



Council Approval

400 Pike Blvd  
Lawrenceville, GA 30046  
(770) 338-8000

City of Walnut Grove  
Mayor Mark Moore  
2581 Leone Ave  
Walnut Grove, GA 30052

Invoice number 70894  
Date 01/31/2024

Project P23032 Walnut Grove - Zoning  
Administration Services

Bill thru January 31, 2024

Professional Services

Description	Total Billed	Prior Billed	Current Billed
ZONING ADMINISTRATION	60,878.75	54,193.75	6,685.00
DIRECT EXPENSES	67.39	30.23	37.16
<b>Total</b>	<b>60,946.14</b>	<b>54,223.98</b>	<b>6,722.16</b>

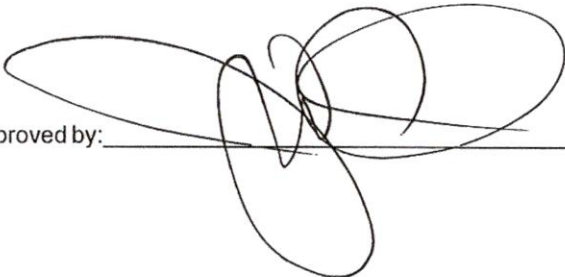
Zoning Administration

	Hours	Rate	Billed Amount
CADD Designer	1.00	60.00	60.00
Principal Planner	53.00	125.00	6,625.00
<b>Phase subtotal</b>			<b>6,685.00</b>

Direct Expenses

	Billed Amount
Mileages	6.93
Plats and Prints	30.23
<b>Phase subtotal</b>	<b>37.16</b>

Invoice total **6,722.16**

Approved by: 



**M McNAIR MCLEMORE  
MIDDLEBROOKS & CO**  
CERTIFIED PUBLIC ACCOUNTANTS

Post Office Box One  
Macon, GA 31202  
(478) 746-6277

Invoice: 124641  
Date: 02/29/2024  
Invoices are due upon receipt

City of Walnut Grove, Georgia  
2581 Leone Avenue  
Loganville, GA 30052

Professional Services Rendered as Follows:

2023 Audit of Financial Statements - In Accordance with Engagement Letter

Professional Services	<u>\$10,000.00</u>
Invoice Total	<u><u>\$10,000.00</u></u>

<u>02/29/2024</u>	<u>01/31/2024</u>	<u>12/31/2023</u>	<u>11/30/2023</u>	<u>10/31/2023+</u>	<u>Total</u>
10,000.00	0.00	0.00	0.00	0.00	\$10,000.00

Please return this portion with payment.

ID: 45000017  
City of Walnut Grove, Georgia

Invoice: 124641  
Date: 02/29/2024

Amount Due: \$10,000.00

Amount Enclosed: \$ \_\_\_\_\_

A 1.5% per month Finance Charge will be added to all past due accounts.

# Azalea Regional Library System

1121 East Avenue  
Madison, GA 30650

Phone: (706)-342-4974

## INVOICE

Invoice Date 2/15/2024  
 Invoice ID 109-24-001  
 Amount Due \$ 70,000.00

CUSTOMER	SHIP TO
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CITY OF WALNUT GROVE  
 2581 Leone Avenue  
 Loganville, GA 30052

Customer ID	Customer PO No.	Order Date	Shipped Via		FOB
70	n/a	2/15/2024			
Terms	Due Date	If Paid By	Deduct	Sold By	
Net 10	2/25/2024	n/a	\$0.00		

Item No.	Description	Qty.	Unit	Unit Price	Discount	Extended Price
1	City of Walnut Grove Revenue FY 2024 Annual Invoice	1.00				\$ 70,000.00

Fiscal Year 2024 Annual Invoice

<b>Subtotal</b>	\$ 70,000.00
<b>Sales Tax</b>	n/a
<b>Total</b>	\$ 70,000.00
<b>Total Due</b>	\$ 70,000.00



# Workers Compensation Self-Insurance Fund

Workers Comp Fund  
PO Box 105377  
Atlanta, GA 30348

## STATEMENT

Date	Account #
2/15/2024	511

**City of Walnut Grove**  
Ms. Kimberly G. Whitlow  
City Clerk  
2581 Leone Ave  
Loganville, GA 30052-4560

Date	Reference	Description	Amount	Payments	Balance
1/1/2024	343058	2024 Workers Comp Premiums			
		W/C Estimated Premium	\$8,959.00		
		<b>Total for Invoice 343058:</b>	<b>\$8,959.00</b>	\$0.00	\$8,959.00
			<b>Total for ALL invoices:</b>		<b>\$8,959.00</b>

Please send all payments to the address below along with a copy of this statement or a copy of the original billing.

If you should have any questions or need assistance please contact Joel Levy at (678) 686-6233.

**Worker Compensation Self-Insurance Fund**

**Attn: Finance**  
**PO Box 105377**  
**Atlanta, GA 30348**

**PUBLIC NOTICE**

The City of Walnut Grove will hold a Special Called Council Meeting/Work Session on Thursday, January 4, 2023, @ 6:00 p.m. at the City of Walnut Grove Municipal Building, 1021 Park Street, Loganville, GA 30052.

**Council Work Session & Called Council Meeting  
MINUTES**

**Thursday, January 4, 2024  
6:00 PM  
Municipal Building**

- I. CALL TO ORDER- Mayor Stephanie Moncrief called the meeting to order at 6:00pm
  1. Roll Call- Council Members Stephanie Moncrief, Maxine McClanahan, Erica Miles, Linda Pilgrim, and Rachel Davis (present via Teams) were all present. City Clerk Kimberly Whitlow was also in attendance.
  2. Invocation – Invocation given by Maxine McClanahan.
  3. Pledge of Allegiance- All participated
- II. AGENDA APPROVAL- Council Member Miles made a motion to approve the agenda. Mayor Moncrief made the following changes to the agenda: Powell and Edwards invoice was removed from the agenda, and an executive session was added for personnel and litigation. Council Member Erica Miles amended her motion to take the Powell and Edwards invoice off of the agenda and add an executive session for personnel and litigation. Councilmember Maxine McClanahan seconded the motion to take the Powell and Edwards invoice off of the agenda and add an executive session for personnel and litigation. All in favor. Motion passed 4-0.
- III. PUBLIC PRESENTATION
  1. Sewer Expansion- Jimmy Parker from Precision Planning gave a presentation regarding the sewer and the different options the City can choose.
  2. Lakeview Environmental – Chris Thomas was present to answer any questions about his request to increase his monthly fee.
  3. City Server/IT – Ken Holmes was present to give a presentation about our city server. He is the current vendor the City uses with Selective Solutions.
- IV. ITEMS OF DISCUSSION
  1. Appointments (4)
    - i. City Clerk – Kimberly Whitlow- No discussion

ii. Municipal Court Clerk/Deputy Clerk – Sonya Cox - No discussion

iii. Municipal Court Judge – Sam Barth- No discussion

iv. City Attorney – Tony Powell & Jay Crowley - No discussion

2. Parliamentary Procedure Act- Attorney Tony Powell gave an update and explanation on this ordinance.

3. Codification of Ordinance, Civic Plus- Attorney Tony Powell gave an update/explanation on these two items.

V. ITEMS REQUIRING ACTION

1. Adopt – Ordinance of 2024 Council Meeting Schedule (note: new time of meetings at 6:00 p.m.) – First reading of this ordinance. Changes made: switching meeting times from 7pm to 6pm and moving work sessions to 6pm.

2. Invoices over \$5,000 – Powell & Edwards - REMOVED

VI. MAYOR'S UPDATE- Mayor Stephanie Moncrief gave a Mayor's update about her last few weeks as Mayor.

VII. Executive Session- Erica Miles made a motion to go into Executive session, Maxine McClanahan seconded the motion to go into Executive session. All in favor. 4-0.

VIII. ADJOURN- Erica Miles made a motion to adjourn the meeting, Maxine McClanahan made a second to adjourn the meeting. All in favor 4-0. Meeting adjourned at 7:13pm.

IX.

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**Kimberly Whitlow, City Clerk    DATE**

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**Stephanie Moncrief, Mayor    DATE**

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**Tony Powell, City Attorney    DATE**

**COUNCIL MEMBERS:**

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**Erica Miles    DATE**

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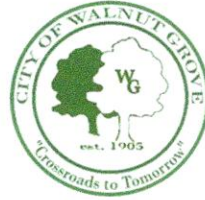
**Linda Pilgrim    DATE**

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**Rachel Davis    DATE**

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**Maxine McClanahan    DATE**



## City of Walnut Grove

January 25<sup>th</sup>, 2024 6PM

1021 Park Street, Municipal Building

Work Session Minutes

- I. **CALL TO ORDER-** Meeting called to order by Mayor Stephanie Moncrief at 6:01pm.
- II. **INVOCATION-** Rachel Davis led the invocation.
- III. **PLEDGE OF ALLEGIANCE-** All participated
- IV. **ROLL CALL-** Maxine McClanahan, Erica Miles, Rachel Davis, Linda Pilgrim, Attorney Tony Powell, Attorney Jay Crowley, Joe Walter, Kimberly Whitlow
- V. **AGENDA APPROVAL-** Council member Maxine McClanahan made a motion to approve the agenda, Council member Erica Miles seconded the motion to approve the agenda. Rachel Davis asked the variance for Walnut Court be added. Mayor Stephanie Moncrief asked to add an ordinance that was received from the City Attorney regarding temporary housing in addition to the LMGI Grant and an executive session in regard to employment and litigation. Linda Pilgrim asked to add Sewer Capacity. Mayor Stephanie Moncrief asked to remove Financials and Financial Reports. Council Member Maxine McClanahan amended her motion to include The variance for Walnut Court, Ordinance for Temporary housing, Sewer Capacity, LMGI Grant, Executive Session and the removal of Financials and Financial statements. Council Member Rachel Davis seconded the motion. All in favor. Motion passed 4-0.
- VI. **NEW BUSINESS**
  1. **Credit card statement & receipt/policy-** Councilmember Linda Pilgrim asked to receive the credit card statement monthly. Council received input from our City



Attorney due to a conflict in our ordinance. They also discussed coming up with a missing receipt policy.

**2. Stormwater Drain off problem areas:** Council discussed the problem areas in Magnolia Springs and Emerald Cove. Other cities have offered to let Walnut Grove use their sewer cameras to get to the roof of our issue. The City will need to get with Precision Planning after finding the problem to come up with a solution.

**3. Presentation: VC3 for City of Walnut Grove IT Service-** No presentation was done. Councilmember Rachel Davis and Maxine McClanahan have been in contact with VC3 to discuss the IT services they could offer the City VC3 is going to do a server scan for the City on January 30<sup>th</sup>, 2024 and they will be available on February 8<sup>th</sup> to talk with council.

**4. Audio/Visual Upgrade of Municipal Building-** Council reviewed a quote from DCR to address our audio and visual challenges at the Municipal Building in the amount of \$21,000. Councilmember McClanahan and Councilmember Davis are going to work on the upgrades for the Municipal building and not move forward with the \$21,000 right now. The City is also going to try to apply for some grants to help fund the audio/visual needs of the municipal building.

**5. Employee Manual Review and Proposed Updates-** Council was presented with the employee handbook for their review and it will be moved to the next work session on March 7<sup>th</sup>, 2024 at 6pm

**6. Budget Retreat Council, City Clerk and Public Works Manager-** Sherri Bailey from GMA is coming out to do a budget retreat for the Mayor, Council, City Clerk and Public Works Manager. The budget retreat will be on February 7<sup>th</sup> at the Municipal Building. This meeting will be advertised for the public to attend.

**7. Code Enforcement-** The Mayor and council discussed their thoughts on our current code enforcement. The council has concerns about our current code enforcement and that we possibly need to go another route with our code enforcement. The council would like to review other options such as bringing an in-house Code Enforcement Officer back into the City.

**8. DDA and P&Z Vacancies –** There are positions available in Planning and Zoning and the Downtown Development Authority.

**9. Walnut Court Variance-** A variance has been applied for at 4682 Walnut Court. This property was purchased in June 2022. They removed the old structure on the property and received a permit from Walton County to bring in another mobile home. This property is actually a City property, and they need to be approved for

a variance in order to have this mobile home on the property. The City will have a Public Hearing on February 8<sup>th</sup>, 2024 for council to vote on this variance.

- VII. Ordinance for Temporary/Emergency Housing** – Council reviewed the newest draft of the temporary/emergency housing ordinance. This will be voted upon at the February 8<sup>th</sup>, 2024 council meeting.
- VIII. Sewer Capacity**- Billy Coleman addressed council about some concerns he had about sewer capacity/availability.
- IX. LMGI Grant**- The City is applying for the LMGI Grant. The LMGI Grant covers things such as road paving, storm water drainage, and striping roads. The council went over a few priority challenges that the City is currently facing that this grant could be used towards.
- X. Executive Session**- Erica Miles made a motion to go into executive session. Rachel Davis seconded the motion to go into executive session. All in favor. Motion passed 4-0. *Mayor and council went into executive session at 7:46pm. Mayor and council returned from executive session at 7:58pm.* Councilmember Erica Miles made a motion to exit executive session and Rachel Davis seconded the motion to exit executive session. All in favor. Motion passed 4-0.

**VIII. ADJOURN**- Councilmember Maxine McClanahan made a motion to adjourn the meeting. Erica Miles seconded the motion to adjourn the meeting. All in favor. Motion passed 4-0. Meeting adjourned.

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**Kimberly Whitlow, City Clerk    DATE**

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**Stephanie Moncrief, Mayor    DATE**

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**Tony Powell, City Attorney    DATE**

**COUNCIL MEMBERS:**

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**Erica Miles    DATE**

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**Linda Pilgrim    DATE**

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**Rachel Davis    DATE**

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**Maxine McClanahan    DATE**



**CITY OF WALNUT GROVE**  
**February 8<sup>th</sup>, 2024 6PM**  
**1021 PARK STREET MUNICIPAL BUILDING**  
**MAYOR AND COUNCIL**  
**COUNCIL MEETING**

- I. **CALL TO ORDER** – Meeting called to order by Mayor Stephanie Moncrief at 6:00pm
- II. **INVOCATION**- Larry Black led the invocation.
- III. **PLEDGE OF ALLEGIANCE**- All participated
- IV. **ROLL CALL**- In attendance: Maxine McClanahan, Erica Miles, Stephanie Moncrief, Rachel Davis, Linda Pilgrim, Kimberly Whitlow, Tony Powell, Jay Crowley, Joe Walter
- V. **AGENDA APPROVAL**- Agenda Changes: First reading of several ordinances added to consent agenda. Add a Public Hearing to the agenda. Add Ordinance for Emergency/Temporary housing under Old Business. Removal of IT needs under old business. Erica Miles made a motion to approve the agenda. Rachel Davis seconded the motion to approve the agenda. All in favor. Motion passed 4-0.
- VI. **CONSENT AGENDA** – Maxine McClanahan made a motion to approve the consent agenda with the exception of the December 14<sup>th</sup>, 2023 minutes. The December 14<sup>th</sup>, 2023 minutes will be moved to Old Business. Rachel Davis made a motion to approve the consent agenda with the exception of the December 14<sup>th</sup>, 2023 minutes. All in favor. Motion passed 4-0. November 9<sup>th</sup>, 2023 minutes and financial statements were approved.
- VII. **COMMITTEE REPORTS**
  - School Involvement – Stephanie Moncrief – Principal Lindsey Allen addressed the council with updates about the school.
  - DDA- Rachel Davis- The DDA met on January 29<sup>th</sup>, 2024 for their first meeting of the year. Erica Miles has resigned, and Rachel Davis will be replacing her as the secretary/treasurer. Russ Butcher is the chair and Sara Tuchscherer is the vice chair.

## VIII. PUBLIC COMMENT

- **Billy Coleman-** Billy Coleman thanked the council for their hard work. He introduced the architecture to buildings that are being proposed to go up off of Highway 138 at Dial Farms.

## IX. OLD BUSINESS

- **Credit Card Statements-** The council had a brief discussion about the policy procedures for credit cards and agreed to get the statements monthly instead of quarterly.
- **Code Enforcement-** Councilmember Erica Miles made a motion to cancel the City's code enforcement contract with Bureau Veritas and put an ad in the paper to hire code enforcement in house. Councilmember Maxine McClanahan seconded the motion to cancel the City's code enforcement contract with Bureau Veritas and put an ad in the paper to hire code enforcement in house. All in favor. Motion passed 4-0.
- **Ordinance to Provide Temporary/Emergency Housing-** Councilmember Maxine McClanahan made a motion to approve the ordinance. Rachel Davis seconded the motion to approve the ordinance. All in favor. Motion passed 4-0.

*Meeting opened for Public Hearing at 6:38pm for the Variance at 4682 Walnut Court Variance. Joe Walter and the variance applicant, Yolando Toledo, along with her interpreter, Janet Toledo, addressed the council.*

## X. NEW BUSINESS

- **4682 Walnut Court Variance-** Council Member Maxine McClanahan made a motion to approve the variance to include the two porches, front 5x10ft, back 6x5ft and the roof pitch changes as requested by Joe Walters. Also, to include the cleaning, painting and pressure washing and the skirting to be included. This processed will need to be completed within a year. The City also needs updated contact information for the applicant including a secondary address. Councilmember Linda Pilgrim seconded the motion to approve the variance to include the two porches, front 5x10ft, back 6x5ft and the roof pitch changes as requested by Joe Walters. Also, to include the

cleaning, painting and pressure washing and the skirting to be included. This processed will need to be completed within a year. The City also needs updated contact information for the applicant including a secondary address. 2 in favor (Linda Pilgrim and Maxine McClanahan) 2 opposed (Erica Miles and Rachel Davis.) Mayor Stephanie Moncrief voted in favor of the variance. Variance approved.

- December 14<sup>th</sup>, 2024 Minutes- Maxine McClanahan made a motion to make two minor changes to the December 14<sup>th</sup>, 2024 minutes. Change the worder to “meeting called to order by Mayor Pro Tem Moncrief.” Under agenda approval strike audio cannot be heard and the motion passed 2-0.

## **XI. REPORTS**

- 1. Library Report-** Dana Segar gave the library report. The library has a dog they bring to the library to read with the children. The library had a genealogy workshop they had 5 attendees who were able to bring 5 guest and 5 instructors. The food bank is filling and emptying daily and there are at least 1-10 people using it daily. The library is looking into getting a refrigerator for perishable items. The library will be closed February 21<sup>st</sup>, 2024 for an annual training for the employees.
- 2. Public Works-** No report.
- 3. City Clerk-** The City had 18 county tickets and 6 state patrol. There were no pavilion or ball field rentals.
- 4. Mayor-** The City was approved for the LMGI Grant and received a check for \$21992.71.

**XII. COUNCIL COMMENTS-** Maxine McClanahan thanked everyone for being there. Erica Miles asked what money the grant money is going into. The grant money will go into the general account. Rachel Davis said she is excited and feels like we are getting a lot accomplished. She is happy that we are giving people in the community and opportunity to give the invocation. Linda Pilgrim mentioned the passing of Wayne Dimsdale and his wife Kathy Dimsdale.

XIII. **EXECUTIVE SESSION** – None

XIV. **ADJOURN**- Councilmember Miles motioned to adjourn the meeting and Rachel Davis seconded the motion to adjourn the meeting. All in favor. Motion passed 4-0.

\_\_\_\_\_  
Kimberly Whitlow, City Clerk    DATE

\_\_\_\_\_  
Stephanie Moncrief, Mayor    DATE

\_\_\_\_\_  
Tony Powell, City Attorney    DATE

**COUNCIL MEMBERS:**

\_\_\_\_\_  
Erica Miles    DATE

\_\_\_\_\_  
Linda Pilgrim    DATE

\_\_\_\_\_  
Rachel Davis    DATE

\_\_\_\_\_  
Maxine McClanahan    DATE

ORDINANCE NO 2023-12 AN ORDINANCE OF THE CITY OF WALNUT GROVE TO AMEND AND ESTABLISH PARLIAMENTARY PROCEDURE PROCURE AND PROCEDURES OF MEETING; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES was approved by council on 9/14/2023. Council Member Stephanie Moncrief motioned to approve Ordinance NO 2023-12 and Council Member Erica Milles seconded that motion. Council Member Linda Pilgrim opposed. Motion passed 2-1. Mayor Mark Moore failed to properly veto this ordinance and the ordinance was adopted my council on the 9/14/2023 meeting.



**ORDINANCE NO. 2023-12**

**A ORDINANCE OF THE CITY OF WALNUT GROVE TO AMEND AND ESTABLISH PARLIAMENTARY PROCURE AND PROCEDURES OF MEETINGS; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.**

**WHEREAS**, the governing authority of the City of Walnut Grove, Georgia is the Mayor and Council thereof; and

**WHERAS**, Section 2.18 of the City Charter authorizes Mayor and Council to adopt its own rules of procedure and order of business; and

**WHEREAS**, the governing authority deems it essential to clarify and update the procedures surrounding the conducting of meetings within the City.

**NOW THEREFORE BE IT AND IT IS HEREBY ORDAINED:**

**Section 1.** That the Code of Ordinances of the City of Walnut Grove, Georgia is hereby amended by deleting it Section 3-203 through Section 3-207 of the City Ordinances and replacing it with the following:

**“DIVISION 1- GENERAL**

**Sec. 3-203. - Vacancies.**

In case of a vacancy in the office of mayor or council member from failure to elect, death, removal or from any cause whatsoever, such vacancy shall be filled for the remainder of the unexpired term, if any, by appointment by the mayor with confirmation by the city council, if less than 24 months remain in the unexpired term. Otherwise, a special election shall be ordered by the mayor or city council to fill the balance of the unexpired term of such an official. The city clerk shall cause the special election to be held and conducted in accordance with the Georgia Election Code (O.C.G.A. § 21-2-1 et seq.).

**Sec. 3-204. - Chairman.**

The mayor shall act as chairman of the city council and is responsible for the orderly conduct of meetings of the city council. In order to fulfill such duty, the mayor shall enforce the rules of procedure that are adopted by the city council. The chairman shall be impartial and conduct the meetings in a fair manner. The chairman may not introduce motions or second a motion without surrendering the chair to the mayor pro tem or a substitute chair elected from the remaining members of city council. The chairman may only vote in the event of a tie of council members.

**Sec. 3-205. - Vice-chairman.**

(a) The city council shall select a mayor pro tem from the council members at the beginning of each calendar year who shall serve as the vice-chairman. The vice-chairman shall fulfill the duties of the chairman if the chairman is not in attendance or is not participating because of a voluntary recusal based on the requirements of this Code.

(b) If the chairman and the vice-chairman are absent and a quorum is present, the remaining council members shall select a council member to serve as temporary chairman of the meeting until either the chairman or vice-chairman is present at the meeting.

**Sec. 3-206. - Committees.**

The chairman and city council may create committees to study any issue before the city council. Any such committee may make recommendations to the city council, but no committee shall be empowered to make any final decision on any matter before such committee for consideration. In addition to council members, committees may include other city officials, staff or citizens at-large. Whenever a committee is created, its duties, any limitation on the scope of such duties and the times, places and periods of time for which the committee may operate shall be determined by the chairman and city council. The chairman shall serve as an ex-officio member of all committees.

**Sec. 3-207. - Open meetings; work sessions; regular meetings; public hearings.**

(a) All meetings of the city council, where a quorum is present and decisions affecting official business are contemplated, shall be held in accordance with the provisions of O.C.G.A. § 50-14-1 et seq.

(b) The city council shall hold regular work sessions on the Thursday two weeks prior to the Regular Meeting,

(c) All regular meetings and public hearings conducted by the mayor and council shall be held on the Second Thursday of the month, unless otherwise established by Mayor and Council.

**Sec. 3-208. - Organizational meetings.**

The city council shall hold an organizational meeting on or before the first regular meeting day following any election. The meeting shall be called to order by the city clerk, and the oath of office shall be administered to the newly elected council members whose terms of office shall begin the day and hour of taking such oath of office.

**Sec. 3-209. - Special meetings; rescheduled regular meetings.**

A regular meeting of the city council may be canceled, rescheduled or moved to a new location within the city by the chairman for any reason. Other special meetings may be called as provided in the Charter. Whenever a rescheduled regular meeting of the city council or any other special meeting is to be held at a time or place other than the regularly scheduled time or place, written notice of such change shall be posted for at least 24 hours at the place of the regular meeting. In addition, written or oral notice shall be given by the city clerk at least 24 hours in advance of the meeting to either the legal organ of the city or a newspaper having a general circulation at least equal to that of the legal organ and to each council member.

**Sec. 3-210. - Emergency meetings.**

When emergency circumstances occur, the city council may hold a meeting with less than 24 hours' notice to the public. When such emergency meetings are to be held, the city clerk shall provide notice to the legal organ of the city or a newspaper with a general circulation at least equal to that of the legal organ and to each council member as soon as possible. The notice shall include the subjects expected to be considered at the emergency meeting. In addition, the minutes shall reflect the reason for the emergency meeting and the nature of the notice given to the media.

**Sec. 3-211. - Executive sessions.**

(a) Executive sessions of the city council may be held for the purpose of conducting business excepted from public access requirements as authorized by O.C.G.A. §§ 50-14-2 and 50-14-3. Where a meeting of the city council is devoted in part to matters within the authorized exceptions to public access requirements, any portion of the meeting not subject to any such exceptions shall be open to the public. No executive session shall be held, except pursuant to a majority affirmative vote of the city council taken in a public meeting.

(b) The minutes of the public meeting shall reflect the names of the council members present, those voting for the executive session and the specific reasons for the executive session. Minutes of the executive session may be maintained by the city clerk at the direction of the chairman. Any such minutes shall be maintained in a confidential file and shall not be subject to disclosure, except that disclosures of such portions of the minutes identifying real estate to be acquired by the city council may only be delayed until such time as the acquisition of the real estate has been completed, terminated or abandoned, or court proceedings have been initiated.

**Sec. 3-212. - Quorum.**

A quorum of the city council must be present for the conducting of meetings. The mayor, or mayor pro tem, and two council members shall constitute a quorum and shall be authorized to transact business of the city council. It is the duty of the chairman to enforce this rule. Any council member may raise a point of order directed to the chairman if the council member believes that a quorum is not present. Once a quorum is established, the quorum cannot be defeated by the subsequent departure of the mayor or a council member. If a quorum is not attained within 30 minutes, the meeting will be rescheduled by the chairman with the approval of the council members present.

**Sec. 3-213. - Voting; majority.**

Passage of a motion shall require the affirmative vote of a majority of the council members present and voting at a meeting at which a quorum is present. Unless otherwise specified in this division, a majority shall mean more than one-half of the council members present. Where a two-thirds majority is specified, a majority vote shall mean at least two-thirds of the council members present.

**Sec. 3-213. - Abstentions.**

An abstention shall be counted as an affirmative vote.

**Sec. 3-214. - Agenda.**

(a) The city clerk, with the advice of the chairman and the council members, shall prepare an agenda of subjects to be acted on for each meeting. In conjunction with the regular work session of the Mayor and City Council, an agenda work session shall be held by the city clerk to finalize the agenda. The chairman and all council members may participate in the work session. Whenever a quorum of the city council is present for an agenda work session, the meeting shall be open to the public, and all notice and

record keeping requirements applicable to an open meeting must be met. The final agenda shall be made available to the council members at least three business days before every city council meeting.

(b) Members of the public may request that a particular subject be placed on the agenda for the following meeting. To be considered, the item must be submitted to the Clerk by 1 p.m. on the Friday preceding the scheduled regular monthly meeting. All agenda items must be sponsored by a member of council or the mayor and be so indicated on the agenda by that item.

(c) The order of the agenda may be changed during a meeting by a majority vote of the city council.

(d) A copy of the agenda and a list of those council members present shall be made available to the public for inspection within two business days of the adjournment of any meeting.

### **Sec. 3-215. - Consent agenda.**

(a) A consent agenda may be prepared by the city clerk for the city council to unanimously adopt motions on routine items. Any items of business that are expected to receive unanimous approval and where no debate is expected may be placed on a consent agenda.

(b) At the appropriate time of the meeting, the chairman shall read all of the items on the consent agenda. If a council member objects to an item being on the consent agenda, the chairman shall move that particular item to the regular agenda. Following the reading of the consent agenda, the chairman will ask for unanimous approval of the items on the consent agenda. If there are no objections, all of the items on the consent agenda will be adopted by unanimous consent.

### **Sec. 3-216. - Minutes.**

(a) The city clerk shall promptly record summary minutes for each city council meeting. The minutes serve as the official written record of the city council meeting and shall be open for public inspection once approved as official by the city council, but in no case later than immediately following the second regular meeting of the city council following the meeting being recorded in the minutes. The minutes shall specify the names of the council members present at the meeting, a description of each motion or other proposal made at the meeting, the council member who proposed each motion, the council member who seconded each motion, and a record of all votes. In the case of a roll call vote, the name of each council member voting for or against a

proposal shall be recorded. It shall be presumed that a council member has voted in the affirmative unless the minutes show otherwise. More detailed information may be included in the minutes at the request of the city council. The City Clerk shall preserve the recordings of the meetings as required by law.

(b) The city council must approve the minutes before the minutes can be considered as an official record of the city council. A copy of the minutes from the previous meeting shall be distributed to the council members at least three business days before the following meeting. The minutes of the previous meeting shall be corrected and approved by the city council at the beginning of each meeting. A majority vote is required for approval of the minutes. Conflicts about the content of the minutes shall be decided by majority vote of the city council. Upon being approved, the minutes shall be signed by the chairman and attested to by the city clerk.

### **Sec. 3-217. - Order of business.**

All regular city council meetings shall follow an established order of business as follows:

- (1) Call to order.
- (2) invocation
- (3) Pledge of Allegiance
- (4) Agenda Approval
- (5) Consent agenda.
- (6) Committee Reports
- (7) Old Business
- (8) New Business
- (9) Reports.
- (10) Public Comment
- (11) Council comments
- (12) Adjournment

### **Sec. 3-218. - Decorum.**

(a) All council members must conduct themselves in a professional and respectful manner. All remarks should be directed to the chairman and not to individual council members, staff or citizens in attendance. Personal remarks are inappropriate. A council member is not allowed to speak at a meeting until he has been recognized by the chairman. All comments made by a council member shall address the motion that is being discussed.

(b) The chairman shall enforce the rules of decorum set forth in subsection (a) of this section. If a council member believes that a rule has been broken, he can raise a point of order. A second is not required. The chairman may rule on the question, or he may allow the city council to debate the issue and decide the issue by majority vote.

### **Sec. 3-219. - Public participation.**

Public participation in meetings of the city council is encouraged and shall be permitted in accordance with the following provisions:

(1) *Public comments.* The final agenda item of the city council meeting shall be reserved for comments from the public. Each member of the public who wishes to address the city council must submit his name, address and the topic of his comments to the city clerk prior to making such comments. Such an individual will be allotted five minutes to make his comments, and such comments must be limited to the chosen topic. These limits can be waived by a majority vote of the city council.

(2) *Public participation on agenda items.* By a majority vote, the city council may limit public comment on an agenda item at the time the item is being considered by the city council. Permitted comments must be limited to the subject that is being debated. Members of the public may speak for five minutes and may only speak once. These limits may be waived by a majority vote of the city council. Anyone wishing to speak at any city council meeting must be recognized by the chairman before addressing the city council.

(4) *Public hearings.* The city council may schedule public hearings for the purpose of soliciting public comment on any subject of interest to the city council. Hearings may be held immediately prior to or following a meeting of the city council or at such other places and times as the city council may determine.

### **Sec. 3-220. - Amendments to rules.**

Any amendment to the rules of order must be submitted by a council member in writing to the city clerk by Friday of the week prior to a regular meeting of the city council. The proposed amendment shall be included in the agenda for that meeting and distributed to all council members. All amendments require a majority vote of the city council in order to be adopted.

**Sec. 3-221. - Suspending the rules of order.**

Rules of order may be suspended in the case of an emergency. A motion to suspend the rules requires a second, is debatable and requires a majority vote of the city council. Rules governing quorum, voting methods and requirements, the notification to council members of meetings, and rules necessary for compliance with state law cannot be suspended.

**Sec. 3-222. - Visual and sound recordings.**

Visual and/or sound recordings shall be permitted for all public meetings.

**Secs. 3-223—3-240. - Reserved.**

**DIVISION 2. - PARLIAMENTARY PROCEDURE**

**Sec. 3-241. - Rules of procedure.**

Unless otherwise provided in this Code, procedures for meetings of the city council shall follow the 11<sup>th</sup> edition of Robert's Rules of Order.

**Sec. 3-242. - Parliamentarian.**

The city council shall select a parliamentarian at the beginning of each calendar year who shall serve a one-year term. The designated parliamentarian may seek the assistance of legal counsel to resolve any parliamentary issues.

**Sec. 3-243. - Main motion.**

In order for the city council to take any official action on any subject, a council member must propose a main motion. A proposed main motion will not be recognized by the chairman until another council member agrees to second the motion. A second does not require the council member seconding the motion to support the motion. A council member may withdraw a main motion that he has made at any time before the city council has voted on that motion.



### **Sec. 3-244. - Debate.**

(a) After the main motion is recognized by the chairman, the city council shall debate the motion. The debate shall be managed by the chairman in a manner that is fair to all council members. Council members may participate in the debate only when they are recognized by the chairman.

(b) During the course of a debate, council members may introduce subsidiary motions that propose that the city council take particular action on a motion. There are two classes of subsidiary motions: Debatable subsidiary motions and undebatable subsidiary motions. Debatable subsidiary motions consist of motions to postpone indefinitely, amend, refer to the committee and postpone to a time certain. Debatable subsidiary motions require a second before they can be voted on or debated. There are three undebatable subsidiary motions: Limit debate, vote immediately, and lay on the table. Such motions require a second and cannot be debated.

(c) Council members may also introduce privileged motions. Privileged motions facilitate the running of the meeting and can be introduced during the course of debate. Privileged motions consist of a motion to raise a question of privilege and motions to recess and adjourn. The motions to recess and adjourn require a second. Debate is not allowed on privileged motions.

### **Sec. 3-245. - Voting; procedure.**

Voting on debatable motions and undebatable motions shall take place in accordance with the following provisions:

(1) *Debatable motions.* In the case of debatable motions, the vote can be proposed in one of the following two ways:

a. If debate has been completed and no other council member wishes to speak, the chairman may call for the vote; if there are no objections then the chairman may proceed with the vote.

b. If the chairman calls for the vote and there is an objection, a council member may move to vote immediately (move the previous question). If this motion is seconded and approved by a majority vote, debate will stop. The chairman will then read the proposed motion to the city council and ask for the votes of the council members.

(2) *Undebatable motions.* In the case of undebatable motions, the vote shall occur immediately after the motion is recognized by the chairman. The chairman shall read the proposed motion to the city council and then call for the vote.

### **Sec. 3-246. - Ranking of motions.**

(a) Each subsidiary and privileged motion is assigned a specific rank. A motion of higher precedence can interrupt a motion of lower precedence. The higher motion must be decided before the city council returns to consider the motion of lower precedence.

(b) A main motion has the lowest rank and does not take precedence over any other motion. A motion to adjourn has the highest rank and will take precedence over all other subsidiary and privileged motions. The order of precedence of motions shall be in accordance with this section. Motions at the bottom of the following list take precedence over motions at the top of the list:

(1) Main motion (lowest rank).

(2) Subsidiary motions (debatable):

- a. Postpone indefinitely.
- b. Amend.
- c. Refer to committee (commit).
- d. Postpone to a time certain (postpone definitely).

(3) Subsidiary motions (undebatable):

- a. Limit debate or extend limits.
- b. Vote immediately (previous question).
- c. Lay on the table (postpone temporarily).

(4) Privileged motions (undebatable):

- a. Question of privilege.
- b. Recess.
- c. Adjourn (highest rank).

### **Sec. 3-247. - Subsidiary motions.**

During the course of debate, council members may introduce motions which propose that the city council take particular action on a main motion. These motions are called subsidiary motions and they allow the city council to reach a conclusion on the main motion. Subsidiary motions require a second before they can be voted on or debated. Three subsidiary motions (amend, limit debate and vote immediately) also may apply to other subsidiary motions.

(1) *Postpone indefinitely.* If a council member believes that the main motion should not be considered by the city council, such council member may move to postpone the consideration of the main motion indefinitely. If the motion is successful, consideration of the main motion stops and the main motion is tabled. A motion to postpone indefinitely may be debated, but it cannot be amended. A majority vote is required for the motion to pass.

(2) *Amend.* If a council member believes that the main motion that is on the table should be changed in order to make it more acceptable, he can move to amend the motion.

a. Amendments must be closely related to the original motion and must not change the nature of the motion that they amend.

b. Motions to refer, amend, postpone to a time certain and the motion to recess can also be amended.

c. A motion shall not be amended more than two times.

d. Debate is allowed on a motion to amend only if the original motion is debatable.

e. A majority vote is required for the city council to adopt an amendment.

f. If the amendment is adopted, the city council shall consider the amended version of the motion.

(3) *Refer to a committee (commit).* If a council member believes that further information is needed before the city council can act on a main motion, he may propose that the motion be referred to a specific committee or department for further study. If an appropriate committee does not already exist, then a committee may be formed as a part of the motion. A motion to refer should specify the date that the committee or department will report back to the city council. This motion is debatable and amendable. A majority vote is required for the motion to pass.

(4) *Postpone to a time certain (postpone definitely).* A motion to postpone to a certain time may be proposed if a council member believes that the main motion should not be considered until a future time. This motion shall set a particular time for the main motion to be considered again. Such motion is debatable and may be amended. If this motion is passed,

the chairman will bring the original motion back to the city council for consideration at the specified time. A majority vote of the city council is required for the motion to pass.

(5) *Limit or extend limits of debate.* A motion to limit debate places a time constraint on the length of debate. The details of such a motion are to be decided by the council member who makes the motion. This motion can also be used to extend the limits of debate if a limit on debate already exists. Debate is not allowed on this motion, and a majority vote of the city council is required for the motion to pass.

(6) *Vote immediately (previous question).* If a council member believes that the motion that is being considered should be voted on, the council member may move to vote immediately. The motion is undebatable, and a vote of the majority of the city council is required for the motion to pass.

(7) *Lay on the table (postpone temporarily).* A motion to lay on the table proposes that the consideration of a main motion be postponed until a later time in the meeting. The motion can be brought up for consideration only if a motion to resume consideration is accepted by the city council during the same meeting. The motion will die if it is not taken up during the meeting. Debate is not allowed on this motion, and the motion is not amendable. A majority vote of the city council is required for the motion to pass.

### **Sec. 3-248. - Privileged motions.**

Privileged motions facilitate the running of the city council meeting. Such motions do not address or relate to a main motion and can be introduced whether or not there is a main motion under consideration. Privileged motions take precedence over all subsidiary motions. Debate is not allowed on such motions.

(1) *Question of privilege.* A formal question addressed to the chairman concerning the rights of a council member or of the city council as a whole is referred to as a question of privilege. It does not require a second and cannot be debated or amended. The chairman is required to make a ruling on the question.

(2) *Recess.* A motion to recess proposes that the meeting be suspended for a particular amount of time. The motion must specify the length of the recess. The motion must also be seconded. Debate is not allowed on such motion, but the motion can be amended. A majority vote of the city council is required for the motion to pass.

(3) *Adjourn.* In order for a meeting to come to a close, a council member must make a motion to adjourn. The motion to adjourn has the highest rank of any motion, and as a result, it can be introduced at any time. The motion requires a second but is not debatable or amendable. A majority vote of the city council is required for the motion to pass.

### **Sec. 3-249. - Incidental motions.**

Incidental motions allow council members to exert their rights as a member of the city council. Incidental motions may be introduced at any time during a meeting.

(1) *Appeal*. If a council member disagrees with a decision that is made by the chairman, such council member may appeal the decision. If the appeal is seconded, the appeal will be considered by the city council. The chairman has the opportunity to explain the ruling that has been challenged. The city council may then debate the appeal. The city council shall decide by majority vote if the chairman's decision is to be upheld or overturned. An appeal is high in precedence and may only be interrupted by a privileged motion or by a motion to lay on the table.

(2) *Parliamentary inquiry*. If a council member has a question about the rules of order, he may ask the chairman to give an opinion on that question. Such question should take the form of a parliamentary inquiry and should relate to the current business of the city council. Such motion takes precedence over all motions except privileged motions. Such motion does not require a second and is not debatable or amendable.

(3) *Point of order (question of order)*. If a council member believes that a violation of the rules of parliamentary procedure has occurred, he can raise a point of order. A second is not required. The chairman may make a ruling on the question or may allow the city council to debate and then rule on the question by majority vote. A point of order may only be interrupted by a privileged motion or a motion to lay on the table.

(4) *Point of information (request for information)*. If a council member has a question about the facts of a particular issue that is being considered, he may ask a point of information. This motion is addressed first to the chairman and then to the appropriate person. A second is not required and the motion is not debatable or amendable.

### **Sec. 3-250. - Supplementary main motions.**

Three motions allow the city council to act on a main motion that has either been passed or tabled by the city council. These motions are considered to be main motions but differ from usual main motions in the following ways:

(1) *Reconsider*. The motion to reconsider allows the city council to debate whether or not to overturn a decision made at the meeting that is in progress. Such a motion allows the city council to consider new information that may affect the decision that has already been made. Any council member may make a motion to reconsider, and any council member may second the motion. The motion is debatable, but it cannot be amended. A majority vote of the city council is required for the motion to pass. If a motion to reconsider is passed, the original decision will be voided, and the city council will return to debate and revote the original motion.

(2) *Rescind.* A motion to rescind proposes that the city council overturn a motion passed at a previous meeting. A motion to rescind can be made by any council member. Such motion is in order as long as the original motion has not been implemented. An announcement of the intention to rescind a motion may be made at the meeting where the decision was made, or the council member seeking to rescind may place the matter on the agenda for the next meeting pursuant to [section 2-48](#). The motion to rescind will then be placed on the agenda for the next meeting. At the next meeting, the motion to rescind will formally be made. If such motion is seconded, then the city council shall debate and vote on rescission. A majority vote of the city council is required for the motion to pass. If a motion to rescind is passed, the original decision will be voided.

(3) *Resume consideration.* The motion to resume consideration allows the city council to consider a motion that has been temporarily postponed. Such motion requires a second and is not debatable or amendable. Such motion is a main motion but ranks higher than any debatable motion. A majority vote of the city council is required for the motion to pass.

**Secs. 3-251—3-260. - Reserved.**

**DIVISION 3. - LEGISLATION**

**Sec. 3-261. - Legislative authority generally.**

The city council shall exercise the legislative functions of the city and may pass any ordinance or resolution that it deems best for the government of the city; however, such ordinance or resolution shall not be in conflict with the Charter, the constitution or laws of the state or the Constitution or laws of the United States.

**Sec. 3-262. - Ordinances, resolutions, contracts and interlocal agreements.**

Unless otherwise provided in this Code, all ordinances, resolutions, contracts and interlocal agreements of the city shall be prepared, approved, introduced and adopted in the manner provided in this division.

**Sec. 3-263. - Preparation of ordinances.**

Whenever possible, all ordinances shall be prepared by the city attorney.

**Sec. 3-264. - Required elements of ordinances.**

All ordinances passed by the city council shall contain the following items, which shall be set forth in the ordinance in the following order:

- (1) Ordinance number.
- (2) Title and purpose.
- (3) Enacting clause.
- (4) Body of ordinance by sections.
- (5) Severability clause.
- (6) Penalty clause.
- (7) Repealing clause.
- (8) Adoption date.
- (9) Effective date.
- (10) Authentication of city clerk.

**Sec. 3-265. - Introduction of ordinances, resolutions and other matters.**

Ordinances, resolutions and other matters or subjects requiring action by the city council must be introduced and sponsored by a council member.

**Sec. 3-266. - Consideration of Code amendments.**

Where an amendment to this Code is proposed and any council member or the mayor has been given fewer than 48 hours' notice, including a copy of the proposal, of the intent to introduce such amendment to be adopted at a city council meeting, any council member or the mayor may require, by his own request alone, that consideration of such proposed amendment be postponed until the next regular meeting of the city council. Pursuant to this section, such request to postpone shall not require a second or a vote and shall not be subject to debate; provided, however, that no proposed amendment to this Code shall be the subject of a request to postpone under this section more than once.

**Sec. 3-267. - Action restricted, emergencies.**

No ordinance shall be put on its final passage on the same day on which it is introduced; except that where an emergency exists and public health and safety require it, an ordinance containing a full statement of the facts and reasons for the emergency may be made effective upon its adoption if approved by the city council.

An ordinance shall be introduced at the work session proceeding the regular meeting that it is being considered for final adoption.

**Sec. 3-268. - Presenting of ordinances.**

Each ordinance except for a zoning ordinance amendment shall be presented at two consecutive meetings of the mayor and city council. A zoning ordinance amendment may be approved at the first meeting after the requirements of the Zoning Procedures Act have been satisfied and does not require two readings. An ordinance being introduced at the work session proceeding the regular meeting that is being considered for final adoption shall qualify under this Section.

The presentation of the ordinance (first and second reading) may be waived by a majority vote of the City Council provided the title of the ordinance is read into the record and copies of the full ordinance introduced are available in the office of the City Clerk and posted online for citizen review.

**Sec. 3-269. - Subject matter of ordinances.**

No ordinance shall relate to more than one subject, which shall be clearly expressed in the title of the ordinance. No ordinance, or section of such ordinance, shall be amended or repealed unless the new ordinance contains the title of the ordinance or section amended or repealed. When practicable, all ordinances shall be introduced as amendments to this Code.

**Sec. 3-270. - Adoption of ordinances, resolutions, contracts.**

An ordinance, resolution or contract shall be deemed adopted or approved and effective when it receives an affirmative vote of the majority of the city council.

**Secs. 3-270—3-299. - Reserved.”**

**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.** It is hereby declared that if any phrase, sentence, or paragraph hereof shall be found or declared unconstitutional or invalid by a court of competent jurisdiction, the remaining phrases, sentences and paragraphs hereof shall remain in full force and effect as if enacted without



the phrase, sentence, or paragraph declared unconstitutional or invalid.

**Section 5.** The effective date of this Resolution shall be August \_\_\_, 2023.

It is so ordained on this \_\_\_\_ day of August, 2023.

**City of Walnut Grove, Georgia**

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**Stephanie Moncrief, Mayor**

***ATTEST:***

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**Kimberly Whitlow, City Clerk**

***APPROVED AS TO FORM:***

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**Anthony O. L. Powell, City Attorney  
Powell & Edwards, Attorneys at Law, P.C.**

**RESOLUTION No. 2023-09 A RESOLUTION TO DESIGNATE AN OPEN RECORDS OFFICER FOR THE CITY OF WALNUT GROVE, Georgia was approved by council on August, 10<sup>th</sup>, 2023. Council Member Stephanie Moncrief made a motion to appoint the City Clerk as the official records keeper and Council Member Erica Miles seconded the motion to appoint the City Clerk as the official records keeper. All in favor. Motion passed 3-0.**

**RESOLUTION NO. 2023-09**

**A RESOLUTION TO DESIGNATE AN OPEN RECORDS OFFICER FOR  
THE CITY OF WALNUT GROVE, GEORGIA.**

**WHEREAS**, the City of Social Circle is a Municipal Corporation of the State of Georgia;  
and

**WHEREAS**, the Walnut Grove is an agency subject to the Open Records Act of the State  
of Georgia; and

**WHEREAS**, the Walnut Grove is comprised of various departments, boards, authorities  
and commissions; and

**WHEREAS**, the Open Records Act of the State of Georgia permits an agency to designate  
Open Records Officers to receive requests for the inspection or copying of records; and

**WHEREAS**, the Mayor and Council of the Walnut Grove believe that designating an  
Open Records Officers will centralize the open records process and will permit the City to more  
effectively and efficiently track and complete responses to open records requests;

**IT IS HEREBY RESOLVED** that the Mayor and Council of the Walnut Grove, in  
accordance with the provisions of the Open Records Act found in O.C.G.A. 55-18-71 designate  
the following Open Records Officers to receive requests on behalf of the City and all of its  
departments:

- (1) City Clerk
- (2) In the absence of the City Clerk, the Mayor

shall serve as the Open Records Officers.

**IT IS FURTHER RESOLVED** that the City requires that all written requests under the  
Open Records Act shall be made upon the Open Records Officers designated in this Resolution,  
and that a copy of the Request be sent by the Open Records Officer to the City Attorney.

**IT IS FURTHER RESOLVED** that the City Clerk shall notify the Walton County  
Tribune and the Covington News, as the legal organs of the City and Walton County, that the City  
has so designated the Open Records Officers contained herein.

**IT IS FURTHER RESOLVED** that the City Clerk shall ensure that the designated Open  
Records Officers and their contact information are prominently displayed on the City's website.

IT IS SO RESOLVED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Stephanie Moncrief, Mayor

\_\_\_\_\_  
\_\_\_\_\_, Mayor Pro Tem

*ATTEST:*

\_\_\_\_\_  
\_\_\_\_\_, Council Member

\_\_\_\_\_  
Kimberly Whitlow, City Clerk

\_\_\_\_\_  
\_\_\_\_\_, Council Member

*APPROVED AS TO FORM:*

\_\_\_\_\_  
\_\_\_\_\_, Council Member

\_\_\_\_\_  
Anthony O. L. Powell, City Attorney  
Powell & Edwards, P.C.

Ordinance No. 2023-10 AN ORDINANCE TO DELETE CHAPTER 3-002 OF THE CODE OF ORDINANCES, CITY OF WALNUT GROVE, GEORGIA; AND CREATE A NEW ORDINANCE TO BE DESIGNATED AS "CODE OF ETHICS" TO PROVIDE A NEW CODE OF ETHICS AND CONDUCT TO GOVERN THE ETHICS OF ELECTED AND APPOINTED OFFICIALS OF THE CITY; TO PROVIDE FOR PENALTIES; TO PROVIDE FOR CODIFICATION; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES was approved by council on August 10th, 2023 during the Regular Council Meeting. Council Member Stephanie Moncrief motioned to approve the Ethics Ordinance. Council Member Erica Miles seconded. All in favor. Motion passed 3-0.

**ORDINANCE NO. 2023-10**

**AN ORDINANCE TO DELETE CHAPTER 3-002 OF THE CODE OF ORDINANCES, CITY OF WALNUT GROVE, GEORGIA; AND CREATE A NEW ORDINANCE TO BE DESIGNATED AS “CODE OF ETHICS” TO PROVIDE A NEW CODE OF ETHICS AND CONDUCT TO GOVERN THE ETHICS OF ELECTED AND APPOINTED OFFICIALS OF THE CITY; TO PROVIDE FOR PENALTIES; TO PROVIDE FOR CODIFICATION; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.**

**WHEREAS**, the duly elected governing authority of the City of Walnut Grove, 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 Walnut Grove, Georgia is the Mayor and 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 governmental 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.

**WHEREAS** it is the policy of the city that its elected officials, commission, board and authority appointees, and its appointed officials while conducting city business guide their ethics and conduct to achieve the following standards:

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

**NOW THEREFORE BE IT AND IT IS HEREBY ORDAINED BY THE GOVERNING AUTHORITY THAT A NEW CODE OF ETHICS AND CONDUCT IS APPROVED AND ADOPTED TO HAVE THE FOLLOWING TERMS AND PROVISIONS:**

**SECTION 1.** That the Code of Ordinances of the City of Walnut Grove, Georgia is hereby amended by deleting the existing Code of Ethics as contained in the General Code of the City of Walnut Grove Section 3-102 and in its place, adopts and ordains the following provision:

**SECTION ONE – CODE OF ETHICS**

**1. Principal policies.** Public trust requires public servants to fulfill their duties faithfully and honestly and to subordinate any personal interest which conflicts with the public interest. A public servant is a trustee of the people and should strive to further the general welfare and not use public office or position to unethically improve his or her own private standing. The principal policies that form the foundation of this code of ethics are as follows:

- (A) The trust of citizens in their government is cultivated when individual public servants act with integrity and when the public is aware that its servants act with integrity.
- (B) The constitutions, laws and regulations of the United States and the State of Georgia and ordinances of the City of Walnut Grove should be upheld as a minimum standard of conduct.
- (C) The most effective way to eradicate unethical practices is consistently to act with the highest moral principles and react appropriately to the ethical decisions of others.
- (D) City of Walnut Grove officials should exercise sound judgment and apply ethical principles in making decisions that in any manner reflect upon their elected office.
- (E) All citizens should be treated with courtesy, impartiality and equality.

**2. Intent.**

It is the intent of this code of ethics that City of Walnut Grove officials shall not knowingly engage in any activity that is incompatible with the proper discharge of their official duties or which would tend to impair their judgment or actions in the performance of their official duties. Furthermore, City of Walnut Grove officials should avoid any action that might result in or create the appearance of,

- (A) Using public office or position in an unethical manner for private gain,

- (B) Impeding City of Walnut Grove efficiency or economy, or
- (C) Affecting adversely the confidence of the public in the integrity of those who conduct the affairs and business of the City of Walnut Grove.

**3. Definitions.**

As used in this section, the following words shall have the meaning ascribed to them below [unless otherwise required by context]:

- (A) Benefit means anything of monetary value that a reasonably prudent person would recognize as being likely to be intended to influence a City of Walnut Grove official or employee in the performance or non-performance of an official action.
- (B) Immediate family means spouse, child, parent or sibling of a City of Walnut Grove official.
- (C) City of Walnut Grove official means the mayor, city council members, appointed officials, members of appointed boards, commissions and authorities.
- (D) Incidental interest means an interest in a person, entity or property which is not a substantial interest as defined herein and which has insignificant value.
- (E) Remote interest means an interest of a person or entity, including a city official, which would be affected in the same way as the general public. For example, the interest of an official in the property tax rate, general city fees, city utility charges or a comprehensive zoning ordinance or similar matters is deemed remote to the extent that the official would be affected in common with the general public.
- (F) Substantial interest means an interest, either directly or through a member of the immediate family, in another person or entity, where:
  - i. the interest is ownership of five percent or more of the voting stock, shares or equity of the entity or ownership of \$5,000.00 or more of the equity or market value of the entity; or
  - ii. the funds received by the person from the other person or entity during the previous 12 months either equal or exceed
    - (a) \$5,000.00 in salary, bonuses, commissions or professional fees, or \$5,000.00 in payment for goods, products or services, or
    - (b) 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 a for-profit entity other than a corporate entity owned or created by the mayor and 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.

(G) Acceptance of gifts. City of Walnut Grove officials shall not solicit or accept, directly or indirectly, any benefit or payment from any person, corporation or group that has, or is seeking to obtain, a contractual or other business or financial relationship with the City of Walnut Grove.

(H) Substantial interests. City of Walnut Grove officials may not:

- i. Have a substantial interest that conflicts with their responsibilities and duties as trustees of the public good, or
- ii. Directly or indirectly engage in financial transactions as a result of, or primarily relying upon, confidential information obtained in the course of their office or received due to their position.

(I) Use of public property. A City of Walnut Grove official shall not use City of Walnut Grove property of any kind for other than officially approved activities, nor shall he or she direct a City of Walnut Grove employee to use such property for other than official purposes.

(J) Use of confidential information. A City of Walnut Grove official shall not directly make use of, or permit others to make use of, for the purpose of furthering a private interest, City of Walnut Grove information not made available to the general public.

(K) Coercion. A City of Walnut Grove official shall not use his or her position in any way to coerce, or give the appearance of coercing:

- i. Another person to provide any benefits to him or her or to his or her immediate family as defined herein, or
- ii. A City of Walnut Grove employee, an appointed official of the City of Walnut Grove, or a contract employee to provide any benefit to him or her or to his or her immediate family as defined herein, or
- iii. Any judge in the outcome of matters before the court.

(L) Purchases. A City of Walnut Grove official shall not order any goods or services for the City of Walnut Grove or on behalf of City of Walnut Grove without proper authorization in compliance with the City of Walnut Grove Code.

(M) Conflicts of interest. In accordance with the Charter, no elected official, appointed officer, or employee of the City of Walnut Grove, or any authority or agency to which the Charter applies shall represent private interests, other than his or her own, in any action or proceeding against City of Walnut Grove or any portion of its government; or vote or otherwise actively participate in the negotiation or the making of any contract between the City of Walnut Grove government and any business or entity in which he or she has a substantial interest. No city official shall enter into any contract with, or have any interest in, either directly or indirectly, the city except as authorized by state law.

- i. This prohibition shall not be applicable to the professional activities of the city attorney in his or her work as an independent contractor and legal advisor on behalf of the city.
- ii. This prohibition shall not be applicable to an otherwise valid employment contract between the city and a city official who is not elected (such as, by way of example, a city manager or chief of police).
- iii. Any official who has a proprietary interest in an agency doing business with the city shall make that interest known in writing to the city council and the city clerk.

(N) City of Walnut grove employees. A City of Walnut Grove official shall not use a City of Walnut Grove employee for personal or private business during regular business hours or during the employee's scheduled shift.

(O) Travel expenses. A City of Walnut Grove official shall not draw per diem or expense money from City of Walnut Grove to attend a seminar, convention, conference or similar meeting and then fail to attend the seminar, conference, convention or similar meeting.

(P) Commitments. A City of Walnut Grove official shall not act or create the appearance of acting on behalf of the City of Walnut Grove by promising to authorize or prevent any future official action of any nature, without proper authorization.

(Q) False statements. No City of Walnut Grove official shall make a false or materially misleading statement or in any manner commit fraud in relation to any City of Walnut Grove or public business.

(R) Disclosure. A City of Walnut grove official or employee shall disclose the nature of any substantial interest he or she has in a matter at the time such matter is presented to the mayor and council for discussion and/or action. Such disclosure shall be recorded into the minutes of the meeting and become part of the public record.

(S) Deliberation and vote prohibited. No City of Walnut Grove official shall participate in a City of Walnut Grove Council Committee or Council meeting during the discussion,

debate, deliberation or vote, or otherwise take part in the decision-making process on any agenda item, any official act or action in which he or she has a substantial interest. Provided, however, that such an elected official shall not be precluded from addressing a council committee or the mayor and council during the discussion of any agenda item or any official act or action in the same manner as a member of the general public. Where the interest of a city official in the subject matter of a vote or decision is remote or incidental, the city official may participate in the vote or decision and need not disclose the interest.

- (T) Duty to leave meeting. To avoid the appearance of impropriety, after any member of the commission is determined to have a financial interest or a potential financial interest in any matter, they shall leave their regular seat as a member of the mayor and city council or council committee and not return to it until deliberation and action on the matter is completed. Provided, however, that such an elected official shall not be precluded from addressing a council committee or the mayor and council during the discussion of any agenda item or any official act or action in the same manner as a member of the general public.
- (U) Ethics hearing officer. The chief judge of municipal court, or in his absence his designee who shall be another municipal court judge or if no municipal court judge is available, the city attorney, is hereby designated as the ethics hearing officer. The ethics hearing officer shall serve without compensation and may be removed for cause by a majority vote of the mayor and city council. If the hearing officer is removed for cause, the next most senior municipal court judge or the city attorney shall serve as hearing officer.
- (V) Receipt of complaints. All complaints against a City of Walnut Grove official shall be filed in writing with the city clerk to be referred to the ethics hearing officer in such form as may be prescribed by the ethics hearing officer. Upon receipt of a complaint in proper form, the ethics hearing officer shall:
- i. Review it to determine whether the complaint is unjustified, frivolous, patently unfounded or fails to state facts sufficient to invoke disciplinary action or is to be considered for further investigation.
  - ii. Be empowered to dismiss those complaints that are unjustified, frivolous, patently unfounded or that fail to state facts sufficient to constitute a violation of this article; provided, however, that a rejection of such complaint by the ethics hearing officer shall not deprive the complaining party of any action he or she might otherwise have at law or in equity against the City of Walnut Grove official;
  - iii. Be empowered to collect evidence and information concerning any complaint and to add to the findings and results of its investigation to the file containing such complaint;

- iv. Be empowered to conduct probable cause investigations, to take evidence and hold hearings. The ethics hearing officer shall give the City of Walnut Grove official notice and an opportunity for a hearing;
- v. Be empowered to recommend to the mayor and city council that any City of Walnut Grove official found to have violated any provision of this article receive a reprimand, censure or be requested to resign from his or her office.
- vi. Be empowered to refer a complaint to the sheriff of City of Walnut Grove or other law enforcement agency for investigation and possible prosecution;
- vii. Take action within 60 days of receipt of the complaint. The decision by the ethics hearing officer shall be reduced to writing and served upon all parties at interest within five days of reaching a decision.
- viii. The ethics hearing officer shall in a public hearing before the mayor and city council present argument and evidence to justify the recommendation contained in paragraph (5) above and make a recommendation of the proper penalty to be imposed. The mayor and council shall have the final authority to act on or reject the recommendation within 30 days of the presentation by the hearing officer.

(W) Penalties. Upon majority vote of the mayor and council, any violation of this code of ethics shall subject the offender to disciplinary action including reprimand, censure, or a request to the offending City of Walnut Grove official that he or she resign their office.

(X) Right to appeal. Any City of Walnut Grove official adversely affected by a disciplinary action taken by the mayor and council may appeal the decision to the Walton County Superior Court in accordance with the laws of the State of Georgia. Provided, however, that no action of a decision maker refusing or failing to take action pursuant to this code of ethics shall be reviewable by the superior court.

(Y) Election tolling. To discourage the filing of ethics complaints solely for political purposes, complaints will not be accepted against a person seeking election as a city official, whether currently serving as a city official or not, from the date qualifying opens for the elected office at issue through the date the election results for that office are certified. The time for filing complaints will not run during this period.

Properly filed complaints will be accepted and processed after the election results have been certified.

**SECTION 2.** Except as provided otherwise herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

**SECTION 3.** Pursuant to the Section 2.27 of the City Charter, authority is hereby delegated to the City Clerk to cause this Ordinance to be numbered and codified in the City Code of Walnut Grove, Georgia, in such a way as to place this Ordinance in the Code in an organized and orderly sequence to maximize the organization of the Code. The City Clerk is authorized to designate to the City Attorney or to such other Mayor and Council approved contractors to assist in the effort to codify this provision provided the decision of the City Clerk is final as to the placement of this Ordinance within the City Code of Walnut Grove, Georgia. The goal of this authorization is to codify and number this Ordinance in the Code in such a way as to be clear and orderly.

**SECTION 4.** This ordinance shall become effective immediately upon its adoption by the Mayor and Council of the City of Walnut Grove, Georgia.

It is so ordained on this \_\_\_\_ day of August 2023.

**City of Walnut Grove, Georgia**

\_\_\_\_\_  
**Stephanie Moncrief, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Kimberly Whitlow, City Clerk**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Anthony O. L. Powell, City Attorney**  
**Powell & Edwards, Attorneys at Law, P.C.**

Ordinance No. 2023-11 A ORDINANCE OF THE CITY OF WALNUT GROVE TO DECLARE A RECORDS CUSTODIAN AND AMEND THE CITY CLERKS dUTIES; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES was approved by council on August 10th, 2023 during the Regular Council Meeting. Council Member Stephanie Moncrief motioned to approve the Ethics Ordinance. Council Member Erica Miles seconded. All in favor. Motion passed 3-0.

**ORDINANCE NO. 2023-11**

**A ORDINANCE OF THE CITY OF WALNUT GROVE TO DECLARE A RECORDS CUSTODIAN AND AMEND THE CITY CLERKS DUTIES; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.**

**WHEREAS**, the governing authority of the City of Walnut Grove, Georgia is the Mayor and Council thereof; and

**WHEREAS**, the Georgia Records Act and the regulations thereto mandate certain record keeping practices; and

**WHEREAS**, record keeping is a duty of the City Clerk; and

**WHEREAS**, the Mayor and Council of the City of Walnut Grove believes it in the best interest of the public to amend its ordinances to reflect the laws of this State.

**NOW THEREFORE BE IT AND IT IS HEREBY ORDAINED:**

**Section 1.** That the Code of Ordinances of the City of Walnut Grove, Georgia is hereby amended by deleting Section 3-404 and Section 3-1301 of the City Ordinances and replacing it with the following:

**“Section 3-404 Duties of City Clerk**

The City Clerk shall have the following duties in his capacity as City Clerk:

1. To attend all meetings of the City Council;
2. To keep correct and full minutes of the proceedings of City Council together with all ordinances and resolutions passed by it, in a properly indexed book or register kept for that purpose;
3. To receive all applications or petitions made to the City and to place them before the Mayor and City Council at the meeting of the City Council next succeeding the receipt thereof;

4. To issue all licenses, and keep a record thereof, and all badges and permits authorized by the City Council;
5. To attend all sessions of the Municipal Court;
6. To keep an execution docket, in which he shall enter the names of all persons tried and fined by the Municipal Court, the nature of the offense, date of trial, amount of fine, and return of the police officer thereon;
7. To issue all summonses, processes, and subpoenas to witnesses that may be necessary in the enforcement of this code or other rules, regulations, and ordinances of the City Council;
8. To be the custodian of the City seal and affix its impression on documents whenever required, and;
9. To be the custodian of records and carefully preserve the records and documents belonging to the City which are not assigned to the custody of some other office in accordance with the Georgia Records act and the regulations thereto, and to maintain a proper index to all such records and documents so that ready access thereto and use thereof may be had.
10. To receive all money due the City Council, including taxes, licenses, fees, and other moneys belonging to the City and pay out the same only upon orders passed by the City Council and signed by the Mayor, or in his absence, the Mayor pro tempore;
11. To keep a book of accounts showing all money received on behalf of the City and the source and disposition thereof, which book shall be open for inspection by the public and members of the City Council;
12. To maintain a uniform system of accounts and keep such other records and accounts as may be required by statute or ordinance;



13. To furnish the City Council with quarterly statements detailing all receipts and payments of funds for the quarter; and

14. To enforce all laws of Georgia relating to the collection of delinquent taxes and sale or foreclosure for nonpayment of taxes to the City.

**Section 3-1301 City Records**

City records shall be maintained in accordance with the Georgia Records Act (O.C.G.A. §50-18-91 et seq)) and the regulations thereto including the Local Government Records Retention Schedules of the Georgia Archives composed by the University System of Georgia. All minutes shall be kept in physical notebooks. All other records may be digitalized as the City Clerk sees fit, so long as it is in compliance with the Georgia Records Act and the regulations thereto.”

**Section 2.** The preamble of this Ordinance shall be considered to be and is hereby incorporated by reference as if fully set out herein.

**Section 3.** It is hereby declared that if any phrase, sentence, or paragraph hereof shall be found or declared unconstitutional or invalid by a court of competent jurisdiction, the remaining phrases, sentences and paragraphs hereof shall remain in full force and effect as if enacted without the phrase, sentence, or paragraph declared unconstitutional or invalid.

**Section 4.** The effective date of this Resolution shall be August \_\_\_, 2023.

It is so ordained on this \_\_\_ day of August, 2023.

**City of Walnut Grove, Georgia**

\_\_\_\_\_  
**Stephanie Moncrief, Mayor**

***ATTEST:***

\_\_\_\_\_  
**Kimberly Whitlow, City Clerk**

***APPROVED AS TO FORM:***

\_\_\_\_\_  
**Anthony O. L. Powell, City Attorney**  
**Powell & Edwards, Attorneys at Law, P.C.**

**STATE OF GEORGIA**

**CITY OF WALNUT GROVE**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION  
TO ESTABLISH TERMS OF USE FOR THE CITY OF WALNUT GROVE SOCIAL  
MEDIA**

**TERMS OF USE for the CITY OF WALNUT GROVE SOCIAL MEDIA**

1. All social media platforms used by the City of Walnut Grove, Georgia will be designated as a Limited Public Forum. The City of Walnut Grove welcomes a person's right to express his or her opinion and encourages commenters to keep comments relevant to the topic in question.
2. A comment posted by any member of the public on any City of Walnut Grove, Georgia social media site is the opinion of the commenter or poster only and publication of a comment does not imply endorsement of, or agreement by the City of Walnut Grove, Georgia nor do such comments necessarily reflect the opinion or policies of the City of Walnut Grove, Georgia.
3. Posting of any content on the City of Walnut Grove, Georgia's local government's social media site constitutes acceptance of the Terms of Use Policy for the City of Walnut Grove, Georgia and it is understood that not adhering to these terms may subject one to removal of comments or person as per the terms below.
4. Posts and comments are subject to public disclosure as required by law, including, but not limited to, Georgia's Open Records Act
5. The City of Walnut Grove, Georgia does not allow or condone any of the following:
  - 5.1. Vulgar language
  - 5.2. Personal attacks of any kind
  - 5.3. Obscene, pornographic, or other illegal materials
  - 5.4. Sexual comments about or directed to anyone.
  - 5.5. Comments or content that promotes, foster or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, genetics, status regard to public assistance, national origin, physical or intellectual disability or sexual orientation.
  - 5.6. Spam or unrelated links to other sites.
  - 5.7. Comments that are unrelated to the City of Walnut Grove, Georgia topic that is the subject of the post.
  - 5.8. Comments that advocate illegal activity
  - 5.9. Comments that promote particular non-City of Walnut Grove, Georgia services or products
  - 5.10. Comments that promote political organizations or campaigns
  - 5.11. Comments that infringe on copyrights or trademarks
  - 5.12. Comments made by people who have blocked any administrator.
  - 5.13. Commercial advertisements

- 5.14. Comments that disclose personally identifiable information that may compromise any individual's financial or personal security, including social security numbers, passwords or credit card information.
- 5.15. Comments that contain information that may compromise the safety, security or proceedings of public systems or any criminal or civil investigations.
6. The City of Walnut Grove, Georgia when authorized by law, reserves the right to remove from public view, without prior notice any comments that violate this policy.
7. Comments will not be removed solely because a commenter expresses disagreement with a City of Walnut Grove, Georgia policy or action.
8. All of City of Walnut Grove social media sites shall be subject to all applicable state and federal laws, local ordinances, policies and standards, including but not limited to, legal requirements governing use of copyrighted materials, retention of records and compliance with the Georgia Open Records Act.

It is so resolved on this \_\_\_\_ day of March, 2024.

**City of Walnut Grove, Georgia**

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**Stephanie Moncrief, Mayor**

***ATTEST:***

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**Kimberly Whitlow, City Clerk**

***APPROVED AS TO FORM:***

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**Anthony O. L. Powell, City Attorney  
Powell & Edwards, P.C.**



# VC3 Manage + Shield

**Town of Walnut Grove, GA**

2581 Leone Ave  
Walnut Grove, Georgia 30052-4560  
United States

**VC3**

1301 Gervais St.  
Suite 1800  
Columbia, SC 29201  
United States

**Stephanie Moncrief**

mayor@cityofwalnutgrove.com

**Prepared by: Alex Daniel**

Senior Account Executive  
alex.daniel@vc3.com  
(470) 579-6721

Reference: 20240207-142628589  
Quote created: February 7, 2024  
Quote expires: May 7, 2024

## Products & Services

PRODUCTS & SERVICES	QUANTITY	UNIT PRICE	PRICE
VC3 Manage - Full User 24x7x365 Remote & Onsite Support: Users, Servers, Network Foundational Protection Components: EDR Including 24x7x365 SOC, M365 Protection & Backups Proactive Monitoring, Maintenance & Patching: Workstations, Servers, Network Strategic IT Planning: Alignment with IT Best Practices, IT Budgeting, Technology Roadmap M365 License Management Vendor Co-Ordination Hardware, Software, Domain and License Procurement / Renewals	5	\$150.00 / month	\$750.00 / month for 3 years

PRODUCTS & SERVICES	QUANTITY	UNIT PRICE	PRICE
VC3 Manage - Email Only User Support for email only users includes troubleshooting send/ receive issues and access issue to email platform. M365 & Email Protection & Backups Included	9	\$25.00 / month	\$225.00 / month for 3 years
VC3 Manage - Shared User 24x7x365 Remote & Onsite Support: Users using a shared workstation. Foundational Protection Components: EDR Including 24x7x365 SOC, M365 Protection & Backups Proactive Monitoring, Maintenance & Patching: Shared Workstations.	0	\$50.00 / month	\$0.00 / month for 3 years
Protect Shield (Add On) Cyber Aware Essentials - Cyber Security Training & Simulated Phishing Tests Dark Web Credential Monitoring Web Protection & Content Filtering Email Protection & Spam Filtering VC3 Security Team	7	\$21.99 / month	\$153.93 / month for 3 years
Protect Shield M365 Only User Cyber Aware Essentials - Cyber Security Training & Simulated Phishing Tests Dark Web Credential Monitoring Email Protection & Spam Filtering M365 Monitoring & Protection VC3 Security Team	7	\$10.50 / month	\$73.50 / month for 3 years
Protect Shield Email Protect Archiving Upgrade Email Archiving for up to 10 years.	14	\$2.00 / month	\$28.00 / month for 3 years
Protect Shield Cyber Aware Complete Upgrade Upgrades training catalog & simulated phishing tests.	14	\$2.00 / month	\$28.00 / month for 3 years

PRODUCTS & SERVICES	QUANTITY	UNIT PRICE	PRICE
SharePoint / OneDrive Hosting Files hosted in SharePoint / OneDrive Users connected to domain via Azure Active Directory Hosted files accessible via Windows Explorer.	5	\$5.00 / month	\$25.00 / month for 3 years
Data Recovery - Server Backup	0	\$32.00 / month	\$0.00 / month for 3 years
Data Recovery - Cloud Storage (Per GB)	0	\$0.05 / month	\$0.00 / month for 3 years
M365 Business Premium NCE Annual Subscription	5	\$22.00 / month	\$110.00 / month for 1 year
Microsoft 365 F3 NCE Annual Subscription	9	\$8.00 / month	\$72.00 / month for 1 year
Migrate Workstation to Azure Join workstation to Microsoft Azure, Migrate Local user Profile	7	\$120.00	\$840.00
VC3 Managed Services Onboarding	1	\$1,465.43	\$1,465.43
Migration - OneDrive Migrate User Data to OneDrive	5	\$150.00	\$750.00
Migration - File Share Migrate File Share to Sharepoint	0	\$500.00	\$0.00
Investing Where We Serve Promotion - 1 Laptop	1	\$0.00	\$0.00
<b>SUMMARY</b>			
Monthly subtotal			\$1,465.43
One-time subtotal			\$3,055.43

## Comments

Client indicates:

5 Employees - Full users (includes Mayor)

5 Employees - Planning and Zoning - Email Only

4 City Council - Email Only

7 total computers (including 2 Surfaces for Council)

User believes that server is not currently in use and can be turned off when this is verified. (Decommissioning project will be discussed if necessary)

NO backups have been provisioned for server assuming this is the case but line items are included with 0 count.

Reccomend 5 Full Time users be upgraded to Microsoft 365 Business Premium. Reccomend Council, planning and zoning subscriptions move to Microsoft 365 F3 Subscriptions.

Client Currently has 18 Microsoft 365 Subscriptions. These are not included here, but these likely will need to be paid for until the completion of their current billing commitment. VC3 will "upgrade" subscriptions where possible.

Client does not have Police Department so did not reccomend migration to Government Community Cloud but Service Advsiors may reccomend that in future.

All Information has been provided by City Staff, no sales engineering scan was conducted.



## Order Governed by the Master Agreement

This Order is subject to and governed by Company's Master Agreement in effect on the date this Order is entered into between Company and Client. The Master Agreement is available at <https://www.vc3.com/terms-of-service/> and is incorporated in full into and made a part of this Order by this reference. The Client may also request a copy of the Master Agreement by submitting an email request to [betterit@vc3.com](mailto:betterit@vc3.com) identifying the Client and the applicable Orders. Company's entering into this Order is conditioned on Client's agreement to the Master Agreement, and by entering into this Order with Company, Client accepts and agrees to the Master Agreement.

## Deliverables & Services

### Discovery & Deployment

Setup the Client System for management and provide training to help the Client get the most out of the services. This includes:

1. Deployment of all services listed above.
2. Full documentation and inventory of your network
3. Best-practice configuration of the network for monitoring and management
4. Orientation and training for your staff
5. MacOS Note: If Client is utilizing Mac OS, Company will provide documentation to end users on how to install Company's monitoring and management platform. MacOS does not allow a remote deployment of standard Company tools. Should Mac OS users require onsite assistance to install VC3's monitoring and management platform, support will be provided on a Time and Materials basis at the rates detailed within Client Master Agreement.
6. Implement performance monitoring of client's network prior to and during implementation.

### 24x7 Monitoring and Incident Response Services

1. Provide 24X7 Incident response services for all included user, server, and network devices.
2. Provide phone, remote and onsite support to authorized users for all included devices.
3. Track all incidents through an ITIL (Information Technology Infrastructure Library) based Service Desk system. All requests will be prioritized and processed per the 'Priority' guidelines listed in Addendum A.
4. Provide 24x7 collection of performance data for the client's included server and network devices per Company's best practices.
5. Utilize industry best practices for remote access, control, and management of all devices.
6. Patching: Deploy, manage, and monitor the installation of approved service packs, security updates and firmware updates as deemed necessary on all applicable devices. Some devices such as tablets and cell phones may not be compatible with included patching methodologies.
7. Resolution of monitoring alerts.
8. Resolution of performance issues.
9. Resolution of availability issues.
10. Resolution of end-user reported problems.
11. Routine additions, deletions, and changes to included devices and users.

### Foundational Protection

1. Deploy Endpoint Detection and Response (EDR) to all workstations and servers with Company RMM deployed.
2. Monitor workstations and servers with EDR installed via 24x7x365 partner SOC.
3. Deploy M365 Monitoring and Backup Solutions to Client M365 Tenant.
4. Continually monitor M365 tenancy.
5. Backup M365 (SharePoint, OneDrive, Teams & Exchange Online) 3 times a day.
6. Configure infinite retention on M365 backups.
7. Respond to incidents and service requests. All requests will be prioritized and processed per the 'Priority' guidelines listed in Addendum A.

### Application Support

1. Provide support for client licensed 3rd party applications. If it is determined from the initial discovery and/or from third-party application vendors that an application requires additional servers, licensing or support resources, additional monthly costs may be required before the application can be supported.
2. Microsoft Applications:
  - a. Includes Microsoft Office and Office 365 core applications. This is limited to Microsoft Access, Excel, OneDrive for

- b. Application installs, synchronization issues, permission management and general troubleshooting are all within scope for these applications. Microsoft Applications

### Strategic IT Planning

Provide the client with a named Strategic resource to assist Client with the following:

1. **Budgeting:** Work with the client to develop an annual technology budget for recurring expense items and new capital requirements in alignment with organizational goals.
2. **Strategic Planning:** Recommend technology solutions as well as provide roadmaps that support key business processes in order to help the client leverage technology appropriately. The Company will work with the client as part of the annual planning process to understand the current business drivers and goals and make recommendations targeted toward maximizing the effectiveness of the client's technology investment.
3. **Analyze IT Health data:** Perform a periodic analysis of the data collected by Company's monitoring systems to proactively resolve issues and assess potential risks within the environment. The Company will make this analysis available to key stakeholders and provide direction on business decisions regarding the level of investment.

### IT Asset Administration

1. Hardware and software asset and warranty expiration tracking
2. Domain name expiration tracking
3. Hardware and software purchase specification
4. Web portal access for ticket creation and management
5. Maintaining network documentation and secure password storage
6. Interfacing with vendors such as internet service providers (ISPs)

### Procurement

1. Server, Networking, and Power equipment.
2. Desktops, laptops, tablets.
3. Peripherals, including Printers.
4. Software, including subscription-based services.
5. Domain names and security certificates.

### Protect Shield

#### 1. Deployment & Implementation Services:

- a. Provision **Dark Web Protect** -Dark web monitoring platform, including provisioning Client's domain(s), reviewing existing data with Client point of contact, and configuring real time alerting:
  - i. Configure monitoring service to monitor corporate domains in scope.
  - ii. Configure up to five (5) personal email addresses to be monitored.
- b. Provision **Cyber Aware** – Cyber Security Training platform. Includes synchronizing employees between Client's domain and training platform. Company will configure initial and ongoing testing and training at a frequency determined by Client.
  - i. Whitelisting emails from the Cyber Aware server to maximize delivery rates.
  - ii. Maintaining active user list within the platform.
  - iii. Creating phishing campaigns targeting users on Client domain.
  - iv. Management of phishing campaigns monthly.
  - v. Creating training campaigns, educating users on Client domain.
  - vi. Management of training campaigns monthly.
  - vii. Providing phishing / training reports to Client.
- c. Provision **Email Protect** – Advanced Email Threat Protection platform.
  - i. Deploy Email protect to Client Microsoft 365 environment.
  - ii. Updating MX Records.
  - iii. Customizing Spam settings.
  - iv. Creating filter policies and approve/block sensor list items.
- d. Provision **Web Protect** - Advanced DNS/Web protection platform. Filters content accessible by employees when connected to the corporate network or using corporate devices:
  1. Deployment of agent to all devices with Company RMM deployed.
  2. Initial configuration of web and content filtering policy within the solution.

#### 2. General Managed Security Services

##### 1. 24x7 Monitoring and Incident Response Services:

1. Provide 24x7 Incident response services for all included deployed services.
2. Track all incidents through an ITIL (Information Technology Infrastructure Library) based Service Desk system. All requests will be prioritized and processed per the 'Priority' guidelines listed in Addendum A.
3. Provide 24x7 Partner Security Operations Centre (SOC) monitoring for all endpoints with Endpoint Protect

4. 24X7 response to critical event driven Incidents.
5. Utilize industry best practices for remote access, control and management of all devices.
3. **Quarterly Security Summary.** Includes a report of the activities that have taken place under this Order.

### **Hardware Promotion Terms & Conditions**

1. Company will provide Client with promotional hardware outlined in fees section.
2. Company will schedule installation of this promotional hardware during Client Onboarding project.
3. Promotion includes hardware, warranty from manufacturer and deployment and shipping costs.
4. Upon installation, Client assumes ownership and full responsibility for this hardware.
5. Company will provide support for hardware provided under the assumption the user using this hardware is covered by an agreement or order for Company to provide Managed IT Services on such hardware.
6. Company assumes Company RMM will be installed on this hardware to facilitate Company providing remote support to users.
7. Any support for users falling outside of this order will be provided on a Time & Materials basis at the rates outlined in the Master Agreement.
8. Client will be responsible for purchasing all other associated peripherals for hardware, including but not limited to, monitors, keyboards, mouse, docking stations.

## **Exclusions**

Items other than those included above are expressly excluded from the Services provided within this Order. The following exclusions and clarifications are intended to clarify the scope of services for this order:

1. Excluded services are those related to functionality upgrades, such as those required to evaluate, specify, purchase, and implement client system or server upgrades such as operating systems, Microsoft Office suite software unless included with a specific Company product, third party software deployments or upgrades, or equipment related to these services whose scope exceeds that defined above. Company will provide these services to the client on a Time & Materials Order basis at the rates outlined in the Master Agreement. If modification or replacement of a hardware device or component is required, client is responsible for all hardware and hardware vendor services costs, excluding Company owned hardware explicitly provided through this Order.
2. Software development, training and project work, including client-owned PC upgrades and non-patch upgrades of software, are not included.
3. When client requests services by Company not explicitly included in this agreement, they are agreeing to invoicing of said services per the terms outlined in the Master Agreement. For all services which incur additional hourly fees, Company will notify the client that these services are outside the scope of this work order and will receive approval from client prior to rendering these additional services.
4. Software and licensing purchased by the client directly from a third-party vendor are not included as a part of services to be supported.
5. Architectural changes, mass deployment, database management, data visualization and business process automation / troubleshooting are considered excluded from this Order.
6. Cybersecurity event or incident response activities or remediation efforts exceeding eight (8) hours of technician, engineer or project management time.
7. Should deficiencies, malware infections, or critical vulnerabilities be discovered during the deployment of services, Company will bring to Client attention and discuss the impact of the deficiencies on Company's ability to provision the Services and provide client with options to correct the deficiencies. Initial remediation hours will be billed outside of this Order unless otherwise explicitly stated in this Order.
8. Company is authorized to obtain any documentation or information regarding any and all accounts at all locations the Client may have with any telecommunications vendor. Company also has the authority to be added as an account contact and speak on behalf of the Client in negotiating services, billing, credits and/or connectivity of this Client's services with the Telecommunications company and/or vendor with the proviso that only the Client has authority to enter into contracts with any vendor or supplier.
9. Throughout the relationship between Company and Client, the Company will also make extensive use of Remote Management software. This software is used across all clients to monitor workstations and servers in real time. Company will also use this software to remotely connect and assist the Client's users when they have a technological problem if the user has an internet connection. In addition, endpoint protection software, ticketing, and asset management are managed through this software.

## **Assumptions**

1. The Order will not become effective unless and until it is agreed upon and signed by the Client and Company.
2. If Company is providing or managing Client 's Microsoft Licenses, then Client agrees to the Microsoft terms and conditions as stated in the Microsoft Customer Agreement found here:  
<https://www.microsoft.com/licensing/docs/customeragreement>
3. Company reserves the right, at its discretion, to pass onto the client any changes to obligations, such as terms or pricing imposed on Company by a given vendor, for an offering that is currently resold to the client at any time during the current agreement term.
4. Company will make reasonable efforts to resolve all issues remotely prior to dispatching an engineer onsite. Travel hours incurred will be invoiced according to the Master Agreement.
5. Microsoft NCE licenses and subscriptions run on an annual basis and cannot be terminated nor altered mid-term.
6. If client Microsoft licenses are under a current annual NCE subscription, Company assumes they will migrate to become under Company's management at the point of renewal.
7. The items defined in this Order are designed to enhance the security of the customer environment. There is no guarantee that any security measure will prevent a data breach, infection, or other cyber security incident.

## Client Responsibilities

1. Client will provide a primary point of contact for Company to work with on all services provided in this Order.
2. Client is responsible for authorizing access for Company to sites that are owned / controlled by third parties.
3. Client is responsible for proper disposal of client-owned devices.
4. Client will make a best effort to maintain the minimum infrastructure requirements as defined by Company.
5. Client will maintain both hardware and software maintenance agreements with the source Vendor whenever possible to allow for ongoing access to security updates and to provide quick replacement of non-functioning components.
6. Client must assign Company as their Microsoft Partner of record.
7. Client is responsible for procurement and ownership of all licenses, maintenance, and vendor support agreements required for support of their third-party applications, excluding the Microsoft licensing explicitly included in the per seat packages identified in Products & Services section.
8. Third party tool licensing may be required for additional cost.
9. Client will be financially responsible for any remaining or ongoing charges from Microsoft. Microsoft subscriptions can each have their own terms and renewal dates. It is the client's responsibility to engage Company to adjust Microsoft subscription counts and terminations prior to 12 months from the original work order or subsequent change order purchase date.

## Invoicing

Company will invoice the Client a pro-rated monthly fee based on any partial month of service plus the first full month of service on the effective services start date. All subsequent service months will be invoiced at the start of the month in which services are to be rendered. Services activated after the first of month may be invoiced on a pro rata basis the following month.

Any taxes related to services purchased or licensed pursuant to this Order shall be paid by Client or Client shall present an exemption certificate acceptable to the taxing authorities. Applicable taxes and freight charges shall be billed as a separate item on the invoice.

Unit rates will automatically increase annually on the anniversary of the Effective Services Start Date equivalent to the CPI change for All Urban Consumers or by 4.00%, whichever is higher.

The terms of this Order will automatically renew for an additional term of equivalent length to the current active term unless notice of termination is provided to Company no fewer than 90 calendar days prior to expiration of the current active term.

Company will audit the Client's usage of units on a monthly basis; for each unit found in excess of the amount listed above, Company will increase the monthly fee by the corresponding amount indicated above. Reductions in Units above the minimum threshold will be reflected on the invoice within 30 days of service removal. Additional services may be added at any time during the life of this contract at the unit rates listed above.

## Addendum A – Service Desk Priorities

Incidents and Service Requests are triaged and prioritized to effectively resolve the most important issues in a timely manner. Company utilizes the following priorities, criteria and response metrics:

- System/device/application down causing work to cease and critical impact to the entire organization, a whole department, or a C-level executive or VIP user; no interim solution available; Client is in danger of or is experiencing a financial loss or the ability to make strategic business decisions is impaired.
- **24x7 Support:** Priority 1 incidents will be addressed on a 24 hours a day, 7 days a week basis including holidays.
- **Priority 2:**
  - System/device/application down causing work to cease and potential business impact for up to 5 users, a C-level executive, or a VIP user; no interim solution available.
  - **24x7 Support:** Priority 2 incidents will be addressed on a 24 hours a day, 7 days a week basis including holidays.
- **Priority 3:**
  - Level of service degraded causing impact to an individual user; no interim solution available. Operational impact to the organization or a whole department though work continues as a result of implementing an interim solution or use of other system/device/service.
  - **Business Hours Support:** Priority 3 incidents will be addressed during normal business hours Monday-Friday, 8:00am to 5:00pm excluding holidays.
- **Priority 4:**
  - Minor inconvenience to a department or user exists though work continues as a result of implementing an interim solution or use of another system/device/service.
  - **Business Hours Support:** Priority 4 incidents will be addressed during normal business hours Monday-Friday, 8:00am to 5:00pm excluding holidays.
- **Priority 5:**
  - Maintenance tasks, audits, or alignment work that is not requested by the client.
  - **Business Hours Support:** Priority 5 incidents will be addressed during normal business hours Monday-Friday, 8:00am to 5:00pm excluding holidays.

Call Priority	Initial Client Contact Guidelines	Initial Client Contact Percentages
1	1 Hour	90%
2	2 Hours	90%
3	4 Business Hours	90%
4	8 Business Hours	90%
5	N/A	N/A

## Addendum B - Maintenance Windows

All work performed within Company's Hosting or Client Infrastructure is a form of maintenance. Such work may or may not result in a disruption of service depending on the scope of the activity.

1. **Scheduled Maintenance:** All planned work performed on Company's Hosting or Client Infrastructure by Company engineers, or staff is defined as "Scheduled Maintenance". During Scheduled Maintenance, some or all of Company's Hosting or Client Infrastructure may be out of service and therefore may not be accessible to users. Regularly Scheduled Maintenance will occur between 2 AM and 6 AM in the local time zone for which the Client Infrastructure being maintained resides. Downtime to perform changes is expected during this window. If Client has a business need to avoid said downtime, they must provide their request via the Company Service Desk ten business days in advance.
  - a. **Notification:** Client will be notified via email should Scheduled Maintenance be required to take place outside of the windows specified above.
2. **Emergency Maintenance:** All work performed in response to a disruption or a threat to the availability of a component of Company's Hosting or Client Infrastructure within the control of Company is defined as "Emergency Maintenance". Emergency Maintenance will be conducted based upon the timeframe that the emergency exists. Normal business hours will see an immediate response. For issues that occur during non-business hours, the impact of the event will be evaluated as soon as possible, and appropriate measures taken to return the system to normal availability.
  - a. **Notification:** Client will be notified via email should Emergency Maintenance be necessary. Commercially reasonable efforts will be made to notify Client prior to emergency maintenance. Company reserves the right to complete Emergency Maintenance without prior notification to Client if necessary to mitigate risks posed by the need for Emergency Maintenance in a timely manner.

Before you sign this quote, an email must be sent to you to verify your identity. Find your profile below to request a verification email.

**Stephanie Moncrief**

mayor@cityofwalnutgrove.com

[ sig|req|signer1 ]

**Hunter Lindsay**

hunter.lindsay@vc3.com

[ sig|req|signer2 ]