

AN ORDINANCE BY THE CITY OF SOUTH FULTON CREATING THE DEPARTMENT OF PUBLIC AFFAIRS AND SPECIAL PROJECTS; ESTABLISHING THE POSITIONS OF DIRECTOR OF PUBLIC AFFAIRS AND SPECIAL PROJECTS MANAGER WITHIN THE DEPARTMENT, PROVIDING THE JOB SUMMARY AND PRINCIPAL DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF PUBLIC AFFAIRS; AND FOR OTHER LAWFUL PURPOSES.

(Sponsored by Councilmember Williams, Willis)

WHEREAS, the City of South Fulton ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia;

WHEREAS, the duly elected governing authority of the City, is the Mayor and Council thereof ("City Council");

WHEREAS, pursuant to City Charter Section 3.10 (c), the City Council is authorized to establish, abolish, merge, or consolidate offices, positions of employment, departments, and agencies of the City as it shall deem necessary for the proper administration of the affairs of the government of the City; and

WHEREAS, this Ordinance is in the best interests of the health and general welfare of the City, its residents and general public.

THE CITY COUNCIL OF THE CITY OF SOUTH FULTON HEREBY ORDAINS as follows:

Section 1. Creation of Department of Public Affairs. Pursuant to City of South Fulton Charter Section 3.10(c) and 3.10(d), and Sec. 4.10 *et seq.*, the City Council hereby creates the City of South Fulton Department of Public Affairs and Special Projects.

Section 2. Director of Public Affairs. The job responsibilities of the Director of Public Affairs shall be to provide leadership for external media, government, and public relations components of the City, manage media relations and public relations for the City, and manage Citywide special projects, to include, but not be limited to, job fairs, state of the city address, feeding the city holiday day events, etc. The responsibilities and duties of the Director of Public Affairs, as well as the qualifications for the position, are further described in Attachment "A", attached hereto.

Section 3. Special Projects Manager. The position of Special Projects Manager within the City Manager's office shall be transferred to the Department of Public Affairs and Special Projects.

Section 4. Reporting. The Director of Public Affairs shall report to the City Manager in accordance with City Charter Sec. 3.10A(2), and shall be appointed, removed, and

supervised by the City Manager in accordance with City Code Sec. 1-6007. The Special Projects Manager shall report to the Director of Public Affairs.

Section 5. It is hereby declared to be the intention of the Mayor and Council that: (a) All sections, paragraphs, sentences, clauses and phrases of this Ordinance are or were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.

(b) To the greatest extent allowed by law, every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this Ordinance. No section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Ordinance.

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

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

Section 7. The City Attorney, City Clerk and contracted City Codifier are authorized to make non-substantive formatting and renumbering edits to this ordinance for proofing, codification, and supplementation purposes. The final version of all ordinances shall be filed with the clerk.

Section 8. The effective date of this Ordinance shall be the date of adoption unless provided otherwise by the City Charter or state and federal law.

[signatures and voting tabulations appear on the following page]

khalid kamau, Mayor
Carmalitha Gumbs
Catherine Foster Rowell
Helen Zenobia Willis
Jaceey Sebastian
Corey Reeves, Mayor Pro Tem
Natasha Williams
Vacant

NAY

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City of South Fulton | October 25, 2022

Public Affairs Director (formerly External Affairs)

JOB DESCRIPTION

In collaboration with the city manager, provides leadership for the external media, government, and public relations components of the city's communication plan. Works with the Communications Director to plan, implement and ensure city communications policies and practices are followed.

Manages media relations for the city. Develops and implements a strategic media relations campaign to ensure a positive public image for the city. Works with the media to obtain press coverage on the city. Maintains contact with city manager in matters relating to news media, public statements, crisis communications and public relations activities. Represents the city to news media. Oversees development and dissemination of press releases, web features, and other external media communications. Works with state and national elected officials to promote media awareness of city issues.

Manages public relations for the city. Plans external audience special events for the city. Provides guidance and support to the city manager on planning events and other public relations activities. Represents the city at public events, press conferences and meetings.

Leads special projects for the City. Serves as the point person for specific initiatives to advance the City's mission and goals. Develops and implements new programs and projects. Develops long-term strategies for citywide growth. Coordinates with vendors to ensure that events run smoothly. Directs the special projects manager in his or her role.

EDUCATION/EXPERIENCE REQUIREMENTS

B.A. in Communications, Public Relations, or Journalism

Minimum five (5) years experience working directly with elected officials at various levels of government

Requires thorough and understanding knowledge of press/media relations, advertising and promotion, marketing, and communications.

Experience functioning successfully as a communications strategist and spokesperson in a politically charged environment

GOVERNMENT OF THE CITY OF SOUTH FULTON

khalid kamau
MAYOR



TAMMI SADDLER JONES
CITY MANAGER

MEMORANDUM

TO: 5:00 p.m. Council Consideration of Override of the Mayor's Veto of Ordinance
Amending Departments

DATE: October 25, 2022

SUBJECT: 5:00 p.m. Council Consideration of Override of the Mayor's Veto of Ordinance
Amending Departments

REFERENCE:

CONCLUSION:

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
Mayor VETO 10.7.2022 (O2022-030)	Cover Memo	10/21/2022



MAYOR'S VETO

Section 3.21. Submission of Ordinance to the Mayor

Every ordinance, resolution, or other action adopted by the city council shall be presented to the mayor for signature within two business days following the adoption of such ordinance, resolution, or other action by the city council. The mayor shall have the right to veto any ordinance, resolution, or other action adopted by the city council, in accordance with the procedures set forth in this section.

The mayor, within five business days following receipt of an ordinance, resolution, or other action adopted by the city council, shall return it to the city clerk with or without the mayor's approval or with the mayor's veto. If an ordinance, resolution, or other action adopted by the city council has been approved by the mayor or if it is returned to the city clerk neither approved nor disapproved, it shall become law upon its return to the city clerk. However, if the mayor fails to return an ordinance, resolution, or other action adopted by the city council to the city clerk within five business days of receipt, it shall become law at 12:00 Midnight on the fifth business day after receipt. If an ordinance, resolution, or other action adopted by the city council is vetoed by the mayor, the mayor shall submit to city council, through the city clerk, the reason for the mayor's veto. The city clerk shall record upon the ordinance, resolution, or other action adopted by the city council the date of its delivery to and its receipt from the mayor.

An ordinance, resolution, or other action adopted by the city council vetoed by the mayor shall automatically be on the agenda at the next regular meeting of the city council for reconsideration. Votes to override mayoral vetoes shall only occur at regular scheduled meetings of the city council and cannot occur at a special meeting or emergency meeting. If the minimum number of councilmembers necessary to vote to override the veto are not present, the action may be continued until the next meeting at which such minimum number of councilmembers are present. The city council may override a veto by the mayor and adopt any ordinance, resolution, or other action adopted by the city council that has been vetoed by the mayor by the affirmative votes of at least five councilmembers, not including the mayor.

Date of Adoption: 9/27/2022 **Item Number:** ORD2022-030

Subject: AN ORDINANCE TO AMEND SECTION 1-6009, DEPARTMENTS, GENERALLY, FOR THE PURPOSE OF MODIFYING THE TITLE AND RESPONSIBILITIES OF THE DEPARTMENT OF COMMUNICATIONS AND EXTERNAL AFFAIRS; ADDING THE DEPARTMENT OF PUBLIC AFFAIRS AND SPECIAL PROJECTS; AND FOR OTHER LAWFUL PURPOSES. – Motion by Willis/Rowell -Approved 6-0

Reason for Veto:

Date to Mayor: 9/30/2022 **Date of Veto:** 10/7/2022

Mayor's Signature: [Signature] Fiscally Imprudent

Date Received by City Clerk: 10/7/2022

Date to Councilmembers: 10/7/2022

Date of next Regular Meeting of City Council: October 25, 2022

Action Taken at City Council Meeting:



MAYOR'S SIGNATURE PAGE

Per the City Charter, "Every ordinance, resolution, or other action adopted by the city council shall be presented to the mayor for signature within two business days following the adoption of such ordinance, resolution, or other action by the city council. The mayor shall have the right to veto any ordinance, resolution, or other action adopted by the city council, in accordance with the procedures set forth in this section. The mayor, within five business days following receipt of an ordinance, resolution, or other action adopted by the city council, shall return it to the city clerk with or without the mayor's approval or with the mayor's veto. If an ordinance, resolution, or other action adopted by the city council has been approved by the mayor or if it is returned to the city clerk neither approved nor disapproved, it shall become law upon its return to the city clerk. However, if the mayor fails to return an ordinance, resolution, or other action adopted by the city council to the city clerk within five business days of receipt, it shall become law at 12:00 Midnight on the fifth business day after receipt."

The mayor acknowledges receipt of the noted Item listed below:

Date of Adoption: September 27, 2022 Item Number: ORD2022-030

Subject: AN ORDINANCE TO AMEND SECTION 1-6009, DEPARTMENTS, GENERALLY, FOR THE PURPOSE OF MODIFYING THE TITLE AND RESPONSIBILITIES OF THE DEPARTMENT OF COMMUNICATIONS AND EXTERNAL AFFAIRS; ADDING THE DEPARTMENT OF PUBLIC AFFAIRS AND SPECIAL PROJECTS; AND FOR OTHER LAWFUL PURPOSES.

Date Received by Mayor: September 29, 2022

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APPROVED

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DISAPPROVED

Mayor's Signature: _____

Date to City Clerk: _____

STATE OF GEORGIA
COUNTY OF FULTON
CITY OF SOUTH FULTON

ORD2022-030

AN ORDINANCE TO AMEND SECTION 1-6009, DEPARTMENTS, GENERALLY, FOR THE PURPOSE OF MODIFYING THE TITLE AND RESPONSIBILITIES OF THE DEPARTMENT OF COMMUNICATIONS AND EXTERNAL AFFAIRS; ADDING THE DEPARTMENT OF PUBLIC AFFAIRS AND SPECIAL PROJECTS; AND FOR OTHER LAWFUL PURPOSES.

WHEREAS, the City of South Fulton ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia; and

WHEREAS, the duly elected governing authority of the City is the Mayor and Council thereof ("City Council"); and

WHEREAS, pursuant to City Charter Section 3.10 (b), the City Council is authorized to adopt ordinances and amendments it deems necessary, expedient, or helpful for the health, welfare, safety, comfort and well-being of the inhabitants of the City; and

WHEREAS, pursuant to City Charter Section 3.10 (c), the City Council is authorized to establish, abolish, merge, or consolidate offices, positions of employment, departments, and agencies of the City as it shall deem necessary for the proper administration of the affairs of the government of the City; and

WHEREAS, the Mayor and City Council of the City of South Fulton finds that this Ordinance is in the best interest of the public health, safety, and welfare.

THE CITY COUNCIL OF THE CITY OF SOUTH FULTON HEREBY ORDAINS as follows:

Section 1. That Section 1-6009 (Departments, generally) of Chapter 6 (Municipal Employees) of Title 1 (Administration) of the City of South Fulton Code of Ordinances be amended, in totality, to provide for the newly created Department of Public Affairs, and the following offices and units of governments are established within the city:

- (1) *Communications and external affairs*. Responsible for the development of internal ~~and external~~ communications, ~~coordinates media relations, news releases,~~ the city's website, ~~social media,~~ **branding**, and newsletter.
- (2) Community development and regulatory affairs. Responsible for duties as the office of film and entertainment and all city planning and zoning activities and federal, state and local regulatory compliance related to this function. The head of this department shall be the director of community development & regulatory affairs, who will serve in an advisory capacity to the boards and council in all planning and zoning matters, to make recommendations to amend planning and

regulatory ordinances, and to administer the enforcement of ordinances relating thereto. Additionally, the director or his/her designees will also staff the following boards and commissions:

Code enforcement board,

Historic and cultural landmarks commission,

Planning commission, and

Zoning board of appeals.

- a. Code enforcement. Responsible for the inspection and enforcement of residential and commercial properties that are in violation of the code pertaining to construction, land use regulations and maintenance of structures and premises.
 - b. Planning and zoning. Serves as the primary point of contact with applicants throughout the land development process. Responsibilities include management of processes for the review and approval of land development permits, land disturbance permits, final plats, stream buffer variances, and other related activities to include property zoning information, rezoning, zoning variances, and subdivision platting; and ensuring development projects are designed to meet city design standards and state regulations.
 - c. Permit and land development office. Responsible for the processing and issuance of all building permits, conducting field inspections for safety and occupancy and coordinating the review of all construction documents to ensure that structures are designed per the current applicable codes.
- (3) Destination South Fulton (DSF) is the City of South Fulton's economic development entity. DSF can provide demographic information on the city; assist with site selection to construct or locate businesses; and offer information on funding and incentives which may help attract and sustain existing business.
- (4) Finance. Responsible for providing general oversight and support for financial management, administrative, and technology operations for the city.
- a. Core financial and administrative functions include:
 1. Accounts payable.
 2. Accounts receivable.
 3. Business license processing.
 4. Contract and purchasing oversight.
 5. Payroll.
 6. General ledger administration.
 7. Financial auditing support and compliance with financial reporting requirements.
 8. Cash and debt service management.

9. Budget development and oversight.
 10. Office equipment support.
 11. Financial records management.
 12. Grants administration.
 13. Business license. Responsible for the collection of occupational taxes and issuance of occupational tax certificates (business licenses) within the City of South Fulton. In addition, the office collects various excise taxes including hotel/motel, alcohol, rental, and energy excise taxes.
- b. The chief financial officer shall be authorized to sign all appeal bonds and related bond documentation on behalf of the city council or city, which may be essential to the administration of any case in court.
- c. The following offices are a part of the Finance Department:
1. Accounting.
 2. Purchasing.
 3. Risk management.
 4. Budget management.
 5. Grant administration.
 6. Tax administration.
 7. Grant writing.
- (5) Fire. The Fire Department, led by the fire chief, shall be authorized to ensure that that all rules, regulations and laws of the state and city relative to fire prevention and extinguishment are duly observed.
- (6) Human resources. Headed by the human resources director and responsible for the managing the full range of workforce services, including recruitment and retention, benefits administration, employee relations, personnel records management, training and separation of city personnel.
- (7) Information technology. Headed by the IT director and responsible for the information technology strategy and computer systems while managing all technical services and relationships.
- (8) Municipal court. Headed by the court administrator and responsible for the administration and operation of the city's municipal court system.
- (9) Parks, recreation and cultural affairs. All park and recreation activities shall be the responsibility of the parks and recreation department, which shall be headed by the director of parks and recreation.
- (10) Police. The chief of police and all members of the police department shall have the power and authority of police officers generally and shall perform such duties as are required of them by the council or by law. The chief of police shall have

general superintendence of the police department and custody of all property used and maintained for the purposes of said department.

(11) **Public Affairs and Special Projects. Responsible for the development of external communications and special projects, coordinates media relations relative to external affairs and special project events, press conferences relative to external affairs events and special projects, news releases and public statements for external affairs events and special projects, social media, and public relations activities. Responsible for the development and implementation of new projects and programs.**

(12) Public works. Headed by the public works director and responsible for the administration, planning, engineering, construction, and maintenance of the city's infrastructure.

a. General services. Headed by the facilities manager and oversees new construction as well as the modification, renovation, and major maintenance of city facilities.

b. Fleet services. Headed by the fleet manager and oversees the maintenance of city vehicles.

Chapter 2. Amendments are shown with ~~striketrough~~ to denote text to be deleted and **bold underline** to denote text to be added. Where new sections or paragraphs are added that change the numbering of existing sections or paragraphs, all references throughout the Ordinance will be updated accordingly.

Chapter 3. It is hereby declared to be the intention of the Mayor and Council that: (a) All sections, paragraphs, sentences, clauses and phrases of this Ordinance are or were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.

(b) To the greatest extent allowed by law, every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this Ordinance. No section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Ordinance.

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

Section 4. All Ordinances and parts of Ordinances in conflict herewith are hereby expressly repealed.

Section 5. The City Attorney, City Clerk and contracted City Codifier are authorized to make non-substantive formatting and renumbering edits to this ordinance for proofing, codification, and supplementation purposes. The final version of all ordinances shall be filed with the clerk.

Section 6. The effective date of this Ordinance shall be the date of adoption unless provided otherwise by the City Charter or state and federal law.

[signatures and voting tabulations appear on the following page]

The foregoing ORDINANCE No. 2022-030, adopted on September 27, 2022 was offered by Councilmember Willis who moved its approval. The motion was seconded by Councilmember Rowell, and being put to a vote, the result was as follows:

	AYE	NAY
khalid kamau, Mayor	_____	_____
Carmalitha Gumbs	_____X_____	_____
Catherine Foster Rowell	_____X_____	_____
Helen Zenobia Willis	_____X_____	_____
Jaceey Sebastian	_____X_____	_____
Corey Reeves, Mayor Pro Tem	_____X_____	_____
Natasha Williams	_____X_____	_____
Vacant	_____	_____

First Read: August 23, 2022
Second Read: September 27, 2022

THIS ORDINANCE adopted this 27th day of September 2022.


CITY OF SOUTH FULTON, GEORGIA

khalid kamau, MAYOR

ATTEST:

COREY E. ADAMS, SR., CITY CLERK

APPROVED AS TO FORM:

 9/29/22

VINCENT D. HYMAN, CITY ATTORNEY

JOB DESCRIPTION

The CoSF Communications Director will oversee communications involving the city including the development and implementation of a communications strategy.

Collaborates with the city manager to develop the city's mission statement.

Oversees city communications and branding in various online and print platforms such as LinkedIn, Twitter, Facebook, and industry magazines.

Oversees the development and maintenance of the city website including methods to deliver message, ease of navigation, and clarity of information; ensures that all content is current and relevant.

Provides consistent and timely information to employees through various communications programs. Manage the development, distribution, and maintenance of all print and electronic collateral including, but not limited to, newsletters, and brochures.

Develop branding initiatives.

Create rich and creative content that is optimized for search engines.

Monitor effective benchmarks for measuring the impact of all communication platforms and report on results and their contribution to the overall CoSF marketing/communications efforts.

EDUCATION/EXPERIENCE REQUIREMENTS

B.A. degree in Marketing or Communications

Five or more years in communications, corporate marketing, public relations or creative agency Experience

Significant experience in brand development and customer marketing

Experience with corporate branding approaches and strategies