



CITY OF STONECREST, GEORGIA

CITY COUNCIL WORK SESSION – AGENDA

3120 Stonecrest Blvd., Stonecrest, GA 30038

Monday, April 13, 2026 at 6:00 PM

Mayor Jazzmin Cobble

Mayor Pro Tem Tara Graves - District 1 Council Member Terry Fye - District 2

Council Member Alecia Washington - District 3 Council Member George Turner - District 4

Council Member Karmesha W. Smith - District 5

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

I. CALL TO ORDER: Tara Graves, Mayor Pro-Tem

II. ROLL CALL: Sonya Isom, City Clerk

III. AGENDA DISCUSSION ITEMS

a. For Discussion - Monthly Financial Update - *Keisha Franklin, Finance Director*

b. For Discussion - Stonecrest Zoning Ordinance and Overlay Update - *Shawanna Qawiy, Division Director Community Development & Nakeischea L. Smith, Sr. Project Manager (Inspire Placemaking Collective, Inc.)*

c. For Discussion - Human Resources Update - *Leona Durden, Director of Human Resources*

d. For Discussion - Purchasing Card Policy Amendment - *Terry Fye, District 2 Councilmember & Keisha Franklin, Finance Director*

e. For Discussion - External Sponsorship Policy - *Terry Fye, District 2 Councilmember & Keisha Franklin, Finance Director*

f. For Decision - Contract with Standguard Aquatics, 2nd Amendment - *Michael McCoy, Deputy City Manager*

IV. EXECUTIVE SESSION

(When an executive session is required, one will be called for the following issues: 1) Personnel, 2) Litigation, 3) Real Estate, 4) Cyber Security

V. 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

SUBJECT: Monthly Financial Update

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: Informational 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, April 13, 2026

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

SUBMITTED BY: Keisha Franklin, Finance Director

PRESENTER: Keisha Franklin, Finance Director

PURPOSE: Information Update – Financial Update Timing

FACTS: **Monthly Financial Update**, the March financials cannot be finalized in time to be included in the April Work Session agenda packet. The due date for March agenda items is in the month of March. As part of standard financial reporting practices, the monthly update must be completed after the month has officially closed to ensure accuracy, completeness, and proper reconciliation of all transactions. Due to this timing constraint, Finance will provide the **March Monthly Financial Update in May**, once the month-end close process has been completed. This approach ensures that the information presented to Council is accurate and reliable.

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

RECOMMENDED ACTION: Update Only No action required. This item is for informational purposes only.

ATTACHMENTS:

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



CITY COUNCIL AGENDA ITEM

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



CITY COUNCIL AGENDA ITEM

SUBJECT: Stonecrest Zoning Ordinance and Overlay Update

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: Project Update**

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

Previously Heard Date(s): [Click or tap to enter a date.](#) & [Click or tap here to enter text.](#)

Current Work Session: Monday, April 13, 2026

Current Council Meeting: [Click or tap to enter a date.](#)

SUBMITTED BY: Shawanna Qawiy, Division Director Community Development

PRESENTER: Shawanna Qawiy, Division Director Community Development & Nakeischea L. Smith, Sr. Project Manager (Inspire Placemaking Collective, Inc.)

PURPOSE: To update the public on the status of the Stonecrest Zoning Ordinance and Overlay Update.

FACTS: The City of Stonecrest held a City Council meeting on July 2th 2025 and approved awarding a consulting contract to Inspire Placemaking Collective, Inc. to perform the tasks of performing a zoning ordinance update and overlay review.

OPTIONS: Update Only

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

ATTACHMENTS:

- (1) Attachment 1 - Presentation
- (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.](#)



CITY COUNCIL AGENDA ITEM

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



STONECREST ZONING ORDINANCE & OVERLAY DISTRICTS UPDATE

City Council Work Session
April 13, 2026





1

Welcome

2

Project Team

3

Project Overview

4

Community Engagement

5

Next Steps

6

Discussion Questions

Welcome!



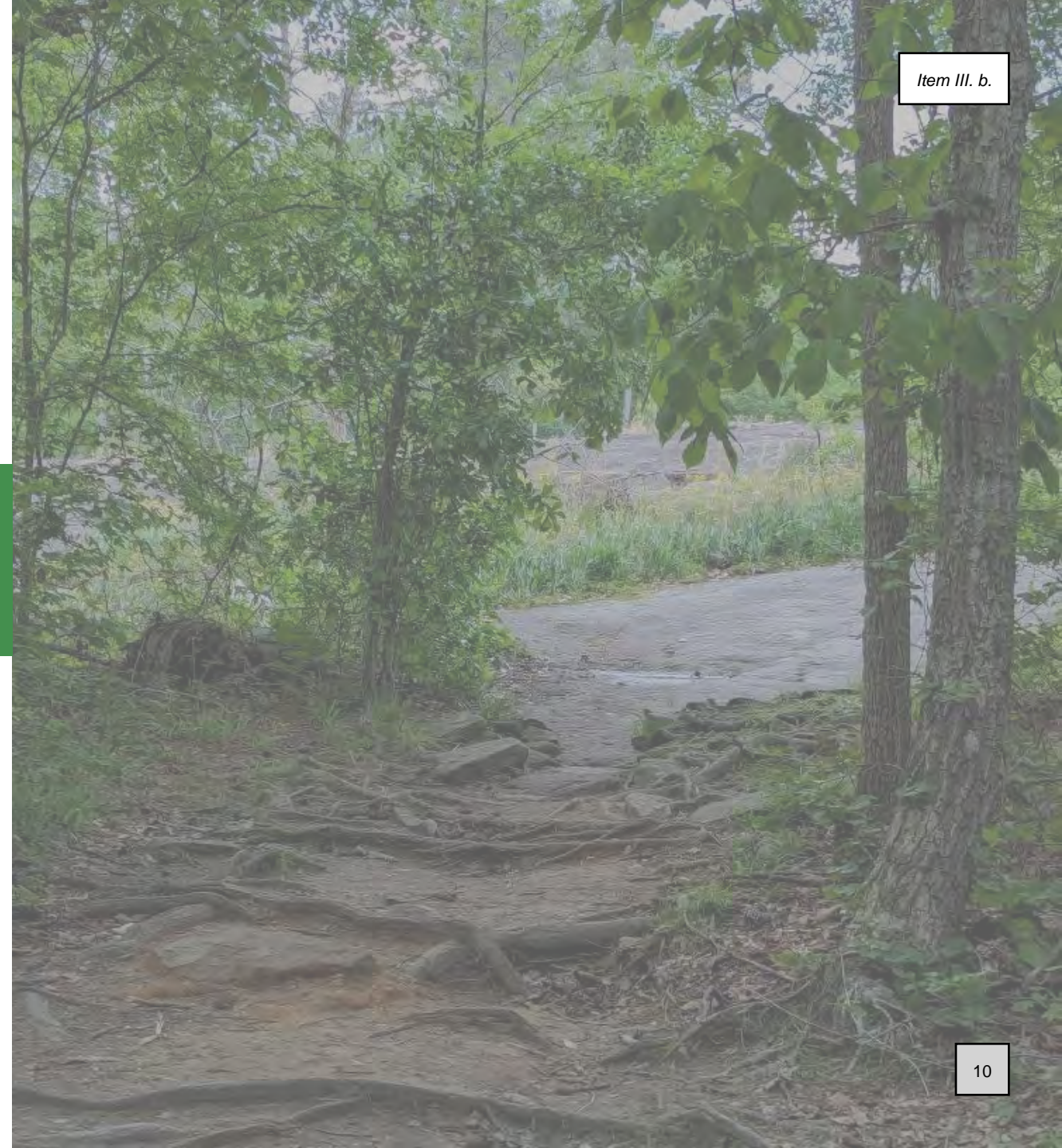
Shawanna Qawiy

**Division Director
Community Development
City of Stonecrest Planning & Zoning**

Project Team



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City Staff

HARI KARIKARHAN, *City Engineer*

ELLIS STILL, *Deputy Director of Planning and Zoning*

LANCE RANDALL, *Director of Economic Development*

RALPH BUTTS, *Director of Code Enforcement*

TASHA WHITE, *Assistant Director of Code Enforcement*

ERIC HAWKINS, *Revenue Manager, Business License - Finance Department*

RAMONA EVERSLEY, *Senior Planner*

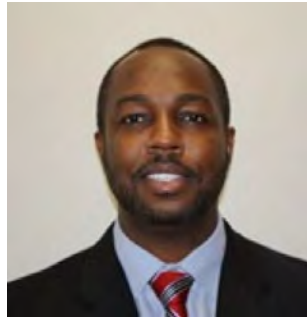
FELLESHIA BLAIR, *Planner*

ABEYKON ABHEYKON, *Zoning Analyst*

COBI BROWN, *Administrative Assistant*

Steering Committee Representatives

Item III. b.



DARRELL TAYLOR



JUANITA SHEPPARD



KIRBY FRAZIER



NIA HARPER

Consultant Team



ELENA OERTEL, AICP
DEPUTY PROJECT MANAGER
(ATLANTA)



NAKEISCHEA LOI SMITH, AICP
PROJECT MANAGER



JULIA CLARK, AICP CANDIDATE
DEPUTY PROJECT MANAGER
(MIAMI)



ALEX KOZELA
COMMUNITY ENGAGEMENT
COORDINATOR



LAINIE JONES
SENIOR GRAPHIC DESIGNER



ROBBIE ADDINGTON, AICP
PLANNER



EMILEE AGUERREBERE,
AICP
PLANNER



IZZY NORMAN,
AICP CANDIDATE
PLANNER



We are committed to partnering with local governments to create great places, safe streets, and thriving communities.

Purpose:

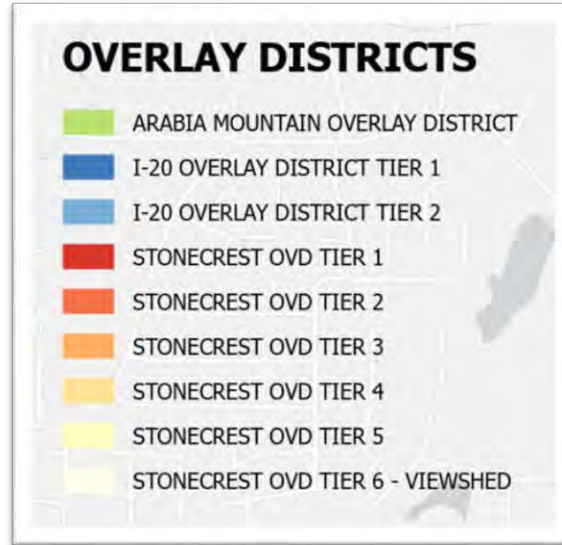
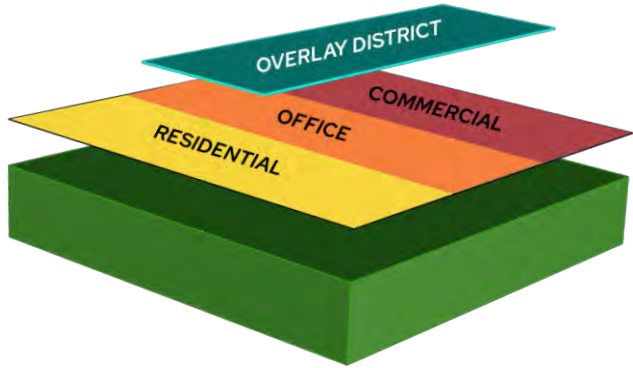
Modernize Stonecrest's zoning and land development regulations.

What is a Zoning Ordinance?

A zoning ordinance is a local law that guides **how land in the City can be used, built and developed**, whether for homes, businesses, or industry.

It **sets standards** for things like building height, setbacks, parking, landscaping and open space, to help guide the community's growth in an organized, predictable way.

Overlay Districts



Stonecrest currently has three:

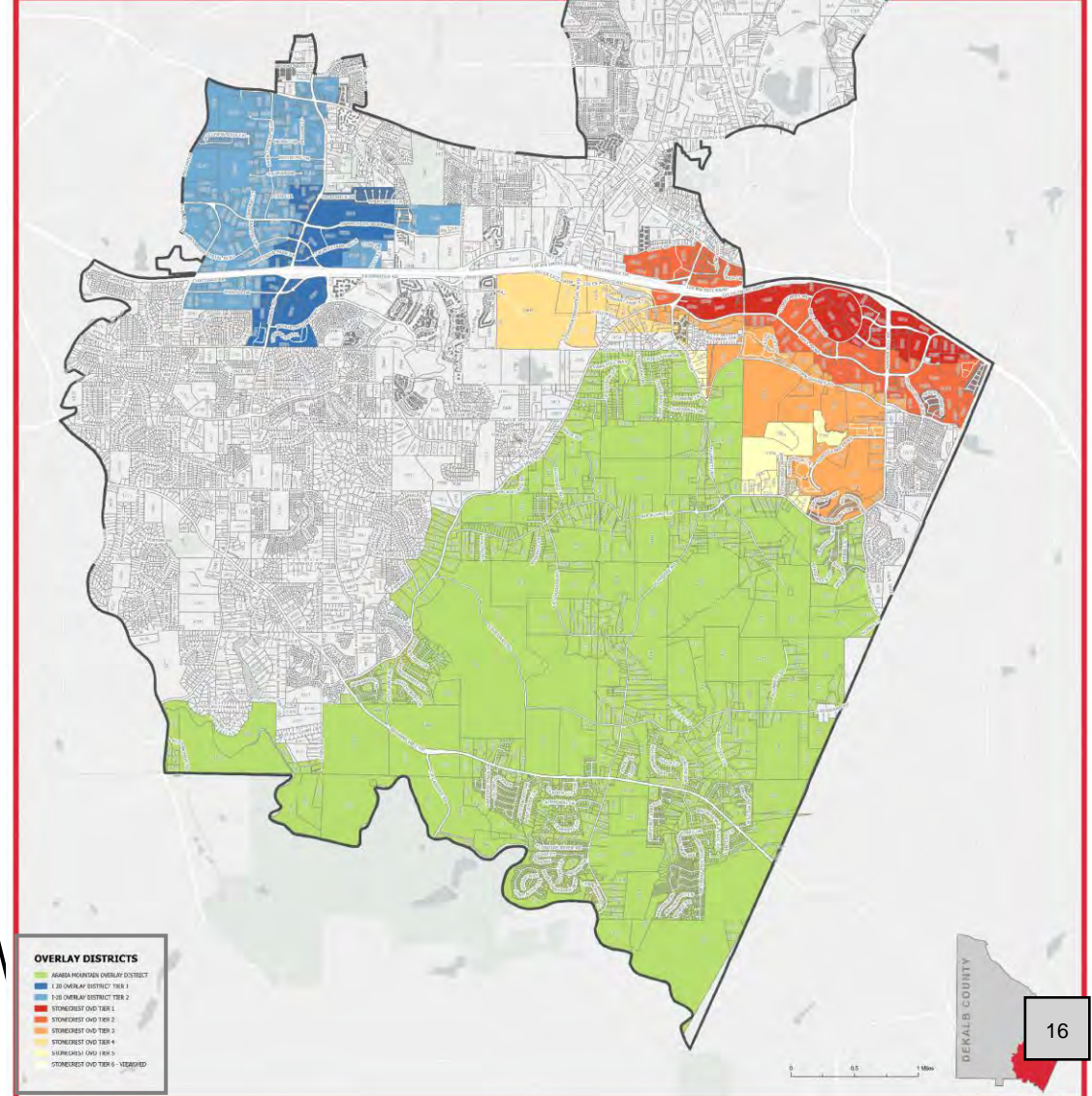
- Arabia Mountain Conservation Overlay District
- Stonecrest Area Overlay District
- Interstate 20 Corridor Compatible Use Overlay District



OVERLAY ZONING

STONECREST, GEORGIA

Item III. b.



Arabia Mountain Conservation Overlay District Zoning Ordinance 3.4

3.4.2A: "To provide for **the protection of natural resources and of scenic views of areas** within the boundaries of the AMCOD..."

3.4.2.B. "To **provide reasonable and creative planning and development** within the AMCOD while preserving the natural land form and features, trees and tree canopy, and the views to and from Arabia Mountain as indicated on the adopted map..."



Stonecrest Area Overlay District Zoning Ordinance 3.5

3.5.4.H: "To **allow flexibility in development standards** in order to encourage the design of innovative development projects that set high standards for landscaping, greenspace, urban design, and public amenities."

3.5.4.K. "To **focus and encourage formation of a well-designed, pedestrian-friendly activity centers** with high-density commercial and residential development that increases vitality and choices in living environments for the citizens of the City of Stonecrest."

Interstate 20 Corridor Compatible Use Overlay District Zoning Ordinance 3.33

3.33.3.A. "To encourage development and redevelopment of properties within the district in order to **achieve a variety of mixed-use communities.**"

3.33.3.E. "To **improve the visual appearance and increase property values within the I-20 corridor** and to implement the objectives of the comprehensive plan."

Project Goals

- ✓ **Update** – Update the land development regulations that guide how land is used, designed and developed
- ✓ **Simplify** — Organize, modernize code structure to improve flow, make it easy to read, understand, and use
- ✓ **Clarify** — Clarify unclear, confusing or contradictory language, including standards that cannot be met
- ✓ **Align** — Support new opportunities for housing, jobs, recreation, transportation
- ✓ **Strengthen** — Improve design quality and overall development outcomes. Add definitions and terms
- ✓ **Refine** — Streamline unclear review procedures and requirements
- ✓ **Enhance** — Incorporate explanatory graphics and illustrations. Ensure existing illustrations match text
- ✓ **Promote** — Promote inclusion. Ensure all community members can understand and engage in the process
- ✓ **Enable** — Enable smooth administration and implementation

Alignment with the Comprehensive Plan



CITY OF STONECREST

STONECREST 2038 COMPREHENSIVE PLAN UPDATE



GOALS



Invest in Stonecrest City Center

Stonecrest requires a "heart" or focal point—a shared space where residents can gather and fulfill their essential civic needs. This would encompass public services such as a Police Station/Precinct (for non-emergencies), Post Office, and incorporate a public park.



Create a "Sense of Place" for the Entire City

Stonecrest needs to market/brand itself in such a manner that people know where they are in Stonecrest or when they are passing through Stonecrest.



Bolster and Expand the Economic Base and Local Business Community

Cities need to boost, expand, and retain businesses to stimulate economic growth, create job opportunities, increase tax revenue, and enhance community prosperity. A thriving business environment attracts investment, improves infrastructure, and cultivates a vibrant ecosystem that benefits residents and businesses alike.



Promote Natural Resources and Recreational Amenities for Economic Development

The Arabia Mountain Nature Preserve, Everette Park, Vaughters Farm, Atlanta Wildlife Animal Rescue Effort (AWARE), etc. are iconic places within the City of Stonecrest and should be prominently featured to residents and visitors alike.



Prioritize Public Safety I: Policing

Create a safe and protected environment in Stonecrest, whether for residents or visitors, involves implementing comprehensive strategies that address various aspects of safety and security.



Prioritize Public Safety II: Pedestrians, Cyclists, and Drivers

Allow residents and visitors to feel safe as they travel throughout Stonecrest – on by foot, bicycle, or vehicle.



Ensure High-Quality, Affordable, and Accessible Housing for Residents

Provide safe, clean dwellings for residents at a variety of price points and suitable for the variety of life conditions and stages.

Project Tasks

Task 1: Diagnosis of Existing Code of Ordinances and Overlay Districts

Task 2: Review of Development Regulations

Task 3: Review of Overlay Districts

Task 4: Zoning Map

Task 5: Council District Engagement / Outreach

Task 6: Community Engagement / Outreach

Task 7: Evaluation of Existing Neighborhoods, Corridors, & Districts

Task 8: Drafting the Document

Task 9: Executive Summary Report

Task 10: Presentations

Task 11: Integration into User-Friendly Format

Task 12: Staff Training

Task 13: Legal Review

Task 14: Deliverables



How to Participate



COMMUNITY MEETING SCHEDULE

Open House Workshop: **February 11, 2026**

Council District Meeting #1: **March 18, 2026**

Council District Meeting #2: **April 08, 2026**

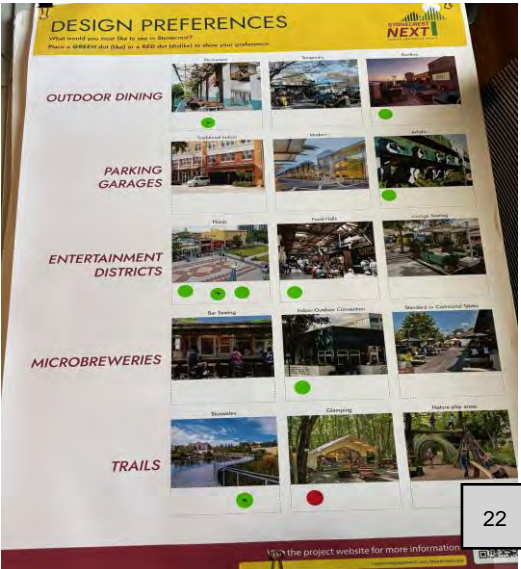
City Council Workshop: **April 13, 2026**

Public Draft Workshop: **July 2026**

Adoption Hearing #1: **September 2026**

Adoption Hearing #2: **October 2026**

Engagement Activities



ENTERTAINMENT DISTRICTS

What would you most like to see in ENTERTAINMENT DISTRICT locations in Stonecrest?

Place a **GREEN** dot (like) or a **RED** dot (dislike) to show your preference.



Food halls



Empty dashed box for marking preference.

Food truck courts



Empty dashed box for marking preference.

Shipping container mini pop ups



Empty dashed box for marking preference.

Festival streets



Empty dashed box for marking preference.

Open container/nightlife corridor



Empty dashed box for marking preference.

Art-focused district



Empty dashed box for marking preference.

Playgrounds



Empty dashed box for marking preference.

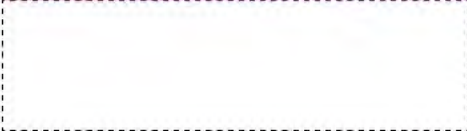
Flexible civic green with programming



Empty dashed box for marking preference.



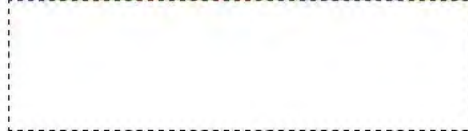
Experiential mixed use



Creative adaptive reuse



Sports Facilities



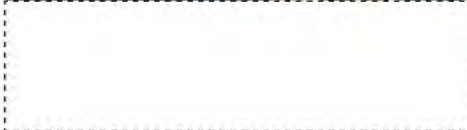
Family-oriented district



Pedestrianized streets



Plazas and courtyards



Lawns or flexible greens



Games or interactive play



OUTDOOR DINING

What would you most like to see in OUTDOOR DINING locations in Stonecrest?

Place a **GREEN** dot (like) or a **RED** dot (dislike) to show your preference.



Sidewalk cafe seating



Response area for sidewalk cafe seating (dashed border)

Movable tables and chairs



Response area for movable tables and chairs (dashed border)

Landscaped areas



Response area for landscaped areas (dashed border)

Permanent shaded seating



Response area for permanent shaded seating (dashed border)

Safety buffers



Response area for safety buffers (dashed border)

Courtyard or plaza spaces



Response area for courtyard or plaza spaces (dashed border)

Parklets and curbside seating



Response area for parklets and curbside seating (dashed border)

Shared or flexible spaces



Response area for shared or flexible spaces (dashed border)

Alley or rear-lane spaces



Sidelots



Lawn or informal seating



Family-friendly outdoor dining areas



Dog-friendly areas



Space for games or interactive activities



Space for live music or performances



Firepit seating



TRAILS

What would you most like to see in TRAIL locations in Stonecrest?

Place a **GREEN** dot (like) or a **RED** dot (dislike) to show your preference.



Nature play areas



Empty dashed box for marking preference.

Exercise stations



Empty dashed box for marking preference.

Outdoor dining



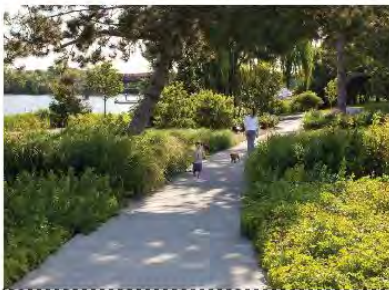
Empty dashed box for marking preference.

Signalized trail crossings



Empty dashed box for marking preference.

Paved trails



Empty dashed box for marking preference.

Natural surface trails



Empty dashed box for marking preference.

Clear signage and wayfinding



Empty dashed box for marking preference.

Trail lighting



Empty dashed box for marking preference.

Separated trail lanes



Benches and places to rest



Bike parking and repair stations



Educational and cultural signage



Bioswales and native landscaping



Event or gathering spaces



Dog-friendly features






EXISTING USES

Place a sticker to show your preference.



Item III. b.

WHICH OPERATIONAL STANDARDS SHOULD BE CONSIDERED FOR EACH OF THE FOLLOWING USES?



	Minimum distance between similar businesses	Distance from homes, schools, and childcare	Limited hours of operation	Noise and sound management requirements	Security and management plan	Limits on outdoor activity or display	Extra review or special use permit	Ongoing compliance checks
 <p>Nightclubs & Bars</p>								
 <p>Smoke / Tobacco Businesses</p>								
 <p>Short Term Rentals</p>								

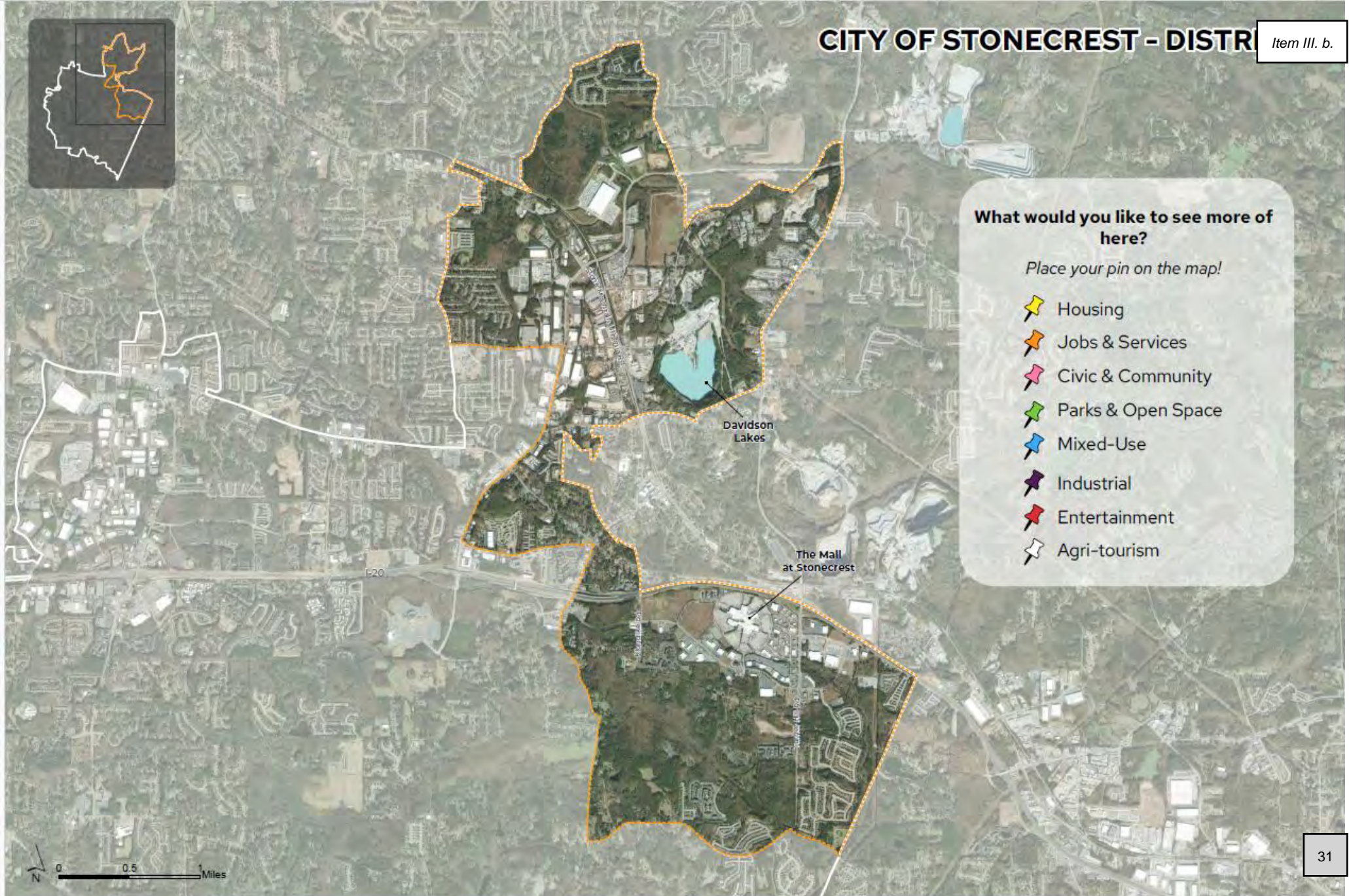


EXISTING USES

Place a sticker to show your preference.

WHICH OPERATIONAL STANDARDS SHOULD BE CONSIDERED FOR EACH OF THE FOLLOWING USES?

	Minimum distance between similar businesses	Distance from homes, schools, and childcare	Limited hours of operation	Noise and sound management requirements	Security and management plan	Limits on outdoor activity or display	Extra review or special use permit	Ongoing compliance checks
 <p>Recycling Facilities</p>								
 <p>Personal Care Homes / Home Child Care</p>								



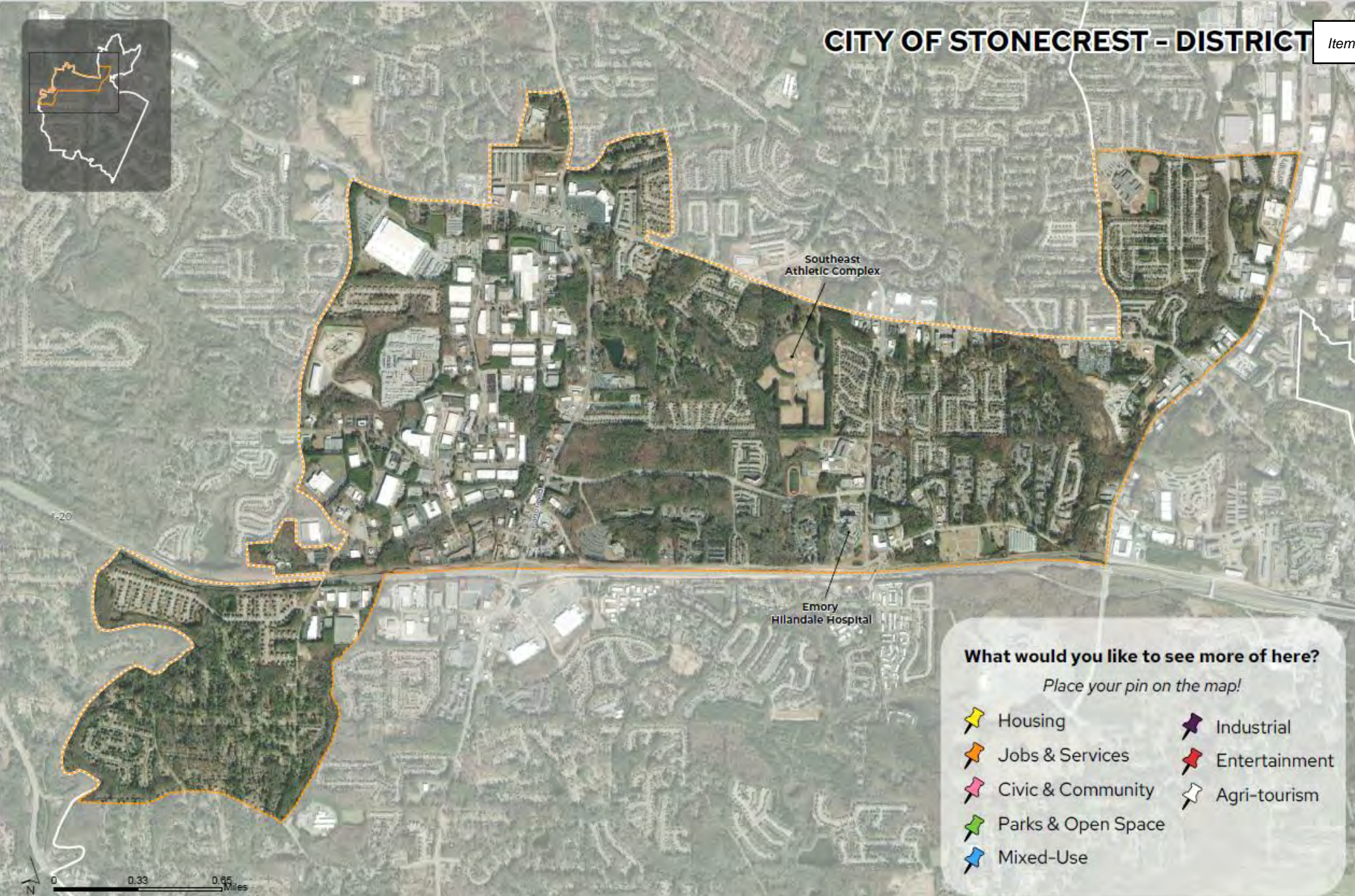
What would you like to see more of here?

Place your pin on the map!

- Housing
- Jobs & Services
- Civic & Community
- Parks & Open Space
- Mixed-Use
- Industrial
- Entertainment
- Agri-tourism

CITY OF STONECREST - DISTRICT

Item III. b.



What would you like to see more of here?

Place your pin on the map!

-  Housing
-  Jobs & Services
-  Civic & Community
-  Parks & Open Space
-  Mixed-Use
-  Industrial
-  Entertainment
-  Agri-tourism













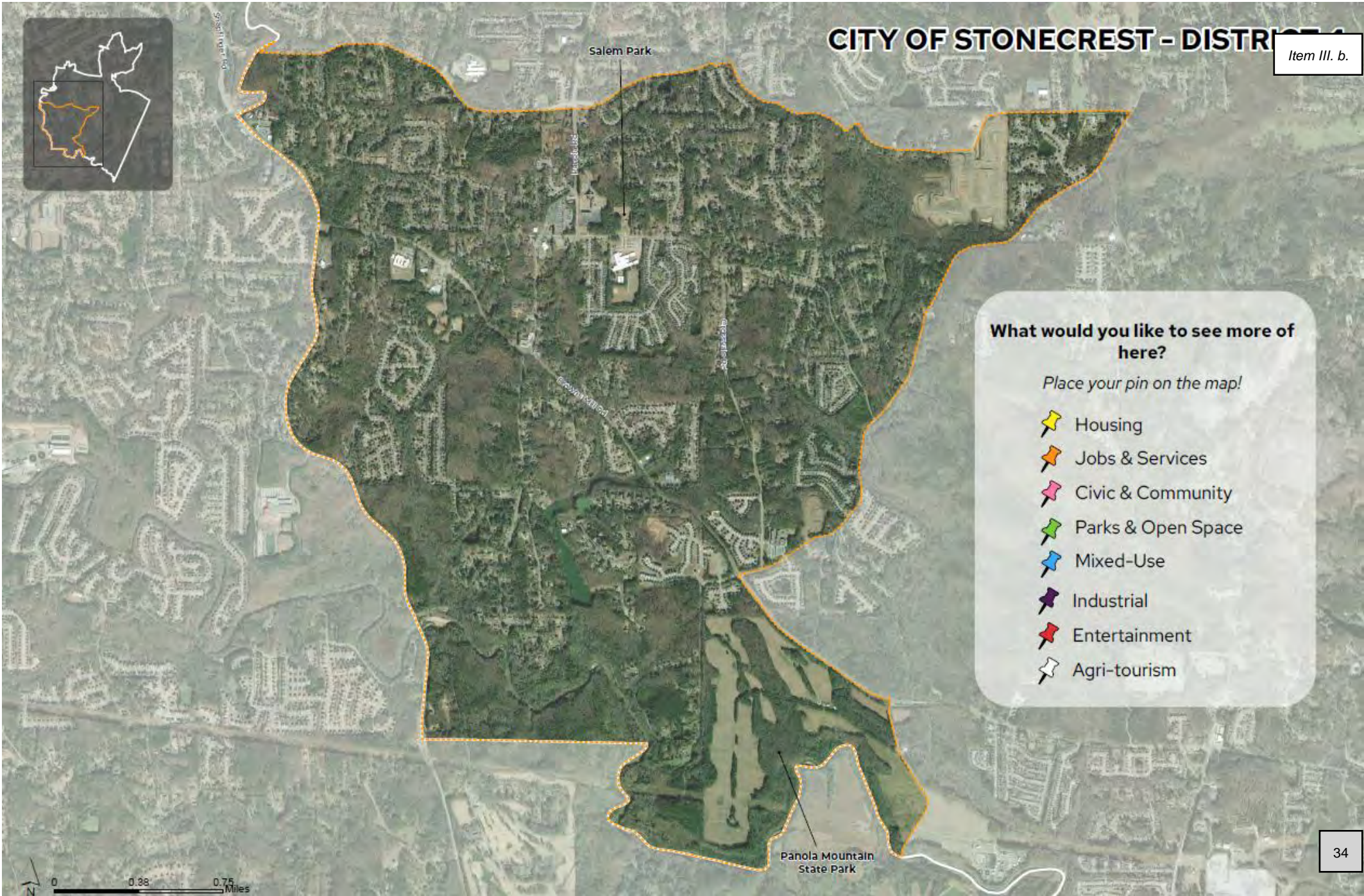
Lowe's Home Improvement

Walmart Supercenter

What would you like to see more of here?







Place your pin on the map!

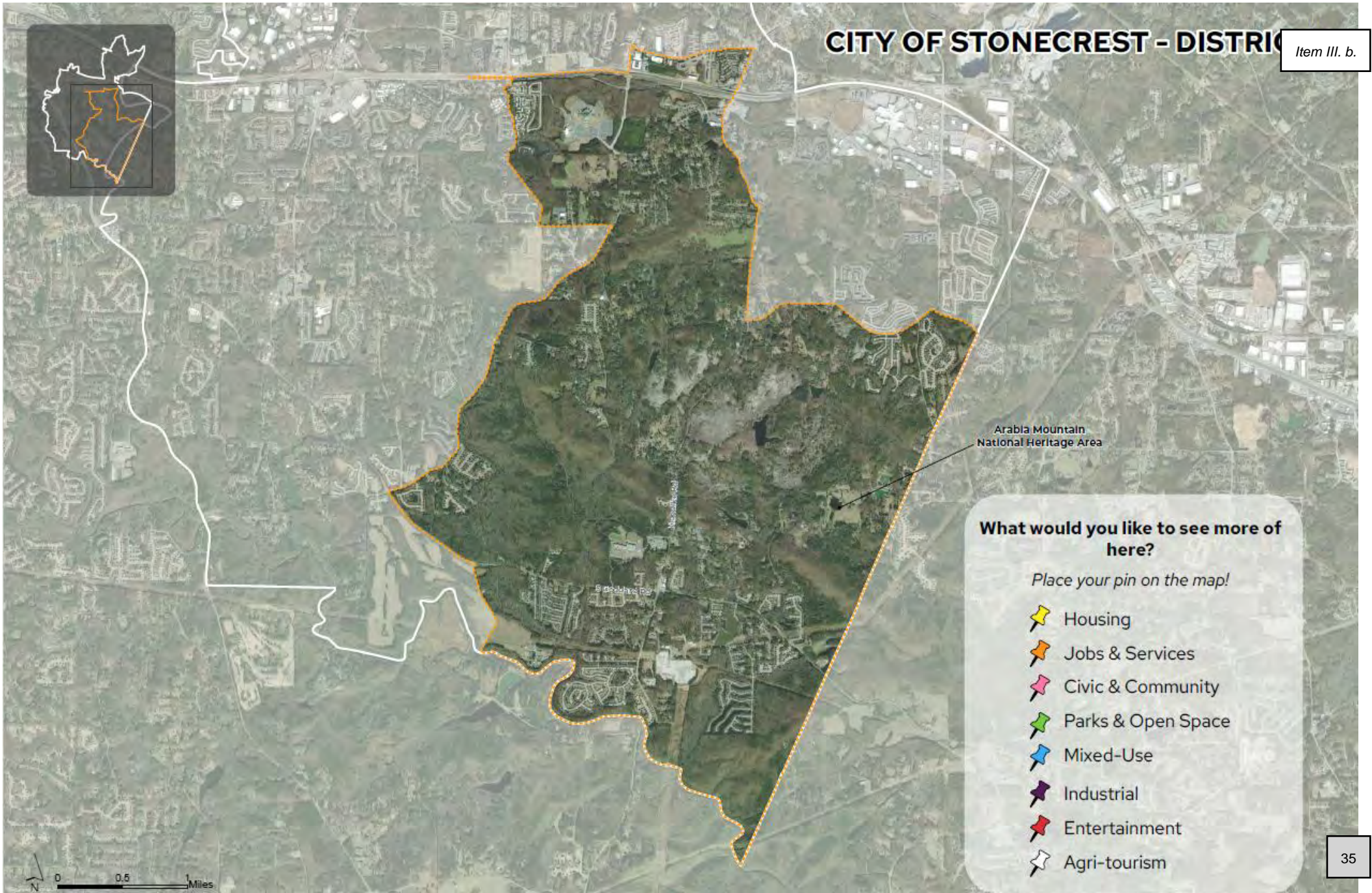
-  Housing
-  Industrial
-  Parks & Open Space
-  Jobs & Services
-  Entertainment
-  Mixed-Use
-  Civic & Community
-  Agri-tourism



What would you like to see more of here?

Place your pin on the map!

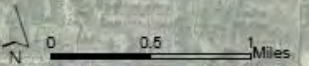
-  Housing
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What would you like to see more of here?

Place your pin on the map!

-  Housing
-  Jobs & Services
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-  Mixed-Use
-  Industrial
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-  Agri-tourism



Project Website



BE A PART OF
WHAT'S NEXT.

Introduction

The City of Stonecrest is updating its Zoning Ordinance and Overlay Districts to create a clear, consistent, user-friendly code that reflects Stonecrest's goals. The City aims to modernize its code so that it reflects community priorities, supports thoughtful growth and development, and fulfills the priorities of the recent Comprehensive Plan update. This process will simplify regulations, improve transparency, and ensure that development review processes are fair, predictable, and aligned with Stonecrest's vision for the future.

Your feedback is vital! By participating in this survey, you're helping shape how Stonecrest grows, invests, and preserves what makes our community unique. Together through *Stonecrest Next*, you can help build the next chapter of Stonecrest's future.



City Website



inspire-engagement.com/stonecrest-next

Survey

Have your say!

COMPLETE
A SHORT
SURVEY

Survey

Start Survey



Item III. b.

City Website

Timeline

- ★ February 11, 2026
Community Open House
6:00 pm
Stonecrest City Hall, Council Chambers, 3120 Stonecrest Blvd, Stonecrest, GA 30038
- ✓ January 2026
Steering Committee Meeting #3
- ✓ December 2025
Steering Committee Meeting #2
- ✓ October 2025
Project Kick-Off
Steering Committee Meeting #1

Map



Open

</> Embed

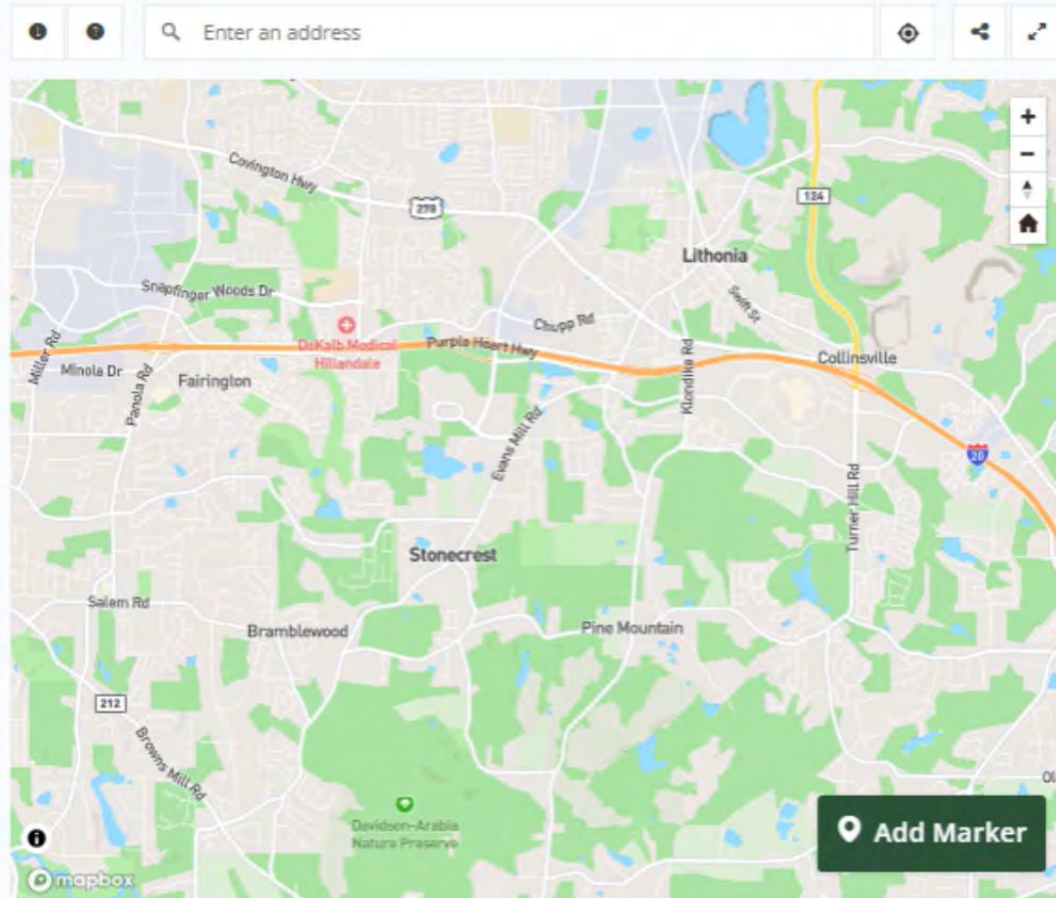
Pin Your Comment on Our Interactive Map of Stonecrest

Sharing your ideas on the map is easy. Click here for a short tutorial or follow the instructions below:

- (1) Select the 'Add Marker' button below.
- (2) Place the marker within the City of Stonecrest where you feel your comment is most relevant.
- (3) Type in your comment.
- (4) Click submit!

You are also welcome to review the comments provided by other members of the community. If you like what you read, make sure to upvote and respond to their comment!

0 contributions so far



Item III. b.

DISCUSSION QUESTIONS

Item III. b.

- 1** What works well with the layout and structure of the current zoning ordinance? What could be improved?
- 2** How user-friendly do you find the zoning districts, overlay districts, use tables, and development standards?
- 3** Are there any emerging uses or new trends you would like to see incorporated into the zoning code?
- 4** Is the process to obtain approval for a permit, zoning change, or variance efficient?

DO YOU AGREE WITH THESE STATEMENTS? WHY OR WHY NOT?

Item III. b.

- 1** There is sufficient parking within my neighborhood and downtown.
- 2** New development/redevelopment matches well with the character of the surrounding neighborhood.
- 3** My neighborhood has enough open space, trees, and landscaped areas.
- 4** Signage and wayfinding in the City is clear and consistent; it is easy to find places and get around within my community.

Thank you!



Nakeischea Smith
Project Manager
nsmith@inspireplacemaking.com



CITY COUNCIL AGENDA ITEM

SUBJECT: Human Resources Update

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, April 13, 2026

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

SUBMITTED BY: Leona Durden, Director of Human Resources

PRESENTER: Leona Durden, Director of Human Resources

PURPOSE: To provide an update on Human Resources operations and workforce status. While there are no major policy actions or approvals requested at this time, this briefing highlights continued operational priorities and risk management efforts.

FACTS: Click or tap here to enter text.

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

RECOMMENDED ACTION: Choose an item. Click or tap here to enter text.

ATTACHMENTS:

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



CITY COUNCIL AGENDA ITEM

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



CITY COUNCIL AGENDA ITEM

SUBJECT: Purchasing Card Policy Amendment

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**
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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, April 13, 2026

Current Council Meeting: [Click or tap to enter a date.](#)

SUBMITTED BY: Keisha Franklin, Finance Director

PRESENTER: Terry Fye, District 2 Councilmember & Keisha Franklin, Finance Director

PURPOSE: To adopt and formalize the City’s Purchasing Card (P-Card) Policy to establish internal controls, define roles, and ensure compliance with state law.

FACTS: Establishes procedures for issuance, use, and oversight of P-Cards. Defines responsibilities for cardholders, approvers, and administrators. Includes spending limits, prohibited purchases, and documentation requirements. Aligns with Georgia procurement laws and City Charter. Strengthens internal controls and reduces fraud risk.

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

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

ATTACHMENTS:

- (1) Attachment 1 - Purchasing Card Policy – February 2026
- (2) Attachment 2 - [Click or tap here to enter text.](#)



CITY COUNCIL AGENDA ITEM

- (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.



PURCHASING CARD POLICY

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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

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. **APPROVERS** means persons responsible for reviewing transactions to determine if purchases are job- related or otherwise authorized. All approvers are required to complete the Approver Card Program Acknowledgement form. The Approver is normally the supervisor to whom a Cardholder reports for authorization to purchase required supplies and services. Approvers are responsible for reconciliation of their 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. **BACKUP P-CARD PROGRAM ADMINISTRATOR** a person who has been delegated P-Card Program Administrator duties. This person must be designated by the City Manager and have the same training requirements as the P-Card Program Administrator.
- C. **CARDHOLDER** means the person responsible for using the card in a conscientious and ethical manner consistent with City policy. A cardholder card account and the cardholder's name on the account. This person has defined responsibilities including those as outlined in this policy. Cardholders are City employees who are authorized P-Card holders who receive and use a Purchasing Card (P-Card) for the purpose of obtaining and paying for goods and services that require a credit card payment.
- D. **CARD ABUSE** use of the P-Card for non-City business use purchases (personal purchases).
- E. **CARD MISUSE** use of the card for legitimate purchases but by a nonauthorized cardholder 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.
- 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. **EMPLOYEE** means an individual drawing a salary or wage from the City whether on a fulltime 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.
- J. **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.
- K. **EMERGENCY PURCHASES** means any procurement of Goods, Capital Assets, Services or Professional Services in the context of an Emergency.
- L. **END USER** means the Department/Division that uses the goods, services, or work after purchasing or receiving it and directly benefits from its use. End Users have the authority and responsibility for determining the need for an item or service, its related specifications, and need date. The End User is responsible for funding the need and advising Purchasing of the approved funding and the specific budget account number. The End User is responsible for authorizing the purchases of all materials, services, repairs, leases and rentals in which the negotiated price exceeds the approved funding.
- M. **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.
- N. **GOVERNING AUTHORITY** means the Mayor and City Council of the City of Stonecrest or its designee(s).
- O. **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.
- P. **PERSON** means any business, entity, company, firm, individual, union, committee, club or other organization or group of individuals.
- Q. **PURCHASING** is the organized acquisition of goods and services on behalf of the buying entity. Purchasing is also the process of securing real estate, capital assets, materials, services, repairs, leases and rentals necessary for the operation and support of the City.

- R. **PROCUREMENT OFFICIAL** means the principal purchasing official directing, monitoring and overseeing purchasing and procurement activities of the City (Section III – Procurement Official). This person is appointed by the City Manager. The Procurement Official is authorized to purchase a range of Goods, Capital Assets, Real Estate, Services, Construction Services, or Professional Services on a routine basis.

- S. **PURCHASING CARD ADMINISTRATOR** the P-Card Program Administrator serves as the main point-of-contact for all p-card program personnel and serves as a liaison between City Manager, Director of Finance, and Cardholders. In some cases, responsibilities may be shared and/or delegated as assigned by the City Manager.

- T. **P-CARD COORDINATOR** A person who has been delegated P-Card Program Administrator duties. This person must be designated by the City Manager and has the same training requirements as the P-Card Program Administrator.

- U. **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.

- V. **THE REQUESTING DEPARTMENT/DIVISION (End 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

A. Authority

The City of Stonecrest ("City") was created by Senate Bill 208, passed in the Georgia General Assembly during the 2016 Session and subsequently confirmed by referendum. Senate Bill 208 provided a charter for the City of Stonecrest (the "City Charter") to establish the government structure of the city, define boundaries, specific powers, functions, essential procedures, and legal control. The City Charter authorizes the City Council by ordinance to establish procedures for a system of centralized purchasing for the city. As a part of the City's centralized purchasing the City Council must authorize the issuance and specify policies regarding the use of City Purchasing Cards (P-Cards) or government credit cards by public vote.

B. Purpose

The purpose of this policy is to establish governing requirements and standards for the City of Stonecrest, Georgia Purchasing Card Program (P-Card Program). This policy aligns with the standards set by the Official Code of Georgia Annotated (O.C.G.A) § 36-8024, O.C.G.A. § 50-5-50 et seq., all other relevant Georgia Statutes, the City Charter, the City Purchasing Policy State of Georgia Commission of Ethics, and Georgia Office of Inspector General (GOIG), related to the use of government issued P-Cards to authorized City employees.

Additionally, this policy provides a payment mechanism for Vendors that only accept credit card payments, addresses travel related reservation expenses such as hotel/flights (*refer to travel policy for additional information*), and addresses unplanned, non-routine, or urgent point of sale purchases under established internal controls. This policy also, addresses unauthorized use of a City issued P-Cards for unauthorized purchases. This policy provides clarifications on the duties and responsibilities of P-Card Program Administrator, Cardholders and Approvers.

C. Cardholders

All purchases made through the program must be for official or constitutional City business. Use of the card or the transactions made on the card cannot violate other laws or policies based on the funding sources.

Note: 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 City business, is considered misuse of the card. Cardholders are City employees and authorized designees: Cardholders must be permanent or full-time employees whose jobs require the use of a P-Card or other account.

Authorized Cardholders

- a. City Manager and/or designee(s)
- b. Finance Director and/or designee(s)

- c. Deputy City Manager and/or designee(s)
- d. Department Directors

D. Training

All cardholders must complete P-Card and Purchasing Training, ~~and be bonded~~ Pre-issuance requirements are required prior to obtaining a P-Card. Pre-issuance requirements shall include a background and credit check. P-Card holder 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 through viewing the P-Card Policy and by contacting the Procurement Department.

E. Background Check and Credit Check

The background check shall, at a minimum, include verification of employment eligibility and a review of any criminal history relevant to financial responsibility, fraud, theft, misuse of funds, or other offenses that may pose a risk to the City.

A credit check may be conducted for prospective Cardholders whose job duties include significant purchasing authority, high transaction limits, or financial oversight responsibilities. The purpose of the credit check is to assess financial responsibility and mitigate risk associated with the issuance of a government purchasing card.

Credit checks shall be conducted in compliance with the federal Fair Credit Reporting Act (FCRA), applicable Georgia law, and City Human Resources policies. Written authorization from the employee or prospective Cardholder must be obtained prior to conducting any credit inquiry.

Final determination of eligibility for issuance of a P-Card shall be made by the Finance Director, in consultation with the Human Resources and the P-Card Program Administrator using a predefined criterion. A background check or credit history containing findings that indicate elevated financial or fiduciary risk may result in denial of P-Card privileges.

Predefined criteria typically evaluate the payment history, collections, charge offs, bankruptcy, judgements, liens, severe derogatory credit events, and indicators of financial instability in the last 5 years.

The City reserves the right to conduct periodic background checks or credit reviews of Cardholders when deemed necessary due to changes in job duties, spending limits, internal control concerns, or evidence of potential misuse or abuse.

All background check and credit check information shall be treated as confidential personnel records and maintained in accordance with applicable federal and state law, including the Official Code of Georgia Annotated (O.C.G.A.) and City personnel record retention policies.

Failure to authorize required background or credit screening shall result in denial or revocation of P-Card privileges.

F. Cardholder Responsibilities

Cardholders are limited to one (1) active P-Card.

1. Card Usage:

- 1.1 Ensure that no other persons have access to any card information (i.e., card account number, expiration date, security code).
- 1.2 Ensure that all purchases comply with State and City policies and are related to official City business.
- 1.3 Receive prior approval before making a purchase or making a payment by completing the Purchase Card Purchase Request Form.

2. Monthly Reconciliation Responsibilities and Requirements:

Note: Upon completion of implementation of the Tyler P-Card Module, all transactions will be reconciled in Tyler. Documents will be uploaded into Tyler, reviewed and approved by the designated approver and P-Card Program Administrator.

- 2.1 Ensure that all invoices and/or receipts must be signed, dated and meet the requirements in accordance with the City's P-Card Policy and contain adequate supporting documentation of each transaction.

Refer to the Purchasing Policy, Procurement Processes and Procedures Manual. Complete the Purchase Card Purchase Request Form providing the following information:

- ✓ Provide the supplier's information (name, contact information, location); ○ Please make sure the Vendor is registered to do business with the City prior to making a purchase or making a payment.
- ✓ Invoice and/or receipt shall include a detailed line-item description, including quantity, unit price, and total price;
- ✓ Request sales tax be removed. The City is tax-exempt where appropriate (Refer to Travel Policy);
- ✓ Complete a Lost Receipt Affidavit Form, if a receipt is lost and a duplicate cannot be obtained. Use of this form more than three times during a fiscal year will result in suspension of card privileges as determined by the P-Card Program Administrator;
- ✓ Provide all required additional supporting documentation for workshops, event, membership, subscription, and travel related expenses;
- ✓ All documentation must be legible (e.g., not too dark, not too light); and

- ✓ All documentation must contain copies of all pages of invoices or other documents.
- 2.2 Cardholders are responsible for maintaining proper documentation, reconciliation of assigned P-Card transactions and ensuring funds are available prior to making a purchase or making a payment and ensure department funds are reduced accordingly.
- 2.3 Reconcile of transactions within the timeframe established by the P-Card Program Administrator.
- 2.4 Maintain knowledge of City procurement policies and procedures related to use of the P-Card.

G. Restrictions

1. The City of Stonecrest will not issue P-Cards to student employees, temporary workers (e.g., hired from a temporary staffing agency), or contractors (e.g., a person hired for a pre-determined period for a specific project).
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.
4. Use by any other person, even if for City business purposes, is considered misuse of the card.
5. Only the City Manager, Director of Finance and P-Card Program Administrator can approve requests for a P-Card and use of other accounts including renewals of existing accounts.

H. Legal Issues

Willful neglect or failure to comply with the P-Card policy 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.

The City Manager or designee 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.

1. Personal Use:

Cardholders are prohibited from using the P-Card for the purchase of any goods or services not directly or indirectly related to official City 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 City employment and criminal subject to prosecution.

2. **Prohibited Purchases:**

The following types of purchases are strictly prohibited:

1. Goods or services not directly related to job responsibilities or other official City business (i.e., personal purchases).
2. Data plans, software, or applications (apps) for non-City 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) when membership is in the name of a person rather than the City.

The City's Amazon Prime Enterprise Business account is the mandatory Amazon Prime membership account, and no other type of Amazon Prime account may be purchased.

4. Cash advances.
5. Gift cards, stored value cards, calling cards, and similar products.
6. Employee travel expenses related to lodgings and meals, except as specifically covered under Allowable Purchases. A request is an exception to this requirement in the event of a declared emergency. Purchase Card Purchase Request form is required.
7. Entertainment (e.g., in-room movies for City employees traveling on business).
8. Alcoholic beverages or products.
9. Tobacco products.
10. Fuel, mechanical repairs, and maintenance for City-owned or rental vehicles.

3. **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 authorized transactional limits unless prior written approval is received to exceed those limits.

1. Goods and services used in the furtherance of the City's mission.

2. Purchases of goods or services intended for *official City work-related use* that are not otherwise excluded herein.
3. Equipment
When the Vendor requires credit card payment to purchase or rental/lease equipment.
4. Software, Data Plans, Aps
When the Vendor requires credit card payment and with the following restrictions
 - ✓ Data plans, software, or applications (apps) for City-issued computers, smart phones, and tablets only (e.g., iPhone, Android, iPad).
 - ✓ Purchases cannot be made for personal devices even if used for business purposes.

I. Emergencies and Natural Disasters

At times, an emergency purchase must be made to prevent significant disruption in operations, to protect health and safety, or to address immediate or unforeseen circumstances requiring prompt action. This can include, but is not limited to, repairs to essential equipment, procurement of safety or personal protection gear, or immediate need for services to restore infrastructure functionalities.

Purchasing Card Administrators are permitted to allow these transactions and to waive other City and Statewide Purchasing Card Policy requirements with proper supporting documentation.

Emergency P-Card use is limited to \$25,000 per incident unless a formal emergency is declared by the Mayor & Council.

Within 48 hours of the transaction, the cardholder must submit:

- Written justification
- Description of emergencies
- Vendor selection rationale
- Confirmation that standard procurement was impractical

Emergency authority expires after seven (7) calendar days unless extended in writing. All emergency transactions shall be reported to Mayor and Council within 30 days.

J. Split Purchases Prohibited

The City requires competitive bidding for all open-market purchases anticipated to be \$50,000.00 or more. However, the policy requires the Single Transaction Limit (STL) for unplanned, non-routine, or urgent point of sale P-Card transactions be set at daily or monthly

transaction limits provided in Section R and purchases that are preapproved and go through the requisitions process unless the Vendor only accepts P-Cards. If the Vendor requires credit card payments a P-Card Purchase Request Form must be completed and approved prior to making a purchase or making a payment under \$5,000 (i.e., \$4,999.99 or less) threshold amount.

Note: 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 to circumvent competitive solicitation requirements. *Refer to the City Purchasing Policy.*
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 (STL) or Cycle Limit (CL) imposed on the card regardless of the amount of the STL or CL.

K. Payment of Sales and Use Tax

1. Cardholders must present the City's Tax Exemption Form to suppliers to ensure taxes are not charged and upon request. This form can be obtained by contacting the Finance Department.
2. 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 including the City. To avoid confusion, the cardholder must provide out-of-state suppliers with a copy of the City Tax Exempt Form prior to placing an order to be shipped into the State of Georgia.
3. If the supplier refuses to remove taxes, the cardholder must make the purchase from a different supplier whenever possible.
4. Cardholders are responsible for ensuring that suppliers do not charge tax or provide credit for inadvertent charges.
5. If taxes are charged, the cardholder must contact the supplier to obtain a credit to the account. Please contact the P-Card Program Administrator for assistance.
6. Credits cannot be obtained by any other method, including, but not limited to, cash, gift cards, or store credit.

7. Documentation of attempts to obtain credit for any State Sales and Use Tax charged in error must be maintained with documentation for the transaction where the tax was charged. Contact the P-Card Program Administrator for assistance if needed.

L. E-Verify

The City 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.

1. The City is required to obtain a signed and notarized affidavit from suppliers prior to entering into any service contract \$2,5000 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.
2. For P-Card transactions that meet this definition, the cardholder or another person within the City is responsible for ensuring receipt of this affidavit. A copy of this affidavit must be included with all transaction documentation.

M. 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.

The City has established an internal control structure that ensures compliance with State procurement laws, the Statewide Purchasing Card Policy, and City P-Card and Purchasing Policy, and sound accounting practices.

Minimum requirements include:

1. Separation of duties between ordering cards (P-Card Program Administrators), making transactions (cardholders), and reviewing or approval of transactions for payment (directors/approvers).
2. Ensuring prior approval is obtained before a purchase is made (usually P-Card Program Administrator, Department Director, Director of Finance, City Manager or designee.
3. Ensuring reconcilers are limited to one per card and are not a subordinate of the cardholder. The reconciler role will be given to either the cardholder or assigned to a proxy to reconcile on the cardholder's behalf.

Note: Each card must have only one reconciler; however, one reconciler can be the sole reconciler on multiple cards.

4. The P-Card Program Administrator, Card Program Backup or Coordinator, or anyone with administrator-level access cannot be a cardholder.
5. The number of cardholders assigned to an approver will be limited to ensure adequate review of business needs and documentation for each purchase and payment.
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 P-Card Program Administrator or Internal Auditor must be submitted annually to the City Manager and Director of Finance.

Self-assessments must include adequacy of:

- City policies and procedures
- Cardholder spending limits
- Monthly reconciliation procedures
- Documentation for transactions

N. 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 City has some protection against unauthorized or prohibited purchases. The Bank creates MCC groups upon request by the City. The P-Card Program Administrator, City Manager, and Director of Finance will conduct periodic evaluations of authorized codes and MCC groups to determine if the codes and the groups meet the needs of City.

O. Public Inspection and Record Retention

In accordance with O.C.G.A. § 50-18-71 where applicable any documents related to purchases using government purchasing cards or government credit cards incurred by employees shall be available for public inspection.

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.

P. 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 City 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 approval or decreases made as needed.

Q. Daily and Monthly (Transaction Limits)

Transaction limits are hereby established to ensure compliance with state purchasing laws, City's policy, maintain proper budgetary controls, and to minimize excessive use of any individual credit line. Individual monthly card limits cannot exceed those established by the City. The established monthly card limit is based upon the city's budgetary constraints and is not to exceed the approved transaction limits as specified here in per month.

Spending Limits Requirements (STL)

City Policy establishes the maximum STL for unplanned, non-routine, or urgent point of sale P-Card transactions be set at the transaction limits listed below 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 City Manager, Director of Finance and P-Card Program Administrator can establish STLs up to this amount as determined by overall needs.

1. Available Spending Limits:

1. **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 more than the established limits without prior written approval from the City Manager, Director of Finance or Designee.
 - ✓ The established single transaction limit for the City Manager shall not exceed \$50,000.00.
 - ✓ The established monthly transaction limit for the City Manager shall not exceed \$100,000.00.
 - ✓ The established single transaction limit for the Director of Finance shall not exceed \$25,000.00.
 - ✓ The monthly transaction limit for the City Manager and Director of Financial Officer shall not exceed \$100,000.00.
 - ✓ The established single transaction limit for each department director's card must be less than \$5,000.00.

- ✓ The established monthly transaction limit for each department director’s card must be less than \$25,000.00

Transaction Limits	City Manager	Finance Director	City Manager Designee	Department Director
Single Transaction Limit	\$50,000	\$25,000	\$5,000	\$5,000
Monthly Transaction Limit	\$100,000	\$100,000	\$25,000	\$25,000

Note: Single Transaction Limit (STL) – Mandatory spending limit that restricts the amount of a single purchase regardless of the Cycle Limit on the card.

Note: 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. **Request for Temporary Daily Transaction Increase:**

Changes in spending limits shall be submitted to the P-Card Program Administrator by completing a P-Card Limit Increaser Request form. A justification explaining the need for the temporary increase with supporting documentation (as applicable) is required. Such request must be approved by the City Manager.

R. P-Card Program Administrator

The City Manager appoints the Procurement Official as the P-Card Program Administrator of City’s Purchasing Cards or government credit cards. The P-Card Program Administrator serves as the main point-of-contact for all card program personnel and serves as a liaison between City Manager, Director of Finance, and Departments Directors. In some cases, responsibilities may be shared and/or delegated to a P-Card Program Back-Up or Coordinator.

The P-Card Program Administrator shall fulfill responsibilities in the following areas:

1. **P-Card Management:**

1. Develops and maintains the City’s P-Card policy to address policy areas unique to the City or that are not covered by the Statewide Purchasing Card Policy.
2. Works with the City Manager and Director of Finance, 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 and determine limits if different from established limits.
3. Develops internal procedures for requesting new cards and/or changes to existing cards (e.g., change in spending limits).

4. Works with the City Manager and the Director of Finance to determine appropriate cardholder spending limits based on budget restrictions, job requirements, historical spending patterns, and overall procurement practices.
5. Evaluates cardholder spending limits against actual usage at least annually to identify cards with little or no usage to determine if the cards are needed.
6. Cancel cards with consistent low usage.
7. Order and cancel cards for employees as needed and directed by the City Manager.
8. Collect, cut-up/shred and cancel cards immediately for employees that end their employment with the City by resignation or termination.
 - Cardholders P-Cards who resign with notice (2 week etc..) P-Cards limits will be reduced to \$0.00 and turned in upon date notice is given .
 - Cardholders P-Cards who are terminated will turn in surrender the card immediately.
9. Place P-Cards in active status for cardholders on leave.
10. Perform all other duties related to the P-Card Program Administrator assigned by the City Manager.

2. **City P-Card Reconciliation Responsibilities:**

1. Reconciliation must be completed within ten (10) business days of the monthly statement close date
2. Cardholder may review but may not perform the primary reconciliation.
3. Approver must review supporting documentation and certify:
 - Business purpose
 - Budget availability
 - Policy Compliance
4. Failure to reconcile timely shall result in automatic suspension until resolved.
5. Ensure reconciliations are timely and allocation of transactions to the General Ledger are accurate each month.
6. Ensure all card accounts are being utilized properly as set forth by state law and City P-Card and Finance Policy.

7. Ensure proper documentation and internal reconciliation processes and associated forms are appropriate for reconciliation of transactions.
 8. Disputing transaction(s) with the Bank as needed.
 4. Ensure compliance with State laws and policies in addition to the City policies
 5. Establish and update written City policies and procedures to ensure compliance with State Procurement Laws and Statewide P-Card Policy.
 6. Establish written procedures for requesting exceptions to either State or City policy requirements using the P-Card Purchase Request Form and P-Card Temporary Limit Increase Request Form.
 7. Submits all P-Card Plan amendments and requests for exceptions to the Purchasing Card Policy to the City Manager and Director of Finance.
3. **Internal Controls:**
1. Ensure City's internal P-Card procedures are in compliance with the principles of sound internal controls.
 2. Ensures the City has sufficiently documentation, internal controls and implement and monitor other measures (e.g., audits) to prevent and/or detect misuse or abuse of the P-Card and other accounts.
 3. Ensure the City policy and procedures for ordering cards and canceling cards when lost or stolen or when a cardholder leaves employment is adhered to.
 4. Report and document actual and/or potential cardholder abuse or misuse. Suspend or revoke P-Card privileges for employees found to be in violation of the City P-Card and Purchasing Policies.
 5. Report violations with City Manager, Director of Finance and City Attorney.
 6. Conduct monthly and/or quarterly audit reviews of transactions through a self assessment process.
4. **P-Card Program Training:**
1. P-Card Program Administrator, including primary, backups, and coordinators, must complete the relevant DOAS P-Card training to become a Georgia Certified Purchasing Card Administrator (GCPCA).
 2. Develops City specific training for all cardholders and approvers.
 3. Develops appropriate refresher training to be delivered at least annually.
 4. Ensures that all card program personnel receive notification of changes in State and internal policies, including Official Announcements from the State Purchasing Division.

5. Report and address fraudulent uses, lost or stolen cards immediately.

S. Fraud, Misuse, and Investigation

Upon suspected misuse:

1. Immediate suspension of card privilege
2. Written incident report within five (5) business days
3. Review by Finance Director and City Attorney
4. Determination of Restitution
5. Referral to law enforcement when appropriate
6. Final written disposition retained in personnel file

T. Limitations on Elected Officials (City Council/Mayor)

O.C.G.A. § 36-80-24 provides limitations on elected official's or constitutional officer's use of government issued purchasing or credit cards; policy development.

- a) As used in O.C.G.A. § 36-80-24, the term “constitutional officer” means the locally elected clerk of superior court, judge of the probate court, sheriff, tax receiver, tax collector, or tax commissioner.
- (b) An elected official of a county, municipal corporation, local school system, or consolidated government or a constitutional officer shall be prohibited from the use of a government purchasing card or a government credit card unless:
 - (1) Such purchases are solely for items or services that directly relate to such official's or constitutional officer's public duties; and
 - (2) Such purchases are in accordance with guidelines adopted by the county, municipal corporation, local school system, consolidated government, or constitutional officer.

Note: Pursuant to T. - Limitations on Elected Officials (City Council/Mayor) in the policy in the City of Stonecrest, elected officials will not receive P-Cards.



PURCHASE CARD (P-CARD) PURCHASE/PAYMENT REQUEST FORM:

EMPLOYEE NAME: _____ EMPLOYEE SIGNATURE: _____

JOB TITLE: _____ DEPARTMENT: _____

DEPARTMENT DIRECTOR: _____ DIRECTOR SIGNATURE: _____

VENDOR NAME: _____ VENDOR NUMBER: _____

DATE REQUEST SUBMITTED: _____

VENDOR REQUIRES PAYMENT BY P-CARD ONLY: ___ YES ___ NO PAYMENT DUE BY DATE: _____

DETAILED DESCRIPTION OF EVENT, WORKSHOP, PURCHASE: _____

ITEM DESCRIPTION	ACCOUNT NUMBER	EXPENSE TYPE	UNIT PRICE	TOTAL AMOUNT
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
TOTAL COST:				\$



NOTE: By signing this request, you are certifying that the listed expenses are business related.

EACH REQUEST MUST INCLUDE SUPPORTING DOCUMENTATION: Quote provided by vendor, if associate with an event include the event flyer, etc..

DIRECTOR OF FINANCE: _____ DATE: _____ APPROVED DENIED

PROCUREMENT OFFICIAL/P-CARD ADMINISTRATOR: _____ DATE: _____ APPROVED DENIED

CITY MANAGER: _____ DATE: _____ APPROVED DENIED

ADDITIONAL COMMENTS: _____



P-Card Cardholder Agreement

The City is pleased to present you with this Purchasing Card. It represents trust in you and your empowerment as a responsible agent to safeguard and protect City assets.

I, _____, Employee ID No.: _____, hereby acknowledge receipt of a City of Stonecrest Purchasing Card, Card Number _____, a _____® card issued by _____ that will only be used to acquire materials and supplies for the City of Stonecrest.

I agree to comply with the following terms and conditions relating to my use of the Purchasing Card.

1. As an authorized cardholder, I agree to comply with the terms and conditions of this Agreement and with the provisions of the Purchasing Card Policy and Purchasing Policy, Procurement Processes and Procedures Manual. I have received a copy of the Purchasing Card Policy and confirm that I have read and understand its terms and conditions. In addition, I have completed the required Procurement and Purchasing Card Training.
2. I understand that City of Stonecrest is liable to _____ for all charges I make on the Purchasing Card.
3. I agree to use the Purchasing Card for authorized official business purchases only and agree not to charge personal purchases. I authorize the City of Stonecrest whatever steps are necessary to collect an amount equal to the total of the improper purchases, including but not limited to declaring such purchases an advance on my wages to the extent allowed by law.
4. I agree to notify the City of Stonecrest Purchasing Card Program Administrator at 770-227-0200 or Procurement@stonecrestga.gov if my name or contact information changes. I further acknowledge that name changes will require proof of change, i.e. copy of marriage license and/or decree of legal change.
5. If the Purchasing Card is lost or stolen, I will immediately notify _____ at _____ I will also notify the City's Purchasing Card Program Administrator, Department Director, and Finance Director in writing, at the first opportunity during normal business hours.
6. I understand that improper or fraudulent use of the Purchasing Card may result in disciplinary action, up to and including termination of my employment. I further understand that the City of Stonecrest City Manager, Director of Finance and Purchasing Card Program Administrator, may terminate my right to use the Purchasing Card at any time for any reason.
7. I agree to surrender the Purchasing Card prior to voluntary separation from the City of Stonecrest, immediately upon request or upon termination of employment for any reason.

Cardholder: Agreed and accepted this _____ day of _____ 20__

Print Name: _____ Signature: _____

Department: _____ Phone: _____ E-Mail Address: _____

Director of Finance: _____ Date: _____

Purchasing Card Program Administrator: _____ Date: _____

City Manager: _____ Date: _____



P-Card Approver Agreement

You have designated you as an approver of one or more Purchasing Cards. This responsibility represents trust in you and your empowerment as a responsible agent to safeguard and protect City assets.

I _____, hereby acknowledge and agree to comply with the following terms and conditions relating to my role as Purchasing Card Approver.

1. As an authorized card approver, I agree to comply with the terms and conditions of this Agreement and with the provisions of the City Purchasing Card Policy as it may be modified from time-to-time. Any Purchasing Card Policy shall be accessible through the Procurement website. I agree to read and understand terms and conditions of any Purchasing Card Policy available through the Procurement website. In addition, I have completed the required Purchasing Card and Procurement Training.
2. I understand that the City is liable for charges on Purchasing Cards in accordance with the contract agreement with Truist Bank.
3. I agree to only approve official business purchases and agree not to approve personal purchases.
4. I acknowledge that I am subject to the same disciplinary actions as those making the purchases, if I knowingly, or through willful neglect, approve personal, fraudulent, or otherwise prohibited purchases.
5. I understand that I must have a thorough knowledge of the cardholders' job responsibilities to determine if purchases are job-related or otherwise authorized.
6. I agree to notify the City's Purchasing Card Program Administrator and immediate supervisor if my name or contact information changes. I further acknowledge that name changes will require proof of change, i.e. copy of marriage license or decree of legal change.
7. I understand that the approval of improper or fraudulent use of the Purchasing Card may result in disciplinary action, up to and including termination of my employment. I further understand that the City may terminate my ability to approve purchases made on Purchasing Cards at any time for any reason.

Agreed and accepted this _____ day of _____ 20__.

P-CARD APPROVER:

Name: _____

Signature: _____

E-mail Address: _____

Phone Number: _____

Department: _____

Employee Id No.: _____

Purchasing Card Program Administrator: _____ Date: _____

City Manager: _____ Date: _____

Director of Finance: _____ Date: _____



PURCHASE CARD (P-CARD) TEMPORARY LIMIT INCREASE REQUEST FORM:

EMPLOYEE NAME: _____ **EMPLOYEE SIGNATURE:** _____

JOB TITLE: _____ **DEPARTMENT:** _____

APPROVER: _____ **APPROVER SIGNATURE:** _____

DATE REQUEST SUBMITTED: _____

DETAILED JUSTIFICATION FOR INCREASE: _____

P-CARD PROGRAM ADMINISTRATOR: _____ **DATE:** _____ **APPROVED** **DENIED**

DIRECTOR OF FINANCE: _____ **DATE:** _____ **APPROVED** **DENIED**

CITY MANAGER: _____ **DATE:** _____ **APPROVED** **DENIED**

ADDITIONAL COMMENTS: _____

DATE CARD LIMIT WILL BE REDUCED: _____



CITY COUNCIL AGENDA ITEM

SUBJECT: External Sponsorship Policy

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, April 13, 2026

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

SUBMITTED BY: Keisha Franklin, Finance Director

PRESENTER: Terry Fye, District 2 Councilmember & Keisha Franklin, Finance Director

PURPOSE: To establish a formal policy governing the use of City funds for external sponsorships, third-party events, and related expenditures to ensure compliance with Georgia law, the City Charter, and audit standards.

FACTS: The City currently lacks a formal, adopted policy governing external sponsorships and related expenditures. The proposed policy establishes clear guidance on public purpose, prohibited uses, approval thresholds, and documentation requirements. The policy aligns with constitutional restrictions on gratuities and ensures expenditures provide a documented public benefit. Sponsorships exceeding \$499.99 require Council approval. Adoption of this policy strengthens internal controls and reduces audit risk.

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

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

ATTACHMENTS:

(1) Attachment 1 - External Sponsorship Policy – Draft



CITY COUNCIL AGENDA ITEM

- (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.

POLICY ON EXTERNAL SPONSORSHIPS, USE OF CITY FUNDS, AND FAMILY MEMBER ATTENDANCE

Purpose

This policy establishes standards governing the use of City funds and resources for external events or third-party activities, the City's provision of sponsorship or in-kind support, and the attendance of elected officials', employees', and appointees' family members at City-funded events. All expenditures must serve a lawful public purpose consistent with the City Charter, ordinances, and the Constitution and laws of the State of Georgia.

Legal Framework

Municipal funds may be expended only for lawful public purposes. Public funds may not be given as gratuities to private individuals or entities absent from statutory authority. All expenditures must be appropriated through the adopted budget or approved amendment. This policy shall be interpreted consistently with those requirements.

EXTERNAL SPONSORSHIPS

General Standards

The City may provide financial or in-kind sponsorship for external events only when:

1. The event serves a documented public purpose (e.g., tourism promotion, economic development, recreation, education, cultural enrichment, or public health);
2. The benefit to the public outweighs any private benefit.
3. Funds are available and properly appropriate.
4. Sponsorship is approved in advance.

Prohibited Sponsorships

The City shall not make donations or gifts to private individuals, fund partisan political or issue advocacy activities, sponsor events closed to the public without clear public benefit and provide funding that primarily benefits a private business without lawful authority and documented public return.

Forms of Support

Permissible sponsorship may include direct financial contributions (within budget limits), In-kind services (facility use, sanitation, staff support), and fee waivers approved by the governing authority. All sponsorships must be documented by written agreement.

Approval Requirements

- Sponsorships exceeding \$499.99 must be approved by the City Council by resolution.
- Sponsorships below \$500.00 may be approved by Finance if authorized in the adopted budget.
- Multi-year commitments require Council approval.

USE OF CITY FUNDS FOR EXTERNAL EVENTS

Public Purpose Requirement

City funds may be used to:

- Participate in regional governmental conferences.
- Support cooperative intergovernmental initiatives.
- Promote economic development as authorized by law.
- Support community-wide events aligned with City strategic goals.

Funds shall not be used for:

- Personal benefit of any official or employee.
- Purely private celebrations or social gatherings unrelated to City business.
- Expenses for non-City individuals unless specifically authorized under this policy.

Documentation and Accountability

All expenditure must be supported by invoices or receipts, comply with procurement policies, be reviewed by the Finance Department and be reported in accordance with applicable transparency requirements.

ATTENDANCE OF FAMILY MEMBERS

General Rule

City funds shall not be used to pay for travel, meals, lodging, registration fees, or entertainment expenses for family members of elected officials, employees, or appointees unless:

1. The family member's attendance serves a legitimate public purpose.
2. The presence of a spouse or family member is customary and directly related to official representation of the city.
3. The expenditure is reasonable and pre-approved.
4. The expense is specifically authorized by the governing authority or City Manager.

Absent these conditions, family members must pay their own expenses.

Permitted Circumstances (Limited)

City payment for a spouse or family member may be allowed when:

- Attendance is part of an official delegation where spouse participation is customary and supports City representation.
- The event is a formal governmental function recognizing the City.
- The governing authority determines the expenditure serves a documented public purpose.

Reimbursement shall be limited to reasonable and necessary costs only.

Prohibited Uses Related to Family Attendance

City funds shall not be used for vacation extensions, entertainment or recreational activities unrelated to official duties, travel upgrades are attributed to accompanying family members and per diem payments for family members.

Disclosure and Transparency

When City funds are used for events where a family member attends in an authorized capacity. The purpose shall be documented in writing, the expense shall be itemized, and the approval shall be reflected in official records.

ETHICS AND CONFLICTS

Conflict of Interest

Officials and employees shall not participate in decisions involving sponsorships or expenditures where a family member has a financial interest and/or the official or employee may receive direct or indirect personal benefit. Disclosure and recusal shall be required consistent with City ethics policies.

ENFORCEMENT

Violations

Improper use of City funds may result in repayment of funds, disciplinary action, and referral to appropriate authorities if required by law.



CITY COUNCIL AGENDA ITEM

SUBJECT: Contract with Standguard Aquatics, 2nd Amendment

AGENDA SECTION: *(check all that apply)*

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

CATEGORY: *(check all that apply)*

- ORDINANCE RESOLUTION CONTRACT POLICY STATUS REPORT
- OTHER, PLEASE STATE: **Approval of the 2nd amendment to the contract**

ACTION REQUESTED: DECISION DISCUSSION, REVIEW, or UPDATE ONLY

Previously Heard Date(s): 05/13/24 & [Click or tap to enter a date.](#)

Current Work Session: Monday, April 13, 2026

Current Council Meeting: [Click or tap to enter a date.](#)

SUBMITTED BY: Michael McCoy, Deputy City Manager

PRESENTER: Michael McCoy, Deputy City Manager

PURPOSE: To obtain Mayor and Council approval of the Second Amendment to the agreement with StandGuard Aquatics to continue providing aquatic center management and lifeguard services for the 2026 swim season.

FACTS: To ensure continuity of operations for the upcoming swim season, the City is pursuing a short-term amendment with StandGuard Aquatics, the current provider, which operates under a revenue-sharing model and does not require direct out-of-pocket funding from the City. This amendment will allow the City to maintain safe and uninterrupted operations while reassessing the scope of services and preparing for a future solicitation.

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

RECOMMENDED ACTION: Approve Approve the Second Amendment to the agreement with StandGuard Aquatics to provide aquatic center management and lifeguard services for the 2026 swim season.

ATTACHMENTS:

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



CITY COUNCIL AGENDA ITEM

- (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.