



## City Council Meeting - Final

March 25, 2024  
7:00 PM

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- A. AGR2024-011** Authorization to enter into an Intragovernmental Agreement between the City of Austell, Georgia and the City of Smyrna, Georgia for the purpose of data entry into the Georgia Criminal Justice Information System (CJIS) and have the Mayor sign and execute all related documents.



# City of Smyrna

## Issue Sheet

A Max Bacon  
City Hall  
2800 King Street  
Smyrna, GA 30080

File Number: AGR2024-011

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**Agenda Date:** 3/25/2024

**In Control:** City Council

**File Type:** Agreement

**Agenda Section:**  
Formal Business

**Agenda Number:** A

**Department:** Police Department

**Agenda Title:**

Authorization to enter into an Intragovernmental Agreement between the City of Austell, Georgia and the City of Smyrna, Georgia for the purpose of data entry into the Georgia Criminal Justice Information System (CJIS) and have the Mayor sign and execute all related documents.

***Citywide***

**ISSUE AND BACKGROUND:**

The City of Austell, Georgia has requested that the City of Smyrna begin the data entry functions that occur within the Georgia Criminal Justice Information System (CJIS) on behalf of the City of Austell, Georgia. Said entry functions to begin on, March 25, 2024 and continue until January 1, 2026, unless the agreement is terminated by means stated within the Intragovernmental Agreement. The City of Austell, Georgia has agreed to pay the City of Smyrna, Georgia the sum of \$45,000.00 per year for the first two years of the agreement and \$50,000.00 per year thereafter.

The City of Austell currently operates the City's CJIS data entry functions internally utilizing full-time staff. In an attempt to streamline their operations and realize cost savings, the City of Austell, Georgia has requested that the City of Smyrna, Georgia perform these data entry functions on their behalf. An Intragovernmental Agreement was drafted which delineated the performance of such functions as well as the consideration for the life of the agreement. Austell has requested that their CJIS data entry functions be relocated from their facilities to the City of Smyrna, GA E-911 Center beginning March 25, 2024. A prorated amount will be paid for March 2024 and the full amount of \$3750.00 per month will be paid for the months of April through December 2024 and for the next two years (the final month being March 2026). Beginning April 1, 2026, the full amount due per month from The City of Austell to be paid to The City of Smyrna for continued GCIC services as stated in the Intragovernmental Agreement, shall be \$4166.66 (\$50,000.00 annually). The Intragovernmental Agreement has been reviewed by both municipality's legal departments and found Legal-As to Form.

**RECOMMENDATION / REQUESTED ACTION:**

The Police Department recommends the authorization to enter into an Intragovernmental Agreement between the City of Austell, Georgia and the City of Smyrna, Georgia for the purpose of data entry into the Georgia Criminal Justice Information System (CJIS) and have the Mayor sign and execute all related documents.



# City of Smyrna

## Issue Sheet

File Number: AGR2024-011

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City Hall  
2800 King Street  
Smyrna, GA 30080





## **INTRAGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF AUSTELL, GEORGIA AND THE CITY OF SMYRNA, GEORGIA FOR THE PURPOSE OF DATA ENTRY INTO THE GEORGIA CRIMINAL JUSTICE INFORMATION SYSTEM (CJIS)**

**THIS INTRAGOVERNMENTAL AGREEMENT** is entered into this **25<sup>th</sup> day of March, 2024**, by and between the City of Austell, Georgia (Austell) and the City of Smyrna, Georgia ("Smyrna").

**WHEREAS**, Smyrna, through its E-911 Center, operates 365/7/24 staffed which constantly monitors and makes entries into the Georgia Criminal Justice Information System (CJIS); and

**WHEREAS**, Austell desires to have Smyrna monitor and make entries into the Georgia CJIS on their behalf; and

**WHEREAS**, Smyrna is willing to monitor and make entries into the Georgia CJIS pursuant to the rules, regulations, and laws governing such entries subject to the terms and conditions of this agreement; and

**WHEREAS**, pursuant to Article 9, Section 3, Paragraph 1, of the Constitution of the State of Georgia, Smyrna, and Austell are authorized to enter into this intergovernmental agreement;

**NOW THEREFORE**, in consideration of the mutual covenants contained herein, and for other good and valuable consideration, the parties agree as follows:

1. **Purpose.** Austell and Smyrna agree to enter into this agreement regarding services related to the monitoring and handling of data entry into the Georgia Criminal Justice Information System (CJIS). Austell will transfer these duties to Smyrna in an effort to better focus their resources on the delivery of law enforcement services. Smyrna has agreed, consistent this document, to undertake these administrative duties as outlined in this agreement.
2. **Agreement.** Smyrna will assume responsibility for all data entry into the Georgia Criminal Justice Information System (CJIS), maintained by the Georgia Criminal Information Center (GCIC), on behalf of Austell. The parties acknowledge that the ultimate responsibility for the validity of the data entry rests with Austell. Smyrna agrees to provide GCIC trained and certified staff twenty-four (24) hours per day. Austell

agrees to maintain a full-time Terminal Agency Coordinator (TAC) for the purposes of maintaining and verifying Austell files as generated and stored by Smyrna. The Austell TAC will work with Smyrna as necessary to verify the accuracy of the Austell files.

- 3. Period of Performance.** This agreement shall be in effect from **March 25, 2024** through **January 1, 2026**, or until terminated as hereinafter provided. This Agreement shall thereafter automatically renew for up to (4) successive one-year terms commencing on January 1 and terminating on December 31, unless terminated as hereafter provided. Either party may terminate this Agreement by giving the other party written notice at least **ninety (90) days** prior to the effective date of termination of the Agreement or the end of the initial term, or the end of any renewal term, as the case may be, advising that it no longer wishes to continue this agreement in effect. Should conditions of an unusual nature occur making it impractical to continue monitoring or entering CJIS information, Smyrna may suspend this Agreement by giving written notice to Austell. Such notice will be provided to the Chief of Police of Austell by the Chief of Police of Smyrna **sixty (60) days** in advance of the effective date of the formal termination, and at least **thirty (30) days** in advance of a suspension of this Agreement.
- 4. CJIS Entry.** Initial transfer of responsibilities will include the physical conveyance of all original existing municipal warrants and HOT files to Smyrna. These records will remain in the property of Austell and Smyrna will maintain them in a fiduciary capacity. Smyrna will assume responsibility for the clerical function of CJIS data entry and record update related to warrants and incident reports as these records are provided to Smyrna. The data entry Smyrna performs is completely dependent on the delivery of timely data from Austell. In order to maintain statistical integrity and provide the ability for Austell to easily reassume some or all of these responsibilities should they choose to do so, all record entries will be made using the Austell Georgia Crime Information Center (GCIC) identifier (**ORI GA 0330100**). To facilitate the assigned responsibilities, communications from GCIC for Austell related to CJIS files and transactions will be electronically forwarded to Smyrna through the GCIC network. Once commenced, all CJIS correspondence will be routed to Smyrna and remain continually in effect (24/7/365). While Smyrna will adhere to applicable GCIC rules pertaining to “HIT” responses, the notification information will be communicated to designated Austell personnel for the ultimate decision and course of action regarding the hit response. Existing Austell electronic CJIS files will remain in the system. All newly issued original warrants will be hand-delivered by Austell to the Smyrna E-911 Center for CJIS entry. New incident reports and updates will be sent to the Smyrna E-911 Center via electronic communication for entry. A specific address/facsimile number will be designated for this purpose. The files will be maintained in a designated area specifically established for Austell Warrants and CJIS case files. Austell will be responsible for conducting their own validations and audits, as mandated by GCIC rules and established schedule. Austell will

be solely responsible for retrieving any required files not maintained by Smyrna for GCIC audit purposes.

5. **Consideration.** Austell agrees to pay Smyrna \$3750.00 (three thousand seven hundred and fifty U.S. dollars) each month for the first year and the first subsequent yearly renewal of this agreement. Upon the second renewal of this agreement, the amount paid to Smyrna will adjust to \$4166.66 (four thousand one hundred sixty-six dollars and sixty-six cents) per month for the remainder of the renewals. Both parties reserve the right to renegotiate the terms and/or amount due as stated in this agreement by providing sixty (60) days' written notice to the other of their intent to renegotiate. Nothing in this agreement conflicts with the City of Austell paying the yearly consideration in full at any time during the contract period.

Payment under this agreement will be due on the thirtieth (30) calendar day of each month covered by this agreement commencing on the first month of services provided by Smyrna. If the due date falls on a non-working day, then the payment due date will be the next working day. The date of payment received by Smyrna shall be considered to be the date payment is made.

6. **Modifications / Disputes.** Either party may initiate a request for modification to this Agreement in writing. All modifications will be written and approved by the governing bodies of the parties.

Disputes, question or concerns pertaining to this Agreement will be resolved by the Chiefs of Police of the cities, and failing that, by the Austell City Manager and the Smyrna City Manager.

7. **Indemnification.** Each party shall defend, indemnify and hold harmless the other, its officials, officers, employees, and agents from any and all injuries, claims, damages, liabilities, costs, and expenses caused by, relating to or based upon the data entry into CJIS on behalf of Austell, for claims arising out of an allegation of negligence or other wrongdoing by the other party. Nothing in this paragraph shall be construed as a waiver of Austell's or Smyrna's sovereign immunity or any individual's qualified good faith immunity, and this Agreement shall not be construed to create rights in any third party.
8. **Miscellaneous.** This Agreement constitutes the entire Agreement between the parties and supersedes any prior discussions. This Agreement can only be modified in writing by both parties. This Agreement is not assignable. This Agreement shall be construed in accordance with the laws of the state of Georgia.

**(SIGNATURES ON NEXT PAGE)**

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

**CITY OF SMYRNA**

By:

\_\_\_\_\_  
**DEREK NORTON**

Title:

**Mayor, City of Smyrna, Ga.**

**ATTEST:**

\_\_\_\_\_  
**Heather K. Peacon-Corn, City Clerk**

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

**CITY OF AUSTELL**

By:

\_\_\_\_\_  
Title:

**ATTEST:**

\_\_\_\_\_  
**City Clerk**

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

**CITY SEAL**



**CITY SEAL**