

CITY OF STONECREST, GEORGIA

Honorable Mayor Jason Lary, Sr.

Council Member Jimmy Clanton, Jr. – District 1

Council Member Rob Turner- District 2

Council Member Jazzmin Cobble – District 3

Council Member George Turner- District 4

Council Member Diane Adoma – District 5

CITY COUNCIL MEETING AGENDA

January 16, 2018

6:00 p.m.

Stonecrest City Hall

3120 Stonecrest Blvd.

Stonecrest, Georgia 30038

- I. CALL TO ORDER:** Mayor Jason Lary
- II. ROLL CALL:** Brenda B. James, Interim City Clerk
- III. INVOCATION:**
- IV. PLEDGE OF ALLEGIANCE:**
- V. PRESENTATION:** Arthur Bright of Invictus Development Group
- VI. PUBLIC COMMENTS:**
- VII. MINUTES:** Approval of Minutes of the Regular City Council Meeting of December 18, 2017, Special Called Meeting of December 13, 2017, December 27, 2017 and January 3, 2018
- VIII. ADOPTION OF THE CITY COUNCIL AGENDA:**
- IX. AGENDA ITEMS:**
 - 1. Appointment of Emily Macheski-Preston as the Assistant City Attorney
 - 2. Ordinance to Adopt the Communication Policy
 - 3. Discussion on Leadership Dekalb
- X. CITY MANAGER COMMENTS:**

XI. CITY ATTORNEY COMMENTS:

XII. MAYOR AND COUNCIL COMMENTS:

XIII. ADJOURNMENT:

XIV. EXECUTIVE SESSION:

WHEN AN EXECUTIVE SESSION IS REQUIRED, ONE WILL BE CALLED FOR THE FOLLOWING: ISSUES: 1) PERSONNEL, 2) LITIGATION, 3) REAL ESTATE

CITY OF STONECREST, GEORGIA

Honorable Mayor Jason Lary, Sr.

Council Member Jimmy Clanton, Jr. – District 1

Council Member Rob Turner- District 2

Council Member Jazzmin Cobble – District 3

Council Member George Turner- District 4

Council Member Diane Adoma – District 5

CITY COUNCIL MEETING MINUTES

December 18, 2017

10:00 a.m.

Stonecrest City Hall

3120 Stonecrest Blvd.

Stonecrest, Georgia 30038

I. CALL TO ORDER: Mayor Jason Lary

II. ROLL CALL: All members were present.

III. INVOCATION: Council Member Rob Turner

IV. PLEDGE OF ALLEGIANCE:

V. PUBLIC COMMENTS:

Faye Coffield spoke on new business coming to the city and money other than franchise fees.

Lisa Wright spoke on several items regarding the 2018 budget.

VI. MINUTES: Approval of Minutes of the Regular City Council Meeting of December 4, 2017

Council Member Rob Turner made a motion to approve the minutes of December 4, 2017 with Council Member George Turner providing the second. **The motion carried unanimously.**

VII. ADOPTION OF THE CITY COUNCIL AGENDA:

Council Member Clanton made a motion to adopt the agenda with Council Member Rob Turner providing the second. **The motion carried unanimously.**

VIII. PUBLIC HEARING:

1. 2018 Fiscal Year Budget

City Manager, Michael Harris gave a detailed overview of the 2018 budget. He discussed the proposed amendments, sales taxes, business taxes, business licenses, building development permits, donations, fine, forfeitures, expenditures, and personnel.

Afterwards Mayor and Council had questions. Council Member Cobble inquired about the actuals, TAN payments, past due account and said the worst-case scenario would be if we did not have money to carry over. Council Member Adoma said the budget appears to be based on 3 services, Planning and Zoning, Code Enforcement and Parks. She spoke on public safety, balance sheet, trial balance and monthly reports from CH2M. Council Member George Turner inquired about funds due to the city in 2017 that will come in 2018 and bills from 2017 that will be paid in 2018. Council Member Rob Turner inquired about the App for the Film industry under Economic Development.

Mayor Lary asked to open the Public Hearing and Council Member Adoma made a motion to open the public hearing with Council Member Cobble providing the second. **The motion carried unanimously.**

Speakers:

Faye Coffield spoke regarding the budget.

After there were no other speakers, Council Member Adoma made a motion to close the public hearing with Council Member Clanton providing the second. **The motion carried unanimously.**

IX. AGENDA ITEMS:

Old Business:

2. Ordinance Adopting Article IV Depository Financial Institutions Business License Tax of Chapter 24, Taxation

Council Member Clanton made a motion to adopt the Ordinance Adopting Article IV Depository Financial Institution Business License Tax of Chapter 24, Taxation with Council Member George Turner providing the second. **The motion carried unanimously.**

3. Ratification of the Ordinance Adopting Chapter 24, Taxation, Article I to adopt Insurance License Fees and Premium Tax Regulations

Attorney Destiny Washington gave an overview as to why this item was here before Council once again.

Council Member Adoma made a motion to approve the ratification of the Ordinance adopting Chapter 24, Taxation, Article I to adopt Insurance License Fees and Premium Tax Regulations with Council Member George Turner providing the second. **The motion carried unanimously.**

New Business:

4. Ordinance to Adopt the City of Stonecrest Meeting Schedule for 2018. **First Read Only**

Mayor Lary and Council Member George Turner called for a Special Called Meeting on December 27th at 6:00p.m. Council Member Rob Turner left the meeting.

5. Discussion on new Charter for the City of Stonecrest

City Attorney Kurrie gave an overview regarding changes for a new charter. Council Member Adoma said the charter is one year old and why are changes being made now. She inquired into what other cities established for only nine months were changing their charter. City Attorney Kurrie continued with the presentation. He said he did not know of any other city that has adopted a new charter within nine months. He discussed HB 600 and how it would affect the City of Stonecrest. There was much discussion and this item will come to the Special Called Meeting on December 27, 2017.

X. CITY MANAGER COMMENTS:

City Manager Michael Harris thanked Mayor and Council for the time spent on the budget. He explained that all the current staff are under CH2M.

XI. CITY ATTORNEY COMMENTS:

City Attorney Kurrie spoke on a letter from the Attorney General's Office regarding an Open Records complaint. He said at this point the vendor is responsible to answer the request and not the city. Council Member Clanton asked if the city is free from liabilities. He said we should put as much information online as possible for the citizens. Council Member Adoma said for the record she would like for the City of Stonecrest to consider becoming a City of Ethics.

XI. MAYOR AND COUNCIL COMMENTS:

Council Member Cobble had no comments.

Council Member Clanton announced a Leadership Meeting on every second Saturday at Fairfield Baptist Church. He said District 1 will be participating in the M L King parade. He said he will start his Quarterly Townhall Meeting March 17th at Stonecrest Library.

Council Member George Turner said people celebrate Christmas for many reasons so from District 4 and the Turner Family Merry Christmas.

Council Member Adoma spoke on respecting the opposing opinion. She said she, Council Member Cobble and Commissioner Johnson will be feeding the Police Officers on Christmas at the East Precinct and announced she would be having a Budget Meeting tonight at the Stonecrest Library.

Mayor Lary thanked the staff for the Christmas decorations. He announced he and Mrs. Lary are having a Stonecrest Claus and many of the staff and others have given gift for children of Stonecrest. He spoke on building relationship with delegates.

XII. EXECUTIVE SESSION:

Mayor Lary made a motion to recess the meeting and go into Executive Session for a personnel matter with Council Member Clanton providing the second. **The motion carried unanimously.**

XIII. ADJOURNMENT:

Council Member Clanton made a motion to reconvene into the regular meeting with Council Member George Turner providing the second. **The motion carried unanimously.** Council Member George Turner made a motion to adjourn the meeting with Council Member Clanton providing the second. **The motion carried unanimously at 2:45p.m.**

WHEN AN EXECUTIVE SESSION IS REQUIRED, ONE WILL BE CALLED FOR THE FOLLOWING: ISSUES: 1) PERSONNEL, 2) LITIGATION, 3) REAL ESTATE

CITY OF STONECREST, GEORGIA

Honorable Mayor Jason Lary, Sr.

Council Member Jimmy Clanton, Jr. – District 1

Council Member Rob Turner- District 2

Council Member Jazzmin Cobble – District 3

Council Member George Turner- District 4

Council Member Diane Adoma – District 5

SPECIAL CALLED MEETING MINUTES

December 13, 2017

5:50 pm

Stonecrest City Hall

3120 Stonecrest Blvd.

Stonecrest, GA

- I. **CALL TO ORDER:** Mayor Jason Lary called the meeting to order at 5:50 p.m.
- II. **ROLL CALL:** All members present.
- III. **AGENDA ITEM:**
 1. Approval of the Ordinance Granting Franchise to Georgia Power by the City of Stonecrest

Council Member George Turner made a motion to approve the ordinance granting Franchise to Georgie Power by the City of Stonecrest with the renumbering to be corrected with Council Member Rob Turner providing the second. **The motion carried unanimously.**
- IV. **ADJOURNMENT:**

Council Member Cobble made a motion to adjourn the meeting with Council Member George Turner providing the second. **The motion carried unanimously.**

CITY OF STONECREST, GEORGIA

Honorable Mayor Jason Lary, Sr.

Council Member Jimmy Clanton, Jr. – District 1

Council Member Rob Turner- District 2

Council Member Jazzmin Cobble – District 3

Council Member George Turner- District 4

Council Member Diane Adoma – District 5

SPECIAL CALLED MEETING MINUTES

December 27, 2017

6:00 P.M.

Stonecrest City Hall

3120 Stonecrest Blvd.

Stonecrest, Georgia

I. CALL TO ORDER: Mayor Jason Lary

II. ROLL CALL: All members were present.

III. PUBLIC HEARING:

1. Adoption of the Ordinance to set the Fiscal Year 2018 Budget

City Manager, Michael Harris gave an overview of the budget. He said the new amount is 6,203,000.00. He said as of today we have collected 2.5 million in revenue, paid the TAN and collected \$60,000 in Business License this week. He explained we will not receive the funds from Comcast or Georgia Power this year.

Council Member Cobble inquired about the reserve amount since we will not receive Comcast funds. Council Member George Turner inquired about the fines and forfeitures. Council Member Adoma asked if we are paying vendors for 2017 in 2018, what are the major changes in Legal payments, who is watching the house, do we have an oversight committee and who does the city employees answer to.

City Manager, Michael Harris explained since we will not get the Comcast funds, yes it will make our reserve smaller. He explained that the fines and forfeitures are only in the court department and for fines. He explained that we have a cut off date for 2017 and if we pay 2017 bills in 2018 they will be encumbered. He further explained the reduction in legal fees due to the fact that most of the charges were due to the start up, and also, said we are in the process of hiring an internal auditor.

Council Member Clanton made a motion to open the Public Hearing with Council Member George Turner providing the second. **The motion carried unanimously.**

Speakers:

Faye Coffield spoke on Public Safety, CH2M Contract, SPLOST and Taxes.

Lisa Wright spoke on detailed salaries for Mayor and Council, Amazon spending, Actuals for 2017, Completion time of budget and SPLOST spending.

Bernard Knight spoke on the significance of the occasion, a positive budget and great workers in Stonecrest.

Council Member Rob Turner made a motion to close the Public Hearing with Council Member Adoma providing the second. **The motion carried unanimously.**

City Manager, Michael Harris came back and explained at this point we do not know when or how much it will cost for Public Safety. He explained personnel is in the budget and that is CH2M. He further explained that there will not be any collections of SPLOST until April and there will be a separate accounting, because those funds do not go with the General Funds.

Council Member Adoma said for the record she wanted it noted that without 2017 actuals Council is at a disadvantage to decide on the budget. She said she would like to have a monthly financial statement.

Mayor Lary said the City Manager has done a heroic job and he wants to commend him. The City Manager said he must commend Audrey Mays for her hard work.

After much discussion Council Member George Turner offered a motion to adopt the Ordinance to set the Fiscal Year 2018 Budget with Council Member Clanton providing the second. **The motion carried unanimously.**

IV. AGENDA ITEMS:

2. Adoption of the Ordinance to set the meeting dates for City Council for 2018.

Council Member Rob Turner made a motion to adopt the ordinance to set the meeting dates for City Council for 2018 with Council Member Adoma providing the second. **The motion carried unanimously.**

V. EXECUTIVE SESSION:

VI. ADJOURNMENT:

Council Member Adoma made a motion to adjourn the meeting with Council Member George Turner providing the second. **The motion carried unanimously.**

WHEN AN EXECUTIVE SESSION IS REQUIRED, ONE WILL BE CALLED FOR THE FOLLOWING ISSUES: 1) PERSONNEL, 2) LITIGATION, 3) REAL ESTATE

CITY OF STONECREST, GEORGIA

Honorable Mayor Jason Lary, Sr.

Council Member Jimmy Clanton, Jr. – District 1

Council Member Rob Turner- District 2

Council Member Jazzmin Cobble – District 3

Council Member George Turner- District 4

Council Member Diane Adoma – District 5

SPECIAL CALLED MEETING MINUTES

January 3, 2018

10:00 A.M.

Stonecrest City Hall

3120 Stonecrest Blvd.

Stonecrest, Georgia

I. CALL TO ORDER: Mayor Jason Lary

II. ROLL CALL: All members present

III. AGENDA ITEMS:

1. Administration of Oath of Office for Council Member Jimmy Clanton, District 1, Council Member Jazzmin Cobble, District 3 and Council Member Diane Adoma, District 5.

Judge Jonathan Weintraub administrated the Oath of Office to Council Members Jimmy Clanton, Jazzmin Cobble and Diane Adoma.

2. Resolution requesting the Local Delegation of the General Assembly to Sponsor Legislation Adopting a new City Charter

Attorney Kurrie gave an overview of the resolution and the new charter that was to be sent to the local delegation requesting them to adopt a new City Charter for the City of Stonecrest.

Council Member Clanton made a motion to approve the resolution requesting the local delegation of the General Assembly to sponsor legislation adoption a new City Charter. Council Member George Turner seconded the motion for discussion.

Council Member Cobble asked City Attorney Kurrie what is his decision regarding the Mayor Pro Tem issue for the term of office. Attorney Kurrie said while the charter goes for staggered terms it shows nothing short of the term for less than 2

years and it allows no authority to shorten the term for Mayor Pro Tem. Council Member George Turner asked when does the term of the current Mayor Pro Tem end. Attorney Kurrie said the Mayor Pro Tem term currently runs until May, 2019 unless the new charter is approved and that will change the term to one year. Council Member Clanton asked if his opinion was binding. The City Attorney said that is his opinion and if they wish to have an election for a new Mayor Pro Tem they can.

A vote was taken on the Resolution requesting the local delegation of the General Assembly to sponsor legislation adopting a new City Charter and the City Manager did not know how Council Member Adoma voted and asked her which way did she vote. Council Member Adoma said she would like to read the following comment into the record. "Mr. Mayor, members of the council, and my constituents of the District 5, as we prepare to vote on this resolution, respectfully, there are a few items I don't agree with. However most of the changes I do agree with. I believe it will be in the best interest for our city to operate more efficiently and effectively. Therefore, in the spirit of compromise and moving the city forward and working with our legislative delegation, I'm voting in favor of this resolution."

The motion passed with Council Members Rob Turner, George Turner, Jimmy Clanton, Diana Adoma and Mayor Lary voting in favor and Council Member Jazzmin Cobble voting against.

3. Amendment to the Purchasing Policy for City Manager's Authorization.

City Attorney Kurrie said the change to the Purchasing Policy is for \$50,000 for the General Fund and \$50,000 for the SPLOST Fund.

Council Member George Turner said his concern was why not deal with making the changes when the issue arrives and what is the urgency.

Mayor Lary explained his opinion is that we have doubled our budget and we should make the amount of the authority equal. He said he believes in being proactive.

Council Member Cobble said there is no need to put \$50,000 for both the General Fund and SPLOST because when we put it in the Purchasing Policy it will be the same amount for both.

Council Member Clanton made a motion to approve the amendment to the Purchasing Policy raising the City Manager's authority to \$50,000.00 with Council Member Rob Turner providing the second. Council Members Clanton, Rob Turner,

Jazzmin Cobble and Mayor Lary voted in favor. Council Members George Turner and Adoma voted against. **The motion passed.**

IV. EXECUTIVE SESSION: None

V. ADJOURNMENT:

Council Member Cobble made a motion to adjourn the meeting with Council Member Adoma providing the second. **The motion carried unanimously.**

WHEN AN EXECUTIVE SESSION IS REQUIRED, ONE WILL BE CALLED FOR THE FOLLOWING ISSUES: 1) PERSONNEL, 2) LITIGATION, 3) REAL ESTATE



CITY COUNCIL AGENDA ITEM

SUBJECT: Appointment of an Assistant City Attorney

- ORDINANCE POLICY STATUS REPORT
 DISCUSSION ONLY RESOLUTION OTHER

Date Submitted: 01/11/2018

Council Meeting: 01/16/2018

SUBMITTED BY: Mayor Lary

PURPOSE: Mayor Lary would like to appoint Emily Macheski-Preston as the Assistant City Attorney to Tom Kurrie.

HISTORY:

FACTS AND ISSUES:

OPTIONS:

RECOMMENDED ACTION: Recommendation of Mayor and Council



CITY COUNCIL AGENDA ITEM

SUBJECT: An Ordinance of the City of Stonecrest, Georgia, Adopting the City of Stonecrest Communication Policy

- ORDINANCE** **POLICY** **STATUS REPORT**
 DISCUSSION ONLY **RESOLUTION** **OTHER**

Date Submitted: 01/11/2018

Council Meeting: 01/16/2018

SUBMITTED BY: Adrion Bell/Attorney Emily Preston

PURPOSE:

HISTORY:

FACTS AND ISSUES:

OPTIONS:

RECOMMENDED ACTION: First Read Only

1 **AN ORDINANCE OF THE CITY OF STONECREST, GEORGIA, ADOPTING THE**
2 **CITY OF STONECREST COMMUNICATIONS POLICY**

3 **WHEREAS**, the City of Stonecrest, Georgia Mayor and City Council are authorized by the
4 City Charter to adopt ordinances regulating the conduct of elected officials and
5 develop the policies of the City; and

6 **WHEREAS**, the City of Stonecrest wishes to adopt a policy to govern the dissemination of
7 information about the city's services, projects, policies, ordinances and initiatives;
8 and

9
10 **WHEREAS**, the Mayor and City Council have determined that a communications policy will
11 achieve the City of Stonecrest's goals of transparency; and

12
13 **WHEREAS**, the Mayor and City Council wish to timely inform citizens in a manner that
14 enhances and supports the City's economic development efforts and establishes
15 and fosters a good working relationship with locals and national media by
16 providing accurate, timely information.

17
18 **THEREFORE**, the Mayor and City Council of the City of Stonecrest, Georgia, hereby ordain as
19 follows:

20 **Section 1:**

21 The City hereby adopts the City of Stonecrest Communications Policy, which is attached
22 as Exhibit A.

23
24 **Section 2:**

25 1. It is hereby declared to be the intention of the Mayor and City Council that all sections,
26 paragraphs, sentences, clauses and phrases of this Ordinance are and were, upon their
27 enactment, believed by the Mayor and City Council to be fully valid, enforceable and
28 constitutional.

29
30 2. It is hereby declared to be the intention of the Mayor and City Council that, to the
31 greatest extent allowed by law, each and every section, paragraph, sentence, clause or
32 phrase of this Ordinance is severable from every other section, paragraph, sentence,
33 clause or phrase of this Ordinance. It is hereby further declared to be the intention of the
34 Mayor and City Council that, to the greatest extent allowed by law, no section, paragraph,
35 sentence, clause or phrase of this Ordinance is mutually dependent upon any other
36 section, paragraph, sentence, clause or phrase of this Ordinance.

37
38 3. In the event that any phrase, clause, sentence, paragraph or section of this Ordinance
39 shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise

40 unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is
41 the express intent of the Mayor and City Council that such invalidity, unconstitutionality,
42 or unenforceability shall, to the greatest extent allowed by law, not render invalid,
43 unconstitutional or otherwise unenforceable any of the remaining phrases, clauses,
44 sentences, paragraphs or sections of the Ordinance and that, to the greatest extent allowed
45 by law, all remaining phrases, clauses, sentences, paragraphs and sections of the
46 Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.
47

48 4. All ordinances or resolutions and parts of ordinances or resolutions in conflict herewith
49 are hereby expressly repealed.
50

51 5. The within ordinance shall become effective upon its adoption.
52

53 6. [The provisions of this Ordinance shall become and be made part of The Code of the City
54 of Stonecrest, Georgia, and the sections of this Ordinance may be renumbered to
55 accomplish such intention.]

56 **SO ORDAINED AND EFFECTIVE** this the ____ day of _____, 2018.

57 Approved:
58

59

60

61

Jason Lary, Sr., Mayor

62

63

64

As to form:

65

66

67

68

City Attorney

69 Attest:

70

71

72

Brenda James, City Clerk

74

75

76

77

78

79

80

81

82

83
84
85
86
87
88
89
90
91
92
93
94
95
96

EXHIBIT A



City of Stonecrest Communications Policy

Purpose: The purpose of this policy is to establish guidelines that provide the foundation for efficient, effective, timely, and transparent communications with the Stonecrest internal and external stakeholders, media, residents, and the general public.

Policy Statement:

It is the policy of the City of Stonecrest to:

1. Inform citizens about the city's services, projects, policies, ordinances and initiatives through timely, accurate, effective communication. Information shall be disseminated in the most effective manner within a reasonable time frame of its availability. The way information is disseminated on behalf of the City of Stonecrest will be at the discretion of the mayor, communications director, and the city managers only. The only exception will be the handling of open records request in accordance with the Georgia Open Records Act. The city clerk will be responsible for communicating with the public and media to provide documents requested.
2. Reasonably anticipate the needs of the community, mayor, council, staff and residents for the timely release of internal and external information.
3. Engage in a proactive, up-to-date communications programs that employ a variety of formats designed to accommodate the diverse needs of the community.
4. Develop and employ communications practices that enhance and support the city's economic development efforts.
5. Establish and reasonably foster a good working relationship with local and national media by providing accurate, timely information through the proper city channels.
6. In a crisis or emergency situation, have a communications plan that works in conjunction with the Federal Emergency Management Agency and the DeKalb Emergency Management Agency.

External Communications

Media Relations

- a. Good working relationships with media can yield an increase in public awareness and support of city initiatives. Stonecrest's media policy is to provide accurate, timely information for which the media and the public have a just and reasonable claim. The communications director or in his absence, a designee will be responsible for reviewing all information submitted to the local or national media in any form to include but not limited to video files, press releases, newsletters, and emails.



- b. Should a member of the media contact a city staff member, to include city subcontractors, regarding city matters, the staff member shall refer the media representative to the communications director, the mayor or the city managers. Staff members are prohibited from speaking with the media as part of their official duties or employment on city matters unless it is approved by the communications director, mayor or city managers.
- c. City council members may speak with the media regarding their voting position on city ordinances, taxes, resolutions or city council meeting agenda items but may not speak on behalf of the City of Stonecrest. Council members are not allowed to write opinion articles, or editorials on any city business, personnel or contractors which imply or otherwise give the impression that they are on behalf of the City of Stonecrest. Council members must refrain from using the City of Stonecrest's logo and are not permitted to utilize the City of Stonecrest's property or resources unless approved by the city manager or communications director. Council members are not allowed to disclose any matter discussed in executive session and any information protected by the attorney-client privilege unless 1) the information is no longer exempt under the Georgia Open Records Act or the Georgia Open Meetings Act or 2) the privilege has been waived by a vote of the City Council. The mayor and council members will consult with city staff, to include the communications director, prior to engaging in a press conference.

All city elected officials will be allowed to defend themselves should personal accusations arise in the media. This may include news stories on campaign disclosures, ethics, campaign finance, etc.

All information given to the media must be true and without slander or ill-intent.

For more information see Appendix A – Guidelines for Communicating with the Media.

Social Media

- a. Personal social media pages are permitted for city employees, contractors, and elected officials. The City of Stonecrest logo may not be used for personal communications and may only be used at the direction of the city manager and the communications director. Personal social media pages should not be used by city employees and contractors to disseminate messages or information pursuant to their official duties or employment. Elected officials should refrain from using their personal social media page to discuss city business.
- b. City council members must refrain from disseminating any message on behalf of the City of Stonecrest and not individually. To the extent City council members engage in social media, said media may be subject to the Georgia Open Records Act and/or otherwise create a forum protected by the First Amendment.
- c. Staff members, contractor, mayor and council must always be conscious of the fact that they represent the City of Stonecrest. Using negative images, including but not limited to racial, vulgar language, sexually degrading, homophobic or gender insensitive, is prohibited. If a staff member's social media page lists the City of Stonecrest as his/her employer, all communication



on the social media page becomes a reflection of the individual as an employee; therefore, all communication on such pages should remain professional.

- d. The mayor, city managers, and communications director or their designee are the only individuals allowed to speak on behalf of the city on any social media page.
- e. The mayor, city managers, and communications director, will determine how the city's social media pages are promoted. Some pages have paid promotions. Council members and staff are prohibited from submitting paid promotions for events on the city's social media pages.
- f. Submissions, such as town hall meeting announcements, council newsletters and events not sponsored by the city, are to be made at the discretion of the mayor, city managers, and communications director.

City's Website

- a. The city's website is managed by the communications director and maintained by an outside contractor. On the date of this policy, SJ6 Media is maintaining the website at www.stonecrestga.gov. Modifications, additions or deletions to this site may only be made by the city managers and the communications directory. The exception will be the city clerk in the case of submitting council meeting agendas and minutes only.
- b. The communications director will work with department heads, mayor, and council to determine the information for the city website. This group will also determine the ways in which the website is promoted.

City Email

- a. All city business communications should be made using the city email. The use of personal emails for city business is prohibited.
- b. Communications on city email should remain professional. Email users should refrain from initiating or forwarding humor, cartoons, videos, etc. that are not job-related. Remember, all city emails are subject to an open records request and therefore, may be viewed by the public and exposed in the media.
Failure to adhere to the city's email policies may result in disciplinary action.

Open Records

- a. All open records request made in accordance with the Georgia Open Records Act will be handled by the city clerk with assistance, if needed, from the communications director. In accordance with Georgia law, open records requests will be responded to within three business days. Within this time, the requestor shall be either given the documents requested or given a time frame in which the documents can be produced. During this initial response, the requestor will be given the price for producing the documents. The clerk shall email the



communications director a copy of all open records request from all media sources. This will allow the communications director to have a working knowledge of the type of information requested and the potential for various news investigations if applicable.

Proclamations and Congratulatory Letters or Commendations

Proclamations are ceremonial documents signed by the mayor to honor, celebrate or recognize noteworthy acts or events that positively affect the citizens or business community of Stonecrest. Proclamations, congratulatory letters, and commendations are public service documents and do not constitute an endorsement by the mayor or city council.

- a. All proclamations, congratulatory letters or commendations must be signed and approved by the mayor and are at the discretion of the mayor. A two-week notice is required along with all the necessary information and a completed Communications Request Form. (See Appendix B) If a communications request is made for a proclamation, letter or commendation to be presented at a council meeting, a four-week prior notice must be given and all information must be provided for the request to be considered.

Proclamations may be issued for:

- Recognition of a day, week, month, or year.
- Special honors
- Recognition and to raise the public's awareness of charitable fundraising campaigns within the city. The campaigns must be sponsored by a nonprofit organization.
- Honoring other civic, religious or government organizations and their leadership as deemed appropriate by the mayor.



Appendix – A

Guidelines for Communicating with the Media

Advice for communicating with the media can be limitless. It is imperative that you consult with the communications director to divulge the topic to be discussed and develop a discussion strategy. Your director and even legal counsel may advise you to stay away from certain topics. Herein, are a few rules for dealing with the media when issues are non-controversial and limited to the interviewee's area of expertise:

- Return all inquiries as soon as possible or notify the media outlet of your intent to respond and give an anticipated time for your response. Members of the media work on deadlines and will seek another source if your response is not timely. Other sources may provide information that is not factual, incomplete or biased.
- Answer only the questions asked. Limit that amount of elaboration you offer. Remember editing equipment can take long responses and shorten them while simultaneously changing the meaning.
- Do not feel compelled or forced to conduct an interview. If you need time to prepare before answering, feel free to offer your response to questions that are emailed. This often allows you to avoid on-camera interviews. This method is not often preferred by television reporters but it will suffice if your responses are timely and with the media deadline.
- Do not speculate. It is okay not to know the answer to a question and promise to follow up. Avoid "no comment" responses as they have a negative connotation.
- Remember you are representing Stonecrest, therefore, personal opinions should be avoided or labeled as such when necessary to use.
- Remember there is no such thing as, "off the record." Anything you say to or in hearing distance of a reporter may be printed, aired or televised.
- Remember to keep your responses simple. You are the subject matter expert. Your audience is not. Avoid acronyms, jargon or shop talk.
- Obtain the reporter's name and the name of the media organization. Find out when and how often your information will be aired or published.
- Provide the best contact information for follow-up questions.



Appendix B

Communications Request Form

***MUST COMPLETE REQUEST FORM IN ORDER TO PROCESS.**

***DEPARTMENT/ORGANIZATION:** _____

***DATE OF EVENT:** _____

***LOCATION:** _____

***CONTACT:** _____

***PHONE:** _____ ***FAX :** _____

***EMERGENCY CONTACT #:** _____

***E-MAIL:** _____

In order to process the request, we must receive all requested information **IN PRINT**. A two-week notice is required, along with all the information and the completed request form.

****A request is NOT a guarantee that your proclamation will be approved by the Communications Department****

(Check All That Apply)

____ Letter/Ceremonial Document

____ Proclamation

____ City Council Meeting Request Date*

(Please see notice below)

***SUMMARY OF EVENT (indicate a brief reason of honoring recipient – ex. Sally’s birthday, 92nd church anniversary):**

Please attach additional information.



For Proclamation Requests to be read at the City Council Meeting Only

***City Council Meeting Date Requested:** _____

***Note:**

- All City Council requests must be submitted 4 WEEKS prior to the requested meeting date.
- Details and information must be submitted along with your request.

****A request is NOT a guarantee that your proclamation will be read at the requested City Council Meeting****

Please Email or mail a completed form to Adrion Bell, Director of Communications

Email: abell@stonecrestga.gov

Address: Stonecrest City Hall 3120 Stonecrest Blvd., Stonecrest, GA 30038



CITY COUNCIL AGENDA ITEM

SUBJECT: Discussion on Leadership Dekalb

- ORDINANCE POLICY STATUS REPORT
 DISCUSSION ONLY RESOLUTION OTHER

Date Submitted: 01/11/2018

Council Meeting: 01/16/2018

SUBMITTED BY: Mayor Lary

PURPOSE: Mayor Lary would like to discuss Leadership Dekalb.

HISTORY:

FACTS AND ISSUES:

OPTIONS:

RECOMMENDED ACTION: Recommendation of Mayor and Council