



CITY OF STONECREST, GEORGIA

CITY COUNCIL SPECIAL CALLED MEETING – AGENDA

3120 Stonecrest Blvd., Stonecrest, GA 30038

Monday, March 13, 2023 at 7:30 PM

Mayor Jazzmin Cobble

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

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

Council Member Tammy Grimes - District 5

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

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

II. ROLL CALL: Sonya Isom, City Clerk

III. AGENDA ITEMS

a. For Discussion - Appointments to the Development Authority - *Mayor Jazzmin Cobble*

b. For Decision - Stonecrest Development Authority Code Amendment 2nd Read - *Mayor Pro Tem George Turner*

c. For Decision - Stonecrest Development Authority Intergovernmental Agreement - *Mayor Jazzmin Cobble*

d. For Decision - Ethics Ordinance Amendment 2nd Read - *Mayor Jazzmin Cobble and Alicia Thompson*

e. For Decision - City Manager Vacancy Extension - *Mayor Jazzmin Cobble*

f. For Decision - IT Network Refresh Vendor Recommendation - *Gia Scruggs*

g. For Decision - Parks Bleacher Vendor Recommendation - *Gia Scruggs*

h. For Decision - Bureau Veritas Contract Amendment - *Gia Scruggs*

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: Appointments to the Development Authority

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: Discussion
-

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 13, 2023

SUBMITTED BY: Mayor Jazzmin Cobble

PRESENTER: Mayor Jazzmin Cobble

PURPOSE: To discuss the appointment of members to the Development Authority to be voted on at the March 27, 2023 Council meeting.

FACTS: Click or tap here to enter text.

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

RECOMMENDED ACTION: Click or tap here to enter text.

ATTACHMENTS:

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



CITY COUNCIL AGENDA ITEM

SUBJECT: Development Authority Ordinance 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: 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 13, 2023

SUBMITTED BY: Alicia Thompson, City Attorney

PRESENTER: Mayor Pro Tem George Turner

PURPOSE: Development Authority Ordinance Amendment

FACTS: AN ORDINANCE TO AMEND ARTICLE IV BOARDS, COMMISSIONS, AUTHORITIES AND SIMILAR BODIES DIVISION 2. DEVELOPMENT AUTHORITY WITHIN CHAPTER 2 ADMINISTRATION OF THE CODE OF ORDINANCES, CITY OF STONECREST, GEORGIA

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

RECOMMENDED ACTION: Approve

ATTACHMENTS:

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

STATE OF GEROGIA

DEKALB COUNTY

CITY OF STONECREST

ORDINANCE NO. _____ - _____

AN ORDINANCE TO AMEND ARTICLE IV BOARDS, COMMISSIONS, AUTHORITIES AND SIMILAR BODIES DIVISION 2. DEVELOPMENT AUTHORITY WITHIN CHAPTER 2 (“ADMINISTRATION”) OF THE CODE OF ORDINANCES, CITY OF STONECREST, GEORGIA; TO PROVIDE FOR CONDIFICATION; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE FOR AN EFFECTIVE DATE; AND TO PROVIDE FOR OTHER LAWFUL PUPOSES.

WHEREAS, the duly elected governing authority of the City of Stonecrest, Georgia (“City”) is authorized by O.C.G.A. § 36-35-3 to adopt ordinances relating to its property, affairs and local government; and

WHEREAS, the duly elected governing authority of the City of Stonecrest, Georgia is the Mayor and City Council (“City Council”) thereof; and

WHEREAS, The City Council of the City declared that there was a need for a Development Authority, as more fully described and defined in the Georgia Development Authorities Law, O.C.G.A. § 36-62-1 et seq.; and

WHEREAS, there was created in the City of Stonecrest, Georgia, a nonprofit public body corporate and politic known as the Stonecrest Development Authority(“SDA”); and

WHEREAS, in addition to the provisions located in O.C.G.A. § 36-62-1 et seq the SDA is governed by the provisions of ARTICLE IV BOARDS, COMMISSIONS, AUTHORITIES AND SIMILAR BODIES DIVISION 2. DEVELOPMENT AUTHORITY OF CHAPTER 2 ADMINISTRATION (“SDA Code”) of the City Code of Ordinances; and

WHEREAS, the SDA Code may be amended from time to time, for the purpose of developing and promoting trade, commerce, industry and employment opportunities for the public good and the general welfare while performing an essential governmental function in the City of Stonecrest.; and

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

Section 1. That the Code of Ordinances of the City of Stonecrest, Georgia is hereby amended by amending ARTICLE IV BOARDS, COMMISSIONS, AUTHORITIES AND SIMILAR BODIES DIVISION 2. DEVELOPMENT AUTHORITY OF CHAPTER 2 ADMINISTRATION by adopting the provisions set forth in Exhibit A attached hereto and made a part by reference.

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

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

Section 4. (a) It is hereby declared to be the intention of the Mayor and Council that all sections, paragraphs, sentences, clauses, and phrases of this Ordinance are or were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.

(b) It is hereby declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this Ordinance. It is hereby further declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause, or phrase of this Ordinance is mutually dependent upon any other section, paragraph, sentence, clause, or phrase of this Ordinance.

(c) In the event that any phrase, clause, sentence, paragraph, or section of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional, or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or section of the Ordinance and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and sections of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

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

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

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

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

ORDAINED this _____ day of _____, 2023.

[SIGNATURES ON FOLLOWING PAGE]

CITY OF STONECREST, GEORGIA

Jazzmin Cobble, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

EXHIBIT A

DIVISION 2. DEVELOPMENT AUTHORITY

Sec. 2-117. Declaration of need.

The Mayor and Council of the City hereby declare that there is determined to be a recent and future need for a Development Authority, as more fully described and defined in the Georgia Development Authorities Law, O.C.G.A. § 36-62-1 et seq., as it may be amended from time to time, for the purpose of developing and promoting trade, commerce, industry and employment opportunities for the public good and the general welfare while performing an essential governmental function in the City of Stonecrest.

Sec. 2-118. Creation.

There is hereby created in the City of Stonecrest, Georgia, a nonprofit public body corporate and politic known as the "Stonecrest Development Authority." The Stonecrest Development Authority may be activated by the Mayor and Council at any time by approval of an activation Resolution which shall cause for the activation of the Stonecrest Development Authority and appointment of the initial Board of Directors.

Sec. 2-119. Board of directors.

- (a) The Stonecrest Development Authority Board of Directors shall be composed of seven members, each of whom shall be a taxpayer residing in the City of Stonecrest. ~~and none of whom is a member of the Mayor and City Council~~ The Mayor and City Council may appoint no more than one member of the governing authority as a director.
- (b) The initial term of office of the Board of Directors shall be staggered to include four members to serve an initial term of two years and three members to serve an initial term of four years. Thereafter, any succeeding Director shall serve a term of four years as set forth in O.C.G.A. § 36-62-4.
- (c) Directors may be appointed by the Mayor and City Council for more than one consecutive term. If at the end of any term of office of any Director, a successor thereto has not been appointed, the Director whose term of office has expired shall continue to hold office until his successor is so appointed.
- (d) The Board of Directors shall notify the City Council within 60 days of the resignation, removal, death, disqualification, or expiration of the terms of any Director of the Authority.

Sec. 2-120. By-laws.

Within 60 days of the activation of the Stonecrest Development Authority by Resolution, the Board of Directors shall organize itself, enact and comply with By-Laws which shall be approved by the Mayor and City Council, carry out its duties and responsibilities and exercise its powers and prerogatives in accordance with the terms and provisions of the Development Authorities Law, as it now exists or may hereafter be amended. Any amendments to the By-Laws shall also be first approved by Mayor and City Council.

Secs. 2-121—2-136. Reserved.



CITY COUNCIL AGENDA ITEM

SUBJECT: Stonecrest Development Authority Intergovernmental Agreement

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 13, 2023

SUBMITTED BY: Alicia Thompson, City Attorney

PRESENTER: Mayor Jazzmin Cobble

PURPOSE: Stonecrest Development Authority Intergovernmental Agreement

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

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

RECOMMENDED ACTION: Approve

ATTACHMENTS:

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

**STATE OF GEROGIA
DEKALB COUNTY
CITY OF STONECREST**

ORDINANCE NO. ____ - _____

AN ORDINANCE TO AMEND ARTICLE X (“CODE OF ETHICS”) WITHIN CHAPTER 2 (“ADMINISTRATION”) OF THE CODE OF ORDINANCES, CITY OF STONECREST, GEORGIA; TO PROVIDE FOR CONDIFICATION; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE FOR AN EFFECTIVE DATE; AND TO PROVIDE FOR OTHER LAWFUL PUPOSES.

WHEREAS, the duly elected governing authority of the City of Stonecrest, Georgia is authorized by O.C.G.A. § 36-35-3 to adopt ordinances relating to its property, affairs and local government; and

WHEREAS, the duly elected governing authority of the City of Stonecrest, Georgia is the Mayor and City Council thereof; and

WHEREAS, the governing authority deems it essential to the proper operation of democratic government that the public officials be, and give the appearance of being, independent, impartial, and responsible to the people; that government decisions and policies be made in the proper channels of the governmental structure; and that public office not be used for personal gain; and

WHEREAS, such measures are necessary to provide the public with confidence in the integrity of its government; and

WHEREAS, it is the policy of the city that its officials, employees, appointees, and volunteers conducting official city business:

- Serve others and not themselves;
- Be independent, impartial and responsible;
- Use resources with efficiency and economy;
- Treat all people fairly;
- Use the power of their position for the well being of their constituents; and
- Create an environment of honesty, openness and integrity.

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

Section 1. That the Code of Ordinances of the City of Stonecrest, Georgia is hereby amended by amending Article X (“Code of Ethics”) within Chapter 2 (“Administration”) by adopting the provisions set forth in Exhibit A attached hereto and made a part by reference.

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

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

Section 4. (a) It is hereby declared to be the intention of the Mayor and Council that all sections, paragraphs, sentences, clauses, and phrases of this Ordinance are or were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.

(b) It is hereby declared to be the intention of the Mayor and Council that, to the greatest extent

allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this Ordinance. It is hereby further declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause, or phrase of this Ordinance is mutually dependent upon any other section, paragraph, sentence, clause, or phrase of this Ordinance.

(c) In the event that any phrase, clause, sentence, paragraph, or section of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional, or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or section of the Ordinance and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and sections of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

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

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

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

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

ORDAINED this _____ day of _____, 2023.

CITY OF STONECREST, GEORGIA

Jazzmin Cobble, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

EXHIBIT A

ARTICLE X. CODE OF ETHICS

Sec. 2-375. Declaration of policy.

- (a) It is the policy of the City that the proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that governmental decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, a code of ethics for all city officials and employees is adopted.
- (b) This code of ethics has the following purposes:
- (1) To encourage high ethical standards in official conduct by city officials and employees;
 - (2) To establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interest of the city;
 - (3) To require disclosure by such officials and employees of private financial or other interest in manners affecting the city; and
 - (4) To serve as a basis for disciplining those who refuse to abide by its terms.

Sec. 2-376. Scope of persons covered.

The provisions of this code of ethics shall be applicable to the mayor, all members of the city council, all appointed members of boards, commissions, authorities and other similar bodies, and all employees.

Sec. 2-377. Definitions.

As used in this article, the following terms shall have the following meanings, unless the context clearly indicates that a different meaning is intended:

Censure means the act of condemning as wrong. A censure shall be effectuated by entry in the minutes of a city council meeting.

City official and/or official, unless otherwise expressly defined, means the mayor, the members of the city council, candidates for the offices of the mayor and city council after legal notice of candidacy and qualification as such candidate, the municipal court judges (including substitute judges), the city manager, any assistant city managers, the city clerk, any deputy city clerks, whether such person is salaried, hired or elected, and all other persons holding positions designated by the city charter, as it may be amended from time to time. City officials, unless otherwise expressly defined, includes individuals appointed by the mayor, city council, or both, to all city boards, commissions, authorities and other similar bodies, unless such individuals or individual members of city boards, commissions, authorities and other similar bodies are specifically exempted from this article by law, this ordinance and/or the city council.

Complainant means a person or entity who submits to the city clerk an ethics complaint alleging a violation of this article.

Decision means any article, resolution, contract, franchise, formal action or other matter voted on by the city council or other city board or commission, as well as the discussions or deliberations, of the council, board or commission which can or may lead to a vote or formal action by such body.

Discretionary authority means the power to exercise any judgment in a decision or action.

Employee means full-time or part-time employees of the City.

Entity means a sole proprietorship, partnership, limited partnership, firm, corporation, professional corporation, holding company, joint stock company, receivership, trust or any other entity recognized by law through which business may be conducted.

Ethics complaint means a written document alleging a violation of this article by a city official or employee. All ethics complaints filed with the city shall contain the following:

- (1) A brief statement specifically identifying the name and title of the city official or employee against whom the complaint is filed. An ethics complaint may not allege violations and/or seek action against more than one city official or employee;
- (2) A numbered list separately identifying each improper act which the city official or employee is alleged to have committed, including:
 - 1) The date of any such alleged offenses;
 - 2) The specific sections of this article that each act is alleged to be in violation of; and
 - 3) The factual basis for each alleged violation;
- (3) A sworn and notarized statement by the complainant attesting that all information in the complaint is true to the complainant's information and knowledge;
- (4) Email address, phone number and mailing address where the complainant may be contacted; and
- (5) The complainant's residential address within the city limits.

Exempt city boards, commissions, authorities and similar bodies shall mean all boards, commissions, authorities and similar bodies of the city other than the Board of Zoning Appeals, Design Review Board, Historic Preservation Board, Planning Commission, Construction Appeals Board, Alcohol Licensing and Appeals Board, Stonecrest Convention and Visitors Bureau and any authority created by either the Georgia General Assembly or by the City by resolution or ordinance pursuant to chapter 61 or chapter 62 of Title 36 of the Official Code of Georgia Annotated. The members of exempt city boards, commissions, authorities and similar bodies are exempt city officials or officials unless such member is either an elected official of the City or is also a member of another city board, commission, authority or similar body not specifically exempted by this ordinance or by law.

Immediate family means the legal and/or biological parent, sibling, child, spouse, or any corresponding in-law of any city official or employee.

Interest:

- (1) Incidental interest means an interest in a person, entity or property which is not a substantial interest.
- (2) Remote interest means an interest of a person or entity, including a city official or employee, who would be affected in the same way as the general public. The interest of a councilmember in the property tax rate, general city fees, city utility charges, or a comprehensive zoning article or similar decisions is incidental to the extent that the councilmember would be affected in common with the general public.
- (3) Substantial interest means a known interest, either directly or through a member of the Immediate Family, in another person or entity:
 - a. The interest is ownership of five percent or more of the voting stock, shares or equity of an entity or ownership of \$5,000.00 or more of the equity or market value of the entity;
 - b. Funds received by the person from the other person or entity either during the previous 12 months equaled or exceeded \$5,000.00 in salary, bonuses, commissions or professional fees, or ten percent of the recipient's gross income during that period, whichever is less;

- c. The person serves as a corporate officer or member of the board of directors or other governing board of the for-profit entity other than a corporate entity owned or created by the city council; or
 - d. The person is a creditor, debtor or guarantor of the other person or entity in an amount of \$5,000.00 or more.
- (4) Substantial interest in real property means an equitable or legal ownership interest in real property with a fair market value of \$5,000.00 or more.

Reprimand means an official reproof, reprehension, or rebuke of a wrong. A reprimand shall be effectuated by resolution of the mayor and council.

Respondent means a city official or employee charged with a violation of this article.

Sec. 2-378. Standards of conduct.

- (a) No city official or employee shall use such position to secure special privileges or exemptions for such person or others, or to secure confidential information for any purpose other than official responsibilities.
- (b) No city official or employee, in any matter before the body in which he has a substantial interest, shall fail to disclose for the common good for the record such interest prior to any discussion or vote.
- (c) No city official or employee shall act as an agent or attorney for another in any matter before the city council or any city body.
- (d) No city official or employee shall directly or indirectly receive or agree to receive any compensation, gift, reward or gratuity in any matter or proceeding connected with, or related to, the duties of his office except as may be provided by law.
- (e) No city official or employee shall enter into any contract with the city except as specifically authorized by state statutes. Any city official or employee who has a proprietary interest in an agency doing business with the city shall make known that interest in writing to the city council and the city clerk.
- (f) All public funds shall be used for the general welfare of the people and not for personal economic gain.
- (g) Public property shall be disposed of in accordance with Georgia law.
- (h) No city official or employee shall solicit or accept other employment to be performed or compensation to be received while still a city official or employee if the employment or compensation could reasonably be expected to impair in judgment or performance of that official's or employee's city duties.
- (i) If a city official or employee accepts or is soliciting a promise of future employment from any person or entity who has a substantial interest in a person, entity or property which would be affected by any decision upon which the official or employee might reasonably be expected to act, investigate, advise, or make a recommendation, the official or employee shall disclose the fact to the body on which he serves, or to his supervisor, and shall take no further action or matters regarding the potential future employer.
- (j) No city official or employee shall use city facilities, personnel, equipment or supplies for private purposes, except to the extent such are lawfully available to the public.
- (k) No city official or employee shall grant or make available to any person any consideration, treatment, advantage or favor beyond that which it is the general practice to grant or make available to the public at-large.
- (l) No city official or employee shall directly or indirectly solicit from a person or entity a gift, loan, favor, promise, or thing of value for himself or another person or entity if the city official or employee is, at the time of such solicitation, involved in any official act or action which would result in a benefit to the person or entity from whom the gift, loan, favor, promise or thing of value is solicited. However, the above prohibition shall not apply in the case of:

- (1) Occasional unsolicited non-monetary gifts and/or trinkets with a value of less than \$100.00, such as a calendar, memento, pen, and/or admission to or consumption of food and/or beverages at a function, social setting or event;
- (2) An award publicly presented in recognition of public service;
- (3) Any transaction authorized by and performed in accordance with O.C.G.A. § 16-10-6 as now or hereafter amended;
- (4) A commercially reasonable loan or other financial transaction made in the ordinary course of business by an institution or individual authorized by the laws of Georgia to engage in the making of such loan or financial transaction;
- (5) Campaign contributions made and reported in accordance with Georgia laws;
- (6) Items listed under O.C.G.A. § 16-10-2 that are specifically itemized as "a thing of value shall not include" as now or hereafter amended; or
- (7) Food, beverage or expenses afforded city officials or employees, members of their families, or others that are associated with normal and customary business or social functions or activities.

Sec. 2-379. Prohibition of conflict of interest.

A city official or employee may not participate in a vote or decision on a matter affecting a person in whom the official or employee has a Substantial Interest or a matter affecting any property in which the official has a Substantial Interest in real property; in addition, a city official or employee who serves as a corporate officer or member of a board of directors of a nonprofit entity may not participate in a vote or decision regarding funding of the entity by or through the city. Where the interest of a city official or employee in the subject matter or a vote or decision is remote or incidental, the city official or employee may participate in the vote or decision and need not disclose the interest.

Sec. 2-380. Conflict of interest exemptions.

The provisions of this article shall not be construed to require the filing of any information relating to any person's connection with, or interest in, any professional society or any charitable, religious, social, fraternal, educational, recreational, public service, civil or political organization not conducted as a business enterprise or governmental agency, and which is not engaged in the ownership or conduct of a business enterprise or governmental agency.

Sec. 2-381. Reserved.

Sec. 2-382. Penalty.

- (a) Any respondent found to have violated the provisions of this article shall be subject to:
 - (1) Public reprimand and/or censure by the mayor and council;
 - (2) A fine greater than \$100.00 but less than \$500.00; and
 - (3) Request for resignation by the mayor and council.

Sec. 2-383. Filing of complaints.

- (a) ~~Only residents of the city may file a complaint under this article. A complaint filed by a nonresident shall not be acted upon.~~ **Any person may initiate a complaint of a violation of this ethics ordinance by submitting to the city clerk a written, verified and sworn complaint under penalty of perjury.**

- (b) All ethics complaints shall be filed with the city clerk. The city clerk, or his designee, shall email a copy of any such complaint to ~~the city council~~, the city manager and the respondents named in the complaint within five calendar days of such filing.
- (c) To discourage the filing of complaints under this article solely for political purposes, complaints brought under this article against a municipal election candidate filed 60 calendar days prior to the opening date of qualifying for municipal office through the date of certification of the election results will not be acted upon until the election results for that office have been certified. Deadlines under this article shall be tolled during such period. Action shall thereafter only be taken upon the ethics complaint if the candidate against whom the complaint is filed is elected to that term of office.

Sec. 2-384. Service of documents by respondent and complainant.

- (a) Within three (3) calendar days of the filing of an ethics complaint with the city clerk, the complainant shall serve ~~by mail the individual members of the city council, the city manager and the respondent named in the complaint with a copy of the complaint at their official city addresses.~~ **by personal service, certified mail return receipt requested or statutory overnight delivery the respondent with a copy of the ethics complaint.**
- (b) The respondent may file a response to the ethics complaint with the city clerk, but is not required to do so.
- (c) The complainant and the respondent shall serve each other, the city manager ~~and the individual members of the city council~~ **and the appointed hearing officer (once the hearing officer is appointed)**, with copies of all documents filed by them with the city clerk relating to the ethics complaint, by certified mail, return receipt requested or statutory overnight delivery, within three calendar days of the date that any such document is filed.
- (d) The complainant and the respondent shall file with the city clerk proof of mailing of all mailings required under this article within three business days of such document being mailed. Such proof of service shall contain a copied and/or printed form provided by the postal facility which evidences the recipient, tracking number and date of such mailing. The city clerk shall verify that the correct address was indicated on the envelope.

Sec. 2-385. Action upon complaints.

~~The mayor and council shall hear and render decisions on all ethics complaints filed with the city. A quorum for the purposes of taking action upon an ethics complaint is the mayor and two councilmembers. If the mayor is a respondent to the ethics complaint, three councilmembers shall constitute a quorum. If less than three councilmembers are available to constitute a quorum, due to the provisions in section 2-388 and/or 2-389 of this article, a mediator, certified by the Georgia Commission on Dispute Resolution, at the mayor and council's discretion, shall be substituted for the mayor and/or any councilmembers for the purposes of acquiring a three person quorum. Ethics complaints shall be reviewed as follows:~~

- (a) ~~Preliminary review of ethics complaints.~~
- (1) ~~The city clerk shall schedule a meeting to occur within 60 calendar days of an ethics complaint's filing for the mayor and council to vote upon whether the complaint will be dismissed or proceed to an evidentiary hearing, and shall mail notice of such meeting to the complainant and the respondent at least 30 days prior to such meeting.~~
- (2) ~~The mayor and council may dismiss any ethics complaints that they determine is unjustified, frivolous or patently unfounded; substantially noncompliant with the requirements of this article; or fails to state facts sufficient to invoke the disciplinary jurisdiction of the city council. The city clerk shall mail to the complainant and respondent the outcome of the preliminary review within five calendar days of such meeting.~~

- ~~(3) If the mayor and council determine that the ethics complaint should proceed to an evidentiary hearing, the city clerk shall schedule such hearing to occur within 30 calendar days of the mayor and council's vote at the preliminary review.~~
- ~~(b) Evidentiary hearing on ethics complaints:~~
- ~~(1) Should an ethics complaint proceed to an evidentiary hearing, the complainant and the respondent shall have the right to be represented by counsel; to hear, present and examine the evidence and witnesses; and to oppose or try to mitigate the allegations. The mayor and council may establish time limits, and other protocol, for the presentation of evidence and argument.~~
- ~~(2) The mayor and council shall render a final decision on the ethics complaint at an open meeting within 30 calendar days of the conclusion of the hearing.~~
- ~~(3) The city clerk shall mail to the complainant and the respondent the mayor and council's final decision on the ethics complaint within five calendar days of such decision.~~
- ~~(c) The mayor and council may vote to continue and/or postpone a scheduled meeting and/or hearing on an ethics complaint to a later selected date, as necessary. The grounds and date for the reset shall be stated in the official minutes for such meeting. The city clerk shall email to the complainant and the respondent notice of the reset meeting date within five calendar days of such vote.~~

All ethics complaints shall be heard before a hearing officer who: (i) shall be a competent attorney at law of good standing with the State of Georgia Bar, (ii) shall have at least five (5) years' experience in the practice of law, and (iii) shall not reside or maintain an office within the City of Stonecrest. The hearing officer shall have power to issue subpoenas for witnesses that may be enforced, if necessary, by order of the Chief Judge of the Stonecrest Municipal Court. The city clerk may maintain a listing of qualified attorneys to serve as a hearing officer pursuant to this section. The burden of proof for all ethics complaints shall be on the complaining party and the standard of proof shall be beyond a reasonable doubt. Ethics complaints shall be reviewed as follows:

(a) Preliminary review of ethics complaints:

- (1) Upon being appointed and being served with all pertinent documents, and upon expiration of the fifteen-day period for the respondent to file an answer, the hearing officer shall review the complaint and response, if any, to determine: (i) whether the complaint is in conformity with the requirements of sections 2-377 and 2-383 herein, (ii) whether upon consideration of the complaint and response, the complaint is unjustified, frivolous, patently unfounded, or (iii) whether upon consideration of the complaint and answer, the complaint demonstrates facts sufficient to invoke disciplinary jurisdiction as set forth in this article.
- (2) If the complaint fails based upon the requirements of subsection (1) above, the complaint shall be dismissed stating the basis for said dismissal. A dismissal of such complaint preliminarily herein shall not deprive the complaining party of any action such party might otherwise have at law or in equity against the city official.

(b) Evidentiary hearing on ethics complaints:

- (1) Upon a determination that the complaint should not be dismissed pursuant to subsection (1) above, the hearing officer shall be empowered to collect evidence and information concerning such complaint and to add the findings and results of the investigation to the file containing such complaint. In furtherance of this investigation, the hearing officer may:
- (i) Seek such further information from the complainant or the respondent through inquiry or written questions, provided, however, the respondent shall have no obligation to answer any inquiries, or
- (ii) Conduct a hearing regarding the allegations set forth in the complaint. Respondent shall have the right to representation by counsel at all stages of these proceedings, to written notice of the hearing at least ten (10) calendar days before the first hearing, to hear and examine the evidence and

witnesses, to not testify, and to submit evidence and call or subpoena witnesses to oppose or mitigate the allegations. In all hearings held under this section, the procedures and rules of evidence applicable in civil cases shall guide, but not strictly apply.

(2) All investigations under this section shall be completed within forty-five (45) days of the hearing officer receiving the complaint and any response. Should the investigation not be completed in the said period, the complaint will be deemed dismissed as a failure to state facts sufficient to invoke the disciplinary jurisdiction of the city council, unless an extension is requested by complainant and granted by the hearing officer. Only one such extension may be granted for an additional thirty (30) days. Within seven (7) days of the completion of the investigation, the hearing officer shall:

(i) Dismiss the complaint on the grounds that it is unjustified, frivolous, patently unfounded, or that it fails to state facts sufficient to invoke the disciplinary jurisdiction of the city council; or

(ii) Prepare a report of findings and recommendations to the mayor and city council.

(iii) Should the hearing officer determine to submit a report in the matter, the report shall consist of: a written finding of facts, a determination whether the complaint establishes beyond a reasonable doubt that a violation has been committed, and, if so, the specific violation and evidence supporting the same, and a recommendation regarding the punishment for such violation.

(iv) The hearing officer's written determination of findings and recommendations shall be delivered to the city clerk, who shall provide a copy to the city manager and the mayor and council and serve a copy on the complainant and respondent by personal service, certified mail return receipt requested, or by statutory overnight delivery. Such findings shall not be final until approved by vote of the city council.

(c) Mayor and city council.

(1) Upon receipt of findings and recommendations from the hearing officer, the mayor and council may:

(i) By simple majority accept the findings of the hearing officer.

(ii) By simple majority accept the findings of fact and reject the recommended discipline, instead substituting its own discipline which shall be limited to the remedies stated herein.

(iii) By a supermajority, consisting of the majority of those present forming a quorum plus one, reject the findings and recommendations and conduct its own hearing in conjunction with the same hearing procedures dictated above. Upon the completion of such a hearing, the findings and recommendations of the mayor and city council shall be binding.

(iv) If no majority or supermajority can be obtained as provided herein, the findings and recommendations shall be deemed rejected and the complaint dismissed. Such dismissal shall be one on the merits.

(2) If the subject of the complaint is the mayor or any councilmember, he or she shall recuse themselves from participation in any hearing or vote held pursuant to this subsection (c), with the exception of the right to attend such hearing as member of the general public, nor shall such mayor or councilmember be counted for the purpose of establishing a quorum.

(3) Upon final judgment and certification of the minutes of the meeting disposing of this matter, the city clerk shall serve the respondent with the copy of the certified minutes and findings and recommendations by personal service, certified mail return receipt requested or statutory overnight service.

Sec. 2-386. Charge of noncompliance.

- (a) After the filing of an ethics complaint, but at least five days prior to the preliminary hearing, or evidentiary hearing if one is set, the respondent and/or complainant may file a charge of noncompliance with the city

clerk, alleging that the complainant, respondent and/or any city employee/official has failed to meet a required deadline under this article. This section is strictly limited to grievances with respect to procedural deadlines set forth under this article, and may not be used to seek review of alleged ethics violations. Additionally, a separate charge must be filed against each city employee and/or official who is alleged to have violated a procedural deadline set forth under this article. The charge must identify the filer of the charge, the person against whom the charge is made, and the alleged missed deadline.

- (b) The city clerk, or his designee, shall email a copy of such charge to the ~~mayor and council~~ **hearing officer**, city manager, respondent, complainant and the employee and/or official against whom the charge is made, within five calendar days of such filing. The city clerk shall not be required to email a copy of the charge to the respondent and/or complainant who filed the charge. The city manager shall cause for corrective action to be taken for any missed deadline under this article by a city employee.
- (c) The filer of the charge may also raise the charge of noncompliance as a threshold issue at the next scheduled public meeting on the ethics complaint. The ~~mayor and council~~ **hearing officer** shall thereafter ~~vote to~~ determine whether the alleged deadline was missed. The ~~mayor and council's~~ **hearing officer's** finding of a material failure by the complainant to comply with this article at any time may result in the ethics complaint's dismissal. The ~~council's~~ **hearing officer's** finding of a missed deadline by a city employee and/or official, without a finding of contributing negligence by the filer of the charge, shall give the filer of the charge the option to have the proceeding continued to the next available council meeting in lieu of being heard further that day.

Sec. 2-387. Bar against subsequent complaints.

- (a) The dismissal of an ethics complaint by the ~~mayor and council~~ **hearing officer** on procedural grounds shall bar the complainant from filing any subsequent complaint against the same respondent for a period of three months from the date of such dismissal.
- (b) Should the ~~mayor and council~~ **hearing officer** deny an ethics complaint on jurisdictional grounds, and/or determine that the evidence does not establish that the respondent has committed a violation of any provision of this article, the complainant shall be barred from filing any subsequent ethics complaint against the respondent arising from the same facts and circumstances as the adjudicated complaint.

Sec. 2-388. Participation by accused members.

- (a) If the mayor, ~~or~~ city councilmember, **appointed members of boards, commissions, authorities and other similar bodies, and all employees** is charged with a violation of this article, he shall not:
 - (1) Participate in, preside over, remain in his place on the dais, or have any other direct or indirect involvement with the consideration or deliberation by the mayor and council of the ethics complaint;
 - or
 - (2) Substantively discuss the pending ethics complaint, including any of the facts, circumstances, or allegations supporting it with the mayor, any other councilmember, or any official or employee of the city, except at the meetings and/or hearings on the complaint. This provision shall not prevent the mayor or any city councilmember from communicating with city employees and officials with respect to facilitating and receiving required filings and notices under this article.
- (b) If the Mayor, a city councilmember, an appointed member of a board, commission, authority and other similar body, and all employees is charged with a violation of this article they shall completely recuse themselves from the complaint process under this article except to receive required filings and notices.**

Sec. 2-389. Participation by complaining official.

If the mayor or any city councilmember files, initiates, and/or encourages the filing of an ethics complaint against a respondent, he shall not actively preside over the consideration of the complaint before the city council.

Sec. 2-390. Statute of limitations.

- (a) No ethics complaint shall be permitted under this article unless such complaint is filed within six months of the commission of the act complained of; provided, however, the limitation shall be tolled during the period that the alleged offense is unknown to the complainant. Under no circumstances, however, shall any period be tolled where the complainant knew and/or should have known about the alleged violation and/or where the facts surrounding the offense were published by a news outlet, discussed at a public meeting and/or otherwise known to the general public.
- (b) No proceeding under this article shall be instituted and/or prosecuted after the expiration of the respondent's term of office during which the offense is alleged, if not re-elected immediately following such term, and/or after the resignation, death, vacancy, disqualification and/or withdrawal of the respondent from office.

Sec. 2-391. Right to appeal.

An appeal of any adverse decision of the mayor and council rendered under this article shall be commenced by filing a petition for a writ of certiorari in the Superior Court of DeKalb County as provided by law.

Secs. 2-392—2-410. Reserved.



CITY COUNCIL AGENDA ITEM

SUBJECT: Ethics Ordinance Amendment 2nd Read

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 13, 2023

SUBMITTED BY: Alicia Thompson, City Attorney

PRESENTER: Mayor Jazzmin Cobble; Alicia Thompson

PURPOSE: Ethics Ordinance Amendment

FACTS: AN ORDINANCE TO AMEND ARTICLE X (“CODE OF ETHICS”) WITHIN CHAPTER 2 (“ADMINISTRATION”) OF THE CODE OF ORDINANCES, CITY OF STONECREST, GEORGIA

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

RECOMMENDED ACTION: Approve

ATTACHMENTS:

- (1) Attachment 1 - Ethics Ordinance Amendment
- (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: City Manager Vacancy Extension

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 13, 2023

SUBMITTED BY: Alicia Thompson, City Attorney

PRESENTER: Mayor Jazzmin Cobble

PURPOSE: City Manager Vacancy Extension

FACTS: A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF STONECREST, GEORGIA AUTHORIZING THE EXTENSION OF THE APPOINTMENT OF A CITY MANAGER.

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

RECOMMENDED ACTION: Approve

ATTACHMENTS:

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

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

4 **RESOLUTION NO. _____**

5 **A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF**
6 **STONECREST, GEORGIA AUTHORIZING THE EXTENSION OF THE**
7 **APPOINTMENT OF A CITY MANAGER; TO PROVIDE FOR REPEAL OF**
8 **CONFLICTING ORDINANCES AND RESOLUTIONS; TO PROVIDE FOR AN**
9 **EFFECTIVE DATE; AND FOR OTHER LAWFUL PURPOSES.**

10 **WHEREAS**, the City of Stonecrest (“City”) was created by Senate Bill 208, passed in
11 the Georgia General Assembly during the 2016 Session and subsequently confirmed by
12 referendum; and

13 **WHEREAS**, Senate Bill 208 authorized the Charter for the City of Stonecrest (the "City
14 Charter"); and

15 **WHEREAS**, once created the City Charter was amended by Senate Bill 21 on April 1,
16 2021; and

17 **WHEREAS**, the City experienced a vacancy in the role of City Manager on September
18 19, 2022; and

19 **WHEREAS**, the City Charter under Section 3.02 authorizes the Mayor to nominate,
20 within 60 days of the occurrence of a vacancy in the office of City Manager, subject to
21 confirmation by the City Council, an individual to be the City Manager; and

22 **WHEREAS**, pursuant to Section 3.07 of the City Charter the office of the City Manager
23 shall not go unfilled for longer than 90 days unless a resolution is passed by the City Council to
24 extend the time to fill the position; and

25 **WHEREAS**, the City Council voted to extend the time to fill the office of the City
26 Manager on December 17, 2022 for a 90-day period ending on March 16, 2023; and

27 **WHEREAS**, the majority of the City Council desires to extend the appointment of City
28 Manager for an additional 30-day period from March 16, 2023; and

29 **WHEREAS**, on or before April 17, 2023 the Mayor and City Council shall appoint a
30 City Manager.

31 **NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of Stonecrest,
32 Georgia, and by the authority thereof, as follows:

33 **BE IT FURTHER RESOLVED**, That the Mayor and City Council shall be authorized
34 to extend the appointment of the role of City Manager of the City of Stonecrest until April 17,
35 2023.

36 **BE IT FURTHER RESOLVED**, That on or before April 17, 2023 the Mayor and City
37 Council shall appoint a City Manager.

38 **BE IT FURTHER RESOLVED**, All resolutions, ordinances, and parts thereof in
39 conflict herewith are hereby expressly repealed.

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

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

45 **SO RESOLVED** this _____ day of _____, 2023

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CITY OF STONECREST, GEORGIA

Jazzmin Cobble, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney



CITY COUNCIL AGENDA ITEM

SUBJECT: IT Network Refresh Upgrade

AGENDA SECTION: *(check all that apply)*

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

CATEGORY: *(check all that apply)*

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

ACTION REQUESTED: DECISION DISCUSSION, REVIEW, or UPDATE ONLY

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

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

Current Council Meeting: Monday, March 13, 2023

SUBMITTED BY: Gia Scruggs, Finance Director

PRESENTER: DeAllous Smith and Gia Scruggs

PURPOSE: Interdev, the City’s Information Technology Services vendor, created a work plan for 2023-24. The upgrade to the IT network hardware for City Hall and other municipal buildings. This upgrade will upgrade the current Cisco hardware and 8 Fortinet switches and 3 firewalls. There will also be a redesign of the network to ensure proper security design and functionality. The funding for this is General Fund – IT – Other Equipment

FACTS: Click or tap here to enter text.

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

RECOMMENDED ACTION: Approval is the recommended action

ATTACHMENTS:

- (1) Attachment 1 - Requisition and Quote
- (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.



REQUISITION FORM

PURCHASE REQUISITION

Date issued 3 March 2033
 Need Date 3 March 2023
 Department Technology
 Requisitioner DeAllous Smith

Req. No. _____

To be purchased from:

InterDev – Nathan Holder
900 Holcomb Woods PKWY
Roswell, GA 30076

Department Head: DeAllous Smith

Suggested vendors:

1. InterDev – Fortinet
2. _____
3. _____

To be delivered to:

City of Stonecrest 3120 Stonecrest BLVD.,
STE 190 Stonecrest, GA 30038
Attn: DeAllous Smith

ITEM NUMBER	QTY	UNIT	DESCRIPTION	ACCOUNT TO BE CHARGED	UNIT PRICE	AMOUNT
Description						
1	2		FortiGate 201F 1YR Bundle FortiGate-201F- USG Hardware plus 1YR Enterprise Support		\$9,888.58	\$19,777.16
2	2		Fortinet 548D- FPOE Switch Layer 2/3 FortiGate switch controller compatible PoE+ switch with 48 x GE RJ45 ports, 4 x 10 GE SFP+ and 2 x 40 GE QSFP+, with automatic Max 750W POE output limit		\$4,956.00	\$9,912.00
3	2		1Yr 24x7 FortiCare Contract 1 Year 24x7 FortiCare Contract		\$536.90	\$1,073.80

4	5		FortiSwitch 248E 48P PoE Switch Fortinet FortiSwitch 248E-FPOE - Switch - L3 - managed - 48 x 10/100/1000 (PoE+) + 4 x Gigabit SFP - rack-mountable - PoE+ (740 W)		\$2,598.75	\$12,993.75
5	5		1 Yr 24X7 FortiCare Contract Fortiswitch-248E- FPOE 24X7 FortiCare 1YR Contract		\$281.54	\$1,407.70
6	1		L2+ MGD POE SWCH 24GE + 4SFP+ 24PT POE L2+ managed POE switch with 24GE + 4SFP+, 24port POE with max 370W limit and smart fan temperature control		\$1,196.25	\$1,196.25
7	1		FORTISWITCH-124F- FPOE 1YR 24X7 FORTICARE FORTISWITCH-124F- FPOE 1YR 24X7 FORTICARE		\$129.60	\$129.60
8	16		Fortinet SFP+ Module Fortinet SFP+ Module - For Data Networking, Optical Network - 1 10GBase-LR Network - Optical Fiber10 Gigabit Ethernet - 10GBase-LR		\$279.70	\$4,475.20
			SFP (MINI-GBIC) TRANSCEIVER FORTINET FN-			

9	18		TRAN-LX - SFP (MINI-GBIC) TRANSCEIVER MODULE - GIGE - 1000BASE- LX - LC SINGLE- MODE - UP TO 6.2 MILES - 1310		\$ 91.38	\$ 1,644.84
10	12		Duplex Fiber SM LC/LC 2M Duplex Single Mode Fiber Cable LC/LC - 2 Meter		\$14.69	\$176.28
					Subtotal	\$ 52,786.58
Implementation Cost						
	68		Sr. Network Engineer		\$175.00	\$11,900.00
	16		Project Manager		\$150.00	\$2,400.00
					Subtotal	\$14,300.00
Quote Summary Description						Amount
			Hardware			\$52,786.58
			Implementation			\$14,300.00
					Total:	\$67,086.58

Specifications:

2023 Network Refresh – Quote 005904 V2 - STATE CONTRACT#: 99999 – SPD – T201205

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

Approved: *D. Allous Smith*

Finance Officer

Purchasing Agent

City Manager

Alpharetta (Global)

900 Holcomb Woods Parkway
Roswell, GA 30076
7706434400
www.interdev.com

Item III. f.

INTERDEV

IT | Security | GIS



We have prepared a quote for you

Network Refresh - 2023

QUOTE # 005904 V2

PREPARED FOR

City of Stonecrest

PREPARED BY

Nathan Holder

Hardware

STATE CONTRACT #: 99999-SPD-T201205

Description	Price	Qty	Ext. Price
FortiGate 201F 1YR Bundle FortiGate-201F-USG Hardware plus 1YR Enterprise Support	\$9,888.58	2	\$19,777.16
Fortinet 548D-FPOE Switch Layer 2/3 FortiGate switch controller compatible PoE+ switch with 48 x GE RJ45 ports, 4 x 10 GE SFP+ and 2 x 40 GE QSFP+, with automatic Max 750W POE output limit	\$4,956.00	2	\$9,912.00
1Yr 24x7 FortiCare Contract 1 Year 24x7 FortiCare Contract	\$536.90	2	\$1,073.80
FortiSwitch 248E 48P PoE Switch Fortinet FortiSwitch 248E-FPOE - Switch - L3 - managed - 48 x 10/100/1000 (PoE+) + 4 x Gigabit SFP - rack-mountable - PoE+ (740 W)	\$2,598.75	5	\$12,993.75
1 Yr 24X7 FortiCare Contract Fortiswitch-248E-FPOE 24X7 FortiCare 1YR Contract	\$281.54	5	\$1,407.70
L2+ MGD POE SWCH 24GE + 4SFP+ 24PT POE L2+ managed POE switch with 24GE + 4SFP+, 24port POE with max 370W limit and smart fan temperature control	\$1,196.25	1	\$1,196.25
FORTISWITCH-124F-FPOE 1YR 24X7 FORTICARE FORTISWITCH-124F-FPOE 1YR 24X7 FORTICARE	\$129.60	1	\$129.60
Fortinet SFP+ Module Fortinet SFP+ Module - For Data Networking, Optical Network - 10GBase-LR Network - Optical Fiber10 Gigabit Ethernet - 10GBase-LR	\$279.70	16	\$4,475.20
SFP (MINI-GBIC) TRANSCEIVER FORTINET FN-TRAN-LX - SFP (MINI-GBIC) TRANSCEIVER MODULE - GIGE - 1000BASE-LX - LC SINGLE-MODE - UP TO 6.2 MILES - 1310	\$91.38	18	\$1,644.84
Duplex Fiber SM LC/LC 2M Duplex Single Mode Fiber Cable LC/LC - 2 Meter	\$14.69	12	\$176.28
Subtotal:			\$52,786.58

7706434400
 nholder@interdev.com
 www.interdev.com

Implementation Cost

A detailed Statement of Work (SOW) is attached to this proposal

Description	Price	Qty	Ext. Price
Sr. Network Engineer	\$175.00	68	\$11,900.00
Project Manager	\$150.00	16	\$2,400.00
Subtotal:			\$14,300.00

7706434400
nholder@interdev.com
www.interdev.com

Network Refresh - 2023



Prepared by:
Alpharetta (Global)
Nathan Holder
678-672-1508
Fax 6786721555
nholder@interdev.com

Prepared for:
City of Stonecrest
3120 Stonecrest Blvd
Stonecrest, GA 30038
DeAllous Smith
(404) 224-0200
dsmith@stonecrestga.gov

Quote Information:
Quote #: 005904
Version: 2
Delivery Date: 03/02/2023
Expiration Date: 03/31/2023

Quote Summary

Description	Amount
Hardware	\$52,786.58
Implementation Cost	\$14,300.00
Total:	\$67,086.58

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Alpharetta (Global)

City of Stonecrest

Signature: *Nathan Holder*
Name: Nathan Holder
Title: Business Development Manager
Date: 03/02/2023

Signature: _____
Name: DeAllous Smith
Date: _____

Preliminary SOW & Project Plan

Client:	City of Stonecrest, Georgia
Project Summary:	Network Hardware Replacement and Redesign
Requested Start Date:	30 days from equipment receipt
Requested Completion Date:	45 days from project start
Justification:	

This project is item 5.2.6 in the City's Technology Work Plan for FY 2023-24. It is an upgrade of the existing core network hardware at City Hall and the other municipal buildings. The City's current core switches will be past their useful life of 6 years per IT's hardware lifecycle standards in July 2023. IT will upgrade the current Cisco hardware with 8 Fortinet switches and 3 firewalls. During the hardware replacement staff will also redesign the network to ensure proper security design and functionality.

Goal: (What does success look like for this project?):

Successfully replace identified network hardware implementing an updated IP addressing schema with minimal impact to operations to provide the city with updated hardware for critical network infrastructure.

Scope and Hours Estimate	Hours	Rate/Hr.	Ext. Cost
Project Management	16.0	\$ 150	\$ 2,400
Project Kickoff Call, Status Update Calls, Resource Scheduling, etc.			
Replicate Existing Configuration (Bench Configuration)	16.0	175	2,800
Review and consolidate current network documentation, firewall rules, and security profiles			
Unboxing and inventory of all equipment			
Ensure all equipment is properly registered in the Fortinet Portal			
Ensure all devices have latest firmware			
Configure Firewalls for high assurance (HA)			
Configure Network Interfaces and Routing			
Create Firewall Objects			
Configure/Replicate Security Profiles/Polices			
Antivirus Profile			
Web Filter Profile			
DNS Filter Profile			
Application Control Profile			
Intrusion Prevention Profile			
Web Application Firewall Profile (If Applicable)			
SSL/SSH Inspection			
Configure RADIUS/LDAP as required			
Configure VPNs (if required)			
SSL VPN Configuration			
User groups, LDAP, RADIUS Configuration			
IPSEC VPN and/or Tunnels			
Configure Switches			
Configure Networks, VLANs, etc.			
Configure ACLs as necessary			
Configure DHCP, DNS and other services as required with new IP Scheme			
Quality Control Check	4.0	175.0	700.0
Review of Bench Configuration by Senior Security Engineer and Senior Network Engineer			
Create Test and Cutover Plan, Gain Customer Approval, and Submit Change Control			
Firewall Cutover	16.0	175.0	2,800.0
Rack, power and cable management switch			
Rack, power and cable firewalls			
Complete configuration items that could not be done on the bench			
Cut services over to new firewalls			
Test / Validate configuration of edge management switch (in front of firewalls)			
Test / Validate Active Directory, LDAP, RADIUS and VPN Configurations			
Test / Validate SSL Inspection			
Test / Validate Intrusion Prevention Configuration			
Test / Validate Application Control			
Test / Validate Web Filtering			
Test / Validate Web Application Firewall (If Applicable)			
Post installation support & monitoring			

Switching Cutover	24.0	175.0	4,200.0
Rack, power and cable core switches Rack, power and cable access layer switches Final configuration of core and access layer switching Cutover of Core Switches Cutover of Access Layer Switches Testing and monitoring of network to ensure all services are back online and network stability Create DNS names for all new devices Update Auvik monitoring to account for new devices and IP schema			
Contingency Reserve	8.0	175.0	1,400.0
As needed block of hours to account for any unforeseen issues and will only be billed if required If this time is required, it will be clearly communicated by the Project Manager			
TOTAL PROJECT COST:		84.0	\$ 14,300

Prerequisites	
The city will provide appropriate level of access to facilities to support the project.	
All equipment will have been received prior to scheduling any work	
The City will coordinate with the project team to set reasonable times for both parties for services cutover	

Assumptions / Understandings	
InterDev will install and configure two firewalls in high assurance (HA) and replicate existing objects and rules. InterDev will also replace the core and access layer switches utilizing an updated IP scheme for improved network performance and a reduction in administrative overhead. Configurations will be reviewed by Senior Engineering staff and a thorough testing plan will be used to ensure all services are returned to operation with minimal impact to operations during the cutover.	
During scheduled services cutovers, the city will be without services. The InterDev team will communicate impact and duration of the outage to city management. The city will ensure that staff is informed. During cutover windows, InterDev staff will be focused on the transition to new equipment and service restoration.	
The InterDev project team will submit a change control request for each cutover to document and communicate to affected staff (both InterDev and customer) the changes being made. All Change Control requests must include a roll-back plan to guard against worst case scenario.	
The city is responsible for final disposition of old equipment. InterDev staff will assist in appropriate disposal of old equipment in accordance with city policy and guidelines.	

Deliverables (Write-ups, quotes, network diagram, etc.)	
Two firewalls deployed at the network perimeter in high assurance configuration	
Replacement of the Core Switches	
Replacement of the Access Layer Switches	
Updated IP Scheme	
All services restored upon completion of the installation/upgrade	
Completed By:	Jesse Cail, Solutions Architect
Reviewed By:	Daniel Schultheiss, Chief Information Officer
Approved By:	Rosie Caldon, IT Services Manager



CITY COUNCIL AGENDA ITEM

SUBJECT: Parks Bleacher Vendor Recommendation

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 13, 2023

SUBMITTED BY: Gia Scruggs, Finance Director

PRESENTER: Gia Scruggs

PURPOSE: The City Council previously approved \$900,000 for parks upgrades. One of the projects for this was the addition of parks bleachers. Gopher Sport is a state vendor that meets the purchasing requirement for competitive process. The funding for this is ARPA – Parks – Parks Equipment. The amount of this \$39,775.58

FACTS: Click or tap here to enter text.

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

RECOMMENDED ACTION: Approval is the recommended action

ATTACHMENTS:

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



CITY COUNCIL AGENDA ITEM

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



REQUISITION FORM

PURCHASE REQUISITION

Date issued: February 6, 2023
Need Date: February 10, 2023
Department: Parks and Recreation
Requisitioner: Tanya Diaz
Department Head: Ben Dillard

Req. No. PR: 07-23
To be purchased from: Gopher
To be delivered to: 5101 Browns Mill Road
Stonecrest, GA 30038

Suggested vendors:

- 1. Gopher
2.
3.

Table with 7 columns: ITEM NUMBER, QUANTITY, UNIT, DESCRIPTION, ACCOUNT TO BE CHARGED, UNIT PRICE, AMOUNT. Contains 5 rows of item data and a total row.

Specifications: This requisition is for the purchase of bleachers for the parks. See attached for quote.

Competitive Prices: (To be filled in by Purchasing)

SOURCEWELL *
GA STATE CONTRACT
99999-SPD-G20201215-002

Handwritten signature

* ARPA

Approved:

Finance Officer (with signature)

Purchasing Agent

City Manager



Quote

Quote #: QT105929
Quote Date: 30-Jan-2023
Expire Date: 01-Mar-2023
Contact Name: Ben Dillard

Ship To:

City of Stonecrest
5101 Browns Mill Road
Stonecrest GA 30038
United States

Sales Manager: Brice Panning
bricepanning@gophersport.com
Tel: 855-500-3617
Fax: 800-451-4855

Shipping Contact:

Bill To:

City of Stonecrest
5101 Browns Mill Road
Stonecrest GA 30038
United States

Billing Contact:

Quote Total:

\$39,775.58

Item availability may change hourly based on incoming orders. Please place your order quickly to ensure fast shipment of your product(s).

Item	Qty Requested	Qty Available	Est Ship Date	Unit Price	Extended Price
83-025 Premium All-Aluminum Safety Bleacher w/ Chain-Link Guard Rails and Aisle - 27'L, 8 Rows Customer Hand Unload	1	0	27-Feb-2023	\$19,045.11	\$19,045.11
83-024 Premium All-Aluminum Safety Bleacher w/ Chain-Link Guard Rails and Aisle - 21'L, 8 Rows Customer Hand Unload	1	0	27-Feb-2023	\$14,951.11	\$14,951.11

Contract Information: GA State Contract #99999-SPD-G20201215-002



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customer care@gophersport.com

Phone: 507-451-7470

International Customers:
globalservices@gophersport.com

Fax: 507-451-4755



QT105929



Quote

Quote #: QT105929
Quote Date: 30-Jan-2023
Expire Date: 01-Mar-2023

	Subtotal:	\$33,996.22
	Shipping, Handling & Processing:	\$5,779.36
	Estimated Sales Tax:	\$0.00
	Quote Total:	\$39,775.58

Order prepayment may be required. We offer 30-day terms on approved credit. Full payment terms and wire transfer information are available by request.



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Unconditional 100% Satisfaction Guarantee
Your satisfaction is our #1 concern. If you are not satisfied with your purchase for any reason at any time, contact us and we will replace the product, credit your account, or refund the purchase price. No questions. No hassles. No exclusions. No kidding!

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Fax: 800-451-4855

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Phone: 507-451-7470

International Customers:
globalservices@gophersport.com

Fax: 507-451-4755



QT105929



CITY COUNCIL AGENDA ITEM

SUBJECT: Bureau Veritas Contract Amendment Recommendations

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 13, 2023

SUBMITTED BY: Gia Scruggs, Finance Director on behalf of Planning and Zoning

PRESENTER: Gia Scruggs

PURPOSE: Occasionally, the City may need assistance with Community Development – Planning and Zoning related services. As a result, the city would like to have vendors available to assist with performing these types of services. Bureau Veritas is currently providing community development related services with our building department. The funding for this would be general fund – Planning and Zoning – Professional services. The amount for this ,service would be for an amount not to exceed \$100,000. Bureau Veritas North America is currently providing Chief Building Official Services. At this time, the work load does not substantiate an additional building inspector but from time to time the City may need assistance with inspections during certain periods or for staff absences. The City would like to be able to utilize them to provide on call building inspector services. The Funding from this will be General Fund – Building – Professional Services. The amount not to exceed for this is \$35,000.

FACTS: Click or tap here to enter text.

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



CITY COUNCIL AGENDA ITEM

RECOMMENDED ACTION: Approval is the recommended action

ATTACHMENTS:

- (1) Attachment 1 - Cost Proposal
- (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.



The following is hereby proposed as an amendment to the Professional Services Agreement between Bureau Veritas North America, Inc. and the City of Stonecrest, Georgia, dated October 24, 2022 by revising the scope and fee language as specified below.

SCOPE OF SERVICE

Building Code Inspections

Inspection services shall be conducted on call as needed by the City of Stonecrest’s Building Code, Residential Code, Mechanical Code, Electrical Code, Plumbing Code, Fuel Gas Code and Energy Code. Special inspections as specified in Chapter 17 and non-prescriptive structural inspections of the adopted International Building Code are not included. Inspections shall be performed daily as needed. Inspectors shall report to the Building Official to collect inspection requests and upon performing the inspector shall place a detailed report in the permit file and copy will be left on site. All violations or deficiencies shall be cited with a code section on the report. Any violations of the City’s Codes or concealment of any work prior to approval by BVNA will be reported to the Building Official. The City of Stonecrest is the final interpretive authority.

Planning and Zoning Administration

Administrative and consulting services shall be provided as needed to assist the City in making decisions in new land use/development proposals, zoning and city ordinances, and building construction. BVNA will assist in analyzing projects for compliance with the City’s general plan, zoning ordinance, subdivision ordinance, design guidelines and applicable specific plans. BVNA will assist in review and process of ministerial applications and discretionary entitlements, such as: Plan Checks, Zoning Clearances, Sign Permits, Use Permits, Variances, Design Review, Tentative Maps, and General Planning and Zoning Amendments. The City is the final interpretive authority.

FEES

Building Code Inspections

For on call as needed inspection services, BVNA will invoice the client at a rate of \$95.00 per hour.

Planning and Zoning Services

For on call as needed planning and zoning services, BVNA will invoice the client at a rate of \$150.00 per hour.

Stonecrest, Georgia

Bureau Veritas, North America, Inc.

By: _____

By: Hal Chitwood

Title: _____

Title: Business Unit Manager

Signature: _____

Signature: _____

Date: _____

Date: _____