



CITY OF STONECREST, GEORGIA

CITY COUNCIL VIRTUAL WORK SESSION – AGENDA

3120 Stonecrest Blvd., Stonecrest, GA 30038

Monday, March 14, 2022 at 6:00 PM

Council Member Tara Graves – District 1 Council Member Rob Turner – District 2

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 Discussion - Fiscal Year End 2021 Financial Update - *Gia Scruggs*

b. For Discussion - Economic Development Plan Steering Committee - *Jonathan Bartlett*

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

d. For Discussion - Fee Schedule Amendment - *Keedra T. Jackson*

e. For Discussion - Stonecrest Overlay District Design Guidelines- *Keedra T. Jackson*

f. For Discussion - City Initiated Rezoning - *Keedra T. Jackson*

g. For Discussion - City Reopening - *Janice Allen Jackson*

IV. EXECUTIVE SESSION

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

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: Fiscal Year End 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:** Click or tap here to enter text.

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

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

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

Current Council Meeting: Monday, March 14, 2022

SUBMITTED BY: Gia Scruggs, Finance Director

PRESENTER: Gia Scruggs

PURPOSE: The Fiscal Year 2021 unaudited Financial Report is being presented.

FACTS: In accordance with Title 36, Chapter 81, Article 1 of the Official Code of Georgia Annotated requires a balanced budget was approved by Mayor and Council as presented by the City Manager on November 10, 2021. There was a mid-year budget presented by the Finance Director and during that time, it was noted that there may be a need for additional adjustments at the end of the year predominantly due to transition related items. Based on the reviewed items, a budget adjustment will be requested at the March 28, 2022 work session.

OPTIONS: Review Only Click or tap here to enter text.

RECOMMENDED ACTION: Review only

ATTACHMENTS:

(1) Attachment 1 - FY21 Unaudited financial reports

	FY 2020 Actuals	FY 2021 Actuals	FY 2021 Budget	FY 2022 Approved
FY 2022 GENERAL FUND BUDGET SUMMARY				
031 TAXES	\$ 9,295,917	\$ 13,813,094	\$ 11,149,325	\$ 9,829,250
032 LICENSES & FEES	4,305,243	3,084,543	1,976,900	3,335,000
033 INTERGOVERNMENTAL REVENUES	562,496		497,500	
034 GENERAL GOVERNMENT	6,814	84,261	12,100	30,000
035 FINES AND FORFEITURES		19,213		
036 INTEREST REVENUES	184	744	400	500
037 CON/DON FROM PRIVATE SOURCES		306		
038 MISC REVENUE	3,474	1		
039 OTHER FINANCING SOURCES	353,669	185,247	339,000	551,250
Total General Fund Revenues	14,527,797	17,187,409	13,975,225	13,746,000
010 ADMINISTRATIVE SERVICE	4,007,745	4,721,690	6,553,019	8,313,175
050 COURT	61,821	83,245		364,801
060 LEISURE SERVICES	1,709,387	1,757,761	3,164,205	2,707,214
070 PLANNING & ZONING	556,139	573,839	653,013	658,659
072 BUSINESS DEVELOPMENT	209,171	130,601	289,980	
073 COMMUNITY & CULTURAL AFFAIRS	152,843	137,525	203,000	
080 CODE ENFORCEMENT	968,660	1,002,656	1,102,463	750,033
090 BUILDING	925,937	968,902	1,018,745	952,118
093 OTHER FINANCING USES		215,000	990,800	
Total General Fund Expenditures	\$ 8,591,703	\$ 9,591,219	\$ 13,975,225	\$ 13,746,000

	FY 2020 Actuals	FY 2021 Actuals	FY 2021 Budget	FY 2022 Approved
FY 2022 HOTEL MOTEL FUND SUMMARY				
031 TAXES	\$ 589,449	\$ 978,955	\$ 565,000	\$ 980,000
Total Hotel Motel Fund Revenues	589,449	978,955	565,000	980,000
075 ECONOMIC DEVELOPMENT	589,449	261,196	565,000	980,000
Total Hotel Motel Fund Expenditures	\$ 589,449	\$ 261,196	\$ 565,000	\$ 980,000

	FY 2020 Actuals	FY 2021 Actuals	FY 2021 Budget	FY 2022 Approved
FY 2022 SPLOST FUND BUDGET SUMMARY				
033 INTERGOVTL REVENUES SPLOST	\$ 7,423,276	\$ 8,838,893	\$ 6,980,000	\$ 8,000,000
033 INTERGOVTL REVENUES LMIG		497,475	497,500	548,000
036 INTEREST REVENUES	2,887	3,521	2,800	2,500
Total SPLOST Fund Revenues	7,426,163	9,339,889	7,480,300	8,550,500
SPLOST Expenditures	4,310,725	7,619,897	10,750,000	8,550,500
Total SPLOST Fund Expenditures	\$ 4,310,725	\$ 7,619,897	\$ 10,750,000	\$ 8,550,500

	FY 2020 Actuals	FY 2021 Actuals	FY 2021 Budget	FY 2022 Approved
FY 2022 MUNICIPAL COURT FUND BUDGET SUMMARY				
035 FINES AND FORFEITURES	\$ 20,893		\$ 12,400	\$ 28,000
Total Municipal Court Fund Revenues	20,893		12,400	28,000
050 COURT			98,100	28,000
Total Municipal Court Fund Expenditures			\$ 98,100	\$ 28,000

FY 2020 Actuals			FY 2021 Actuals	FY 2021 Budget	Item III. a. Approved				
100 - General Fund Revenue Detail									
031 TAXES									
03110 GENERAL PROPERTY TAX									
31100	REAL PROPERTY-CURRENT YEAR	\$	1,422,125	\$	1,594,298	\$	2,111,225	\$	1,873,000
31110	PUBLIC UTILITY TAX				90		30,400		
31200	REAL PROPERTY-PRIOR YEAR				124,847		120,000		50,000
31301	PERSONAL PROPERTY-CURRENT YEAR		321,854		292,817		357,100		300,000
31310	MOTOR VEHICLE TAX				10,955		12,400		12,400
31315	TITLE AD VALOREM TAX		955,961		1,621,020		887,300		975,000
31325	HEAVY EQUIPMENT TAX						100		
31340	INTANGIBLE TAX REVENUE				2,890				2,500
31360	REAL ESTATE TRANSFER TAX		241		481				250
31400	PERSONAL PROPERTY- PRIOR YEAR				51,097		26,000		50,000
32451	PEN & INT ON DELINQ PROP TAX		5,142		10,073				10,000
03110	TOTAL GENERAL PROPERTY TAX		2,705,323		3,708,568		3,544,525		3,273,150
03111 FRANCHISE FEES									
31371	ATL GAS LIGHT (SOUTHERN CO.)		341,035		378,015		300,000		300,000
31372	SSEMC		422,038		463,935		324,800		350,000
31373	COMCAST		519,268		467,463		509,300		500,000
31374	AT&T		179,200		147,957		183,700		150,000
31375	GEORGIA POWER		978,811		4,137,466		1,000,000		975,000
31376	FUEL GEORGIA/CENNAT				9				100
03111	TOTAL FRANCHISE FEES		2,440,352		5,594,844		2,317,800		2,275,100
03140 SELECTIVE SALES AND USE TAX									
34200	ALCOHOLIC BEVERAGE EXCISE TAX		62,259		51,583		32,400		46,000
34300	LOCAL OPTION MIXED DRINK		55,785		143,812		76,800		125,000
03140	TOTAL SELECTIVE SALES AND USE TAX		118,044		195,396		109,200		171,000
03160 BUSINESS TAXES									
31610	BUSINESS & OCCUPATION TAXES				142,454		1,387,800		
31620	INSURANCE PREMIUM TAX		4,032,198		4,163,223		3,790,000		4,100,000
31630	FINANCIAL INSTITUTIONS TAXES								10,000
32410	BUSINESS LICENSE PENALTY				5,444				
32440	INTEREST ON BUSINESS LICENSES				3,164				
03160	TOTAL BUSINESS TAXES		4,032,198		4,314,285		5,177,800		4,110,000
031	TOTAL TAXES		9,295,917		13,813,093		11,149,325		9,829,250
032 LICENSES & FEES									
03210 BUSINESS LICENSE									
32110	ALCOHOLIC BEVERAGES CY		148,575		81,275		127,100		100,000
32120	GEN BUSINESS LICENSE CY		1,421,856		1,371,519				1,500,000
03210	TOTAL BUSINESS LICENSE		1,570,431		1,452,794		127,100		1,600,000
03220 LICENSES & PERMITS									
32200	BUILDING PERMITS		2,688,862		1,595,213		1,800,000		1,700,000
32202	DEVELOPMENT PERMITS		35,040		20,978		44,100		25,000
32205	ZONING APPLICATIONS		10,910		15,558		5,700		10,000
03220	TOTAL LICENSES & PERMITS		2,734,812		1,631,749		1,849,800		1,735,000
032	TOTAL LICENSES & FEES		4,305,243		3,084,542		1,976,900		3,335,000
033 INTERGOVERNMENTAL REVENUES									
03430 STATE GOVERNMENT GRANTS									
33430	STATE GRANT CAPITAL-LMIG		562,496		0		497,500		
033	TOTAL INTERGOVERNMENTAL REVENUES		562,496		0		497,500		

		FY 2020 Actuals	FY 2021 Actuals	FY 2021 Budget	Approved
100 - General Fund Revenue Detail					
034 GENERAL GOVERNMENT					
03400	GENERAL GOVERNMENT				
34110	COURT COSTS, FEES, CHARGES		820		
34118	NOTARY FEE				
34119	OTHER FEES		7,000		10,000
34120	FILM PERMITTING	5,714	25,026	7,500	10,000
34130	DEVELOPMENT FEES		18,040		
34720	ACTIVITY FEES		28,875		10,000
34750	PROGRAM FEES	1,100		4,600	
03400	TOTAL GENERAL GOVERNMENT	6,814	79,761	12,100	30,000
03900	OTHER CHARGES FOR SVCS				
31910	ELECTION QUALIFYING FEE		4,500		
03900	TOTAL OTHER CHARGES FOR SVCS		4,500		
034	TOTAL GENERAL GOVERNMENT	6,814	84,261	12,100	30,000
035 FINES AND FORFEITURES					
03510	FINES AND FORFEITURES				
35100	MUNICIPAL COURT		19,213		
035	TOTAL FINES AND FORFEITURES		19,213		
036 INTEREST REVENUES					
03610	INTEREST REVENUES				
36100	INTEREST	184	744	400	500
036	TOTAL INTEREST REVENUES	184	744	400	500
037 CON/DON FROM PRIVATE SOURCES					
03710	CONTRIBUTIONS/DONATIONS				
37100	GENERAL CITY		306		
037	TOTAL CON/DON FROM PRIVATE SOURCES		306		
038 MISC REVENUE					
03800	MISC REVENUE				
38900	OTHER MISC REVENUE	3,474			
038	TOTAL MISC REVENUE	3,474			
039 OTHER FINANCING SOURCES					
03910	OTHER FINANCING SOURCES				
39120	TRANSFER FROM HOTEL	353,669	185,247	339,000	551,250
039	TOTAL OTHER FINANCING SOURCES	353,669	185,247	339,000	551,250
Total General Fund Revenues		\$ 14,527,797	\$ 17,187,407	\$ 13,975,225	\$ 13,746,000

		FY 2020 Actuals	FY 2021 Actuals	FY 2021 Budget	FY 2022 Approved
100 - General Fund Expenditures Detail					
010 ADMINISTRATIVE SERVICE					
05110	MAYOR & CITY COUNCIL				
51110	REGULAR SALARIES	\$ 96,250	\$ 95,000	\$ 95,000	\$ 95,000
51200	FICA/MEDICARE	7,763	7,268	8,275	7,268
51210	GROUP INSURANCE			30,000	79,378
51240	RETIREMENT			3,000	14,250
51260	UNEMPLOYMENT EXPENSE				2,565
51270	WORKERS COMP			2,000	1,026
52105	UNIFORMS			1,000	1,000
52120	PROFESSIONAL SERVICES	32,982	27,100	135,000	25,000
52134	FILM MARKETING			30,000	
52136	FILM PERMITTING			5,000	
52137	FILM PROGRAMS			20,000	
52352	TRAVEL-DISTRICT 1		1,186	1,000	3,000
52353	TRAVEL-DISTRICT 2		1,057	1,000	3,000
52354	TRAVEL-DISTRICT 3		731	1,000	3,000
52355	TRAVEL-DISTRICT 4		943	1,000	3,000
52356	TRAVEL-DISTRICT 5		1,138	1,000	3,000
52359	MAYOR TRAVEL EXPENSES	11,050	1,882	3,000	4,000
52362	LATE FEES		2,943	2,000	
52370	EDUCATION & TRAINING		5,269		
52374	EDUCATION & TRAINING-D 1		760	1,000	2,000
52375	EDUCATION & TRAINING-D 2		1,730	1,000	2,000
52376	EDUCATION & TRAINING-D 3		675	1,000	2,000
52377	EDUCATION & TRAINING- D 4		1,035	1,000	2,000
52378	EDUCATION & TRAINING-D 5	690	1,319	1,000	2,000
52379	EDUCATION & TRAINING-MAYOR		1,275	1,000	2,000
53100	OPERATING SUPPLIES	107	1,687	6,000	3,000
53160	MAYOR EXPENSE		79		
53169	MAYOR VEHICLE ALLOWANCES	8,108	8,789	7,800	
53171	DISTRICT EXPENSES - D1			1,000	3,000
53172	DISTRICT EXPENSES - D2		651	1,000	3,000
53173	DISTRICT EXPENSES - D3		1,025	1,000	3,000
53174	DISTRICT EXPENSES - D4		560	1,000	3,000
53176	DISTRICT EXPENSES D5		285	1,000	3,000
53177	CITYWIDE MAYOR EXPENSE			1,000	5,000
53178	COUNCIL INITIATIVES	2,874		25,000	25,000
53180	MAYOR INITIATIVES		19,870	50,000	50,000
05110	TOTAL MAYOR & CITY COUNCIL	159,824	184,257	440,075	354,487

Item III. a.

		FY 2020 Actuals	FY 2021 Actuals	FY 2021 Budget	FY 2022 Approved
100 - General Fund Expenditures Detail					
05130	CITY MANAGER				
51110	REGULAR SALARIES				462,500
51130	OVERTIME				10,000
51200	FICA/MEDICARE				30,849
51210	GROUP INSURANCE				87,157
51240	RETIREMENT				57,863
51260	UNEMPLOYMENT EXPENSE				10,888
51270	WORKERS COMP				4,355
51280	RELOCATION EXPENSE				10,000
52120	PROFESSIONAL SERVICES		230,168	210,000	120,000
52121	CONTRACTUAL SVCS JACOBS	205,836	210,102	219,398	460,000
52135	SOFTWARE/SERVICE CONTRACTS				25,000
52350	TRAVEL EXPENSE		(2,561)	1,000	16,000
52360	DUES & FEES	75	2,500	500	2,000
52370	EDUCATION & TRAINING			1,000	8,000
53100	OPERATING SUPPLIES	2,680	268	2,000	1,000
53130	FOOD		2,646		
53175	CITY EVENTS		2,414		
53181	HOSPITALITY SUPPLIES				5,000
05130	TOTAL CITY MANAGER	208,591	445,537	433,898	1,310,612
05131	CITY CLERK				
51110	REGULAR SALARIES				200,083
51130	OVERTIME				10,000
51200	FICA/MEDICARE				15,306
51210	GROUP INSURANCE				87,763
51240	RETIREMENT				30,012
51260	UNEMPLOYMENT EXPENSE				5,402
51270	WORKERS COMP				2,161
52112	ELECTION SERVICES		92,296	50,000	
52121	CONTRACTUAL SVCS JACOBS	118,197	131,313	135,608	
52135	SOFTWARE/SERVICE CONTRACTS	4,510	690	46,000	46,000
52330	ADVERTISING	2,360	33,716	10,000	25,000
52350	TRAVEL EXPENSE			250	4,000
52360	DUES & FEES	235		400	1,000
52370	EDUCATION & TRAINING			1,000	4,000
53100	OPERATING SUPPLIES	20,400	1,327	3,000	1,500
53101	POSTAGE			200	
54240	COMPUTER/SOFTWARE	15,985	10,646		4,500
05131	TOTAL CITY CLERK	161,687	269,988	246,458	436,727
05135	ENGINEERING				
51300	TECHNICAL SERVICES			150,000	
52120	PROFESSIONAL SERVICES	25,962	4,000	542,000	800,000
52121	CONTRACTUAL SVCS JACOBS	318,667	325,658	317,363	
52200	REPAIRS & MAINTENANCE		61,920	60,000	
52350	TRAVEL EXPENSE			4,000	
52370	EDUCATION & TRAINING			5,000	
53100	OPERATING SUPPLIES		55	4,250	
05135	TOTAL ENGINEERING	344,629	391,633	1,082,613	800,000
05136	PUBLIC SAFETY				
52120	PROFESSIONAL SERVICES	14,000		24,000	25,000
52370	EDUCATION & TRAINING			500	
53100	OPERATING SUPPLIES			500	
05136	TOTAL PUBLIC SAFETY	14,000		25,000	25,000

Item III. a.

		FY 2020 Actuals	FY 2021 Actuals	FY 2021 Budget	FY 2022 Approved
100 - General Fund Expenditures Detail					
05151	FINANCE ADMINISTRATION				
51110	REGULAR SALARIES				527,915
51130	OVERTIME				15,000
51200	FICA/MEDICARE				40,386
51210	GROUP INSURANCE				99,222
51240	RETIREMENT				79,187
51260	UNEMPLOYMENT EXPENSE				14,254
51270	WORKERS COMP				5,701
52110	AUDIT SERVICES	13,633	82,450	110,000	60,000
52120	PROFESSIONAL SERVICES	61,851	220,322	220,000	220,000
52121	CONTRACTUAL SVCS JACOBS	411,435	409,698	424,463	
52135	SOFTWARE/SERVICE CONTRACTS	5,895	11,590	20,000	20,000
52350	TRAVEL EXPENSE			2,000	10,000
52360	DUES & FEES	1,554	1,480	1,500	4,000
52370	EDUCATION & TRAINING		238	3,000	5,000
53100	OPERATING SUPPLIES	1,817	2,362	500	1,500
54240	COMPUTER/SOFTWARE	9,760	1,500	230,000	120,000
05151	TOTAL FINANCE ADMINISTRATION	505,945	729,640	1,011,463	1,222,165
05152	HUMAN RESOURCES				
51110	REGULAR SALARIES				190,000
51200	FICA/MEDICARE				14,535
51210	GROUP INSURANCE				39,766
51240	RETIREMENT				28,500
51260	UNEMPLOYMENT EXPENSE				5,130
51270	WORKERS COMP				2,052
52120	PROFESSIONAL SERVICES				10,000
52330	ADVERTISING				500
52350	TRAVEL EXPENSE				5,000
52360	DUES & FEES				2,000
52370	EDUCATION & TRAINING				3,000
53100	OPERATING SUPPLIES				6,000
05152	TOTAL HUMAN RESOURCES				306,483
05153	LEGAL SERVICES DEPARTMENT				
52120	PROFESSIONAL SERVICES		5,643	20,000	
52122	ATTORNEY FEES	621,232	698,062	550,000	450,000
52130	ATTORNEY FEES/OTHER	6,903	0	50,000	100,000
05153	TOTAL LEGAL SERVICES DEPARTMENT	628,135	703,705	620,000	550,000
05154	INTERNAL AUDIT DEPARTMENT				
52120	PROFESSIONAL SERVICES				80,000
05154	TOTAL INTERNAL AUDIT DEPARTMENT				80,000

Item III. a.

		FY 2020 Actuals	FY 2021 Actuals	FY 2021 Budget	FY 2022 Approved
100 - General Fund Expenditures Detail					
05155	ECONOMIC DEVELOPMENT				
51110	REGULAR SALARIES				155,000
51130	OVERTIME				5,000
51200	FICA/MEDICARE				11,858
51210	GROUP INSURANCE				58,256
51240	RETIREMENT				23,250
51260	UNEMPLOYMENT EXPENSE				4,185
51270	WORKERS COMP				1,674
52120	PROFESSIONAL SERVICES	95,350	32,950	120,000	100,000
52121	CONTRACTUAL SVCS JACOBS	219,874	136,566	141,120	
52131	CONTRACTUAL SERVICES		348		
52132	MARKETING	37,388	1,750	45,000	20,000
52133	TRAINING TRAVEL		775	21,000	
52134	FILM MARKETING	16,500			30,000
52136	FILM PERMITTING				5,000
52137	FILM PROGRAMS				20,000
52350	TRAVEL EXPENSE				10,000
52360	DUES & FEES	1,650		4,000	4,000
52370	EDUCATION & TRAINING			10,000	5,000
52371	DEVELOPMENT AUTHORITY			15,000	
52372	LEGAL SVCS (DEVELOPMENT AUTH)			20,000	
52373	ECONOMIC DEVELOPMENT PLAN				100,000
53100	OPERATING SUPPLIES	350	100	3,500	1,500
05155	TOTAL ECONOMIC DEVELOPMENT	371,112	172,489	379,620	554,723
05156	FACILITIES & BLDG/ CITY HALL				
51300	TECHNICAL SERVICES		(674)		
52120	PROFESSIONAL SERVICES	25,267	8,993		75,000
52200	REPAIRS & MAINTENANCE	31,402	114,087	75,000	75,000
52210	RECYCLE/SHREDDING	482	730		1,000
52301	REAL ESTATE RENTS/LEASES	215,893	253,405	280,000	421,000
52302	EQUIPMENT RENTAL	7,146	25,406		15,000
53102	PEST CONTROL	715	2,975	5,000	5,000
53105	INTERNET/PHONES		1,245		
53120	STORMWATER UTILITY CHARGES		17,834		6,500
53121	WATER/SEWER	166	450	500	1,000
53122	NATURAL GAS	322	2,111	44,500	10,000
53123	ELECTRICITY	76,682	127,019	200,000	50,000
53161	SMALL EQUIPMENT	1,707		2,500	
54130	BUILDINGS & IMPROVEMENTS	8,661	3,916	120,000	25,000
54230	FURNITURE AND FIXTURES		810	10,000	25,000
54250	OTHER EQUIPMENT			5,000	75,000
05156	TOTAL FACILITIES & BLDG/ CITY HALL	368,443	558,306	742,500	784,500

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		FY 2020 Actuals	FY 2021 Actuals	FY 2021 Budget	FY 2022 Approved
100 - General Fund Expenditures Detail					
05157	COMMUNICATIONS				
51110	REGULAR SALARIES				309,852
51130	OVERTIME				20,000
51200	FICA/MEDICARE				5,858
51210	GROUP INSURANCE				121,739
51240	RETIREMENT				42,165
51260	UNEMPLOYMENT EXPENSE				7,590
51270	WORKERS COMP				3,036
52120	PROFESSIONAL SERVICES	31,237	580	28,000	15,000
52121	CONTRACTUAL SVCS JACOBS	347,749	346,668	358,313	
52135	SOFTWARE/SERVICE CONTRACTS	3,403	8,990		32,000
52340	PRINTING			500	500
52350	TRAVEL EXPENSE				2,000
52360	DUES & FEES	345	400		1,500
52370	EDUCATION & TRAINING			1,800	2,000
53100	OPERATING SUPPLIES	405	1,814	1,000	1,500
53161	SMALL EQUIPMENT	1,495	1,240	5,000	
54250	OTHER EQUIPMENT			2,000	10,000
05157	TOTAL COMMUNICATIONS	384,634	359,691	396,613	574,740
05158	IT/GIS				
52120	PROFESSIONAL SERVICES			10,000	475,000
52121	CONTRACTUAL SVCS JACOBS	265,449	367,678	367,500	
52135	SOFTWARE/SERVICE CONTRACTS	37,918	37,133	31,000	31,000
53100	OPERATING SUPPLIES	877	4,540	6,000	5,000
53161	SMALL EQUIPMENT	22,386	6,950	18,000	
54240	COMPUTER/SOFTWARE	21,093		25,500	10,000
54250	OTHER EQUIPMENT			4,000	22,000
05158	TOTAL IT/GIS	347,723	416,301	462,000	543,000
05159	GENERAL OPERATIONS				
52105	UNIFORMS		11,617	20,000	7,500
52120	PROFESSIONAL SERVICES	8,209	5,401		35,000
52121	CONTRACTUAL SVCS JACOBS	108,392	110,303	116,820	
52132	MARKETING	9,383			
52135	SOFTWARE/SERVICE CONTRACTS		4,139		
52200	REPAIRS & MAINTENANCE	1,566		2,000	
52210	RECYCLE/SHREDDING			2,000	
52232	EQUIPMENT LEASE	21,377	23,179	25,000	25,000
52310	GENERAL LIABILITY INSURANCE	22,324	40,279	25,000	75,000
52340	PRINTING		3,941	2,500	2,000
52360	DUES & FEES	64,432	54,786	70,000	70,000
52361	BANK FEES	52,129	44,944	50,000	50,000
53100	OPERATING SUPPLIES	31,114	11,597	35,000	20,000
53101	POSTAGE	3,198	4,325	5,000	3,000
53103	OFFICE SUPPLIES	1,051	1,808		1,000
53104	SERVICE FEES				250
53105	INTERNET/PHONES	79,876	109,937	100,000	100,000
53115	VEHICLE FUEL				36,000
54240	COMPUTER/SOFTWARE	21,571	5,886		10,000
54250	OTHER EQUIPMENT				
57101	TAX BILL PROCESSING	50,000	26,000	30,000	30,000
58210	CAPITAL LEASE-PRINCIPAL	29,991	28,588		20,000
58220	CAPITAL LEASE-INTEREST	8,409	3,412		5,000
05159	TOTAL GENERAL OPERATIONS	513,022	490,141	483,320	489,750
05900	DESIGNATED RESERVE				
57902	RESERVE CONTINGENCY			229,459	280,988
05900	TOTAL DESIGNATED RESERVE			229,459	280,988
010	TOTAL ADMINISTRATIVE SERVICE	\$ 4,007,745	\$ 4,721,689	\$ 6,553,019	\$ 8,313,175
050	COURT				
05160	MUNICIPAL COURT				
51110	REGULAR SALARIES				\$ 190,640
51130	OVERTIME				10,000
51200	FICA/MEDICARE				14,584
51210	GROUP INSURANCE				31,914
51240	RETIREMENT				26,957
51260	UNEMPLOYMENT EXPENSE				5,147
51270	WORKERS COMP				2,059
52120	PROFESSIONAL SERVICES	9,500	16,450		25,000
52121	CONTRACTUAL SVCS JACOBS	26,334	26,263		
52135	SOFTWARE/SERVICE CONTRACTS	45	53		2,000
52140	SOLICITOR	21,107	27,231		30,000
52150	PUBLIC DEFENDER				2,500
52160	PROBATION SERVICES	(521)	(205)		2,500
52180	SECURITY	4,200	7,320		12,000
52351	ADMINISTRATION EXPENSES	47	5,597		
52370	EDUCATION & TRAINING	1,100			7,500
53100	OPERATING SUPPLIES		536		
54240	COMPUTER/SOFTWARE	9			2,000
050	TOTAL COURT	61,821	83,245		364,801
060	LEISURE SERVICES				
06210	PARKS ADMINISTRATION				
51110	REGULAR SALARIES				418,421
51130	OVERTIME				25,000
51200	FICA/MEDICARE				32,000
51210	GROUP INSURANCE				116,214

Item III. a.

		FY 2020 Actuals	FY 2021 Actuals	FY 2021 Budget	FY 2022 Approved
100 - General Fund Expenditures Detail					
51240	RETIREMENT				62,763
51260	UNEMPLOYMENT EXPENSE				11,297
51270	WORKERS COMP				4,519
51300	TECHNICAL SERVICES			217,000	40,000
52105	UNIFORMS	112	924	4,000	4,000
52120	PROFESSIONAL SERVICES	452,595	330,500	1,001,760	975,000
52121	CONTRACTUAL SVCS JACOBS	463,995	472,729	496,125	
52135	SOFTWARE/SERVICE CONTRACTS		61	10,620	35,000
52180	SECURITY	1,860	29,905	42,000	42,000
52200	REPAIRS & MAINTENANCE	434,907	613,285	305,000	300,000
52232	EQUIPMENT LEASE	819	14,391	21,000	20,000
52320	INTERNET/PHONES		3,493	1,700	5,000
52330	ADVERTISING	25,663	2,724	10,000	10,000
52360	DUES & FEES	65	1,318	3,300	3,000
52370	EDUCATION & TRAINING	1,505	1,135	9,300	9,000
52385	CONTRACT LABOR	2,275		17,400	
53100	OPERATING SUPPLIES	11,692	48,689	50,000	50,000
53120	STORMWATER UTILITY CHARGES		16,895		14,000
53124	UTILITIES	2,013	99,566	225,000	150,000
53125	PARKS ACQUISITION	11,684	500	300,000	
53126	SUMMER PROGRAMS			100,000	
53175	CITY EVENTS	315	64,631	200,000	250,000
54110	SITES	299,887	0		
54130	BUILDINGS & IMPROVEMENTS		57,018	100,000	100,000
54240	COMPUTER/SOFTWARE			50,000	30,000
060	TOTAL LEISURE SERVICES	\$ 1,709,387	\$ 1,757,762	\$ 3,164,205	\$ 2,707,214

Item III. a.

		FY 2020 Actuals	FY 2021 Actuals	FY 2021 Budget	FY 2022 Approved
100 - General Fund Expenditures Detail					
070 PLANNING & ZONING					
07210 PLANNING & ZONING					
51110	REGULAR SALARIES				\$ 290,000
51130	OVERTIME				5,000
51200	FICA/MEDICARE				22,185
51210	GROUP INSURANCE				116,512
51240	RETIREMENT				43,500
51260	UNEMPLOYMENT EXPENSE				7,830
51270	WORKERS COMP				3,132
52105	UNIFORMS		60	500	
52120	PROFESSIONAL SERVICES			20,000	125,000
52121	CONTRACTUAL SVCS JACOBS	549,456	562,022	578,813	
52135	SOFTWARE/SERVICE CONTRACTS		3,354	8,000	6,000
52180	SECURITY			3,000	3,000
52320	INTERNET/PHONES		287		
52330	ADVERTISING	3,200	70	20,000	10,000
52340	PRINTING	1,410	90	2,000	2,000
52350	TRAVEL EXPENSE				5,000
52360	DUES & FEES			200	2,000
52370	EDUCATION & TRAINING	548		7,000	7,000
53100	OPERATING SUPPLIES	989	455	2,000	2,000
53161	SMALL EQUIPMENT			2,000	
54240	COMPUTER/SOFTWARE		7,500	8,000	5,000
54250	OTHER EQUIPMENT	536		1,500	3,500
070	TOTAL PLANNING & ZONING	556,139	573,838	653,013	658,659
072 BUSINESS DEVELOPMENT					
07220 BUSINESS DEVELOPMENT					
52120	PROFESSIONAL SERVICES	77,472		95,000	
52121	CONTRACTUAL SVCS JACOBS	113,521	115,556	123,480	
52132	MARKETING	17,373	15,000	40,000	
52340	PRINTING			1,000	
52350	TRAVEL EXPENSE			15,000	
52360	DUES & FEES			2,000	
52370	EDUCATION & TRAINING			3,000	
53100	OPERATING SUPPLIES	805	45	2,500	
58210	CAPITAL LEASE-PRINCIPAL			8,000	
072	TOTAL BUSINESS DEVELOPMENT	209,171	130,601	289,980	
073 COMMUNITY & CULTURAL AFFAIRS					
07330 COMMUNITY & CULTURAL AFFAIRS					
52121	CONTRACTUAL SVCS JACOBS	123,778	126,061	132,300	
52135	SOFTWARE/SERVICE CONTRACTS	3,060		2,300	
52330	ADVERTISING	22,432	251	25,000	
52340	PRINTING	25		2,000	
52350	TRAVEL EXPENSE	478	325	4,300	
52370	EDUCATION & TRAINING			600	
53100	OPERATING SUPPLIES	321	1,507	1,500	
53175	CITY EVENTS		2,692	35,000	
53178	COUNCIL INITIATIVES	1,600	4,188		
53179	INITIATIVES	1,149	2,500		
073	TOTAL COMMUNITY & CULTURAL AFFAIRS	\$ 152,843	\$ 137,524	\$ 203,000	

Item III. a.

		FY 2020 Actuals	FY 2021 Actuals	FY 2021 Budget	FY 2022 Approved
100 - General Fund Expenditures Detail					
080 CODE ENFORCEMENT					
08210 CODE ENFORCEMENT					
51110	REGULAR SALARIES				\$ 363,304
51130	OVERTIME				25,000
51200	FICA/MEDICARE				27,793
51210	GROUP INSURANCE				164,507
51240	RETIREMENT				54,496
51260	UNEMPLOYMENT EXPENSE				9,809
51270	WORKERS COMP				3,924
52105	UNIFORMS	2,924	3,105	2,500	6,000
52121	CONTRACTUAL SVCS JACOBS	944,362	966,468	997,763	
52135	SOFTWARE/SERVICE CONTRACTS	18,450	21,482	30,000	30,000
52180	SECURITY			2,000	
52330	ADVERTISING				2,000
52340	PRINTING	2,025	1,310	2,000	3,000
52360	DUES & FEES		504	1,000	4,000
52370	EDUCATION & TRAINING			2,000	20,000
53100	OPERATING SUPPLIES	899	187	3,000	3,000
53101	POSTAGE				1,000
53161	SMALL EQUIPMENT			2,200	
54240	COMPUTER/SOFTWARE		7,500	20,000	20,000
54250	OTHER EQUIPMENT		2,100	40,000	12,200
080	TOTAL CODE ENFORCEMENT	968,660	1,002,656	1,102,463	750,033
090 BUILDING					
09210 BUILDING					
51110	REGULAR SALARIES				595,882
51130	OVERTIME				35,000
51200	FICA/MEDICARE				45,585
51210	GROUP INSURANCE				120,744
51240	RETIREMENT				89,382
51260	UNEMPLOYMENT EXPENSE				16,089
51270	WORKERS COMP				6,436
52105	UNIFORMS	599		3,500	3,500
52120	PROFESSIONAL SERVICES			500	10,000
52121	CONTRACTUAL SVCS JACOBS	923,847	945,457	981,225	
52135	SOFTWARE/SERVICE CONTRACTS		10,000	5,000	5,000
52340	PRINTING		240	2,000	2,000
52360	DUES & FEES			1,000	1,000
52370	EDUCATION & TRAINING		45	4,000	10,000
53100	OPERATING SUPPLIES	533	560	3,500	1,500
54240	COMPUTER/SOFTWARE		10,500	2,500	5,000
54250	OTHER EQUIPMENT	958	2,100	15,520	5,000
090	TOTAL BUILDING	925,937	968,902	1,018,745	952,118
093 OTHER FINANCING USES					
09300 OTHER FINANCING USES					
57200	PAYMENTS TO OTHER AGENCIES		215,000	357,600	
61103	TRANSFER TO SPLOST			497,500	
61104	TRANSFER TO MUNICIPAL COURT			85,700	
61105	TRANSFER TO HOUSING AUTHORITY			50,000	
093	TOTAL OTHER FINANCING USES		215,000	990,800	
Total General Fund Expenditures		\$ 8,591,703	\$ 9,591,217	\$ 13,975,225	\$ 13,746,000

Item III. a.

	FY 2020 Actuals	FY 2021 Actuals	FY 2021 Budget	FY 2022 Approved
275 - Hotel Motel Fund Revenues				
031 TAXES				
03140 SELECTIVE SALES AND USE TAX				
31410 HOTEL/MOTEL EXCISE TAX	\$ 589,449	\$ 978,955	\$ 565,000	\$ 980,000
Total Hotel Motel Fund Revenues	589,449	978,955	565,000	980,000
275 - Hotel Motel Fund Expenditures				
075 ECONOMIC DEVELOPMENT				
07500 ECONOMIC DEVELOPMENT				
57200 PAYMENTS TO OTHER AGENCIES		378,415	226,000	428,750
61100 TRANSFER TO GENERAL FUND	353,669	185,247	339,000	551,250
75400 DISCOVER DEKALB	235,780			
Total Hotel Motel Fund Expenditures	\$ 589,449	\$ 563,662	\$ 565,000	\$ 980,000

	FY 2020 Actuals	FY 2021 Actuals	FY 2021 Budget	FY 2022 Approved
300 - SPLOST Fund Revenues				
033 INTERGOVERNMENTAL REVENUES				
33710 INTERGOVTL SPLOST Revenue	\$ 7,423,276	\$ 8,838,893	\$ 6,980,000	\$ 8,000,000
33430 INTERGOVTL REVENUE LMIG		497,475	497,500	548,000
036 INTEREST REVENUES				
36100 INTEREST	2,887	3,521	2,800	2,500
Total SPLOST Fund Revenues	7,426,163	9,339,889	7,480,300	8,550,500
300 - SPLOST Fund Expenditures				
05135 ENGINEERING				
52120 PROFESSIONAL SERVICES		1,938	500,000	500,000
54140 TRANS INFRASTRUCTURE IMPROVEME	4,264,546	7,579,394	6,000,000	6,850,000
54141 TRANS INFRA IMPROVEMENT SIDEWA			750,000	
54142 TRANS INFRA IMPROVEMENT BIKE P			750,000	
05135 TOTAL ENGINEERING	4,264,546	7,581,332	8,000,000	7,350,000
05156 FACILITIES & BLDG/ CITY HALL				
52120 PROFESSIONAL SERVICES	24,520	24,520	250,000	100,000
54130 BUILDINGS & IMPROVEMENTS			750,000	50,000
54140 TRANS INFRASTRUCTURE IMPROVEME				
05156 TOTAL FACILITIES & BLDG/ CITY HALL	24,520	24,520	1,000,000	150,000
05159 GENERAL OPERATIONS				
52361 BANK FEES		25		
05159 TOTAL GENERAL OPERATIONS		25		
06210 PARKS ADMINISTRATION				
52120 PROFESSIONAL SERVICES	21,659	14,020	250,000	125,000
54120 SITE IMPROVEMENTS			750,000	925,500
54142 TRANS INFRA IMPROVEMENT BIKE P			750,000	
06210 TOTAL PARKS ADMINISTRATION	21,659	14,020	1,750,000	1,050,500
Total SPLOST Fund Expenditures	\$ 4,310,725	\$ 7,619,897	\$ 10,750,000	\$ 8,550,500

	FY 2020 Actuals	FY 2021 Actuals	FY 2021 Budget	FY 2022 Approved
745 - Municipal Court Fund Revenues				
035 FINES AND FORFEITURES				
03510 FINES AND FORFEITURES				
35100 MUNICIPAL COURT	\$ 20,893		\$ 12,400	\$ 28,000
Total Municipal Court Fund Revenues	20,893		12,400	28,000
745 - Municipal Court Fund Expenditures				
050 COURT				
05160 MUNICIPAL COURT				
52120 PROFESSIONAL SERVICES			20,000	
52121 CONTRACTUAL SVCS JACOBS			27,600	
52135 SOFTWARE/SERVICE CONTRACTS			2,000	
52140 SOLICITOR			30,000	
52150 PUBLIC DEFENDER			1,000	
52160 PROBATION SERVICES			2,500	
52170 COURT CLERK			1,000	
52180 SECURITY			5,000	
52351 ADMINISTRATION EXPENSES			3,000	
52360 DUES & FEES				1,460
52370 EDUCATION & TRAINING			4,000	
54240 COMPUTER/SOFTWARE			2,000	
57200 PAYMENTS TO OTHER AGENCIES				6,540
61100 TRANSFER TO GENERAL FUND				20,000
Total Municipal Court Fund Expenditures			\$ 98,100	\$ 28,000



CITY COUNCIL AGENDA ITEM

SUBJECT: Economic Development Plan Steering Committee

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: **Proposal**
-

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, March 14, 2022

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

SUBMITTED BY: Jonathan Bartlett, Economic Development Director

PRESENTER: Jonathan Bartlett

PURPOSE: To discuss the formation of a Steering Committee relative to the proposed Economic Development Plan

FACTS: Staff is preparing to issue an RFP for a firm to prepare the City's Economic Development Plan and proposes to form a Steering Committee. A Steering Committee can help to ensure that the Plan is responsive to residents and businesses by providing oversight and feedback to the selected firm. Such a committee could be enabled informally or by resolution. A mix of residents, large and small business owners, staff, and elected officials is recommended. We would like Council's input relative to size, membership, and responsibilities of the Committee.

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

RECOMMENDED ACTION: Discussion only



CITY COUNCIL AGENDA ITEM

SUBJECT: City Engineer 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.

Current Work Session: Monday, March 14, 2022

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

SUBMITTED BY: Hari Karikaran, City Engineer

PRESENTER: Hari Karikaran

PURPOSE: Provide an update to the City Council on the current projects and activities within the City Engineer's office.

FACTS:

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

RECOMMENDED ACTION: Discussion only

ATTACHMENTS:

(1) Attachment 1 - Presentation



Council Work Session City Engineer Update

March 14, 2022

Street Paving Update

- **2021 Paving**
 - All Streets Paved
 - Permanent striping pending (03/11/22)
 - Street loop installation pending (03/11/22)

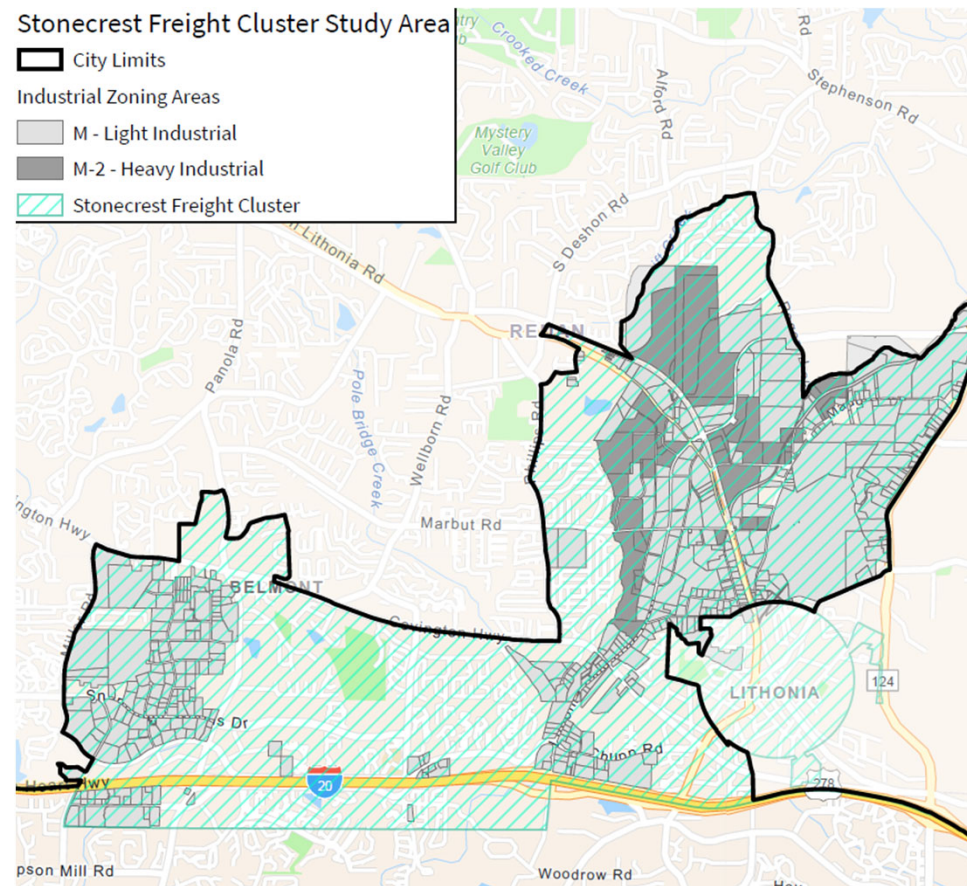
- **2022 Paving**
 - ITB Released on 03/10/22
 - Bids Due on 04/11/22
 - Anticipated Council Agenda on 04/25/22
 - Anticipated NTP 05/09/22

Transportation Master Plan Update

- **Freight Cluster Study Update**
 - Application to ARC: 07/16/2021
 - Awarded by ARC: 08/31/2021
 - Anticipated NTP from ARC: April or May 2022
 - Total Cost: \$312,500
 - ARC Grant: \$250,000
 - City Match (20%): \$62,500 (2022 SPLOST)
 - Anticipated RFQ Release by City: April 2022

Transportation Master Plan Update

■ Freight Cluster Study Update



Transportation Master Plan Update

■ Panola Road Scoping Study

- Browns Mill Road to Fairington Road
- DeKalb County will manage the Study
- Council Agenda: 03/11/22
- Study Cost: \$290,000
- Stonecrest Cost (50%): \$145,000 (2022 SPLOST)
- Anticipated NTP from County: 03/15/2022
- Anticipated completion: 03/15/2023

City Maintenance

- Continue to send work orders to the City, several pending (Potholes, Guardrails, Signals, Signs, Ponds & Litter)
- Managing City Maintenance Contractor (Mowing & Litter pick-up)
- Right-of-way Maintenance service bids pending (Mowing, Pond Maintenance, Trash removal)
- Keep DeKalb Beautiful Work orders are current

Other Updates

- Working on SPLOST allocation updates
- Supporting Land Development activities
 - Pre-Application Meetings
 - February – 6
 - March - 6

Questions:

Hari Karikaran, PE
City Engineer
(770) 316-1076



CITY COUNCIL AGENDA ITEM

SUBJECT: Planning & Zoning Fee Schedule

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, March 14, 2022

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

SUBMITTED BY: Keedra Jackson, Acting Director / Senior Planner

PRESENTER: Keedra Jackson

PURPOSE: To update the fee schedule to reflect the services provided by Planning staff.

FACTS: The fee schedule has not been updated since 2017. The recommended fee schedule is a reflection of other municipalities fees for services similar to those provided by the City of Stonecrest. The fees, similar to surrounding jurisdictions, are a reflection of the goods and services provided by the Planning & Zoning staff.

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

RECOMMENDED ACTION: Feedback

ATTACHMENTS:

- (1) Attachment 1 - Staff Report
- (2) Attachment 2 - Adopted fee schedule of 2017



City Council Work Session STAFF REPORT

MEETING DATE: March 14, 2022

GENERAL INFORMATION

Applicant: Stonecrest Planning & Zoning Department

Proposed Amendment: Ordinance to update the Planning & Zoning Fee Schedule

PROJECT OVERVIEW

An ordinance to adopt a schedule of fees for zoning and sign permits was adopted in 2017 and provided that the city may charge services fees for requests to amend the comprehensive plan, process variances, permit signage and outside advertising, and process rezoning requests.. Staff is seeking some changes to the fee schedule to reflect the services provided by the planning & zoning staff. Please see the recommended changes in the chart below:

Rezoning (To the districts listed below from any district)	
Residential Districts (RE RLG, R-100, R-85, R-75, R-60, MHP, RNC, Medium and High- Density Residential Districts, Non-Residential, Mixed-Use Districts.	
0 to 5 acres	\$500
5+ to 10 acres	\$1000
10+ to 20 acres	\$1,500
20+ to 100 acres	\$2000
100+ acres	\$2,500 plus an additional \$40 per acre for any portion thereof over 100 acres. Max fee = \$10,000
Commercial and Industrial Districts (C-1, C-2, OI, OD, OIT, M, M-2 Districts) and any Overlay Districts	
0 to 5 acres	\$1,050
5+ to 10 acres	\$1,500
10+ to 20 acres	\$2,000
20+ to 100 acres	\$2,500
100+ acres	\$2,750
Comprehensive Land Use Amendment	\$600
Special Land Use Permit	\$400-\$500



City Council Work Session STAFF REPORT

Variances	
Residential Single-Family Zoning Districts	\$250 plus \$50 for each additional variance on the same piece of property (maximum of three (3) variances at any one time)
Non-Single-Family Zoning Districts	\$350 plus \$100 for each additional variance on the same piece of property (maximum of three (3) variances at any one time)
Appeal of Variance (includes Administrative)	\$150
Sign Variances	
Minor Modification	\$30 -\$100
Major Modification	\$250
Zoning Certification Letters	
Zoning Certification	\$100
Zoning Certification Amendment	\$30
GIS Maps >11x17	\$5
Revisions	
Rezoning or Use Permit	\$100 for each submittal of a revision
Modification	\$100 for each submittal of a revision
Administrative Review Fee	\$100
Special Administrative Permit	
Home Occupation or Home-based business	\$100
Festival/Event (horseshow, music festival, etc.)	\$50 plus \$10 per day
Events, Outdoors Seasonal (Christmas tree, pumpkinseed)	\$50
Roadside Vendor	\$50 plus \$10 per day
Roadside Produce Stand	\$50
Temporary Structure	\$150
Swimming Pool	\$50 -\$75
Sexually Oriented Business	\$50
All other Administrative Permits	\$25
Plat Review:	
Preliminary Plat	\$500
Final Plat	\$200
Lot of Record/Combination/Reconfiguration/Subdivision	\$200 + \$5/lot
Public Notice	
All Land Use & Variances and Administrative Appeal Petitions (except Administrative and Minor)	
Signs	\$80



City Council Work Session STAFF REPORT

Advertising	\$50
Sign Permit Fees	
Directional Sign/Wayfinding Signs	\$100
Special Event Sign (per sign)	\$100
All other sign permits	\$100
Banner	\$25
Wall Signs	
Under 50 square feet	\$50
50 to 100 square feet	\$75
Over 100 square feet	\$100
Ground Signs	
Under 50 square feet	\$100
50 to 100 square feet	\$150
Over 100 square feet	\$200
Copy Services	
Code of Ordinances- pdf	\$200
Code of Ordinances- unbound with tabs	\$300
Certification of Code of Ordinances	\$15/each

STAFF ANALYSIS

Staff reviewed fees from other municipalities, including the City of Decatur and City of Union City, to conclude a comparative analysis of the current fee schedule. We found our services are much lower than other municipalities given we have a staff of 3 persons. The demand for the services we provide are frequent and laborious. Staff believe the suggested fees are adequate and just, and would help to cover the labor costs of fulfilling these requests

STAFF RECOMMENDATION

Staff recommends approval of the text amendment as drafted by staff.



STATE OF GEORGIA
DEKALB COUNTY
CITY OF STONECREST

ORDINANCE 2017 07 - 02

AN ORDINANCE ADOPTING A SCHEDULE OF FEES FOR ZONING AND SIGN PERMITS

WHEREAS: Section 1.03(b)(25) of the Charter of the City of Stonecrest provides that the City may provide comprehensive city planning for city land use, signing and outside advertising, and development by zoning; and

WHEREAS: Pursuant to Chapter 27 of the City of Stonecrest Code of Ordinances, it is necessary that the city impose certain fees to cover expenses associated with the planning and permitting programs incurred by the city under its comprehensive city planning.

SECTION 1:

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Stonecrest, Georgia, the Zoning Schedule of Fees is hereby adopted as follows:

PERMIT TYPE	PERMIT SUBTYPE	FEE
Banner Permit		\$25.00
Wall Sign	Under 50 square feet	\$50.00
	50 to 100 square feet	\$75.00
	Over 100 square feet	\$100.00
Ground Sign	Under 50 square feet	\$100.00
	50 to 100 square feet	\$150.00
	Over 100 square feet	\$200.00
Directional Sign/ Wayfinding Signs	General	\$100.00
Special Event Sign	Per sign	\$100.00
All Other Sign Permits		\$100.00

STONECREST PLANNING AND ZONING FEE SCHEDULE

Item III. d.

Technology Fee (applies to each permit)			\$20
Permit Application Type	Variances	Residential Single-Family Zoning Districts	\$250 plus \$50 for each additional variance on the same piece of property (maximum of three (3) variances at any one time)
		Medium and High Density Residential Districts, Mixed-Use Districts, Non-Residential Districts, and Commercial Uses in Residential	\$350 plus \$100 for each additional variance request (maximum of three (3) variances at any one time)
		All Signs	\$350 plus \$100 for each additional variance request (maximum of three (3) variances at any one time)
		Zoning Certification	\$30.00
		Minor Modification	\$250.00
		Major Modification	\$250.00
		SLUPS	\$400.00
		GIS Maps >11x17	\$5.00
	Rezoning from any district/major modification	RE District	
		0 to 5 acres	\$500.00
		5+ to 10 acres	\$1,000.00
		10+ to 20 acres	\$1,500.00
		20+ to 100 acres	\$2,000.00
		100+ acres	\$2,500 plus an additional \$40 per acre for any portion thereof over 100 acres. Maximum fee = \$10,000
	RLG, R-100, R-85, R-75, R-60	0 to 5 acres	\$300
		5+ to 10 acres	\$700

		10+ to 20 acres	\$1000
		20+ to 100 acres	\$1500
		100+ acres	\$2,500 plus an additional \$40 per acre for any portion thereof over 100 acres. Maximum fee = \$10,000
	MHP, RNC, Medium and High Density Residential Districts, Mixed-Use Districts, Non-Residential Districts	0 to 5 acres	\$500
		5+ to 10 acres	100
		10+ to 20 acres	1500
		20+ to 100 acres	200
		100+ acres	\$2,500 plus an additional \$20 per acre for any portion thereof over 100 acres. Maximum fee = \$10,000
Public Notice	All Land Use & Variance, and Administrative Appeal Petitions (except Administrative and Minor)	Signs	\$80 per sign
		Advertising	\$50
Revisions	Rezoning or Use Permit		\$100 for each submittal of a revision
	Modification		\$100 for each submittal of a revision
Special Administrative Permit	Temporary outdoor events		\$50 plus \$10 per day
	Temporary outdoor sales, seasonal		\$50.00
	Temporary Outdoor Retail Sales		\$50 plus \$10 per day
	Temporary or seasonal farmer's markets; Temporary produce stand		\$50.00
	Temporary Structure		\$50.00
	Urban Community Garden, over 5 acres		\$50.00
	Telecommunication		\$50.00
	All Other Administrative Permits		\$25.00

SECTION 2.

1. It is hereby declared to be the intention of the Mayor and City Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are and were, upon their enactment, believed by the Mayor and City Council to be fully valid, enforceable and constitutional.
2. It is hereby declared to be the intention of the Mayor and City 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 City 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.
3. 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 City Council that such invalidity, unconstitutionality, or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the 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.
4. All ordinances or resolutions and parts of ordinances or resolutions in conflict herewith are hereby expressly repealed.
5. The within ordinance shall become effective upon its adoption.
6. The provisions of this Ordinance shall become and be made part of The Code of the City of Stonecrest, Georgia, and the sections of this Ordinance may be renumbered to accomplish such intention.

SO ORDAINED AND EFFECTIVE this the ____th day of _____, 2017.

Approved:

Jason Lary, Sr., Mayor

Thompson Kurrie, Jr., City Attorney

Attest:

Brenda James, Interim City Clerk



CITY COUNCIL AGENDA ITEM

SUBJECT: Stonecrest Overlay Design Guidelines

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, March 14, 2022

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

SUBMITTED BY: Keedra Jackson, Acting Director / Senior Planner

PRESENTER: Keedra Jackson

PURPOSE: To update Stonecrest Overlay District Design Guidelines

FACTS: Staff has been directed by the Planning Commission to review the design guidelines of this document after a discussion that stemmed from TMOD-22-002. Staff has noted several issues in this document that we would like to correct.

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

RECOMMENDED ACTION: Guidance

ATTACHMENTS:

(1) Attachment 1 - Staff Report



City Council Work Session STAFF REPORT

MEETING DATE: March 14, 2022

GENERAL INFORMATION

Petition Number:	N/A
Applicant:	Stonecrest Planning & Zoning Department
Project Location:	City wide
Proposed Amendment:	Text Amendment to update the Stonecrest Overlay District Design Guidelines

PROJECT OVERVIEW

The Planning Commission directed staff to initiate a review on the Stonecrest Overlay District Design Guidelines that stemmed from the discussion of TMOD-22-002, to remove industrial from Tier 3. Staff has noted several issues in the document that was adopted by DeKalb County in the late 1990s. It appears there has not been any updates made to the document since the adoption.

STAFF ANALYSIS

If there is ever a conflict between the Design Guidelines, City of Stonecrest Zoning Ordinance and other laws, this document shall have precedence. Currently, the Stonecrest Overlay District Design Guidelines does not tailor to the City of Stonecrest ordinance and current development trend. It is staff's desire to amend and create guidelines that promote the identity and integrity of the City of Stonecrest as it relates to the various land uses in the prospective tiers. The document is outdated, it references DeKalb County's Planning & Zoning Department throughout, the images are outdated as well as some of the design standards mentioned in the document. For example, Victor Stanley street furniture, is seen as an image in the document, whereas, there are now modern styles and furniture used today. Staff would like to rewrite the document as it fits with today's development standards, our comprehensive plan and our zoning code. It is noted in the document that the regulations are to augment and enhance Chapter 14 and 27 of the DeKalb County Zoning Ordinance. Due to the recent updates made to Chapter 27, we would like the opportunity to strengthen this document.

STAFF RECOMMENDATION

Staff recommends approval of moving forward with the amendment to this document as drafted by staff.



CITY COUNCIL AGENDA ITEM

SUBJECT: Hunter's Run II and III Rezoning

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: Rezoning**

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, March 14, 2022

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

SUBMITTED BY: Keedra Jackson, Acting Director / Senior Planner

PRESENTER: Keedra Jackson

PURPOSE: To rezone properties in Hunter's Run II and III and along Rock Springs Rd.

FACTS: Staff has been reviewing properties in Hunter's Run II and III and along Rock Springs Rd to be rezoned from RSM to R-100. Each property is over 3 acres in area and have lot dimensions that are more in alignment with the R-100 lot standards.

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

RECOMMENDED ACTION: Guidance

ATTACHMENTS:

- (1) Attachment 1 - Cover Page
- (2) Attachment 2 - Staff Report
- (3) Attachment 3 - City Initiated Rezoning Map



City Council Work Session STAFF REPORT

MEETING DATE: March 14, 2022

GENERAL INFORMATION

Petition Number:	N/A
Applicant:	Stonecrest Planning & Zoning Department
Project Location:	Hunter's Run II and Hunter's Run III, Rock Springs Road
Proposed Amendment:	Rezoning from RSM to R-100

PROJECT OVERVIEW

The Planning staff is reviewing several properties that are essentially 3 acres or more in area to be rezoned from RSM to R-100 to provide for the protection of neighborhoods within the city where lots have a minimum area of 15,000 square feet.

STAFF ANALYSIS

There are a total of twenty (20) properties in the Hunter's Run II Subdivision that are zoned RSM (Small Lot Residential Mix) that have the minimum lot dimensions of the R-100 District. This condition applies to properties in Hunter's Run III and along Rock Springs Road. There are a total of 60 properties that would be included in this rezoning. Two of the properties, 3900 and 4008 Evans Mill Road, are under the ownership of DeKalb County that we have listed in the rezoning. Per Article 7.2.4, the city has the authority to initiate a rezoning as seen feasible, in this case, the land use. This rezoning will provide for appropriately sized lots that are compatible with the surround area, similar characteristics and to ensure proposed uses and structures permitted in the R-100 can now be authorized.

STAFF RECOMMENDATION

Staff recommends direction of the proposed rezoning as drafted by staff.

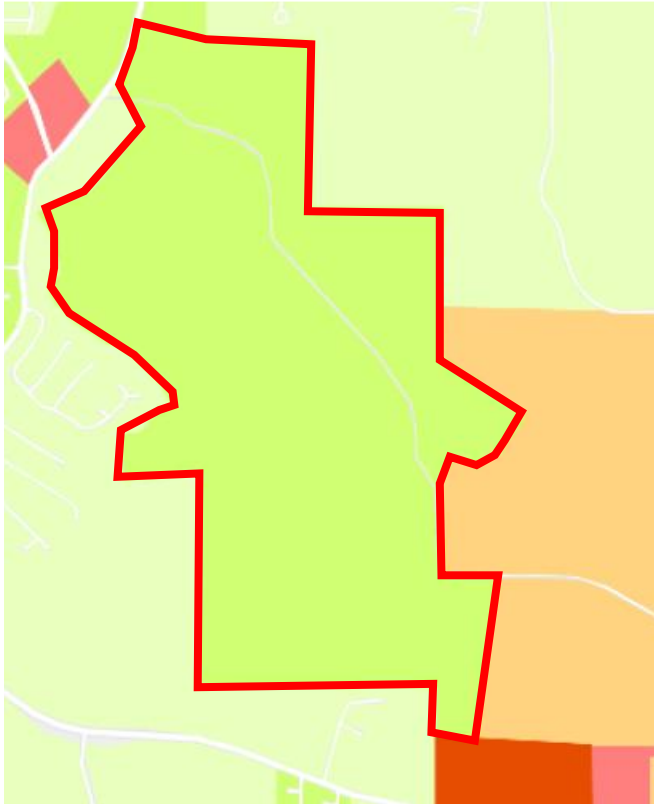
**Recommended City Initiated rezoning of property in Hunters Run Subdivision,
from RSM zoned to R-100 DeKalb County**



Ref #	Parcel Address (* denotes where owner address = parcel address)	Parcel ID	Owner Name	Acreage	LU
1	3793 Evans Mill Rd *	16 077 010 040	Gwen A. Mitchell	6.79	SUB
2	3801 Evans Mill Rd *	16 077 010 041	Kenneth N. Cox	12.03	SUB
3	3817 Evans Mill Rd	16 077 010 042	Horizon Global Enterprises	5.59	SUB
4	3837 Evans Mill Rd *	16 077 010 043	Major and Ada Sadler Revocable Trust	5.88	SUB
5	3859 Evans Mill Rd. *	16 077 010 044	Sarah J V Frett	5.18	SUB
6	3879 Evans Mill Rd *	16 077 010 045	Austin Mae Francis Dixon	4.93	SUB
7	3897 Evans Mill Rd *	16 077 010 046	Ravenel L Edward	4.71	SUB
8	3917 Evans Mill Rd *	16 077 010 039	Waterton Godfrey	4.60	SUB
9	3935 Evans Mill Rd *	16 077 010 047	Hinton Willie L	5.08	SUB
10	3959 Evans Mill Rd *	16 077 010 048	Charles T. Carter	4.16	SUB
11	3979 Evans Mill Rd	16 077 010 049	Larry G Hunt	4.25	SUB
12	3990 Evans Mill Rd	16 078 01 003	DeKalb County	8.42	
13	3999 Evans Mill Rd *	16 078 02 003	Joseph A. Vernot	4.18	SUB
13	4029 Evans Mill Rd	16 078 02 002	Charles R. Alexander	6.69	SUB
14	5912 Salem Rd.	16 078 02 001	Sam E Thomas	5.00	SUB

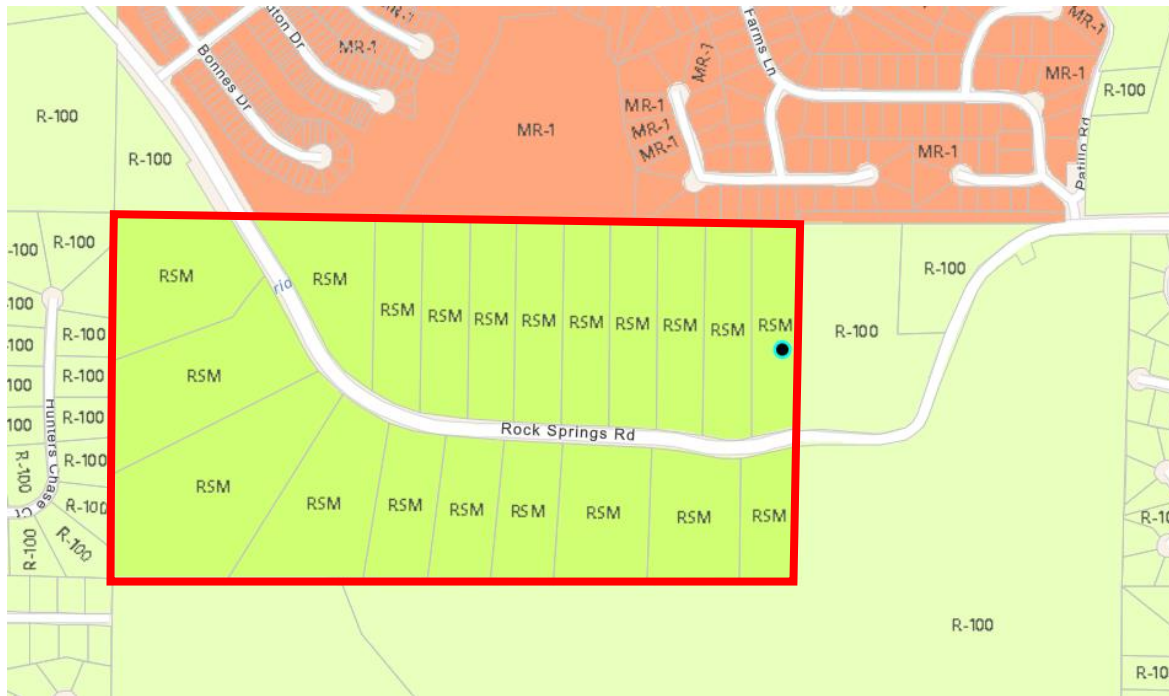
15	3848 Evans Mill Rd *	16 077 02 001	Ware Palmer	4.16	RR
16	3922 Evans Mill Rd *	16 077 03 004	Leslie E. Gadsden	5.36	RR
17	3940 Evans Mill Rd	16 077 03 005	Frederick Jackson	3.66	RR
18	3960 Evans Mill Rd *	16 077 03 006	Charlie J Thompson	4.73	RR

Recommended City Initiated rezoning of parkland property owned by DeKalb County from RSM to R-100



Ref #	Parcel Address	Parcel ID	Owner Name	Acreage	LU
19	3990 Evans Mill Rd	16 078 01 003	DeKalb County	8.4	C/O
20	3801 Evans Mill Rd	16 078 01 002	DeKalb County	138.2	C/O
21	3817 Evans Mill Rd	16 078 04 002	DeKalb County	399.7	C/O
22	3837 Evans Mill Rd	16 112 01 003	DeKalb County	88.3	I/P

Recommended City Initiated rezoning of properties along Rock Springs Road from RSM to R-100



Ref #	Parcel Address (all appear to be owner occupied)	Parcel ID	Owner Name	Acreage	LU
23	6206 Rock Springs Rd	16 076 01 008	Thelma Crowder	4.1	SUB
24	6190 Rock Springs Rd	16 076 01 007	Willie Mae Johnson	4.2	SUB
25	6174 Rock Springs Rd	16 076 01 006	Ellis Appling	4.0	SUB
26	6160 Rock Springs Rd	16 076 01 005	Patricia Esther Jones	4.0	SUB
27	6144 Rock Springs Rd	16 076 01 004	Edward Bailey Jr.	4.0	SUB
28	6130 Rock Springs Rd	16 076 01 003	Gamaliel W. Hilson	4.0	SUB
29	6110 Rock Springs Rd	16 076 01 011	Christine L. Hilson	3.9	SUB
30	6090 Rock Springs Rd	16 076 01 010	Keri L. Hilson	3.9	SUB
31	6070 Rock Springs Rd	16 076 01 009	Michael Allen Roberts	3.7	SUB
32	6020 Rock Springs Rd	16 076 01 002	Michael A. Roberts	5.1	SUB
33	5989 Rock Springs Rd	16 076 02 003	Raymond Hill	6.7	SUB
34	6023 Rock Springs Rd	16 076 02 004	Cornelius Flowers	8.0	SUB
35	6051 Rock Springs Rd	16 076 02 005	Walter W. Williams	11.3	SUB
36	6067 Rock Springs Rd	16 076 02 006	Perry Iris Buchanan	6.3	SUB
37	6085 Rock Springs Rd	16 076 02 007	Kathy H Register	3.7	SUB
38	6105 Rock Springs Rd	16 076 02 008	George Turner Jr.	3.6	SUB
39	6125 Rock Springs Rd	16 076 02 009	James Rutledge	3.5	SUB
40	6145 Rock Springs Rd	16 076 02 010	Ellis Wilson	5.1	SUB
41	6185 Rock Springs Rd	16 076 02 011	Andrew Daugett	4.8	SUB
42	6205 Rock Springs Rd	16 076 02 012	Larry Parker	3.0	SUB

	Parcel ID	Parcel Address	Owner Name	Owner Address	Acreage
6206 Rock Springs Rd	16 076 01 008	Same	Thelma Crowder	Same	
6190 Rock Springs Rd	16 076 01 007	Same	Willie Mae Johnson	Same	
6174 Rock Springs Rd	16 076 01 006	Same	Ellis Appling	Same	
6160 Rock Springs Rd	16 076 01 005	Same	Patricia Esther Jones	Same	
6144 Rock Springs Rd	16 076 01 004	Same	Edward Bailey Jr.	Same	
6130 Rock Springs Rd	16 076 01 003	Same	Gamaliel W. Hilson	Same	
6110 Rock Springs Rd	16 076 01 011	Same	Christine L. Hilson	Same	
6090 Rock Springs Rd	16 076 01 010	Same	Keri L. Hilson	Same	
6070 Rock Springs Rd	16 076 01 009	Same	Michael Allen Roberts	Same	
6020 Rock Springs Rd	16 076 01 002	Same	Michael A. Roberts	Same	
5989 Rock Springs Rd	16 076 02 003	Same	Raymond Hill	Same	
6023 Rock Springs Rd	16 076 02 004	Same	Cornelius Flowers	Same	
6051 Rock Springs Rd	16 076 02 005	Same	Walter W. Williams	Same	
6067 Rock Springs Rd	16 076 02 006	Same	Perry Iris Buchanan	Same	
6085 Rock Springs Rd	16 076 02 007	Same	Kathy H Register	Same	
6105 Rock Springs Rd	16 076 02 008	Same	George Turner Jr.	Same	
6125 Rock Springs Rd	16 076 02 009	Same	James Rutledge	Same	
6145 Rock Springs Rd	16 076 02 010	Same	Ellis Wilson	Same	
6185 Rock Springs Rd	16 076 02 011	Same	Andrew Daugett	Same	
6205 Rock Springs Rd	16 076 02 012	Same	Larry Parker	Same	



CITY COUNCIL AGENDA ITEM

SUBJECT: City Reopening

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, March 14, 2022

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

SUBMITTED BY: Jim Nichols, Deputy City Manager

PRESENTER: Janice Allen Jackson

PURPOSE: The purpose of this presentation to update the City Council on the reopening of City facilities and open spaces.

FACTS: City Hall and parks have been closed to organized activities for the past few months as a result of the recent spike in COVID cases within our region. Staff has been monitoring our local COVID cases and found that they have recently declined from a high of over 1,000 cases per 100,000 people to now being below 100 cases per 100,000 over a seven day period. This new information creates the opportunity for us to consider reopening our City facilities and open spaces to our staff as well as the general public. We are seeking Council feedback on our reopening plan, to include discussion of public meetings.

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

RECOMMENDED ACTION: Discussion only