### APPENDIX A:

### PROJECTS USING FAHP FUNDING

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In accordance with the requirements of the Brooks Act, (40 U.S.C. § 1101 *et seq.*), the following competitive negotiation procedures shall apply to City procurements for architectural, engineering, and related design services when Federal Aid Highway Program (FAHP) funds are involved in the project:

#### A. Solicitation.

The solicitation process shall be by public announcement, public advertisement, or any other public forum or method that assures qualified in-State and out-of-State consultants are given a fair opportunity to be considered for award of the contract. Procurement procedures may involve a single step process with issuance of a request for proposal (RFP) to all interested consultants or a multiphase process with issuance of a request for statements or letters of interest or qualifications (RFQ) whereby responding consultants are ranked based on qualifications and request for proposals are then provided to three or more of the most highly qualified consultants. Minimum qualifications of consultants to perform services under general work categories or areas of expertise may also be assessed through a prequalification process whereby statements of qualifications are submitted on an annual basis. Regardless of any process utilized for prequalification of consultants or for an initial assessment of a consultant's qualifications under an RFQ, a RFP specific to the project, task, or service is required for evaluation of a consultant's specific technical approach and qualifications.

#### B. Request for Proposal (RFP).

The RFP shall provide all information and requirements necessary for interested consultants to provide a response to the RFP and compete for the solicited services. The RFP shall:

1. Provide a clear, accurate, and detailed description of the scope of work, technical requirements, and qualifications of consultants necessary for the services to be rendered. The scope of work should detail the purpose and description of the project, services to be performed, deliverables to be provided, estimated schedule for performance of the work, and applicable standards, specifications, and policies;
2. Identify the requirements for any discussions that may be conducted with three (3) or more of the most highly qualified consultants following submission and evaluation of proposals;
3. Identify evaluation factors including their relative weight of importance in accordance with Sections C and D;
4. Specify the contract type and method(s) of payment to be utilized;

5. Identify any special provisions or contract requirements associated with the solicited services;
6. Require that submission of any requested cost proposals or elements of cost be in a concealed format and separate from technical/qualifications proposals as these shall not be considered in the evaluation, ranking, and selection phase; and
7. Provide a schedule of key dates for the procurement process and establish a submittal deadline for responses to the RFP which provides sufficient time for interested consultants to receive notice, prepare, and submit a proposal, which except in unusual circumstances shall be not less than 14 days from the date of issuance of the RFP.

C. Evaluation Factors.

Criteria used for evaluation, ranking, and selection of consultants to perform engineering and design related services must assess the demonstrated competence and qualifications for the type of professional services solicited. These qualifications-based factors may include, but are not limited to, technical approach (e.g., project understanding, innovative concepts or alternatives, quality control procedures), work experience, specialized expertise, professional licensure, staff capabilities, workload capacity, and past performance.

Price shall not be used as a factor in the evaluation, ranking, and selection phase. All price or cost related items which include, but are not limited to, cost proposals, direct salaries/wage rates, indirect cost rates, and other direct costs are prohibited from being used as evaluation criteria.

In-State or local preference shall not be used as a factor in the evaluation, ranking, and selection phase. State licensing laws are not preempted by this provision and professional licensure within a jurisdiction may be established as a requirement which attests to the minimum qualifications and competence of a consultant to perform the solicited services.

The following non-qualifications-based evaluation criteria are permitted under the specified conditions and provided the combined total of these criteria do not exceed a nominal value of ten percent of the total evaluation criteria to maintain the integrity of a qualifications-based selection:

1. A local presence may be used as a nominal evaluation factor where appropriate. This criterion shall not be based on political or jurisdictional boundaries and may be applied on a project-by-project basis for contracts where a need has been established for a consultant to provide a local presence, a local presence will add value to the quality and efficiency of the project, and application of this criteria leaves an appropriate number of qualified consultants, given the nature and size of the project. If a consultant outside of the locality area indicates as part of a proposal that it will satisfy the criteria in some manner, such as establishing a local project office, that commitment shall be considered to have satisfied the local presence criteria.

2. The participation of qualified and certified Disadvantaged Business Enterprise (DBE) sub-consultants may be used as a nominal evaluation criterion where appropriate in accordance with 49 CFR Part 26.

D. Evaluation, Ranking, and Selection.

1. Consultant proposals shall be evaluated by the City based on the criteria established and published within the public solicitation.
2. While the contract will be with the prime consultant, proposal evaluations shall consider the qualifications of the prime consultant and any sub-consultants identified within the proposal with respect to the scope of work and established criteria.
3. Following submission and evaluation of proposals, the City shall conduct interviews or other types of discussions to determine three of the most highly qualified consultants to clarify the technical approach, qualifications, and capabilities provided in response to the RFP. Discussions may be written, by telephone, video conference, or by oral presentation/interview. Discussions following proposal submission are not required provided proposals contain sufficient information for evaluation of technical approach and qualifications to perform the specific project, task, or service with respect to established criteria.
4. From the proposal evaluation and any subsequent discussions which have been conducted, the City shall rank, in order of preference, at least three consultants determined most highly qualified to perform the solicited services based on the established and published criteria.
5. Notification must be provided to responding consultants of the final ranking of the three most highly qualified consultants.
6. The City shall retain acceptable documentation of the solicitation, proposal, evaluation, and selection of the consultant in accordance with the provisions of 49 CFR 18.42.

E. Negotiation.

1. Independent estimate. Prior to receipt or review of the most highly qualified consultant's cost proposal, the City shall prepare a detailed independent estimate with an appropriate breakdown of the work or labor hours, types or classifications of labor required, other direct costs, and consultant's fixed fee for the defined scope of work. The independent estimate shall serve as the basis for negotiation and ensuring the consultant services are obtained at a fair and reasonable cost.
2. If concealed cost proposals were submitted in conjunction with technical/qualifications proposals, only the cost proposal of the consultant with which negotiations are initiated may be considered. Concealed cost proposals of consultants with which negotiations are not initiated should be returned to the

respective consultant due to the confidential nature of this data (as specified in 23 U.S.C. 112(b)(2)(E)).

3. The City shall retain documentation of negotiation activities and resources used in the analysis of costs to establish elements of the contract in accordance with the provisions of 49 CFR 18.42.

#### F. Small Purchases.

The small purchase method involves procurement of engineering and design related services where an adequate number of qualified sources are reviewed, and the total contract costs do not exceed an established simplified acquisition threshold. The City may use the State's small purchase procedures which reflect applicable State laws and regulations for the procurement of engineering and design related services provided the total contract costs do not exceed the Federal simplified acquisition threshold (as specified in 48 CFR 2.101). When a lower threshold for use of small purchase procedures is established in State law, regulation, or policy, the lower threshold shall apply to the use of FAHP funds as allowed by Federal law. The following additional requirements shall apply to the small purchase procurement method:

1. The scope of work, project phases, and contract requirements shall not be broken down into smaller components merely to permit the use of small purchase procedures.
2. A minimum of three consultants are required to satisfy the adequate number of qualified sources reviewed.
3. Contract costs may be negotiated in accordance with State small purchase procedures; however, the allow ability of costs shall be determined in accordance with the Federal cost principles.
4. The full amount of any contract modification or amendment that would cause the total contract amount to exceed the established simplified acquisition threshold would be ineligible for Federal-aid funding. The FHWA may withdraw all Federal aid from a contract if it is modified or amended above the applicable established simplified acquisition threshold.

#### G. Noncompetitive.

The noncompetitive method involves procurement of engineering and design related services when it is not feasible to award the contract using competitive negotiation or small purchase procurement methods. The following requirements shall apply to the noncompetitive procurement method:

1. The City may use their own noncompetitive procedures which reflect applicable State and local laws and regulations and conform to applicable Federal requirements.
2. The City shall establish a process to determine when noncompetitive procedures will be used and shall submit justification to, and receive approval from, the FHWA before using this form of contracting.

3. Circumstances under which a contract may be awarded by noncompetitive procedures are limited to the following:
  - i. The service is available only from a single source;
  - ii. There is an emergency which will not permit the time necessary to conduct competitive negotiations; or
  - iii. After solicitation of a number of sources, competition is determined to be inadequate.
4. Contract costs may be negotiated in accordance with the City noncompetitive procedures; however, the allow ability of costs shall be determined in accordance with the Federal cost principles.

#### H. Additional Procurement Requirements.

##### 1. Common Grant Rule.

- i. The City must comply with procurement requirements established in State and local laws, regulations, policies, and procedures which are not addressed by or in conflict with applicable Federal laws and regulations (as specified in 49 CFR 18.36).
- ii. When State and local procurement laws, regulations, policies, or procedures are in conflict with applicable Federal laws and regulations, the City must comply with Federal requirements to be eligible for Federal-aid reimbursement of the associated costs of the services incurred following FHWA authorization (as specified in 49 CFR 18.4).

##### 2. Disadvantaged Business Enterprise (DBE) program.

- i. The City shall give consideration to DBE consultants in the procurement of engineering and design related service contracts subject to 23 U.S.C. 112(b)(2) in accordance with 49 CFR part 26. When DBE program participation goals cannot be met through race-neutral measures, additional DBE participation on engineering and design related services contracts may be achieved in accordance with the City's FHWA approved DBE program through either:
  - a. Use of an evaluation criterion in the qualifications-based selection of consultants; or
  - b. Establishment of a contract participation goal.
- ii. The use of quotas or exclusive set-asides for DBE consultants is prohibited (as specified in 49 CFR 26.43).

3. Suspension and Debarment. The City must verify suspension and debarment actions and eligibility status of consultants and sub-consultants prior to entering into an agreement or contract in accordance with 49 CFR 18.35 and 2 CFR part 180.

**PURCHASE REQUISITION**

**Date issued** *(date requisition prepared)*  
**Need Date** *(date delivery is needed)*  
**Department** *(name of using department)*  
**Requisitioner** *(signature of requesting person)*  
**Department Head** *(signature of department head)*  
 Suggested vendors:  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_

**Req. No.** *(department file number)*  
  
**To be purchased from:**  
*(This area to be filled in by Purchasing)*  
  
**To be delivered to:** *Give specific delivery instructions, including the name of the person designated to receive the item(s), department and street address.*

ITEM NUMBER	QUANTITY	UNIT	DESCRIPTION	ACCOUNT TO BE CHARGED	UNIT PRICE	AMOUNT

**Specifications:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Competitive Prices:** *(To be filled in by Purchasing)*      **Approved:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Finance Officer

\_\_\_\_\_  
 Purchasing Agent

\_\_\_\_\_  
 Communications/IT Director

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

APPENDIX C: SAMPLE CITY EMPLOYEE/  
OFFICIAL CONFLICT OF INTEREST DECLARATION FORM

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**CONFLICT OF INTEREST DECLARATION**  
**City Employee/Official**

Name (of person making the Declaration):

Position / title:

Organization:

Procurement Project:

**Confidentiality**

I understand that the procurement project’s information, discussions, meetings, correspondence and material are confidential, and I agree to keep this information safe and not supply this information to, or discuss this information with, anyone outside the Evaluation Committee.

**No contact with bidders/proposers**

I agree that I will have no contact with any bidder/proposer during the procurement. I will not:

- a. pass information or make comments to them about the procurement
- b. receive any gift, gratuity, hospitality or any inducement from them
- c. be in contact with, or meet them, or have any discussion about the procurement with them. I will immediately pass any requests for information or meetings that I receive from any bidder/proposer to the Evaluation Committee Chair.

**Declaration**

I understand my role as a City Employee or Official, and I make this declaration in good faith. *Select one of the following two options:*

**NO CONFLICT OF INTEREST**

I have no actual, potential or perceived conflict of interest in relation to this procurement process and my role as an employee and I undertake to carry out my duties with the highest degree of objectivity and integrity.

**CONFLICT OF INTEREST**

I have a conflict of interest.

- 1. Select the type of conflict of interest:

**Actual:** This is an existing conflict of interest, for example: you have a close relative who is a director of one of the firms that has submitted a bid/proposal.

**Potential:** This is a conflict of interest that is about to happen or could happen, for example: you or a close relative is in the process of being hired by, or acquiring part or full ownership of a firm that has submitted a bid/proposal.

**Perceived:** This is a conflict of interest which might be reasonably perceived by others as compromising a person's objectivity, for example: you have a close personal friendship with a director of one of the firms that has submitted a bid/proposal.

2. Describe the circumstances giving rise to the conflict of interest:

Signature:

Date:

**CONFLICT OF INTEREST DECLARATION**  
**Evaluation Committee**

Name (of person making the Declaration):

Position / title:

Organization:

Procurement Project:

**Confidentiality**

I understand that the procurement project’s information, discussions, meetings, correspondence and material are confidential, and I agree to keep this information safe and not supply this information to, or discuss this information with, anyone outside the Evaluation Committee.

**No contact with bidders/proposers**

I agree that I will have no contact with any bidder/proposer during the procurement. I will not:

- a. pass information or make comments to them about the procurement
- b. receive any gift, gratuity, hospitality or any inducement from them
- c. be in contact with, or meet them, or have any discussion about the procurement with them. I will immediately pass any requests for information or meetings that I receive from any bidder/proposer to the Evaluation Committee Chair.

**Declaration**

I understand my role as a member of this procurement Evaluation Committee, and I make this declaration in good faith. *Select one of the following two options:*

**NO CONFLICT OF INTEREST**

I have no actual, potential or perceived conflict of interest in relation to this procurement process and my role as a member of the Evaluation Committee and I undertake to carry out my duties with the highest degree of objectivity and integrity.

**CONFLICT OF INTEREST**

I have a conflict of interest.

1. Select the type of conflict of interest:

**Actual:** This is an existing conflict of interest, for example: you have a close relative who is a director of one of the firms that has submitted a bid/proposal.

**Potential:** This is a conflict of interest that is about to happen or could happen, for example: you or a close relative is in the process of being hired by, or acquiring part or full ownership of a firm that has submitted a bid/proposal.

**Perceived:** This is a conflict of interest which might be reasonably perceived by others as compromising a person's objectivity, for example: you have a close personal friendship with a director of one of the firms that has submitted a bid/proposal.

2. Describe the circumstances giving rise to the conflict of interest:

Signature:

Date:

## APPENDIX E:

SAMPLE DBE OBJECTIVES  
AND GOALS

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Disadvantaged Business Enterprise (DBE) Program Objectives

1. To ensure nondiscrimination in the award and administration of DOT-assisted contracts in the Department's highway, transit, and airport financial assistance programs;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the Department's DBE program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet this part's eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT-assisted contracts;
6. To promote the use of DBEs in all types of federally-assisted contracts and procurement activities conducted by recipients.
7. To assist the development of firms that can compete successfully in the marketplace outside the DBE program; and
8. To provide appropriate flexibility to recipients of Federal financial assistance in establishing and providing opportunities for DBEs.

## Establishing Contract Goals

The following factors to consider in setting contract goals include:

- a. Location
- b. Type of Work
- c. Availability of DBEs

## Establishing Overall Goals

The overall goal must be based on demonstrable evidence of the availability of ready, willing, and able DBEs relative to all businesses ready, willing, and able to participate on the DOT-assisted contracts (hereafter, the “relative availability of DBEs”). The goal must reflect determination of the level of DBE participation you would expect absent the effects of discrimination.

1. Determine a base figure for the relative availability of DBEs.
2. Once a base figure has been calculate, examine all of the evidence available in the jurisdiction to determine what adjustment, if any, is needed to the base figure to arrive at the overall goal. If the evidence does not suggest an adjustment is necessary, then no adjustment shall be made.

- For FHWA recipients, the overall goal should be expressed as a percentage of all Federal-aid highway funds you will expend in FHWA-assisted contracts in the forthcoming three fiscal years.

APPENDIX F:

EXAMPLE OF DBE GOALS

Example of a DBE Goal:

For Federal Fiscal Years 2018-2020, the Company established a DBE program goal of 25%; 21% race conscious; and 4% race neutral. The Company intends to award at least 25% of its total DOT-assisted contracts with qualified DBE firms through race conscious and race neutral means.

Proposed FFY 2021-2023, the Company in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26, hereby announces its Federal Fiscal Year 2021-2023 goal of 23% for Disadvantaged Business Enterprise (DBE) participation on contracts assisted by the Federal Highway Administration (FHWA). The Company DBE goal is based on demonstrable evidence of the availability of ready, willing and able DBEs relative to all businesses that are ready, willing and able to participate on FTA-assisted contracts. The DBE goal reflects the level of DBE participation that would be expected on transit contracts absent of the effects of discrimination.

Another example of a DBE Goal: A \$2 million contract to widen a one-mile stretch of city street. The LPA procurement team identifies several subcontracting possibilities—including striping, trucking, and traffic control—totaling \$220,000, or 11 percent of the contract value. The team searches the State DOT’s database of certified firms and identifies several DBE firms that are certified to perform these work items. The LPA also considers the location of the project and the availability of DBE firms to do the work which may increase or decrease the 11 percent. Based upon this analysis, the LPA believes that a contract goal of 9.5 percent is appropriate.

Establishment of Contract Goals					
<b>Subcontracting</b>		<b>Allocated Costs</b>		<b>Percentage</b>	
Striping		\$20,000		1%	
Trucking		\$80,000		4%	
Traffic Control		\$20,000		1%	
Other Work Types		\$100,000		5%	
<b>Total</b>		<b>\$220,000</b>		<b>11%</b>	
Adjustment				-1.5%	



Purchasing Policy Amendment Recommendations 02.14.22

<b>Staff/Financial Oversight Committee Recommendations</b>	<b>Proposed Amendment Section</b>	<b>Proposed Language</b>
Removal of Purchasing Card Policy from Purchasing Policy	Appendix B	Remove Procurement Card Policy
Removal of language associated with the procurement card	Section III - Purchasing Agent A. 23	Remove "Administer the use of the purchasing cards in compliance with the Purchasing Card policy which is attached as Appendix B hereto and incorporated herein by reference. The use of all city issued purchasing cards shall be governed by the Purchasing Card Policy".
Increase to the amendment/change order amount from \$2,500 to \$25,000	Section IV - Procurement Process B. Purchase Orders and Contracts 7. (1) Purchasing Thresholds Matrix	"If a quoted price of a change order is more than \$25,000, it shall require additional requisition and approval from all necessary parties pursuant to the Purchasing Thresholds.
Addition of approval of Computer hardware/software purchases, marketing/media content to be approved by the Communications/IT Director	Section IV - Procurement Process. (1) Purchasing Threshold Matrix Appendix B: Purchase Requisition	Add "*** ALL COMPUTER SOFTWARE/HARDWARE AND MARKETING/MEDIA CONTENT MUST BE APPROVED BY THE COMMUNICATIONS/IT DIRECTOR". Add signature approval Communications/IT Director on Purchase Requisition
Clarification of language regarding completion of due diligence items prior to requesting a resolution from the City Council.	Section B.	"Prior to requesting a resolution from the City Council authorizing the City Manager to execute any and all closing documents to complete the purchase of the property.
Revisions to Table of Contents, revision to definition language for clarity	Table of Contents, definitions	renumbering, revised definition terms
Addition of Evaluator Conflict of Interest Criteria	Section II -Ethics in Procurement H.	Add "See Appendix D for Sample City Evaluator Conflict of Interest Disclosure"
Addition of Evaluator Conflict of Interest Disclosure	Appendix D: Sample Evaluator Conflict of Interest Declaration Form	Add Evaluator Conflict of Interest Disclosure
Addition of City Employee/Official Conflict of Interest Disclosure	Appendix C: Sample City Employee/Official Conflict of Interest Declaration Form	Add City Employee/Official Conflict of Interest Disclosure
Addition of language regarding City employee/Official Conflict of Interest	Section II -Ethics in Procurement A. 3	Add "See Appendix C for Sample City Employee/Official Conflict of Interest Disclosure"
Addition of language regarding City DBE program goal and objectives	Appendix E: Sample DBE Objectives and Goals	Add Sample DBE Objectives and Goals
Addition of language regarding Example of DBE goals	Appendix F: Example of DBE Goals	Add Sample DBE Goals



## CITY COUNCIL AGENDA ITEM

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**SUBJECT: Finance 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.

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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.

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**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:** Monday, September 12, 2022

**Current Council Meeting:** Click or tap to enter a date.

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

**PRESENTER:** Gia Scruggs

**PURPOSE:** The Finance Director will present the July Financial Report.

**FACTS:** .

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

**RECOMMENDED ACTION:** Discussion only

**ATTACHMENTS:**

- (1) Attachment 1 - July 2022 Financial Report
- (2) Attachment 2 -
- (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.

# July 2022 Financial Report



Unaudited Financial Report

# ALL Funds Summary



As of Month End - July 31, 2022	FY 2021 Approved	FY 2021 Actuals (YTD)	FY 2022 Actuals (YTD)	FY 2022 Approved
<b>100 GENERAL FUND SUMMARY</b>				
031 TAXES	11,149,325	1,614,814	3,386,365	9,804,250
032 LICENSES & FEES	1,976,900	2,535,295	587,860	3,360,000
033 INTERGOVERNMENTAL REVENUES	497,500	0	0	0
034 GENERAL GOVERNMENT	12,100	19,402	64,338	30,000
035 FINES AND FORFEITURES	0	15,333	6,855	0
036 INTEREST REVENUES	400	472	523	500
037 CONTRIBUTION/DONATIONS	0	306	0	0
038 MISC REVENUE	0	0	66,160	0
039 OTHER FINANCING SOURCES	339,000	1,965	90,000	551,250
<b>Total General Fund Revenues</b>	<b>13,975,225</b>	<b>4,187,587</b>	<b>4,202,101</b>	<b>13,746,000</b>
010 ADMINISTRATIVE SERVICE	6,547,819	2,311,613	3,518,205	8,313,175
050 COURT	0	46,954	93,412	364,801
060 PARKS/LEISURE SERVICES	3,164,205	609,471	782,876	2,707,214
070 COMMUNITY DEVELOPMENT/PLANNING & ZONING	653,013	284,558	109,049	658,659
072 BUSINESS DEVELOPMENT	289,980	57,823	0	0
073 COMMUNITY & CULTURAL AFFAIRS	203,000	74,494	0	0
080 CODE ENFORCEMENT	1,102,463	500,706	306,603	750,033
090 BUILDING	1,018,745	482,876	242,034	952,118
093 OTHER FINANCING USES	990,800	215,000	93,294	0
<b>Total General Fund Expenditures</b>	<b>13,970,025</b>	<b>4,583,495</b>	<b>5,145,473</b>	<b>13,746,000</b>
<b>230 ARPA AMERICAN RESCUE PLAN ACT SUMMARY</b>				
	FY 2021 Approved	FY 2021 Actuals (YTD)	FY 2022 Actuals (YTD)	FY 2022 Approved
033 INTERGOVERNMENTAL REVENUES	0	4,865,024	0	4,865,023
<b>Total APRA Revenues</b>	<b>0</b>	<b>4,865,024</b>	<b>0</b>	<b>4,865,023</b>
010 ADMINISTRATIVE SERVICE	0	0	27,159	0
<b>Total APRA Expenditures</b>	<b>0</b>	<b>0</b>	<b>27,159</b>	<b>0</b>
<b>275 HOTEL MOTEL FUND SUMMARY</b>				
	FY 2021 Approved	FY 2021 Actuals (YTD)	FY 2022 Actuals (YTD)	FY 2022 Approved
031 TAXES	565,000	335,176	536,226	980,000
<b>Total Hotel Motel Fund Revenues</b>	<b>565,000</b>	<b>335,176</b>	<b>536,226</b>	<b>980,000</b>
075 ECONOMIC DEVELOPMENT	565,000	0	185,233	980,000
<b>Total Hotel Motel Fund Expenditures</b>	<b>565,000</b>	<b>0</b>	<b>185,233</b>	<b>980,000</b>
<b>300 SPLOST FUND SUMMARY</b>				
	FY 2021 Approved	FY 2021 Actuals (YTD)	FY 2022 Actuals (YTD)	FY 2022 Approved
33710 SPLOST REVENUES	6,980,000	5,008,636	4,714,656	8,548,000
36100 INTEREST REVENUES	2,800	2,263	846	2,500
37100 OTHER SOURCES REVENUE/GENERAL CITY	497,500	0	190,663	0
39101 OTHER SOURCES REVENUE/TRANS FM	0	0	0	0
<b>Total SPLOST Fund Revenues</b>	<b>7,480,300</b>	<b>5,010,900</b>	<b>4,906,165</b>	<b>8,550,500</b>
05135 PUBLIC WORKS/ENGINEERING	8,000,000	2,763	915,983	7,350,000
05136 FACILITIES & BLDG/CITY HALL	1,000,000	25,520	0	150,000
05159 GENERAL OPERATIONS	0	25	0	0
06210 PARKS ADMINISTRATION	1,750,000	0	37,190	1,050,500
<b>Total SPLOST Fund Expenditures</b>	<b>10,750,000</b>	<b>28,308</b>	<b>953,173</b>	<b>8,550,500</b>

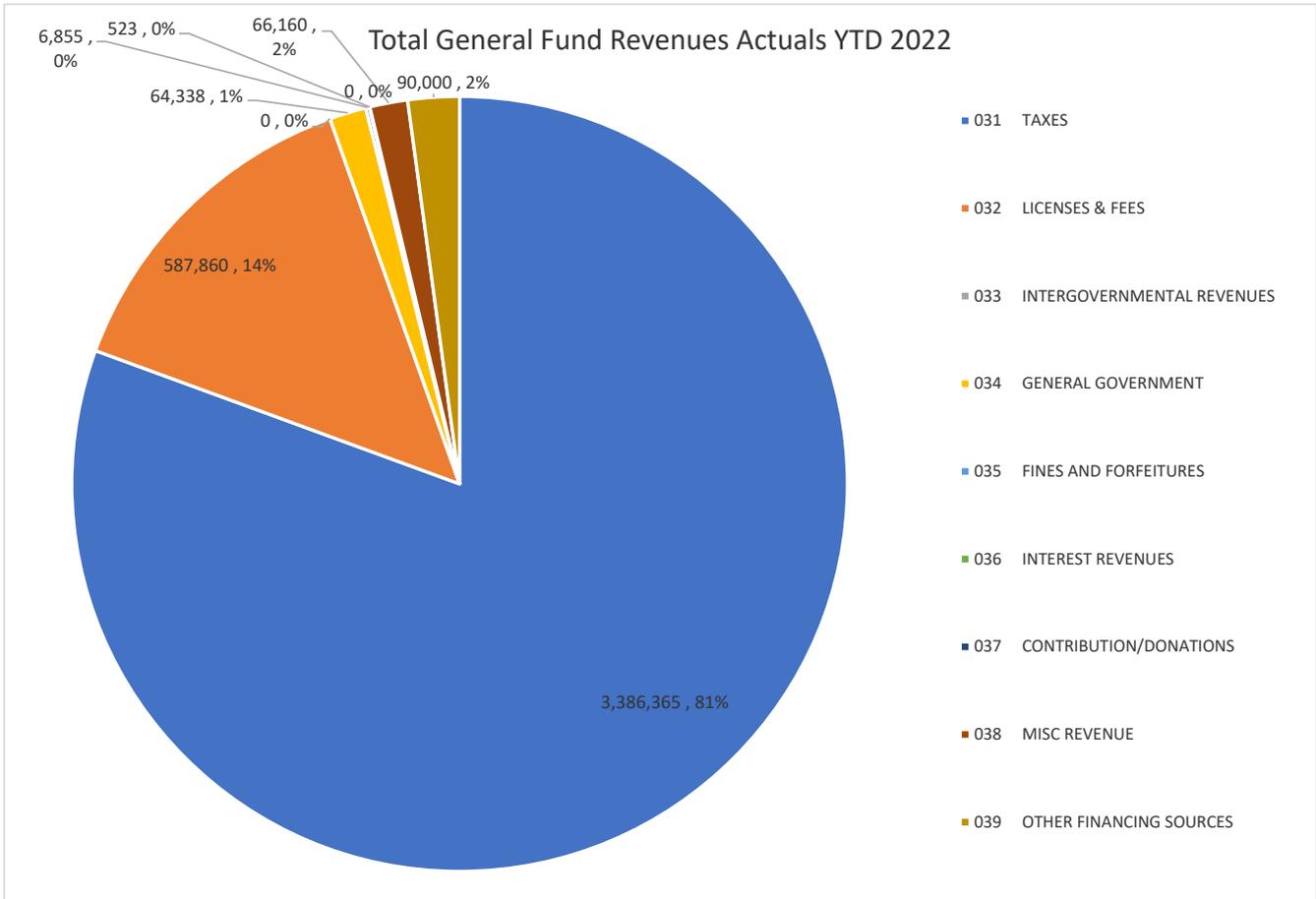
# General Fund Revenue Detail Summary



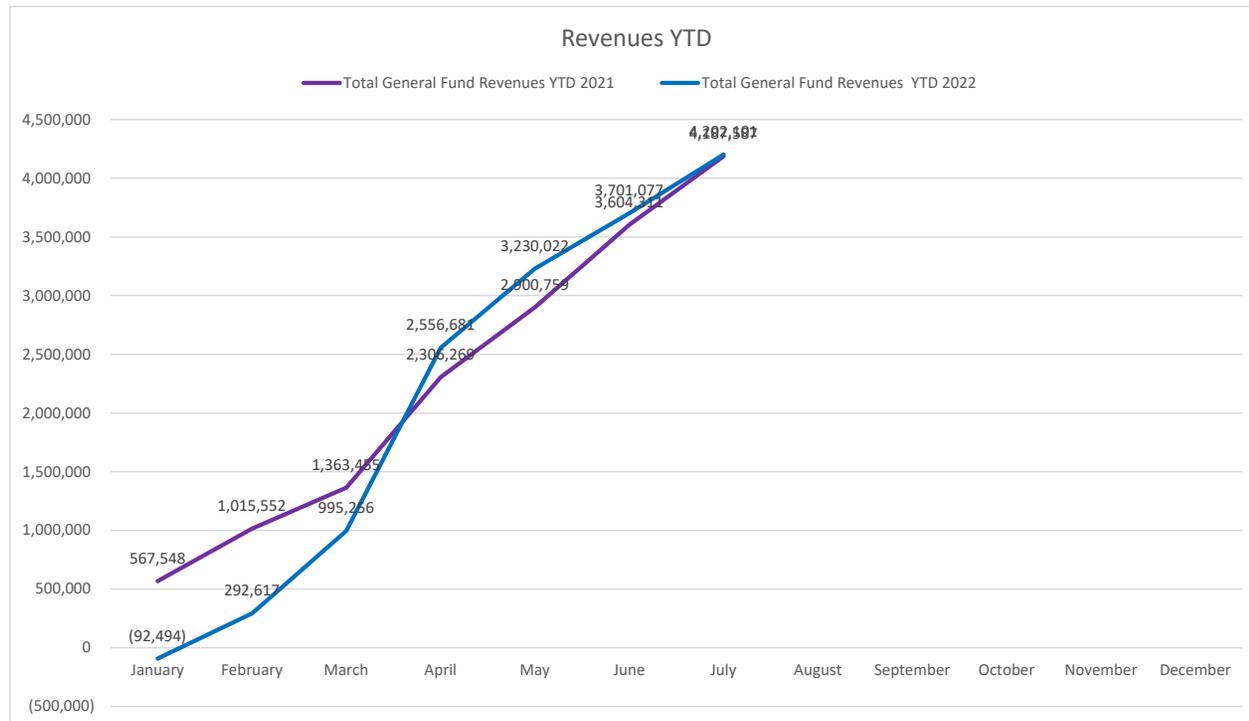
As of Month End - July 31, 2022		FY 2021 Approved	FY 2021 Actuals (YTD)	FY 2022 Actuals (YTD)	Approved
<b>100 - General Fund Revenue Detail</b>					
<b>031 TAXES</b>					
<b>03110 GENERAL PROPERTY TAX</b>					
31100	REAL PROPERTY-CURRENT YEAR	2,111,225	147,654	0	1,873,000
31110	PUBLIC UTILITY TAX	30,400	0	3	0
31200	REAL PROPERTY-PRIOR YEAR	120,000	28,347	24,516	50,000
31301	PERSONAL PROPERTY-CURRENT YEAR	357,100	126	0	300,000
31310	MOTOR VEHICLE TAX	12,400	713,399	21,992	12,400
31315	TITLE AD VALOREM TAX	887,300	0	657,452	975,000
31325	HEAVY EQUIPMENT TAX	100	0	0	0
31340	INTANGIBLE TAX REVENUE	0	0	1,520	2,500
31360	REAL ESTATE TRANSFER TAX	0	1,049	619	250
31400	PERSONAL PROPERTY- PRIOR YEAR	26,000	45,907	(3,374)	50,000
32451	PEN & INT ON DELINQ PROP TAX	0	3,110	1,629	10,000
<b>03110</b>	<b>TOTAL GENERAL PROPERTY TAX</b>	<b>3,544,525</b>	<b>939,592</b>	<b>704,356</b>	<b>3,273,150</b>
<b>03111 FRANCHISE FEES</b>					
31371	ATL GAS LIGHT (SOUTHERN CO.)	300,000	185,393	299,777	300,000
31372	SSEMC	324,800	0	0	350,000
31373	COMCAST	509,300	370,754	284,844	500,000
31374	AT&T	183,700	47,451	13,530	150,000
31375	GEORGIA POWER	1,000,000	0	0	975,000
31376	FUEL GEORGIA/CENNAT	0	9	0	100
<b>03111</b>	<b>TOTAL FRANCHISE FEES</b>	<b>2,317,800</b>	<b>603,607</b>	<b>598,152</b>	<b>2,275,100</b>
<b>03140 SELECTIVE SALES AND USE TAX</b>					
34200	ALCOHOLIC BEVERAGE EXCISE TAX	32,400	22,346	37,351	46,000
34300	LOCAL OPTION MIXED DRINK	76,800	51,608	77,587	100,000
<b>03140</b>	<b>TOTAL SELECTIVE SALES AND USE TAX</b>	<b>109,200</b>	<b>73,954</b>	<b>114,938</b>	<b>146,000</b>
<b>03160 BUSINESS TAXES</b>					
31610	BUSINESS & OCCUPATION TAXES	1,387,800	(2,340)	1,699,869	0
31620	INSURANCE PREMIUM TAX	3,790,000	0	0	4,100,000
31630	FINANCIAL INSTITUTIONS TAXES	0	0	269,050	10,000
32410	BUSINESS LICENSE PENALTY	0	0	0	0
32440	INTEREST ON BUSINESS LICENSES	0	0	0	0
<b>03160</b>	<b>TOTAL BUSINESS TAXES</b>	<b>5,177,800</b>	<b>(2,340)</b>	<b>1,968,919</b>	<b>4,110,000</b>
<b>031</b>	<b>TOTAL TAXES</b>	<b>11,149,325</b>	<b>1,614,814</b>	<b>3,386,365</b>	<b>9,804,250</b>
<b>032 LICENSES &amp; FEES</b>					
<b>03210 BUSINESS LICENSE</b>					
32110	ALCOHOLIC BEVERAGES CY	127,100	79,375	199,910	125,000
32111	ALCOHOLIC BEVERAGES CY FUTURE	0	0	0	0
32120	GEN BUSINESS LICENSE CY	0	1,294,902	0	1,500,000
32190	OTHER LICENSE/PERMITS	0	0	26,575	0
<b>03210</b>	<b>TOTAL BUSINESS LICENSE</b>	<b>127,100</b>	<b>1,374,277</b>	<b>226,485</b>	<b>1,625,000</b>
<b>03220 LICENSES &amp; PERMITS</b>					
32200	BUILDING PERMITS	1,800,000	1,142,985	331,580	1,700,000
32202	DEVELOPMENT PERMITS	44,100	12,718	16,790	25,000
32205	ZONING APPLICATIONS	5,700	5,315	12,930	10,000
32299	OTHER	0	0	75	0
<b>03220</b>	<b>TOTAL LICENSES &amp; PERMITS</b>	<b>1,849,800</b>	<b>1,161,018</b>	<b>361,375</b>	<b>1,735,000</b>
<b>032</b>	<b>TOTAL LICENSES &amp; FEES</b>	<b>1,976,900</b>	<b>2,535,295</b>	<b>587,860</b>	<b>3,360,000</b>
<b>033 INTERGOVERNMENTAL REVENUES</b>					
<b>03430 STATE GOVERNMENT GRANTS</b>					
33430	STATE GRANT CAPITAL-LMIG	497,500	0	0	0
<b>033</b>	<b>TOTAL INTERGOVERNMENTAL REVENUES</b>	<b>497,500</b>	<b>0</b>	<b>0</b>	<b>0</b>

As of Month End - July 31, 2022	FY 2021 Approved	FY 2021 Actuals (YTD)	FY 2022 Actuals (YTD)	Approved
<b>100 - General Fund Revenue Detail</b>				
<b>034 GENERAL GOVERNMENT</b>				
<b>03400 GENERAL GOVERNMENT</b>				
34110 COURT COSTS, FEES, CHARGES	0	0	2,034	0
34118 NOTARY FEE	0	0	0	0
34119 OTHER FEES	0	0	0	10,000
34120 FILM PERMITTING	7,500	18,922	12,983	10,000
34130 DEVELOPMENT FEES	0	0	8,720	0
34720 ACTIVITY FEES	0	480	39,376	10,000
34750 PROGRAM FEES	4,600	0	0	0
<b>03400 TOTAL GENERAL GOVERNMENT</b>	<b>12,100</b>	<b>19,402</b>	<b>63,113</b>	<b>30,000</b>
<b>03900 OTHER CHARGES FOR SVCS</b>				
31910 ELECTION QUALIFYING FEE	0	0	1,200	0
34930 BAD CHECK FEES	0	0	25	0
<b>03900 TOTAL OTHER CHARGES FOR SVCS</b>	<b>0</b>	<b>0</b>	<b>1,225</b>	<b>0</b>
<b>034 TOTAL GENERAL GOVERNMENT</b>	<b>12,100</b>	<b>19,402</b>	<b>64,338</b>	<b>30,000</b>
<b>035 FINES AND FORFEITURES</b>				
<b>03510 FINES AND FORFEITURES</b>				
35100 MUNICIPAL COURT	0	15,333	6,855	0
<b>035 TOTAL FINES AND FORFEITURES</b>	<b>0</b>	<b>15,333</b>	<b>6,855</b>	<b>0</b>
<b>036 INTEREST REVENUES</b>				
<b>03610 INTEREST REVENUES</b>				
36100 INTEREST	400	472	523	500
<b>036 TOTAL INTEREST REVENUES</b>	<b>400</b>	<b>472</b>	<b>523</b>	<b>500</b>
<b>037 CON/DON FROM PRIVATE SOURCES</b>				
<b>03710 CONTRIBUTIONS/DONATIONS</b>				
37100 GENERAL CITY	0	306	0	0
<b>037 TOTAL CON/DON FROM PRIVATE SOURCES</b>	<b>0</b>	<b>306</b>	<b>0</b>	<b>0</b>
<b>038 MISC REVENUE</b>				
<b>03800 MISC REVENUE</b>				
38900 OTHER MISC REVENUE	0	0	66,160	0
<b>038 TOTAL MISC REVENUE</b>	<b>0</b>	<b>0</b>	<b>66,160</b>	<b>0</b>
<b>039 OTHER FINANCING SOURCES</b>				
<b>03910 OTHER FINANCING SOURCES</b>				
39120 TRANSFER FROM HOTEL	339,000	0	0	551,250
39124 PARKS & REC ACTIVITY FEES	0	1,965	0	0
39210 SALE OF ASSETS	0	0	90,000	0
58100 DEBT-PRINCIPAL	0	0	0	0
58200 DEBT-INTEREST	0	0	0	0
<b>039 TOTAL OTHER FINANCING SOURCES</b>	<b>339,000</b>	<b>1,965</b>	<b>90,000</b>	<b>551,250</b>
<b>Total ALL General Fund Revenues</b>	<b>13,975,225</b>	<b>4,187,587</b>	<b>4,202,101</b>	<b>13,746,000</b>

As of Month End - July 31, 2022	FY 2021 Approved	FY 2021 Actuals (YTD)	FY 2022 Actuals (YTD)	FY 2022 Approved
<b>100 GENERAL FUND SUMMARY</b>				
031 TAXES	11,149,325	1,614,814	3,386,365	9,804,250
032 LICENSES & FEES	1,976,900	2,535,295	587,860	3,360,000
033 INTERGOVERNMENTAL REVENUES	497,500	0	0	0
034 GENERAL GOVERNMENT	12,100	19,402	64,338	30,000
035 FINES AND FORFEITURES	0	15,333	6,855	0
036 INTEREST REVENUES	400	472	523	500
037 CONTRIBUTION/DONATIONS	0	306	0	0
038 MISC REVENUE	0	0	66,160	0
039 OTHER FINANCING SOURCES	339,000	1,965	90,000	551,250
<b>Total General Fund Revenues</b>	<b>13,975,225</b>	<b>4,187,587</b>	<b>4,202,101</b>	<b>13,746,000</b>



As of Month End - July 31, 2022		
Total General Fund Revenues		
Months	YTD 2021	YTD 2022
January	567,548	(92,494)
February	1,015,552	292,617
March	1,363,455	995,256
April	2,306,269	2,556,681
May	2,900,759	3,230,022
June	3,604,311	3,701,077
July	4,187,587	4,202,101
August		
September		
October		
November		
December		



# General Fund Expenditure

## Detail Summary



As of Month End - July 31, 2022

FY 2021  
ApprovedFY 2021  
Actuals (YTD)FY 2022  
Actuals (YTD)FY 2022  
Item IV. a.**100 - General Fund Expenditures Detail****010 ADMINISTRATIVE SERVICE****05110 MAYOR & CITY COUNCIL**

51110	REGULAR SALARIES	95,000	55,417	53,225	95,000
51200	FICA/MEDICARE	8,275	4,240	4,162	7,268
51210	GROUP INSURANCE	30,000	0	290	79,378
51240	RETIREMENT	3,000	0	6,720	14,250
51260	UNEMPLOYMENT EXPENSE	0	0	0	2,565
51270	WORKERS COMP	2,000	0	1,026	1,026
52105	UNIFORMS	1,000	0	0	1,000
52120	PROFESSIONAL SERVICES	135,000	27,925	0	25,000
52134	FILM MARKETING	30,000	0	0	0
52136	FILM PERMITTING	5,000	0	0	0
52137	FILM PROGRAMS	20,000	0	0	0
52352	TRAVEL-DISTRICT 1	1,000	0	202	3,000
52353	TRAVEL-DISTRICT 2	1,000	0	601	3,000
52354	TRAVEL-DISTRICT 3	1,000	0	0	3,000
52355	TRAVEL-DISTRICT 4	1,000	0	1,195	3,000
52356	TRAVEL-DISTRICT 5	1,000	0	2,055	3,000
52359	MAYOR TRAVEL EXPENSES	3,000	1,210	1,171	4,000
52362	LATE FEES	2,000	2,943	0	0
52370	EDUCATION & TRAINING	0	0	0	0
52374	EDUCATION & TRAINING-D 1	1,000	0	1,015	2,000
52375	EDUCATION & TRAINING-D 2	1,000	875	855	2,000
52376	EDUCATION & TRAINING-D 3	1,000	0	675	2,000
52377	EDUCATION & TRAINING- D 4	1,000	1,035	595	2,000
52378	EDUCATION & TRAINING-D 5	1,000	700	0	2,000
52379	EDUCATION & TRAINING-MAYOR	1,000	425	0	2,000
53100	OPERATING SUPPLIES	6,000	1,244	243	3,000
53160	MAYOR EXPENSE	0	79	0	0
53169	MAYOR VEHICLE ALLOWANCES	7,800	9,072	0	0
53171	DISTRICT EXPENSES - D1	1,000	0	1,772	3,000
53172	DISTRICT EXPENSES - D2	1,000	151	54	3,000
53173	DISTRICT EXPENSES - D3	1,000	0	0	3,000
53174	DISTRICT EXPENSES - D4	1,000	0	0	3,000
53176	DISTRICT EXPENSES D5	1,000	0	171	3,000
53177	CITYWIDE MAYOR EXPENSE	1,000	0	0	5,000
53178	COUNCIL INITIATIVES	25,000	0	3,720	25,000
53180	MAYOR INITIATIVES	50,000	0	27,658	50,000
<b>05110</b>	<b>TOTAL MAYOR &amp; CITY COUNCIL</b>	<b>440,075</b>	<b>105,316</b>	<b>107,404</b>	<b>354,487</b>

As of Month End - July 31, 2022		FY 2021 Approved	FY 2021 Actuals (YTD)	FY 2022 Actuals (YTD)	FY 2022 Item IV. a.
<b>100 - General Fund Expenditures Detail</b>					
<b>05130 CITY MANAGER</b>					
51110	REGULAR SALARIES	0	0	58,084	462,500
51130	OVERTIME	0	0	0	10,000
51200	FICA/MEDICARE	0	0	4,443	30,849
51210	GROUP INSURANCE	0	0	5,304	87,157
51240	RETIREMENT	0	0	6,840	57,863
51260	UNEMPLOYMENT EXPENSE	0	0	0	10,888
51270	WORKERS COMP	0	0	5,472	4,355
51280	RELOCATION EXPENSE	0	0	0	10,000
52120	PROFESSIONAL SERVICES	210,000	47,988	137,818	120,000
52121	CONTRACTUAL SVCS JACOBS	219,398	105,051	724,765	460,000
52135	SOFTWARE/SERVICE CONTRACTS	0	0	0	25,000
52350	TRAVEL EXPENSE	1,000	0	23	16,000
52360	DUES & FEES	500	1,500	875	2,000
52370	EDUCATION & TRAINING	1,000	0	0	8,000
53100	OPERATING SUPPLIES	2,000	72	450	1,000
53130	FOOD	0	0	179	0
53175	CITY EVENTS	0	0	5,445	0
53181	HOSPITALITY SUPPLIES	0	0	0	5,000
<b>05130</b>	<b>TOTAL CITY MANAGER</b>	<b>433,898</b>	<b>154,610</b>	<b>949,697</b>	<b>1,310,612</b>
<b>05131 CITY CLERK</b>					
51110	REGULAR SALARIES	0	0	86,993	200,083
51130	OVERTIME	0	0	2,284	10,000
51200	FICA/MEDICARE	0	0	6,830	15,306
51210	GROUP INSURANCE	0	0	15,188	87,763
51240	RETIREMENT	0	0	9,772	30,012
51260	UNEMPLOYMENT EXPENSE	0	0	0	5,402
51270	WORKERS COMP	0	0	2,715	2,161
52112	ELECTION SERVICES	50,000	0	10	0
52120	PROFESSIONAL SERVICES	0	0	345	0
52121	CONTRACTUAL SVCS JACOBS	135,608	65,657	0	0
52135	SOFTWARE/SERVICE CONTRACTS	46,000	140	0	46,000
52330	ADVERTISING	10,000	9,660	15,917	25,000
52350	TRAVEL EXPENSE	250	0	0	4,000
52360	DUES & FEES	400	0	0	1,000
52370	EDUCATION & TRAINING	1,000	0	1,007	4,000
53100	OPERATING SUPPLIES	3,000	199	92	1,500
53101	POSTAGE	200	0	0	0
54240	COMPUTER/SOFTWARE	0	0	0	4,500
<b>05131</b>	<b>TOTAL CITY CLERK</b>	<b>246,458</b>	<b>75,656</b>	<b>141,153</b>	<b>436,727</b>
<b>05135 PUBLIC WORKS/ENGINEERING</b>					
33430	STATE GRANT CAPITAL-LMIG DIRECT	0	0	0	0
51110	REGULAR SALARIES	0	0	0	0
51130	OVERTIME	0	0	0	0
51200	FICA/MEDICARE	0	0	0	0
51210	GROUP INSURANCE	0	0	0	0
51240	RETIREMENT	0	0	0	0
51260	UNEMPLOYMENT EXPENSE	0	0	0	0
51270	WORKERS COMP	0	0	0	0
51280	RELOCATION EXPENSE	0	0	0	0
51290	OTHER EMP BENEFITS	0	0	0	0
51300	TECHNICAL SERVICES	150,000	0	0	0
52120	PROFESSIONAL SERVICES	542,000	4,000	235,435	800,000
52121	CONTRACTUAL SVCS JACOBS	317,363	162,829	0	0
52200	REPAIR AND MAINTENANCE	60,000	0	0	0
52330	ADVERTISING	0	0	0	0
52350	TRAVEL EXPENSE	4,000	0	0	0
52360	DUES & FEES	0	0	0	0
52370	EDUCATION & TRAINING	5,000	0	0	0
53100	OPERATING SUPPLIES	4,250	0	0	0
53101	POSTAGE	0	0	0	0
54140	TRANS INFRASTRUCTURE IMPROVEMENT	0	0	0	0
<b>05131</b>	<b>PUBLIC WORKS/ENGINEERING</b>	<b>1,082,613</b>	<b>166,829</b>	<b>235,435</b>	<b>81</b> 239

As of Month End - July 31, 2022		FY 2021 Approved	FY 2021 Actuals (YTD)	FY 2022 Actuals (YTD)	FY 2022 Item IV. a.
<b>100 - General Fund Expenditures Detail</b>					
<b>05136 PUBLIC SAFETY</b>					
52120	PROFESSIONAL SERVICES	24,000	0	0	25,000
52370	EDUCATION & TRAINING	500	0	0	0
53100	OPERATING SUPPLIES	500	0	0	0
<b>05136</b>	<b>TOTAL PUBLIC SAFETY</b>	<b>25,000</b>	<b>0</b>	<b>0</b>	<b>25,000</b>

As of Month End - July 31, 2022		FY 2021 Approved	FY 2021 Actuals (YTD)	FY 2022 Actuals (YTD)	FY 2022 Item IV. a.
<b>100 - General Fund Expenditures Detail</b>					
<b>05151 FINANCE ADMINISTRATION</b>					
51110	REGULAR SALARIES	0	0	286,482	527,915
51130	OVERTIME	0	0	0	15,000
51200	FICA/MEDICARE	0	0	21,916	40,386
51210	GROUP INSURANCE	0	0	27,149	99,222
51240	RETIREMENT	0	0	39,942	79,187
51260	UNEMPLOYMENT EXPENSE	0	0	0	14,254
51270	WORKERS COMP	0	0	7,163	5,701
52110	AUDIT SERVICES	110,000	37,950	1,800	60,000
52120	PROFESSIONAL SERVICES	220,000	80,662	20,565	220,000
52121	CONTRACTUAL SVCS JACOBS	424,463	204,849	0	0
52135	SOFTWARE/SERVICE CONTRACTS	20,000	3,142	9,688	20,000
52350	TRAVEL EXPENSE	2,000	0	4,530	10,000
52360	DUES & FEES	1,500	595	1,850	4,000
52370	EDUCATION & TRAINING	3,000	0	1,780	5,000
53100	OPERATING SUPPLIES	500	0	2,656	1,500
54240	COMPUTER/SOFTWARE	230,000	0	0	120,000
<b>05151</b>	<b>TOTAL FINANCE ADMINISTRATION</b>	<b>1,011,463</b>	<b>327,197</b>	<b>425,520</b>	<b>1,222,165</b>
<b>05152 HUMAN RESOURCES</b>					
51110	REGULAR SALARIES	0	0	99,154	190,000
51200	FICA/MEDICARE	0	0	7,585	14,535
51210	GROUP INSURANCE	0	0	6,965	39,766
51240	RETIREMENT	0	0	12,110	28,500
51260	UNEMPLOYMENT EXPENSE	0	0	0	5,130
51270	WORKERS COMP	0	0	2,579	2,052
52120	PROFESSIONAL SERVICES	0	0	125,750	10,000
52135	SOFTWARE/SERVICE CONTRACTS	0	0	1,419	0
52330	ADVERTISING	0	0	0	500
52350	TRAVEL EXPENSE	0	0	0	5,000
52360	DUES & FEES	0	0	0	2,000
52370	EDUCATION & TRAINING	0	0	0	3,000
53100	OPERATING SUPPLIES	0	0	258	6,000
<b>05152</b>	<b>TOTAL HUMAN RESOURCES</b>	<b>0</b>	<b>0</b>	<b>255,821</b>	<b>306,483</b>
<b>05153 LEGAL SERVICES DEPARTMENT</b>					
52120	PROFESSIONAL SERVICES	20,000	5,643	(4,015)	0
52122	ATTORNEY FEES	550,000	425,579	293,179	450,000
52130	ATTORNEY FEES/OTHER	50,000	0	0	100,000
<b>05153</b>	<b>TOTAL LEGAL SERVICES DEPARTMENT</b>	<b>620,000</b>	<b>431,222</b>	<b>289,165</b>	<b>550,000</b>
<b>05154 INTERNAL AUDIT DEPARTMENT</b>					
52120	PROFESSIONAL SERVICES	0	0	9,304	80,000
<b>05154</b>	<b>TOTAL INTERNAL AUDIT DEPARTMENT</b>	<b>0</b>	<b>0</b>	<b>9,304</b>	<b>80,000</b>

As of Month End - July 31, 2022		FY 2021 Approved	FY 2021 Actuals (YTD)	FY 2022 Actuals (YTD)	FY 2022 Item IV. a.
<b>100 - General Fund Expenditures Detail</b>					
<b>05155 ECONOMIC DEVELOPMENT</b>					
51110	REGULAR SALARIES	0	0	5,208	155,000
51130	OVERTIME	0	0	0	5,000
51200	FICA/MEDICARE	0	0	398	11,858
51210	GROUP INSURANCE	0	0	95	58,256
51240	RETIREMENT	0	0	781	23,250
51260	UNEMPLOYMENT EXPENSE	0	0	0	4,185
51270	WORKERS COMP	0	0	2,103	1,674
52120	PROFESSIONAL SERVICES	120,000	33,000	0	100,000
52121	CONTRACTUAL SVCS JACOBS	141,120	68,283	0	0
52131	CONTRACTUAL SERVICES		348	0	0
52132	MARKETING	45,000	1,750	0	20,000
52133	TRAINING TRAVEL	21,000	0	0	0
52134	FILM MARKETING	0	0	1,814	30,000
52136	FILM PERMITTING	0	0	0	5,000
52137	FILM PROGRAMS	0	0	29,500	20,000
52350	TRAVEL EXPENSE	0	0	0	10,000
52360	DUES & FEES	4,000	0	0	4,000
52370	EDUCATION & TRAINING	10,000	0	0	5,000
52371	DEVELOPMENT AUTHORITY	15,000	0	0	0
52372	LEGAL SVCS (DEVELOPMENT AUTH)	20,000	0	0	0
52373	ECONOMIC DEVELOPMENT PLAN	0	0	0	100,000
53100	OPERATING SUPPLIES	3,500	100	46	1,500
<b>05155</b>	<b>TOTAL ECONOMIC DEVELOPMENT</b>	<b>379,620</b>	<b>103,481</b>	<b>39,946</b>	<b>554,723</b>
<b>05156 FACILITIES &amp; BLDG/ CITY HALL</b>					
51300	TECHNICAL SERVICES	0	0	0	0
52120	PROFESSIONAL SERVICES	0	8,993	10,040	75,000
52180	SECURITY	0	0	13,150	0
52200	REPAIRS & MAINTENANCE	75,000	69,803	27,672	75,000
52210	RECYCLE/SHREDDING	0	154	220	1,000
52301	REAL ESTATE RENTS/LEASES	280,000	137,911	209,236	421,000
52302	EQUIPMENT RENTAL	0	12,700	38,004	15,000
53102	PEST CONTROL	5,000	1,915	1,836	5,000
53105	INTERNET/PHONES	0	1,427	1,389	0
53120	STORMWATER UTILITY CHARGES	0	0	0	6,500
53121	WATER/SEWER	500	246	238	1,000
53122	NATURAL GAS	44,500	1,764	0	10,000
53123	ELECTRICITY	200,000	61,985	28,190	50,000
53161	SMALL EQUIPMENT	2,500	0	0	0
54130	BUILDINGS & IMPROVEMENTS	120,000	0	2,993	25,000
54230	FURNITURE AND FIXTURES	10,000	0	44,258	25,000
54250	OTHER EQUIPMENT	5,000	0	19,458	75,000
<b>05156</b>	<b>TOTAL FACILITIES &amp; BLDG/ CITY HALL</b>	<b>742,500</b>	<b>296,898</b>	<b>396,684</b>	<b>784,500</b>

As of Month End - July 31, 2022		FY 2021 Approved	FY 2021 Actuals (YTD)	FY 2022 Actuals (YTD)	FY 2022 Item IV. a.
<b>100 - General Fund Expenditures Detail</b>					
<b>05157 COMMUNICATIONS</b>					
51110	REGULAR SALARIES	0	0	91,995	309,852
51130	OVERTIME	0	0	0	20,000
51200	FICA/MEDICARE	0	0	7,038	5,858
51210	GROUP INSURANCE	0	0	11,619	121,739
51240	RETIREMENT	0	0	11,760	42,165
51260	UNEMPLOYMENT EXPENSE	0	0	0	7,590
51270	WORKERS COMP	0	0	3,814	3,036
52120	PROFESSIONAL SERVICES	28,000	580	4,075	15,000
52121	CONTRACTUAL SVCS JACOBS	358,313	173,334	0	0
52135	SOFTWARE/SERVICE CONTRACTS	0	6,730	2,542	32,000
52340	PRINTING	500	0	0	500
52350	TRAVEL EXPENSE	0	0	0	2,000
52360	DUES & FEES	0	400	0	1,500
52370	EDUCATION & TRAINING	1,800	0	0	2,000
53100	OPERATING SUPPLIES	1,000	1,007	464	1,500
53161	SMALL EQUIPMENT	5,000	1,240	0	0
54250	OTHER EQUIPMENT	2,000	0	1,044	10,000
<b>05157</b>	<b>TOTAL COMMUNICATIONS</b>	<b>396,613</b>	<b>183,291</b>	<b>134,351</b>	<b>574,740</b>
<b>05158 IT/GIS</b>					
52120	PROFESSIONAL SERVICES	10,000	0	125,623	475,000
52121	CONTRACTUAL SVCS JACOBS	367,500	183,839	0	0
52135	SOFTWARE/SERVICE CONTRACTS	31,000	35,164	28,672	31,000
53100	OPERATING SUPPLIES	6,000	505	2,704	5,000
53161	SMALL EQUIPMENT	18,000	0	0	0
54240	COMPUTER/SOFTWARE	25,500	0	0	10,000
54250	OTHER EQUIPMENT	4,000	0	14,123	22,000
<b>05158</b>	<b>TOTAL IT/GIS</b>	<b>462,000</b>	<b>219,507</b>	<b>171,122</b>	<b>543,000</b>
<b>05159 GENERAL OPERATIONS</b>					
52105	UNIFORMS	20,000	367	1,542	7,500
52120	PROFESSIONAL SERVICES	0	5,401	37,115	35,000
52121	CONTRACTUAL SVCS JACOBS	116,820	55,152	0	0
52132	MARKETING	0	0	0	0
52135	SOFTWARE/SERVICE CONTRACTS	0	0	60,649	0
52200	REPAIRS & MAINTENANCE	2,000	2,159	1,645	0
52210	RECYCLE/SHREDDING	2,000	154	0	0
52232	EQUIPMENT LEASE	25,000	21,511	7,918	25,000
52310	GENERAL LIABILITY INSURANCE	25,000	28,735	82,953	75,000
52340	PRINTING	2,500	45	99	2,000
52360	DUES & FEES	70,000	15,620	58,570	70,000
52361	BANK FEES	50,000	28,674	8,383	50,000
53100	OPERATING SUPPLIES	35,000	6,480	22,746	20,000
53101	POSTAGE	5,000	2,075	2,051	3,000
53103	OFFICE SUPPLIES	0	804	4,290	1,000
53104	SERVICE FEES	0	0	0	250
53105	INTERNET/PHONES	100,000	67,630	42,469	100,000
53115	VEHICLE FUEL	0	0	6,949	36,000
54240	COMPUTER/SOFTWARE	0	0	0	0
54250	OTHER EQUIPMENT	0	0	0	10,000
57101	TAX BILL PROCESSING	30,000	0	0	30,000
58210	CAPITAL LEASE-PRINCIPAL	0	11,101	24,612	20,000
58220	CAPITAL LEASE-INTEREST	0	1,699	616	5,000
<b>05159</b>	<b>TOTAL GENERAL OPERATIONS</b>	<b>483,320</b>	<b>247,606</b>	<b>362,606</b>	<b>489,750</b>
<b>05900 DESIGNATED RESERVE</b>					
57902	RESERVE CONTINGENCY	224,259	0	0	280,988
<b>05900</b>	<b>TOTAL DESIGNATED RESERVE</b>	<b>224,259</b>	<b>0</b>	<b>0</b>	<b>280,988</b>
<b>010</b>	<b>TOTAL ADMINISTRATIVE SERVICE</b>	<b>6,547,819</b>	<b>2,311,613</b>	<b>3,518,205</b>	<b>8,313,175</b>
<b>050 MUNICIPAL COURT</b>					
<b>05160 MUNICIPAL COURT</b>					
51110	REGULAR SALARIES	0	0	40,379	190,640
51130	OVERTIME	0	0	6,938	10,000
51200	FICA/MEDICARE	0	0	3,620	
51210	GROUP INSURANCE	0	0	9,812	243

As of Month End - July 31, 2022		FY 2021 Approved	FY 2021 Actuals (YTD)	FY 2022 Actuals (YTD)	FY 2022 Item IV. a.
<b>100 - General Fund Expenditures Detail</b>					
51240	RETIREMENT	0	0	5,205	26,957
51260	UNEMPLOYMENT EXPENSE	0	0	0	5,147
51270	WORKERS COMP	0	0	2,587	2,059
52120	PROFESSIONAL SERVICES	0	8,760	10,591	25,000
52121	CONTRACTUAL SVCS JACOBS	0	13,131	0	0
52135	SOFTWARE/SERVICE CONTRACTS	0	31	27	2,000
52140	SOLICITOR	0	17,710	7,421	30,000
52150	PUBLIC DEFENDER	0	0	0	2,500
52160	PROBATION SERVICES	0	0	0	2,500
52180	SECURITY	0	3,960	1,080	12,000
52351	ADMINISTRATION EXPENSES	0	3,361	823	0
52360	DUES & FEES	0	0	1,015	0
52370	EDUCATION & TRAINING	0	0	841	7,500
53100	OPERATING SUPPLIES	0	0	714	0
54240	COMPUTER/SOFTWARE	0	0	0	2,000
57200	PAYMENTS TO OTHER AGENCIES	0	0	2,361	0
<b>050</b>	<b>TOTAL MUNICIPAL COURT</b>	<b>0</b>	<b>46,954</b>	<b>93,412</b>	<b>364,801</b>
<b>060 PARKS / LEISURE SERVICES</b>					
<b>06210 PARKS ADMINISTRATION</b>					
51110	REGULAR SALARIES	0	0	122,753	418,421
51130	OVERTIME	0	0	0	25,000
51200	FICA/MEDICARE	0	0	9,391	32,000
51210	GROUP INSURANCE	0	0	23,691	116,214
51240	RETIREMENT	0	0	15,022	62,763
51260	UNEMPLOYMENT EXPENSE	0	0	0	11,297
51270	WORKERS COMP	0	0	5,678	4,519
51300	TECHNICAL SERVICES	217,000	0	0	40,000
52105	UNIFORMS	4,000	0	0	4,000
52120	PROFESSIONAL SERVICES	1,001,760	0	216,377	975,000
52121	CONTRACTUAL SVCS JACOBS	496,125	236,364	0	0
52135	SOFTWARE/SERVICE CONTRACTS	10,620	61	0	35,000
52180	SECURITY	42,000	945	16,820	42,000
52200	REPAIRS & MAINTENANCE	305,000	26,495	172,246	300,000
52232	EQUIPMENT LEASE	21,000	1,710	10,667	20,000
52320	INTERNET/PHONES	1,700	1,121	3,570	5,000
52330	ADVERTISING	10,000	1,800	300	10,000
52360	DUES & FEES	3,300	0	892	3,000
52370	EDUCATION & TRAINING	9,300	400	0	9,000
52385	CONTRACT LABOR	17,400	0	0	0
53100	OPERATING SUPPLIES	50,000	1,707	1,094	50,000
53102	PEST CONTROL	0	0	5,309	0
53120	STORMWATER UTILITY CHARGES	0	0	0	14,000
53124	UTILITIES	225,000	19,245	56,441	150,000
53125	PARKS ACQUISITION	300,000	500	23,250	0
53126	SUMMER PROGRAMS	100,000		0	0
53175	CITY EVENTS	200,000	950	56,005	250,000
54110	SITES	0	0	0	0
54130	BUILDINGS & IMPROVEMENTS	100,000	0	43,371	100,000
54240	COMPUTER/SOFTWARE	50,000	0	0	30,000
<b>060</b>	<b>TOTAL PARKS / LEISURE SERVICES</b>	<b>3,164,205</b>	<b>291,298</b>	<b>782,876</b>	<b>2,707,214</b>

As of Month End - July 31, 2022

FY 2021  
ApprovedFY 2021  
Actuals (YTD)FY 2022  
Actuals (YTD)FY 2022  
Item IV. a.**100 - General Fund Expenditures Detail****070 COMMUNITY DEVELOPMENT / PLANNING & ZONING****07210 PLANNING & ZONING**

51110	REGULAR SALARIES	0	0	79,845	290,000
51130	OVERTIME	0	0	0	5,000
51200	FICA/MEDICARE	0	0	6,108	22,185
51210	GROUP INSURANCE	0	0	10,906	116,512
51240	RETIREMENT	0	0	7,731	43,500
51260	UNEMPLOYMENT EXPENSE	0	0	0	7,830
51270	WORKERS COMP	0	0	3,935	3,132
52105	UNIFORMS	500	0	0	0
52120	PROFESSIONAL SERVICES	20,000	0	0	125,000
52121	CONTRACTUAL SVCS JACOBS	578,813	281,011	0	
52135	SOFTWARE/SERVICE CONTRACTS	8,000	3,176	0	6,000
52180	SECURITY	3,000		180	3,000
52320	INTERNET/PHONES	0	287	0	0
52330	ADVERTISING	20,000	70	0	10,000
52340	PRINTING	2,000	0	45	2,000
52350	TRAVEL EXPENSE	0	0	0	5,000
52360	DUES & FEES	200	0	0	2,000
52370	EDUCATION & TRAINING	7,000	0	207	7,000
53100	OPERATING SUPPLIES	2,000	13	92	2,000
53161	SMALL EQUIPMENT	2,000	0	0	0
54240	COMPUTER/SOFTWARE	8,000	0	0	5,000
54250	OTHER EQUIPMENT	1,500	0	0	3,500
<b>070</b>	<b>TOTAL COMMUNITY DEVELOPMENT/PLANNING &amp; ZONING</b>	<b>653,013</b>	<b>284,558</b>	<b>109,049</b>	<b>658,659</b>

**072 BUSINESS DEVELOPMENT****07220 BUSINESS DEVELOPMENT**

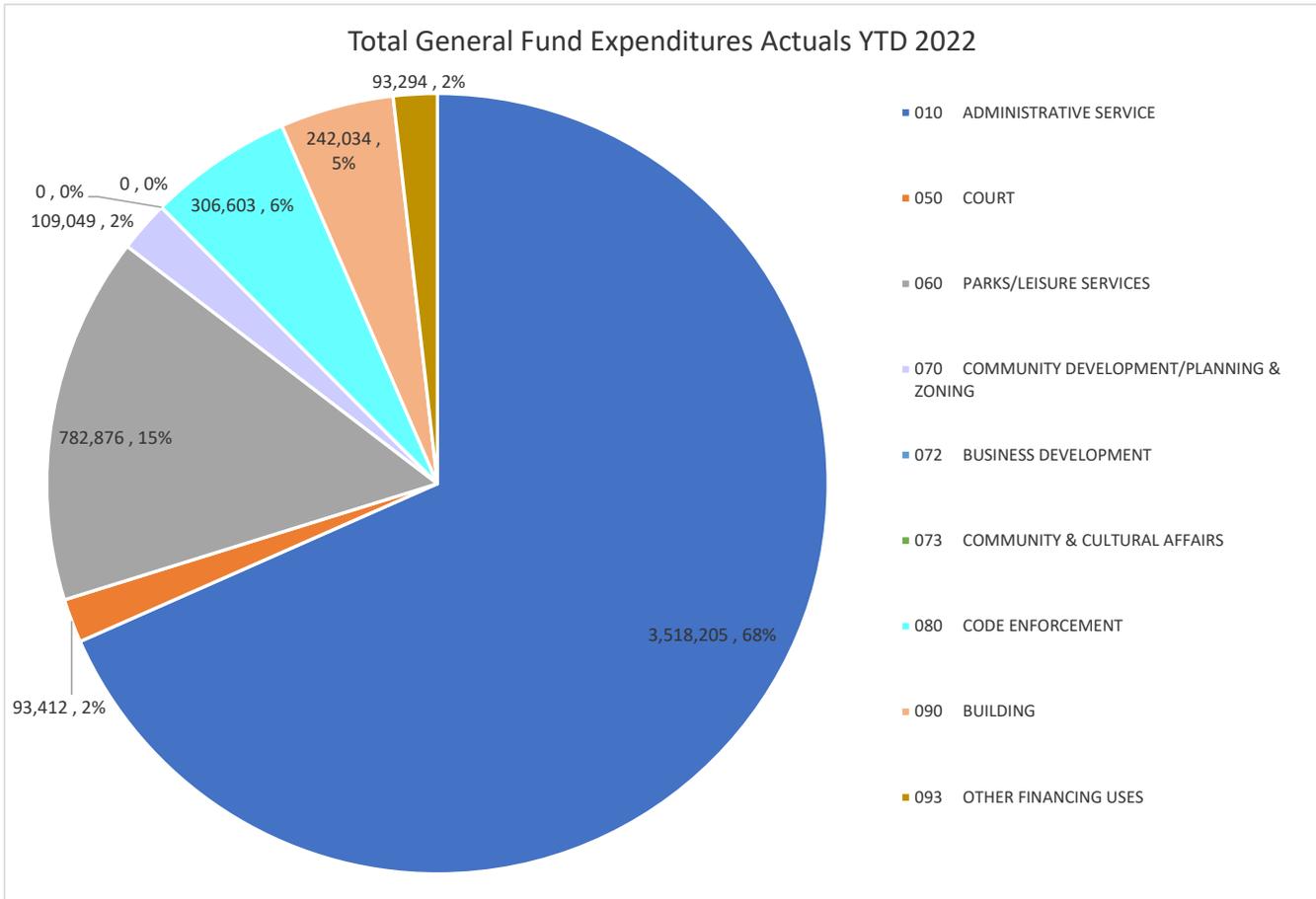
52120	PROFESSIONAL SERVICES	95,000	0	0	0
52121	CONTRACTUAL SVCS JACOBS	123,480	57,778	0	0
52132	MARKETING	40,000	0	0	0
52340	PRINTING	1,000	0	0	0
52350	TRAVEL EXPENSE	15,000	0	0	0
52360	DUES & FEES	2,000	0	0	0
52370	EDUCATION & TRAINING	3,000	0	0	0
53100	OPERATING SUPPLIES	2,500	45	0	0
58210	CAPITAL LEASE-PRINCIPAL	8,000	0	0	0
<b>072</b>	<b>TOTAL BUSINESS DEVELOPMENT</b>	<b>289,980</b>	<b>57,823</b>	<b>0</b>	<b>0</b>

**073 COMMUNITY & CULTURAL AFFAIRS****07330 COMMUNITY & CULTURAL AFFAIRS**

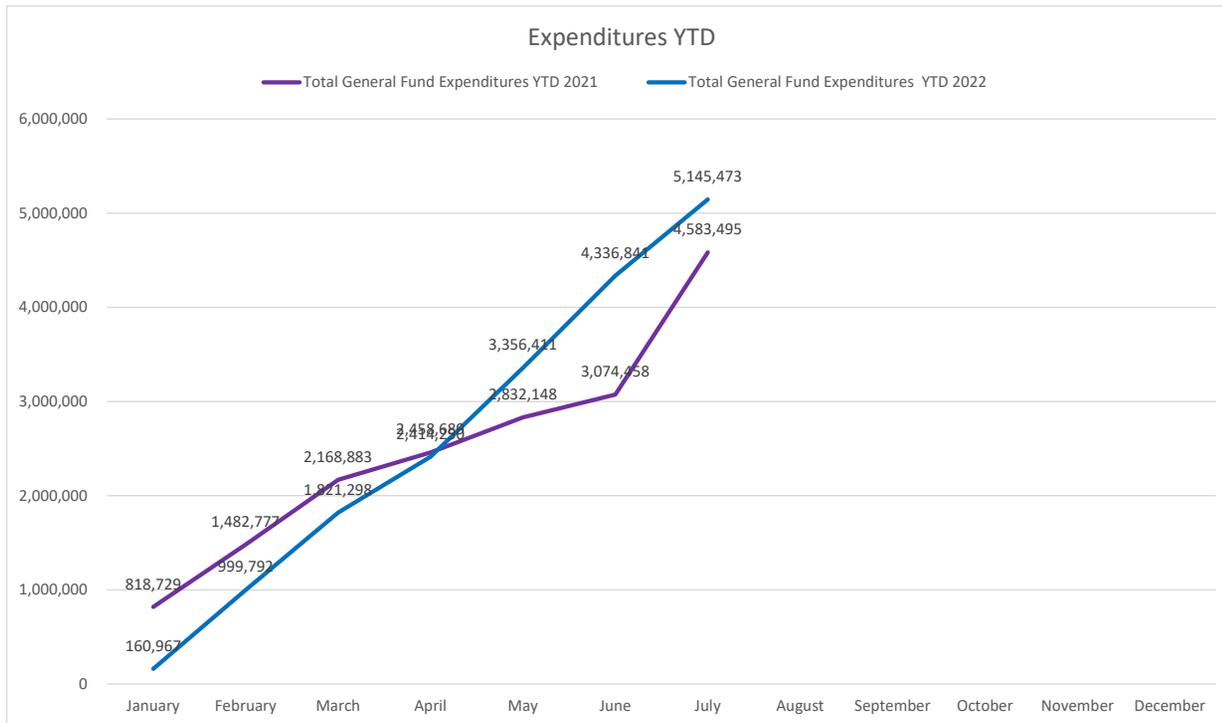
52121	CONTRACTUAL SVCS JACOBS	132,300	63,030	0	0
52135	SOFTWARE/SERVICE CONTRACTS	2,300	0	0	0
52330	ADVERTISING	25,000	251	0	0
52340	PRINTING	2,000	0	0	0
52350	TRAVEL EXPENSE	4,300	325	0	0
52370	EDUCATION & TRAINING	600	0	0	0
53100	OPERATING SUPPLIES	1,500	1,507	0	0
53175	CITY EVENTS	35,000	2,692	0	0
53178	COUNCIL INITIATIVES	0	4,188	0	0
53179	INITIATIVES	0	2,500	0	0
<b>073</b>	<b>TOTAL COMMUNITY &amp; CULTURAL AFFAIRS</b>	<b>203,000</b>	<b>74,494</b>	<b>0</b>	<b>0</b>

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<b>100 - General Fund Expenditures Detail</b>					
<b>080 CODE ENFORCEMENT</b>					
<b>08210 CODE ENFORCEMENT</b>					
51110	REGULAR SALARIES	0	0	197,033	363,304
51130	OVERTIME	0	0	301	25,000
51200	FICA/MEDICARE	0	0	15,096	27,793
51210	GROUP INSURANCE	0	0	27,368	164,507
51240	RETIREMENT	0	0	24,995	54,496
51260	UNEMPLOYMENT EXPENSE	0	0	0	9,809
51270	WORKERS COMP	0	0	4,930	3,924
52105	UNIFORMS	2,500	1,999	633	6,000
52121	CONTRACTUAL SVCS JACOBS	997,763	483,234	0	0
52135	SOFTWARE/SERVICE CONTRACTS	30,000	14,290	7,193	30,000
52180	SECURITY	2,000	0	0	0
52330	ADVERTISING	0	0	0	2,000
52340	PRINTING	2,000	688	1,953	3,000
52350	TRAVEL EXPENSE	0	0	388	0
52360	DUES & FEES	1,000	430	1,419	4,000
52370	EDUCATION & TRAINING	2,000	0	8,756	20,000
53100	OPERATING SUPPLIES	3,000	66	1,588	3,000
53101	POSTAGE	0	0	0	1,000
53161	SMALL EQUIPMENT	2,200	0	0	0
54240	COMPUTER/SOFTWARE	20,000	0	14,350	20,000
54250	OTHER EQUIPMENT	40,000	0	600	12,200
<b>080 TOTAL CODE ENFORCEMENT</b>		<b>1,102,463</b>	<b>500,706</b>	<b>306,603</b>	<b>750,033</b>
<b>090 BUILDING</b>					
<b>09210 BUILDING</b>					
51110	REGULAR SALARIES	0	0	146,114	595,882
51130	OVERTIME	0	0	0	35,000
51200	FICA/MEDICARE	0	0	11,178	45,585
51210	GROUP INSURANCE	0	0	20,247	120,744
51240	RETIREMENT	0	0	20,858	89,382
51260	UNEMPLOYMENT EXPENSE	0	0	0	16,089
51270	WORKERS COMP	0	0	8,086	6,436
52105	UNIFORMS	3,500	0	240	3,500
52120	PROFESSIONAL SERVICES	500	0	22,000	10,000
52121	CONTRACTUAL SVCS JACOBS	981,225	472,729	0	0
52135	SOFTWARE/SERVICE CONTRACTS	5,000	10,000	0	5,000
52340	PRINTING	2,000	45	45	2,000
52350	TRAVEL EXPENSE	0	0	186	0
52360	DUES & FEES	1,000	0	0	1,000
52370	EDUCATION & TRAINING	4,000	45	762	10,000
53100	OPERATING SUPPLIES	3,500	57	703	1,500
54240	COMPUTER/SOFTWARE	2,500	0	11,615	5,000
54250	OTHER EQUIPMENT	15,520	0	0	5,000
<b>090 TOTAL BUILDING</b>		<b>1,018,745</b>	<b>482,876</b>	<b>242,034</b>	<b>952,118</b>
<b>093 OTHER FINANCING USES</b>					
<b>09300 OTHER FINANCING USES</b>					
57200	PAYMENTS TO OTHER AGENCIES	357,600	215,000	0	0
58201	DEBT - INTEREST PAYMENT	0	0	93,294	0
61103	TRANSFER TO SPLOST	497,500	0	0	0
61104	TRANSFER TO MUNICIPAL COURT	85,700	0	0	0
61105	TRANSFER TO HOUSING AUTHORITY	50,000	0	0	0
<b>093 TOTAL OTHER FINANCING USES</b>		<b>990,800</b>	<b>215,000</b>	<b>93,294</b>	<b>0</b>
<b>Total ALL General Fund Expenditures</b>		<b>13,970,025</b>	<b>4,265,321</b>	<b>5,145,473</b>	<b>13,746,000</b>

As of Month End - July 31, 2022	FY 2021 Approved	FY 2021 Actuals (YTD)	FY 2022 Actuals (YTD)	FY 2022 Approved
<b>100 GENERAL FUND SUMMARY</b>				
010 ADMINISTRATIVE SERVICE	6,547,819	2,311,613	3,518,205	8,313,175
050 COURT	0	46,954	93,412	364,801
060 PARKS/LEISURE SERVICES	3,164,205	609,471	782,876	2,707,214
070 COMMUNITY DEVELOPMENT/PLANNING & ZONING	653,013	284,558	109,049	658,659
072 BUSINESS DEVELOPMENT	289,980	57,823	0	0
073 COMMUNITY & CULTURAL AFFAIRS	203,000	74,494	0	0
080 CODE ENFORCEMENT	1,102,463	500,706	306,603	750,033
090 BUILDING	1,018,745	482,876	242,034	952,118
093 OTHER FINANCING USES	990,800	215,000	93,294	0
<b>Total General Fund Expenditures</b>	<b>13,970,025</b>	<b>4,583,495</b>	<b>5,145,473</b>	<b>13,746,000</b>



As of Month End - July 31, 2022		
Total General Fund Expenditures		
Months	YTD 2021	YTD 2022
January	818,729	160,967
February	1,482,777	999,792
March	2,168,883	1,821,298
April	2,458,689	2,414,250
May	2,832,148	3,356,411
June	3,074,458	4,336,841
July	4,583,495	5,145,473
August		
September		
October		
November		
December		



# Other Funds

## Detail Summary



As of Month End - July 31, 2022		FY 2021 Actuals	FY 2021 Actuals (YTD)	FY 2022 Actuals (YTD)	FY 2022 Approved
<b>230 - ARPA/ American Rescue Plan Act Revenues</b>					
033 INTERGOVERNMENTAL REVENUES					
03320 FEDERAL GOV					
33210	ARPA LOCAL RECOVERY FUNDS	0	4,865,023	0	4,865,023
<b>Total ARPA Revenues</b>		<b>0</b>	<b>4,865,023</b>	<b>0</b>	<b>4,865,023</b>
<b>230 - ARPA/ American Rescue Plan Act Expenditures</b>					
52120	PROFESSIONAL SERVICES	0	0	21,420	0
53100	OPERATING SUPPLIES	0	0	5,739	0
<b>Total ARPA Expenditures</b>		<b>0</b>	<b>0</b>	<b>27,159</b>	<b>0</b>
<b>275 Hotel Motel</b>					

	FY 2021 Actuals	FY 2021 Actuals (YTD)	FY 2022 Actuals (YTD)	FY 2022 Approved
<b>275 - Hotel Motel Fund Revenues</b>				
<b>031 TAXES</b>				
03140 SELECTIVE SALES AND USE TAX				
31410 HOTEL/MOTEL EXCISE TAX	565,000	414,768	536,226	980,000
39100 PEN & INT ON DELINQ TAX	0	0	0	0
<b>Total Hotel Motel Fund Revenues</b>	<b>565,000</b>	<b>414,768</b>	<b>536,226</b>	<b>980,000</b>
<b>275 - Hotel Motel Fund Expenditures</b>				
<b>075 ECONOMIC DEVELOPMENT</b>				
07500 ECONOMIC DEVELOPMENT				
57200 PAYMENTS TO OTHER AGENCIES	226,000	0	185,233	428,750
61100 TRANSFER TO GENERAL FUND	339,000	0	0	551,250
61101 TRANSFER TO GENERAL FUND PA	0	0	0	0
75400 DISCOVER DEKALB	0	0	0	0
<b>Total Hotel Motel Fund Expenditures</b>	<b>565,000</b>	<b>0</b>	<b>185,233</b>	<b>980,000</b>
<b>300 SPLOST</b>				
	FY 2021 Actuals	FY 2021 Actuals (YTD)	FY 2022 Actuals (YTD)	FY 2022 Approved
<b>300 - SPLOST Fund Revenues</b>				
33430 STATE GRANT CAPITAL-LMIG DIRE	0	0	0	548,000
33710 SPLOST REVENUE	6,980,000	5,008,636	4,714,656	8,000,000
36100 INTEREST	2,800	2,263	846	2,500
37100 GENERAL CITY	0	0	190,663	0
39101 TRANSFER FROM GENERAL FUND	497,500	0	0	0
<b>Total SPLOST Fund Revenues</b>	<b>7,480,300</b>	<b>5,010,900</b>	<b>4,906,165</b>	<b>8,550,500</b>
<b>300 - SPLOST Fund Expenditures</b>				
<b>05135 ENGINEERING/PUBLIC WORKS</b>				
52120 PROFESSIONAL SERVICES	500,000		32,145	500,000
54140 TRANS INFRASTRUCTURE IMPROVEME	6,000,000	2,763	883,838	6,850,000
54141 TRANS INFRA IMPROVEMENT SIDEWA	750,000	0	0	0
54142 TRANS INFRA IMPROVEMENT BIKE P	750,000	0	0	0
<b>05135 TOTAL ENGINEERING/PUBLIC WORKS</b>	<b>8,000,000</b>	<b>2,763</b>	<b>915,983</b>	<b>7,350,000</b>
<b>05156 FACILITIES &amp; BLDG/ CITY HALL</b>				
52120 PROFESSIONAL SERVICES	250,000	24,520	0	100,000
54130 BUILDINGS & IMPROVEMENTS	750,000	0	0	50,000
54140 TRANS INFRASTRUCTURE IMPROVEME	0	1,000	0	0
<b>05156 TOTAL FACILITIES &amp; BLDG/ CITY HALL</b>	<b>1,000,000</b>	<b>25,520</b>	<b>0</b>	<b>150,000</b>
<b>05159 GENERAL OPERATIONS</b>				
52361 BANK FEES	0	25	0	0
<b>05159 TOTAL GENERAL OPERATIONS</b>	<b>0</b>	<b>25</b>	<b>0</b>	<b>0</b>
<b>06210 PARKS ADMINISTRATION</b>				
52120 PROFESSIONAL SERVICES	250,000	0	37,190	125,000
54120 SITE IMPROVEMENTS	750,000	0	0	925,500
54140 TRANS INFRA IMPROVEMENT	0	0	0	0
54142 TRANS INFRA IMPROVEMENT BIKE P	750,000	0	0	0
54250 OTHER EQUIPMENT	0	0	0	0
<b>06210 TOTAL PARKS ADMINISTRATION</b>	<b>1,750,000</b>	<b>0</b>	<b>37,190</b>	<b>1,050,500</b>
<b>Total SPLOST Fund Expenditures</b>	<b>10,750,000</b>	<b>28,308</b>	<b>953,173</b>	<b>8,550,500</b>



## CITY COUNCIL AGENDA ITEM

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**SUBJECT: Economic Development Department 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:** 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:** Monday, September 12, 2022

**Current Council Meeting:** Click or tap to enter a date.

---

**SUBMITTED BY:** William Smith

**PRESENTER:** William Smith

**PURPOSE:** Department Update

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

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

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

**ATTACHMENTS:**

- (1) Attachment 1 - Economic Development Powerpoint
- (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.



# **Economic Development Department Update**

September 12, 2022

# Economic Development Update

## ECONOMIC DEVELOPMENT UPDATE

Assessment

Plans

Strengthen our Partnerships

Economic Development Plan Committee

Projects

---

# Economic Development Update

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## COMMERCIAL \* DISTRICTS: ASSESSMENT

There are two strong commercial districts in Stonecrest:

1. Our Turner Hill Mall district with AADT of 20,000
2. Our Panola/Covington Hwy district with AADT of 28,000

Each areas needs a deeper assessment but generally, both will need to be more walkable, increase viable commercial space, with a consistent ratio of people to retail space.

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# Economic Development Update

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## INDUSTRIAL: ASSESSEMENT

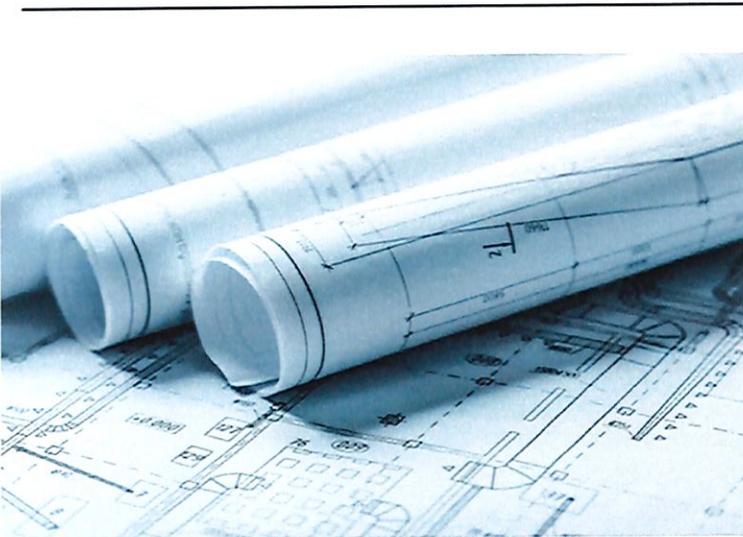
In our industrial corridors we have many vacant spaces. Currently, we have assessed about 183,888 Square Feet of Industrial space.

Most of our industrial space is outdated and will require intentional adaptive reuse. Most of the Lithonia Industrial Space requires a deeper assessment.

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# Economic Development Update



## PLANS

We have several plans underway or pending

1. Film and Entertainment Strategic Plan: to create a competitive advantage to the City of Stonecrest with respect to film and digital production.
2. Economic Development Strategic Plan: To assess our area, determine our trade areas, available properties, and target industries and retail objectives.
3. Industrial Cluster Study: A transportation plan to enhance our industrial areas and increase safety for pedestrians and non-truck traffic.

# Economic Development Update

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## STRATEGIC PARTNERSHIPS

Workforce and Economic Development brings together community colleges, offices of economic development, workforce boards, labor market entities, employers, and other organizations to improve the economic prosperity of business, workers, and communities.



Number 1 question of all new industries: Where will I get skilled new hires?



Business Retention & Expansion (BR&E) is an economic development strategy of proactively connecting with existing businesses to understand and respond to local business needs. Our local Chambers will be the most effective vehicles to interact with our business community to assess their needs and any issues. Our partnership will seek to enhance the Chamber's capacity to be an effective advocate for local businesses.

# Economic Development Update

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## ECONOMIC DEVELOPMENT PLAN COMMITTEE

We need someone representing Workforce Development and our local colleges. Therefore, at next council meeting I plan to put forth the name of Dr. Tavarez Holston.

We need someone from the private side of Film Production, I plan to put forth Dr. Ann Kimbrough.

We need another vital economic development partner the East Metro Dekalb CID is missing, I plan to put forth Mr. Christopher Sanders

---



# Economic Development Update



## Projects may be code word confidential

### Criteria:

1. If I have been asked to or have sign an NDA
2. If the project has strong market competition which could act to derail
3. If the project could be derailed by real estate speculation

# Economic Development Update

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**T H A N K   Y O U !**

Questions?

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## CITY COUNCIL AGENDA ITEM

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**SUBJECT: City Engineer 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: Monthly Department Update**
- 

**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:** Monday, September 12, 2022

**Current Council Meeting:** Click or tap to enter a date.

---

**SUBMITTED BY:** Hari Karikaran

**PRESENTER:** Hari Karikaran

**PURPOSE:** Provide Departmental updates to City Council

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

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

**RECOMMENDED ACTION:** No Action Recommended

**ATTACHMENTS:**

- (1) Attachment 1 - City Engineer Update
- (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.



# **Council Work Session City Engineer Update**

**September 12, 2022**

# Street Paving Update

- **2022 Paving**

- **ITB released:** 03/10/22
- **Bid received:** 04/25/22
- **ITB readvertised:** 05/16/22
- **Bids received:** 06/16/22
- **Council approved contracts (2):** 06/27/22
- **NTP Issued:** 08/11/22
- **Paving Started:** 09/06/22

# Street Paving Update

- **2022 Paving**
  - **Three Crews started paving work on 09/06/22**
  - **Signs placed at the subdivision entrances seven days before milling starts**
  - **Flyers placed outside mailboxes 72 hours before start**
  - **Website updated to provide schedule weekly**

# Street Paving Update

## Sample Sign/ Schedule



City of Stonecrest

2022 Street Paving Schedule (as of 08/31/2022)



**Steward Brothers (Starting week of 09/06/2022)**

- Ragsdale Road
- Wade Road
- Piers Court
- Halsted Way
- McCrosin Circle

**Pittman Construction Company (Starting week of 09/06/2022)**

- Idlewood Manor
- Idlewood Gate
- Idlewood Place
- Idlewood Pass
- Idlewood Trace
- Idlewood Park
- Idlewood Circle

**ER Snell (Starting week of 09/12/2022)**

- Maddox Road
- Coffee Road

**Above Schedule subject to change due to weather and unforeseen plant issues.**

## Street Paving Update



### NOTICE OF STREET RESURFACING

**City of Stonecrest** is pleased to announce the start of street resurfacing in your neighborhood!

Please move your vehicle to an off-street parking area or a side street prior to the resurfacing activities to avoid having your vehicle towed.



Georgia Code 44-1-13

Resurfacing is scheduled to begin within 48 to 72 hours, pending weather or unforeseen circumstances. Local traffic access will be maintained for the duration.

For questions, concerning the resurfacing work, please contact:

City of Stonecrest  
City Engineer's Office  
3120 Stonecrest Blvd  
Stonecrest, GA 30038  
(404) 615-6684  
[CityEngineer@Stonecrestga.gov](mailto:CityEngineer@Stonecrestga.gov)

# Street Paving Update

- **2023 Paving**
  - Working on the Street List
  - Starting PCI: **37.8**
  - Ending PCI depends on Funding amount

Ending PCI	Lane Miles	Cumulative Cost	Year
37.5	58.30	\$12,000,000	2022
40.0	19.65	\$5,000,000	2023
45.0	49.81	\$12,500,000	2023
50.0	75.87	\$18,000,000	2023

# Transportation Master Plan Update

- **Panola Road Scoping Study**
  - Browns Mill Road to Fairington Road
  - DeKalb County will manage the Study
  - City Council approved IGA: **03/11/22**
  - Study cost: **\$290,000**
  - Stonecrest cost (50%): **\$145,000 (2022 SPLOST)**
  - DeKalb County approved IGA: **04/26/22**
  - Traffic Counts completed
  - Kick-off meeting held: **06/13/22**
  - **Monthly meeting on-going**

## **Panola Shoals Riverbank Restoration**

- **CERM is under contract for Engineering design**
- **Weekly progress meetings held on Wednesdays**
  
- **No Permit letter received from USACE on 07/19/22**
- **Land Disturbance permit submitted to the City: 07/07/22**
- **Purchasing Division working on Bid documents**
  
- **Trail will be temporarily re-routed during construction**
- **Engineers Construction cost estimate: \$1.33M (05/12/22)**

# Transportation Master Plan Update

- **Freight Cluster Study**
  - Approval Received from ARC to proceed
  - Purchasing Division working on RFP
- **Bicycle Pedestrian & Trail Study**
  - Released on 08/02/22, Reposting
- **Salem Park Updates**
  - Roof Replaced on 08/07/22
  - Proposal received for Parking lot design
  - Play equipment quotes under review

## POTHOLE REQUESTS THROUGH CITY WEBSITE

MONTH	# OF REQUESTS	REQUESRST SENT TO R&D	WORK ORDER # ASSIGNED	ADDRESS PROVIDED	NEED ADDRESS
January 22	12	11	0	11	1
February 22	26	24	0	24	2
March 22	11	7	2	9	2
April 22	8	5	3	6	2
May 22	4	1	0	1	3
June 22	11	9	6	9	2
July 22	13	12	12	12	0
August 22	10	8	6	8	2

# Other Updates

- **Supporting Land Development activities**

  - Pre-Application Meetings**

<b>February</b>	<b>–</b>	<b>6</b>
<b>March</b>	<b>-</b>	<b>11</b>
<b>April</b>	<b>-</b>	<b>2</b>
<b>May</b>	<b>-</b>	<b>6</b>
<b>June</b>	<b>-</b>	<b>7</b>
<b>July</b>	<b>-</b>	<b>3</b>
<b>August</b>	<b>-</b>	<b>3</b>

# Questions:

**Hari Karikaran, PE**  
**City Engineer**  
**(770) 316-1076**



## CITY COUNCIL AGENDA ITEM

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**SUBJECT: P&Z Monthly Report**

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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 here to enter text. & Click or tap to enter a date.

**Current Work Session:** Monday, September 12, 2022

**Current Council Meeting:** Click or tap to enter a date.

---

**SUBMITTED BY:** Keedra T. Jackson, Senior Planner of Planning & Zoning

**PRESENTER:** Ray White, Director of Planning & Zoning

**PURPOSE:** To update City Council of monthly activites regarding Planning & Zoning

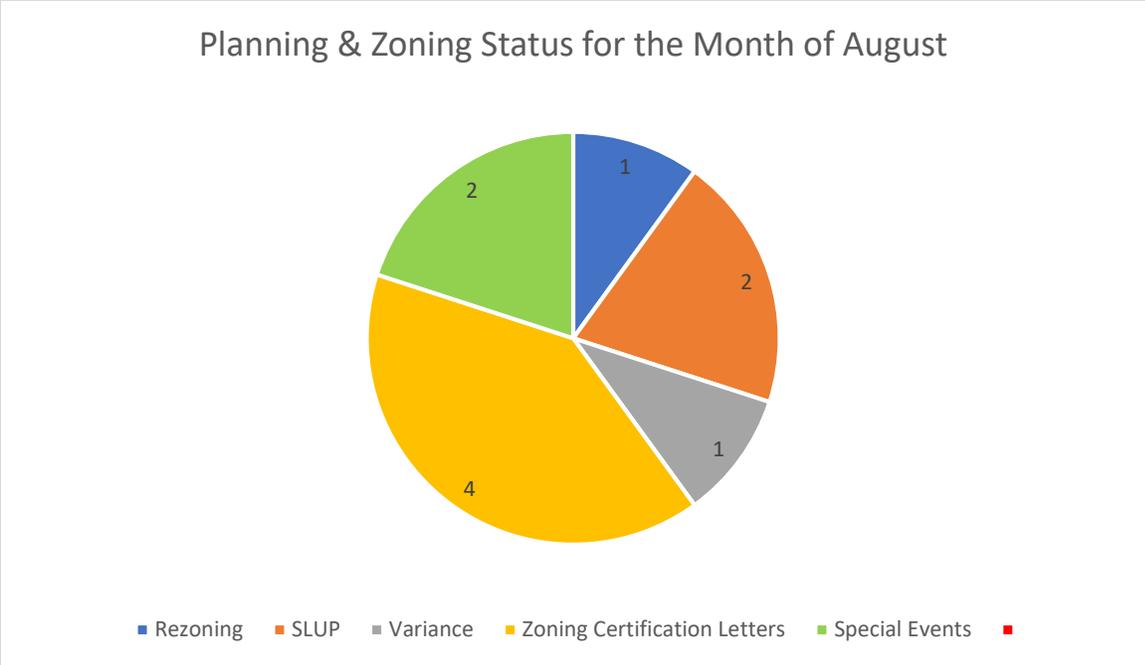
**FACTS:** To abreast City Council of types of applications and meetings regarding Planning & Zoning in the month of July

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

**RECOMMENDED ACTION:** Discussion Only

**ATTACHMENTS:**

- (1) Attachment 1 - Statistical Report
- (2) Attachment 2 - Statistical Report PowerPoint
- (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.



**Special Event Permits:**

- |                          |           |                      |
|--------------------------|-----------|----------------------|
| 1. 2994 Turner Hill Road | Zoned C-1 | CD 1 Senator Warnock |
| 2. 8120 Mall Pkwy        | Zoned C-1 | CD 1 Community Event |

**Rezoning:**

- |                        |             |      |
|------------------------|-------------|------|
| 1. 3310 Turner Hill Rd | Zoned R-100 | CD 1 |
|------------------------|-------------|------|

**Variations:**

- |                   |             |      |                        |
|-------------------|-------------|------|------------------------|
| 1. 4460 Panola Rd | Zoned R-100 | CD 4 | Stream Buffer Variance |
|-------------------|-------------|------|------------------------|

**Preliminary Plats:**

N/A

**Special Land Use Permits:**

- |                          |             |      |                          |
|--------------------------|-------------|------|--------------------------|
| 1. 1805 Spring Hill Cove | Zoned RSM   | CD 1 | For a personal care home |
| 2. 3434 Bleckly Drive    | Zoned R-100 | CD 1 | Short-term Rental        |

**Upcoming Text Amendments:**

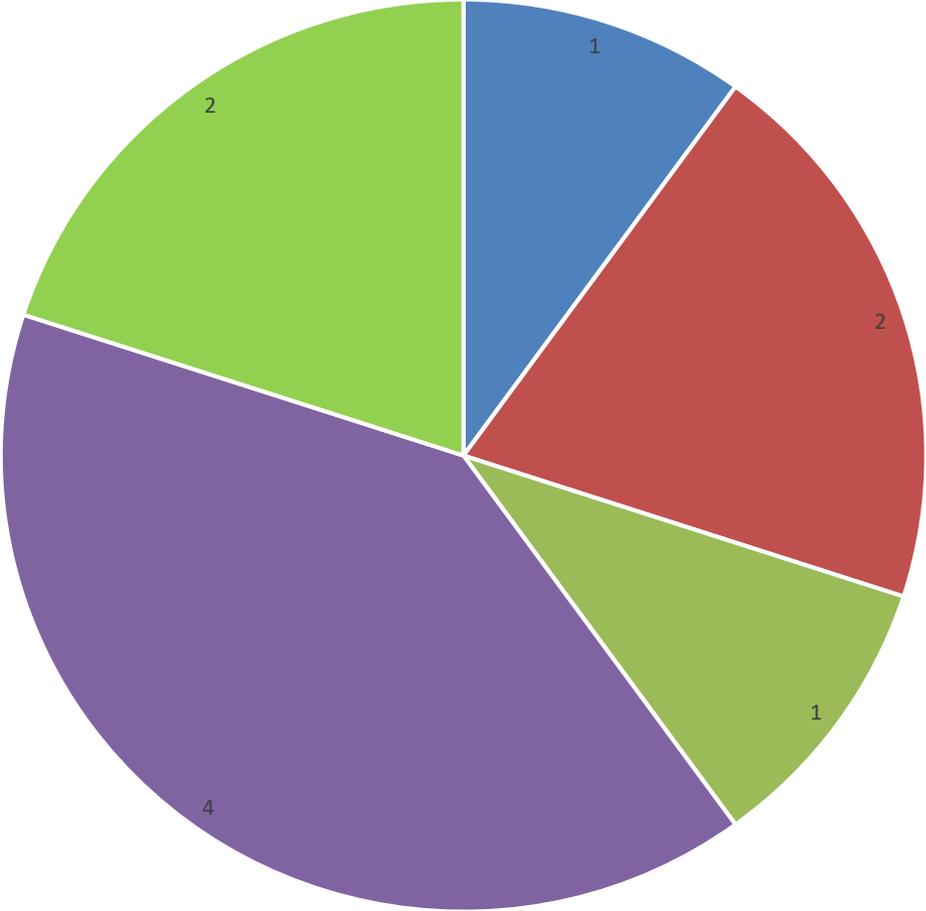
- 1. Sign Ordinance
- 2. Food Trucks
- 3. Evaluate Truck Parking
- 4. EV Parking
- 5. Bill boards



# Work Session: City Council

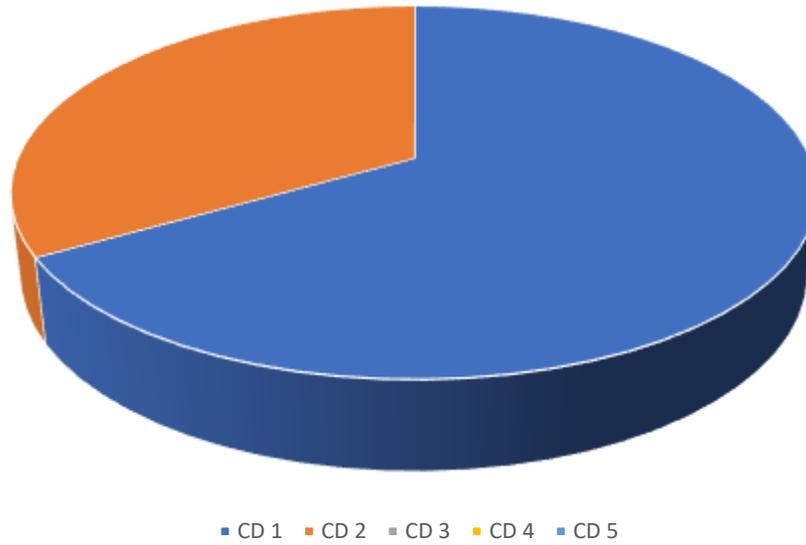
September 12, 2022

### Planning & Zoning Status for the Month of August



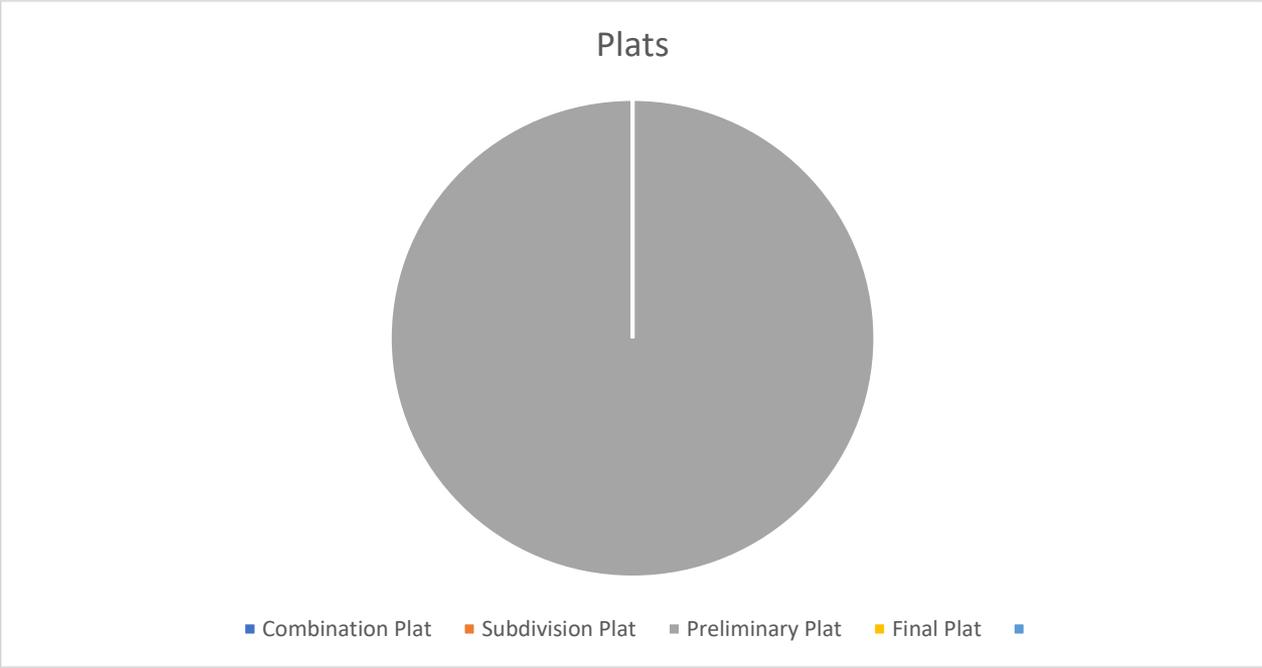
■ Rezoning ■ SLUP ■ Variance ■ Zoning Certification Letters ■ Special Events ■

### Special Event Requests for the Month of August



**Special Event Permits:**

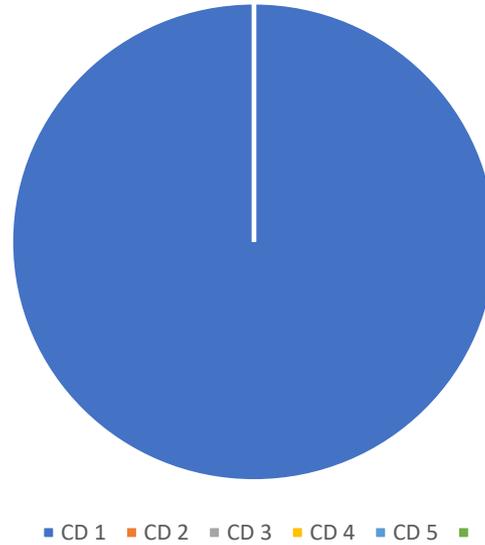
- |    |  |           |      |
|----|--|-----------|------|
| 1. | 2994 Turner Hill Road<br>Senator Warnock | Zoned C-1 | CD 1 |
| 2. | 8120 Mall Pkwy<br>Community Event        | Zoned C-1 | CD 1 |



- 4543 Evans Mill Road      CD 1      Preliminary Plat

## Rezoning Applications Submitted in the Month of August

Item IV. d.



### Rezoning:

1. 3310 Turner Hill Rd      Zoned R-100      CD 1

Questions? Comments!